



Notice/Agenda of April 2023 Regular Board Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129)
Monday, April 24, 2023
1200 Amburn Road
Texas City, TX 77591**

April 2023 Regular Board Meeting of the Board of Trustees of College of the Mainland will be held Monday, April 24, 2023, 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.

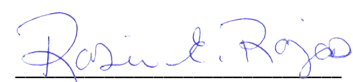
Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

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 Wednesday, March 29, 2023
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Check Presentation - Mainland Medical Center Auxiliary**
7. **Constituent Leader Activity Reports**
 - A. Student Government Association - Matthew Coleman, SGA Historian
 - B. Professional Council - Alisha Lyon
 - C. Faculty Senate - Dr. Elaine Childs
8. **Phi Theta Kappa (PTK) Updates**
9. **Policy**
 - A. DEC(LOCAL) Compensation and Benefits Leaves and Absences
 1. Consideration of and Possible Action to Approve the Revisions to COM DEC(LOCAL) Policy as Presented
10. **Human Resources Items**
 - A. Appointment Nominations
 1. Consideration of and Possible Action to Approve the Appointment Nomination of Amanda Ford to the Position of Assistant Professor of Psychology, Social & Behavioral Sciences

2. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Rebecca Montz to the Position of Dean of Instruction, Vice President for Instruction Division
- B. Consideration of and Possible Action to Accept the Non-Contractual Positions Hiring Report as Written
11. **Consideration of and Possible Action to Approve an Increase to Contract 20-05 Awarded to Generocity Services for an Additional \$70,000 for a Revised Not-to-Exceed Contract Value of \$150,000 from the Current Fiscal Year Operating Budget**
12. **Consideration of and Possible Action to Approve Award of Contract 23-14 to Datavox for Fiber Optic Cable Replacement Campuswide for a Not-to-Exceed Amount of \$175,500 to be Paid with 2018 Bond Funds**
13. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the March 2023 Investment and Financial Reports
14. **Board Report**
15. **President's Report**
 - A. Updates
 - B. Reminders/Announcements
 1. Early Voting Begins April 24th, COM TVB 1344
 2. Board Meetings
 - May 2023 - Monday, May 22nd, 1:30 p.m.
 - June 2023 - Monday, June 26th, 1:30 p.m.
 - July 2023 - Monday, July 24th, 1:30 p.m.
 3. Spring Graduation - Saturday, May 13th, Abundant Life
 - C. BOT Budget Workshop, Friday, July 14th, 9:00 a.m.
 - D. Resignations and Retirement Report
 - E. Miscellaneous
16. **Adjournment to closed or executive session pursuant to Texas Government Code of the Open Meetings Act**
 - Section 551.072-deliberation regarding real property**
17. **Consideration of and Possible Action on any Items Discussed in Closed Session**
18. **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, Friday, April 21, 2023, 10:00 a.m..



Rosie E. Rojas

President Warren Nichols Ed.D.

Board Clerk

Vice President Jerry Fliger, Ph.D.

Vice President Clen Burton, Ph.D.

Vice President Helen Brewer, Ph.D.

Vice President Lisa Watson, Ph.D.



PRESIDENT'S OFFICE

Call to Order

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



PRESIDENT'S OFFICE

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

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



College of the Mainland
Board of Trustees
2021-2023

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

Mr. Alan L. Waters,
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Mr. Don Gartman,
Trustee
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Texas City, 77590
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dgartman@com.edu



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 24, 2023
Subject: Full Board Minutes

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

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the Full Board Minutes of March 29, 2023.

PURPOSE

To ensure accuracy of the monthly minutes.

BACKGROUND

Minutes are brought forward every month for approval.

IMPLICATIONS

Financial: N/A

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

Human Resources: N/A

Attachments

1. Minutes of 3/29/23

**College of the Mainland Board of Trustees
Minutes of Wednesday, March 29, 2023
1:30 p.m., Doyle Family Administration Building**

Call to Order

Bill McGarvey called the meeting to order at 1:30 p.m.

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

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present, except Alan Waters & Kyle Dickson.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, February 27, 2023

Melissa Skipworth moved the Board of Trustees approve the Full Board Minutes of Monday, February 27, 2023. Don Gartman seconded the motion; all voted in approval.

Comments from the Community

There were no comments this month.

Constituent Leader Activity Reports

Student Government Association - Matthew Coleman, SGA Historian, updated the Board on student activities.

Classified Council - Jennifer Denison, Classified Council President, updated the Board on classified employee activities.

Professional Council - Alisha Lyon, Professional Council President, updated the Board on professional employee activities.

Faculty Senate – Candice Edmonston, President Elect, updated the Board on faculty activities.

Black, Brown, and College Bound Summit Presentation

Presented by: Minority Men for Excellence

Dr. Helen Brewer introduced Greg Benefield, Advisor for MM4E. Greg introduced students Adrian Castaneda, Matthew Coleman, Matthew Lewis, Ruben Sanchez. They reported on the conference they attended.

Consideration of and Possible Action to Accept the 2022 Racial Profile Report

Don Gartman moved the Board of Trustees accept the 2022 Racial Profile Report. Melissa Skipworth seconded the motion; all voted in approval.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Edgar Villalta to the Position of Instructional Technologist, Education Technology Services Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Edgar Villalta to the position of Instructional Technologist, Education Technology Services Department. Verna Henson seconded the motion; all voted in approval.

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

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

Financial Report(s)

Consideration of and Possible Action to Accept the February 2023 Investment and Financial Reports

Don Gartman moved the Board of Trustees accept the February 2023 Investment and Financial Reports. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Accept the February 2023 Investment Quarterly Report

Melissa Skipworth moved the Board of Trustees accept the February 2023 Investment Quarterly Report. Don Gartman seconded the motion; all voted in approval.

Board Report

Bill McGarvey – GCIC Symposium will be held on Friday, March 31st, 9:00 a.m. – 3:00 p.m.

Melissa Skipworth attended the Flock the Block event on Saturday with her family. It was a great event.

April activities: Texas for Heroes Gala, Dickinson, April 22nd.

President's Report

Updates

Flock the Block – Monique Sennet, Marketing, recapped the Flock the Block event.

Radiologic Technology & Dental Hygiene Programs have received approval to move forward from SACSCOC.

Reminders/Announcements

Board Meetings

April 2023 - Monday, April 24th, 1:30 p.m.

May 2023 - Monday, May 22nd, 1:30 p.m.

June 2023 – Monday, June 26th, 1:30 p.m.

BOT Budget Workshop 2023 – Friday, July 14th 9:00 a.m.

**Educate a Woman Luncheon will be held April 21st, 11:30 a.m., COM Conference Center
Foundation Gala, April 22nd, Marquee at Mainland City Centre**

Resignations and Retirement Report

Miscellaneous

Executive Session 2:15 p.m.

Section 551.072-deliberation regarding real property

Melissa Skipworth read the paragraph allowing the Board to move into executive session.


Open Session 2:30 p.m.

Upon reconvening, Melissa Skipworth moved to adjourn the meeting. Don Gartman seconded the motion; all voted in approval.

Adjournment at 2:31p.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.



Dr. Lisa Watson, Vice President of Institutional Advancement, will introduce Mainland Medical Auxiliary for a check presentation of \$32,424.78. Over the last 25 years, the Mainland Medical Center Auxiliary has contributed more than \$328,000 for phlebotomy, nursing and other allied health scholarships at College of the Mainland.



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

- A. Student Government Association – Matthew Coleman, SGA Historian
- B. Professional Council – Alisha Lyon
- C. Faculty Senate – Dr. Elaine Childs



Phi Theta Kappa (PTK) Updates



PHI THETA KAPPA
HONOR SOCIETY

2023-2024 Officers & Advisors



Serenity Reeves
President
sreeves1@com.edu



Carrie Cobb
VP of Leadership
ccobb@com.edu



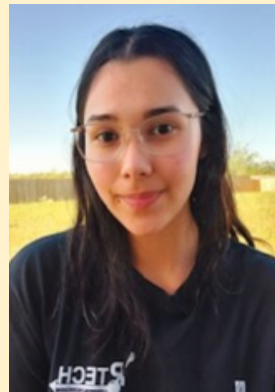
Lilly Jamail
VP of Service
ljamail@com.edu



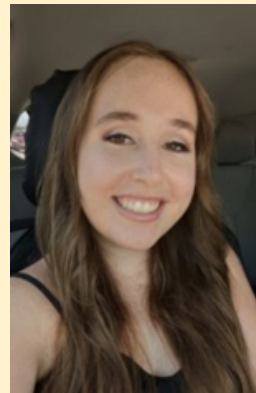
Dr. Jantz
PTK Advisor
kjantz@com.edu



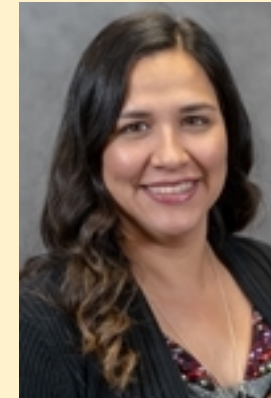
Michelle Mizuhata
Treasurer
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Catherine Bryan
VP of Fellowship
cbryan7@com.edu



Autumn Chambless
Public Relations
& Secretary
achambless@com.edu



Prof. Peña
PTK Advisor
ppena3@com.edu

Texas ΦΘΚ

College Project Award of Merit

*Sigma Delta Chapter
College of the Mainland*



College Project

Develops and strengthen relationships with

- COM Administration
- COM Faculty
- COM Staff

Project topic

- *An Aesthetic Expression of Campus Unity*
- Committee chaired by Lilly Jamail, VP of Service, and Catherine Bryan, VP of Fellowship

I am grateful to COM for...



Honors In Action

- **Combines**

- academic research
- problem-solving
- action-oriented service
- addresses real-world challenges in our communities

- **Project topic**

- *Nurturing a Giving Lifestyle: How Community Volunteerism Lessens Economic Hardship Stigma*

- Committee chaired by Carrie Cobb, VP of Leadership





2022 – 2023 Memories

- Paint-a-Tote
- Texas Leadership Convention
- Fall Festival
- Scholarship Push
- Fall Induction Ceremony
- Holiday Toy and Clothes Drive
- Be the Match Registry
- Valentine's Day Card Handout
- Black History Month: Juneteenth
- Guest Speaker
- Texas Regional Convention
- Easter Egg Hunt
- End of the Academic Year Party
- Spring Induction Ceremony
- Catalyst 2023



**All Texas Academic Team Medallion
Ceremony at the University of Texas, Dallas**

**Carrie Cobb
Chijindu Nwajei**

2023-2024 Officers & Advisors



Serenity Reeves
President



Michelle Mizuhata
VP of Scholarship



Stan Van Horn
VP of Leadership



Leah Greco
VP of Service



Nathaniel Norris
VP of Fellowship



Dr. Jantz
PTK Advisor
kjantz@com.edu



Jasia Harris
Secretary



Jesse Flores
Treasurer



Alex Simpton
Public Relations

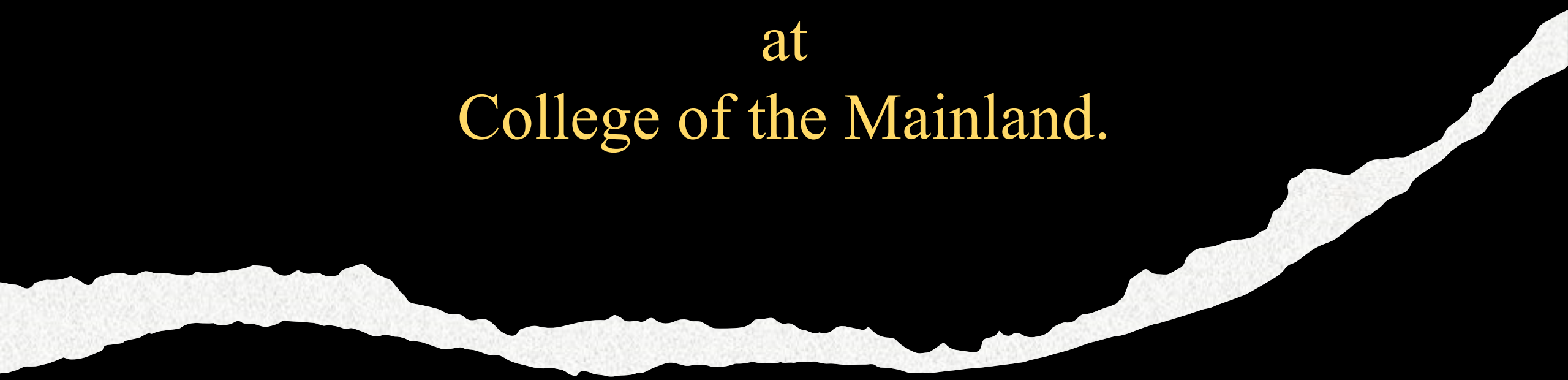


Michaela Buck
Public Relations



Prof. Peña
PTK Advisor
ppena3@com.edu

Thank you for your continued SUPPORT of the
Sigma Delta chapter
of
Phi Theta Kappa
at
College of the Mainland.





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: April 24, 2023

Subject: Recommendation – Approval of COM Local Policy update

Discussion and possible action on the proposed revisions to COM Local Policy DEC (Local).

Presented and recommended for approval to the Board of Trustees on April 24, 2023.

MINUTE ORDER

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

ATTACHMENTS

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

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

Leave Administration

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

Definitions

The term “immediate family” is defined as:

Immediate Family

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

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

Fiscal Year

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

Family Emergency

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

Leave Day

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

Academic Year

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

Catastrophic Illness or Injury

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Availability

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

Earning Leave

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

Deductions

Leave Without Pay

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

Leave Proration

*Employed for
Less Than Full
Year*

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

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

*Employed for Full
Year*

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

Medical Certification

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

Sick Leave

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

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

Sick leave shall accumulate to a maximum of 960 hours.

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

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

Sick Leave Bank

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

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

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

Appeal

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

Mental Health Leave for Peace Officers

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

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

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

Quarantine Leave for Peace Officers and Emergency Medical Technicians

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

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

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

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

Request for
Vacation Leave

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

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

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

Development Leave

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

Eligibility

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

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

Application

A committee elected by the general faculty membership shall review all applications for development leave.

The College President shall determine which applications will be presented to the Board of Trustees for approval. Applications for an academic year must be presented to the Board no later than the May meeting of the previous academic year.

[See DEC (REGULATION) "Application and Approval Procedures for Development Leave."]

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

- ~~3. The requested effective date and duration of leave.~~
- ~~4. A description of the specific purpose for which the leave is requested.~~
- ~~5. An explanation as to how the leave is consistent with the mission and purpose of the College District and the benefit of the leave to the College District.~~
- ~~6. An assurance that the faculty member intends to return to the College District following the completion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave, if approved, and that, if the faculty member does not return, the employee shall repay the College District for any benefits paid to or on behalf of the employee during the leave period.~~
- ~~7. Any other information deemed appropriate by the College President.~~

Approval Procedure

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

~~After reviewing the applications for development leave, the committee chair shall forward the committee's recommendation to the College President. After review of the committee's~~

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

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

Duration and
Compensation

Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.

Exception

If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.

Outside
Employment

A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work

The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.

Report

Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.

Bereavement Leave

An employee shall be granted up to 24 hours of paid bereavement leave upon the death of a member of the employee's immediate family. The employee shall provide appropriate documentation. Bereavement leave shall be noncumulative.

Emergency Leave

An employee shall be granted up to five days of paid emergency leave upon the occurrence of a disaster, as declared by a federal or state official or the College President as authorized by the Board, on the employee's primary residence in accordance with administrative regulations. Emergency leave shall be noncumulative.

Request for
Emergency Leave

The employee shall submit a written request for use of emergency leave to the employee's immediate supervisor or designee in accordance with administrative regulations.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave.

Paid Leave Offset

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

Court Appearances

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

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

Leave Administration

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

Definitions

The term “immediate family” is defined as:

Immediate Family

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

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

Fiscal Year

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

Family Emergency

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

Leave Day

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

Academic Year

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

Catastrophic Illness or Injury

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Availability

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

Earning Leave

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

Deductions

Leave Without Pay

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

Leave Proration

*Employed for
Less Than Full
Year*

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

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

*Employed for Full
Year*

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

Medical Certification

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

Sick Leave

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

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

Sick leave shall accumulate to a maximum of 960 hours.

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

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

Sick Leave Bank

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

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

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

Appeal

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

Mental Health Leave for Peace Officers

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

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

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

Quarantine Leave for Peace Officers and Emergency Medical Technicians

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

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

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

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

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

Request for
Vacation Leave

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

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

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

Development Leave

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

Eligibility

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

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

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

Application

A committee elected by the general faculty membership shall review all applications for development leave.

The College President shall determine which applications will be presented to the Board of Trustees for approval. Applications for an academic year must be presented to the Board no later than the May meeting of the previous academic year.

[See DEC (REGULATION) "Application and Approval Procedures for Development Leave."]

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

Duration and
Compensation

Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.

Exception

If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.

Outside
Employment

A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work

The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.

Report

Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.

Bereavement Leave

An employee shall be granted up to 24 hours of paid bereavement leave upon the death of a member of the employee's immediate family. The employee shall provide appropriate documentation. Bereavement leave shall be noncumulative.

Emergency Leave

An employee shall be granted up to five days of paid emergency leave upon the occurrence of a disaster, as declared by a federal

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(LOCAL)

or state official or the College President as authorized by the Board, on the employee's primary residence in accordance with administrative regulations. Emergency leave shall be noncumulative.

Request for
Emergency Leave

The employee shall submit a written request for use of emergency leave to the employee's immediate supervisor or designee in accordance with administrative regulations.

**Workers'
Compensation**

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance.

An absence due to a work-related injury or illness shall be designated as FMLA leave.

Paid Leave Offset

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

Court Appearances

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



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 24, 2023
Subject: Recommendation – Assistant Professor of Psychology (Replacement)

Presented for recommended approval to the Board of Trustees on April 24, 2023 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 Dr. Amanda Ford to the position of Assistant Professor of Psychology, Social & Behavioral Sciences.”

PURPOSE

Responsible for providing instruction within the Social and Behavioral Sciences Department. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation, and maintain open and consistent communications with students. Attend Department meetings and other mandatory College events. Participate in mandatory College training and professional development. Serve on College committees as needed and assigned. Participate in student advisement and mentoring activities as needed and assigned.

BACKGROUND

This is a replacement position for Stacey Henderson.

IMPLICATIONS

Financial: \$57,630 from budget 11-0-0000-1129-5100.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 24, 2023
Subject: Recommendation – Dean of Instruction (Replacement)

Presented for recommended approval to the Board of Trustees on April 24, 2023 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 Dr. Rebecca Montz to the position of Dean of Instruction, Vice President for Instruction Division.”

PURPOSE

The Dean of Instruction administer the departments and disciplines as assigned within the four Meta-Majors: Arts and Humanities, Business & Industry, Health, Human and Consumer Science, & Public Safety, and STEM. This position will administer the areas of Business & Industry, and Health, Human, and Consumer Sciences.

BACKGROUND

This is a replacement position for Dr. Carla Boone.

IMPLICATIONS

Financial: \$122,413 from budget 11-0-0000-3402-5120.

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

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 24, 2023
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on April 24, 2023.

MINUTE ORDER

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

PURPOSE

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

BACKGROUND

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

IMPLICATIONS

Financial:

Administrative Assistant IV - \$46,048 from budget 11-0-0000-3103-5160
Administrative Assistant IV - \$44,239 from budget 11-0-0000-3401-5160
Records & Reporting Generalist - \$54,297 from budget 32-0-4850-1401-5140

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

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Administrative Assistant IV	Fine Arts	Provides a variety of administrative support duties in relation to the Fine Arts Department including Art, Drama and Music.	Replacement for Cindy Medford	Constance Stebbins	\$46,048	\$39,489 - \$49,361 - \$59,233
2	Administrative Assistant IV	CE Workforce	Provides a variety of administrative support duties in relation to the Industrial Workforce Programs within the Continuing Education Department.	Replacement for Vivian Tyson	Sarah Ramirez	\$44,239	\$39,489 - \$49,361 - \$59,233
3	Records & Reporting Generalist	Adult Education	Provides a variety of difficult, technical, complex or specialized records management to the Admissions and Records office.	New Grant Funded Position	Jennifer McManus	\$54,297	\$43,437 - \$54,297 - \$65,156
4							
5							
6							
7							
8							



MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: April 24, 2023

Subject: Increase to Contract 20-05 Campus Removal & Replacement of Acoustical Ceiling Tile, Drywall, Painting & Carpentry Services

Presented for recommended approval to the Board of Trustees on April 24, 2023

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve an increase to contract 20-05 awarded to Generocity Services for an additional \$70,000.00 for a revised not-to-exceed contract value of \$150,000.00 from the current fiscal year operating budget”.

PURPOSE

Continuance of small carpentry services to support facility improvements campuswide.

BACKGROUND

On August 26, 2019 the Board approved the subject contract award based on competitive proposal offers. The initial contract period began September 1, 2019 – August 31, 2021, with three (3) annual renewal options. Additional contract services to support the aesthetics in the unrenovated space of the Fine Arts building and various casework projects and other campuswide repairs are currently planned for completion during the summer schedule. The cost estimates will exceed the contract value previously approved. Therefore, it is the recommendation of Administration to increase the subject contract for an additional \$70,000.00. The increase will change the annual contract not-to-exceed amount from \$80,000.00 to \$150,000.00 for the current option period.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 24, 2023
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of contract 23-14 for Campus Fiber Optic Cable Replacement

FUNDING SOURCE:

2018 Bond Funds

PURPOSE

Establish network connections for campus to the new data center

PROPOSED MOTION:

“I move the Board of Trustees approve award of contract 23-14 to Datavox for fiber optic cable replacement campuswide for a not-to-exceed \$172,500.00 to be paid with 2018 Bond Funds.”

BACKGROUND:

On March 28, 2023 three (3) proposals were received in response to a Request for Competitive Sealed Proposals (RFCSP). Based on the results of a best value analysis and negotiations with the responsive bidder, the Project Manager (CBRE/Heery), and Director of Information Technology Services recommend the approval of the subject contract to Datavox in an amount of \$149,721.00 plus a 15% contingency for a total not-to-exceed amount of \$172,500.000.

Attachments:

Datavox Proposal (Proprietary – Private)

Evaluation Summary

College of the Mainland
RFCSP 23-14 Campus Fiber Optic Cable Replacement
Proposal Evaluation Summary

EVALUATION

Criterion		Value
1	The Purchase Price (Pricing 50%)	50
2	The Reputation of the vendor & of the vendor's goods or services (References 10%)	10
3	The extent to which the goods or services meet the college's needs (Pre-Proposal Meeting Attendance 10%)	10
4	Time to Completion Estimate (30%)	30
5		
6		
7		
TOTAL POINTS		100
Ranking		

Datavox, Inc.		Network Cabling Services Inc.		Enterprise Systems Corp	
Rating	Score	Rating	Score	Rating	Score
5.000	50.0	4.000	40.0	2.800	28.0
4.400	8.8	3.600	7.2	3.600	7.2
4.600	9.2	3.600	7.2	4.400	8.8
5.000	30.0	3.800	22.8	2.800	16.8
98.00		77.20		60.80	
1.00		2.00		3.00	

Evaluation Table

Evaluation	Weight
Worst	20%
Worse	40%
Average	60%
Better	80%
Best	100%

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$40.1
Less pending I&S liability:	(\$14.3)
Net unrestricted cash:	<u>\$25.8</u>
Minimum required cash :	\$7.1
Excess cash above minimum:	\$18.7

Unaudited Operations Year to Date *(in millions)*

Revenues

Budget:	\$38.0
Actual:	\$34.8

Expense

Budget:	\$38.0
Actual:	\$23.3

(61% Spent at 58% of year)



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 14, 2023
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the March 2023 Investment and Financial Reports.

PURPOSE

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

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees accept the March 2023 Investment Report and the March 2023 Financial Reports."

BACKGROUND

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

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

ATTACHMENTS

1. March 2023 Investment Discussion & Report
2. March 2023 Revenue & Expense Summary
3. March 2023 Expense by Division Report



INVESTMENT REPORT
For the Month Ended March 2023

Investment discussion:

College of the Mainland earned \$196,790 for the month of March on its short-term investments in TexPool & Logic for a total of \$863,517 investment interest earned fiscal year to date. The College earned an additional \$2, fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$863,519 interest for the fiscal year to date period ending March: TexPool - \$555,555 Logic 20 – \$307,962 and TFB - \$2.

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

Investment Compliance Statement:

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

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

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

Clen Burton
Vice President of Fiscal Affairs
College of the Mainland

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

Trudy Trochesset
Controller
College of the Mainland



TexPool Investments for March 2023

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 43,669,652	\$ -	\$ 3,700,000	162,758	40,132,410	41,520,063	4.704%
Moody	41	27,217	-	-	107	27,324	27,221	4.698%
Totals		\$ 43,696,869	\$ -	\$ 3,700,000	\$ 162,864	\$ 40,159,733	\$ 41,547,284	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of March 2023

Logic (Hilltop Securities) Investments for March 2023

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	\$ 8,562,284	\$ -	\$ 1,003,233	33,925	7,592,976	8,303,385	4.903%
Totals		\$ 8,562,284	\$ -	\$ 1,003,233	\$ 33,925	\$ 7,592,976	\$ 8,303,385	
Totals		\$ 52,259,153	\$ -	\$ 4,703,233	\$ 196,790	\$ 47,752,710	\$ 49,850,669	

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	(4,579,346)	(4,577,000)	2,346	100%	(4,334,726)	(244,619)
Tuition-non-credit	(329,109)	(1,176,000)	(846,891)	28%	(421,371)	92,262
Exemptions and waivers	1,180,773	1,248,000	67,227	95%	1,249,302	(68,530)
Registration fees	(2,097,272)	(2,016,000)	81,272	104%	(1,992,635)	(104,637)
Other fees	(121,956)	(154,000)	(32,044)	79%	(90,346)	(31,610)
Grant revenue	(110,131)	(152,000)	(41,869)	72%	(214,563)	104,432
Sales and service revenue	(26,653)	(995,000)	(968,347)	3%	(21,274)	(5,379)
Miscellaneous revenue	(908,614)	(269,000)	639,614	338%	(99,816)	(808,798)
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(6,992,307)</u>	<u>(7,626,000)</u>	<u>(633,693)</u>	<u>92%</u>	<u>(5,925,430)</u>	<u>(1,066,877)</u>
Non-operating revenue						
State appropriation-Academic	(3,490,791)	(6,649,121)	(3,158,330)	53%	(3,490,791)	0
Property tax revenue	(23,217,326)	(23,751,572)	(534,246)	98%	(21,646,456)	(1,570,870)
Interest revenue	(554,969)	(450,000)	104,969	123%	(9,819)	(545,150)
FTZ reimbursement	(547,722)	(534,307)	13,415	103%	(357,062)	(190,659)
Renew & replace transfer out	0	1,011,000	1,011,000	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(27,810,808)</u>	<u>(30,374,000)</u>	<u>(2,563,192)</u>	<u>92%</u>	<u>(25,504,128)</u>	<u>(2,306,680)</u>
<u>Total Revenue</u>	<u>(34,803,115)</u>	<u>(38,000,000)</u>	<u>(3,196,885)</u>	<u>92%</u>	<u>(31,429,557)</u>	<u>(3,373,557)</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	4,397,383	7,519,717	3,122,334	58%	4,291,971	105,412
Admin full-time	1,042,096	1,613,876	571,780	65%	965,482	76,614
Professional full-time	4,506,130	7,698,881	3,192,751	59%	4,231,476	274,654
Classified full-time	2,000,573	4,073,981	2,073,408	49%	614,390	1,386,183
Part-time	1,718,827	3,770,086	2,051,259	46%	1,436,067	282,760
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>13,665,008</u>	<u>23,323,281</u>	<u>9,658,273</u>	<u>59%</u>	<u>11,539,386</u>	<u>2,125,622</u>
Benefits						
Benefits	2,655,201	4,275,290	1,620,090	62%	2,502,330	152,871
Totals for Benefits	<u>2,655,201</u>	<u>4,275,290</u>	<u>1,620,090</u>	<u>62%</u>	<u>2,502,330</u>	<u>152,871</u>
Operating expenses						
Contract services	2,161,821	3,260,304	1,098,483	66%	2,042,490	119,331
Legal	0	25,020	25,020	0%	2,000	(2,000)
Operations	307,065	720,230	413,165	43%	251,384	55,682
Utilities and Rent	1,261,113	2,489,533	1,228,420	51%	1,252,267	8,846
Postage, printing, and supplies	579,321	1,329,735	750,414	44%	470,958	108,363
Bank fees	54,003	90,100	36,097	60%	33,061	20,942
Capital outlay & leases	81,641	75,260	(6,381)	108%	36,773	44,867
Insurance	2,187,950	1,992,977	(194,973)	110%	1,767,982	419,968
Public rel, marketing and advert	72,102	257,982	185,880	28%	56,772	15,330
Misc.	320,340	456,387	136,046	70%	315,946	4,394
Reimbursement from Others	0	(303,442)	(303,442)	0%	0	0
Arbitrage Payment	0	0	0	0%	(35,806)	35,806

Unrestricted Fund (Unaudited)

<u>Totals for Operating expenses</u>	<u>7,025,357</u>	<u>10,394,085</u>	<u>3,368,728</u>	<u>68%</u>	<u>6,193,826</u>	<u>831,530</u>
<u>Total Expense</u>	<u>23,345,566</u>	<u>37,992,656</u>	<u>14,647,090</u>	<u>61%</u>	<u>20,235,543</u>	<u>3,110,023</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	69,366	0	(69,366)	0%	0	69,366
<u>Totals for Salary and wages</u>	<u>69,366</u>	<u>0</u>	<u>(69,366)</u>	<u>0%</u>	<u>0</u>	<u>69,366</u>
Benefits						
Benefits	10,793	7,344	(3,450)	147%	0	10,793
<u>Totals for Benefits</u>	<u>10,793</u>	<u>7,344</u>	<u>(3,450)</u>	<u>147%</u>	<u>0</u>	<u>10,793</u>
Operating expenses						
Contract services	284,317	0	(284,317)	0%	191,224	93,092
Legal	5,619	0	(5,619)	0%	0	5,619
Operations	17,850	0	(17,850)	0%	9,925	7,925
Utilities and Rent	0	0	0	0%	398,804	(398,804)
Postage, printing, and supplies	297,047	0	(297,047)	0%	444,271	(147,223)
Capital outlay & leases	1,266,680	0	(1,266,680)	0%	154,153	1,112,527
Public rel, marketing and advert	59,792	0	(59,792)	0%	62,960	(3,168)
Misc.	2,730	0	(2,730)	0%	0	2,730
<u>Totals for Operating expenses</u>	<u>1,934,035</u>	<u>0</u>	<u>(1,934,035)</u>	<u>0%</u>	<u>1,261,338</u>	<u>672,697</u>
<u>Total Fund Bal</u>	<u>2,014,194</u>	<u>7,344</u>	<u>(2,006,850)</u>	<u>27428%</u>	<u>1,261,338</u>	<u>752,856</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%	716	(716)
Campus Police	389,913	737,472	347,559	53%	320,477	69,436
Gen Institution	238,009	315,484	77,475	75%	181,869	56,140
Information Technology Serv	1,547,775	2,310,719	762,944	67%	1,330,896	216,879
Internal Audit	30,733	150,000	119,268	20%	71,540	(40,808)
OPEAR	278,476	458,387	179,911	61%	294,994	(16,518)
Presidents Office	371,731	564,552	192,821	66%	350,718	21,013
Self Study SACS	3,588	13,500	9,912	27%	2,951	637
Staff Attorney	90,179	179,606	89,427	50%	100,803	(10,624)
Totals for President	<u>2,950,403</u>	<u>4,749,121</u>	<u>1,798,717</u>	<u>62%</u>	<u>2,654,964</u>	<u>295,439</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	83,806	180,552	96,746	46%	37,938	45,868
Custodial Services	171,997	319,790	147,793	54%	125,409	46,588
Facilities	3,910,597	4,616,544	705,947	85%	3,303,322	607,275
Financial Services	535,133	927,718	392,585	58%	382,907	152,226
Grounds	82,019	114,651	32,632	72%	47,330	34,688
Human Resources	456,208	692,030	235,822	66%	378,797	77,411
Purchasing	200,449	268,391	67,942	75%	164,858	35,591
Records Mgmt	14,474	20,952	6,478	69%	9,091	5,383
Reimbursement	0	(303,442)	(303,442)	0%	0	0
Salary Savings	0	(1,923,260)	(1,923,260)	0%	0	0
Staff Benefits	673,289	3,244,003	2,570,713	21%	470,437	202,852
Tax Admin	181,901	232,631	50,730	78%	179,378	2,523
Utilities	559,494	1,394,000	834,506	40%	545,819	13,674

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	70,761	107,345	36,584	66%	56,536	14,224
VP College & Fin Svcs	128,143	200,935	72,792	64%	115,684	12,459
<u>Totals for VP Fiscal Affairs</u>	<u>7,068,271</u>	<u>10,092,839</u>	<u>3,024,568</u>	<u>70%</u>	<u>5,817,508</u>	<u>1,250,763</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	64,026	105,634	41,607	61%	35,276	28,751
Marketing and Communications	441,370	883,039	441,669	50%	414,111	27,258
VP Institutional Advancement	363,421	557,933	194,512	65%	340,614	22,806
<u>Totals for VP Institutional Advancement</u>	<u>868,817</u>	<u>1,546,606</u>	<u>677,789</u>	<u>56%</u>	<u>790,001</u>	<u>78,816</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	637,522	783,007	145,485	81%	546,021	91,501
Accting-Credit	61,140	75,343	14,203	81%	57,902	3,238
Adm-C.I.D.T.	36,257	73,683	37,427	49%	15,544	20,712
Adm-Cont Ed	257,925	492,583	234,659	52%	172,559	85,366
Adm-Ind Tech	4,957	8,249	3,292	60%	4,951	6
Adm-Instruct	35,824	76,778	40,954	47%	15,950	19,874
Adm-Perf & Vis Arts	30,989	71,959	40,970	43%	18,774	12,215
Adm-Pub Svc Ed	69,428	111,119	41,691	62%	22,807	46,621
Adm-Science	38,546	69,393	30,847	56%	19,331	19,215
Adm-Soc Sci	41,292	78,576	37,284	53%	20,862	20,430
Adult Education	127,841	209,531	81,691	61%	97,706	30,135
Allied Health CE	57,856	252,390	194,534	23%	49,776	8,080
Art	162,173	240,236	78,063	68%	150,286	11,887
Art Gallery	733	5,750	5,017	13%	35,835	(35,102)
Biol & Nutrition	481,259	658,521	177,262	73%	434,610	46,649
Bus Ed-NonCR	2,100	2,100	0	100%	0	2,100
C.I.S.	63,300	81,653	18,352	78%	60,677	2,623
Chemistry	113,114	164,607	51,494	69%	102,296	10,818

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	50,748	67,818	17,071	75%	45,956	4,792
Cmnty Theater	219,698	383,167	163,469	57%	180,517	39,182
Collegiate H.S.-CR	96,944	150,416	53,473	64%	75,548	21,395
Cosmetology	429,947	612,494	182,547	70%	403,894	26,053
Criminal Justice	51,064	72,222	21,158	71%	49,448	1,617
Dean Cont Ed	89,240	141,680	52,440	63%	81,634	7,607
Dean Gen Ed	128,668	196,865	68,197	65%	89,847	38,821
Dental Hygiene	52,296	6,436	(45,860)	813%	0	52,296
Distance Ed	214,769	406,631	191,861	53%	289,091	(74,321)
Drafting	57,709	69,391	11,681	83%	48,174	9,535
Dual Credit Dept	86,997	144,462	57,465	60%	84,850	2,147
Economics	54,013	73,980	19,967	73%	54,845	(832)
EMS-Credit	180,929	221,111	40,182	82%	158,614	22,314
Engineering	12,154	1,336	(10,818)	910%	0	12,154
Fire Tech	213,363	215,379	2,016	99%	160,790	52,573
Firearms Acad	45,754	40,682	(5,072)	112%	18,681	27,073
Foreign Lang	44,294	65,983	21,689	67%	45,156	(862)
Gen Bus-Credit	162,217	166,109	3,893	98%	124,505	37,711
Geology	46,325	67,875	21,551	68%	46,883	(558)
Government	227,606	304,203	76,597	75%	221,804	5,803
Graphic Arts	86,369	90,636	4,267	95%	69,906	16,463
Health and PE Credit	96,408	135,157	38,749	71%	94,267	2,141
Health Info Mgmt	131,610	263,585	131,975	50%	112,009	19,601
Hist & Geog	204,233	254,784	50,551	80%	192,717	11,516
Humanities	120,093	209,516	89,423	57%	149,424	(29,331)
Instr Tech Department	133,552	240,243	106,691	56%	80,318	53,235
Instr Tech Lab Mgrs	13,189	132,138	118,949	10%	20,279	(7,090)
Law Enforcement	44,742	83,427	38,685	54%	56,300	(11,558)

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>
Law Enforcemnt-NonCR	56,421	19,802	(36,619)	285%	42,080	14,341
LC Ctr Admin	1,075	20,830	19,755	5%	2,996	(1,921)
Library	451,907	684,372	232,466	66%	346,925	104,982
Management	14,870	11,227	(3,643)	132%	11,322	3,547
Massage Therapy	12,158	15,220	3,062	80%	8,896	3,262
Math	516,132	703,649	187,518	73%	493,459	22,673
Medical Assistant	55,159	97,813	42,654	56%	48,549	6,610
Music	200,268	276,529	76,260	72%	187,321	12,948
Networking	67,764	78,988	11,224	86%	59,940	7,824
Nursing Administration	1,279,477	697,105	(582,372)	184%	115,695	1,163,782
Nursing-AD	526	1,130,913	1,130,387	0%	756,338	(755,812)
Nursing-VN	0	286,178	286,178	0%	198,506	(198,506)
Pharmacy Tech	59,208	90,957	31,749	65%	57,265	1,943
Philosophy	32,166	9,548	(22,617)	337%	26,058	6,108
Physics	72,126	94,574	22,448	76%	85,609	(13,483)
Process Tech	283,785	558,631	274,846	51%	282,601	1,184
Prof Develop Acad	366	9,000	8,634	4%	1,156	(790)
Psychology	238,388	325,652	87,264	73%	242,401	(4,013)
Radiography	158	1,800	1,642	9%	0	158
Safety-CR	65,419	78,265	12,846	84%	55,706	9,713
Senior Adult Dept	151,474	250,119	98,645	61%	125,494	25,980
Social Science Non CR	22,266	63,412	41,147	35%	23,543	(1,278)
Sociology	17,005	65,319	48,315	26%	46,815	(29,810)
Speaking,Reading,Writing	251,013	528,093	277,080	48%	251,850	(838)
Theater Arts-Credit	72,223	69,605	(2,619)	104%	69,011	3,212
Thermal Tech-NonCR	70,848	65,802	(5,046)	108%	56,721	14,127
VP Instruction	227,001	2,375,149	2,148,148	10%	275,689	(48,688)
Welding-Cred	296,425	449,942	153,517	66%	292,363	4,062

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>10,032,812</u>	<u>17,331,701</u>	<u>7,298,889</u>	<u>58%</u>	<u>8,945,650</u>	<u>1,087,162</u>
<u>Summary for VP of Instruction</u>						
Allied Health Admin	6,680	12,064	5,385	55%	5,485	1,194
CE-CAN Program	20,875	20,145	(729)	104%	22,975	(2,101)
CE-CPR	3,012	3,012	0	100%	208	2,804
CE-Dental	55	10,656	10,601	1%	6,186	(6,131)
Nursing - BSN	0	0	0	0%	0	0
Program Development	133,083	266,900	133,817	50%	61,218	71,864
<u>Totals for VP of Instruction</u>	<u>163,704</u>	<u>312,777</u>	<u>149,073</u>	<u>52%</u>	<u>96,073</u>	<u>67,631</u>
<u>Summary for VP Student Services</u>						
Admissions	190,535	294,961	104,426	65%	161,869	28,666
Advise Center	349,496	654,064	304,568	53%	393,736	(44,241)
Career & Placement	54,184	120,509	66,325	45%	81,977	(27,793)
Enrollment Mgmt	40,574	73,433	32,859	55%	71,235	(30,661)
Facilities & Student Recreat	54,565	115,729	61,164	47%	52,668	1,896
Judicial Affairs	135,024	206,099	71,075	66%	97,057	37,967
Multicultural Department	8,323	12,500	4,177	67%	5,819	2,504
Recruitment	365,352	611,349	245,998	60%	246,210	119,142
Stu Financial Svcs	361,039	588,042	227,003	61%	272,390	88,649
Stu Organizations	215,249	324,334	109,085	66%	152,719	62,530
Student Graduation	27,858	74,080	46,222	38%	17,746	10,112
Svcs-Disab Students	23,154	39,087	15,933	59%	10,561	12,593
Testing	167,305	364,140	196,835	46%	114,154	53,151
Title V Grant	0	0	0	0%	27	(27)
Veteran Affairs	95,821	177,017	81,196	54%	100,440	(4,619)
VP Student Services	173,082	304,268	131,186	57%	152,741	20,341
<u>Totals for VP Student Services</u>	<u>2,261,559</u>	<u>3,959,613</u>	<u>1,698,054</u>	<u>57%</u>	<u>1,931,347</u>	<u>330,212</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>23,345,566</u>	<u>37,992,656</u>	<u>14,647,090</u>	<u>61%</u>	<u>20,235,543</u>	<u>3,110,023</u>
<u>Fund Bal by Division</u>						
<u>Summary for VP Fiscal Affairs</u>						
Fund Balance - Academic Support	4,950	0	(4,950)	0%	12,980	(8,030)
Fund Balance - Institutional Support	710,487	0	(710,487)	0%	857,099	(146,613)
Fund Balance - Instruction	216,489	7,344	(209,145)	2948%	326,474	(109,985)
Fund Balance - Oper & Maint	1,018,628	0	(1,018,628)	0%	0	1,018,628
Fund Balance - Student Services	63,640	0	(63,640)	0%	64,784	(1,145)
<u>Totals for VP Fiscal Affairs</u>	<u>2,014,194</u>	<u>7,344</u>	<u>(2,006,850)</u>	<u>27428%</u>	<u>1,261,338</u>	<u>752,856</u>
<u>Totals for Fund Bal</u>	<u>2,014,194</u>	<u>7,344</u>	<u>(2,006,850)</u>	<u>27428%</u>	<u>1,261,338</u>	<u>752,856</u>
<u>Totals for Report</u>	<u>25,359,760</u>	<u>38,000,000</u>	<u>12,640,240</u>		<u>21,496,880</u>	<u>3,862,879</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. Early Voting Begins April 24th, COM TVB 1344
2. Board Meetings
 - a. May 2023 – Monday, May 22nd, 1:30 p.m.
 - b. June 2023 – Monday, June 26th, 1:30 p.m.
 - c. July 2023 – Monday, July 24th, 1:30 p.m.
3. Spring Graduation
 - a. Saturday, May 13th, Abundant Life
4. BOT Budget Workshop, Friday, July 14th, 9:00 a.m.

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
Torres	James	Program Coordinator II - Law Enforcement Academy	01/02/2023	04/04/2023	Termination
Kimbark	Kris	Dean of Students	10/29/2001	02/02/2024	Retirement



PRESIDENT'S OFFICE

Executive Session

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

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

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

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

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

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

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

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

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

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



PRESIDENT'S OFFICE

Possible Action on Agenda Items, Including Closed Session Matters

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