

BOARD MEMBERS
COMPENSATION AND EXPENSES

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Expense
Reimbursement

Board members ~~shall~~will be reimbursed for reasonable expenses incurred in carrying out Board business at the Board's request and for reasonable expenses incurred while attending meetings and conventions as official representatives ~~approved appointed by of~~ the Board for that purpose.

An amount for Board member travel expense reimbursement ~~shall~~will be approved in the budget each year.

~~Reimbursement shall be made by one of the following methods, as determined by the Board:~~

Reimbursement will be made for the use of a personal car at the mileage rate currently approved by the Board, or the actual cost of commercial transportation, ~~plus~~ parking and taxi fares, ~~and expenses for training and registration fees,~~ lodging, meals, and other incidental expenses. Board members ~~shall~~ will file a statement, and ~~to the extent feasible,~~ attach receipts or other documenting documentation of actual expenses for which reimbursement is requested.

Trustees will also submit a conference summary report for inclusion in the next month's board report. An information item will be included in the board report at the end of each fiscal year with a summary of trustee expenditures.

~~A set amount approved in advance for reasonable expenditures to be incurred on a particular trip. This amount shall include travel, lodging, meals, and any other reasonably predictable expenditures. Board members shall file a statement, with receipts, accounting for amounts actually expended. Any excess shall be refunded to the College District.~~

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- Purpose Statement** The College District is required under the Public Funds Investment Act Chapter 2256, Texas Government Code, to adopt a written investment policy. The College District is required to comply with the investment policy as approved by the Board in accordance with the standard of care as set forth in Chapter 2256.006, Texas Government Code.
- Statement of Intent** The College District ~~shall~~will invest public funds in a manner that provides the maximum security while meeting the daily cash flow demands of the College District, providing maximum potential interest earnings, and conforming to all state and local statutes governing the investment of public funds.
- Scope** This investment policy applies to all financial assets of the College District. All funds are accounted for in the College District's Annual Financial and Compliance Report.
- Prudence** Investments ~~shall~~will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
- The standard of prudence to be used by investment officers ~~shall~~will be the "prudent person" standard and ~~shall~~will be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence ~~shall~~will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- Prudent measures ~~shall~~will be used to liquidate any investment that is downgraded to less than the required minimum rating.
- Objectives** The primary objectives, in priority order, of the College District's investment activities ~~shall~~will be:
1. Safety: Safety of principal is the foremost objective of the College District's investment program. Investments of the College District ~~shall~~will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
 2. Liquidity: The College District's investment portfolio ~~shall~~will remain sufficiently liquid to enable the College District to meet all operating requirements that might be reasonably anticipated.

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3. Return on Investments: The College District's investment portfolio ~~shall~~will be designed with the objective of attaining a reasonable market yield throughout budgetary and economic cycles commensurate with the College District's investment risk constraints and the cash flow characteristics of the portfolio.

Designated Officers

The College District's chief financial officer, the associate vice president of accounting and financial reporting, and the associate vice president/controller are expressly authorized by the Board to cause the investment of all available College District funds consistent with this policy and are therefore designated as the investment officers. Because of the various duties and responsibilities related to managing the investment portfolio, the College District's -designated investment officers, may delegate specific support duties and responsibilities to the revenues and receivables accountant. No person may engage in an investment transaction except as provided under the terms of this Policy.

The College District may contract with a Securities and Exchange Commission (SEC)-registered investment adviser for non-discretionary management of the portfolio.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process ~~shall~~will refrain from personal business activity that could conflict with proper execution of the College District's investment program or that could impair their ability to make impartial investment decisions. Investment officers who have a personal business relationship with a business organization seeking to sell investments to the District ~~shall~~will file a statement disclosing the relationship to the College District's Board. Any material financial interests in financial institutions that conduct business with the College District, as well as any personal financial/investment positions that could be related to or have an impact upon the performance of the College District's portfolio, ~~shall~~will be disclosed.

Additionally, any investment officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573, to an individual seeking to sell an investment to the College District ~~shall~~will file a statement disclosing that relationship to the Texas Ethics Commission. A personal business relationship for this disclosure is defined as:

1. Owning ten percent or more of the voting stock or shares of the business organization or owning \$5,000 or more of the fair market value of the business organization;
2. Receiving funds from the business organization exceeding ten percent of gross income for the previous year; or

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3. Acquiring from the business organization during the previous year investments with a book value of \$2,500 or more for a personal account.

**Sellers of
Investments**

Prior to authorization by the District as a broker/dealer for the District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.

The firm and representatives of brokers/dealers ~~shall~~will be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).

**Authorized Financial
Dealers and
Institutions**

The College District ~~shall~~will maintain a list of qualified broker/dealers authorized to engage in investment transactions. The Board ~~shall~~will annually review, revise, and adopt this list of qualified brokers.

All approved brokers must have completed a College District broker/dealer questionnaire and will be sent a copy of the Investment Policy for their records.

Approved brokers ~~shall~~will have a current financial statement on file and, if applicable, ~~shall~~will have executed a Master Repurchase Agreement.

Local government pools will be sent a copy of the Policy and must certify that they have reviewed that policy.

**Authorized
Investments**

The College District ~~shall~~will pursue a conservative, pro-active approach to investment activity and although other investments may be authorized by law, the College District may invest only in investments authorized by the Board as listed below:

1. Treasury bills, treasury notes, and treasury bonds of the United States and other direct obligations of the agencies and instrumentalities of the United States.
2. Federal Deposit Insurance Corporation (FDIC) insured or collateralized time or demand deposits issued by a state or national bank domiciled in this state that are:
 - a. Insured by the FDIC or its successor;
 - b. Secured by obligations described by the Public Funds Collateral Act, Chapter 2257;

or

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3. Fully collateralized repurchase agreements, as expressly defined in Section 2256.011, Texas Government Code.
4. Local government investment pools approved by the College District's Board, by resolution, with a continuous rating of no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and striving to maintain a \$1 net asset value.
5. AAA-rated money market mutual funds meeting the following criteria:
 - a. The fund must be registered with and regulated by the SEC;
 - b. The fund must have a dollar-weighted average stated maturity of not more than 60 days;
 - c. An established objective of the fund must be to maintain a stable net asset value of \$1 for each share;
 - d. Comply with SEC Rule 2a-7; and
 - e. The fund must meet all requirements of the Texas Public Funds Investment Act, as amended.
6. Domestic commercial paper rated A1/P1 or equivalent with a maximum maturity of 180 days.
7. Obligations of states, agencies, counties, cities, and other political subdivisions of any US state rated A or equivalent by a nationally recognized investment rating agency.
8. FDIC insured, brokered certificates of deposit securities issued by any bank in the US delivered versus payment to the College District's safekeeping agent.
9. Share certificates of credit unions domiciled in the state insured by the National Credit Union Insurance Fund.

**Prohibited
Investments**

The College District is strictly prohibited from investing in any of the following collateralized mortgage obligations (CMO):

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

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3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years.
4. Collateralized mortgage obligations that have interest rates determined by an index that adjusts opposite to the changes in a market index.

Collateralization

Collateralization ~~shall~~will be required on all bank time or demand deposits and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level ~~shall~~will be 102 percent of market value of principal and accrued interest. The custodian ~~shall~~will be independent and outside the holding company of the pledging institution or repurchase agreement counter-party.

Acceptable collateral for depository time and demand deposits includes only:

- Obligations of the US government, its agencies and instrumentalities,
- Obligations of or guaranteed by state and local governmental entities if rated "A" or better, and
- FHLB letters of credit

Acceptable collateral for repurchase agreements includes only:

- Obligations of the US government, its agencies and instrumentalities, and
- Obligations of or guaranteed by state and local governmental entities if rated "A" or better.

All these securities are authorized by the Public Funds Collateral Act, Chapter 2257, Texas Government Code.

~~Acceptable collateral includes securities as specified in the Public Funds Collateral Act, Chapter 2257, Texas Government Code.~~

Additional collateral may be pledged or purchased as required, released as it is not needed, and substituted, if necessary, with the written consent of the investment officer.

Safekeeping

All security transactions, including collateral for repurchase agreements, entered into by the College District ~~shall~~will be conducted on a delivery-versus-payment (DVP) basis. Securities owned by

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the College District ~~shall~~will be held by a College District contracted third-party safekeeping institution. Safekeeping receipts and clearance documents ~~shall~~will be required for all securities purchased or sold by the College District and held in safekeeping by an authorized third party.

Diversification

Diversification by investment maturity based on cash flow needs ~~shall~~will reduce the impact of adverse market fluctuations.

Maximum Maturities

To the extent possible, the College District ~~shall~~will attempt to match its investments with anticipated cash flow requirements. Except The College District ~~shall~~will not invest in securities maturing more than 36 months from the date of purchase.

The maximum dollar weighted average maturity of the total portfolio ~~shall~~will not exceed 12 months.

Internal Controls

Duties related to investment activities ~~shall~~will be delegated so that segregation of duties ~~shall~~will be maintained with respect to purchasing, recording, authorizing, and reconciling investment accounts. The College District's designated investment officers ~~shall~~will be responsible for all investment decisions. Written signature authorization of two of the aforementioned investment officers ~~shall~~will be required to execute all investment purchases or sales.

As part of the annual financial audit, the external auditors ~~shall~~will perform a compliance audit of management controls on investments and adherence to investment policies and procedures.

Delivery Versus
Payment

All security transactions (with the exception of pool or money funds) by the College District ~~shall~~will be settled "delivery versus payment." That is, the College District authorizes the safekeeping institution to release its funds only after a purchased security has been received by the institution.

Competitive Bidding
Required

All investments ~~shall~~will be purchased or sold on a competitive basis with bids or offers from a minimum of three College District authorized broker/dealers for the best yield and maturity. New issue agencies must be compared to comparable securities as a competitive bid.

Monitoring Credit
Ratings

The investment officer or investment advisor ~~shall~~will monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer or advisor ~~shall~~will notify the CFO of the loss of rating, conditions affecting the rating, and possible loss of principal with liquidation

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options available, within five days after the loss of the required rating.

Loss of Credit
Rating

The College District shall will monitor the credit ratings on securities that require minimum ratings. This may be accomplished through staff research or with the assistance of brokers/dealers, banks, safekeeping agents, adviser, or other independent sources. In the event that the credit rating of any security falls below the minimum required rating, the College District shall will take all prudent measures that are consistent with its policy to liquidate the investment.

The College District is not required to liquidate investments that were authorized investments at the time of purchase. (2256.017)

Monitoring FDIC
Coverage

The Investment Officer or Investment Advisor shall will monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the College District based upon information from the FDIC. If any bank has been acquired, or merged with another bank in which brokered CDs are owned, the Investment Officer or Advisor shall will immediately liquidate any brokered CD which places the College District above the FDIC insurance level.

Reporting

Not less than quarterly, a written report of investment transactions for all funds shall will be prepared and signed by the investment officers and shall will be submitted to the Board. Reports shall will be prepared in accordance with requirements as specified in Section 2256.023, Texas Government Code. The quarterly written reports shall will be reviewed annually during the compliance audit of an independent auditor with the results reported to the Board.

Market Price

The investment portfolio shall will be marked to market monthly. Pricing information shall will be obtained from sources deemed independent and comparable by the associate vice president of accounting and financial reporting or the associate vice president/controller. If the price of a security is not available, the price may be estimated by analyzing similar securities' market values (matrix pricing).

Training

The College District's chief financial officer, the associate vice president of accounting and financial reporting, and the associate vice president/controller, being designated by the Board as the investment officers for the College District, shall will receive ten hours of instruction in accordance with the Public Funds Investment Act of the State of Texas within the first twelve months of assuming the position. Every succeeding two years the officers shall will receive

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at least 10 additional hours of training relating to investment responsibility from an independent source approved by the Board.

**Investment Policy
Review and
Adoption**

The College District's investment policy ~~shall~~will be adopted by written resolution of the Board stating that the Board has reviewed the investment policy and strategy and ~~shall~~will include any changes made to either. The investment policies and strategies ~~shall~~will be reviewed by the Board not less than annually. All revisions ~~shall~~will be formally approved by the Board.

Investment Strategy

The College District maintains portfolios that use four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolio(s). The weighted average maturity of the overall portfolio ~~shall~~will not exceed one year.

Strategies for the investment of District funds ~~shall~~will -address::

1. Investment suitability as it relates to the financial requirements and credit concerns of the College District;
2. Preservation and safety of principal to ensure that capital losses are avoided whether they be from defaults or erosion of market value;
3. Liquidity to the extent needed to pay the College District's obligations as they become due;
4. Investment marketability provided the need arises for the College District to liquidate the investment prior to its maturity date, although securities of all types are purchased with the intention of holding until maturity;
5. Investment diversification by maturity and market sector; and
6. Yield to attain the best yield on investments, while considering risk constraints and cash flow needs; the basis or benchmark used to determine whether market yields are being achieved ~~shall~~will be the one-year Treasury Bill chosen for its comparability to the portfolio's maximum weighted average maturity.

Operating Fund

The primary objective of the investment strategy for the operating fund ~~shall~~will be to ensure that anticipated cash flows are matched with adequate investment liquidity. Maturities ~~shall~~will be staggered to meet operating expenditures, based on known and projected cash flows and market conditions. Thirty-six months is the maximum maturity for the majority of securities in the portfolio.

Building Fund

The primary objective of the investment strategy for the building fund ~~shall~~will be to ensure that maturities are matched with anti-

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pated cash flows. Maturities ~~shall~~will be staggered so that they coincide with estimated draw down dates based on construction schedules and estimated project completion dates.

Debt Service

The primary objective of the investment strategy for the debt service fund ~~shall~~will be to ensure that investment liquidity is adequate to cover each succeeding debt service obligation on the required payment date. No investments may be -made that exceeds the next unfunded debt service payment date.

Debt Service
Reserve Funds

Debt service reserves have no anticipated expenditures. The funds are deposited to provide annual debt service payment protection to bond holders. Market conditions and arbitrage regulation compliance determine the advantage of security diversification and liquidity. Generally, if investment rates exceed the applicable arbitrage yield for a specific bond issue, the College District is best served by locking in investment maturities and reducing liquidity. If the arbitrage yield cannot be exceeded, the concurrent market conditions ~~shall~~will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields. Managing the portfolios maturities to not exceed the call provisions of the bond issue ~~shall~~will reduce the investment's market risk if the College District's bonds are called and the reserve fund liquidated. No investment maturity ~~shall~~will exceed three years. All portfolio investments ~~shall~~will be in compliance with bond covenants and insurance requirements of all bond issues.

**Disposal of College
District Property**

The District President or designee is authorized to declare College District ~~personal property, including~~ materials, equipment, vehicles, and supplies ~~to be unnecessary.~~

~~If the and will dispose of unnecessary property has value, the District President or designee shall will:~~

- ~~1. Dispose of the unnecessary property materials, equipment, and supplies for fair market value;~~
- ~~2. Dispose of the unnecessary property through a method expressly authorized by law; or~~
- ~~3. Recommend to the Board for approval Approve an alternative method of disposal that may result in for less than fair market value, such as an auction open to the public. Before approving the disposal of the unnecessary property for less than fair market value, the Board District President or designee shall will determine that the conveyance is not a gift of public funds by making the following findings:
 - ~~a. The predominant purpose of the alternative method of disposal is to accomplish a public purpose, not to benefit private parties;~~
 - ~~b. The Board College District shall will retain sufficient control over the disposed of items to ensure the public purpose is accomplished and to protect the public's investment; and~~
 - ~~c. The College District shall will receive a return benefit.~~~~

If the unnecessary property has no value, the District President or designee may dispose of such property according to administrative discretion.

Items ~~obtained purchased~~ with ~~state or federal funds or as federal surplus~~ will be managed according to ~~state and federal regulations, including surplussing items when appropriate.~~

**Disposal of
Abandoned or
Unclaimed Personal
Property**

The District President is authorized to dispose of a third parties' abandoned and unclaimed personal property in accordance with College District regulations. These regulations will address, but not be limited to, the following topics:

1. Notices of lost and found locations posted at appropriate places or described in College District publications and that include procedures for reclaiming lost articles and time frames for the College District to dispose of unclaimed property.

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2. A range of options for locating owners of abandoned property that is not turned in to a lost and found location. These options may address such items as abandoned cars or other large items.
3. Disposal procedures including donations to charity or student organizations, sales, and auctions.

Any monies realized from disposal of unclaimed or abandoned personal property will be deposited in the College District's general fund.

[For the applicability of the abandoned property procedures under Property Code Chapter 76, see CD]