



## **Notice/Agenda of December Meeting**

### **The Board of Trustees College of the Mainland**

The December Meeting of the Board of Trustees of College of the Mainland will be held Monday, December 8, 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, Texas Pledge & 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, October 27, 2025
  - B. Consideration of and Possible Action to Approve the Special Called Board Minutes of Tuesday, November 11, 2025
5. **Comments from the Community**
  - A. Other Citizens
6. **Constituent Leader Activity Reports**
  - A. Faculty Senate - Candice Edmonston, President
  - B. Professional Council - Brad Denison, President
  - C. Classified Council - Alexandria Gibbons, President
  - D. Student Government Association (SGA) - Connor Roberts, Vice President
7. **Consideration of and Possible Action to Approve an Increase to Contract 22-10 Awarded to D2L for the Addition of the Technical Learning Manager (TLM-Plus) Service in the Amount of \$42,004.85 for a Revised Contract Total Not-to-Exceed \$463,515.44**
8. **Consideration of and Possible Action to Approve Contract 26-05 for Apple Products, Maintenance Support, and Accessories in the Amount of \$112,569.09**

9. **Consideration of and Possible Action to Schedule the March 2026 Board of Trustees Meeting on Monday, March 30, 2026**
10. **Consideration of and Possible Action to Cast COM's 280 Votes for Matt Doyle to Serve on the Board of Directors of the Galveston Central Appraisal District and Adoption of Resolution Reflecting Same**
11. **Consideration of and Possible Action to Accept the 2024-2025 Annual Financial and Compliance Report**
12. **Consideration of and Possible Action to Approve the Award of Contract 25-01 for House Bill 8 Reporting, Cloud Architecture, and Data Modernization Services to Weaver & Tidwell in the Amount of \$350,000**
13. **Financial Report(s)**
  - A. Consideration of and Possible Action to Accept the October 2025 Investment Report and Financial Reports
14. **Human Resources Items**
  - A. Appointment Nominations
    1. Consideration of and Possible Action to Approve the Appointment Nomination of Emilie Mobley to the Position of Faculty - Biology, Science Department
    2. Consideration of and Possible Action to Approve the Appointment Nomination of Danielle Smith to the Position of Faculty - Math, Math Department
    3. Consideration of and Possible Action to Approve the Appointment Nomination of Curtis Wilson to the Position of Instrumentation and Electrical Faculty/Program Coordinator, Industrial Careers Department
    4. Consideration of and Possible Action to Approve the Appointment Nomination of Erin King to the Position of Nursing Simulation Center Coordinator, Nursing Department
    5. Consideration of and Possible Action to Approve the Appointment Nomination of Anna Johnson to the Position of HR Business Partner, Human Resources Department
    6. Consideration of and Possible Action to Approve the Appointment Nomination of Phillip Palmer to the Position of Community Events Coordinator, VP Strategic Initiatives Department
    7. Consideration of and Possible Action to Approve the Appointment Nomination of Kylee Garza to the Position of Enrollment Coach, Enrollment Management Department
    8. Consideration of and Possible Action to Approve the Appointment Nomination of Connor Jennings to the Position of Graduation and Transfer Coordinator, Student Success Center
    9. Consideration of and Possible Action to Approve the Appointment Nomination of Mayra Morales to the Position of Student Recruitment Specialist, Recruitment Department
    10. Consideration of and Possible Action to Approve the Appointment Nomination of Linda Rickman to the Position of Dean of Student Success, Vice President for Student Affairs and Enrollment Management Department
    11. Consideration of and Possible Action to Approve the Appointment Nomination of Nicole Siragusa to the Position of Enrollment Management Coordinator, Enrollment Management Department
15. **Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written**
16. **Board Report**

## 17. President's Report

### A. Updates

1. 2026-2027 Budget Process
  - a. BOT Budget Workshop - Friday, May 15, 2026

### B. Reminders/Announcements

1. Board Meetings
  - January 2026 - Monday, January 26, 2026
  - February 2026 - Monday, February 23, 2026
  - March 2026 - Monday, March 30, 2026 (Pending BOT approval)
  - April 2026 - Monday, April 27, 2026
2. Holiday Reception - Monday, December 8, 2025, 3:00-5:00 p.m., Student Center
3. Convocation - Monday, January 5, 2026, 8:30 a.m., Conference Center
4. MLK Celebration - Tuesday, January 20, 2026, 12:30-1:30 p.m., Student Center

### C. Resignations and Retirement Report

### D. Miscellaneous Updates

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

## 19. Consideration of and Possible Action on any Items Discussed in Closed Session

## 20. 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, Tuesday, December 2, 2025, 5:00 PM.



Leanne Downton  
Board Liaison

## **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



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  
2025-2026

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

Ms. Wilma Green,  
Trustee  
7310 Plover Circle  
Texas City, TX 77591  
409-939-0008  
[Greenwc8618@att.net](mailto:Greenwc8618@att.net)

Mr. Kyle L. Dickson,  
Board Vice Chair  
2514 Pilgrim Estate Dr.  
Texas City, TX 77590  
713-256-2343  
[kdickson@murray-lobb.com](mailto:kdickson@murray-lobb.com)

Dr. Bill McGarvey,  
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Dr. Kimberly Dodson,  
Board Secretary  
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832-284-2448  
[Dodsonkdj@gmail.com](mailto:Dodsonkdj@gmail.com)

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

Ms. Patti Hanssard,  
Trustee  
6202 Woodacres Drive  
Hitchcock, TX 77563  
409-739-4494  
[patti.hanssard@com.edu](mailto:patti.hanssard@com.edu)



## **MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: December 8, 2025  
Subject: Full Board Minutes

### **AGENDA ITEM DESCRIPTION**

Full Board Minutes presented for recommended acceptance to Board of Trustees.

### **PURPOSE**

To ensure accuracy of the monthly minutes.

### **BACKGROUND**

Minutes are brought forward every month for approval.

### **FUNDING SOURCE**

N/A

### **PROPOSED MOTION**

“I move the Board of Trustees approve the Full Board Minutes of October 27, 2025.”

### **ATTACHMENT(S)**

1. Minutes of 10/27/25

**College of the Mainland Board of Trustees  
Minutes of Monday, October 27, 2025  
1:30 p.m., Doyle Family Administration Building**

**Call to Order**

Melissa Skipworth called the meeting to order at 1:32 p.m.

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

**Roll Call & Determination of Quorum**

Roll call indicated that all Trustees were present.

**Minutes**

**Consideration of and Possible Action to Approve the Full Board Minutes of September 22, 2025**

Bill McGarvey moved the Board of Trustees approve the Full Board Minutes of Monday, September 22, 2025. Wilma Clark Green seconded the motion; all voted in approval.

**Comments from the Community**

**No comments**

**Constituent Leader Activity Reports**

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

**Professional Council** – Brad Denison, President, updated the Board on professional employee activities.

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

**Student Government Association (SGA)** – Connor Roberts, Vice President, updated the board on student activities.

**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 Award of Contract 23-51 to Datavox for the Purchase of Network Switches in the Amount of \$122,531.17**

Don Gartman moved the Board of Trustees approve award of contract 23-51 to Datavox for the purchase of network switches in the amount of \$122,531.17. Bill McGarvey seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Design Development Phase, as Presented, and Authorize Cannon Design to Proceed with the Construction Documents Phase of the COMmons Project**

Don Gartman moved the Board of Trustees approve the design development phase, as presented, and authorize Cannon Design to proceed with the construction phase of the COMmons project. Bill McGarvey seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Design Development Phase for the Campus Services Building Project, as Presented, and Authorize RDLR Architects to Proceed to the Construction Documents Phase**

Bill McGarvey moved the Board of Trustees approve the design development phase for the Campus Services Building project, as presented, and authorize RDLR Architects to proceed to the construction documents phase. Don Gartman seconded the motion; all voted in approval.

## **Human Resources Items**

### **Appointment Nominations**

#### **Consideration of and Possible Action to Approve the Appointment Nomination of Diane Burkett to the Position of Vice President for Strategic Initiatives**

Don Gartman moved the Board of Trustees approve the appointment of Diane Burkett to the position of Vice President for Strategic Initiatives. Bill McGarvey seconded the motion; all voted in approval.

#### **Consideration of and Possible Action to Approve the Appointment Nomination of Freda Davis to the Position of Controller, Business Office**

Bill McGarvey moved the Board of Trustees approve the appointment of Freda Davis to the position of Controller, Business Office. Kimberly Dodson seconded the motion; all voted in approval.

### **Policy**

#### **Consideration of and Possible Action to Adopt the Revisions to Local Policies DIAA, DIAB, FFDA, and FFDB**

Don Gartman moved the Board of Trustees approve to adopt the revisions to local policies DIAA, DIAB, FFDA, and FFDB. Kyle Dickson 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 Appoint Dr. David Wesse, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, as the College's Investment Officers, Effective September 1, 2025**

Kimberly Dodson moved the Board of Trustees confirm its annual review of COM's investment policy and strategies as outlined in CAK policy and confirm no changes have been made. Don Gartman seconded the motion; all voted in approval.

#### **Consideration and Possible Action to Approve the Order Establishing a College of the Mainland Limited Tax Revolving Note Program, Series 2025 as Presented**

Kyle Dickson moved the Board of Trustees approve the order establishing a College of the Mainland Limited Tax Revolving Note Program, Series 2025 as presented. Don Gartman seconded the motion; all voted in approval.

### **Financial Report(s)**

#### **Consideration of and Possible Action to Accept the September 2025 Investment Report and Financial Reports**

Don Gartman moved the Board of Trustees accept the September 2025 Investment Report and Financial Reports. Kimberly Dodson seconded the motion; all voted in approval.

### **Board Report**

Patti Hanssard has attended several on-campus events and has been impressed by the thoughtful planning behind them. She also appreciated that the events were strongly focused on both students and staff.

Melissa Skipworth has enjoyed attending COM events and seeing the BOT in attendance.

Melissa Skipworth requested that a list of upcoming graduation and pinning ceremonies be shared with the Board so they can attend and show their support.

Don Gartman shared that his wife recently had surgery and was very proud that all four nurses who cared for her were COM graduates.

Kimberly Dodson enjoyed attending the Dental Hygiene Clinic Grand Opening and was impressed with the students.

## **President's Report**

### **Updates**

Dr. Brewer thanked the Board for attending “Meet COM’s New President” event and the Dental Hygiene Clinic Grand Opening.

Dr. Brewer expressed appreciation to the BOT Finance Ad Hoc Committee for their support.

### **Program Spotlight – Dental Hygiene**

Emily Falls, Dental Hygiene Program Director, presented Dental Hygiene Program information including clinic services to the Board of Trustees.

### **Student Spotlight**

Ryan Magbual, Dental Hygiene Program student, shared his journey of selecting COM and pursuing dental hygiene as his educational and career path.

### **8-Week Advantage Data Summary, Dr. Rocky Barney, Dean of Instruction**

Dr. Rocky Barney presented an 8-Week Advantage update to the Board of Trustees.

### **Reminders/Announcements**

#### **Board Meetings**

December 2025 – Monday, December 8, 2025

January 2026 - Monday, January 26, 2026

February 2026 - Monday, February 23, 2026

**Veterans Day Ceremony - Tuesday, November 11, 2025, 12:30-1:30 p.m., Conference Center**

**Grand Opening of Nineteen Sixty-Six, COM's Culinary Arts Restaurant, Thursday, November 13, 2025, 11:30 a.m.-1:00 p.m., Mainland City Centre**

**Native American History Month Celebration - Friday, November 21, 2025, 12:30-1:30 p.m., Student Center**

**COM Graduation, Saturday, December 6, 2025, 10 a.m. & 2 p.m., Abundant Life Christian Center**

**Holiday Reception - Monday, December 8, 2025, 3:00-5:00 p.m., Student Center**

**Resignations and Retirement Report – included in board packet.**

#### **Miscellaneous**

Executive Session 3:42 p.m.

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

Open Session 4:54 p.m.

### **Consideration of and Possible Action to Approve Plan to Move Forward on PSC Renovations**

Upon reconvening, Melissa Skipworth announced that no action would be taken on this agenda item at this time.

Adjournment at 4:55 p.m.



Kimberly Dodson, Secretary  
Board of Trustees



Melissa Skipworth, Chair  
Board of Trustees



## **MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: December 8, 2025  
Subject: Special Called Board Minutes

### **AGENDA ITEM DESCRIPTION**

Special Called Board Minutes presented for recommended acceptance to Board of Trustees.

### **PURPOSE**

To ensure accuracy of the monthly minutes.

### **BACKGROUND**

Minutes are brought forward to the Board of Trustees for approval.

### **FUNDING SOURCE**

N/A

### **PROPOSED MOTION**

“I move the Board of Trustees approve the Special Called Board Minutes of November 11, 2025.”

### **ATTACHMENT(S)**

1. Minutes of 11/11/25

**College of the Mainland Board of Trustees  
Special Called Minutes of Tuesday, November 11, 2025  
3:00 p.m., Doyle Family Administration Building**

**Call to Order**

Melissa Skipworth called the meeting to order at 3:00 p.m.

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

**Roll Call & Determination of Quorum**

Roll call indicated that all Trustees were present.

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

Patti Hanssard moved the Board of Trustees approve the update to required signatories for COM bank accounts, as required by each banking institution. Bill McGarvey seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve Dr. David Wesse, Vice President for Fiscal Affairs, and Freda Davis, Controller, as the College's Investment Officers, Effective for Fiscal Year 2025-2026**

Bill McGarvey moved the Board of Trustees approve Dr. David Wesse, Vice President for Fiscal Affairs, and Freda Davis, Controller, as the College's Investment Officers, effective for Fiscal Year 2025-2026 as of December 1, 2025. Don Gartman seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Proposed Revisions to Local Policy EGC to Allow College of the Mainland to Award a Degree Posthumously**

Wilma Green moved the Board of Trustees approve the proposed revisions to Local Policy EGC to allow College of the Mainland to award a degree posthumously. Kimberly Dodson seconded the motion; all voted in approval.

Executive Session 3:09 p.m.

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

Open Session 3:54 p.m.

**Consideration of and Possible Action to Authorize the President to Negotiate and Execute Such Lease[s] as Proposed and to Take Such Other Action as Warranted to Ensure Program Integrity**

Wilma Green moved the Board of Trustees approve to authorize the President to negotiate and execute such lease[s] as proposed and to take such other action as warranted to ensure program integrity. Kyle Dickson seconded the motion; all voted in approval.

Adjournment at 3:55 p.m.



Kimberly Dodson, Secretary  
Board of Trustees



Melissa Skipworth, 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 – Brad Denison, President
- C. Classified Council – Alexandria Gibbons, President
- D. Student Government Association – Connor Roberts, Vice President



PRESIDENT'S OFFICE

## MINUTE ORDER

To: Board of Trustees

From: Dr. Helen Brewer, President

Date: December 8, 2025

Subject: Increase Contract 22-10 by an additional amount of \$42,004.85

### AGENDA ITEM DESCRIPTION

Approval of an increase to Contract 22-10 awarded to D2L Ltd. for the addition of the Technical Learning Manager (TLM-Plus) service in the amount of \$42,004.85, for a revised contract total not-to-exceed \$463,515.44.

### PURPOSE

To enhance support for all users of the Brightspace learning platform by adding the Technical Learning Manager (TLM-Plus) service. This service provides dedicated technical guidance, administrative assistance, and responsive end-user support for faculty, students, and staff, ensuring efficient operation, timely troubleshooting, and improved user experience across the college's learning management system.

### BACKGROUND

In December 2021, the Board of Trustees approved award of the subject contract to D2L Brightspace as the College's learning management system, with annual renewals for a total five (5) year possible contract term not-to-exceed amount of \$396,636.46 based on a competitive bid process. In July 2024, the Board approved an increase of \$24,874.13 to add the Creator+ module, bringing the total contract amount to \$421,510.59. The proposed Technical Learning Manager (TLM-Plus) service provides direct administrative and technical support from D2L, enhancing reliability and response times for all Brightspace users. This service replaces the previously budgeted LMS Administrator position, which has remained vacant since June 2025 due to a limited applicant pool, resulting in improved continuity and overall cost efficiency. The cost to add the TLM-Plus module for the remaining 21 months of the contract is \$42,004.85. This increase changes the contract amount to a revised contract amount of \$463,515.44.

### FUNDING SOURCE

The first year of the Technical Learning Manager (TLM-Plus) service will be funded through the Educational Technology Refresh Budget (Fund Balance Project #2026-11). The second-year payment, which aligns with the final renewal year of the primary D2L contract, will be incorporated into the existing allocation from Fund Balance Project #2024-27.

### PROPOSED MOTION

I move the Board of Trustees approve an increase to Contract 22-10 awarded to D2L in the amount of \$42,004.85 for a revised contract total not-to-exceed \$463,515.44.

### ATTACHMENT(S)

D2L Proposal



# Order Form

**ORDER #** Q-77744 **D2L Ltd.**  
**ORDER DATE** October 21, 2025 100 West Road, Suite 300  
Towson, Maryland 21204

**CLIENT**  
College of the Mainland ("Client")  
1200 Amburn Road  
Texas City, Texas 77591  
US

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**ORDER START DATE** December 10, 2025 **ORDER END DATE** August 31, 2027  
**CURRENCY** U.S. Dollar

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## Pricing Summary

ITEM	YEAR 1	YEAR 2
Pricing Period	December 10, 2025 - August 31, 2026	September 1, 2026 - August 31, 2027
Fees Due	December 10, 2025	September 1, 2026
Services	\$11,300.29	\$16,322.25
Support	\$6,053.60	\$8,328.71
<b>Total</b>	<b>\$17,353.89</b>	<b>\$24,650.96</b>

Pricing quoted is in U.S. Dollar and does not include applicable taxes. Unless stated otherwise, pricing under this Order is valid for 30 days from the Order Date ("Offer Expiration Date"). If Client exceeds its entitled use under this Order, overage fees shall apply.



# Pricing Details

## Group1

### Year 1 (December 10, 2025 to August 31, 2026)

DESCRIPTIONS	CATEGORY	QUANTITY	FEES
TLM Plus - Multi-Year	Services	1	\$ 11,300.29
Standard End User Support	Support	4,615	\$ 10,903.20
Basic End User Support	Support	- 2,965	\$- 4,849.60
<b>Year 1 Total:</b>			<b>\$ 17,353.89</b>

### Year 2 (September 1, 2026 to August 31, 2027)

DESCRIPTIONS	CATEGORY	QUANTITY	FEES
TLM Plus - Multi-Year	Services	1	\$ 16,322.25
Standard End User Support	Support	4,615	\$ 14,999.96
Basic End User Support	Support	- 2,965	\$- 6,671.25
<b>Year 2 Total:</b>			<b>\$ 24,650.96</b>
<b>Group1 Total:</b>			<b>\$ 42,004.85</b>



FTE Definition

FTE means a User Model for a blended institution that accounts for Client's number of student full-time equivalents over the course of a year as reported by Client and verifiable through a published and reputable source (e.g. IPEDS). A blended institution is an institution that uses traditional face to face learning as the primary learning delivery model for their students and supplements with online educational technologies. For clarity, those persons who log into the Cloud Services for the sole purpose of providing or administering instruction will not be considered an FTE, unless and until such persons log into the Cloud Services as students (e.g., to take courses for professional or personal development).

Is your organization exempt from sales tax? If yes, kindly attach a copy of your sales tax exemption certificate to this Order Form.

- Yes, sales tax exemption certificate is attached.
 No

Does your organization require a Purchase Order to process payment of this contract? If yes, kindly attach a Purchase Order that references the Order # from page 1 of this document.

- Yes, Purchase Order is attached.
 No

SPECIAL TERMS AND CONDITIONS

1. This Order hereby replaces Basic End User Support purchased in Years 4 and 5 under Order #Q-36597 as of December 10, 2025 ("Swapped Services") with the Standard End User Support under this Order. For clarity, fees for the Swapped Services shall remain billable as set out on Order #Q-36597, in addition to the incremental fees due on this Order. Client agrees that D2L Ltd. has no obligation to deliver or further implement the Swapped Services contracted on Order #Q-36597.

2. Client is a member of E&I Cooperative Services.

To facilitate efficient communication, please provide the contact details for at least three individuals involved in billing and payments, ideally including one distribution list.

Primary Billing Contact

Accounts Payable Contact (distribution list preferred)

Name:
Title:
Email:
Phone:

Name:
Title:
Email:
Phone:

This Order Form between D2L and Client is governed by the terms of the existing executed agreement between the Parties ("Agreement"), and may be accepted as a binding agreement under the Agreement provided that (a) it is signed and returned, or (b) a valid Purchase Order ("PO") referencing D2L's Order # above is provided. Unless otherwise indicated on this Order Form, all other terms of the Agreement remain in full force and effect. No modifications to this Order Form or supplemental terms provided on a PO or similar document will have any binding effect.



This Order Form is valid up to and inclusive of the Offer Expiration Date. D2L reserves the right to accept or reject any signed Order Form after the Expiration Date.

To accept this Order Form, sign here:

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_



# Statement of Work – Technical Learning Manager

## TLM - Plus

### Solution Description

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The Technical Learning Manager (“TLM”) is one of D2L’s premium service roles, offering technical guidance and administrative support for D2L products and integrations. This role is further described under the following sections.

### Deliverables

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#### 1. D2L Responsibilities

D2L will provide the following:

- TLM Meetings and Case Review
  - TLM meetings are bi-weekly for 1 hour.
  - All open support cases and associated software defects and their status will be reviewed and discussed during the call.
  - As time allows, the TLM may engage in a general technical discussion regarding D2L products and services installed in the production instance.
  - An agenda will be sent out by the TLM to identified stakeholders in advance of the call.
  - Minutes will be sent out to identified stakeholders after the call.
  - Monthly release review and technology updates.
    - The TLM will review the upcoming monthly releases during the TLM meeting.
    - Upcoming technology updates and high impact changes will be notified by the TLM.
- Service Impacting Events and Escalations
  - The TLM can be engaged via email during business hours to help change the relative priority of an open support case on behalf of Client’s Approved Support Contacts.
  - In the case of a P1 case (defined in the priority matrix of Client’s Support Agreement), the TLM can be engaged via email or phone after business hours for escalation by Client’s Approved Support Contacts.
  - The TLM will respond to a P1 request within 4 hours and will provide updates at a minimum of 8-hour intervals or as per a mutually-agreed timeframe between the Client and the TLM.
  - To support with impacting events and escalations, the TLM will obtain written clarification regarding the status and/or next steps of the support incident.
  - The TLM will determine if a resolved incident can be reopened.
  - The TLM can obtain clarification on the status and next steps regarding an identified defect.
- Technical Questions and Assistance
  - General technical questions and guidance provided beyond the “break/fix” assistance from Support.
- Administration Management
  - The TLM will provide support for the Brightspace Products listed below:
    - Brightspace Core
    - Creator Plus
    - Supported Add-ons
    - Integrations configured by D2L
  - The TLM will also assist with the following administration duties:
    - System Administration



- User Administration – Management of users and groups including learners, instructors, etc.
- Role Management – Enrolment of users into appropriate courses.
- Platform Management – Configuration of permissions and settings.
- Bulk Course Administration – Bulk course copying and editing.
- Org Unit Management – Course shell creation and content copying.
- Tool setup – Assist with enabling of learning tools.
- Content Management – Make minor changes to existing content.
- Product Consultation
  - Effective Practices – Provide feedback and resources on learning tool optimization.
  - Reporting Tools – Provide feedback and guidance on data options
- Change Management
  - Brightspace Administration task request tracking.
  - Change History – Provide TLM change reports upon request.

## 2. Client Responsibilities

Client will:

- Provide any agenda items for the bi-weekly TLM meeting a minimum of 48 hours prior to the meeting.
- Limit agenda to items that can be covered within a one-hour timeframe for the TLM meeting and deferring items not covered to the next scheduled TLM Meeting, or for follow up via email.
- Limit agenda items to discussion of using D2L products and services currently installed in the Client's production instance.
  - Items being considered for purchased or being implemented by D2L Professional Services are not part of the TLM Program and should be directed to the appropriate D2L Client Sales Executive or Project Manager.
- Provide business case and summary of impact for escalations and re-prioritization to provide justification for requested action.
- Engage the D2L Help Desk via an Approved Support Contact (ASC) per Client's Support Agreement with D2L prior to engaging the TLM for assistance with an incident.
- Make an allowance for the documented response time of 24 hours prior to re-engaging the TLM for an update on provided request.

## 3. Project Assumptions

- The TLM will deliver the service in English.
- Client's Start Date and End Date for the Services are as set out in the Order Form to which this SOW is attached.
- The Technical Learning Manager Offering in this SOW provides an average of 3 hours of support per week but can vary depending on seasonality and mutually agreed-upon deliverables between D2L and Client. Should Client require more hours of support than the aforementioned average, D2L and Client will work towards a mutually agreeable upgrade in level of support and associated cost.
- Email or phone availability times are automatically determined by the region of the Client's contract. Each Client is entitled to one availability window.
  - Approved Support Contacts (ASCs) or relevant administrators can contact the TLM via email or phone during the hours indicated for the following availability windows. Only P1/Critical items will be reviewed and worked on after hours or weekends requested by ASCs only:
    - North America: 9:00 AM-5:00 PM EST/EDT



- Europe, the Middle East and Africa: 9:00 AM-5:00 PM BST/GMT
- Australia, New Zealand and Singapore: 9:00 AM-5:00 PM AEST/AEDT/SGT
- Client requests are limited to incidents and software defects regarding D2L products and services that are currently installed in the Client's production environment.
- Requests not documented in the above list will be considered on a case-by-case basis but may be refused as being out of scope of the D2L TLM Service.
- If Client has purchased a level of service that includes reports, such reports produced by the TLM can only be used by Client for informational purposes only. For clarity, the reports cannot be used for proof of tracking contracted license usage or other contractual reporting metrics.
- In order to complete the tasks included in the D2L Responsibilities section in this SOW, the TLM will require access to Client's Brightspace site. Such tasks will not be completed without Client's approval, except as expressly provided below or as otherwise agreed by D2L and Client.
  - Unless otherwise specified by Client, access to Client's site will be managed through D2L's internal access system. This gives the TLM the ability to read and adjust any settings, configurations and data within Client's site. Client's prior approval is not required for access to Client's Brightspace site, but must be received by D2L prior to making any changes within Client's Brightspace site, except as expressly provided below or as otherwise agreed by D2L and Client.
  - If there are situations where the TLM is required to impersonate an account within Client's site to complete tasks included in the D2L Responsibilities section of this SOW, the TLM will confirm Client's preferred process for managing these situations. For administrator account impersonation, Client can elect to (i) create a new account to be impersonated, (ii) provide approval to impersonate specific accounts at any time, or (iii) request that permission be granted each time. For end user accounts, the TLM will request approval for each situation where impersonation is required.
  - In situations requiring urgent action and where D2L is unable to obtain Client's prior approval for site changes and/or impersonation approval in a timely manner, D2L may take steps to address the emergency issue, if D2L deems necessary in its reasonable opinion, but only for purposes of addressing the urgent issue at hand.

## General Assumptions

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The following assumptions are based on information provided by Client to D2L and have been used to develop the fees under this SOW. Deviations from these assumptions may lead to commensurate changes in the time and fees necessary to meet Client's requirements.

- **Changes to the Scope of this SOW.** Deliverables not explicitly described as in scope of this SOW are explicitly out of scope of this SOW. Any proposed or requested material changes to this SOW will be documented using a change request form that summarizes the change and project impact (in terms of scope, budget, and schedule) and signed by both parties.
- **Deliverable Hosting.** Notwithstanding anything to the contrary in Client's Agreement with D2L, Client understands and agrees that portions of any customization (if applicable) or Services may be hosted, and/or may process and store data, on Amazon Web Services or such other third-party hosting services as D2L may use from time to time.
- **Rescheduling of Services.** Client will provide to D2L at least five (5) days written notice prior to cancelling any scheduled onsite technical assistance and/or training; if Client fails to notify D2L within such five (5)-day period, Client will forfeit the scheduled hours and D2L may, in its sole discretion, charge the Client the full amount for the scheduled consulting time, as well as any rescheduled time, and travel expenses that are not subject to refund.



- **Client Participation Required.** Client understands and agrees that D2L's ability to provide the Services and deliverables under this SOW is dependent upon the active participation of, and D2L's timely access to, the appropriate Client resources as may be required by D2L and assigned by Client during the performance of this engagement. Delays not caused by D2L that result in the need to reschedule other project deliverables and resources may result in a change request that could impact the project budget (if applicable) and/or schedule.
- **Remote Work.** All Services will be produced remotely and during regular business hours unless otherwise agreed.



# Statement of Work – End User Support - Standard

## Solution Description

End User Support is a Support service for Learners and Educators to receive assistance in using Brightspace Product and Services through the User Interface and includes the following services.

## Deliverables

### 1. D2L Responsibilities

D2L will:

- D2L will assist with the supported functionality of Brightspace through the user interface for the Learner and Instructor roles including all items regarding configuring, delivering, and consuming all aspects of the Brightspace suite of products. Help guide processes such as a password reset (how to reset or who to contact) upon instructions provided by Client.
- Implement and maintain the Lumi Chat.
- Answer support questions from students and faculty on the Brightspace system.
- Assist students and faculty in resolving their sign-on issues for the Brightspace system.
- Provide over-flow service to the Client’s Helpdesk in addition to after-hours support.
- Log cases which will provide the call data that describes how and to what degree the service is being provided.
- Monitor Client’s technology environment - if a call is received by the D2L service that is beyond the scope of Brightspace support calls, the D2L team will provide guidance on redirecting users to the appropriate ITS support path.
- Provide Client with case logs that describe the nature, time and duration of the interactions generated by end-users.

Logistics of this SOW are as follows:

<b>Email</b>	<ul style="list-style-type: none"> <li>• Cases can be submitted 24x7x365</li> <li>• Helpdesk will respond 24x7x365</li> </ul>
<b>Chat</b>	<ul style="list-style-type: none"> <li>• 24x7x365</li> </ul>
<b>Phone</b>	<ul style="list-style-type: none"> <li>• 24x7x365</li> </ul>
<b>Service Level Objectives</b>	<ul style="list-style-type: none"> <li>• 80% (within the time shown) <ul style="list-style-type: none"> <li>○ Email Response: 24 hours</li> <li>○ Chat Response: 60 seconds</li> <li>○ Phone Response: 45 seconds</li> <li>○ Initial Case Engagement: 24 hours</li> <li>○ Target Resolution Time: 7 business days</li> </ul> </li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>• English, Canadian French, Spanish, Brazilian Portuguese</li> </ul>
<b>Reporting, Metrics, and Analysis</b>	<ul style="list-style-type: none"> <li>• Standard end user reports</li> </ul>
<b>End User Support Portal</b>	<ul style="list-style-type: none"> <li>• Generic Service Portal</li> </ul>
<b>Support, Quality, and Case Review Meetings</b>	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>

### 2. Client Responsibilities

Client will provide the following:



- A completed workbook, identifying internal processes relevant to End User Support. This is a living document, which Client will need to regularly update when internal processes change.
- Feedback and insights received from the end users for continual service improvement.

### **General Assumptions**

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The following assumptions are based on information provided by Client to D2L and have been used to develop the fees under this SOW. Deviations from these assumptions may lead to commensurate changes in the time and fees necessary to meet Client's requirements.

- **Changes to the Scope of this SOW.** Deliverables not explicitly described as in scope of this SOW are explicitly out of scope of this SOW. Any proposed or requested material changes to this SOW will be documented using a change request form that summarizes the change and project impact (in terms of scope, budget, and schedule) and signed by both parties.
- **Acceptance.** Acceptance of each deliverable will be deemed (i) if Client does not issue a written notice of rejection within five (5) business days from D2L's delivery of such deliverable; or (ii) if Client uses the deliverable in production, whichever is earlier.
- **Deliverable Hosting.** Notwithstanding anything to the contrary in Client's Agreement with D2L, Client understands and agrees that portions of any customization (if applicable) or Services may be hosted, and/or may process and store data, on Amazon Web Services or such other third-party hosting services as D2L may use from time to time
- **Rescheduling of Services.** Client will provide to D2L at least five (5) days written notice prior to cancelling any scheduled consulting time (including all onsite or remote technical assistance and/or training); if Client fails to notify D2L within such five (5)-day period, Client will forfeit the scheduled hours and D2L may, in its sole discretion, charge the Client the full amount for the scheduled consulting time, as well as any rescheduled time, and travel expenses that are not subject to refund
- **Term of the Services.** Unless mutually agreed at least 60 days in advance by the Client and D2L, all Services in this SOW (i) must be used within 12 months from the Order Start Date (unless and to the extent that delays during this period are caused by D2L); and (ii) may not be reallocated to other D2L professional and consulting services unless mutually agreed upon by both the Client and D2L in a separate written instrument that is not effective unless and until it is executed by both parties. For clarity, amounts paid for Services in this SOW may not be reallocated to Client's annual fees, and no refund shall be made by D2L to Client for any unused Services.
- **Client Participation Required.** Client understands and agrees that D2L's ability to provide the Services and deliverables under this SOW is dependent upon the active participation of, and D2L's timely access to, the appropriate Client resources as may be required by D2L and assigned by Client during the performance of this engagement. Delays not caused by D2L that result in the need to reschedule other project deliverables and resources may result in a change request that could impact the project budget and/or schedule. If Client unreasonably and persistently delays D2L in its carrying out of the Services and/or delays the paying of invoices and does not cure such delay within 30 days from receipt of notice from D2L, all fees and related charges for the Services under this SOW will immediately become due and payable to D2L, even if such Services have not been completed by D2L, and D2L's obligations under this SOW shall terminate.



PRESIDENT'S OFFICE

## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: December 8, 2025  
Subject: Award of Contract 26-05: Apple Hardware and Support for \$112,569.09

### AGENDA ITEM DESCRIPTION

Approval of contract 26-05 for Apple products, maintenance support, and accessories in the amount of \$112,569.09.

### PURPOSE

Provide current hardware resources for classroom instruction.

### BACKGROUND

The existing Graphic Arts Apple computers were purchased in 2020, equipped with a legacy processor that is no longer supported by the Apple operating system. College of the Mainland evaluated three (3) proposals from three cooperative contract vendors for updated hardware. CDW-G offers the lowest price, supported by a vendor with a history of reliable service to the College. The total contract is not-to-exceed \$112,569.09.

Vendor	Total
CDW-G	\$112,569.09
Apple	\$113,527.70
Howard	\$117,747.00

Based on the above, it is the recommendation to award the subject contract to CDW-G. This award is based on a competitive proposal process in accordance with Texas Education Code 44.031 and Government Code 791.

### FUNDING SOURCE

FY26 Perkins grant Budget 32-0-3100-4199-5420

### PROPOSED MOTION

"I move the Board of Trustees approve contract 26-05 for Apple products, maintenance support, and accessories in the amount of \$112,569.09."

### ATTACHMENTS

CDW-G Proposal, OMNIA and E&I Contracts  
Apple Proposal  
Howard Proposal



Thank you for choosing CDW. We have received your quote.

Hardware    Software    Services    IT Solutions    Brands    Research Hub

# QUOTE CONFIRMATION

**CHRIS BENTLEY,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PPZZ147	9/29/2025	PLCM136	0813940	<b>\$112,569.09</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Apple Mac Mini - M4 - 16 GB RAM - 512 GB SSD</a> Mfg. Part#: MU9E3LL/A Contract: OMNIA ESCR4 R210401 Tech Sol. Products/Services (R210401)	43	8131058	\$695.51	\$29,906.93
<a href="#">AppleCare+ for Schools - 3 Year - Service Fees Apply - Mac mini</a> Mfg. Part#: S7834LL/A Electronic distribution - NO MEDIA Contract: E&I CNR01439 Catalog Apple (CNR01439)	43	5966013	\$78.61	\$3,380.23
<a href="#">Apple Studio Display - Standard Glass - Tilt-Adjustable Stand</a> Mfg. Part#: MYJG3LL/A Contract: E&I CNR01439 Catalog Apple (CNR01439)	43	8287823	\$1,491.51	\$64,134.93
<a href="#">AppleCare+ for Schools - 3 Year - Service Fees Apply - MacBook Pro</a> Mfg. Part#: SD6Q2LL/A Electronic distribution - NO MEDIA Contract: E&I CNR01439 Catalog Apple (CNR01439)	2	6739765	\$198.01	\$396.02
<a href="#">Apple 11-inch iPad - A16 - Wi-Fi - tablet - 128 GB - Silver</a> Mfg. Part#: MD3Y4LL/A Contract: E&I CNR01439 Catalog Apple (CNR01439)	2	8285312	\$327.36	\$654.72
<a href="#">Apple Magic Keyboard with Numeric Keypad - keyboard - QWERTY - US Input Dev</a> Mfg. Part#: MXCJ3LL/A Contract: E&I CNR01439 Catalog Apple (CNR01439)	43	8261886	\$119.64	\$5,144.52
<a href="#">Compulocks Mac Mini Security Mount with Keyed Cable Lock - system security</a> Mfg. Part#: MMEN24CL Contract: E&I CNR01439 Catalog (CNR01439)	43	8477528	\$80.78	\$3,473.54

**QUOTE DETAILS (CONT.)**

<a href="#">StarTech.com 3 Port USB C Hub with SD Card Reader, 3x USB-A &amp; SD Slot, USB</a>	43	5809448	\$53.40	\$2,296.20
Mfg. Part#: HB31C3ASDMB Contract: E&I CNR01439 Catalog (CNR01439)				
<a href="#">Apple MacBook Pro - 14" - M5 - 16GB RAM - 512GB SSD - Silver</a>	2	8542815	\$1,591.00	\$3,182.00
Mfg. Part#: MDE44LL/A Contract: E&I CNR01439 Catalog Apple (CNR01439)				

<b>SUBTOTAL</b>	\$112,569.09
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$112,569.09</b>

<b>PURCHASER BILLING INFO</b>	<b>DELIVER TO</b>
<b>Billing Address:</b> COLLEGE OF THE MAINLAND BUSINESS OFFICE 1200 N AMBURN RD TEXAS CITY, TX 77591-2499 <b>Phone:</b> (409) 938-1211 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>Shipping Address:</b> COLLEGE OF THE MAINLAND BUSINESS OFFICE 1200 N AMBURN RD TEXAS CITY, TX 77591-2499 <b>Phone:</b> (409) 938-1211 <b>Shipping Method:</b> UPS Ground
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



**Sales Contact Info**

**Maisie Mackay** | (888) 419-7312 | [maisie.mackay@cdwg.com](mailto:maisie.mackay@cdwg.com)

**Need Help?**



My Account



Support



Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager.

**Apple**

Customer's use of iCloud, the Products or either of their incumbent software or functionality is subject to compliance with all end user licenses agreements ("EULAs"), Product terms and conditions, and iCloud terms and conditions (available at [www.apple.com/legal/internet-services/icloud/en/terms.html](http://www.apple.com/legal/internet-services/icloud/en/terms.html)) and any other terms and conditions provided by Apple. Customer shall not use the Products, iCloud Storage APIs and iCloud service, or any component or function thereof, (i) to create, receive, maintain, or transmit protected health information (as defined at 45 C.F.R § 160.103); or (ii) in any manner that would make Apple or any other third-party

distributor, supplier, or provider of those technologies a business associate, as defined under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") at 45 C.F.R. § 160.103, of the Reseller or any third party. If Customer is purchasing AppleCare, Customer agrees to the following terms and conditions: (i) Service Plan Terms and Conditions. Customer agrees to the Service Plan Terms and Conditions available at [www.apple.com/legal/sales-support/applecare/os-reseller-support/](http://www.apple.com/legal/sales-support/applecare/os-reseller-support/); (ii) Customer Responsibilities. Customer must be actively enrolled in AppleCare for Enterprise in order to purchase a Support Incident and receive Support Services thereunder. Customer will cooperate with Reseller when seeking Support Services by providing information necessary to assist Reseller in diagnosing an issue. Customer is responsible for any and all restoration or reconstruction of lost or altered files, data or programs. Customer will maintain and implement a complete data backup and disaster recovery plan. Customer is solely responsible for any and all security of confidential, proprietary or classified information of Customer and any third parties whose data Customer possesses or processes. Customer will not disclose to Reseller confidential, proprietary or any information that is subject to intellectual property rights that may expose Reseller to liability; and (iii) Data Protection. Customer agrees and understands that it is necessary for Reseller to collect, process and use Customer data in order to perform the service and support obligations under the Support Incident. This may include transferring Customer data to affiliated companies, service providers, and/or Apple.

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November 12, 2024

Jeff Hagan  
Program Manager  
CDW Government LLC  
230 N Milwaukee Ave  
Vernon Hills, IL 60661  
Email: [jeff.hagan@cdwg.com](mailto:jeff.hagan@cdwg.com)

Re: Renewal Award of Contract #R210401

Dear Mr. Hagan:

Per official action taken by the Board of Directors of Region 4 Education Service Center on October 29, 2024, Region 4 ESC is pleased to announce that CDW Government LLC has been awarded an annual contract renewal for the following, based on the sealed proposal submitted to Region 4 on January 19, 2021, and subsequent performance thereafter:


**Contract**

Technology Solutions, Products, and Services

The contract will expire on May 31, 2026, completing the fifth year of a five-year term contract. The contract is available through OMNIA Partners, Public Sector. Your designated OMNIA Partners, Public Sector contact is Deborah Bushnell, at (713) 554-7348 or [deborah.bushnell@omniapartners.com](mailto:deborah.bushnell@omniapartners.com).

The partnership between CDW Government LLC, Region 4 and OMNIA Partners, Public Sector can be of great help to participating agencies. Please provide copies of this letter to your sales representative(s) to assist in their daily course of business.

Sincerely,

Signed by:  
  
A5A9F62707BB46B...  
Adam Tabor, MBA, RTSBA  
Director, Procurement

DS  


E&I Members: Tell Us How We're Doing!  
Your Feedback Matters to Us

Take the Survey

LOGIN (/WP-LOGIN.PHP?UTM\_SOURCE=WEBSITE+HEADER)CREATE A PROFILE (/REGISTRATION/MEMBER-REGISTRATION/)  
BECOME A MEMBER (/MEMBER-CENTER/MEMBERSHIP-APPLICATIONS/?UTM\_SOURCE=WEBSITE+HEADER)FIND MY REP (/MEMBER-CENTER/FIND-MY-EI-REP)



(/)



(<https://www.cdwg.com/integrations/custompage/v2/E19AF27A21444B27B7026B7F83E3B7FD>)

<b>Contract Number:</b> CNR01439
<b>Contract Date:</b> 08/01/2017 – 07/31/2028
<b>Agreement:</b> Competitive
<b>Renewals:</b> None
<b>Award Summary:</b> Click RFP Number Field to view all awarded suppliers
<b>eProcurement:</b> Punchout Capable
<b>RFP Number &amp; Name:</b> <a href="#">RFP 23958833572 for Computer Equipment, Related Hardware, Software, and Support</a>
<b>Contract Availability:</b> Higher Education; K-12

### CDW-G | Computer Equipment & Related Hardware, Software, Services & Support

*\*Contract now includes Cloud Services*

The CDW contract for IT hardware, software, and cloud services brings E&I members the technologies and expertise needed to elevate the student experience, strengthen infrastructure, and keep campus communities connected and secure. With decades of experience, 1,000+ brand partnerships, and dedicated teams focused on education, CDW designs, orchestrates, and supports end-to-end solutions that scale with your institution – inside the classroom, across campus, and beyond.

Economic Benefit Model | TEB = 3.0-7.0%

Contract Documents & Updates



## Sign Up & Ordering Information

### Resources

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**CDW** (<https://www.cdwg.com/integrations/custompage/v2/E19AF27A21444B27B7026B7F83E3B7FD>) offers E&I members a broad portfolio of IT and cloud solutions, including hardware, software, cybersecurity, infrastructure, and fully managed services. From on-premises systems to hybrid and multi-cloud environments, CDW simplifies procurement and implementation while offering support through OEM-certified and cloud-focused experts. With a just-in-time inventory model, multiple distribution centers, and tailored consulting services, CDW helps institutions of all sizes build technology ecosystems that support active learning, operational efficiency, and digital transformation.

### Contract Differentiators

- Substantial cost savings across CDW's full catalog from 1,000+ technology brand partners
- Cloud discovery, planning, migration, and integration services tailored to education
- CDW Amplified Infrastructure & Security Services for scalable, futureproofed IT environments
- Access to Apple products, including exclusive pricing below Apple education rates (higher ed only)
- Service and support from OEM-certified and cloud-certified technology professionals
- Dedicated account teams and education-specific consultants for personalized support
- Custom online ordering platform with time-saving account features and reporting
- Managed services, including remote monitoring, billing, onboarding, and renewal fulfillment
- IT operational analytics to identify inefficiencies and improve workflows
- Special pricing tiers for institutions meeting annual spend thresholds
- Migration services enable smooth cloud services deployment
- CDW hosted and remote managed services or partner managed services

### Sustainability

At CDW, Environmental, Social and Governance (ESG) work is guided by the principles of the CDW Way and their values of trust, connection and commitment. CDW focuses their efforts on the topics, challenges and opportunities where CDW is able to sustainably add value for stakeholders. **(Learn More)** (<https://www.cdwg.com/content/cdwg/en/about/overview/esg-overview.html>)



# Apple Inc. Education Price Quote

**Customer:**

Ron LeVick  
 COLLEGE OF THE MAINLAND  
 Phone: 409-933-8344  
 Email: rlevick@com.edu

**Apple Inc:**

Jade Ruggirello  
 Email: j\_ruggirello@apple.com

**Apple Quote:**

2213986300

**Quote Date:**

November 13, 2025

**Quote Valid Until:**

December 13, 2025

**Quote Comments:**

Harris County Department of Education (HCDE) - Choice Partners Cooperative - Apple Corporate Contract Number 1659677

Item #	Details	Qty	Unit List Price	Extended List Price
1	<b>14-inch MacBook Pro: Apple M5 chip with 10-core CPU and 10-core GPU, 16GB, 512GB SSD - Silver</b> Part Number: MDE44LL/A <b>Configuration:</b> 065-CK56 : Apple M5 chip with 10-core CPU, 10-core GPU, 16-core Neural Engine 065-CK57 : 16GB unified memory 065-CK5D : 512GB SSD storage 065-CK5H : 70W USB-C Power Adapter 065-CK5M : Three Thunderbolt 4 ports, HDMI port, SDXC card slot, headphone jack, MagSafe 3 port 065-CK5P : 14-inch Liquid Retina XDR display 065-CK66 : Standard display finish 065-CK7K : None 065-CK77 : Backlit Magic Keyboard with Touch ID - US English 065-CK5Q : Accessory Kit	2	\$1,499.00	\$2,998.00
2	<b>3-Year AppleCare+ for Schools - 14-inch MacBook Pro</b> Part Number: SD6L2LL/A	2	\$199.00	\$398.00
3	<b>iPad Wi-Fi 128GB - Silver</b> Part Number: MD3Y4LL/A	2	\$329.00	\$658.00
4	<b>Mac mini: Apple M4 chip with 10-core CPU and 10-core GPU, 16GB, 512GB SSD</b> Part Number: MU9E3LL/A <b>Configuration:</b> 065-CGYC : Apple M4 chip with 10-core CPU, 10-core GPU, 16-core Neural Engine 065-CGYH : 16GB unified memory 065-CJY6 : 512GB SSD storage 065-CGYX : Gigabit Ethernet 065-CH00 : Three Thunderbolt 4 ports, HDMI port, two USB-C ports, headphone jack 065-CH3M : None	43	\$699.00	\$30,057.00

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065-CH3K : Accessory Kit

5	<b>3-Year AppleCare+ for Schools - Mac mini</b> Part Number: S7730LL/A	43	\$79.00	\$3,397.00
6	<b>Apple Studio Display - Standard Glass - Tilt-Adjustable Stand</b> Part Number: MYJG3LL/A	43	\$1,499.00	\$64,457.00
7	<b>Magic Keyboard with Numeric Keypad - US English - Silver</b> Part Number: MXCJ3LL/A	43	\$129.00	\$5,547.00
8	<b>Satechi Multiport Pro Adapter V2</b> Part Number: HRDP2ZM/A	43	\$69.95	\$3,007.85
9	<b>Kensington Security Mount for Mac mini</b> Part Number: HRZU2ZM/A	43	\$69.95	\$3,007.85

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<b>Education List Price Total</b>	<b>\$113,527.70</b>
Additional Tax	\$0.00
Estimated Tax	\$0.00
Total Tax	\$0.00
<b>Extended Total Price*</b>	<b>\$113,527.70</b>

*\*In most cases Extended Total Price does not include Sales Tax  
\*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary*

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# Disclosure

This document has been created for you as Apple Quote ID **2213986300**.

**Your institution's Authorized Purchaser may submit an order online** at <https://ecommerce.apple.com>. Go to the Quote area of your Apple Online Store, click on it and convert to an order.

- If you're the authorized purchaser and need assistance in registering for access to the Apple Online Store, please contact your Apple Sales Representative.

**This is a quote for the sale of products or services. Your use of this quote is subject to the following provisions which can change on subsequent quotes:**

- A. Any order that you place in response to this Quote will be governed by the purchase agreement between Apple Inc. ("Apple") and you or another entity under which you're authorized to purchase under, in effect at the time you place the order.
  - If you do not have a purchase agreement in effect with Apple, please contact [csteam.edu@apple.com](mailto:csteam.edu@apple.com).
- B. All sales are final. Please review Return Policy below if you have any questions. If you use your institution's Purchase Order form to place an order in response to this Quote, Apple rejects any Terms set out on the Purchase Order that are inconsistent with or in addition to the Terms of the governing purchase agreement between the parties.
- C. Unless this Quote specifies otherwise, it remains in effect until the Quote Valid Until Date set forth above. Apple reserves the right to withdraw this Quote before an order is placed, modify, or cancel any provision of this Quote, or cancel any orders placed.

36 Howard Drive·Ellisville, MS 39437  
P.O. Box 1590·Laurel, MS 39441



888.912.3151 general·601.399.5077 fax  
888.323.3151 technical support

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## Online Quotation

**Quote No:** lc10 1583432.00      **Quote Date:** November 05, 2025  
**Customer Name:** Ronald LeVick      **Phone Number:** 4099338344  
**Company Name:** College of the Mainland      **Fax Number:**  
**Quote Name:** GRAPHIC ARTS LIST 2025-10-13 REFRESH

### Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	Apple Mac mini - M4 - RAM 16 GB - SSD 512 GB - Apple M4 10-core - Gigabit Ethernet, IEEE 802.11ax (Wi-Fi 6E), Bluetooth 5.3 - macOS Sequoia 15.0 - monitor: none - silver <b>MPN:</b> MU9E3LL/A <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	43	<b>\$793.00</b>	<b>\$34,099.00</b>
2:	Apple Studio Display Standard glass - LCD monitor - 27" - 5120 x 2880 5K - 600 cd/m <sup>2</sup> - Thunderbolt 3 - speakers with subwoofer <b>MPN:</b> MYJG3LL/A <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	43	<b>\$1,534.00</b>	<b>\$65,962.00</b>
3:	Apple MacBook Pro - M4 - Apple M4 10-core - 16 GB RAM - 512 GB SSD - 14.2" 3024 x 1964 @ 120 Hz - Wi-Fi 6E, Bluetooth - silver - kbd: US <b>MPN:</b> MW2W3LL/A <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	2	<b>\$1,586.00</b>	<b>\$3,172.00</b>
4:	Apple iPad A16 Wi-Fi - Tablet - 128 GB - 11" IPS (2360 x 1640) - silver <b>MPN:</b> MD3Y4LL/A <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	2	<b>\$343.00</b>	<b>\$686.00</b>
5:	Apple Magic Keyboard with Numeric Keypad - Keyboard - wireless - Bluetooth - QWERTY - US <b>MPN:</b> MXCJ3LL/A <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	43	<b>\$119.00</b>	<b>\$5,117.00</b>
6:	CompuLocks Mac Mini Security Mount with Keyed Cable Lock - System security mounting kit - wall mountable, desk mountable, under-desk mountable, on-the-monitor mountable - black <b>MPN:</b> MMEN24CL <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	43	<b>\$68.00</b>	<b>\$2,924.00</b>
7:	StarTech.com 3 Port 10Gbps USB C Hub with SD Card Reader, 3x USB-A & 1x SD Slot, Portable USB 3.1/3.2 Gen 2 Type C Adapter Hub, Laptop Hub, USB Bus Powered, Thunderbolt 3 Compatible - Windows/macOS/Linux (HB31C3ASDMB) - Hub - 1 x USB-C + 3 x USB 3.1 - desktop - for P/N: PEXUSB321C <b>MPN:</b> HB31C3ASDMB <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	43	<b>\$52.00</b>	<b>\$2,236.00</b>
8:	APPLECARE+ FOR MAC MINI M4 CLDS . <b>MPN:</b> SR1C2LL/A <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	43	<b>\$73.00</b>	<b>\$3,139.00</b>
9:	APPLECARE+ SVCS 14-INCH MACBOOK PRO M4 <b>MPN:</b> SR172LL/A <b>Contract:</b> TIPS/TAPS Computers/Equipment 230105	2	<b>\$206.00</b>	<b>\$412.00</b>

**Sub-Total: \$117,747.00**

**Shipping & Handling: Included**

**Taxes: Tax Exempt**

**Total for Item 1: \$117,747.00**

**This Quote will expire on December 05, 2025.  
Please include your Quote Number on your Purchase Order.**

### Total for all pre-configured items

**Sub-Total: \$117,747.00**  
**Shipping & Handling : Included**

<b>Taxes:</b>	<b>Tax Exempt</b>
<b>Total:</b>	<b>\$117,747.00</b>

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**Notes:**

Please note that ALL QUOTES/PRICING ARE SUBJECT TO CHANGE WITHOUT NOTICE DUE TO IMPACTS FROM TARIFFS "AppleCare+ for Schools is currently unavailable through distribution and can only be purchased directly through Apple Quoted with regular AppleCare +"

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Howard's product warranties, return policies and related information are also available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, or may be obtained by calling 1-888-912-3151 or emailing [webmaster@howardcomputers.com](mailto:webmaster@howardcomputers.com).

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PRESIDENT'S OFFICE

# Consideration of and Possible Action to Schedule the March 2026 Board of Trustees Meeting on Monday, March 30, 2026.



## MINUTE ORDER

To: Board of Trustees

From: Dr. Helen Brewer, President

Date: December 8, 2025

Subject: Resolution Voting in the Members of the Board of Directors of the Galveston Central Appraisal District (GCAD) 2026.

### **AGENDA ITEM DESCRIPTION:**

Discussion and possible action to cast COM's 280 votes for Matt Doyle to serve on the Board of Directors of the Galveston Central Appraisal District and adoption of Resolution reflecting same.

Presented and recommended for approval to the Board of Trustees on December 8, 2025.

### **PURPOSE**

The Galveston County Appraisal District (GCAD) serves as a crucial link between property owners and the tax system. From ensuring property owners are charged the correct amount based on market value for their property, the GCAD is responsible for accurately assessing property values.

### **BACKGROUND**

Founded in 1838, the Galveston County Appraisal District (GCAD) plays a crucial role in determining property taxes for local taxing units, including cities and school districts, which fund essential public services such as education and infrastructure development.

### **FUNDING SOURCE**

Not applicable

### **PROPOSED MOTION:**

*"I move the Board of Trustees cast its 280 votes for Matt Doyle and adopt the Resolution as presented."*

### **ATTACHMENT(S)**

Resolution 2025.12.8 - Voting in the Members of GCAD Board of Directors  
GCAD Ballot



9850 Emmett F Lowry Expressway, Suite A  
Texas City Texas 77591

Phone: (409) 935 - 1980  
Fax (409) 935 - 4319

Chief Appraiser, Krystal L. McKinney RPA, CCA

2026

*Board of Directors Election*

**BALLOT**

<b>Number of Votes Taxing Unit is Eligible to Cast:</b>	<b>Voting Unit:</b>
280	College of the Mainland

<b>CANDIDATES</b>	<b>VOTES</b>
Collins, Robin	
Doyle, Matt	280
Farmer, Thomas	
Ross James	

- **RESOLUTION MUST BE ATTACHED TO THIS BALLOT**
- + **DEADLINE: *by December 14<sup>th</sup>, 2025***

A RESOLUTION OF

College of the Mainland

VOTING IN THE APPOINTMENT OF MEMBERS OF THE BOARD OF DIRECTORS  
OF THE  
GALVESTON CENTRAL APPRAISAL DISTRICT  
2026

**RESOLUTION** No. 2025.12.8

WHEREAS, this is selection year for the Board of Directors of the Galveston Central Appraisal District; and

WHEREAS, the Board of Directors consists of nine total members including five appointed members who serve staggered terms, beginning January 1, in addition there are three elected members, and the Tax-Assessor Collector who serves as a voting ex-officio member.

WHEREAS, College of the Mainland is a voting unit entitled to vote for up to 2 candidates from a ballot submitted by the Galveston Central Appraisal District, if so desired.

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDING BODY OF THIS VOTING UNIT, THAT:

The number of votes cast for the candidate(s), as exhibited in the attached ballot, is submitted by College of the Mainland to the Galveston Central Appraisal District.

PASSED AND APPROVED by College of the Mainland,  
This 8 day of December, 2025.

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Presiding Officer

ATTEST:

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Signature and Title



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: November 13, 2025  
Subject: 2024-2025 Annual Financial & Compliance Report

### **AGENDA ITEM DESCRIPTION:**

Discussion and possible acceptance of the College of the Mainland 2024-2025 Annual Financial and Compliance Report.

### **PURPOSE**

To present to, and discuss, the 2024-2025 Annual Financial and Compliance Report with the Board of Trustees.

### **BACKGROUND**

The College of the Mainland's Annual Financial Audit and Compliance Report is required under Government Code 2102.009.

### **FUNDING SOURCE:**

N/A

### **PROPOSED MOTION:**

*Suggested motion: "I move the Board of Trustees accept the 2024-2025 Annual Financial and Compliance Report."*

### **ATTACHMENT(S)**

1. 2024-2025 Annual Financial & Compliance Report



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: December 8, 2025  
Subject: HB8 Reporting, Cloud Architecture and Data Modernization

### AGENDA ITEM DESCRIPTION

Approval to award a contract 25-01 for reporting modernization initiative services, as outlined in the attached Statement of Work in the amount of \$350,000.

### PURPOSE

To ensure timely, accurate, and compliant HB8 reporting, modernize the delivery of institutional reporting, and implement a scalable cloud-based data infrastructure to support current and future reporting needs.

### BACKGROUND

The College of the Mainland must comply with Texas House Bill 8 reporting requirements and seeks to enhance its institutional reporting capabilities. The proposed project will automate and validate HB8 reporting, transition legacy reports to Power BI, and implement a cloud-based data warehouse using Microsoft Fabric. This modernization will streamline reporting processes, improve data quality, and provide a foundation for analytics and compliance needs. The project is structured in phases, with options to expand scope based on institutional priorities and available resources.

### FUNDING SOURCE

Houston Endowment Grant

### PROPOSED MOTION

*"I move the Board of Trustees approve the award of contract 25-01 for HB8 Reporting, Cloud Architecture, and Data Modernization services to Weaver & Tidwell in the amount of \$350,000 as outlined in the attached Statement of Work."*

### ATTACHMENT(S)

1. Weaver Statement of Work – Reporting Modernization Initiative

## Project Scope: HB8 Reporting & Institutional Reporting Modernization

This project aims to provide scalable and sustainable support for HB8 reporting while offering pathways to enhance institutional reporting and data infrastructure. We propose a tiered approach aligned with the College of the Mainland's current reporting needs, technology stack, and infrastructure. With this approach we are aiming for the following objectives to be achieved:

- Ensure timely, accurate, and compliant HB8 reporting through automation and validation.
- Transition existing institutional reporting assets into Power BI to streamline and modernize reporting delivery.
- Implement a cloud-based data warehouse aligned with Microsoft Fabric or Azure for long-term scalability and cost efficiency (if selected).

To accomplish the objectives outlined above, we propose the following three options:

### Option 1: HB8 Reporting Support

**Scope of Work:** We would generate required reporting based on the design outlined by the THECB and approved by COM designees. All final reporting would be reviewed, approved and submitted by the designated organization reporting authority. Additional activities would include:

- **Model Maintenance:** Maintain and update the HB8 reporting model as needed.
- **Data Review & Validation:** Validate input data for gaps or inconsistencies; work with internal stakeholders to resolve data quality issues.
- **Report Preparation:** Generate HB8 reports for Tomas to review and submit.
- **Limited Ad Hoc Support:** Respond to one-off report or query requests from COM team within a manageable scope (assumed 3 per quarter).

**Outcome:** Provides essential reporting coverage and ensures HB8 submissions remain accurate, timely, and compliant, with modest overhead.

### Option 2: HB8 Reporting + Institutional Reporting Development

**Scope of Work:** We would develop reports and dashboards within PowerBI to the approved specifications of the designated approvers. Additional activities would include:

- Includes Option 1 in full.
- **Report Platform Transition:** Migrate priority institutional Tableau reports to Power BI.
- **New Report Development:** Build new Power BI reports in collaboration with COM team, based on a prioritized backlog.
- Maintain a product backlog of requested dashboards with a quarterly prioritization meeting of development

**Outcome:** Delivers value beyond compliance by modernizing institutional reporting and leveraging Power BI as a standard reporting platform.

## Option 3: HB8 Reporting + Cloud Data Architecture

**Scope of Work:** We would build a new cloud reporting location that is the single source of truth of information across all applications in the college. I would ingest all information creating “gold” reporting environments and would identify where data discrepancies exist across application platforms for resolution by data stewards.

- Includes all deliverables from Options 1 & 2.
- Cloud Data Warehouse Implementation: Develop a consolidated cloud data repository using Microsoft Fabric, aligning with the college’s current Power BI ecosystem to reduce data transfer costs and improve integration.
- Zogotech Elimination: Fully retire Zogotech by migrating integrations and calculations / reports to the new cloud repository.
- Master Data Management: Establish and maintain master data files for key entities to ensure consistency and reliability across reports.
- Data Hygiene Program: Launch a data governance initiative to proactively monitor and improve data quality over time.

**Outcome:** Builds a future-ready, centralized data and reporting environment with reduced infrastructure complexity and operational cost—fully integrated into Microsoft’s ecosystem for seamless scalability.

## Deliverables

Deliverables	Option 1	Option 2	Option 3
Functional HB8 reporting process	Yes	Yes	Yes
Validated data and issue tracking log	Yes	Yes	Yes
Ad hoc report support framework	Yes	Yes	Yes
Tableau-to-Power BI report conversion plan	No	Yes	Yes
New Power BI reports	No	Yes	Yes
Zogotech transition roadmap	No	Yes	Yes
Cloud data architecture design	No	No	Yes
Integrated cloud data warehouse	No	No	Yes
Master data definitions and files	No	No	Yes
Data Governance and Hygiene framework	No	No	Yes
Knowledge transfer & user training	Yes	Yes	Yes

## Timeline

Phase	Duration (Est.)
Phase 0: Planning & Kickoff	2 weeks
Phase 1: HB8 Reporting	6–8 weeks
Phase 2: Institutional Reporting	+4–8 weeks (Opt 2+)
Phase 3: Cloud Data Warehouse	+8–12 weeks (Opt 3)
Phase 4: Training & Handoff	2 weeks

*Final duration depends on selected option and stakeholder availability.*

## Assumptions

- The college will provide access to necessary systems and stakeholders.
- Microsoft Fabric or Azure will be used for cloud infrastructure to minimize additional costs.
- Project will be executed in phased delivery to allow early value realization and flexibility.

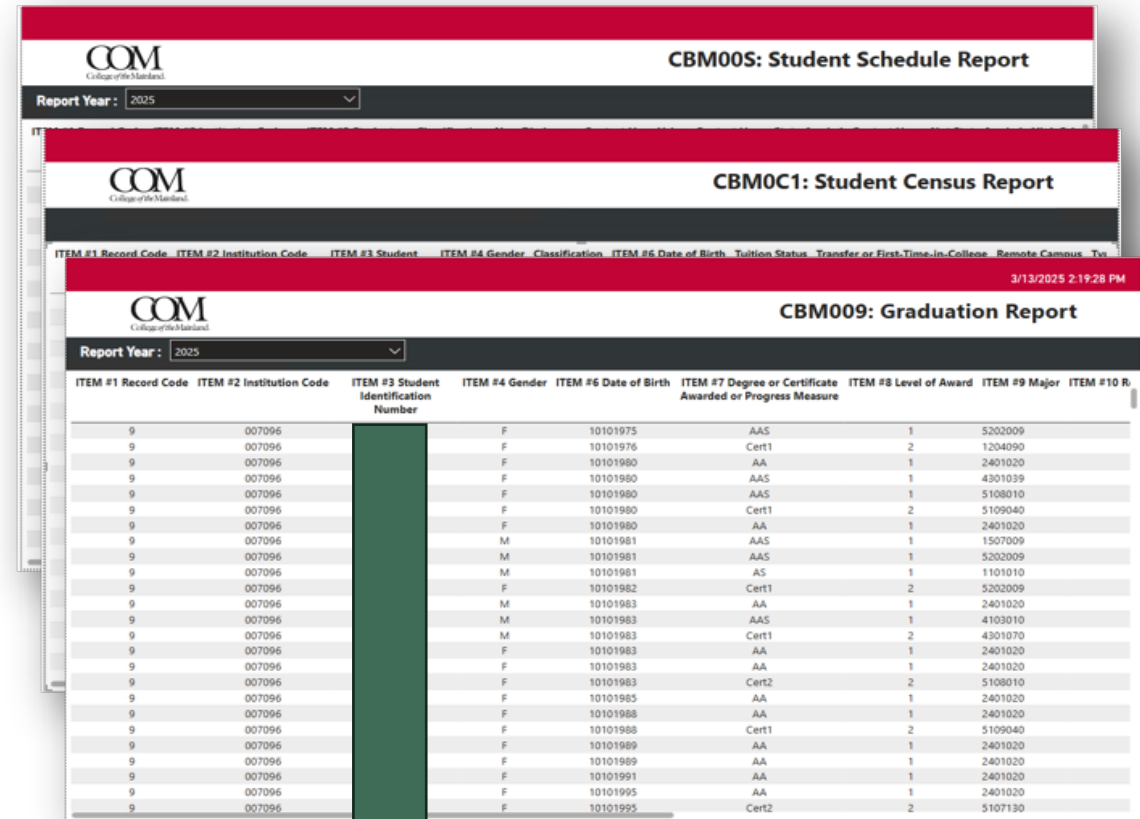


# Empowering the COM Team: Reporting Modernization Initiative

Modernizing data systems to enhance reporting efficiency

# Why Modernize Reporting? The Case for Change

- **HB8 Reporting Mandate:** Increasingly complex compliance requirements demand accurate, timely, and detailed submissions.
- **Disaggregated Data Estate:** Data is scattered across multiple systems and formats, making consolidation and analysis difficult.
- **Manual Reporting Burden:** Significant staff hours are spent manually compiling, validating, and correcting reports, leading to inefficiencies.
- **Frequent Data Discrepancies & Errors:** Manual processes increase the risk of inconsistencies and errors, undermining data reliability and compliance.



ITEM #1 Record Code	ITEM #2 Institution Code	ITEM #3 Student Identification Number	ITEM #4 Gender	ITEM #5 Date of Birth	ITEM #6 Degree or Certificate	ITEM #7 Level of Award	ITEM #8 Major	ITEM #9 R.
9	007096		F	10101975	AAS	1	5202009	
9	007096		F	10101976	Cert1	2	1204090	
9	007096		F	10101980	AA	1	2401020	
9	007096		F	10101980	AAS	1	4301039	
9	007096		F	10101980	AAS	1	5108010	
9	007096		F	10101980	Cert1	2	5109040	
9	007096		F	10101980	AA	1	2401020	
9	007096		M	10101981	AAS	1	1507009	
9	007096		M	10101981	AAS	1	5202009	
9	007096		M	10101981	AS	1	1101010	
9	007096		F	10101982	Cert1	2	5202009	
9	007096		M	10101983	AA	1	2401020	
9	007096		M	10101983	AAS	1	4103010	
9	007096		M	10101983	Cert1	2	4301070	
9	007096		F	10101983	AA	1	2401020	
9	007096		F	10101983	AA	1	2401020	
9	007096		F	10101983	Cert2	2	5108010	
9	007096		F	10101985	AA	1	2401020	
9	007096		F	10101988	AA	1	2401020	
9	007096		F	10101988	Cert1	2	5109040	
9	007096		F	10101989	AA	1	2401020	
9	007096		F	10101989	AA	1	2401020	
9	007096		F	10101991	AA	1	2401020	
9	007096		F	10101995	AA	1	2401020	
9	007096		F	10101995	Cert2	2	5107130	

# Transforming Reporting: The Modernization Approach



How the Initiative Solves These Issues:



## Automated HB8 Data Submission & Validation

Reduces manual errors, ensures timely and accurate reporting, and streamlines compliance.



## Unified Data Platform

Migrating to Microsoft Fabric's cloud-based data warehouse centralizes data, eliminates silos, and enables scalable, secure reporting.



## Efficiency Gains

Automation and integration with Power BI minimize manual hours, improve collaboration, and empower faster decision-making.



## Enhanced Data Integrity

Automated workflows and validation processes reduce discrepancies, improve reliability, and support regulatory adherence.

# Peer-Proven Capabilities

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## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: November 14, 2025  
Subject: Monthly Investment & Financial Reports

### **AGENDA ITEM DESCRIPTION:**

Consideration of and possible acceptance of the October 2025 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.

### **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.

### **FUNDING SOURCE:**

N/A

### **PROPOSED MOTION:**

***Suggested motion: "I move the Board of Trustees accept the October 2025 Investment Report and October 2025 Financial Reports."***

### **ATTACHMENT(S):**

1. October 2025 Investment Discussion & Report
2. October 2025 Revenue & Expense Summary
3. October 2025 Expense by Division Report



**INVESTMENT REPORT**  
**For the Month Ended October 2025**

**Investment discussion:**

College of the Mainland earned \$176,599 for the month of October on its short-term investments in TexPool & Logic for a total of \$339,754 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 \$339,755 interest for the fiscal year to date period ending September TexPool - \$210,110, Logic - \$129,644 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 74<sup>th</sup> Texas Legislature.

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

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

David Wesse  
Vice President of Fiscal Affairs  
College of the Mainland

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

Trudy Trochesset  
Controller  
College of the Mainland



**TexPool Investments for October 2025**

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 30,482,360	\$ 3,000,000	\$ 4,900,000	102,220	28,684,580	29,350,173	4.179%
<b>Totals</b>		<b>\$ 30,482,360</b>	<b>\$ 3,000,000</b>	<b>\$ 4,900,000</b>	<b>\$ 102,220</b>	<b>\$ 28,684,580</b>	<b>\$ 29,350,173</b>	

Note: For the above listed investments in TexPool, book value is equivalent to market value.  
There was no accrued interest as of October 2025

**Logic (Hilltop Securities) Investments for October 2025**

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	\$ 261,056	\$ -	\$ -	940	261,997	261,056	4.242%
COM Pre Bond 2023	46	\$ 13,619,221	\$ 25,000,000	\$ 13,230,543	73,438	25,462,117	20,354,083	4.242%
<b>Totals</b>		<b>\$ 13,880,277</b>	<b>\$ 25,000,000</b>	<b>\$ 13,230,543</b>	<b>\$ 74,379</b>	<b>\$ 25,724,114</b>	<b>\$ 20,615,139</b>	
<b>Totals</b>		<b>\$ 44,362,637</b>	<b>\$ 28,000,000</b>	<b>\$ 18,130,543</b>	<b>\$ 176,599</b>	<b>\$ 54,408,693</b>	<b>\$ 49,965,313</b>	



## October 2025- Revenue and Expense Summary

### Unrestricted Fund (Unaudited)

#### Summary of Revenue

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b>Operating revenue</b>						
Tuition-credit	(3,566,540)	(7,819,778)	(4,253,238)	46%	(3,398,586)	(167,954)
Tuition-non-credit	(310,640)	(601,700)	(291,060)	52%	(266,577)	(44,062)
Exemptions and waivers	101,998	172,570	70,572	59%	93,593	8,405
Registration fees	(59,033)	(162,700)	(103,667)	36%	(69,797)	10,764
Other fees	116,724	(914,500)	(1,031,224)	-13%	127,960	(11,235)
Grant revenue	(9,966)	(96,700)	(86,734)	10%	(12,483)	2,517
Sales and service revenue	(8,175)	(59,000)	(50,825)	14%	(7,854)	(321)
Miscellaneous revenue	(42,554)	(275,500)	(232,946)	15%	(93,311)	50,757
<b><u>Totals for Operating revenue</u></b>	<b><u>(3,778,185)</u></b>	<b><u>(9,757,308)</u></b>	<b><u>(5,979,123)</u></b>	<b><u>39%</u></b>	<b><u>(3,627,056)</u></b>	<b><u>(151,130)</u></b>
<b>Non-operating revenue</b>						
State appropriation-Academic	(4,328,930)	(8,408,692)	(4,079,762)	51%	(3,680,619)	(648,310)
Property tax revenue	(182,745)	(26,891,000)	(26,708,255)	1%	(312,087)	129,342
Interest revenue	(210,110)	(1,520,000)	(1,309,890)	14%	(185,435)	(24,675)
FTZ reimbursement	0	(923,000)	(923,000)	0%	0	0
<b><u>Totals for Non-operating revenue</u></b>	<b><u>(4,721,784)</u></b>	<b><u>(37,742,692)</u></b>	<b><u>(33,020,908)</u></b>	<b><u>13%</u></b>	<b><u>(4,178,140)</u></b>	<b><u>(543,643)</u></b>
<b><u>Total Revenue</u></b>	<b><u>(8,499,969)</u></b>	<b><u>(47,500,000)</u></b>	<b><u>(39,000,031)</u></b>	<b><u>18%</u></b>	<b><u>(7,805,196)</u></b>	<b><u>(694,773)</u></b>



## October 2025- Revenue and Expense Summary

### Unrestricted Fund (Unaudited)

#### Summary of Expense

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b>Salary and wages</b>						
Faculty full-time	1,311,716	9,176,548	7,864,832	14%	1,313,921	(2,205)
Admin full-time	365,077	2,182,578	1,817,500	17%	337,518	27,559
Professional full-time	1,369,328	9,674,044	8,304,717	14%	1,388,058	(18,730)
Classified full-time	741,756	4,677,872	3,936,116	16%	728,439	13,317
Part-time	1,057,760	3,636,039	2,578,279	29%	361,362	696,398
Salary increase	0	954,151	954,151	0%	0	0
Vacancy savings	0	(1,698,986)	(1,698,986)	0%	0	0
<b><u>Totals for Salary and wages</u></b>	<b><u>4,845,637</u></b>	<b><u>28,602,246</u></b>	<b><u>23,756,609</u></b>	<b><u>17%</u></b>	<b><u>4,129,298</u></b>	<b><u>716,340</u></b>
<b>Benefits</b>						
Benefits	776,403	4,732,120	3,955,717	16%	816,301	(39,898)
<b><u>Totals for Benefits</u></b>	<b><u>776,403</u></b>	<b><u>4,732,120</u></b>	<b><u>3,955,717</u></b>	<b><u>16%</u></b>	<b><u>816,301</u></b>	<b><u>(39,898)</u></b>
<b>Operating expenses</b>						
Contract services	1,500,817	4,960,394	3,459,577	30%	1,280,772	220,045
Legal	(4,208)	12,000	16,208	-35%	0	(4,208)
Operations	50,685	1,028,078	977,392	5%	50,969	(284)
Utilities and Rent	417,019	2,972,465	2,555,446	14%	559,903	(142,885)
Postage, printing, and supplies	180,249	1,471,475	1,291,227	12%	245,649	(65,401)
Bank fees	31,304	96,100	64,796	33%	20,442	10,862
Capital outlay & leases	32,147	121,899	89,752	26%	5,767	26,380
Insurance	29,984	2,856,397	2,826,413	1%	24,765	5,219
Public rel, marketing and advert	115,152	479,537	364,385	24%	47,037	68,115
Misc.	184,979	476,939	291,960	39%	223,137	(38,158)
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<b><u>Totals for Operating expenses</u></b>	<b><u>2,538,127</u></b>	<b><u>14,165,634</u></b>	<b><u>11,627,507</u></b>	<b><u>18%</u></b>	<b><u>2,458,442</u></b>	<b><u>79,685</u></b>



## October 2025- Revenue and Expense Summary

### Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>8,160,166</u>	<u>47,500,000</u>	<u>39,339,834</u>	<u>17%</u>	<u>7,404,040</u>	<u>756,126</u>
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## October 2025- Revenue and Expense Summary

### Unrestricted Fund (Unaudited)

#### Summary of Fund Bal

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b>Salary and wages</b>						
Professional full-time	11,278	0	(11,278)	0%	0	11,278
<b><u>Totals for Salary and wages</u></b>	<b><u>11,278</u></b>	<b><u>0</u></b>	<b><u>(11,278)</u></b>	<b><u>0%</u></b>	<b><u>0</u></b>	<b><u>11,278</u></b>
<b>Benefits</b>						
Benefits	1,764	0	(1,764)	0%	0	1,764
<b><u>Totals for Benefits</u></b>	<b><u>1,764</u></b>	<b><u>0</u></b>	<b><u>(1,764)</u></b>	<b><u>0%</u></b>	<b><u>0</u></b>	<b><u>1,764</u></b>
<b>Operating expenses</b>						
Contract services	199,544	0	(199,544)	0%	347,834	(148,290)
Postage, printing, and supplies	57,257	0	(57,257)	0%	4,307	52,951
Capital outlay & leases	163,890	0	(163,890)	0%	121,100	42,789
Public rel, marketing and advert	0	0	0	0%	30,287	(30,287)
Misc.	0	0	0	0%	250	(250)
<b><u>Totals for Operating expenses</u></b>	<b><u>420,691</u></b>	<b><u>0</u></b>	<b><u>(420,691)</u></b>	<b><u>0%</u></b>	<b><u>503,777</u></b>	<b><u>(83,087)</u></b>
<b><u>Total Fund Bal</u></b>	<b><u>433,733</u></b>	<b><u>0</u></b>	<b><u>(433,733)</u></b>	<b><u>0%</u></b>	<b><u>503,777</u></b>	<b><u>(70,044)</u></b>



## October 2025 - Expense by Division Report

### Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b><u>Expense by Division</u></b>						
<b><u>Summary for President</u></b>						
Board of Trustees	8,428	19,700	11,272	43%	2,250	6,178
Campus Police	154,522	848,191	693,670	18%	139,162	15,360
COM Foundation	5,203	99,410	94,207	5%	10,860	(5,657)
EVP-Academic & Student	16,805	1,217	(15,588)	1381%	66,260	(49,455)
General Counsel	69,358	328,674	259,316	21%	68,064	1,294
General Institution	70,606	388,340	317,734	18%	96,939	(26,334)
Human Resources	0	0	0	0%	26	(26)
Information Technology Serv	942,899	2,535,916	1,593,017	37%	920,600	22,298
Institutional Advancement	104,151	515,649	411,498	20%	97,318	6,833
Internal Audit	91,974	150,000	58,026	61%	0	91,974
Presidents Office	111,481	723,450	611,969	15%	107,247	4,234
Self Study SACS	12,173	13,233	1,060	92%	10,581	1,592
<b><u>Totals for President</u></b>	<b><u>1,587,599</u></b>	<b><u>5,623,781</u></b>	<b><u>4,036,182</u></b>	<b><u>28%</u></b>	<b><u>1,519,307</u></b>	<b><u>68,292</u></b>
<b><u>Summary for VP Academic Affairs</u></b>						
Academic Planning & Innovation	0	113,573	113,573	0%	0	0
Accounting-Credit	24,620	64,677	40,057	38%	15,882	8,738
Adult Education	28,241	146,930	118,688	19%	36,086	(7,844)
Allied Health	1,407	9,137	7,730	15%	1,439	(32)
Art	56,011	245,738	189,726	23%	50,070	5,941
Art Gallery	6,379	6,004	(376)	106%	3,564	2,815
Biol & Nutrition	211,281	879,748	668,467	24%	159,138	52,143
C.I.D.T. Admin	13,609	70,129	56,521	19%	14,302	(693)
C.I.S.	19,200	69,804	50,604	28%	19,424	(223)
Chemistry	39,785	156,489	116,704	25%	35,002	4,783



## October 2025 - Expense by Division Report

### Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 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>
Cosmetology	142,288	515,363	373,075	28%	129,640	12,648
CPR	2,561	49	(2,513)	5257%	0	2,561
Criminal Justice	292,419	1,578,224	1,285,805	19%	301,646	(9,227)
Culinary Arts	45,949	124,370	78,421	37%	27,892	18,057
Dean of General Education	39,099	210,269	171,170	19%	51,223	(12,124)
Dean of Instruction Workforce	39,682	212,961	173,279	19%	26,343	13,339
Dental Hygiene	108,989	288,747	179,758	38%	43,819	65,170
Distance Ed	96,778	406,725	309,946	24%	99,991	(3,212)
Economics	16,955	75,658	58,703	22%	14,043	2,912
Education	15,663	86,803	71,140	18%	13,692	1,971
EMS-Credit	107,207	208,372	101,165	51%	48,261	58,946
Engineering	12,458	76,042	63,584	16%	4,582	7,876
English	185,567	915,401	729,834	20%	157,670	27,897
Fire Tech	118,979	180,174	61,194	66%	67,055	51,924
Firearms Acad	1,083	40,150	39,067	3%	3,180	(2,098)
Foreign Lang	22,729	69,864	47,135	33%	13,137	9,592
General Business-Credit	77,834	217,724	139,890	36%	51,223	26,611
Geology	16,595	81,435	64,840	20%	14,956	1,638
Government	87,781	314,275	226,495	28%	65,221	22,560
Graphic Arts	31,469	122,946	91,477	26%	28,181	3,288
Health and PE Credit	30,637	133,812	103,175	23%	26,718	3,920
Health Info Mgmt	35,308	205,425	170,116	17%	29,944	5,364
Hist & Geog	69,113	308,195	239,082	22%	46,333	22,781
Humanities	9,226	327	(8,899)	2823%	5,754	3,472
Humanities Admin	9,996	52,110	42,114	19%	10,510	(514)
industrial Technology Admin	0	8,000	8,000	0%	0	0
Instructional Technology	46,901	310,834	263,932	15%	48,452	(1,551)
Law Enforcement	42,864	145,043	102,179	30%	26,311	16,553



## October 2025 - Expense by Division Report

### Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2025-26</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>
Library	231,796	768,546	536,750	30%	199,393	32,403
Math	168,065	885,613	717,548	19%	153,704	14,361
Math Admin	11,032	54,786	43,754	20%	10,871	161
Medical Assistant	22,482	96,824	74,342	23%	19,022	3,460
Music	34,331	248,757	214,427	14%	24,526	9,805
Networking	13,692	54,557	40,864	25%	6,000	7,692
Nursing Admin	76,335	553,382	477,047	14%	75,602	733
Occupational Safety	16,279	103,586	87,307	16%	15,566	713
Perf & Visual Arts Admin	11,889	59,557	47,668	20%	13,231	(1,341)
Pharmacy Tech	19,571	87,522	67,951	22%	17,587	1,984
Philosophy	20,171	25,397	5,226	79%	8,285	11,885
Physics	22,638	79,675	57,037	28%	17,063	5,575
Process Technology	84,219	601,925	517,706	14%	79,092	5,127
Program Development	0	0	0	0%	50	(50)
Psychology	75,022	322,019	246,996	23%	62,587	12,435
Public Service Ed Admin	15,107	117,236	102,129	13%	24,906	(9,799)
QEP	1,063	32	(1,032)	3364%	0	1,063
Radiography	69,453	194,463	125,010	36%	42,195	27,258
Science Admin	12,526	71,419	58,893	18%	11,894	632
Social Science Admin	13,046	72,354	59,308	18%	14,326	(1,280)
Sociology	18,480	69,822	51,342	26%	14,803	3,677
Speech	40,242	133,762	93,521	30%	25,686	14,556
Student Theater	62,821	379,845	317,024	17%	61,937	884
Surgical Technician	30,857	25,222	(5,635)	122%	0	30,857
Theater Arts-Credit	27,384	186,854	159,471	15%	23,730	3,654
VP Academic Affairs	67,684	3,116,823	3,049,138	2%	53,871	13,814
Welding	92,663	383,996	291,333	24%	73,916	18,747



## October 2025 - Expense by Division Report

### Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b><u>Totals for VP Academic Affairs</u></b>	<b><u>3,365,513</u></b>	<b><u>17,345,500</u></b>	<b><u>13,979,987</u></b>	<b><u>19%</u></b>	<b><u>2,740,525</u></b>	<b><u>624,988</u></b>
<b><u>Summary for VP Administrative Services</u></b>						
COM-League City	18,874	107,388	88,514	18%	17,849	1,025
Custodial Services	260,923	1,488,460	1,227,537	18%	279,948	(19,025)
Facilities	448,721	5,672,470	5,223,749	8%	531,264	(82,543)
Grounds	96,496	667,991	571,496	14%	75,300	21,196
Human Resources	117,397	762,675	645,278	15%	136,612	(19,215)
Utilities	236,272	1,280,000	1,043,728	18%	203,714	32,558
Vehicle Operations	19,102	107,626	88,524	18%	17,934	1,168
VP Administrative Services	29,223	152,183	122,961	19%	0	29,223
<b><u>Totals for VP Administrative Services</u></b>	<b><u>1,227,007</u></b>	<b><u>10,238,793</u></b>	<b><u>9,011,785</u></b>	<b><u>12%</u></b>	<b><u>1,262,621</u></b>	<b><u>(35,614)</u></b>
<b><u>Summary for VP Fiscal Affairs</u></b>						
Business Office	146,496	847,922	701,426	17%	131,893	14,603
Central Mail Delivery	20,439	128,131	107,692	16%	23,239	(2,799)
OPEAR	58,538	574,981	516,444	10%	97,409	(38,872)
Purchasing	64,671	328,009	263,337	20%	61,014	3,658
Records Management	1,843	20,952	19,109	9%	2,077	(235)
Reimb from Other Funds	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,698,986)	(1,698,986)	0%	0	0
Staff Benefits	187,759	5,399,219	5,211,460	3%	215,004	(27,245)
Tax Admin	0	591,000	591,000	0%	0	0
VP Fiscal Affairs	74,087	276,061	201,974	27%	49,614	24,473
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>553,833</u></b>	<b><u>6,157,640</u></b>	<b><u>5,603,806</u></b>	<b><u>9%</u></b>	<b><u>580,250</u></b>	<b><u>(26,417)</u></b>
<b><u>Summary for VP Strategic Initiatives</u></b>						
Allied Health-NonCr	22,447	269,929	247,482	8%	37,198	(14,750)
Certified Nursing Assistant	1,088	11,102	10,014	10%	992	96



## October 2025 - Expense by Division Report

### Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2025-26</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>
Continuing Education	49,575	479,477	429,902	10%	60,086	(10,512)
Dental Assistant-NonCr	384	5,756	5,372	7%	0	384
Industrial-NonCr	38,693	28,640	(10,053)	135%	13,684	25,010
Law Enforcemnt-NonCR	1,595	38,477	36,882	4%	10,124	(8,529)
Lifelong Learning	56,675	169,896	113,221	33%	40,417	16,258
Marketing and Communications	279,743	1,228,828	949,085	23%	209,481	70,262
Massage Therapy	0	5,240	5,240	0%	0	0
VP Strategic Initiatives	0	151,166	151,166	0%	0	0
<b><u>Totals for VP Strategic Initiatives</u></b>	<b><u>450,200</u></b>	<b><u>2,388,512</u></b>	<b><u>1,938,312</u></b>	<b><u>19%</u></b>	<b><u>371,982</u></b>	<b><u>78,218</u></b>
<b><u>Summary for VP Student Affairs</u></b>						
Admissions	72,500	387,114	314,615	19%	69,751	2,749
Advisement Center	136,306	694,333	558,028	20%	116,711	19,595
Career Services	16,598	148,159	131,561	11%	17,994	(1,396)
Collegiate H.S.-CR	29,210	151,812	122,601	19%	31,002	(1,792)
Dean of Continuing Education	38,563	202,837	164,274	19%	37,148	1,415
Dean of Student Services	8,984	263,785	254,801	3%	48,820	(39,836)
Dean of Students	46,797	249,818	203,021	19%	35,366	11,431
Disability Services	8,666	44,163	35,497	20%	8,508	158
Dual Credit Dept	19,951	166,214	146,263	12%	32,214	(12,263)
Enrollment Management	119,732	702,647	582,914	17%	112,071	7,661
Facilities & Student Recreat	12,113	178,322	166,210	7%	13,035	(923)
Financial Aid	148,653	592,653	444,000	25%	106,904	41,749
Multicultural Department	5,933	32,500	26,567	18%	10,092	(4,160)
Office of Veterans Success	34,764	180,114	145,350	19%	36,188	(1,424)
Student Graduation	787	87,700	86,913	1%	9,679	(8,892)
Student Help Center	14,867	40,585	25,718	37%	6,130	8,737
Student Life	42,185	245,191	203,006	17%	47,813	(5,628)



## October 2025 - Expense by Division Report

### Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 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>
Testing	60,166	366,020	305,854	16%	58,291	1,875
Tutoring Center	109,357	577,073	467,717	19%	103,212	6,144
VP Student Affairs	49,883	434,733	384,850	11%	28,426	21,457
<b><u>Totals for VP Student Affairs</u></b>	<b><u>976,014</u></b>	<b><u>5,745,774</u></b>	<b><u>4,769,761</u></b>	<b><u>17%</u></b>	<b><u>929,354</u></b>	<b><u>46,659</u></b>
<b><u>Totals for Expense</u></b>	<b><u>8,160,166</u></b>	<b><u>47,500,000</u></b>	<b><u>39,339,834</u></b>	<b><u>17%</u></b>	<b><u>7,404,040</u></b>	<b><u>756,126</u></b>

### Fund Bal by Division

#### Summary for VP Fiscal Affairs

Fund Balance - Oper & Maint	10,441	0	(10,441)	0%	110,221	(99,780)
Fund Balance-Academic	109,499	0	(109,499)	0%	121,562	(12,063)
Fund Balance-Institutional	178,769	0	(178,769)	0%	188,771	(10,002)
Fund Balance-Instruction	135,024	0	(135,024)	0%	83,224	51,800
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>433,733</u></b>	<b><u>0</u></b>	<b><u>(433,733)</u></b>	<b><u>0%</u></b>	<b><u>503,777</u></b>	<b><u>(70,044)</u></b>
<b><u>Totals for Fund Bal</u></b>	<b><u>433,733</u></b>	<b><u>0</u></b>	<b><u>(433,733)</u></b>	<b><u>0%</u></b>	<b><u>503,777</u></b>	<b><u>(70,044)</u></b>
<b><u>Totals for Report</u></b>	<b><u>8,593,900</u></b>	<b><u>47,500,000</u></b>	<b><u>38,906,100</u></b>		<b><u>7,907,818</u></b>	<b><u>686,082</u></b>



**October 2025**

# **Monthly Financial Report**

# Cash Situation

*(in millions)*

Gross cash balance at the end of month:	\$28.7
Less pending I&S liability:	\$0
Net unrestricted cash:	<hr/> \$28.7
Minimum required cash :	\$8.2
Excess cash above minimum:	\$20.5

# Unaudited Operations

## Year to Date *(in millions)*

### Revenues

Budget:	\$47.5
Actual:	\$ 8.5

### Expense

Budget:	\$47.5
Actual:	\$ 8.2



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: December 8, 2025  
Subject: Faculty - Biology (New)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on December 8, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

Responsible for providing instruction within the Biology Program. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation. Serves on College committees as needed and assigned. Participate in student orientated instructional and advisement activities as needed and assigned.

**FUNDING SOURCE**

Faculty - Biology - \$53,330 from budget 11-0-0000-1120-5100

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Emilie Mobley to the position of Faculty - Biology, Science Department."*

**ATTACHMENTS**

1. Appointment Nomination



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: December 8, 2025  
Subject: Faculty - Math (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on December 8, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

The Math Faculty member provides high-quality instruction in developmental and college-level mathematics, supporting student learning and success in alignment with the College's mission. This position is responsible for preparing and delivering engaging coursework, assessing student performance, maintaining accurate records, and utilizing effective teaching methods to support students. The faculty member also contributes to departmental initiatives, curriculum development, and college service activities, including committee participation, student advising, and ongoing professional development.

**FUNDING SOURCE**

Faculty - Math - \$59,013 from budget 11-0-0000-1114-5100

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Danielle Smith to the position of Faculty - Math, Math Department."*

**ATTACHMENTS**

1. Appointment Nomination



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: December 8, 2025  
Subject: Instrumentation and Electrical Faculty/Program Coordinator  
(Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on December 8, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

College of the Mainland is seeking a coordinator/faculty member who will provide development and instruction for the Associate degree program in Instrumentation and Electrical. Hired candidate will develop, revise, and evaluate the curriculum for the Instrumentation and Electrical programs. Experience with Instrumentation and electrical installation, maintenance, calibration, troubleshooting, diagnosis, and repair of instruments and control systems is required. Provide scheduled office hours for student consultation and maintain open and consistent communications with students. Attend Department meetings, participate in compulsory College training and professional development, and serve on college committees as needed and assigned. Participate in student recruiting, advisement, and mentoring activities as required and assigned.

**FUNDING SOURCE**

Instrumentation and Electrical Faculty/Program Coordinator - \$65,720 from budget  
11-0-0000-1219-5100

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Curtis Wilson to the position of Instrumentation and Electrical Faculty/Program Coordinator, Industrial Careers Department."*

**ATTACHMENTS**

1. Appointment Nomination



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: December 8, 2025  
Subject: Nursing Simulation Center Coordinator (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on December 8, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

The Nursing Simulation Center Coordinator will oversee the daily operations of the simulation Center that includes the simulation and skills labs for all nursing programs. Additionally, they will provide the necessary technical and administrative leadership and direction to achieve evidence-based simulated patient care and education.

**FUNDING SOURCE**

Nursing Simulation Center Coordinator - \$79,496 from budget 11-0-0000-3104-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Erin King to the position of Nursing Simulation Center Coordinator, Nursing Department."*

**ATTACHMENTS**

1. Appointment Nomination



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: December 8, 2025  
Subject: HR Business Partner (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on December 8, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

Working under the direction of the Executive Director of HR, this position performs a broad array of activities related to benefits, payroll, recruitment and general HR administration.

**FUNDING SOURCE**

HR Business Partner - \$61,495 from budget 11-0-0000-5113-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Anna Johnson to the position of HR Business Partner, Human Resources Department."*

**ATTACHMENTS**

1. Appointment Nomination



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: December 8, 2025  
Subject: Community Events Coordinator (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on December 8, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

The Community Events Coordinator is a dynamic and highly organized professional responsible for fostering strong relationships between the College and the wider community through effective event management and outreach. This role oversees all aspects of community-led space reservations, represents the College at various external functions, and expertly coordinates a diverse range of internal and special events, including those held at our satellite locations. The ideal candidate will be a proactive communicator, a meticulous planner, and a passionate advocate for the College's mission and values.

**FUNDING SOURCE**

Community Events Coordinator - \$55,231 from budget 11-0-0000-5146-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Phillip Palmer to the position of Community Events Coordinator, Vice President for Strategic Initiatives."*

**ATTACHMENTS**

1. Appointment Nomination



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: December 8, 2025  
Subject: Enrollment Coach (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on December 8, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

Performs moderately complex work advising students from connection to entry. Responsible for implementing recruitment and enrollment strategies and utilizing a caseload management approach to support students throughout the enrollment process.

**FUNDING SOURCE**

Enrollment Coach - \$49,865 from budget 11-0-0000-4131-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Kylee Garza to the position of Enrollment Coach, Enrollment Management Department."*

**ATTACHMENTS**

1. Appointment Nomination



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: December 8, 2025  
Subject: Graduation and Transfer Coordinator (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on December 8, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

This position will provide support services for all students enrolled in transfer programs. Additionally, this position will lead a focused committee to increase the number of students graduating within 3 years by connecting with students close to completion and determining what supports each student needs. This position will also track students to determine transfers and success rates of students post-graduation.

**FUNDING SOURCE**

Graduation and Transfer Coordinator - \$67,393 from budget 11-0-0000-4131-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Connor Jennings to the position of Graduation and Transfer Coordinator, Student Success Center."*

**ATTACHMENTS**

1. Appointment Nomination



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: December 8, 2025  
Subject: Student Recruitment Specialist (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on December 8, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

The Student Recruitment Specialist is responsible for developing and executing recruitment strategies to attract prospective students. This role involves engaging with high schools, community organizations, and prospective students to promote the college's programs, services and resources. The Recruiter serves as a key representative of the college and plays a vital role in achieving enrollment goals and supporting student success from the first point of contact.

**FUNDING SOURCE**

Student Recruitment Specialist - \$50,581 from budget 11-0-0000-4155-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Mayra Morales to the position of Student Recruitment Specialist, Recruitment Department."*

**ATTACHMENTS**

1. Appointment Nomination



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: December 8, 2025  
Subject: Dean of Student Success (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on December 8, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

Reporting to the Vice President for Student Affairs and Enrollment Management, the primary responsibilities of the Dean of Student Success include: the development of innovative strategies and high impact practices to increase student success outcomes; overall supervision of academic advising programs and activities, specialized support programs such as Veteran Success, TRIO Student Support Services, Testing and Career Services; provide leadership on the development of initiatives to enhance students' experience along their academic journey; Work with campus leaders in the development and support of Guided Pathways; support the College CARE team function; analyze data and generate reports that can be utilized in decision making for College; and engage in project management for special projects, programs or services.

**FUNDING SOURCE**

Dean of Student Success - \$124,192 from budget 11-0-0000-4146-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Linda Rickman to the position of Dean of Student Success, Vice President for Student Affairs and Enrollment Management Department."*

**ATTACHMENTS**

1. Appointment Nomination



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: December 8, 2025  
Subject: Enrollment Management Coordinator (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on December 8, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

Performs moderately complex work advising students from initial connection through to successful enrollment. Responsible for implementing strategic recruitment and enrollment initiatives while employing a caseload management approach to support students throughout the enrollment process. Additionally, this position provides direct supervision and leadership to the team of Enrollment Coaches, ensuring consistent and effective student engagement and support.

**FUNDING SOURCE**

Enrollment Management Coordinator - \$70,312 from budget 11-0-0000-4131-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Nicole Siragusa to the position of Enrollment Management Coordinator, Enrollment Management Department."*

**ATTACHMENTS**

1. Appointment Nomination



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: December 8, 2025  
Subject: Non-Contractual Positions Hiring Report

### AGENDA ITEM DESCRIPTION

Presented for recommended acceptance of Non-Contractual Positions Hiring Report.

### 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.

### FUNDING SOURCE

Executive Administrative Assistant – \$64,473 from budget 11-0-0000-5142-5160  
Buyer, FT Temporary - \$64,275 from budget code 11-0-0000-5123-5140

### PROPOSED MOTION

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

### ATTACHMENT(S)

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Executive Administrative Assistant	Institutional Advancement/ Foundation	Provides varied secretarial and office administrative assistance to the Executive Director and associated professional staff. In addition to providing secretarial and office administrative services for a designated unit or section and related supervisory and/or professional staff, incumbents also have responsibility for the work of additional office support personnel.	Replacement for Elizabeth Trichel	Manda Young	\$64,473	\$52,559 - \$65,699 - \$78,839
2	Buyer, Full Time Temporary	Purchasing	The Buyer will provide procurement support through established procedures to all College of the Mainland staff. This position will interface with multiple departments and vendors for the purchasing and contracting of goods and services in compliance with all Federal, State and Local policies and procedures.	New, Full Time Temporary Assignment	Melinda Perales	\$64,275	\$53,532 - \$72,269 - \$91,006
3							
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PRESIDENT'S OFFICE

## Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Helen Brewer

- a. Updates
  - 1. 2026-2027 Budget Process
    - a. BOT Budget Workshop – Friday, May 15, 2026
- b. Reminders/Announcements
  - 1. Board Meetings
    - a. January 2026 – Monday, January 26, 2026
    - b. February 2026 – Monday, February 23, 2026
    - c. March 2026 – Monday, March 30, 2026 (Pending BOT approval)
    - d. April 2026 – Monday, April 27, 2026
  - 2. Holiday Reception – Monday, December 8, 2025, 3:00-5:00 p.m., Student Center
  - 3. Convocation – Monday, January 5, 2026, 8:30 a.m., Conference Center
  - 4. MLK Celebration – Tuesday, January 20, 2026, 12:30-1:30 p.m., Student 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
Jones	Lena	TRIO Upward Bound Academic Advisor	10/22/2019	11/26/2025	Resignation
Gathright	Samantha	Development Coordinator - Fundraising	07/22/2019	11/26/2025	Resignation



PRESIDENT'S OFFICE

## **Possible Action on Agenda Items, Including Closed Session Matters**

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