



Notice/Agenda of January 2025 Regular Board Meeting

The Board of Trustees College of the Mainland

The January 2025 Regular Board Meeting of the Board of Trustees of College of the Mainland will be held Monday, January 27, 2025, beginning at 1:30 PM in the

Doyle Family Administration Boardroom (A129)
1200 Amburn Road
Texas City, Texas 77591

Mission: College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

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

1. **Call to Order**
2. **Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Minutes**
 - A. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, December 9, 2024
 - B. Consideration of and Possible Action to Approve the Special Called Board Minutes of January 16, 2025
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Faculty Senate - Candice Edmonston, President
 - B. Professional Council - Alisha Lyon, President
 - C. Classified Council - Sonia Kukuch, President
 - D. Student Government Association (SGA) - Maia Morales Morales, President
7. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
8. **Consideration of and Possible Action to Approve an Increase to Contract 23-34 for Construction Manager at Risk (CMAR) Services Awarded to J.T. Vaughn Construction, LLC**

9. **Consideration of and Possible Action to Approve the Amendment to Cannon Design Contract 23-27 for Design Services for the COMmons, Exterior Site Lighting, Signage and Wayfinding, and Demolition Packages**
10. **Consideration of and Possible Action to Approve the Change Order to TADCO Roofing Contract #23-44 to Remove Roof System and Lightweight Insulating Concrete**
11. **Human Resources Items**
 - A. Appointment Nominations
 1. Consideration of and Possible Action to Approve the Appointment Nomination of Nicola Fish to the Position of Student Conduct Officer, Dean of Students
 2. Consideration of and Possible Action to Approve the Appointment Nomination of Rachel Griffiths to the Position of Administrative Officer, Vice President for Student Affairs
 3. Consideration of and Possible Action to Approve the Appointment Nomination of Raquel Guerra to the Position of Academic Advisor, Student Success Center
 4. Consideration of and Possible Action to Approve the Appointment Nomination of Grace Ritta to the Position of Student Life Specialist II, Student Life Department
 - B. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written
12. **Academic Affairs Item(s)**
 - A. Consideration of and Possible Action to Approve the New Associate of Applied Science Degree in Surgical Technology
 - B. Consideration of and Possible Action to Approve the New Associate of Applied Science Degree in Instrumentation and Electrical Technology
13. **Consideration of and Possible Action to Approve the 2025-2026 Plan Year Police Professional, Flood, Auto, Professional, General, Employee Benefit, and Cyber/Privacy Insurance Renewals**
14. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the November 2024 and December 2024 Investment Report and Financial Reports
 - B. Consideration of and Possible Action to Accept the November 2024 Quarterly Investment Report
15. **Consideration of and Possible Action to Approve the Order and Resolution for the Board of Trustees Election to be Held on May 3, 2025**
16. **Consideration of and Possible Action to Schedule the May 2025 Board of Trustees Meeting on Wednesday, May 28, 2025**
17. **Board Report**
18. **President's Report**
 - A. Updates
 1. Fall End-of-Term Enrollment Report
 2. Preliminary Spring Enrollment Update
 - B. Reminders/Announcements
 1. Board Meetings
 - February 2025 - Monday, February 24th
 - March 2025 - Monday, March 31st
 - April 2025 - Monday, April 28th
 - May 2025 - Wednesday, May 28th (if approved)

2. Gulf Coast Regional Blood Center Drive - February 3rd & 4th, 8:30 a.m. - 1:00 p.m., COM Conference Center, 135A
 3. Black History Month Celebration - February 25th at 12:30 p.m., COM Conference Center
- C. Resignations and Retirement Report
D. Miscellaneous Updates
19. **Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act**
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
 20. **Discussion of the President's Annual Evaluation**
 21. **Consideration of and Possible Action on any Items Discussed in Closed Session**
 22. **Adjourn**

**If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board reserves the right to conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E, including but not limited to the following provisions; 1)Section 551.071-consultation with attorney, 2)Section 551.072-deliberation regarding real property, 3) Section 551.073-deliberation regarding prospective gifts, 4)Section 551.074-deliberation regarding personnel matters, and/or complaints against school personnel, 5)Section 551.082-deliberation regarding student disciplinary matters and/or complaints against personnel. 6)Section 551.087-deliberation regarding economic development negotiations, and/or 7)Section 551.089 – deliberation regarding security devices or security audits. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, Thursday, January 23, 2025, 3:00 P.M.

Administration

President, Helen Brewer, Ph.D.
Vice President for Fiscal Affairs, David Wesse, Ph.D.
Vice President for Academic Affairs, Heather Rhodes, Ed.D.
Vice President for Student Affairs, Michelle Brezina
Vice President for Administrative Services, Michael McGee
Vice President for Strategic Initiatives, Diane Burkett



Leanne Downton
Board Liaison



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,
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Mrs. Dawn King,
Board Vice Chair
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Dr. Verna J. Henson,
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Mrs. Melissa Skipworth,
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Dr. Bill McGarvey,
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Mr. Kyle L. Dickson,
Trustee
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Texas City, TX 77590
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dickson@murray-lobb.com



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 27, 2025
Subject: Full Board Minutes

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

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the Full Board Minutes of December 9, 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 12/9/24

**College of the Mainland Board of Trustees
Minutes of Monday, December 9, 2024
12:30 p.m., Doyle Family Administration Building**

Call to Order

Don Gartman called the meeting to order at 12:30 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 & Verna Henson.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, October 28, 2024

Bill McGarvey moved the Board of Trustees approve the Full Board Minutes of Monday, October 28, 2024.

Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Special Called Board of Trustees Minutes of Wednesday, November 20, 2024

Bill McGarvey moved to approve the Special Called Board Minutes of Wednesday, November 20th. Dawn King seconded the motion; all voted in approval.

Comments from the Community

No comments this month.

Consideration of and Possible Action to Approve the Tax Abatement Agreement between College of the Mainland, Gulf Coast Ammonia LLC, Eastman Chemical Texas City, Inc., and Oiltanking North America, LLC

Greg Maxim, tax representative, Gulf Coast Ammonia & Kristen Edwards, City of Texas City Economic Development, requested that the Board approve a date change for the existing tax abatement. (Move date from 12/31/24 to 12/31/25; the County has approved; the City will approve at next week's meeting.) Bill McGarvey moved the Board of Trustees approve the Tax Abatement Agreement changes between College of the Mainland, Gulf Coast Ammonia LLC, Eastman Chemical Texas City, Inc., and Oiltanking North America, LLC. Dawn King seconded the motion; all voted in approval.

Constituent Leader Activity Reports

Classified Council – Sonia Kukuch, President, updated the Board on classified employee activities.

Consideration of and Possible Action to Accept the 2023-2024 Annual Financial and Compliance Report

Patrick Simmons, Whitley Penn, presented the findings for the 2023-2024 Annual Financial and Compliance Report. The college achieved an unmodified opinion. Bill McGarvey moved the Board of Trustees accept the 2023-2024 Annual Financial and Compliance Report. Dawn King seconded the motion; all voted in approval.

NOTE: Kyle Dickson arrived at 12:56 p.m.

Consideration of and Possible Action to Accept the Annual Internal Audit Report as Presented on December 9, 2024

Melissa Skipworth moved the Board of Trustees accept the Annual Internal Audit Report, as presented on December 9, 2024. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action to Accept the Internal Audit Report on Continuing Education and Workforce Development as Presented on December 9, 2024

Melissa Skipworth moved the Board of Trustees accept the Internal Audit Report on Continuing Education and Workforce Development, as presented on December 9, 2024. Dawn King seconded the motion; all voted in approval.

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

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

Consideration of and Possible Action to Approve the Amendment to Contract 23-05 for Reimbursable Expenses as Presented

Bill McGarvey moved the Board of Trustees approve the amendment to contract 23-05 for reimbursable expenses as presented. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Amendment to Cannon Design Contract 23-27 for Redesign Services to the Newly Published IBC 2024 Code as Required by the City of Texas City

Bill McGarvey moved the Board of Trustees approve the amendment to Cannon Design contract 23-27 for additional services, as presented. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action on the Approval of Amendment to Cannon Design Contract 23-27 for Design Services for the Cooling Tower Replacement Project

Melissa Skipworth moved the Board of Trustees approve the amendment to Cannon Design contract 23-27 for additional services, as presented. Bill McGarvey seconded the motion; all voted in approval.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Elizabeth Gross to the Position of Enrollment Coach, Strategic Enrollment Management Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Elizabeth Gross to the position of Enrollment Coach, Strategic Enrollment Management Department. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Travis Prior to the Position of Facilities Services Manager, Facility Services Department

Bill McGarvey moved the Board of Trustees approve the appointment of Travis Prior to the position of Facilities Services Manager, Facility Services Department. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Kelley Waters to the Position of Director of Quality Enhancement Plan, Academic & Student Affairs

Melissa Skipworth moved the Board of Trustees approve the appointment of Kelley Waters to the position of Director of Quality Enhancement Plan, Academic & Student Affairs. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Monica Wylie to the Position of Payroll Specialist, Human Resources Department

Bill McGarvey moved the Board of Trustees approve the appointment of Monica Wylie to the position of Payroll Specialist, Human Resources Department. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written

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

Consideration of and Possible Action to Approve Award of Contract 25-02 to Purchase Medical Manikins from Laerdal in an Amount Not-to-Exceed \$244,207.08 to be Paid with Grant Funds

Melissa Skipworth moved the Board of Trustees approve award of contract 25-02 to purchase Medical Manikins from Laerdal in an amount not-to-exceed \$244,207.08 to be paid with Grant funds. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Accept the College's Investment Policy CAK(Legal) and CAK(Local), Investment Strategy and David Wesse, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, as the College's Investment Officers, Effective September 1, 2024

Bill McGarvey moved the Board of Trustees accept the College's Investment Policy CAK (Legal) and CAK (Local), Investment Strategy and David Wesse, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, as the College's Investment Officers, effective September 1, 2024. Melissa Skipworth seconded the motion; all voted in approval.

Financial Report(s)

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

Melissa Skipworth moved the Board of Trustees accept the October 2024 Investment Report and the October 2024 Financial Reports. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Schedule the March 2025 Board of Trustees Meeting on Monday, March 31, 2025

Bill McGarvey moved the Board of Trustees approve to schedule the March 2025 Board of Trustees meeting on Monday, March 31, 2025. Melissa Skipworth seconded the motion; all voted in approval.

Board Report

No report.

President's Report

Reminders/Announcements

Board Meetings

January 2025 – Monday, January 27th

February 2025 – Monday, February 24th

March 2025 – Monday, March 31st (if approved)

Martin Luther King Celebration, Tuesday, January 21, 2025, 12:30 p.m., COM Conference Center

Resignations and Retirement Report

Miscellaneous

Executive Session 1:52 p.m.

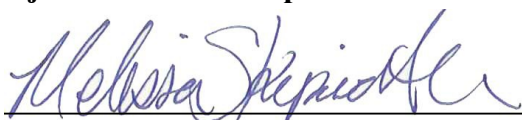
Don Gartman read the paragraph allowing the Board to move into executive session.

Open Session 3:29 p.m.


Upon reconvening, the President's Evaluation was tabled.

No action on any closed session items.

Adjournment at 3:29 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Don Gartman, Chair
Board of Trustees



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 27, 2024
Subject: Special Called Board Meeting 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 Special Called Board of Trustees Minutes of January 16, 2025."

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 1/16/25

**College of the Mainland Board of Trustees
Minutes of Thursday, January 16, 2025
Special Called Board Meeting
3:00 p.m., Doyle Family Administration Building**

Call to Order

Don Gartman called the meeting to order at 3:01 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.

Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act

Section 551.071 – consultation with attorney

Section 551.072 – deliberation regarding real property

3:03 p.m.

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

4:37 p.m.

Upon reconvening in open session, Melissa Skipworth stated that in consideration of the purchase of the Mainland City Centre Building known as the “Macy’s Building,” she moved that the College does not purchase this building. Kyle Dickson seconded the motion; all voted in approval.

Adjournment at 4:39 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. Faculty Senate – Candice Edmonston, President
- B. Professional Council – Alisha Lyon, President
- C. Classified Council – Sonia Kukuch, President
- D. Student Government Association – Maia Morales Morales, President

Bond Update

College of the Mainland, 2023 Bond Program
Board Meeting

January 27, 2025



Welding Building & Industrial Ed (WELD_IE)

Architect: Joiner Architects

CMAR: Pogue Construction

Completed Activities:

- Welding Building:
 - K13 insulation complete
 - Addition foundation complete
 - Electrical panel replaced
- IE Building:
 - Classroom Renovation
- Overhead coiling doors replaced

Ongoing/Upcoming Activities:

- Welding Building:
 - Structural steel for addition
 - Replace welding booths
- Industrial Education Building:
 - IE Bay flooring refinish

Project Milestones:

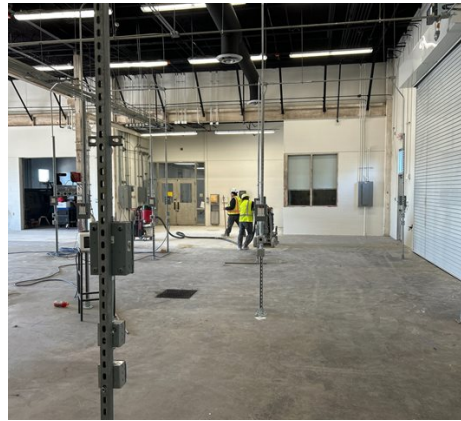
- Design Phase: July 2023 – Mar 2024
- CMAR Procurement: Aug 2023 – Oct 2023
- Construction Phase: June 2024 – Sep 2025
- Project is on Schedule

Project Cost:

- Total Project Budget: \$ 15,715,720.67
- Project Cost to Date: \$ 2,435,135.04
- Total Construction Cost: \$ 12,372,216.00
- Construction Cost to Date: \$ 1,147,943.70
- Project is in Budget



WELD_IE



IE building shop floor preparation.



Grinding of existing floor at IE shop.



New overhead insulation and utilities at the welding shop, IE building.



New grid ceiling at the IE building.

Public Safety Careers Center (PSC)

Architect: RDLR Architects

CMAR: Durotech, Inc.

Completed Activities:

- Permit Issue
- Notice to Proceed with Construction

Project Milestones:

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

Ongoing/Upcoming Activities:

- Site work and building pad ongoing
- Underground utilities
- Detention pond excavation

Project Cost:

- Total Project Budget: \$34,189,359.65
- Project Cost to Date: \$1,649,941.47
- Total Construction Cost: \$26,785,339.00
- Construction Cost to Date: \$0.00
- Project is in Budget

PSC



New storm drain pipework.



Grading retention pond in progress.



Storm drain inlet boxes in progress.



Site storm drainpipe and boxes in progress.

Corporate & Continuing Ed Center (CCEC)

Architect: Kirksey Architecture

CMAR: Tellepsen

Completed Activities:

- Permit Issue
- Notice to Proceed with Construction

Project Milestones:

- Design Phase: Oct 2023 – Jul 2024
- Bidding: Aug 2024 – Oct 2024
- Construction Phase: Nov 2024- Dec 2025

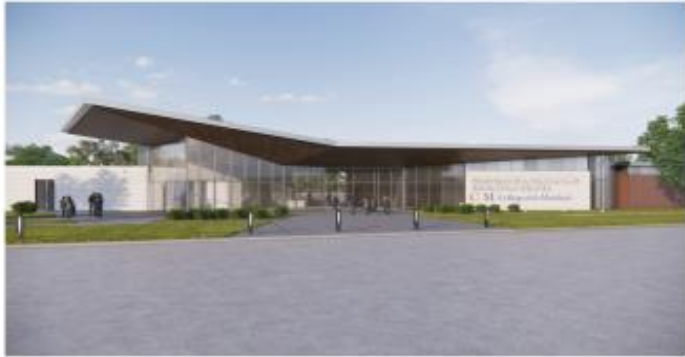
Ongoing/Upcoming Activities:

- Building pad fill
- Footings and grade beams poured
- Building pad slab

Project Cost:

- Total Project Budget: \$15,652,505.57
- Project Cost to Date: \$ 662,194.35
- Total Construction Cost: \$13,000,000.00
- Construction Cost to Date: \$20,000.00
- Project is in Budget

CCEC



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Concrete placed at area B footings.



Ready to start grade beam attachment at spread footings.



Stabilized dirt delivery for grading.



Grading site continues..

Library Classroom Building (LCB)

Architect: Cannon Design

CMAR: Vaughn Construction

Completed Activities:

- 50% Construction Documents cost estimation shows project within and slightly below budget.
- Review comments are received and are being incorporated into the documents.

Ongoing/Upcoming Activities:

- Team is working on the design of Parking Lot D, Monticello, and the cooling tower. This scope will be included in the final Construction Documents to be issued January 24 for 90% Review and February 7 for 100% documents.
- Additional service for Signage and Wayfinding, COMmons and Site Lighting and demolition of B11, firing range, racquetball courts and LRC on today's agenda for review and approval. This will be a separate bid package fall of 2025 and amendment to April GMP.

Project Milestones:

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

Project Cost:

- Total Project Budget: \$ 123,453,618 *
- Project Cost to Date: \$ 4,234,983.06
- Total Construction Cost: \$ 99,546,407 *
- Construction Cost to Date: \$ 0.00
- Project scope is aligned with current Budget

* TPC and Cons Cost will be increased to incorporate additional scope.



Infrastructure – Parking lots A, B and C, and Deferred Maintenance – Underground Utilities

Completed Activities:

- Phase 1(Lot C) –Parking Lot available.
- Phase 2(Lot B) –Paving demolition is 100% complete.
- Installation of fire line and sanitary sewer line is approximately 40% complete at the COMmons area.

Ongoing/Upcoming Activities:

- Phase 1(Lot C) –Final punch list walk through scheduled January 22. On-going storm sewer connection from the detention pond to the city storm line.
- Phase 2 (Lot B) Phase 2 –On-going work on domestic water line and storm sewer installation.

Project Milestones:

- Phase 1 –Parking Lot C and Underground Utilities
July 2024 – Dec 2024 New Concrete Paving & Sidewalks
- Phase 2 –Parking Lot B and Underground Utilities
Dec 5, 2024 - Apr 3, 2025
- Phase 3 – Parking Lot A and Underground Utilities Apr 4, 2025 – Sept 30, 2025
- Underground Utilities –COMmons area
Aug 2024 – Feb 2025

Project Cost:

- Total Project Budget: \$ 12,839,580.19*
- Project Cost to Date: \$ 4,161,113.72
- Total Construction Budget: \$ 9,762,700.00
- Construction Cost to Date: \$ 3,507,395.00
- Project is in Budget

* Combined TPC for both Parking lots and Deferred Maintenance- Utilities

Parking Lot A,B,C



Retention pond final connection..



Final storm manhole at lot C.



Sanitary sewer line mid campus.



Lot C demolition complete, ready for utilities.

Infrastructure – Deferred Maintenance – Buildings – Reroof of Student Ctr and Conf Ctr

A/E: Joiner Architects

Contractor: Tadco Roofing

Ongoing Activities:

Re-roof work at Conference Center:

- Material submittals
- Crew mobilized and materials delivered at Conference Center site Oct 28th
- Pull Test completed Nov 4th
- Work started Nov 5th
- Uplift Test performed Nov 7th
- Start up conference center Nov 26th
- Substantial Completion target – Feb 2025

Re-roof work at Student Center:

- Change Order No. 1 (\$379,898.14) to submit to Board of Trustees, Jan 27, 2025

Project Milestones:

- Design Phase: Complete
- GC Procurement (CSP): Complete
- Construction Phase: Sept 2024 to March 2025
- To begin Student Center work March 17, 2025

Project Cost:

- Total Project Budget: \$ 1,347,985.00*
- Project Cost to Date: \$ 797,585.31
- Total Construction Budget: \$ 1,126,223.00
- Construction Cost to Date: \$ 753,677.31

- * Sub-project Budgets are part of the Infrastructure-deferred maintenance – buildings budget



Reroofing Project

Conference Center



New base sheets installed.



Conf. center low roof in progress.



New top sheet in place, working the seams.



Detail work on top sheet in progress.

Infrastructure – Deferred Maintenance – Buildings – Fine Arts Electrical/Door Upgrade

A/E: RDLR/DBR

Contractor: TBD

Ongoing Activities:

Fine Arts Electrical Upgrade and Door/Hardware renovation:

- COM has executed contract with RDLR
- Design to begin December 1
- Estimated to be complete with documents May 2025 and begin construction July 2025
- Project will be bid as a Competitive Sealed Proposal
- Scope is being refined with Director of Facilities
- Site visit by engineer week of January 6

Project Milestones:

- Design Phase: TBD
- GC Procurement (CSP): TBD
- Construction Phase: TBD

Project Cost:

- Total Project Budget: \$ 1,944,440.84*
- Project Cost to Date: \$ 0.00
- Total Construction Budget: \$ 1,500,000.00
- Construction Cost to Date: \$ 0.00
- Project is in Budget

- * Sub-project Budgets are part of the Infrastructure-deferred maintenance – buildings budget

Campus Furniture Planning

A/E: Cannon Design Furniture Studio

Contractor: TBD

Completed Activities:

- Request for Qualifications was issued Nov 8; responses were received Nov 22. Firms were evaluated and 6 of the 8 respondents were selected to participate in the bid process

Project Milestones:

- Design Phase: April 2024 – Sept 2024
- Bid Package: Sept 2024 – Jan 2025
- Supplier Procurement (CSP): Jan 2025
- Construction Phase: Per project

Ongoing/Upcoming Activities:

- Furniture specifications are being developed to be bid to approved co-op vendors on Jan 16, 2025.
- Expect to award at March BOT

Project Cost:

- Total Project Budget: \$ TBD
- Project Cost to Date: \$ 221,989.16
- Total Construction Cost: \$ TBD
from within overall FF&E budget of \$11,531,102.10
- Construction Cost to Date: \$ 0.00
- Project is in Budget



College Services Addition/Reno (CSAR)

Architect: RDLR Architects

CMAR: TBD

Completed Activities:

- Architect Contract executed

Project Milestones:

- Design Phase: Jan 2025 – Sep 2025
- Bidding: Oct 2025 – Jan 2025
- Construction Phase: Mar 2026 - Apr 2027

Ongoing/Upcoming Activities:

- Design Kickoff Meeting (1/21/2025)
- Programming/Schematic Design
- CMAR Procurement

Project Cost:

- Total Project Budget: \$9,047,373.02
- Project Cost to Date: \$ 0
- Total Construction Cost: \$7,000,000.00
- Construction Cost to Date: \$0
- Project is in Budget

Questions





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 27, 2025
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of increase to Contract 23-34 for Construction Manager at Risk (CMAR) Services awarded to J.T.Vaughn Construction, LLC.

FUNDING SOURCE:

2023 Bond

PURPOSE

Additional scope for cost estimation for the added scope of the COMmons, exterior site lighting, signage and wayfinding, and the demolition of B11, firing range, LRC, racquetball courts and foundation of relocated warehouse. This Change Order amends the current contract Preconstruction Services by this additional service. The associated Cost of Work for this additional scope will be added to the project when the Guaranteed Maximum Price, identifying this additional cost, is submitted.

PROPOSED MOTION:

“I move the Board of Trustees approve Change Order 002 to Contract 23-34 awarded to Vaughn Construction for the added scope of the COMmons Project in an amount not-to-exceed \$35,000 for cost estimation services.

BACKGROUND:

23-34 CMAR Services for the Library Classroom Building. This Change Order amends the current cost of Preconstruction Services, with the addition of this cost. The associated Cost of Work for this additional scope will be added to the project when the Guaranteed Maximum Price, identifying this additional cost, is submitted.

On December 11, 2023, the Board of Trustees approved award of the subject contract to Vaughn Construction as the Construction Manager at Risk for the Library Classroom Building project. At the March 27, 2024, the Board approved combining the Academic Classroom Building with the Library Classroom Building into a single building construction project.

In August 2024, the Board approved Change Order 001 to also include the additional scope of Parking Lot D, Monticello enhancement and cooling tower replacement.

Change Order 002 includes the cost estimation services for this project, which includes the COMmons scope, exterior site lighting, signage and wayfinding, and the demolition of Building 11, Firing Range, LRC, Racquetball Courts and concrete foundation of relocated warehouse, for an estimated not-to-exceed amount of \$35,000.00 The Cost of Work will be included in the GMP when presented for approval.

Attachments:

1. LAN Summary/Cover Letter
2. Vaughn Construction – Proposal for AIA G701 Change Order 002



**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: January 27, 2025

Re: Approval of increase to Contract 23-34 for Construction Manager at Risk (CMAR) Services awarded to J.T.Vaughn Construction, LLC (AIA Document G701)

Background: On December 11, 2023, the Board of Trustees approved award of the subject contract to Vaughn Construction as the Construction Manager at Risk for the Library Classroom Building project. At the March 27, 2024 Board of Trustees meeting, the Board approved combining the Academic Classroom Building with the Library Classroom Building into a single building construction project.

This contract amendment includes the \$35,000 cost for cost estimation for the additional scope of the COMmons, exterior site lighting, signage and wayfinding, and demolition of B11, firing range, LRC, racquetball courts and foundation of relocated warehouse, per Change Order 002, AIA Document G701.

This Change Order amends the current contract pre-construction cost by adding this additional service. The construction cost for this scope will be included in a future GMP amendment fall 2025 when presented for approval.

Recommendation: LAN recommends the approval of AIA Document G701 to incorporate the added scope increase to Vaughn Construction's contract. We recommend this for the January 27, 2025 Board Meeting.

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



January 17, 2025

L.A.N.
3700 West Sam Houston Parkway South, Suite 400
Houston, TX 77042

Attention: Paula Drnevich

Reference: College of the Mainland
Lump Sum Proposal – COMmons Cost Estimation

10355 Westpark Dr.
Houston, Texas 77042

Telephone:
(713) 243-8300

Facsimile:
(713) 243-8350

Paula,

We respectfully submit a not to exceed lump sum proposal in the amount of \$35,000 (Thirty-Five Thousand Dollars) for College of the Mainland to provide for the cost estimation of the COMmons project. The lump sum proposal is based on the following:

1. 100% DD Estimate/Deliverable
2. 50% Estimate Check-In
3. Phasing and Schedule development with Cannon
4. Constructability review/feedback
5. Market conditions feedback

We appreciate this opportunity and look forward to working with you on this project. Please confirm your approval of this proposal by issuing us a Change Order.

Very Truly Yours,

JT VAUGHN CONSTRUCTION, LLC

A handwritten signature in blue ink that reads "Todd Hudson". The signature is written in a cursive style with a long horizontal stroke extending to the left from the start of the name.

Todd Hudson



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 27, 2025
Subject: Agenda Item: Approval of amendment to Cannon Design contract 23-27 for design services for the COMmons, exterior site lighting, Signage and Wayfinding, and demolition packages

AGENDA ITEM DESCRIPTION:

Approval of amendment to Contract 23-27 awarded to Cannon Design for added design and construction services to the Library Classroom Building.

FUNDING SOURCE:

2023 Bond

PURPOSE

Increase scope of Contract to provide the following additional services:

- COMmons and exterior site lighting
 - Signage and Wayfinding
 - Demolition of B11, firing range, LRC, racquetball court and foundation of relocated warehouse
- Scope includes design and construction services through warranty phases.

PROPOSED MOTION:

“I move the Board of Trustees approve the amendment to Contract 23-27 for additional services, for a not-to-exceed amount of \$ 1,273,275.”

BACKGROUND:

On July 24, 2023, the Board of Trustees approved award of the subject contract to Cannon Design as the Architect for the design of the Library Classroom Building project. At the March 27, 2024, Board of Trustees meeting, the Board approved combining the Academic Classroom Building with the Library Classroom Building into a single building construction project.

COMmons, exterior site lighting, signage and wayfinding project: Qualification packages were received for the COMmons and Signage/Wayfinding from two firms in the pool of architects. These were reviewed and a recommendation made to COM to proceed with requesting a professional services proposal from Cannon Design/Vaughn team for this work. This scope will be part of the LCB project, but the documents will be issued for GMP fall 2025. The scope includes all services as required and identified in the G802 Contract Amendment #011. These are full design and construction services for a fee increase of \$ 1,225,350, reimbursable expenses estimated at \$37,925 and a contingency of \$10,000 for unknowns for a total contract increase of \$ 1,273,275.

The overall increase to the Contract in the amount of \$ 1,273,275 will amend the current contract value of \$ 8,153,739 to \$ 9,427,014.

Attachments:

1. LAN Summary/Cover Letter
2. Cannon Design – G802 Contract Amendment # 011 Proposal for the additional scope as noted, dated 01.16.25



**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: January 27, 2025

Re: Approval of Library Classroom Building Additional Scope

Background: On July 24, 2023, the Board of Trustees approved award of the subject contract to Cannon Design as the Architect for the Library Classroom Building project. At the March 27, 2024 Board of Trustees meeting, the Board approved combining the Academic Classroom Building with the Library Classroom Building into a single building construction project.

This contract amendment includes the additional scope of :

1. Full Design and Construction Services for the COMmons and exterior site lighting
2. Full Design and Construction Services for Signage and Wayfinding
3. Full Design Services and Construction Services for the demolition of College Services (B11), racquetball court, firing range, LRC and foundation of existing relocated warehouse.

The attached G802 AIA Document, #011, outlines the scope and associated cost. These additional services will become a part of the Library Classroom Building project, increasing the Architect's contract by \$ 1,273,275. The Cannon Design contract will increase from \$ 8,153,739 to \$ 9,427,014.

Recommendation: LAN recommends the approval of AIA Document G802 #011 to incorporate the added scope increase to Cannon Design's contract. We recommend this for the January 27, 2025 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

DRAFT

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-011
Date: January 16, 2025

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 original project scope shall be revised to include the following:

Project Understanding:

Provide a redesign and replacement of the existing main campus quad, herein referred to as the COMmons, and demolition of campus structures as noted in the Scope of Work.

The limit of the work area is noted in Attachment A. The scope is inclusive of Design (one phase), Construction Documents (CD), Bidding/ GMP, Construction Administration (CA), and Warranty Period for the COMmons and buildings demolition.

The scope of work includes one combined COMmons and building demolition construction package, separate from the Library Classroom Building (LCB). The scope of work also includes issuing one combined COMmons and building demolition permit set to Texas City. The work may be phased in up to 3 phases. Phasing will be noted in an overall phasing plan, but phased construction packages are not included. The project construction budget will be increased to accommodate the scope of work.

Scope of Services:

- Architecture
- MEP Engineering
- Civil Engineering
- Structural Engineering
- Landscape Architecture
- Low Voltage Data and Security
- Signage

Scope of Work:

CannonDesign will provide the tasks and deliverables outlined in the following phases of work below, based on the above Project Understanding. Meetings are assumed to be in person unless otherwise noted.

- New design of the COMmons (refer to Attachment A), including softscape, hardscape, underground utilities, stormwater, exterior lighting, security cameras, wi-fi coverage at new site gathering areas, new pre-engineered bus shelter south of the Admin Buiding, new pre-engineered walkway covers, and new hardscape/ softscape between the Admin Building and Student Center.
- One 'programming' meeting to review current COMmons design provided by others to determine site amenities.
- Campus wayfinding and signage. Cannon Design will coordinate with COM graphics and marketing department to provide contract documents for new campus signage, graphics and wayfinding. COM graphics and marketing will provide design standards to be included in the contract documents.

- Design of a 'Memorial Garden' aligned with the project budget.
- Demolition of the existing Learning Resource Center (LRC), Conference Center Raquet Ball Court Building, College Services (Maintenance) Building, Firing Range Building, Existing Warehouse floor slab only, existing bus shelter, and existing gazebo. Demolition will include foundations to 3-4 feet below grade.
- New pre-engineered covered walks between buildings. Limits to be determined during design to align with the project budget.
- Cost coordination with CMAR. CMAR to provide formal cost estimation.
- Site survey of limited areas and existing building foundations remaining after demolition.
- Coordination with Owner-contracted hazardous materials abatement contractor.
- Design materials, products, and systems will align with COM standards and those currently specified for the LCB to the greatest extent possible.
- Front end and technical specifications will be those of the current COM LCB project and will be supplemented as necessary.
- It is assumed that the existing campus utilities infrastructure can accommodate the new design. An existing utility survey by others is recommended.

Meetings:

Scope includes up to six (6) total design phase meetings. Up to three (3) of these meetings will be in-person meetings with COM. CA Phase meetings will be combined with the LCB CA Phase meetings and final Warranty Phase meeting.

Construction cost budget is \$9,000,000, excluding abatement by others.

The scope of work includes MEP Engineering, Civil Engineering, Landscape Architecture, Structural Engineering, site security cameras and wifi, and Design Architect Project Management and QA/QC services. Included services, excluded services, and scope for each discipline are as follows and as noted in Attachment A:

MEP Engineering

- Perform onsite analysis to determine existing site lighting feed and loads.
- Perform load analyses, calculations, equipment selections and system design in accordance with applicable building codes, appropriate national standards, and commonly accepted engineering practice for the following building systems in the project: Exterior site lighting, Power distribution, Lighting controls. Limited plumbing site coordination with civil engineering.
- Demolition packages as required per the Scope of Work.
- 5 design meetings and 3 Construction Administration phase site visits. One punch list site visit.
- Review the contractor's material and equipment submittals and provide compliance comments; review and respond to RFI's; and prepare ASI's when necessary.

Civil Engineering

- Storm water system design.
- New below grade site utilities.
- Site demolition design and coordination.
- Campus fire truck access coordination and design.
- Incorporate landscaped areas with walkways, retaining walls to 2-3 feet in height, revised drainage patterns with some added drainage structures that will assist the existing campus storm system with the draining of the proposed site design. Adjust existing utility structures elevations.

Landscape Architecture

- Redesign site area noted in Attachment A.
- Rendered planting plan of scope of work area.
- The Landscape Architect will be responsible for the following items:
 1. Planting
 2. Irrigation
 3. Pedestrian Circulation - Connections of proposed or existing re-routed pathways to existing pathways.
 4. Pedestrian Paving Enhancements
 5. Tree Protection
 6. Landscape Demolition

- 7. Locate directional signage. Signage design/ graphics to be provided by Owner.
- 8. Pedestrian and landscape light locations and fixture selection. (Electrical engineering by others).
- Site lighting and furnishings will be those currently specified under the LCB and/ or other 2024 COM Bond projects.

Security

- Security Surveillance design for scope area noted in Attachment A.
- Setup Site plans showing security camera locations and associated data / fiber outlets.
- Cabling and conduit infrastructure to support security cameras and data outlets.
- Poles and mounting coordination.

Structural Engineering

- Demolition consultation of B11, Firing range, Racquetball, Warehouse and LRC.
- Foundation design for light poles, monument signs and bus shelter.
- Foundation design for covered walkways.
- Design and documentation of retaining walls.

Site Survey

- Survey existing foundations and utilities to be abandoned in the vicinity of the existing LRC – Library Resource Center, Firing Range, College Service Building, Racquetball and Warehouse.
- 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 noted in Attachment A 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.
- Survey of area east of Parking Lot E.

Design Architect

- COMmons concept planning and design for landscape architect implementation
- COMmons planning and design input
- COMmons 3D visualization
- Project management
- Oversight, coordination, and review of consultant deliverables
- Design, construction documentation, bidding, Construction Administration and Warranty period for buildings demolition and pre-engineered built structures noted herein
- QA/QC
- Construction Administration Services (including meetings) and Warranty Period of the added scope aligned with the LCB project

Graphics

- Implementation of COM standards for exterior signage. Sign design and standards to be provided by COM
- COM is responsible for providing all final messages for signage
- One meeting per phase will be in person, the others will be virtual
- Sign fabricator is responsible for internal signage electrical engineering and structural engineering

Exclusions

- Environmental studies and assessments
- Hazardous materials removal survey, design, and construction administration
- Geotechnical reports and engineering
- EV charging stations
- Onsite power generation system design

- Variance requests
- Cost estimating
- Design, documentation and construction of built structures, except included covered walks and bus shelter
- Water feature / fountain design and construction
- Stormwater systems beyond the limit of work noted in Attachment A
- Parking lot and roadway design
- 3D still renderings
- Intermediate phase deliverable packages
- Site sign structural engineering (to be provided by signage fabricator)
- Existing site utilities conditions assessment
- Design of new or replacement site utilities

Deliverables

- Architectural coordination site plan
- Rendered site model
- Design Development documents sign-off package
- Construction Documents package
- Bidding Demolition permit package

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

Compensation Adjustment:

\$1,225,350

Reimbursable expenses: \$37,925

Reimbursable expenses are those as outlined in Article 11.8 of the Prime Agreement.

Schedule Adjustment:

The project schedule will be as follows:

- Design - February 2025 - June 2025 (19 weeks)
- Construction Documents - June 2025 - October 2025 (17 weeks)
- Bidding / GMP - October 2025 - December 2025 (8 weeks)
- Construction Administration - December 2025 - October 2027 (22 weeks from end of LCB CA phase, which ends of May 2027)
- Warranty - October 2027 - October 2028 (concurrent with LCB phase, based on LCB substantial completion)

Phasing packages will be determined during the design phase. It is anticipated that demolition of Building B11, Firing Range and Warehouse Foundation will follow the PFC project completion. Demolition of the LRC will follow completion of the Library Classroom Building (LCB).

To the greatest extent possible, Construction Administration and Warranty phase schedules will align with the corresponding LCB phase schedules. Owner approval of Design will be provided prior to advancing to the CD phase. CD approval will be provided prior to advancing to Bidding/ GMP and Construction Administration phases as applicable.

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, Principal
PRINTED NAME AND TITLE
January 16, 2025
DATE

SIGNATURE
Dr. Warren Nichols, President
PRINTED NAME AND TITLE
DATE



Attachment A - SS 011
January 21, 2025

Limit/ Area of COMmons scope

Demo existing LRC and replace with lawn

New memorial garden area

grade for positive drainage + ramp & stair

Renovate/ replace shuttle structure

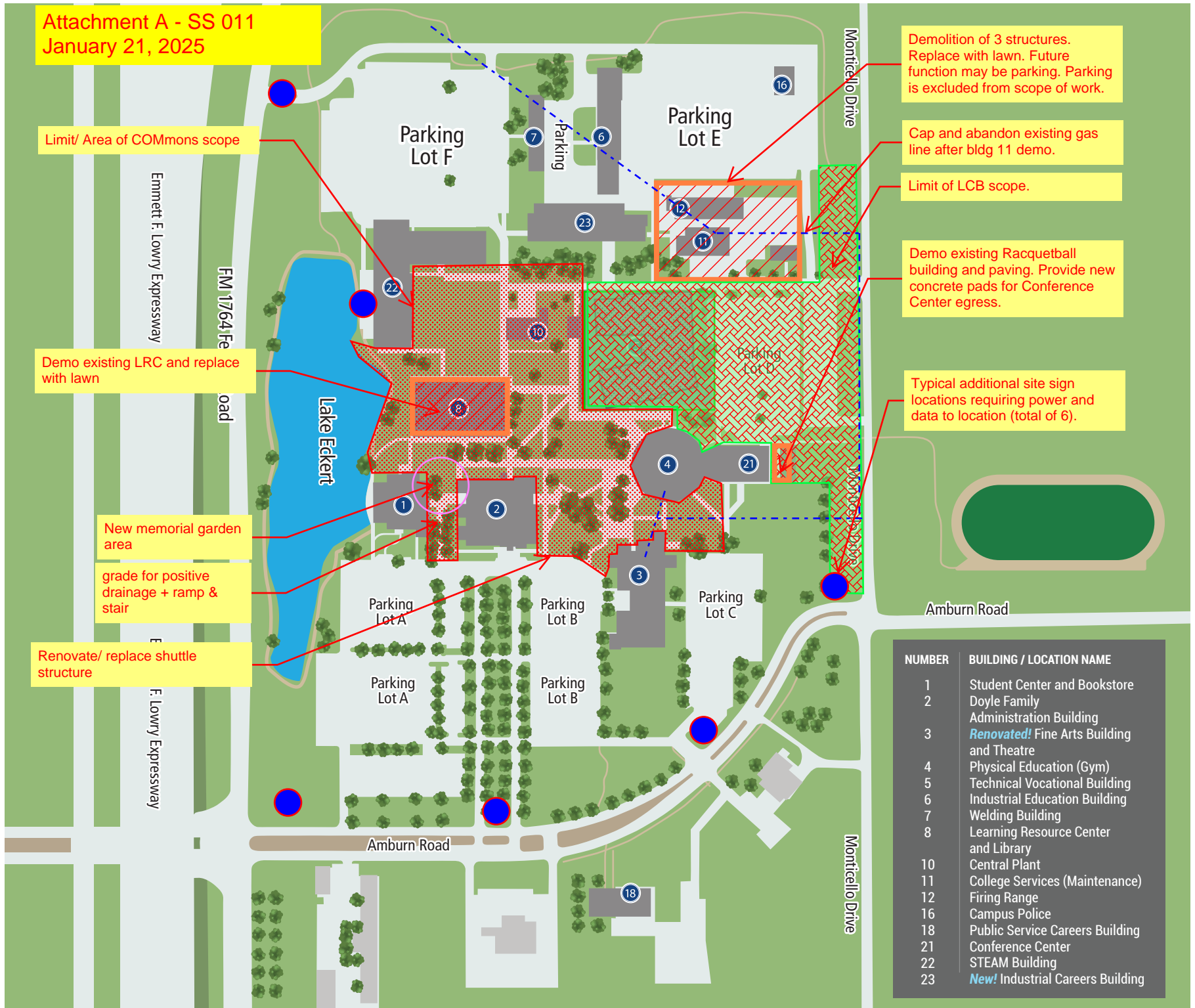
Demolition of 3 structures. Replace with lawn. Future function may be parking. Parking is excluded from scope of work.

Cap and abandon existing gas line after bldg 11 demo.

Limit of LCB scope.

Demo existing Racquetball building and paving. Provide new concrete pads for Conference Center egress.

Typical additional site sign locations requiring power and data to location (total of 6).



NUMBER	BUILDING / LOCATION NAME
1	Student Center and Bookstore
2	Doyle Family Administration Building
3	Renovated! Fine Arts Building and Theatre
4	Physical Education (Gym)
5	Technical Vocational Building
6	Industrial Education Building
7	Welding Building
8	Learning Resource Center and Library
10	Central Plant
11	College Services (Maintenance)
12	Firing Range
16	Campus Police
18	Public Service Careers Building
21	Conference Center
22	STEAM Building
23	New! Industrial Careers Building



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-011
Date: January 21, 2025

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 original project scope shall be revised to include the following:

Project Understanding:

Provide a redesign and replacement of the existing main campus quad, herein referred to as the COMmons, and demolition of campus structures as noted in the Scope of Work.

The limit of the work area is noted in Attachment A. The scope is inclusive of Design (one phase), Construction Documents (CD), Bidding/ GMP, Construction Administration (CA), and Warranty Period for the COMmons and buildings demolition.

The scope of work includes one combined COMmons and building demolition construction package, separate from the Library Classroom Building (LCB). The scope of work also includes issuing one combined COMmons and buiding demolition permit set to Texas City. The work may be phased in up to 3 phases. Phasing will be noted in an overall phasing plan, but phased construction packages are not included. The project construction budget will be increased to accommodate the scope of work.

Scope of Services:

- Architecture
- MEP Engineering
- Civil Engineering
- Structural Engineering
- Landscape Architecture
- Low Voltage Data and Security
- Site Signage

Scope of Work:

CannonDesign will provide the tasks and deliverables outlined in the following phases of work below, based on the above Project Understanding. Meetings are assumed to be in person unless otherwise noted.

- New design of the COMmons (refer to Attachment A), including softscape, hardscape, underground utilities, stormwater, exterior lighting, security cameras, wi-fi coverage at new site gathering areas, new pre-engineered bus shelter south of the Admin Buiding, new pre-engineered walkway covers, and new hardscape/ softscape between the Admin Building and Student Center.
- One 'programming' meeting to review current COMmons design provided by others to determine site amenities.
- Campus wayfinding and signage. Cannon Design will coordinate with COM graphics and marketing department to provide contract documents for new campus signage, graphics and wayfinding. COM graphics and marketing will provide design standards to be included in the contract documents.
- Design of a 'Memorial Garden' aligned with the project budget.

- Demolition of the existing Learning Resource Center (LRC), Conference Center Raquet Ball Court Building, College Services (Maintenance) Building, Firing Range Building, Existing Warehouse floor slab only, existing bus shelter, and existing gazebo. Demolition will include foundations to 3-4 feet below grade.
- New pre-engineered covered walks between buildings. Limits to be determined during design to align with the project budget.
- Cost coordination with CMAR. CMAR to provide formal cost estimation.
- Site survey of limited areas and existing building foundations remaining after demolition.
- Coordination with Owner-contracted hazardous materials abatement contractor.
- Design materials, products, and systems will align with COM standards and those currently specified for the LCB to the greatest extent possible.
- Front end and technical specifications will be those of the current COM LCB project and will be supplemented as necessary.
- It is assumed that the existing campus utilities infrastructure can accommodate the new design. An existing utility survey by others is recommended.

Meetings:

Scope includes up to six (6) total design phase meetings. Up to three (3) of these meetings will be in-person meetings with COM. CA Phase meetings will be combined with the LCB CA Phase meetings and final Warranty Phase meeting.

Construction cost budget is \$9,000,000, excluding abatement by others.

The scope of work includes MEP Engineering, Civil Engineering, Landscape Architecture, Structural Engineering, site security cameras and wifi, and Design Architect Project Management and QA/QC services. Included services, excluded services, and scope for each discipline are as follows and as noted in Attachment A:

MEP Engineering

- Perform onsite analysis to determine existing site lighting feed and loads.
- Perform load analyses, calculations, equipment selections and system design in accordance with applicable building codes, appropriate national standards, and commonly accepted engineering practice for the following building systems in the project: Exterior site lighting, Power distribution, Lighting controls. Limited plumbing site coordination with civil engineering.
- Demolition packages as required per the Scope of Work.
- 5 design meetings and 3 Construction Administration phase site visits. One punch list site visit.
- Review the contractor's material and equipment submittals and provide compliance comments; review and respond to RFI's; and prepare ASI's when necessary.

Civil Engineering

- Storm water system design.
- New below grade site utilities.
- Site demolition design and coordination.
- Campus fire truck access coordination and design.
- Incorporate landscaped areas with walkways, retaining walls to 2-3 feet in height, revised drainage patterns with some added drainage structures that will assist the existing campus storm system with the draining of the proposed site design. Adjust existing utility structures elevations.

Landscape Architecture

- Redesign site area noted in Attachment A.
- Rendered planting plan of scope of work area.
- The Landscape Architect will be responsible for the following items:
 1. Planting
 2. Irrigation
 3. Pedestrian Circulation - Connections of proposed or existing re-routed pathways to existing pathways.
 4. Pedestrian Paving Enhancements
 5. Tree Protection
 6. Landscape Demolition
 7. Locate directional signage. Signage design/ graphics to be provided by Owner.
 8. Pedestrian and landscape light locations and fixture selection. (Electrical engineering by others).
- Site lighting and furnishings will be those currently specified under the LCB and/ or other 2024 COM Bond projects.

Security

- Security Surveillance design for scope area noted in Attachment A.
- Setup Site plans showing security camera locations and associated data / fiber outlets.
- Cabling and conduit infrastructure to support security cameras and data outlets.
- Poles and mounting coordination.

Structural Engineering

- Demolition consultation of B11, Firing range, Racquetball, Warehouse and LRC.
- Foundation design for light poles, monument signs and bus shelter.
- Foundation design for covered walkways.
- Design and documentation of retaining walls.

Site Survey

- Survey existing foundations and utilities to be abandoned in the vicinity of the existing LRC – Library Resource Center, Firing Range, College Service Building, Racquetball and Warehouse.
- 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 noted in Attachment A 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.
- Survey of area east of Parking Lot E.

Design Architect

- COMmons concept planning and design for landscape architect implementation
- COMmons planning and design input
- COMmons 3D visualization
- Project management
- Oversight, coordination, and review of consultant deliverables
- Design, construction documentation, bidding, Construction Administration and Warranty period for buildings demolition and pre-engineered built structures noted herein
- QA/QC
- Construction Administration Services (including meetings) and Warranty Period of the added scope aligned with the LCB project

Graphics

- Implementation of COM standards for exterior signage. Sign design and standards to be provided by COM
- COM is responsible for providing all final messages for signage
- One meeting per phase will be in person, the others will be virtual
- Sign fabricator is responsible for internal signage electrical engineering and structural engineering

Exclusions

- Environmental studies and assessments
- Hazardous materials removal survey, design, and construction administration
- Geotechnical reports and engineering
- EV charging stations
- Onsite power generation system design
- Variance requests
- Cost estimating
- Design, documentation and construction of built structures, except included covered walks and bus shelter
- Water feature / fountain design and construction
- Stormwater systems beyond the limit of work noted in Attachment A
- Parking lot and roadway design
- 3D still renderings

- Intermediate phase deliverable packages
- Site sign structural engineering (to be provided by signage fabricator)
- Existing site utilities conditions assessment
- Design of new or replacement site utilities

Deliverables

- Architectural coordination site plan
- Rendered site model
- Design Development documents sign-off package
- Construction Documents package
- Buiding Demolition permit package

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

Compensation Adjustment:

\$1,225,350

Reimbursable expenses: \$37,925

Reimbursable expenses are those as outlined in Article 11.8 of the Prime Agreement.

Schedule Adjustment:

The project schedule will be as follows:

- Design - February 2025 - June 2025 (19 weeks)
- Construction Documents - June 2025 - October 2025 (17 weeks)
- Bidding / GMP - October 2025 - December 2025 (8 weeks)
- Construction Administration - October 2026 - October 2027 (52 weeks)
- Warranty - October 2027 - October 2028 (concurrent with LCB phase, based on LCB substantial completion)

Phasing packages will be determined during the design phase. It is anticipated that demolition of each building will happen concurrently following the completion of the Library Classroom Building (LCB).

To the greatest extent possible, Construction Administration and Warranty phase schedules will align with the corresponding LCB phase schedules. Owner approval of Design will be provided prior to advancing to the CD phase. CD approval will be provided prior to advancing to Bidding/ GMP and Construction Administration phases as applicable.

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, Principal

PRINTED NAME AND TITLE

SIGNATURE
 Dr. Warren Nichols, President

PRINTED NAME AND TITLE

January 21, 2025

DATE

DATE



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: January 27, 2025

Subject: Agenda Item: Approval of Change Order to TADCO Roofing Contract #23-44 to remove roof system and lightweight insulating concrete.

AGENDA ITEM DESCRIPTION:

Approval of Change Order No. 1 for the Student Center Reroof of Contract #23-44 (Conference Center and Student Center Reroof Project) for installation of a new roof substrate for a not-to-exceed amount of \$379,898.94.

FUNDING SOURCE:

2023 Bond

PURPOSE

For Student Center, TADCO Roofing, LLC is to remove existing roof system and lightweight insulating concrete to the structural concrete deck and install new substrate.

PROPOSED MOTION:

“I move the Board of Trustees approve Change Order No. 1 to TADCO Roofing Contract #23-44 as presented”

BACKGROUND:

On November 22, 2024, Amtech Solutions (Testing Agency) performed uplift testing at 3 separate locations on the roof of Student Center to confirm that the existing roof deck is acceptable for the new roof system. The uplift tests failed where the fasteners separated from the lightweight concrete. Therefore, the existing roof and lightweight concrete to the structural concrete deck will need to be replaced.

The construction installation of a new roofing substrate for the Student Center for a not-to-exceed amount of \$379,898.94 to be paid with 2023 Bond funds.

Attachments:

1. LAN Summary/Cover Letter
2. Change Order No. 1

To: Dr. Warren Nichols, President, College of the Mainland (COM)
From: Lockwood, Andrews & Newnam (LAN)
Date: January 27, 2025
Re: Approval of Change Order No. 1 for the Student Center Reroof work of Contract #23-44(Conference Center and Student Center Reroof Project))

Background: On November 22, 2024, Amtech Solutions(Testing Agency) performed uplift testing at 3 separate locations on the roof of Student Center to confirm that the existing roof deck is acceptable for the new roof system. The uplift tests failed where the fasteners separated from the lightweight concrete. Therefore, the existing lightweight concrete to the structural concrete deck will need to be replaced.

Recommendation: LAN recommends the approval of the Change Order No. 1 for the Student Center roof work for not-to-exceed the amount of \$379,898.94. We recommend this for the January 27, 2025 Board Meeting.



Erwin C. Enojado, CCM
Program Manager, LAN
ecenojado@lan-inc.com
mobile: (713) 249-6621



AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)
College of the Mainland Student Center & Conference Center Re-Roofing

CONTRACT INFORMATION:
Contract For: General Construction
Date: August 27, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: December 11, 2024

OWNER: (Name and address)
College of the Mainland
1200 N Amburn Road
Texas City, Texas 77591

ARCHITECT: (Name and address)
Joiner Architects, Inc.
700 Rockmead Drive, Suite 265
Kingwood, Texas 77339

CONTRACTOR: (Name and address)
Tadco Roofing & Waterproofing
5440 Guhn Road
Houston, Texas 77040

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Increase fee per Contractor's Change Order 004 - \$379,898.94

The original Contract Sum was	\$	<u>1,126,223.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>1,126,223.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>379,898.94</u>
The new Contract Sum including this Change Order will be	\$	<u>1,506,121.94</u>

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Joiner Architects, Inc. ARCHITECT (Firm name)	Tadco Roofing & Waterproofing CONTRACTOR (Firm name)	College of the Mainland OWNER (Firm name)
SIGNATURE	SIGNATURE	SIGNATURE
JAY COOPER, PARTNER	BOY KILGOPCH	Bo Bacon, Director of Facilities
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
12.12.24	1/8/2024	01/10/25
DATE	DATE	DATE



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 27, 2025
Subject: Recommendation – Student Conduct Officer (New)

Presented for recommended approval to the Board of Trustees on January 27, 2025 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 Nicola Fish to the position of Student Conduct Officer, Dean of Students.”

PURPOSE

Under the general supervision of the Dean of Students, the Student Conduct Officer will complete administrative responsibilities related to student conduct including review of conduct referrals, investigation, and adjudication of cases, recommending outcomes, coordinating interventions and monitoring completion of sanctions. The Student Conduct Officer will also help facilitate alternative dispute resolution options. The Student Conduct Officer assists with policy review, documentation, record maintenance and assessment. The Student Conduct Officer will develop and facilitate educational outreach, training and departmental communications including brochures, flyers, reports, and the website.

BACKGROUND

This is a new position approved in the 2024-2025 budget.

IMPLICATIONS

Financial: \$56,078 from budget 11-0-0000-4123-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 27, 2025
Subject: Recommendation – Administrative Officer (New)

Presented for recommended approval to the Board of Trustees on January 27, 2025 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 Rachel Griffiths to the position of Administrative Officer, Vice President for Student Affairs.”

PURPOSE

Oversees and executes administrative, project management, and executive support functions for a division or comparable component of the College. Reporting directly to the Vice President for Student Affairs, serves as the primary administrative point of contact and liaison with both internal and external stakeholders. Provides specialized administrative services in areas such as fiscal management, public and community relations, faculty, staff, or student affairs, general business operations, and/or development and relations, depending on the needs of the supported area.

BACKGROUND

This is a new position approved in the 2024-2025 budget.

IMPLICATIONS

Financial: \$62,692 from budget 11-0-0000-5159-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 27, 2025
Subject: Recommendation – Academic Advisor (New)

Presented for recommended approval to the Board of Trustees on January 27, 2025 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 Raquel Guerra to the position of Academic Advisor, Student Success Center.”

PURPOSE

The Academic Advisor provides comprehensive student support to a caseload of students, evaluating test scores for course placement, assisting with course selection, and guiding students through the online registration process. The Advisor will meet regularly with students to review degree progress, monitor advancement towards graduation requirements, and provide guidance on academic policies, procedures, and campus resources.

BACKGROUND

This is a new position approved in the 2024-2025 budget.

IMPLICATIONS

Financial: \$52,201 from budget 11-0-0000-4103-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 27, 2025
Subject: Recommendation – Student Life Specialist II (Replacement)

Presented for recommended approval to the Board of Trustees on January 27, 2025 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 Grace Ritta to the position of Student Life Specialist II, Student Life Department.”

PURPOSE

Under the general supervision of the Director of Student Life, the Student Life Specialist II provides leadership in event planning, budgeting, recruiting & retaining students, student travel, campus and community resources, risk management, fundraising, maintenance of Student Life records, social media, publicity, group development and other areas specific to the needs of individual clubs and students on campus.

BACKGROUND

This is a replacement position for Nick Rodriguez.

IMPLICATIONS

Financial: \$43,582 from budget 11-0-0000-4115-5140.

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

ATTACHMENTS

1. Appointment Nomination

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 22, 2025
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on January 22, 2025.

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 - \$50,101 from budget 32-0-5214-4199-5160
Assistant Professor – History (FT Temporary) - \$70,362 from budget 11-0-0000-1127-5100
Career Services Coordinator - \$69,595 from budget 32-0-5214-4199-5140
Media Support Technician - \$44,534 from budget 11-0-0000-3504-5160
Collegiate High School Math Instructor - \$70,362 from budget 34-0-3710-2199-5100

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

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Administrative Assistant IV	Title V	The Title V Program Administrative Assistant takes independent responsibility for many tasks required to ensure uniform project management: data entry, event coordination, maintaining project performance documentation, and monitoring adherence to project timelines. Assist the director and coordinator(s) in all aspects of project development and implementation. Takes responsibility for the general office functions required within the department. Duties involved the use of a Microsoft Windows system from initial setup of program operations including all aspects of program operations.	Replacement of Jennier Denison	Margarita Wyssbrod	\$50,101	\$40,081 - \$50,101 - \$60,121
2	Assistant Professor - History (Full Time Temporary)	Social and Behavioral Sciences	Responsible for providing instruction within the Social and Behavioral Sciences Department. Develop and revise curriculum and coursework. Provide scheduled office hours for student consultation, and maintain open and consistent communications with students. Attend Department meetings and other mandatory College events. Participate in mandatory College training and professional development.	Replacement of FT temporary faculty Brooks Lewellen	Richard Faillace	\$70,362	\$54,129 - \$70,362 - \$86,603
3	Career Services Coordinator	Career Services	The Career Services Coordinator connects students to career services, provides support to students in career planning, and facilitates work based learning opportunities. This position will engage with employers and faculty to develop internship, experiential learning and service learning.	Replacing Emiy Stovall	Angela Tuel	\$69,595	\$47,781 - \$59,726 - \$71,672
4	Media Support Technician	Educational Technology Services	The qualified individual will provide audio, video and instructional technology support for all classrooms and teaching auditoriums. The individual will be responsible for ensuring that AV presentation, multi-media presentation and media-playback equipment is functioning properly for the various venues which support teaching, learning, and community events at College of the Mainland.	Replacing Scott Powell	Benjamin Apolinar	\$44,534	\$40,081 - \$50,101 - \$60,121
5	Collegiate HS Math Instructor (Grant Funded Position)	Collegiate High School	Provide instruction in High School Mathematics: Pre-AP Algebra I and/or II, Pre-AP Geometry and/or Pre-Calculus. Help high school student's transition successfully from their home high school campus to the college campus through classroom instruction. Design high school curriculum modules in order to guide high school students towards high skill-high demand careers.	Replacing Part Time Math Instructor; Grant Funded	Dr. Carolyn Harnsberry	\$70,362	\$54,129 - \$70,362 - \$86,603
6							
7							
8							



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 27, 2025
Subject: Approval of New Associates of Applied Science Degree in Surgical Technology
Presented for recommended approval to the Board of Trustees on January 27, 2025.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the new Associates of Applied Science Degree in Surgical Technology."

PURPOSE

COM is seeking to establish a new Associates of Applied Science Degree in Surgical Technology.

BACKGROUND

As part of the overall strategic planning and academic master plan, COM analyzed the current workforce and occupational data from the Texas Gulf Coast area and, with input from the community and students, identified areas of need. Although there are several Surgical Technology programs in the Region/Service Area, there are still not enough completers for the related workforce.

Program Demand

The program demand for Surgical Technology in the Gulf Coast region is influenced by various factors, including the growing healthcare industry, an increase in surgical procedures, and a rising aging population that requires more medical services. Many institutions such as hospitals, surgical centers, outpatient centers, Mohs centers and private physician offices are actively seeking qualified surgical technologists to support surgical teams, which creates a strong job market for graduates of surgical technology programs. Additionally, partnerships between educational institutions and healthcare facilities can enhance program relevance and job placement rates. Overall, the demand for skilled professionals in this field is expected to remain high.

IMPLICATIONS

A Program Coordinator was hired to prepare the Surgical Technology Program. Representatives from the Surgical Technology field will help to create the program within industry standards.

The Colleges' Instructional Assessment Committee and Curriculum Committee, which are both faculty-driven, reviewed and approved the program.

Financial

The College of the Mainland is in excellent financial condition. Our expenditures support our strategic goals that are derived from our strategic plan. Our track record of successful audits with no negative findings, as well as investment grade ratings from Moody's and S&P Global demonstrate our financial strength.

The financial resources to initiate the Surgical Technology Program have already been procured through COM's annual budgeting process. A funded budget will be included in the 2026 fiscal year pending Board of Trustee approval.

There are three (3) sources of funding for community colleges in the state of Texas. Beyond tuition and fees, and the state appropriates, there is an ad valorem tax that supports the difference between operating costs and revenue. College of the Mainland has continuously been able to balance its operating budget.

	FY25	FY26	FY27	FY28	FY29	FY30
Revenues						
Enrollment		29	56	56	56	56
Tuition Revenue		26,796	51,744	51,744	51,744	51,744
Course Lab Fees		4,060	7,840	7,840	7,840	7,840
State Appropriation			81,000	81,000	81,000	81,000
Local Appropriation	109,980	175,839	86,317	92,925	99,728	106,730
Total Revenues	\$109,980	\$211,795	\$232,103	\$238,815	\$245,724	\$252,835
Less: Expenses						
Full-Time Faculty (2 in FY26-30)	71,000	146,260	150,648	155,167	159,822	164,617
(1) Adjunct:			14,200	14,626	15,065	15,517
Benefit Costs [28%]	19,880	40,953	42,181	43,447	44,750	46,093
Operating Expense	19,100	19,482	19,872	20,269	20,674	21,088
Accreditation	5,000					
Equipment	299,800					
Total Direct Expenses	\$414,780	\$206,695	\$226,901	\$233,509	\$240,312	\$247,314
Additional Funds						
Fund Balance* (2025-08 & 2025-09)	304,800					
Net Revenue	\$0	\$0	\$0	\$0	\$0	\$0

*The fund balance will be used to purchase equipment in the first year only.

STRATEGIC GOALS

Student Success: Expanding the offerings to students interested in emerging fields related to computer science, information technology and business. Prepare students for job opportunities in the region.

Facility Improvement: Provide an environment at College of the Mainland that is conducive to learning while addressing the workforce needs of local business and industry.

The Surgical Technology Program will be on the COM main campus. Specifically, the STEAM Building will host the program's classes and labs.



December 11, 2024

New Program Substantive Change

Surgical Technology

Contact:

Dr. Helen Castellanos Brewer

Executive Vice President

Division of Academic and Student Affairs

hbrewer1@com.edu

409-933-8213

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ABSTRACT

College of the Mainland (COM) offers an array of workforce and transfer programs to meet the needs of our community. These programs provide students with the ability to earn short-term credentials and associate degrees. Additionally, the college has one bachelor's degree in nursing. The comprehensive list of our program offerings can be found in Appendix A.

Proposed Change

COM proposes to offer a new Associate of Applied Science Degree in Surgical Technology. This program is designed in accordance with the Texas Higher Education Coordinating Board's (THECB) Workforce Education Course Manual (WECM) for community and technical colleges. The COM Surgical Technology Program Advisory Committee supports and approves the development of this degree.

Initial Date of Implementation: The College proposed that courses in the Associated of Applied Science degree be offered beginning in Fall 2025.

Projected Number of Students: The projected number of students admitted into the degree program is 10 in the first cohort. After the initial cohort, an additional cohort of 10 students will be admitted each spring and fall semester.

Projected Life of Change: The Surgical Technology degree is on-going.

Description of the Primary Target Audience or Market: The primary target audience includes:

- Students interested in fields related to Surgical Technology,
- Employees currently working in the healthcare sector seeking higher education credentials for advancement, for example, sterile process technicians.
- Local high school graduates who participated in the healthcare career courses in high school.

Institutional Strengths to Undertake the Proposed New Program: COM has many strengths to undertake this new program:

- The support of the community through Advisory Committee participation
- The support of local industry
- Adequate classroom and laboratory
- Highly qualified faculty to teach and coordinate the program.

Need for Change

As part of the overall strategic planning and academic master plan, COM analyzed the current workforce and occupational data from the Texas Gulf Coast area and from the college's labor market data platform, Lightcast, with input from the community and students, identified areas of

need. Although there are several Surgical Technology programs in the Region/Service Area, there are still not enough completers for the related workforce.

Regional Labor Market Data – Galveston, Chamber, Brazoria, Harris Counties

2022 Jobs	2029 Jobs	2022 - 2029 Change	2022- 2029 % Change	Avg. Hourly Earnings	Median Hourly Earnings
1966	2,243	277	14%	\$30.19	\$30.37

Note: Lightcast

National Labor Market Data

2019 Jobs	2029 Jobs	2019 - 2029 Change	2019 - 2029 % Change	Avg. Hourly Earnings	Median Hourly Earnings
108,160	120,069	11,936	11%	\$29.93	\$29.14

Note: Lightcast

Data sourced through Gulf Coast Workforce Solutions lists the Surgical Technologists is expected to increase by 23 percent between 2018 and 2028 with an annual job opening of 338.

2023 High-Skill High-Growth Occupations

Employment Growth				Annual Openings			
Annual Averages 2020	Annual Averages 2030	Net Change	Percent Change	Due to Exits from Workforce	Due to Transfers between Occupations	Due to New Job Growth	Total Openings
3,093	3,747	654	21.1%	93	147	65	305

Note: Gulf Coast Workforce Solutions

COM Mission and Goals

The mission of COM is to provide a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve.

The Vision of COM is to be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse and global environment.

The Surgical Technology Program will serve the Mission and Goals of COM by providing employment eligibility for students graduating with an Associate of Applied Science in Surgical Technology.

Faculty Involvement in Planning and Approval: A Program Coordinator was hired to prepare the Surgical Technology Program. The Program Coordinator is working with an Advisory Committee and will comprise a list of hiring a clinical coordinator and faculty who has worked in the surgical technology field. Representatives from the Surgical Technology field will help to create the program within industry standards in Appendix B (Advisory Committee Meeting minutes).

The Colleges' Instructional Assessment Committee and Curriculum Committee, which are both faculty-driven, reviewed and approved the program. This documentation can be found in Appendix C (Instructional Assessment Committee minutes) and Appendix D (Curriculum Committee minutes).

Evidence of the Legal Authority for the Change: COM requires that all new programs receive approval from the COM Board of Trustees and the THECB.

The following documentation can be found in the Appendices:

- Appendix E: COM Board meeting minutes approving the development of the program. Documentation will be updated upon approval. The anticipated date of Board approval is January 27, 2025.
- Appendix F: Letter of Intent to apply for a new workforce education program sent to the Higher Education Regional Council (HERC) Chair – The anticipated date to send the Letter of Intent is January 28, 2025.
- Appendix G: Letter of Intent to apply for a new workforce education program sent to the Gulf Coast Workforce Development Board Chair – The anticipated date to send the Letter of Intent is January 28, 2025.
- Appendix H: THECB program approval request document – The anticipated date to send the THECB program approval document is January 28, 2025.

At the time of this submission, the COM Board of Trustees approves the program on January 27, 2025. The program is pending approval by the THECB.

PROGRAM CURRICULUM

Curriculum

Course	Name	SCH
SRGT 1505	Introduction to Surgical Technology	5
SRGT 1509	Fundamental of Perioperative Concepts and Techniques	5
SRGT 1260	Clinical I	2
SRGT 1441	Surgical Procedures I	5
SRGT 1244	Technological Sciences for the Surgical Technologist	2
SRGT 1360	Clinical II	3
SRGT 1542	Surgical Procedures II	5
SRGT 1460	Clinical III	4
SRGT 2130	Professional Readiness	2

Projected Schedule

Associate degree (Three Semester Program)

Semester #1- Fall						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
SRGT 1505	Introduction to Surgical Technology	4	2	0	96	5
SRGT 1509	Fundamentals of Perioperative Concepts and Techniques	4	4	0	128	5
SRGT 1260	Clinical I	0	0	8	128	2
BIOL 2402	ANATOMY & PHYSIOLOGY II	3	3	0	96	4
Semester #2- Spring						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
SRGT 1244	Technological Sciences for the Surgical Technologist	2	1	0	48	2
BIOL 2420	MICROBIOLOGY FOR NON-SCIENCE MAJORS	3	3	0	48	4
SRGT 1441	Surgical Procedures I	5	0	0	80	5
SRGT 1360	Clinical II	0	0	16	256	3
Semester #3- Summer						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
SRGT 1460	Clinical III	0	0	24	240	4
SRGT 1542	Surgical Procedures II	5	0	0	80	5
PHIL 2306	Introduction to Ethics	3	0	0	48	3
SRGT 2130	Professional Readiness	2	0	0	32	2

Program Specific Goals and Specific Learning Outcomes for the Program

Program-Level Outcomes will be assessed annually and documented through the Office of Planning, Effectiveness, Analytics and Research (OPEAR). This is a new program; therefore, the program learning outcomes will not be measured until one full cohort of the Surgical Technology curriculum has been completed.

Program Specific Goals approved by the Assessment Committee are as follows:

Outcome 1: Students will become integral members of the health care team.

- **Measure 1 (Outcome 1):** Daily surgical case logs are the formative and summative clinical evaluation tool that will be used from SRGT 1460 Clinical III Surgical Technology) Includes: Clinical case logs and case log summaries of student performance containing the date, clinical preceptor, faculty, and student with verification of signatures by clinical coordinator or program coordinator.
- **Achievement Target 1:** 80% of students will attain a score of 90% or higher and demonstrate proficiency in tasks requiring minimal supervision, as recorded on the daily surgical case logs. (rubric)
- **Measure 2 (Outcome 1):** Externship Performance Evaluations will measure the student's ability to apply and demonstrate knowledge of the operating room as related to being a surgical technologist while benefiting the surgical team in which they have been assigned. SRGT 1460 (Clinical III Surgical Technology)
- **Achievement Target 2:** 100% of students will score a minimum of 265 out of 300 (or 85%) of allowable points by the end of the semester on the externship performance evaluation worksheet at the end of each clinical rotation.

Outcome 2: Utilize a knowledge base in the sciences and technologies of Surgical Technology at the technical level to show critical thinking skills.

- **Measure 1 (Outcome 2):** Final Skills Assessment will demonstrate aspects of the operating room environment while accurately demonstrating the critical steps in
(1) Aseptic technique and practices, showing their understanding of the infection process and wound healing by maintaining a sterile field.
(2) Preparing basic surgical cases to ensure optimal surgical outcomes for patients.
(3) Gathering all the necessary equipment needed in the surgical procedure through knowledge of science. SRGT 1509 (Fundamentals of Perioperative Concepts and Techniques)
- **Achievement Target 1:** 100% of the students will score a minimum of 83% on the final skills assessment for externship placement.
- **Measure 2 (Outcome 2):** Externship Performance Evaluations will measure the student's ability to apply and demonstrate knowledge of the operating room as related to being a surgical technologist while benefiting the surgical team in which they have been assigned. SRGT 1260, 1360, & 1460 (Clinical I, II, & III Surgical Technology)
- **Achievement Target 2:** 100% of students will score a minimum of 265 out of 300 (or 85%) of allowable points by the end of the semester on the externship performance evaluation worksheet at the end of each clinical rotation.

Outcome 3: Pass the certification examination of the National Board of Surgical Technology/Surgical First Assist (NBSTSA) with a score of 98 out of 150 questions (65%).

- **Measure 1 (Outcome 3):** Students will complete CST secured *practice exams* to prepare to sit for the NBSTSA (National Board of Surgical Technology and Surgical Assisting) certification. The practice exam will cover the same standards as the NBSTSA exam. The student will need to correctly answer 98 out of 150 questions to successfully pass the exam.
- **Achievement Target 1:** 80% of the students will correctly answer at least 98 out of 150 questions on a CST secured practice exam in the SRTG 2130 Professional Readiness course in preparation for the NBSTSA CST Exam.
- **Measure 2 (Outcome 3):** The certification examination is administered by the National Board of Surgical Technology/Surgical First Assist (NBSTSA). The student will need to 98 out of 150 questions to successfully pass the exam.

The CST exam evaluates:

- A) Perioperative care (91 items)
 - Preoperative (18 items)
 - Intraoperative procedures (61 items)
 - Postoperative procedure (12 items)
- B) Ancillary duties (26 items)
 - Administrative and personnel (9 items)
 - Equipment sterilization and maintenance (17)
- C) Basic sciences (33 items)
 - Anatomy and physiology (20 items)
 - Microbiology (6 items)
 - Surgical pharmacology (7 items)

Achievement Target 2: Students will achieve a passing score on the NBSTSA exam by correctly answering at least 98 out of 150 questions. (Pass rates are determined by NBSTSA.)

Course Descriptions and Learning (Course Level Outcomes) for All Courses

Introduction to Surgical Technology

An introduction to the Surgical Technology field of study. Identify the physical environment and safety standards surgical technologists will encounter in the work environment.

Learning Outcomes:

- Explain the physical, interpersonal, and ethical aspects of the operating room environment.
- Relate basic concepts of surgical pharmacology and anesthesia.
- Identify basic concepts of technological sciences.
- Demonstrate patient care concepts.

Fundamentals of Perioperative Concepts and Techniques

Basic concepts of aseptic technique along with the correct process of decontamination, sterilization, and disinfection will be demonstrated. Students will learn correct hand washing, hand scrub, and donning of surgical attire. Environmental hazards and risks in the surgical setting will be

explained and define the principles of aseptic technique while describing the importance of aseptic techniques.

Learning Outcomes:

- Demonstrate principles and practices of aseptic techniques.
- Explain infectious processes and concepts of wound healing.
- Create and maintain a sterile field utilizing basic case preparation and procedures.

Technological Sciences for the Surgical Technologist

Concepts of the functions of technology in different surgical instruments and the use of biomechanics for safe and effective care of the surgical patient. Usage of instrumentation and wound closure devices and the classification of several types of energy sources encountered in the surgical setting will be taught.

Learning Outcomes:

- Apply the principles of technological sciences to surgical specialties.
- How to select instruments, equipment, and supplies related to technological sciences.
- Learn to identify expected outcomes, and complications related to surgical modalities.

Surgical Procedures I

Preoperative routines and technique of preoperative room preparations, gathering supplies, instruments, and equipment essential for the procedure and maintenance of sterile technique while opening a case. Students will learn the process of how to scrub, gown, and glove for surgical procedures as well as the sterile parameters needed to identify and perform the setup of the sterile field. Summarize the preoperative, intraoperative, and postoperative duties as they relate to general surgical procedures, obstetrics and gynecologic surgery, and breast surgery.

Learning Outcomes:

- Relate the specific anatomy and pathology to indications for selected surgical procedures.
- Summarize patient preparation for selected surgical procedures.
- Select instruments, equipment, and supplies and reconstruct the sequence for related surgical procedures.
- Demonstrate the scrubbing, gowning, and gloving procedures as well as sterile parameter identification and perform the setup of the sterile field.
- Perform basic draping techniques.
- Identify expected outcomes and complications for surgical procedures.

Surgical Procedures II

Preoperative routines and technique of preoperative room preparations, gathering supplies, instruments, and equipment essential for the procedure and maintenance of sterile technique while opening a case. Students will learn the process of how to scrub, gown, and glove for surgical procedures as well as the sterile parameters needed to identify and perform the setup of the sterile field. Summarize the preoperative, intraoperative, and postoperative duties as they relate to

ophthalmic surgery, otorhinolaryngologic surgical procedures, maxillofacial surgery, and pediatric surgery.

Learning Outcomes:

- Relate the specific anatomy and pathology to indications for selected surgical procedures.
- Summarize patient preparation for selected surgical procedures.
- Select instruments, equipment, and supplies and reconstruct the sequence for related surgical procedures.
- Demonstrate the scrubbing, gowning, and gloving procedures as well as sterile parameter identification and perform the setup of the sterile field.
- Perform basic draping techniques.
- Identify expected outcomes and complications for surgical procedures.

Clinical I

Apply the theory, concepts, and skills involving specialized materials, tools, equipment for general surgery and specialty procedures. Will demonstrate ethical behavior, safety practices, interpersonal and teamwork skills. Perform all assigned independent duties competently and efficiently as allowed by the state and federal laws.

Learning Outcomes:

- Apply critical thinking and problem-solving skills in performing work duties and responsibilities.
- Communicate effectively with patients and members of the healthcare team.
- Articulate the professional and ethical expectations of a professional.
- Students must complete thirty (30) cases in General Surgery- Twenty (20) of them must be in the First Scrub Role.
- Students must complete ninety (90) cases in various surgical specialties. Sixty (60) of the cases must be in the First Scrub Role and evenly distributed between a minimum of four (4) surgical specialties. Fifteen (15) is the maximum number of cases that can be counted in any one surgical specialty.
- Diagnostic endoscopy ten (10) and vaginal delivery five (5) cases are not mandatory but can be used to count towards the Second Scrub Role.

Clinical II

Apply the theory, concepts, and skills involving specialized materials, tools, equipment for general surgery and specialty procedures. Will demonstrate ethical behavior, safety practices, interpersonal and teamwork skills. Perform all assigned independent duties competently and efficiently as allowed by the state and federal laws.

Learning Outcome:

- Apply critical thinking and problem-solving skills in performing work duties and responsibilities.
- Communicate effectively with patients and members of the healthcare team.

- Articulate the professional and ethical expectations of a professional.
- Students must complete thirty (30) cases in General Surgery- Twenty (20) of them must be in the First Scrub Role.
- Students must complete ninety (90) cases in various surgical specialties. Sixty (60) of the cases must be in the First Scrub Role and evenly distributed between a minimum of four (4) surgical specialties. Fifteen (15) is the maximum number of cases that can be counted in any one surgical specialty.
- Diagnostic endoscopy ten (10) and vaginal delivery five (5) cases are not mandatory but can be used to count towards the Second Scrub Role.

Clinical III

Apply the theory, concepts, and skills involving specialized materials, tools, equipment for general surgery and specialty procedures. Will demonstrate ethical behavior, safety practices, interpersonal and teamwork skills. Perform all assigned independent duties competently and efficiently as allowed by the state and federal laws.

Learning Outcome:

- Apply critical thinking and problem-solving skills in performing work duties and responsibilities.
- Communicate effectively with patients and members of the healthcare team.
- Articulate the professional and ethical expectations of a professional.
- Students must complete thirty (30) cases in General Surgery- Twenty (20) of them must be in the First Scrub Role.
- Students must complete ninety (90) cases in various surgical specialties. Sixty (60) of the cases must be in the First Scrub Role and evenly distributed between a minimum of four (4) surgical specialties. Fifteen (15) is the maximum number of cases that can be counted in any one surgical specialty.
- Diagnostic endoscopy ten (10) and vaginal delivery five (5) cases are not mandatory but can be used to count towards the Second Scrub Role.

Professional Readiness

Review of the core surgical technology curriculum. The lecture and activities are designed to reinforce and review the program content from inception to completion with a focus on student performance, comprehension, and group information sessions. The students participate in several practice certification exams as a precursor to the NBSTSA Certified Surgical Technologist Certification Examination at the conclusion of the program.

Learning Outcome:

- Demonstrate job-seeking skills.
- Create a professional resume.
- Create a cover letter.
- Complete a practice job interview.
- Identify strengths and weaknesses in preparation for the certification examination.

The Learning Outcomes for the program will be assessed by exams, skill development/demonstration, simulation experiences, and application of learning through real world experiences.

Admissions and Graduation Requirements

COM is an open enrollment college, and prospective Surgical Technology students will have prerequisite class requirements to meet prior to enrolling.

The Surgical Technology Program at COM has a highly competitive admission process, requiring a new application each year, as no advance standing or waiting lists are carried over. Once applications are submitted, they are reviewed to ensure all minimum requirements are met. Accepted applications are ranked, and points are awarded based on several factors, including GPA in prerequisite courses, the HESI pre-admission assessment, work-related experience, and any completed college degrees or certificates. Additional points are given for other criteria, such as the completion of required courses (5 points each), a conferred college degree (10 points for an Associate's degree and 20 points for a Bachelor's degree), and residency factors (30 points for completing two semesters at COM, 15 points for in-district residency, and 5 points for attending COM within the past two years). Professionalism and behavior throughout the admission process are also scored, contributing up to 25 points, while the video presentation adds 2 points. In the case of more qualified applicants than available seats, interviews will be conducted to determine final placements. The maximum total application points are 182.

The program has a cohort size limit of 10 students, and clinical placements will be a consideration in the final admissions decision. All applicants must be at least 18 years old by the first day of class. To complete the application, students must submit their COM ID number and email address, official transcripts with grades for prerequisite courses, and documentation of required immunizations, including a complete Hepatitis B series, Varicella, MMR, and TDAP vaccines. The immunization records must include the student's name, the name of the administering facility, and the date of the vaccine.

Additional required documents include a transcript for the HESI A2 assessment, any relevant work experience (if applicable), and copies of any completed educational degrees or certifications. Applicants must also upload a two-minute video introduction.

A mandatory orientation for all newly accepted students will be held on the first Tuesday in August, and the specific orientation dates will be published on the application. For any questions or issues, applicants may contact the program via email at lwardell@com.edu. COM is committed to providing equal opportunities in admissions and does not discriminate based on race, color, religion, national origin, sex, age, or disability. Students with disabilities requiring academic accommodations should contact Disability Services after providing the necessary documentation.

Before a degree is conferred, students must have:

- Completed all of COM's entrance requirements.
- Completed all course requirements for the degree being conferred with a minimum grade of "C" in all courses.
- Completion of at least 25% of earned credit hours must be earned at COM, however at least 50% of the required specialized courses for a degree must be completed at COM.

Planned Method of Delivery

The program provides students with an experience and a hands-on approach to surgical technology careers. This program will deliver face-to-face and hybrid formats. An associate degree seeking students will complete an external learning experience through an internship course throughout the program.

Location of the Program

The Surgical Technology Program will be taught at the COM: 1200 N. Amburn Road, Texas City, Texas 77591.

Compliance with Standard 10.7

COM Policy EGA (Legal) Appendix I and related EGA (Local) Appendix J outline the procedures for determining credit hours. The College determines credit hours for courses and programs using the commonly accepted practice in Texas Higher Education developed by the THECB- the Academic Course Guide Manual (ACGM), the Guidelines for Instructional Programs in Workforce Education (GIPWE), and the WECM.

The COM is accredited by the Southern Association of College and Schools Commission on Colleges (SACSCOC). The Surgical Technology Program has applied for accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)(<https://www.caahep.org/>) which is a programmatic accrediting body and ARC/STSA one the largest programmatic Accreditor of Surgical Technology and Surgical Assisting programs (<https://arcstsa.org/>).

Administrative Oversight

Direct oversight of the program is provided by a Program Coordinator. This Program Coordinator is a faculty member with dedicated administrative time. The Program Coordinator reports to the Dean. This program is under the Academic and Student Affairs Division of the College and ultimately reports to the Vice President for Academic Affairs. The Program Coordinator will receive allocated administrative time with a possible reduction in course load to facilitate successful program management.

Compressed Timeframes

Not applicable

FACULTY QUALIFICATIONS

Faculty Roster

The faculty roster form can be found in Appendix K.

Adequate Faculty

The faculty roster reflects the qualified faculty to develop the program. After the first year, another faculty member will be hired as the need arises. This is documented with COM Board Policy DJ-Assignment, Workload (Local) Appendix L.

RESOURCES

Library Resources

COM's Library utilizes LibGuides, a web 2.0 content management and publishing system, to promote library resources and content available to faculty and students. A Surgical Technology LibGuide, Appendix M, has been created to assist students in obtaining discipline specific learning resources.

Featured eBooks Include

- Surgical Technology, Joanna Kotcher Fuller
- Alexander's Surgical Procedures, Jane C. Rothrock and Sherri Alexander
- Surgical Instrumentation, Renee Nemitz
- Pharmacology for the Surgical Technologist, Tiffany Howe and Angela Burton
- Elsevier's Surgical Technology Exam Review, Anbalagan George and Joseph E Charleman

Awareness of Resources

At COM, every credit course (regardless of delivery mode) has an online Desire to Learn (D2L) shell. Faculty may request a virtual librarian for their course who will deliver messages about the library and course specific resources. Librarians are available for library instruction sessions held in the classroom or at the Learning Resource Center/Library.

Availability of Resources

COM's library ensures that every student can access the materials from its library. Both traditional and distance education students have access to the library homepage, online databases, research guides, and information about how to use the library. Off campus students can login to online resources with their COM ID and last name via the library proxy server which authenticates them as licensed users.

COM's library staff are available by email, phone, text, and in person during work hours. There are virtual librarians available to students 24/7.

Student Support Programs and Services

Students enrolled in the Surgical Technology program will be afforded the same support services as other college students enrolled in credit courses: academic advising; admission and registration; career services; counseling and accessibility support services; financial aid; student life activities; IT help desk; clubs and organizations; gymnasium; bookstore; testing center; and tutoring center. Once enrolled in the program, students will have formal and informal opportunities to work with program faculty/advisors/mentors.

Physical Resources

Adequacy of Physical Facilities and Equipment

The Surgical Technology Program will be on the COM main campus, 1200 N. Amburn Road, Texas City, Texas. Specifically, the STEAM Building will host the program’s classes and labs.

Facilities Impact

The proposed change will not have an impact on facilities and equipment currently used by existing programs at COM.

Financial Resources

The COM is in excellent financial condition. Our expenditures support our strategic goals that are derived from our strategic plan. Our track record of successful audits with no negative findings, as well as investment grade ratings from Moody’s and S&P Global demonstrate our financial strength.

The financial resources to initiate the Surgical Technology Program have already been procured through COM’s annual budgeting process. A funded budget will be included in the 2025 fiscal year pending Board of Trustee approval.

There are three (3) sources of funding for community colleges in the state of Texas. Beyond tuition and fees, and the state appropriates, there is an ad valorem tax that supports the difference between operating costs and revenue. COM has continuously been able to balance its operating budget.

Enrollment and Headcount									
FY26		FY27		FY28		FY29		FY30	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
10	9	9							
	10	9	9						
		10	9	9					
			10	9	9				
				10	9	9			
					10	9	9		
						10	9	9	
							10	9	9
29		56		56		56		56	

	FY25	FY26	FY27	FY28	FY29	FY30
Revenues						
Enrollment		29	56	56	56	56
Tuition Revenue		26,796	51,744	51,744	51,744	51,744
Course Lab Fees		4,060	7,840	7,840	7,840	7,840
State Appropriation			81,000	81,000	81,000	81,000
Local Appropriation	109,980	175,839	86,317	92,925	99,728	106,730
Total Revenues	\$109,980	\$211,795	\$232,103	\$238,815	\$245,724	\$252,835
Less: Expenses						
Full-Time Faculty	71,000	146,260	150,648	155,167	159,822	164,617
(1) Adjunct:			14,200	14,626	15,065	15,517
Benefit Costs [28%]	19,880	40,953	42,181	43,447	44,750	46,093
Operating Expense	19,100	19,482	19,872	20,269	20,674	21,088
Accreditation	5,000					
Equipment	299,800					
Total Direct Expenses	\$414,780	\$206,695	\$226,901	\$233,509	\$240,312	\$247,314
Additional Funds						
Fund Balance* (2025-08 & 2025-09)	304,800					
Net Revenue	\$0	\$0	\$0	\$0	\$0	\$0

*The fund balance will be used to purchase equipment in the first year only.

INSTITUTIONAL EVALUATION AND ASSESSMENT PROCESSES

Brief description of the Institutional Assessment Processes

The College maintains program assessment and is managed through the Institutional Assessment Committee (IAC). This is a committee, comprised of faculty, staff, and administration. The COM has listed steps to complete the institutional assessment process.

- Start work on action plan from last semester.
- Review program and course SLO's and measurement methods.
- Prepare plan for data collection.
- Collect data.
- Complete data collection and update Strategic Planning Online (SPOL).
- Complete action plan and summarize results in SPOL.
- Review data and develop new action plan.

COM requires programs to complete a thorough program review every three years, perhaps more frequently if the need arises. In addition to Assessment Plans, other key metrics such as enrollment, retention rates, completion rates, course success rates, job placement rates and meeting local industry needs will be reviewed. Action plans will be developed and reviewed with feedback provided.

Course student learning outcomes were created by the THECB. COM created a comprehensive plan for annual assessment and improvement across the institution resulting in all areas of the college completing an assessment plan. The IAC meets to review assessment plans and to provide feedback for improvements.

Incorporating the new program into the processes: The Program Learning Outcomes and Course Level Outcomes that have been created will be reported annually to the Advisory Committee, and as requested by the Advisory Committee and IAC. The Program Coordinator will record and report all outcomes and assessments required by COM.



APPENDICES

Appendix A – Program List

Bachelor of Science

Nursing – RN to BSN (51.3801)

Associate of Arts

Business FOS (52.0101)

Criminal Justice FOS (43.0104)

English FOS (23.0101)

General Studies (24.0102)

Music FOS (50.0901)

Theatre- Performance (50.0501)

Theatre- Technical (50.0501)

Visual Arts (50.0702)

Associate of Arts in Teaching

Leading to Initial Texas Teacher Certification – EC-6 (13.1210)

Leading to Initial Texas Teacher Certification – 4-8, EC-12 Spec Ed (13.1203)

Leading to Initial Texas Teacher Certification – 8-12, EC-12, other than Spec Ed (13.1205)

Associate of Science

Computer Science (11.0101)

Chemical Engineering FOS (14.0701)

Mathematics (27.0101)

Engineering FOS (14.0101)

Natural Science (30.1801)

Associate of Applied Science

Accounting (52.0301)

Level I Certificate: Professional Bookkeeper (52.0301)

Business Administration with Emphasis in Entrepreneurship (52.0201)

Level I Certificate: Entrepreneurship (52.0201)

Business Administration with Emphasis in Management (52.0201)

Level I Certificate: Management (52.0201)

Business Administration with Emphasis in Marketing (52.0201)
Level I Certificate: Marketing (52.0201)

Cosmetology Instructor (12.0413)
Level I Certificate: Cosmetology High School Operator (12.0401)

Criminal Justice (43.0104)
Level I Certificate: Basic Peace Officer Academy (43.0107)

Culinary Arts (12.0503)
Level I Certificate: Professional Cook (12.0503)

Dental Hygiene (51.0602)

Fire Technology (43.0201)
Level I Certificate: Fire Academy (43.0203)
Level I Certificate: Fire Officer (43.0201)
Level III Fire EMT Basic (43.0201)

Graphic Design/Web Design (11.0801)
Level 1 Certificate: Graphic Design (11.0801)
Level 1 Certificate: Web Design (11.0801)

Health Information Management (51.0707)
Level II Certificate: Medical Coding (51.0713)

Information Technology – Cloud Computing (11.1003)

Information Technology- Cybersecurity (11.1003)
Level I Certificate: Cybersecurity (11.1003)
Occupational Skills Award: Cyber Security Fundamentals (11.1003)

LVN to RN Transition (51.3801)

Medical Assisting (51.0801)
Level II Certificate: Medical Assisting (51.0801)

Nursing (ADN) (51.3801)

Occupational Safety and Health Technology (15.0701)
Level I Certificate: Occupational Safety and Health Technology (15.0701)

Petrochemical Process Technology (41.0301)

Pharmacy Tech (51.0805)
Level I Certificate: Pharmacy Technician (51.0805)

Radiologic Technology (51.0911)
Limited Medical Radiologic Technologist (51.0911)

Welding Technology (48.0508)
Level I Certificate: Advanced Level Welding (48.0508)
Level I Certificate: Entry Level Welding (48.0508)

Occupational Skills Awards

Barber to Cosmetology Crossover (12.04.01)
Basic Emergency Medical Technician (Dual Credit Only) (51.0904)
Networking Fundamentals (11.0901)
Robotic Process Automation (11.0301)
SQL Server Database Fundamentals (11.0201)

Level I Certificates

Advanced Emergency Medical Technician (51.01904)
Barbering (12.0402)
Cosmetology Instructor (12.0413)
Cosmetology Operator (12.0401)
Esthetic Specialty (12.0409)
Networking (11.0901)
Programming (11.0201)
Robotic Process Automation (11.0301)

Level II Certificates

Vocational Nursing (51.3901)
Paramedic (51.0904)



Appendix B – Advisory Committee Meeting Minutes

Advisory Committee for Surgical Technology

Monday, April 29, 2024, 6:00pm

STEAM Nursing Conference Room 225-1

Chairperson: Amie Arnold

Co-Chairperson: Clevonna Agboyibor

Recorder: Alycia Hardin

Members (List all Members, indicate P if Present in Attendance)

P	Name	Title	Business Affiliation
	Alexis Kopp	CTE Director	TCISD
P	Jackie Thompson	Health Science Instructor	TCHS
P	Amie Arnold	Surgical Technologist	UTMB
	Lynne Slaton	Retired OR Nurse	
	Glycel Galindo	OR Nurse/Coordinator	UTMB
	Jason Galindo		UTMB
	Chastity Skipper	OR Nurse/Coordinator	UTMB
	Danielle Moser	Director of Surgery	Houston Methodist
P	Jennifer Cook	Surgical Services Director	HCA Houston Healthcare Mainland
	Laurie Wood	Director of Surgical Services	HCA
	Brittany Foster	OR Nurse	Houston Physician's Hospital
	Vippi Henson	OR Director	Memorial Hermann
	Candace Adams	OR contact	Memorial Hermann
P	Nicole Presa, BS, CST	Clinical Coordinator	Fortis College Houston South
P	Jasmine Edwards, CNOR, RN	Clinical Nurse Coordinator	HCA Texas Orthopedic Hospital
P	Clevonna Agboyibor, CST	Retired AS, CST, SSG-USA, former instructor	Fortis College Houston South
P	James Riggins, CST	Certified Surgical Technologist II	Harris Health Ben Taub Hospital
	Thelma Rogers, ST	Surgical Technologist	Mercy Hospital- St. Louis
	Cherri'Elle Seals, CST	Surgical Technologist	HCA Healthcare Northwest
P	Halie Northup, CST	Surgical Technologist	HCA Healthcare Clear Lake
P	Valeska Downs	Clinical Nurse Coordinator	HCA Healthcare Clear Lake
P	Kyle Suggs	OR Director	HCA Healthcare Clear Lake
P	Shante Meyer	Vice President of Operations	HCA Healthcare Clear Lake
P	Jamie Louviere	Workforce Liaison	Texas City ISD

Others Present (List all other present, including COM representatives)

P	Name	Title	Business Affiliation
p	Lydia Wardell	Surgical Technology Program Coordinator	COM
p	Christina Bergvall	Director, Program Development	COM
P	Rebecca Montz	Dean of Instruction	COM
p	Helen Brewer	Executive Vice President	COM

	Warren Nichols	President	COM
	Diane Burkett	Executive Director of Marketing & Public Affairs	COM
P	Alycia Hardin	Administrative Assistant IV	COM
P	Mike Parrish	Sales Representative	Stryker

Minutes

Agenda Item	Action, Discussion, Information	Responsibility
Meeting Call to Order	<ul style="list-style-type: none"> • 6:03 pm 	
Introductions	<ul style="list-style-type: none"> • Christina Bergvall introduced herself, the Director of Program Development. • Lydia Wardell introduced herself, the Surgical Technology program Coordinator. • Dr. Helen Brewer, Executive Vice President of College of the Mainland. She provided some information about the new House Bill 8 and how 90% of the funding colleges get is based on the outcomes for students. She also touched on how students who qualify for free and reduced lunches can take dual credit classes for free and not pay for anything including materials, books, and even tuition. • Dr. Rebecca Montz, Dean of Instruction – Allied Health falls under her. • Introductions given by everyone else in the room and joining from Teams online. There was a mix of representation from local hospitals, schools, and other medical facilities. 	
Advisory Board Objectives	<ul style="list-style-type: none"> • Christina reviewed the Advisory Board Objectives. This was a printed document that was handed out to the attendees in person and then it was emailed to the attendees that joined via Teams online. She discussed that typically there would be two meetings a year. The next meeting would be in a couple months so that the official formal approval processes can be followed for the accreditations and reporting 	

	<p>processes. She reviewed the advisory committee functions that are listed on page 4 of the Advisory Board Objectives that were provided. There is a list of nine items, and she briefly touched on these items. Christina mentioned that they want to get as much feedback and suggestions on the whole process from the facilities of the lab to the equipment that is used. She touched on donations and how we will need to work with our foundations office to make sure that we accept any donations appropriately. She mentioned that we will look to the advisory board to assist with promoting the program, student’s placement, and even other opportunities to help the program be successful.</p>	
<p>Program Overview</p>	<ul style="list-style-type: none"> • Background – Lydia discussed the need in the area and her desire to create a successful program. She mentioned that this program is starting from the ground up and she is looking to mix her extensive background in the field with the feedback from the advisory board to make sure that she provides the best information to the students to set them and the providers that they will hopefully work with up for success. • Lab Space – The lab space is an empty shell with the exceptions of cabinetry and a wash bay area. Mike from Stryker was here for the meeting, and he presented a possible buildout for the lab space at the college. Christina mentioned that the college has not committed to the model presented, but that this model aligns with what Lydia was hoping the space would look like, as it would be a great set up for students not only for learning, but to provide exposure to similar equipment that the students 	

	<p>would be seeing in an OR once they are working in the field. Mike mentioned that the system has the capability to do broadcasting. Ryan Suggs mentioned that they use this and that it may be good for playback. Lydia said that this would be a good way to record students and reply to ask the students to evaluate the procedure and if they notice anything wrong. Dr. Brewer mentioned that this would be a great tool to expand not just locally, but possibly internationally at some point. The broadcasting can be done later, it does not need to be added at the initial start. Halie and James mentioned that this is a great way to provide opportunities for students who were sick or had an emergency to still be able to rewatch what was missed if they had to miss a class. Lab tours were provided at the end of the meeting for those who attended in person.</p> <ul style="list-style-type: none">• Degree Plan – Lydia presented an option degree plan for the program. This was provided as a handout and emailed to those who attended online via Teams. She started out discussing the descriptions of some of the classes and what they would cover in these classes. Lydia mentioned that this plan that she presented would start in Fall and continue to Spring, then Summer, then Fall, and then would end in Spring. There were a few concerns with this as students with financial aid, or GI Bill may not get their full benefits if all semesters were not considered full time. Dr. Brewer mentioned the Promise Scholarship. It is for high school seniors (GED, public, private, home or charter schools) who are residing in the participating communities. Donors have made it a possibility where these students	
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	<p>can get 100 percent of tuition and fees for up to two years at no cost to the students. There are requirements that students must follow to keep this up and being a full-time student is one of these requirements. Lydia will be working on getting the program to 4 semesters to make sure students are not affected. She will take feedback from the board to help with this process.</p> <ul style="list-style-type: none"> • Workplace Competencies – A draft handout was given to the attendees that were at the meeting in person. Those online should have received an email with this document, if not Christina will send this out. Lydia and Christina asked that the attendees review this document and make any suggestions/additions that they can so that they make sure they have ample amount of feedback to make sure they are providing the students with the best training. • Assessment Plan – Christina talked about how the college does an assessment plan. We will pick three outcomes to assess. The first one chosen is critical thinking, second will be ability to practice independent clinical judgement, and the third is recognize the scope of practice to provide optimal patient care. The college will assess these based on the guidelines from SACSCOC for our accreditations. • Student Recruitment – Allied Health high school students, career changes, regular students, military, and people already in the medical field that are possibly looking for advancement. Will be working with our marketing and student services department for this. 	
Employment Opportunities	<ul style="list-style-type: none"> • Lydia talked about how we will be leaning on the industry professional about opportunities, and how this will be critical 	

	<p>when it comes to hiring. The attendees stated that there is a high need, and they always have job openings. Attendees mentioned that this area is growing significantly and that is contributing to the need.</p>	
Clinical Rotations	<ul style="list-style-type: none"> Currently the area is taking students from two other schools. Galveston and San Jac but they could support around 5 to 6 per shift and with the many locations they feel like they could accommodate another school for these rotations. The attendees stated that they could be able to connect us to the right people to set up the clinical rotations. Ryan from HCA stated that they have a residency program starting. This will set the environment as a teaching institution which will allow for more opportunities for students, as not all patients have been comfortable with student's being in their procedures in the past. 	
Determining Committee Chair	<ul style="list-style-type: none"> Christina briefly went over the expectations of this role one more time. Amie Arnold volunteered as the Committee Chair and Clevonna Agboyibor will be talking with Lydia as she may be interested in being a Co-Chair. 	
Future Meeting	<ul style="list-style-type: none"> It was discussed and Monday, June 10th at 6pm would work well for most of the group. Dr. Brewer talked about how Christina is supporting the program now, but it will eventually transition to be under Dr. Montz and the communication and updates about when the transition will take place. 	
Lab Tours	<ul style="list-style-type: none"> Were given to attendees that were at the meeting in person. 	
Meeting Adjourned	<ul style="list-style-type: none"> 7:09pm 	

Next Meeting: June 10, 2024, at 6:00 PM STEAM Nursing Conference Room 225-1

Advisory Committee for Surgical Technology

Monday, June 10, 2024, 6:00pm

STEM Nursing Conference Room 225-1

Chairperson: Clevonna Agboyibor

Co-Chairperson:

Recorder: Lydia Wardell

Members (List all Members, indicate P if Present in Attendance)

P	Name	Title	Business Affiliation
	Alexis Kopp	CTE Director	TCISD
	Jackie Thompson	Health Science Instructor	TCHS
	Amie Arnold	Surgical Technologist	UTMB
	Lynne Slaton	Retired OR Nurse	
	Glycel Galindo	OR Nurse/Coordinator	UTMB
	Jason Galindo		UTMB
	Chastity Skipper	OR Nurse/Coordinator	UTMB
	Danielle Moser	Director of Surgery	Houston Methodist
	Jennifer Cook	OR contact	HCA
	Laurie Wood	Director of Surgical Services	HCA
	Brittany Foster	OR Nurse	Houston Physician's Hospital
	Vippi Henson	OR Director	Memorial Hermann
	Candace Adams	OR contact	Memorial Hermann
P emailed vote	Nicole Presa, BS, CST	BA, CST, Clinical Coordinator	Fortis College Houston South
	Jasmine Edwards, CNOR, RN	Clinical Nurse Coordinator	HCA Texas Orthopedic Hospital
P emailed vote	Clevonna Agboyibor, CST	Retired AS, CST, SSG-USA, former instructor	Fortis College Houston South
P emailed vote	James Riggins, CST	Certified Surgical Technologist II	Harris Health Ben Taub Hospital
P emailed vote	Cherri'Elle Seals, CST	Certified Surgical Technologist	HCA Healthcare Northwest
P voted in person	Halie Northup, CST	Certified Surgical Technologist	HCA Healthcare Clear Lake
	Valeska Downs		
	Kyle Suggs		

P voted in person	Shante Meyer	Vice President of Operations	HCA Houston Healthcare Clear Lake
	Jamie Louviere	Workforce Liaison	Texas City ISD

Others Present (List all other present, including COM representatives)

P	Name	Title	Business Affiliation
P	Lydia Wardell	Surgical Technology Program Coordinator	COM
P	Christina Bergvall	Director, Program Development	COM
P	Rebecca Montz	Dean of Instruction	COM
	Helen Brewer	Executive Vice President	COM
	Warren Nichols	President	COM
	Diane Burkett	Executive Director of Marketing & Public Affairs	COM

Minutes

Agenda Item	Action, Discussion, Information	Responsibility
Meeting Call to Order	<ul style="list-style-type: none"> 6:05 pm, Clevonna called the meeting to order starting with introductions 	
Welcome and Introductions	<ul style="list-style-type: none"> Shante Newton introduced herself, as the Vice President of Operations at HCA Houston Healthcare Clear Lake Clevonna Agboyibor introduced herself as the chairperson for the advisory committee and surgical technology instructor and retired from the Army. Christina Bergvall introduced herself, the Director of Program Development. Halie Northup introduced herself, as a certified surgical technologist at HCA Healthcare Clear Lake Lydia Wardell introduced herself as the Surgical Technology program Coordinator. 	

	<ul style="list-style-type: none"> • Dr. Rebecca Montz introduced herself as Dean of Instruction – Allied Health falls under her. 	
Purpose of the PAC	<ul style="list-style-type: none"> • Lydia Wardell stated why the Advisory Committee was established. The importance of educators receiving advice from professionals on the education of the workforce programs. A copy of the Advisory Committee Handbook was emailed to each of the members and handouts were given to attendees in person. She discussed that typically there would be two meetings a year. The next meeting would be in October (Fall) so that the official formal approval processes can be followed for the accreditations and reporting processes. She reviewed the advisory committee functions on the importance of input from the industry standards and how it will help the students tremendously once they get to the hospital setting. 	
Review of Previous Meeting Minutes	<ul style="list-style-type: none"> • Clevonna motioned for the previous minutes from the last meeting be reviewed. Lydia emailed a copy of the meeting minutes from the last advisory meeting to each of the members. A copy of the meeting minutes was given to members who were present on campus. The review went as follows: Christina in the first meeting stated we will have two meetings before presenting the curriculum to the members and getting a motion to vote. The curriculum is ready for a vote. In the last meeting the lab was 	

	<p>reviewed and input for the space was discussed with the members. Stryker presented a mockup of the space to visualize what the lab will look like. Dr, Brewer commented on how this set up will allow for broadcasting for others to be able to get involved in students learning. Halie Northup and James Riggins agreed because this will help a student if they are absent to view recordings if absent. This was important to get members involved and there have been donations from hospitals to help with a few consumables. In the previous meeting the curriculum schedule was discussed. Now it is complete and ready for review by members. Chritina in the previous meeting talked about the assessment plan for the ST program and the process is still ongoing. Clevonna motioned for the meeting minutes to be approved and seconded and Halie Northup seconded the approval.</p>	
<p>Cost Estimate and Budget Review for Purchasing Meeting</p>	<ul style="list-style-type: none"> • Lydia motioned for Chritina to give a report on the next process for the budgeting and the start of the purchasing process. Christina stated that equipment and supplies have been put in a spreadsheet by Lydia who has done a great job, and it shows what the program needs to run effectively. Additionally, to fund the equipment and supplies all the things that have been identified as being needed for the program is going into our next fiscal year's budget. Dr. Montz is taking that 	

	<p>budget forward for approval with Lydia to give an insight into the specific nature of each item. The process works and once everything is sorted it will be submitted clean and straightforward. Approval is the next step.</p>	
<p>Assessment of Program New Curriculum Plan</p>	<ul style="list-style-type: none"> • Clevonna motioned to move to the proposed curriculum to get a vote on the curriculum from the members of the advisory committee. Lydia pulled up the proposed curriculum for a vote with Dr. Montz leading the way to explain how the class credits and hours are proposed. As you can see the first semester will be pre-requisite courses. For example, English 1301 which is a composition class along with medical terminology, a communications course, and then students can either take a general psychology or lifespan growth and development course. This will satisfy a psychology course. All the pre-requisites will come out at sixteen (16) credit hours. As discussed at the last meeting we were able to get the program to three (3) semesters with a few more general education courses within them. This also will allow the students to get their pre-requisites at their own pace, but they must have them done before the end of the program. Having the students enter the program as a three (3) semester program, this will help with recruiting students and student 	

	<p>retention. In education getting students through a two-year program can be really taxing on a student, especially if they must work. Each semester will be 16 weeks which will allow more class time and more clinical experience. In the first semester they will go to the hospital one day a week. In the second semester they will go two days a week, and in the third semester they will go three days a week. Some of the courses will be hybrid to allow both on campus and home study. D2L is the LMS system used by the school. The advanced technology class will be offered in semester two (2). Those subjects include robotics, lasers, and any technology items used in the operating room. Allowing students to ease into their first days going to the OR by starting in the instrument room and working their way up to more involved positions that come with being a well-rounded surgical technologist. The last ten (10) weeks will be scrubbing and preparing for the certification exam. Clevonna and Christine put in motion for a vote on the curriculum to be presented to the curriculum committee. Lydia Wardell will send out a copy of this proposed curriculum for votes to the members that were not were not present. The vote was put forward “Yay or nay” on this curriculum?</p> <ul style="list-style-type: none"> • Clevonna voted to approve this proposed curriculum. Shante and 	
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	<p>Halie seconded the motion.</p> <ul style="list-style-type: none"> • Clevonna stated that ARC/STSA recommended that preceptors do not do most of the grading for clinical skills. Clinical coordinators must do more of the grading and this system can save time with grading. 	
PAC Recommendations	<p>Clevonna asked if anyone had any questions or recommendations. Halie asked if there will be clinical instructors? Rebecca and Lydia stated that once the program is started there will be a coordinator because nothing is more important than student success and having someone to help them on extern. Halie asked if there will be training for the teachers to help with teaching? Rebecca stated that COM offers several training courses for an instructor when hired. Lydia stated she will make sure to be available to help any new instructor. Because of her experience she will be able to assess constantly with the new instructors.</p>	
Adjournment	<p>Clevonna concluded the meeting by asking if there is no other recommendation and no one had any other recommendations at this time. This concluded the meeting with a possible meeting being in October 2024</p>	
Meeting Adjourned	<ul style="list-style-type: none"> • 6:59pm 	

Next Meeting: (TBD October 2024)

<p>Chairperson Signature: <i>Clevonna Agboyibor</i></p>	<p>Date: 6/11/2024</p>
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Appendix C – Instructional Assessment Committee Minutes

Vote on Surg Tech 9/20/2024

Member	Term	Department	Vote
Abernathy, Sheena	2024-26	Science and Engineering	Y
Bell, Mike	2023-25	Public Service Careers	Y
	ex officio	Director of API – Should this be VP-AA or the Three Deans?	-
Davis, Savannah	2023-25	Human Service Careers	Y
Dilissio, Stephanie	OPEAR	OPEAR	-
Ingram, Tanya	ex officio	Dean of Student Services	-
Goldman, Nathan	2024-26	Social & Behavior Sciences	
Greenwalt, Mark	2024-26	Fine Arts	Y
Gregory, Andrew	2024-25 co-chair	Business and Accounting	Y
Griffiths, Jim	2024-26	Mathematics and Computer Science	-
Harris, Kermit	2023-25	Continuing Education	-
Bauer, Blanca	ex officio co-chair	OPEAR	-
Kupsa, Karen	2024-24 December	Industrial Careers	Y
Rondeau, Sandra	2024-26	Nursing Careers	Y
Wardell, Lydia	2024-26	Allied Health Careers, & Surg Tech, Dental Hygiene, and Rad Tech	-
Tabor, James	2024-25	Humanities	Y

Appendix D - Curriculum Committee Meeting Minutes

Curriculum Committee Meeting Minutes, September 9, 2024

Present	Last Name	First Name	Department
Voting Members			
	Josh	Hayes	Adult Education
✓	Lisa	Homburg	Allied Health
✓	Deane	Schneider	Business
	H. Russ	Brown	Fine Arts
✓	Courtney	Pugh	Humanities
✓	Beth	Darden	Human Services Careers
✓	Rico	Brown	Industrial Technology
	Theophilus	Brown	Math & Computer Sciences
✓	Rachel	Fano	Nursing
✓	Gary	Staudt	Public Service Careers
✓	Carol	Connor	Science & Engineering
✓	Will	Bryerton	Social Behavioral Science
Non-Voting Members			
✓	Robert	Castro	Co-Chair Faculty
✓	Sandra	Guzman	Director of Student Financial Services
✓	Rebecca	Montz	Instructional Dean
✓	Rocky	Barney	Instructional Dean
✓	Victor	Vega	Instructional Dean
	Christina	Bergvall	Director, Program Development
✓	Mary	Dehart	Instructional Operations Manager
	Theresa	Jones	Interim Dean of Students
✓	Tomas	Garcia	Director, Admissions/Records
✓	Laura	Schneider	Veterans Officer
	Helen	Brewer	Executive VP, Academic and Student Affairs
	Brad	Denison	Director, Educational Technology Services
✓	Amanda	Newell	Librarian
	Alisha	Lyon	Director, Advising
✓	Ana Lisa	Garza	Director, Enrollment Management
	Guests		
✓	Lydia	Wardell	Surgical Technology
✓	Andrew	Gregory	Business
✓	Laura	Schrettner	Radiology Technology

Attendance:

The meeting was called to order by chair, Robert Castro, at approximately 3:32pm on Monday, September 9, 2024, in LRC 258.

Introductions

Presented by Robert Castro

Robert Castro is the new co-chair representing General Education and Beth Darden is serving as the new co-chair representing Workforce Programs.

Carol Connor is representing Science & Engineering and Will Bryerton is representing Social Behavioral Science.

Review and Approval of Minutes

Presented by Robert Castro

The August 12, 2024 meeting minutes were presented.

Courtney Pugh made a motion to approve the minutes. Gary Staudt seconded the motion. The August 12, 2024 meeting minutes were approved by committee vote.

Accounting AAS Changes

Presented by Andrew Gregory

HRPO 1311 Human Relations is being replaced with HRPO 2301 Human Resource Management to align the AAS Accounting curriculum with the AAS Business curriculum. The proposed course is a higher-level course. There is no change in delivery method, as both courses are offered online. There is no change to the Assessment Plan for the degree.

Deane Schneider made a motion to approve the changes to the AAS Accounting curriculum. Gary Staudt seconded the motion. The AAS Accounting changes were approved by committee vote.

Limited Medical Radiologic Technologist (new Level II Certificate)

Presented by Laura Schrettner

COM currently offers an AAS in Radiology Technology. In response to requests for a Limited Medical Radiologic Technologist program, the proposal has been made to offer a Level II certificate. LMRTs work in clinics, and urgent care facilities. The certificate curriculum will consist of the first year of the AAS, having the same goals and SLOs as the AAS.

Deane Schneider made a motion to approve the new Limited Medical Radiologic Technologist Cert II. Rachel Fano seconded the motion. The new Limited Medical Radiologic Technologist Level II certificate was approved by committee vote.

Surgical Technology (new)

Presented by Lydia Wardell

The proposal for an AAS in Surgical Technology was presented, to begin in Fall 2025. The program is currently pending approval by the assessment committee later this month.

Rachel Fano made a motion to approve the new AAS in Surgical Technology, pending approval by the assessment committee. Courtney Pugh seconded the motion. The AAS in Surgical Technology was approved by committee vote, pending Assessment Committee approval.

Campus Catalog

Presented by Robert Castro

The campus catalog must be finalized by Feb 3, 2025. All curriculum changes must be approved by the November 2024 meeting.

Curriculum Committee Member List

Presented by Robert Castro

The member list, emails, and access to the D2L shell are currently being updated.

Dean Update

No updates

Curriculum Forms

Presented by Robert Castro

Curriculum forms will be updated by the end of next month and added to the I drive for easier access for all faculty.

The next meeting will be held on Monday, Oct 14, 2024, from 3:30 to 5:00pm. Room to be determined.

The meeting was adjourned at 4:10 pm.

Respectfully submitted,

Lisa Homburg

Curriculum Committee Meeting Minutes, November 11, 2024

Attendance:

Present	Last Name	First Name	Department
Voting Members			
✓	Rachel	Ruiz	Adult Education
✓	Lisa	Homburg	Allied Health
✓	Deane	Schneider	Business
	H. Russ	Brown	Fine Arts
	Courtney	Pugh	Humanities
	Beth	Darden	Human Services Careers
	Rico	Brown	Industrial Technology
✓	Theophilus	Boye	Math & Computer Sciences
✓	Stephanie	Griggs	Nursing
✓	Gary	Staudt	Public Service Careers
✓	Carol	Connor	Science & Engineering
✓	Will	Bryerton	Social Behavioral Science
Non-Voting Members			
✓	Robert	Castro	Co-Chair Faculty
	Sandra	Guzman	Director of Student Financial Services
✓	Rebecca	Montz	Instructional Dean
	Rocky	Barney	Instructional Dean
✓	Victor	Vega	Instructional Dean
	Christina	Bergvall	Director, Program Development
✓	Mary	Dehart	Instructional Operations Manager
	Theresa	Jones	Interim Dean of Students
	Tomas	Garcia	Director, Admissions/Records
✓	IV	Hoke	Veterans Officer
	Helen	Brewer	Executive VP, Academic and Student Affairs
	Brad	Denison	Director, Educational Technology Services
✓	Amanda	Newell	Librarian
	Alisha	Lyon	Director, Advising
	Ana Lisa	Garza	Director, Enrollment Management
	Guests		
✓	Brian	Anderson	Proxy for Courtney Pugh- Humanities
✓	JaLayne	Henderson	Nursing
✓	Leslie	Richardson	Math & Computer Sciences

The meeting was called to order by chair, Robert Castro, at approximately 3:33m on Monday, November 11, 2024, in STM 102.

Introductions of New Members

Presented by Robert Castro

IV Hoke was introduced as the representative for the Veterans Office.

Review and Approval of Minutes

Presented by Robert Castro

The October 14, 2024 meeting minutes were presented. The need to correct Theo Boye's last name was noted.

Deane Schneider made a motion to approve the minutes with the correction as noted. Theo Boye seconded the motion. The October 14, 2024 meeting minutes were approved with the correction by committee vote.

Robotic Process Automation Certificate and OSA

Presented by Leslie Richardson

More adjuncts are needed to teach the RPACT certificate program. The request was made to change how the classes are offered. There is a need to change the offerings to hybrid and online due to the fact that we do not have adjunct applicants locally available.

Theo Boye made a motion to approve the offerings change. Will Bryerton seconded the motion. The hybrid and online offerings to the RPACR program were approved by committee vote.

Vocational Nursing Certificate Changes

Presented by JaLayne Henderson

The request was made to change VNSG 1122 to VNSG 1204 Foundations of Nursing to provide the fundamentals of nursing and to increase the focus on the critical thinking and assessment involved in the nursing process. This will provide 2 credits, instead of 1 credit.

VNSG 1323 was recently moved from a 16-week course to an 8-week course. The request was made to decrease the contact hours from 112 hours to 80 hours to better fit in the 8 week course.

The request was made to increase the contact hours for VNSG 2331 from 80 hours to 96 hours to allow adequate time to learn the hands-on advanced skills.

The request was made to change VNSG 1429 to VNSG 1329, changing the contact hours from 80 to 64, enabling content to be delivered in the 10-week summer course.

Stephanie Griggs made a motion to approve the changes to the Vocational Nursing courses. Gary Staudt seconded the motion. The Vocational Nursing course changes were approved by committee vote.

Surgical Technology
Presented by Robert Castro

The Curriculum committee had approved the Surgical Technology degree plan in September 2024, pending approval by the assessment committee. The assessment committee has now approved the program.

Deane Schneider made a motion to confirm the approval of the Surgical Technology degree plan. Bill Bryerton seconded the motion. The approval of the Surgical Tech Program was confirmed by committee vote.

Degree Plan Review
Presented by Robert Castro

Degree Plan Reviews will be completed in Spring 2025.

Degree Maps for Transfer Programs
Presented by Robert Castro

Maps for transfer programs will start in Spring 2025, pending QEP.

Updating Forms
Presented by Robert Castro

The committee is continuing to update forms.

The next meeting will be held on Monday, January 6, 2025, from 3:30 to 5:00pm. Room to be determined.

IV Hoke made a motion to adjourn the meeting. Gary Staudt seconded the motion. The meeting was adjourned at 3:53 pm.

Respectfully submitted,

Lisa Homburg

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Appendix E - Board of Trustee Meeting Minutes

Minutes will be added after approval

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Appendix F - HERC Letter

(Occurs After Board Approval)

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Appendix G - Workforce Board Letter

(Occurs After Board Approval)

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Appendix H - THECB Certification Form

(Occurs After Board Approval)

Appendix I - Academic Achievement Grading

College of the Mainland
084503

ACADEMIC ACHIEVEMENT
GRADING AND CREDIT

EGA
(LEGAL)

**Course Credit for
Entering Freshmen
Students**

Each institution of higher education, including each college district, that offers freshmen-level courses shall adopt and implement a policy to grant undergraduate course credit to entering freshmen students who have successfully completed the International Baccalaureate (IB) Diploma Program, who have achieved required scores on one or more examinations in the Advanced Placement (AP) Program or the College-Level Examination Program (CLEP), or who have successfully completed one or more courses offered through concurrent enrollment in high school and at an institution of higher education.

In the policy, the institution shall:

1. Establish the institution's conditions for granting course credit, including the minimum required scores on CLEP examinations, AP examinations, and examinations for courses constituting the IB Diploma Program; and
2. Based on the correlations between subject matter and content of courses offered by each institution of higher education and the subject matter and content of courses and examinations in the IB Diploma Program, the AP Program, and the CLEP as identified by the Coordinating Board, in consultation with the Texas Education Agency, under Education Code 51.968(f), identify the specific course credit or other academic requirements of the institution, including the number of semester credit hours or other course credit, that the institution will grant to a student who successfully completes the diploma program, who successfully completes a course through concurrent enrollment, or who achieves required scores on CLEP examinations or AP examinations.

In establishing the minimum required score on an AP examination for granting course credit for a particular lower-division course, an institution of higher education may not require a score of more than three unless the institution's chief academic officer determines, based on evidence, that a higher score on the examination is necessary to indicate a student is sufficiently prepared to be successful in a related, more advanced course for which the lower-division course is a prerequisite.

In establishing the minimum required score on a CLEP examination for granting course credit for a particular lower-division course, an institution of higher education may not require a score higher than the minimum score recommended by the American Council on Education for granting course credit for that examination unless the institution's chief academic officer determines, based on evidence, that a higher score on the examination is necessary to indicate that a student is sufficiently prepared to be successful in a re-

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EGA(LEGAL)-LJC

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lated, more advanced course for which the lower-division course is a prerequisite.

Education Code 51.968(c)–(c-2), (f)

Each institution of higher education shall report its policy to the Coordinating Board and shall include a copy of the policy with the institution's undergraduate student application materials, including application materials available on the institution's internet website.

On request of an applicant for admission as an entering freshman, the institution of higher education, based on information provided by the applicant, shall determine and notify the applicant regarding:

1. The amount and type of any course credit that would be granted to the applicant under the policy; and
2. Any other academic requirement that the applicant would satisfy under the policy.

Except as otherwise provided above, an institution of higher education shall grant at least 24 semester credit hours (SCH) or equivalent course credit in appropriate subject areas to an entering freshman student for successful completion of the IB Diploma Program. The institution may grant fewer than 24 SCH if the student received a score of less than four on an examination administered as part of the diploma program. The institution may grant fewer credit hours only with respect to courses that are substantially related to the subject of that examination.

Education Code 51.968(b)–(e)

**Course Credit for
Military Training**

An institution of higher education, including a college district, shall consider, in determining whether to award course credit toward a degree or certificate offered by the institution for the student's completion of certain military training:

1. Any official military record presented to the institution by the student that describes the substance of the training completed by the student and verifies the student's successful completion of that training; and
2. Whether the substance of that training satisfies the purpose of the course for which the student seeks credit as described in the institution's course catalog.

This section applies to a student who is admitted to the institution, including a student who has been readmitted to the institution under Education Code 51.9242. [See FBA(LEGAL)]

Education Code 51.3041

**Course Credit for
Military Service**

An institution of higher education, including a college district, shall award to an undergraduate student who is admitted to the institution, including a student who is readmitted under Education Code 51.9242, course credit for all physical education courses required by the institution for an undergraduate degree and for additional semester credit hours, not to exceed 12, that may be applied to satisfy any elective course requirements for the student's degree program for courses outside the student's major or minor if the student graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the U.S. Department of Defense and is an honorably discharged former member of the Armed Forces of the United States who completed at least two years of service in the Armed Forces or was discharged because of a disability.

This section does not prohibit an institution of higher education from awarding additional course credit for a student's military service as the institution considers appropriate.

An institution of higher education may adopt rules requiring reasonable proof from a student of the fact and duration of the student's military service and of the student's military discharge status.

Education Code 51.3042

Transfer of Credit

In its course catalogs and on its website, each institution of higher education, including each college district, shall publish guidelines addressing the practices of the institution regarding the transfer of course credit. In the guidelines, the institution must identify a course by using the common course numbering system approved by the Coordinating Board. *Education Code 61.830*

Administrative Code Title 19, Chapter 4, Subchapter B applies specifically to academic courses and degree programs and does not apply to technical courses or technical degree programs. *19 TAC 4.24(d), .25(c)*

**Transfer of Lower-
Division Course
Credit**

All successfully completed lower-division academic courses that are identified by the Texas Common Course Numbering System (TCCNS) and published in the Lower-Division Academic Course Guide Manual (ACGM) shall be fully transferable among public institutions and shall be substituted for the equivalent course at the receiving institution. Except in the case of courses belonging to a Coordinating Board-approved field of study curriculum (FOSC), applicability of transferred courses to requirements for specific degree programs is determined by the receiving institution. All institutions of higher education must accept transfer of credit for successfully completed courses identified in 19 Administrative Code 4.25(a) and (b) [see EFAA] as applicable to an associate or baccalaureate de-

gree in the same manner as credit awarded to non-transfer students in that degree program. 19 TAC 4.24(a), .25(c)

Each institution of higher education shall identify in its undergraduate catalog each lower-division course that is substantially equivalent to an academic course listed in the current edition of the ACGM. 19 TAC 4.25(a)

Each institution must accept the same number of lower-division semester credit hours from transfer students as required for non-transfer students in the same baccalaureate program; however:

1. An institution is not required to accept in transfer more semester credit hours in the major area of a degree program than the number set out in any applicable Coordinating Board-approved field of study curriculum for that program.
2. In any degree program for which there is no Coordinating Board-approved field of study curriculum, an institution is not required to accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows its non-transfer students in that major.
3. An institution of higher education is not required to transfer credit in courses in which the student earned a "D" in the student's field of study curriculum courses, core curriculum courses, or major.

An institution of higher education is not required to accept in transfer, or apply toward a degree program, more than sixty-six (66) semester credit hours of lower-division academic credit. Institutions of higher education, however, may choose to accept additional semester credit hours.

19 TAC 4.25(d)–(f)

Noncompliance

If it is determined by the Coordinating Board that an institution inappropriately or unnecessarily required a student to retake a course that is substantially equivalent to a course already taken at another institution, in violation of the provisions of 19 Administrative Code 4.25, formula funding for credit hours in the repeated course will be deducted from the institution's appropriation. 19 TAC 4.26

Notice of Limits

Two-year public colleges shall notify students who intend to transfer to baccalaureate degree programs of possible limitations on lower-division coursework that may be applied toward a baccalaureate degree program at a general academic teaching institution. Notification to students must occur no later than the semester or

term during which students are expected to accumulate the 39th semester credit hour of academic coursework.

The notification shall include 19 Administrative Code 4.25(f) and may include additional transfer information that will help students make informed decisions about coursework.

Colleges may notify students either through the mail or through electronic means targeted directly at affected students such as electronic mail, pop-up notices on an electronic registration or advising page, or information included in the students' grade reports. Listing the information on lower-division transfer limits in the institution's catalog, while strongly recommended, is not sufficient to satisfy the requirements of this section.

19 TAC 9.77

Transfer of Core Curriculum
Completed Core Curriculum

If a student successfully completes the core curriculum at a Texas public institution of higher education, that block of courses must be substituted in transfer to any other Texas public institution of higher education for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution. *Education Code 61.822(c); 19 TAC 4.28(c)*

Core Curriculum Not Completed

Except as specified in 19 Administrative Code 4.28(f), a student who transfers from one institution of higher education to another without completing the core curriculum of the sending institution must receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy the remaining course requirements in the core curriculum of the receiving institution. *Education Code 61.822(d); 19 TAC 4.28(e)*

Foundation Component Areas

Each student must meet the number of SCH in each foundational component area; however, an institution receiving a student in transfer is not required to apply to the fulfillment of a foundational component area requirement SCH beyond the number of SCH specified in a foundational component area. *19 TAC 4.28(f)*

Transfers from Out-of-State

For students who transfer to a public institution from a college or university that is not a Texas public institution of higher education, courses the student completed prior to admission should be evaluated to determine whether they apply to one of the institution's core curriculum component areas. Only those courses the institution has accepted for transfer that can demonstrate fulfillment of the foundational component area content descriptions, core objectives,

and SCH required for the appropriate foundational component area or areas should be applied to the institution's core curriculum. 19 TAC 4.28(j)

Transfer of Field of
Study Curriculum

If a student transfers from one institution of higher education to another without completing the field of study curriculum, the receiving institution must grant academic credit in the field of study curriculum for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. After granting the student credit for these courses, the institution may require the student to complete additional requirements in the receiving institution's program, as long as those requirements do not duplicate course content the student previously completed through the field of study curriculum. *Education Code 61.823(c); 19 TAC 4.32(d)*

Transfer Dispute
Resolution

If an institution of higher education proposes to deny the application toward the institution's core curriculum or a field of study curriculum developed by the Coordinating Board under Education Code Section 61.823 of course credit earned by a student at another institution of higher education in the other institution's core curriculum or in a field of study curriculum, the receiving institution must:

1. Give written notice to the student and to the sending institution of that institution's intent to deny the application of the course credit to the institution's core curriculum or field of study curriculum and the reasons for the proposed denial. The receiving institution must attach the procedures for resolution of transfer disputes for lower-division courses as outlined in this section to the notice. The notice and procedure must include clear instructions for appealing the decision to the commissioner and the name and contact information for the designated official at the receiving institution who is authorized to resolve the credit transfer dispute. A student who receives notice as specified above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
2. Attempt to resolve the application of the course credit to the institution's core curriculum or field of study curriculum with the other institution and the student in accordance with this section.
3. Resolve the dispute not later than the 45th day after the date on which the student enrolls in that institution.
4. If the dispute is not resolved to the satisfaction of the student or the sending institution, notify the commissioner in writing of

its denial to apply the course credit to the institution's core curriculum or field of study curriculum and the reasons for the denial.

Not later than the 20th business day after the date the commissioner receives notice of a dispute concerning the application of course credit to an institution of higher education's core curriculum or field of study curriculum under item 4, the commissioner or the commissioner's designee shall make the final determination about the dispute and give written notice of the determination to the student and institutions. If the commissioner or the commissioner's designee determines that the institution may not deny the application of course credit to the institution's core curriculum or field of study curriculum, the institution shall apply that course credit toward the institution's core curriculum or field of study curriculum, as applicable. A determination by the commissioner or the commissioner's designee is final and may not be appealed.

The Coordinating Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the commissioner or the commissioner's designee and post on the Coordinating Board's website a list of each case that is considered by the commissioner of higher education or the commissioner's designee under this section, including the disposition of the case.

If a receiving institution has cause to believe that a course being presented by a student for transfer from another institution is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the commissioner who may investigate the course. If its quality is found to be unacceptable, the Coordinating Board may discontinue funding for the course.

Each institution of higher education shall publish in its course catalogs the procedures specified in this section.

Education Code 61.826; 19 TAC 4.27

**Transfer
Agreements**

The governing board of each general academic teaching institution and each public junior college within a 100-mile radius of that institution shall adopt a policy to enhance the transfer of students based on the recommendations of the permanent advisory committee established under Education Code 51.3521. [See GI] *Education Code 51.352(f)*

Nondiscrimination

Nothing in 19 Administrative Code Chapter 4, Subchapter B restricts the authority of an institution of higher education to adopt its

own grading policies so long as it treats transfer students and native students in the same manner.

Institutional policies regarding acceptance of credit for correspondence courses, credit-by-examination, and other credit-earning instruments must be consistent with the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) guidelines and must treat transfer students and native students in the same manner.

19 TAC 4.24(b)-(c)

**Withdrawal for
Military Service**

If a student withdraws from an institution of higher education, including a college district, because the student is called to active military service, the institution, at the student's option, shall:

1. Grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
2. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

Education Code 54.006(f)

**ROTC Courses
Counted for
Enrollment Status**

To the extent it will not adversely affect the accreditation status of an institution of higher education with the appropriate accrediting agency, the governing board of the institution, including a college district, shall count courses in which a student enrolls for the purposes of a Reserve Officers' Training Corp (ROTC) program, including courses for which the student does not receive course credit toward the student's degree, in determining whether the student is enrolled as a full-time student. *Education Code 51.9112(c)*

Appendix J - EGA Local

College of the Mainland
084503

ACADEMIC ACHIEVEMENT
GRADING AND CREDIT

EGA
(LOCAL)

The College President shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. [For class rank calculations and honors determinations, see EGB]

DATE ISSUED: 4/27/2018
UPDATE 34
EGA(LOCAL)-X

ADOPTED:

1 of 1

Appendix K - Faculty Roster

Faculty Roster Form Qualifications of Full-Time and Part-Time Faculty

Name of Institution: College of the Mainland

Name of Primary Department, Academic Program, or Discipline: Surgical Technology Program

Academic Term(s) Included: Fall 2025 – Fall 2026

Date Form Completed:08.01.24.

NAME (F, P)	2 COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i> , not historical teaching assignments	3 ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	4 OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
Lydia Wardell (F)	<p>Fall 2025 SRGT 1505-Introduction to Surgical Technology-5 SCH</p> <p>SRGT 1509-Fundamentals of Perioperative Concepts and Techniques- 5 SCH</p> <p>SRGT 1260-Clinical I-2 SCH</p> <p>Spring 2026 SRGT 1441-Surgical Procedures I- 5 SCH</p> <p>SRGT 1244-Technological Sciences for the Surgical Technologist- 2 SCH</p> <p>Summer 2026 SRGT 2130-Professional Readiness- 2 SCH</p>		
Clinical Coordinator (F)	<p>Spring 2026 SRGT 1441-Surgical Procedures I- 5 SCH</p> <p>SRGT 1360-Clinical II- 3 SCH</p> <p>Summer 2026 SRGT 1542-Clinical III-4 SCH</p>		
Adjunct Faculty (P)	<p>Summer 2026 SRGT 1542-Surgical Procedures II-5 SCH</p> <p>SRGT 1542-Clinical III-4 SCH</p>		

Appendix L - COM Board Policy Faculty Load

Local Policy DJ – Assignment, Workload, and Schedules

In addition to the time spent in the classroom or laboratory, a faculty member's total commitment to the College District shall also include preparation for class meetings, laboratory sessions, online course management, student consultation, committee responsibilities, advisement, professional development, and service to the community.

The standard teaching load for a full-time faculty member is 15 credit hours per semester or 18 contact hours per week per semester. The traditional configuration is five courses, each having a value of three contact hours per week and three credit hours per semester, but the number of courses and the credit and contact hours per course may vary. Equivalency for each discipline shall be determined by the chief academic officer as appropriate to the program areas in which a faculty member works. Full-time faculty members may teach noncredit courses and may participate in special assignments as part of their workloads with the approval of the chief academic officer.

Faculty members shall schedule office hours at times most convenient for students, as approved by the department chairperson. Upon approval by the department chairperson, each faculty member shall post his or her office hours at the beginning of each semester. Faculty members shall not schedule office hours during the College District's college hours.

The minimum number of office hours per week shall be seven and one-half hours per week during the fall and spring semesters and three hours per week during any summer session. Full-time faculty members teaching online courses may provide one virtual office hour per week for each online section taught to fulfill the above requirements.

Department chairs are responsible for reviewing and monitoring courses to ensure compliance with this policy.

A faculty member taking a leave of absence shall work with his or her department chairperson to find a qualified substitute. The substitute shall be compensated by the College District in accordance with current policies and administrative regulations. Overload assignments shall be no more than a one-course equivalency. A faculty member may teach one-course overload as approved by the department chairperson. A two-course overload may be permitted on an emergency basis and upon approval of the chief academic officer. When compelling student need is demonstrated, the chief academic officer may approve a faculty member to teach an overload with fewer than ten students enrolled.

A faculty member who teaches the overload may be compensated pro rata with the approval of the chief academic officer. Full-time faculty not on contract during the summer semesters may teach a class with fewer than ten students on a pro rata basis with the approval of the chief academic officer.

All requests for release time or compensation shall be approved by the chief academic officer and the College President.

Appendix M - Library Guide

The best books, eBooks, articles, media, and open access resources for surgical technology.

Introduction

- [Surgical Technology](#)
- [Latest News](#)
- [Need Help? Questions Welcome!](#)
- [Surgical Technology Guides](#)

Books & eBooks

Articles

Anatomy Models

Exam Prep

Open Access

Home Access

It's true, you can access most COM Library resources at home! COM Library's catalog, and the thousands of eBooks and articles in our databases can all be accessed off campus. Just login with your COM account for off campus access.



[More on Home Access](#)



Latest News

- [Study highlights novel non-invasive brain surgery for lasting relief from severe obsessive-compulsive disorder](#)
- [Annual report reveals more cancers are being treated with personalized therapies before surgery](#)
- [Study compares robotic-assisted to augmented reality spine surgery, finds both precise and accurate](#)
- [Does altered gait following anterior cruciate ligament surgery contribute to additional knee problems?](#)
- [Rates of breast reconstruction after mastectomy have stabilized](#)
- [10-minute brain scan can predict effectiveness of spinal cord surgery](#)
- [New surgical forceps enhance precision and reduce surgeon fatigue](#)
- [A new biomarker helps detect kidney fibrosis in transplant patients without invasive procedures](#)
- [Minimally invasive hysterectomy explained](#)
- [Ex-eye bank workers say pressure, lax oversight led to errors](#)
- [Pilot study shows cryoablation is safe and effective for cardiac repair in patients with atrial fibrillation](#)

Need Help? Questions Welcome!

At COM Library questions are welcome! Ask us a question, chat with us, book a librarian, help yourself with our Knowledge base, or send us comments. We're here to help!

[Ask Us!](#)



Surgical Technology Guides

- [Anatomy & Physiology for Allied Health](#)
- [How to Use Academic Writer \(APA\)](#)
- [How to Use CINAHL Ultimate](#)
- [How to Use ProQuest Health Research Premium](#)
- [How to Use TDS Health](#)
- [Medical Terminology](#)
- [Pharmacology](#)
- [Surgical Technology](#)
- [Writing, Research & Presentations for Allied Health](#)





MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 27, 2025
Subject: Approval of New Associate of Applied Science Degree in Instrumentation and Electrical Technology

Presented for recommended approval to the Board of Trustees on January 27, 2025.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the new Associate of Applied Science Degree in Instrumentation and Electrical Technology and Level One and Level Two Certification."

PURPOSE

COM is seeking to establish a new Associate of Applied Science Degree in Instrumentation and Electrical Technology and a Level One and Level Two Certificate.

BACKGROUND

As part of the overall strategic planning and academic master plan, COM analyzed the current workforce and occupational data from the Texas Gulf Coast area and, with input from the community and students, identified areas of need. Although there are several Instrumentation and Electrical programs in the Region/Service Area, there are still not a sufficient number of completers for the Instrumentation and Electrical Technology related workforce. While the national data does not show significant growth between 2019-2029, the region has a higher projected growth. Therefore, based on data analysis and input, COM has chosen to create and implement an Associate of Applied Science degree and a Level One and Level Two Certificate in Instrumentation and Electrical Technology.

Program Demand

The program demand for Instrumentation and Electrical Technology is quite significant, primarily due to the area's strong industrial presence, particularly in the oil and gas sector,

manufacturing, and technology industries. As these sectors continue to grow, there is an increasing need for skilled technicians who can manage and maintain complex instrumentation and electrical systems. Job opportunities for graduates in this field often include positions as instrumentation technicians, electrical maintenance technicians, control system technicians, and automation engineers. Employers, ranging from large corporations to smaller companies, tend to seek individuals with a solid understanding of both electrical principles and instrumentation technology. Further, with the ongoing advancements in automation and smart technologies, there is a heightened demand for training programs that focus on these developments. Overall, the outlook for Instrumentation and Electrical Technology remains strong, as these skills are critical for the ongoing operation and innovation within key industries.

IMPLICATIONS

A Faculty/Program Coordinator is being recruited to operate the program and to effectively deliver the course information.

The program provides students with an experience and a hands-on approach to the technology utilized in Instrumentation and Electrical careers. This program will deliver face-to-face and hybrid formats. Certificate and associate degree seeking students can complete an external learning experience through an Internship course.

Financial

The College of the Mainland is in excellent financial condition. Our expenditures support our strategic goals that are derived from our strategic plan. Our track record of successful audits with no negative findings, as well as investment grade ratings from Moody’s and S&P Global demonstrate our financial strength.

The financial resources to initiate the I/E Program have already been procured through COM’s annual budgeting process. A funded budget will be included in the 2026 fiscal year pending Board of Trustee approval.

There are 3 sources of funding for community colleges in the state of Texas. Beyond tuition and fees, and the state appropriations, there is an ad valorem tax that supports the difference between operating costs and revenue. College of the Mainland has continuously been able to balance its operating budget.

	FY26	FY27	FY28	FY29	FY30
Revenues					
Enrollment	44	100	114	114	114
Tuition Revenue	\$ 50,820	\$115,500	\$ 131,670	\$ 131,670	\$ 131,670
Course Lab Fees	\$	\$	\$	\$	\$
State Appropriation		\$49,000	\$175,000	\$175,000	\$175,000
Local Appropriation	269,024				
Total Revenues	\$ 319,844	\$ 164,500	\$ 306,670	\$ 306,670	\$ 306,670

Less: Expenses					
Faculty/Program					
Coordinator	\$ 65,000	\$ 66,950	\$ 68,959	\$ 71,027	\$ 73,158
(2) Part Time Adjuncts:	\$ 12,544	\$ 12,920	\$ 13,308	\$ 13,707	\$ 14,118
Benefit Costs [28%]	\$ 18,200	\$ 18,746	\$ 19,308	\$ 19,888	\$ 20,484
Direct Oper. Expense	\$ 19,100	\$ 19,482	\$ 19,872	\$ 20,269	\$ 20,674
Software	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412
Equipment	\$ 125,000				
Total Direct Expenses	\$ 319,844	\$ 123,198	\$ 126,648	\$ 130,197	\$ 133,847
Net Revenue	\$0	\$ 41,302	\$ 180,022	\$ 176,473	\$ 172,823

STRATEGIC GOALS

Student Success: Expanding the offerings to students interested in emerging fields related to Instrumentation and Electrical Technology. Prepare students for job opportunities in the region.

Facility Improvement: Provide an environment at College of the Mainland that is conducive to learning while addressing the workforce needs of local business and industry. The Instrumentation and Electrical Program will be taught at the College of the Mainland main campus. Specifically, the Industrial Careers Building will host the program's classes and labs.



December 11, 2024

New Program Substantive Change

Instrumentation and Electrical Technology

Contact:

Dr. Helen Castellanos Brewer

Executive Vice President

Division of Academic and Student Affairs

hbrewer1@com.edu

409-933-8213

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ABSTRACT

College of the Mainland (COM) offers an array of workforce and transfer programs to meet the needs of our community. These programs provide students with the ability to earn short-term credentials and associate degrees. Additionally, the college has one bachelor's degree in nursing. The comprehensive list of our program offerings can be found in Appendix A.

Proposed Change

COM (COM) proposes to offer a new Associate of Applied Science Degree in Instrumentation and Electrical Technology. This new program also includes a Level One and Level Two Certificate in Instrumentation and Electrical Technician credentials. These Instrumentation and Electrical Technology programs are designed in accordance with the Texas Higher Education Coordinating Board's (THECB) Workforce Education Course Manual (WECM) for community and technical colleges. The COM Instrumentation and Electrical Technology Program Advisory Committee supports and approves the development of this degree.

Initial Date of Implementation: The College proposed that courses in the Associated of Applied Science degree and the Level One and Level Two Certificates be offered beginning in Fall 2025.

Projected Number of Students: The projected number of students admitted into the certificate and degree is 15 in the first cohort. After the initial cohort, an additional cohort of 15 students will be admitted each spring and fall semester.

Projected Life of the Change: The Instrumentation and Electrical Technology degree, Level One, and Level Two Certificate is on-going.

Description of the Primary Target Audience or Market: The primary target audience includes:

- Students interested in fields related to Instrumentation and Electrical Technology,
- Employees currently working in the industrial trades sector seeking higher education credentials for advancement,
- Local high school graduates who participated in industrial career courses in high school

Institutional Strengths to Undertake the Proposed New Program: COM has many strengths to undertake this new program:

- The support of the community through Advisory Committee participation
- The support of local industry

- Adequate classroom and laboratory
- Highly qualified faculty to teach and coordinate the program

Need For Change

As part of the overall strategic planning and academic master plan, COM analyzed the current workforce and occupational data from the Texas Gulf Coast area and from the college’s labor market data platform, Lightcast, with input from the community and students, identified areas of need. Although there are several Instrumentation and Electrical programs in the Region/Service Area, there are still not a sufficient number of completers for the Instrumentation and Electrical Technology related workforce. While the national data does not show significant growth between 2019-2029, the region has a higher projected growth. Therefore, based on data analysis and input, COM has chosen to create and implement an Associate of Applied Science degree, a Level One Certificate and a Level Two Certificate in Instrumentation and Electrical Technology.

Regional Labor Market Data

2019 Jobs	2029 Jobs	2019 - 2029 Change	2019 - 2029 % Change	Avg. Hourly Earnings	Median Hourly Earnings
4,069	4,448	379	9%	\$22.29	\$19.60

Note: Lightcast

National Labor Market Data

2019 Jobs	2029 Jobs	2019 - 2029 Change	2019 - 2029 % Change	Avg. Hourly Earnings	Median Hourly Earnings
81,730	82,278	548	1%	\$28.12	\$28.01

Note: Lightcast

Data sourced through Gulf Coast Workforce Solutions lists the associated Standard Occupational Classification code 49-9012 Control and Valve Installers and Repairers on its High Skill High Growth list and yields the following data:

SOC	Occupation Title	Employment Growth				Annual Openings			
		Annual Averages 2020	2030	Net Change	Percent Change	Due to Exits from Workforce	Due to Transfers between Occupations	Due to New Job Growth	Total Openings
47-4011	Construction and Building Inspectors	4,799	5,414	615	12.8	278	308	62	648
47-5012	Rotary Drill Operators, Oil and Gas ⁸	2,073	2,479	406	19.6	47	221	41	309
47-5013	Service Unit Operators, Oil and Gas ⁸	4,496	5,405	909	20.2	101	480	91	672
47-5022	Excavating and Loading Machine and Dragline Operators, Surface Min	1,833	2,243	410	22.4	63	175	41	279
47-5071	Roustabouts, Oil and Gas ⁸	5,578	7,116	1,538	27.6	130	615	154	899
49-0000	Installation, Maintenance, and Repair Occupations								
49-2098	Security and Fire Alarm Systems Installers ²	1,793	2,322	529	29.5	49	158	53	260
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	6,776	7,905	1,129	16.7	208	458	113	779
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	5,299	7,125	1,826	34.5	185	420	183	788
49-9012	Control and Valve Installers and Repairers, Except Mechanical Door²	3,196	3,807	611	19.1	80	199	61	340

Note: Gulf Coast Workforce Solutions

COM Mission and Goals

The mission of COM is to provide a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve.

The Vision of COM is to be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse and global environment.

The Instrumentation and Electrical degree and certificates will serve the Mission and Goals of COM by providing employment eligibility for students graduating with a Level One and Level Two academic credential and Associate of Applied Science in Instrumentation and Electrical Technology.

Faculty Involvement in Planning and Approval: The college is actively seeking to fill the Program Coordinator position. An expert in the field was contracted to prepare the Instrumentation and Electrical (I&E) Technology Program. The contracted industry expert worked with an Advisory Committee comprised of hiring managers and I&E technicians who work in the industrial field; high school industrial career instructors; and representatives from I&E field related solutions to create the program within industry standards in Appendix B (Advisory Committee Meeting minutes).

The Colleges' Instructional Assessment Committee and Curriculum Committee, which are both faculty-driven, reviewed and approved the program. This documentation can be found in Appendix C (Instructional Assessment Committee minutes) and Appendix D (Curriculum Committee minutes).

Evidence of the Legal Authority for the Change: COM requires that all new programs receive approval from the COM Board of Trustees and the THECB.

The following documentation can be found in the Appendices:

- Appendix E: COM Board Minutes – Documentation will be updated upon approval. The anticipated date of Board approval is January 27, 2025.
- Appendix F: Letter of Intent to apply for a new workforce education program sent to the Higher Education Regional Council Chair – The anticipated date to send the Letter of Intent is January 28, 2025.
- Appendix G: Letter of Intent to apply for a new workforce education program sent to the Gulf Coast Workforce Development Board Chair– The anticipated date to send the Letter of Intent is January 28, 2025.
- Appendix H: THECB program approval request document – The anticipated date to send the THECB program approval document is January 28, 2025.

At the time of this submission, the COM Board of Trustees is scheduled to approve the program on January 27, 2024. The program is pending approval by the THECB.

PROGRAM CURRICULUM

Curriculum

Course	Name	SCH
CETT 1302	Electricity Principles	3
INCR 1302	Physics of Instrumentation	3
INTC 1322	Analog Control I	3
INTC 1353	Analog Control II	3
INTC 2310	Principles of Industrial Measurement II	3
INTC 1355	Unit Operations	3
INTC 1315	Final Control Elements	3
ELPT 2319	Programmable Logic Controller I	3
INTC 2330	Instrumentations Systems Troubleshooting	3
INTC 2388	Internships: Instrumentation Technology/Technician	3
INTC 2359	Distributed Control Systems	3
INTC 1350	Digital Measures and Controls	3

Projected Schedule

Level One Certificate (Two Semester Program)

Semester #1						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
CETT 1302/1002	Electricity Principles	2	2		64	3
INCR 1302/1002	Physics of Instrumentation	2	2		64	3
INTC1322/1022	Analog Control I	2	2		64	3
PTAC 1308/1008	Safety, Health, and Environment	3	1		64	3

Semester #2						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
INTC 1353	Analog Control II	2	2		64	3
INTC 2310	Principles of Industrial Measurement II	2	2		64	3
INTC 1355	Unit Operations	2	2		64	3
INTC 1315	Final Control Elements	2	2		64	3

Level Two Certificate (Three Semester Program)

Semester #1						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
CETT 1302/1002	Electricity Principles	2	2		64	3
INCR 1302/1002	Physics of Instrumentation	2	2		64	3
INTC1322/1022	Analog Control I	2	2		64	3
PTAC 1308/1008	Safety, Health, and Environment	3	1		64	3
ENGL 1301	English Composition I	3	0		48	3

Semester #2						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
INTC 1353	Analog Control II	2	2		64	3
INTC 2310	Principles of Industrial Measurement II	2	2		64	3
INTC 1355	Unit Operations	2	2		64	3
INTC 1315	Final Control Elements	2	2		64	3
MATH 1314	College Algebra	3	1		64	3

Semester #3						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
ELPT 2319	Programmable Logic Controller I	2	2		64	3
INTC 2330 or INTC 2388	Instrumentations Systems Troubleshooting or Internships Instrumentation Technology/Technician	2	2		64	3
INTC 2359	Distributed Control Systems	2	2		64	3
INTC 1350	Digital Measurements and Controls	2	2		64	3
ENGR 1201	Introduction to Engineering	1	3		64	2

Associate's Degree (Four Semester Program)

Semester #1						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
CETT 1302/1002	Electricity Principles	2	2		64	3
INCR 1302/1002	Physics of Instrumentation	2	2		64	3
INTC1322/1022	Analog Control I	2	2		64	3
PTAC 1308/1008	Safety, Health, and Environment	3	1		64	3
ENGL 1301	English Composition I	3	0		48	3

Semester #2						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
INTC 1353	Analog Control II	2	2		64	3
INTC 2310	Principles of Industrial Measurement II	2	2		64	3
INTC 1355	Unit Operations	2	2		64	3
INTC 1315	Final Control Elements	2	2		64	3
MATH 1314	College Algebra	3	1		64	3

Semester #3						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
ELPT 2319	Programmable Logic Controller I	2	2		64	3
INTC 2330 or INTC 2388	Instrumentations Systems Troubleshooting or Internships Instrumentation Technology/Technician	2	2		64	3
INTC 2359	Distributed Control Systems	2	2		64	3
INTC 1350	Digital Measurements and Controls	2	2		64	3
ENGR 1201	Introduction to Engineering	1	3		64	2

Semester #4						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
ENGL 2311	Introduction to Technical Writing	3	0		48	3
CHEM 1405	Introductory Chemistry I	3	3		96	4
SPCH 1315 or SPCH 1318	Public Speaking, or Interpersonal Communication	3	0		48	3
PHIL 2306 or HUMA 1301	Introduction to Ethics or Introduction to Humanities	3	0		48	3
PSYC 2301 or SOCI 1301	General Psychology or Introduction to Sociology	3	0		48	3

Program Specific Goals and Specific Learning Outcomes for the Program

Program-Level Outcomes will be assessed annually and documented through the Office of Planning, Effectiveness, Analytics and Research (OPEAR). This is a new program; therefore, the program learning outcomes will not be measured until one full cohort of the I & E curriculum has been completed.

Program Specific Goals approved by the Assessment Committee are as follows:

1. Students will be able to use the instruments effectively to calibrate pressure transmitters.
 - Measure 1 (Outcome 1): Students will perform a lab exercise in INTC 2310 Principles of Industrial Measurement (second semester)
 - Achievement Target 1: 90% of students will receive full credit for the exercise
 - Measure 2 (Outcome 2): Students will perform an additional lab exercise in INTC 2310 Principles of Industrial Measurement (second semester)
 - Achievement Target 2: 90% of students will receive full credit for the exercise
2. Students will be able to wire up a stop start motor control correctly
 - Measure 1 (Outcome 2): Students will perform a lab exercise in INTC 1355 Unit Operations (second semester)
 - Achievement Target 1: 90% of students will receive full credit for the exercise
 - Achievement Target 2: 90% of students will receive full credit for the exercise
3. Students will effectively communicate by writing and reviewing procedures.
 - Measure 1 (Outcome 3): Students will review procedures to identify errors in INTC 2359
 - Achievement Target 1: 80% of students will identify 90% of the errors.
 - Achievement Target 2: 80% of students will have fewer than 3 errors.

Course Descriptions and Learning (Course Level Outcomes) for All Courses

Physics of Instrumentation

An introduction to simple pneumatic loops, pressure, temperature, level, and flow transmitters and the various transducers used in the detection of changes in process variables.

Learning Outcomes:

- Use process instruments and devices.
- Describe the control loop as applied to the control and detection of pressure, temperature, level, flow, pH, and other applicable processes.

Analog Controls I

Basic concepts related to industrial analog controls. Includes components, terminology, symbols, and diagrams used in analog control systems.

Learning Outcomes:

- Describe analog control components
- Define analog control terminology
- Utilize analog control symbols and diagrams

Electricity Principles

Principles of electricity including proper use of test equipment, AC/DC circuits, and component theory and operations.

Learning Outcomes:

- Identify basic principles of electricity (AC/DC).
- Apply Ohm's law to electrical calculations.
- Use test equipment to measure continuity, voltage, and current values; and use electrical safety practices.

Analog Controls II

Analog electrical controls in industrial processes. Includes electrical distribution, motor controls, relay logic, and ladder logic

Learning Outcomes:

- Describe an electrical distribution system.
- Interpret a motor control circuit diagram.

- Describe relay logic.
- Develop a ladder logic diagram.

Unit Operations

Automatic control requirements of industrial processes. Includes control systems, control loop tuning, and analysis.

Learning Outcomes:

- Explain the static and dynamic aspects of processes.
- Describe the automatic control requirements of processes.
- Analyze process variables.
- Adjust the control loop.

Principles of Industrial Measurements II

Additional principles of measurement. Includes devices used to measure process variables and basic control functions.

Learning Outcomes:

- Apply additional principles of process instrumentation.
- Describe the control loop as applied to additional process variables.
- Calibrate and/or configure measurement instruments.
- Demonstrate safety procedures.

Final Control Elements

Various designs of final control elements including disassembly, assembly, calibration, troubleshooting, and required documentation. Basic techniques and calculations for proper valve sizing.

Learning Outcomes:

- Describe various types of final control elements.
- Calculate proper valve sizing given the process conditions.
- Assemble, calibrate, and troubleshoot final control elements.

Programmable Logic Controllers I

Fundamental concepts of programmable logic controllers, principles of operation, and numbering systems as applied to electrical controls.

Learning Outcomes:

- Identify and describe digital logic circuits and explain numbering systems.

- Explain the operation of programmable logic controllers.
- Convert ladder diagrams into programs.
- Incorporate timers and counters utilizing programmable logic controllers.
- Execute and evaluate programs.

Digital Measurement and Controls

Basic measurement control instrumentation. Includes movement of digital data through common systems employing parallel and serial transfers.

Learning Outcomes:

- Describe the movement of digital data through data transfer systems.
- Explain system block diagram concepts.

Instrumentation Systems Troubleshooting

Techniques for troubleshooting instrumentation systems in a process environment. Includes troubleshooting upsets in processes.

Learning Outcomes:

- Demonstrate various troubleshooting techniques.
- Troubleshoot startup problems either by simulation or actual events.
- Troubleshoot various instrument faults and process upsets.

Internship- Instrumentation Technology/Technician

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Learning Outcomes:

- As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry.
- Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Distributed Control Systems

Theory and application of distributed control systems. Includes hardware, firmware, software, configuration, communications, and networking systems required to implement a distributed control strategy.

Learning Outcomes:

- Demonstrate measurement, control, data acquisition, and data analysis.
- Outline enterprise resource planning and management.

The Learning Outcomes for the program will be assessed by exams, skill development/demonstration, simulation experiences, and application of learning through real world experiences.

Admissions and Graduation Requirements

COM is an open enrollment college, and the I/E students will not have any requirements to meet prior to enrolling.

The COM Enrollment Coaches will work with the students through the enrollment process. Once the student has applied, submitted the required documents, tested (if necessary), supplied transcripts (if necessary), they are moved to our registration systems and are able to meet with an advisor. All first time in college students (FTIC's) have a hold and must meet with an advisor to register. Returning and transfer students are encouraged but not required to meet with an advisor to register. Since the program will not have pre-requisites, once they complete the steps to enrollment that pertains to them, they will meet with an advisor if they are an FTIC or register on their own if they are returning or a transfer student.

Before a degree is conferred, students must have:

- Completed all of COM's entrance requirements
- Completed all course requirements for the degree being conferred with a minimum grade of "C" in all courses.
- Completion of at least 25% of earned credit hours must be earned at COM, however at least 50% of the required specialized courses for a degree must be completed at COM.

Planned Method of Delivery

The program provides students with an experience and a hands-on approach to the technology utilized in Instrumentation and Electrical careers. This program will deliver face-to-face and hybrid formats. Certificate and associate degree seeking students can complete an external learning experience through an internship course.

Location of the Program

The Instrumentation and Electrical Program will be taught at the COM main campus: 1200 N. Amburn Road, Texas City, Texas 77591.

Compliance with Standard 10.7

COM Policy EGA (Legal) Appendix I and related EGA (Local) Appendix J outline the procedures for determining credit hours. The College determines credit hours for courses and programs using the commonly accepted practice in Texas higher education developed by the THECB- the Academic Course Guide Manual (ACGM), the Guidelines for Instructional Programs in Workforce Education (GIPWE), and the WECM.

Administrative Oversight

Direct oversight of the program will be provided by a Program Coordinator. This program Coordinator will also be a faculty member with dedicated administrative time. The Program Coordinator reports to the dean. This program is under the Academic and Student Affairs Division of the College and ultimately reports to the Vice President for Academic Affairs. The Program Coordinator will receive allocated administrative time with a possible reduction in course load to facilitate successful program management.

Compressed Timeframes

Not applicable

FACULTY QUALIFICATIONS

Faculty Roster

The faculty roster form can be found in Appendix K.

Adequate Faculty

The faculty roster reflects that the college is actively seeking to fill the Program Coordinator position. After the first year, another faculty member will be hired as the need arises. This is documented with COM Board Policy DJ-Assignment, Workload (Local) Appendix L.

RESOURCES

Library Resources

COM's Library utilizes LibGuides, a web 2.0 content management and publishing system, to promote library resources and content available to faculty and students. An Instrumentation and Electrical LibGuide, Appendix M, has been created to assist students in obtaining discipline specific learning resources.

Featured eBooks include

- Electronic Measurements and Instrumentation
- Fundamentals for Instrumentation and Measurement
- Instrumentation and Control Systems

Discipline articles and media include:

Articles:

- "Electric Currents and Circuits"
- "Instrumentation"
- "Ohm's Law"

Media:

- "Circuits"
- "IND-I Instrumentation Basics"
- "Ohm's Law"

Awareness of Resources

At COM, every credit course (regardless of delivery mode) has an online Desire to Learn (D2L) shell. Faculty may request a virtual librarian for their course who will deliver messages about the library and course specific resources. Librarians are available for library instruction sessions held in the classroom or at the Learning Resource Center/Library.

Availability of Resources

COM's library ensures that every student can access the materials from its library. Both traditional and distance education students have access to the library homepage, online databases, research guides, and information about how to use the library. Off campus students can login to online resources with their COM ID and last name via the library proxy server which authenticates them as licensed users.

COM's library staff are available by email, phone, text, and in person during work hours. There are virtual librarians available to students 24/7.

Student Support Programs and Services

Students enrolled in the I/E program will be afforded the same support services as other college students enrolled in credit courses: academic advising; admission and registration; career services; counseling and disability services; financial aid; student life activities; IT help desk; clubs and organizations; gymnasium; bookstore; testing center; and tutoring center. Once enrolled in the program, students will have formal and informal opportunities to work with program faculty/advisors/mentors.

Physical Resources

Adequacy of Physical Facilities and Equipment

The I/E Program will be in the OCM main campus, 1200 N. Amburn Road, Texas City, Texas. Specifically, the Industrial Careers Building will host the program's classes and labs.

Facilities Impact

The proposed change will not have an impact on facilities and equipment currently used by existing programs at COM.

Financial Resources

The COM is in excellent financial condition. Our expenditures support our strategic goals that are derived from our strategic plan. Our track record of successful audits with no negative findings, as well as investment grade ratings from Moody's and S&P Global demonstrate our financial strength.

The financial resources to initiate the I/E Program have already been procured through COM's annual budgeting process. A funded budget will be included in the 2026 fiscal year pending Board of Trustee approval.

There are 3 sources of funding for community colleges in the state of Texas. Beyond tuition and fees, and the state appropriations, there is an ad valorem tax that serves as contingency funding and supports the difference between operating costs and revenue. COM has continuously been able to balance its operating budget.

Enrollment and Headcount									
FY26		FY27		FY28		FY29		FY30	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
15	14	14	14						
	15	14	14	14					
		15	14	14	14				
			15	14	14	14			
				15	14	14	14		
					15	14	14	14	
						15	14	14	14
							15	14	14
	44		100		114		114		114

	FY26	FY27	FY28	FY29	FY30
Revenues					
Enrollment	44	100	114	114	114
Tuition Revenue	\$ 50,820	\$115,500	\$ 131,670	\$ 131,670	\$ 131,670
Course Lab Fees	\$	\$	\$	\$	\$
State Appropriation		\$49,000	\$175,000	\$175,000	\$175,000
Local Appropriation	269,024				
Total Revenues	\$ 319,844	\$ 164,500	\$ 306,670	\$ 306,670	\$ 306,670
Less: Expenses					
Program Coordinator	\$ 65,000	\$ 66,950	\$ 68,959	\$ 71,027	\$ 73,158
(2) Part Time Adjuncts:	\$ 12,544	\$ 12,920	\$ 13,308	\$ 13,707	\$ 14,118
Benefit Costs [28%]	\$ 18,200	\$ 18,746	\$ 19,308	\$ 19,888	\$ 20,484
Direct Oper. Expense	\$ 19,100	\$ 19,482	\$ 19,872	\$ 20,269	\$ 20,674
Software	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412
Equipment	\$ 125,000				
Total Direct Expenses	\$ 319,844	\$ 123,198	\$ 126,648	\$ 130,197	\$ 133,847
Net Revenue	\$0	\$ 41,302	\$ 180,022	\$ 176,473	\$ 172,823

INSTITUTIONAL EVALUATION AND ASSESSMENT PROCESSES

Brief description of the Institutional Assessment Processes

The College maintains program assessment and is managed through the Institutional Assessment Committee (IAC). This is a committee, comprised of faculty, staff, and administration. The COM has listed steps to complete the institutional assessment process

- Start work on action plan from last semester.
- Review program and course SLO's and measurement methods.
- Prepare plan for data collection.
- Collect data.
- Complete data collection and update Strategic Planning Online (SPOL).
- Complete action plan and summarize results in SPOL.
- Review data and develop new action plan.

COM requires programs to complete a thorough program review every three years, perhaps more frequently if the need arises. In addition to Assessment Plans, other key metrics such as enrollment, retention rates, completion rates, course success rates, job placement rates and meeting local industry needs will be reviewed. Action plans will be developed and reviewed with feedback provided.

Course student learning outcomes were created by the THECB. COM created a comprehensive plan for annual assessment and improvement across the institution resulting in all areas of the college completing an assessment plan. The IAC meets to review assessment plans and to provide feedback for improvements.

Incorporating the new program into the processes: The Program Learning Outcomes and Course Level Outcomes that have been created will be reported annually to the Advisory Committee, and as requested by the Advisory Committee and IAC. The Program Coordinator will record and report all outcomes and assessments required by COM.



APPENDICES

Appendix A – Program List

Bachelor of Science

Nursing – RN to BSN (51.3801)

Associate of Arts

Business FOS (52.0101)

Criminal Justice FOS (43.0104)

English FOS (23.0101)

General Studies (24.0102)

Music FOS (50.0901)

Theatre- Performance (50.0501)

Theatre- Technical (50.0501)

Visual Arts (50.0702)

Associate of Arts in Teaching

Leading to Initial Texas Teacher Certification – EC-6 (13.1210)

Leading to Initial Texas Teacher Certification – 4-8, EC-12 Spec Ed (13.1203)

Leading to Initial Texas Teacher Certification – 8-12, EC-12, other than Spec Ed (13.1205)

Associate of Science

Computer Science (11.0101)

Chemical Engineering FOS (14.0701)

Mathematics (27.0101)

Engineering FOS (14.0101)

Natural Science (30.1801)

Associate of Applied Science

Accounting (52.0301)

Level I Certificate: Professional Bookkeeper (52.0301)

Business Administration with Emphasis in Entrepreneurship (52.0201)

Level I Certificate: Entrepreneurship (52.0201)

Business Administration with Emphasis in Management (52.0201)

Level I Certificate: Management (52.0201)

Business Administration with Emphasis in Marketing (52.0201)
Level I Certificate: Marketing (52.0201)

Cosmetology Instructor (12.0413)
Level I Certificate: Cosmetology High School Operator (12.0401)

Criminal Justice (43.0104)
Level I Certificate: Basic Peace Officer Academy (43.0107)

Culinary Arts (12.0503)
Level I Certificate: Professional Cook (12.0503)

Dental Hygiene (51.0602)

Fire Technology (43.0201)
Level I Certificate: Fire Academy (43.0203)
Level I Certificate: Fire Officer (43.0201)
Level III Fire EMT Basic (43.0201)

Graphic Design/Web Design (11.0801)
Level 1 Certificate: Graphic Design (11.0801)
Level 1 Certificate: Web Design (11.0801)

Health Information Management (51.0707)
Level II Certificate: Medical Coding (51.0713)

Information Technology – Cloud Computing (11.1003)

Information Technology- Cybersecurity (11.1003)
Level I Certificate: Cybersecurity (11.1003)
Occupational Skills Award: Cyber Security Fundamentals (11.1003)

LVN to RN Transition (51.3801)

Medical Assisting (51.0801)
Level II Certificate: Medical Assisting (51.0801)

Nursing (ADN) (51.3801)

Occupational Safety and Health Technology (15.0701)
Level I Certificate: Occupational Safety and Health Technology (15.0701)

Petrochemical Process Technology (41.0301)

Pharmacy Tech (51.0805)

Level I Certificate: Pharmacy Technician (51.0805)

Radiologic Technology (51.0911)

Limited Medical Radiologic Technologist (51.0911)

Welding Technology (48.0508)

Level I Certificate: Advanced Level Welding (48.0508)

Level I Certificate: Entry Level Welding (48.0508)

Occupational Skills Awards

Barber to Cosmetology Crossover (12.04.01)

Basic Emergency Medical Technician (Dual Credit Only) (51.0904)

Networking Fundamentals (11.0901)

Robotic Process Automation (11.0301)

SQL Server Database Fundamentals (11.0201)

Level I Certificates

Advanced Emergency Medical Technician (51.01904)

Barbering (12.0402)

Cosmetology Instructor (12.0413)

Cosmetology Operator (12.0401)

Esthetic Specialty (12.0409)

Networking (11.0901)

Programming (11.0201)

Robotic Process Automation (11.0301)

Level II Certificates

Vocational Nursing (51.3901)

Paramedic (51.0904)

**Appendix B - Advisory Committee Meeting Minutes
Advisory Committee for Instrumentation and Electrical Program**

Wed, May 1, 2024, 6:00-7:30 pm

ICB 119

Chairperson: Ryan Lazenby and Jared Beard

Recorder: Alycia Hardin

Members (List all Members, indicate P if Present in Attendance)

P	Name	Title	Business Affiliation
P	Jared Beard	Maintenance Superintendent	Marathon
P	Kristopher Boedecker	I&E Instructor	Texas City High School
	Dan Garcia	Maintenance Supervisor	Marathon
P	Tom Garry	Sr. Account Representative - Rosemount	Houston Ship Channel Emerson Automation Solutions
	Erika Greer	RT&D Maint Hourly Training Site Lead	Marathon
	Ryan Lazenby	I&E Turnaround Lead	Marathon
P	Ricardo Real	Maintenance Supervisor-Reliability E&I	Marathon
	Victor Rincon	Account Manager	Puffer-Sweiven
	Carlos Ruiz	Regional Training Manager	Performance Contractors
	Carla Thompson	Workforce Development Coordinator	Turner Industries Group
P	Debra H		Ineos

Others Present (List all other present, including COM representatives)

P	Name	Title	Business Affiliation
P	Michael Duron	I&E Program Coordinator	COM
P	Kermit Harris	Program Manager, Industrial Workforce Programs	COM
	Paige Parrish	Dean of Continuing Education	COM
P	Christina Bergvall	Director, Program Development	COM
P	Alycia Hardin	Administrative Assistant IV	COM
P	Victor Vega	Dean of Instruction	COM
	Warren Nichols	President	COM

Meeting Called to Order	<ul style="list-style-type: none"> 6:07pm meeting called to order by Jared Beard 	
Introductions and Welcome	<ul style="list-style-type: none"> Introductions lead by Jared Beard. Everyone in the room and online introduced themselves. 	
Approval of Meeting Minutes	<ul style="list-style-type: none"> Meeting minutes for the previous two meetings were sent out to those who were online and then. Christina Bergvall shared her screen and reviewed the meeting minutes. M Meeting minutes for December 6, 2023 – Motion to approve was given by Jared and a second to the motion was given by Debra. Meeting minutes for January 10, 2024 – Motion to approve was given by Debra and a second was given by Jared. 	
Program Updates	<ul style="list-style-type: none"> Degree plan was presented and reviewed. Christina talked about how the college would like to present stackable certifications within the associate degree. She presented the degree plan that was presented in the past, but talked about how the first two semesters would allow the students to achieve a Level I certificate. Then the first three semesters the students would earn a Level II certification. Finally, the students who complete semester four would earn their associate degree. This would allow for the students to earn certifications along the way that can be beneficial in the field and if something were to come up and they are unable to complete all four semesters they still have the potential to obtain a job in the field 	

	<p>of study. There was also a discussion on keeping the first inaugural classes as CE for the first two semesters. This will provide the school with a better opportunity to advertise and market the program. This would be transition after that first two semesters to credit and it will be seamless for students who are pursuing a Level II certification or even the associate degree plan. Jared made a motion to approve the degree plan and Ricardo gave the second to approve these. Tom who was attending online also typed his second to the motion in the chat.</p> <ul style="list-style-type: none">• Timeline for submission to BOT, THEBC, and SACSOS was discussed. Now that the approval of the degree plan has been given this information will be presented to the BOT at their next meeting May 29th. Once it is approved by the BT then it will be sent to THEBC and SACSOS.	
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<p>Open Discussion/Feedback of Industry needs</p>	<ul style="list-style-type: none"> • No updates • Jared gave feedback on the need to start promoting the program. And Dr. Vega mentioned that we have been in the works with our marketing department and now that it has been decided to keep the first two semesters as CE, we can start promoting the program sooner. Debra did bring up the idea of offering night classes for people who are already working and need nights. Dr. Victor Vega mentioned that if there is a need for that then the college will work to offer that. 	
<p>Determination of future meeting date</p>	<p>September 25th, 2024, at 6:00pm</p>	
<p>Adjournment</p>	<p>Jared called a motion to adjourned the meeting at 6:44pm and Ricardo seconded this motion.</p>	

Appendix C – Instructional Assessment Committee Minutes

Instructional Assessment Committee Meeting
February 15, 2024 – 3:00 – 4:30pm

Attendance:

Present	Member	Term	Department
P	Abshire, Jason	2022-24	Science and Engineering
A	Bell, Mike	2023-25	Public Service Careers
P	Davis, Michelle	ex-officio	Director of API
A	Davis, Savannah	2023-25	Human Service Careers
A	DiLissio, Stephanie	OPEAR	OPEAR
A	Esposito, Marita	ex-officio	Dean of Students
A	Goldman, Nathan	2022-24	Social & Behavioral Sciences
A	Greenwalt, Mark	2022-24	Fine Arts
P	Gregory, Andrew	2022-24 – co-chair	Business and Accounting
A	Griffiths, Jim	2022-24	Math and Computer Science
A	Harris, Kermit	2023-25	Continuing Education
A	Knopp, Dave	Ex-officio, Co-Chair	OPEAR
A	Kupsa, Karen	2022-24	Industrial Careers
P	Rondeau, Sandra	2022-24	Nursing Careers
P	Smith, Carol	2023-25	Allied Health Careers
P	Tabor, James	2022-24	Humanities

The meeting was called to order.

Approval of Minutes

Review of the Electrical and Instrumentation program level assessment plan.

Motion to approve made by Sandra Rondeau.
Seconded by Jason Abshire.
Motion was approved.

Next Meeting

IAC is scheduled to meet again.

Appendix D – Curriculum Committee Minutes

The meeting was called to order by chair, Jennifer Bieszke, at approximately 3:31pm on Monday, April 22, 2024, in ICB 121. Members Present:

Voting Members			
✓	Josh	Hayes	Adult Education
✓	Lisa	Homburg	Allied Health
✓	Deane	Schneider	Business
	H. Russ	Brown	Fine Arts
✓	Courtney	Pugh	Humanities
✓	Beth	Darden	Human Services Careers
	Rico	Brown	Industrial Technology
✓	Leslie	Richardson	Math & Computer Sciences
✓	Rachel	Fano	Nursing
✓	Gary	Staudt	Public Service Careers
✓	Rebecca	Fagan	Science & Engineering
✓	Robert	Castro	Social Behavioral Science
Non-Voting Members			
✓	Jennifer	Bieszke	Co-Chair Faculty
✓	Sandra	Guzman	Director of Student Financial Services
✓	Rebecca	Montz	Instructional Dean
	Rocky	Barney	Instructional Dean
	Victor	Vega	Instructional Dean
✓	Christina	Bergvall	Director, Program Development
✓	Mary	Dehart	Instructional Operations Manager
	Marita	Esposito	Dean of Students
✓	Tomas	Garcia	Director, Admissions/Records
✓	Laura	Schneider	Veterans Officer
	Helen	Brewer	Executive VP, Academic and Student Affairs
✓	Brad	Denison	Director, Educational Technology Services
✓	Amanda	Newell	Librarian
✓	Alisha	Lyon	Director, Advising
✓	Ana Lisa	Garza	Director, Enrollment Management
	Guests		
✓	Alycia	Hardin	API Admin

Introductions

Presented by Jennifer Bieszke

Sandra Guzman was introduced as the new representative for Student Financial Services.

Review and Approval of Minutes

The February 19, 2024 meeting minutes were presented with an addendum added for EMA and Dental Hygiene.

Rebecca Fagan made a motion to approve the minutes with the addendum. Deane Schneider seconded the motion. The Feb 2024 minutes were approved by committee vote.

The March 18, 2024 meeting minutes were presented with an addendum added for the Instrumentation and Electrical AAS.

Rebecca Fagan made a motion to approve the Marh 18, 2024 meeting minutes with the addendum. Deane Schneider seconded the motion. The March 18, 2024 meeting minutes were approved by committee vote.

Removal of SOCI 2336 course from catalog

Presented by Robert Castro

SOCI 2336 has not been offered since Spring 2018. It is not affiliated with any current degrees or current students. SOCI 2336 will be removed from the 2024-2025 catalog.

Rebecca Fagan made a motion to approve the removal of SOCI 2336 from the COM catalog. Deane Schneider seconded the motion. The removal of SOCI 2336 was approved by committee vote.

Instrumentation and Electrical AAS

Presented by Christina Bergvall

The Instrumentation and Electrical AAS was presented as a stackable credential. No changes are being made to the AAS degree plan.

Semesters 1 and 2 will constitute a Level 1 Certificate, semesters 1 through 3 will constitute a Level 2 Certificate, and all four semesters will constitute the AAS.

Rebecca Fagan made a motion to approve the changes to the I&E Certs 1 and 2 and AAS. Deane Schneider seconded the motion. The implementation of stackable credentials for the I & E AAS was approved by committee vote.

Contact Hours Change for RNSG 1162 (AAS in Nursing)

Presented by Rachel Fano

WECM allows 48-96 contact hours for RNSG 1162. A request was made to increase the contact hours for this course from 48 to 96 starting Fall 2024. This will facilitate any students missing clinical shifts. The advisory committee also supported more contact hours for hands-on clinical practice skills development.

Robert Castro made a motion to approve the contact hours change for RNSG 1162. Joshua Haynes seconded the motion. The contact hours change for RNSG 1162 was approved by committee vote.

Advanced Emergency Medical Technician (Cert 1)

Presented by Gary Staudt

The request was made to add EMSP 1149 to the Level 1 Certificate as of Spring 2025. These 16 contact hours will get students over the 1000-hour requirement of certifying and credentialing bodies.

Rebecca Fagan made a motion to approve the addition of EMSP 1149. Beth Darden seconded the motion. The addition of EMSP 1149 was approved by committee vote.

Additional Discussion

Presented by Jennifer Bieszke

Replacement of Administrative Co-chair

Jennifer Bieszke provided a list of the duties for each co-chair as well as the roles the administrative co-chair had performed. Upon an informal poll, committee members felt that co-chairs who rotated off committee would be beneficial.

Update to Dynamic Forms

There will be a new process for curriculum change approval signatures:
Originator>Department Chair>Dean>Instructional Operations
Manager>VPAA>EVP> Curriculum Committee Chair (committee)

Fall 2024 Meeting Location

The committee determined that a bigger room is needed for meetings.
The meeting was adjourned at 4:53 pm.

Respectfully submitted,

Lisa Homburg

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Appendix E - Board of Trustee Meeting Minutes (Anticipated date of approval January 27, 2025)

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Appendix F - HERC Letter
(Occurs After Board Approval)

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Appendix G - Workforce Board Letter (Occurs After Board Approval)

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Appendix H - THECB Certification Form (Occurs After Board Approval)

Appendix I - Academic Achievement Grading

College of the Mainland
084503

ACADEMIC ACHIEVEMENT
GRADING AND CREDIT

EGA
(LEGAL)

**Course Credit for
Entering Freshmen
Students**

Each institution of higher education, including each college district, that offers freshmen-level courses shall adopt and implement a policy to grant undergraduate course credit to entering freshmen students who have successfully completed the International Baccalaureate (IB) Diploma Program, who have achieved required scores on one or more examinations in the Advanced Placement (AP) Program or the College-Level Examination Program (CLEP), or who have successfully completed one or more courses offered through concurrent enrollment in high school and at an institution of higher education.

In the policy, the institution shall:

1. Establish the institution's conditions for granting course credit, including the minimum required scores on CLEP examinations, AP examinations, and examinations for courses constituting the IB Diploma Program; and
2. Based on the correlations between subject matter and content of courses offered by each institution of higher education and the subject matter and content of courses and examinations in the IB Diploma Program, the AP Program, and the CLEP as identified by the Coordinating Board, in consultation with the Texas Education Agency, under Education Code 51.968(f), identify the specific course credit or other academic requirements of the institution, including the number of semester credit hours or other course credit, that the institution will grant to a student who successfully completes the diploma program, who successfully completes a course through concurrent enrollment, or who achieves required scores on CLEP examinations or AP examinations.

In establishing the minimum required score on an AP examination for granting course credit for a particular lower-division course, an institution of higher education may not require a score of more than three unless the institution's chief academic officer determines, based on evidence, that a higher score on the examination is necessary to indicate a student is sufficiently prepared to be successful in a related, more advanced course for which the lower-division course is a prerequisite.

In establishing the minimum required score on a CLEP examination for granting course credit for a particular lower-division course, an institution of higher education may not require a score higher than the minimum score recommended by the American Council on Education for granting course credit for that examination unless the institution's chief academic officer determines, based on evidence, that a higher score on the examination is necessary to indicate that a student is sufficiently prepared to be successful in a re-

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EGA(LEGAL)-LJC

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lated, more advanced course for which the lower-division course is a prerequisite.

Education Code 51.968(c)–(c-2), (f)

Each institution of higher education shall report its policy to the Coordinating Board and shall include a copy of the policy with the institution's undergraduate student application materials, including application materials available on the institution's internet website.

On request of an applicant for admission as an entering freshman, the institution of higher education, based on information provided by the applicant, shall determine and notify the applicant regarding:

1. The amount and type of any course credit that would be granted to the applicant under the policy; and
2. Any other academic requirement that the applicant would satisfy under the policy.

Except as otherwise provided above, an institution of higher education shall grant at least 24 semester credit hours (SCH) or equivalent course credit in appropriate subject areas to an entering freshman student for successful completion of the IB Diploma Program. The institution may grant fewer than 24 SCH if the student received a score of less than four on an examination administered as part of the diploma program. The institution may grant fewer credit hours only with respect to courses that are substantially related to the subject of that examination.

Education Code 51.968(b)–(e)

**Course Credit for
Military Training**

An institution of higher education, including a college district, shall consider, in determining whether to award course credit toward a degree or certificate offered by the institution for the student's completion of certain military training:

1. Any official military record presented to the institution by the student that describes the substance of the training completed by the student and verifies the student's successful completion of that training; and
2. Whether the substance of that training satisfies the purpose of the course for which the student seeks credit as described in the institution's course catalog.

This section applies to a student who is admitted to the institution, including a student who has been readmitted to the institution under Education Code 51.9242. [See FBA(LEGAL)]

Education Code 51.3041

**Course Credit for
Military Service**

An institution of higher education, including a college district, shall award to an undergraduate student who is admitted to the institution, including a student who is readmitted under Education Code 51.9242, course credit for all physical education courses required by the institution for an undergraduate degree and for additional semester credit hours, not to exceed 12, that may be applied to satisfy any elective course requirements for the student's degree program for courses outside the student's major or minor if the student graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the U.S. Department of Defense and is an honorably discharged former member of the Armed Forces of the United States who completed at least two years of service in the Armed Forces or was discharged because of a disability.

This section does not prohibit an institution of higher education from awarding additional course credit for a student's military service as the institution considers appropriate.

An institution of higher education may adopt rules requiring reasonable proof from a student of the fact and duration of the student's military service and of the student's military discharge status.

Education Code 51.3042

Transfer of Credit

In its course catalogs and on its website, each institution of higher education, including each college district, shall publish guidelines addressing the practices of the institution regarding the transfer of course credit. In the guidelines, the institution must identify a course by using the common course numbering system approved by the Coordinating Board. *Education Code 61.830*

Administrative Code Title 19, Chapter 4, Subchapter B applies specifically to academic courses and degree programs and does not apply to technical courses or technical degree programs. *19 TAC 4.24(d), .25(c)*

**Transfer of Lower-
Division Course
Credit**

All successfully completed lower-division academic courses that are identified by the Texas Common Course Numbering System (TCCNS) and published in the Lower-Division Academic Course Guide Manual (ACGM) shall be fully transferable among public institutions and shall be substituted for the equivalent course at the receiving institution. Except in the case of courses belonging to a Coordinating Board-approved field of study curriculum (FOSC), applicability of transferred courses to requirements for specific degree programs is determined by the receiving institution. All institutions of higher education must accept transfer of credit for successfully completed courses identified in 19 Administrative Code 4.25(a) and (b) [see EFAA] as applicable to an associate or baccalaureate de-

gree in the same manner as credit awarded to non-transfer students in that degree program. 19 TAC 4.24(a), .25(c)

Each institution of higher education shall identify in its undergraduate catalog each lower-division course that is substantially equivalent to an academic course listed in the current edition of the ACGM. 19 TAC 4.25(a)

Each institution must accept the same number of lower-division semester credit hours from transfer students as required for non-transfer students in the same baccalaureate program; however:

1. An institution is not required to accept in transfer more semester credit hours in the major area of a degree program than the number set out in any applicable Coordinating Board-approved field of study curriculum for that program.
2. In any degree program for which there is no Coordinating Board-approved field of study curriculum, an institution is not required to accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows its non-transfer students in that major.
3. An institution of higher education is not required to transfer credit in courses in which the student earned a "D" in the student's field of study curriculum courses, core curriculum courses, or major.

An institution of higher education is not required to accept in transfer, or apply toward a degree program, more than sixty-six (66) semester credit hours of lower-division academic credit. Institutions of higher education, however, may choose to accept additional semester credit hours.

19 TAC 4.25(d)–(f)

Noncompliance

If it is determined by the Coordinating Board that an institution inappropriately or unnecessarily required a student to retake a course that is substantially equivalent to a course already taken at another institution, in violation of the provisions of 19 Administrative Code 4.25, formula funding for credit hours in the repeated course will be deducted from the institution's appropriation. 19 TAC 4.26

Notice of Limits

Two-year public colleges shall notify students who intend to transfer to baccalaureate degree programs of possible limitations on lower-division coursework that may be applied toward a baccalaureate degree program at a general academic teaching institution. Notification to students must occur no later than the semester or

term during which students are expected to accumulate the 39th semester credit hour of academic coursework.

The notification shall include 19 Administrative Code 4.25(f) and may include additional transfer information that will help students make informed decisions about coursework.

Colleges may notify students either through the mail or through electronic means targeted directly at affected students such as electronic mail, pop-up notices on an electronic registration or advising page, or information included in the students' grade reports. Listing the information on lower-division transfer limits in the institution's catalog, while strongly recommended, is not sufficient to satisfy the requirements of this section.

19 TAC 9.77

Transfer of Core Curriculum
Completed Core Curriculum

If a student successfully completes the core curriculum at a Texas public institution of higher education, that block of courses must be substituted in transfer to any other Texas public institution of higher education for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution. *Education Code 61.822(c); 19 TAC 4.28(c)*

Core Curriculum Not Completed

Except as specified in 19 Administrative Code 4.28(f), a student who transfers from one institution of higher education to another without completing the core curriculum of the sending institution must receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the core curriculum of the sending institution. Following receipt of credit for these courses, the student may be required to satisfy the remaining course requirements in the core curriculum of the receiving institution. *Education Code 61.822(d); 19 TAC 4.28(e)*

Foundation Component Areas

Each student must meet the number of SCH in each foundational component area; however, an institution receiving a student in transfer is not required to apply to the fulfillment of a foundational component area requirement SCH beyond the number of SCH specified in a foundational component area. *19 TAC 4.28(f)*

Transfers from Out-of-State

For students who transfer to a public institution from a college or university that is not a Texas public institution of higher education, courses the student completed prior to admission should be evaluated to determine whether they apply to one of the institution's core curriculum component areas. Only those courses the institution has accepted for transfer that can demonstrate fulfillment of the foundational component area content descriptions, core objectives,

and SCH required for the appropriate foundational component area or areas should be applied to the institution's core curriculum. 19 TAC 4.28(j)

Transfer of Field of
Study Curriculum

If a student transfers from one institution of higher education to another without completing the field of study curriculum, the receiving institution must grant academic credit in the field of study curriculum for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. After granting the student credit for these courses, the institution may require the student to complete additional requirements in the receiving institution's program, as long as those requirements do not duplicate course content the student previously completed through the field of study curriculum. *Education Code 61.823(c); 19 TAC 4.32(d)*

Transfer Dispute
Resolution

If an institution of higher education proposes to deny the application toward the institution's core curriculum or a field of study curriculum developed by the Coordinating Board under Education Code Section 61.823 of course credit earned by a student at another institution of higher education in the other institution's core curriculum or in a field of study curriculum, the receiving institution must:

1. Give written notice to the student and to the sending institution of that institution's intent to deny the application of the course credit to the institution's core curriculum or field of study curriculum and the reasons for the proposed denial. The receiving institution must attach the procedures for resolution of transfer disputes for lower-division courses as outlined in this section to the notice. The notice and procedure must include clear instructions for appealing the decision to the commissioner and the name and contact information for the designated official at the receiving institution who is authorized to resolve the credit transfer dispute. A student who receives notice as specified above may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
2. Attempt to resolve the application of the course credit to the institution's core curriculum or field of study curriculum with the other institution and the student in accordance with this section.
3. Resolve the dispute not later than the 45th day after the date on which the student enrolls in that institution.
4. If the dispute is not resolved to the satisfaction of the student or the sending institution, notify the commissioner in writing of

its denial to apply the course credit to the institution's core curriculum or field of study curriculum and the reasons for the denial.

Not later than the 20th business day after the date the commissioner receives notice of a dispute concerning the application of course credit to an institution of higher education's core curriculum or field of study curriculum under item 4, the commissioner or the commissioner's designee shall make the final determination about the dispute and give written notice of the determination to the student and institutions. If the commissioner or the commissioner's designee determines that the institution may not deny the application of course credit to the institution's core curriculum or field of study curriculum, the institution shall apply that course credit toward the institution's core curriculum or field of study curriculum, as applicable. A determination by the commissioner or the commissioner's designee is final and may not be appealed.

The Coordinating Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the commissioner or the commissioner's designee and post on the Coordinating Board's website a list of each case that is considered by the commissioner of higher education or the commissioner's designee under this section, including the disposition of the case.

If a receiving institution has cause to believe that a course being presented by a student for transfer from another institution is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the commissioner who may investigate the course. If its quality is found to be unacceptable, the Coordinating Board may discontinue funding for the course.

Each institution of higher education shall publish in its course catalogs the procedures specified in this section.

Education Code 61.826; 19 TAC 4.27

**Transfer
Agreements**

The governing board of each general academic teaching institution and each public junior college within a 100-mile radius of that institution shall adopt a policy to enhance the transfer of students based on the recommendations of the permanent advisory committee established under Education Code 51.3521. [See GI] *Education Code 51.352(f)*

Nondiscrimination

Nothing in 19 Administrative Code Chapter 4, Subchapter B restricts the authority of an institution of higher education to adopt its

own grading policies so long as it treats transfer students and native students in the same manner.

Institutional policies regarding acceptance of credit for correspondence courses, credit-by-examination, and other credit-earning instruments must be consistent with the Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) guidelines and must treat transfer students and native students in the same manner.

19 TAC 4.24(b)-(c)

**Withdrawal for
Military Service**

If a student withdraws from an institution of higher education, including a college district, because the student is called to active military service, the institution, at the student's option, shall:

1. Grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
2. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

Education Code 54.006(f)

**ROTC Courses
Counted for
Enrollment Status**

To the extent it will not adversely affect the accreditation status of an institution of higher education with the appropriate accrediting agency, the governing board of the institution, including a college district, shall count courses in which a student enrolls for the purposes of a Reserve Officers' Training Corp (ROTC) program, including courses for which the student does not receive course credit toward the student's degree, in determining whether the student is enrolled as a full-time student. *Education Code 51.9112(c)*

Appendix J - EGA Local

College of the Mainland
084503

ACADEMIC ACHIEVEMENT
GRADING AND CREDIT

EGA
(LOCAL)

The College President shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. [For class rank calculations and honors determinations, see EGB]

DATE ISSUED: 4/27/2018
UPDATE 34
EGA(LOCAL)-X

ADOPTED:

1 of 1

Appendix K - Faculty Roster

Faculty Roster Form

Qualifications of Full-Time and Part-Time Faculty

Name of Institution: College of the Mainland

Name of Primary Department, Academic Program, or Discipline: Instrumentation and Electrical Program

Academic Term(s) Included: Fall 2025-Fall 2026

Date Form Completed: 11.07.24

	2	3	4
NAME (F, P)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses <i>to be taught</i> , not historical teaching assignments	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
Full-time Faculty To be hired 1	Fall 2025 CETT 1302 Electricity Principles INCR 1302 Physics of Instrumentation INTC 1322 Analog Control I Spring 2026 INTC 1353 Analog Control II INTC 2310 Principles of Industrial Measurement II INTC 1355 Unit Operations INTC 1315 Final Control Elements Fall 2026 ELPT 2319 Programmable Logic Controller I INTC 2330 Instrumentations Systems Troubleshooting or INTC 2388 Internships Instrumentation Technology/Technician INTC 2359 Distributed Control Systems INTC 1350 Digital Measurements and Controls		
Adjunct Faculty (P) To be hired 2			



Appendix L - COM Board Policy Faculty Load

Local Policy DJ – Assignment, Workload, and Schedules

In addition to the time spent in the classroom or laboratory, a faculty member's total commitment to the College District shall also include preparation for class meetings, laboratory sessions, online course management, student consultation, committee responsibilities, advisement, professional development, and service to the community.

The standard teaching load for a full-time faculty member is 15 credit hours per semester or 18 contact hours per week per semester. The traditional configuration is five courses, each having a value of three contact hours per week and three credit hours per semester, but the number of courses and the credit and contact hours per course may vary. Equivalency for each discipline shall be determined by the chief academic officer as appropriate to the program areas in which a faculty member works. Full-time faculty members may teach noncredit courses and may participate in special assignments as part of their workloads with the approval of the chief academic officer.

Faculty members shall schedule office hours at times most convenient for students, as approved by the department chairperson. Upon approval by the department chairperson, each faculty member shall post his or her office hours at the beginning of each semester. Faculty members shall not schedule office hours during the College District's college hour.

The minimum number of office hours per week shall be seven and one-half hours per week during the fall and spring semesters and three hours per week during any summer session. Full-time faculty members teaching online courses may provide one virtual office hour per week for each online section taught to fulfill the above requirements.

Department chairs are responsible for reviewing and monitoring courses to ensure compliance with this policy.

A faculty member taking a leave of absence shall work with his or her department chairperson to find a qualified substitute. The substitute shall be compensated by the College District in accordance with current policies and administrative regulations. Overload assignments shall be no more than a one-course equivalency. A faculty member may teach one-course overload as approved by the department chairperson. A two-course overload may be permitted on an emergency basis and upon approval of the chief academic officer. When compelling student need is demonstrated, the chief academic officer may approve a faculty member to teach an overload with fewer than ten students enrolled.

A faculty member who teaches the overload may be compensated pro rata with the approval of the chief academic officer. Full-time faculty not on contract during the summer semesters may teach a class with fewer than ten students on a pro rata basis with the approval of the chief academic officer.

All requests for release time or compensation shall be approved by the chief academic officer and the College President.

Appendix M - Library Guide

COM Library

Articles & Media

Books & eBooks

About COM Library

Guides

Instrumentation & Electrical Technology

The best books, eBooks, articles and open access resources for instrumentation and electrical technology.

Introduction

[Instrumentation & Electrical Technology](#)

[Need Help? Questions Welcome!](#)

[Industry Guides](#)

Books & eBooks

Articles

Media

Open Access

Home Access

It's true, you can access most COM Library resources at home! COM Library's catalog, and the thousands of eBooks and articles in our databases can all be accessed off campus. Just login with your COM account for off campus access.



[More on Home Access](#)



Instrumentation & Electrical Technology

Need Help? Questions Welcome!

At COM Library questions are welcome! Ask us a question, chat with us, book a librarian, help yourself with our Knowledge base, or send us comments. We're here to help!

[Ask Us!](#)



Industry Guides

- [Instrumentation & Electrical Technology](#) or
- [Occupational Safety & Health](#) or
- [Welding](#) or





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 7, 2025
Subject: 2025-2026 Plan Year Insurance Renewals

AGENDA ITEM DESCRIPTION:

Consideration of and possible approval of the 2025-2026 Plan Year Police Professional, Flood, Auto, Professional, General, Employee Benefit, and Cyber/Privacy Insurance Renewals.

PURPOSE

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

FUNDING SOURCE:

2024-2025 Budget

PROPOSED MOTION:

Suggested motion: “I move the Board of Trustees approve the 2025-2026 Police Professional, Flood, Auto, Professional, General, Employee Benefit and Cyber/Privacy Insurance Renewals as stated in the 2025-2026 Proposal Analysis for an amount not to exceed \$195,000.00 to be paid from FY24-25 operating budget.”

BACKGROUND

In February of 2020, the Board approved a contract award to Texas First Insurance and TASB based on results of a Request for Proposal for property and liability insurance. Previously, the College's appointed Risk Manager coordinated with the College's insurance consultant, RWL Group, to obtain, prepare and submit a schedule of annual liability insurance renewals for all appropriate areas of liability. Based on that experience, the recommended coverage from Texas First Insurance and TASB is indicated on the attached proposal analyses for the 25-26 renewal period.

ATTACHMENTS

1. 2025-2026 Proposal Analysis for Renewal
2. 2025-2026 Texas First Insurance Police Professional Liability Documents
3. 2025-2026 TASB Auto, Professional, General, Employee Benefit, and Cyber/Privacy Documents

COLLEGE OF THE MAINLAND
 PROPOSAL ANALYSIS: INSURANCE PLAN YEAR 2025-2026
 POLICE PROFESSIONAL, FLOOD, AUTO, PROFESSIONAL, GENERAL, EMPLOYEE BENEFITS, CYBER/PRIVACY

TEXAS FIRST INSURANCE (TFI)											
EXPIRING					RENEWING						
Insurer	Line	Limits	Deductibles	Premiums	Insurer	Line	Limits	Deductibles	Premiums		
Indian Harbor Insurance	Law Enforcement	\$2M/Claim	\$5K/Claim	13,728	Indian Harbor Insurance	Law Enforcement	\$2M/Claim	\$5K/Claim	13,312		
Various Insurers	NFIP	Various	Various	70,000	Various	NFIP	Various	Various	75,000		
				TFI Total:	83,728					TFI Total:	88,312

TEXAS ASSOCIATION OF SCHOOL BOARDS (TASB)											
EXPIRING					RENEWING						
Insurer	Line	Limits	Deductibles	Premiums	Insurer	Line	Limits	Deductibles	Premiums		
TASB	Auto Liability	\$1M	\$1K	8,774	TASB	Auto Liability	\$1M	\$1K	14,810		
TASB	Auto Physical Damage	ACV	\$1K	6,252	TASB	Auto Physical Damage	ACV	\$1K	4,200		
TASB	Professional	\$1M	\$100K	63,520	TASB	Professional	\$1M	\$100K	71,440		
TASB	General	\$1M	\$0	included in PL	TASB	General	\$1M	\$0	included in PL		
TASB	Employee Benefits	\$100K	\$0	included in PL	TASB	Employee Benefits	\$100K	\$0	included in PL		
TASB	Cyber/Privacy Info	\$250K	\$0	12,500	TASB	Cyber/Privacy Info	\$500K	\$0	12,500		
				TASB Total:	91,046					TASB Total:	102,950

Total of TFI and TASB: 174,774

Total of TFI and TASB: 191,262

College of the Mainland

Presented By:

Craig Watt, CIC

December 12, 2024



Texas City Location:

7900 Emmett F. Lowry Expressway
Texas City, Texas 77591

Houston Location:

11757 Katy Frwy., Ste. 100
Houston TX 77079

Conroe Location:

1965 S Loop 336 W
Conroe, TX 77304

(409) 934-8000 | (800) 561-5211

www.texasfirst.insurance

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

**Craig Watt, CIC
Executive Producer
409-934-8018
craig.watt@texasfirst.insurance**

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**Jerry Blystone, CIC
President
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jerry.blystone@texasfirst.insurance**

Service Considerations

About Texas First Insurance

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

Risk Management

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

Human Resource Services

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

Employee Benefits

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

Surety Bonding

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

Claims Management

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

24/7 Internet Access

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

Professional Liability

TEXAS FIRST INSURANCE

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

Re: College of the Mainland Campus Police Department, Ref# 13290724-A
Proposed Effective 2/28/2025 to 2/28/2026

Dear : JD

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

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

Premium:	\$12,446.00
Policy Fee	\$245.00
Surplus Lines Tax	\$615.51
Stamping Office Fee	\$5.08

<i>Option to Elect Terrorism Coverage</i>
TRIPRA Premium: NOT APPLICABLE
Additional Taxes:
Total Including TRIA(if elected) \$13,311.59

Grand Total: \$13,311.59

MEP: 25%

Broker Fees & Policy Fees are Fully Earned at Binding

NOTE: If insured is located outside your resident state, you must hold appropriate non-resident license prior to binding.



**Professional
Governmental
Underwriters, LLC**

The Authority.

25+ YEARS⁵
of excellence
EST. 1993

Police Professional Liability

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

Application #: PPL0952533-06-REN

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

QUOTATION

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

Form: Occurrence

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

Filings / Taxes: PGU Not Responsible For Tax Filings

Quotation / Indication valid until: 2/28/2025

If we are offering coverage on a surplus lines basis, the agent is responsible for handling of filings unless we note otherwise on this quotation. If we have provided terms using bid specifications or an application other than ours, the quote is subject to change pending review of a completed and signed PGU application.

Police Professional Liability

Proposed Insured: College of the Mainland Campus Police Department

Terms	Limits	Retention each claim including LAE	Premium
Maximum Limit of Liability, Each Occurrence	\$1,000,000	\$5,000	\$9,219.00
Maximum Aggregate Limit of Liability	\$1,000,000		
Features/Enhancements			
Punitive Damages		See Retentions Above	Included
Optional Increased Limits			Additional Premium
	2,000,000 CSL		\$3,227.00
	3,000,000 CSL		N/A
	4,000,000 CSL		N/A
	5,000,000 CSL		N/A
Premium, Fees and Taxes			
	Total Premium:		\$12,446.00
	Engineering Fee :		\$245.00
	Total Cost:		\$12,691.00
Comments:			

Proposed Insured: College of the Mainland Campus Police Department

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

Reminders:

A written request is required to bind coverage.

Backdating of coverage is not allowed.

See attached Coverage Features attachment for additional information.

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

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

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

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

We will not cancel flat after inception date.

Engineering Fee is non-refundable.

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

PN CW 01 01 22	Notice to Policyholders - Fraud Notice
PN CW 02 01 19	Notice to Policyholders - Privacy Policy
PN CW 05 05 19	Notice to Policyholders - U.S. Treasury Department's Office of Foreign Assets Control ("OFAC")
PN TX 01b 08 24	Notice to Policyholders - Texas Complaint Notice
PGU PPL OCC 2000 08 19	Police Professional Liability Declarations Page - Occurrence
IL MP 9104 0124 IHIC 01 24	In Witness
PGU 2002 04 17	Schedule of Policy Forms and Endorsements
PGU PPL OCC 2001 04 17	Police Professional Liability Occurrence Policy
PGU PPL OCC 1051 04 17	Minimum Earned Premium
PGU PPL OCC 1083 04 17	Punitive Damages - Full Coverage Most Favorable Venue
PGU 1133 01 22	US Professional Indemnity - Cyber Exclusion
XL-TXSOP 11 10	Service of Process

Important

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

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

For example:

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

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

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

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

Coverage Checklist

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

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

*RCV (Replacement Cost Coverage)

Disclosure Statement

Coverage

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

Service Fees and Reimbursements

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

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

Premium Comparison

Policies	Current	Proposed
Professional Liability	\$ 13,728.01	\$ 13,311.59



December 20, 2024

Trudy Trochesset

College of the Mainland

Dear Trudy Trochesset,

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

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

Fund programs and coverages continue to support the risks shared by Fund members but also reflect the challenging environments that Fund members face today.

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

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

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

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

Sincerely,
Rosa Brown
Senior Risk Management Consultant
Division of Risk Management Marketing & Strategic Partnerships
Texas Association of School Boards, Inc.

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

CC:

Notification of Coverage Changes and Clarifications Effective July 1, 2024

As a part of the annual coverage review, the TASB Risk Management Fund (Fund) implemented the following coverage changes and clarifications *for all renewals taking effect on or after July 1, 2024*. This document is a summary of changes and clarifications only; please carefully review the full text of all Fund Coverage Agreements and any applicable Contribution and Coverage Summary (CCS).

Automobile Liability & Physical Damage Coverage Agreement

- Under Part D, § 17.2 **Excess Coverage**, clarify that the Fund Member's auto coverage is primary, not pro rata, when a **Covered Person** is driving a Fund Member's vehicle.

School Liability Coverage Agreement

- Under Part B, § 5.8 **Joint Ventures**, clarify that Joint Ventures include support for an in-district or 1882 charter school; however, there is no coverage for the charter school operator itself or its board members or employees. Clarify that all **Covered Persons** are covered, not just the Fund Member.
- Under Part F, § 16.1 **PLL related acts**, clarify that acts related to the original Wrongful Act are subject to one **Claim's** limit of liability.
- Under Part F, § 17.5 **Maximum annual aggregate limit**, clarify that the maximum aggregate limit applies to purchased *and* automatic extended reporting periods.

Property Coverage Agreement

- Weather Perils and Named/Numbered Windstorm deductibles will be based on a percentage (as shown on the CCS) of the total value of a Loss-affected structure, including contents, as listed on the Statement of Values schedule provided to Fund Members with the coverage proposal, or an Occurrence minimum deductible (also shown on the CCS), whichever is higher. If the Weather Perils or Named/Numbered Windstorm deductible does not exceed the minimum Occurrence deductible, the Occurrence deductible will apply for all Loss, including Loss-affected Covered Property not listed on the Statement of Values.
- Expanded coverage for single-ply membrane roofing systems rated for Very Severe Hail by FM Global or UL Solution's equivalent rating to the full Weather Perils limit and deductible. The sublimit for single-ply roofing systems not rated for very severe hail remains in place.
- Under Part C, added § 6.6, indicating the Fund will limit payment for heating, ventilation, and air conditioning (HVAC) units based on actual cash value (ACV) only. Additionally, HVAC units **installed after March 1, 2025**, are excluded for the peril of hail unless commercial hail protection/coil guards are installed.
- Revise the Property Coverage Agreement, the Named/Numbered Windstorm Endorsement, and the CCS language to reflect how coverage and specified limits extend to the Fund Member's Covered Property for the Named/Numbered Windstorm peril based on the county's location (e.g., Tier I, Tier II, Harris, or all other Texas counties).

- Revise the Property Coverage Agreement and the Flood Endorsement to clarify that Flood coverage is excluded in designated flood zones unless coverage is otherwise extended under the Named/Numbered Windstorm Endorsement, and updated language to describe flooding uniformly throughout the Coverage Agreement.
- Under Part C, § 6.4 **Aesthetic Impairment**, eliminate the option to pay up to \$100,000 per **Occurrence** for appearance harm only to **Covered Property** while maintaining the coverage provision allowing reimbursement for 50% of the cost, up to \$1 million, to replace Aesthetically Impaired metal roofs.
- Limit coverage to the amount reported on the Statement of Values for Covered Property that has a recognized national or state historic designation. This limitation includes, but is not limited to, Covered Property listed on the National Register of Historic Places or Recorded Texas Historic Landmarks.
- Add a provision that specifically indicates prior loss is excluded.
- Add a provision that temporary repairs will be reimbursed to the Fund Member up to 10% of the Loss, including (if applicable) outside any sublimit. Additionally, under Part C, § 7.5, clarify that “Extra Expense” does not include temporary repairs after a **Loss**.
- Clarify that wildfire and accidental smoke damage, unrelated to agricultural or industrial origins, is covered and not considered **Pollution**.
- Under Part C, § 7.1 **Debris removal**, clarify that such removal is outside any sublimit.
- Under Part E, § 12.4 **Vendor Panel**, revise to remove the panel-related language and clarify that the Fund Member must use any Fund-preferred vendor when requested by the Fund.
- Under Part G, § 18, **New Construction**, move to Part F as a condition of coverage. This provision requires the Fund Member to report any new construction or renovation to the Fund before coverage extends.

Privacy & Information Security Coverage Agreement

- Under Part C, § 4.29 (A) **Fraudulent Instruction**, clarify and reinforce that the Fund Member must verify the authenticity *and* validate the payment request. Additionally, clarify that the validation may not rely on contact information in the communication or source of the inquiry regarding a change of banking or payment information.

Violent Act Coverage

- No changes.



College of the Mainland

Contribution & Coverage Summary (CCS) Participation Period: 3/1/2025 through 2/28/2026

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

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

Coverage	Limit	Deductible	Contribution
Automobile Liability	\$1M Combined Single Limit	\$1,000	\$14,810
Automobile Physical Damage	Actual Cash Value	See Automobile Coverage Summary	\$4,200
School Liability including Professional Legal, General, and Employee Benefits Liability	See School Liability Coverage Summary	See School Liability Coverage Summary	\$71,440
Privacy & Information Security	\$500,000	\$0	\$12,500
Total Contribution			\$102,950

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



College of the Mainland

Automobile Coverage Summary Participation Period: 3/1/2025 through 2/28/2026 Total Automobile Contribution: \$19,010

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

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

Automobile Terms & Conditions

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

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

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



College of the Mainland

School Liability Coverage Summary Participation Period: 3/1/2025 through 2/28/2026 Total School Liability Contribution: \$71,440

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

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

School Liability Coverage Provisions

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

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



College of the Mainland

Privacy & Information Security Coverage Summary Participation Period: 3/1/2025 through 2/28/2026 Total Privacy & Information Security Contribution: \$12,500

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

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

Privacy & Information Security Conditions

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



Program Coordinators

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

Current Program Coordinators

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

Program Coordinator Updates

Program	Name	Title	E-mail

If accepting this proposal electronically, you may scan and email this page to tasbrmf@tasbrmf.org to provide Program Coordinator updates.



Contribution & Coverage Summary General Provisions

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

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

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

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

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

Fund Member Authorization:

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

Authorized Signature

Date

Printed Name

Title

December 2024

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$24.0
Less pending I&S liability:	10.2
Property tax - January 2, 2025	11.7
	<hr/>
Net unrestricted cash:	\$25.5
Minimum required cash :	8.2
	<hr/>
Excess cash above minimum:	\$17.3

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$45.0

Actual: \$ 8.4

(19% earned at 33% of year)

Expense

Budget: \$45.0

Actual: \$14.2

(32% Spent at 33% of year)



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 17, 2025
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the November 2024 and December 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 November 2024 and December 2024 Investment Report and the November 2024 and December 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. November 2024 Investment Discussion & Report
2. November 2024 Revenue & Expense Summary
3. November 2024 Expense by Division Report
4. December 2024 Investment Discussion & Report
5. December 2024 Revenue & Expense Summary
6. December 2024 Expense by Division Report



INVESTMENT REPORT
For the Month Ended November 2024

Investment discussion:

College of the Mainland earned \$140,937 for the month of November on its short-term investments in TexPool & Logic for a total of \$469,931 investment interest earned fiscal year to date. The College earned an additional \$1 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$469,932 interest for the fiscal year to date period ending November TexPool - \$268,941, Logic - \$200,990 and TFB - \$1.

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', positioned above a horizontal line.

David Wesse
Vice President of Fiscal Affairs
College of the Mainland

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

Trudy Trochesset
Controller
College of the Mainland



TexPool Investments for November 2024

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 21,385,332	\$ -	\$ -	83,143	21,468,475	21,390,875	4.664%
Moody	41	29,685	-	-	115	29,801	29,693	4.666%
Totals		\$ 21,415,017	\$ -	\$ -	\$ 83,259	\$ 21,498,276	\$ 21,420,568	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of November 2024

Logic (Hilltop Securities) Investments for November 2024

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2020	45	\$ 1,956,614	\$ -	\$ 188	7,767	1,964,193	1,956,557	1.000%
COM Pre Bond 2023	46	\$ 13,114,420	\$ -	\$ 1,143,103	49,911	12,021,228	12,021,228	1.000%
Totals		\$ 15,071,033	\$ -	\$ 1,143,290	\$ 57,678	\$ 13,985,421	\$ 13,977,785	
Totals		\$ 36,486,050	\$ -	\$ 1,143,290	\$ 140,936	\$ 35,483,697	\$ 35,398,353	



November 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2024-25 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	(5,609,297)	(6,212,056)	(602,759)	90%	(4,543,383)	(1,065,914)
Tuition-non-credit	(279,429)	(455,044)	(175,615)	61%	(215,754)	(63,675)
Exemptions and waivers	107,828	1,454,802	1,346,974	7%	1,208,270	(1,100,442)
Registration fees	(125,943)	(2,308,635)	(2,182,692)	5%	(2,026,858)	1,900,915
Other fees	278,217	(197,847)	(476,063)	-141%	(103,172)	381,389
Grant revenue	(24,885)	(145,552)	(120,667)	17%	(12,334)	(12,550)
Sales and service revenue	(12,551)	(55,066)	(42,514)	23%	(10,615)	(1,937)
Miscellaneous revenue	(179,879)	(528,567)	(348,689)	34%	(122,955)	(56,924)
TPEG transfer in/out	0	0	0	0%	0	0
<u>Totals for Operating revenue</u>	<u>(5,845,939)</u>	<u>(8,447,965)</u>	<u>(2,602,025)</u>	<u>69%</u>	<u>(5,826,802)</u>	<u>(19,138)</u>
Non-operating revenue						
State appropriation-Academic	(3,680,619)	(7,738,496)	(4,057,877)	48%	(3,869,248)	188,629
Property tax revenue	(1,586,584)	(26,525,693)	(24,939,109)	6%	(1,392,952)	(193,632)
Interest revenue	(268,578)	(1,404,824)	(1,136,246)	19%	(178,776)	(89,802)
FTZ reimbursement	0	(883,022)	(883,022)	0%	0	0
Renew & replace transfer out	0	0	0	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(5,535,781)</u>	<u>(36,552,035)</u>	<u>(31,016,254)</u>	<u>15%</u>	<u>(5,440,976)</u>	<u>(94,805)</u>
<u>Total Revenue</u>	<u>(11,381,721)</u>	<u>(45,000,000)</u>	<u>(33,618,279)</u>	<u>25%</u>	<u>(11,267,778)</u>	<u>(113,943)</u>



November 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Faculty full-time	1,973,604	8,558,126	6,584,522	23%	1,926,905	46,699
Admin full-time	517,212	2,123,029	1,605,817	24%	443,230	73,981
Professional full-time	2,065,278	9,153,285	7,088,007	23%	2,027,569	37,710
Classified full-time	1,092,982	4,353,439	3,260,458	25%	1,024,559	68,423
Part-time	869,136	3,670,557	2,801,422	24%	687,735	181,400
Salary increase	0	1,176,795	1,176,795	0%	0	0
Vacancy savings	0	(1,808,239)	(1,808,239)	0%	0	0
<u>Totals for Salary and wages</u>	<u>6,518,212</u>	<u>27,226,994</u>	<u>20,708,782</u>	<u>24%</u>	<u>6,109,998</u>	<u>408,214</u>
Benefits						
Benefits	1,247,421	4,467,658	3,220,236	28%	1,106,859	140,562
<u>Totals for Benefits</u>	<u>1,247,421</u>	<u>4,467,658</u>	<u>3,220,236</u>	<u>28%</u>	<u>1,106,859</u>	<u>140,562</u>
Operating expenses						
Contract services	1,486,932	4,425,120	2,938,188	34%	1,479,433	7,499
Legal	1,260	4,050	2,790	31%	0	1,260
Operations	194,689	973,142	778,453	20%	75,625	119,064
Utilities and Rent	699,348	2,888,390	2,189,042	24%	598,434	100,913
Postage, printing, and supplies	335,337	1,451,441	1,116,104	23%	266,949	68,388
Bank fees	26,133	90,100	63,967	29%	73,423	(47,290)
Capital outlay & leases	19,475	156,643	137,168	12%	10,699	8,776
Insurance	24,765	2,850,837	2,826,072	1%	30,480	(5,715)
Public rel, marketing and advert	64,563	232,481	167,918	28%	30,084	34,479
Misc.	267,052	542,794	275,742	49%	225,450	41,602
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>3,119,553</u>	<u>13,305,349</u>	<u>10,185,795</u>	<u>23%</u>	<u>2,790,577</u>	<u>328,976</u>



November 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>10,885,186</u>	<u>45,000,000</u>	<u>34,114,814</u>	<u>24%</u>	<u>10,007,434</u>	<u>877,752</u>
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November 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2024-25 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>
Benefits						
Benefits	0	0	0	0%	(745)	745
<u>Totals for Benefits</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>(745)</u>	<u>745</u>
Operating expenses						
Contract services	434,858	0	(434,858)	0%	470,156	(35,298)
Operations	0	0	0	0%	6,927	(6,927)
Utilities and Rent	0	0	0	0%	1,150	(1,150)
Postage, printing, and supplies	24,388	0	(24,388)	0%	41,576	(17,188)
Capital outlay & leases	122,600	0	(122,600)	0%	19,700	102,900
Public rel, marketing and advert	30,287	0	(30,287)	0%	1,863	28,424
Misc.	250	0	(250)	0%	3,675	(3,425)
<u>Totals for Operating expenses</u>	<u>612,382</u>	<u>0</u>	<u>(612,382)</u>	<u>0%</u>	<u>545,046</u>	<u>67,336</u>
<u>Total Fund Bal</u>	<u>612,382</u>	<u>0</u>	<u>(612,382)</u>	<u>0%</u>	<u>544,302</u>	<u>68,081</u>



November 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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	2,250	19,700	17,450	11%	21	2,229
Campus Police	192,567	823,276	630,709	23%	181,214	11,353
EVP-Academic & Student	107,380	903,229	795,849	12%	0	107,380
Gen Institution	144,380	402,034	257,654	36%	157,349	(12,969)
Human Resources	26	0	(26)	0%	0	26
Information Technology Serv	1,067,349	2,453,318	1,385,969	44%	1,049,008	18,341
Internal Audit	23,669	150,000	126,331	16%	15,715	7,954
OPEAR	122,859	482,092	359,233	25%	96,270	26,589
Presidents Office	161,609	648,573	486,964	25%	199,667	(38,059)
Self Study SACS	10,581	12,137	1,556	87%	500	10,081
Staff Attorney	91,039	320,915	229,877	28%	77,692	13,346
<u>Totals for President</u>	<u>1,923,707</u>	<u>6,215,273</u>	<u>4,291,567</u>	<u>31%</u>	<u>1,777,436</u>	<u>146,271</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	35,438	127,197	91,759	28%	28,916	6,522
Custodial Services	309,577	1,488,729	1,179,152	21%	369,480	(59,903)
Facilities	742,528	5,335,819	4,593,291	14%	561,712	180,816
Financial Services	204,805	767,650	562,846	27%	240,469	(35,665)
Grounds	81,333	527,302	445,969	15%	118,290	(36,958)
Human Resources	196,456	784,259	587,802	25%	160,459	35,997
Purchasing	92,873	326,605	233,731	28%	88,968	3,906
Records Mgmt	1,341	20,952	19,611	6%	3,265	(1,924)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,808,239)	(1,808,239)	0%	0	0
Staff Benefits	330,146	4,727,177	4,397,031	7%	239,383	90,763



November 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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>
Tax Admin	110,201	440,000	329,799	25%	0	110,201
Utilities	212,679	1,180,000	967,321	18%	296,225	(83,547)
Vehicle Operations	25,685	108,035	82,350	24%	27,324	(1,639)
VP College & Fin Svcs	74,407	275,845	201,439	27%	63,660	10,747
<u>Totals for VP Fiscal Affairs</u>	<u>2,417,468</u>	<u>13,991,683</u>	<u>11,574,215</u>	<u>17%</u>	<u>2,198,151</u>	<u>219,317</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	24,130	107,401	83,271	22%	25,084	(954)
Marketing and Communications	276,216	1,088,587	812,372	25%	199,624	76,591
VP Institutional Advancement	145,740	581,274	435,534	25%	171,556	(25,816)
<u>Totals for VP Institutional Advancement</u>	<u>446,086</u>	<u>1,777,263</u>	<u>1,331,176</u>	<u>25%</u>	<u>396,264</u>	<u>49,822</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	295,823	861,608	565,784	34%	256,116	39,708
Academic Planning	0	113,573	113,573	0%	46,867	(46,867)
Accting-Credit	27,589	64,893	37,304	43%	25,439	2,150
Adm-C.I.D.T.	20,853	69,463	48,610	30%	20,044	809
Adm-Cont Ed	96,039	411,587	315,547	23%	120,126	(24,086)
Adm-Ind Tech	0	8,000	8,000	0%	2,128	(2,128)
Adm-Instruct	16,007	51,246	35,239	31%	263	15,744
Adm-Math	16,294	2,799	(13,495)	582%	0	16,294
Adm-Perf & Vis Arts	18,845	58,728	39,884	32%	15,797	3,048
Adm-Pub Svc Ed	38,655	115,687	77,032	33%	32,848	5,807
Adm-Science	19,497	71,311	51,814	27%	19,576	(78)
Adm-Soc Sci	20,730	71,156	50,426	29%	20,777	(47)
Adult Education	41,810	153,891	112,081	27%	52,742	(10,932)
Allied Health Admin	2,142	9,211	7,069	23%	5,034	(2,892)
Allied Health CE	58,739	180,434	121,695	33%	9,612	49,127
Art	79,336	241,521	162,185	33%	69,241	10,095



November 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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>
Art Gallery	7,005	6,172	(833)	113%	30	6,975
Biol & Nutrition	245,467	766,602	521,135	32%	213,020	32,447
C.I.S.	33,402	69,225	35,824	48%	26,842	6,559
CE-CAN Program	4,643	11,246	6,604	41%	2,953	1,690
CE-Dental	371	5,756	5,385	6%	0	371
Chemistry	53,839	148,429	94,590	36%	51,532	2,307
Child Develop	30,135	86,461	56,326	35%	26,629	3,506
Cmnty Theater	94,865	348,261	253,396	27%	89,688	5,177
Collegiate H.S.-CR	45,791	158,097	112,307	29%	43,454	2,337
Cosmetology	202,861	518,150	315,289	39%	194,880	7,982
Criminal Justice	451,523	1,578,380	1,126,857	29%	21,501	430,022
Culinary Arts	38,889	127,658	88,768	30%	21,558	17,331
Dean Cont Ed	55,595	198,736	143,141	28%	54,584	1,011
Dean Gen Ed	70,562	207,679	137,117	34%	55,922	14,640
Dean of Instruction-Workforce	46,014	209,224	163,209	22%	0	46,014
Dental Hygiene	71,987	393,784	321,797	18%	22,438	49,549
Distance Ed	132,728	402,480	269,752	33%	131,100	1,627
Drafting	0	0	0	0%	990	(990)
Dual Credit Dept	47,697	164,499	116,802	29%	47,333	365
Economics	23,646	74,451	50,805	32%	21,231	2,415
EMS-Credit	79,136	194,853	115,717	41%	67,375	11,761
Engineering	9,570	59,029	49,459	16%	5,249	4,321
Fire Tech	122,981	179,438	56,457	69%	90,295	32,686
Firearms Acad	3,201	40,150	36,949	8%	6,844	(3,643)
Foreign Lang	19,704	68,502	48,798	29%	18,779	925
Gen Bus-Credit	93,100	219,117	126,017	42%	76,743	16,358
Geology	22,931	81,111	58,180	28%	27,625	(4,694)
Government	109,606	299,813	190,207	37%	97,376	12,230



November 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2024-25</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>
Graphic Arts	45,413	74,964	29,551	61%	35,307	10,107
Health and PE Credit	42,252	133,003	90,752	32%	40,446	1,805
Health Info Mgmt	50,698	214,525	163,827	24%	60,572	(9,874)
Hist & Geog	101,010	298,137	197,127	34%	97,528	3,482
Humanities	54,627	138,477	83,849	39%	55,949	(1,321)
Instr Tech Department	74,152	251,013	176,862	30%	60,638	13,514
Instr Tech Lab Mgrs	0	0	0	0%	4,000	(4,000)
Law Enforcement	53,773	104,375	50,602	52%	38,031	15,743
Law Enforcemnt-NonCR	17,139	39,446	22,307	43%	18,263	(1,124)
LC Ctr Admin	27,658	106,824	79,165	26%	637	27,021
Library	268,284	747,842	479,558	36%	252,452	15,832
Massage Therapy	0	5,240	5,240	0%	219	(219)
Math	251,361	812,640	561,279	31%	221,967	29,394
Medical Assistant	27,292	95,191	67,900	29%	25,962	1,330
Music	45,394	251,834	206,441	18%	58,692	(13,298)
Networking	13,504	54,993	41,489	25%	27,026	(13,522)
Nursing Administration	118,792	555,990	437,198	21%	553,448	(434,656)
Nursing-AD	0	0	0	0%	132	(132)
Pharmacy Tech	26,197	86,607	60,410	30%	24,604	1,593
Philosophy	18,393	26,343	7,950	70%	14,953	3,440
Physics	28,365	79,413	51,048	36%	27,521	844
Process Tech	126,980	597,147	470,168	21%	130,206	(3,226)
Prof Develop Acad	0	0	0	0%	850	(850)
Program Development	50	0	(50)	0%	24,705	(24,655)
Psychology	110,307	322,482	212,175	34%	103,086	7,221
QEP	3,339	189	(3,150)	1770%	3,385	(47)
Radiography	64,194	190,292	126,098	34%	32,878	31,316
Safety-CR	23,193	101,327	78,133	23%	20,636	2,557



November 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2024-25</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>
Senior Adult Dept	73,096	171,838	98,742	43%	68,521	4,575
Social Science Non CR	10,702	25,901	15,198	41%	10,011	692
Sociology	23,908	68,827	44,920	35%	20,589	3,319
Speaking,Reading,Writing	156,550	573,806	417,255	27%	125,864	30,686
Theater Arts-Credit	37,105	123,574	86,470	30%	35,409	1,696
Thermal Tech-NonCR	24,199	15,351	(8,849)	158%	23,010	1,189
VP Instruction	75,916	2,847,157	2,771,241	3%	92,318	(16,402)
Welding-Cred	116,640	381,499	264,859	31%	137,967	(21,328)
<u>Totals for VP Instruction</u>	<u>4,980,090</u>	<u>18,598,658</u>	<u>13,618,568</u>	<u>27%</u>	<u>4,560,363</u>	<u>419,727</u>
<u>Summary for VP Student Services</u>						
Admissions	110,637	391,589	280,952	28%	109,159	1,478
Advise Center	177,375	697,914	520,539	25%	155,492	21,883
Career & Placement	25,677	118,477	92,800	22%	24,884	793
Dean of Student Services	73,421	270,020	196,599	27%	0	73,421
Enrollment Mgmt	13,206	40,823	27,616	32%	11,756	1,450
Facilities & Student Recreat	38,058	178,790	140,732	21%	20,681	17,377
Judicial Affairs	56,702	293,161	236,459	19%	53,355	3,347
Multicultural Department	11,527	32,500	20,973	35%	6,840	4,687
Recruitment	178,447	726,356	547,910	25%	198,968	(20,521)
Stu Financial Svcs	164,293	585,563	421,271	28%	147,850	16,443
Stu Organizations	61,388	269,408	208,019	23%	84,551	(23,163)
Student Graduation	9,698	87,700	78,002	11%	14,093	(4,394)
Svcs-Disab Students	12,761	43,411	30,651	29%	12,352	409
Testing	86,436	320,788	234,353	27%	70,921	15,515
Veteran Affairs	53,884	177,630	123,746	30%	53,401	483
VP Student Services	44,326	182,993	138,666	24%	110,918	(66,591)
<u>Totals for VP Student Services</u>	<u>1,117,835</u>	<u>4,417,123</u>	<u>3,299,288</u>	<u>25%</u>	<u>1,075,220</u>	<u>42,615</u>



November 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Totals for Expense</u>	<u>10,885,186</u>	<u>45,000,000</u>	<u>34,114,814</u>	<u>24%</u>	<u>10,007,434</u>	<u>877,752</u>
<u>Fund Bal by Division</u>						
<u>Summary for VP Fiscal Affairs</u>						
Fund Balance - Institutional Support	197,015	0	(197,015)	0%	269,134	(72,119)
Fund Balance - Instruction	111,585	0	(111,585)	0%	107,612	3,973
Fund Balance - Oper & Maint	110,221	0	(110,221)	0%	54,700	55,521
Fund Balance - Student Services	193,562	0	(193,562)	0%	112,856	80,706
<u>Totals for VP Fiscal Affairs</u>	<u>612,382</u>	<u>0</u>	<u>(612,382)</u>	<u>0%</u>	<u>544,302</u>	<u>68,081</u>
<u>Totals for Fund Bal</u>	<u>612,382</u>	<u>0</u>	<u>(612,382)</u>	<u>0%</u>	<u>544,302</u>	<u>68,081</u>
<u>Totals for Report</u>	<u>11,497,568</u>	<u>45,000,000</u>	<u>33,502,432</u>		<u>10,551,736</u>	<u>945,833</u>



INVESTMENT REPORT
For the Month Ended December 2024

Investment discussion:

College of the Mainland earned \$131,295 for the month of December on its short-term investments in TexPool & Logic for a total of \$601,226 investment interest earned fiscal year to date. The College earned an additional \$1 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$601,227 interest for the fiscal year to date period ending December TexPool - \$353,146, Logic - \$248,080 and TFB - \$1.

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 'David Wesse', positioned above a horizontal line.

David Wesse
Vice President of Fiscal Affairs
College of the Mainland

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

Trudy Trochesset
Controller
College of the Mainland



December 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2024-25 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	(6,173,624)	(6,212,056)	(38,432)	99%	(4,893,163)	(1,280,461)
Tuition-non-credit	(323,868)	(455,044)	(131,176)	71%	(286,344)	(37,524)
Exemptions and waivers	132,315	1,454,802	1,322,487	9%	1,365,147	(1,232,832)
Registration fees	(132,978)	(2,308,635)	(2,175,657)	6%	(2,183,356)	2,050,378
Other fees	297,684	(197,847)	(495,531)	-150%	(110,946)	408,630
Grant revenue	(25,510)	(145,552)	(120,042)	18%	(16,983)	(8,527)
Sales and service revenue	(13,797)	(55,066)	(41,268)	25%	(11,091)	(2,706)
Miscellaneous revenue	(201,303)	(528,567)	(327,265)	38%	(141,299)	(60,004)
TPEG transfer in/out	0	0	0	0%	0	0
<u>Totals for Operating revenue</u>	<u>(6,441,081)</u>	<u>(8,447,965)</u>	<u>(2,006,883)</u>	<u>76%</u>	<u>(6,278,035)</u>	<u>(163,046)</u>
Non-operating revenue						
State appropriation-Academic	(3,680,619)	(7,738,496)	(4,057,877)	48%	(3,869,248)	188,629
Property tax revenue	2,109,756	(26,525,693)	(28,635,449)	-8%	(2,079,968)	4,189,724
Interest revenue	(352,668)	(1,404,824)	(1,052,156)	25%	(239,197)	(113,471)
FTZ reimbursement	0	(883,022)	(883,022)	0%	0	0
Renew & replace transfer out	0	0	0	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(1,923,531)</u>	<u>(36,552,035)</u>	<u>(34,628,504)</u>	<u>5%</u>	<u>(6,188,413)</u>	<u>4,264,881</u>
<u>Total Revenue</u>	<u>(8,364,613)</u>	<u>(45,000,000)</u>	<u>(36,635,387)</u>	<u>19%</u>	<u>(12,466,448)</u>	<u>4,101,835</u>



December 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Expense	Current <u>Actual</u>	2024-25 <u>Budget</u>	Budget <u>Remaining</u>	Budget <u>Pct.YTD</u>	Prior Year to <u>Actual</u>	Curr. vs Prior <u>Year to Year</u>
Salary and wages						
Faculty full-time	2,649,906	8,558,126	5,908,221	31%	2,567,228	82,677
Admin full-time	696,905	2,123,029	1,426,124	33%	591,161	105,744
Professional full-time	2,742,357	9,153,285	6,410,928	30%	2,685,279	57,078
Classified full-time	1,461,282	4,353,439	2,892,157	34%	1,366,310	94,972
Part-time	1,275,823	3,670,557	2,394,734	35%	1,035,147	240,676
Salary increase	0	1,176,795	1,176,795	0%	0	0
Vacancy savings	0	(1,808,239)	(1,808,239)	0%	0	0
<u>Totals for Salary and wages</u>	<u>8,826,274</u>	<u>27,226,994</u>	<u>18,400,720</u>	<u>32%</u>	<u>8,245,126</u>	<u>581,148</u>
Benefits						
Benefits	1,557,509	4,467,658	2,910,149	35%	1,587,196	(29,687)
<u>Totals for Benefits</u>	<u>1,557,509</u>	<u>4,467,658</u>	<u>2,910,149</u>	<u>35%</u>	<u>1,587,196</u>	<u>(29,687)</u>
Operating expenses						
Contract services	1,816,531	4,428,320	2,611,789	41%	1,771,911	44,620
Legal	1,555	4,050	2,495	38%	0	1,555
Operations	214,405	973,142	758,737	22%	174,247	40,158
Utilities and Rent	912,096	2,888,390	1,976,294	32%	676,357	235,739
Postage, printing, and supplies	368,764	1,451,441	1,082,677	25%	345,797	22,967
Bank fees	31,700	90,100	58,400	35%	48,374	(16,674)
Capital outlay & leases	24,651	153,443	128,792	16%	12,369	12,282
Insurance	36,823	2,850,837	2,814,014	1%	21,150	15,673
Public rel, marketing and advert	72,172	232,481	160,309	31%	32,505	39,668
Misc.	309,572	542,794	233,222	57%	258,817	50,755
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>3,788,270</u>	<u>13,305,349</u>	<u>9,517,079</u>	<u>28%</u>	<u>3,341,526</u>	<u>446,743</u>



December 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>14,172,052</u>	<u>45,000,000</u>	<u>30,827,948</u>	<u>31%</u>	<u>13,173,848</u>	<u>998,204</u>
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December 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2024-25 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 expenses						
Contract services	563,027	0	(563,027)	0%	479,076	83,951
Legal	0	0	0	0%	15,000	(15,000)
Operations	0	0	0	0%	7,005	(7,005)
Utilities and Rent	0	0	0	0%	1,150	(1,150)
Postage, printing, and supplies	24,906	0	(24,906)	0%	42,968	(18,062)
Capital outlay & leases	122,600	0	(122,600)	0%	80,924	41,676
Public rel, marketing and advert	30,287	0	(30,287)	0%	1,863	28,424
Misc.	415	0	(415)	0%	3,675	(3,260)
<u>Totals for Operating expenses</u>	<u>741,236</u>	<u>0</u>	<u>(741,236)</u>	<u>0%</u>	<u>631,660</u>	<u>109,575</u>
<u>Total Fund Bal</u>	<u>741,236</u>	<u>0</u>	<u>(741,236)</u>	<u>0%</u>	<u>631,660</u>	<u>109,575</u>



December 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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	2,250	19,700	17,450	11%	21	2,229
Campus Police	255,915	830,979	575,064	31%	234,968	20,947
EVP-Academic & Student	147,550	907,123	759,573	16%	0	147,550
Gen Institution	176,748	402,034	225,286	44%	162,494	14,254
Human Resources	26	0	(26)	0%	0	26
Information Technology Serv	1,232,261	2,466,944	1,234,684	50%	1,246,961	(14,700)
Internal Audit	45,746	150,000	104,254	30%	15,715	30,031
OPEAR	159,034	484,430	325,396	33%	174,571	(15,537)
Presidents Office	214,785	657,653	442,868	33%	264,266	(49,481)
Self Study SACS	10,581	12,137	1,556	87%	500	10,081
Staff Attorney	109,477	323,165	213,688	34%	101,389	8,088
Totals for President	<u>2,354,373</u>	<u>6,254,166</u>	<u>3,899,793</u>	<u>38%</u>	<u>2,200,885</u>	<u>153,488</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	44,530	128,645	84,116	35%	37,695	6,835
Custodial Services	407,961	1,490,615	1,082,654	27%	370,649	37,313
Facilities	952,066	5,344,373	4,392,306	18%	683,705	268,362
Financial Services	275,774	776,618	500,844	36%	318,072	(42,298)
Grounds	119,348	528,231	408,883	23%	153,168	(33,820)
Human Resources	317,248	790,945	473,697	40%	265,433	51,816
Purchasing	124,418	330,612	206,194	38%	117,871	6,547
Records Mgmt	1,341	20,952	19,611	6%	3,928	(2,587)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,808,239)	(1,808,239)	0%	0	0
Staff Benefits	341,148	4,428,092	4,086,944	8%	426,826	(85,677)



December 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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>
Tax Admin	110,201	440,000	329,799	25%	88,012	22,189
Utilities	297,723	1,180,000	882,277	25%	299,958	(2,235)
Vehicle Operations	34,343	109,253	74,910	31%	33,599	744
VP College & Fin Svcs	99,027	278,613	179,585	36%	87,322	11,706
<u>Totals for VP Fiscal Affairs</u>	<u>3,125,130</u>	<u>13,729,063</u>	<u>10,603,932</u>	<u>23%</u>	<u>2,886,237</u>	<u>238,894</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	30,443	108,061	77,618	28%	30,750	(308)
Marketing and Communications	343,153	1,095,798	752,644	31%	243,477	99,676
VP Institutional Advancement	207,666	586,072	378,406	35%	241,579	(33,913)
<u>Totals for VP Institutional Advancement</u>	<u>581,262</u>	<u>1,789,930</u>	<u>1,208,668</u>	<u>32%</u>	<u>515,807</u>	<u>65,455</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	395,156	871,759	476,603	45%	339,185	55,972
Academic Planning	0	113,573	113,573	0%	60,855	(60,855)
Accting-Credit	36,316	66,086	29,770	55%	35,101	1,215
Adm-C.I.D.T.	27,399	70,388	42,989	39%	26,382	1,017
Adm-Cont Ed	128,793	415,987	287,194	31%	153,217	(24,424)
Adm-Ind Tech	0	8,000	8,000	0%	2,838	(2,838)
Adm-Instruct	20,688	51,892	31,205	40%	4,503	16,185
Adm-Math	21,695	3,709	(17,986)	585%	0	21,695
Adm-Perf & Vis Arts	24,545	59,472	34,927	41%	21,180	3,365
Adm-Pub Svc Ed	53,993	117,131	63,138	46%	39,175	14,818
Adm-Science	26,000	72,023	46,024	36%	24,910	1,089
Adm-Soc Sci	27,120	71,938	44,818	38%	26,920	200
Adult Education	47,520	154,616	107,096	31%	79,922	(32,402)
Allied Health Admin	2,846	9,248	6,402	31%	5,798	(2,952)
Allied Health CE	81,884	182,505	100,621	45%	12,237	69,648
Art	102,771	243,676	140,904	42%	93,012	9,760



December 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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>
Art Gallery	9,486	6,315	(3,172)	150%	30	9,456
Biol & Nutrition	324,943	773,871	448,928	42%	288,377	36,566
C.I.S.	45,224	70,201	24,977	64%	37,106	8,118
CE-CAN Program	8,492	11,363	2,871	75%	4,919	3,573
CE-Dental	371	5,756	5,385	6%	0	371
Chemistry	72,290	149,909	77,619	48%	68,698	3,592
Child Develop	36,952	87,563	50,611	42%	35,526	1,426
Cmnty Theater	123,567	351,702	228,135	35%	120,973	2,594
Collegiate H.S.-CR	60,522	160,321	99,799	38%	57,963	2,559
Cosmetology	268,980	525,279	256,300	51%	265,598	3,382
Criminal Justice	601,846	1,593,849	992,003	38%	29,249	572,596
Culinary Arts	48,068	128,578	80,510	37%	27,646	20,422
Dean Cont Ed	74,647	200,726	126,079	37%	72,320	2,328
Dean Gen Ed	89,832	209,756	119,923	43%	74,210	15,623
Dean of Instruction-Workforce	65,640	211,709	146,068	31%	0	65,640
Dental Hygiene	100,948	397,292	296,345	25%	31,111	69,837
Distance Ed	165,397	406,467	241,069	41%	165,286	112
Drafting	0	0	0	0%	1,884	(1,884)
Dual Credit Dept	62,254	166,283	104,029	37%	61,977	278
Economics	33,208	75,338	42,129	44%	28,534	4,674
EMS-Credit	110,486	197,337	86,852	56%	82,877	27,609
Engineering	14,464	59,594	45,129	24%	12,353	2,112
Fire Tech	169,397	181,857	12,460	93%	125,614	43,783
Firearms Acad	7,437	40,150	32,713	19%	10,298	(2,861)
Foreign Lang	26,248	69,331	43,083	38%	25,049	1,199
Gen Bus-Credit	123,917	222,398	98,481	56%	108,769	15,149
Geology	30,837	81,947	51,111	38%	37,090	(6,254)
Government	148,820	303,873	155,053	49%	132,138	16,682



December 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2024-25</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>
Graphic Arts	62,341	76,920	14,580	81%	49,586	12,754
Health and PE Credit	56,204	134,398	78,194	42%	54,710	1,494
Health Info Mgmt	68,346	216,544	148,198	32%	83,666	(15,320)
Hist & Geog	132,655	301,509	168,855	44%	133,254	(599)
Humanities	73,562	140,308	66,746	52%	74,432	(870)
Instr Tech Department	99,021	254,312	155,291	39%	80,575	18,446
Instr Tech Lab Mgrs	0	0	0	0%	4,000	(4,000)
Law Enforcement	75,694	105,630	29,936	72%	62,118	13,576
Law Enforcemnt-NonCR	23,835	39,806	15,971	60%	25,653	(1,818)
LC Ctr Admin	37,591	108,075	70,484	35%	1,180	36,411
Library	334,339	754,346	420,007	44%	309,134	25,205
Massage Therapy	0	5,240	5,240	0%	250	(250)
Math	338,185	821,800	483,615	41%	300,428	37,756
Medical Assistant	35,163	96,103	60,941	37%	34,330	832
Music	64,372	253,214	188,842	25%	80,966	(16,594)
Networking	18,293	55,241	36,948	33%	36,541	(18,249)
Nursing Administration	157,281	560,927	403,645	28%	776,955	(619,674)
Nursing-AD	0	0	0	0%	132	(132)
Pharmacy Tech	37,355	87,708	50,354	43%	35,571	1,783
Philosophy	25,093	26,874	1,781	93%	21,251	3,843
Physics	38,091	80,610	42,519	47%	37,897	194
Process Tech	171,181	601,883	430,702	28%	175,467	(4,286)
Prof Develop Acad	0	0	0	0%	850	(850)
Program Development	50	0	(50)	0%	42,211	(42,161)
Psychology	150,607	327,050	176,443	46%	137,494	13,113
QEP	4,401	251	(4,150)	1751%	4,426	(25)
Radiography	86,469	192,185	105,716	45%	45,056	41,413
Safety-CR	30,482	102,253	71,772	30%	27,663	2,819



December 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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>
Senior Adult Dept	98,084	174,346	76,262	56%	99,430	(1,346)
Social Science Non CR	14,794	26,254	11,460	56%	13,837	956
Sociology	31,282	69,609	38,327	45%	27,362	3,920
Speaking,Reading,Writing	206,013	579,290	373,277	36%	172,985	33,028
Theater Arts-Credit	49,705	124,626	74,921	40%	48,106	1,599
Thermal Tech-NonCR	32,614	15,627	(16,987)	209%	34,360	(1,746)
VP Instruction	97,818	2,849,436	2,751,618	3%	122,256	(24,438)
Welding-Cred	153,056	385,449	232,392	40%	174,662	(21,606)
<u>Totals for VP Instruction</u>	<u>6,624,973</u>	<u>18,768,589</u>	<u>12,143,615</u>	<u>35%</u>	<u>6,159,624</u>	<u>465,350</u>
<u>Summary for VP Student Services</u>						
Admissions	148,094	396,091	247,998	37%	144,095	3,999
Advise Center	236,297	705,819	469,521	33%	207,688	28,610
Career & Placement	33,251	119,663	86,412	28%	32,182	1,069
Dean of Student Services	98,021	272,552	174,531	36%	0	98,021
Enrollment Mgmt	18,902	41,020	22,118	46%	17,284	1,617
Facilities & Student Recreat	45,845	178,987	133,141	26%	27,847	17,998
Judicial Affairs	73,769	295,544	221,776	25%	71,281	2,488
Multicultural Department	12,093	32,500	20,407	37%	7,396	4,698
Recruitment	237,781	733,946	496,165	32%	255,133	(17,352)
Stu Financial Svcs	219,717	591,615	371,898	37%	200,026	19,691
Stu Organizations	72,169	270,810	198,641	27%	111,394	(39,225)
Student Graduation	29,215	87,700	58,485	33%	15,647	13,568
Svcs-Disab Students	17,000	44,038	27,038	39%	16,413	587
Testing	112,354	323,785	211,431	35%	91,295	21,059
Veteran Affairs	71,415	179,886	108,472	40%	70,327	1,087
VP Student Services	60,391	184,296	123,905	33%	143,288	(82,898)
<u>Totals for VP Student Services</u>	<u>1,486,313</u>	<u>4,458,253</u>	<u>2,971,940</u>	<u>33%</u>	<u>1,411,296</u>	<u>75,016</u>



December 2024 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Totals for Expense</u>	<u>14,172,052</u>	<u>45,000,000</u>	<u>30,827,948</u>	<u>31%</u>	<u>13,173,848</u>	<u>998,204</u>
<u>Fund Bal by Division</u>						
<u>Summary for VP Fiscal Affairs</u>						
Fund Balance - Institutional Support	200,750	0	(200,750)	0%	345,358	(144,608)
Fund Balance - Instruction	112,269	0	(112,269)	0%	110,837	1,432
Fund Balance - Oper & Maint	218,952	0	(218,952)	0%	54,700	164,252
Fund Balance - Student Services	209,265	0	(209,265)	0%	120,766	88,499
<u>Totals for VP Fiscal Affairs</u>	<u>741,236</u>	<u>0</u>	<u>(741,236)</u>	<u>0%</u>	<u>631,660</u>	<u>109,575</u>
<u>Totals for Fund Bal</u>	<u>741,236</u>	<u>0</u>	<u>(741,236)</u>	<u>0%</u>	<u>631,660</u>	<u>109,575</u>
<u>Totals for Report</u>	<u>14,913,287</u>	<u>45,000,000</u>	<u>30,086,713</u>		<u>13,805,508</u>	<u>1,107,779</u>



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: January 17, 2025
Subject: November 2024 Quarterly Investment Report

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the November 2024 Quarterly Investment Report.

PURPOSE

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

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees accept the November 2024 Investment Quarterly Report."

BACKGROUND

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

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

ATTACHMENTS

1. November 2024 Quarterly Investment Report



Quarterly Summary of Investments

Quarter Ending	COM Fund	Type	Beginning Book Balance	Beginning Market Value	Deposits	Withdrawals	Ending Book Balance	Ending Market Value
11-30--24	11	TexPool-Operating	\$ 23,549,898	\$ 23,549,898	\$ 4,468,577	\$ 6,550,000	\$ 21,468,475	\$ 21,468,475
	41	TexPool-Moody	29,437	29,437	363	-	29,800	29,800
	45	Logic - Bond 2020	2,362,522	2,362,522	25,115	423,445	1,964,192	1,964,192
	46	Logic- Pre Bond 2023	16,247,807	16,247,807	175,875	4,402,454	12,021,228	12,021,228
Total investments all funds for quarter:			<u>\$ 42,189,664</u>	<u>\$ 42,189,664</u>	<u>\$ 4,669,930</u>	<u>\$ 11,375,899</u>	<u>\$ 35,483,695</u>	<u>\$ 35,483,695</u>

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

David Wesse
Vice President of Fiscal Affairs

Trudy Trocheset
Controller



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nicholas, President
Date: January 27, 2025
Subject: Order and Resolution for Board of Trustees Election

Discussion and possible action to approve the Order and Resolution for the Board of Trustees Election to be held on May 3, 2025.

Presented to the Board of Trustees for recommended approval on January 27, 2025.

Motion to be acted upon: "I move the Board of Trustees approve the Order and Resolution Calling the Board of Trustees Election to be held on May 3, 2025."

PURPOSE

To hold a General Election to allow registered voters residing in the College of the Mainland (COM) District to vote for one candidate residing in Single Member District 1, for one candidate residing in Single Member District 4, and all registered voters residing in COM's Taxing District shall be entitled to vote for one candidate in the At Large Position 6.

BACKGROUND

Texas Election Code section 41.001 authorizes the governing bodies of political subdivisions to conduct general and special election on the first Saturday in May or the first Tuesday after the first Monday in November.

ATTACHMENTS:

- 1. Order and Resolution Calling the Community College Board of Trustees Election in English and Spanish**

**THE STATE OF TEXAS
COUNTY OF GALVESTON
COLLEGE OF THE MAINLAND COMMUNITY COLLEGE DISTRICT**

The Board of Trustees of COLLEGE OF THE MAINLAND COMMUNITY COLLEGE DISTRICT (COM) at the REGULAR MEETING, ON THE 27th DAY OF JANUARY 2025, in the Doyle Family Administration Boardroom, within the College District; and the roll was called of the duly constituted officers and members of said Board, to wit:

Donald G. Gartman	Chairman
Dawn King	Vice Chairman
Melissa Skipworth	Secretary
William McGarvey	Trustee
Verna Henson	Trustee
Alan Waters	Trustee
Kyle Dickson	Trustee

All said persons were present, except the following absentees:

Thus, constituting a quorum, whereupon, among other business, the following transacted at said meeting; a written order and resolution entitled:

ORDER AND RESOLUTION CALLING COMMUNITY COLLEGE TRUSTEE ELECTION

The Order was duly introduced for the consideration of the Board of Trustees and has been fully reviewed. The Order was then duly moved and seconded that the Order of Election be approved; and, after full discussion, the motion to approve the Order of Election prevailed and was approved by the following vote.

Ayes:

Nays:

The Chairman of the Board thereupon announced that the Order of Election was duly and lawfully approved and The Order was adopted as follows:

ORDER AND RESOLUTION CALLING THE COMMUNITY COLLEGE BOARD OF TRUSTEE ELECTION

THE STATE OF TEXAS, COUNTY OF GALVESTON
COLLEGE OF THE MAINLAND COMMUNITY COLLEGE DISTRICT

WHEREAS, The Board of Trustees deems it necessary to call the election hereinafter described pursuant to the provisions of the Texas Education Code, Section 11.052, and the Federal Voting Rights Act of 1965, and

WHEREAS, Texas Election Code section 41.001 authorized the governing bodies of political subdivisions to conduct general and special election on the first Saturday in May or the first Tuesday after the first Monday in November.

THEREFORE, BE IT ORDERED AND RESOLVED BY THE BOARD OF TRUSTEES OF COLLEGE OF THE MAINLAND (COM) THAT:

Section 1. "Section 1. A General Election for college board trustees shall be held for COM on the 3rd day of May 2025, in which all registered voters residing in the COM Single Member District (SMD) 1 shall be entitled to vote for one candidate in SMD 1, all registered voters residing in the COM SMD 4 shall be entitled to vote for one candidate in SMD 4, and all registered voters residing in COM's Taxing District shall be entitled to vote for one candidate for At Large Position 6. Candidates must file for a specific district and adhere to the filing deadlines accordingly. Candidate applications are available on campus at the Doyle Family Administration Building, President's Office, Room 218 and on the COM District website; www.com.edu. The filing period for application for a position on the ballot for the COM District General election is January 15, 2025 at 8:00 a.m. through February 14, 2025 at 5:00 p.m. Applications may be filed in person at the Doyle Family Administration Building, President's Office, Room 218 located at 1200 Amburn Road, Texas City, Texas 77591 or by mail. Applications received after the deadline will not be considered.

Section 2. Notice of such election shall be posted and published as required by law.

Section 3. Ballots by mail shall be returned to the Early Voting Clerk;

Dwight D. Sullivan
Galveston County Clerk
P.O. Box 17253
Galveston, Texas 77552-7253

Section 4. Please see "Exhibit A" for the early voting locations and the hours that the polls are open. Voters residing in COM's taxing district may vote at any of the early voting locations.

Section 5. Please see “Exhibit B” for the Election Day voting locations and hours that the polls are open. Voters residing in COM’s taxing district may vote at any of the early voting locations or at such other locations as hereafter may be designated by the Galveston County Clerk and approved by the President of the College District.

(a) The Galveston County Clerk, Dwight D. Sullivan, is hereby designated as the Early Voting Clerk for Galveston County to perform those functions for College District voters who are qualified under state and federal law in Galveston County. Applications for ballots to be voted by mail should be mailed to:

Dwight D. Sullivan
Galveston County Clerk
P.O. Box 17253
Galveston, Texas 77552-7253
Faxed to: 409-765-3160
Emailed to: Dwight.sullivan@co.galveston.tx.us

Section 6. Joint Election. The College District has agreed to participate in a joint election with other participating governmental entities in Galveston County who are also holding elections on Election Day and will contract with the Galveston County for election services. The Board authorizes the Chair of the Board, the President of the College District, or the respective designee of either of such parties, to negotiate and enter into one or more joint election agreements and/or similar contracts or agreements if desired or if required to comply with applicable law, as permitted and in accordance with the provisions of the Texas Election Code, as amended.

Section 7. Election of trustees for each office shall be by a majority vote and the results of said election on May 3, 2025 shall be canvassed by the COM District contractor, Galveston County.

Section 8. Effective date: This Election Order is effective immediately upon approval of the trustees of the “COM” District.

PASSED AND APPROVED January 27, 2025

ATTEST:

Donald G. Gartman, Chair
Board of Trustees
College of the Mainland

Melissa Skipworth, Secretary
Board of Trustees
College of the Mainland

**EXHIBIT A
ENTITY VOTE CENTER ELECTION MAY 3, 2025**

Dates & Times:

Tuesday, April 22, – Friday, April 25, 2025.....8:00 a.m. – 5:00 p.m.

Monday, April 28, - Tuesday, April 29, 2025.....7:00 a.m. – 7:00 p.m.

**EARLY VOTING BRANCH LOCATIONS
(Otros lugares para votar):**

COM Conference Center
1200 Amburn Rd.
Texas City, Texas 77591

COM – League City Site
1411 West Main St.
League City, Texas 77573

MUD 12
2929 Highway 6 Ste. 300
Bayou Vista, Texas 77563

Hitchcock City Hall
7423 Highway 6
Hitchcock, Texas 77563

La Marque Community Center
1109 B Bayou Rd.
La Marque, Texas 77568

West County Building
11730 Highway 6
Santa Fe, Texas 77510

Dickinson Community Ctr.
2714 Highway 3
Dickinson, Texas 77539

EXHIBIT B
ELECTION DAY BRANCH LOCATIONS
May 3, 2025
Times:

Saturday May 3, 20257:00 a.m. – 7:00 p.m.

MAIN VOTING POLLING PLACE
(Ubicación principal de votación):

COM Conference Center
1200 Amburn Rd.
Texas City, Texas 77591

COM – League City Site
1411 West Main St.
League City, Texas 77573

MUD 12
2929 Highway 6 Ste. 300
Bayou Vista, Texas 77563

Hitchcock ISD Admin Building
7801 Neville Rd
Hitchcock, Texas 77563

La Marque Community Center
1109 B Bayou Rd.
La Marque, TX 77568

West County Building
11730 Highway 6
Santa Fe, Texas 77510

Dickinson Community Ctr.
2714 Highway 3
Dickinson, Texas 77539

**EL ESTADO DE TEXAS
CONDADO DE GALVESTON
DISTRITO DE COMMUNITY COLLEGE DE COLLEGE OF THE MAINLAND**

La Junta de Síndicos del DISTRITO DE COMMUNITY COLLEGE DE COLLEGE OF THE MAINLAND (COM) se reunió en la ASAMBLEA ORDINARIA DEL 27 DE ENERO DE 2025 en la Sala de Juntas del Edificio Administrativo Familia Doyle dentro de dicho Distrito de College, y se tomó lista de los funcionarios y miembros debidamente instituidos de dicha Junta, a saber:

Donald G. Gartman	Presidente
Dawn King	Vicepresident
Melissa Skipworth	Secretaria
William McGarvey	Síndico
Verna Henson	Síndico
Alan Waters	Síndico
Kyle Dickson	Síndico

Todas dichas personas estuvieron presentes, salvo los siguientes ausentes:

Así se constituyó un quórum, con lo cual, entre otros asuntos, se tramitó lo siguiente en dicha asamblea: una orden y resolución por escrito titulada:

ORDEN Y RESOLUCION PARA CONVOCAR UNA ELECCION DE SINDICOS DEL COMMUNITY COLLEGE

La Orden fue debidamente presentada para la consideración de la Junta de Síndicos y ha sido completamente analizada. La Orden fue entonces debidamente presentada y se secundó que se aprobara la Orden de Elección y, después del debate completo, la moción de aprobar la Orden de Elección prevaleció y fue aprobada con la siguiente votación.

A favor:

En contra:

Tras lo cual, el Presidente de la Junta anunció que la Orden de Elección estaba debida y legalmente aprobada y se adoptó la Orden del siguiente modo:

ORDEN Y RESOLUCION PARA CONVOCAR LA ELECCION DE LA JUNTA DE SINDICOS DEL COMMUNITY COLLEGE

EL ESTADO DE TEXAS, CONDADO DE GALVESTON
DISTRITO DE COMMUNITY COLLEGE DE COLLEGE OF THE MAINLAND

EN VISTA DE QUE la Junta de Síndicos considera necesario convocar la elección de síndicos descrita más adelante la presente en virtud de las disposiciones de la Sección 11.052 del Código de Educación de Texas y la Ley Federal de Derechos de Votación de 1965, y

EN VISTA DE QUE la sección 41.001 del Código Electoral de Texas autorizó a los órganos rectores de las subdivisiones políticas a realizar una elección general y especial el primer sábado de mayo o el primer martes después del primer lunes de noviembre.

EN CONSECUENCIA, LA JUNTA DE SINDICOS DE COLLEGE OF THE MAINLAND (COM) ORDENA Y RESUELVE QUE:

Sección 1. Se realizará una Elección General para síndicos de la junta del college para COM el 3 de mayo de 2025 en la que todos los votantes registrados que residen en el Distrito de Miembro Unico (SMD) 1 del COM podrán votar por un candidato en el SMD 1, y todos los votantes registrados que residen en la posición general 4 tendrán derecho a votar por un candidato en la posición general 4, y todos los votantes registrados que residen en el Distrito Fiscal de COM tendrán derecho a votar por un candidato para la Posición General. Los candidatos deben presentar su candidatura para un distrito específico y acatar los plazos correspondientes de presentación. Las solicitudes para los candidatos se pueden conseguir en la Oficina del Presidente, oficina 218 en el Edificio Administrativo Familia Doyle en el campus de COM, y en el sitio web del Distrito del COM: www.com.edu. El período para presentar la solicitud para obtener un lugar en la boleta para la elección general del Distrito del COM es del 15 de enero de 2023 a las 8:00 de la mañana hasta el 14 de febrero de 2025 a las 5:00 de la tarde. Los candidatos deben presentar sus solicitudes en la Oficina del Presidente, oficina 218 en el Edificio Administrativo Familia Doyle en el campus de COM situado en 1200 Amburn Road, Texas City, Texas 77591 en persona o por correo postal.

Sección 2. Se colocará y publicará un aviso de dicha elección como lo exige la ley.

Sección 3. Las boletas de votación por correo postal deben ser regresadas al Oficial de Votación Anticipada;

Dwight D. Sullivan
Galveston County Clerk
P.O. Box 17253
Galveston, Texas 77552-7253

Sección 4. En el "Anexo A" se pueden consultar los lugares de votación anticipada y los horarios de apertura de las casillas electorales. Los votantes que residen en el Distrito Fiscal de COM pueden votar en cualquiera de los lugares de votación anticipada.

Sección 5. En el "Anexo B" se pueden consultar los lugares de votación del Día de Elección y los horarios de apertura de las casillas electorales. Los votantes que residen en el distrito fiscal del COM pueden votar en cualquiera de los lugares de votación anticipada o en otros lugares como puedan ser designados más adelante por el Secretario del Condado de Gálveston y aprobados por el Presidente del Distrito del College.

(a) Por la presente, se designa al Secretario del Condado de Gálveston, Dwight D. Sullivan, como el Oficial de Votación Anticipada para el Condado de Gálveston para desempeñar dichas funciones para los votantes del Distrito del College que estén habilitados bajo la ley estatal y federal en el Condado de Galveston. Las solicitudes de boletas de votación para votar por correo deberán enviarse por correo postal a:

Dwight D. Sullivan
Galveston County Clerk
P.O. Box 17253
Galveston, Texas 77552-7253
Por fax a: 409-765-3160
Por correo electrónico a: Dwight.sullivan@co.galveston.tx.us

Sección 6. Elección Conjunta. El Distrito del College ha convenido participar en una elección conjunta con otras entidades gubernamentales participantes en el Condado de Gálveston que también llevan a cabo elecciones el Día de Elección y celebrará un contrato de servicios electorales con el Condado de Gálveston. La Junta autoriza al Presidente de la Junta, al Presidente del Distrito del College, o a cada uno de sus respectivos representantes designados a negociar y celebrar uno o más convenios de elección conjunta y/o contratos o convenios similares si así lo desean, o si es obligatorio para cumplir con la ley aplicable, según lo permitido por las disposiciones del Código Electoral de Texas y sus enmiendas, y en conformidad con ellas.

Sección 7. La elección de síndicos para cada cargo será por voto mayoritario y los resultados de dicha elección del 3 de mayo de 2025 serán escrutados por el contratista del Distrito del COM, el Condado de Galveston.

Sección 8. Fecha de entrada en vigencia: Esta Orden de Elección entra en vigencia inmediatamente después de su aprobación por los síndicos del Distrito de "COM".

PRESENTADA Y APROBADA el 27 de enero de 2025

ATESTIGUA:

Donald G. Gartman, Presidente
Junta de Síndicos
College of the Mainland

Melissa Skipworth, Secretary
Junta de Síndicos
College of the Mainland

ANEXO A
ENTIDAD CENTRO DE VOTACIÓN ELECCIÓN DE MAYO 3, 2025

Fecha y horario

Martes, 22 de abril a viernes, 25 de abril, 2025de las 8:00AM a las 5:00PM

Lunes, 28 de abril a martes, 29 de abril, 2025de las 7:00AM a las 7:00PM

OTROS LUGARES PARA VOTAR:

COM Conference Center
1200 Amburn Rd.
Texas City, Texas 77591

COM – League City Site
1411 West Main St.
League City, Texas 77573

MUD 12
2929 Highway 6 Ste. 300
Bayou Vista, Texas 77563

Hitchcock City Hall
7423 Highway 6
Hitchcock, Texas 77563

La Marque Community Center
1109 B Bayou Rd.
La Marque, Texas 77568

West County Building
11730 Highway 6
Santa Fe, Texas 77510

Dickinson Community Ctr.
2714 Highway 3.
Dickinson, Texas 77539

ANEXO B
DÍA DE LA ELECCIÓN – OTRAS UBICACIONES

Sábado, 3 de mayo, 2025..... De las 7:00AM a las 7:00PM

UBICACIÓN PRINCIPAL DE VOTACIÓN:

COM Conference Center
1200 Amburn Rd.
Texas City, Texas 77591

COM – League City Site
1411 West Main St.
League City, Texas 77573

MUD 12
2929 Highway 6 Ste. 300
Bayou Vista, Texas 77563

Hitchcock ISD Admin Building
7801 Neville Rd
Hitchcock, Texas 77563

La Marque Community Center
1109 B Bayou Rd.
La Marque, TX 77568

West County Building
11730 Highway 6
Santa Fe, Texas 77510

Dickinson Community Ctr.
2714 Highway 3
Dickinson, Texas 77539



PRESIDENT'S OFFICE

Consideration of and Possible Action to Schedule the May 2025 Board of Trustees Meeting on Wednesday, May 28, 2025.



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. Fall End-of-Term Enrollment Report
2. Preliminary Spring Enrollment Update

B. Reminders/Announcements

1. Board Meetings

- a. February 2025 – Monday, February 24th
- b. March 2025 – Monday, March 31st
- c. April 2025 – Monday, April 28th
- d. May 2025 – Wednesday, May 28th (if approved)

2. Gulf Coast Regional Blood Center Drive – February 3rd & 4th,
8:30 a.m. – 1:00 p.m., COM Conference Center, 135A

3. Black History Month Celebration, Tuesday, February 25, 2025,
12:30 p.m., COM Conference Center

C. Resignations and Retirement Report

D. Miscellaneous Updates



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Dunn	Tyese	Financial Aid Generalist	06/03/2024	12/11/2024	Resignation
Mayo	Matthew	Assistant Professor – English	08/12/2024	12/11/2024	Termination
Hall	Lisa	Assistant Professor - Nursing	09/01/2017	12/11/2024	Resignation
Odamah	Esther	Assistant Profesoor - Psychology	09/01/2022	12/11/2024	Resignation
Bell	Karen	CNA Program Coordinator/ Faculty	01/22/2019	01/04/2025	Resignation
Bauer	Debra	Director of Nursing	02/29/2016	01/08/2025	Resignation
McNeil	Zsache	Police Officer	12/02/2024	01/09/2025	Resignation
Parrish	J. Paige	Dean, Continuing Education	08/20/2018	01/17/2025	Resignation
Newell	Amanda	Librarian, Reference & Collection Development	10/10/2022	01/18/2025	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

Discussion of the President's and Board of Trustees Annual Evaluation



PRESIDENT'S OFFICE

Possible Action on Agenda Items, Including Closed Session Matters

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