



## **Notice/Agenda of January 2024 Regular Board Meeting**

**The Board of Trustees  
College of the Mainland  
Doyle Family Administration Boardroom (A129 ), 1200 Amburn Road, Texas City,  
Texas 77591  
Monday, January 22, 2024**

A January 2024 Regular Board Meeting of the Board of Trustees of College of the Mainland will be held Monday, January 22, 2024, 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. **Consideration of and Possible Action to Approve the Full Board Minutes of Monday, December 11, 2023**
5. **Charles T. and Mary Ellen Doyle and Texas First Bank will Present a Check to the Board of Trustees in the Amount of \$100,000 for the Mitchell Chuoke Jr. Plumbing Certificate Program at College of the Mainland**
6. **Comments from the Community**
  - A. Students
  - B. Other Citizens
7. **Constituent Leader Activity Reports**
  - A. Faculty Senate - Candice Edmonston
  - B. Professional Council - Alisha Lyon
  - C. Classified Council - Jennifer Denison
  - D. Student Government Association (SGA) - Mario Garza, SGA Treasurer
8. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
9. **Human Resources Items**
  - A. Appointment Nominations
    1. Consideration of and Possible Action to Approve the Appointment Nomination of Barbara Kovacevich to the Position of Assistant Director of Marketing, Marketing & Public Affairs Department
    2. Consideration of and Possible Action to Approve the Appointment Nomination of Colleen McGaskey to the Position of Payroll Specialist, Business Office

3. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Samudra Sanyal to the Position of Professional Science Tutor, Tutoring Center
10. **Consideration of and Possible Approval of the Revisions to the 2024-2025 Academic Calendar and the Proposed 2025-2026 and 2026-2027 Academic Calendars as Presented by the Administration**
11. **Consideration of and Possible Action to Approve Award of Contract #24-11 to SynDaver Education for a Not-to-Exceed Amount of \$194,156 for the Purchase of Synthetic Cadavers to be Paid with Title V PASS Grant Funds**
12. **Consideration of and Possible Action to Approve the Retention of Appomattox Suite 11 and Proceed with the Sale of Appomattox Suite 13 as Recommended by the Administration**
13. **Shell Space Build-Out(s)**
  - A. Consideration of and Possible Action to Approve the Final Construction Documents for the Doyle Administration Building - 2nd Floor Shell Space Build-Out Project, as Presented and Attached
  - B. Consideration of and Possible Action to Approve the Design Development Plans for the STEAM Building - 4th Floor Shell Space Build-Out Project, as Presented and Attached
14. **Consideration of and Possible Action to Approve the 2024-2045 Police Professional, Flood, Auto, Professional, General, Employee Benefit and Cyber/Privacy Insurance Renewals as Stated in the 2024-2025 Proposal Analysis for an Amount Not-to-Exceed \$185,000 to be Paid from FY23-24 Operating Budget**
15. **Tuition**
  - A. Consideration of and Possible Action to Approve the Proposed Tuition Cost Adjustments to Align with a Flat Fee Tuition Model as Presented by the Administration Effective Fall 2024
  - B. Consideration of and Possible Action to Approve the Proposed Tuition Cost Adjustment to the Dual Credit Tuition to Align with a Flat Fee Tuition Model as Presented by the Administration Effective Fall 2024
  - C. Consideration of and Possible Action to Approve the Proposed Tuition Cost Adjustments to the Collegiate High School (CHS) Tuition to Align with a Flat Fee Tuition Model as Presented by the Administration Effective Fall 2024
16. **Consideration of and Possible Action to Update Required Signatories for COM Safety Deposit Box, as Required by Texas First Bank**
17. **Financial Report(s)**
  - A. Consideration of and Possible Action to Accept the November and December 2023 Investment and Financial Reports
  - B. Consideration of and Possible Action to Accept the November 2023 Investment Quarterly Report
18. **Board Meeting Dates**
  - A. Consideration of and Possible Action to Schedule the May 2024 Meeting on Wednesday, May 29, 2024, 1:30 P.M.
  - B. Consideration of and Possible Action to Schedule December 2024 Meeting on Monday, December 9, 2024, 1:30 P.M.
19. **Board Report**
20. **President's Report**
  - A. Updates
    1. QEP - Dr. Helen Brewer
    2. Enrollment - Dr. Helen Brewer

B. Reminders/Announcements

1. Board Meetings

February 2024 - Monday, February 26th, 1:30 p.m.

March 2024 - **Wednesday**, March 27th, 1:30 p.m.

April 2024 - Monday, April 22nd, 1:30 p.m.

May 2024 - **Wednesday**, May 29th (if approved)

December 2024 - Monday, December 9th (if approved)

2. Employee Recognition Dinner - Friday, April 26th, 5:30 p.m. COM  
Conference Center

C. Resignations and Retirement Report

D. Miscellaneous

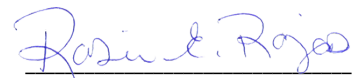
**21. Adjournment to closed or executive session pursuant to the Texas  
Government Code of the Open Meetings Act**

**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, Friday, January 19, 2024, 3:00 P.M.



Rosie E. Rojas  
Board Clerk

**Administration**

President Warren Nichols Ed.D.

Vice President Jerry Fliger, Ph.D.

Vice President David Wesse, Ph.D.

Vice President Helen Brewer, Ph.D.

Vice President Lisa Watson, Ph.D.



PRESIDENT'S OFFICE

# Call to Order

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



PRESIDENT'S OFFICE

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

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



College of the Mainland  
Board of Trustees  
2023-2024

Mr. Don Gartman,  
Board Chair  
2538 Quaker Dr.  
Texas City, 77590  
409-739-2618  
[dgartman@com.edu](mailto:dgartman@com.edu)

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

Mrs. Dawn King,  
Board Vice Chair  
P.O. Box 1105  
Dickinson, TX 77539  
832-860-0663  
[dking4@com.edu](mailto:dking4@com.edu)

Dr. Verna J. Henson,  
Trustee  
7306 Heron Ln.  
Texas City, TX 77591  
409- 995-0948  
[vhenson@com.edu](mailto:vhenson@com.edu)

Mrs. Melissa Skipworth,  
Board Secretary  
1061 Misty Cliff  
Dickinson, TX 77539  
281-684-9146  
[mkipworth@com.edu](mailto:mkipworth@com.edu)

Dr. Bill McGarvey,  
Trustee  
808 Buttonwood Dr.  
Texas City, TX 77591  
409-770-3537  
[wmcgarvey@gmail.com](mailto:wmcgarvey@gmail.com)

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



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 22, 2024  
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 December 11, 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 12/11/23

**College of the Mainland Board of Trustees  
Minutes of Monday, December 11, 2023  
1:00 p.m., Doyle Family Administration Building**

**Call to Order**

Don Gartman called the meeting to order at 1:00 p.m.

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

**Roll Call & Determination of Quorum**

Roll call indicated that all Trustees were present, except, Alan Waters and Verna Henson.

**Note:** Verna Henson arrived at 1:27 p.m.

**Minutes**

**Consideration of and Possible Action to Approve the Full Board Minutes of Monday, October 23, 2023**

Melissa Skipworth moved the Board of Trustees approve the Full Board Minutes of Monday, October 23, 2023.

Dawn King seconded the motion; all voted in approval.

**Comments from the Community**

**No comments this month.**

**Constituent Leader Activity Reports**

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

**Student Government Association (SGA)** – Chistian Delgado, SGA President, updated the Board on Student Government Association activities.

**Discussion of and Possible Acceptance of the College of the Mainland 2022-2023 Annual Financial and Compliance Report**

Patrick Simmons, Whitley Penn, presented the 2022-2023 Annual Financial and Compliance Report. The College achieved an unmodified opinion. Bill McGarvey moved the Board of Trustees accept the 2022-2023 Annual Financial and Compliance Report. Melissa Skipworth seconded the motion; all voted in approval.

**Note:** Verna Henson arrived at 1:27 p.m.

**Internal Audit Report(s)**

**Consideration of and Possible Acceptance of the Internal Audit Report on Grants Management and Administration, as Presented on December 11, 2023**

Melissa Skipworth moved the Board of Trustees accept the Internal Audit Report on Grants Management and Administration, as presented on December 11, 2023. Bill McGarvey seconded the motion; all voted in approval.

**Consideration of and Possible Acceptance of the Internal Audit Report on Payroll, as Presented on December 11, 2023**

Melissa Skipworth moved the Board of Trustees accept the Internal Audit Report on Payroll, as presented on December 11, 2023. Bill McGarvey seconded the motion; all voted in approval.

**Consideration of and Possible Acceptance of the Annual Internal Audit Report, as Presented on December 11, 2023**

Melissa Skipworth moved the Board of Trustees accept the Annual Internal Audit Report, as presented on December 11, 2023. Bill McGarvey seconded the motion; all voted in approval.

## **Quality Enhancement Plan (QEP) Update**

Dr. Helen Brewer updated the Board on the QEP. After surveys were completed, Guided Pathways was the chosen topic.

## **LAN (Lockwood, Andrews & Newnam, Inc.) Updates**

### **Bond Update - A Presentation by Lockwood, Andrews & Newnam, Inc. (LAN)**

Paula Drnevich and C.W. Scheibe updated the Board on the bond projects.

### **Update - Library Classroom Building Budget and Schedule Adjustment and Programming Approval**

Paula and CW updated the Board on the LCB.

## **Human Resources Items**

### **Appointment Nominations**

#### **Consideration of and Possible Action to Approve the Appointment Nomination of Rachel Fano to the Position of AAS Nursing Coordinator, Nursing Department**

Melissa Skipworth moved the Board of Trustees approve the appointment of Rachel Fano to the position of AAS Nursing Program Coordinator, Nursing Department. Verna Henson seconded the motion; all voted in approval.

#### **Consideration of and Possible Action to Approve the Appointment Nomination of Deborah Fregia to the Position of Associate Dean of Student Services, Student Services Division**

Melissa Skipworth moved the Board of Trustees approve the appointment of Deborah Fregia to the position of Associate Dean of Student Services, Student Services Division. Verna Henson seconded the motion; all voted in approval.

#### **Consideration of and Possible Action to Approve the Appointment Nomination of Karl Moore to the Position of EMS Clinical Coordinator & Faculty, Emergency Medical Services Department**

Verna Henson moved the Board of Trustees approve the appointment of Karl Moore to the position of EMS Clinical Coordinator & Faculty, Emergency Medical Services Department. Bill McGarvey seconded the motion; all voted in approval.

### **New Position**

#### **Consideration of and Possible Action to Approve the Administrative Assistant IV Position in the Marketing & Public Affairs Department**

Bill McGarvey moved the Board of Trustees approve the Administrative Assistant IV position in the Marketing & Public Affairs Department. Melissa Skipworth seconded the motion; all voted in approval.

#### **Consideration of and Possible Action to Accept the Non-Contractual Positions**

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

#### **Consideration of and Possible Action to Approve Award of Contract #24-10 to Laerdal in an Amount Not-to-Exceed \$176,037.15 for a Turnkey Course Management & Evaluation Tool to be Paid with Grant Funds**

Verna Henson moved the Board of Trustees approve award of contract #24-10 to Laerdal in an amount not-to-exceed \$176,037.15 for a turnkey course management & evaluation tool to be paid with grant funds. Melissa Skipworth seconded the motion; all voted in approval.

#### **Consideration of and Possible Action to Approve the Programming Report for the New Corporate & Continuing Education Center Project, as Presented and Attached**

Melissa Skipworth moved the Board of Trustees approve the Programming Report for the new Corporate & Continuing Education Center Project, as presented and attached. Bill McGarvey seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Schematic Design for the New Public Safety Careers Center Project, as Presented and Attached**

Bill McGarvey moved the Board of Trustees approve the Schematic Design for the new Public Safety Careers Center project, as presented and attached. Melissa Skipworth seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve Award of Contract #23-34 to Vaughn Construction for Construction Manager at Risk Services for the New Library Classroom Building for a Not-to-Exceed Amount of \$100,000 for Pre-Construction Services, Plus Construction Management Fees (Construction Manager's Fee of 3.25% of the Actual Cost of the Work and General Conditions Fee of 4.48% of the Actual Cost of the Work) to be Paid with 2023 Bond Funds**

Melissa Skipworth moved the Board of Trustees approve award of contract #23-34 to Vaughn Construction for Construction Manager at Risk Services for the new Library Classroom Building for a not-to-exceed amount of \$100,000 for pre-construction Services, plus construction management fees (Construction Manager's Fee of 3.25% of the actual Cost of the Work and General Conditions Fee of 4.48% of the actual Cost of the Work) to be paid with 2023 Bond Funds. Verna Henson seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve Award of Contract #23-35 to Tellepsen Builders, LP for Construction Manager at Risk Services for the New Corporate and Continuing Education Center for a Not-to-Exceed Amount of \$20,000 for Pre-Construction Services, Plus Construction Management Fees (Construction Manager's Fee of 2.45% of the Actual Cost of the Work and General Conditions Fee of 8.93% of the Actual Cost of the Work) to be Paid with 2023 Bond Funds**

Verna Henson moved the Board of Trustees approve award of contract #23-35 to Tellepsen Builders, LP for Construction Manager at Risk Services for the new Corporate and Continuing Education Center for a not-to-exceed amount of \$20,000 for Pre-Construction Services, plus Construction Management fees (Construction Manager's Fee of 2.45% of the actual Cost of the Work and General Conditions Fee of 8.93% of the actual Cost of the Work) to be paid with 2023 Bond Funds. Bill McGarvey seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve Award of Contract #24-01 to Element451 in an Amount Not-to-Exceed \$360,000 over a Five (5) Year Period for Customer Relations Management (CRM) Software to be Paid from Fund Balance**

Melissa Skipworth moved the Board of Trustees approve award of contract #24-01 to Element451 in an amount not-to-exceed \$360,000 over a five (5) year period for Customer Relations Management (CRM) software to be paid from Fund Balance. Verna Henson seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve Award of Contract #24-09 to Howard Technology Solutions for a Campus Laptop Refresh to be Paid from FY 24 Fund Balance and Semillas Grant (Title V Grant) for a Not-to-Exceed Amount of \$370,000**

Melissa Skipworth moved the Board of Trustees approve award of contract #24-09 to Howard Technology Solutions for a campus laptop refresh to be paid from FY24 Fund Balance and Semillas (Title V) Grant for a not to exceed amount of \$370,000. Bill McGarvey seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve an Increase of \$162,786 to CBRE/Heery Contract #19-12 for Additional Project Management Services to be Paid from 2018 Bond Funds**

Bill McGarvey moved the Board of Trustees approve an increase of \$162,786 to CBRE/Heery contract #19-12 for additional project management services to be paid from 2018 Bond Funds. Verna Henson seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the 2024 Payment in an Amount Not-to-Exceed \$352,047.23 to be Paid from the FY23-24 Operating Budget to the Galveston County Appraisal District for Appraisal of Property within the College District**

Melissa Skipworth moved the Board of Trustees approve the 2024 payment in an amount not-to-exceed \$352,047.23 to be paid from the FY23-24 operating budget to the Galveston County Appraisal District for appraisal of property within the college district. Verna Henson seconded the motion; all voted in approval.

**Financial Report(s)**

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

Bill McGarvey moved the Board of Trustees accept the October 2023 Investment and Financial Reports. Verna Henson seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve Resolution for Appraisal District Nomination and Ballot for the Candidate to Serve on the 2024-2025 Board of Directors of the Galveston Central Appraisal District (GCAD)**

Dawn King moved the Board of Trustees approve Resolution for Appraisal District Nomination and ballot for Don Gartman to serve on the 2024-2025 Board of Directors of the Galveston Central Appraisal District. Bill McGarvey Waters seconded the motion; all voted in approval. **Note:** Don Gartman abstained from this motion. Dawn King moved to amend the motion to cast 199 votes for nomination of Don Gartman to serve on the 2024-2025 Board of Directors of the Galveston Central Appraisal District. Verna Henson seconded the motion; all voted in approval. **Note:** Don Gartman abstained from this motion.

**Consideration of and Possible Action to Set the March 2024 Board of Trustees Meeting on Wednesday, March 27, 2024**

Melissa Skipworth moved the Board of Trustees set the March 2024 Board of Trustees meeting on Wednesday, March 27, 2024. Bill McGarvey seconded the motion; all voted in approval.

**Board Report**

Melissa Skipworth stated that it was great to see COM represented in the community. Don Gartman reported on the Mitchell Chuoke Jr. Plumbing Program. All board members were present at the celebration following the check presentation.

**President's Report**

**Updates**

**Culinary Arts Program** – Dr. Nichols provided an update on the culinary arts program.

**Reminders/Announcements**

**Board Meetings**

**January 2024 - Monday, January 22<sup>nd</sup>**

**February 2024 – Monday, February 26<sup>th</sup>**

**March 2024 – Wednesday, March 27<sup>th</sup> (if approved)**

**Holiday Reception - Monday, December 11<sup>th</sup>, 3:00 p.m. - 5:00 p.m., Student Center (Today)**

**Fall Graduation - Saturday, December 16<sup>th</sup>, Abundant Life**

**Resignations and Retirement Report**

**Miscellaneous**

**Discussion of the President's Annual Evaluation**

The Board moved into executive session to discuss the President's Annual Evaluation.

**Executive Session 2:54 p.m.**

**Don Gartman read the paragraph allowing the Board to move into executive session.**

**Open Session 3:44 p.m.**

Upon reconvening, the following item was discussed:

**Discussion of the President's Annual Evaluation**

Each board member evaluated & the combined results indicated that the Board agreed that Warren (Dr. Nichols) is doing an excellent job as a president & we'll keep him for another year.

Several board members spoke in high praise of Dr. Nichols and his accomplishments.

Dawn King moved for adjournment. Kyle Dickson seconded the motion; all voted in approval.

**Adjournment at 3:50 p.m.**



Melissa Skipworth, Secretary  
Board of Trustees



Don Garton, Chair  
Board of Trustees



PRESIDENT'S OFFICE

## MEMO

To: Dr. Warren Nichols

From: Dr. Lisa Watson

Date: January 12, 2024

Subject: BOT Agenda Item

Charles T. and Mary Ellen Doyle and Texas First Bank will present a check to the Board of Trustees in the amount of \$100,000 for the Mitchell Chuoke Jr. Plumbing Certificate program at COM.



# Foundation Check Presentation January 2024

Presented by Lisa Watson - VP, Inst. Adv./Exec Dir, COM Foundation



**Charles T. and Mary Ellen Doyle  
Texas First Bank  
\$100,000**

For Mitchell Chuoke Jr. Plumbing Certificate Program

## Comments from the Community

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

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



PRESIDENT'S OFFICE

## Constituents Leader Activity Reports

A. Faculty Senate – Candice Edmonston

B. Professional Council – Alisha Lyon

C. Classified Council – Jennifer Denison

D. Student Government Association (SGA) – Mario Garza, SGA  
Treasurer

# Bond Update

College of the Mainland, 2023 Bond Program

January 22, 2024



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



# Library Classroom Building (LCB)

## Completed Activities:

- Schematic Design Workshops # 2 and # 3 held
- CMAR approved
- Discussion held regarding feasibility of fifth floor/shell space

## Project Milestones:

- Design Phase: July 2023 – Feb 2025
- CMAR Procurement: Oct 2023 – Dec 2023
- Construction Phase: Apr 2025 – Apr 2027
- Project is on Schedule

## Ongoing/Upcoming Activities:

- Schematic Design Workshop # 4 – January 31

## Project Cost:

- Total Project Budget: \$123,453,618
- Project Cost to Date: \$429,514.37
- Total Construction Cost: \$99,546,407
- Construction Cost to Date: \$0.00
- Project scope is aligned with current Budget

Architect: Cannon Design

Contractor: Vaughn Construction



# Public Safety Careers Center (PSC)

## Completed Activities:

- Schematic Design

## Project Milestones:

- Design Phase: July 2023 – June 2024
- CMAR Procurement: Aug 2023 – Oct 2023
- Construction Phase: Oct 2024 – May 2026
- Project is on Schedule

## Ongoing/Upcoming Activities:

- Design Development Phase
- Geotechnical borings

## Project Cost:

- Total Project Budget: \$34,493,359.65
- Project Cost to Date: \$130,200.00
- Total Construction Cost: \$24,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget

Architect: RDLR Architects

Contractor: Durotech, Inc.



# Welding Building & Industrial Ed (WELD\_IE)

## Completed Activities:

- Design Development

## Project Milestones:

- Design Phase: July 2023 – Mar 2024
- CMAR Procurement: Aug 2023 – Oct 2023
- Construction Phase: May 2024 – Sep 2025
- Project is on Schedule

## Ongoing/Upcoming Activities:

- Construction Document Phase
- 50% CD Estimate and Constructability Review (late January)

## Project Cost:

- Total Project Budget: \$17,941,882.00
- Project Cost to Date: \$117,744.02
- Total Construction Cost: \$13,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget

Architect: Joiner Architects

Contractor: Pogue Construction



# Corporate & Continuing Ed Center (CCEC)

## Completed Activities:

- CMAR Contract Execution
- Kick-off meeting

## Project Milestones:

- Design Phase: Oct 2023 – Aug 2024
- CMAR Procurement: Oct 2023 – Dec 2023
- Construction Phase: Oct 2024- Nov 2025

## Ongoing/Upcoming Activities:

- Schematic Design Phase
- 50% SD Estimate and Constructability Review (February)
- Geotechnical borings

## Project Cost:

- Total Project Budget: \$13,807,344.24
- Project Cost to Date: \$ 18,022.53
- Total Construction Cost: \$10,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget

Architect: Kirksey Architecture

Contractor: Tellepsen



# Infrastructure – Parking lots A, B and C

## Completed Activities:

- Design review with COM 1/5/24
- Layout “C” with some changes was approved to finalize
- Design update to Steering Committee and today’s BOT meeting

## Project Milestones:

- Design Phase: Ongoing
- CMAR Procurement: TBD
- Construction Phase: TBD

## Ongoing/Upcoming Activities:

- Design presentation to Steering Committee in Feb
- Design presentation to BOT in Feb for approval

## Project Cost:

- Total Project Budget: \$ 10,000,000
- Project Cost to Date: \$
- Total Construction Cost: \$ 8,000,000
- Construction Cost to Date: \$ 0.00
- Project is in Budget

A/E: Fittz & Shipman

Contractor: TBD



# Fittz & Shipman INC.

*Consulting Engineers and Land Surveyors*



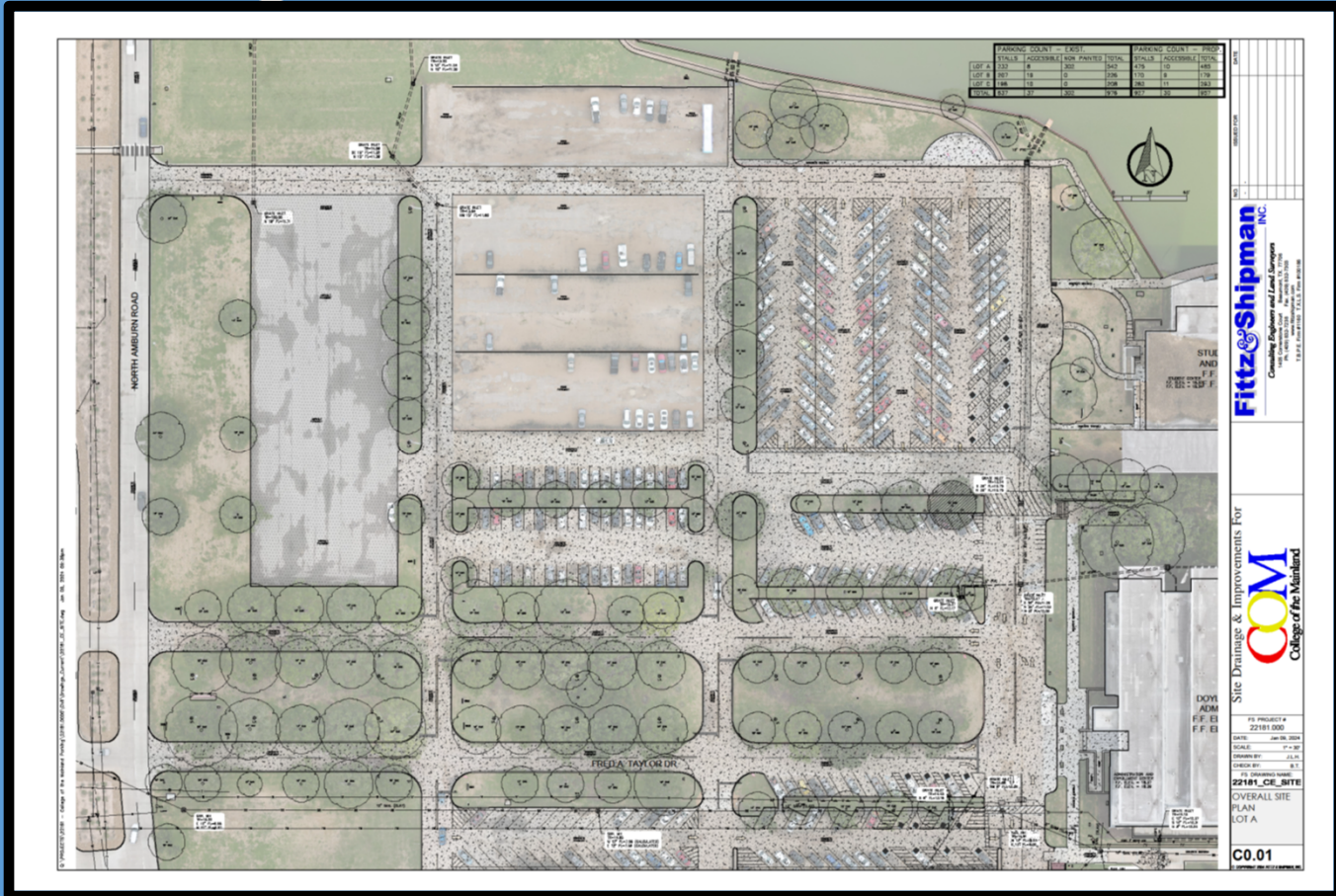


## Parking Lot “A”, “B” & “C” Reconstruction Project

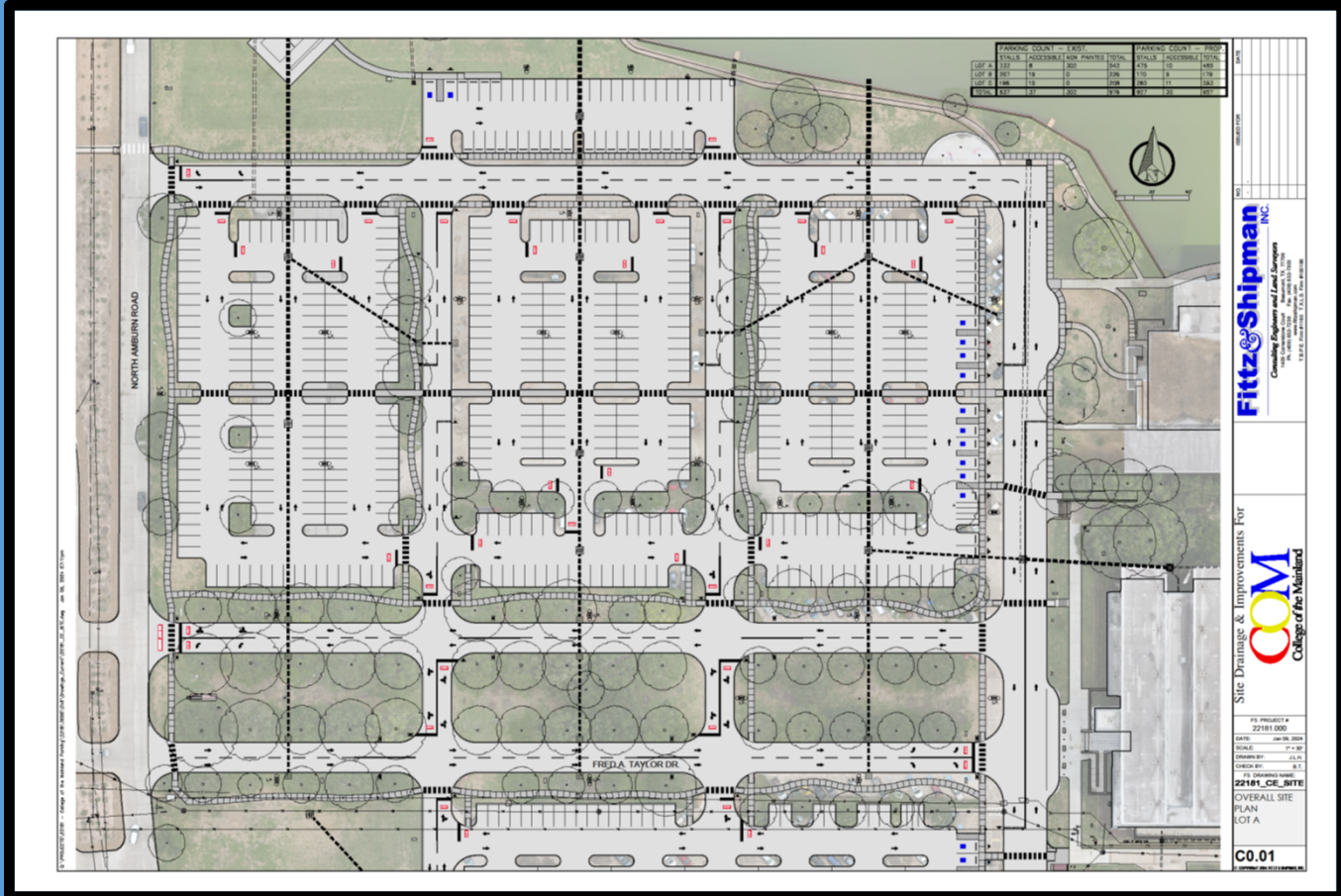
### ➤ Project Objectives

- Improve Drainage in Parking Lots
- Improve Pedestrian & Vehicular Traffic Flow
- Improve Parking Lot Lighting
- Provide Additional Staff & Visitor Parking
- Provide Intercampus Connectivity Between Parking Lots
- Improve ADA Accessibility

# Parking Lot "A" Current Condition



# Parking Lot "A" Proposed Layout



**Fittz & Shipman**  
INC.  
Consulting Engineers and Land Surveyors  
1000 University Blvd., Suite 100  
Farmingdale, NY 11735  
Tel: 516.241.1100 Fax: 516.241.1101

Site Drainage & Improvements For  
**COM**  
College of the Maritime

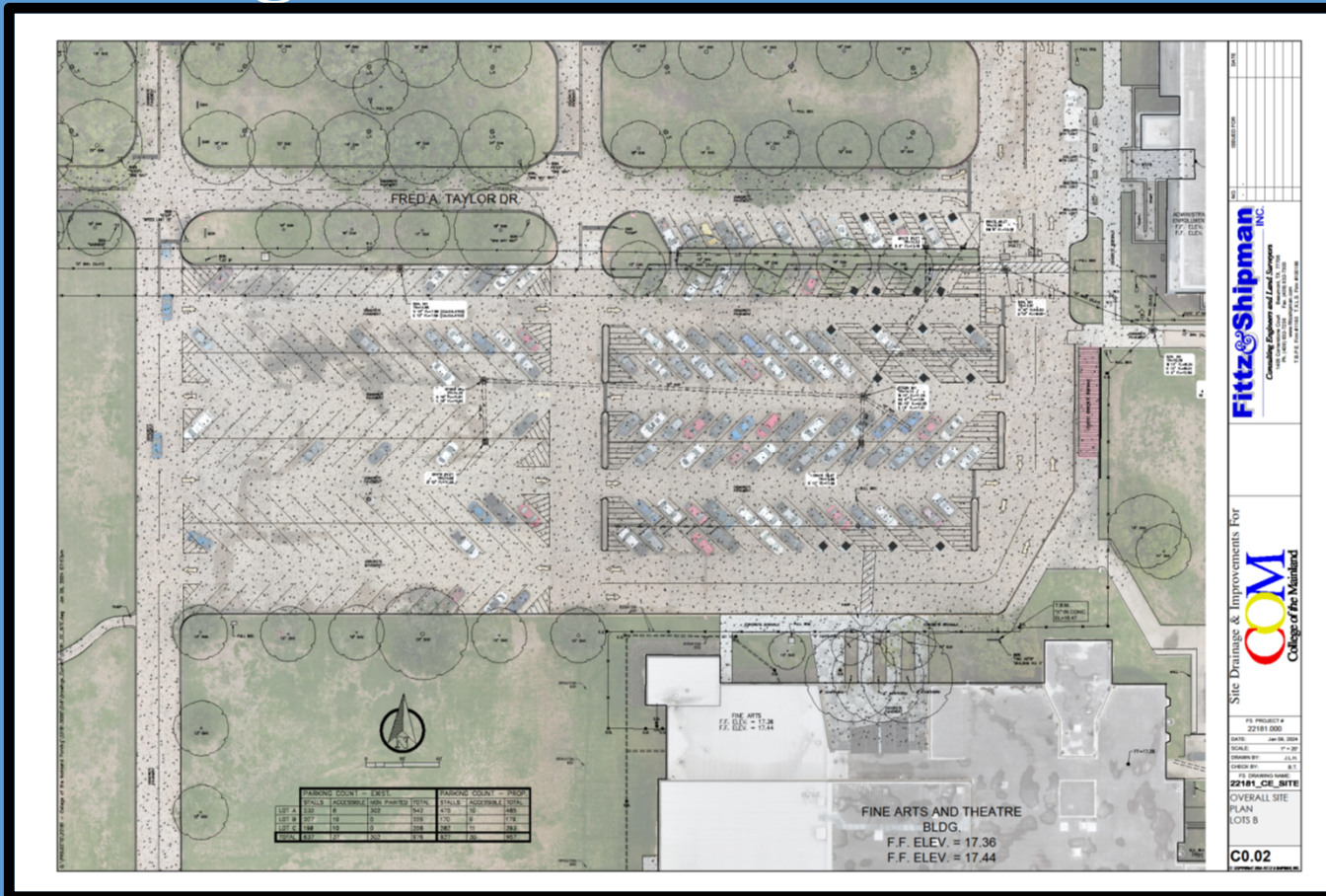
PROJECT # 22181 000  
SCALE 1" = 30'  
DATE 08/11/11  
DRAWN BY J.L.S.  
CHECKED BY A.T.  
DATE 08/11/11  
PROJECT NAME 22181\_CE\_BITE  
OVERALL SITE PLAN LOT A  
**C0.01**



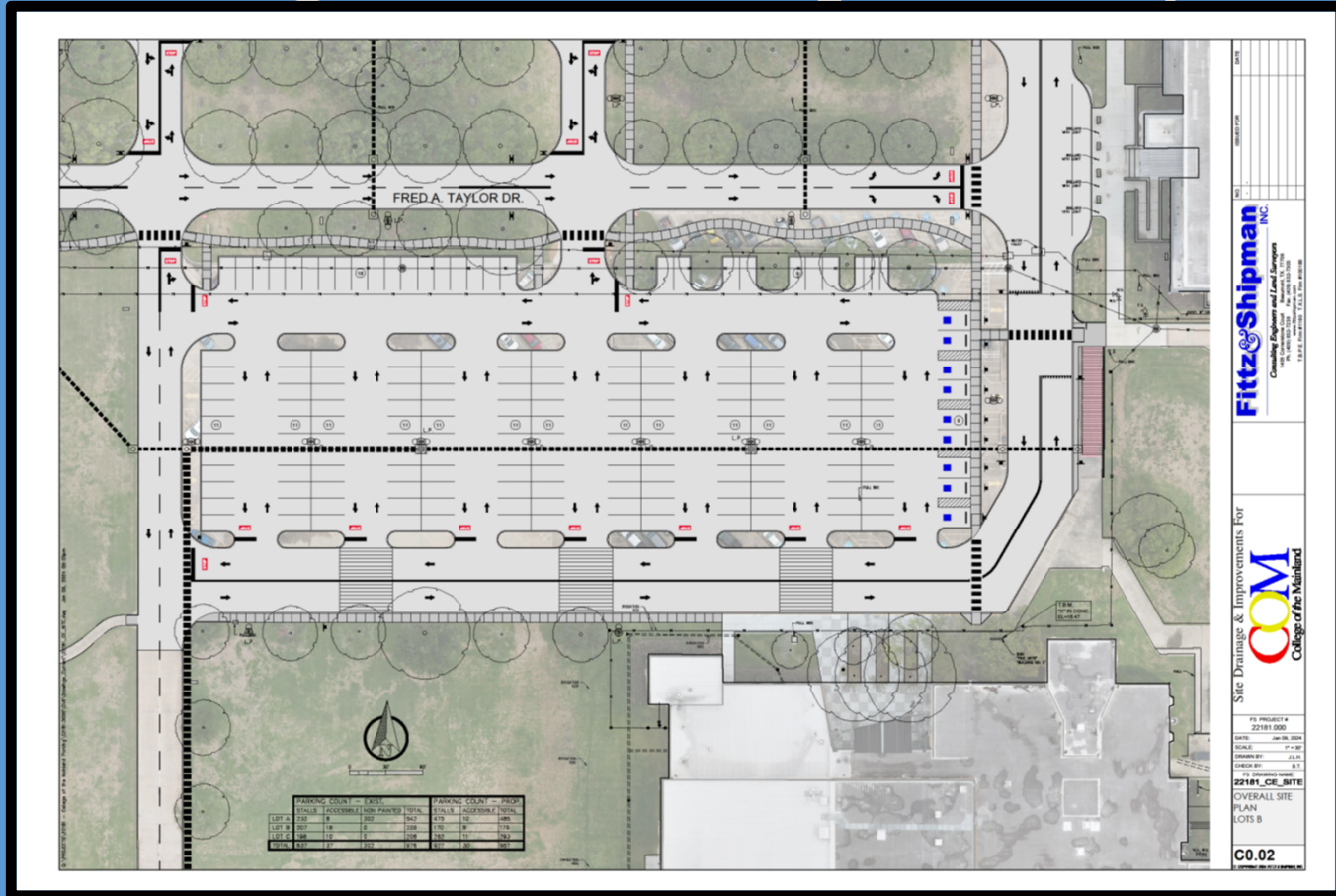
# Parking Lot "A" Rendering



# Parking Lot "B" Current Condition



# Parking Lot "B" Proposed Layout

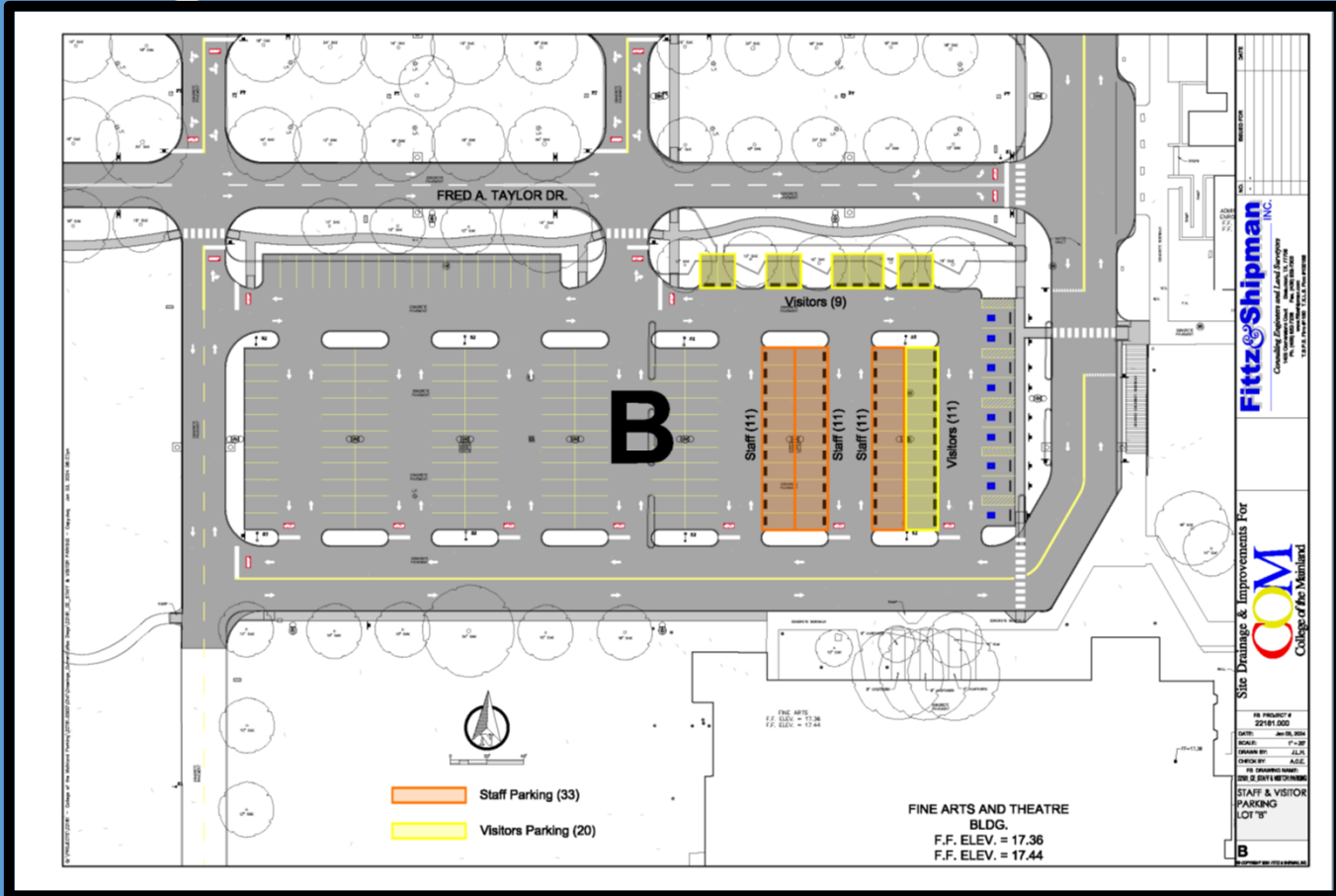


**Fittz & Shipman**  
INC.  
Consulting Engineers and Land Surveyors  
1500 W. UNIVERSITY BLVD., SUITE 100  
ANN ARBOR, MI 48106-1500  
TEL: 734.769.1100 FAX: 734.769.1101

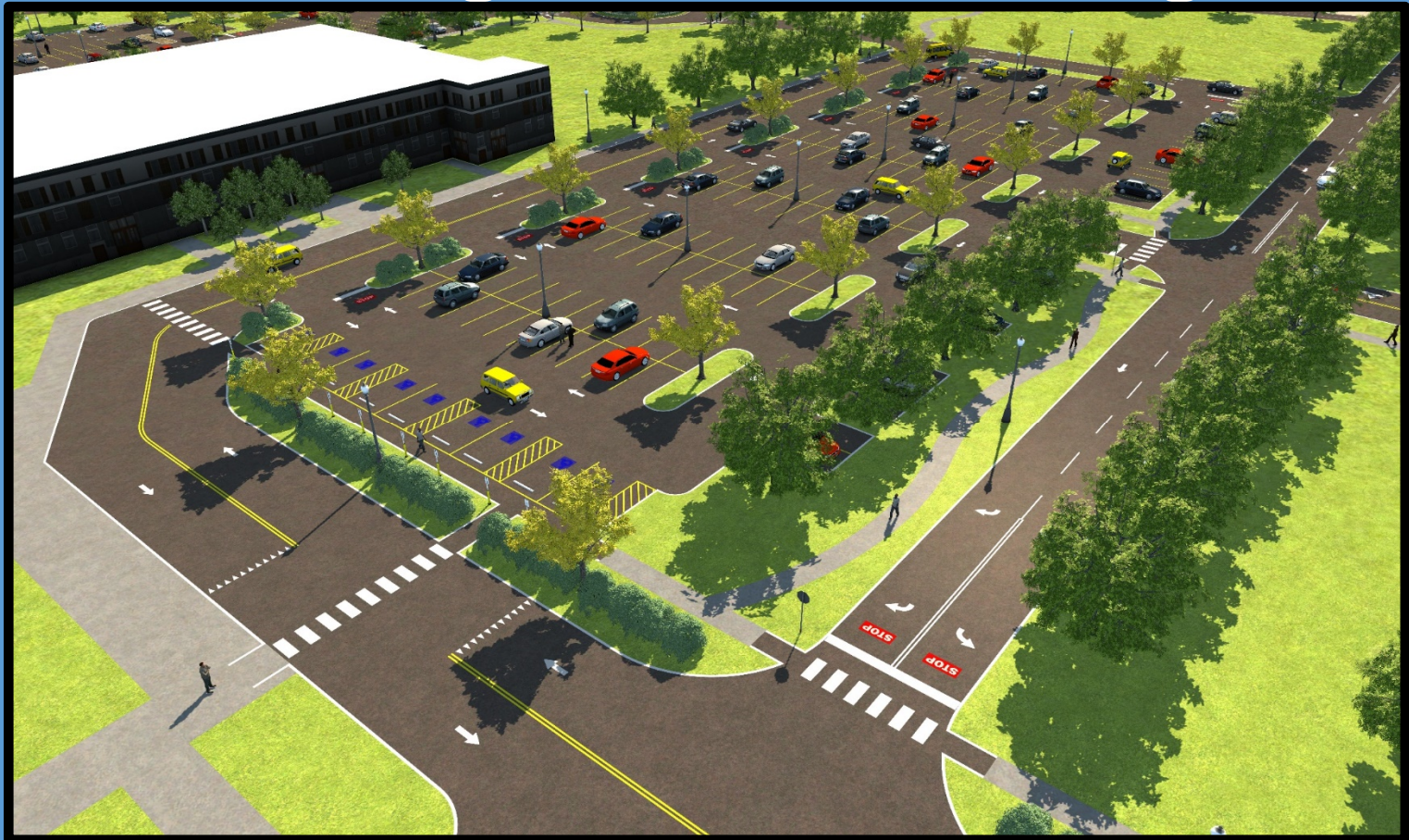
Site Drainage & Improvements For  
**COM**  
College of the Mainland

PS PROJECT #  
22181 000  
DATE: JUN 06 2004  
SCALE: 1" = 30'  
DRAWN BY: JLS  
CHECK BY: A.T.  
PS DRAWING NUMBER:  
22181\_CE\_01E  
OVERALL SITE  
PLAN  
LOTS B  
**C0.02**

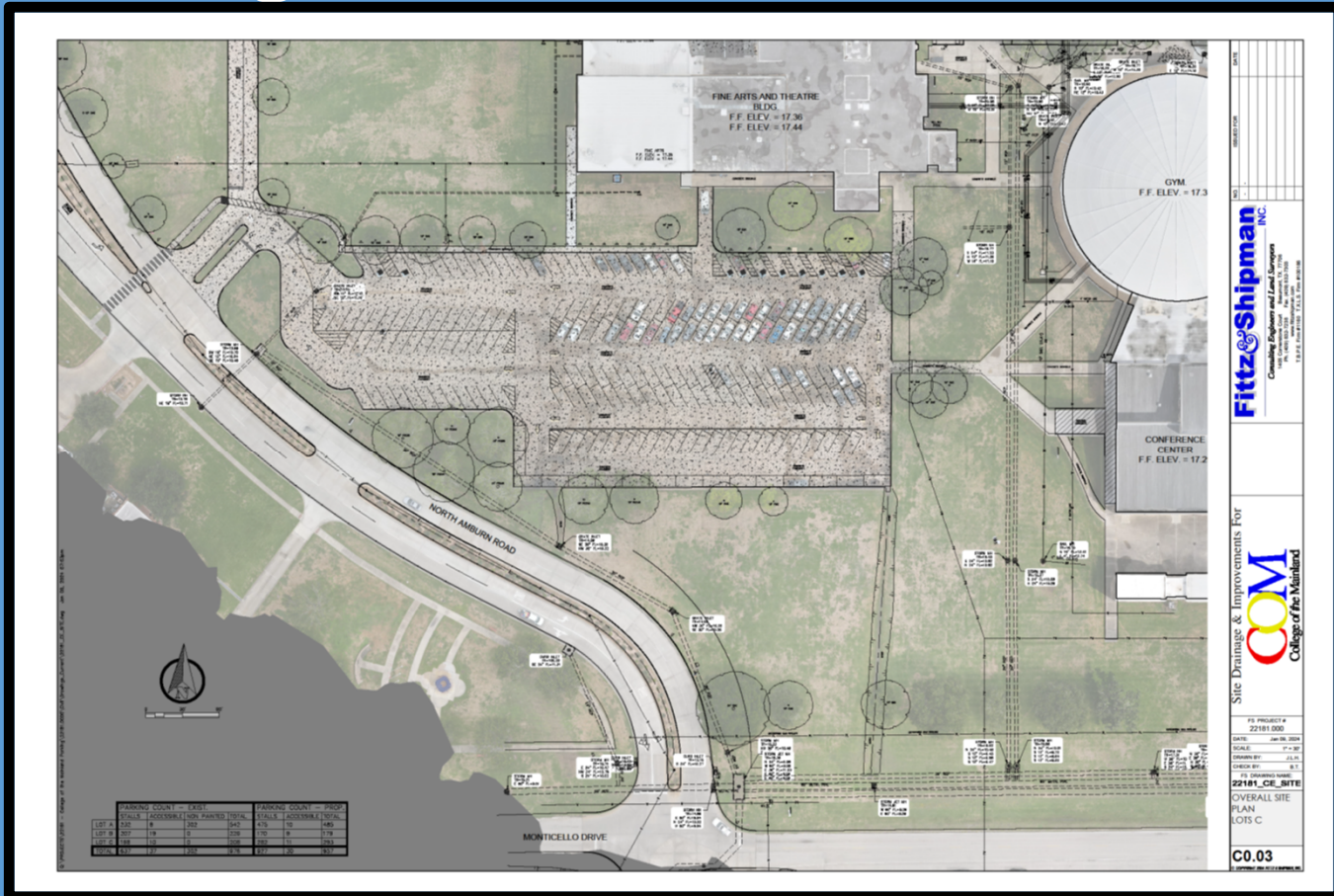
# Parking Lot "B" Visitor & Staff Parking



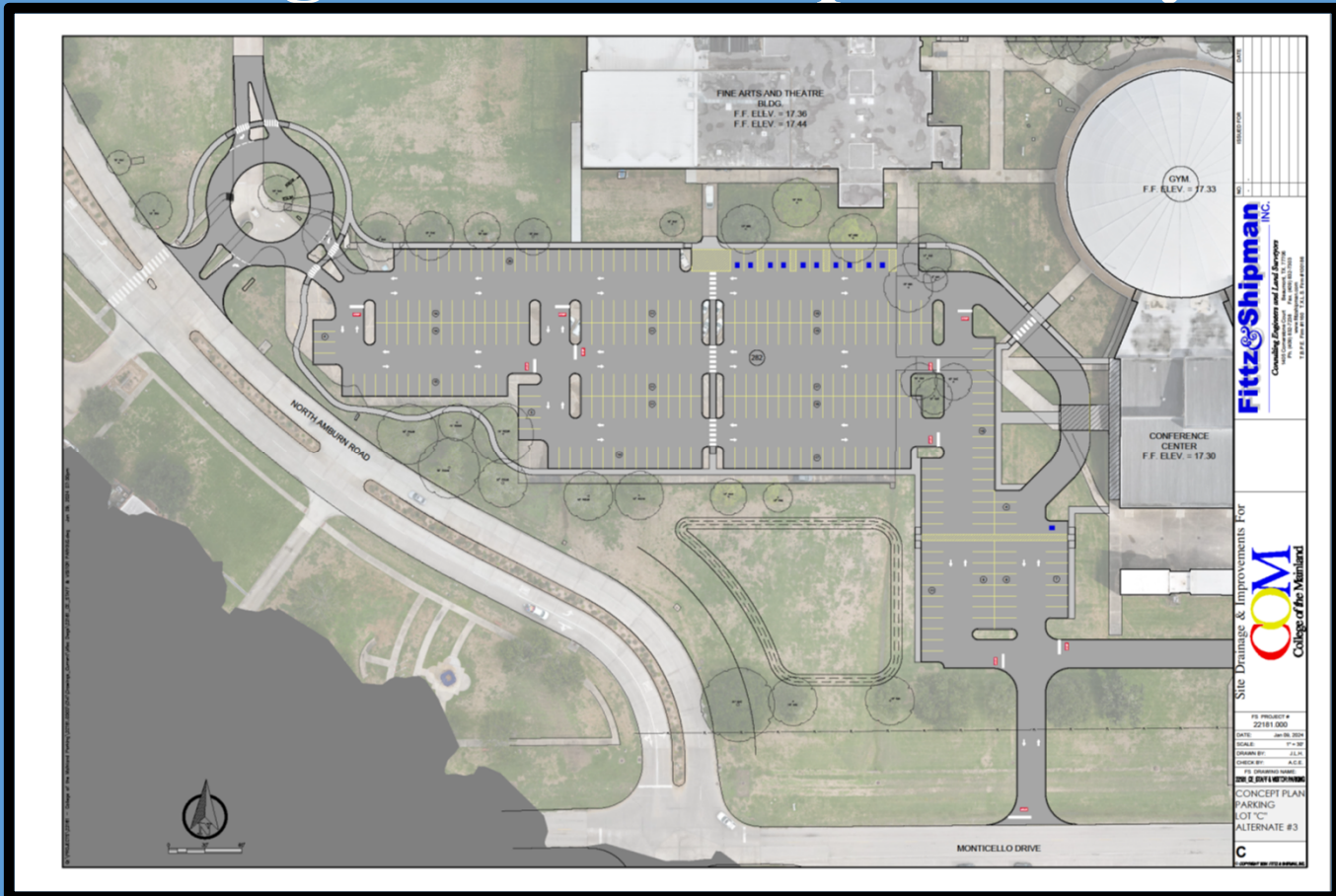
# Parking Lot "B" Rendering



# Parking Lot "C" Current Condition



# Parking Lot "C" Proposed Layout



# Parking Lot "C" Rendering



# Parking Lot "C" Rendering



# Questions





PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 22, 2024  
Subject: Recommendation – Assistant Director of Marketing (Replacement)

Presented for recommended approval to the Board of Trustees on January 22, 2024, 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 Barbara Kovacevich to the position of Assistant Director of Marketing, Marketing & Public Affairs Department.”**

**PURPOSE**

Under the direction of the executive director of marketing and public affairs, the assistant director of marketing will plan, develop and manage the coordination and implementation of marketing campaigns throughout the year. They will also ensure consistency of college branding, help coordinate and deliver on a variety of college-wide and community-based events and oversee critical marketing data and key performance indicators and provides a regular cadence of reporting to the executive director. The assistant director of marketing also serves as the project manager of the marketing request system and will often meet with various college stakeholders to help develop strategies and tactics to achieve goals based on requests that come into the system. They will also operationalize marketing strategies to increase the College’s visibility and increase student enrollment/retention/improvement of student experience and community engagement; look for opportunities around the college to leverage marketing strategies to achieve desired outcomes.

**BACKGROUND**

This is a replacement position for Scott Turnbough.

**IMPLICATIONS**

Financial: \$79,496 from budget 11-0-0000-5146-5140.

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

**ATTACHMENTS**

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 22, 2024  
Subject: Recommendation – Payroll Specialist (Replacement)

Presented for recommended approval to the Board of Trustees on January 22, 2024 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 Colleen McGaskey to the position of Payroll Specialist, Business Office.”**

**PURPOSE**

Position performs a variety of accounting duties in order to ensure that payrolls are processed accurately and timely while delivering professional customer service in the execution of these duties. Assist in the preparation of payroll, including related reports and deposits. Work under moderate supervision to ensure accurate and timely preparation of payroll records according to prescribed procedures and regulations.

**BACKGROUND**

This is a replacement position for Jimmie Delanoix.

**IMPLICATIONS**

Financial: \$59,726 from budget 11-0-0000-5112-5140.

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: January 22, 2024  
Subject: Recommendation – Professional Science Tutor (New)

Presented for recommended approval to the Board of Trustees on January 22, 2024, and forwarded for recommended approval to the Board of Trustees on the same date.

**MINUTE ORDER**

**Motion to be acted upon: “I move the Board of Trustees approve the appointment of Dr. Samudra Sanyal to the position of Professional Science Tutor, Tutoring Center.”**

**PURPOSE**

Professional Tutors assist and coach College of the Mainland students and community members in becoming more successful and independent learners. Professional tutors help integrate effective learning and study strategies for their students while at the same time helping to clarify and reinforce course content, assignments, and material.

**BACKGROUND**

This position was approved in the 2023-2024 budget.

**IMPLICATIONS**

Financial: \$52,260 from budget 11-0-0000-1140-5140.

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

**ATTACHMENTS**

1. Appointment Nomination



## MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: January 22, 2024

Subject: 2024-2025, 2025-2026 and 2026-2027 Academic Calendars

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

### MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the revisions to the 2024-2025 Academic Calendar and the proposed 2025-2026 and 2026-2027 Academic Calendars as presented by the Administration."

### PURPOSE

In accordance with EA (Local), the Board of Trustees must approve the Academic Calendar.

### BACKGROUND

The 2024-2025, 2025-2026 and 2026-2027 Academic Calendars were developed with input from the President's Cabinet which includes Instruction, Student Services, Fiscal Affairs, Institutional Advancement and Constituent Leaders.

### IMPLICATIONS

Financial: N/A

Strategic Goal #1: College of the Mainland will eliminate obstacles from the student's pathway as they proceed on their academic journey.

Human Resources: N/A

### Attachments

1. 2024-2027 Academic Calendars (Proposed)

# COLLEGE OF THE MAINLAND ACADEMIC CALENDARS 2024-2027

## PROPOSED

	24-25	25-26	26-27	
<b>F A L L</b>	Last Day of SU	8/9/2024	8/8/2025	8/7/2026
	Faculty Return FA	8/12/2024	8/11/2025	8/10/2026
	Convocation FA	8/12 - 8/16/2024	8/11-8/15/2025	8/10-8/14/2026
	THECB Start Date	8/26/2024	8/25/2025	8/24/2026
	Start of Semester FA	8/19/2024	8/18/2025	8/17/2026
	Last Day of FA	12/5/2024	12/4/2025	12/3/2026
	Grades Due FA	12/6/2024	12/5/2025	12/4/2026
	Graduation FA	12/7/2024	12/6/2025	12/5/2026

<b>M I N I</b>	Start of Dec Mini Session	12/9/2024	12/8/2025	12/7/2026
	Last Day of Dec Mini Session	12/27/2024	12/29/2025	12/28/2026
	Grades Due for Dec Mini Session	12/27/2024	12/29/2025	12/28/2026

Winterbreak	12/12/24-1/1/25	12/12/25-1/1/26	12/11/26-1/1/27
-------------	-----------------	-----------------	-----------------

<b>S P R I N G</b>	Faculty Return SPR	1/6/2025	1/5/2026	1/4/2027
	Convocation SPR	1/6-1/10/2025	1/5-1/9/2026	1/4-1/8/2027
	THECB Start Date	1/20/2025	1/19/2026	1/18/2027
	Start of Semester SPR	1/13/2025	1/12/2026	1/11/2027
	MLK	1/20/2025	1/19/2026	1/18/2027
	Spring Break	3/17-3/23/2025	3/9-3/15/2026	3/8-3/14/2027
	Last Day of SPR	5/8/2025	5/7/2026	5/6/2027
	Grades Due SPR	5/9/2025	5/8/2026	5/7/2027
	Graduation SPR	5/10/2025	5/9/2026	5/8/2027

<b>M I N I</b>	Start of May Mini	5/12/2025	5/11/2026	5/10/2027
	Last Day of May Mini Session	5/30/2025	5/29/2026	5/28/2027
	Grades Due for May Mini Session	5/30/2025	5/29/2026	5/28/2027

<b>S U M M E R</b>	THECB Start Date	6/2/2025	6/1/2026	6/7/2027
	Start of Semester SU	6/2/2025	6/1/2026	6/1/2027
	Last Day of SU	8/7/2025	8/6/2026	8/5/2027
	Grades Due SU	8/8/2025	8/7/2026	8/6/2027



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 22, 2024  
Subject: Award of Contract 24-11: Synthetic Cadavers

**AGENDA ITEM DESCRIPTION:**

Approval of contract 24-11: Synthetic Cadavers

**FUNDING SOURCE:**

Title V – PASS Grant Funds

**PURPOSE**

Provide lifelike instructional materials to enhance the learning experience of the Anatomy and Physiology (A&P) lab students.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve award of contract # 24-11 to SynDaver Education for a not-to-exceed amount of \$194,156.00 for the purchase of synthetic cadavers to be paid with Title V PASS Grant funds.”**

**BACKGROUND:**

The A&P programs currently use various types of cadavers for lab instruction. The Syndaver cadavers are the next generation models made with synthetic human tissue for a more lifelike learning experience regarding human anatomy. Each model includes an immersion tank, extended 1 year maintenance and lab manuals. Having the leading edge in this market, Syndaver is the only manufacturer of this kind. Therefore, this procurement is considered a sole source purchase whereby grant funds will be used should the Board approve the subject contract award recommendation.

**Attachments:**

1. SynDaver Education Proposal
2. Sole Source Affidavit

# SynDaver Education

8506C Benjamin Road  
Tampa, FL USA 33634  
Phone: (813) 600-5530  
Fax: (813) 600-3235  
FEIN: 87-3892917

# QUOTE

Quote Number : **SQ-902276**

Valid Until: Jan 31, 2024

Quoted By: Sean McGrath

## Quoted Payment Terms: Net 30

Contact Name: <b>Kristina Jantz</b>	Quote Stage: <b>Delivered</b>
Contact Email: <b>kjantz@com.edu</b>	Contact Phone:

<b>BILL TO:</b> College Of The Mainland 1200 N Amburn Rd  Texas City TX United States 77591	<b>SHIP TO:</b> College Of The Mainland 1200 N Amburn Rd  Texas City TX United States 77591
--	--

S.No.	Product Detail	Quantity	List Price	Discount Total	Line Total
1.	<b>SynDaver Synthetic Human, SynTissue, Anatomy Model Bundle, Female (Anatomy Model, Immersion Tank, Installation) 101715</b>  Includes SynDaver Anatomy and Physiology I Lab Manual, Storage System and Accessories	1	83,720.00	\$ 0.00	\$ 83,720.00
2.	<b>Extended Service Plan, SynDaver Synthetic Human, SynTissue, G2 Anatomy, 1 Year 102840</b>  Includes refurbishment once per year during coverage period which begins with the delivery of the Model and goes to 9/30/24.	1	\$ 8,925.00	\$ 0.00	\$ 8,925.00
3.	<b>SynDaver Synthetic Human, SynTissue, Anatomy Model Bundle, Male (Anatomy Model, Immersion Tank, Installation) 101720</b>  Includes SynDaver Anatomy and Physiology I Lab Manual, Storage System and Accessories	1	83,720.00	\$ 0.00	\$ 83,720.00
4.	<b>Extended Service Plan, SynDaver Synthetic Human, SynTissue, G2 Anatomy, 1 Year 102840</b>  Includes refurbishment once per year during coverage period which begins with the delivery of the Model and goes to 9/40/2024.	1	\$ 8,925.00	\$ 0.00	\$ 8,925.00
5.	<b>Anatomy And Physiology 1 Lab Manual 170500</b>	24	\$ 181.90	\$ 0.00	\$ 4,365.60
6.	<b>Prepay &amp; Add Shipping Charge; Ship via: SHIPPING</b>  Ground	1	\$ 4,500.00	\$ 0.00	\$ 4,500.00
				Sub Total	<b>\$ 194,155.60</b>
				Adjustment	\$ 0.00
				<b>Grand Total</b>	<b>\$ 194,155.60</b>

## Terms and Conditions

METHODS OF PAYMENT: ACH (PREFERRED), VISA, MASTERCARD, AMERICAN EXPRESS (ALL CREDIT CARD PAYMENTS SUBJECT TO 5% CONVENIENCE FEE IF FINAL AMOUNT IS MORE THAN \$5,000.00 USD), WIRE TRANSFER (\$35.00 PROCESSING FEE) AND CHECK. **ALL PURCHASE ORDERS SHOULD BE SENT TO THE FOLLOWING EMAIL ADDRESS: orders@syndaver.com** IMPORTANT NOTE: PRICES QUOTED ARE APPLICABLE ONLY FOR PAYMENT TERMS SHOWN ON QUOTE. UPON ORDER PLACEMENT, IF PAYMENT TERMS DIFFER FROM TERMS QUOTED, PRICING IS SUBJECT TO CHANGE. SYNDAVER EDU STANDARD ORDER TERMS ARE PREPAY. FOR CUSTOMERS GRANTED NET TERMS, OUR STANDARD NET TERMS ARE NET 30 DAYS FROM INVOICE DATE FOR US ORDERS AND 50% DOWN & REMAINING 50% BALANCE DUE PRIOR TO PICK UP FOR INTERNATIONAL ORDERS. TERMS BEYOND 30 DAYS WILL RESULT IN AN UPCHARGE ON PRODUCT OVER AND ABOVE LIST PRICE (N45 +10%, N60 +20%, N90 +35%) UNLESS EXPRESSLY WAIVED BY SYNDAVER. ALL PRODUCTS ARE NOT PERMITTED FOR RESALE WITHOUT PRIOR WRITTEN CONSENT FROM SYNDAVER LABS. ALL SALES SHIPPED TO A FLORIDA OR CALIFORNIA ADDRESS WILL BE CHARGED THE APPLICABLE SALES TAX UNLESS A VALID SALES TAX EXEMPT CERTIFICATE IS PROVIDED AT TIME OF ORDER. ANY PAYMENTS NOT MADE WITHIN THE PAYMENT TERMS OF THE INVOICE SHALL BE SUBJECT TO A LATE PAYMENT CHARGE OF 1.5% PER MONTH (COMPOUNDED) ON THE UNPAID, PAST DUE BALANCE.

# SOLE SOURCE AFFIDAVIT

Compliance with Texas Education Code 44.031 is not required for purchases that are available from only one source, including: An item for which competition is precluded because of a patent, copyright, secret process, or monopoly. The item is a film, manuscript, or book. The item is a utility service, including electricity, gas, or water. The item is a captive replacement part or component for equipment. The sole source exception does not apply to mainframe data processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

1. My name is (Print Name) Thomas Ewing  
 I am over the age of 18, have never been convicted of a felony and am competent to make this affidavit.  
 I am authorized to sign contracts for the following company or firm:

Company: SynDaver EDU, Inc.  
 Address: 8506 Benjamin Rd., Ste C  
 City, State, Zip Code: Tampa, FL 33634  
 Telephone Number: ( 813-800-5530 )  
 Fax Number: (        )  
 E-mail Address: orders@syndaver.com

2. The above named company or firm is the sole source of the following item(s) and no other company or firm in the United States of America sells or distributes the products listed below:

SynDaver Synthetic Human, SynTissue, Anatomy Model  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Competition in providing the above named item(s) is precluded due to:

- A patent
- A copyright
- A secret process
- A monopoly
- It is a film
- It is a manuscript
- It is a book
- It is a utility service, including electricity, gas, or water
- It is a captive replacement part or component for equipment

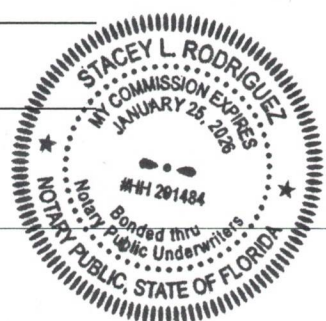
4. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above named item(s) or product(s) because of exclusive distribution or marketing rights.

Thomas Ewing  
 \_\_\_\_\_  
**Signature of Authorized Official**

Vice President, Global Sales & Mktg  
 \_\_\_\_\_  
**Title of Authorized Official**

12/15/2023  
 \_\_\_\_\_  
**Date**

NOTARY USE ONLY	
Subscribed and Sworn to before me this <u>15<sup>th</sup></u> day of <u>December, 2023</u> * <u>Florida</u> , State of _____, County of <u>Hillsborough</u>	
Signature of Applicant <u>[Signature]</u>	
Signature of Notary Public <u>* by Thomas Ewing</u>	



COM USE ONLY	
Datatel ID Number: _____	
Approved _____	
Not Approved Return to Using _____ Department	
Director of Purchasing Signature _____	
Date _____	

To Whom This May Concern,

SynDaver is the sole supplier of SynDaver, SynAtomy, and SynTissue brand products worldwide. This suite of products includes "LeapFrog", a synthetic wet-tissue frog designed for middle-school, high-school and college introductory wet-lab dissection classes, "CopyCat" a feline model that includes synthetic wet-tissue abdominal organs for dissection and anatomy training, SynDaver Canine, the world's only live-animal replacement surgical model used in DVM (Doctor of Veterinary Medicine) surgical training programs, SynDaver Equine, a wet-tissue horse model used in veterinary technician and DVM programs and the SynDaver Synthetic Human - used across the globe in anatomy, medical and surgical training classes at the high-school, community college and university level. All of our products are manufactured and designed in the United States.

Any questions may be addressed to SynDaver Labs at 813-600-5530.

Regards,



Dr. Christopher Sakezles  
CEO, SynDaver  
Lead Engineer, SynDaverX  
8506 Benjamin Road  
Tampa, Florida 33634



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 22, 2024  
Subject: Appomattox Suites 11 & 13

**AGENDA ITEM DESCRIPTION:**

Approval to sell Appomattox Suite 13 and retain Appomattox Suite 11

**FUNDING SOURCE:**

N/A

**PURPOSE**

Provide real estate history and options related Appomattox Suites Facilities

**PROPOSED MOTION:**

**“I move the Board of Trustees approve the retention of Appomattox Suite 11 and proceed with the sale of Appomattox 13 as recommended by the Administration.”**

**BACKGROUND:**

College campus facilities included Appomattox suite spaces previously used to primarily accommodate meeting and office space. As new office space allowances were provided as a result of recent newly constructed buildings, the need to retain the additional space previously provided in the Appomattox complex has changed. Therefore, previously owned Suites 3, 4, 5, 6 & 16 were sold leaving Suites 11 & 13 on the commercial real estate market. While market conditions slowed for the sale of commercial real estate, recent offers to purchase Units 11 & 13 with options have been presented for consideration. Based on the offer presented coupled with the need to retain Unit 11 for additional Program Management office space supporting continued construction projects recently approved in the 2023 Bond, it is the recommendation of COM Administration to retain Appomattox Suite 11 and proceed with the sale of Appomattox 13. A final Sales Agreement for Unit 13 will be presented to the Board Chair once negotiations are complete should the Board provide approval to proceed with the subject recommendation.

**Attachments:**

1. Facility Services – Appomattox Suite Presentation



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 22, 2024  
Subject: Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

Approval of final construction documents for the Doyle Administration Building – Shell Space Build-Out

**FUNDING SOURCE:**

2018 Bond Funds

**PURPOSE**

Approve the final construction documents for Doyle Administration Building – 2<sup>nd</sup> Floor Shell Space Build-Out as presented by Joiner Architects to proceed with the procurement phase in selecting a contractor.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve the final construction documents for the Doyle Administration Building - 2<sup>nd</sup> Floor Shell Space Build-Out Project, as presented, and attached.**

**BACKGROUND:**

As the Architect of record, Joiner Architects is presenting the final construction documents for the Doyle Administration Building - 2<sup>nd</sup> Floor Shell Space. It is the recommendation of COM Administration to approve the subject recommendation to proceed to the procurement and contractor selection phase of the project.

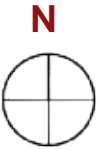
**Attachments:**

1. Joiner Architects Presentation

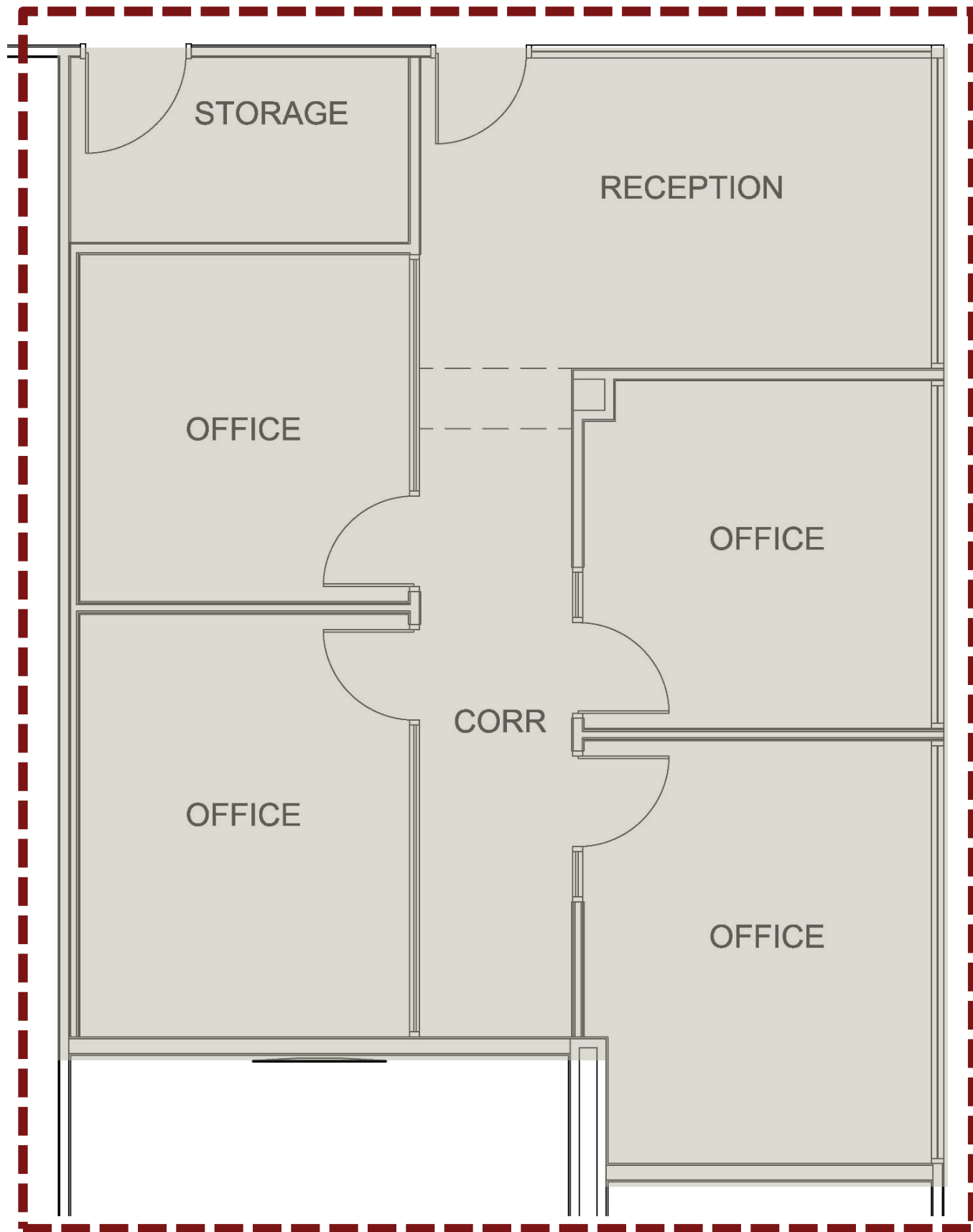
College of the Mainland | Second Floor Shell Buildout  
**DOYLE FAMILY ADMINISTRATION BUILDING**





# Site Aerial Image



# Revised Second Floor Plan

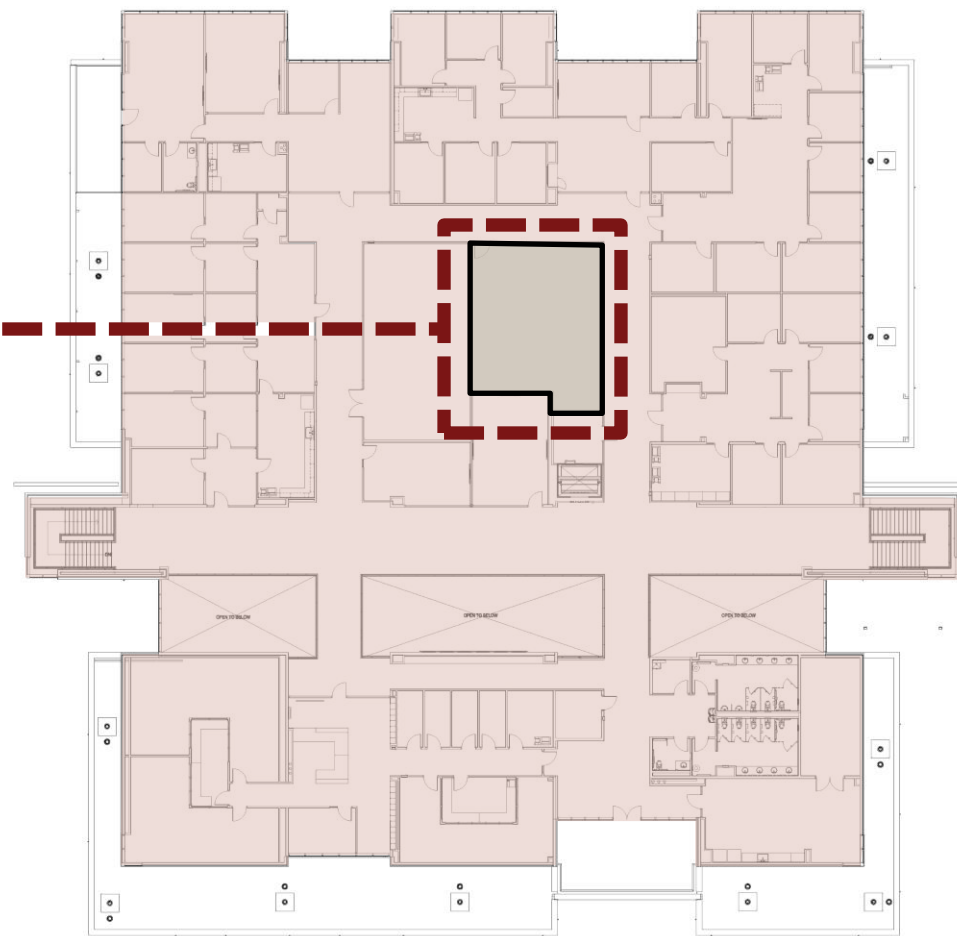


## PLAN LEGEND:

-  EXISTING BUILDING – 29,955 SF (NO WORK)
-  AREA OF SHELL BUILDOUT – 970 SF

## GENERAL NOTES:

- ACOUSTICAL PARTITIONS TO BE PROVIDED BETWEEN OFFICE SPACES.
- SUITE TO RECEIVE NEW FLOOR, WALL, AND CEILING FINISHES THROUGHOUT. FINISHES TO MATCH EXISTING.
- UPGRADED CEILING FINISH AT RECEPTION.
- OPAQUE OFFICE WINDOW FILM ALONG CORRIDORS.



# Total Anticipated Project Cost



Construction Estimate (\$165/SF)	\$	160,050
Architectural & Engineering Design Fees	\$	18,000
HVAC System Testing & Balancing	\$	5,000
Building Commissioning	\$	3,000
Technology & Security Equipment	\$	10,000
Accessibility Review & Inspection	\$	3,000
Fixtures, Furniture & Equipment	\$	25,000
	<b>TOTAL \$</b>	<b>224,050</b>

**THANK YOU**

**JOINER**  
ARCHITECTS



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 22, 2024  
Subject: Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

Approval of Design Development for the STEAM Building – 4<sup>th</sup> Floor Shell Space Build-Out

**FUNDING SOURCE:**

2018 Bond Funds

**PURPOSE**

Approve the Design Development Plans for the STEAM Building – 4<sup>th</sup> Floor Shell Space Build-Out as presented by Joiner Architects.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve the Design Development Plans for the STEAM Building – 4<sup>th</sup> Floor Shell Space Buildout Project, as presented, and attached.**

**BACKGROUND:**

As the Architect of record, Joiner Architects is presenting the Design Development Plans for the STEAM Building – 4<sup>th</sup> Floor Shell Space Build-Out. It is the recommendation of COM Administration to approve the subject recommendation.

**Attachments:**

1. Joiner Architects Design Development Presentation



# Site Aerial Image



EMMETT F. LOWRY EXPRESSWAY

N. AMBURN ROAD

AREA OF WORK

College of the  
Mainland  
Campus

MONTICELLO DRIVE



# Revised Fourth Floor Plan

## GENERAL NOTES:

- NEW FINISHES THROUGHOUT SHELL BUILDOUT.
- NEW ELECTRICAL DEVICES, LED LIGHTING, ACCESS CONTROL, AND FIRE ALARM DEVICES THROUGHOUT SHELL BUILDOUT.
- LOCKING SECURITY DOOR HARDWARE AT CLASSROOMS/LABS/OFFICES.
- ROLLER SHADES AT ALL EXTERIOR WINDOWS.

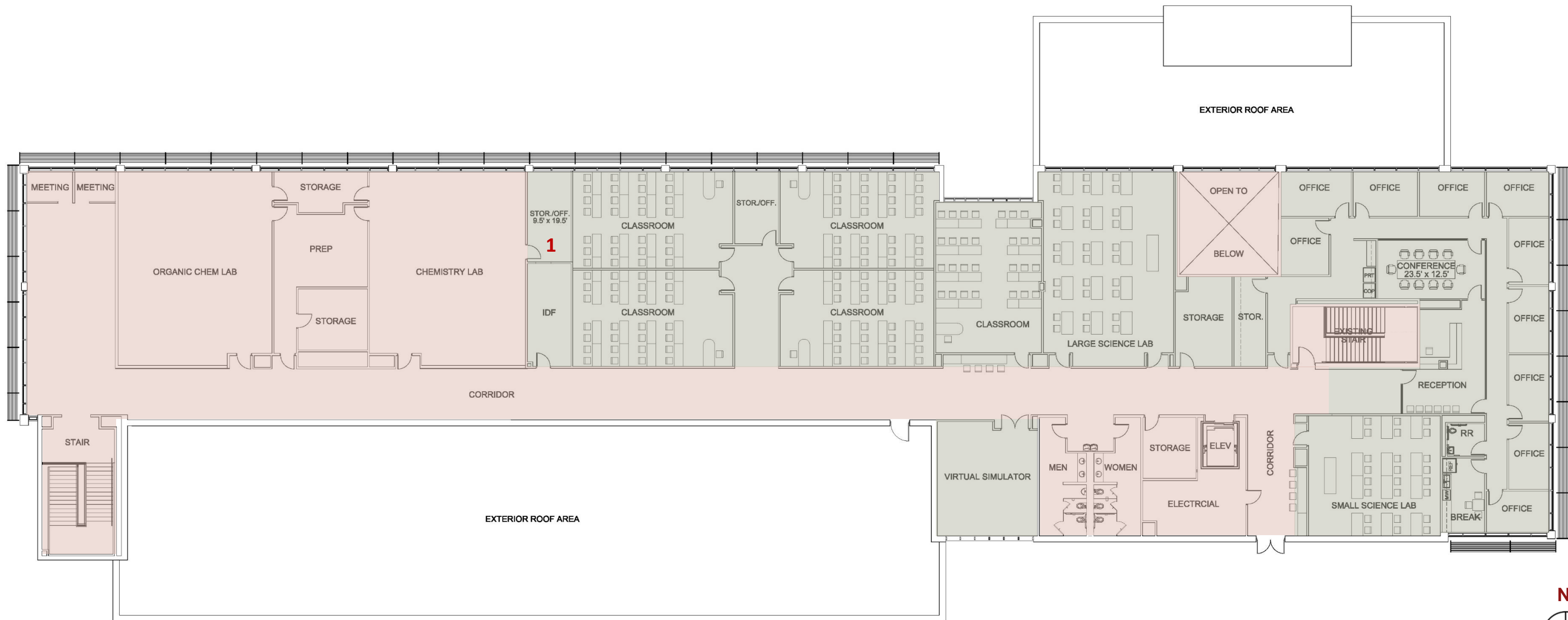
## PLAN LEGEND:



EXISTING BUILDING - 12,278 SF  
(NO WORK)



AREA OF SHELL BUILDOUT – 10,772 SF



N



# Total Anticipated Project Cost



Construction Estimate (\$179/SF)	\$	1,925,054
Architectural & Engineering Design Fees	\$	134,754
HVAC System Testing & Balancing	\$	25,000
Building Commissioning	\$	25,000
Technology & Security Equipment	\$	77,000
Accessibility Review & Inspection	\$	4,000
Fixtures, Furniture & Equipment	\$	144,400
<b>TOTAL</b>		<b>\$ 2,335,208</b>

**THANK YOU**

**JOINER**  
ARCHITECTS



PRESIDENT'S OFFICE

## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 5, 2024  
Subject: 2024-2025 Plan Year Insurance Renewals

### AGENDA ITEM DESCRIPTION:

Consideration of and possible approval of the 2024-2025 Plan Year Police Professional, Flood, Auto, Professional, General, Employee Benefit, and Cyber/Privacy Insurance Renewals.

### PURPOSE

To provide sufficient liability insurance for all appropriate areas of liability.

### FUNDING SOURCE:

2023-2024 Budget

### PROPOSED MOTION:

***Suggested motion:*** “I move the Board of Trustees approve the 2024-2025 Police Professional, Flood, Auto, Professional, General, Employee Benefit and Cyber/Privacy Insurance Renewals as stated in the 2024-2025 Proposal Analysis for an amount not to exceed \$185,000.00 to be paid from FY23-24 operating budget.”

### BACKGROUND

In February of 2020, the Board approved a contract award to Texas First Insurance and TASB based on results of a Request for Proposal for property and liability insurance. Previously, the College's appointed Risk Manager coordinated with the College's insurance consultant, RWL Group, to obtain, prepare and submit a schedule of annual liability insurance renewals for all appropriate areas of liability. Based on that experience, the recommended coverage from Texas First Insurance and TASB is indicated on the attached proposal analyses for the 24-25 renewal period.

### ATTACHMENTS

1. 2024-2025 Proposal Analysis for Renewal
2. 2024-2025 Texas First Insurance Police Professional Liability Documents
3. 2024-2025 TASB Auto, Professional, General, Employee Benefit, and Cyber/Privacy Documents

COLLEGE OF THE MAINLAND  
 PROPOSAL ANALYSIS: INSURANCE PLAN YEAR 2024-2025  
 POLICE PROFESSIONAL, FLOOD, AUTO, PROFESSIONAL GENERAL, EMPLOYEE BENEFITS, CYBER/PRIVACY

TEXAS FIRST INSURANCE (TFI)											
EXPIRING					RENEWING						
Insurer	Line	Limits	Deductibles	Premiums	Insurer	Line	Limits	Deductibles	Premiums		
Indian Harbor Insurance	Law Enforcement	\$2M/Claim	\$5K/Claim	12,616	Indian Harbor Insurance	Law Enforcement	\$2M/Claim	\$5K/Claim	13,728		
Various Insurers	NFIP	Various	Various	83,000	Various	NFIP	Various	Various	70,000		
				<b>TFI Total:</b>	<b>95,616</b>					<b>TFI Total:</b>	<b>83,728</b>

TEXAS ASSOCIATION OF SCHOOL BOARDS (TASB)											
EXPIRING					RENEWING						
Insurer	Line	Limits	Deductibles	Premiums	Insurer	Line	Limits	Deductibles	Premiums		
TASB	Auto Liability	\$1M	\$1K	10,076	TASB	Auto Liability	\$1M	\$1K	8,774		
TASB	Auto Physical Damage	ACV	\$1K	6,337	TASB	Auto Physical Damage	ACV	\$1K	6,252		
TASB	Professional	\$1M	\$100K	55,235	TASB	Professional	\$1M	\$100K	63,520		
TASB	General	\$1M	\$0	included in PL	TASB	General	\$1M	\$0	included in PL		
TASB	Employee Benefits	\$100K	\$0	included in PL	TASB	Employee Benefits	\$100K	\$0	included in PL		
TASB	Cyber/Privacy Info	\$250K	\$0	3,500	TASB	Cyber/Privacy Info	\$500K	\$0	12,500		
				<b>TASB Total:</b>	<b>75,148</b>					<b>TASB Total:</b>	<b>91,046</b>

Total of TFI and TASB: 170,764

Total of TFI and TASB: 174,774

# College of the Mainland

Presented By:

**Craig Watt, CIC**

January 5, 2024



**Texas City Location:**

7900 Emmett F. Lowry Expressway  
Texas City, Texas 77591  
(409) 934-8000, (800) 561-5211

**Houston Location:**

11757 Katy Frwy., Ste. 100  
Houston TX 77079-1733  
(281) 596-9200, (844) 271-7048

**[www.texasfirst.insurance](http://www.texasfirst.insurance)**

**Texas First Insurance  
Service Team for College of the Mainland**

**Craig Watt, CIC  
Executive Producer  
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**Jerry Blystone, CIC  
President  
409-934-8027  
jerry.blystone@texasfirst.insurance**

## Service Considerations

### **About Texas First Insurance**

Texas First Insurance, founded in 1925, is one of the largest independent insurance agencies in Galveston County and Southeast Texas. Dedication to professionalism is demonstrated by the level of education provided to our staff. Multiple designations are held including Certified Insurance Counselors (CIC), Accredited Customer Service Representative (ACSR), Texas Independent Insurance Adviser (TIIA), Certified Insurance Service Representative (CISR), and Construction Risk and Insurance Specialist (CRIS).

### **Risk Management**

Insurance is only one part of your total risk control program. Training, certifications, and loss control services are critical to protecting your company and employees. Through our relationships with loss control consultants, you have access to a comprehensive array of services that can be tailored to meet your needs.

### **Human Resource Services**

One of the most overlooked areas of a business is with compliance with labor laws, policies, procedures, and training. Let Texas First put you with a human resource expert to help reduce your exposure to potential fines, penalties, and lawsuits.

### **Employee Benefits**

Our nationally recognized benefits department can provide you a strategy for a cost effective program that will assist you in employee recruitment and retention. Our service team will assist you and your employees with enrollment, claims, and service issues.

### **Surety Bonding**

Surety Bonds are a highly specialized line of business so Texas First created a department exclusively focused on the surety bonding needs of our clients. Our staff has extensive surety company underwriting experience which allows us to provide industry specific knowledge and better timely service.

### **Claims Management**

We maintain a full time claims department in our office. Simply report the claim and we handle all of the work.

### **24/7 Internet Access**

We can provide our clients with 24/7 internet access to online certificates of insurance and auto ID cards with InsurLink.

# Professional Liability

**TEXAS FIRST INSURANCE**

Texas First Insurance - Texas City  
7900 Emmett F Lowry Expy  
Texas City, TX 77591

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Re: College of the Mainland Campus Police Department, Ref# 12056892-A  
Proposed Effective 2/28/2024 to 2/28/2025

Dear : JD

We are pleased to confirm the attached quotation for Professional Liability being offered with **Indian Harbor Insurance Company**. This carrier is **Non-Admitted** in the state of **TX**. Please note that this quotation is based on the coverage, terms and conditions as stated in the attached quotation, which may be different from those requested in your original submission. As you are the representative of the Insured, it is incumbent upon you to review the terms of this quotation carefully with your Insured, and reconcile any differences from the terms requested in the original submission. CRC Insurance Services, Inc. disclaims any responsibility for your failure to reconcile with the Insured any differences between the terms quoted as per the attached and those terms originally requested. The attached quotation may not be bound without a fully executed CRC brokerage agreement.

**NOTE: The Insurance Carrier indicated in this quotation reserves the right, at its sole discretion, to amend or withdraw this quotation if it becomes aware of any new, corrected or updated information that is believed to be a material change and consequently would change the original underwriting decision.**

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Should coverage be elected as quoted per the attached, Premium and Commission are as follows:

<b>Premium:</b>	<b>\$12,843.00</b>
Policy Fee	\$245.00
Surplus Lines Tax	\$634.77
Stamping Office Fee	\$5.24

**Grand Total: \$13,728.01**

<b><i>Option to Elect Terrorism Coverage</i></b>
<b>TRIPRA Premium: NOT APPLICABLE</b>
<b>Additional Taxes:</b>
<b>Total Including TRIA(if elected) \$13,728.01</b>

**MEP: 25%**

## Police Professional Liability

**Proposed Insured:** College of the Mainland Campus Police Department  
1200 Amburn Road  
Texas City, TX 77591

**Application #:** PPL0952533-05-REN

Thank you very much for your submission. Based upon the information received and subject to the limitations outlined below, we are pleased to offer the following:

### QUOTATION

**Coverage:** See coverage form PGU PPL OCC 2001 (04/2017) for terms, conditions and limitations

**Form:** Occurrence

**Insurer Information:** Indian Harbor Insurance Company  
A member of the AXA XL Group of Companies  
Best Rating: A+  
Surplus Lines Insurer

**Filings / Taxes:** PGU Not Responsible For Tax Filings

**Quotation / Indication valid until:** 2/28/2024

# Police Professional Liability

**Proposed Insured:** College of the Mainland Campus Police Department

Terms	Limits	Retention each claim including LAE	Premium
Maximum Limit of Liability, Each Occurrence	\$1,000,000	\$5,000	\$9,513.00
Maximum Aggregate Limit of Liability	\$1,000,000		
<b>Features/Enhancements</b>			
Punitive Damages		See Retentions Above	Included
<b>Optional Increased Limits</b>			<b>Additional Premium</b>
	2,000,000 CSL		\$3,330.00
	3,000,000 CSL		N/A
	4,000,000 CSL		N/A
	5,000,000 CSL		N/A

# Police Professional Liability

Proposed Insured: College of the Mainland Campus Police Department

## SUBJECTIVITIES - WE MUST BE PROVIDED WITH THESE ITEMS BEFORE COVERAGE CAN BE BOUND:

### Reminders:

A written request is required to bind coverage.

Backdating of coverage is not allowed.

See attached Coverage Features attachment for additional information.

Limits, retentions, terms and conditions quoted do not necessarily match those requested.

This proposal contains a brief outline of coverages to be included in any policy that may be issued in the future.

This is only a summary and the Terms and Conditions of any policy will take precedence over any proposal.

Minimum Earned Premium is the GREATER of \$1,500 or 25% of annual premium.

We will not cancel flat after inception date.

Engineering Fee is non-refundable.

### Applicable Forms: (Other forms may apply. Consult Underwriter for details.)

PN TX 01b 05 20	Notice to Policyholders - Texas Important Notice
PGU PPL OCC 2000 08 19	Police Professional Liability Declarations Page - Occurrence
IL MP 9104 0314 IHIC 03 14	In Witness
PGU 2002 04 17	Schedule of Policy Forms and Endorsements
PGU PPL OCC 2001 04 17	Police Professional Liability Occurrence Policy
PGU PPL OCC 1051 04 17	Minimum Earned Premium
PGU PPL OCC 1083 04 17	Punitive Damages - Full Coverage Most Favorable Venue
PGU 1133 01 22	US Professional Indemnity - Cyber Exclusion
XL-TXSOP 11 10	Service of Process
PN CW 01 01 22	Notice to Policyholders - Fraud Notice
PN CW 02 01 19	Notice to Policyholders - Privacy Policy
PN CW 05 05 19	Notice to Policyholders - U.S. Treasury Department's Office of Foreign Assets Control ("OFAC")

## Important

In order to properly protect your business from financial loss, your insurance agent must be kept up-to-date on your business activities.

While your policies may be very broad in scope and provide limited automatic coverage in certain areas, we can serve you best if you will keep us informed about anticipated changes in your operations.

For example:

- Changes in Locations or Company Name
- Newly acquired / Newly Formed Entities Including Joint Ventures
- Foreign Exposures
- New Product Lines
- New Contracts or Leases
- Vehicles Changes
- Acquisition or Disposal of Real or Personal Property
- Vacancy or Occupancy of Any Insured Building

This is a summary of coverages and amounts that have been prepared for you as a reference for your consideration.

- It is intended to provide only a general description of coverages afforded under your insurance policy and is not a statement of contract
- In the event of a possible variance between the contents of this summary and the terms and conditions of the policy, the policy will control.

We appreciate your time and cooperation and look forward to providing the commercial insurance coverages your firm deserves.

# Coverage Checklist

Property					Automobile		
Basic	Broad	Special	Theft	*RCV			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building	<input type="checkbox"/>	Liability
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business Personal Property	<input type="checkbox"/>	Physical Damage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property of Others (Bailees)	<input type="checkbox"/>	Garage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business Income	<input type="checkbox"/>	Garage Keepers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extra Expense	<input type="checkbox"/>	Hired & Non-Owned Liability
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loss of Rents	<input type="checkbox"/>	Hired Auto Physical Damage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduled Glass	<input type="checkbox"/>	Phones/2-Way Radios
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer Equipment	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valuable Papers	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spoilage	<b>Workers' Compensation</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accounts Receivable		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awnings	<input type="checkbox"/>	Statutory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fences	<input type="checkbox"/>	USL&H
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs	<input type="checkbox"/>	Maritime
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building Ordinance Law	<input type="checkbox"/>	Other States (Limited)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Windstorm					Excess/Umbrella		
				*RCV			
<input type="checkbox"/>				<input type="checkbox"/>	Building	<input type="checkbox"/>	Excess
<input type="checkbox"/>				<input type="checkbox"/>	Business Personal Property	<input type="checkbox"/>	Umbrella
<input type="checkbox"/>				<input type="checkbox"/>	Increased Cost of Construction		<b>Equipment Breakdown</b>
<input type="checkbox"/>				<input type="checkbox"/>			
<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>	Boiler & Machinery
Flood					Crime		
				<input type="checkbox"/>	Building	<input type="checkbox"/>	Employee Dishonesty
				<input type="checkbox"/>	Business Personal Property	<input type="checkbox"/>	Robbery & Burglary
				<input type="checkbox"/>		<input type="checkbox"/>	
General Liability					Inland Marine		
				<input type="checkbox"/>	Premises	<input type="checkbox"/>	Mobile Equipment
				<input type="checkbox"/>	Products & Completed Operations	<input type="checkbox"/>	Builder's Risk
				<input type="checkbox"/>	Liquor Liability	<input type="checkbox"/>	Installation Floater
				<input type="checkbox"/>	Personal Injury	<input type="checkbox"/>	Property in Transit
				<input type="checkbox"/>	Employee Benefits Liability	<input type="checkbox"/>	
				<input type="checkbox"/>	Employment Practices Liability		<b>Life &amp; Health</b>
				<input type="checkbox"/>	Fiduciary Responsibility Coverage	Group	Individual
				<input checked="" type="checkbox"/>	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	Wrap Up Programs	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	Pollution Liability	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	Foreign Liability		
				<input type="checkbox"/>	Cyber	<b>Surety Bonding</b>	
				<input type="checkbox"/>		<input type="checkbox"/>	Contract Bonds
				<input type="checkbox"/>		<input type="checkbox"/>	Commercial Bonds

**IMPORTANT:** This checklist is provided to inform that other coverages are available. This form is not a part of the policy and is not to be substituted for the policy. In the event of any discrepancy between the policy and this form, the policy takes precedence. This form does not list all coverages that are available but is provided as a courtesy so that you may reflect on the coverages which are available and advise our agency if you wish us to add any additional coverage, additional limits, additional perils or policies to your insurance program.

\*RCV (Replacement Cost Coverage)

# Disclosure Statement

## Coverage

This presentation is designed to give you an overview of the insurance coverage we recommend for your company. It is meant only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies that will be written for you. Please refer to your specific insurance contracts for details on coverages, conditions, and exclusions.

## Service Fees and Reimbursements

Our agency may provide certain services that you request or that are necessary to place or maintain your insurance. Sections 550.001, 4005.003 and 4005.004 of the Texas Insurance Code authorize us to charge a fee for services if we obtain your written consent prior to providing the service or incurring the expense. The fee may be charged in addition to any commission we may receive from the insurance company providing the insurance coverage. In some cases where we charge a fee and also receive compensation from an insurer or other third party, we are required to disclose this fact to you. The purpose of this Disclosure Statement is to comply with these requirements. You agree to pay the amount indicated as compensation for the services provided or expenses incurred. We may charge you an agent fee in addition to commission or an agent fee in lieu of commission.

We could also receive a contingent commission, profit sharing or non-financial reward, computed annually and based on the amount of premium and profitability of all the insurance business we place through the insurer. This compensation is not guaranteed.

## Premium Comparison

<b>Policies</b>	<b>Current</b>	<b>Proposed</b>
<b>Professional Liability</b>	\$ 12,616.18	\$ 13,728.01



December 15, 2023

Trudy Trochesset

College of the Mainland

Dear Trudy Trochesset,

The TASB Risk Management Fund is pleased to provide the following proposal for renewing your coverage for the coming year. The proposal reflects the Fund's on-going commitment to the risk sharing partnership among its more than 1,000 members.

The Fund is the oldest and largest governmental risk pool serving public schools and other educational entities in Texas. The Fund is governed by a 19-member board of school trustees, superintendents, and administrators from member districts. The Board ensures the Fund remains financially strong and responsive to member needs.

Fund programs and coverages continue to support the risks shared by Fund members but also reflect the challenging environments that Fund members face today. Highlights of this year's program changes include:

- Significant cost pressures for **Property coverage** continue due to severe and unpredictable weather, increases in the value of covered buildings, and inflationary pressures increasing the cost of claims. The Fund's Board again authorized the use of up to \$12 million of Members' Equity, or fund balance, to mitigate the impact of higher costs to members.
- Members of the **Privacy & Information Security** program continue to improve cyber risk management practices, so the **cyber limit is doubled to \$500,000**, up from \$250,000, this year. To support the increased limit for all Fund members, contributions will increase slightly. To ensure there are no barriers to promptly reporting cyber events, the Fund's coverage program has no deductible for members.
- **Workers' Compensation and Unemployment Compensation rates will remain steady** for most members. Changes in contributions will reflect significant changes in payroll, staffing, or loss histories for some members.
- With claims returning to or exceeding pre-pandemic levels, **Auto and School Liability rates will increase** due to increased claims expenses related to higher costs for legal services and auto repair parts and labor.

The coverage proposal on the following pages includes terms and contribution amounts for the programs in which your organization participates. A summary of coverage changes and updates to the Fund's Coverage Agreements is included in this proposal. Coverage Agreements can also be accessed on the Fund's website.

Please review all terms, provisions, and features of this renewal proposal. When ready, you may accept your renewal proposal by signing the Contribution & Coverage Summary (CCS) and returning it by email to me or to [TASBRMF@tasbrmf.org](mailto:TASBRMF@tasbrmf.org). You may also complete the electronic acceptance using the link in the renewal email sent to the designated Program Contact.

**Please note, if you take no action, coverage will automatically renew under the terms of this renewal proposal. If you wish to terminate coverage, the Fund must receive written notice of termination at least 30 days prior to your renewal date.** If you are unsure of your plans to renew or have questions about this renewal proposal or any aspect of your Fund membership, please contact Rosa Brown or any member of TASB's Underwriting or Marketing teams at 800.482.7276.

Thank you for your membership in the TASB Risk Management Fund and your partnership with all Fund members. The Fund is proud to be your partner in managing risks and serving the students in your community.

Sincerely,  
Rosa Brown  
Senior Risk Management Consultant  
Division of Underwriting & Marketing  
Texas Association of Schools Boards, Inc.

TASB Risk Management Fund  
12007 Research Blvd., Austin, Texas 78759-2439  
P.O. Box 301, Austin, Texas 78767-0301  
Toll-Free: 800.482.7276 | Austin area: 1 (512) 505-2810

CC:

## Notification of Coverage Changes and Clarifications

Effective September 1, 2023

As a part of the annual coverage review, the TASB Risk Management Fund (Fund) implemented the following coverage changes and clarifications for all renewals taking effect on or after September 1, 2023. This document is a summary of changes and clarifications only; please carefully review the full text of all Fund Coverage Agreements and any applicable Contribution and Coverage Summary (CCS).

### Automobile Liability & Physical Damage Coverage Agreement

- Under Part A, § 3 **Defined Terms**, a new § 3.10 provision was added to define the term “Volunteer.”
- Under Part C, § 9.3 **Supplemental Coverage**, a revision expands coverage to increase rental reimbursement when a private passenger Covered Automobile is stolen to \$50 a day and \$1,500 in total.
- Under Part D, § 21 **Miscellaneous Terms**, a new § 21.2 provision was added to clarify that the member assigns all subrogation-related rights of recovery to the Fund as indicated in the Interlocal Participation Agreement (IPA).

### School Liability Coverage Agreement

- Under Part A, § 3.6 **Claim**, a clarification was made that a defined Claim does not include any litigation first filed by the Fund Member (except Individual with Disabilities Education Act appeals). Additionally, a revision was made that there is no coverage for a Claim resulting from litigation by the Fund Member against an otherwise Covered Person. A new § 5.9 **Fund Member versus Covered Person** exclusion was added that indicates the same.
- Under Part A, § 3 **Defined Terms**, a new § 3.13 provision was added to define the term “Volunteer.”
- Under Part F, § 17.4 **No accumulation of limits**, a revision was made that this provision applies to coverage limits only, not coverages. To support this revision, § 20.1 **Multiple lines** was revised to clarify that there is no accumulation or stacking of liability limits.
- Under Part F, § 19.7 **Pollutants**, a clarification was made that excluded pollutants specifically include Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS).
- Under Part F, a new § 19.18 provision was added that excludes any Damages or Claim Expense arising from infectious diseases. However, this exclusion does not apply to a Claim arising from a Fund Member’s compliance with governmental health orders, but a sublimit of \$1,000,000 will be added for Damages and Claim Expense for such Claims.
- Under Part F, a new § 19.19 provision was added that excludes any Damages or Claim Expense arising from a cyber privacy or security event or any incident related to electronic data. Please note that the Fund’s Privacy & Information Security Coverage Agreement includes third-party coverage under Part B, § 3.3 Liability for Claims for Data & Network Liability, Regulatory Defense & Penalties, and Payment Card Industry Liabilities & Costs.

### Property Coverage Agreement

- Under Part B, § 4 **Payment for Damage**, a revision and clarification were added that the Fund Member must elect to receive repair/replacement cost or actual cash value cost within 90 days of the Fund issuing an initial estimate of Damage.
- Under Part B, § 4.1(E), a new provision was added that requires the Fund Member to promptly submit invoices to the Fund for reimbursement—no later than 90 days from the Fund Member’s payment.
- Under Part C, § 8.4 **Property of others**, a clarification was made that leased portable buildings are not excluded. This clarification follows previous underwriting and claim practice.
- Under Part G, § 14 **No Transfer of Interest**, a revision was made to emphasize the Fund Member’s existing IPA obligations regarding that no assignment is allowed by the Fund Member and that the Fund Member must communicate directly with the Fund and not through third parties.
- Under Part G, a new § 15 provision was added to clarify that the member assigns all subrogation-related rights of recovery to the Fund as indicated in the IPA.
- In addition to the changes to the Coverage Agreement noted above, new terms addressing Limit Elimination have been added to the Property Coverage Provisions in this Contribution & Coverage Summary.

### Privacy & Information Security Coverage Agreement

- Under Part C, § 4.29 (A) **Fraudulent Instruction**, a revision was made disallowing the use of or reliance on contact information contained in any payment-related instruction for authentication purposes.
- Under Part E, § 6.2 **Limit per line of sub-line of coverage**, a revision was made reducing **Fraudulent Instruction** limits of liability to \$100,000 from \$250,000.

### Violent Act Coverage

- Under § 3.2 (A) **Post Event Emergency Costs**, a clarification was made that overtime pay and temporary staff costs after a Violent Act Event are reimbursable, including overtime pay for staff counselors where permitted.
- Under § 4.6 **Student altercation or suicide**, a clarification was made that coverage is available if any occurrence otherwise qualifies as a Violent Act Event.



## College of the Mainland

### Contribution & Coverage Summary (CCS) Participation Period: 3/1/2024 through 2/28/2025

The following is a summary of coverages, limits, deductibles, and contribution amounts. More information about coverage, limits, deductibles, terms, and conditions are found on the following pages and are part of this CCS. Please review all pages of this CCS document and associated Fund Coverage Agreements.

This is not a declarations page. The Fund is not insurance but a self-insured risk pool through which members agree to share risk and actively participate in their contractual obligations as a member of the Fund.

Coverage	Limit	Deductible	Contribution
Automobile Liability	\$1M Combined Single Limit	\$1,000	\$8,774
Automobile Physical Damage	Actual Cash Value	See Automobile Coverage Summary	\$6,252
School Liability including Professional Legal, General, and Employee Benefits Liability	See School Liability Coverage Summary	See School Liability Coverage Summary	\$63,520
Privacy & Information Security	\$500,000	\$0	\$12,500
<b>Total Contribution</b>			<b>\$91,046</b>

**THIS IS NOT AN INVOICE.** The TASB Risk Management Fund will issue an invoice when coverage is accepted by the Member. Total Contribution is an estimate and is subject to exposure audit.



## College of the Mainland

### Automobile Coverage Summary Participation Period: 3/1/2024 through 2/28/2025 Total Automobile Contribution: \$15,026

The following is an overview of the limits and deductibles for risks associated with the ownership, maintenance, or use of Covered Automobiles. The Fund's Coverage Agreement includes additional coverages, limits, exclusions, and terms for this Participation Period.

Coverage	Limit	Deductible
Automobile Liability	\$1M Combined Single Limit	\$1,000
Automobile Physical Damage - Collision	Actual Cash Value	\$1,000
Automobile Physical Damage - Comprehensive	Actual Cash Value	\$1,000
Automobile Physical Damage - Catastrophic	Actual Cash Value	\$5,000

#### Excluded Vehicles

VIN	Year	Make	Model/Description	Exclusion

None

### Automobile Terms & Conditions

**Statement of Values:** The Fund Member has provided the Fund with the most complete and accurate listing of vehicles owned and leased by the Fund Member and will make this listing current throughout the Participation Period. The Fund Member agrees to allow the Fund to conduct vehicle appraisals of the Fund Members' fleet periodically and agrees to accept values provided by the Fund, if any.

**Salvage:** The Fund will have the right, at its discretion, to exercise rights of salvage to any damaged property paid for or replaced under the terms of this Agreement.

**Excluded Vehicles:** Vehicles specifically listed on this CCS are excluded from all Automobile coverage as noted under 'Exclusion.'



## College of the Mainland

### School Liability Coverage Summary Participation Period: 3/1/2024 through 2/28/2025 Total School Liability Contribution: \$63,520

The following is an overview of the limits and deductibles for legal, general, and other liability risks. The Fund's Coverage Agreement includes additional coverages, limits, exclusions, and terms for this Participation Period.

Coverage	Limit	Deductible
<b>Professional Legal Liability</b> Subject to \$1,000,000 Maximum Annual Aggregate	\$1,000,000	\$100,000
<b>General Liability</b>	\$1,000,000	\$0
<b>Employee Benefits Liability</b>	\$100,000	\$0

### School Liability Coverage Provisions

**Known Prior Acts:** As indicated in the School Liability Coverage Agreement, including in Section 4.1, the Fund Member agrees that all known prior acts (including previously reported acts) that may result in a legal claim against the Fund Member have been fully disclosed to prior carriers, including the Fund, and no coverage will apply to these acts under this CCS. However, this CCS does not void coverage afforded to the Fund Member under any previous CCS.

**Fund-requested Settlement Contributions:** As indicated in the School Liability Coverage Agreement, including Section 4.6, the Fund may request a monetary or non-pecuniary contribution from the Fund Member to address the portion of a Claim that is not covered by the Coverage Agreement so that the Fund can settle the Claim in its entirety. Any refusal by the Fund Member to contribute to the settlement as requested by the Fund will result in the Fund Member being responsible for further defense costs and indemnity payments other than what the Fund would have paid.



## College of the Mainland

### Privacy & Information Security Coverage Summary Participation Period: 3/1/2024 through 2/28/2025 Total Privacy & Information Security Contribution: \$12,500

The following is an overview of the limits and deductibles for privacy and information security risks. The Fund's Coverage Agreement includes additional coverages, limits, exclusions, and terms for this Participation Period.

Coverage	Aggregate Limit Per Event	Deductible
Privacy & Information Security	\$500,000	\$0

### Privacy & Information Security Conditions

**No Known Losses:** Fund Member certifies that all known or reported events occurring prior to the effective date of this coverage, as applicable, which it is reasonably believed may result in a claim under this Coverage have been fully disclosed or reported.



## Program Coordinators

The Fund Member is required to designate a Program Coordinator (Coordinator) with express authority to represent and bind the Fund Member in all program matters. Below are the current Coordinators associated with the Fund Member. If a Coordinator's name and e-mail address are not listed or the Coordinator identified needs to be updated, please provide updated information to the Fund as soon as possible or include updates on this document.

### Current Program Coordinators

Program	Name	Title	E-mail
TASB RMF-Auto	Trudy Trochesset	Controller	ttrochesset@com.edu
TASB RMF-Unemployment Compensation	Michael McGee	Executive Director of Human Resources	mmcgee5@com.edu
TASB RMF-Liability	Trudy Trochesset	Controller	ttrochesset@com.edu
TASB RMF-Workers' Compensation	Michael McGee	Executive Director of Human Resources	mmcgee5@com.edu

### Program Coordinator Updates

Program	Name	Title	E-mail

If accepting this proposal electronically, you may scan and email this page to [tasbrmf@tasbrmf.org](mailto:tasbrmf@tasbrmf.org) to provide Program Coordinator updates.



## Contribution & Coverage Summary General Provisions

**Coverage:** This CCS and the Fund’s corresponding Coverage Agreements for this Participation Period outline the coverage terms and limits.

**Claims Reporting:** The Fund Member will provide to the Fund timely notice of all claims as required in the Interlocal Participation Agreement, the applicable Fund Coverage Agreement, and this CCS. The lack of timely notice may result in a loss of coverage.

**Definitions:** Any terms not defined in this CCS will use the definition for that term from the corresponding Fund Coverage Agreement.

**Payment:** The Fund Member agrees to pay contributions based on a plan developed by the Fund. All contributions are payable upon receipt of an invoice from the Fund. The Fund will determine the contribution for each program and how each contribution is applied.

**Termination:** In addition to any CCS-specific provisions, the Interlocal Participation Agreement outlines the termination-related provisions that govern this CCS. These provisions include that this CCS may be terminated by either party, with termination effective at the end of the Participation Period, by giving written notice to the other party no later than 30 days before the end of the Participation Period. If the Fund Member ceases to be an Active or Associate member of the Texas Association of School Boards, Inc., this CCS will terminate at the end of the Participation Period, and the Fund will not offer a renewal CCS. If neither party terminates this CCS, any renewal CCS offered by the Fund becomes effective based on the terms of the renewal CCS and will bind the Fund Member.

### Fund Member Authorization:

I approve this Contribution and Coverage Summary (CCS) and certify that this information is correct. I affirm that I am duly authorized to approve this CCS and that I have read and agree to this CCS and the Interlocal Participation Agreement.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 22, 2024  
Subject: Flat Tuition Rates

### **AGENDA ITEM DESCRIPTION:**

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

### **PURPOSE**

To adjust tuition costs to align with a flat fee tuition model.

### **FUNDING SOURCE: N/A**

### **PROPOSED MOTION:**

Motion to be acted upon: "I move the Board of Trustees approve the proposed tuition cost adjustments to align with a flat fee tuition model as presented by the administration effective Fall 2024."

### **BACKGROUND**

As discussed during the October 2023 Board of Trustees Workshop, the College is moving towards a flat tuition model to create more equitable access to fair tuition rates, simplify a student's understanding in determining what their total cost of attendance will be and to provide students with cost of attendance transparency (the tuition rate they see for a desired number of credit hours is the tuition they pay).

### **Tuition Rates**

\$77 per credit hour in-district tuition  
\$115 per credit hour out-of-district tuition  
\$138 per credit hour out-of-state tuition

### **Attachments**

1. N/A



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 22, 2024  
Subject: Flat Tuition – Dual Credit

### **AGENDA ITEM DESCRIPTION:**

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

### **PURPOSE**

To adjust Dual Credit tuition costs to align with a flat fee tuition model.

### **FUNDING SOURCE: N/A**

### **PROPOSED MOTION:**

Motion to be acted upon: “I move the Board of Trustees approve the proposed tuition cost adjustments to the Dual Credit tuition to align with a flat fee tuition model as presented by the administration effective Fall 2024.”

### **BACKGROUND**

As discussed during the October 2023 Board of Trustees Workshop, the College is moving towards a flat tuition model to create more equitable access to fair tuition rates, simplify a student’s understanding in determining what their total cost of attendance will be and to provide students with cost of attendance transparency (the tuition rate they see for a desired number of credit hours is the tuition they pay).

### **Dual Credit Rates**

\$33 per credit hour in-district dual credit  
\$45 per credit hour out-of-district dual credit

### **Attachments**

1. N/A



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 22, 2024  
Subject: Flat Tuition – Collegiate High School

### **AGENDA ITEM DESCRIPTION:**

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

### **PURPOSE**

To adjust Collegiate High School (CHS) tuition costs to align with a flat fee tuition model.

### **FUNDING SOURCE: N/A**

### **PROPOSED MOTION:**

Motion to be acted upon: “I move the Board of Trustees approve the proposed tuition cost adjustments to the Collegiate High School (CHS) Tuition to align with a flat fee tuition model as presented by the administration effective Fall 2024.”

### **BACKGROUND**

As discussed during the October 2023 Board of Trustees Workshop, the College is moving towards a flat tuition model to create more equitable access to fair tuition rates, simplify a student’s understanding in determining what their total cost of attendance will be and to provide students with cost of attendance transparency (the tuition rate they see for a desired number of credit hours is the tuition they pay).

### **Collegiate High School Rates**

\$31 per credit hour collegiate high school

### **Attachments**

1. N/A



## MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: January 5, 2024

Subject: Approval of Authorized Signatories for COM Safety Deposit Box

### **AGENDA ITEM DESCRIPTION:**

Discussion and possible action to update required signatories for COM safety deposit box, as required by Texas First Bank.

### **PURPOSE:**

To request the approval of authorized signatories for COM safety deposit box from the Board of Trustees.

### **FUNDING SOURCE:**

N/A

### **PROPOSED MOTION:**

**Suggested motion:** *“I move the Board of Trustees remove Kyle Dickson, former Chair of the Board of Trustees, as an authorized signatory on the COM safety deposit box, as required by Texas First Bank.*

*Further, I move that Don G. Gartman, Chair of the Board of Trustees, and Dr. David Wesse, Vice President for Fiscal Services, shall be added as authorized signatories on the College of the Mainland safety deposit box and that Melissa Skipworth, Secretary of the Board of Trustees, and Trudy Trochesset, Controller, shall retain signatory authority, as required by Texas First Bank.*

December 2023

# Monthly Financial Report

# Cash Situation

*(in millions)*

Gross cash balance at the end of month: \$13.3

Less pending I&S liability:

Net unrestricted cash: \$13.3

Minimum required cash : \$8.2

Excess cash above minimum: \$5.1

# Unaudited Operations

## Year to Date *(in millions)*

### Revenues

Budget:	\$42.0
Actual:	\$ 12.4

(30% earned at 33% of year)

### Expense

Budget:	\$42.0
Actual:	\$ 13.2

(31% Spent at 33% of year)



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 11, 2024  
Subject: Monthly Financial & Investment Reports

### AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the November 2023 and December 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 November 2023 and December 2023 Investment Report and the November 2023 and December 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. November 2023 Investment Discussion & Report
2. November 2023 Revenue & Expense Summary
3. November 2023 Expense by Division Report
4. December 2023 Investment Discussion & Report
5. December 2023 Revenue & Expense Summary
6. December 2023 Expense by Division Report



**INVESTMENT REPORT**  
**For the Month Ended November 2023**

**Investment discussion:**

College of the Mainland earned \$187,805 for the month of November on its short-term investments in TexPool & Logic for a total of \$380,482 investment interest earned fiscal year to date. The College earned an additional \$1 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$380,483 interest for the fiscal year to date period ending November: TexPool - \$179,148 Logic - \$201,334 and TFB - \$1.

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

**Investment Compliance Statement:**

We provide reasonable assurance that the attached listing constitutes all investments currently owned by the College of the Mainland District as of the date indicated and that all these investments and investing procedures conform to the "Public Funds Investment Act" as amended by House Bill 2459 of the 74<sup>th</sup> 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 November 2023**

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 12,192,989	\$ 2,000,000	\$ 1,000,000	56,051	13,249,040	12,761,524	5.271%
Moody	41	28,158	-	-	124	28,282	28,162	5.299%
<b>Totals</b>		<b>\$ 12,221,147</b>	<b>\$ 2,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 56,175</b>	<b>\$ 13,277,322</b>	<b>\$ 12,789,686</b>	

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

**Logic (Hilltop Securities) Investments for November 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	45	\$ 4,642,380	\$ -	\$ 103,630	21,050	4,559,800	4,606,379	5.560%
COM Pre Bond 2023	46	\$ 25,022,815	\$ -	\$ 1,443,844	110,581	23,689,552	24,199,336	5.560%
<b>Totals</b>		<b>\$ 29,665,195</b>	<b>\$ -</b>	<b>\$ 1,547,474</b>	<b>\$ 131,630</b>	<b>\$ 28,249,352</b>	<b>\$ 28,805,715</b>	
<b>Totals</b>		<b>\$ 41,886,342</b>	<b>\$ 2,000,000</b>	<b>\$ 2,547,474</b>	<b>\$ 187,806</b>	<b>\$ 41,526,673</b>	<b>\$ 41,595,401</b>	

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2023-24 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>
<b>Operating revenue</b>						
Tuition-credit	(4,543,563)	(5,927,997)	(1,384,434)	77%	(4,077,131)	(466,432)
Tuition-non-credit	(172,966)	(1,176,000)	(1,003,034)	15%	(104,719)	(68,247)
Exemptions and waivers	1,208,270	1,248,000	39,730	97%	1,066,936	141,334
Registration fees	(2,024,010)	(2,095,017)	(71,007)	97%	(1,839,528)	(184,481)
Other fees	(100,346)	(154,000)	(53,654)	65%	(86,422)	(13,924)
Grant revenue	(12,334)	(152,000)	(139,666)	8%	(59,029)	46,695
Sales and service revenue	(10,615)	(995,000)	(984,385)	1%	(17,059)	6,445
Miscellaneous revenue	(122,955)	(269,000)	(146,045)	46%	(28,231)	(94,724)
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<b><u>Totals for Operating revenue</u></b>	<b><u>(5,778,519)</u></b>	<b><u>(9,056,014)</u></b>	<b><u>(3,277,495)</u></b>	<b><u>64%</u></b>	<b><u>(5,145,184)</u></b>	<b><u>(633,334)</u></b>
<b>Non-operating revenue</b>						
State appropriation-Academic	(3,869,248)	(7,738,496)	(3,869,248)	50%	(2,227,459)	(1,641,789)
Property tax revenue	(1,392,952)	(25,032,183)	(23,639,231)	6%	(938,605)	(454,347)
Interest revenue	(178,776)	(469,000)	(290,224)	38%	(117,474)	(61,302)
FTZ reimbursement	0	(534,307)	(534,307)	0%	0	0
Renew & replace transfer out	0	830,000	830,000	0%	0	0
<b><u>Totals for Non-operating revenue</u></b>	<b><u>(5,440,976)</u></b>	<b><u>(32,943,986)</u></b>	<b><u>(27,503,010)</u></b>	<b><u>17%</u></b>	<b><u>(3,283,538)</u></b>	<b><u>(2,157,437)</u></b>
<b><u>Total Revenue</u></b>	<b><u>(11,219,495)</u></b>	<b><u>(42,000,000)</u></b>	<b><u>(30,780,505)</u></b>	<b><u>27%</u></b>	<b><u>(8,428,723)</u></b>	<b><u>(2,790,772)</u></b>

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2023-24 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>
<b>Salary and wages</b>						
Faculty full-time	1,926,905	7,963,058	6,036,153	24%	1,992,240	(65,335)
Admin full-time	443,230	1,802,001	1,358,771	25%	471,065	(27,834)
Professional full-time	2,027,355	8,390,070	6,362,715	24%	2,018,420	8,935
Classified full-time	1,024,559	4,227,727	3,203,168	24%	663,929	360,629
Part-time	687,735	3,722,477	3,034,742	18%	631,885	55,850
Salary increase	0	1,017,724	1,017,724	0%	0	0
Vacancy savings	0	(1,587,628)	(1,587,628)	0%	0	0
<b><u>Totals for Salary and wages</u></b>	<b><u>6,109,784</u></b>	<b><u>25,535,429</u></b>	<b><u>19,425,645</u></b>	<b><u>24%</u></b>	<b><u>5,777,539</u></b>	<b><u>332,245</u></b>
<b>Benefits</b>						
Benefits	1,106,798	4,411,113	3,304,315	25%	1,214,220	(107,423)
<b><u>Totals for Benefits</u></b>	<b><u>1,106,798</u></b>	<b><u>4,411,113</u></b>	<b><u>3,304,315</u></b>	<b><u>25%</u></b>	<b><u>1,214,220</u></b>	<b><u>(107,423)</u></b>
<b>Operating expenses</b>						
Contract services	1,479,433	3,975,452	2,496,019	37%	1,163,740	315,692
Legal	0	20,420	20,420	0%	0	0
Operations	75,625	804,124	728,500	9%	48,157	27,468
Utilities and Rent	598,434	2,591,926	1,993,492	23%	597,057	1,378
Postage, printing, and supplies	266,949	1,516,449	1,249,500	18%	242,368	24,581
Bank fees	73,423	90,100	16,677	81%	15,936	57,488
Capital outlay & leases	10,699	88,693	77,994	12%	11,214	(515)
Insurance	30,480	2,557,348	2,526,868	1%	17,295	13,185
Public rel, marketing and advert	30,084	278,766	248,682	11%	19,867	10,217
Misc.	225,450	439,829	214,379	51%	234,735	(9,285)
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<b><u>Totals for Operating expenses</u></b>	<b><u>2,790,577</u></b>	<b><u>12,053,458</u></b>	<b><u>9,262,881</u></b>	<b><u>23%</u></b>	<b><u>2,350,368</u></b>	<b><u>440,209</u></b>

**Unrestricted Fund (Unaudited)**

<u>Total Expense</u>	<u>10,007,159</u>	<u>42,000,000</u>	<u>31,992,841</u>	<u>24%</u>	<u>9,342,127</u>	<u>665,031</u>
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Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2023-24 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>
<b>Salary and wages</b>						
Faculty full-time	0	0	0	0%	24,433	(24,433)
<b><u>Totals for Salary and wages</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0%</u></b>	<b><u>24,433</u></b>	<b><u>(24,433)</u></b>
<b>Benefits</b>						
Benefits	(745)	0	745	0%	4,326	(5,070)
<b><u>Totals for Benefits</u></b>	<b><u>(745)</u></b>	<b><u>0</u></b>	<b><u>745</u></b>	<b><u>0%</u></b>	<b><u>4,326</u></b>	<b><u>(5,070)</u></b>
<b>Operating expenses</b>						
Contract services	470,156	0	(470,156)	0%	99,737	370,419
Legal	0	0	0	0%	4,377	(4,377)
Operations	6,927	0	(6,927)	0%	(400)	7,327
Utilities and Rent	1,150	0	(1,150)	0%	0	1,150
Postage, printing, and supplies	41,576	0	(41,576)	0%	165,675	(124,099)
Capital outlay & leases	19,700	0	(19,700)	0%	78,813	(59,113)
Public rel, marketing and advert	1,863	0	(1,863)	0%	12,058	(10,196)
Misc.	3,675	0	(3,675)	0%	0	3,675
<b><u>Totals for Operating expenses</u></b>	<b><u>545,046</u></b>	<b><u>0</u></b>	<b><u>(545,046)</u></b>	<b><u>0%</u></b>	<b><u>360,261</u></b>	<b><u>184,786</u></b>
<b><u>Total Fund Bal</u></b>	<b><u>544,302</u></b>	<b><u>0</u></b>	<b><u>(544,302)</u></b>	<b><u>0%</u></b>	<b><u>389,020</u></b>	<b><u>155,282</u></b>



**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2023-24 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>
<b><u>Expense by Division</u></b>						
<b><u>Summary for President</u></b>						
Board of Trustees	21	19,700	19,679	0%	0	21
Campus Police	181,214	739,526	558,312	25%	154,035	27,179
Gen Institution	157,349	361,484	204,135	44%	96,399	60,950
Information Technology Serv	1,049,008	2,334,775	1,285,768	45%	986,195	62,813
Internal Audit	15,715	150,000	134,285	10%	11,521	4,194
OPEAR	96,270	460,772	364,503	21%	125,037	(28,768)
Presidents Office	199,667	556,558	356,891	36%	162,871	36,796
Self Study SACS	500	10,237	9,737	5%	88	412
Staff Attorney	77,692	297,201	219,508	26%	43,796	33,897
<b>Totals for President</b>	<b><u>1,777,436</u></b>	<b><u>4,930,254</u></b>	<b><u>3,152,818</u></b>	<b><u>36%</u></b>	<b><u>1,579,942</u></b>	<b><u>197,494</u></b>
<b><u>Summary for VP Fiscal Affairs</u></b>						
Central Mail	28,916	120,776	91,860	24%	34,627	(5,711)
Custodial Services	369,480	1,406,734	1,037,254	26%	74,138	295,342
Facilities	561,712	4,632,363	4,070,650	12%	723,622	(161,910)
Financial Services	240,469	862,133	621,663	28%	212,786	27,684
Grounds	118,290	465,909	347,619	25%	22,746	95,544
Human Resources	160,459	599,394	438,935	27%	182,613	(22,153)
Purchasing	88,968	314,930	225,962	28%	88,869	99
Records Mgmt	3,265	20,952	17,687	16%	8,211	(4,945)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,587,628)	(1,587,628)	0%	0	0
Staff Benefits	239,383	4,561,422	4,322,039	5%	322,527	(83,144)
Tax Admin	0	232,631	232,631	0%	0	0
Utilities	296,225	1,195,000	898,775	25%	250,340	45,885

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2023-24 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	27,324	105,850	78,527	26%	21,137	6,187
VP College & Fin Svcs	63,660	197,580	133,920	32%	59,258	4,401
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>2,198,151</u></b>	<b><u>12,818,397</u></b>	<b><u>10,620,246</u></b>	<b><u>17%</u></b>	<b><u>2,000,873</u></b>	<b><u>197,278</u></b>
<b><u>Summary for VP Institutional Advancement</u></b>						
COM Foundation Dept	25,084	106,704	81,620	24%	32,312	(7,228)
Marketing and Communications	199,349	922,378	723,029	22%	187,347	12,002
VP Institutional Advancement	171,556	579,013	407,457	30%	165,132	6,424
<b><u>Totals for VP Institutional Advancement</u></b>	<b><u>395,989</u></b>	<b><u>1,608,095</u></b>	<b><u>1,212,106</u></b>	<b><u>25%</u></b>	<b><u>384,791</u></b>	<b><u>11,198</u></b>
<b><u>Summary for VP Instruction</u></b>						
Acad Succ Re/Wr	256,116	900,202	644,086	28%	269,552	(13,436)
Academic Planning	46,867	164,497	117,629	28%	0	46,867
Accting-Credit	25,439	62,328	36,889	41%	25,277	162
Adm-C.I.D.T.	20,044	73,160	53,116	27%	13,331	6,713
Adm-Cont Ed	120,126	437,881	317,756	27%	123,858	(3,732)
Adm-Ind Tech	2,128	8,128	6,000	26%	2,125	4
Adm-Instruct	263	72,355	72,092	0%	12,674	(12,410)
Adm-Perf & Vis Arts	15,797	64,803	49,007	24%	13,476	2,320
Adm-Pub Svc Ed	32,848	109,582	76,734	30%	30,726	2,122
Adm-Science	19,576	76,888	57,312	25%	14,401	5,175
Adm-Soc Sci	20,777	78,063	57,286	27%	15,232	5,545
Adult Education	52,742	200,304	147,562	26%	51,948	793
Allied Health CE	9,612	199,728	190,116	5%	21,522	(11,910)
Art	69,241	229,998	160,757	30%	72,200	(2,959)
Art Gallery	30	5,750	5,720	1%	33	(3)
Biol & Nutrition	213,020	646,384	433,365	33%	210,945	2,075
Bus Ed-NonCR	0	0	0	0%	1,400	(1,400)
C.I.S.	26,842	66,364	39,521	40%	27,840	(998)

**Unrestricted Fund (Unaudited)**

	<u>Current</u> <u>Actual</u>	<u>2023-24</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>
Chemistry	51,532	154,041	102,509	33%	48,696	2,836
Child Develop	26,629	71,054	44,425	37%	22,241	4,388
Cmnty Theater	89,688	283,722	194,034	32%	99,355	(9,667)
Collegiate H.S.-CR	43,454	151,163	107,709	29%	41,214	2,240
Cosmetology	194,880	503,130	308,250	39%	179,957	14,922
Criminal Justice	21,501	71,545	50,044	30%	22,951	(1,449)
Culinary Arts	21,558	120,171	98,613	18%	0	21,558
Dean Cont Ed	54,584	138,633	84,049	39%	40,597	13,987
Dean Gen Ed	55,922	385,579	329,657	15%	54,679	1,244
Dental Hygiene	22,438	168,186	145,748	13%	24,114	(1,676)
Distance Ed	131,100	394,083	262,983	33%	114,169	16,932
Drafting	990	66,640	65,650	1%	25,842	(24,853)
Dual Credit Dept	47,333	170,220	122,887	28%	30,787	16,546
Economics	21,231	71,463	50,233	30%	23,977	(2,746)
EMS-Credit	67,375	186,195	118,819	36%	76,265	(8,890)
Engineering	5,249	5,795	546	91%	5,535	(287)
Fire Tech	90,295	183,829	93,535	49%	75,088	15,207
Firearms Acad	6,844	40,548	33,704	17%	12,713	(5,869)
Foreign Lang	18,779	65,700	46,921	29%	20,187	(1,408)
Gen Bus-Credit	76,743	183,848	107,105	42%	64,569	12,174
Geology	27,625	79,653	52,028	35%	11,887	15,738
Government	97,376	287,682	190,306	34%	100,961	(3,585)
Graphic Arts	35,307	70,236	34,929	50%	33,793	1,514
Health and PE Credit	40,446	127,814	87,368	32%	43,032	(2,585)
Health Info Mgmt	60,572	217,763	157,191	28%	54,542	6,030
Hist & Geog	97,528	232,737	135,210	42%	87,057	10,471
Humanities	55,949	143,882	87,934	39%	51,950	3,999
Instr Tech Department	60,638	246,300	185,662	25%	56,525	4,113

**Unrestricted Fund (Unaudited)**

	<u>Current</u> <u>Actual</u>	<u>2023-24</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>
Instr Tech Lab Mgrs	4,000	36,787	32,788	11%	1,600	2,400
Law Enforcement	38,031	201,111	163,081	19%	18,598	19,433
Law Enforcemnt-NonCR	18,263	1,990	(16,273)	918%	26,716	(8,453)
LC Ctr Admin	637	20,829	20,192	3%	106	532
Library	252,452	723,851	471,399	35%	230,563	21,889
Management	0	0	0	0%	5,560	(5,560)
Massage Therapy	219	7,400	7,181	3%	3,297	(3,078)
Math	221,967	663,713	441,746	33%	222,867	(899)
Medical Assistant	25,962	98,791	72,829	26%	23,980	1,982
Music	58,692	229,588	170,896	26%	90,254	(31,562)
Networking	27,026	64,343	37,317	42%	28,284	(1,257)
Nursing Administration	553,448	2,082,432	1,528,984	27%	565,266	(11,818)
Nursing-AD	132	0	(132)	0%	53	79
Nursing-VN	0	0	0	0%	0	0
Pharmacy Tech	24,604	86,593	61,989	28%	28,555	(3,951)
Philosophy	14,953	1,307	(13,646)	1144%	13,320	1,633
Physics	27,521	77,199	49,678	36%	30,631	(3,110)
Process Tech	130,206	443,494	313,289	29%	128,167	2,038
Prof Develop Acad	850	9,000	8,150	9%	366	484
Psychology	103,086	311,136	208,050	33%	109,006	(5,920)
QEP	3,385	200	(3,185)	1694%	0	3,385
Radiography	32,878	278,773	245,895	12%	0	32,878
Safety-CR	20,636	74,034	53,398	28%	28,245	(7,609)
Senior Adult Dept	68,521	181,960	113,439	38%	68,926	(405)
Social Science Non CR	10,011	1,002	(9,009)	999%	9,459	552
Sociology	20,589	66,788	46,199	31%	4,620	15,969
Speaking,Reading,Writing	125,864	594,269	468,404	21%	121,648	4,216
Theater Arts-Credit	35,409	172,621	137,212	21%	32,345	3,064

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2023-24 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>
Thermal Tech-NonCR	23,010	86,210	63,200	27%	28,433	(5,422)
VP Instruction	92,318	3,160,536	3,068,218	3%	104,385	(12,067)
Welding-Cred	137,967	468,812	330,845	29%	127,929	10,039
<b>Totals for VP Instruction</b>	<b><u>4,527,670</u></b>	<b><u>18,362,799</u></b>	<b><u>13,835,129</u></b>	<b><u>25%</u></b>	<b><u>4,382,397</u></b>	<b><u>145,273</u></b>
<b><u>Summary for VP of Instruction</u></b>						
Allied Health Admin	5,034	12,110	7,075	42%	3,399	1,636
CE-CAN Program	2,953	16,422	13,469	18%	6,305	(3,352)
CE-CPR	0	0	0	0%	1,462	(1,462)
CE-Dental	0	5,756	5,756	0%	55	(55)
Program Development	24,705	84,799	60,094	29%	50,397	(25,692)
<b>Totals for VP of Instruction</b>	<b><u>32,693</u></b>	<b><u>119,087</u></b>	<b><u>86,394</u></b>	<b><u>27%</u></b>	<b><u>61,618</u></b>	<b><u>(28,925)</u></b>
<b><u>Summary for VP Student Services</u></b>						
Admissions	109,159	383,297	274,138	28%	71,660	37,499
Advise Center	155,492	565,324	409,832	28%	146,627	8,865
Career & Placement	24,884	115,882	90,998	21%	26,097	(1,213)
Enrollment Mgmt	11,756	40,756	29,000	29%	17,548	(5,792)
Facilities & Student Recreat	20,681	116,309	95,628	18%	18,643	2,038
Judicial Affairs	53,355	209,340	155,984	25%	54,841	(1,486)
Multicultural Department	6,840	32,500	25,660	21%	5,217	1,623
Recruitment	198,968	569,904	370,936	35%	138,148	60,820
Stu Financial Svcs	147,850	587,151	439,301	25%	152,055	(4,206)
Stu Organizations	84,551	321,082	236,531	26%	84,141	411
Student Graduation	14,093	74,080	59,988	19%	15,935	(1,842)
Svcs-Disab Students	12,352	41,931	29,579	29%	6,949	5,403
Testing	70,921	318,472	247,551	22%	63,599	7,322
Veteran Affairs	53,401	174,497	121,096	31%	50,025	3,376
VP Student Services	110,918	610,845	499,927	18%	81,023	29,895

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2023-24 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>
<b><u>Totals for VP Student Services</u></b>	<b><u>1,075,220</u></b>	<b><u>4,161,368</u></b>	<b><u>3,086,148</u></b>	<b><u>26%</u></b>	<b><u>932,507</u></b>	<b><u>142,713</u></b>
<b><u>Totals for Expense</u></b>	<b><u>10,007,159</u></b>	<b><u>42,000,000</u></b>	<b><u>31,992,841</u></b>	<b><u>24%</u></b>	<b><u>9,342,127</u></b>	<b><u>665,031</u></b>
<b><u>Fund Bal by Division</u></b>						
<b><u>Summary for VP Fiscal Affairs</u></b>						
Fund Balance - Institutional Support	269,134	0	(269,134)	0%	220,106	49,028
Fund Balance - Instruction	107,612	0	(107,612)	0%	104,366	3,246
Fund Balance - Oper & Maint	54,700	0	(54,700)	0%	47,645	7,055
Fund Balance - Student Services	112,856	0	(112,856)	0%	16,903	95,952
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>544,302</u></b>	<b><u>0</u></b>	<b><u>(544,302)</u></b>	<b><u>0%</u></b>	<b><u>389,020</u></b>	<b><u>155,282</u></b>
<b><u>Totals for Fund Bal</u></b>	<b><u>544,302</u></b>	<b><u>0</u></b>	<b><u>(544,302)</u></b>	<b><u>0%</u></b>	<b><u>389,020</u></b>	<b><u>155,282</u></b>
<b><u>Totals for Report</u></b>	<b><u>10,551,461</u></b>	<b><u>42,000,000</u></b>	<b><u>31,448,539</u></b>		<b><u>9,731,147</u></b>	<b><u>820,313</u></b>



**INVESTMENT REPORT**  
**For the Month Ended December 2023**

**Investment discussion:**

College of the Mainland earned \$190,249 for the month of December on its short-term investments in TexPool & Logic for a total of \$570,731 investment interest earned fiscal year to date. The College earned an additional \$1 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$570,732 interest for the fiscal year to date period ending December: TexPool - \$239,697 Logic - \$331,034 and TFB - \$1.

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

**Investment Compliance Statement:**

We provide reasonable assurance that the attached listing constitutes all investments currently owned by the College of the Mainland District as of the date indicated and that all these investments and investing procedures conform to the "Public Funds Investment Act" as amended by House Bill 2459 of the 74<sup>th</sup> 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 December 2023**

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 13,249,040	\$ -	\$ -	60,420	13,309,460	13,254,887	5.470%
Moody	41	28,282	-	-	129	28,411	28,295	5.471%
<b>Totals</b>		<b>\$ 13,277,322</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,549</b>	<b>\$ 13,337,871</b>	<b>\$ 13,283,182</b>	

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

**Logic (Hilltop Securities) Investments for December 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	45	\$ 4,559,800	\$ -	\$ 174,057	21,003	4,406,746	4,462,942	5.541%
COM Pre Bond 2023	46	\$ 23,689,552	\$ -	\$ 849,594	108,696	22,948,653	23,096,438	5.541%
<b>Totals</b>		<b>\$ 28,249,352</b>	<b>\$ -</b>	<b>\$ 1,023,652</b>	<b>\$ 129,700</b>	<b>\$ 27,355,399</b>	<b>\$ 27,559,380</b>	
<b>Totals</b>		<b>\$ 41,526,673</b>	<b>\$ -</b>	<b>\$ 1,023,652</b>	<b>\$ 190,249</b>	<b>\$ 40,693,271</b>	<b>\$ 40,842,562</b>	

**Unrestricted Fund (Unaudited)**

**Summary of Revenue**

	<u>Current Actual</u>	<u>2023-24 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>
<b>Operating revenue</b>						
Tuition-credit	(4,893,343)	(5,927,997)	(1,034,654)	83%	(4,317,717)	(575,627)
Tuition-non-credit	(243,259)	(1,176,000)	(932,741)	21%	(133,538)	(109,720)
Exemptions and waivers	1,365,147	1,248,000	(117,147)	109%	1,136,654	228,492
Registration fees	(2,180,509)	(2,095,017)	85,492	104%	(1,951,847)	(228,662)
Other fees	(108,120)	(154,000)	(45,880)	70%	(93,017)	(15,103)
Grant revenue	(13,130)	(152,000)	(138,870)	9%	(70,967)	57,837
Sales and service revenue	(11,091)	(995,000)	(983,909)	1%	(17,731)	6,640
Miscellaneous revenue	(141,299)	(269,000)	(127,701)	53%	(45,082)	(96,217)
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<b><u>Totals for Operating revenue</u></b>	<b><u>(6,225,604)</u></b>	<b><u>(9,056,014)</u></b>	<b><u>(2,830,410)</u></b>	<b><u>69%</u></b>	<b><u>(5,493,245)</u></b>	<b><u>(732,359)</u></b>
<b>Non-operating revenue</b>						
State appropriation-Academic	(3,869,248)	(7,738,496)	(3,869,248)	50%	(2,859,125)	(1,010,123)
Property tax revenue	(2,079,968)	(25,032,183)	(22,952,215)	8%	(4,138,060)	2,058,092
Interest revenue	(239,197)	(469,000)	(229,803)	51%	(165,660)	(73,537)
FTZ reimbursement	0	(534,307)	(534,307)	0%	0	0
Renew & replace transfer out	0	830,000	830,000	0%	0	0
<b><u>Totals for Non-operating revenue</u></b>	<b><u>(6,188,413)</u></b>	<b><u>(32,943,986)</u></b>	<b><u>(26,755,573)</u></b>	<b><u>19%</u></b>	<b><u>(7,162,845)</u></b>	<b><u>974,433</u></b>
<b><u>Total Revenue</u></b>	<b><u>(12,414,017)</u></b>	<b><u>(42,000,000)</u></b>	<b><u>(29,585,983)</u></b>	<b><u>30%</u></b>	<b><u>(12,656,090)</u></b>	<b><u>242,073</u></b>

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2023-24 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>
<b>Salary and wages</b>						
Faculty full-time	2,562,762	7,963,058	5,400,296	32%	2,612,646	(49,884)
Admin full-time	591,161	1,802,001	1,210,840	33%	611,948	(20,786)
Professional full-time	2,685,065	8,390,070	5,705,005	32%	2,642,620	42,445
Classified full-time	1,366,310	4,227,727	2,861,417	32%	994,780	371,530
Part-time	1,035,147	3,722,477	2,687,330	28%	942,749	92,398
Salary increase	0	1,017,724	1,017,724	0%	0	0
Vacancy savings	0	(1,587,628)	(1,587,628)	0%	0	0
<b>Totals for Salary and wages</b>	<b><u>8,240,445</u></b>	<b><u>25,535,429</u></b>	<b><u>17,294,984</u></b>	<b><u>32%</u></b>	<b><u>7,804,743</u></b>	<b><u>435,703</u></b>
<b>Benefits</b>						
Benefits	1,690,512	4,411,113	2,720,601	38%	1,446,917	243,595
<b>Totals for Benefits</b>	<b><u>1,690,512</u></b>	<b><u>4,411,113</u></b>	<b><u>2,720,601</u></b>	<b><u>38%</u></b>	<b><u>1,446,917</u></b>	<b><u>243,595</u></b>
<b>Operating expenses</b>						
Contract services	1,771,911	3,975,452	2,203,540	45%	1,273,269	498,642
Legal	0	20,420	20,420	0%	0	0
Operations	174,247	804,124	629,878	22%	141,583	32,663
Utilities and Rent	676,357	2,591,926	1,915,569	26%	675,302	1,055
Postage, printing, and supplies	345,797	1,508,409	1,162,612	23%	278,645	67,152
Bank fees	48,166	90,100	41,934	53%	20,138	28,028
Capital outlay & leases	12,369	96,733	84,364	13%	11,547	822
Insurance	21,150	2,557,348	2,536,198	1%	28,617	(7,467)
Public rel, marketing and advert	32,505	278,766	246,261	12%	24,407	8,098
Misc.	258,817	439,829	181,013	59%	245,415	13,401
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<b>Totals for Operating expenses</b>	<b><u>3,341,318</u></b>	<b><u>12,053,458</u></b>	<b><u>8,712,140</u></b>	<b><u>28%</u></b>	<b><u>2,698,924</u></b>	<b><u>642,394</u></b>

**Unrestricted Fund (Unaudited)**

<u>Total Expense</u>	<u>13,272,276</u>	<u>42,000,000</u>	<u>28,727,724</u>	<u>32%</u>	<u>11,950,583</u>	<u>1,321,692</u>
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Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2023-24 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>
<b>Salary and wages</b>						
Faculty full-time	0	0	0	0%	31,728	(31,728)
<b><u>Totals for Salary and wages</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0%</u></b>	<b><u>31,728</u></b>	<b><u>(31,728)</u></b>
<b>Benefits</b>						
Benefits	(745)	0	745	0%	4,820	(5,565)
<b><u>Totals for Benefits</u></b>	<b><u>(745)</u></b>	<b><u>0</u></b>	<b><u>745</u></b>	<b><u>0%</u></b>	<b><u>4,820</u></b>	<b><u>(5,565)</u></b>
<b>Operating expenses</b>						
Contract services	479,076	0	(479,076)	0%	99,737	379,339
Legal	15,000	0	(15,000)	0%	4,377	10,623
Operations	7,005	0	(7,005)	0%	(400)	7,405
Utilities and Rent	1,150	0	(1,150)	0%	0	1,150
Postage, printing, and supplies	42,968	0	(42,968)	0%	234,943	(191,974)
Capital outlay & leases	80,924	0	(80,924)	0%	216,629	(135,705)
Public rel, marketing and advert	1,863	0	(1,863)	0%	29,658	(27,796)
Misc.	3,675	0	(3,675)	0%	0	3,675
<b><u>Totals for Operating expenses</u></b>	<b><u>631,660</u></b>	<b><u>0</u></b>	<b><u>(631,660)</u></b>	<b><u>0%</u></b>	<b><u>584,944</u></b>	<b><u>46,717</u></b>
<b><u>Total Fund Bal</u></b>	<b><u>630,916</u></b>	<b><u>0</u></b>	<b><u>(630,916)</u></b>	<b><u>0%</u></b>	<b><u>621,492</u></b>	<b><u>9,424</u></b>



**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2023-24 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>
<b><u>Expense by Division</u></b>						
<b><u>Summary for President</u></b>						
Board of Trustees	21	19,700	19,679	0%	0	21
Campus Police	238,082	739,526	501,444	32%	205,264	32,818
Gen Institution	162,494	361,484	198,990	45%	101,397	61,097
Information Technology Serv	1,252,652	2,334,775	1,082,124	54%	1,110,664	141,987
Internal Audit	15,715	150,000	134,285	10%	11,521	4,194
OPEAR	175,134	460,772	285,638	38%	200,845	(25,711)
Presidents Office	265,823	556,558	290,735	48%	211,605	54,218
Self Study SACS	500	10,237	9,737	5%	88	412
Staff Attorney	102,113	297,201	195,087	34%	54,135	47,979
<b><u>Totals for President</u></b>	<b><u>2,212,535</u></b>	<b><u>4,930,254</u></b>	<b><u>2,717,719</u></b>	<b><u>45%</u></b>	<b><u>1,895,519</u></b>	<b><u>317,016</u></b>
<b><u>Summary for VP Fiscal Affairs</u></b>						
Central Mail	38,420	120,776	82,357	32%	41,428	(3,008)
Custodial Services	371,373	1,406,734	1,035,361	26%	92,924	278,449
Facilities	686,388	4,632,363	3,945,975	15%	871,952	(185,564)
Financial Services	321,560	862,133	540,573	37%	290,159	31,400
Grounds	153,450	465,909	312,459	33%	27,357	126,093
Human Resources	267,017	599,394	332,377	45%	237,855	29,162
Purchasing	119,374	314,930	195,555	38%	115,133	4,242
Records Mgmt	3,928	20,952	17,024	19%	8,584	(4,655)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,587,628)	(1,587,628)	0%	0	0
Staff Benefits	426,826	4,561,422	4,134,596	9%	372,984	53,842
Tax Admin	88,012	232,631	144,619	38%	81,301	6,711
Utilities	299,958	1,195,000	895,042	25%	254,117	45,841

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2023-24 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	34,150	105,850	71,700	32%	29,731	4,419
VP College & Fin Svcs	87,993	197,580	109,587	45%	75,906	12,087
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>2,898,448</u></b>	<b><u>12,818,397</u></b>	<b><u>9,919,948</u></b>	<b><u>23%</u></b>	<b><u>2,499,430</u></b>	<b><u>399,018</u></b>
<b><u>Summary for VP Institutional Advancement</u></b>						
COM Foundation Dept	31,032	106,704	75,672	29%	39,069	(8,036)
Marketing and Communications	244,934	922,378	677,444	27%	241,609	3,325
VP Institutional Advancement	243,742	579,013	335,271	42%	217,973	25,769
<b><u>Totals for VP Institutional Advancement</u></b>	<b><u>519,708</u></b>	<b><u>1,608,095</u></b>	<b><u>1,088,387</u></b>	<b><u>32%</u></b>	<b><u>498,650</u></b>	<b><u>21,058</u></b>
<b><u>Summary for VP Instruction</u></b>						
Acad Succ Re/Wr	342,608	900,202	557,594	38%	347,677	(5,070)
Academic Planning	61,325	164,497	103,172	37%	0	61,325
Accting-Credit	35,652	62,328	26,676	57%	33,454	2,197
Adm-C.I.D.T.	26,771	73,160	46,389	37%	18,508	8,264
Adm-Cont Ed	154,734	437,881	283,148	35%	159,647	(4,913)
Adm-Ind Tech	2,838	8,128	5,291	35%	2,833	5
Adm-Instruct	4,774	72,355	67,582	7%	17,706	(12,932)
Adm-Perf & Vis Arts	21,462	64,803	43,341	33%	19,700	1,762
Adm-Pub Svc Ed	39,468	109,582	70,114	36%	39,696	(229)
Adm-Science	25,300	76,888	51,588	33%	20,376	4,924
Adm-Soc Sci	27,202	78,063	50,861	35%	20,908	6,294
Adult Education	81,198	200,304	119,106	41%	69,337	11,861
Allied Health CE	12,237	199,728	187,492	6%	30,605	(18,369)
Art	94,126	229,998	135,872	41%	93,268	858
Art Gallery	30	25,750	25,720	0%	33	(3)
Biol & Nutrition	291,718	646,384	354,666	45%	270,373	21,346
Bus Ed-NonCR	0	0	0	0%	1,750	(1,750)
C.I.S.	37,388	66,364	28,976	56%	37,057	331

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2023-24 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Chemistry	69,261	154,041	84,780	45%	63,696	5,565
Child Develop	36,077	71,054	34,977	51%	28,565	7,512
Cmnty Theater	122,418	283,722	161,304	43%	123,102	(684)
Collegiate H.S.-CR	58,635	151,163	92,528	39%	54,547	4,088
Cosmetology	268,061	503,130	235,069	53%	238,583	29,479
Criminal Justice	29,531	71,545	42,014	41%	30,137	(607)
Culinary Arts	28,780	120,171	91,391	24%	0	28,780
Dean Cont Ed	72,883	138,633	65,750	53%	52,496	20,387
Dean Gen Ed	74,881	385,579	310,698	19%	73,242	1,639
Dental Hygiene	31,501	168,186	136,686	19%	31,019	481
Distance Ed	166,835	394,083	227,249	42%	146,182	20,652
Drafting	1,884	66,640	64,756	3%	34,253	(32,369)
Dual Credit Dept	62,540	170,220	107,680	37%	43,775	18,765
Economics	28,816	71,463	42,648	40%	31,353	(2,537)
EMS-Credit	83,266	186,195	102,928	45%	99,048	(15,782)
Engineering	7,042	5,795	(1,247)	122%	7,127	(85)
Fire Tech	126,057	183,829	57,772	69%	113,561	12,496
Firearms Acad	10,298	40,548	30,250	25%	17,585	(7,288)
Foreign Lang	25,331	65,700	40,369	39%	25,962	(631)
Gen Bus-Credit	109,493	183,848	74,355	60%	97,267	12,226
Geology	37,372	79,653	42,281	47%	17,035	20,337
Government	133,803	287,682	153,879	47%	131,489	2,314
Graphic Arts	49,976	70,236	20,260	71%	45,466	4,509
Health and PE Credit	55,651	127,814	72,163	44%	55,565	85
Health Info Mgmt	84,780	217,763	132,983	39%	68,541	16,239
Hist & Geog	134,650	232,737	98,088	58%	117,292	17,358
Humanities	75,265	143,882	68,618	52%	68,565	6,700
Instr Tech Department	81,669	246,300	164,631	33%	74,724	6,945

**Unrestricted Fund (Unaudited)**

	<b>Current</b>	<b>2023-24</b>	<b>Budget</b>	<b>Budget</b>	<b>Prior Year to</b>	<b>Curr. vs Prior</b>
	<b>Actual</b>	<b>Budget</b>	<b>Remaining</b>	<b>Pct.YTD</b>	<b>Actual</b>	<b>Year to Year</b>
Instr Tech Lab Mgrs	4,000	36,787	32,788	11%	2,227	1,772
Law Enforcement	62,132	201,111	138,979	31%	24,742	37,390
Law Enforcemnt-NonCR	25,666	1,990	(23,676)	1290%	32,918	(7,252)
LC Ctr Admin	1,180	20,829	19,649	6%	371	809
Library	311,656	723,851	412,196	43%	277,298	34,358
Management	0	0	0	0%	8,338	(8,338)
Massage Therapy	250	7,400	7,150	3%	5,426	(5,176)
Math	303,340	663,713	360,373	46%	292,926	10,414
Medical Assistant	34,612	98,791	64,180	35%	32,045	2,566
Music	81,637	229,588	147,951	36%	117,164	(35,528)
Networking	36,541	64,343	27,802	57%	38,667	(2,126)
Nursing Administration	783,653	2,082,432	1,298,779	38%	742,223	41,429
Nursing-AD	132	0	(132)	0%	53	79
Nursing-VN	0	0	0	0%	0	0
Pharmacy Tech	36,014	86,593	50,579	42%	35,509	505
Philosophy	21,363	1,307	(20,056)	1635%	18,341	3,023
Physics	38,179	77,199	39,020	49%	41,180	(3,001)
Process Tech	177,342	443,494	266,152	40%	166,031	11,311
Prof Develop Acad	850	9,000	8,150	9%	366	484
Psychology	139,172	311,136	171,964	45%	152,428	(13,256)
QEP	4,426	200	(4,226)	2214%	0	4,426
Radiography	45,338	278,773	233,436	16%	0	45,338
Safety-CR	27,945	74,034	46,090	38%	36,998	(9,053)
Senior Adult Dept	100,532	181,960	81,428	55%	92,583	7,949
Social Science Non CR	13,950	1,002	(12,949)	1393%	12,548	1,402
Sociology	27,643	66,788	39,145	41%	6,929	20,714
Speaking,Reading,Writing	175,133	594,269	419,136	29%	159,081	16,052
Theater Arts-Credit	48,877	172,621	123,744	28%	51,882	(3,005)

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2023-24 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>
Thermal Tech-NonCR	34,360	86,210	51,850	40%	38,372	(4,012)
VP Instruction	123,370	3,140,536	3,017,166	4%	133,629	(10,259)
Welding-Cred	175,969	468,812	292,843	38%	165,703	10,265
<b>Totals for VP Instruction</b>	<b>6,160,842</b>	<b>18,362,799</b>	<b>12,201,957</b>	<b>34%</b>	<b>5,759,084</b>	<b>401,758</b>
<b><u>Summary for VP of Instruction</u></b>						
Allied Health Admin	5,798	12,110	6,312	48%	4,281	1,516
CE-CAN Program	4,919	16,422	11,503	30%	7,805	(2,886)
CE-CPR	0	0	0	0%	1,409	(1,409)
CE-Dental	0	5,756	5,756	0%	55	(55)
Program Development	42,762	84,799	42,037	50%	63,477	(20,716)
<b>Totals for VP of Instruction</b>	<b>53,479</b>	<b>119,087</b>	<b>65,608</b>	<b>45%</b>	<b>77,027</b>	<b>(23,549)</b>
<b><u>Summary for VP Student Services</u></b>						
Admissions	145,785	383,297	237,512	38%	97,538	48,247
Advise Center	210,761	565,324	354,563	37%	185,948	24,813
Career & Placement	32,733	115,882	83,148	28%	32,614	120
Enrollment Mgmt	17,284	40,756	23,472	42%	23,383	(6,099)
Facilities & Student Recreat	27,847	116,309	88,462	24%	26,122	1,725
Judicial Affairs	71,844	209,340	137,495	34%	72,463	(619)
Multicultural Department	7,396	32,500	25,104	23%	5,236	2,160
Recruitment	258,165	569,904	311,739	45%	183,618	74,547
Stu Financial Svcs	201,998	587,151	385,153	34%	203,041	(1,043)
Stu Organizations	113,071	321,082	208,011	35%	108,567	4,504
Student Graduation	15,647	74,080	58,433	21%	20,342	(4,695)
Svcs-Disab Students	16,694	41,931	25,236	40%	10,526	6,168
Testing	92,140	318,472	226,332	29%	84,841	7,299
Veteran Affairs	71,388	174,497	103,109	41%	65,580	5,808
VP Student Services	144,511	610,845	466,334	24%	101,053	43,458

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2023-24 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 Student Services</u>	<u>1,427,263</u>	<u>4,161,368</u>	<u>2,734,105</u>	<u>34%</u>	<u>1,220,872</u>	<u>206,392</u>
<u>Totals for Expense</u>	<u>13,272,276</u>	<u>42,000,000</u>	<u>28,727,724</u>	<u>32%</u>	<u>11,950,583</u>	<u>1,321,692</u>
<b>Fund Bal by Division</b>						
<b>Summary for VP Fiscal Affairs</b>						
Fund Balance - Institutional Support	345,358	0	(345,358)	0%	411,191	(65,833)
Fund Balance - Instruction	110,092	0	(110,092)	0%	145,754	(35,661)
Fund Balance - Oper & Maint	54,700	0	(54,700)	0%	47,645	7,055
Fund Balance - Student Services	120,766	0	(120,766)	0%	16,903	103,862
<u>Totals for VP Fiscal Affairs</u>	<u>630,916</u>	<u>0</u>	<u>(630,916)</u>	<u>0%</u>	<u>621,492</u>	<u>9,424</u>
<u>Totals for Fund Bal</u>	<u>630,916</u>	<u>0</u>	<u>(630,916)</u>	<u>0%</u>	<u>621,492</u>	<u>9,424</u>
<u>Totals for Report</u>	<u>13,903,192</u>	<u>42,000,000</u>	<u>28,096,808</u>		<u>12,572,075</u>	<u>1,331,116</u>



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: January 11, 2024  
Subject: November 2023 Quarterly Investment Report

### **AGENDA ITEM DESCRIPTION:**

Consideration of and possible acceptance of the November 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 November 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. November 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
November 2023	11	TexPool-Operating	\$ 16,520,265	\$ 16,520,265	\$ 2,178,775	\$ 5,450,000	\$ 13,249,040	\$ 13,249,040
	41	TexPool-Moody	27,909	27,909	374	-	28,283	28,283
	45	Logic - Bond 2020	5,412,075	5,412,075	67,938	920,213	4,559,800	4,559,800
	46	Logic- Pre Bond 2023	-	-	25,133,396	1,443,844	23,689,552	23,689,552
Total investments all funds for quarter:			<u>\$ 21,960,249</u>	<u>\$ 21,960,249</u>	<u>\$ 27,380,483</u>	<u>\$ 7,814,058</u>	<u>\$ 41,526,675</u>	<u>\$ 41,526,675</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 Trochesse  
Controller



PRESIDENT'S OFFICE

## Board Meeting Dates

### **May 2024**

I move the Board of Trustees schedule the May 2024 meeting on Wednesday, May 29, 2024, 1:30 p.m.

### **December 2024**

I move the Board of Trustees schedule the December 2024 meeting on Monday, December 9, 2024, 1:30 p.m.



PRESIDENT'S OFFICE

## Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

## President's Report

Presenter: Dr. Warren Nichols

### A. Updates

1. QEP – Dr. Helen Brewer
2. Enrollment – Dr. Helen Brewer

### B. Reminders/Announcements

1. Board Meetings
  - a. February 2024 – Monday, February 26th
  - b. March 2024 - **Wednesday**, March 27<sup>th</sup>
  - c. April 2024 – Monday, April 22nd
  - d. May 2024 – **Wednesday**, May 29<sup>th</sup> (if approved)
  - e. December 2024 – Monday, December 9<sup>th</sup> (if approved)
2. Employee Recognition Dinner - Friday, April 26<sup>th</sup>,  
5:30 p.m., COM Conference Center

### C. Resignations and Retirement Report

### D. Miscellaneous Updates



PRESIDENT'S OFFICE

**Resignations & Retirements**

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Schmitt	Charlene	Police Dispatcher	04/11/2022	12/15/2023	Resignation
Fliger	Jerry	Vice President for Instruction	06/01/2019	03/15/2024	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.