



Notice/Agenda of September 2023 Regular Board Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129)
1200 Amburn Road
Texas City, Texas 77591
Monday, September 25, 2023**

The September 2023 Regular Board Meeting of the Board of Trustees of College of the Mainland will be held Monday, September 25, 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 Monday, August 28, 2023
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Introduction of New Student Government Association (SGA) Officers and AY24 Plan**
7. **Constituent Leader Activity Reports**
 - A. Faculty Senate - Candice Edmonston
 - B. Professional Council - Alisha Lyon
 - C. Classified Council - Jennifer Denison
8. **InterCOM Community Newsletter**
9. **Fall 2023 Enrollment Overview**
10. **SACSCOC (The Southern Association of Colleges and Schools Commission on Colleges) On-site Visit**
11. **QEP (Quality Enhancement Plan) Update**
12. **Human Resources Items**

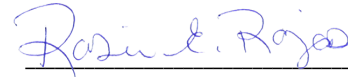
- A. Appointment Nominations
 - 1. Consideration of and Possible Action to Approve the Appointment Nomination of Andrea Cruz to the Position of Faculty - Barber, Cosmetology Department
 - 2. Consideration of and Possible Action to Approve the Appointment Nomination of Thomas Elder to the Position of Range Master, Public Service Careers Department
 - 3. Consideration of and Possible Action to Approve the Appointment Nomination of Andrew Ryder to the Position of Faculty - Music, Fine Arts Department
- B. Consideration of and Possible Action to Accept the Non-Contractual Positions Hiring Report as Written
- 13. **Consideration of and Possible Action to Approve the Schematic Design for the Welding Building Addition/Renovation & Industrial Education Renovation Project, as Presented and Attached**
- 14. **Consideration of and Possible Action to Approve an Increase to Contract 20-01 for Custodial & Maintenance Services with IQS for an Additional \$61,000 for a Revised Not-to-Exceed Amount of \$1,230,220 to be Paid from FY24 Operating Budget**
- 15. **Consideration of and Possible Action to Approve Award of Contract 23-33 to Kirksey Architecture for Architectural Services for the Design of the New Corporate and Continuing Education Center for a Not-to-Exceed Amount of \$860,000 Plus any Reimbursable and Supplemental Services Approved by the Owner, as Identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be Paid with 2023 Bond Funds**
- 16. **Consideration of and Possible Action to Approve Contract 24-02 for the Purchase of ManageEngine Software Licensing and Ongoing Maintenance for an Amount Not-to-Exceed \$144,248 to be Paid from FY24 Fund Balance**
- 17. **Consideration of and Possible Action to Adopt a Maintenance and Operations Tax Rate of .1441/100 and an Interest and Sinking Rate of .1244/100 for a Total Rate of .2685/100 for the 2023 Tax Year
A Roll Call Vote is Required**
- 18. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the August 2023 Investment and Financial Reports
 - B. Consideration of and Possible Action to Accept the August 2023 Investment Quarterly Report
- 19. **Board Report**
- 20. **President's Report**
 - A. Updates
 - 1. 8-Week Implementation
 - 2. Title V Grant Update
 - B. Reminders/Announcements
 - 1. Board Meetings
 - October 2023 - Monday, October 23, 1:30 p.m.
 - November 2023 - To be determined, if needed
 - December 2023 - Monday, December 11th, 1:30 p.m.
 - 2. Holiday Reception - Monday, December 11th, 3:00 p.m. - 5:00 p.m., Student Center
 - C. Fall Graduation - Saturday, December 16th, Abundant Life
 - D. Resignations and Retirement Report

E. Miscellaneous

21. **Adjournment to closed or executive session pursuant to the Texas Government Code of the Open Meetings Act**
22. **Consideration of and Possible Action on any Items Discussed in Closed Session**
23. **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, September 21, 2023, 3:00 P.M.



Rosie E. Rojas
Board Clerk

Administration

President Warren Nichols, Ed.D.
Executive Vice President Helen Brewer, Ph.D.
Vice President David Wesse, 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
2023-2024

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

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

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

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

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

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

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



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: August 28, 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 August 28, 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 8/28/23

College of the Mainland Board of Trustees
Minutes of Monday, August 28, 2023
1:30 p.m., Doyle Family Administration Building

Call to Order

Don Gartman 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 Verna Henson.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, July 24, 2023

Alan Waters moved the Board of Trustees approve the Full Board Minutes of Monday, July 24, 2023 with the corrections below. Bill McGarvey seconded the motion; all voted in approval.

Note: Kyle Dickson moved to correct the 074242023 minutes as listed below.

From

Open Session 3:55 p.m.

Upon reconvening, Melissa Skipworth moved that the Board of Trustees decline the offer to purchase real estate located in Texas City at the Mainland City Centre and authorize the construction of the new Corporate and Continuing Education building on COM's main campus. Bill McGarvey seconded the motion; all voted in approval.

NOTE: Kyle Dickson abstained from voting on this item.

Alan Waters moved for adjournment. Bill McGarvey seconded the motion.

Adjournment at 3:56 p.m.

To

Upon reconvening, Melissa Skipworth moved that the Board of Trustees reject the offer to purchase real estate located in Texas City at the Mainland City Centre; cease all communications and discussions of offer and to authorize the construction of the new Corporate and Continuing Education building on COM's main campus. Bill McGarvey seconded the motion; all voted in approval.

NOTE: Kyle Dickson abstained from voting on this item.

COM Foundation

Marathon presented a check to the Board of Trustees in the amount of \$150,000 for scholarships at COM.

Valero presented a check to the Board of Trustees in the amount of \$187,341 for the Process Technology Program at COM.

Comments from the Community

No comments this month.

Constituent Leader Activity Reports

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

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

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

Internal Auditor

Consideration of and Possible Action to Accept the Internal Audit Report as Presented on Academics and Curricular Activities on August 28, 2023

Bill McGarvey moved the Board of Trustees accept the Internal Audit Report on Academics and Curricular Activities, as presented on August 28, 2023. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Accept the Annual Internal Audit Report, as Presented on August 28, 2023

Bill McGarvey moved the Board of Trustees accept the Annual Internal Audit Report, as presented on August 28, 2023. Alan Waters seconded the motion; all voted in approval.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Shani Johnson to the Position of Director of Instructional Support, Tutoring Center

Melissa Skipworth moved the Board of Trustees approve the appointment of Shani Johnson to the position of Instructional Support, Tutoring Center. Alan Waters seconded the motion; all voted in approval.

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

Alan Waters moved the Board of Trustees accept the Non-Contractual Positions Hiring Report. Melissa Skipworth seconded the motion; all voted in approval.

Policy

Consideration of and Possible Action to Approve the Revisions to COM Local Policies CM, CT, DEA, DH, FD, FFE, FLBE and GDA, and Approve New Policies DEAA and DEAB

CM(LOCAL) - Facilities Construction

CT(LOCAL) - Intellectual Property

DEA(LOCAL) - Compensation and Benefits Compensation Plan

DEAA(LOCAL) - Compensation Plan Incentives and Stipends

DEAB(LOCAL) - Compensation Plan Wage and Hour Laws

DH(LOCAL) - Employee Standards of Conduct

FD(LOCAL) - Tuition and Fees

FFE(LOCAL) - Student Welfare Freedom from Bullying

FLBE(LOCAL) - Student Conduct Alcohol and Drug Use

GDA(LOCAL) - Community Expression and Use of College Facilities Conduct on College District Premises

Alan Waters moved the Board of Trustees approve the revisions to COM Local policies CM, CT, DEA, DH, FD, FFE, FLBE and GDA, and approve new policies DEAA and DEAB. Melissa Skipworth seconded the motion; all voted in approval.

Resolution

Consideration of and Possible Action to Approve Resolution 2023.08.28 Delegating Authority to the President to Make Decisions Regarding Employee Compensation and Assignment During Emergency Closures

Kyle Dickson moved the Board of Trustees approve Resolution 2023.08.28 delegating authority to the President to make decisions regarding employee compensation and assignment during emergency closures. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Resolution 2023.08.28.1 to Adopt the Prevailing Wage Rates Setting the Minimum Hourly Wages Paid to Construction Workers Engaged in Public Works on COM Projects

Kyle Dickson moved the Board of Trustees approve Resolution 2023.08.28.1 adopting the Prevailing Wage Rates for construction workers engaged in COM public works projects. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Ratify the Determination of the Pricing Committee Relating to the College of the Mainland Limited Tax Revolving Note Program and Approve the Execution of the Note Purchase Agreement with Frost Bank in Accordance with the Term Sheet from Frost Bank and Texas First Bank Dated August 10, 2023

Alan Waters moved the Board of Trustees ratify the determination of the Pricing Committee relating to the College of the Mainland Limited Tax Revolving Note Program and approve the execution of the Note Purchase Agreement with Frost Bank in accordance with the Term Sheet from Frost Bank and Texas First Bank dated August 10, 2023. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Adopt the College of the Mainland "Fiscal Analysis and Budget" as Presented by the Administration for Academic/Fiscal Year 2023-2024

Melissa Skipworth moved the Board of Trustees adopt the College of the Mainland "Fiscal Analysis and Budget" as presented by the Administration for Academic/Fiscal Year 2023-2024. Dawn King seconded the motion; all voted in approval.

2023 Tax Rate

Consideration of and Possible Approval of a Resolution Calling for the Defeasance and Redemption of Certain Outstanding College of the Mainland Limited Tax General Obligation Bonds, Series 2019; Directing the Redemption of Such Bonds; and Containing Other Matters Related Thereto

Alan Waters moved the Board of Trustees approve the resolution calling for the defeasance and redemption of certain outstanding College of the Mainland Limited Tax General Obligation Bonds, Series 2019; directing the redemption of such bonds; and containing other matters related thereto. Melissa Skipworth seconded the motion; all voted in approval.

**Consideration of and Possible Action to Propose a Maintenance and Operations Tax Rate of .1441/100 and an Interest and Sinking Rate of .1244/100 for a Total Rate of .2685/100 for the 2024 Tax Year
A Roll Call Vote is Required**

Alan Waters moved the Board of Trustees propose a maintenance and operations tax rate of .1441/100 and an interest and sinking rate of .1244/100 for a total rate of .2685/100 for the 2024 tax year. Bill McGarvey seconded the motion; a roll call vote indicated that all members present voted in approval.

Consideration of and Possible Action to Approve the Date on which the Board will Adopt the 2023 Tax Rate

Melissa Skipworth moved the Board of Trustees approve to set the date to adopt the 2023 tax rate on September 25, 2023. Kyle Dickson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Renewal of Contract 16-21 for the Ellucian Colleague Annual Software Maintenance and Services for an Amount Not-to-Exceed \$472,000 to be Paid from FY24 Operating Budget

Melissa Skipworth moved the Board of Trustees approve the renewal of contract 16-21 for the Ellucian Colleague annual software maintenance and services for an amount not-to-exceed \$472,000 to be paid from FY24 Operating Budget. Kyle Dickson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve a Three (3) Year Extension of Contract 18-25 for Student Services Call Center and College Switch Board with EdFinancial Services for a Not-to-Exceed Amount of \$221,000 for Year 1 of 3 to be Paid from FY24 Fund Balance

Melissa Skipworth moved the Board of Trustees approve a three (3) year extension of contract 18-25 for Student Services call center and College switch board with EdFinancial Services for a not-to-exceed amount of \$221,000 for year 1 of 3 to be paid from FY24 Fund Balance. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Renewal of Contract 20-01 for Custodial & Maintenance Services with IQS for an Amount Not-to-Exceed \$1,169,220 to be Paid from FY24 Operating Budget

Kyle Dickson moved the Board of Trustees approve the renewal of contract 20-01 for custodial & maintenance services with IQS for an amount not-to-exceed \$1,169,220 to be paid from FY24 Operating Budget. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Renewal of Contract 23-15 for Grounds Maintenance & Landscaping Services with Beck Landscaping for an Amount Not-to-Exceed \$325,000 to be Paid from FY24 Operating Budget

Alan Waters moved the Board of Trustees approve the renewal of contract 23-15 for grounds maintenance & landscaping services with Beck Landscaping for an amount not-to-exceed \$325,000 to be paid from FY24 Operating Budget. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Update Required Signatories for COM Bank Accounts, as Required by Each Banking Institution

Part 1

Bill McGarvey moved the Board of Trustees remove Dr. Clen Burton, former Vice President for Fiscal Affairs, and Dr. William McGarvey, former Chair of the Board of Trustees, as authorized signatories on COM bank accounts, as required by each banking institution. Melissa Skipworth seconded the motion; all voted in approval.

Part 2

Melissa Skipworth moved the Board of Trustees add Donald G. Gartman, Chair of the Board of Trustees, and Dr. David Wesse, Vice President for Fiscal Affairs, as authorized signatories on College of the Mainland bank accounts and that Melissa Skipworth, Secretary of the Board of Trustees, and Trudy Trochesset, Controller, shall retain signatory authority, as required by each banking institution. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Acceptance of the College's Investment Policy CAK(LEGAL) and CAK(LOCAL), Investment Strategy and Dr. David Wesse, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, as the College's Investment Officers, Effective September 1, 2023

Kyle Dickson moved the Board of Trustees accept the College's Investment Policy CAK (Legal) and CAK (Local), Investment Strategy and Dr. David Wesse, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, as the College's Investment Officers, effective September 1, 2023. Alan Waters seconded the motion; all voted in approval.

Note: Melissa Skipworth stepped out of the room.

Consideration of and Possible Approval of the Unemployment Compensation Insurance Renewal from TASB Risk Management in the Amount of \$60,798

Alan Waters moved the Board of Trustees approve the Unemployment Compensation Insurance Renewal Proposal from TASB Risk Management in the amount of \$60,798. Bill McGarvey seconded the motion; all voted in approval.

Financial Report(s)

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

Bill McGarvey moved the Board of Trustees accept the July 2023 Investment and Financial Reports. Alan Waters seconded the motion; all voted in approval.

Note: Melissa Skipworth returned

Consideration of and Possible Action to Approve the Resolution of Galveston Central Appraisal District Board of Directors Nomination

Bill McGarvey moved the Board of Trustees approve the Resolution of Galveston Central Appraisal District Board of Directors Nomination and Nominate Don Gartman to represent the College on the Galveston Central Appraisal Board of Directors. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Set the December Board of Trustees Meeting on Monday, December 11, 2023, 1:30 p.m.

Alan Waters moved the Board of Trustees hold the December 2023 Board of Trustees Meeting on Monday, December 11, 2023, 1:30 p.m. Melissa Skipworth seconded the motion; all voted in approval.

Board Report

No Board report this month.

President's Report

Updates

Enrollment is well over 5,000 students for the Fall 2023 semester.

Reminders/Announcements

Board Meetings

September 2023 - Monday, September 25th, 1:30 p.m.

October 2023 - Monday, October 23rd, 1:30 p.m.

November 2023 - To be determined, if needed

December 2023 - Monday, December 11th, 1:30 p.m.

Holiday Reception - Monday, December 11th, 3:00 p.m. - 5:00 p.m., Student Center

Fall Graduation - Saturday, December 16th, Abundant Life

Resignations and Retirement Report

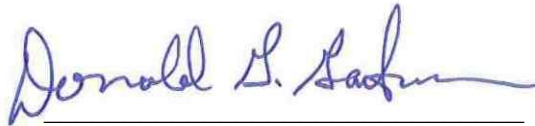
Miscellaneous

Kyle Dickson moved for adjournment. Bill McGarvey seconded the motion; all voted in approval.

Adjournment at 2:50 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Don Gartman, 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.



Introduction of New Student Government Association (SGA) Officers and AY24 Plan



2023-2024

Student Government Association

President, Christian Delgado



Program of Study:

Associate of Arts in General Studies
to pursue a Bachelor of Science in Nursing

Bio:

Christian is a 17-year-old junior in the Collegiate High School program. He is excited to be a part of SGA and add to his portfolio with the goal of being accepted into the University of Texas at San Antonio.

Vice President, Makayla Sanchez



Program of Study:

Associate of Arts in General Studies to pursue a Bachelor of Science in Nursing and become a travel nurse.

Bio:

Makayla is a 16-year-old sophomore in the Collegiate High School program. She looks forward to being a part of SGA and is excited for the future.

Secretary, Avalyn Yeomans



Program of Study:

Associate of Arts in General Studies
to pursue Bachelor's in Psychology

Bio:

Avalyn is a 16-year-old sophomore in the Collegiate High School program. She takes her education seriously, so becoming secretary for the Student Government Association will assist in her educational journey.

Treasurer, Mario Garza



Program of Study:
Associate of Arts in Business

Bio:
Mario started his COM career as a Dual Credit student and looks forward to being a part of the student life on campus. He is currently studying business to pursue a marketing job in esports.

Parliamentarian, Xavier Martinez



Program of Study:
Associate of Arts in Business

Bio:
After achieving his associate degree, Xavier plans to continue his education at University of Texas at Austin to major in psychology or communication. Xavier enjoys spending time on campus and his favorite places are the gym and library.

Historian, Gabrielle Hoermann



Program of Study:

Associate of Arts in General Studies
to pursue a Bachelor's in Biology

Bio:

Gabrielle is currently a junior in the Collegiate High School program. She is completing her prerequisite courses towards a Physician's Assistant program.

Advisor, Bailey Rhodes



Program of Study:
Master of Business Administration

Bio:

Bailey Rhodes attended Sam Houston State University and received his Bachelor of Science in Kinesiology in 2019. He is currently working towards a Master of Business Administration with a specialization in Business Analytics. Bailey has been employed at COM since January of 2022 and is a Media Specialist in the Educational Technology Department. He is looking forward to working with SGA to help students make a difference on campus and create lasting experiences at the college.

Advisor, Connor Jennings



Program of Study:

Doctorate of Education in Educational Leadership at the University of the Cumberland

Bio:

Connor Jennings attended Stephen F. Austin State University where she earned a Bachelor of Science in Agriculture and a Master of Arts in Student Affairs and Higher Education. Connor has been employed at COM since October 2020 and is an Academic Advisor with the Student Success Center. She is very excited for this opportunity to work alongside student leaders to enhance the student experience here at COM.

SGA Summer Training

- **The SGA Executive Board completed 16 hours of training this summer to prepare for the 2023-2024 academic year. Their training included the following topics:**
 - Public Speaking
 - Microphone Handling and Etiquette
 - Roles and Expectations
 - COM History, Mission, Values and Strategic Goals
 - Parliamentary Procedures
 - Leadership Styles
 - Communication
 - Goal Setting
 - SGA Constitution and Bylaws
 - Club and Organization Recognition
 - 2023-2024 SGA Budget Allocation
 - COM Buildings, Resources, Board of Trustees and Administration



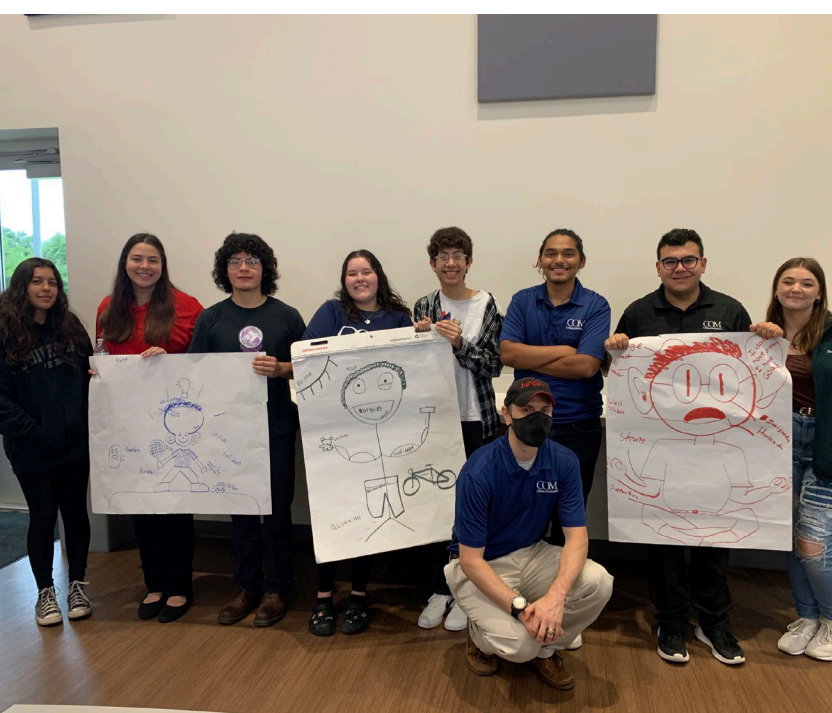
2023-2024 SGA Goals & Events

- **Goals**

- Establish an SGA SharePoint for clubs/organizations, student and employee access
- Implement a Digital Comment Box for students to share their questions at any time during the year
- Provide event flyer templates to clubs & organizations - Canva
- Enhance social media presence
- Developing a point system for clubs & organizations to follow for club recognition, event collaboration, & community service outreach to start in Fall 2024.

- **Fall 2023 Events**

- Club Kickoff: September 7 – had 306 people, 18 clubs/organizations, and 4 community resources attend
- Club/Org Advisor Workshop: September 15 - had 18 advisors attend
- Student Open Forum: October 19th
- General Meetings: 1st Tuesday of each month





PRESIDENT'S OFFICE

Constituents Leader Activity Reports

- A. Faculty Senate – Candice Edmonston
- B. Professional Council – Alisha Lyon
- C. Classified Council – Jennifer Denison



PRESIDENT'S OFFICE

Memorandum

To: Trustees

From: Diane Burkett

Date: September 25, 2023

Subject: InterCOM Community Newsletter

Monique Sennet from the Marketing and Public Affairs department will present a preview of the new monthly community video newsletter, InterCOM, including landing page and video.



Fall 2023 Enrollment Overview

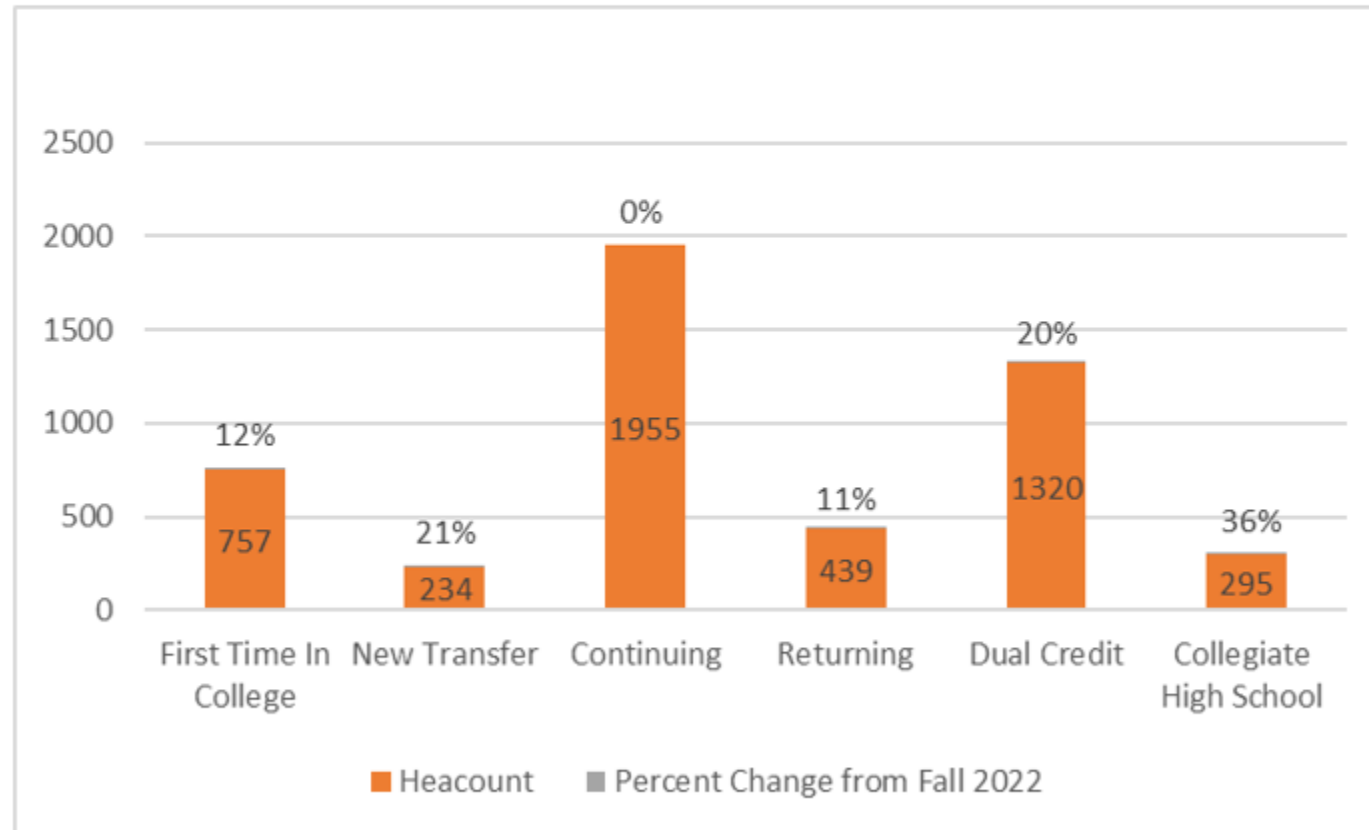
Dr. Helen Castellanos Brewer, Vice President for Student Services



Fall 2023 Enrollment Update

Fall 2023 Enrollment Student Type & Percent Change

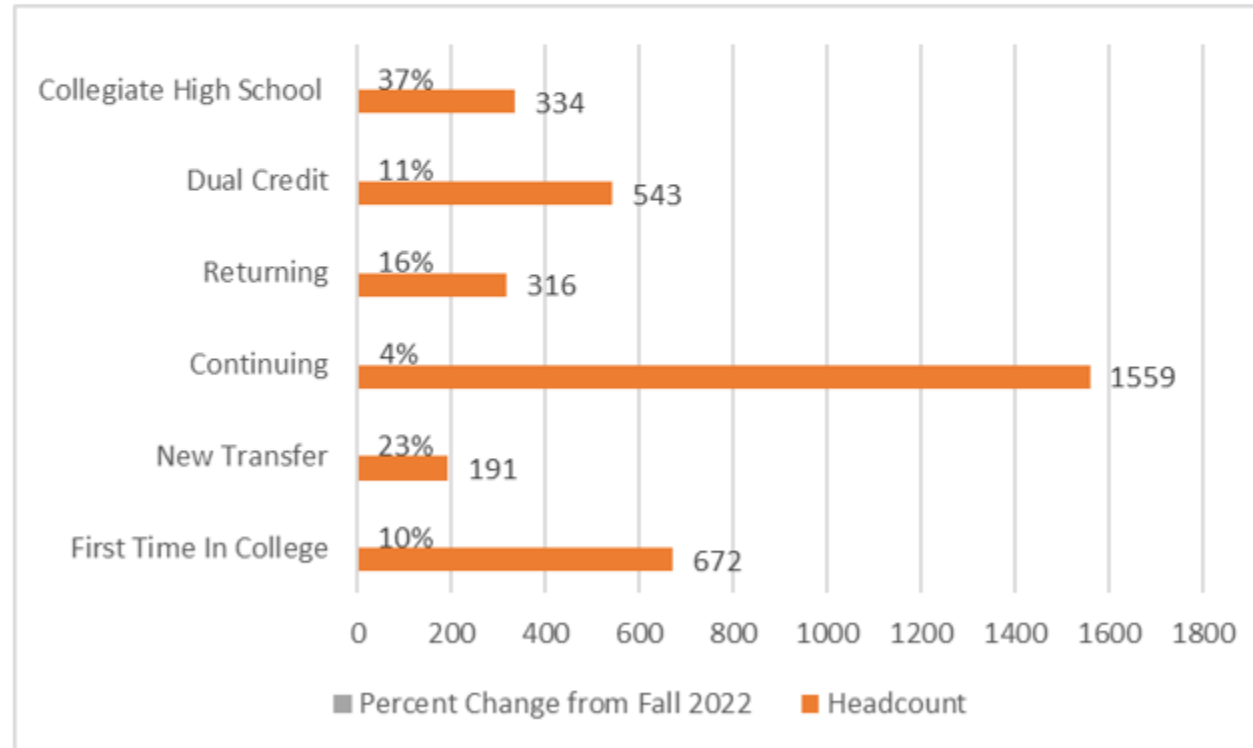
Fall 2023 Unduplicated Headcount = 5,000
(as of 9-20-23)



Source: OPEAR Data Request

Fall 2023 Enrollment Full-Time Equivalent Student Type & Percent Change

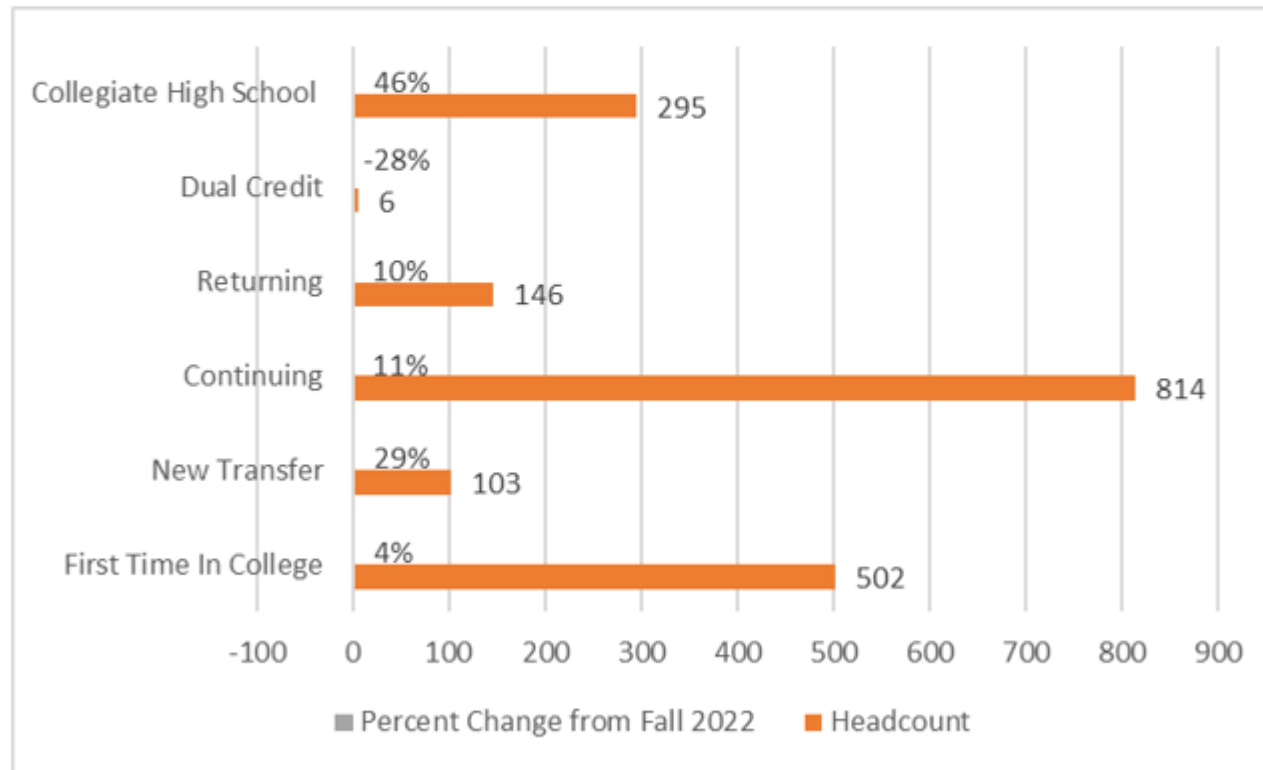
Fall 2023 Unduplicated Headcount = 5,000
(as of 9-20-23)



Source: OPEAR Data Request

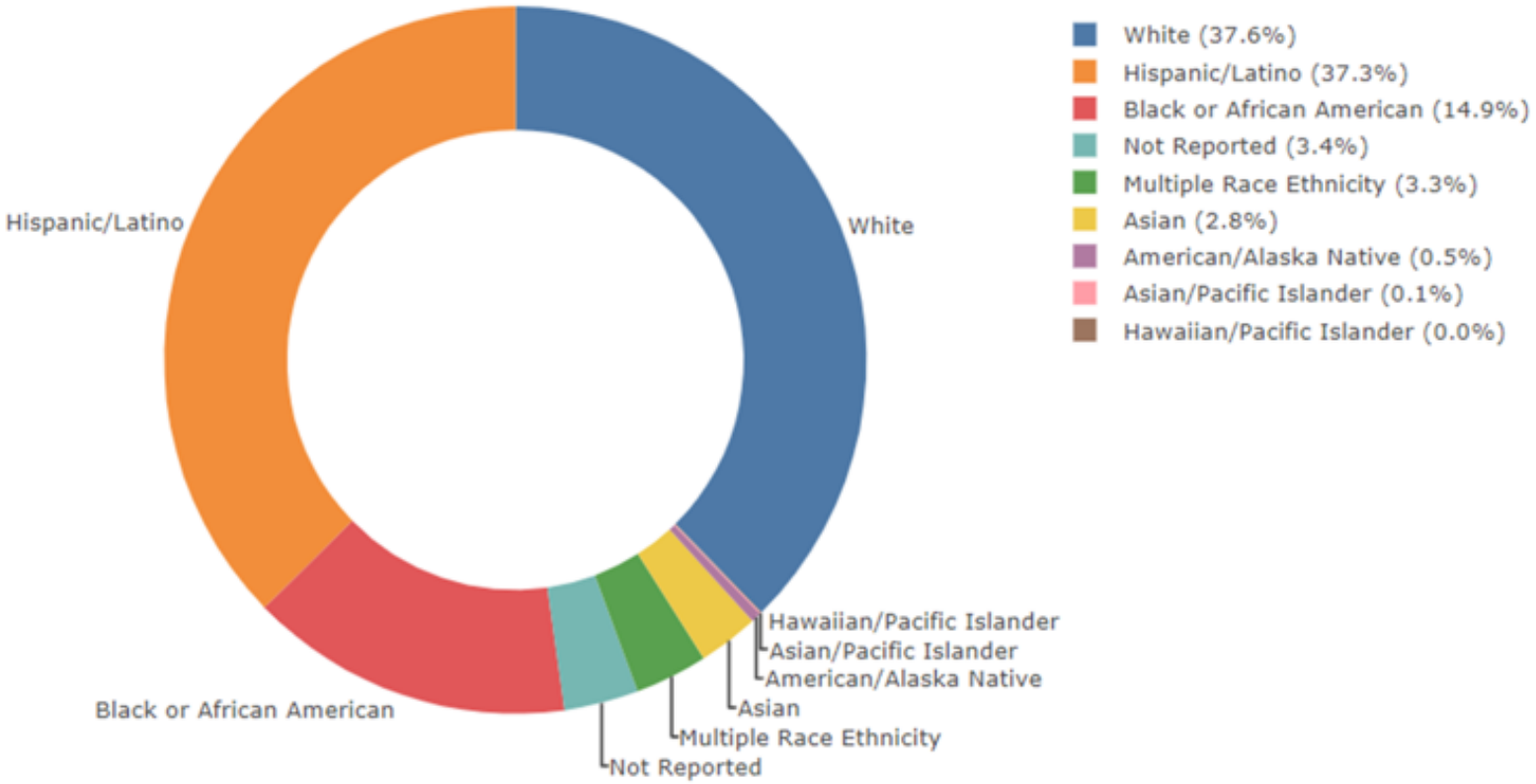
Fall 2023 Enrollment Full-time Students Student Type & Percent Change

Fall 2023 Unduplicated Headcount = 5,000
(as of 9-20-23)



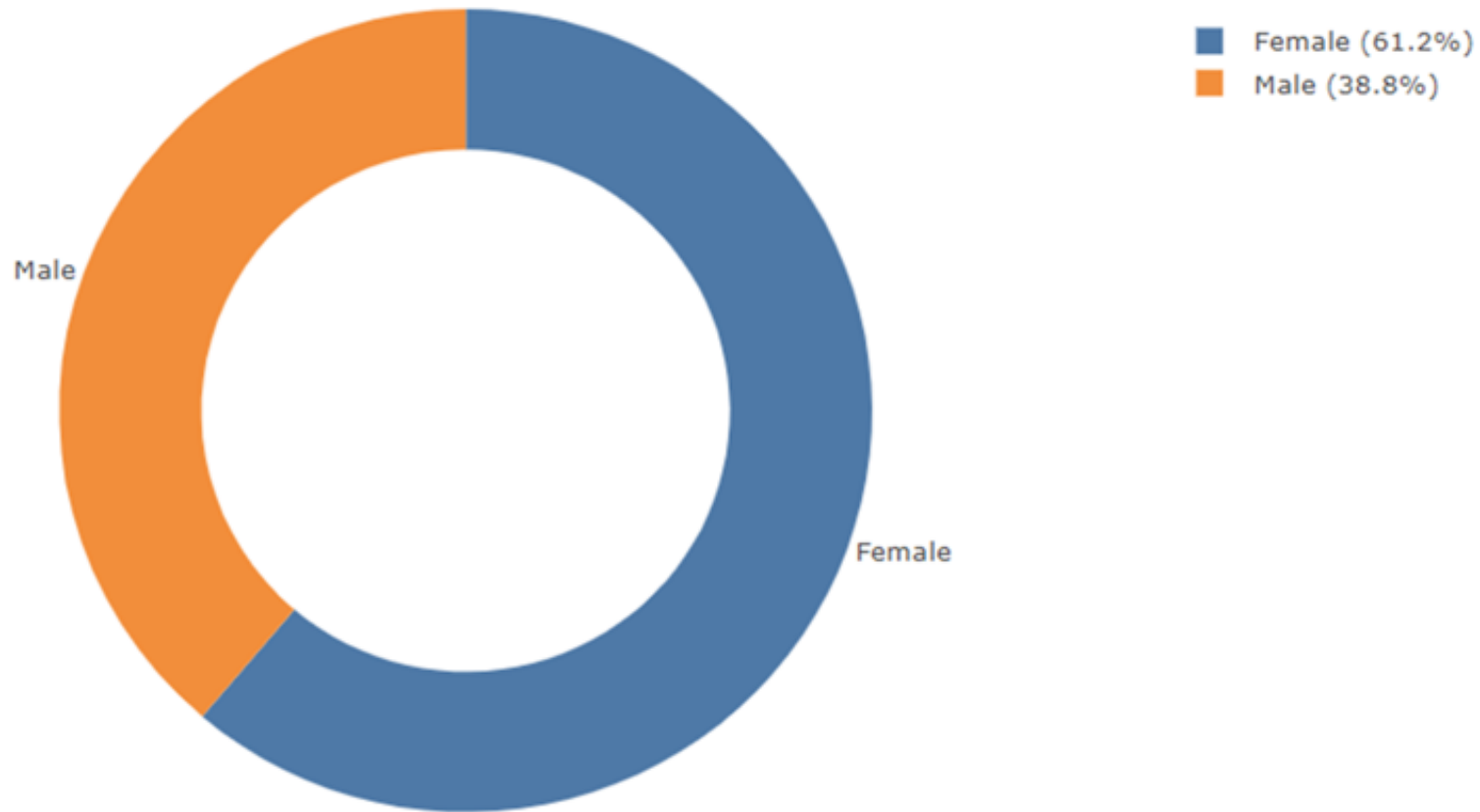
Source: OPEAR Data Request

Fall 2023 Enrollment by Race/Ethnicity



Source: OPEAR Data Request

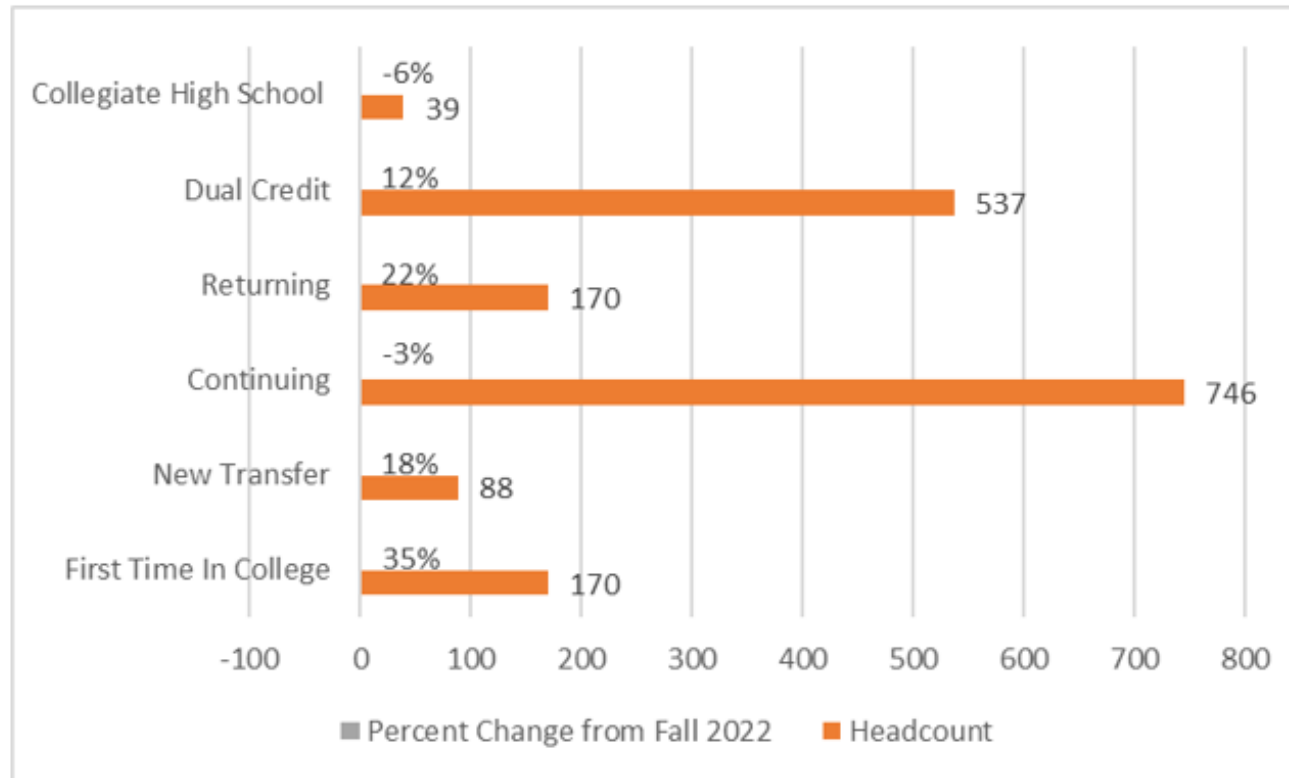
Fall 2023 Enrollment by Gender



Source: OPEAR Data Request

Fall 2023 Enrollment Part-time Students Student Type & Percent Change

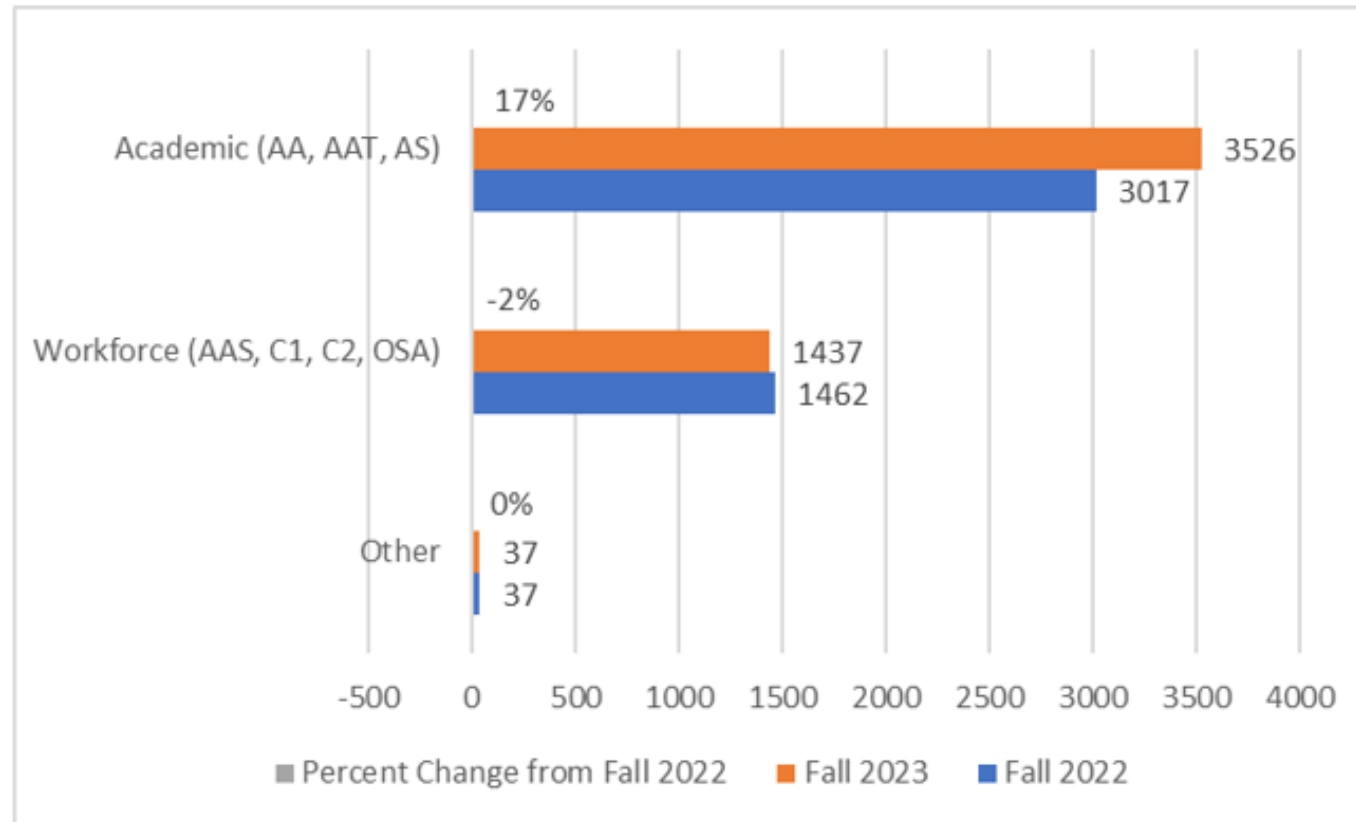
Fall 2023 Unduplicated Headcount = 5,000
(as of 9-20-23)



Source: OPEAR Data Request

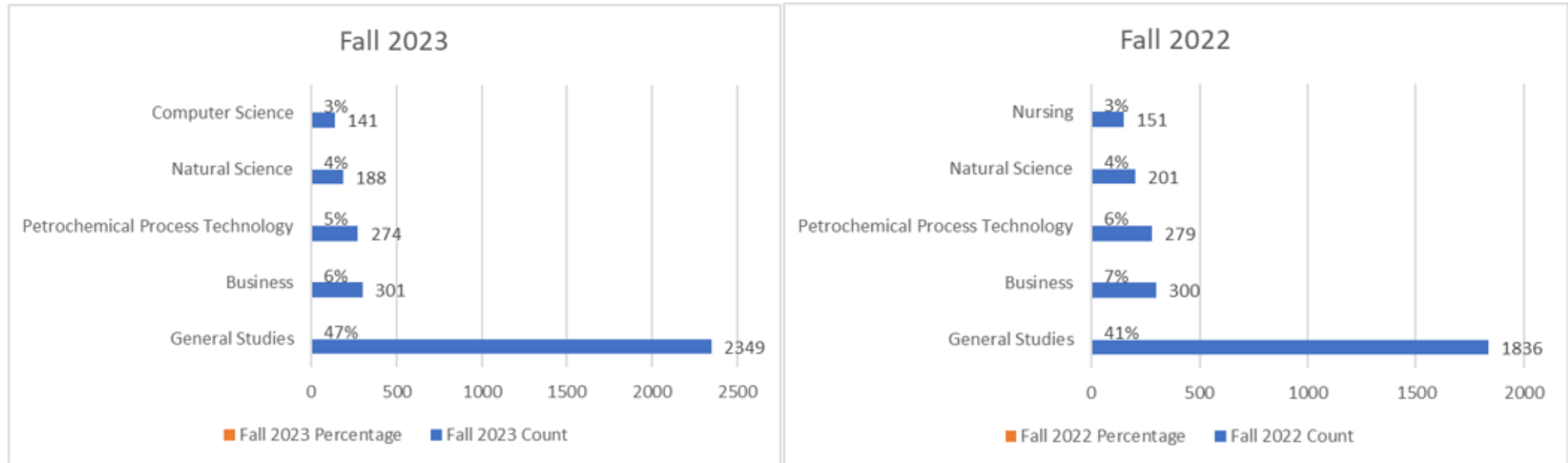
Fall 2023 Enrollment Program Type & Percent Change

Fall 2023 Unduplicated Headcount = 5,000
(as of 9-20-23)



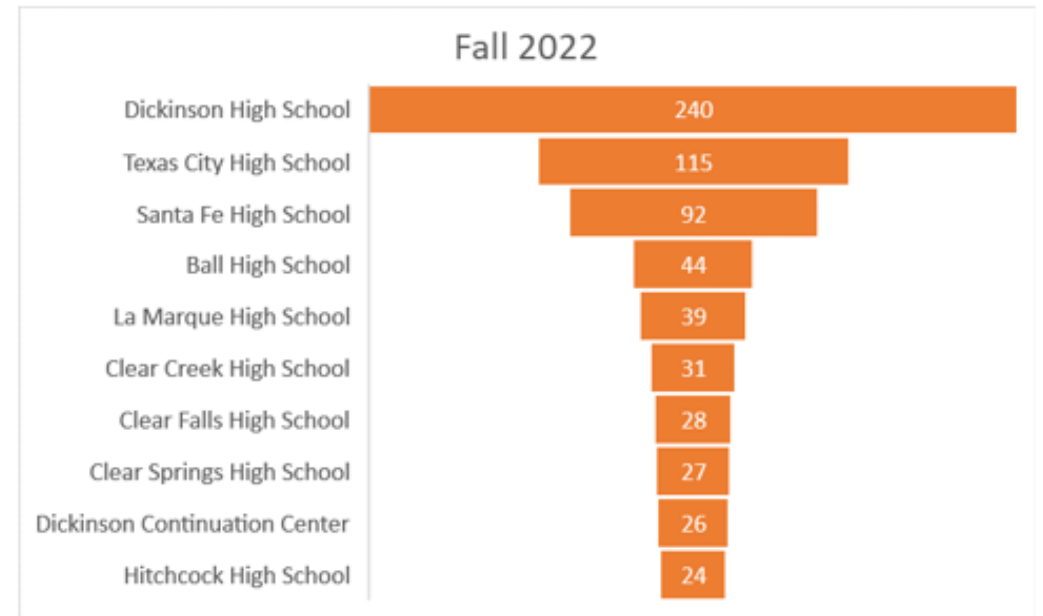
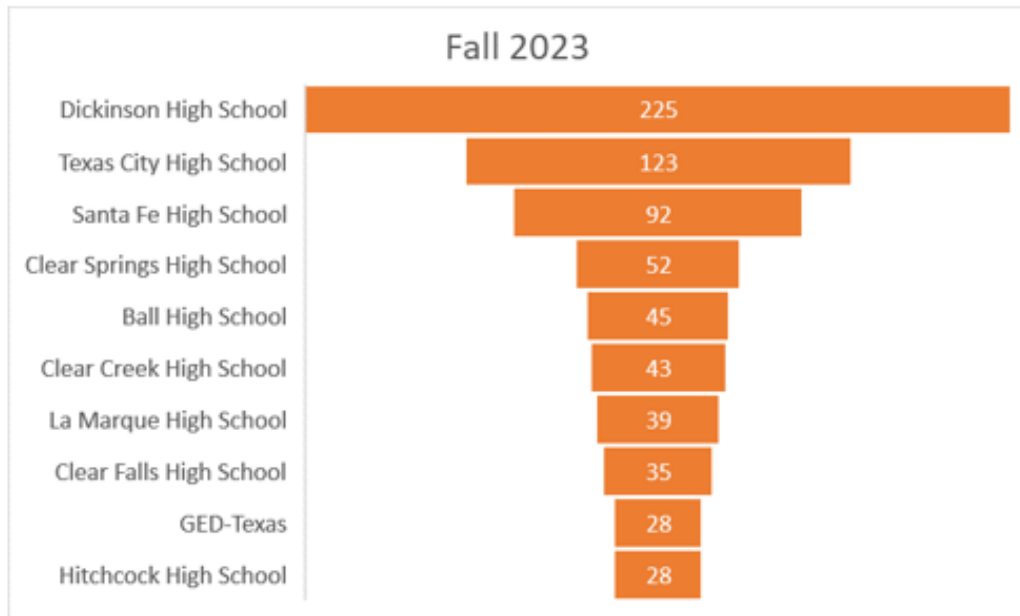
Source: OPEAR Data Request

Top 5 Programs



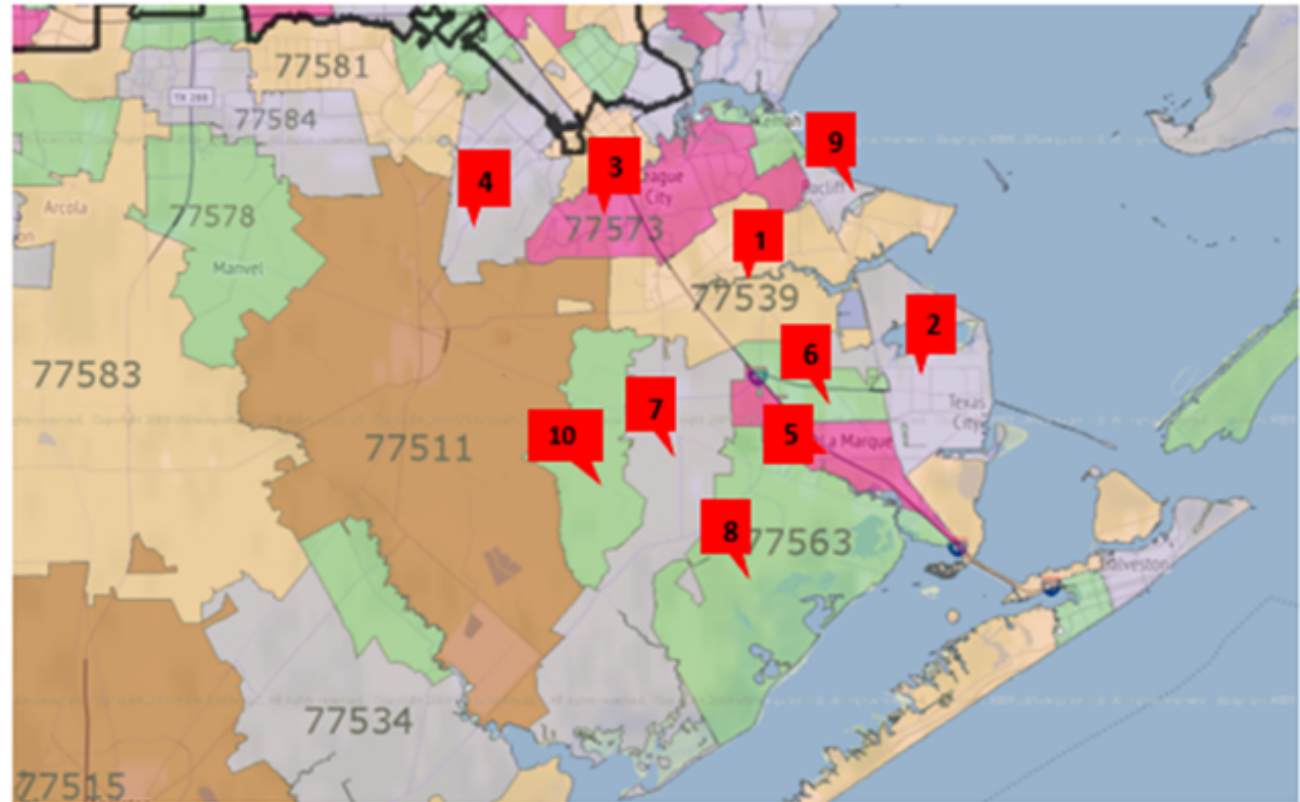
Source: OPEAR Data Request

Top Feeder High Schools First-Time-In-College



Source: OPEAR Data Request

Top 10 Zip Codes



- | | |
|------------------------|-----------------------|
| 1- 77539 (Dickinson) | 6- 77591 (Texas City) |
| 2- 77590 (Texas City) | 7- 77510 (Santa Fe) |
| 3- 77573 (League City) | 8- 77563 (Hitchcock) |
| 4- 77546 (Friendswood) | 9- 77518 (Bacliff) |
| 5- 77568 (La Marque) | 10- 77517 (Santa Fe) |

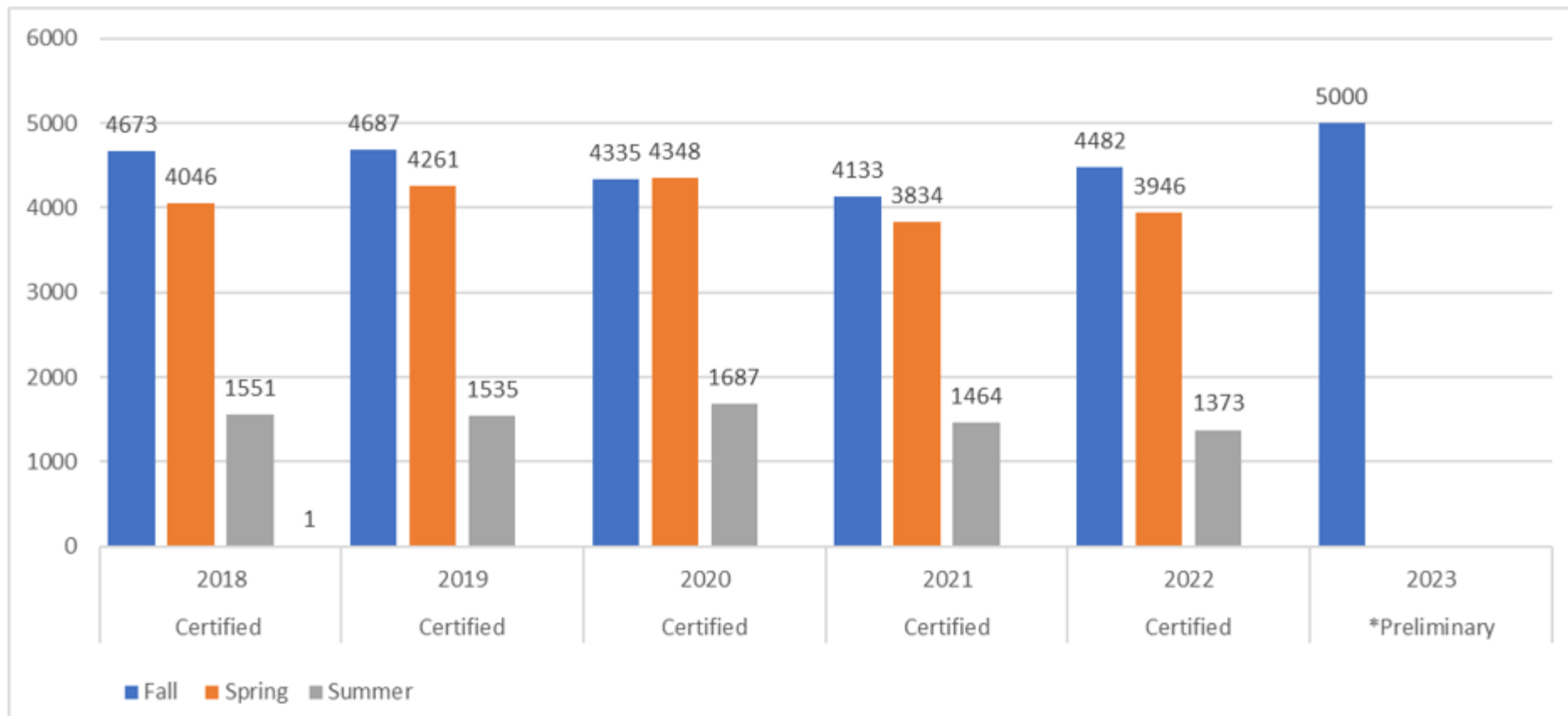
The top 10 zip codes for Fall 2023 are depicted above and have been stable since Fall 2022.

Source: OPEAR Data Request

Enrollment Trends by Semester

2018 – 2023

(Fall 2023 data as of 9-20-23)



Source: Common Fact Sheets and OPEAR Data Request



SACSCOC On-site Visit

Presented by: Dr. Jerry E. Flinger, Vice President for Instruction



QEP Update

Presented by: Dr. Jerry E. Flinger, Vice President for Instruction

NEW QEP TOPIC

ENTER FOR YOUR
CHANCE TO WIN
ONE OF FIFTEEN
\$100 PRIZES

Watch & Win



1000



LAUNCH FROM
COLLEGE TO CAREER

**SCAN NOW
TO ENTER**

LIMIT ONE ENTRY
PER PERSON.



Have questions? Please contact marketing@com.edu.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: September 25, 2023
Subject: Recommendation – Faculty - Barber (Replacement)

Presented for recommended approval to the Board of Trustees on September 25, 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 Andrea Cruz to the position of Faculty - Barber, Cosmetology Department.”

PURPOSE

To provide instruction within the Cosmetology Department. To develop and revise curriculum and course work. To provide scheduled office hours for student advisement. To attend department meetings, training and other mandatory college events. To assist with site inspections by Texas Department of Licensing and Regulation (TDLR), and to monitor compliance with TDLR standards. To maintain inventory records and request orders. To participate in mandatory college training and professional development. To serve on college committees as needed and assigned. To participate in adjunct mentoring activities as needed and assigned within the department.

BACKGROUND

This is a replacement position for Marion Lewis.

IMPLICATIONS

Financial: \$64,650 from budget 11-0-0000-1301-5100.

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: September 25, 2023
Subject: Recommendation – Range Master (New)

Presented for recommended approval to the Board of Trustees on September 25, 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 Thomas Elder to the position of Range Master, Public Service Careers Department.”

PURPOSE

Responsible for management of safety and business operations of the College of the Mainland Range.

BACKGROUND

This is a new position approved in the 2023-2024 budget.

IMPLICATIONS

Financial: \$59,726 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: September 25, 2023
Subject: Recommendation – Faculty - Music (Replacement)

Presented for recommended approval to the Board of Trustees on September 25, 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 Andrew Ryker to the position of Faculty - Music, Fine Arts 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. Serve 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 James Heffel.

IMPLICATIONS

Financial: \$59,071 from budget 11-0-0000-1117-5100.

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: September 25, 2023
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on September 25, 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:

Executive Administrative Assistant - \$61,669 from budget 11-0-0000-3401-5160

Title V Activity Coordinator - \$54,358 from budget 32-0-5214-4199-5140

Community Outreach Coordinator - \$56,514 from budget 32-0-5214-4199-5140

Director, Title V Gant - \$79,637 from budget 32-0-5185-4199-5140

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	Executive Administrative Assistant	Dean of Instruction, Business & Industry/Health, Human & Consumer Science/Public Safety	Provides varied secretarial and office administrative assistance to the Dean of Instruction and associated professional staff. In addition to providing secretarial and office administrative services for a designated unit or section and related supervisory and/or professional staff, incumbents also have responsibility for the work of additional office support personnel.	Replacement for Tina Starkey	Rhonda Shiflet	\$61,669	\$52,559 - \$\$65,699 - \$78,839
2	Title V Activity Coordinator	Title V	Incumbent is responsible for the administration, implementation and management of all on campus student and faculty programming and support occurring from within the Hispanic Cultural Center under the Title V grant.	New Grant Funded Position	Sasha Garcia	\$54,358	\$47,781 - \$59,726 - \$71,672
3	Community Outreach Coordinator	Title V	Incumbent is responsible for the administration, implementation and management of all on community events and programming occurring from within the Hispanic Cultural Center under the Title V grant.	New Grant Funded Position	Eloisa Perez-Lozano	\$56,514	\$47,781 - \$59,726 - \$71,672
4	Director, Title V Grant	Title V	Incumbent is responsible for the administration, implementation and management of Title V Hispanic Serving Institution grant operations, following federal guidelines. Implements and monitors program goals, develops strategies to institutionalize goals, informs senior leadership and college administration, and implements project management and evaluation.	New Grant Funded Position	Courtney Byers	\$79,637	\$67,775 - \$87,446 - \$110,116
5							
6							
7							
8							



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: September 18, 2023
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of Schematic Design for the Welding Building Addition/Renovation & Industrial Education Building Renovation Project.

FUNDING SOURCE:

2023 Bond

PURPOSE

Approve the Schematic Design for the Welding Building Addition/Renovation & Industrial Education Building Renovation Project, allowing Joiner Architects to proceed to the Design Development Phase.

PROPOSED MOTION:

“I move the Board of Trustees approve the Schematic Design for the Welding Building Addition/Renovation & Industrial Education Renovation Project, as presented and attached.

BACKGROUND:

Joiner Architects began design for the Welding Building Addition/Renovation and Industrial Education Renovation Projects on August 8, 2023. Joiner presented the Schematic Design to the 2023 Bond Steering Committee on September 18, 2023. LAN and the Bond Steering Committee recommend approval of the Schematic Design documents so that Joiner can proceed to the next phase of design, Design Development.

Attachments:

1. LAN Summary/Cover Letter
2. Schematic Design Presentation



**Lockwood, Andrews
& Newnam, Inc.**
A LEO A DALY COMPANY

To: Dr. Warren Nichols, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: September 18, 2023

Re: Schematic Design Approval for the Welding Building Addition/Renovations & Industrial Education Renovation Project

Joiner Architects began design on August 8, 2023. Schematic Design was completed and presented to the 2023 Bond Steering Committee on September 18, 2023.

LAN has reviewed the Schematic Design documents. Based on our review and feedback from the Steering Committee, LAN recommends COM approve the Schematic Design, allowing Joiner Architects to proceed to Design Development.

CW Scheibe

C.W. Scheibe, CCM, PMP
Program Manager, LAN
cwscheibe@lan-inc.com
mobile: (972) 890-3002

WELDING BUILDING & INDUSTRIAL EDUCATION BUILDING



Board of Trustees

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Ms. Dawn King	Vice-Chair
Ms. Melissa Skipworth	Secretary
Dr. William (Bill) McGarvey	Member
Mr. Kyle Dickson	Member
Mr. Alan Waters	Member
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Ms. J. Paige Parrish	Dean, Continuing Education
Mr. William Roy	Safety Officer
Mr. Victor Woods	Welding Technology Program Coordinator

Program Management

Mr. J.P. Grom, LAN	Vice President, Business Group Director
Ms. Paula Dmevich, LAN	Program Manager
Mr. C.W. Scheibe, LAN	Program Manager

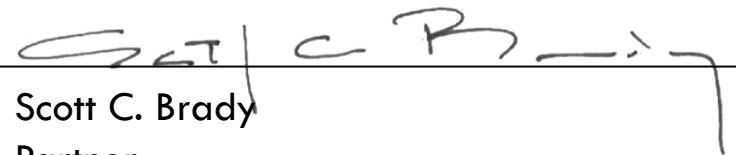
Acknowledgment




The Principals and staff of Joiner Architects wish to express our sincere appreciation to The College of the Mainland for allowing our Firm the opportunity to be involved in the design of the Renovations and Additions to the Welding Building and Industrial Education Building. It has been a pleasure thus far, and we look forward to a successful project!



Joby M. Copley, AIA
Partner



Scott C. Brady
Partner



Chad A. Joiner, ITA, CBI, LEED GREEN ASSOCIATE
Partner

Design Team

Architect _____ Joiner Architects
Civil Engineer _____ PRD Land Development Services
Surveyor _____ Fitz & Shipman
Geotechnical Engineer _____ Raba Kistner
Structural Engineer _____ Dally & Associates
MEPT Engineer _____ DBR

Anticipated Project Schedule

DESIGN PHASES

Programming & Schematic Design Complete _____ September 25, 2023
Design Development Complete _____ October 23, 2023
Construction Documents Complete _____ March 25, 2024

PROCUREMENT

Construction Manager at Risk Contract Approval _____ October 23, 2023
Issue Construction Documents for Guaranteed Maximum Price _____ March 4, 2024
Issue Construction Documents for Permitting _____ March 25, 2024
Present Guaranteed Maximum Price to the Board of Trustees _____ April 22, 2024

CONSTRUCTION PHASE

Issue Notice to Proceed & Begin Construction _____ May 18, 2024
Permit Approval _____ July 25, 2024
Substantial Completion & Owner Move-in _____ September 29, 2025

PUNCH LIST/CLOSEOUT

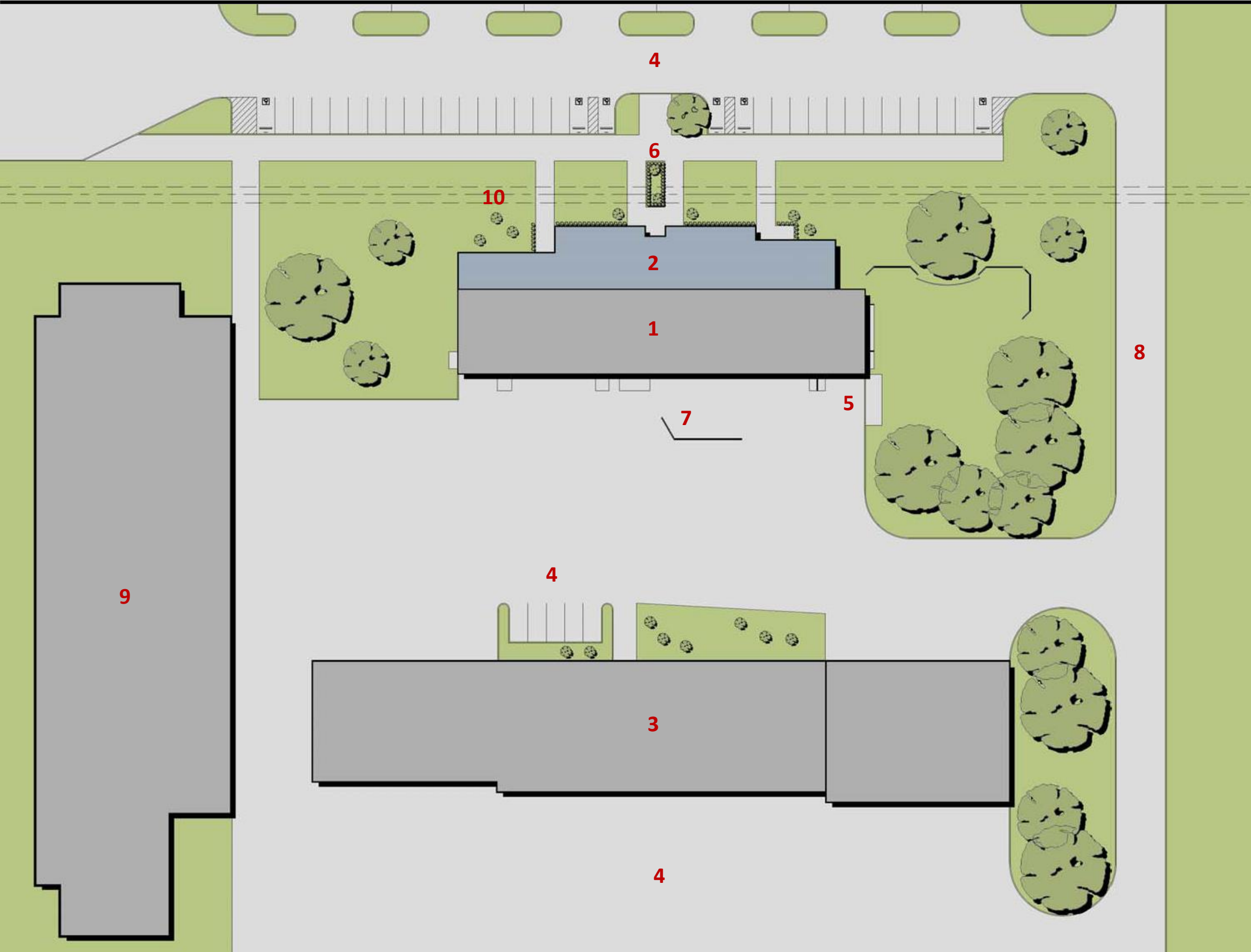
Project Closeout Complete _____ December 29, 2025

WARRANTY PHASE

Warranty Phase Complete _____ September 29, 2026



Area of Work Site Plan



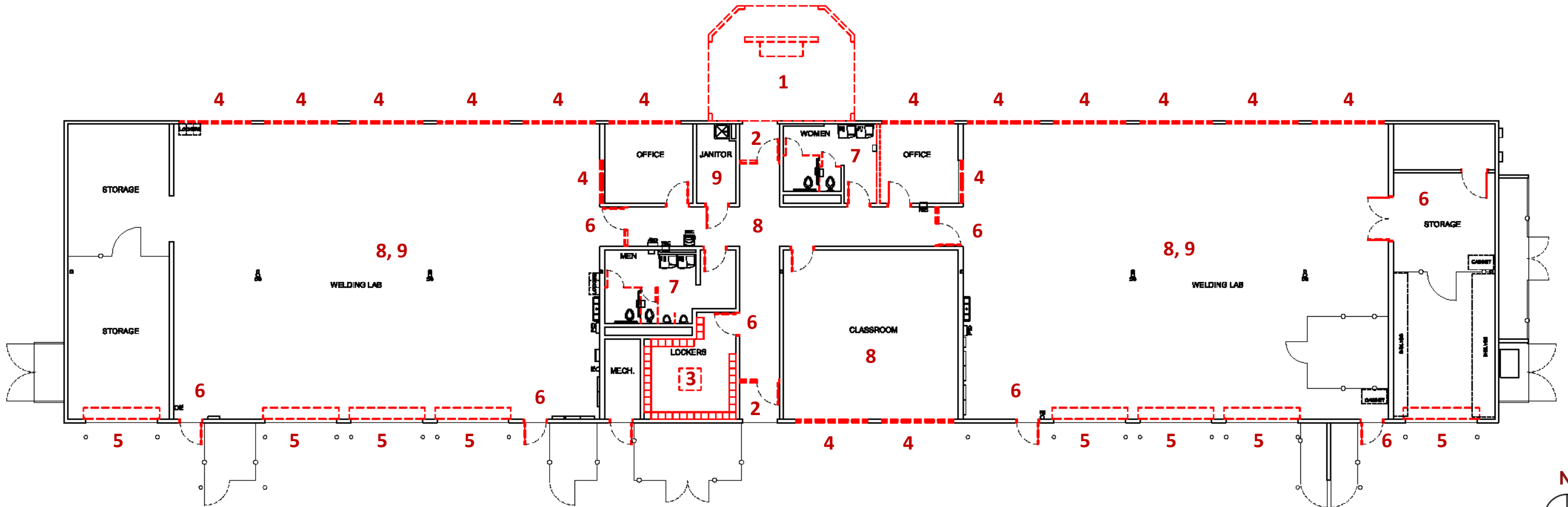
LEGEND:

- 1. EXISTING WELDING BUILDING
- 2. WELDING BUILDING 5,000 SF ADDITION
- 3. EXISTING INDUSTRIAL EDUCATION BUILDING
- 4. EXISTING PARKING LOT/PAVING
- 5. NEW PIPE RACK PAVED AREA
- 6. ADDED ENTRANCE LANDSCAPING
- 7. EXISTING SERVICE YARD
- 8. EXISTING ACCESS DRIVE
- 9. EXISTING INDUSTRIAL CAREERS BUILDING
- 10. EXISTING OVERHEAD POWER LINE

Welding Building Demolition Plan

LEGEND:

- 1. REMOVE CONCRETE TILT WALL ENTRY
- 2. REMOVE STOREFRONT DOOR
- 3. REMOVE LOCKERS & EQUIPMENT
- 4. REMOVE/REPLACE ALL WINDOWS
- 5. REMOVE/REPLACE ALL OVERHEAD DOORS
- 6. REMOVE/REPLACE ALL DOORS/FRAMES
- 7. REMOVE/REPLACE ALL TOILET PARTITIONS
- 8. PREPARE ALL WALLS/STRUCTURE/FLOORS FOR NEW FINISHES THROUGHOUT
- 9. REMOVE/REPLACE PLUMBING FIXTURES



Welding Building Proposed Floor Plan

GENERAL NOTES:

- NEW FINISHES THROUGHOUT (POLISHED CONCRETE FLOOR/VINYL WALL BASE/PAINT/GYP & ACOUSTICAL CEILINGS).
- NEW INTERIOR & EXTERIOR DOORS, WINDOWS, INSULATED OVERHEAD DOORS.
- K13 SPRAYED ACOUSTICAL INSULATION AT EXPOSED STRUCTURE IN LABS AND ANCILLARY SPACES.
- NEW ELECTRICAL DEVICES, LED LIGHTING, SECURITY/ACCESS CONTROL, AND FIRE ALARM DEVICES THROUGHOUT.
- REMOVE/REPLACE EXISTING ROOFING SYSTEM.
- WET PIPE FIRE SPRINKLER THROUGHOUT.
- STRUCTURAL STEEL FRAMED ADDITION.
- ROLLER SHADES AT ALL EXTERIOR WINDOWS.
- NEW METAL LOCKERS.

LEGEND:

1. NEW RESTROOM TOILET PARTITIONS
2. FULL HEIGHT CLASSROOM MARKER WALLS
3. ARTICULATING WELDING BOOTH VENT ARMS
4. REINFORCE EXISTING WELDING BOOTHS
5. ADD OXYGEN/C25/ARGON GASSES
6. ADD OXYGEN GAS
7. CLERESTORY WINDOWS
8. NEW LOCKERS
9. WOOD CABINETS & RESIDENTIAL APPLIANCES
10. SIX ADDITIONAL WELDING BOOTHS



Welding Building Proposed Phasing Plan

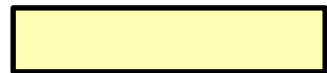
LEGEND:



PHASE I



PHASE II



PHASE III



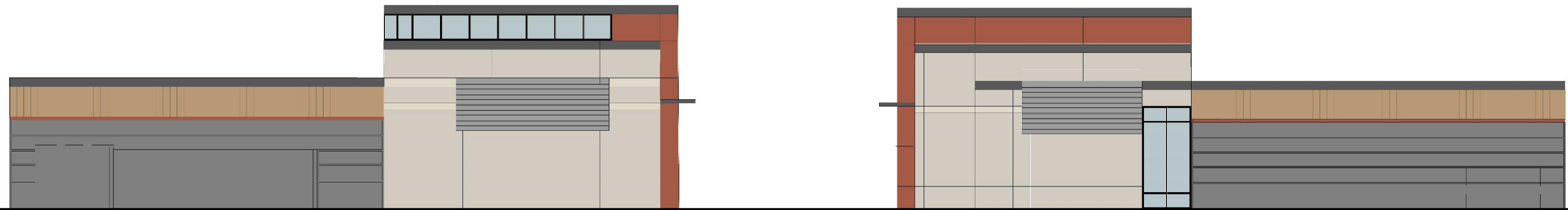
Welding Building Proposed Exterior Elevations

GENERAL NOTES:

- BUILDING ADDITION VERTICAL SURFACES TO CONSIST OF BRICK VENEER, TWO COLORS OF INSULATED METAL WALL PANELS, PLASTER, AND LOUVERED RTU SCREEN WALLS. ALL COLORS TO MATCH SURROUNDING BUILDINGS.
- NEW WATERPROOF CONCRETE MASONRY COATINGS WITH COLORS MATCHING SURROUNDING BUILDINGS ON ALL EXISTING VERTICAL CONCRETE SURFACES.
- NEW EXTERIOR DOORS, WINDOWS, AND INSULATED OVERHEAD COILING DOORS.
- NEW EXTERIOR ELECTRICAL DEVICES & LED LIGHTING.



NORTH



EAST

WEST



SOUTH

Welding Building Proposed Front Rendering



CIVIL ENGINEERING:

- THE STORM SEWER WILL BE COLLECTED VIA A SERIES OF STORM SEWER INLETS AND ROOF DRAINS, AND CONVEYED TO THE REGIONAL DETENTION SYSTEM. EXPANSION OF THE DETENTION SYSTEM IS CURRENTLY BEING STUDIED AND WILL BE PROVIDED AS REQUIRED BY RELEVANT CRITERIA.
- THE AREA AROUND THE BUILDING ADDITION AND NEW DOOR LOCATIONS SHALL BE REGRADED TO ENSURE COMPLIANT ACCESSIBLE PATHS.
- A NEW 6-8" FIRE WATER LINE SHALL BE PROVIDED TO SERVICE THE BUILDING EXPANSION AND FIRE SPRINKLER SYSTEM. NEW WATER LINES WILL BE TAPPED FROM THE NEAREST WATER MAIN LOCATED WITHIN THE CAMPUS AND CONNECTED TO THE BUILDING.

STRUCTURAL ENGINEERING:

- BUILDING ADDITION:
 - CONCRETE SLAB-ON-GRADE FOUNDATION WITH FOOTINGS PER THE GEOTECHNICAL RECOMMENDATIONS.
 - STEEL COLUMNS, BEAMS AND JOISTS, AND 1.5" METAL "B" DECK.
 - WIND BRACING AND MOMENT FRAMES AS REQUIRED BY CODE.
 - STEEL FRAMED ROOF TOP AIR CONDITIONING UNIT SCREEN WALLS.
 - CONCRETE MASONRY UNIT INTERIOR AND EXTERIOR WALLS TO MATCH EXISTING.

MECHANICAL ENGINEERING:

- EXISTING HVAC EQUIPMENT SHALL REMAIN AND BE MODIFIED BASED ON NEW INTERIOR LAYOUTS.
- TWO NEW ROOF MOUNTED DX UNITS SHALL BE PROVIDED FOR BUILDING ADDITION.
- NEW WELDING BOOTH SCRUBBERS SHALL BE PROVIDED IN THE WELDING BOOTH EXPANSION TO MATCH EXISTING UNITS.
- NEW AND EXISTING WELDING BOOTHS SHALL BE PROVIDED WITH ARTICULATING "SNORKEL" TYPE CAPTURE ARM.
- A NEW BUILDING AUTOMATION SYSTEM SHALL BE INTEGRATED INTO THE EXISTING EQUIPMENT, AS WELL AS THE NEW.

PLUMBING ENGINEERING:

- PROVIDE A NEW AUTOMATIC WET SPRINKLER SYSTEM IN EXISTING BUILDING AND BUILDING ADDITION.
- ADDITIONAL WELDING GAS PIPING WILL NEED TO BE ADDED. SYSTEM SHALL BE MANIFOLDED TO EXTERIOR CYLINDERS.
- PROVIDE NEW WALL MOUNTED WATER CLOSET AND LAVATORY, AND FLOOR DRAIN AT NEW STAFF RESTROOM.
- REMOVE AND REPLACE ALL EXISTING PLUMBING FIXTURES, EXCEPT THOSE AT RESTROOMS WHICH WERE RECENTLY REPLACED.

ELECTRICAL & TECHNOLOGY ENGINEERING:

- THE EXISTING ELECTRICAL GEAR AND DEVICES SHALL BE REPLACED AS THEY HAVE REACHED THE END OF USEFUL LIFE.
- THE EXISTING LIGHTING SHALL BE REPLACED WITH NEW LED LIGHTING THROUGHOUT THE FACILITY.
- NEW LIGHTING AT THE ADDITION SHALL BE LED THROUGHOUT.
- EXISTING FIRE ALARM SHALL BE REPLACED WITH NEW CAMPUS STANDARD.
- ACCESS CONTROL TO BE PROVIDED TO ALL EXTERIOR DOORS.
- CAT 6 DATA CABLE AND WIRELESS ACCESS POINTS THROUGHOUT.
- CLASSROOM TEACHER'S STATION SHALL HAVE AUDIO/VIDEO INTERFACE TO OVERHEAD PROJECTOR.

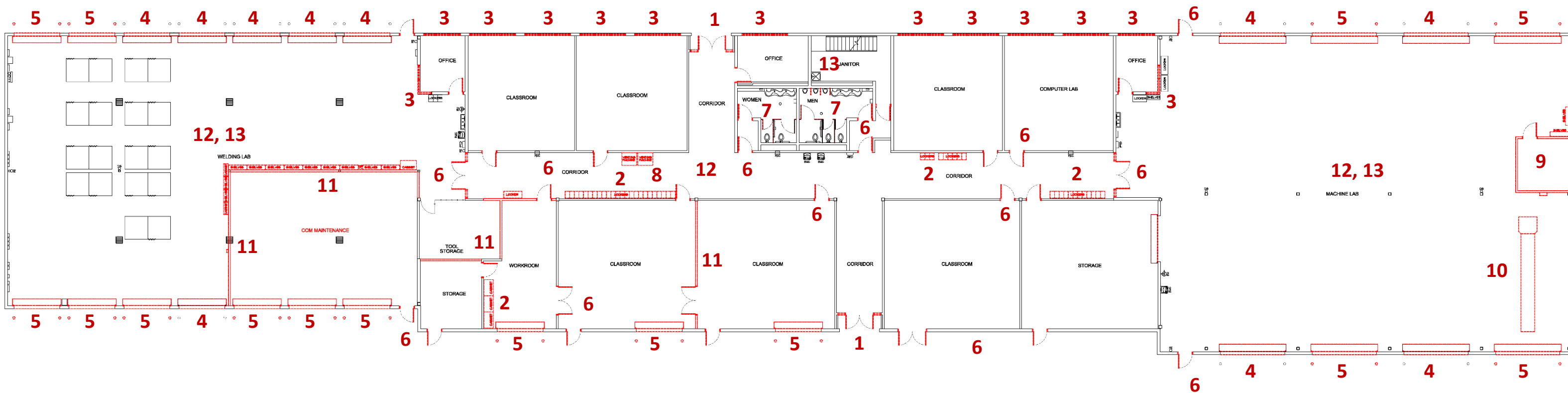
Welding Building Program

SPACE	QTY	LENGTH	WIDTH	AREA (SF)
Existing Building				
Western Welding Lab	1	41'-1"	59'-5"	2,440
Storage	1	14'-3"	41'-1"	584
Office	1	11'-0"	12'-4"	136
Janitor	1	5'-6"	11'-0"	99
Men's Restroom	1	9'-8"	12'-9"	123
Women's Restroom	1	9'-4"	13'-6"	127
Computer Lab	1	11'-2"	12'-10"	165
Classroom	1	24'-6"	23'-8"	577
Office	1	10'-5"	11'-0"	115
Eastern Welding Lab	1	41'-4"	59'-4"	2,439
Storage	1	14'-3"	41'-1"	584
Mechanical	1	5'-0"	11'-2"	50
Subtotal				7,439
Circulation/Walls				900
Existing Building Total				8,339
Building Addition				
Welding Lab Expansion	1	23'-4"	24'-3"	567
Staff Restroom	1	7'-6"	7'-8"	58
Women's Locker Room	1	7'-8"	18'-6"	141
Men's Locker Room	1	12'-0"	16'-0"	208
Classroom	2	24'-2"	24'-2"	1,166
Breakroom	1	18'-6"	24'-2"	447
Office	3	11'-2"	13'-3"	441
Electrical	1	7'-6"	9'-6"	71
Fire Riser	1	4'-3"	7'-6"	32
Subtotal				3,131
Circulation/Walls				1,858
Building Addition Total				4,989
TOTAL AREA				13,328

Industrial Education Building Demolition Plan

LEGEND:

- 1. REMOVE/REPLACE STOREFRONT DOORS
- 2. REMOVE/RELOCATE LOCKERS
- 3. REMOVE/REPLACE ALL WINDOWS
- 4. REMOVE/REPLACE OVERHEAD DOORS
- 5. REMOVE OVERHEAD DOORS & INFILL WALL
- 6. REMOVE/REPLACE ALL DOORS/FRAMES
- 7. REMOVE/REPLACE TOILET PARTITIONS
- 8. RELOCATE VENDING MACHINES
- 9. DEMOLISH STORAGE ROOM
- 10. INFILL AUTO DEPRESSION
- 11. DEMOLISH PARTITION
- 12. PREPARE ALL WALLS/STRUCTURE/FLOORS FOR NEW FINISHES THROUGHOUT
- 13. REMOVE/REPLACE PLUMBING FIXTURES



Industrial Education Building Proposed Floor Plan

GENERAL NOTES:

- NEW FINISHES THROUGHOUT (POLISHED CONCRETE FLOORING/VINYL WALL BASE/PAINT/GYP CEILINGS).
- NEW INTERIOR & EXTERIOR DOORS, WINDOWS, OVERHEAD DOORS.
- ROLLER SHADES AT ALL EXTERIOR WINDOWS.
- K13 SPRAYED ACOUSTICAL INSULATION AT EXPOSED STRUCTURE IN LABS, ANCILLARY SPACES, AND CLASSROOMS.
- NEW ELECTRICAL DEVICES, LED LIGHTING, SECURITY/ACCESS CONTROL, AND FIRE ALARM DEVICES THROUGHOUT.
- WET PIPE FIRE SPRINKLER THROUGHOUT.
- REMOVE & REPLACE EXISTING ROOFTOP AIR HANDLING UNITS.

LEGEND:

1. NEW RESTROOM TOILET PARTITIONS
2. FULL HEIGHT CLASSROOM MARKER WALLS
3. ADD COPPER PLUMBED GASSES
4. REPLACE TWO AIR COMPRESSORS
5. WIRE CAGE STORAGE AREAS
6. LOCKER ROOMS WITH RELOCATED LOCKERS
7. WORKROOM WITH WOOD CABINETS
8. FOLDING ACOUSTICAL PARTITION
9. ENLARGED WELDING LAB
10. ENLARGED TOOL ROOM
11. RELOCATED/RECESSED VENDING MACHINES



Industrial Education Building Proposed Phasing Plan

LEGEND:



PHASE I



PHASE II



PHASE III



N



Industrial Education Building Proposed Exterior Elevations

GENERAL NOTES:

- NEW WATERPROOF CONCRETE MASONRY COATINGS WITH COLORS MATCHING SURROUNDING BUILDINGS ON ALL EXISTING VERTICAL CONCRETE SURFACES.
- NEW EXTERIOR DOORS, WINDOWS, AND INSULATED OVERHEAD COILING DOORS.
- NEW EXTERIOR ELECTRICAL DEVICES & LED LIGHTING.

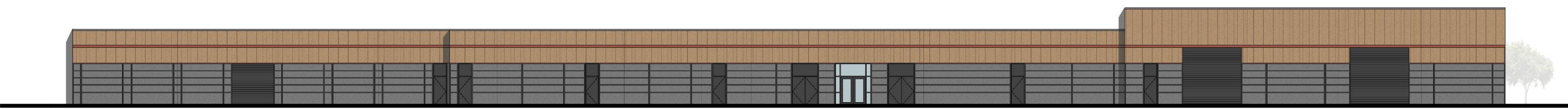


NORTH



EAST

WEST



SOUTH

CIVIL ENGINEERING:

- A NEW 6-8" FIRE WATER LINE SHALL BE PROVIDED TO SERVICE THE NEW FIRE SPRINKLER SYSTEM. NEW WATER LINES WILL BE TAPPED FROM THE NEAREST WATER MAIN LOCATED WITHIN THE CAMPUS AND CONNECTED TO THE BUILDING.

STRUCTURAL ENGINEERING:

- CONCRETE MASONRY UNIT EXTERIOR WALL INFILL WITH PLASTER FINISH AT REMOVED OVERHEAD DOORS.
- STRUCTURAL REVIEW OF THE EXISTING ROOFTOP FRAMING AND ADDITIONAL FRAMING AS REQUIRED FOR NEW ROOF TOP AIR CONDITIONING UNITS.

MECHANICAL ENGINEERING:

- EXISTING HVAC EQUIPMENT AND DUCTWORK SHALL BE REPLACED AS IT HAS REACHED ITS EXPECTED SERVICE LIFE.
- A NEW BUILDING AUTOMATION SYSTEM SHALL BE INTEGRATED INTO THE EXISTING EQUIPMENT, AS WELL AS THE NEW.

PLUMBING ENGINEERING:

- PROVIDE A NEW AUTOMATIC WET SPRINKLER SYSTEM.
- ADDITIONAL WELDING GAS PIPING WILL NEED TO BE ADDED. SYSTEM SHALL BE MANIFOLDED TO EXTERIOR CYLINDERS.
- REPLACE TWO EXISTING NON-FUNCTIONING AIR COMPRESSORS.
- REMOVE AND REPLACE ALL EXISTING PLUMBING FIXTURES, EXCEPT THOSE AT RESTROOMS WHICH WERE RECENTLY REPLACED.

ELECTRICAL & TECHNOLOGY ENGINEERING:

- THE EXISTING ELECTRICAL GEAR AND DEVICES SHALL BE REPLACED AS THEY HAVE REACHED THE END OF USEFUL LIFE.
- THE EXISTING LIGHTING SHALL BE REPLACED WITH NEW LED LIGHTING THROUGHOUT THE FACILITY.
- EXISTING FIRE ALARM SHALL BE REPLACED WITH NEW CAMPUS STANDARD.
- ACCESS CONTROL TO BE PROVIDED TO ALL EXTERIOR DOORS.
- CAT 6 DATA CABLE AND WIRELESS ACCESS POINTS THROUGHOUT.
- CLASSROOM TEACHER'S STATION SHALL HAVE AUDIO/VIDEO INTERFACE TO OVERHEAD PROJECTOR.

Industrial Education Building Program

SPACE	QTY	LENGTH	WIDTH	AREA (SF)
Welding Lab	1	58' - 9"	89' - 4"	5,248
Office	1	9'-9"	12'-2"	118
Tool Storage	1	13'-4"	28'-0"	373
Women's Locker Room	1	9'-6"	10'-5"	99
Men's Locker Room	1	14'-9"	15'-10"	235
Classroom	1	23'-3"	25'-0"	581
Classroom	1	24'-1"	25'-0"	601
Classroom	2	28'-0"	30'-2"	1,686
Lounge/Workroom	1	10'-4"	15'-5"	155
Women's Restroom	1	11'-10"	12'-10"	124
Men's Restroom	1	11'-10"	16'-0"	150
Janitor	1	9'-10"	17'-4"	171
Mechanical Mezzanine	1	21'-8"	33'-10"	626
Classroom	1	23'-8"	25'-0"	592
Computer Lab	1	23'-8"	25'-0"	592
Classroom	1	28'-0"	29'-6"	826
Storage	1	28'-0"	29'-8"	831
Office	1	9'-0"	12'-2"	109
Machine Lab	1	68'-9"	89'-6"	5,327
Cage Storage	4	12'-0"	17'-2"	824
Subtotal				19,268
Circulation/Walls				2,899
TOTAL AREA				22,167

Anticipated Project Cost



WELDING BUILDING

Construction Budget	\$	5,500,000
Architectural & Engineering Design Fees	\$	525,000
Reimbursables	\$	25,000
Cost Estimating	\$	20,000
Windstorm Engineering	\$	5,000
Construction Material Testing	\$	30,000
HVAC System Testing & Balancing	\$	20,000
Building Commissioning	\$	25,000
Fixtures, Furniture & Equipment	\$	275,000

TOTAL ANTICIPATED PROJECT COST \$ 6,425,000

INDUSTRIAL EDUCATION BUILDING

Construction Budget	\$	7,500,000
Architectural & Engineering Design Fees	\$	700,000
Reimbursables	\$	25,000
Cost Estimating	\$	20,000
Windstorm Engineering	\$	3,000
Construction Material Testing	\$	10,000
HVAC System Testing & Balancing	\$	10,000
Building Commissioning	\$	10,000
Fixtures, Furniture & Equipment	\$	375,000

TOTAL ANTICIPATED PROJECT COST \$8,653,000

THANK YOU

JOINER
ARCHITECTS



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: September 25, 2023
Subject: Increase Contract 20-01 - Custodial & Maintenance Services

AGENDA ITEM DESCRIPTION:

Increase to 20-01 for Custodial & Maintenance Services

FUNDING SOURCE:

2024 Operating Budget: 11-0-0000-6106-5300

PURPOSE:

The purpose is to provide necessary daily support for campus-wide facilities custodial and maintenance operations.

PROPOSED MOTION:

“I move the Board of Trustees approve an increase to contract 20-01 for Custodial & Maintenance services with IQS for an additional \$61,000 for a revised not-to-exceed amount of \$1,230,220 to be paid from FY24 Operating Budget.”

BACKGROUND:

On August 22, 2023, the Board approved a contract renewal to IQS in an amount not to exceed \$1,169,220.00 for Facilities Custodial & Maintenance Services beginning September 1, 2023 – August 31, 2024. Since the renewal approval was received by the Board, an attrition of COM personnel resulted in a need to increase the services provided under the IQS contract. The increase in services equates to a need for an additional \$61,000K to support the duties of the resigned role and add additional support to facilities with extended hours in the Learning Resource Center and Industrial Careers Building not otherwise known in advance of the renewal period.

Therefore, it is the recommendation to approve a contract increase and revise the contract amount from a not-to-exceed \$1,169,220 to not-to-exceed \$1,230,220 for a contract period of September 1, 2023 – August 31, 2024.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: July 13, 2023
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of contract 23-33: Architectural Services for the new Corporate and Continuing Education Center (CCEC)

FUNDING SOURCE:

2023 Bond

PURPOSE

Provide Architectural Services for new construction, renovations, and additions to existing facilities in for 2023 Bond projects.

PROPOSED MOTION:

“I move the Board of Trustees approve award of contract 23-33 to Kirksey Architecture for Architectural Services for the design of the new Corporate and Continuing Education Center for a not-to-exceed amount of \$860,000.00 plus any Reimbursable and Supplemental Services approved by the Owner, as identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be paid with 2023 Bond Funds.

BACKGROUND:

On May 2, 2023, fifteen (15) responses were received in response to a Request for Qualifications (RFQ) for Professional Architect & Engineering Services in support of the 2023 Bond. Lockwood, Andrews & Newnam (LAN), the Program Manager for the 2023 Bond, evaluated all fifteen (15) responses and invited the top seven (7) architect firms to interview with COM's Architect Evaluation and Selection Committee. Based on the RFQ responses and firm interviews, the Evaluation and Selection Committee determined Kirksey Architecture to be the most qualified firm to design the new Corporate and Continuing Education Center. LAN requested a proposal from Kirksey Architecture and began negotiations on July 25, 2023. Therefore, it is the recommendation of COM Administration to award a fixed-fee contract for a not-to-exceed amount of \$860,000.00 plus any Reimbursable and Supplemental Services approved by the Owner. The subject procurement was solicited as a Request for Qualifications (RFQ) in accordance with the Texas Education Code 44.031 and Government Code 2254 for professional services.

Attachments:

1. LAN Summary/Cover Letter



To: Dr. Warren Nichols, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: September 14, 2023

Re: Architect Negotiation Summary for the new Corporate and Continuing Education Center

The Architect Evaluation and Selection Committee met on June 22, 2023 and determined that Kirksey Architecture was the best qualified firm to design the new Corporate and Continuing Education Center.

LAN requested a proposal from Kirksey Architecture on July 25, 2023 and began negotiations. After thorough negotiations, Kirksey Architecture proposed a fee of **\$860,000.00** plus any Reimbursable and Supplemental Services approved by the Owner.

The \$860,000.00 fee proposed by Kirksey Architecture is fair, reasonable, and well within the established budget for architectural services for the project.

The Contract to be used for Architectural Services will be the AIA B101 – Standard Form of Agreement Between Owner and Architect. The Contract has been reviewed by LAN and COM's Staff Attorney.

LAN recommends COM accept the proposed fee and approve the Contract with Kirksey Architecture.

CW Scheibe

C.W. Scheibe, CCM, PMP
Program Manager, LAN
cwscheibe@lan-inc.com
mobile: (972) 890-3002



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President September 25, 2023
Date: Renew, upgrade IT service management (ITSM) suite:
ManageEngine
Subject:

AGENDA ITEM DESCRIPTION:

Approval of contract 24-02 for software licenses & maintenance for ManageEngine.

FUNDING SOURCE:

FY24 Fund Balance Project: 2024-03/GL Account 11-0-6000-5999-5325

PURPOSE

The purpose is to upgrade our current IT service management (ITSM) software to add new features and increase the number of licenses to reflect the college's additional computers and users. This fully integrated software suite provides a more holistic solution for management, security, and support for the network, systems and COM community.

PROPOSED MOTION:

"I move the Board of Trustees approve contract 24-02 for the purchase of ManageEngine software licensing and ongoing maintenance for an amount not to exceed \$144,248.00 to be paid from FY24 Fund Balance."

BACKGROUND:

College of the Mainland has utilized ManageEngine products since 2013. As the software publisher's portfolio has expanded, we have added feature sets to our IT service management (ITSM) toolkit. The suite performs a number of functions including, but not limited to:

- Active directory (Microsoft domain network objects and services) management and monitoring.
- Automated user account control throughout the life cycle, from creation to termination.
- Computer imaging, patching, software installation, remote control, security, and inventory.
- End user support request management, including self service library.
- Change management to require approval of actions dependent on impact.
- Configuration management database (CMDG) to monitor compliance.

P qt y j y k p f "X g p w t g u ' l u ' c p " c w j q t k g f ' t g r t g u g p w c k x g ' w p f g t ' j g ' I q x g t p o g p v U g t x l e g u ' C f o k p k u t c v k q p " " I U C + ' e q p v t c e v ' h q t ' j k u ' t g i k q p to include a multi-year discount. Therefore, based on the above, it is recommended the subject contract be awarded for a three year period beginning December 6, 2023 through December 6, 2026.

ATTACHMENT: Northwind Ventures Proposal

Quote ID: 990290

Ron LeVick Jr.

Chief Information Officer

College of the Mainland

1200 Amburn Road, Texas City, Texas 77591

rlevick@com.edu | Phone: 409-933-8344

Date: September 11, 2023

FSC GROUP Class 70, STANDARD INDUSTRY GROUP: 70

FSC Product code: D399

GSA Contract number: 47QTCA19D009H

SIN	Part Number	Product	No of License(s)	GSA Price
54151	87036.61M	ManageEngine ADManager Plus Professional Edition - AMS Model - Annual Maintenance and Support fee for 1 Domain (Unrestricted Objects) with 6 help desk Technicians from 2023-12-06 to 2026-12-06	1	5,003.37
54151	88005.0MD2	ManageEngine ADAudit Plus Professional Edition - AMS Model - Annual Maintenance and Support fee for 5 Domain Controllers from 2023-12-06 to 2026-12-06	1	2,361.49
54151	88005.0MWS1	ManageEngine ADAudit Plus Professional Edition - AMS Model - Annual Maintenance and Support fee for 5 Windows Servers from 2023-12-06 to 2026-12-06	1	454.94
54151	88005.0MF1	ManageEngine ADAudit Plus Professional Edition - AMS Model - Annual Maintenance and Support fee for 2 File Servers from 2023-12-06 to 2026-12-06	1	652.17
54151	88005.0MCAZ1	ManageEngine ADAudit Plus Professional Edition - AMS Model - Annual Maintenance and Support fee for 1 Cloud Account or Azure AD tenant account from 2023-12-06 to 2026-12-06	1	1,309.60
54151	85511.0N5	ManageEngine Endpoint Central UEM Edition- Single Installation Fee for additional 1000 endpoints	1	16,849.51
54151	85511.0M5	ManageEngine Endpoint Central UEM Edition- Annual Maintenance and Support Fee for 3000 endpoints from 2023-12-06 to 2026-12-06	1	38,559.63
54151	85510.0MU4	ManageEngine Endpoint Central UEM Edition - AMS Model - Annual Maintenance and Support fee for Additional 10 User from 2023-12-06 to 2026-12-06	1	2,558.72
511210	85510.0NSG1	ManageEngine Endpoint Central UEM Edition - Perpetual Model Single Installation License fee for Secure Gateway Server	1	753.85

54151	85510.0MSG1	ManageEngine Endpoint Central UEM Edition - AMS Model - Annual Maintenance and Support fee for Secure Gateway Server from 2023-12-06 to 2026-12-06	1	460.20
511210	85510.0NES4	ManageEngine Endpoint Central Endpoint Security Addon - Perpetual Model - Single Installation License fee for 500 Workstations	1	8,864.80
54151	85510.0MES4	ManageEngine Endpoint Central Endpoint Security- Addon- Perpetual Model - Annual Maintenance and Support fee for 500 Workstations prorated till 2026-12-06	1	3,548.37
511210	46239.31N	ManageEngine Service Desk Plus Enterprise Edition - Perpetual Model - Single Installation License fee for 35 Technicians (2500 nodes)	1	44,039.35
54151	46239.31M	ManageEngine Service Desk Plus Enterprise Edition - AMS Model - Annual Maintenance and Support fee for 35 Technicians (2500 nodes) from 2023-12-06 to 2026-12-06	1	26,423.61
Subtotal:				\$151,839.61
Multiyear Discount:				\$7,591.98
Grand Total (USD\$):				\$144,247.63

Any applicable state and local taxes are responsibility of the purchaser. If tax exempt, please supply tax exempt certificate.

Terms & Conditions

1. Duration

Offer is open for acceptance for 30 days from the date of this quote. Please reconfirm the prices after the expiry date or before sending your Purchase Order.

2. Payment Terms

Net 30 Days.

3. Payment Method

Please issue Purchase Order via email to bill.duffy@northwindtech.net

Billing remit to address:

Northwind Ventures Inc

Attention: Bill Duffy

17621 46th Ct N, Loxahatchee, FL 33470 | Phone: +1- 917-509-1964 | Email: bill.duffy@northwindtech.net

Northwind accepts payment by valid check or wire transfer. Please contact your representative for details.



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: September 25, 2023
Subject: Adoption of Tax Rate for 2023

AGENDA ITEM DESCRIPTION:

Discussion and possible action to adopt a tax rate for 2023.

PURPOSE

Per policy CAI (Legal), state law requires the Board of Trustees to set a property tax rate each year. The purpose is to set a maintenance and operations (M&O) tax rate that provides the college with sufficient revenues to fund the 2023-2024 approved budget and an interest and sinking tax rate to sustain the debt service payments on voter-approved bonds.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees adopt a maintenance and operations tax rate of .1441/100 and an interest and sinking tax rate of .1244/100 for a total tax rate of .2685/100 for the 2023 tax year."

BACKGROUND

The tax rate is calculated by the Galveston County Tax Assessor-Collector utilizing the Tax Calculation Worksheet. The proposed rate presented for adoption is .1441/100 (0.001441) of property value for maintenance and operations and .1244/100 (0.001244) for interest and sinking for a total tax rate of .2685/100 (0.002685). A tax rate notice was published in the Galveston Daily News on September 20, 2023 by the request of the Galveston County Tax Assessor-Collector

ATTACHMENTS

1. Notice of Public Hearing on Tax Increase
2. Proposed Ad Valorem Taxes for 2023, Fiscal Year 2023-2024
3. 2023 Tax Rate Calculation Worksheet
4. Tax Rate Adoption Resolution

NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.26850 per \$100 valuation has been proposed by the governing body of College of the Mainland.

PROPOSED TAX RATE	\$0.268500 per \$100
NO-NEW-REVENUE TAX RATE	\$0.250484 per \$100
VOTER-APPROVAL TAX RATE	\$0.280042 per \$100

The no-new-revenue tax rate is the tax rate for the 2023 tax year that will raise the same amount of property tax revenue for College of the Mainland from the same properties in both the 2022 tax year and the 2023 tax year. The voter-approval rate is the highest tax rate that College of the Mainland may adopt without holding an election to seek voter approval of the rate. The proposed tax rate is greater than the no-new-revenue tax rate. This means that College of the Mainland is proposing to increase property taxes for the 2023 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON September 25, 2023 at 1:30 PM at College of the Mainland, Doyle Family Administration Building-A129, 1200 Amburn Rd., Texas City, TX 77591.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, College of the Mainland is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the Board of Trustees of College of the Mainland at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

FOR the proposal: Donald G. Gartman, Board Chair Dawn King, Vice Chair
Melissa Skipworth Alan L. Waters
Dr. William McGarvey Kyle L. Dickson

ABSENT: Dr. Verna J. Henson

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property. The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by College of the Mainland last year to the taxes proposed to be imposed on the average residence homestead by College of the Mainland this year.

	2022	2023	Change
Total tax rate (per \$100 of value)	\$0.267620	\$0.268500	increase of \$0.000880, or 0.33%
Average homestead taxable value	\$176,354	\$195,172	increase of \$18,818, or 10.67%
Tax on average homestead	\$471.96	\$524.04	increase of \$52.08, or 11.03%
Total tax levy on all properties	\$39,198,877	\$42,473,647	increase of \$3,274,770, or 8.35%

For assistance with tax calculations, please contact the tax assessor for College of the Mainland at 1-877-766-2284 or galcotax@co.galveston.tx.us, or visit www.galcotax.com for more information.

**College of the Mainland
2023-24 Budget
Proposed Ad Valorem Taxes Calendar Year 2023**

	Proposed 23-24 M&O Rate	Proposed 23-24 I&S Rate	Proposed 23-24 Total Rate
Certified adjusted taxable value	15,428,469,985	15,818,862,790	
Tax rate	0.1441%	0.1244%	0.2685%
College revenues	22,232,425	19,678,665	41,911,091
Sample home value	200,000	200,000	200,000
Less 20% exemption	(40,000)	(40,000)	(40,000)
Taxable value	160,000	160,000	160,000
Ad valorem tax	230.56	199.04	429.60

2023 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

COLLEGE OF THE MAINLAND

409-935-8261

Taxing Unit Name

Phone (area code and number)

1200 Amburn Road, Texas City, Texas 77591

www.com.edu

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	2022 total taxable value. Enter the amount of 2022 taxable value on the 2022 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 16,914,679,012
2.	2022 tax ceilings. Counties, cities and junior college districts. Enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 1,746,147,515
3.	Preliminary 2022 adjusted taxable value. Subtract Line 2 from Line 1.	\$ 15,168,531,497
4.	2022 total adopted tax rate.	\$ 0.267620 /\$100
5.	2022 taxable value lost because court appeals of ARB decisions reduced 2022 appraised value.	
	A. Original 2022 ARB values:	\$ 265,862,572
	B. 2022 values resulting from final court decisions:	-\$ 188,095,235
	C. 2022 value loss. Subtract B from A. ³	\$ 77,767,337
6.	2022 taxable value subject to an appeal under Chapter 42, as of July 25.	
	A. 2022 ARB certified value:	\$ 0
	B. 2022 disputed value:	-\$ 0
	C. 2022 undisputed value. Subtract B from A. ⁴	\$ 0
7.	2022 Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 77,767,337

¹ Tex. Tax Code §26.012(14)

² Tex. Tax Code §26.012(14)

³ Tex. Tax Code §26.012(13)

⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 15,246,298,834
9.	2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022. Enter the 2022 value of property in deannexed territory. ⁵	\$ 0
10.	<p>2022 taxable value lost because property first qualified for an exemption in 2023. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2023 does not create a new exemption or reduce taxable value.</p> <p>A. Absolute exemptions. Use 2022 market value: \$ 110,733,445</p> <p>B. Partial exemptions. 2023 exemption amount or 2023 percentage exemption times 2022 value: + \$ 93,056,282</p> <p>C. Value loss. Add A and B.⁶</p>	\$ 203,789,727
11.	<p>2022 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2023. Use only properties that qualified in 2023 for the first time; do not use properties that qualified in 2022.</p> <p>A. 2022 market value: \$ 2,825,663</p> <p>B. 2023 productivity or special appraised value: - \$ 0</p> <p>C. Value loss. Subtract B from A.⁷</p>	\$ 2,825,663
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 206,615,390
13.	2022 captured value of property in a TIF. Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 662,722,291
14.	2022 total value. Subtract Line 12 and Line 13 from Line 8.	\$ 14,376,961,153
15.	Adjusted 2022 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 38,475,623
16.	Taxes refunded for years preceding tax year 2022. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. ⁹	\$ 170,310
17.	Adjusted 2022 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 38,645,933
18.	<p>Total 2023 taxable value on the 2023 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.¹¹</p> <p>A. Certified values: \$ 17,763,662,915</p> <p>B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ _____</p> <p>C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0</p> <p>D. Tax increment financing: Deduct the 2023 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2023 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.¹² - \$ 805,809,850</p> <p>E. Total 2023 value. Add A and B, then subtract C and D.</p>	\$ 16,957,853,065

⁵ Tex. Tax Code §26.012(15)

⁶ Tex. Tax Code §26.012(15)

⁷ Tex. Tax Code §26.012(15)

⁸ Tex. Tax Code §26.03(c)

⁹ Tex. Tax Code §26.012(13)

¹⁰ Tex. Tax Code §26.012(13)

¹¹ Tex. Tax Code §26.012, 26.04(c-2)

¹² Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	<p>Total value of properties under protest or not included on certified appraisal roll. ¹³</p> <p>A. 2023 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴ \$ <u>844,919,398</u></p> <p>B. 2023 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵ + \$ <u>0</u></p> <p>C. Total value under protest or not certified. Add A and B. \$ <u>844,919,398</u></p>	\$ <u>844,919,398</u>
20.	2023 tax ceilings. Counties, cities and junior colleges enter 2023 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$ <u>1,983,909,673</u>
21.	2023 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$ <u>15,818,862,790</u>
22.	Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022. Include both real and personal property. Enter the 2023 value of property in territory annexed. ¹⁸	\$ <u>0</u>
23.	Total 2023 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2022. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2022 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2023. ¹⁹	\$ <u>390,392,805</u>
24.	Total adjustments to the 2023 taxable value. Add Lines 22 and 23.	\$ <u>390,392,805</u>
25.	Adjusted 2023 taxable value. Subtract Line 24 from Line 21.	\$ <u>15,428,469,985</u>
26.	2023 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$ <u>0.250484</u> /\$100
27.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. ²¹	\$ _____ /\$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	2022 M&O tax rate. Enter the 2022 M&O tax rate.	\$ <u>0.151420</u> /\$100
29.	2022 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>15,246,298,834</u>

¹³ Tex. Tax Code §26.01(c) and (d)
¹⁴ Tex. Tax Code §26.01(c)
¹⁵ Tex. Tax Code §26.01(d)
¹⁶ Tex. Tax Code §26.012(6)(B)
¹⁷ Tex. Tax Code §26.012(6)
¹⁸ Tex. Tax Code §26.012(17)
¹⁹ Tex. Tax Code §26.012(17)
²⁰ Tex. Tax Code §26.04(c)
²¹ Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total 2022 M&O levy. Multiply Line 28 by Line 29 and divide by \$100	\$ 23,085,945
31.	<p>Adjusted 2022 levy for calculating NNR M&O rate.</p> <p>A. M&O taxes refunded for years preceding tax year 2022. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. + \$ 108,813</p> <p>B. 2022 taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2023 captured appraised value in Line 18D, enter 0. - \$ 960,305</p> <p>C. 2022 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0</p> <p>D. 2022 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ -851,492</p> <p>E. Add Line 30 to 31D. \$ 22,234,453</p>	
32.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 15,428,469,985
33.	2023 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.144113 /\$100
34.	<p>Rate adjustment for state criminal justice mandate. ²³ If not applicable or less than zero, enter 0.</p> <p>A. 2023 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0</p> <p>B. 2022 state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0.000000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0. \$ 0.000000 /\$100</p>	
35.	<p>Rate adjustment for indigent health care expenditures. ²⁴ If not applicable or less than zero, enter 0.</p> <p>A. 2023 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. \$ 0</p> <p>B. 2022 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0.000000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0. \$ 0.000000 /\$100</p>	

²² [Reserved for expansion]

²³ Tex. Tax Code §26.044

²⁴ Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	<p>Rate adjustment for county indigent defense compensation. ²⁵ If not applicable or less than zero, enter 0.</p> <p>A. 2023 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose..... \$ <u>0</u></p> <p>B. 2022 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose..... \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> /\$100</p> <p>D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> /\$100</p> <p>E. Enter the lesser of C and D. If not applicable, enter 0.</p>	\$ <u>0.000000</u> /\$100
37.	<p>Rate adjustment for county hospital expenditures. ²⁶ If not applicable or less than zero, enter 0.</p> <p>A. 2023 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. \$ <u>0</u></p> <p>B. 2022 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> /\$100</p> <p>D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> /\$100</p> <p>E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.</p>	\$ <u>0.000000</u> /\$100
38.	<p>Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.</p> <p>A. Amount appropriated for public safety in 2022. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year \$ <u>0</u></p> <p>B. Expenditures for public safety in 2022. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100 \$ <u>0.000000</u> /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ <u>0.000000</u> /\$100
39.	<p>Adjusted 2023 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.</p>	\$ <u>0.144113</u> /\$100
40.	<p>Adjustment for 2022 sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero.</p> <p>A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ <u>0</u></p> <p>B. Divide Line 40A by Line 32 and multiply by \$100 \$ <u>0.000000</u> /\$100</p> <p>C. Add Line 40B to Line 39.</p>	\$ <u>0.144113</u> /\$100
41.	<p>2023 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below.</p> <p>Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p>- or -</p> <p>Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$ <u>0.155642</u> /\$100

²⁵ Tex. Tax Code §26.0442
²⁶ Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	<p>Disaster Line 41 (D41): 2023 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</p> <p>2) the third tax year after the tax year in which the disaster occurred</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. ²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ 0.000000 /\$100
42.	<p>Total 2023 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes,</p> <p>(2) are secured by property taxes,</p> <p>(3) are scheduled for payment over a period longer than one year, and</p> <p>(4) are not classified in the taxing unit’s budget as M&O expenses.</p> <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. ²⁸</p> <p>Enter debt amount \$ 20,567,200</p> <p>B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0</p> <p>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0</p> <p>D. Subtract amount paid from other resources - \$ 0</p> <p>E. Adjusted debt. Subtract B, C and D from A. \$ 20,567,200</p>	\$ 20,567,200
43.	Certified 2022 excess debt collections. Enter the amount certified by the collector. ²⁹	\$ 994,773
44.	Adjusted 2023 debt. Subtract Line 43 from Line 42E.	\$ 19,572,427
45.	<p>2023 anticipated collection rate.</p> <p>A. Enter the 2023 anticipated collection rate certified by the collector. ³⁰ 99.46 %</p> <p>B. Enter the 2022 actual collection rate. 99.46 %</p> <p>C. Enter the 2021 actual collection rate. 99.46 %</p> <p>D. Enter the 2020 actual collection rate. 99.64 %</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³¹</p>	99.46 %
46.	2023 debt adjusted for collections. Divide Line 44 by Line 45E.	\$ 19,678,691
47.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 15,818,862,790
48.	2023 debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ 0.124400 /\$100
49.	2023 voter-approval tax rate. Add Lines 41 and 48.	\$ 0.280042 /\$100
D49.	<p>Disaster Line 49 (D49): 2023 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.</p>	\$ _____ /\$100

²⁷ Tex. Tax Code §26.042(a)
²⁸ Tex. Tax Code §26.012(7)
²⁹ Tex. Tax Code §26.012(10) and 26.04(b)
³⁰ Tex. Tax Code §26.04(b)
³¹ Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2023 county voter-approval tax rate.	\$ 0.000000 /\$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November 2022 or May 2023, enter the Comptroller’s estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller’s Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2022, enter 0.	\$ 0
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November 2022 or in May 2023. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November 2022. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 0
53.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 15,818,862,790
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ 0.000000 /\$100
55.	2023 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.250484 /\$100
56.	2023 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2022 or in May 2023. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022.	\$ 0.250484 /\$100
57.	2023 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.280042 /\$100
58.	2023 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ 0.280042 /\$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit’s expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ 0
60.	2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 15,818,862,790
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ 0.000000 /\$100
62.	2023 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ 0.280042 /\$100

³² Tex. Tax Code §26.041(d)
³³ Tex. Tax Code §26.041(i)
³⁴ Tex. Tax Code §26.041(d)
³⁵ Tex. Tax Code §26.04(c)
³⁶ Tex. Tax Code §26.04(c)
³⁷ Tex. Tax Code §26.045(d)
³⁸ Tex. Tax Code §26.045(i)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	Year 3 component. Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate.	
A.	Voter-approval tax rate (Line 67).....	\$ 0.272916 /\$100
B.	Unused increment rate (Line 66).....	\$ 0.000000 /\$100
C.	Subtract B from A.....	\$ 0.272916 /\$100
D.	Adopted Tax Rate.....	\$ 0.267620 /\$100
E.	Subtract D from C.....	\$ 0.005296 /\$100
64.	Year 2 component. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate.	
A.	Voter-approval tax rate (Line 67).....	\$ 0.278019 /\$100
B.	Unused increment rate (Line 66).....	\$ 0.000000 /\$100
C.	Subtract B from A.....	\$ 0.278019 /\$100
D.	Adopted Tax Rate.....	\$ 0.267700 /\$100
E.	Subtract D from C.....	\$ 0.010319 /\$100
65.	Year 1 component. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate.	
A.	Voter-approval tax rate (Line 65).....	\$ 0.253421 /\$100
B.	Unused increment rate (Line 64).....	\$ 0.000000 /\$100
C.	Subtract B from A.....	\$ 0.253421 /\$100
D.	Adopted Tax Rate.....	\$ 0.241963 /\$100
E.	Subtract D from C.....	\$ 0.011458 /\$100
66.	2023 unused increment rate. Add Lines 63E, 64E and 65E.	\$ 0.000000 /\$100
67.	Total 2023 voter-approval tax rate, including the unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ 0.280042 /\$100

³⁹ Tex. Tax Code §26.013(a)

⁴⁰ Tex. Tax Code §26.013(c)

⁴¹ Tex. Tax Code §§26.0501(a) and (c)

⁴² Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022

⁴³ Tex. Tax Code §26.063(a)(1)

⁴⁴ Tex. Tax Code §26.012(8-a)

⁴⁵ Tex. Tax Code §26.063(a)(1)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
68.	Adjusted 2023 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$ 0.144113 /\$100
69.	2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 15,818,862,790
70.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$ 0.003160 /\$100
71.	2023 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.124400 /\$100
72.	De minimis rate. Add Lines 68, 70 and 71.	\$ 0.000000 /\$100

SECTION 7: Voter Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁷

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	2022 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.267620 /\$100
74.	Adjusted 2022 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet. - or - If a disaster occurred prior to 2022 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2022, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2022 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0.000000 /\$100
75.	Increase in 2022 tax rate due to disaster. Subtract Line 74 from Line 73.	\$ 0.000000 /\$100
76.	Adjusted 2022 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 14,376,961,153
77.	Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.	\$ 0
78.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 15,428,469,985
79.	Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	\$ 0.000000 /\$100

⁴⁶ Tex. Tax Code §26.042(b)

⁴⁷ Tex. Tax Code §26.042(f)

⁴⁸ Tex. Tax Code §26.042(c)

⁴⁹ Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
80.	2023 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ 0.280042 /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

- No-new-revenue tax rate.** \$ 0.250484 /\$100
 As applicable, enter the 2023 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
 Indicate the line number used: 26

- Voter-approval tax rate.** \$ 0.280042 /\$100
 As applicable, enter the 2023 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).
 Indicate the line number used: 49

- De minimis rate.** \$ 0.000000 /\$100
 If applicable, enter the 2023 de minimis rate from Line 72.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁰

print here ➔ Latonya Dominick
 Printed Name of Taxing Unit Representative

sign here ➔ Latonya R Dominick
 Taxing Unit Representative

August 3, 2023
 Date

⁵⁰ Tex. Tax Code §§26.04(c-2) and (d-2)

**RESOLUTION AND ORDER OF THE BOARD OF TRUSTEES
OF COLLEGE OF THE MAINLAND
IN GALVESTON COUNTY, TEXAS FOR THE ADOPTION OF THE TAX RATE AND
LEVYING AD VALOREM TAXES FOR THE YEAR 2023, FOR THE SUPPORT,
MAINTENANCE, AND DEBT SERVICE OF COLLEGE OF THE MAINLAND**

WHEREAS, College of the Mainland has been duly organized in accordance with the laws of the State of Texas; and

WHEREAS, it is necessary that ad valorem taxes be levied for the support, maintenance, and debt service of College of the Mainland for the fiscal year 2023-2024 and tax year 2023; and

WHEREAS, The Galveston County Tax Assessor using the Truth in Taxation form calculated a maintenance and operations rate of \$0.1441, on each one hundred dollars (\$100) of valuation and an interest and sinking rate of .1244 on each one hundred dollars (\$100) of valuation as required by Section 26.04 of the Tax Code; and

WHEREAS, the Board of Trustees of College of the Mainland in Galveston County, Texas, has determined that the amount of money needed by the College District to maintain the same amount of tax revenues for maintenance and operations and an additional amount for interest and sinking, will require a tax levy at the rate of \$0.2685 on each one hundred dollars (\$100) of valuation; and

WHEREAS, the Board of Trustees of College of the Mainland has previously adopted and approved a budget for the 2023-2024 fiscal year in compliance with state law; and

WHEREAS, the Board of Trustees of College of the Mainland has complied with all the procedural requirements for the setting of the 2023 ad valorem tax rate as specified by the Tax Code and Education Code,

NOW, THEREFORE BE IT ORDAINED AND ORDERED by the Board of Trustees of COLLEGE OF THE MAINLAND that we do hereby levy or adopt the rate on \$100 evaluation for this community college district for the tax year 2023 as follows:

<u>\$0.1441</u>	for the purpose of maintenance and operation
<u>\$0.1244</u>	for the payment of principal and interest on debt of this college district
<u>\$0.2685</u>	Total tax rate

BE IT FURTHER ORDERED that, upon the adoption of this Resolution and Order, the Secretary of the Board of Trustees of College of the Mainland shall certify a copy of this Resolution and Order and forward to both the Assessor and Collector of Taxes.

This Resolution and Order shall take effect from and immediately upon its adoption.

PASSED, APPROVED AND ADOPTED THIS 25th day of September, 2023.

Donald G. Gartman
Board Chair, Board of Trustees

Melissa Skipworth
Secretary, Board of Trustees

August 2023

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$21.9
Less pending I&S liability:	
Net unrestricted cash:	<u>\$21.9</u>
Minimum required cash :	\$7.1
Excess cash above minimum:	\$14.8

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$38.0

Actual: \$40.5

(107% earned at 100% of year)

Expense

Budget: \$38.0

Actual: \$39.1

(103% Spent at 100% of year)



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: September 15, 2023
Subject: Monthly Investment and Financial Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the August 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 August 2023 Investment Report and the August 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. August 2023 Investment Discussion & Report
2. August 2023 Revenue & Expense Summary
3. August 2023 Expense by Division Report



INVESTMENT REPORT
For the Month Ended August 2023

Investment discussion:

College of the Mainland earned \$123,435 for the month of August on its short-term investments in TexPool & Logic for a total of \$1,702,677 investment interest earned fiscal year to date. The College earned an additional \$4, fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$1,702,681 interest for the fiscal year to date period ending July: TexPool - \$1,258,088 Logic 20 – \$444,589 and TFB - \$4.

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 'D. Wesse', positioned above a horizontal line.

David Wesse
Vice President of Fiscal Affairs
College of the Mainland

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

Trudy Trochesset
Controller
College of the Mainland



TexPool Investments for August 2023

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 31,986,579	\$ -	\$ 15,564,100	97,786	16,520,265	21,162,730	5.545%
Moody	41	27,783	-	-	125	27,908	27,787	5.406%
Totals		\$ 32,014,362	\$ -	\$ 15,564,100	\$ 97,911	\$ 16,548,173	\$ 21,190,517	

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

Logic (Hilltop Securities) Investments for August 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	\$ 5,895,507	\$ -	\$ 508,956	25,524	5,412,075	5,492,291	5.472%
Totals		\$ 5,895,507	\$ -	\$ 508,956	\$ 25,524	\$ 5,412,075	\$ 5,492,291	
Totals		\$ 37,909,869	\$ -	\$ 16,073,056	\$ 123,435	\$ 21,960,248	\$ 26,682,808	

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	(5,238,281)	(4,577,000)	661,281	114%	(4,993,213)	(245,069)
Tuition-non-credit	(473,261)	(1,176,000)	(702,739)	40%	(586,604)	113,343
Exemptions and waivers	1,276,765	1,248,000	(28,765)	102%	1,348,148	(71,383)
Registration fees	(2,436,017)	(2,016,000)	420,017	121%	(2,322,968)	(113,049)
Other fees	(201,048)	(154,000)	47,048	131%	(157,592)	(43,456)
Grant revenue	(155,293)	(152,000)	3,293	102%	(279,293)	124,000
Sales and service revenue	(67,228)	(995,000)	(927,772)	7%	(53,277)	(13,951)
Miscellaneous revenue	(1,099,547)	(269,000)	830,547	409%	(306,516)	(793,031)
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(8,393,911)</u>	<u>(7,626,000)</u>	<u>767,911</u>	<u>110%</u>	<u>(7,351,314)</u>	<u>(1,042,596)</u>
Non-operating revenue						
State appropriation-Academic	(6,649,121)	(6,649,121)	0	100%	(6,649,121)	0
Property tax revenue	(23,639,253)	(23,751,572)	(112,319)	100%	(22,252,912)	(1,386,341)
Interest revenue	(1,256,926)	(450,000)	806,926	279%	(146,480)	(1,110,446)
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>(32,093,022)</u>	<u>(30,374,000)</u>	<u>1,719,022</u>	<u>106%</u>	<u>(29,405,575)</u>	<u>(2,687,447)</u>
<u>Total Revenue</u>	<u>(40,486,933)</u>	<u>(38,000,000)</u>	<u>2,486,933</u>	<u>107%</u>	<u>(36,756,889)</u>	<u>(3,730,043)</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	7,388,799	7,519,717	130,918	98%	7,180,533	208,265
Admin full-time	1,761,602	1,613,876	(147,726)	109%	1,634,164	127,437
Professional full-time	7,632,708	7,698,881	66,173	99%	7,156,918	475,789
Classified full-time	3,616,712	4,073,981	457,269	89%	2,141,534	1,475,178
Part-time	3,557,538	3,772,186	214,648	94%	3,200,499	357,039
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>23,957,357</u>	<u>23,325,381</u>	<u>(631,976)</u>	<u>103%</u>	<u>21,313,648</u>	<u>2,643,709</u>
Benefits						
Benefits	4,408,263	4,263,215	(145,048)	103%	3,397,506	1,010,757
Totals for Benefits	<u>4,408,263</u>	<u>4,263,215</u>	<u>(145,048)</u>	<u>103%</u>	<u>3,397,506</u>	<u>1,010,757</u>
Operating expenses						
Contract services	3,784,223	3,297,403	(486,820)	115%	3,125,324	658,899
Legal	5,360	25,020	19,660	21%	4,700	660
Operations	544,536	695,756	151,221	78%	496,007	48,529
Utilities and Rent	2,150,501	2,484,079	333,578	87%	2,128,187	22,314
Postage, printing, and supplies	1,051,439	1,287,140	235,701	82%	881,562	169,877
Bank fees	83,995	90,100	6,105	93%	96,318	(12,323)
Capital outlay & leases	66,741	60,299	(6,442)	111%	77,674	(10,933)
Insurance	2,355,113	1,986,477	(368,636)	119%	1,919,298	435,815
Public rel, marketing and advert	210,083	289,269	79,185	73%	203,614	6,469
Misc.	497,153	479,884	(17,269)	104%	553,556	(56,402)
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>10,749,145</u>	<u>10,391,985</u>	<u>(357,160)</u>	<u>103%</u>	<u>9,450,434</u>	<u>1,298,711</u>
<u>Total Expense</u>	<u>39,114,765</u>	<u>37,980,581</u>	<u>(1,134,184)</u>	<u>103%</u>	<u>34,161,588</u>	<u>4,953,177</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	134,247	0	(134,247)	0%	17,488	116,759
<u>Totals for Salary and wages</u>	<u>134,247</u>	<u>0</u>	<u>(134,247)</u>	<u>0%</u>	<u>17,488</u>	<u>116,759</u>
Benefits						
Benefits	0	0	0	0%	(11,766)	11,766
Benefits	19,419	19,419	0	100%	880,317	(860,898)
<u>Totals for Benefits</u>	<u>19,419</u>	<u>19,419</u>	<u>0</u>	<u>100%</u>	<u>868,551</u>	<u>(849,133)</u>
Operating expenses						
Contract services	850,213	0	(850,213)	0%	376,899	473,314
Legal	5,619	0	(5,619)	0%	0	5,619
Operations	1,000	0	(1,000)	0%	24,656	(23,656)
Utilities and Rent	0	0	0	0%	520,135	(520,135)
Postage, printing, and supplies	465,846	0	(465,846)	0%	446,349	19,497
Capital outlay & leases	2,758,267	0	(2,758,267)	0%	573,333	2,184,935
Public rel, marketing and advert	169,821	0	(169,821)	0%	78,260	91,561
Misc.	24,909	0	(24,909)	0%	0	24,909
<u>Totals for Operating expenses</u>	<u>4,275,675</u>	<u>0</u>	<u>(4,275,675)</u>	<u>0%</u>	<u>2,019,632</u>	<u>2,256,043</u>
<u>Total Fund Bal</u>	<u>4,429,341</u>	<u>19,419</u>	<u>(4,409,922)</u>	<u>22810%</u>	<u>2,905,672</u>	<u>1,523,669</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	139	19,400	19,261	1%	716	(577)
Campus Police	651,814	779,040	127,226	84%	601,762	50,052
Gen Institution	355,395	315,090	(40,305)	113%	401,665	(46,271)
Information Technology Serv	2,670,125	2,386,224	(283,901)	112%	1,943,306	726,819
Internal Audit	138,733	150,000	11,268	92%	142,358	(3,625)
OPEAR	364,904	466,484	101,580	78%	399,304	(34,400)
Presidents Office	637,558	622,788	(14,770)	102%	599,263	38,295
Self Study SACS	14,825	13,500	(1,325)	110%	13,052	1,773
Staff Attorney	153,749	187,234	33,484	82%	174,753	(21,004)
<u>Totals for President</u>	<u>4,987,242</u>	<u>4,939,759</u>	<u>(47,482)</u>	<u>101%</u>	<u>4,276,179</u>	<u>711,062</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	122,778	190,674	67,896	64%	80,279	42,499
Custodial Services	282,958	334,993	52,036	84%	257,295	25,662
Facilities	5,305,533	4,657,503	(648,030)	114%	4,525,621	779,912
Financial Services	930,571	990,983	60,412	94%	766,381	164,190
Grounds	134,820	119,772	(15,048)	113%	110,066	24,754
Human Resources	726,217	723,636	(2,581)	100%	633,304	92,913
Purchasing	339,461	289,797	(49,664)	117%	280,157	59,304
Records Mgmt	22,797	20,952	(1,845)	109%	19,141	3,656
Reimbursement	0	(303,442)	(303,442)	0%	0	0
Salary Savings	0	(1,923,260)	(1,923,260)	0%	0	0
Staff Benefits	1,193,111	1,636,760	443,649	73%	(11,766)	1,204,877
Tax Admin	263,489	232,631	(30,858)	113%	312,958	(49,468)
Utilities	1,015,764	1,394,000	378,236	73%	1,070,711	(54,947)

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	115,471	114,016	(1,455)	101%	100,279	15,192
VP College & Fin Svcs	221,878	206,941	(14,937)	107%	201,099	20,779
<u>Totals for VP Fiscal Affairs</u>	<u>10,674,849</u>	<u>8,685,957</u>	<u>(1,988,892)</u>	<u>123%</u>	<u>8,345,527</u>	<u>2,329,322</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	109,333	118,432	9,099	92%	105,141	4,192
Marketing and Communications	854,835	919,846	65,010	93%	825,376	29,459
VP Institutional Advancement	630,591	582,898	(47,693)	108%	583,871	46,720
<u>Totals for VP Institutional Advancement</u>	<u>1,594,760</u>	<u>1,621,176</u>	<u>26,416</u>	<u>98%</u>	<u>1,514,388</u>	<u>80,372</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	1,094,551	887,886	(206,665)	123%	988,023	106,528
Accting-Credit	116,024	95,454	(20,570)	122%	106,564	9,460
Adm-C.I.D.T.	64,041	78,606	14,565	81%	42,366	21,675
Adm-Cont Ed	453,551	522,642	69,091	87%	330,628	122,923
Adm-Ind Tech	8,498	8,498	0	100%	8,488	10
Adm-Instruct	67,785	81,095	13,310	84%	44,901	22,884
Adm-Perf & Vis Arts	58,349	75,596	17,247	77%	46,429	11,920
Adm-Pub Svc Ed	118,498	122,459	3,961	97%	69,546	48,952
Adm-Science	58,732	71,861	13,129	82%	50,860	7,872
Adm-Soc Sci	75,651	82,872	7,220	91%	51,846	23,805
Adult Education	200,229	222,913	22,684	90%	189,904	10,325
Allied Health CE	105,990	264,093	158,103	40%	64,517	41,473
Art	279,402	261,321	(18,080)	107%	258,955	20,446
Art Gallery	774	5,750	4,976	13%	67,872	(67,098)
Biol & Nutrition	840,098	755,522	(84,576)	111%	801,610	38,489
Bus Ed-NonCR	2,100	2,100	0	100%	0	2,100
C.I.S.	106,697	95,028	(11,669)	112%	103,589	3,108
Chemistry	204,618	187,383	(17,235)	109%	175,461	29,156

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>
Child Develop	83,820	75,711	(8,110)	111%	77,390	6,430
Cmnty Theater	370,965	402,156	31,191	92%	342,118	28,847
Collegiate H.S.-CR	165,632	160,961	(4,671)	103%	142,622	23,011
Cosmetology	751,633	725,384	(26,249)	104%	689,725	61,908
Criminal Justice	89,357	79,756	(9,601)	112%	84,050	5,307
Dean Cont Ed	158,992	146,256	(12,736)	109%	139,612	19,381
Dean Gen Ed	218,123	208,866	(9,257)	104%	171,077	47,046
Dental Hygiene	88,105	13,577	(74,528)	649%	0	88,105
Distance Ed	377,952	412,118	34,166	92%	468,773	(90,821)
Drafting	92,589	80,780	(11,808)	115%	82,213	10,375
Dual Credit Dept	162,597	154,812	(7,785)	105%	139,609	22,988
Economics	103,524	84,660	(18,865)	122%	100,870	2,654
EMS-Credit	342,061	280,307	(61,755)	122%	303,405	38,657
Engineering	20,325	2,646	(17,679)	768%	0	20,325
Fire Tech	368,742	324,211	(44,531)	114%	299,328	69,415
Firearms Acad	83,593	41,693	(41,901)	200%	76,766	6,827
Foreign Lang	89,217	70,880	(18,337)	126%	87,187	2,030
Gen Bus-Credit	294,512	219,385	(75,128)	134%	236,653	57,860
Geology	94,127	92,743	(1,384)	101%	92,645	1,482
Government	417,229	353,072	(64,156)	118%	403,786	13,442
Graphic Arts	161,121	131,396	(29,725)	123%	131,264	29,856
Health and PE Credit	177,824	153,787	(24,037)	116%	181,405	(3,580)
Health Info Mgmt	236,448	285,480	49,031	83%	215,157	21,291
Hist & Geog	370,710	307,742	(62,969)	120%	347,411	23,300
Humanities	225,331	240,110	14,779	94%	277,375	(52,044)
Instr Tech Department	247,679	270,623	22,943	92%	186,632	61,047
Instr Tech Lab Mgrs	33,735	136,690	102,955	25%	64,593	(30,859)
Law Enforcement	88,192	101,024	12,832	87%	109,204	(21,012)

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	85,179	41,053	(44,126)	207%	109,412	(24,233)
LC Ctr Admin	3,904	20,910	17,006	19%	3,960	(56)
Library	755,174	719,778	(35,395)	105%	583,520	171,653
Management	20,499	18,732	(1,766)	109%	20,635	(136)
Massage Therapy	20,305	23,376	3,070	87%	23,220	(2,914)
Math	919,244	815,626	(103,618)	113%	904,460	14,784
Medical Assistant	93,232	103,244	10,012	90%	83,515	9,717
Music	341,484	315,181	(26,303)	108%	333,589	7,895
Networking	110,072	99,582	(10,490)	111%	92,751	17,321
Nursing Administration	2,159,846	860,812	(1,299,034)	251%	657,187	1,502,659
Nursing-AD	629	1,131,386	1,130,757	0%	1,030,729	(1,030,100)
Nursing-VN	0	286,178	286,178	0%	249,377	(249,377)
Pharmacy Tech	99,879	98,836	(1,043)	101%	94,805	5,074
Philosophy	67,749	23,258	(44,491)	291%	58,952	8,797
Physics	138,961	113,701	(25,260)	122%	163,878	(24,917)
Process Tech	506,470	622,782	116,312	81%	510,905	(4,435)
Prof Develop Acad	366	9,000	8,634	4%	2,156	(1,790)
Psychology	415,228	373,062	(42,166)	111%	428,283	(13,056)
Radiography	7,049	3,435	(3,614)	205%	0	7,049
Safety-CR	115,786	86,374	(29,411)	134%	102,614	13,172
Senior Adult Dept	276,378	288,403	12,025	96%	246,969	29,409
Social Science Non CR	42,593	68,981	26,388	62%	43,202	(609)
Sociology	32,797	76,719	43,922	43%	88,959	(56,162)
Speaking,Reading,Writing	406,584	549,386	142,802	74%	458,658	(52,075)
Theater Arts-Credit	102,914	79,856	(23,058)	129%	118,721	(15,806)
Thermal Tech-NonCR	154,427	113,093	(41,335)	137%	122,329	32,098
VP Instruction	387,111	1,363,197	976,086	28%	441,661	(54,550)
Welding-Cred	496,181	517,408	21,227	96%	514,566	(18,386)

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>17,529,763</u>	<u>18,201,251</u>	<u>671,488</u>	<u>96%</u>	<u>16,341,444</u>	<u>1,188,319</u>
<u>Summary for VP of Instruction</u>						
Allied Health Admin	11,297	13,758	2,461	82%	10,453	844
CE-CAN Program	39,757	34,627	(5,130)	115%	42,087	(2,329)
CE-CPR	6,421	3,652	(2,769)	176%	3,214	3,206
CE-Dental	10,863	16,215	5,352	67%	10,791	72
Nursing - BSN	0	0	0	0%	0	0
Program Development	229,569	275,903	46,335	83%	139,864	89,705
<u>Totals for VP of Instruction</u>	<u>297,907</u>	<u>344,156</u>	<u>46,248</u>	<u>87%</u>	<u>206,409</u>	<u>91,498</u>
<u>Summary for VP Student Services</u>						
Admissions	341,823	314,837	(26,986)	109%	298,315	43,508
Advise Center	629,403	699,279	69,876	90%	677,664	(48,261)
Career & Placement	88,621	126,906	38,286	70%	95,133	(6,512)
Enrollment Mgmt	89,653	77,895	(11,757)	115%	114,971	(25,319)
Facilities & Student Recreat	106,791	117,281	10,490	91%	102,796	3,995
Judicial Affairs	226,922	218,550	(8,372)	104%	192,262	34,660
Multicultural Department	17,728	12,500	(5,228)	142%	12,451	5,277
Recruitment	672,788	659,977	(12,811)	102%	419,713	253,075
Stu Financial Svcs	624,243	624,481	239	100%	498,162	126,081
Stu Organizations	347,676	345,837	(1,839)	101%	279,312	68,364
Student Graduation	63,733	74,080	10,347	86%	60,272	3,460
Svcs-Disab Students	43,238	44,095	858	98%	23,400	19,838
Testing	329,589	391,721	62,132	84%	251,927	77,662
Title V Grant	0	0	0	0%	27	(27)
Veteran Affairs	158,260	187,750	29,490	84%	177,157	(18,897)
VP Student Services	289,778	293,092	3,314	99%	262,311	27,467
<u>Totals for VP Student Services</u>	<u>4,030,245</u>	<u>4,188,282</u>	<u>158,038</u>	<u>96%</u>	<u>3,465,875</u>	<u>564,369</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>
Totals for Expense	<u>39,114,765</u>	<u>37,980,581</u>	<u>(1,134,184)</u>	<u>103%</u>	<u>34,149,822</u>	<u>4,964,942</u>
Fund Bal by Division						
Summary for VP Fiscal Affairs						
Fund Balance - Academic Support	12,266	0	(12,266)	0%	20,860	(8,594)
Fund Balance - Institutional Support	938,042	0	(938,042)	0%	2,130,348	(1,192,306)
Fund Balance - Instruction	310,060	19,419	(290,641)	1597%	416,249	(106,189)
Fund Balance - Oper & Maint	3,013,076	0	(3,013,076)	0%	99,209	2,913,867
Fund Balance - Public Service	0	0	0	0%	1,244	(1,244)
Fund Balance - Student Services	155,897	0	(155,897)	0%	249,527	(93,630)
Totals for VP Fiscal Affairs	<u>4,429,341</u>	<u>19,419</u>	<u>(4,409,922)</u>	<u>22810%</u>	<u>2,917,437</u>	<u>1,511,904</u>
Totals for Fund Bal	<u>4,429,341</u>	<u>19,419</u>	<u>(4,409,922)</u>	<u>22810%</u>	<u>2,917,437</u>	<u>1,511,904</u>
Totals for Report	<u>43,544,106</u>	<u>38,000,000</u>	<u>(5,544,106)</u>		<u>37,067,260</u>	<u>6,476,846</u>



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: September 15, 2023
Subject: August 2023 Quarterly Investment Report

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the August 2023 Quarterly Investment Report.

PURPOSE

To report to the Board of Trustees the College's current cash balance. To report to the Board of Trustees the quarterly investments for the College.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees accept the August 2023 Investment Quarterly Report."

BACKGROUND

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

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

ATTACHMENTS

1. August 2023 Quarterly Investment Report



Quarterly Summary of Investments

Quarter Ending	COM Fund	Type	Beginning Book Balance	Beginning Market Value	Deposits	Withdrawals	Ending Book Balance	Ending Market Value
August 2023	11	TexPool-Operating	\$ 35,745,234	\$ 35,745,234	\$ 389,131	\$ 19,614,100	\$ 16,520,265	\$ 16,520,265
	41	TexPool-Moody	27,549	27,549	360	-	27,909	27,909
	46	Logic Bond 2020	<u>6,368,272</u>	<u>6,368,272</u>	<u>79,065</u>	<u>1,035,262</u>	<u>5,412,075</u>	<u>5,412,075</u>
Total investments all funds for quarter:			<u>\$ 42,141,055</u>	<u>\$ 42,141,055</u>	<u>\$ 468,556</u>	<u>\$ 20,649,362</u>	<u>\$ 21,960,249</u>	<u>\$ 21,960,249</u>

I certify that the attached listing constitutes all investments currently owned by the College of the Mainland District as of the date indicated and all of these investments and investing procedures conform to the "Public Funds Investment Act" as amended by House Bill 2459 of the 74th Texas Legislature. Furthermore, these same investments are in compliance with the College of the Mainland's Investment Policy and Strategy as adopted by the College of the Mainland's Board of Trustees.

David Wesse
Vice President of Fiscal Affairs

Trudy Trocheset
Controller



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. 8-Week Implementation
2. Title V Grant Update

B. Reminders/Announcements

1. Board Meetings
 - a. October 2023 – Monday, October 23rd, 1:30 p.m.
 - b. November 2023 – to be Determined, if Needed
 - c. December 2023 – Monday, December 11th, 1:30 p.m.
2. Holiday Reception – Monday, December 11th,
3:00 p.m. – 5:00 p.m., Student Center
3. Fall Graduation - Saturday, December 16th, 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
Cohen	Stephen	Supervisor Night Operations	08/19/2002	08/22/2023	Termination
Kemendo	Danielle	CE Allied Health Coordinator	10/03/2022	09/08/2023	Resignation
Martinez	Rachel	Laboratory Assistant II - Science	08/10/2020	09/08/2023	Resignation
Mata	Patricia	Financial Aid Outreach Specialist	08/01/2022	09/29/223	Resignation
Turnbough	Scott	Multi Media Designer	07/19/2004	09/30/2023	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.



PRESIDENT'S OFFICE

Possible Action on Agenda Items, Including Closed Session Matters

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