



Notice/Agenda of March 2024 Regular Board Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129), 1200 Amburn Road, Texas City,
Texas 77591
Wednesday, March 27, 2024**

A March 2024 Regular Board Meeting of the Board of Trustees of College of the Mainland will be held Wednesday, March 27, 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, February 26, 2024**
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Professional Council - Alisha Lyon
 - B. Student Government Association (SGA) - Mario Garza, SGA Treasurer
7. **Human Resources Items**
 - A. Appointment Nominations
 1. Consideration of and Possible Action to Approve the Appointment Nomination of William Cummins to the Position of Radiologic Technology Clinical Coordinator/Instructor, Radiologic Department
 - B. Consideration of and Possible Action to Approve the Facilities Services Manager Position in the Facilities and Maintenance Department
 - C. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written
8. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
9. **Consideration of and Possible Action to Approve an Amendment to Contract 23-27 Awarded to Cannon Design to Incorporate the Added Scope Combining the Academic Classroom Building with the Library Classroom Building into a**

- Single Building Construction Project for an Additional \$1,850,000 Revising the Current Contract Value from \$5,735,089 to \$7,585,089**
10. **Consideration of and Possible Action to Approve the Schematic Design for the New Library Classroom Building Project, as Presented and Attached**
 11. **Consideration of and Possible Action to Approve the Contract Amendment for Additional Services to Include: 1) Survey of Parking Lot D, 2) the Bidding and Construction Administration Phases to the Parking Lots A, B, and C/Waterline/Fireline Project, 3) Full Design and Construction Services for Additional Scope to Include Security Cameras and Landscaping in the Parking Lots A, B, and C Project, and 4) Full Design and Construction Services to Replace the Sanitary Sewer Identified in Need of Replacement as Part of this Infrastructure Project for a Fee of \$262,100**
 12. **Consideration of and Possible Action to Approve the Final Construction Documents for the STEAM Building - 4th Floor Shell Space Buildout Project as Presented and Attached**
 13. **Consideration of and Possible Acceptance of the 2023 Racial Profile Report**
 14. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the February 2024 Investment and Financial Reports
 15. **Board Report**
 16. **President's Report**
 - A. Updates
 - B. Reminders/Announcements
 1. Board Meetings
April 2024 - Monday, April 22nd, 1:30 p.m.
May 2024 - **Wednesday**, May 29th
June 2024 - Monday, June 24th
July 2024 - Monday, July 29th
August 2024 - Monday, August 26th
September 2024 - Monday, September 23rd
October 2024 - Monday, October 28th
December 2024 - Monday, December 9th
 2. May 2024 Graduation - Saturday, May 11th, 9:00 a.m. (Note: There will be two (2) ceremonies; we anticipate end time to be 4:00 p.m.)
 3. Board Budget Workshop - Friday, July 19th, 10:00 a.m. - Noon
 4. Employee Recognition Dinner - Friday, April 26th, 5:30 p.m. COM Conference Center
 - C. Resignations and Retirement Report
 - D. Miscellaneous
 17. **Adjournment to a closed or executive session pursuant to the Texas Government Code of the Open Meetings Act Section 551.071 - Consultation with Attorney**
 18. **Consideration of and Possible Action on any Items Discussed in Closed Session**
 19. **Adjourn**

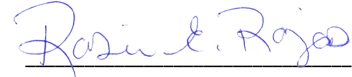
**If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board reserves the right to conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E, including but not limited 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, Wednesday, March 20, 2024, 4:00 P.M.

Administration

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



Rosie E. Rojas
Board Clerk



PRESIDENT'S OFFICE

Call to Order

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



PRESIDENT'S OFFICE

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

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



College of the Mainland
Board of Trustees
2023-2024

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

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

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

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

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

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

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



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 27, 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 February 26, 2024."

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 2/26/24

**College of the Mainland Board of Trustees
Minutes of Monday, February 26, 2024
1:30 p.m., Doyle Family Administration Building**

Call to Order

Don Gartman called the meeting to order at 1:30 p.m.

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

Roll Call & Determination of Quorum

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

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, January 22, 2024

Bill McGarvey moved the Board of Trustees approve the Full Board Minutes of Monday, January 22, 2024.

Kyle Dickson seconded the motion; all voted in approval.

Comments from the Community

Scott Shrader – Dickinson citizen, spoke to the Board regarding the pending TIRZ proposal from the City of Dickinson.

Rich Gustafson – Dickinson citizen, spoke to the Board regarding the high employee turnaround.

Constituent Leader Activity Reports

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

Student Government Association (SGA) – Mario Garza, SGA Treasurer, updated the Board on Student Government Association activities.

Presentation by Minto Communities: Latitude Margaritaville

Michael Ross, Director for Minto Communities: Latitude Margaritaville, made a presentation to the Board regarding the potential for a TIRZ.

Consideration of and Possible Action to Approve the 2024-2025 Property and Casualty Insurance Renewals as stated in the 2024-2025 Proposal Analysis for an Amount Not-to-Exceed \$2,500,000 to be Paid from FY23-24 Operating Budget

Joe Blasi, McGriff representative, reviewed the insurance proposal. Melissa Skipworth moved the Board of Trustees approve the 2024-2025 Property and Casualty Insurance Renewals as stated in the 2024-2025 Proposal Analysis for an amount not-to-exceed \$2,500,000 to be paid from FY23-24 operating budget. Verna Henson seconded the motion; all voted in approval.

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

Executive Session 2:08 p.m.

Open Session 2:51 p.m.

Consideration of and Possible Action to Approve the Sale of Appomattox Units 11 and 13, and to Authorize Donald G. Gartman, as Chair of the Board of Trustees, to Execute Any Documents Necessary to Finalize the Sale

Upon reconvening, Melissa Skipworth moved to table this item. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action to Authorize the College President and His Designee to Remit Payment to PBK Architects and to Negotiate, Finalize, and Execute Related Agreement(s) as Discussed in Closed Session

Bill McGarvey moved to authorize the College President and his designee to remit payment to PBK Architects and to negotiate, finalize, and execute related agreement(s) as discussed in closed session. Melissa Skipworth seconded the motion; all voted in approval.

Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)

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

Internal Audit Update - Dr. Jerry Fliger will Report the Follow-up Action to the Internal Audit Report on Academics and Curricular Activities

Dr. Jerry Fliger reported on the follow-up action on the internal audit report on academics and curricular activities.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Dr. R.E. Davis to the Position of Manager, Strategic Initiatives & Projects, President's Office

Dawn King moved the Board of Trustees approve the appointment of R.E. Davis to the position of Manager, Strategic Initiatives & Projects, President's Office. Kyle Dickson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Nicholas Landriault to the Position of Marketing Specialist, Marketing & Public Affairs Department

Verna Henson moved the Board of Trustees approve the appointment of Nicholas Landriault to the position of Marketing Specialist, Marketing & Public Affairs Department. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Sarah Plain to the Position of Examiner, Testing Services Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Sarah Plain to the position of Examiner, Testing Services Department. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Victor Vega to the Position of Dean of Instruction, Vice President for Academic Affairs Division

Bill McGarvey moved the Board of Trustees approve the appointment of Dr. Victor Vega to the position of Dean of Instruction, Vice President for Academic Affairs Division. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Lydia Wardell to the Position of Surgical Technology Program Coordinator, Program Development Department

Verna Henson moved the Board of Trustees approve the appointment of Lydia Wardell to the position of Surgical Technology Program Coordinator, Program Development Department. Don Gartman seconded the motion; all voted in approval.

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

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

Consideration of and Possible Action to Approve the Executive Vice President for Academic and Student Affairs Position that will Report Directly to the College President

Melissa Skipworth moved the Board of Trustees approve the Executive Vice President for Academic and Student Affairs position that will report directly to the College President. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Fittz & Shipman Design of the Parking Lots A, B, and C and the Replacement of the Underground Fire Line and Water Line Utilities as Outlined in the Project Documents to be Paid with 2023 Bond Funds

Bill McGarvey moved the Board of Trustees approve the Fittz & Shipman design of parking lots A, B, and C and the replacement of the underground fire line and water line utilities as outlined in the project documents to be paid with 2023 Bond Funds. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve an Increase to Contract 23-15 for Grounds Maintenance and Landscaping Services for an Additional \$45,000 with Beck Landscaping for a Total Contract Amount Not-to-Exceed \$370,000 to be Paid from FY24 Operating Budget

Kyle Dickson moved the Board of Trustees approve an increase to contract 23-15 for grounds maintenance & landscaping services for an additional \$45,000 with Beck Landscaping for a total contract amount not-to-exceed \$370,000 to be paid from FY24 Operating Budget. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Schematic Design for the New Corporate & Continuing Education Center Project, as Presented and Attached

Note: Dawn King stepped out of the room at 3:30 p.m.

Verna Henson moved the Board of Trustees approve the Schematic Design 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 Design Development for the New Public Safety Careers Center Project, as Presented and Attached

Note: Dawn King returned at 3:42 p.m.

Bill McGarvey moved the Board of Trustees approve the design development for the new Public Safety Careers Center project, as presented and attached. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Award of Contract 23-36 to Cannon Design - Furniture Design Studio for Furniture Planning Services for the Bond 2023 Projects for a Flat Fee of \$520,000 to be Paid with 2023 Bond Funds

Kyle Dickson moved the Board of Trustees approve award of contract 23-36 to Cannon Design - Furniture Design Studio for furniture planning services for the Bond 2023 projects for a flat fee of \$520,000 to be paid with 2023 Bond Funds. Verna Henson seconded the motion; all voted in approval.

Financial Report(s)

Consideration of and Possible Action to Accept the January 2024 Investment and Financial Reports

Melissa Skipworth moved the Board of Trustees accept the January 2024 Investment Reports and the January 2024 Financial Reports. Verna Henson seconded the motion; all voted in approval.

Board Report

Melissa Skipworth, Dr. & Mrs. Wesse, & Rafael Naranjo attended the LULAC Gala on Saturday evening. Friday, March 22nd is the GCIC Symposium; Melissa Skipworth & Bill McGarvey will be judging the event. March 21st is the SFISD Foundation Gala. March 16th is Dickinson's Little Italy Festival.

President's Report

Updates

QEP – Dr. Helen Brewer

Dr. Helen Brewer updated the Board on the QEP title – Commit to Complete.

Rank and Promotion

In recognition of service to our students, the college, and our mission, the following faculty have received a promotion in rank:

H. Russ Brown – Professor

Kristina Jantz – Associate Professor

Seraiah Smith – Associate Professor

Dalel Serda - Professor

Reminders/Announcements

Board Meetings

March 2024 - **Wednesday**, March 27th

April 2024 – Monday, April 22nd

May 2024 – **Wednesday**, May 29th

December 2024 – Monday, December 9th

Educate a Woman 2024: Laughs for Lunch – Friday, March 22, 2024, 11:30 a.m. – 1:00 p.m., COM Conference Center

Flock the Block – Saturday, March 23, 2024, 10:00 a.m. – 2:00 p.m., COM (in front of COM Administration Building)

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

Resignations and Retirement Report

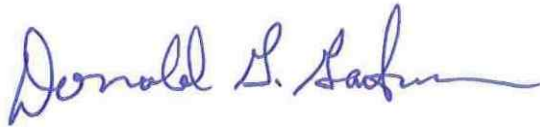
Miscellaneous

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

Adjournment at 4:30 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Don Gartman, Chair
Board of Trustees

Comments from the Community

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

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



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

A. Professional Council – Alisha Lyon

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



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 27, 2024
Subject: Recommendation – Radiologic Technology Clinical Coordinator/Instructor (New)

Presented for recommended approval to the Board of Trustees on March 27, 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 William Cummins to the position of Radiologic Technology Clinical Coordinator/Instructor, Radiologic Department.”

PURPOSE

The Radiologic Technology Clinical Coordinator is assigned a range of administrative/coordinating/teaching responsibilities to assist the Program Coordinator in the fulfillment of the goals and outcomes of the program.

BACKGROUND

This is new board approved position.

IMPLICATIONS

Financial: \$79,854 from budget 11-0-0000-1323-5100.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 27, 2024
Subject: New position request (Facilities Services Manager)

Presented for recommended approval to the Board of Trustees on March 27, 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 Facilities Services Manager position in the Facilities and Maintenance Department."

PURPOSE

The Facilities Services Manager effectively manages various facets of day-to-day operations and maintenance by leveraging exceptional communication, technical, organizational, leadership and customer service skills; Focus areas include quality assurance, customer satisfaction, project coordination and management, and assisting the Director with department initiatives, annual budget development and contractor and staff performance evaluations.

BACKGROUND

This is a new position request that will be funded through vacancy savings.

IMPLICATIONS

Financial: \$87,466 from budget 11-0-0000-6101-5140.

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. Job description



Job Title: Facilities Services Manager

Wage/Hour Status: Exempt

Reports to: Director of Facilities and Maintenance

Pay Grade: 197

Department: Facility Services

Date Revised: March 1, 2024

POSITION SUMMARY:

The Facilities Services Manager effectively manages various facets of day-to-day operations and maintenance by leveraging exceptional communication, technical, organizational, leadership and customer service skills; Focus areas include quality assurance, customer satisfaction, project coordination and management, and assisting the Director with department initiatives, annual budget development and contractor and staff performance evaluations.

ESSENTIAL DUTIES:

- Evaluate and recommend contractors to provide numerous, diverse facilities and campus services: assist with conducting bids; communicate and interact with contractors and inspectors; oversee and verify performance and value; monitor to ensure accountability; resolve issues.
- Assist Director with structuring and administering ongoing quality assurance and customer satisfaction initiatives and programs, including but not limited to routine facilities inspections and needs assessments as well as customer satisfaction surveys; analyze data and recommend opportunities for continuous improvement; create action plans.
- Plan, coordinate and manage small to mid-sized facilities improvements, alterations, and repairs projects.
- Assist Director and Facilities Operations Specialist with the preparation of annual budget needs; work to maximize purchasing power through effective management of contractual services, standardization, and other means.
- Create and maintain a shared, well-organized electronic repository and archive for all construction drawings and related documents as well as assist Director with transitioning college paper records to digital storage.
- Provide a high standard of customer care via frequent and effective communications and accountability to timely follow-through on work orders and requests.
- Ensure facilities staff receive all necessary training, tools, equipment, and information to perform their jobs safely and efficiently.
- Perform on-going evaluations of work systems, processes, methodologies, and equipment needed to optimize efficiency and deliver safe, effective outcomes.
- Respond to on-call and emergency situations both during and after business hours.
- Perform other duties of a similar nature or level.

MINIMUM EDUCATION/ TRAINING/ EXPERIENCE:

Associates of Applied Science, preferably in MEP, Engineering or Construction Technology, Occupational Safety, Building or Environmental Science, plus three (3) years of supervisory or leadership experience in a similar role.

PREFERRED EDUCATION/ TRAINING/ EXPERIENCE:

Bachelor of Science in MEP, Engineering or Construction Technology, Occupational Safety, Building or Environmental Science, plus five (5) years of supervisory or leadership experience in a similar role.

MINIMUM KNOWLEDGE & SKILLS:

General Knowledge of:

- Mechanical, Electrical, and Plumbing (MEP) systems
- Building Automation Systems/Electronic Controls
- Roof Systems
- Carpentry and General Maintenance
- Grounds and Exterior Maintenance
- Building Inspections
- Computerized Maintenance Management Systems (CMMS)
- Bidding and Procurement Processes
- Construction Management Principles

Demonstrated Skills with:

- Communication & Interpersonal Skills
- Customer Service Skills
- Project Management
- Conducting Building Inspections
- Basic Interpretation of Construction Drawings
- Technology (Operating Computers & Software)

WORKING CONDITIONS AND PHYSICAL EFFORT:

Climbing, balancing, stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dust, poor ventilation, and travel.

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 27, 2024
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on March 27, 2024.

MINUTE ORDER

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

PURPOSE

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

BACKGROUND

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

IMPLICATIONS

Financial:

Administrative Assistant IV - \$46,850 from budget 11-0-0000-5146-5160

Student Help Center Specialist - \$41,245 from budget 11-0-0000-4102-5160

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

Attachments

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Administrative Assistant IV	Marketing	Provides a variety of administrative support duties in relation to the Marketing & Public Affairs Department.	New position	Manda Young	\$46,850	\$40,081 - \$50,101 - \$60,121
2	Student Help Center Specialist	Admissions & Records	A Student Help Center Specialist, assists in overseeing the Student Help Center, advises potential students on admissions requirements and options, and performs college administrative and clerical activities when needed in the Admissions and Records Office.	Replacement for Sarah Plain	Daisy Torres	\$41,245	\$36,437 - \$45,546 - \$54,656
3							
4							
5							
6							
7							
8							

Bond Update

College of the Mainland, 2023 Bond Program
Board of Trustees Meeting

March 27, 2024



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



Library Classroom Building (LCB)

Completed Activities:

- Schematic Design Workshop # 5 held
- Schematic Design page turn review
- Schematic Design Approval – presentation today
- Schematic Design estimate – presentation today

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:

- Design Development phase to begin

Project Cost:

- Total Project Budget: \$123,453,618
- Project Cost to Date: \$ 745,638.97
- 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:

- Design Development
- Meeting with La Marque Fire Chief about possible location for Class A Burn Building

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:

- Construction Document Phase
- Architect to submit application to Texas City Planning Board this month
- Follow-up meeting with La Marque Fire Chief will be scheduled later this month
- 50% CD Phase Cost Estimate and Constructability Review (April)

Project Cost:

- Total Project Budget: \$34,493,359.65
- Project Cost to Date: \$809,635.84
- 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:

- 50% CD Review / Quality Control
- 50% CD Estimate reconciliation (3/8/2024)

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
- 95% CD Page-Turn (Late March)
- Submit 100% CDs for Permitting (Early April)
- Subcontractor bids and GMP (April)
- Identify equipment to be purchased under FF&E budget

Project Cost:

- Total Project Budget: \$17,941,882.00
- Project Cost to Date: \$77,765.16
- Total Construction Cost: \$13,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget



Corporate & Continuing Ed Center (CCEC)

Completed Activities:

- Schematic Design Approved
- Interior design option meeting with COM Admin (3/6/2024)
- Initial design meeting with Texas City
- Planning and Engineering Department (3/7/2024)

Project Milestones:

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

Ongoing/Upcoming Activities:

- Design Development Phase
- 100% SD Estimate reconciliation (3/13/2024)

Project Cost:

- Total Project Budget: \$13,807,344.24
- Project Cost to Date: \$ 78,222.53
- 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, waterline/fireline, sanitary sewer, security surveillance camera, and landscaping

Completed Activities:

- Layout “C” with some final changes
- Addition of security cameras, landscaping, and sewer line to scope

Project Milestones:

- Design Phase(Parking Lots):Completed Mar 3, 2024
- Remaining Design Phase: Apr 2024–May 2024
- GC Procurement (CSP): May 2024–Jun 2024
- Construction Phase: July 2024 – Oct 2025

Ongoing/Upcoming Activities:

- Design for security surveillance camera and landscaping in the parking lots A,B and C to begin upon March 2024 BOT approval. Also, the sanitary sewer lines.

Project Cost:

- Total Project Budget: \$ 10,000,000
- Project Cost to Date: \$ 361,108.65
- Total Construction Cost: \$ 8,000,000
- Construction Cost to Date: \$ 0.00
- Project is in Budget

A/E: Fittz & Shipman

Contractor: TBD



Questions





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 27, 2024
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of increase to Contract 23-27 awarded to Cannon Design to combine the Academic Classroom Building (ACB) with the Library Classroom Building (LCB) into a single building construction project.

FUNDING SOURCE:

2023 Bond

PURPOSE

Approval of an increase to Cannon Design's original contract using the attached AIA Document G802 to combine two buildings into a single building project.

PROPOSED MOTION:

"I move the Board of Trustees approve an amendment to Contract 23-27 awarded to Cannon Design to incorporate the added scope combining the Academic Classroom Building with the Library Classroom Building into a single building construction project for an additional \$1,850,000.00 revising the current contract value from \$5,735,089 to \$7,585,089.

BACKGROUND:

At the December 11, 2023 Board of Trustees meeting, the Board approved the consolidation of the original ACB building program needs with the original LCB program needs, resulting in one larger combined building. The AIA Document G802 formally incorporates this change and increase in fee to Cannon Design's contract for an additional \$1,850,000.00. This increase changes the current contract value from \$5,735,089 to \$7,585,089.

Attachments:

1. LAN Summary/Cover Letter
2. AIA Document G802



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

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

From: Lockwood, Andrews & Newnam (LAN)

Date: March 27, 2024

Re: Approval of AIA Document G802 for the Library Classroom Building added scope

Background: At the December 11, 2023 Board of Trustees meeting, the Board approved the consolidation of the original ACB building program needs with the original LCB program needs, resulting in one larger combined building. The AIA Document G802 formally incorporates this change and associated increase in fee to Cannon Design's contract.

Recommendation: LAN recommends the approval of AIA Document G802 to incorporate the added scope and associated fee increase to Cannon Design's contract. We recommend this for the March 27, 2024 Board Meeting.

A handwritten signature in blue ink that reads "P Drnevich".

Paula J. Drnevich, AIA, LEED AP, REFP
Program Manager, LAN
pjdrnevich@lan-inc.com
mobile: (281) 384.8233



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
New Library and Classroom Building
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

AGREEMENT INFORMATION:
Date: July 25, 2023

AMENDMENT INFORMATION:
Amendment Number: AS-004
Date: February 26, 2024

OWNER: *(name and address)*
College of the Mainland
1200 Amburn Road,
Texas City, TX 7759

ARCHITECT: *(name and address)*
Cannon Design, Inc.
3737 Buffalo Speedway, Suite 1200
Houston, TX 77098

The Owner and Architect amend the Agreement as follows:

The project scope shall be revised to combine the College of the Mainland Bond 2022 Library and Classroom Building (LCB) and future Academic Classroom Building (ACB). As a result, the building size is increased from 134,000 to 156,300 gross square feet and the Estimated Construction Budget for the project is increased from \$67,200,000 to \$99,546,407. The new combined project will include the following:

- Planned to meet COM-provided enrollment target of 8,000 students.
- Planned for a minimum 42 classrooms (including computer classrooms) at 900 sf each.
- Departmental Planning Assumptions
 - 126 Offices + Support Spaces (Humanities, SBS, Adult Education & ‘General Offices’)
 - Part-time faculty office occupancy is 3 per office, 3 times per day (morning, afternoon, evening)
 - Faculty growth provided by COM and aligned with 8,000 students
 - Library Study Seating Target = 480 seats (11% of projected FTE)
 - 299 Seat Auditorium

The Architect’s compensation and schedule shall be adjusted as follows:

Compensation Adjustment:
One Million Eight Hundred Fifty Thousand Dollars (\$1,850,000)

The Compensation Adjustment above reflects an increase to the Architect's Basic Services described under Article 3 of the Prime Agreement from \$5,735,089 to \$7,585,089 (reflecting a Basic Services compensation adjustment of \$1,850,000).

Schedule Adjustment:
The project schedule will be revised as follows:

- Schematic Design: November 1, 2023 - March 7, 2024
- Design Development: March 8, 2024 - September 9, 2024
- Construction Documents: September 10, 2024 - February 17, 2025
- Construction Administration: March 15, 2025 - March 15, 2027
- Substantial Completion: March 15, 2027
- Final Completion: May 31, 2027

The revised project delivery schedule will include a Guaranteed Maximum Price (GMP) at 100% complete Construction documents. The revised schedule will also include an early procurement package to include long-lead items such as air handling units, electrical switchgear, and electrical transformers, but will not include early or phased delivery packages.

All of the other terms and conditions contained in the AIA B101 -2017 Standard Form of Agreement between Owner and Architect executed between the parties and dated the 25th day of July in the year 2023, shall remain valid and in full force and effect.

SIGNATURES:

Cannon Design, Inc.

ARCHITECT (*Firm name*)

College of the Mainland

OWNER (*Firm name*)

SIGNATURE

Michael Corb, Senior Vice President

PRINTED NAME AND TITLE

February 16, 2024

DATE

SIGNATURE

Dr. Warren Nichols, President

PRINTED NAME AND TITLE

DATE





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 27, 2024
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of Schematic Design for the new Library Classroom Building project.

FUNDING SOURCE:

2023 Bond

PURPOSE

Approve the Schematic Design for the new Library Classroom Building project, allowing Cannon Design to proceed to the Design Development Phase.

PROPOSED MOTION:

“I move the Board of Trustees approve the Schematic Design for the new Library Classroom Building project, as presented and attached.

BACKGROUND:

Cannon Design began design for the new Library Classroom Building project on August 8, 2023. Cannon Design presented the Schematic Design to the 2023 Bond Steering Committee on March 7, 2024. LAN and the Bond Steering Committee recommend approval of the Schematic Design authorizing Cannon Design to proceed to the next phase of design, Design Development.

Attachments:

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



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

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

From: Lockwood, Andrews & Newnam (LAN)

Date: March 27, 2024

Re: Approval of Library Classroom Building Schematic Design

Background: College of the Mainland (COM) has worked with Cannon Design for five Schematic Design workshops to further develop the identified program needs into the schematic design format.

Recommendation: LAN recommends the approval of Schematic Design for the Library Classroom Building, as presented and attached. We recommend this for the March 27, 2024 Board Meeting.

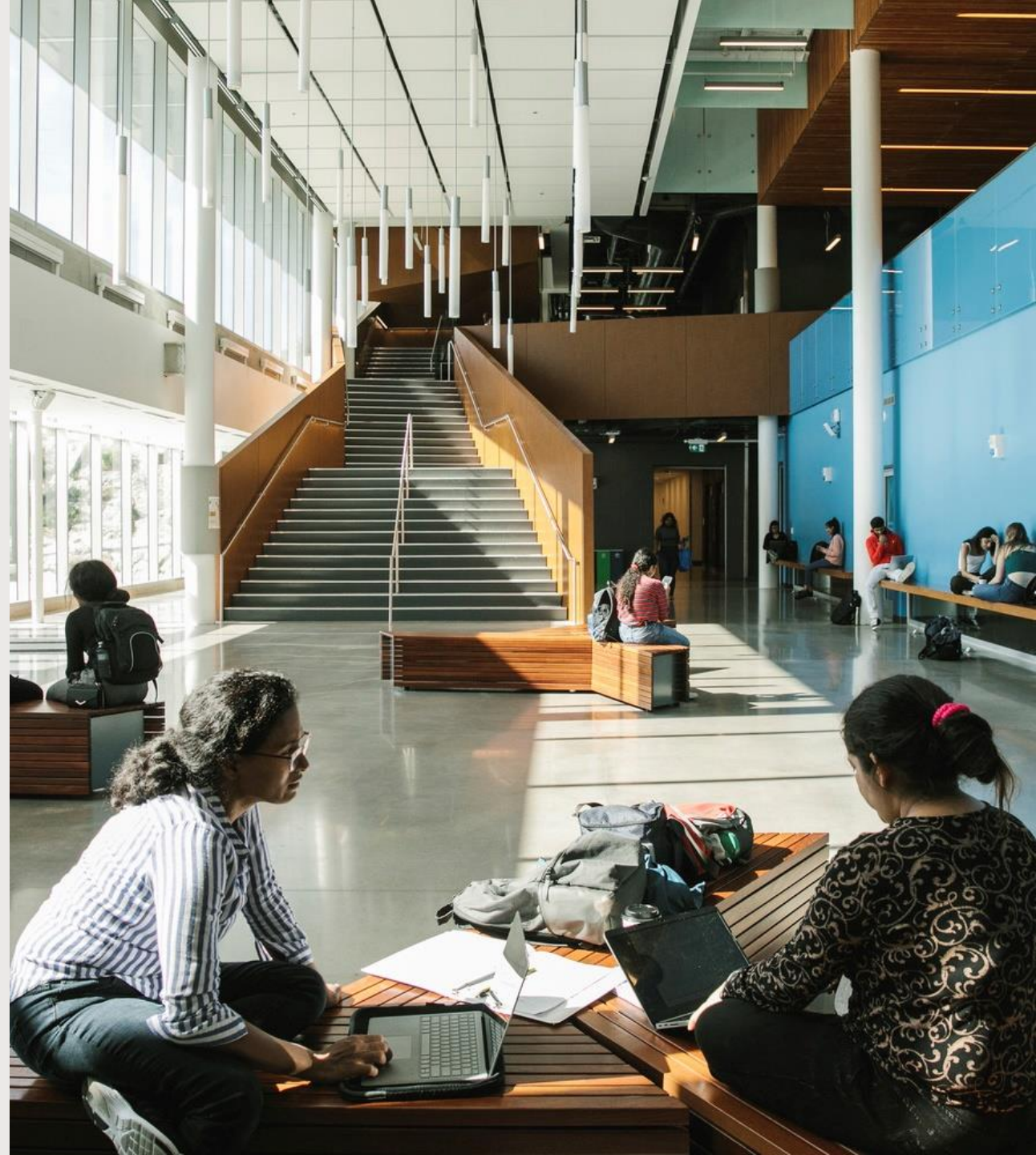
A handwritten signature in blue ink that reads "P Drnevich".

Paula J. Drnevich, AIA, LEED AP, REFP
Program Manager, LAN
pjdrnevich@lan-inc.com
mobile: (281) 384.8233

Library + Classroom Building

Steering Committee Meeting

March 7, 2024



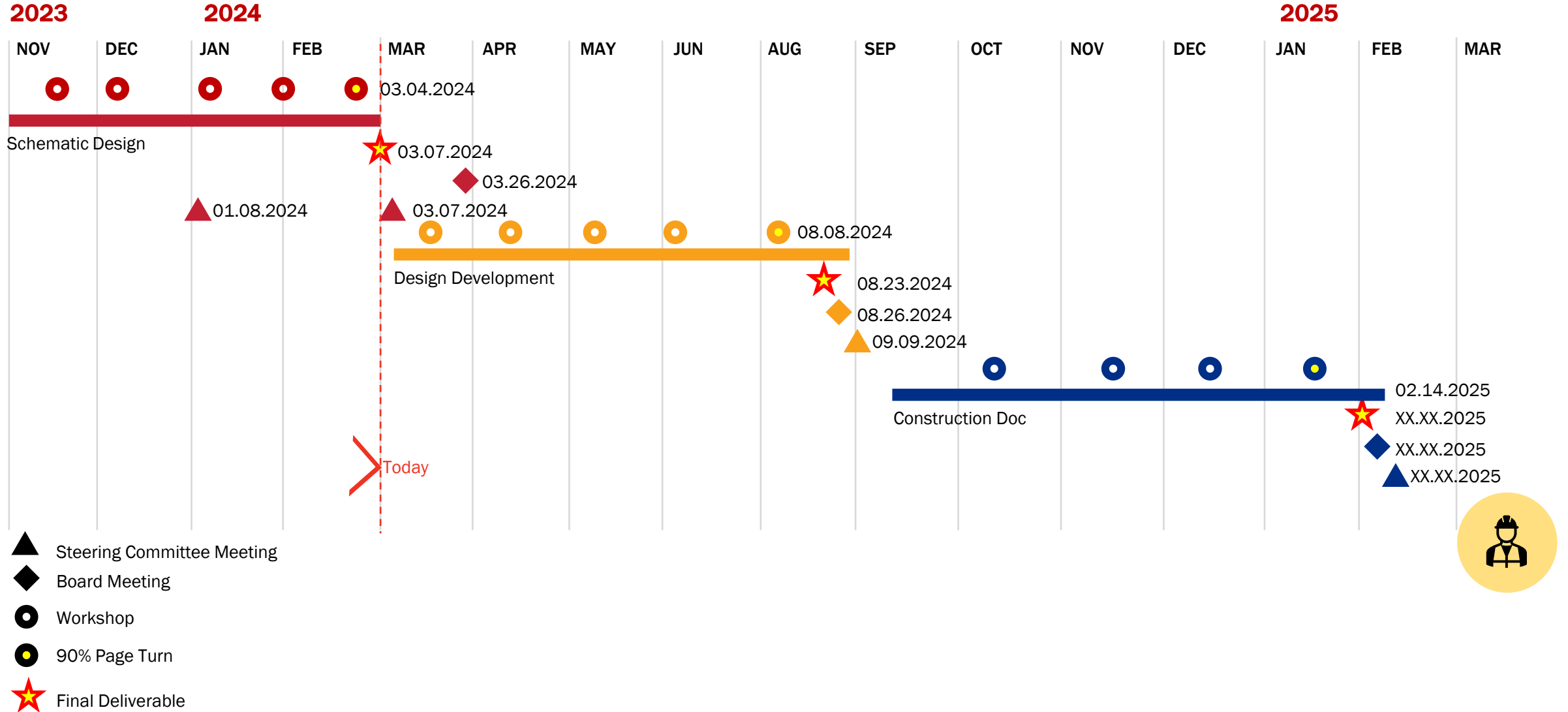
Objective

Design/ project overview to receive sign-off on Schematic Design deliverable.

Agenda

- Guiding Principles
- Site Plan
- Floor Plans
- Interior Finishes Strategy
- Environmental Graphics Strategy
- Building Systems Summary
- Building Design / Renderings

Project Schedule



Priorities & Outcomes

The experience in the Library Classroom Building will reinforce...



**Gateway to
Scholarship**



**Gathering for
Community**



**Safe & Supported
Atmosphere**



Third Space

Guiding Principles

The new Library Classroom Building will...

... be the **centerpiece** of the campus.



... allow for **choices** in how people meet, study, and play.



... be the **gateway** to a **premiere** academic experience.



... consider the **wellbeing** of occupants.

Guiding Principles

The new Library Classroom Building will...

... ensure student and faculty **success**.



... embrace and represent the **community**.



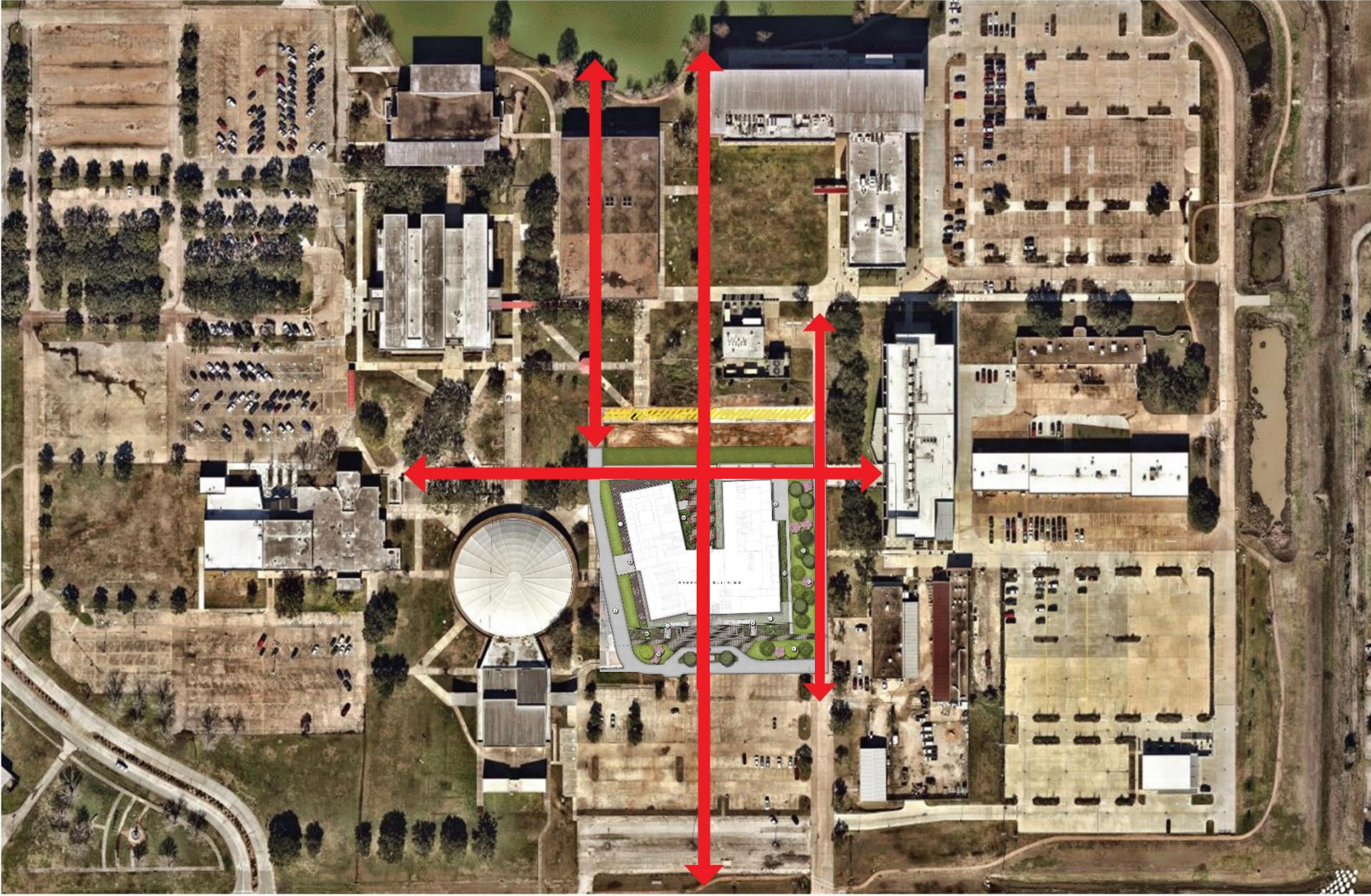
... celebrate and support **Diversity** and **Inclusivity**.



... advance city **trade/industry**.



Overall Site Plan



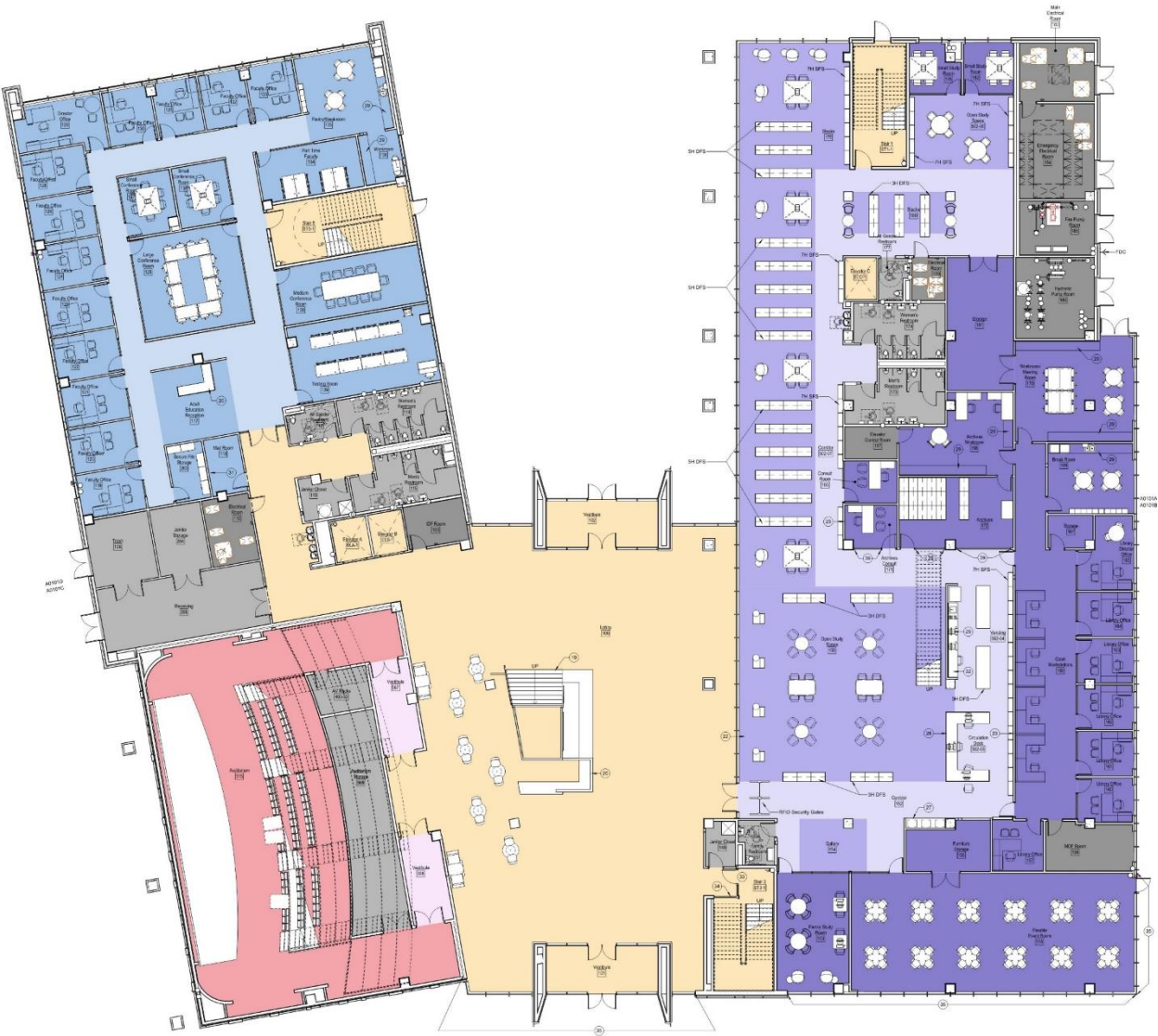
Site Plan

LEGEND

- ① DROP OFF
- ② ENTRY STEPS
- ③ ACCESSIBLE ENTRY
- ④ AERIAL APP. FIRE LANE
- ⑤ AERIAL APP. FIRE LANE (GRASS)
- ⑥ COURTYARD
- ⑦ BUILDING OVERHANG
- ⑧ LOADING/SERVICE DRIVE
- ⑨ LIBRARY AND UTILITY ACCESS
- ⑩ SHRUBS & GROUNDCOVER
- ⑪ SHADE TREES
- ⑫ ORNAMENTAL TREES



Detailed Planning



- Department Legend
- Circulation
 - Classrooms
 - Collaboration Space
 - Mechanical
 - Office
 - Office Circulation
 - Service

Level 01

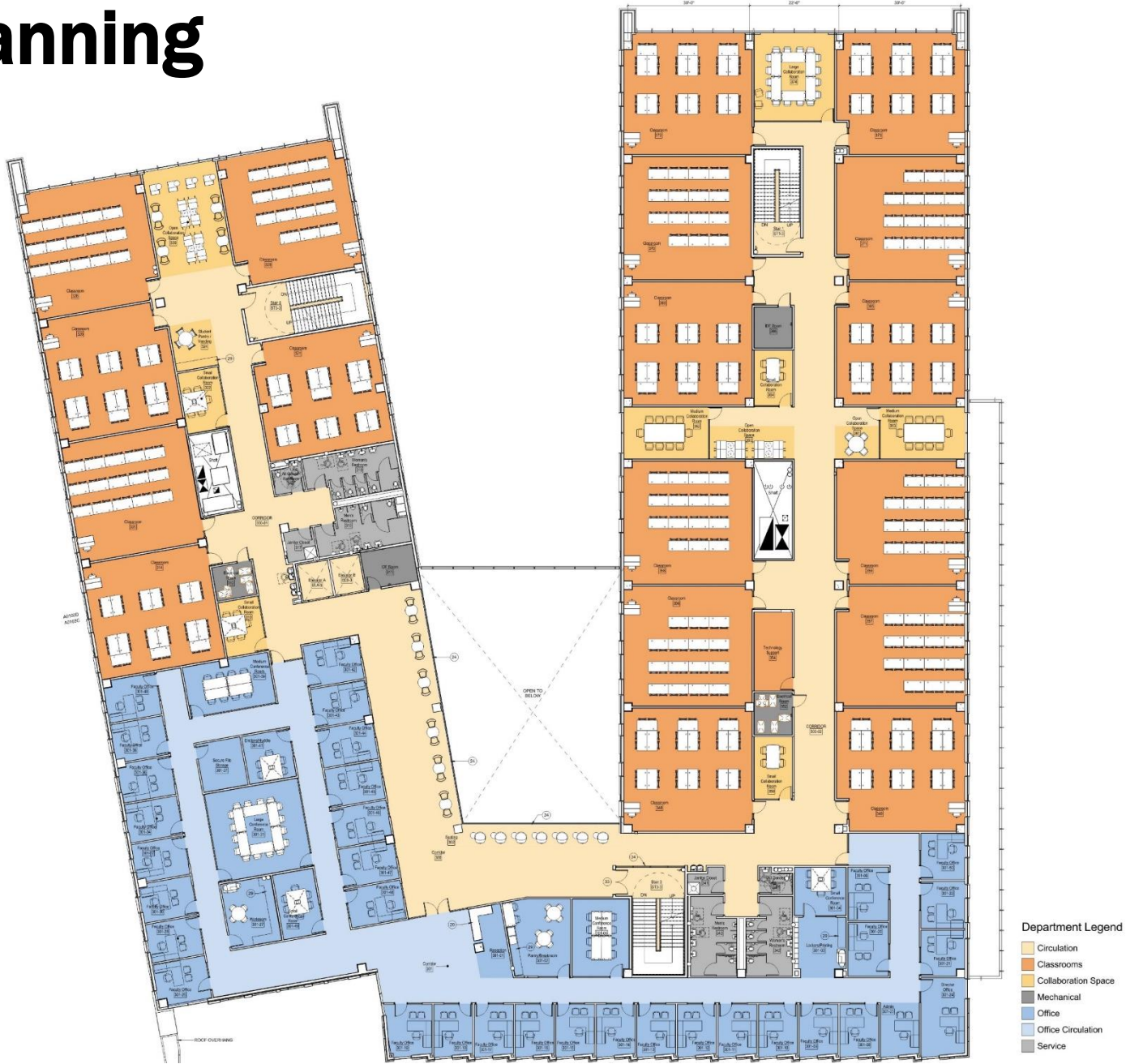
Detailed Planning



- Department Legend
- Circulation
 - Classrooms
 - Collaboration Space
 - Mechanical
 - Office
 - Office Circulation
 - Service

Level 02

Detailed Planning



Level 03

Detailed Planning



Level 04

Department Legend

- Circulation
- Classrooms
- Collaboration Space
- Mechanical
- Office
- Office Circulation
- Service

Interior Palettes – Public Spaces

Welcoming, Calm, Earthy, Sophisticated



Light, Airy, Sleek Light Fixtures



Terrazzo



Exposed Concrete



Wood Textures

Interior Palettes – Student & Faculty Spaces

Bright, Fun, Bold, Strong



Bold Light Fixtures



Colorful Carpet



Bold Textures & Colors

Environmental Graphics Opportunities

Interior | Level 1

a. EXTERIOR WALL OPPORTUNITY

- Selfie Wall
- Mural
- Donor Wall
- Architectural Installation
- Illumination

b. MAIN BUILDING DIRECTORY

- Welcoming message
- Building Navigation Support
- Digital Integration for messaging

c. MAIN FEATURE WALL

- Digital Wall
- Interactive Community Wall
- Lenticular Wall
- Changeable Content

d. ELEVATOR LOBBY WALL

- Directory
- Floor Marker
- Digital Integration for messaging
- Art Integration
- Community Board/Announcements

e. SPOTLIGHT STORY

- Abstract Pattern
- Community Success Story
- Academic Achievement
- Inspirational

f. STAIRS

- Directory
- Wayfinding
- Abstract Pattern
- Messaging

g. ART SHOWCASE

- Student Representation
- Artistic or Academic Achievement
- Changeable Content



Environmental Graphics Opportunities

Interior | Level 2

a. MAIN FEATURE WALL

- Digital Wall
- Interactive Community Wall
- Lenticular Wall
- Changeable Content
- Flag Inspired Installation
- Floor ID

b. ELEVATOR LOBBY WALL

- Directory
- Floor Marker
- Digital Integration for messaging
- Art Integration
- Community Board/Announcements

c. SPOTLIGHT STORY

- Abstract Pattern
- Community Success Story
- Academic Achievement
- Inspirational
- Historic Recognition

f. STAIRS

- Directory
- Wayfinding
- Abstract Pattern
- Messaging



Environmental Graphics Opportunities

Interior | Level 3

a. MAIN FEATURE WALL

- Digital Wall
- Interactive Community Wall
- Lenticular Wall
- Changeable Content
- Art Showcase
- Floor ID

b. ELEVATOR LOBBY WALL

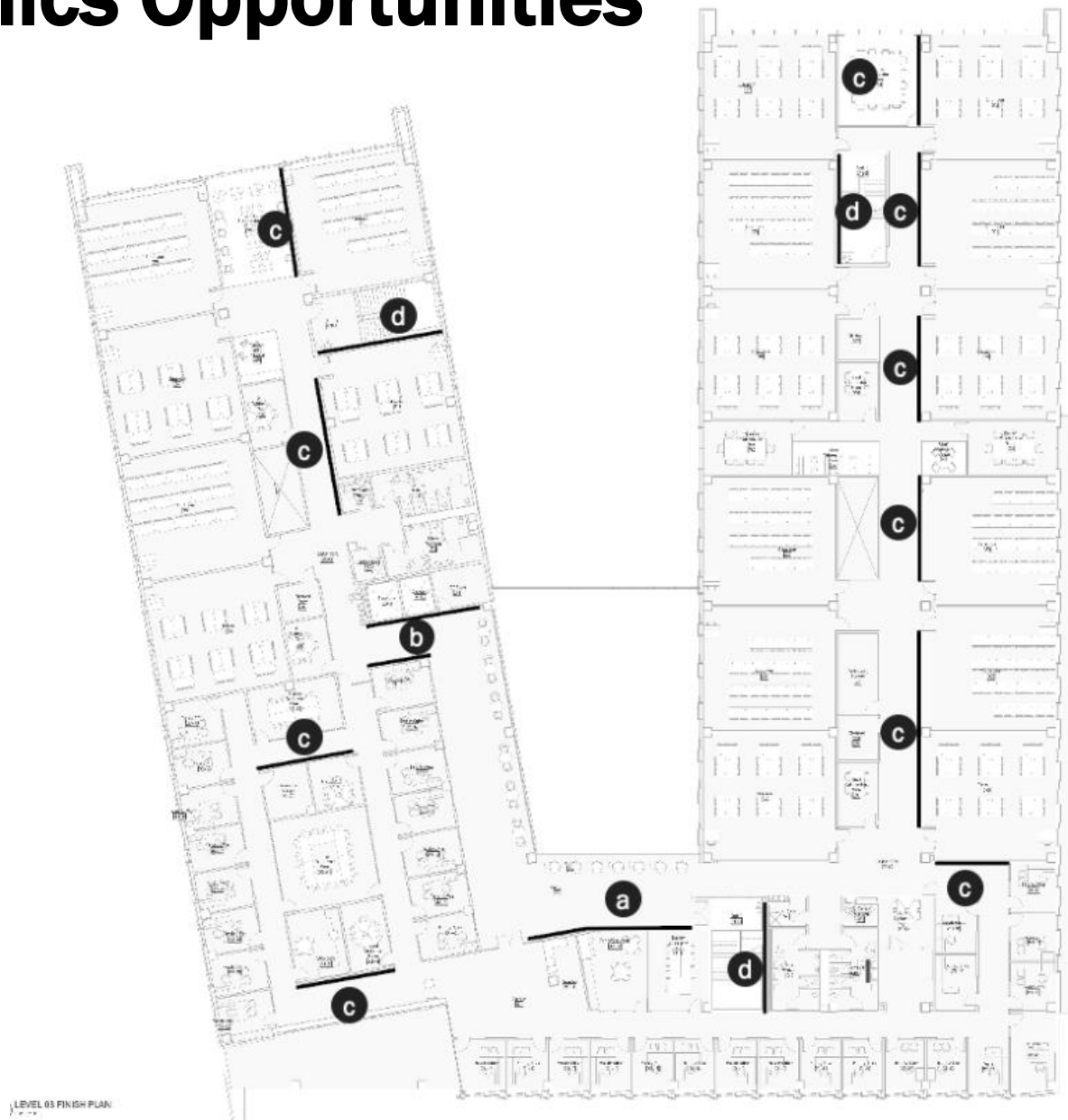
- Directory
- Floor Marker
- Digital Integration for messaging
- Art Integration
- Community Board/Announcements

c. SPOTLIGHT STORY

- Abstract Pattern
- Community Success Story
- Academic Achievement
- Inspirational
- Historic Recognition

f. STAIRS

- Directory
- Wayfinding
- Abstract Pattern
- Messaging



Environmental Graphics Opportunities

Interior | Level 4

a. MAIN FEATURE WALL

- Digital Wall
- Interactive Community Wall
- Lenticular Wall
- Changeable Content
- Art Showcase
- Floor ID

b. ELEVATOR LOBBY WALL

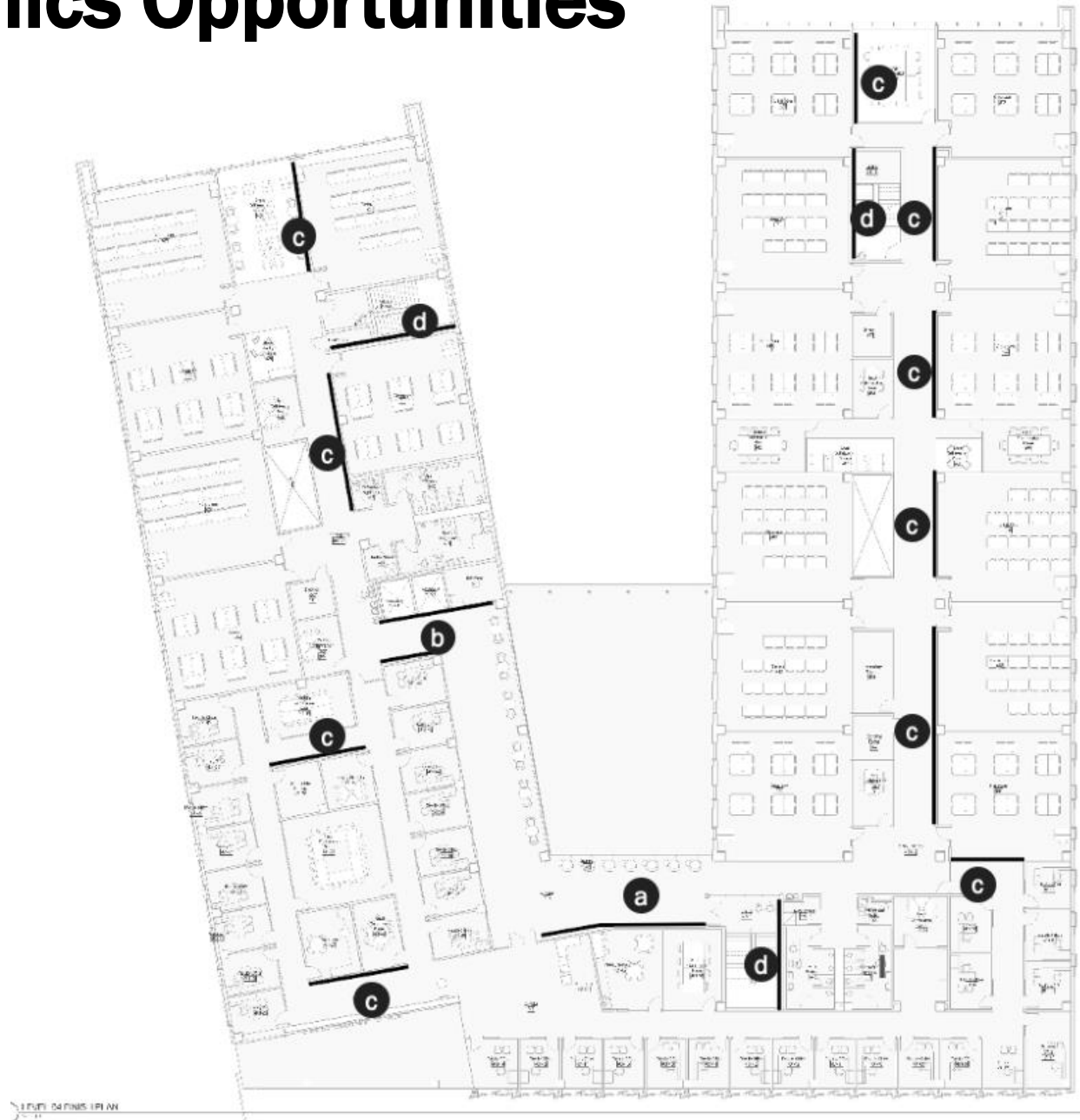
- Directory
- Floor Marker
- Digital Integration for messaging
- Art Integration
- Community Board/Announcements

c. SPOTLIGHT STORY

- Abstract Pattern
- Community Success Story
- Academic Achievement
- Inspirational
- Historic Recognition

f. STAIRS

- Directory
- Wayfinding
- Abstract Pattern
- Messaging



Systems Overview

Civil

- Connect to campus infrastructure
- Campus fire water will require new loop as part of campus infrastructure project
- Domestic water will require a new meter at Monticello Drive per Texas City
- Domestic water and irrigation water will be metered separately
- Sanitary line replacement and relocation provided as part of campus infrastructure project

Systems Overview

Structure

- **Foundation**
 - Spread footing on rammed aggregate piers
- **Ground floor**
 - Concrete slab on carton forms to create a separation between soil and structure
- **Elevated structure**
 - Reinforced concrete structure with beams at 6'-0" on center, beams at column lines and 24x24 columns, typical

Systems Overview

Mechanical

- **Central Station Air Handlers**
 - Located in conditioned penthouse on roof for centralized maintenance
 - Multizone variable air volume (VAV) w/ variable speed control
 - Dedicated air handler for lecture hall
 - Chilled water cooling coils
 - Hot water heating coils
 - Coil type has long Lifespan
 - Precise temperature and humidity control
- **Series Fan-powered Terminal Units**
 - Variable speed control for energy savings
 - Hot water reheat coils
- **Utilities**
 - Connect to thermal loop from central utility plant
 - 2 chilled water pumps in pump/mechanical room, sized for some redundancy
 - 2 hot water pumps in pump/mechanical room, sized for some redundancy
- **Desiccant dehumidifier for archival storage area**

Systems Overview

Electrical

- **Lighting**
 - Lighting design focus on visual comfort, architectural integration, safety, energy efficiency and maintenance.
 - All light sources are LED.
 - LED light source has (CRI) of 80 or greater with a standard color temperature of 3500K for interior and 3000K for exterior lighting.
Lighting controls include local and preset dimming controls; daylight and motion sensors; and time-based controls.
 - Motorized shades provided for daylight controls in select spaces; motorized for accessibility
- **Receptacles**
 - Additional receptacles will be provided in high traffic areas or as requested.
 - Offices and classrooms will have 50% of the receptacles power off while unoccupied.

Systems Overview

Plumbing / Fire Protection

- **Domestic Water**
 - Booster pump required due to building height
- **Water Heating**
 - Facility has limited hot water demand
 - Electric heating elements for low first Cost and simplified
 - Circulating pumps for instant hot water delivery and energy Savings
- **Fire Suppression**
 - Fire pump required due to building height
 - Standpipes in all stairs
 - Specialty sprinkler heads as required at glass walls, etc.

Systems Overview

Low Voltage

The Technology design focus is to provide a technologically advanced, efficient learning and collaboration environment for students, faculty, and staff. The Low Voltage Systems include:

- Audiovisual Systems
- Structured Cabling System (Fiber Backbone, Horizontal Cabling & Infrastructure)
- Security System (Access Control, Video Surveillance & Emergency Notification)
- Public Safety DAS Infrastructure
- Cellular DAS Infrastructure
- Specialty Lighting for the Auditorium

Exterior Views

South View



Exterior Views

South View



Exterior Views

South View



Exterior Updates

East View



Exterior Updates

Northeast View



Exterior Updates

North View



Exterior Updates

Northwest View





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 27, 2024
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of increase to Contract 23-05 for Civil Engineering Services awarded to Fittz & Shipman.

FUNDING SOURCE:

2023 Bond

PURPOSE

Additional services to provide survey services for Parking Lot D, full design and construction services for the updated project scope of the Parking lots A, B and C and sanitary sewer line replacement.

PROPOSED MOTION:

“I move the Board of Trustees approve the contract amendment for additional services to include: 1) survey of Parking Lot D, 2) the bidding and construction administration phases to the Parking Lots A, B and C / Waterline/ Fireline project 3) full design and construction services for additional scope to include security cameras and landscaping in the Parking Lots A, B, and C project and 4) full design and construction services to replace the sanitary sewer identified in need of replacement as part of this Infrastructure project for a fee of \$262,100.

BACKGROUND:

On October 24, 2022, the Board of Trustees approved award of the subject contract to Fittz & Shipman as the Civil Engineer for the preliminary design of Parking Lots A, B and C. At the February 26, 2024 Board of Trustees meeting, the Board approved the design of Parking Lots A, B and C as well as the Waterline/ Fireline replacement project. Fittz & Shipman was initially approved for the design phases of the project. This contract amendment includes the additional services necessary to proceed with the remaining construction phases, and the additional scope of security cameras and landscaping.

The scope to survey Parking Lot D is needed to support the overall campus survey.

Additionally, a portion of the existing sanitary sewer needs repair as part of the Infrastructure – underground utilities bond item. This proposal from Fittz & Shipman incorporates the full design services for the sanitary sewer replacement into the project.

The increase in the amount of \$262,100 will amend the current contract value from not-to-exceed \$354,000 to not-to-exceed \$616,100.

Attachments:

1. LAN Summary/Cover Letter
2. Fittz & Shipman – Contract Amendment Proposal



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

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

From: Lockwood, Andrews & Newnam (LAN)

Date: March 27, 2024

Re: Approval of contract amendment for Fittz & Shipman for Infrastructure project:
Parking Lots A, B and C and Waterline/ Fireline/ Sanitary replacement

Background: At the February 26, 2024 Board of Trustees meeting, the Board approved the design for the Parking Lots A, B and C as well as the Waterline/ Fireline replacement project. Fittz & Shipman was not yet contracted to act as A/E for the remaining bidding and construction administration phases of the project. This proposal adds that scope. Also, COM added scope to the Parking Lots project to add security cameras and landscaping. This proposal adds that scope to the project. At the same Board Meeting, it was mentioned that some sanitary sewer may also be in need of repair as part of the Infrastructure – underground utilities bond item. This proposal from Fittz & Shipman incorporates the sanitary sewer replacement (full design services through construction administration) into the project.

Recommendation: LAN recommends the approval of the contract amendment to Fittz & Shipman to incorporate the added scope and associated fee increase of \$251,000. We recommend this for the March 27, 2024 Board Meeting.

A handwritten signature in blue ink, appearing to read 'P Drnevich'.

Paula J. Drnevich, AIA, LEED AP, REFP
Program Manager, LAN
pjdrnevich@lan-inc.com
mobile: (281) 384.8233

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

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

March 6, 2024

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

**** ENGAGEMENT LETTER ****

**RE: BPO 2850 Contract Amendment
RFQ 23-05 Civil Engineering Services
Parking Lot A, B & C Reconstruction
Campus Infrastructure Improvements**

Dear Ms. Blinka,

Fittz & Shipman, Inc. is pleased to provide this "Proposal" for a Contract Amendment to BPO 2850 for Construction Administration, Landscaping Design, Security Camera Design and Sanitary Sewer Design Services per our meeting on Monday, February 26, 2024.

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

PARKING LOT A, B & C SCOPE OF SERVICES

Bidding/Negotiation Phase

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

Construction Phase

-) Answer questions and provide design clarifications to provide supplementary information regarding the construction of the project.
-) Review materials submittal for site materials. Review laboratory and shop test reports of materials and equipment.
-) Perform periodic visits to the site to observe critical construction activities. Such visits shall not constitute full time inspection of contractor's activities or contractors work but shall be limited to monitoring of Contractor's progress and answer design questions or clarifications which be necessary.
-) Make a final inspection on the completed project.

Landscape Design

-) Coordinate with College of the Mainland representatives to determine the goals and objectives to be achieved in the landscaping.
-) Coordinate with the College of the Mainland and prepare Conceptual Landscaping Master Plan Design drawings.
-) Produce final signed and sealed Landscaping Plans to include planting plans, specifications and construction details.
-) Perform periodic visits to the site to observe critical construction activities. Such visits shall not constitute full time inspection of contractor's activities or contractors work but shall be limited to monitoring of Contractor's progress and answer design questions or clarifications which be necessary.

Security Surveillance Camera Design

-) Coordinate with College of the Mainland representatives to determine the goals and objectives to be achieved in the surveillance cameras in the parking lot.
-) Coordinate with the College of the Mainland and prepare Conceptual Security Surveillance Camera Design drawings.
-) Produce final Security Surveillance Camera Design Plans to include camera locations, specifications and construction details.
-) Coordinate with College of the Mainland representatives to determine the required IT rooms to connect the cameras in the building adjacent to the parking lot areas.
-) Perform periodic visits to the site to observe critical construction activities. Such visits shall not constitute full time inspection of contractor's activities or contractors work but shall be limited to monitoring of Contractor's progress and answer design questions or clarifications which be necessary.

SANITARY SEWER SCOPE OF SERVICES

Preliminary Engineering

-) Coordinate with College of the Mainland representatives and the various MEP Engineers related to the current Bond Projects to determine the goals and objectives to be achieved in the sanitary sewer replacement including estimated required sanitary sewer flow rates that are anticipated to be required for the various new buildings to be constructed.
-) Interview of the facility maintenance personnel, owner and/or other client consultants, Texas City Water Department, if possible, regarding the history and performance of the existing sanitary sewer.
-) Request from the College of the Mainland documents regarding the waterlines, such as construction drawings, previous testing and inspection reports, and previous repair information. All provided documents will be reviewed.

- J Make visual observations during a site visit walk-through/around of the college campus and areas where the existing sanitary sewer is located as well as any existing manhole locations and sewer connections to the building. The visible utilities will be observed from the ground via a walkthrough/around/on the college. Our focus/attention during the site visit will be on factors that might influence the sanitary sewer condition.
- J Coordinate with the College of the Mainland and prepare schematic design civil site drawings from indicating the replacement of the sanitary sewer.
- J Coordinate with local authorities having jurisdiction, utility companies and other agencies regarding the Schematic Design Plan.
- J Produce a final Schematic Design based on coordination with the College of the Mainland, Bond MEP Engineers and local reviewing agencies for final approval to move to the Phase I Civil Design & Construction Documents.
- J Coordinate with the College of the Mainland representatives on developing a priority for the reconstruction of the sanitary sewer.
- J Develop preliminary budgetary cost estimates based on the Schematic Design Plan for the sanitary sewer replacement.

Topographic Surveying

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

Civil Engineering Design

Design Development Phase

- J Prepare civil site drawings from Schematic Design Studies developed in the preliminary engineering phase indicating the location of sanitary sewer and manholes.
- J Consult with College of the Mainland Facilities Maintenance and Local utility companies regarding locations of existing water and sewer lines, electric lines, telephone and communications lines, gas lines, and drainage facilities. Coordinate with College of the Mainland Facility Maintenance to determine condition of existing waterlines, gas lines,

sanitary sewer and storm lines. Provide information regarding protection or relocation of existing utilities for the installation of the new sanitary sewer.

-) Coordinate with College of the Mainland, and local governmental agencies regarding requirements for the waterline and connection to existing to the existing sanitary sewer systems. Perform preliminary sewer capacity calculations and determine preliminary size requirements for the sanitary sewer facilities.
-) Coordinate with Owner and be available for general consultation and make recommendations regarding basic systems for the Project.

Construction Documents Phase

-) Provide civil drawings indicating proposed sanitary sewer and manholes per the City of Texas City requirements as well as to serve any existing sewer service to existing buildings and future taps required for the new Bond projects.
-) Provide civil drawings indicating the locations of existing buildings, building expansion(s), access drives, parking areas, storm drainage facilities, sanitary sewer and water lines. Show location of existing and proposed underground electric lines, telephone and communications lines, and gas lines (when provided) for informational purposes.
-) Furnishing engineering data, where necessary, for application for regulatory permits.
-) Furnish client with specified number of copies of drawings, specifications, and other contract documents for interim and final review by client and approving authorities as required.
-) Prepare final construction drawings new sanitary sewer system.
-) Submit final construction plans to College of the Mainland for review and comment. Make reasonable revisions if required for approval for agencies.
-) Prepare specifications for sanitary sewer, manholes, utility extensions to building, and other construction items necessary for the project.

COMPENSATION

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

Civil Engineering Services:

Bidding/Negotiation, Construction Admin, Landscaping, Security Camera & Sanitary Sewer Design:

TOTAL BASIC SERVICES \$251,000.00

Scope of Work Qualifications

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

-) Surveying for/or preparation of easements offsite or onsite;
-) Televising sanitary sewer or storm sewer lines
-) Major revisions to site plans during design and permitting phases of project;
-) Design of storm water detention facilities.
-) Design of offsite utilities. This proposal assumes that utilities such as water, sewer, and storm will be connected to existing facilities;
-) Plan review and construction review activities or fees associated with ADA;

-) Construction permit fees by City or State;
-) Landscaping and irrigation design;
-) Continuous site observation/inspection of construction;
-) Coordination and fees associated with construction quality assurance testing (i.e. subgrade density testing, concrete strength testing, etc.)
-) Windstorm insurance certificate; or
-) Elevation certificate.

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

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

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

Sincerely,

Accepted:

Fittz & Shipman, Inc.

COLLEGE OF THE MAINLAND



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

by: _____ date

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

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

August 25, 2023

Bo Bacon
Director of Facility Services
College of the Mainland
1200 Amburn Rd.
Texas City, Texas 77591

**** ENGAGEMENT LETTER ****

**RE: Surveying Services
 Parking Lot D**

Dear Mr. Bacon,

Fittz & Shipman, Inc. is pleased to provide this "Proposal" for Surveying Services per the Request for proposal email sent to our office on Monday, August 21, 2023. The area of needed surveying outline in the email relates to Parking Lot D and the areas and Buildings adjacent to Parking Lot D.

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

SURVEYING SERVICES – Scope of Work

Boundary Surveying

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

Topographic Surveying

-) Review site and consult with College of the Mainland representatives regarding location of existing utilities, storm drains, and possible pertinent items that may affect the design of the site facilities;
-) Review City of Texas City and Utility District maps regarding locations of possible public utility line locations or easements;
-) Perform a topographic survey in the referenced site areas collecting data on existing features including but not limited to; existing building corners, finished floor elevations, fencing, sidewalks,

misc. structures, trees, drip lines, pavement, known utilities, drainage ditches and storm systems, and natural grades on an approximate 50 foot grid;

-) Coordinate with College of the Mainland Facilities Maintenance personnel to locate and show any existing water lines, sewer lines, electric and telecommunications lines within the defined site. Coordinate with utility companies and locate existing gas, electrical, telephone, cable and other utility lines.
-) Establish a minimum of two permanent benchmarks within the site for the first 5 acres, or fraction thereof, and one for each additional five acres;
-) Prepare a topographic drawing at 1" = 20' scale to be used in design activities;
-) Provide electronic AutoCad file of final topographic survey to Owner.
-) Drawings will be developed utilizing the United States National CAD Standard Layering System.

COMPENSATION

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

Surveying Services:

Boundary Survey	\$2,750.00
Topographic Survey	<u>\$8,325.00</u>
Total Surveying Services	\$11,100.00

TOTAL BASIC SERVICES \$11,100.00

Scope of Work Qualifications

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

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

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

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

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

Sincerely,

Accepted:

Fittz & Shipman, Inc.

COLLEGE OF THE MAINLAND



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

by: _____ date





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 27, 2024
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of final construction documents for the existing STEAM Building - 4th Floor Shell-Space Buildout

FUNDING SOURCE:

2018 Bond Funds

PURPOSE

Approval of the final construction documents for the STEAM Building – 4th Floor Shell Space Buildout 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 STEAM Building – 4th Floor Shell Space Buildout project as presented and attached.”

BACKGROUND:

As the Architect of record, Joiner Architects is presenting the final construction documents for the STEAM Building – 4th Floor Shell Space. It is the recommendation of COM Administration to approve the subject recommendation to proceed to the procurement and construction administration phase of the project to select a contractor.

Attachments:

1. Joiner Architects Presentation



Site Aerial Image





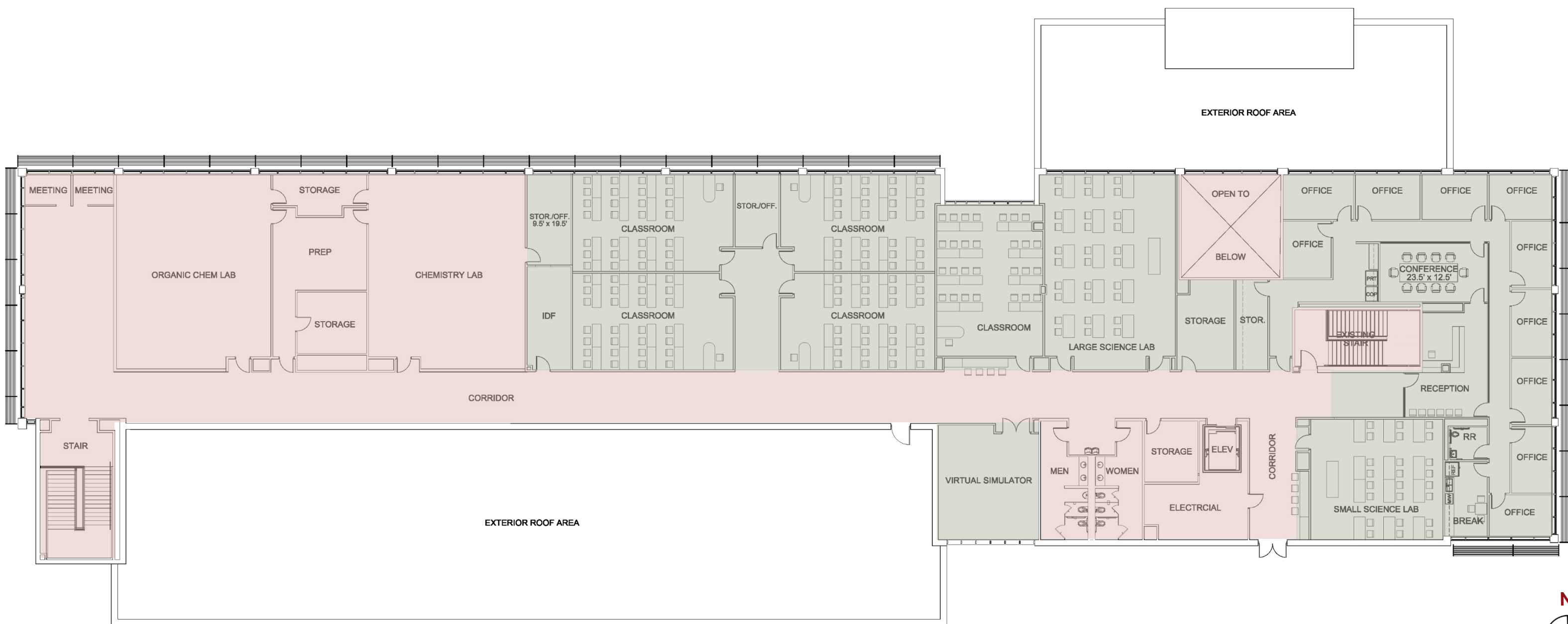
Revised Fourth Floor Plan Diagram

GENERAL NOTES:

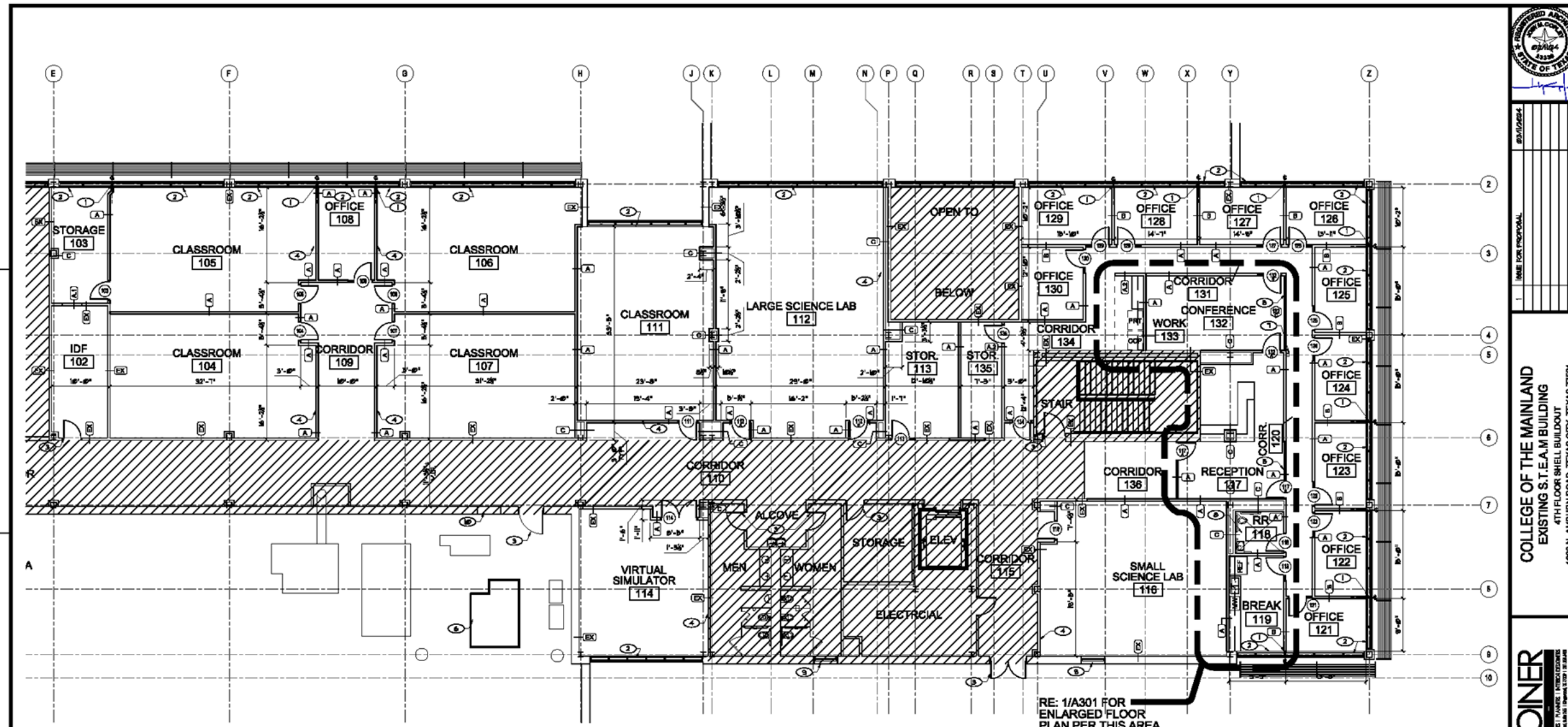
- NEW FINISHES THROUGHOUT SHELL BUILDOUT.
- NEW ELECTRICAL DEVICES, LED LIGHTING, ACCESS CONTROL, AND FIRE ALARM DEVICES THROUGHOUT SHELL BUILDOUT.
- LOCKING SECURITY DOOR HARDWARE AT CLASSROOMS/LABS/OFFICES.
- ROLLER SHADES AT ALL EXTERIOR WINDOWS.

PLAN LEGEND:

-  EXISTING BUILDING - 12,278 SF (NO WORK)
-  AREA OF SHELL BUILDOUT – 10,772 SF



Revised Fourth Architectural Floor Plan



DATE	03/11/2024
PROJECT NO.	23012
SHEET NO.	A
TOTAL SHEETS	202

COLLEGE OF THE MAINLAND
EXISTING S.T.E.A.M BUILDING
4TH FLOOR SHELL BUILDOUT
1200 N. AMBURN ROAD, TEXAS CITY, TEXAS 77091

JOINER
ARCHITECTS
1200 N. AMBURN ROAD, SUITE 100
TEXAS CITY, TEXAS 77091

RENOVATED FLOOR PLAN

1 RENOVATED FLOOR PLAN

SCALE: 1/8" = 1'-0"

GENERAL NOTES

- ACoustically SEAL PARTITIONS AT EXISTING CURTAIN WALL MILLIONS.
- SEE SHEET A401 FOR TYPICAL MOUNTING HEIGHTS AND OPENINGS.
- ALL WORK TO BE ERected PLUMB AND TRUE-TO-LINE IN ACCORDANCE WITH BEST PRACTICES OF THE TRADE AND MANUFACTURER'S RECOMMENDATIONS.
- CONTRACTOR TO COMPLY WITH LOCAL BUILDING CODE AND APPLICABLE ORDINANCES.
- STANDARD AIA GENERAL CONDITIONS DOCUMENT AIA A201 (CURRENT EDITION) SHALL BE CONSIDERED PART OF THE CONSTRUCTION DOCUMENTS.
- DO NOT SCALE THESE DRAWINGS - USE DIMS SHOWN.
- CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING PERMITS AND FOR NOTIFICATION OF ALL AUTHORIZED INSPECTORS, SUPERINTENDENTS, OR PERSONS IN CHARGE OF PRIVATE OR PUBLIC UTILITIES AFFECTED BY HIS OPERATIONS PRIOR TO STARTING WORK.
- CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS/ DIMENSIONS PRIOR TO STARTING WORK. NOTIFY ARCHITECT OF DISCREPANCIES PRIOR TO CONSTRUCTION.
- AREA OF WORK SHALL NOT BE OCCUPIED DURING CONSTRUCTION. CROSS HATCHED AREA INDICATING EXISTING FINISHED SPACE WILL BE OCCUPIED DURING CONSTRUCTION.

- THE CONTRACTOR SHALL MAINTAIN AT SITE FOR THE OWNER ONE RECORDED COPY OF DRAWINGS AND ALL OTHER CONTRACT DOCUMENTS IN GOOD ORDER AND MARKED CURRENTLY TO RECORD ALL CHANGES MADE DURING CONSTRUCTION. THESE DOCUMENTS SHALL READ CLEARLY AND BE COMPLETE AT THE END OF THE PROJECT. THE DOCUMENTS SHALL BE TURNED OVER TO THE OWNER AT THE END OF THE PROJECT. CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE RECORD SET.
- SEE SHEET A101 FOR PARTITION TYPES.
- SOUND TRANSMISSION BETWEEN OFFICES TO BE ACHIEVED BY THE SPECIFIED PARTITION TYPES/APPROPRIATE UL DESIGN. PARTITIONS TO EXTEND TO DECK WITH ACOUSTICAL CAVITY INSULATION PERIPHERAL SOUND BARRIER, FLEET RETURN AIR HOODS, SEALED PARTITION TRACKS AT FLOORHEAD AND SEAL AT CURTAIN WALLS.
- CONSTRUCTION MATERIALS MAY BE ROUTED THROUGH BUILDING ONLY AT THOSE DESIGNATED BY OWNER. ALL ROUTES SHALL BE PROTECTED AND REPAIRED IF DAMAGED AT NO ADDITIONAL COST TO OWNER. TEMPORARY PROTECTION MATERIALS SHALL BE REMOVED DAILY.
- REFER TO MECHANICAL DRAWINGS FOR EXHAUST SYSTEMS THRU EXISTING WALL CONSTRUCTION. FIELD VERIFY EXACT LOCATIONS WITH ARCHITECT IN FIELD VIA DETAILS JA & ZB/A401. REFER TO MECHANICAL DRAWINGS FOR EXHAUST FAN SCHEDULE & TYPES.

KEYED NOTES:

- ACOUSTICAL SEAL AT CURTAIN WALL (REF: A/A401) CENTER WALL ON MILLION.
- MANUAL ROLLING SHADERS AT ALL EXISTING WINDOWS WITHIN AREA OF RENOVATION.
- EXISTING DOOR/FRAME TO REMAIN. PROTECT THROUGHOUT CONSTRUCTION.
- MARKER SURFACING OVER ENTIRE BALL AS SPECIFIED.
- DECORATIVE GLAZING FILM AS SPECIFIED, REF: S/A401.
- NEW RTU & ROOF CURB. CENTER UNIT EAV OVER EXISTING ZB/C05 JOIST. SEE MECH D050 & SHEET A401 FOR ADDITIONAL INFORMATION.
- FINE EXTINGUISHER CABINET. (NECESS) (REF) SPECIAL.
- NEW CONCRETE SLAB OVER EXISTING STEEL DECKING SLOPED TO FLOOR DRAIN - 404 ULI X ULI W/P & 3/8" DIA HORIZONTAL WEIGHT CONCRETE TOPPING. DO NOT CUT STL. DOCK OR SUPPORTING MEMBERS BELOW.
- NEW WALL LOUVER ABOVE CEILING. (REF) MECH FOR SIZE & SPEC.
- SEAL DUCT PENETRATION THRU EXISTING WALL. (REF) MECH D050.

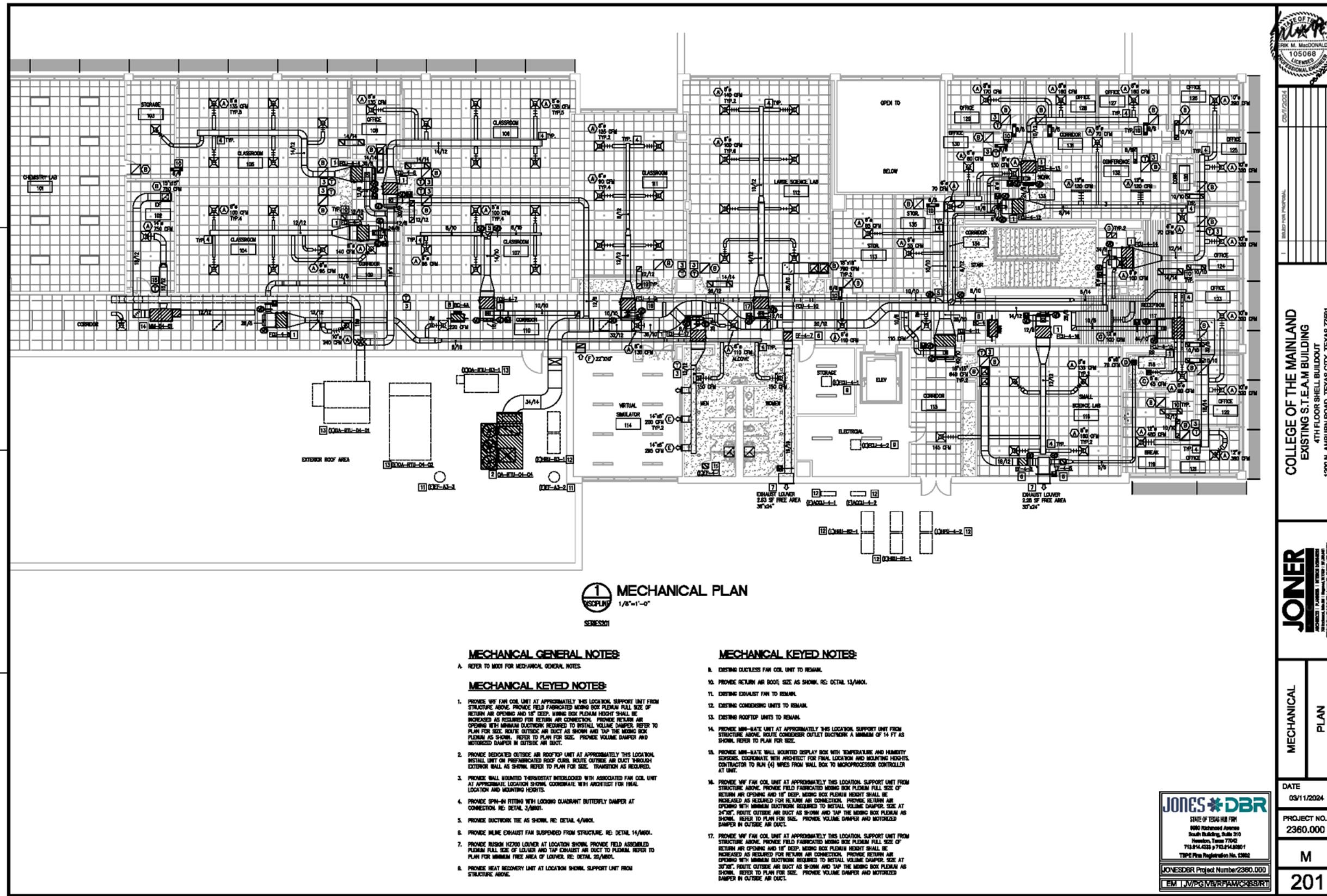
EXISTING FINISHED SPACE. THIS AREA TO BE LIMITED TO ONLY THAT WHICH IS REQUIRED TO ACCOMMODATE SHELL SPACE RENOVATIONS.

2 NOTES

N



Revised Fourth Floor Mechanical Plan



COLLEGE OF THE MAINLAND
EXISTING S.T.E.A.M BUILDING
4TH FLOOR SHELL BUILDOUT
1200 N. AUBURN ROAD, TEXAS CITY, TEXAS 77981

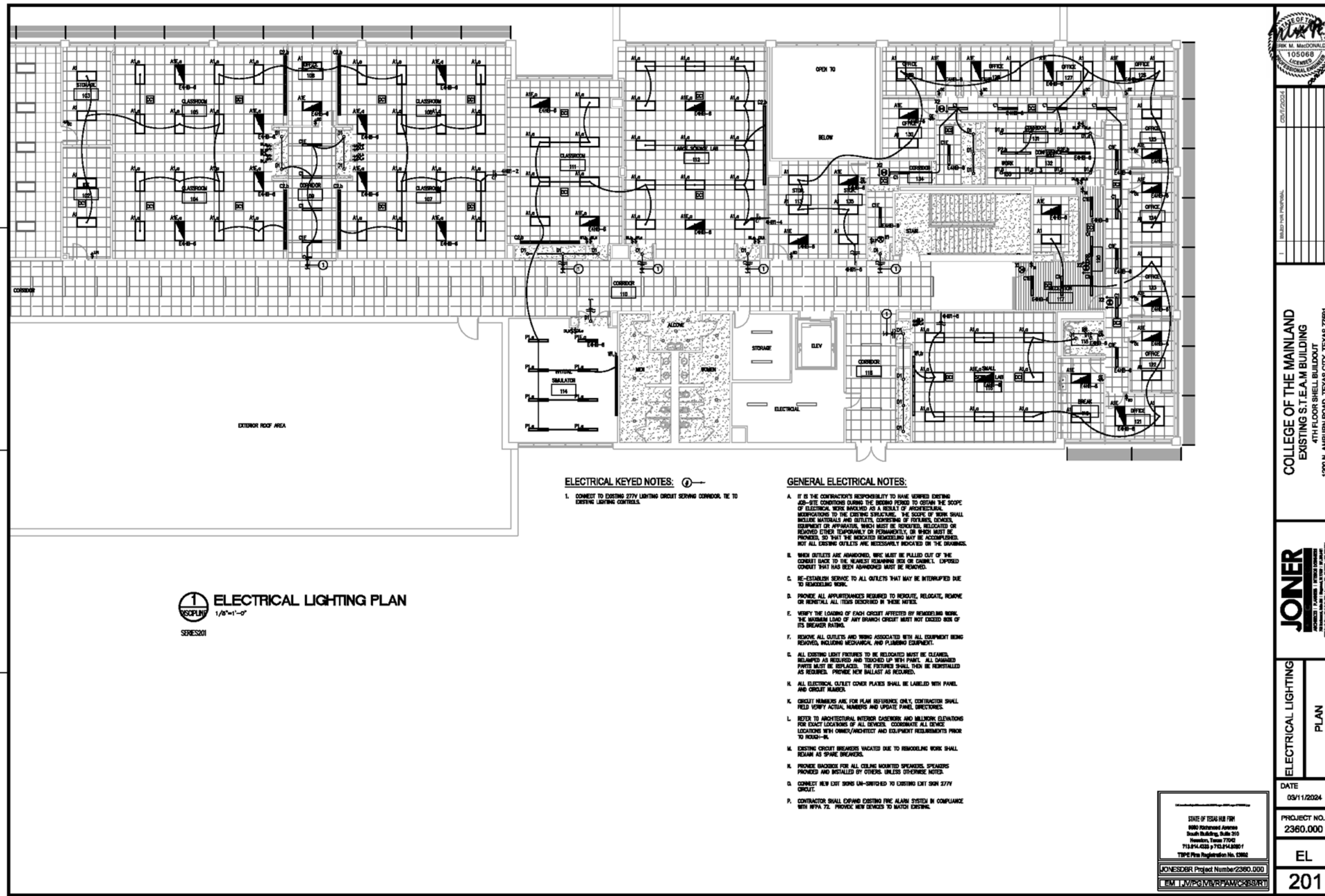


MECHANICAL	PLAN
DATE	03/11/2024
PROJECT NO.	2360.000
M	
201	

JONES + DBR
STATE OF TEXAS REG. FIRM
6960 Richmond Avenue
Suite Building, Suite 200
Houston, Texas 77042
713.914.4333 • 713.914.8901
TPOE Firm Registration No. 13962
JONES+DBR Project Number 2360.000
EM | JV | PG | IV | RP | AM | CK | SS | RT



Revised Fourth Floor Electrical Lighting Plan



COLLEGE OF THE MAINLAND
EXISTING S.T.E.A.M. BUILDING
4TH FLOOR SHELL BUILDOUT
1200 N. AMBURN ROAD, TEXAS CITY, TEXAS 77591

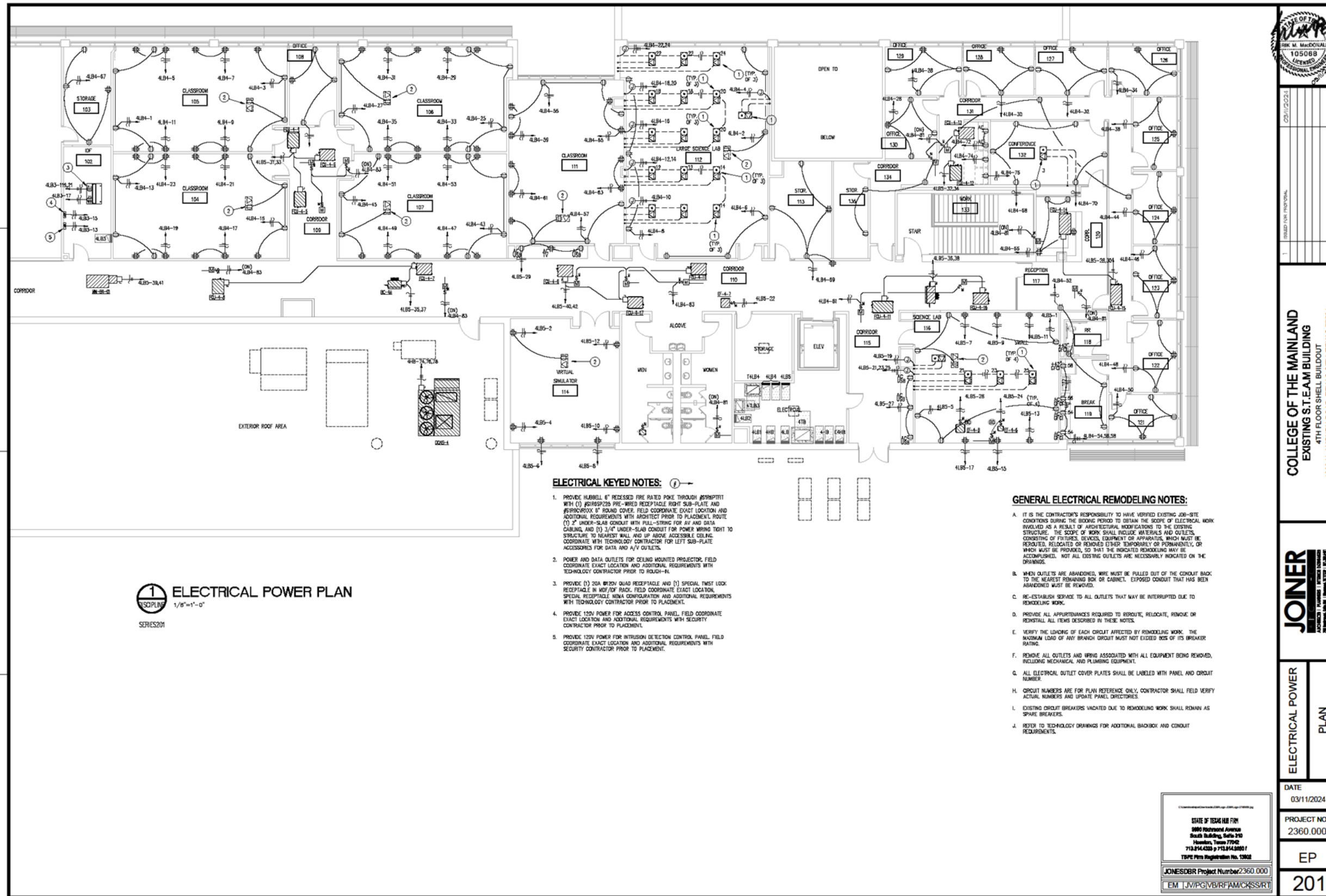


ELECTRICAL LIGHTING
PLAN

DATE	03/11/2024
PROJECT NO.	2360.000
EL	201



Revised Fourth Floor Electrical Power Plan



1 ELECTRICAL POWER PLAN
1/8"=1'-0"
SERIES 201

ELECTRICAL KEYED NOTES:

- PROVIDE HUBBELL 6" RECESSED FIRE RATED PANE THROUGH ASPHALT WITH (1) #6/60P/20S PRE-WIRED RECEPTACLE RIGHT SUB-PLATE AND #6/60P/20S 6" ROUND COVER. FIELD COORDINATE EXACT LOCATION AND ADDITIONAL REQUIREMENTS WITH ARCHITECT PRIOR TO PLACEMENT. ROUTE (2) 2" UNDER-SLAB CONDUIT WITH FILL-STRING FOR AV AND DATA CABLES, AND (1) 3/4" UNDER-SLAB CONDUIT FOR POWER WIRING TIGHT TO STRUCTURE TO NEAREST WALL, AND UP ABOVE ACCESSIBLE CEILING. COORDINATE WITH TECHNOLOGY CONTRACTOR FOR LEFT SUB-PLATE ACCESSORIES FOR DATA AND A/V OUTLETS.
- POWER AND DATA OUTLETS FOR CEILING MOUNTED PROJECTOR. FIELD COORDINATE EXACT LOCATION AND ADDITIONAL REQUIREMENTS WITH TECHNOLOGY CONTRACTOR PRIOR TO RUSH-UP.
- PROVIDE (1) 20A @120V QUAD RECEPTACLE AND (1) SPECIAL TWIST LOCK RECEPTACLE IN M/D/OF RACK. FIELD COORDINATE EXACT LOCATION, SPECIAL RECEPTACLE NOMA CONFIGURATION AND ADDITIONAL REQUIREMENTS WITH TECHNOLOGY CONTRACTOR PRIOR TO PLACEMENT.
- PROVIDE 120V POWER FOR ACCESS CONTROL PANEL. FIELD COORDINATE EXACT LOCATION AND ADDITIONAL REQUIREMENTS WITH SECURITY CONTRACTOR PRIOR TO PLACEMENT.
- PROVIDE 120V POWER FOR INTRUSION DETECTION CONTROL PANEL. FIELD COORDINATE EXACT LOCATION AND ADDITIONAL REQUIREMENTS WITH SECURITY CONTRACTOR PRIOR TO PLACEMENT.

GENERAL ELECTRICAL REMODELING NOTES:

- IT IS THE CONTRACTOR'S RESPONSIBILITY TO HAVE VERIFIED EXISTING JOB-SITE CONDITIONS DURING THE BIDDING PERIOD TO OBTAIN THE SCOPE OF ELECTRICAL WORK INVOLVED AS A RESULT OF ARCHITECTURAL MODIFICATIONS TO THE EXISTING STRUCTURE. THE SCOPE OF WORK SHALL INCLUDE MATERIALS AND OUTLETS, CONSISTING OF FIXTURES, DEVICES, EQUIPMENT OR APPARATUS, WHICH MUST BE RELOCATED, RELOCATED OR REMOVED EITHER TEMPORARILY OR PERMANENTLY, OR WHICH MUST BE PROVIDED, SO THAT THE INDICATED REMODELING MAY BE ACCOMPLISHED. NOT ALL EXISTING OUTLETS ARE NECESSARILY INDICATED ON THE DRAWINGS.
- WHEN OUTLETS ARE ABANDONED, WIRE MUST BE PULLED OUT OF THE CONDUIT BACK TO THE NEAREST REMAINING BOX OR CABINET. EXPOSED CONDUIT THAT HAS BEEN ABANDONED MUST BE REMOVED.
- RE-ESTABLISH SERVICE TO ALL OUTLETS THAT MAY BE INTERRUPTED DUE TO REMODELING WORK.
- PROVIDE ALL APPURTENANCES REQUIRED TO REMOVE, RELOCATE, REMOVE OR REINSTALL ALL ITEMS DESCRIBED IN THESE NOTES.
- VERIFY THE LOADING OF EACH CIRCUIT AFFECTED BY REMODELING WORK. THE MAXIMUM LOAD OF ANY BRANCH CIRCUIT MUST NOT EXCEED 80% OF ITS BREAKER RATING.
- REMOVE ALL OUTLETS AND WIRING ASSOCIATED WITH ALL EQUIPMENT BEING REMOVED, INCLUDING MECHANICAL AND PLUMBING EQUIPMENT.
- ALL ELECTRICAL OUTLET COVER PLATES SHALL BE LABELED WITH PANEL AND CIRCUIT NUMBER.
- CIRCUIT NUMBERS ARE FOR PLAN REFERENCE ONLY. CONTRACTOR SHALL FIELD VERIFY ACTUAL NUMBERS AND UPDATE PANEL DIRECTORIES.
- EXISTING CIRCUIT BREAKERS VACATED DUE TO REMODELING WORK SHALL REMAIN AS SPARE BREAKERS.
- REFER TO TECHNOLOGY DRAWINGS FOR ADDITIONAL BACKBOX AND CONDUIT REQUIREMENTS.



DATE	03/11/2024
PROJECT NO.	2360.000
EP	201

COLLEGE OF THE MAINLAND
EXISTING S.T.E.A.M BUILDING
4TH FLOOR SHELL BUILDOUT
1200 N. AMBURN ROAD, TEXAS CITY, TEXAS 77591

JONER
ELECTRICAL POWER PLAN

ELECTRICAL POWER PLAN

DATE	03/11/2024
PROJECT NO.	2360.000
EP	201

STATE OF TEXAS REG. FIRM
9900 Richmond Avenue
South Building, Suite 310
Houston, Texas 77042
713.814.4333 p 713.814.0800 f
TSPE Firm Registration No. 12902
JONESDBR Project Number: 2360.000
EM JV/PG/VB/R/FAM/CK/SRT



Revised Fourth Floor Plumbing Plan

FIRE SPRINKLER NOTE:

A LICENSED FIRE PROTECTION CONTRACTOR SHALL MODIFY THE EXISTING FIRE SPRINKLER SYSTEM AS REQUIRED TO FULLY PROTECT THE NEW SPACE LAYOUT IN ACCORDANCE WITH NFPA 13 AND ALL APPLICABLE STATE AND LOCAL CODE REQUIREMENTS. REFER TO SPECIFICATIONS AND ARCHITECTURAL DRAWINGS FOR ADDITIONAL INFORMATION.

GENERAL PLUMBING NOTES:

- COORDINATE ALL WORK WITH THE WORK OF OTHER TRADES TO AVOID CONFLICTS AND TO MINIMIZE INTERRUPTION OF SERVICES.
- FIELD VERIFY AS NECESSARY THE EXACT LOCATION/ROUTING/SIZES OF PLUMBING FIXTURES, PIPING, AND EQUIPMENT TO BE REMOVED OR RE-USED. REFER TO ARCHITECTURAL DRAWINGS FOR CLARIFICATION AS REQUIRED.
- THE PROPER INSTALLATION OF NEW FIXTURES AND THE PROPER CONTINUED OPERATION OF EXISTING BUILDING FIXTURES TO REMAIN SHALL GOVERN THE EXTENT AND NATURE OF WORK.
- SITE INSPECTION: CONTRACTOR SHALL VISIT THE SITE OF WORK PRIOR TO SUBMISSION OF HIS BID AND THOROUGHLY FAMILIARIZE HIMSELF WITH THE WORKING CONDITIONS AND EXACT NATURE OF WORK. SUBMISSION OF A BID ACKNOWLEDGES FULL RESPONSIBILITY FOR FURNISHING A COMPLETE AND FUNCTIONAL SYSTEM. NO CHANGES IN CONTRACT WILL BE MADE TO ACCOMMODATE OR ALLOW EXTRA FUNDS FOR ANY OMISSION WHICH RESULTS FROM A FAILURE TO MAKE SUCH A THOROUGH EXAMINATION. ALL EXISTING PIPING TO REMAIN OR TO BE ABANDONED IN PLACE MAY NOT BE SHOWN ON FINISHED FLOOR PLAN FOR GRAPHICAL CLARITY.
- THE CONTRACTOR SHALL MAKE ARRANGEMENTS IN ADVANCE WITH THE OWNER PRIOR TO ANY NECESSARY SHUT DOWN OF THE DOMESTIC WATER OR ANY OTHER SERVICE. SUCH SHUT DOWN SHALL BE AT A TIME AND FOR A DURATION SATISFACTORY TO THE OWNER, WHO SHALL MAKE THE FINAL DETERMINATION AS TO ITS ACCEPTABILITY.

PLUMBING KEYED NOTES:

- MODIFY AS REQUIRED AND CONNECT NEW SANITARY SEWER PIPING TO EXISTING OF EQUAL OR GREATER SIZE. FIELD VERIFY EXACT LOCATION OF EXISTING.
- MODIFY AS REQUIRED AND CONNECT HOT WATER PIPING TO EXISTING OF EQUAL OR GREATER SIZE LOCATED IN THE CEILING SPACE OF THE LOWER LEVEL. FIELD VERIFY EXACT LOCATION OF EXISTING.
- MODIFY AS REQUIRED AND CONNECT NEW COLD WATER PIPING TO EXISTING OF EQUAL OR GREATER SIZE LOCATED IN THE CEILING SPACE OF THE LOWER LEVEL. FIELD VERIFY EXACT LOCATION OF EXISTING.
- COLD WATER PIPING UP FROM LEVEL BELOW, EXTEND TO SERVE FIXTURE(S); SIZE AS NOTED.
- 3/4" HOT WATER PIPING UP FROM LEVEL BELOW, EXTEND TO SERVE FIXTURE(S), DROP 3/4" HOT WATER LINE DOWN TO LEVEL BELOW AND ROUTE WITHIN CEILING SPACE.
- PROVIDE THERMO-MEGATECH CIRCUIT SOLVER SET FOR 120" PRIOR TO HOT WATER LINE TIES INTO THE HOT WATER MAIN.
- 3/4" HOT WATER PIPING UP FROM LEVEL BELOW, EXTEND TO SERVE FIXTURE(S).
- MODIFY AS REQUIRED AND CONNECT NEW 3/4" GAS PIPING TO EXISTING OF EQUAL OR GREATER SIZE. FIELD VERIFY EXACT LOCATION OF EXISTING.



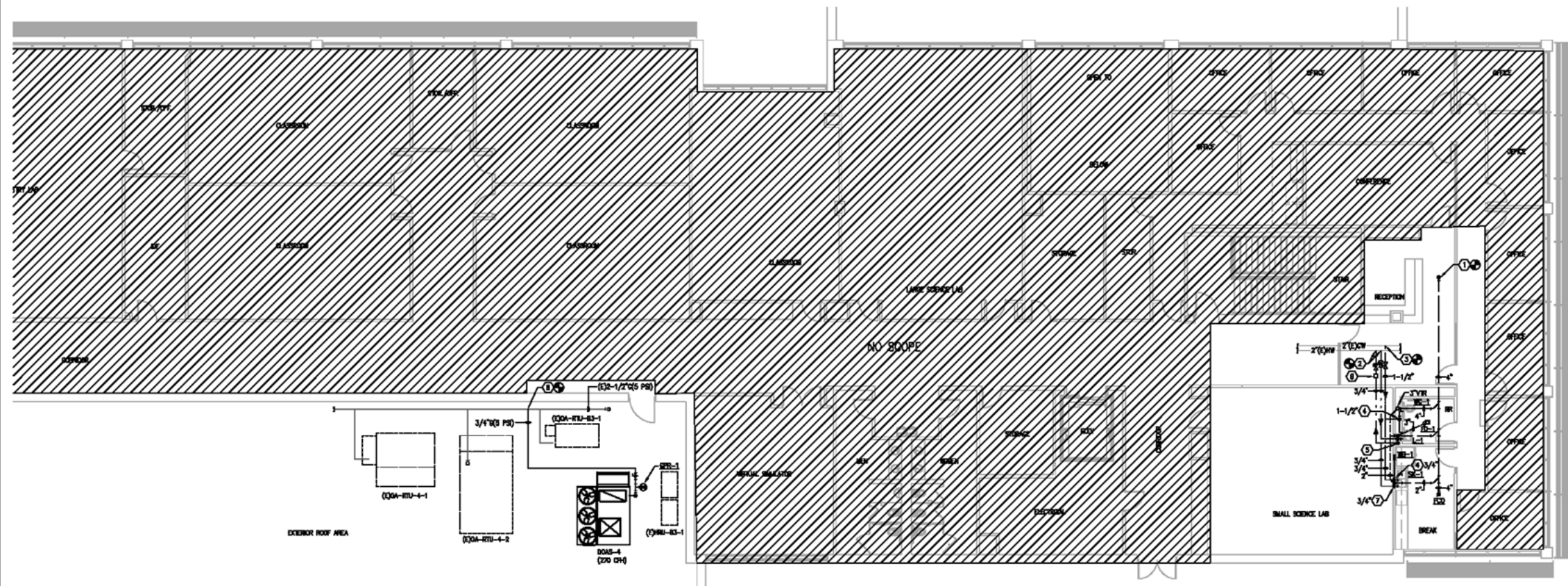
DATE	03/11/2024
PROJECT NO.	2360.000
PLUMBING PLAN	201

COLLEGE OF THE MAINLAND
STEAM BUILDING
FOURTH FLOOR SHELL BUILD-OUT
1200 N. AUBURN ROAD, TEXAS CITY, TEXAS 77881



PLUMBING PLAN

DATE	03/11/2024
PROJECT NO.	2360.000
P	201



PLUMBING PLAN
1/8"=1'-0"
SERIES 201

STATE OF TEXAS REG. NO. 13862
TOMMIE L. JONES
MECHANICAL
713.854.4933 | 713.854.8889
TOMMIE@JOINERMECHANICAL.COM



Revised Fourth Floor Technology Plan



DATE	03/11/2024
PROJECT NO.	2380.000
TITLE	TECHNOLOGY PLAN
SCALE	1/8"=1'-0"

COLLEGE OF THE MAINLAND
EXISTING S.T.E.A.M BUILDING
4TH FLOOR SHELL BUILDOUT
1200 N. AMBURN ROAD, TEXAS CITY, TEXAS 77081



TECHNOLOGY PLAN

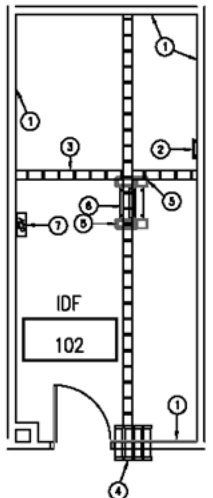
DATE	03/11/2024
PROJECT NO.	2380.000
T	201

STATE OF TEXAS H&E FRI
8000 Westchase Avenue
South Building, Suite 510
Houston, Texas 77062
713.954.4930 p 713.914.8889 f
TSP# Plan Registration No. 13882
JONESD&R Project Number 2380.000
EM JLV/PGB/RPAM/CES/RT



GENERAL TECHNOLOGY NOTES: ①

1. THE DESIGNATED TECHNOLOGY OUTLET IS INTENDED FOR THE BUILDING AUTOMATION SYSTEM NETWORK INTERFACE. COORDINATE EXACT MOUNTING LOCATION AND TERMINATIONS WITH THE AUTOMATION SYSTEM INSTALLER.
2. PROVIDE AND INSTALL FLAT PANEL DISPLAY CENTERED AT 60" AFF. REFERENCE SPECIFICATIONS FOR MODEL AND MOUNTING REQUIREMENTS. COORDINATE EXACT LOCATION WITH OWNER AND ARCHITECT PRIOR TO ROUGH-IN.
3. PROVIDE AND INSTALL (2) TWO 1-1/4" CONDUITS FROM FLOOR BOX TO NEAREST ACCESSIBLE CEILING FOR DATA AND A/V CABLEING.
4. PROVIDE NEW ACCESS CONTROL CARD READER, CONNECT TO EXISTING SYSTEM. CARD READER SHALL MATCH EXISTING SYSTEM.



GENERAL ENLARGEMENT NOTES: ①

1. 3/4" WALL MOUNTED PLYWOOD, TYPICAL FOR ALL MDF ROOM WALLS
2. TELECOMMUNICATIONS GROUNDING BUSBAR. (BY DIV 28)
3. HORIZONTAL CABLE RUNWAY/LADDER RACK. (AS INDICATED)
4. FOUR (4) 4" CONDUIT SLEEVES. (BY DIV 28)
5. VERTICAL 8" RACK MOUNTED CABLE MANAGEMENT. (TYP)
6. PROVIDE AND INSTALL ONE (1) 2-POST, FLOOR MOUNTED, 7' RELAY RACK (BLACK IN COLOR), TYPICAL FOR ALL SHOWN ON THE ENTIRE PROJECT.
7. PROPOSED LOCATION OF NEW ACCESS CONTROL PANEL.
8. PROVIDE AND INSTALL ONE (1) 4-POST, FLOOR MOUNTED, 7' RELAY RACK (BLACK IN COLOR), TYPICAL FOR ALL SHOWN ON THE ENTIRE PROJECT
9. APPROXIMATE LOCATION OF INTRUSION DETECTION PANEL(S). COORDINATE WITH OTHER TRADES ON EXACT LOCATION PRIOR TO INSTALLATION.

1 TECHNOLOGY PLAN
1/8"=1'-0"
SERIES201

1 TECHNOLOGY PLAN - IDF 102
NTS
SERIES201



Anticipated Project Schedule



PROCUREMENT

Request Board of Trustee Construction Document Approval _____ March 27, 2024
First Advertisement for Proposals _____ March 28, 2024
Second Advertisement for Proposals _____ April 4, 2024
Proposal Due Date & Bid Opening _____ April 30, 2024
Present Selected Contractor to the Board of Trustees _____ May 29, 2024

CONSTRUCTION PHASE

Issue Notice to Proceed & Begin Construction _____ June 3, 2024
Substantial Completion & Owner Move-in _____ March 3, 2025

PUNCH LIST/CLOSEOUT

Project Closeout Complete _____ June 3, 2025

WARRANTY PHASE

Warranty Phase Complete _____ March 3, 2026

Total Anticipated Project Cost



Construction Estimate (\$220/SF)	\$	2,370,000
Architectural & Engineering Design Fees	\$	165,900
HVAC System Testing & Balancing	\$	25,000
Building Commissioning	\$	25,000
Technology & Security Equipment	\$	95,000
Accessibility Review & Inspection	\$	4,000
Fixtures, Furniture & Equipment	\$	166,000
TOTAL \$		2,850,900

THANK YOU

JOINER
ARCHITECTS



REQUEST FOR PROPOSAL (RFP) FUNDING AGREEMENT

In accordance with Texas Education Code 44.031, CFH Legal - Purchasing Acquisition and CF Local - Purchasing Acquisition, all purchase requirements that are anticipated to be equal to, or greater than \$450,000.00 shall be competitively bid and approval of the Board of Trustees prior to the commitment of an enforceable contract or Purchase Order. The subject document serves as the preliminary tool to identify an appropriate funding source and approval provided by the appropriate Vice President prior to the issuance of any FRP, follow-on evaluation and final contractor selection. Completion of the following shall be submitted to the Purchasing Department prior to execution of contract.

Only the resident and specified designees are authorized to make a contractual commitment on behalf of the college.

1. Detailed description of good/services to be acquired: *
2. Purpose for goods/services: *
3. Has your organization done a preliminary research for the desired goods/services? * Yes No
 If Yes, provide a brief description:
 *
4. Estimated Fiscal Year Cost: *
5. Estimated length of Contract: *
6. Estimated total Contract Cost: *
7. G/L Account Description: *
8. G/L Account Number: * -0- * * *
9. Is the G/L Account funded and approved in the current Fiscal Year budget: * Yes No
10. What is the desired date to have a contract in place? *
11. List name(s), Title and good contact information who may serve on an evaluation committee to assist in the overall review, scoring and recommendation for contract award:

...3333373737

Timothy Bacon 01/09/2024
Requestor Signature Date

[Signature] 1-22-24
V.P. for Fiscal Affairs Signature Date

...3333363436

Warren Nichols 01/09/2024
President Signature Date



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 27, 2024
Subject: 2023 Racial Profiling Report

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 accept the 2023 Racial Profile Report.”

PURPOSE

The purpose of approving the racial profiling report is to maintain compliance with the law.

BACKGROUND

Texas Occupation Code 1701.164 specifies that the Texas Commission on Law Enforcement collect incident-based data in accordance with the Texas Code of Criminal Procedure Article 2.131-2.138. Chief Administrators of law enforcement agencies that meet the criteria must submit racial profiling reports to their governing body as well as TCOLE annually.

IMPLICATIONS

Financial: N/A

Strategic Goal #5: COM will provide services/processes that enhance the integrity/safety/quality of the institution and that enhance the quality of the faculty and staff.

Human Resources: N/A

Attachments

1. 2023 Racial Profiling Report
2. 2023 Racial Profiling Analysis

College of the Mainland Police Department Racial Profiling Analysis 2023

01. Total Traffic Stops		13	
02. Location of Stop			
a. City Street		0	0.00%
b. US Highway		0	0.00%
c. County Road		0	0.00%
d. State Highway		0	0.00%
e. Private Property or Other		13	100.00%
03. Was Race known prior to Stop			
a. NO		12	92.31%
b. YES		1	7.69%
04. Race or Ethnicity			
a. Alaska/ Native American/ Indian		0	0.00%
b. Asian/ Pacific Islander		1	7.69%
c. Black		2	15.38%
d. White		6	46.15%
e. Hispanic/ Latino		4	30.77%
05. Gender:			
a. Female		7	53.85%
i. Alaska/ Native American/ Indian		0	0.00%
ii. Asian/ Pacific Islander		1	0.00%
iii. Black		1	0.00%
iv. White		3	0.00%
v. Hispanic/ Latino		2	0.00%
b. Male		6	46.15%
i. Alaska/ Native American/ Indian		0	0.00%
ii. Asian/ Pacific Islander		0	0.00%
iii. Black		1	0.00%
iv. White		3	0.00%
v. Hispanic/ Latino		2	0.00%

06. Reason for Stop:

a.	Violation of Law	2	15.38%	
	i. Alaska/ Native American/ Indian	0	0	0.00%
	ii. Asian/ Pacific Islander	0	0	0.00%
	iii. Black	0	0	0.00%
	iv. White	1	0	0.00%
	v. Hispanic/ Latino	1	0	0.00%
b.	Pre-Existing Knowledge	1	7.69%	
	i. Alaska/ Native American/ Indian	0	0	0.00%
	ii. Asian/ Pacific Islander	0	0	0.00%
	iii. Black	0	0	0.00%
	iv. White	1	0	0.00%
	v. Hispanic/ Latino	0	0	0.00%
c.	Moving Traffic Violation	11	84.62%	
	i. Alaska/ Native American/ Indian	0	0	0.00%
	ii. Asian/ Pacific Islander	1	0	0.00%
	iii. Black	2	0	0.00%
	iv. White	5	0	0.00%
	v. Hispanic/ Latino	3	0	0.00%
d.	Vehicle Traffic Violation	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!

07. Was a Search Conducted

a.	NO	13	100.00%	
	i. Alaska/ Native American/ Indian	0	0	0.00%
	ii. Asian/ Pacific Islander	1	0	0.00%
	iii. Black	2	0	0.00%
	iv. White	6	0	0.00%
	v. Hispanic/ Latino	4	0	0.00%
b.	YES	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!

08. Reason for Search

a.	Consent	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
b.	Contraband in Plain View	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
c.	Probable Cause	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
d.	Inventory	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
e.	Incident to Arrest	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!

09. Was Contraband Discovered

a.	YES	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	Finding resulted in arrest - YES	0	0	
	Finding resulted in arrest - NO	0	0	
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	Finding resulted in arrest - YES	0	0	
	Finding resulted in arrest - NO	0	0	
	iii. Black	0	0	#DIV/0!
	Finding resulted in arrest - YES	0	0	
	Finding resulted in arrest - NO	0	0	
	iv. White	0	0	#DIV/0!
	Finding resulted in arrest - YES	0	0	
	Finding resulted in arrest - NO	0	0	
	v. Hispanic/ Latino	0	0	#DIV/0!
	Finding resulted in arrest - YES	0	0	
	Finding resulted in arrest - NO	0	0	
b.	NO	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!

10. Description of Contraband

a.	Drugs	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
b.	Currency	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
c.	Weapons	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
d.	Alcohol	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
e.	Stolen Property	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
f.	Other	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!

11. Result of Stop

a.	Verbal Warning	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
b.	Written Warning	11	84.62%	
	i. Alaska/ Native American/ Indian	0	0	0.00%
	ii. Asian/ Pacific Islander	1	0	0.00%
	iii. Black	2	0	0.00%
	iv. White	5	0	0.00%
	v. Hispanic/ Latino	3	0	0.00%
c.	Citation	2	15.38%	
	i. Alaska/ Native American/ Indian	0	0	0.00%
	ii. Asian/ Pacific Islander	0	0	0.00%
	iii. Black	0	0	0.00%
	iv. White	1	0	0.00%
	v. Hispanic/ Latino	1	0	0.00%
d.	Written Warning and Arrest	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
e.	Citation and Arrest	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
f.	Arrest	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!

12. Arrest Based On

a.	Violation of Penal Code	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
b.	Violation of Traffic Law	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
c.	Violation of City Ordinance	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
d.	Outstanding Warrant	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!

13. Was Physical Force Used

a.	NO	13	100.00%	
	i. Alaska/ Native American/ Indian	0	0	0.00%
	ii. Asian/ Pacific Islander	1	0	0.00%
	iii. Black	2	0	0.00%
	iv. White	6	0	0.00%
	v. Hispanic/ Latino	4	0	0.00%
b.	YES	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0	#DIV/0!
	ii. Asian/ Pacific Islander	0	0	#DIV/0!
	iii. Black	0	0	#DIV/0!
	iv. White	0	0	#DIV/0!
	v. Hispanic/ Latino	0	0	#DIV/0!
13 b 1.	YES: Physical Force Resulting in Bodily Injury to Suspect	0	0	#DIV/0!
13 b 2.	YES: Physical Force Resulting in Bodily Injury to Officer	0	0	#DIV/0!
13 b 3.	YES: Physical Force Resulting in Bodily Injury to Both	0	0	#DIV/0!

14. Total Number of Racial Profiling Complaints Received

0

REPORT DATE COMPILED

January 9, 2024

Racial Profiling Report | Full

Agency Name: COLLEGE OF THE MAINLAND POLICE DEPT.

Reporting Date: 01/24/2024

TCOLE Agency Number: 167005

Chief Administrator: SYLVIA A. CHAPA

Agency Contact Information:

Phone: (409) 933-8403

Email: schapa@com.edu

Mailing Address:

CAMPUS POLICE

1200 AMBURN Rd.

TEXAS CITY, TX 77591

This Agency filed a full report

COLLEGE OF THE MAINLAND POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the COLLEGE OF THE MAINLAND POLICE DEPT. from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the COLLEGE OF THE MAINLAND POLICE DEPT. if the individual believes that a peace officer employed by the COLLEGE OF THE MAINLAND POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the COLLEGE OF THE MAINLAND POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the COLLEGE OF THE MAINLAND POLICE DEPT. policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The COLLEGE OF THE MAINLAND POLICE DEPT. has satisfied the statutory data audit requirements as prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: Sylvia A. Chapa
Chief of Police

Date: 01/24/2024

Total stops: 13

Street address or approximate location of the stop

City street	0
US highway	0
County road	0
State highway	0
Private property or other	13

Was race or ethnicity known prior to stop?

Yes	1
No	12

Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	6
Hispanic / Latino	4

Gender

Female	7
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	1
White	3
Hispanic / Latino	2
Male	6
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	3
Hispanic / Latino	2

Reason for stop?

Violation of law	2
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1

Hispanic / Latino	1
Preexisting knowledge	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Moving traffic violation	11
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	5
Hispanic / Latino	3
Vehicle traffic violation	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Was a search conducted?	
Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	13
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	6
Hispanic / Latino	4
Reason for Search?	
Consent	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0		
Contraband	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Probable	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Inventory	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Incident to arrest	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		
Was Contraband discovered?			
Yes	0	Did the finding result in arrest?	
		(total should equal previous column)	
Alaska Native / American Indian	0	Yes 0	No 0
Asian / Pacific Islander	0	Yes 0	No 0
Black	0	Yes 0	No 0
White	0	Yes 0	No 0
Hispanic / Latino	0	Yes 0	No 0
No	0		
Alaska Native / American Indian	0		
Asian / Pacific Islander	0		
Black	0		
White	0		
Hispanic / Latino	0		

Description of contraband	
Drugs	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Result of the stop	
Verbal warning	0

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Written warning	11
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	5
Hispanic / Latino	3
Citation	2
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	1
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	0
Hispanic / Latino	0
Violation of Traffic Law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	13
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	2
White	6
Hispanic / Latino	4

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Comparative Analysis

Use TCOLE's auto generated analysis	<input type="checkbox"/>
Use Department's submitted analysis	<input checked="" type="checkbox"/>

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

February 2024

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$46.8
Less pending I&S liability:	<u>(\$10.2)</u>
Net unrestricted cash:	\$36.6
Minimum required cash :	\$8.2
Excess cash above minimum:	\$28.4

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$42.0

Actual: \$37.2

(89% earned at 50% of year)

Expense

Budget: \$42.0

Actual: \$22.1

(53% Spent at 50% of year)



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 18, 2024
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the February 2024 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 February 2024 Investment Report and the February 2024 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. February 2024 Investment Discussion & Report
2. February 2024 Revenue & Expense Summary
3. February 2024 Expense by Division Report



INVESTMENT REPORT
For the Month Ended February 2024

Investment discussion:

College of the Mainland earned \$296,664 for the month of February on its short-term investments in TexPool & Logic for a total of \$1,097,270 investment interest earned fiscal year to date. The College earned an additional \$2 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$1,097,272 interest for the fiscal year to date period ending February TexPool - \$528,494 Logic - \$568,776 and TFB - \$2.

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

Investment Compliance Statement:

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

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

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

Trudy Trochesset
Controller
College of the Mainland

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>
Operating revenue						
Tuition-credit	(5,108,339)	(5,927,997)	(819,658)	86%	(4,583,340)	(524,999)
Tuition-non-credit	(342,284)	(1,176,000)	(833,716)	29%	(305,511)	(36,773)
Exemptions and waivers	1,414,020	1,248,000	(166,020)	113%	1,178,940	235,080
Registration fees	(2,289,033)	(2,095,017)	194,016	109%	(2,096,693)	(192,341)
Other fees	(121,286)	(154,000)	(32,714)	79%	(116,058)	(5,227)
Grant revenue	(57,471)	(152,000)	(94,529)	38%	(100,823)	43,353
Sales and service revenue	(24,745)	(995,000)	(970,255)	2%	(25,412)	667
Miscellaneous revenue	(192,912)	(269,000)	(76,088)	72%	(901,689)	708,777
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(6,722,051)</u>	<u>(9,056,014)</u>	<u>(2,333,963)</u>	<u>74%</u>	<u>(6,950,586)</u>	<u>228,535</u>
Non-operating revenue						
State appropriation-Academic	(5,803,872)	(7,738,496)	(1,934,624)	75%	(2,859,125)	(2,944,747)
Property tax revenue	(24,136,308)	(25,032,183)	(895,875)	96%	(22,615,685)	(1,520,624)
Interest revenue	(527,744)	(469,000)	58,744	113%	(392,211)	(135,532)
FTZ reimbursement	0	(534,307)	(534,307)	0%	(547,722)	547,722
Renew & replace transfer out	0	830,000	830,000	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(30,467,924)</u>	<u>(32,943,986)</u>	<u>(2,476,062)</u>	<u>92%</u>	<u>(26,414,742)</u>	<u>(4,053,181)</u>
<u>Total Revenue</u>	<u>(37,189,974)</u>	<u>(42,000,000)</u>	<u>(4,810,026)</u>	<u>89%</u>	<u>(33,365,328)</u>	<u>(3,824,646)</u>

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>
Salary and wages						
Faculty full-time	3,842,298	7,963,058	4,120,760	48%	3,799,711	42,587
Admin full-time	893,961	1,802,001	908,040	50%	893,713	248
Professional full-time	4,048,884	8,390,070	4,341,186	48%	3,895,656	153,228
Classified full-time	2,013,711	4,227,727	2,214,016	48%	1,672,279	341,432
Part-time	1,605,581	3,712,709	2,107,128	43%	1,428,477	177,104
Salary increase	0	1,017,724	1,017,724	0%	0	0
Vacancy savings	0	(1,587,628)	(1,587,628)	0%	0	0
<u>Totals for Salary and wages</u>	<u>12,404,435</u>	<u>25,525,661</u>	<u>13,121,226</u>	<u>49%</u>	<u>11,689,836</u>	<u>714,599</u>
Benefits						
Benefits	2,380,318	4,411,113	2,030,795	54%	2,175,299	205,019
<u>Totals for Benefits</u>	<u>2,380,318</u>	<u>4,411,113</u>	<u>2,030,795</u>	<u>54%</u>	<u>2,175,299</u>	<u>205,019</u>
Operating expenses						
Contract services	2,219,722	4,019,502	1,799,780	55%	1,790,166	429,557
Legal	281	20,608	20,326	1%	0	281
Operations	291,337	789,630	498,294	37%	256,152	35,185
Utilities and Rent	1,124,571	2,591,926	1,467,355	43%	1,076,686	47,884
Postage, printing, and supplies	526,335	1,478,192	951,857	36%	494,547	31,788
Bank fees	71,859	90,100	18,241	80%	34,935	36,924
Capital outlay & leases	85,720	84,853	(867)	101%	87,194	(1,473)
Insurance	2,578,305	2,557,423	(20,882)	101%	178,996	2,399,309
Public rel, marketing and advert	70,756	281,866	211,110	25%	61,202	9,554
Misc.	346,831	458,774	111,943	76%	300,911	45,920
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>7,315,718</u>	<u>12,063,226</u>	<u>4,747,508</u>	<u>61%</u>	<u>4,280,789</u>	<u>3,034,929</u>

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>22,100,471</u>	<u>42,000,000</u>	<u>19,899,529</u>	<u>53%</u>	<u>18,145,924</u>	<u>3,954,547</u>
----------------------	-------------------	-------------------	-------------------	------------	-------------------	------------------

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>
Salary and wages						
Faculty full-time	0	0	0	0%	56,389	(56,389)
<u>Totals for Salary and wages</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>56,389</u>	<u>(56,389)</u>
Benefits						
Benefits	899	0	(899)	0%	8,285	(7,387)
<u>Totals for Benefits</u>	<u>899</u>	<u>0</u>	<u>(899)</u>	<u>0%</u>	<u>8,285</u>	<u>(7,387)</u>
Operating expenses						
Contract services	601,830	0	(601,830)	0%	257,694	344,136
Legal	25,000	0	(25,000)	0%	5,002	19,998
Operations	6,945	0	(6,945)	0%	1,000	5,945
Utilities and Rent	1,150	0	(1,150)	0%	0	1,150
Postage, printing, and supplies	100,181	0	(100,181)	0%	259,913	(159,733)
Capital outlay & leases	217,304	0	(217,304)	0%	350,479	(133,175)
Public rel, marketing and advert	1,863	0	(1,863)	0%	39,258	(37,396)
Misc.	6,175	0	(6,175)	0%	0	6,175
<u>Totals for Operating expenses</u>	<u>960,447</u>	<u>0</u>	<u>(960,447)</u>	<u>0%</u>	<u>913,346</u>	<u>47,101</u>
<u>Total Fund Bal</u>	<u>961,346</u>	<u>0</u>	<u>(961,346)</u>	<u>0%</u>	<u>978,021</u>	<u>(16,675)</u>

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>Expense by Division</u>						
<u>Summary for President</u>						
Board of Trustees	2,271	19,700	17,429	12%	0	2,271
Campus Police	368,745	753,809	385,064	49%	331,624	37,121
Gen Institution	311,352	361,484	50,132	86%	212,989	98,363
Information Technology Serv	1,460,854	2,362,092	901,238	62%	1,414,852	46,002
Internal Audit	41,445	150,000	108,555	28%	30,733	10,713
OPEAR	237,314	465,475	228,160	51%	264,508	(27,194)
Presidents Office	405,643	577,949	172,306	70%	312,771	92,873
Self Study SACS	500	10,237	9,737	5%	88	412
Staff Attorney	154,024	302,136	148,112	51%	78,451	75,573
Totals for President	<u>2,982,148</u>	<u>5,002,882</u>	<u>2,020,734</u>	<u>60%</u>	<u>2,646,016</u>	<u>336,132</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	55,385	123,604	68,219	45%	57,574	(2,188)
Custodial Services	597,845	1,410,438	812,593	42%	139,041	458,804
Facilities	3,526,766	4,648,643	1,121,877	76%	1,486,608	2,040,158
Financial Services	487,691	882,729	395,037	55%	450,840	36,851
Grounds	230,439	467,717	237,277	49%	75,867	154,572
Human Resources	361,474	608,740	247,266	59%	397,952	(36,478)
Purchasing	178,031	322,731	144,700	55%	170,740	7,291
Records Mgmt	7,237	20,952	13,715	35%	14,101	(6,864)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,587,628)	(1,587,628)	0%	0	0
Staff Benefits	540,116	3,980,075	3,439,959	14%	571,909	(31,793)
Tax Admin	176,024	232,631	56,607	76%	162,602	13,422
Utilities	528,067	1,195,000	666,933	44%	475,789	52,278

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	65,204	108,255	43,051	60%	61,319	3,884
VP College & Fin Svcs	136,222	202,968	66,746	67%	110,179	26,043
<u>Totals for VP Fiscal Affairs</u>	<u>6,890,502</u>	<u>12,307,207</u>	<u>5,416,705</u>	<u>56%</u>	<u>4,174,522</u>	<u>2,715,980</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	42,021	111,580	69,559	38%	51,498	(9,477)
Marketing and Communications	379,867	931,877	552,010	41%	379,194	673
VP Institutional Advancement	341,983	587,161	245,178	58%	312,740	29,243
<u>Totals for VP Institutional Advancement</u>	<u>763,871</u>	<u>1,630,618</u>	<u>866,747</u>	<u>47%</u>	<u>743,432</u>	<u>20,439</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	530,751	919,477	388,726	58%	511,036	19,714
Academic Planning	97,112	178,550	81,438	54%	0	97,112
Accting-Credit	55,778	64,833	9,055	86%	51,279	4,500
Adm-C.I.D.T.	39,855	74,987	35,132	53%	29,706	10,149
Adm-Cont Ed	252,998	384,223	131,225	66%	224,653	28,345
Adm-Ind Tech	4,257	8,214	3,957	52%	4,249	7
Adm-Instruct	13,948	73,594	59,646	19%	28,577	(14,629)
Adm-Perf & Vis Arts	32,403	66,252	33,849	49%	30,286	2,117
Adm-Pub Svc Ed	52,242	111,100	58,858	47%	59,309	(7,066)
Adm-Science	36,189	78,505	42,317	46%	32,078	4,111
Adm-Soc Sci	40,650	79,600	38,950	51%	32,989	7,661
Adult Education	122,265	206,370	84,105	59%	108,256	14,010
Allied Health CE	17,453	199,889	182,436	9%	46,629	(29,176)
Art	142,471	235,558	93,087	60%	137,944	4,527
Art Gallery	3,487	25,766	22,280	14%	733	2,754
Biol & Nutrition	458,312	664,044	205,731	69%	410,496	47,816
Bus Ed-NonCR	0	0	0	0%	2,100	(2,100)
C.I.S.	58,567	68,233	9,666	86%	54,742	3,825

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	104,881	157,486	52,606	67%	95,885	8,996
Child Develop	50,262	73,243	22,981	69%	41,633	8,629
Cmnty Theater	184,309	290,478	106,169	63%	193,361	(9,052)
Collegiate H.S.-CR	87,646	154,945	67,299	57%	82,311	5,335
Cosmetology	399,141	517,686	118,544	77%	362,434	36,707
Criminal Justice	302,247	88,820	(213,427)	340%	44,152	258,095
Culinary Arts	35,998	121,269	85,271	30%	0	35,998
Dean Cont Ed	108,525	204,201	95,676	53%	76,797	31,728
Dean Gen Ed	117,828	390,012	272,184	30%	109,652	8,176
Dental Hygiene	46,607	175,094	128,487	27%	44,897	1,710
Distance Ed	237,876	402,569	164,692	59%	191,126	46,750
Drafting	3,687	66,748	63,061	6%	50,192	(46,505)
Dual Credit Dept	96,111	173,716	77,605	55%	71,709	24,402
Economics	44,450	73,111	28,661	61%	46,250	(1,800)
EMS-Credit	119,496	189,007	69,511	63%	148,032	(28,536)
Engineering	19,425	7,411	(12,014)	262%	10,426	8,999
Fire Tech	193,593	187,579	(6,013)	103%	179,321	14,272
Firearms Acad	30,535	40,618	10,083	75%	41,048	(10,513)
Foreign Lang	37,868	67,247	29,379	56%	37,973	(106)
Gen Bus-Credit	167,750	189,812	22,062	88%	140,403	27,347
Geology	57,867	81,601	23,735	71%	36,688	21,179
Government	203,145	296,566	93,421	68%	194,448	8,697
Graphic Arts	79,309	73,133	(6,176)	108%	70,546	8,763
Health and PE Credit	83,829	131,923	48,094	64%	82,101	1,728
Health Info Mgmt	126,239	223,346	97,107	57%	109,208	17,031
Hist & Geog	199,007	240,338	41,331	83%	168,887	30,120
Humanities	114,645	148,295	33,650	77%	102,369	12,276
Instr Tech Department	122,498	251,603	129,105	49%	113,151	9,347

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%	8,582	(4,582)
Law Enforcement	94,055	203,312	109,257	46%	38,986	55,070
Law Enforcemnt-NonCR	39,611	2,736	(36,875)	1448%	46,207	(6,596)
LC Ctr Admin	2,230	20,887	18,656	11%	1,075	1,155
Library	426,931	737,719	310,789	58%	398,704	28,227
Management	0	0	0	0%	12,993	(12,993)
Massage Therapy	250	7,400	7,150	3%	9,897	(9,647)
Math	465,847	681,167	215,320	68%	435,549	30,298
Medical Assistant	52,786	100,512	47,726	53%	46,909	5,877
Music	127,937	233,892	105,955	55%	171,388	(43,451)
Networking	54,146	65,476	11,330	83%	58,323	(4,178)
Nursing Administration	853,741	2,107,048	1,253,307	41%	1,103,323	(249,582)
Nursing-AD	132	0	(132)	0%	90	42
Nursing-VN	0	0	0	0%	0	0
Pharmacy Tech	51,650	88,768	37,118	58%	50,410	1,239
Philosophy	32,961	2,327	(30,634)	1417%	28,179	4,782
Physics	57,140	79,317	22,177	72%	61,886	(4,746)
Process Tech	267,099	454,007	186,907	59%	243,728	23,371
Prof Develop Acad	850	9,000	8,150	9%	366	484
Psychology	208,068	319,603	111,536	65%	208,274	(206)
QEP	6,508	323	(6,185)	2017%	0	6,508
Radiography	67,983	280,994	213,012	24%	0	67,983
Safety-CR	41,824	75,852	34,029	55%	55,121	(13,298)
Senior Adult Dept	139,723	186,763	47,040	75%	131,188	8,534
Social Science Non CR	22,092	1,716	(20,376)	1287%	18,934	3,158
Sociology	42,503	68,233	25,730	62%	12,018	30,485
Speaking, Reading, Writing	268,073	604,767	336,694	44%	218,062	50,011
Theater Arts-Credit	78,205	176,009	97,804	44%	64,410	13,795

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	49,275	86,870	37,596	57%	57,466	(8,191)
VP Instruction	183,502	3,129,961	2,946,459	6%	194,464	(10,962)
Welding-Cred	250,417	476,419	226,003	53%	259,501	(9,085)
Totals for VP Instruction	<u>9,223,046</u>	<u>18,694,918</u>	<u>9,471,872</u>	<u>49%</u>	<u>8,546,092</u>	<u>676,954</u>
<u>Summary for VP of Instruction</u>						
Allied Health Admin	7,222	12,183	4,960	59%	5,976	1,246
CE-CAN Program	8,307	16,556	8,248	50%	14,078	(5,771)
CE-CPR	0	0	0	0%	1,975	(1,975)
CE-Dental	0	5,756	5,756	0%	55	(55)
Program Development	59,029	87,078	28,048	68%	108,337	(49,308)
Totals for VP of Instruction	<u>74,559</u>	<u>121,572</u>	<u>47,013</u>	<u>61%</u>	<u>130,421</u>	<u>(55,862)</u>
<u>Summary for VP Student Services</u>						
Admissions	216,569	391,843	175,274	55%	158,703	57,866
Advise Center	308,971	579,681	270,710	53%	290,780	18,191
Career & Placement	47,324	118,188	70,864	40%	46,600	724
Enrollment Mgmt	31,043	41,024	9,980	76%	33,700	(2,657)
Facilities & Student Recreat	40,885	117,147	76,262	35%	48,073	(7,188)
Judicial Affairs	114,784	213,129	98,345	54%	109,337	5,447
Multicultural Department	11,346	32,500	21,154	35%	7,297	4,048
Recruitment	370,939	584,840	213,902	63%	302,546	68,393
Stu Financial Svcs	300,971	597,780	296,809	50%	301,871	(900)
Stu Organizations	167,661	328,812	161,152	51%	174,878	(7,217)
Student Graduation	36,767	74,080	37,313	50%	27,858	8,909
Svcs-Disab Students	24,813	43,167	18,355	57%	18,919	5,894
Testing	150,042	323,012	172,970	46%	144,054	5,988
Veteran Affairs	103,833	179,347	75,514	58%	90,509	13,324
VP Student Services	240,398	618,253	377,855	39%	150,317	90,081

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>2,166,345</u>	<u>4,242,804</u>	<u>2,076,459</u>	<u>51%</u>	<u>1,905,442</u>	<u>260,904</u>
<u>Totals for Expense</u>	<u>22,100,471</u>	<u>42,000,000</u>	<u>19,899,529</u>	<u>53%</u>	<u>18,145,924</u>	<u>3,954,547</u>
Fund Bal by Division						
Summary for VP Fiscal Affairs						
Fund Balance - Institutional Support	503,948	0	(503,948)	0%	668,442	(164,494)
Fund Balance - Instruction	123,064	0	(123,064)	0%	173,880	(50,816)
Fund Balance - Oper & Maint	98,690	0	(98,690)	0%	83,852	14,838
Fund Balance - Student Services	235,645	0	(235,645)	0%	51,847	183,797
<u>Totals for VP Fiscal Affairs</u>	<u>961,346</u>	<u>0</u>	<u>(961,346)</u>	<u>0%</u>	<u>978,021</u>	<u>(16,675)</u>
<u>Totals for Fund Bal</u>	<u>961,346</u>	<u>0</u>	<u>(961,346)</u>	<u>0%</u>	<u>978,021</u>	<u>(16,675)</u>
<u>Totals for Report</u>	<u>23,061,817</u>	<u>42,000,000</u>	<u>18,938,183</u>		<u>19,123,945</u>	<u>3,937,872</u>



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

B. Reminders/Announcements

1. Board Meetings

- a. March 2024 - **Wednesday**, March 27th
- b. April 2024 – Monday, April 22nd
- c. May 2024 – **Wednesday**, May 29th
- d. June 2024 – Monday, June 24th
- e. July 2024 – Monday, July 29th
- f. August 2024 – Monday, August 26th
- g. September 2024 – Monday, September 23rd
- h. October 2024 – Monday, October 28th
- i. December 2024 – Monday, December 9th

2. Board Budget Workshop - Friday, July 19th, 10:00 a.m. - Noon

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

4. May 2024 Graduation – Saturday, May 11th, please arrive by
9:00 a.m. (**Note:** There will be two (2) ceremonies; we
anticipate end time to be 4:00 p.m.)

C. Resignations and Retirement Report

D. Miscellaneous Updates



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Sanyal	Samudragupta	Professional Tutor	02/01/2024	02/21/2024	Termination
Biscoe-Ingram	Deborah	Faculty Masters	01/22/2007	03/20/2024	Retirement
Kyle	Jeri Nichole	Assistant Professor – English	08/21/2023	03/07/2024	End of Full Time Temporary Assignment
Hernandez	Alicia	Enrollment Coach	05/17/2021	03/19/2024	Resignation
Fagan, Ph.D.	Rebecca	Assistant Professor - Engineering	09/01/2022	05/31/2024	Resignation
Forester	Thomas	Faculty – Process Technology	07/10/2023	08/31/2024	Resignation
Scurry	Elisa	Faculty – Process Technology	08/27/2019	12/14/2024	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.