



Notice/Agenda of Regular December 2022 BOT Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129)
Tuesday, December 6, 2022
1200 Amburn Road
Texas City, TX 77591**

Regular December 2022 BOT Meeting of the Board of Trustees of College of the Mainland will be held Tuesday, December 6, 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, October 24, 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 2021-2022 Annual Financial and Compliance Report**
8. **Human Resources Items**
 - A. Appointment Nominations
 1. Consideration of and Possible Action to Approve the Appointment Nomination of James Torres to the Position of Program Coordinator II, Law Enforcement Academy, Public Service Careers Department
 2. Consideration of and Possible Action to Approve the Appointment Nomination of Elizabeth Trichel to the Position of Administrative Officer, COM Foundation & Resource Development Department

3. Consideration of and Possible Action to Approve the Appointment Nomination of Kimberly Lachney to the Position of Student Accessibility Services Coordinator, Student Success Center
 4. Consideration of and Possible Action to Approve the Appointment Nomination of Kelley Waters to the Position of Career Center Director, Dean of Students Department
 5. Consideration of and Possible Action to Approve the Appointment Nomination of Lauren McElyea to the Position of Assistant Professor of Nursing, Nursing Department
 6. Consideration of and Possible Action to Approve the Appointment Nomination of Stephanie Griggs to the Position of Assistant Professor of Nursing, Nursing Department
 7. Consideration of and Possible Action to Approve the Appointment Nomination of Jose Salazar to the Position of Communications Specialist, Marketing & Public Affairs Department
 8. Consideration of and Possible Action to Approve the Appointment Nomination of Naomi Grimaldo to the Position of Enrollment Coach, Strategic Enrollment Management Department
 9. Consideration of and Possible Action to Approve the Appointment Nomination of Candace Holmes to the Position of Enrollment Coach, Strategic Enrollment Management Department
 10. Consideration of and Possible Action to Approve the Appointment Nomination of Christal Dover to the Position of Academic Advisor, Student Success Center
 11. Consideration of and Possible Action to Approve the Appointment Nomination of Michelle Davis to the Position of Director, Academic Planning and Innovation, Academic Planning and Innovation Department
 12. Consideration of and Possible Action to Approve the Appointment Nomination of Carol Connor to the Position of Faculty - Biology, Science Department
 13. Consideration of and Possible Action to Approve the Appointment Nomination of Georgiana Kramer to the Position of Faculty - Geology, Science Department
 14. Consideration of and Possible Action to Approve the Appointment Nomination of Joseph Achinapura to the Position of Faculty - Business, Business & Industry/Health, Human & Consumer Science/Public Safety Department
- B. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report
9. **Consideration of and Possible Action to Approve Renewal of Contract 21-05 with People Admin in an Amount Not-to-Exceed \$167,940 to be Paid from Operating Budget**
 10. **Consideration of and Possible Action to Approve Renewal of Contract 18-24 with EAB for the Renewal of the Student Success Management Software Maintenance in an Amount Not-to-Exceed \$565,831**
 11. **Consideration of and Possible Action to Award Contract 23-03 to Shimadzu Medical Systems for the Purchase of X-ray Machines in an Amount Not-to-Exceed \$339,000 to be Paid from 2018 Bond and Title V Grant Funds**
 12. **Consideration of and Possible Action to Award Contract 23-11 to Ally Roofing Services to Replace the PE Dome Roof in an Amount Not-to-Exceed \$1,171,600 to be Paid from Fund Balance**

13. **Consideration of and Possible Action to Award Contract 23-12 to Turner Construction for Renovations to the Doyle Family Administration Building VP Suite in an Amount Not-to-Exceed \$419,403 to be Paid from Fund Balance**
14. **Consideration of and Possible Action to Approve the 2023 Payment in an Amount Not-to-Exceed \$325,203.60 to be Paid from the FY 22-23 Operating Budget to the Galveston County Appraisal District for Appraisal of Property within the College District**
15. **Consideration of and Possible Action to Accept the Resolution Adopting the COM Matched Retirement Savings Plan**
16. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the October 2022 Investment and the October 2022 Financial Reports
17. **Board Report**
18. **President's Report**
 - A. Updates
 - B. Reminders/Announcements
 1. Holiday Reception - Tuesday, December 6th, 3:30 p.m. (following today's meeting)
 2. Board Meetings
 - January 2023 - Monday, January 23rd, 1:30 p.m.
 - February 2023 - Monday, February 27th, 1:30 p.m.
 - March 2023 - Wednesday, March 29th, 1:30 p.m.
 3. Fall Graduation
 - a. Saturday, December 10th, Abundant Life
 - C. Resignations and Retirement Report
 - D. Miscellaneous
19. **Adjournment to closed or executive session pursuant to Texas Government Code of the Open Meetings Act**

Section 551.071-consultation with attorney (College of the Mainland v. Texas Windstorm Insurance Association)

20. **Discussion and Possible Action on Settlement Offer from Texas Windstorm Insurance Association**
21. **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, December 1, 2022, 3:00 P.M..



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.

Rosie E. Rojas

Board Clerk



PRESIDENT'S OFFICE

Call to Order

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



PRESIDENT'S OFFICE

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

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



College of the Mainland
Board of Trustees
2021-2023

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wmcgarvey@gmail.com

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



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 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 October 24, 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 10/24/22

College of the Mainland Board of Trustees
Minutes of Monday, October 24, 2022
1:30 p.m., Doyle Family Administration Building

Call to Order

Bill McGarvey called the meeting to order at 1:31 p.m.

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

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present, except Melissa Skipworth.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, September 26, 2022

Dawn King moved for approval of the Full Board Minutes of Monday, September 26, 2022. Alan Waters 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 Acceptance of the Revised Facilities Master Plan as Presented by PBK Architects

Don Gartman moved the Board of Trustees accept the revised Facilities Master Plan as presented by PBK Architects. Alan Waters seconded the motion; all voted in approval.

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

Alan Waters moved 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. Verna Henson seconded the motion; all voted in approval.

Title V - Pasos Hacia el Futuro: Improving Achievement Through Culture, Community and Care 2022-2027 - Presented by Dr. Helen Brewer & Dr. Lisa Watson

Drs. Watson & Brewer & Deborah Fregia, Title V Director, presented an update on the Title V Grant.

Hispanic Association of Colleges and Universities (HACU) Student Presentation

Deborah Fregia, Title V Director, presented an update on the student trip to the HACU Conference in San Diego, CA.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action on the Appointment Nomination of Kathleen Roussel to the Position of Culinary Arts Program Coordinator, Academic Planning & Innovation Department

Alan Waters moved the Board of Trustees approve the appointment of Kathleen Roussel to the position of Culinary Arts Program Coordinator, Academic Planning & Innovation Department. Don Gartman seconded the motion; all voted in approval.

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

Don Gartman moved the Board of Trustees approve the appointment of Gary Staudt to the position of Assistant Professor – Fire Technology, Fire Technology Department. Alan Waters seconded the motion; all voted in approval.

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

Alan Waters moved the Board of Trustees approve the appointment of Deanna Uresti 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 New Associate of Applied Science Degree in Radiologic Technology

Don Gartman moved the Board of Trustees approve the new Associate of Applied Science degree in Radiologic Technology. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the New Associate of Applied Science Degree in Dental Hygiene

Don Gartman moved the Board of Trustees approve the new Associate of Applied Science degree in Dental Hygiene. Verna Henson seconded the motion; all voted in approval.

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

Alan Waters moved 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 to be paid from Fund Balance project 2023-13. Don Gartman seconded the motion; all voted in approval.

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

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

Consideration of and Possible Action to 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

Alan Waters moved 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. Verna Henson seconded the motion; all voted in approval.

Financial Report(s)

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

Verna Henson moved the Board of Trustees accept the September 2022 Investment and Financial Reports. Alan Waters seconded the motion; all voted in approval.

Report to the Community 2021 -2022

Diane Burkett, Marketing Director, reviewed the Report to the Community 2021-2022.

Board Report

Several Trustee thanked the President for the open house/ribbon cutting at the Industrial Careers Building on Friday.

President's Report

Updates

Presentation of 2022-2023 Bond Campaign Playbook, Ryan Gregory, PBK
State Funding Update

Reminders/Announcements

Board Meetings

November 2022 – Wednesday, November 2nd, 1:00 p.m.

December 2022 – Tuesday, December 6th, 1:30 p.m.

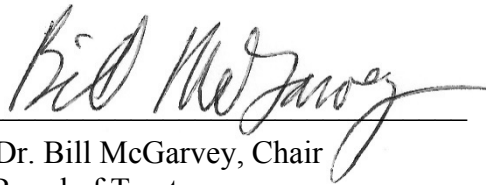
Fall Graduation – Saturday, December 10th

Resignations and Retirement Report – included in the board packet.

Adjournment at 3:06 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



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 21, 2022
Subject: 2021-2022 Annual Financial & Compliance Report

AGENDA ITEM DESCRIPTION:

Discussion and possible acceptance of the College of the Mainland 2021-2022 Annual Financial and Compliance Report.

PURPOSE

To present to, and discuss, the 2021-2022 Annual Financial and Compliance Report with the Board of Trustees.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: *“I move the Board of Trustees accept the 2021-2022 Annual Financial and Compliance Report.”*

BACKGROUND

The College of the Mainland’s Annual Financial Audit and Compliance Report is required under Government Code 2102.009.

ATTACHMENTS

1. 2021-2022 Annual Financial & Compliance Report



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Recommendation – Program Coordinator II, Law Enforcement Academy
(Replacement)

Presented for recommended approval to the Board of Trustees on December 6, 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 James Torres to the position of Program Coordinator II, Law Enforcement Academy, Public Service Careers Department.”

PURPOSE

Responsible for performing various professional level duties related to program coordination for the Law Enforcement Academy.

BACKGROUND

This is a replacement position for Dan Blackford.

IMPLICATIONS

Financial: \$72,269 from budget 11-0-0000-1311-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Recommendation – Administrative Officer (Replacement)

Presented for recommended approval to the Board of Trustees on December 6, 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 Elizabeth Trichel to the position of Administrative Officer, COM Foundation & Resource Development Department.”

PURPOSE

Manages and executes administrative, project, and executive support activities associated with the office of Institutional Advancement (IA), a division or equivalent component of the College. Reporting directly to the Vice President for IA, serves as principle point of administrative contact and liaison with internal and external constituencies. Provides specialist administrative services as appropriate in such areas as fiscal management; public/community relations; faculty, staff, or student affairs; general business administration; and/or development and relations.

BACKGROUND

This is a replacement position for Denese Johnson.

IMPLICATIONS

Financial: \$65,503 from budget 11-0-0000-5142-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Recommendation – Student Accessibility Services Coordinator (Replacement)

Presented for recommended approval to the Board of Trustees on December 6, 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 Kimberly Lachney to the position of Student Accessibility Services Coordinator, Student Success Center.”

PURPOSE

The Accessibility Services Coordinator is the primary contact person on campus for students with disabilities. The Coordinator approves, oversees, arranges and/or provides accommodation support services for students who qualify for services.

BACKGROUND

This is a replacement position for Holly Bankston.

IMPLICATIONS

Financial: \$65,699 from budget 11-0-0000-4103-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Recommendation – Career Center Director (Replacement)

Presented for recommended approval to the Board of Trustees on December 6, 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 Kelley Waters to the position of Career Center Director, Dean of Students Department.”

PURPOSE

Responsible for development and implementation of comprehensive career services and programming related to career development and success of COM students and alumni. This individual will work with various internal and external stakeholders to expand and integrate collaborations with students, alumni and employers to provide job opportunities. The Director will develop and maintain external relationships with employers and professional associations that will foster career opportunities for current students and alumni. The Director will be responsible for individual career-related advising, resume and career document approval, employer relations, career services operations and technology enhancements. This individual will have hiring and staff supervisory responsibilities after the Center is fully developed and will take an active role in College projects and programs.

BACKGROUND

This is a replacement position for Donisha Moss.

IMPLICATIONS

Financial: \$70,869 from budget 11-0-0000-4154-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Recommendation – Assistant Professor of Nursing (Replacement)

Presented for recommended approval to the Board of Trustees on December 6, 2022 and forwarded for recommended approval to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Lauren McElyea to the position of Assistant Professor of Nursing, Nursing 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 for Ute Holch.

IMPLICATIONS

Financial: \$83,416 from budget 11-0-0000-1302-5100.
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: December 6, 2022
Subject: Recommendation – Assistant Professor of Nursing (Replacement)

Presented for recommended approval to the Board of Trustees on December 6, 2022 and forwarded for recommended approval to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Stephanie Griggs to the position of Assistant Professor of Nursing, Nursing 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 for Shari Manning.

IMPLICATIONS

Financial: \$98,120 from budget 11-0-0000-1302-5100.
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: December 6, 2022
Subject: Recommendation – Communications Specialist (New)

Presented for recommended approval to the Board of Trustees on December 6, 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 Jose Salazar to the position of Communications Specialist, Marketing & Public Affairs Department.”

PURPOSE

Responsibilities for this position would primarily focus on managing and growing our social media accounts but will also support a variety of internal and external communications efforts throughout the Marketing and Public Affairs department and across the College.

BACKGROUND

This is a new position that was board approved in the 2022-2023 budget.

IMPLICATIONS

Financial: \$54,384 from budget 11-0-0000-5146-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Recommendation – Enrollment Coach (New)

Presented for recommended approval to the Board of Trustees on December 6, 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 Naomi Grimaldo to the position of Enrollment Coach, Strategic Enrollment Management Department.”

PURPOSE

Performs moderately complex work advising students from connection to entry. Responsible for implementing recruitment and enrollment strategies and utilizing a caseload management approach to support students throughout the enrollment process. May provide services for special populations. Three positions are available, pending Board of Trustees approval.

BACKGROUND

This is a new position that was board approved in the 2022-2023 budget.

IMPLICATIONS

Financial: \$51,431 from budget 11-0-0000-4131-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Recommendation – Enrollment Coach (New)

Presented for recommended approval to the Board of Trustees on December 6, 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 Candace Holmes to the position of Enrollment Coach, Strategic Enrollment Management Department.”

PURPOSE

Performs moderately complex work advising students from connection to entry. Responsible for implementing recruitment and enrollment strategies and utilizing a caseload management approach to support students throughout the enrollment process. May provide services for special populations. Three positions are available, pending Board of Trustees approval.

BACKGROUND

This is a new position that was board approved in the 2022-2023 budget.

IMPLICATIONS

Financial: \$50,874 from budget 11-0-0000-4131-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Recommendation – Academic Advisor (Replacement)

Presented for recommended approval to the Board of Trustees on December 6, 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 Christal Dover to the position of Academic Advisor, Student Success Center.”

PURPOSE

Interviews and advises students regarding information, procedures and academic requirements of a specific program or major. Assists students in exploring careers, evaluating academic abilities, and setting goals.

BACKGROUND

This is a replacement position for Ariel Scott.

IMPLICATIONS

Financial: \$51,869 from budget 11-0-0000-4103-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Recommendation – Director, Academic Planning and Innovation

Presented for recommended approval to the Board of Trustees on December 6, 2022 and forwarded for recommended approval to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Michelle Davis to the position of Director, Academic Planning and Innovation, Academic Planning and Innovation Department.”

PURPOSE

This individual will partner with Faculty and Staff and implement key academic innovations. Serve on select committees that advance the academic mission of the College; Conduct ongoing research related to key higher education initiatives, including global education, student success, and technology-enhanced education and advise Dean and Associate Deans. Direct selected writing, editing, research and assessment projects for the College.

BACKGROUND

This is a replacement for Dave Knopp.

IMPLICATIONS

Financial: \$99,523 from budget 11-0-0000-3109-5120.

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: December 6, 2022
Subject: Recommendation – Faculty - Biology (Replacement)

Presented for recommended approval to the Board of Trustees on December 6, 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 Carol Connor to the position of Faculty - Biology, Science Department.”

PURPOSE

Responsible for providing instruction within the Biology 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 Candice Ratley.

IMPLICATIONS

Financial: \$57,630 from budget 11-0-0000-1120-5100.

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: December 6, 2022
Subject: Recommendation – Faculty - Geology (Replacement)

Presented for recommended approval to the Board of Trustees on December 6, 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 Georgiana Kramer to the position of Faculty - Geology, Science Department."

PURPOSE

Provide quality instruction in geology courses in supporting the Natural Sciences and General Studies programs. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation. Serve 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 John Mohr.

IMPLICATIONS

Financial: \$68,713 from budget 11-0-0000-1122-5100.

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: December 6, 2022
Subject: Recommendation – Faculty – Business (Replacement)

Presented for recommended approval to the Board of Trustees on December 6, 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 Joseph Achinapura to the position of Faculty - Business, Business & Industry/Health, Human & Consumer Science/Public Safety Department.”

PURPOSE

Responsible for providing instruction within the Business and Accounting Department – Business Administration program. Prepare, develop, revise curriculum and course work. Provide scheduled office hours for student consultation. Serves on College committees as needed and assigned. Participate in student oriented instructional and advisement activities as needed and assigned.

BACKGROUND

This is a replacement position for Katherine Schroeder.

IMPLICATIONS

Financial: \$57,630 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

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on December 6, 2022.

MINUTE ORDER

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

PURPOSE

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

BACKGROUND

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

IMPLICATIONS

Financial:

Assistant Examiner - \$40,037 from budget 11-0-0000-4136-5160
Facilities Operations Assistant - \$41,222 from budget 11-0000-6101-5160
Student Help Center Specialist - \$37,056 from budget 11-0-0000- 4102-5160

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

Attachments

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Assistant Examiner	Testing	Provide a welcoming and secure testing environment in the Testing Center. Assist candidates with test registration, appointments, check-in, and score reports.	New Position	Yvonne Nava	\$40,037	\$39,489 - \$49,361 - \$59,233
2	Facilities Operations Assistant	Facilities	The primary functions of this role are to administer the Facilities Department's work orders process, from initial customer contact through work completion, ensure accurate entry of materials and labor costs associated with work orders, schedule preventive maintenance work, provide frequent and effective customer communications, and generate work performance efficiency reports.	New Position	Madison Morin	\$41,222	\$39,489 - \$49,361 - \$59,233
3	Student Help Center Specialist	Admissions & Records	A Student Help Center Specialist, assists in overseeing the Student Help Center, advises potential students on admissions requirements and options, and performs college administrative and clerical activities when needed in the Admissions and Records Office.	Replacement of Julie Arenas, who moved to another position.	Sarah Plain	\$37,056	\$35,899 - \$44,873 - \$53,848
4							
5							
6							
7							
8							



Minute Order

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Agenda item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Renewal of Contract 21-05: People Admin Software

FUNDING SOURCE:

FY Operating Budget

PURPOSE

The purpose is to support Human Resources with employee records, applicant tracking and performance management software.

PROPOSED MOTION:

“I move the Board of Trustees renew Contract 21-05 to People Admin not-to-exceed \$167,940.00 to be paid from Operating Budget”.

BACKGROUND

On June 27, 2017 the Board of Trustees approved contract 18-02 awarded to People Admin Software for software licenses of various Human Resource modules necessary to support employee records, performance evaluations and hiring tools. The current maintenance term expires December 13, 2022. Therefore, it is the recommendation of Administration to renew the software maintenance for an additional three (3) year term. Payments will be made annually based on fiscal year operating budgets as noted below:

Year 1: \$53,271.91	12/14/2022 – 12/13/2023	FY 2022 Operating Budget
Year 2: \$55,935.51	12/14/2023 – 12/13/2024	FY 2023 Operating Budget
Year 3: \$58,732.28	12/14/2024 – 12/13/2025	FY 2024 Operating Budget
Total: \$167,939.70		

Therefore, it is recommended the subject contract be awarded for the follow-on renewal years to continue providing Human Resources with the software tools necessary to maintain employee records. This is considered a Sole Source requirement as a software maintenance renewal.

Attachment: People Admin Proposal



150 Parkshore Dr, Folsom, CA 95630
 Remit Email: sahiba.khurana@powerschool.com
 Quote Date: 4-NOV-2022
 Quote #: Q-668561-1

Prepared By: Sahiba Khurana
 Customer Name: College of the Mainland

 Contract Term: 36 Months
 Start Date: 14-DEC-2022
 End Date: 13-DEC-2025
 Billing Frequency: Annually

Customer Contact: Mike McGee
 Title: Executive Director of Human Resources
 Address: 1200 Amburn Road
 City: Texas City
 State/Province: Texas
 Zip Code: 77591
 Phone #: (409) 933-8324

Product Description	Quantity	Unit	Extended Total
Initial Term 14-DEC-2022 - 13-DEC-2023			
License and Subscription Fees			
PeopleAdmin Performance Management	1.00	IPEDS	USD 13,636.42
PeopleAdmin Employee Records	1.00	IPEDS	USD 13,211.71
PeopleAdmin Applicant Tracking System	1.00	IPEDS	USD 26,423.78
PeopleAdmin ATS Position Type	1.00	IPEDS	USD 0.00
PeopleAdmin External Authentication LDAP	1.00	Each	USD 0.00

License and Subscription Totals: **USD 53,271.91**

Quote Total	
Initial Term	14-DEC-2022 - 13-DEC-2023
Amount To Be Invoiced	USD 53,271.91

Fees for subsequent years within the term bound by the Start Date and End Date detailed on this quote will be equal to the 'Annual Ongoing Fees' amount uplifted by 0.0% in year 1, and 5% in years 2 and 3. So that the total amount will be:

Year 1 Total - USD 53,271.91

Year 2 Total - USD 55,935.51

Year 3 Total - USD 58,732.28

On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of the quote. All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement.

This renewal quote is subject to and incorporates the terms and conditions found at: <https://www.powerschool.com/higher-education-licensed-product-services-agreement-10172019/>

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

College of the Mainland

Signature:

Signature:

A handwritten signature in black ink that reads "Eric Shander". The signature is written in a cursive style with a large initial "E".

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 3-NOV-2022

Date:

PO Number: _____



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Renewal of Contract 18-24 with EAB for Student Success Management Software Maintenance

FUNDING SOURCE:

Fund Balance Project ID#: 2023-45 - \$285,000

PURPOSE:

Continue software maintenance for current Student Success Management Software tools.

PROPOSED MOTION: *"I move the Board of Trustees approve renewal of contract 18-24 with EAB for the renewal of the Student Success Management Software Maintenance in an amount not-to-exceed \$565,831."*

BACKGROUND:

On June 25, 2018, the Board approved the subject contract award to EAB for Student Success Management Software in an amount not-to-exceed \$380,208.10 over a five (5) year period. On July 22, 2019, the Board approved the purchase of additional Collaborative and Intelligence modules for a contract increase of \$89,009.00. In August 2020, another module called Virtual Tour was added to the support COM student during the COVID-19 pandemic for an additional \$70,409.00 for total not-to-exceed amount of \$539,626.10.

The Student Success Management software suite consists of Academic Planning, Academic Planning Registration, Intelligence, Milestone Guidance and Student Success Collaborative to expire on June 30, 2023. Therefore, to better align the contract renewal period with the start and end of the fiscal year budget cycle, a proposal was requested to co-term all modules that were individually added at various intervals throughout the initial contract term. EAB responded with a discount proposal to provide ongoing maintenance and support for each module under suite pricing that would group all modules with the same renewal dates under a single suite, now referred to as Navigate. The proposed contract allows for early termination after year three (3) without penalty. Fund Balance will be used for the co-term fee, plus years one (1) and two (2). The remainder funds needed for years three (3) through five (5) will be requested during the annual budget review cycle.

The proposed suite price excludes the Virtual Tour module as it is now considered a stand-alone product. EAB’s proposal to renew the Navigate Suite is based on a five (5) annual renewal options after the initial co-term. An annual contract renewal after co-termining the suite with a renewal date of September 1st of each year is based on the following:

Navigate Suite Software Maintenance Renewal

	Term	Fees	Funding Source
Co-			
Term	6/1/2023 - 8/31/2023	\$ 17,890.00	Fund Balance
Year 1	9/1/2023 - 8/31/2024	\$ 103,644.00	Fund Balance
Year 2	9/1/2024 - 8/31/2025	\$ 106,528.00	Fund Balance
Year 3	9/1/2025 - 8/31/2026	\$ 109,499.00	TBD
Year 4	9/1/2026 - 8/31/2027	\$ 112,559.00	TBD
Year 5	9/1/2027 - 8/31/2028	\$ 115,711.00	TBD
	Total	\$ 565,831.00	

Software maintenance is considered a Sole Source to the original software purchase was initially purchased based on receipt of competitive proposals. Therefore, the procurement regulations under Texas Education Code 44.031 have been met.

Attachment: EAB Proposal



EAB Global, Inc.
 2445 M Street NW
 Washington, DC 20037

Program Order Form

Organization: College of the Mainland
 Attn: Helen Brewer
 1200 N. Amburn Road
 Texas City, TX 77591

Date: 11/17/2022

Program and Program Fees:

Organization will have access to the Program services set forth below (the “Services”), which are as described in greater detail in each applicable Program Scope available here:

Navigate - <https://scopes.eab.com/navigate>

During the Program Term, the Services will be delivered in all material respects as described in each applicable Program Scope.

Program(s) Term: June 30, 2023 - August 31, 2023	Quantity	Fees
Navigate - 2 Year	4,013 Students	\$ 16,595.00
Academic Planning (2 Year)		
Academic Planning Registration		
Intelligence (2 Year)		
Milestone Guidance (2 Year)		
Student Success Collaborative (SSC) - Strategic Care		
Administrative & Travel Fee		\$ 1,295.00
Total		\$ 17,890.00

Program(s) Term: September 1, 2023 - August 31, 2024	Quantity	Fees
Navigate - 2 Year	4,013 Students	\$ 96,144.00
Academic Planning (2 Year)		
Academic Planning Registration		
Intelligence (2 Year)		
Milestone Guidance (2 Year)		
Student Success Collaborative (SSC) - Strategic Care		
Administrative & Travel Fee		\$ 7,500.00
Total		\$ 103,644.00

Program(s) Term: September 1, 2024 - August 31, 2025	Quantity	Fees
--	----------	------

Navigate - 2 Year	4,013 Students	\$	99,028.00
Academic Planning (2 Year)			
Academic Planning Registration			
Intelligence (2 Year)			
Milestone Guidance (2 Year)			
Student Success Collaborative (SSC) - Strategic Care			
Administrative & Travel Fee		\$	7,500.00
Total		\$	106,528.00

Program(s) Term: September 1, 2025 - August 31, 2026	Quantity		Fees
Navigate - 2 Year	4,013 Students	\$	101,999.00
Academic Planning (2 Year)			
Academic Planning Registration			
Intelligence (2 Year)			
Milestone Guidance (2 Year)			
Student Success Collaborative (SSC) - Strategic Care			
Administrative & Travel Fee		\$	7,500.00
Total		\$	109,499.00

Program(s) Term: September 1, 2026 - August 31, 2027	Quantity		Fees
Navigate - 2 Year	4,013 Students	\$	105,059.00
Academic Planning (2 Year)			
Academic Planning Registration			
Intelligence (2 Year)			
Milestone Guidance (2 Year)			
Student Success Collaborative (SSC) - Strategic Care			
Administrative & Travel Fee		\$	7,500.00
Total		\$	112,559.00

Program(s) Term: September 1, 2027 - August 31, 2028	Quantity		Fees
Navigate - 2 Year	4,013 Students	\$	108,211.00
Academic Planning (2 Year)			
Academic Planning Registration			
Intelligence (2 Year)			
Milestone Guidance (2 Year)			
Student Success Collaborative (SSC) - Strategic Care			
Administrative & Travel Fee		\$	7,500.00
Total		\$	115,711.00

The fees offered in this Program Order Form are based on the Program(s) above and any other existing Programs you may have purchased from us. In the event you terminate or discontinue any Program, including any Program in this Program Order Form, prior to the expiration of its Program Term, the Fees may be subject to increase. Any Fees, unless denoted as one-time, reflect the annual price for each year of the Program Term or any portion thereof (each, a "Year").

This Program Order Form is made pursuant to the Master Agreement dated as of 3/30/2021, which along with the applicable scopes of services for the Program, that are incorporated herein by reference, form the entire agreement between the parties with respect to the Programs (and together with any other applicable agreements or supplements, the "Agreement").

Invoicing:

Services will commence at the designated Start Date of the Program Term. EAB will invoice Organization in advance of Services and payment is due within 30 days of the invoice date. Any One-Time Fees will be invoiced at 100% with The Program Fees on the initial invoice of each Year of this agreement as outlined below.

All Program Fees for the first Year will be billed and due within 30 days of the signature of this Agreement or Start Date, whichever is later. In subsequent years, All Program Fees will be billed and due on or before the start of each Year.

Additional Terms:

Organization may elect to discontinue the Program(s) effective 8/31/2026 (the "Early Termination Date") by providing written notice of its intent to terminate the Program(s) no less than 90 days prior to the Early Termination Date, in which case the Program(s) will cease on the Early Termination Date and Organization will not owe any fees for the period after the Early Termination Date. If you do not provide such written notification, the Program(s) will continue in accordance with the terms of this Program Order Form.

Each party represents and warrants to the other that the individual signing below on its behalf is authorized to enter into this Agreement and bind such party. The parties agree and acknowledge that any purchase order or other document subsequently provided by Organization with respect to the Program(s) above that contain additional, conflicting, or different term and condition or otherwise would amend, modify, or supplement this Agreement are unenforceable and shall be deemed null and void.

Please sign this Program Order Form and return it to Rachel LaVigna rlavigna@eab.com to initiate your participation in the Program(s) **no later than 12/31/2022**(after which fees and terms set forth above are subject to change).

EAB Global, Inc.:

College of the Mainland:

Signature: *Alyssa M. Franklin*
Name: Alyssa Franklin
Title: Executive Director
Date: 11/17/2022

Signature: _____
Name: _____
Title: _____
Date: _____



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Award of Contract 23-03 to Shimadzu Medical Systems for the purchase of Xray Machines

FUNDING SOURCE:

2018 Bond & Title V Grant

PURPOSE:

Support the new Radiologic Technology program of Applied Sciences with the imaging tools needed for instruction and training in use of x-ray equipment necessary for assessment of internal tissues, organ systems and overall patient health.

PROPOSED MOTION: *"I move the Board of Trustees approve award of contract 23-03 to Shimadzu Medical Systems for the purchase of Xray machines in an amount not-to-exceed (NTE) \$339,000.00 to be paid from 2018 Bond and Title V Grant Funds.*

BACKGROUND:

On November 16, 2022, three (3) responses were received in response to a Request for Proposal (RFP). Based on proposal evaluations, it is the recommendation of COM Administration, the Architect (PBK), and the Project Management team (CBRE/Heery) to award the subject contract to Shimadzu Medical Systems for a contract amount not-to-exceed (NTE) \$339,000.00 as follows:

Funding Source	Amount
Title V	\$50,000.00
<u>2018 Bond</u>	<u>\$289,000.00</u>
Total NTE	\$339,000.00

The subject procurement was solicited in accordance with the Texas Education Code 44.031. Therefore, the procurement requirements for this recommended award have been met.

Attachment: Shimadzu Medical Systems Proposal
Bid Tabulation



REQUEST FOR PROPOSAL (RFP)
RFP NO. 23-03 Radiologic Technology X-Rays

Vendors interested in participating in the RFP must register at:

com.ionwave.net

Proposals are due electronically at: com.ionwave.net
no later than: 2:00 P.M.
November 16, 2022

Late proposals will not be accepted

College of the Mainland
Attn: Purchasing Department
1200 Amburn Road
Texas City, TX 77591

For additional information, contact Sonja Blinka at sblinka@com.edu 409-933-1211 ext. 474.

You must sign below in INK; failure to sign WILL disqualify the offer

Company Name: Shimadzu Medical Systems USA

Company Address: 440 Wrangler Drive, Suite 300

City/State/Zip: Coppell, TX 75019

Telephone No.: 972-869-4228 Fax No. _____

Email: Money@Shimadzu-USA.com

Print Name: MARK Money

Signature:

[Your signature attests to your offer to provide the goods and/or services in this Proposal According to the published provisions of this Proposal. When an award letter is issued, it becomes a part of this contract. Contract is not valid until Purchase Order is issued.]

Sonja Blinka
Sonja Blinka, Director of Purchasing

11/1/2022
Date



Request for Proposal (RFP) 23-03 Radiologic X-Ray Equipment

Responding Supplier	Response Total
Shimadzu Medical System USA	\$339,000.00
Siemens Medical Solutions	\$431,285.00
Philips Healthcare (Philips Healthcare, a division of Philips North America LLC)	\$475,000.00



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Award of Contract 23-11 to Ally Roofing Services for the replacement of the PE Dome Roof

FUNDING SOURCE:

Fund Balance Project 2023-34

PURPOSE:

Replacement of existing roofing structure for prevention of further building & contents damages.

PROPOSED MOTION: *"I move the Board of Trustees approve award of contract 23-11 to Ally Roofing Services to replace the PE Dome Roof in an amount not-to-exceed \$1,171,600.00 to be paid from Fund Balance."*

BACKGROUND:

On November 9, 2022, three (3) responses were received in response to a Request for Proposal from various authorized cooperative contract awarded vendors. Based on a best value review of each proposal, it is the recommendation of Administration & Garland Engineering to award the subject contract to Ally Roofing Services for a contract amount of \$1,065,091.00 plus 10% contingency for a total not-to-exceed amount of \$1,171,600.00. The subject procurement was solicited in accordance with the Texas Education Code 44.031 and Government Code 2269 for construction services. Therefore, the procurement requirements for this recommended award have been met.

Attachment: Ally Roofing Services Proposal
Evaluation Summary

SECTION 00 45 00 - REPRESENTATIONS AND CERTIFICATIONS

ONE ORIGINAL, ACCOMPANYING BID PROPOSAL FORM

TO:

College of the Mainland
Attn: Purchasing Department
1200 Amburn Road
Texas City, TX 77591

RETURN NO LATER THAN 2:00 P.M.

NOVEMBER 9, 2022

For additional information, contact Sonja Blinka at sblinka@com.edu 409-933-1211 ext. 473.

You must sign below in INK; failure to sign WILL disqualify the offer.

Company Name: Ally Roofing Services, LLC

Company Address: 507 Rankin Circle North

City/State/Zip: Houston, Texas 77073

Telephone No.: 832-617-8653 Fax No. 832-617-8656

Email: jerroul@allyroofingservices.com

Print Name: Jerroul McMellon

Signature: 

[Your signature attests to your offer to provide the goods and/or services in this Proposal according to the published provisions of this Proposal. When an award letter is issued, it becomes a part of this contract. Contract is not valid until Purchase Order is issued.]

Sonja Blinka, Director of Purchasing

Date:

SECTION 00 41 13 - PROPOSAL FORM

PROJECT: PE Building: Dome Roof Replacement 23-11

PLACE: College of The Mainland
1200 N Amburn Rd
Texas City, TX 77591

DATE: November 9, 2022, 2:00 p.m.

TO: Ms. Sonja Blinka
sblinkacom.edu

CC: Mr. Bo Bacon
tbacon@com.edu

1. Pursuant to and in compliance with the Invitation to Proposal and the proposed Contract Documents dated October 11, 2022, relating to the above referenced project, the undersigned, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed Contract Documents, and Addenda thereto, for the following sum of money:

a. BASE PROPOSAL, ITEM #1 (PE BUILDING: DOME ROOF REPLACEMENT):

All labor, materials, services, and equipment necessary for completion of the work shown on the drawings and in the Specifications as Proposal Item #1.

One Million Sixty Five Thousand Ninety One DOLLARS(\$ 1,065,091.00)
(Amount in Words Governs)

2. The Offeror attests to and affirms that he and his subcontractors are skilled and experienced in the use and interpretation of plans, specifications, addenda and related Proposal Documents and, that he has carefully reviewed the plans, specifications, addenda and related Proposal Documents for this project and has found them to be free of conflicts and/or ambiguities and sufficient for bidding and construction purposes. Further, he has carefully examined the soils reports and the site of the work, and, through his own person observations, has satisfied himself as to the nature, location and requirements of the work; the character, quality and quantity of materials required; the difficulties likely to be encountered; the other items and/or conditions which may affect the satisfactory performance of the work. He has based his proposal solely on these documents, and personal observations, and has not relied in any way on any explanation or interpretation, oral or written, from any source other than those written and issued by the Owner.

3. UNIT PRICES: The undersigned agrees, in case of variation of quantities from those shown or specified, the following unit prices will be used in adjusting the Contract price. If additional quantities are authorized in advance by the Owner. The following amount will be added to the Contract:

a. Cost per 100 sq ft Tectum Deck Repair	\$ <u>1,400.00</u>
b. Cost per board foot wood nailer	\$ <u>1.50</u>

4. If awarded this Contract the undersigned will execute a satisfactory Construction Contract and proof of insurance coverage, with the Owner for the entire work as per the Contract Documents within 10

days after notice of award. It is agreed that this proposal is subject to the Owners acceptance for a period of thirty (30) days from the above date.

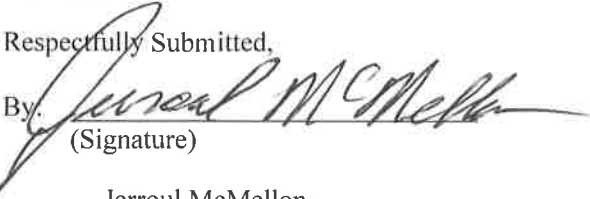
- 5. The undersigned agrees to the following:
 - a. To furnish all labor and materials as shown and specified.
 - b. To complete Proposal Item #1 in 70 calendar days.
 - c. To work 6 working days per week.
 - d. To begin work 21 days after notice of award of contract.
 - e. Proposal is submitted utilizing the Choice Partners Purchasing Cooperative, Offeror's Contract # 20/018MJ-02.

6. Receipt is acknowledged of the following addenda:

No. <u>1</u>	Dated <u>11/01/2022</u>
No. <u> </u>	Dated <u> </u>
No. <u> </u>	Dated <u> </u>
No. <u> </u>	Dated <u> </u>

7. The Offeror attests to and affirms that he and his subcontractors are skilled and experienced in the use and interpretation of plans, specifications, addenda and related Proposal Documents and, that he has carefully reviewed the plans, specifications, addenda and related Proposal Documents for this project and has found them to be free of conflicts and/or ambiguities and sufficient for bidding and construction purposes. Further, he has carefully examined the soils reports and the site of the work, and, through his own person observations, has satisfied himself as to the nature, location and requirements of the work; the character, quality and quantity of materials required; the difficulties likely to be encountered; the other items and/or conditions which may affect the satisfactory performance of the work. He has based his proposal solely on these documents, and personal observations, and has not relied in any way on any explanation or interpretation, oral or written, from any source other than those written and issued by the Owner.

Offeror agrees that the Owner has the right to accept or reject any or all proposals and to waive all informalities.

Respectfully Submitted,
By: 

Date November 9, 20 22

Jerroul McMellon
(Printed Name)
Senior Estimator
(Title)
Ally Roofing Services, LLC
(Company)

College of the Mainland
 RFQ 23-11 PE Roof Replacement
 Proposal Evaluation Summary

EVALUATION

11/11/2022

		Example	
Criterion	Value	Rating	Score
1 Cost	40	5	40.00
2 Reputation	20	5	20.00
3 Financial Capabilities	20	5	20.00
4 Extent meets needs of college	20	5	20.00
TOTAL POINTS		100	100.00

Ally		Brazos		FW Walton	
Rating	Score	Rating	Score	Rating	Score
5.0	40.0	4.870	38.960	4.450	35.60
4.8	19.0	4.500	18.000	4.630	18.52
5.0	20.0	4.750	19.000	4.750	19.00
4.8	19.0	5.000	20.000	4.250	17.00
98.00		95.96		90.12	

Ranking	1.00	2.00	3.00
----------------	-------------	-------------	-------------

Evaluation Table

Evaluation	Weight	Rating
Worst	0%	1
Worse	25%	2
Average	50%	3
Better	75%	4
Best	100%	5



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 6, 2022
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Award of Contract 23-12 to **Tuner Construction** for the Doyle Family Administration Building - VP Suite Renovations

FUNDING SOURCE:

Fund Balance Project 2023-33

PURPOSE:

Renovate VP Suites for acoustical sound barrier and enhanced functionality.

PROPOSED MOTION: *"I move the Board of Trustees approve award of contract 23-12 to Turner Construction for renovations to the Doyle Family Administration Building VP Suites in an amount not-to-exceed \$419,403.00"*

BACKGROUND:

On November 10, 2022, four (4) responses were received in response to a Request for Competitive Sealed Proposal (RFCSP). Based on a best value evaluation, it is the recommendation of the evaluation committee and Joiner Architect firm to award the subject contract to Turner Construction for a contract not-to-exceed amount of \$419,403.00. The subject procurement was solicited in accordance with the Texas Education Code 44.031 and Government Code 2269 for Construction Services. Therefore, the procurement requirements for this recommended award have been met.

Attachment: Turner Construction Proposal
Evaluation Summary

LS Bid, REV 2

A. Estimate Breakdown

Bid Pkg No.	Description	EST TOTAL
1	Demolition	8,350
2	Turner Self Perform	34,344
3	Doors/Frames/Hardware	9,970
4	Glass & Glazing	5,145
5	Drywall	124,680
6	Ceilings (Acoustical, wood, metal, etc.)	18,110
7	Carpet	13,320
8	Painting	8,400
9	Signage	500
10	Window Shades	3,290
11	Fire Suppresion	4,591
12	HVAC	38,550
13	Electrical	29,090
14	Communications	7,770
15	Safety & Security Systems	0
16	Fire Alarm Systems	6,710
17	Landscape Repair at Trash Chute	3,000
	General Requirements	13,758
	Insurance	9,182
	Permit	2,000
	Performance and Payment Bond	3,439
	Testing & Inspection	0
Subtotal Direct Costs		344,199
	Preconstruction Services	0
	General Conditions	16,106
	Fee	20,970
	Construction Contingency	38,128
	Renovation Tax (8.25%)	0
Lump Sum Bid		\$419,403

ALTERNATES

- 1 Eliminate Sound Membrane use 2 layer gyp (\$36,600)

COLLEGE OF THE MAINLAND – VP SUITE REMODEL

TEXAS CITY, TEXAS
NOVEMBER 28, 2022, REV 2

These Assumptions and Clarifications form the basis of our understanding of the Project scope to provide complete and functioning facilities. This document is provided to allow the entire team to understand the complete scope of the Project and what scope is included in the Proposal. In the event of a discrepancy, these Assumptions and Clarifications shall take precedence over the design documents.

GENERAL

1. **Construction Documents:** This proposal is based on the following construction documents: Project Manual (issue for proposal) dated 10-13-22, Project Drawings (issue for proposal) dated 10-18-22, Addendum 1 dated 10-20-22, and Addendum 2 dated 10/28/22. These documents compile the project's Scope of Work and any changes are to be funded by a change order.
-

ALLOWANCES

2. **This Proposal includes an allowance of \$500 for new room signage per General Note 13 on A201 and specification 01 21 00. REV 2.**
 3. **This Proposal includes an allowance of \$3,000 per specification 01 21 00. REV 2.**
 4. **We have included an allowance in the amount of \$5,000 for test and balance per specification 01 21 00. REV 2.**
 5. We have included an allowance for permit in the amount of \$2,000.00.
-

GENERAL CLARIFICATIONS

6. We assume this project will be done concurrently with College of the Mainland Art Building Expansion and our GCs and GRs are calculated as such. If the start is delayed causing this project to run after the completion of COM-Art Bldg Expansion, then the GC's will need to be reviewed.
 7. We have not included moisture testing for the slab as this is an existing concrete slab/deck.
 8. We have included minor floor patching and scraping of the floors at the floor demo. We have not included any floor leveling.
 9. We have included \$ to repair/replace sidewalks and grass/irrigation at the trash chute area.
-

FIRE SUPPRESSION

10. This lump sum does not include relocation of existing sprinkler pipe for other trades.
 11. This lump sum includes drain down of sprinkler system for modifications and placed back into service at the end of each workday.
 12. This lump sum does not include demolition of any sprinkler piping.
 13. This lump sum does not include any BIM.
-

PLUMBING

14. This lump sum does not include any plumbing work as there is none shown on the contract documents.

HVAC

15. This lump sum does not include any temporary HVAC.
16. This lump sum includes make-safe of (1) water line in the work room.
17. This lump sum does not include testing and balance as the specification 23 05 93 section 1.3-A indicates to be by owner.
18. This lump sum includes temporary filter media for return air openings in area of construction, replaced once.
19. This lump sum includes controls by Unify.
20. This lump sum does not include any BIM.

ELECTRICAL

21. This lump sum includes reusing existing branch circuits where available.
22. This lump sum assumes MC is acceptable for drops down the wall.
23. This lump sum only includes back boxes with pull string for low voltage systems where indicated on contract documents.
24. This lump sum electrical proposal is only valid for 14 days due to the volatility of material prices.
25. This lump sum does not include any BIM.

DATA & TELECOMMUNICATION

26. This lump sum does not include furnishing and installation of any network equipment, only includes cabling to owner provided equipment as shown by technology drawings.
27. This lump sum electrical proposal is only valid for 14 days due to the volatility of material prices.
28. This lump sum does not include any BIM.

FIRE ALARM

29. This lump sum assumes the fire alarm system is non-proprietary and any fire alarm contractor can perform the modifications to the system as required.

AUDIO VISUAL

30. This lump sum does not include any Audio-Visual scope as there is none shown on the contract documents.

SECURITY

31. This lump sum does not include any Security scope as there is none shown on the contract documents.

College of the Mainland
 RFQ 23-12 VP Suite Renovations
 Proposal Evaluation Summary

EVALUATION

Criterion	Value	Example	
		Rating	Score
1 Price	25	4	#
2 Reputation	20	5	#
3 Quality	10	4	#
4 Safety	5	3	#
5 Proposed Team (Personnel)	10	5	#
6 Financial Capabilities	5	3	#
7 Schedule	10	4	#
8 Pre-proposal Attendance	5	5	#
9 Required Forms Submission	5	5	#
10 Bid Bond Present	5	5	#
TOTAL	100		#

Comex		GAM		Tucon		Turner	
Rating	Score	Rating	Score	Rating	Score	Rating	Score
3.49	17.45	5	25.00	4.24	21.20	3.79	18.95
4	16.00	4.25	17.00	4.5	18.00	4.75	19.00
4.25	8.50	4.25	8.50	4.5	9.00	5	10.00
2.75	2.75	1.75	1.75	4	4.00	4.75	4.75
4.75	9.50	1.75	3.50	4.75	9.50	5	10.00
1	1.00	1	1.00	1	1.00	1	1.00
4.0325	8.07	4.0325	8.07	3.1825	6.37	5	10.00
5	5.00	5	5.00	5	5.00	5	5.00
4.47	4.47	3.94	3.94	5	5.00	5	5.00
5	5.00	5	5.00	5	5.00	5	5.00
77.74		78.76		84.07		88.70	

Ranking	4	3	2	1
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President's Office

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 7, 2022
Subject: Galveston Central Appraisal District (GCAD) Appraisal Fee

Discussion and possible action on the Resolution of Galveston Central Appraisal fee.

Presented for recommended approval to the Board of Trustees on December 6, 2022.

MINUTE ORDER

Motion to be acted upon: *"I move the Board of Trustees approve the 2023 payment in an amount not-to-exceed \$325,203.60 to be paid from the FY22-23 operating budget to the Galveston County Appraisal District for appraisal of property within the college district."*

PURPOSE

To pay for services received from the GCAD to appraise property within the College's taxing district.

BACKGROUND

The GCAD is the tax appraiser for College of the Mainland. The GCAD Board of Directors reviewed the proposed budget in a workshop and in a public hearing and it was approved at the regular meeting on August 10, 2022.

ATTACHMENTS

1. GCAD Year 2023 Operating Budget
2. GCAD First Quarter Invoice



GALVESTON CENTRAL APPRAISAL DISTRICT

Tommy Watson, Chief Appraiser

9850 Emmett F Lowry Expressway Ste. A Texas City, Texas 77591
Telephone: (409) 935-1980 or toll free (866) 277-4725
Fax: (409) 935-4319

YEAR 2023

**APPROVED
OPERATING BUDGET**

January 1, 2023 to December 31, 2023

**Tommy Watson, Chief Appraiser
August 10, 2022**

**GALVESTON CENTRAL APPRAISAL DISTRICT
2023 APPROVED OPERATING BUDGET**

ACCOUNT #	NAME	2022 APPROVED BUDGET	2023 APPROVED BUDGET
10-410-4110	Salaries	2,800,991	2,989,330
10-410-4186	Chief Appraiser Expenses	2,500	2,500
10-410-4187	Benefits	1,686,268	1,748,302
10-410-4201	Office Supplies	25,000	30,000
10-410-4205	Postage/Freight	135,000	190,000
10-410-4230	Dues/Books/Subscriptions	10,500	11,000
10-410-4245	Education/Registration	8,000	9,000
10-410-4255	Travel/Auto Allowance	130,000	160,000
10-410-4260	Forms/Printing	40,000	45,000
10-410-4261	Legal News Notices	20,000	25,000
10-410-4265	Insurance	35,000	40,000
10-410-4270	Telephone/Communications	50,000	50,000
10-410-4285	General Office	30,000	35,000
10-410-4317	Professional Appraisal Services	187,800	187,800
10-410-4320	Mapping Services	25,000	25,000
10-410-4325	Computer Supplies	45,000	70,000
10-410-4332	Maintenance/Equipment	55,000	85,000
10-410-4407	Maintenance/Computer	140,000	165,000
10-410-4440	Office Space/Lease	180,000	180,000
10-410-4530	Capital Outlay	440,300	350,000
10-410-4560	Janitorial Services/Supplies	30,000	30,000
10-420-4110	Appraisal Review Board Expenses	125,000	125,000
10-420-4135	Annual Audit	17,500	18,000
10-420-4140	Taxpayer Liaison Officer	7,200	7,200
10-420-4145	Contingency	35,000	35,000
10-420-4150	Legal Fees	1,000,000	1,000,000
	TOTALS	7,261,059	7,613,132
FINANCIAL METHOD:			
	Taxing Unit Allocations	7,246,059	7,598,132
	Interest Earned	15,000	15,000
	TOTALS	7,261,059	7,613,132

**GALVESTON CENTRAL APPRAISAL DISTRICT
Salary and Benefit Schedule**

2022 EMPL	POSITION CLASSIFICATION	2022 APPROVED	2023 EMPL	2023 APPROVED	2023 BENEFITS
1	Chief Appraiser	162,000	1	176,000	69,783
1	Deputy Chief Appraiser	105,000	1	105,000	48,026
1	Staff Attorney	92,700	1	92,700	44,257
1	Paralegal	50,000	1	50,000	31,172
6	Department Directors	466,708	6	455,127	247,487
1	Executive Assistant	40,500	1	40,500	28,260
19	Clerical	663,607	19	663,607	504,496
3	GIS Technicians	161,244	3	161,244	90,572
18	Appraisers	959,232	19	1,004,232	630,185
2	Deed Research Clerks	70,000	2	70,000	54,064
53	TOTAL	2,770,991	54	2,818,410	1,748,302
	Cola Increase			56,368	
	Merit Increase			84,552	
	Contract Labor	30,000		30,000	
	TOTAL SALARIES	2,800,991		2,989,330	
 BENEFITS:					
	Retirement	656,872		659,143	
	Group Health Insurance	795,000		846,328	
	Texas Workforce Commission	26,500		26,500	
	Workers' Compensation	18,550		18,550	
	Medicare/FICA	189,346		197,781	
	TOTAL BENEFITS:	1,686,268		1,748,302	

**GALVESTON CENTRAL APPRAISAL DISTRICT
SUPPORTING SCHEDULE**

ACCOUNT#	NAME	2022 APPROVED BUDGET	2023 APPROVED BUDGET
10-410-4110	Salaries/Overtime \$84,552 is budgeted for merit increases \$56368 is budgeted for cola increases	2,800,991	2,989,330
10-410-4186	Chief Appraiser Expenses	2,500	2,500
10-410-4187	Benefits Retirement Group Health Insurance Texas Workforce Commission Workers' Compensation Medicare/FICA	1,686,268	1,748,302
10-410-4201	Office Supplies Includes ARB Supplies	25,000	30,000
10-410-4205	Postage/Freight Renditions and Exemptions Notices of Appraised Value Scheduling Letters Letters of Determination Regular Office Mail Capitol Appraisal Group	135,000	190,000
10-410-4230	Dues/Books/Subscriptions Texas Licensing & Regulations Comptroller of Public Accounts Texas Association of Appraisal Districts Texas Association of Assessing Officers Institute of C.T.A.'S Texas School Assessors Association Texas City-La Marque Chamber of Commerce Houston/Galveston Area Council of Governments	10,500	11,000
10-410-4245	Education/Registration Tyler Technologies Texas Association of Appraisal Districts Texas Association of Assessing Officers International Association of Assessing Officers Harris County Appraisal District	8,000	9,000

**GALVESTON CENTRAL APPRAISAL DISTRICT
SUPPORTING SCHEDULE**

ACCOUNT#	NAME	2022 APPROVED BUDGET	2023 APPROVED BUDGET
10-410-4255	Travel/Auto Allowance Appraisal District Personnel Appraisal Review Board Board of Directors Chief Appraiser	130,000	160,000
10-410-4260	Forms/Printing Appraisal Rolls and Notices Appraisal Cards Business Cards Envelopes Exemption Forms (Various) Appraisal District Pamphlets Stationery	40,000	45,000
10-410-4261	Legal News Notices Galveston Daily News	20,000	25,000
10-410-4265	Insurance Texas Municipal League (Liability, Property)	35,000	40,000
10-410-4270	Telephone/Communications	50,000	50,000
10-410-4285	General Office A to Z Trophies Wal-Mart Reliant Business Products	30,000	35,000
10-410-4317	Professional Appraisal Services Capitol Appraisal Group	187,800	187,800
10-410-4320	Mapping Services Experian ESRI	25,000	25,000
10-410-4325	Computer Supplies Reliant Business Products Liberty Office Products	45,000	70,000

**GALVESTON CENTRAL APPRAISAL DISTRICT
SUPPORTING SCHEDULE**

ACCOUNT#	NAME	2022 APPROVED BUDGET	2023 APPROVED BUDGET
10-410-4332	Maintenance/Equipment Pitney Bowes TLC Office Systems Line and Laser	55,000	85,000
10-410-4407	Maintenance/Computer Computer Software Maintenance Computer Hardware Maintenance GIS Software Maintenance GIS Hardware Maintenance	140,000	165,000
10-410-4440	Office Space/Lease County of Galveston Great Value Storage	180,000	180,000
10-410-4530	Capital Outlay Pictometry Co Star New Software for Legal Dept	440,300	350,000
10-410-4560	Janitorial Service & Supplies Coverall Janitorial Service Sam's Warehouse Reliant Business Products	30,000	30,000
10-420-4110	Appraisal Review Board Expenses	125,000	125,000
10-420-4135	Annual Audit Whitley Penn	17,500	18,000
10-420-4140	Taxpayer Liaison	7,200	7,200
10-420-4145	Contingency	35,000	35,000
10-420-4150	Legal Fees Greer, Herz & Adams, L.L.P. McLeod, Alexander, Powell & Apfel, P.C. Arbitration Expert Witness	1,000,000	1,000,000

Jurisdiction	2021 Levy	Percent	2022 Annual Amt.	2023 Annual Amt	2023 Qtr Amount
Galveston ISD	93,112,231	10.7398	746,905.38	816,024.32	204,006.08
Dickinson ISD	73,784,493	8.5105	552,012.43	646,638.37	161,659.59
Friendswood ISD	46,793,077	5.3972	387,858.30	410,088.86	102,522.22
High Island ISD	1,805,867	0.2083	13,917.79	15,826.40	3,956.60
Hitchcock ISD	11,140,171	1.2849	87,152.69	97,631.11	24,407.78
Clear Creek ISD	116,098,410	13.3911	1,001,841.41	1,017,472.42	254,368.10
Santa Fe ISD	23,999,246	2.7681	196,923.53	210,326.48	52,581.62
Texas City ISD	74,941,506	8.6439	675,294.66	656,778.29	164,194.57
City of Galveston	40,746,550	4.6998	339,454.41	357,097.83	89,274.46
City of Texas City	29,403,698	3.3915	263,137.44	257,690.45	64,422.61
City of La Marque	6,947,404	0.8013	50,105.81	60,886.21	15,221.55
City of Hitchcock	2,942,701	0.3394	22,599.95	25,789.48	6,447.37
City of Jamacia Beach	820,683	0.0947	6,995.21	7,192.36	1,798.09
City of Dickinson	5,582,007	0.6438	47,959.25	48,920.04	12,230.01
City of Friendswood	16,716,290	1.9281	135,366.04	146,499.54	36,624.89
City of Kemah	809,362	0.0934	5,994.47	7,093.15	1,773.29
City of League City	47,541,894	5.4836	416,378.94	416,651.41	104,162.85
City of Santa Fe	2,766,529	0.3191	23,203.51	24,245.53	6,061.38
Village of Tiki Island	1,406,504	0.1622	12,608.60	12,326.43	3,081.61
City of Bayou Vista	955,362	0.1102	7,441.37	8,372.68	2,093.17
Drainage District No. 1	2,259,679	0.2606	17,523.15	19,803.56	4,950.89
Drainage District No. 2	1,259,364	0.1453	9,549.47	11,036.91	2,759.23
Galv Cty Consolidated Drainage	5,575,500	0.6431	38,790.84	48,863.01	12,215.75
Galveston College	14,949,371	1.7243	123,350.75	131,014.48	32,753.62
College of the Mainland	37,107,268	4.2800	268,742.64	325,203.60	81,300.90
Navigation District No. 1	1,820,985	0.2100	16,101.36	15,958.89	3,989.72
WCID No. 1	1,751,618	0.2020	13,253.38	15,350.97	3,837.74
WCID No. 8	741,893	0.0856	5,851.35	6,501.86	1,625.46
WCID No. 12	1,688,431	0.1947	14,148.83	14,797.21	3,699.30
WCID No. 19	111,990	0.0129	881.23	981.47	245.37
Bacliff MUD	1,016,712	0.1173	8,897.31	8,910.34	2,227.59
Bayview MUD	500,001	0.0577	4,112.24	4,381.95	1,095.49
San Leon MUD	2,539,645	0.2929	21,054.48	22,257.14	5,564.28
GC MUD No. 6	1,366,173	0.1576	12,188.44	11,972.97	2,993.24
Galv Cty FWSD No. 6	912,393	0.1052	8,285.28	7,996.10	1,999.02
GC MUD No. 12	749,678	0.0865	5,959.47	6,570.09	1,642.52
GC MUD No. 14	1,741,374	0.2009	16,943.86	15,261.19	3,815.30
GC MUD No. 15	1,020,997	0.1178	10,934.10	8,947.89	2,236.97
Westwood Management District	2,120,756	0.2446	14,353.92	18,586.05	4,646.51
Flamingo Isles MUD	669,340	0.0772	5,655.32	5,866.01	1,466.50
Bay Colony West MUD	2,963,289	0.3418	21,741.20	25,969.91	6,492.48
South Shore Harbour MUD No. 7	1,712,442	0.1975	13,812.02	15,007.64	3,751.91
GC MUD No. 30	303,668	0.0350	2,598.20	2,661.31	665.33
GC MUD No. 31	1,024,394	0.1182	7,742.20	8,977.67	2,244.42
GC MUD No. 32	1,038,135	0.1197	7,431.15	9,098.09	2,274.52
GC MUD No. 36	15,707	0.0018	164.74	137.66	34.41
GC MUD No. 39	2,255,576	0.2602	20,106.27	19,767.59	4,941.90
GC MUD No. 43	2,849,005	0.3286	24,627.45	24,968.34	6,242.08
GC MUD No. 44	2,183,776	0.2519	17,589.67	19,138.35	4,784.59
GC MUD No. 45	3,422,006	0.3947	27,033.91	29,990.05	7,497.51
GC MUD No. 46	3,319,677	0.3829	31,477.05	29,093.25	7,273.31
GC MUD No. 52	896,862	0.1034	7,925.32	7,859.99	1,965.00
GC MUD No. 54	856,736	0.0988	7,783.16	7,508.33	1,877.08
GC MUD No. 56	3,647,549	0.4207	22,937.30	31,966.67	7,991.67
GC MUD No. 59	350,155	0.0404	1,230.66	3,068.71	767.18
GC MUD No. 66	902,187	0.1041	7,243.69	7,906.66	1,976.66
GC MUD No. 68	685,449	0.0791	5,609.17	6,007.19	1,501.80
GC MUD No. 73	1,336	0.0002	0.00	11.71	2.93
GC MUD No. 76	52,010	0.0060	342.33	455.81	113.95
GC MUD No. 79	26,968	0.0031	0.00	236.34	59.09
West Ranch Mgmt #1	2,259,529	0.2606	25,035.10	19,802.23	4,950.56
GC Mgmt #1	545,704	0.0629	4,470.55	4,782.48	1,195.62
County of Galveston	151,041,041	17.4215	1,324,692.54	1,323,705.41	330,926.35
County Road & Flood	3,542,172	0.4086	31,227.48	31,043.17	7,760.79
Emergency Serv. District No. 1	1,707,536	0.1970	13,373.32	14,964.64	3,741.16
Emergency Serv. District No. 2	1,162,697	0.1341	10,135.94	10,189.74	2,547.43
TOTAL	866,982,759	100.0000	7,246,059.03	7,598,132.00	1,899,533.00
2023 GCAD APPROVED BUDGET					"X 4 Quarters
August 10, 2022	7,598,132				7,598,132



9850 Emmett F. Lowry Expressway, Suite A
Texas City, Texas 77591

Phone: (409) 935 - 1980
Fax: (409) 935 - 4319

Tommy Watson, Chief Appraiser

November 1, 2022

Ms. Michelle Gerami
Administrative Assistant
College of the Mainland
1200 Amburn Rd.
Texas City, TX 77591
mgerami@com.edu

STATEMENT
for
College of the Mainland

APPRAISAL DISTRICT SERVICES - FIRST QUARTER 2023

Year 2023 Allocation	First Quarter Payment
\$325,203.60	\$81,300.90

PAYABLE TO GALVESTON CENTRAL APPRAISAL DISTRICT

MAIL CHECK TO GALVESTON CENTRAL APPRAISAL DISTRICT
9850 Emmett F. Lowry Expressway, Suite A
Texas City, Texas 77591

PAYMENT DUE December 31, 2022

According to Sec. 6.06(e) of the State Property Tax Code a payment is delinquent if not paid on the due date and incurs a penalty of 5% and accrues interest at an annual rate of 10%.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols
Date: December 6, 2022
Subject: COM Matched Retirement Savings Plan

AGENDA ITEM DESCRIPTION:

Discussion and possible action to accept the resolution for the Matched Retirement Savings Plan.

FUNDING SOURCE AND NOT-TO-EXCEED AMOUNT:

Fund 11 Operating account (11-0-0000-9101-5245).

PURPOSE:

To provide employees additional opportunities for retirement savings in line with strategic goal #2 which is employee fulfillment.

SUGGESTED MOTION:

“I move the Board of Trustees accept the resolution adopting the COM Matched Retirement Savings Plan”.

BACKGROUND:

A resolution was approved in September 2022 creating a 403b plan with a employer match. Upon review, our plan administrative consultants stated we needed a board policy stating, that only full time-benefit eligible employees can participate in the program, the administration has the ability to change the match amount, and vesting requires three years of employment.

ATTACHMENTS:

1. Resolution for COM Matched Retirement Savings Plan

Resolution of College of the Mainland Board of Trustees

COM MATCHED RETIREMENT SAVINGS PLAN

December 6, 2022

WHEREAS, on August 22, 2022 the Board of Trustees approved in the 2022-23 budget a \$50 monthly employer matching 403b retirement plan; and

WHEREAS, the Board of Trustees believes adoption of the 403b retirement plan and the employer matching contribution supports COM's goal of employee fulfillment.

BE IT THEREFORE RESOLVED that the Board adopts the COM Matched Savings Plan (Plan) to cover the college's full-time employees to be effective on December 6, 2022.

BE IT FURTHER RESOLVED that COM's contribution to the plan is not guaranteed and shall be subject to change, that the Plan is only available to full-time benefits eligible employees under a three-year cliff vesting schedule whereby participants shall be 100% vested in the employer contributions when they are credited with three years of vesting service, but are 0% vested at all prior points.

BE IT FURTHER RESOLVED that the Vice President for Fiscal Affairs is appointed to serve as the Administrator of the plan and is hereby authorized and directed to execute any legal documents necessary to adopt the plan as presented to the Board of Trustees.

BE IT FURTHER RESOLVED that the Vice President for Fiscal Affairs is authorized and directed to take such actions as may be necessary or advisable in connection with the implementation of the plan.

William McGarvey
Chair of Board of Trustees

ATTEST:

Melissa Skipworth
Secretary of Board of Trustees

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$15.0
Less pending I&S payments:	(\$0)
Net unrestricted cash:	<u>\$15.0</u>
Minimum required cash :	\$7.1
Excess cash above minimum:	\$9.1

Unaudited Operations Year to Date *(in millions)*

Revenues

Budget:	\$38.0
Actual:	\$5.0

Expense

Budget:	\$38.0
Actual:	\$6.3

(17% Spent at 17% of the year)



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 21, 2022
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

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



INVESTMENT REPORT
For the Month Ended October 2022

Investment discussion:

College of the Mainland earned \$93,717 for the month of October on its short-term investments in TexPool & Logic for a total of \$173,862 investment interest earned fiscal year to date. The College earned an additional \$1, fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$173,863 interest for the fiscal year to date period ending October: TexPool - \$74,424, Logic 20 – \$99,438 and TFB - \$1.

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

Investment Compliance Statement:

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

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

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

Clen Burton
Vice President of Fiscal Affairs
College of the Mainland

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

Trudy Trochesset
Controller
College of the Mainland



TexPool Investments for October 2022

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 16,211,768	\$ -	\$ 1,250,000	39,979	15,001,747	16,011,445	2.996%
Moody	41	26,789	-	-	67	26,855	26,791	2.992%
Totals		\$ 16,238,557	\$ -	\$ 1,250,000	\$ 40,046	\$ 15,028,602	\$ 16,038,236	

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

Logic (Hilltop Securities) Investments for October 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	\$ 20,881,655	\$ -	\$ 3,060,957	53,672	17,874,371	20,298,625	3.173%
Totals		\$ 20,881,655	\$ -	\$ 3,060,957	\$ 53,672	\$ 17,874,371	\$ 20,298,625	
Totals		\$ 37,120,212	\$ -	\$ 4,310,957	\$ 93,717	\$ 32,902,973	\$ 36,336,861	

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	(2,434,917)	(4,577,000)	(2,142,083)	53%	(2,211,346)	(223,571)
Tuition-non-credit	(100,664)	(1,176,000)	(1,075,336)	9%	(200,646)	99,982
Exemptions and waivers	599,041	1,248,000	648,959	48%	625,931	(26,889)
Registration fees	(1,102,180)	(2,016,000)	(913,820)	55%	(1,014,286)	(87,894)
Other fees	(43,988)	(154,000)	(110,012)	29%	(27,180)	(16,808)
Grant revenue	(44,113)	(152,000)	(107,887)	29%	(73,188)	29,075
Sales and service revenue	(12,293)	(995,000)	(982,707)	1%	(19,007)	6,715
Miscellaneous revenue	(23,745)	(269,000)	(245,255)	9%	(22,981)	(763)
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(3,162,858)</u>	<u>(7,626,000)</u>	<u>(4,463,142)</u>	<u>41%</u>	<u>(2,942,705)</u>	<u>(220,153)</u>
Non-operating revenue						
State appropriation-Academic	(1,595,793)	(6,649,121)	(5,053,328)	24%	(1,595,793)	0
Property tax revenue	(142,640)	(23,751,572)	(23,608,932)	1%	(240,183)	97,543
Interest revenue	(74,305)	(450,000)	(375,695)	17%	(900)	(73,405)
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>(1,812,738)</u>	<u>(30,374,000)</u>	<u>(28,561,262)</u>	<u>6%</u>	<u>(1,836,875)</u>	<u>24,137</u>
<u>Total Revenue</u>	<u>(4,975,596)</u>	<u>(38,000,000)</u>	<u>(33,024,404)</u>	<u>13%</u>	<u>(4,779,580)</u>	<u>(196,016)</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	1,403,987	7,519,717	6,115,730	19%	1,364,297	39,690
Admin full-time	330,182	1,613,876	1,283,694	20%	286,534	43,648
Professional full-time	1,394,768	7,698,881	6,304,113	18%	1,296,454	98,314
Classified full-time	436,683	4,073,981	3,637,298	11%	0	436,683
Part-time	313,204	3,782,434	3,469,230	8%	260,129	53,074
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>3,878,823</u>	<u>23,335,629</u>	<u>19,456,806</u>	<u>17%</u>	<u>3,207,414</u>	<u>671,409</u>
Benefits						
Benefits	840,652	4,282,634	3,441,982	20%	724,035	116,617
Totals for Benefits	<u>840,652</u>	<u>4,282,634</u>	<u>3,441,982</u>	<u>20%</u>	<u>724,035</u>	<u>116,617</u>
Operating expenses						
Contract services	914,318	3,241,742	2,327,425	28%	849,832	64,485
Legal	0	25,020	25,020	0%	500	(500)
Operations	21,512	789,637	768,125	3%	38,823	(17,311)
Utilities and Rent	351,557	2,490,243	2,138,686	14%	274,964	76,593
Postage, printing, and supplies	127,384	1,329,511	1,202,127	10%	151,196	(23,812)
Bank fees	7,879	90,100	82,221	9%	2,781	5,098
Capital outlay & leases	7,442	75,260	67,818	10%	16,512	(9,069)
Insurance	17,295	1,992,977	1,975,682	1%	15,673	1,622
Public rel, marketing and advert	6,455	261,457	255,002	2%	350	6,105
Misc.	136,199	389,232	253,033	35%	177,196	(40,997)
Reimbursement from Others	0	(303,442)	(303,442)	0%	0	0
Arbitrage Payment	0	0	0	0%	(35,806)	35,806

Unrestricted Fund (Unaudited)

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<u>Totals for Operating expenses</u>	<u>1,590,041</u>	<u>10,381,737</u>	<u>8,791,696</u>	<u>15%</u>	<u>1,492,021</u>	<u>98,020</u>
<u>Total Expense</u>	<u>6,309,516</u>	<u>38,000,000</u>	<u>31,690,484</u>	<u>17%</u>	<u>5,423,470</u>	<u>886,046</u>

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	17,139	0	(17,139)	0%	0	17,139
<u>Totals for Salary and wages</u>	<u>17,139</u>	<u>0</u>	<u>(17,139)</u>	<u>0%</u>	<u>0</u>	<u>17,139</u>
Benefits						
Benefits	2,423	0	(2,423)	0%	0	2,423
<u>Totals for Benefits</u>	<u>2,423</u>	<u>0</u>	<u>(2,423)</u>	<u>0%</u>	<u>0</u>	<u>2,423</u>
Operating expenses						
Contract services	63,035	0	(63,035)	0%	51,131	11,904
Operations	0	0	0	0%	5,059	(5,059)
Postage, printing, and supplies	96,009	0	(96,009)	0%	4,730	91,279
Capital outlay & leases	23,310	0	(23,310)	0%	100	23,210
Public rel, marketing and advert	12,058	0	(12,058)	0%	0	12,058
<u>Totals for Operating expenses</u>	<u>194,412</u>	<u>0</u>	<u>(194,412)</u>	<u>0%</u>	<u>61,019</u>	<u>133,392</u>
<u>Total Fund Bal</u>	<u>213,974</u>	<u>0</u>	<u>(213,974)</u>	<u>0%</u>	<u>61,019</u>	<u>152,954</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	110,836	703,304	592,467	16%	86,703	24,133
Gen Institution	56,208	315,484	259,276	18%	13,964	42,244
Information Technology Serv	858,359	2,249,253	1,390,894	38%	711,448	146,911
Internal Audit	0	150,000	150,000	0%	8,045	(8,045)
OPEAR	84,767	443,414	358,647	19%	96,260	(11,493)
Presidents Office	114,413	520,180	405,767	22%	109,512	4,902
Self Study SACS	88	10,000	9,912	1%	0	88
Staff Attorney	33,270	173,307	140,037	19%	33,396	(125)
Totals for President	<u>1,257,941</u>	<u>4,584,342</u>	<u>3,326,401</u>	<u>27%</u>	<u>1,059,328</u>	<u>198,613</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	25,571	171,267	145,696	15%	3,778	21,793
Custodial Services	51,252	307,096	255,844	17%	23,871	27,381
Facilities	477,412	4,576,569	4,099,156	10%	328,052	149,361
Financial Services	147,157	877,171	730,015	17%	102,850	44,307
Grounds	18,224	110,561	92,338	16%	13,048	5,175
Human Resources	132,987	665,463	532,476	20%	151,415	(18,428)
Purchasing	62,540	250,536	187,996	25%	51,027	11,513
Records Mgmt	4,469	20,952	16,483	21%	2,869	1,600
Reimbursement	0	(303,442)	(303,442)	0%	0	0
Salary Savings	0	(1,923,260)	(1,923,260)	0%	0	0
Staff Benefits	155,956	4,578,330	4,422,375	3%	120,909	35,046
Tax Admin	0	232,631	232,631	0%	25,999	(25,999)
Utilities	110,993	1,397,000	1,286,007	8%	102,965	8,028

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	14,853	101,985	87,132	15%	5,025	9,827
VP College & Fin Svcs	41,139	193,148	152,010	21%	32,796	8,342
<u>Totals for VP Fiscal Affairs</u>	<u>1,242,552</u>	<u>11,256,008</u>	<u>10,013,456</u>	<u>11%</u>	<u>964,604</u>	<u>277,948</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	21,898	100,717	78,819	22%	13,438	8,460
Marketing and Communications	124,462	854,124	729,662	15%	114,603	9,859
VP Institutional Advancement	119,301	530,193	410,892	23%	114,815	4,486
<u>Totals for VP Institutional Advancement</u>	<u>265,661</u>	<u>1,485,034</u>	<u>1,219,373</u>	<u>18%</u>	<u>242,857</u>	<u>22,805</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	172,636	704,226	531,590	25%	149,623	23,013
Accting-Credit	16,977	58,958	41,981	29%	14,630	2,347
Adm-C.I.D.T.	8,950	69,765	60,815	13%	2,005	6,945
Adm-Cont Ed	70,647	473,670	403,023	15%	24,700	45,947
Adm-Ind Tech	1,416	8,042	6,625	18%	1,415	2
Adm-Instruct	8,356	73,175	64,819	11%	2,322	6,034
Adm-Perf & Vis Arts	9,359	66,318	56,959	14%	2,476	6,883
Adm-Pub Svc Ed	19,008	104,915	85,907	18%	3,840	15,168
Adm-Science	9,338	66,087	56,749	14%	2,817	6,521
Adm-Soc Sci	9,815	74,991	65,176	13%	3,753	6,062
Adult Education	36,644	196,892	160,248	19%	29,139	7,505
Allied Health CE	11,421	241,281	229,860	5%	21,544	(10,123)
Art	50,143	218,611	168,467	23%	45,063	5,080
Art Gallery	0	5,750	5,750	0%	9,529	(9,529)
Biol & Nutrition	150,268	603,176	452,909	25%	126,391	23,876
Bus Ed-NonCR	1,050	0	(1,050)	0%	0	1,050
C.I.S.	18,392	63,411	45,019	29%	16,843	1,548
Chemistry	33,571	146,935	113,364	23%	26,469	7,102

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>
Child Develop	15,793	62,716	46,923	25%	14,581	1,212
Cmnty Theater	64,918	367,085	302,168	18%	48,804	16,113
Collegiate H.S.-CR	29,033	141,591	112,558	21%	19,938	9,094
Cosmetology	115,750	523,065	407,315	22%	122,187	(6,438)
Criminal Justice	15,701	67,681	51,980	23%	15,613	88
Dean Cont Ed	28,636	135,311	106,675	21%	23,270	5,366
Dean Gen Ed	37,990	186,668	148,677	20%	23,087	14,903
Dental Hygiene	17,567	0	(17,567)	0%	0	17,567
Distance Ed	81,361	388,883	307,523	21%	119,333	(37,972)
Drafting	17,369	59,573	42,203	29%	14,034	3,335
Dual Credit Dept	18,320	136,375	118,055	13%	23,360	(5,040)
Economics	16,862	68,114	51,253	25%	16,600	261
EMS-Credit	47,528	176,244	128,716	27%	42,394	5,134
Engineering	3,928	237	(3,691)	1659%	0	3,928
Fire Tech	44,466	122,293	77,827	36%	36,401	8,065
Firearms Acad	5,658	39,950	34,292	14%	719	4,939
Foreign Lang	14,350	62,357	48,007	23%	14,257	92
Gen Bus-Credit	40,951	121,585	80,634	34%	30,792	10,160
Geology	6,630	55,851	49,220	12%	12,071	(5,440)
Government	69,281	269,831	200,550	26%	64,889	4,392
Graphic Arts	21,808	65,568	43,759	33%	18,239	3,569
Health and PE Credit	30,320	120,650	90,330	25%	28,873	1,446
Health Info Mgmt	37,385	249,967	212,582	15%	28,035	9,350
Hist & Geog	52,077	218,162	166,086	24%	47,517	4,560
Humanities	35,149	187,413	152,264	19%	41,922	(6,772)
Instr Tech Department	39,370	227,927	188,556	17%	14,665	24,705
Instr Tech Lab Mgrs	1,031	130,589	129,557	1%	4,404	(3,373)
Law Enforcement	11,370	73,354	61,984	15%	17,114	(5,745)

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>
Law Enforcemnt-NonCR	15,178	1,367	(13,811)	1110%	11,157	4,021
LC Ctr Admin	106	20,800	20,694	1%	0	106
Library	152,762	648,554	495,792	24%	146,558	6,204
Management	2,780	0	(2,780)	0%	2,252	528
Massage Therapy	1,208	7,900	6,692	15%	31	1,176
Math	153,893	630,907	477,014	24%	145,820	8,073
Medical Assistant	17,356	92,181	74,825	19%	12,151	5,205
Music	60,313	246,444	186,132	24%	54,812	5,500
Networking	16,675	58,478	41,803	29%	16,085	590
Nursing Administration	365,662	578,378	212,716	63%	23,213	342,450
Nursing-AD	0	1,130,913	1,130,913	0%	229,161	(229,161)
Nursing-VN	0	286,178	286,178	0%	62,851	(62,851)
Pharmacy Tech	17,902	82,357	64,455	22%	17,198	704
Philosophy	8,275	305	(7,970)	2711%	6,541	1,734
Physics	20,019	73,121	53,102	27%	21,211	(1,192)
Process Tech	93,170	509,419	416,248	18%	80,527	12,643
Prof Develop Acad	0	9,000	9,000	0%	0	0
Psychology	73,822	293,246	219,424	25%	68,125	5,698
Radiography	0	1,800	1,800	0%	0	0
Safety-CR	19,615	72,208	52,592	27%	16,173	3,442
Senior Adult Dept	38,354	211,993	173,639	18%	28,037	10,317
Social Science Non CR	6,344	58,330	51,986	11%	6,520	(175)
Sociology	2,310	55,951	53,641	4%	13,553	(11,243)
Speaking,Reading,Writing	80,965	514,464	433,499	16%	64,514	16,451
Theater Arts-Credit	22,578	58,575	35,997	39%	19,750	2,828
Thermal Tech-NonCR	12,768	27,309	14,541	47%	16,817	(4,049)
VP Instruction	70,937	3,101,827	3,030,890	2%	84,207	(13,270)
Welding-Cred	83,321	405,555	322,235	21%	95,776	(12,455)

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>Totals for VP Instruction</u>	<u>2,884,904</u>	<u>16,612,803</u>	<u>13,727,898</u>	<u>17%</u>	<u>2,568,700</u>	<u>316,204</u>
<u>Summary for VP of Instruction</u>						
Allied Health Admin	2,169	12,037	9,867	18%	1,479	690
CE-CAN Program	4,131	11,280	7,149	37%	15,550	(11,419)
CE-CPR	958	2,310	1,352	41%	0	958
CE-Dental	0	10,656	10,656	0%	845	(845)
Nursing - BSN	0	0	0	0%	0	0
Program Development	28,650	246,543	217,892	12%	15,317	13,333
<u>Totals for VP of Instruction</u>	<u>35,909</u>	<u>282,825</u>	<u>246,917</u>	<u>13%</u>	<u>33,192</u>	<u>2,717</u>
<u>Summary for VP Student Services</u>						
Admissions	44,101	275,402	231,301	16%	42,814	1,287
Advise Center	105,032	623,786	518,754	17%	126,490	(21,459)
Career & Placement	16,893	115,226	98,333	15%	15,885	1,008
Enrollment Mgmt	9,886	72,381	62,495	14%	24,016	(14,130)
Facilities & Student Recreat	11,250	114,140	102,890	10%	8,935	2,315
Judicial Affairs	38,639	194,918	156,278	20%	24,678	13,961
Multicultural Department	347	12,500	12,153	3%	0	347
Recruitment	89,676	577,876	488,201	16%	70,254	19,421
Stu Financial Svcs	103,826	558,777	454,951	19%	86,171	17,655
Stu Organizations	55,920	305,387	249,467	18%	40,705	15,215
Student Graduation	6,278	74,080	67,802	8%	6,505	(227)
Svcs-Disab Students	4,194	36,304	32,110	12%	1,412	2,782
Testing	41,309	352,496	311,187	12%	28,300	13,009
Title V Grant	0	0	0	0%	21	(21)
Veteran Affairs	35,096	168,370	133,274	21%	30,151	4,944
VP Student Services	60,103	297,344	237,241	20%	48,453	11,651
<u>Totals for VP Student Services</u>	<u>622,549</u>	<u>3,778,988</u>	<u>3,156,439</u>	<u>16%</u>	<u>554,790</u>	<u>67,759</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>Totals for Expense</u>	<u>6,309,516</u>	<u>38,000,000</u>	<u>31,690,484</u>	<u>17%</u>	<u>5,423,470</u>	<u>886,046</u>
<u>Fund Bal by Division</u>						
<u>Summary for VP Fiscal Affairs</u>						
Fund Balance - Academic Support	0	0	0	0%	4,730	(4,730)
Fund Balance - Institutional Support	140,859	0	(140,859)	0%	5,059	135,800
Fund Balance - Instruction	63,943	0	(63,943)	0%	33,000	30,943
Fund Balance - Oper & Maint	0	0	0	0%	100	(100)
Fund Balance - Student Services	9,172	0	(9,172)	0%	18,131	(8,959)
<u>Totals for VP Fiscal Affairs</u>	<u>213,974</u>	<u>0</u>	<u>(213,974)</u>	<u>0%</u>	<u>61,019</u>	<u>152,954</u>
<u>Totals for Fund Bal</u>	<u>213,974</u>	<u>0</u>	<u>(213,974)</u>	<u>0%</u>	<u>61,019</u>	<u>152,954</u>
<u>Totals for Report</u>	<u>6,523,490</u>	<u>38,000,000</u>	<u>31,476,510</u>		<u>5,484,490</u>	<u>1,039,000</u>



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

B. Reminders/Announcements

1. Holiday Reception – Tuesday, December 6th, 3:30 p.m.
(following today's meeting)
2. Board Meetings
 - a. January 2023 – Monday, January 23rd, 1:30 p.m.
 - b. February 2023 – Monday, February 27th, 1:30 p.m.
 - c. March 2023 – Wednesday, March 29th, 1:30 p.m.
3. Fall Graduation
 - a. Saturday, December 10th, Abundant Life

C. Resignations and Retirement Report

D. Miscellaneous Updates



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Mejia	Adrian	Faculty – Process Technology	09/01/2018	10/31/2022	Resignation
Flores	Sarah	Senior Research Analyst	01/29/2014	11/01/2022	Resignation
Scott	Ariel	Academic Advisor	10/03/2022	11/04/2022	Resignation
Bullock	Ryan	Assistant Professor, Nursing	09/01/2021	12/09/2022	Resignation
Jost	Holli	Instructional Designer I	06/05/2017	12/09/2022	Resignation
Richards	Elizabeth	Director, Instructional Support	09/12/2018	12/09/2022	Resignation
Williamson	Robert	Program Coordinator II, Law Enforcement Academy	04/06/2022	12/31/2022	End of Temporary Assignment
McLerran	Danny	Faculty – Fire Technology	10/01/2009	12/31/2022	End of Temporary Assignment/Retirement
Levige	Detra	Veterans Officer/School Certifying Official	09/24/2001	01/31/2023	Retirement
Chance	Paul	Assistant Professor, Networking	01/08/2018	08/31/2023	Resignation



PRESIDENT'S OFFICE

Executive Session

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

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

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

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

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

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

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

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

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

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