



NOTICE is hereby given that the Collin County Community College District Board of Trustees will hold its Regularly Scheduled Meeting on Tuesday, May 28, 2024, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC").

Locations

Celina Campus

Collin Higher Education Center
McKinney, Texas

Courtyard Center
Plano, Texas

Farmersville Campus

Frisco Campus

McKinney Campus

Plano Campus

Public Safety Training Center
McKinney, Texas

Rockwall Center

Technical Campus
Allen, Texas

Wylie Campus

iCollin
www.collin.edu

Board of Trustees
Andrew Hardin, *Chair*
Jay Saad, *Vice Chair*
Jim Orr, *Secretary*
Raj Menon, Ph.D., *Treasurer*
Cathie Alexander
Stacy Anne Arias
J. Robert Collins, Ph.D.
Greg Gomel
Megan Wallace

District President
H. Neil Matkin, Ed.D.
3452 Spur 399
P.O. Box 8021
McKinney, Texas 75070
P | 972.758.3800
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nmatkin@collin.edu
www.collin.edu

CALL TO ORDER: 5:30 p.m., Board Room 139, CHEC.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Adjournment to Board Conference Room 135, CHEC, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 et seq., to wit:

Section 551.074 Personnel Matters

a. Discuss appointment, employment, evaluation, reassignment, duties, discipline, or responsibilities of college employees and self-evaluation of Trustees

Section 551.072 Deliberations Regarding Real Property

a. Discuss the purchase, exchange, lease, or value of property available around college campuses, the Frisco Campus, and potential campus projects

RECONVENE REGULAR MONTHLY MEETING: 7:00 p.m., Board Room 139, CHEC.

Reconvene into regular session and take any action necessary as a result of the closed or executive session.

1. Pledges of Allegiance

WELCOME STUDENT VISITORS

PRESENTATIONS

1. Recognition of Employees on the Occasion of Their Retirement - Dr. Neil Matkin, District President

PUBLIC COMMENT

Public comment cards are available and accepted on-site for one hour prior to the start of the meeting. Comment cards are not transferable to other speakers. All comments related to non-agenda items will be heard at the end of the Board Meeting. Comments addressing agenda items will be heard at the beginning of the meeting, in order of the corresponding agenda item, for the allotted thirty minutes or until all agenda-related comments have been heard. Speakers who submit public comment cards may have up to three minutes to address the Board. No presentation shall exceed three minutes, unless a translator is required, in which case up to six minutes can be used. The Board encourages but does not require delegations of more than five individuals to appoint one person to present the delegation's views before the Board.

CONSIDERATION OF CONSENT AGENDA

The purpose of the consent agenda is to allow the Board to identify and approve action items which require no additional information or discussion and for which there is unanimous approval to be enacted in one motion. Trustees receive agenda materials four days in advance of the meeting to prepare for the business to be conducted.

Approval of the May 28, 2024 Consent Agenda Items

2024-05-C1

Approval of the Minutes of the April 26, 2024 Regular Meeting

2024-05-C2

Consideration of Approval of Library Fees and Fee Modification Requests, Effective Fall 2024

2024-05-C3

Consideration of Approval of an Interlocal Agreement with the North Central Texas Council of Governments to Utilize Their TXShare Cooperative Purchasing Program

CONSIDERATION OF ACTION ON AGENDA ITEMS

2024-05-1

Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the Selection of Construction Manager at Risk Firm for the Courtyard Center and Collin Higher Education Center Renovation Project

2024-05-2

Report Out of the Finance and Audit Committee and Consideration of Approval of a Resolution to Participate in the Texas Connect Investment Pool

2024-05-3

Report Out of the Finance and Audit Committee and Consideration of Approval of a Budget Amendment to the Fiscal Year 2024 Building Fund Budget for Equipment and Technology at the Technical Campus for the Academic Alliance

2024-05-4

Consideration of Approval of the Second Reading of Local Board Policies

2024-05-5

Consideration of Approval of Closure/Termination of Four AAS Degree Programs

2024-05-6

Consideration of Approval of the Bid Report for May 28, 2024

PUBLIC COMMENTS ON NON-AGENDA ITEMS *(If required in accordance with HB 2840)*

INFORMATION REPORTS

Workday Student Status Report for May 2024
Personnel Report for May 28, 2024
League of Excellence Award Winners 2024
NISOD Excellence Award Winners 2024
Dual Credit Programs Audit # 24-01
Promotional Item Expenditures Audit # 24-02
Revenues and Expenses as of April 30, 2024
Statement of Net Position as of April 30, 2024
Monthly Investment Report as of April 30, 2024

PRESIDENT'S AND BOARD ANNOUNCEMENTS

Comments on: Workshops, Seminars, and Conferences taking place at the College;
Awards Received; Accomplishments, Appointments at the Local, State, and National
Level; Published Articles and Newspaper Reports; and Upcoming Events.

ADJOURNMENT

Andrew P. Hardin
Chairman, Board of Trustees

I certify that the notice for this meeting was posted on May 23, 2024 at 10:00 a.m., in compliance with the Texas Open Meetings Act.



For the Board of Trustees

CONSENT AGENDA ITEMS TO BE CONSIDERED

2024-05-C1	Approval of the Minutes of the April 26, 2024 Regular Meeting	pg. 5
2024-05-C2	Consideration of Approval of Library Fees and Fee Modification Requests, Effective Fall 2024	pg. 9
2024-05-C3	Consideration of Approval of an Interlocal Agreement with the North Central Texas Council of Governments to Utilize Their TXShare Cooperative Purchasing Program	pg. 11

May 28, 2024

SUBJECT

Approval of the Minutes of the April 26, 2024 Regular Meeting

RECOMMENDATION

The District President recommends approval of the minutes of the April 26, 2024 Regular Meeting.

RESOURCE PERSONNEL

Donna Ludwig, Secretary to the Board of Trustees

ATTACHMENTS

- A) April 26, 2024 Regular Meeting Minutes

Respectfully Submitted By:

A handwritten signature in cursive script that reads "Donna Ludwig".

Donna Ludwig, Secretary to the Board of Trustees

**Minutes of Regular Meeting
April 26, 2024**

**Board of Trustees
Collin County Community College District**

Collin County Community College District conducted its Regular Monthly Board of Trustees meeting on April 26, 2024, at the Collin Higher Education Center, 3452 Spur 399, McKinney, TX 75069 ("CHEC"), with Chair Andrew Hardin presiding. Trustees in attendance were Ms. Stacy Arias, Dr. Robert Collins, Mr. Andrew Hardin, Dr. Raj Menon, Mr. Jim Orr, Mr. Jay Saad, and Ms. Megan Wallace. Absent were Ms. Cathie Alexander and Mr. Greg Gomel.

CALL TO ORDER: 9:00 a.m., Board Room 139, CHEC.

1. Pledges of Allegiance

WELCOME STUDENT VISITORS

PRESENTATIONS

1. Outstanding Professor of the Year Finalists - Dr. Sukanya Subramanian, Professor of Biology
2. Outstanding Adjunct Professor of the Year Finalists - Dr. Brenden Mesch, Campus Provost Technical Campus
3. Phi Theta Kappa Recap of 2023 - Dr. Dawn Richardson, Administrator of Collin's Alpha Mu Tau Chapter of Phi Theta Kappa

PUBLIC COMMENT

There was no public comment.

Approval of the April 26, 2024 Consent Agenda Items

2024-04-C1 Approval of the Minutes of the March 26, 2024 Regular Meeting

2024-04-C2 Consideration of Approval of an Amendment to the Academic Calendar for the 2024-2025 Academic Year

On motion of Trustee Menon, and second of Trustee Wallace, the April 26, 2024 Consent Agenda was approved by a vote of 7-0.

CONSIDERATION OF ACTION ON AGENDA ITEMS

2024-04-1 Report Out of the Organization, Education, and Policy Committee, Second Reading and Consideration of Approval of Local Board Policy: DEE (Local) Compensation and Benefits – Expense Reimbursement

Discussion: Trustee Collins, Chair of the Organization, Education, and Policy

Committee, brought forth, in the form of a motion and second, the Committee's recommendation for approval of the second reading and approval of Local Board Policy.

The motion was approved 7-0.

2024-04-2 Consideration of Approval of Facility Naming

On motion of Trustee Menon, and second of Trustee Collins, this item was approved by a vote of 7-0.

2024-04-3 Consideration of Approval of the Bid Report for April 26, 2024

Discussion: Melissa Irby, Chief Financial Officer, presented the Bid Report for April 26, 2024, which included one contract revision:

Contract Revision	
Purchase Request #1	\$ 200,000
Training Software and Equipment	
Grand Total	\$ <u>200,000</u>

On motion of Trustee Menon, and second of Trustee Wallace, this item was approved by a vote of 7-0.

PUBLIC COMMENT

There was no additional public comment.

INFORMATION REPORTS

- Workday Student Status Report for April 2024
- Personnel Report for April 2024
- Revenues and Expenses as of March 31, 2024
- Statement of Net Position as of March 31, 2024
- Monthly Investment Report as of March 31, 2024

PRESIDENT'S AND BOARD ANNOUNCEMENTS

Comments on: workshops, seminars, and conferences taking place at the College; awards received; accomplishments and appointments at the local, state, and national level; published articles and newspaper reports; upcoming events; and recent news.

ADJOURNMENT TO CLOSED OR EXECUTIVE SESSION

Chair Hardin adjourned the regular meeting to Board Conference Room 135, CHEC, for closed or executive session pursuant to the Texas Government Code Chapter 551.001 et seq., to wit at 9:46 a.m.

Section 551.074 Personnel Matters

- a. Discuss appointment, employment, evaluation, reassignment, duties, discipline, or responsibilities of trustees and college employees

Section 551.071 Consultations with Attorney

- a. Consultation with the college's General Counsel on a matter in which the attorney has an ethical duty of confidentiality

Section 551.076 and 551.089 Deliberations Regarding Security Devices or Security Audits

- a. Discuss deployment or specific occasions for implementation of security devices or security personnel across the District

Section 551.072 Deliberations Regarding Real Property

- a. Discuss the purchase, exchange, lease, or value of property available around college campuses, the Collin Higher Education Center, and potential campus projects

RECONVENE REGULAR MEETING AND ADJOURNMENT

Chair Hardin adjourned the meeting of the Board of Trustees of Collin County Community College District at 10:46 a.m.

May 28, 2024

SUBJECT

Consideration of Approval of Library Fees and Fee Modification Requests, Effective Fall 2024

RECOMMENDATION

The District President recommends approval of the proposed library fees and fee modification requests, effective Fall 2024.

RATIONALE

The executive directors of the libraries reviewed the fees currently charged by Collin College in comparison to peer institutions. This standardized fee schedule will also ensure consistent application of fees across the District. The following changes and continuations are proposed:

Termination of fee:

Processing fee for the replacement of lost or damaged items

Termination of existing overdue fees for:

Audio books, books, CDs, circulating DVDs, and classroom DVDs

Approval of continuation of existing library fees:

Games kit, Makerspace kit, off-campus equipment, on-campus equipment, semester equipment, software (non-reserve materials), study room key, and textbook/course reserve

RESOURCE PERSONNEL

Dr. Abe Johnson, SVP Campus Operations

ATTACHMENT

- A. Library Fee Requests Itemization

Respectfully Submitted By:



Dr. Abe Johnson
SVP Campus Operations

Library Fee Proposal

The campus libraries charge Collin College students late fees for overdue items and replacement fees for lost or damaged items. The chart below outlines the current and proposed library fees.

Districtwide Library Fees

	Current Fees				Proposed Changes Effective 2024-25			
Processing Fee	\$15 processing fee for the replacement of lost or damaged items				No processing fees			
Material Type	Overdue Fee	Maximum Overdue Fee	Replacement Fee	Loan Period	Overdue Fee	Maximum Overdue Fee	Replacement Fee	Loan Period
Audio Book	\$0.25/day	\$25.00	Varies, based on item sale price	21 days	No fee	No fee	Varies, based on item sale price	21 days
Book	\$0.25/day	\$25.00	Varies, based on item sale price	21 days	No fee	No fee	Varies, based on item sale price	21 days
CD	\$0.25/day	\$25.00	Varies, based on item sale price	21 days	No fee	No fee	Varies, based on item sale price	21 days
DVD	\$0.50/day	\$25.00	Varies, based on item sale price	7 days	No fee	No fee	Varies, based on item sale price	7 days
Games - Kit	\$0.50/day	\$25.00	Varies, based on item sale price	7 days	\$0.50/day	\$25.00	Varies, based on item sale price	7 days
Makerspace Kit	\$20.00/day	\$100.00	Varies, based on item sale price	7 days	\$20.00/day	\$100.00	Varies, based on items sale price	7 days
Off-Campus Equipment	\$10.00/day	\$100.00	Varies, based on item sale price	14 days	\$10.00/day	\$100.00	Laptop: \$1,800, Calculator:\$150	14 days
On-Campus Equipment	\$1.00/day	\$100.00	Varies, based on item sale price	4 hours	\$10.00/day	\$100.00	Laptop: \$1,800, Calculator:\$150	4 hours
Semester Equipment	\$20.00/day	\$100.00	Varies, based on item sale price	End of Term	\$10.00/day	\$100.00	Laptop: \$1,800, Calculator:\$150	End of Term
Software (non-reserve materials)	\$0.25/day	\$25.00	Varies, based on item sale price	21 days	\$0.25/day	\$25.00	Varies, based on item sale price	21 days
Study Room Key Return	\$5.00/hour	\$100.00		2 hours	\$5.00/hour	\$100.00		2 hours
Textbook/ Course Reserve	\$1.00/hour	\$100.00	Varies, based on item sale price	2 hours	\$1.00/hour	\$100.00	Varies, based on item sale price	2 hours

May 28, 2024

SUBJECT

Consideration of Approval of an Interlocal Agreement with the North Central Texas Council of Governments to Utilize Their TXShare Cooperative Purchasing Program

RECOMMENDATION

The District President recommends approval of the proposed Interlocal Agreement with the North Central Texas Council of Governments to utilize their TXShare Cooperative Purchasing Program.

RATIONALE

The agreement is pursuant to the authority granted by the “Texas Interlocal Cooperation Act,” Chapter 791 Texas Government Code. This is an ongoing agreement activated only by the District’s issuance of a purchase order. This agreement will be highly beneficial to the taxpayers of Collin County due to the anticipated savings related to volume purchasing. The North Central Texas Council of Governments TXShare Cooperative Purchasing Program is designed to give its members additional awarded contract tools to assist their entities in meeting bidding requirements, saving valuable staff resources. The North Central Texas Council of Governments TXShare Cooperative Purchasing Program finds vendors to assist members in meeting their operational goals and saving funds when obtaining best value supplies. In addition to providing access to competitively solicited contracts, TXShare provides complimentary and discounted training opportunities to its members.

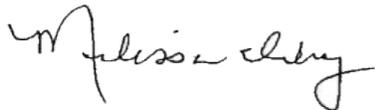
RESOURCE PERSONNEL

Melissa Irby, Chief Financial Officer

ATTACHMENTS

- A. Interlocal Agreement

Respectfully Submitted By:



Melissa Irby
Chief Financial Officer

MASTER INTERLOCAL PURCHASING AGREEMENT

THIS MASTER INTERLOCAL AGREEMENT (“ILA”). made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the “Act”), by and between the North Central Texas Council of Governments, hereinafter referred to as “NCTCOG,” having its principal place of business at 616 Six Flags Drive, Arlington, TX 76011, and Collin County Community College District, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as “Participant,” having its principal place of business at 3452 Spur 399, McKinney, TX 75069.

WHEREAS, NCTCOG is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, NCTCOG is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, NCTCOG has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, Participant has represented that it is an eligible entity under the Act, that is authorized to enter into this Agreement on May 28, 2024 (Date), and that it desires to contract with NCTCOG on the terms set forth below;

NOW, THEREFORE, NCTCOG and the Participant do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The Participant represents and warrants to NCTCOG that (1) it is eligible to contract with NCTCOG under the Act for the purposes recited herein because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency that the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Agreement.

ARTICLE 2: SCOPE OF SERVICES

The Participant appoints NCTCOG its true and lawful purchasing agent for the purpose of certain products and services (“Products” or “Services”) through the **TXShare** Program. Participants will access the Program through **www.TXShare.org**. All purchases under this Agreement shall comply with applicable Texas competitive bidding statutes as well as the specifications, contract terms and pricing applicable to such purchases. NCTCOG may also serve as a coordinating agent to administer the use of eligible Participant contracts to other participants of TXShare. The eligibility of such contracts will be determined by incorporation of coordinating agent authorization in Participant’s solicitation documents. Title to all products purchased under the TXShare Program shall be held by Participant unless otherwise agreed. Nothing in this Agreement shall preclude the Participant for purchasing Products and/or Services offered in the TXShare Program directly from the vendor/supplier.

ARTICLE 3: PAYMENTS

Upon delivery of goods or services purchased and presentation of property documented invoice, the Participant shall promptly, and in any case within thirty (30) days, pay the contracted provider the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall NCTCOG have any financial liability in the Participant for any goods or services Participant purchase through the TXShare Program.

ARTICLE 4: PERFORMANCE PERIOD

This Agreement shall be effective when signed by the last party whose signing makes the Agreement fully executed and will remain in full force and effect for one (1) year. This Agreement shall automatically renew for successive one-year terms unless sooner terminated in accordance with Article 6 below. Any modifications of this Agreement must comply with the requirements of Article 5 below.

ARTICLE 5: CHANGES AND AMENDMENTS

This Agreement may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Agreement which are required by changes in Federal and State law or regulations are automatically incorporated into this Agreement without written amendment hereto and shall become effective on the date designated by such law or regulation. NCTCOG reserves the right from time to time to make changes in the scope of products and services offered through the TShare Program.

ARTICLE 6: TERMINATION PROCEDURES

NCTCOG or the Participant may cancel this Agreement for any reason and at any time upon thirty (30) days written notice by certified mail to the other party to this Agreement. The obligation of the Participant to pay for any Service and/or Products purchased under this Agreement, shall survive cancellation, as well as any other Participant costs incurred prior to the effective date of cancellation.

ARTICLE 7: APPLICABLE LAWS

NCTCOG and the Participant agree to conduct all activities under this Agreement in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Agreement.

ARTICLE 8: DISPUTE RESOLUTION

The parties to this Agreement agree to the extent possible and not in contravention of any applicable state or federal law or procedure established for dispute resolution, to attempt to resolve any dispute between them regarding this Agreement informally through voluntary mediation, arbitration, or any other local dispute mediation process before resorting to litigation.

ARTICLE 9: MISCELLANEOUS

a. This Agreement has been made under and shall be governed by the laws of the State of Texas. Venue and jurisdiction of any suit or cause of action arising under, or in connection with, this Agreement shall lie exclusively in Tarrant County, Texas.

b. The persons executing this Agreement hereby represent that they have authorization to sign on behalf of their respective entities.

c. This Agreement and the rights and obligations contained herein may not be assigned by either party without the prior written approval of the other party to this Agreement.

TXShare

Your Public Sector Solutions Center

FOR NCTCOG Use Only

ILA No: _____

- d. All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.
- e. To the extent that either party to this Agreement shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance. In such event, the time for performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation to solely pay funds.
- f. This Agreement and any attachments/addendums, as provided herein, constitute the complete agreement between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

THIS INSTRUMENT HAS BEEN EXECUTED IN TWO ORIGINALS BY THE PARTIES HERETO AS FOLLOWS:

North Central Texas Council of Governments

TXShare
616 Six Flags Drive, Arlington, TX 76011

NCTCOG Executive Director or Designee

Signature of Executive Director or Designee

Date

Collin County Community College District

Name of Participating Agency

3452 Spur 399

Mailing Address

McKinney

City

TX

State

75069

Zip

Melissa Irby, Chief Financial Officer

Name and Title of Authorized Official or Designee

Signature

Date

Collin County Community College District Board of Trustees

2024-05-1

May 28, 2024

Resource: Dr. Bill King
Executive Vice President

AGENDA ITEM: Report Out of the Campus Facilities and Construction Committee and Consideration of Approval for the Selection of Construction Manager at Risk Firm for the Courtyard Center and Collin Higher Education Center Renovation Project

DISCUSSION: Over the past few months, District staff have engaged in a procurement process to select a Construction Manager at Risk (CMAR) firm for pre-construction and construction services for the Courtyard Center and Collin Higher Education Center Renovation Project.

To select the best value firm, a two-step procurement process was followed. The first step included posting a public advertisement for the project and collecting information from interested firms that indicated their qualifications to construct such a project. The qualifications were reviewed by a selection panel consisting of Collin College staff, and a shortlist of the best qualified firms was developed using a pre-established qualitative scoring process.

The second step involved the shortlisted firms submitting proposed costs for pre-construction services, overhead costs during construction, and a fee percentage based upon the budgeted cost of the project. The shortlisted firms were invited for a formal interview with the selection panel and were scored using a pre-established interview scoring process. Upon completion of the interviews, the firm having the highest score from both steps was selected as the best qualified firm.

Recommended Firm:

- RFQ 4484 – Skanska USA Building Inc
- Pre-construction service fee not to exceed \$55,000

**DISTRICT PRESIDENT'S
RECOMMENDATION:**

The District President recommends approval of the Construction Manager at Risk firm Skanska USA Building Inc for the Courtyard Center and Collin Higher Education Center Renovation Project.

SUGGESTED MOTION:

"Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Construction Manager at Risk firm Skanska USA Building Inc for the Courtyard Center and Collin Higher Education Center Renovation Project, and the pre-construction service fee through a budget amendment not to exceed \$55,000 from the Building Fund net position to affect the purchase.

Collin County Community College District Board of Trustees

2024-05-2

May 28, 2024

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval of a Resolution to Participate in the Texas Connect Investment Pool

DISCUSSION: The College currently is authorized to participate in three local government investment pools - Texpool, TexStar, and Texas Term - all three are \$1 NAV daily liquidity pools that invest in U.S. government securities, repurchase agreements, and AAA-rated money market funds. Texas Connect also has a \$1 NAV daily liquidity pool that invests in U.S. government securities, repurchase agreements, and AAA-rated money market funds.

By participating in Texas Connect, it provides the College another option to diversify the investment portfolio. Authorization to invest in Texas Connect will provide the College the opportunity to invest in professionally managed portfolios within the allowable limits of the College's investment policy.

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of a resolution to participate in the Texas Connect investment pool.

SUGGESTED MOTION: "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves a resolution to participate in the Texas Connect investment pool."

Collin County Community College District Board of Trustees

2024-05-3

May 28, 2024

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Report Out of the Finance and Audit Committee and Consideration of Approval of a Budget Amendment to the Fiscal Year 2024 Building Fund Budget for Equipment and Technology at the Technical Campus for the Academic Alliance

DISCUSSION: The Board of Trustees approved a master plan for the District which included renovations at the Technical Campus for the Academic Alliance. These projects were included as Phase I of the approved master plan. The budget amendment of \$475,000 is projected to include equipment and technology.

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of an amendment of \$475,000 to the fiscal year 2024 Building Fund budget for equipment and technology needed at the Technical Campus for the Academic Alliance.

SUGGESTED MOTION: "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves an amendment of \$475,000 to the fiscal year 2024 Building Fund budget for equipment and technology needed at the Technical Campus for the Academic Alliance."

Collin County Community College District Board of Trustees

2024-05-4

May 28, 2024

Resource: Monica Velazquez
General Counsel

AGENDA ITEM:

Consideration of Approval of the Second Reading of Local Board Policies

- **BBD (Local)** Board Members – Orientation and Training
- **CS (Local)** Information Security
- **FLB (Local)** Student Rights and Responsibilities – Student Conduct

DISCUSSION:

The Organization, Education, and Policy Committee met on March 26, 2024, and considered a first reading of the policies listed below. Since there were no changes to these policies, the Chair of the Organization, Education, and Policy Committee now moves to approve these policies as presented.

PROPOSED CHANGES:

As a part of the College’s comprehensive review of all policies and with updates and recommendations from the Texas Association of School Boards’ Legal and Policy Service, the local policies outlined below are being presented for your approval.

- **BBD (Local)** Board Members – Orientation and Training - Revisions to this local policy address House Bill 3033, which requires board members to complete Public Information Act training if the state Attorney General determines the college failed to comply with the Public Information Act (PIA). The revisions clarify that the existing delegation of the responsibility to take the PIA training to the public information coordinator only applies to the training requirement applicable to board members shortly after they are elected or appointed.
- **CS (Local)** Information Security – Recommended revisions to this local policy address Senate Bill 1893, which prohibits certain social media applications and services on devices of the college, essentially codifying an earlier order issued by the governor. The bill requires a college to adopt a policy prohibiting the installation or use of Covered Social

Media Applications on a government-owned or - leased device, with an exception. In addition, recommended revisions address Senate Bill 271, which amends provisions that address the notification a state agency must submit to DIR related to a security incident, as defined by law.

- **FLB (Local) Student Rights and Responsibilities – Student Conduct** – Recommended revisions address options for faculty who report incidents of scholastic dishonesty allowing the option for a faculty member to place a temporary “zero” grade placeholder while the scholastic dishonesty disciplinary matter is being adjudicated by the Dean of Students Office.

**DISTRICT PRESIDENT’S
RECOMMENDATION:**

The District President recommends approval of the Local Board Policies as outlined above.

SUGGESTED MOTION:

“Mr. Chairman, I make the motion that the Board of Trustees of Collin County Community College District approves the Local Board Policies.”

Orientation

The Board and the District President will provide an orientation for new Board members within the calendar year of their election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Material pertinent to meetings and an explanation of its use.
3. Invitations to meet with the District President and other administrative personnel designated by the District President to discuss services the administration performs for the Board.
4. Access to a copy of the Board's policies and administrative regulations and other documents and information currently in use by other Board members.
5. Information regarding appropriate meetings and workshops.
6. A formal orientation on legal and budgetary oversight responsibilities of the Board.
7. Other information and activities as the Board or the District President deems useful in fulfilling the role of Board member.

The District President will work with the Board to address the training needs of Trustees.

Cybersecurity Training

The ~~District President~~District President or designee will determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. ~~The District President~~The District President in consultation with the Board Chair may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

The ~~District President~~District President will periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

Public Information ~~Coordinator~~Act Training

After Election or
Appointment

After a Violation

The Chief Public Relations Officer or designee will fulfill the responsibilities of the public information coordinator and will receive, on behalf of Board members, the Public Information Act (PIA) training specified by Government Code 552.012 to be completed no later than the 90th day after the member takes the oath of office.

A Board member who receives written notice from the Attorney General that the member must complete the PIA training described

by Section 552.012 following the College District's failure to comply with a PIA requirement shall complete the training within the time-lines described in law.

~~The District President~~The District President is responsible for the security of the College District's information resources. ~~The District President~~The District President or designee will develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The ~~District President~~District President or designee will designate an information security officer (ISO) who is authorized to administer the information security requirements under law. ~~The District President~~The District President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The District President or designee will annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program will include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the ~~District President~~District President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

~~The District President~~The District President or designee will adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The District President or designee shall adopt procedures prohibiting the installation or use of a covered social media application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development

and implementation of information security measures. The procedures must address risk mitigation measures during the permitted use of the covered application and the documentation of those measures.

Reports

Information Security Plan	The College District will submit a biennial information security plan to DIR in accordance with law.
Effectiveness of Policies and Procedures	The ISO will report annually to the District President <u>District President</u> on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.
Security Incidents <i>By the College District</i>	The College District will assess the significance of a security incident and report urgent incidents to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.
Generally	
Security Breach Notification	Upon discovering or receiving notification of a breach of system security <u>or a security incident, as defined by law</u> , the College District will <u>shall</u> disclose the breach <u>or incident</u> to affected persons or entities in accordance with the time frames established by law. The College District will give notice by using one or more of the following methods: <ol style="list-style-type: none">1. Written notice.2. Electronic mail, if the College District has electronic mail addresses for the affected persons.3. Conspicuous posting on the College District's website.4. Publication through broadcast media. The College District may also work with the United States Computer Emergency Readiness Teams (US-CERT), Information Sharing and Analysis Center (ISAC), or other trusted third-party broker to help research and resolve the issue.
<i>By Vendors and Third Parties</i>	The College District will include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.
<i>Monthly Reports</i>	The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.

**Student Code of
Conduct**

College District students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

The College District expects its students to conduct themselves in a manner that reflects credit upon the institution they represent. There are two basic standards of behavior required of all students:

1. They will adhere to College District policies and municipal, county, state, and federal laws; and
2. They will not interfere with or disrupt the orderly educational processes of the College District.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. In the event any provision of this policy conflicts with the laws of the State of Texas or the United States of America, the state or federal law will prevail.

**Scholastic
Dishonesty**

Every member of the College District community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. The College District may initiate disciplinary proceedings against a student or program applicant accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty includes, but is not limited to, one or more of the following acts:

1. Cheating;
2. Collusion; and/or
3. Plagiarism.

Definitions of the scholastic dishonesty terms listed above are located in the current Student Code of Conduct.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member may either:

(1) delay posting a grade for the academic work in question until the case is finally adjudicated by the Dean of Students Office; or

(2) may enter a temporary placeholder grade of zero, along with an explanatory note, on the assignment(s) under review until the case is finally adjudicated by the Dean of Students Office.

~~will delay posting a grade for the academic work in question until the case is final.~~

A final grade for the course shall not be entered prior to a final resolution of the case by the Dean of Students Office. A student found responsible for a scholastic dishonesty offense(s) will receive an appropriate disciplinary penalty or penalties from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty based on their syllabus policies and in compliance with law, which may include, but is not limited to, range from a grade of zero (0) on the assignment or to failing the course.

Student Code of Conduct Violations

The College District may initiate disciplinary proceedings for a student or program applicant who commits an offense as provided below. This list is not exhaustive but provides examples of the types of violations that may result in discipline:

1. Committing an act of scholastic dishonesty including, but not limited to, cheating, collusion, and/or plagiarism.
2. Conducting himself or herself in a manner that interferes with or disrupts the educational environment, orderly process of the College District, or lawful rights of others.
3. Committing any offense that violates the College District's Core Values.
4. Damaging, stealing, defacing, or destroying College District property, property belonging to a third party on a College District-sponsored trip, or property belonging to a College District student, faculty or staff member, or a campus visitor.
5. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
6. Knowingly giving false information in response to reasonable requests from College District officials.
7. Assaulting, threatening, abusing (physically, verbally, and/or sexually), or endangering in any manner the health or safety of a person at the College District, on College District property, or at a College District-sponsored event.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

8. Violating the College District Student Code of Conduct; Board policies; laws; or administrative rules, regulations, and procedures (e.g., parking, guidelines for student events, registration of meetings and activities, use of College District facilities or the time, place, and manner of public expression).
9. Failing to comply with directions of College District officials and/or police acting in the performance of their duties.
10. Failing to notify College District officials of a change in residency status or current address.
11. Being convicted of an indictable offense under either municipal, state, or federal law that occurred on College District property or at an off-campus, College District-sponsored event.
12. Attempting to, or possessing, manufacturing, delivering, distributing, selling, purchasing, using, or being under the influence of, alcoholic beverages, illegal controlled substances (as defined in the Texas Controlled Substance Act), steroids, substances referred to as “designer drugs,” and inappropriately or illegally using over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphorants, and/or look-alike products (i.e., what is represented to be any of the above-listed substances) at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBE]
13. Retaliating against another student, campus visitor, or staff or faculty member.
14. Discriminating against, harassing, committing sexual assault, committing dating violence, committing domestic violence, engaging in bullying, and/or stalking another student, campus visitor, or staff or faculty member, including, but not limited to, sexual, racial, and disability discrimination or harassment.
15. Creating an intimidating, hostile, or offensive educational environment.
16. Using, possessing, or displaying any location-restricted knives, clubs, knuckle devices, firearm silencers, or other prohibited weapons or devices, in violation of the law or College District policies and procedures, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the District President or designee. [See CHF]

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

17. Engaging in gang-related activity and/or organized criminal activity at any College District facility or grounds. Such actions will subject a student to disciplinary penalties, while a student involved in illegal acts may be arrested and face criminal prosecution.
18. Failing to secure, misusing, or sharing College-Wide Identification (CWID) numbers, College District email accounts, restricted course registration numbers (CRNs), or other restricted access codes or passwords.
19. Repeatedly violating College District policies, procedures, or guidelines and/or repeating less serious breaches of conduct.
20. Misusing College District technology and/or using computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, and forging mail messages, and/or any violation of digital copyright laws resulting in demonstrable harm to the College District's network or disruption of classroom activities. These violations may result in the suspension of College District technology resource privileges and will be addressed as a formal disciplinary matter.
21. Gambling illegally in any form, at the College District, on College District property, or at any College District-sponsored activity.
22. Engaging in the disruptive use of electronic, digital media, or telecommunication, and/or wearable devices (e.g., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during classes, labs, or other College District learning environments. In addition, all electronic, digital media, telecommunication, and/or wearable devices must be completely turned off (not in silent or vibrate mode) while taking examinations and prior to entering the College District's Testing Centers.
23. Failing to demonstrate respect for the privacy rights of employees, other students, and visitors, not complying with all regulations and laws regarding the protection of confidential information, and not complying with all College District regulations regarding the use of cameras and recording devices.
24. Engaging in hazing at the College District, on College District property, or at any College District-sponsored activity.
25. Smoking or using any tobacco product or other electronic smoking device (including personal vaporizers) on College District property.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT CONDUCT

FLB
(LOCAL)

26. Forging, altering, or misusing College District documents or records.
27. Unlawfully interfering with the exercise of expressive activities in common outdoor areas by others as permitted by Board policies.

Hazing

Section 51.936 of the Texas Higher Education Code and Texas Education Code Chapter 37, Subchapter F, prohibits hazing at the College District, on College District property, or while attending College District-sponsored activities on- or off-campus. [See FLBC(LEGAL)] The College District Dean of Student Office will publish or distribute a list of organizations that have been disciplined for hazing or convicted for hazing on- or off-campus during the previous three years.

Collin County Community College District Board of Trustees

2024-05-5

May 28, 2024

Resources: Dr. Abe Johnson

SVP Campus Operations

Dr. Jon Hardesty

Vice President of Academic Affairs

AGENDA ITEM: Consideration of Approval of Closure/Termination of Four AAS Degree Programs

DISCUSSION: Since the 2018-2019 Academic Year, Collin College has started 25 new workforce programs and baccalaureate degree programs to address its master and strategic plans. The vast majority of those programs are doing well, in terms of student demand and enrollment, but a few are struggling to attract student interest. Four programs have demonstrated sufficiently low demand from students that Collin College is proposing to close them and terminate the offering of all courses after providing teach-out plans for students. The four programs proposed for closure/termination are:

1. Activity Care Professional – AAS degree and certificates
2. Construction Technology-Carpentry – AAS degree and certificates
3. Construction Technology-Facilities Management – AAS degree and certificates
4. Metal Arts – AAS degree and certificates

In each case, these programs will be closed to new declarations by students (effective Summer 2024) and teach-out plans are being developed for each program that will provide an opportunity for students interested in completing their declared award to do so in the next three years.

DISTRICT PRESIDENT’S RECOMMENDATION: The District President recommends approval of the closure/termination of the Activity Care Professional, Construction Technology-Carpentry, Construction Technology-Facilities Management, and Metal Arts programs

SUGGESTED MOTION: “Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves closure/termination of the Activity Care Professional, Construction Technology-Carpentry, Construction Technology-Facilities Management, and Metal Arts programs.”

Collin County Community College District Board of Trustees

2024-05-6

May 28, 2024

Resource: Melissa Irby
Chief Financial Officer

AGENDA ITEM: Consideration of Approval of the Bid Report for May 28, 2024

DISCUSSION: The Bid Report for May 28, 2024:

4 New Solicitations
1 Contract Renewal

DISTRICT PRESIDENT'S RECOMMENDATION: The District President recommends approval of the Bid Report for May 28, 2024, as presented.

SUGGESTED MOTION: "Mr. Chairman, I make a motion that the Board of Trustees of Collin County Community College District approves the Bid Report for May 28, 2024, as presented."

New Solicitations

Purchase Request #1 – pg. 32	\$ 450,000
Roofing and Waterproofing Consultant Services	
Purchase Request #2 – pg. 33	1,200,000
Welding Materials, Supplies and Equipment	
Purchase Request #3 – pg. 34	350,000
Signage Products	
Purchase Request #4 – pg. 35	180,000
IT Professional Consulting Services	
Total of New Solicitations	<u>2,180,000</u>

Contract Renewal

Purchase Request #5 – pg. 36	110,000
Independent Audit Services	
Total Contract Renewal	<u>110,000</u>

Grand Total	\$ <u><u>2,290,000</u></u>
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ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a contract for roofing and waterproofing consultant services from PBK Architects dba BEAM Professionals, ECS Southwest, LLP, and Farnsworth Group Inc for the Facilities and Construction Department.

BACKGROUND

The District has utilized roofing and waterproofing consulting services in the past on a professional services level to provide third-party roofing and waterproofing services for new construction projects and for existing campuses and facilities. Most of these services were performed on the 2017 Capital Improvement Plan projects.

Request for Qualifications Number FY2024-RFQ-018 was issued to procure roofing and waterproofing consultant services. Twelve responses were received and evaluated by a team consisting of Construction Projects and Facilities staff. The qualifications submitted by PBK Architects dba BEAM Professionals, ECS Southwest, LLP, and Farnsworth Group Inc are recommended as the most qualified, based upon evaluation scores.

IMPACT OF THIS ACTION

With the projects planned as part of the Master Plan, it is anticipated that the need for these services will increase over the next few years. The Facilities and Construction Department desires to have multiple firms available to provide third-party roofing and waterproofing consultant services for new construction projects and for existing campuses and facilities. Having three firms available to the team will ensure quick and timely handling of any issues that may arise on a campus or to inspect work that has been completed for any defects or possible future waterproofing issues.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$450,000 for three years, which is budgeted in the Facilities and Construction Department's FY24 operating budget and subsequent years' budgets, subject to Board approval.

MONITORING AND REPORTING TIMELINE

The contract term is May 29, 2024 through May 28, 2027.

RESOURCE PERSONNEL

Dr. Bill King, Executive Vice President
972-758-3880

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a contract for welding materials, supplies, and equipment from Archie Supply, LLC., Garland Steel, Lincoln Electric Company, Matheson Gas, and Mitchell Welding Supply, LLC. for the Welding Technology program.

BACKGROUND

The Technical Campus began offering welding courses at the beginning of the Fall 2020 semester. The course curriculum requires the procurement of a variety of consumable welding products such as welding rods, wires, and tools.

Invitation To Bid Number FY2024-ITB-024 was issued to procure welding materials, supplies, and equipment. Five responses were received and evaluated by a Purchasing Department team member, and the bids submitted by these vendors were determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

Consumable welding products such as welding rods, wires, and tools are needed daily to teach welding students. Contracting these products at a discounted rate will provide greater cost savings, which can be applied to offset other expenses, such as replacing worn out equipment.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$1,200,000 for three years, which is budgeted in the Welding Technology Department's FY24 operating budget and subsequent years' budgets, subject to Board approval. The previous three year contract spend is currently \$1,266,980.

MONITORING AND REPORTING TIMELINE

The contract term is May 29, 2024 year through April 30, 2027.

RESOURCE PERSONNEL

Dr. Abe Johnson, SVP Campus Operations
972-985-3760

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a contract to purchase signage products from Aim Graphics, Best Press Printing, Casteel & Associates, Inc. dba Casteel Sign, ColorDynamics, FASTSIGNS of McKinney, FASTSIGNS N Arlington, Met International Trading Company Inc., and SpeedPro Frisco/Plano for the District.

BACKGROUND

The District utilizes this contract to purchase a variety of signage products, such as directional signage, monument signage, regulatory signage, parking signage, and custom banners.

Invitation To Bid Number FY2024-ITB-029 was issued to procure signage products. Eight responses were received and evaluated by a Purchasing Department team member, and the bids submitted by these vendors were determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

Awarding eight vendors will provide the District with the best availability and variety of the signage products needed.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$350,000 for three years, which is budgeted in various departments' FY24 operating budgets and subsequent years' budgets, subject to Board approval. The previous three year contract spend is currently \$257,300.

MONITORING AND REPORTING TIMELINE

The contract term is July 1, 2024 year through July 2, 2027.

RESOURCE PERSONNEL

Dr. Bill King, Executive Vice President
972-758-3880

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves the contract for the purchase of IT professional consulting services for the Technology Services Department.

BACKGROUND

As Collin College completes its transition to Workday for student registration and management systems, we are approaching the post go-live optimization period. During this time, we need to review the processes that have been designed over the past several years, define improvements, and incorporate new functionality that Workday has released during that time. Hale International provides industry specific consultants who can guide Collin College in the determination of the areas for improvements and assist in implementing those changes. These consultants will assist Collin College for approximately three months.

Texas Education Code 44.031 (f) provides an exemption allowing the District to contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Texas Government Code Section 2254.003, on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price.

IMPACT OF THIS ACTION

This agreement includes the IT professional consulting services to provide Workday Student support for report writing and business process improvements. The Hale International consultants will assist Collin College staff in identifying and implementing process improvements.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$180,000. This will be funded from the Workday project budget.

MONITORING AND REPORTING TIMELINE

The contract term is June 1, 2024 through August 31, 2024.

RESOURCE PERSONNEL

Dr. Abe Johnson, SVP Campus Operations
972-985-3760

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a renewal of the contract for independent auditor services from Whitley Penn for an audit of the District's financial statements and a single audit of federal and state expenditures. The renewal will exercise the second of two, one-year options.

BACKGROUND

Independent audit services are required to perform an audit of the District's financial statements and a single audit of federal and state expenditures. Additional audit procedures may be performed to test compliance with statute and board policies for procurement procedures.

Request For Qualifications Number 4333 was issued in May 2020 to procure independent auditor services on behalf of the District.

IMPACT OF THIS ACTION

Board policy CDC (Local) requires that the Board of Trustees engage a firm of Independent Certified Public Accountants to conduct the College's annual financial audit, including rendering opinions on the College's financial statement. Such engagements must be conducted according to auditing standards generally applicable in the United States of America and the standards applicable to financial audit contained in the Government Auditing Standards issued by the Comptroller General of the United States.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

This purchasing request is for spend authorization of \$110,000, which is budgeted in the Financial Department's FY24 operating budget. The previous year's contract spend was \$122,500.

MONITORING AND REPORTING TIMELINE

This renewal will exercise the second of two, one-year renewal options available. The term of the contract is July 15, 2024 through July 14, 2025.

RESOURCE PERSONNEL

Melissa Irby, Chief Financial Officer
972-758-3831

INFORMATION REPORTS

- Workday Student Status Report for May 2024 pg. 38
- Personnel Report for May 28, 2024 pg. 39
- League of Excellence Award Winners 2024 pg. 42
- NISOD Excellence Award Winners 2024 pg. 43
- Dual Credit Programs Audit # 24-01 pg. 44
- Promotional Item Expenditures Audit # 24-02 pg. 56
- Revenues and Expenses as of April 30, 2024 pg. 65
- Statement of Net Position as of April 30, 2024 pg. 66
- Monthly Investment Report as of April 30, 2024 pg. 67

INFORMATION ITEM

Workday Student Status Report May 2024

Description of the Project: This is the second phase of the Workday project, supporting the strategic initiative of streamlining administrative data systems to improve business processes and accommodate growth.

Project Status: The project is on budget and in yellow status due to schedule risks.

Objectives of the Project:

- Improve the student experience through enhanced stakeholder-facing tools using data-driven seamless engagement of students, faculty, staff, and administrators
- Modernize student systems and other supporting enterprise systems
- Offer configurable, streamlined processes providing an agile response to institutional and environmental changes

Status Summary: Key Accomplishments

- Student Payments accepted via Transact – 4/22/24
- Financial Aid ISIRs received and processed in production – 4/23/24
- Registration for general student population started – 4/23/24
 - 12,000 students registered in April for a combined 29,000 classes
 - Up 26.18% compared to last year's registration in the same time period
- Virtual faculty training continues
- Data auditing, issues resolution, and clean-up continues

Key Events and Milestones

May-July 2024

- Financial Aid packaging – 5/6/24
- Real-time payment processing and drop for non-payment – 7/24/24

Resource:

Dr. Abe Johnson, SVP Campus Operations
972-985-3760
ajohnson@collin.edu

Collin County Community College District Board of Trustees

Personnel Report for May 28, 2024

Administrative Appointments

Name	Start Date	Title	Department	Reason
Jeremy Anderson	06/24/24	Interim Vice President Institutional Research	Institutional Research Office	New position
Jay Corwin	03/01/24	N: Senior Vice President of Student and Community Engagement O: Chief Student Success Officer	N: Senior Vice President Student and Community Engagement O: Senior Vice President Student and Community Engagement	Reorganization
Mary McClure	03/01/24	N: Associate Vice President of Business and Governmental Relations O: Associate Vice President of Strategic Initiatives and Partnerships	N: District President O: District President	Reorganization

Staff Appointments

Name	Start Date	Title	Department	Reason
Neil Evans	05/28/24	Manager Industrial Safety Program	Emergency Management	Replacement Donald Luedtke
Jose Garcia	04/29/24	Grounds Specialist	Grounds Maintenance	Replacement Auturo Roberts
Kyle McCaffrey	05/06/24	Lab Assistant HVAC Technology	Heating Ventilation Air Conditioning (HVAC)	Replacement Niyi Ojelabi
Crystal Ortiz	05/28/24	Collin Police Officer	Police	Replacement Paul Kovach
Clayton Roberts	05/20/24	Clerk Mail/Receiving	Mail Services	Replacement Miguel Sanchez
Milen Yassin	05/13/24	Reference Librarian	Library	Replacement Lauren Camarillo

Promotions and Changes

Name	Start Date	Title	Department	Reason
Annie Bousquet	05/15/24	N: Executive Assistant P-12 Partnerships and Districtwide Scheduling O: Assistant to the Dean Academic Affairs/Workforce	N: P-12 Partnerships/Dual Credit O: Academic Affairs Dean	Promotion
Leslie Caro	05/13/24	N: Clinical Coordinator Health Professions O: Professor, Health Professions	N: Academic Affairs O: Academic Affairs	Reorganization
Alisha Collins	04/01/24	N: Manager Payroll O: Supervisor Payroll Services	N: CFO, Finance & Budgeting O: CFO, Finance & Budgeting	Promotion
Pam Fair	04/01/24	N: Coordinator II Accounts Receivable O: Accounts Receivable Associate	N: CFO, Finance & Budgeting O: CFO, Finance & Budgeting	Promotion
Brent Hamilton	05/29/24	N: Coordinator Districtwide Scheduling O: Assistant to the Executive Dean	N: Auxiliary Services O: Executive Dean	Promotion
Ozlem Malkoc	05/01/24	N: Administrative Assistant O: Administrative Assistant (Part-time)	N: Human Resources O: Human Resources	Reorganization
Evelyn Martinez- Pocasangre	04/01/24	N: Coordinator II Accounts Receivable O: Accounts Receivable Associate	N: CFO, Finance & Budgeting O: CFO, Finance & Budgeting	Promotion
Melinda Tingle	05/13/24	N: Associate Dean Academic Affairs/Workforce Programs O: Director Dual Credit	N: Academic Affairs/Workforce Associate Dean O: Collegiate Academies	Promotion

Resignations and Separations

Name	Last Day	Service	Title	Department	Reason
Laura Chierchia	05/07/24	<1	Food Service Worker	Food Services	Separation
Robin Cole- Jett	05/24/24	1	College and Career Counselor/Dual Credit	Academic Services	Resignation
David Braeutigam	05/31/24	3	Professor, Biomedical Repair	Biomedical Repair	Resignation
Debbie Dunn	05/31/24	15	Associate Registrar	Registration and Records	Retirement

Candace Hamilton-Meserole	05/09/24	7	Assistant Manager Student Information Systems	Registration & Records	Resignation
Lillian Gonzales	05/10/24	<1	Financial Aid/Veteran Affairs Specialist	Financial Aid	Resignation
Wing Lee	05/22/24	1	International Student Services Assistant	Student Enrollment Services	Resignation
Andrea Mersiovsky	05/10/24	5	Director of Development	Development Office	Resignation
Marta Moore	05/31/24	14	Professor, English	Academic Affairs	Retirement
Thomas Pelczar	05/03/24	<1	Project Manager Telecommunications	Chief Information Security Officer	Resignation
Piper Pennington	05/24/24	<1	Operator/Maintenance HVAC Technician	Facilities Preventative Maintenance	Resignation
Andrea Porter	05/10/24	1	Manager Food Services	Food Services	Resignation
Vesna Sarafov	05/31/24	5	Executive Director Technology services	Technology Services	Resignation
Julie Shipp	05/31/24	8	Professor, Art	Academic Affairs	Separation
Russell Underwood	04/25/24	1	Collin Police Officer	Police Department	Resignation

INFORMATION ITEM

League of Excellence Award Winners 2024

The League for Innovation in the Community College has been dedicated to informing, inspiring, and celebrating innovation in learning, teaching, staff development, and student success for over 50 years. Since 2012, the League has recognized outstanding faculty, staff, and leaders in the community college field who have made a significant difference in students' lives and in the communities their colleges serve with Excellence Awards.

The call for nominations produced 28 candidates, with 10 chosen as final award recipients. These recipients were celebrated at the League for Innovation conference in March and at an in-house celebration in April.

List of League of Excellence Award Winners 2024:

First Name	Last Name	Job Title
Rebecca	Acuna	Director, HR Employment
Jose	Aguilera	Professor, Automotive Technology
Elias	Alba	Program Director, Automotive and Collision Technology
Terrence	Brennan	District Dean of Students
Corey	Hagler	Professor, Nursing
Gloria	Hurtado Diaz	Director, Enrollment Analytics and Reporting
Edward F.	Lukomski III	Manager Science Labs
Eddy	Medina	Student Enrollment Specialist
Lisa	Soural	Assistant Director Food Services
Doug	Willis	Dean, Student and Enrollment Services

Resource:

Dr. Jennifer DuPlessis, Chief Human Resources Officer
972-985-3702
jduplessis@collin.edu

INFORMATION ITEM

NISOD Excellence Award Winners 2024

The NISOD (National Institute for Staff and Organizational Development) Excellence Awards were established in 1991 to allow NISOD member colleges to recognize individuals doing extraordinary work on their campuses who have demonstrated an outstanding commitment and contribution to their students and colleagues.

Across the District, 30 nominations were received, with 11 chosen as award recipients. Award winners were recognized at an in-house celebration event in April and by NISOD at their annual International Conference on Teaching and Leadership Excellence in May.

List of NISOD Excellence Award Winners 2024:

First Name	Last Name	Job Title
Nadia	Bilal	Professor, Cybersecurity
Lazaro	Contreras	Chef Manager
Jennifer	Davis	Professor, Health Professions
Eric	Donihoo	Campus Technology Manager
Dr. Sasha	Lashgari	Professor, Biology
David	Latona	Professor, History
Dr. De'Aira	Pugh	Dean, Student and Enrollment Services
Sherry	Scamardo	Director, Scholars Active In Learning (SAIL)
Jennifer	Solomon	Manager, Academic Assistance
Dr. Rosalinda	Valenzuela	Professor, Political Science
Heather	Webb-Losh	Senior Applications Administrator

Resource:

Dr. Jennifer DuPlessis, Chief Human Resources Officer
972-985-3702
jduplessis@collin.edu



DUAL CREDIT PROGRAMS

AUDIT # 24-01

MAY 21, 2024

Report Distribution:

H. Neil Matkin, Ed.D., District President

Jay Corwin, Ph.D., Senior Vice President of Student and Community Engagement

Abe Johnson, Ed.D., Senior Vice President Campus Operations

Bill King, Ph.D., Executive Vice President

Craig Leverette, Vice President of P-12 Partnerships and Districtwide Scheduling

Raul Martinez, Associate Vice President P-12 Partnerships

Trustee Andrew Hardin

Trustee Jay Saad

Trustee Jim Orr

Trustee Dr. Raj Menon

Trustee Cathie Alexander

Trustee Stacy Anne Arias

Trustee Dr. J. Robert Collins

Trustee Greg Gomel

Trustee Megan Wallace

Respectfully Submitted by:

Ali Subhani, CIA, CISA, GSNA, CDPSE, Director Internal Audit

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EXECUTIVE SUMMARY

AUDIT OBJECTIVE & SCOPE

The objectives of the audit were to determine whether the District implemented and designed dual credit programs in compliance with applicable policies and procedures and state laws and rules regarding matters such as student waivers, student eligibility, courses offered, and contract agreements. The audit scope covered the period from fiscal year 2022 through fiscal year 2024 and included academic terms Fall 2021 through Fall 2023.

AUDIT RECOMMENDATIONS

Recommendation	Risk Level	Implementation Date	Page Number
1. Implement Centralized Tracking for At-Risk Students.	Medium	September 2024	6
2. Maintain Documentation to Outline Results of Classroom Observations.	Medium	September 2024	7
3. Further Limit Risk Specific to Acceptance of Unofficial Test Scores.	Low	Implemented	8

Less significant opportunities for improvement were shared with management separately.

DESIGNATED MANAGEMENT



Dr. Abe Johnson,
Senior Vice President Campus Operations



Craig Leverette,
Vice President of P-12 Partnerships and Districtwide Scheduling

CONCLUSION

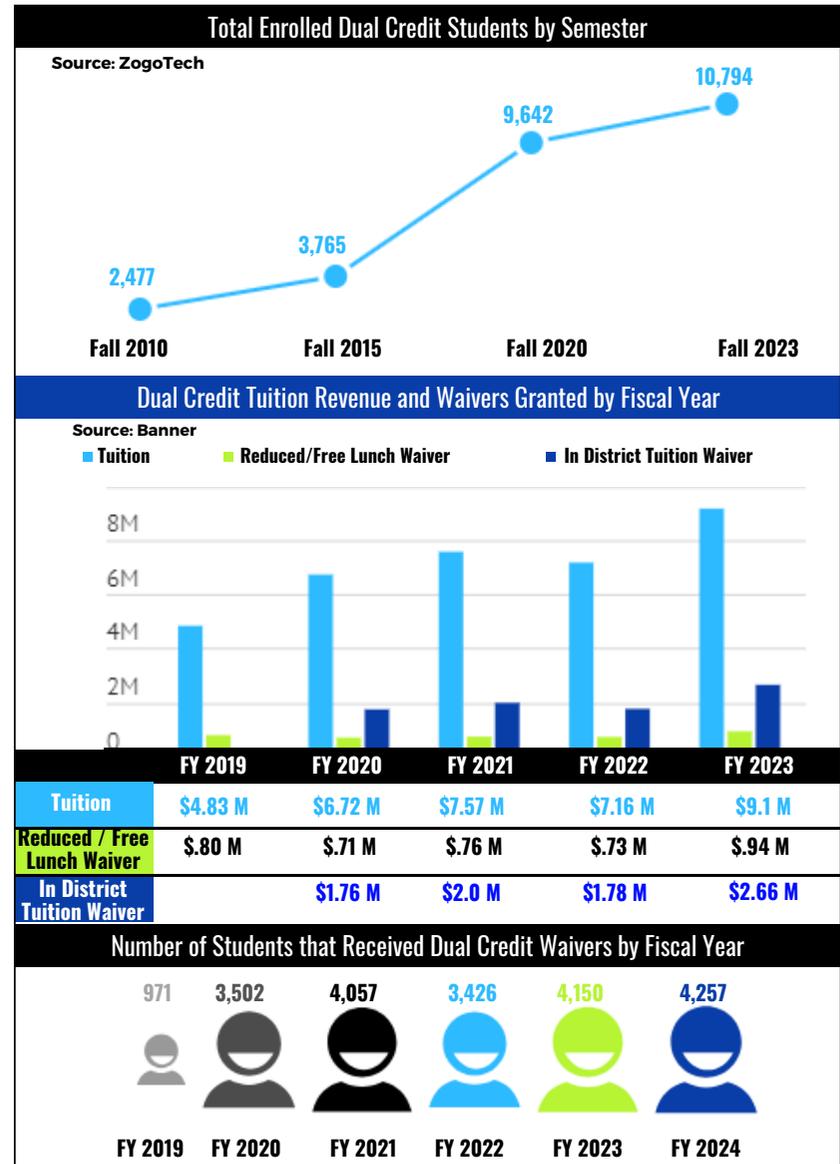
Overall, based on the audit work performed, we conclude that controls within the dual credit program are implemented and designed to facilitate compliance with the state requirements. Implementation of the recommendations within the report will further improve compliance.

BACKGROUND

Texas Administrative Code, Title 19, Section 4.83 (4), defines dual credit as a process in which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. Dual credit courses include both academic and technical courses. The District's dual credit program has experienced enrollment growth since its inception, growing from 2,447 dual credit students in Fall 2010 to 10,794 students in Fall 2023.

Given the growth in dual credit enrollment, the District has also seen an increase in the associated tuition revenue for dual credit courses. A tuition waiver is a type of financial assistance that waives tuition charges for qualified students. The Collin College Board of Trustees approved two separate tuition waivers for dual credit students; the Reduced / Free Lunch Waiver waives tuition charges for students participating in the reduced/free lunch program, whereas the In District Tuition Waiver waives out-of-district tuition costs.

The District must comply with the Texas Education Code requirements when operating dual credit programs. The District has agreements with over sixteen independent school districts to facilitate their students' participation as dual credit students.



CONTROLS & STRENGTHS NOTED

The District complied with requirements related to **ensuring that instructors met** the requirements to teach the dual credit courses.



The District substantially complied with requirements related to **student eligibility.**

The significant majority of the students tested met the minimum test score requirements. Separately, students were supported with documentation of approval from the high school official.



A detailed, **easy to navigate**, public-facing website with dual credit related resources for students and parents that includes the required signed agreements with school districts is in place.



The signed agreements reviewed **included 12 out of the 13** elements required by the Texas Administrative Code.

AUDIT RESULTS

1. Implement Centralized Tracking for At-Risk Students.

In review of the agreements in place between the District and neighboring independent school districts, it was noted that:

- Faculty members teaching dual credit courses may alert both the Collin College liaison and the designated high school counselor of any students having academic difficulty. They may also utilize Collin College's Early Alert Referral System (EARS) for this purpose.
- The District relies on EARS to identify students at risk of not completing college coursework to provide effective interventions.

In a review of 4,001 students who failed or withdrew from classes during the audit scope, 3,669 students (91%), were not entered into EARS. The unsuccessful completions were primarily within 10 courses. When considering the involvement of multiple institutions, the lack of centralized entry and tracking for students at high risk of not completing coursework may lead to missed opportunities for consistent timely intervention.

Recommendation:

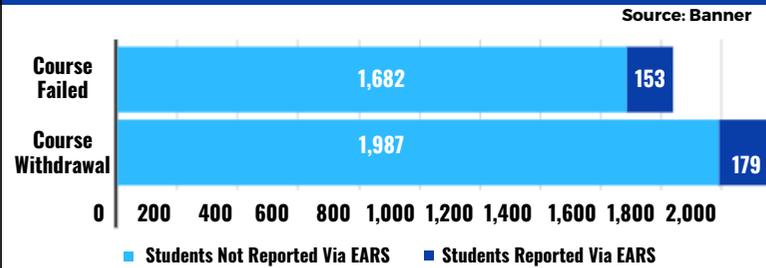
Management should mandate that all dual credit instructors report at risk completions through the EARS system so that the timeliness and consistency of intervention steps can be centrally tracked and measured.

Management Response:

Management **agrees** with the recommendation and plans to take the steps that are detailed on page 9.

Risk Level: Medium

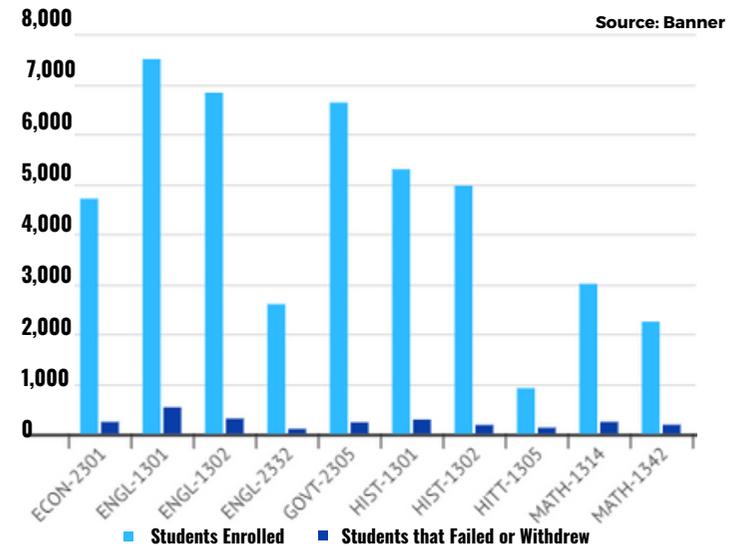
At-risk Students not Reported through EARS



According to, Title 19, Texas Administrative Code, Section 4.85:

The college is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), and to other benefits for which the student may be eligible.

Dual Credit Classes with the Greatest Number of Unsuccessful Completions



AUDIT RESULTS

2. Maintain Documentation to Outline Results of Classroom Observations.	Risk Level: Medium
--	---------------------------

Title 19, Texas Administrative Code, Section 4.85, requires higher education institutions to supervise and evaluate teachers of dual credit courses using the same or comparable procedures used for faculty at the main campus of the higher education institution. The District’s faculty evaluation requirements are outlined in the Faculty Manual and require established faculty to receive at least one classroom observation every other year, alternating with their biennial appraisal in Workday. Newly hired faculty receive a minimum of one class observation each academic year for the first two years. Documentation to outline the results of the classroom observations could not be consistently located. Failure to maintain documentation to evidence assessment of the dual credit instructors compromises the assurance of maintaining college-level academic rigor in dual credit courses, jeopardizing compliance with state requirements.

According to, Title 19, Texas Administrative Code, Section 4.85:

- e) Faculty Selection, Supervision, and Evaluation.
 - (1) The college shall select instructors of dual credit courses. These instructors must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college.
 - (2) The college shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the college.

Recommendation:

Management should improve processes to consistently maintain documentation outlining classroom observation results.

Management Response:

Management **agrees** with the recommendation and plans to take the steps that are detailed on page 9.

AUDIT RESULTS

3. Further Limit Risk Specific to Acceptance of Unofficial Test Scores.

Risk Level: Low

According to, Title 19, Texas Administrative Code, Section 4.85:

A high school student is eligible to enroll in academic dual credit courses if the student:

- (A) demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in §4.57 of this title (relating to College Ready Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in §4.56 of this title (relating to Assessment Instrument); or
- (B) demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in §4.54 of this title (relating to Exemptions, Exceptions, and Waivers).

Title 19, Texas Administrative Code, Section 4.85 outlines the eligibility requirements for students registering for dual credit courses. Higher education institutions are responsible for verifying that dual credit students meet these requirements before allowing enrollment. Once a student completes an assessment, the assessment results demonstrating eligibility are provided as unofficial or official test scores. An unofficial test score is self-reported by the student to the District and accompanied by a document from the testing entity. Conversely, the testing entity sends an official test score directly to the District. To facilitate a streamlined registration and admission process for students, effective with the Spring 2024 semester, the District transitioned to accepting unofficial test scores to support a student's enrollment request for dual credit courses. District personnel may also subsequently rely on the unofficial test score documentation to process a student's request for waiver or exemption of the dual credit enrollment requirements. Section 4.54 within the Texas Administrative Code does not mandate that only official test scores be accepted. However, accepting unofficial test scores may inadvertently lead the District to enroll students who have altered or modified their test score documentation in dual credit courses. The District requires that students receive permission from their high schools to enroll in a dual credit course. Widespread misuse of the new process could negatively impact the District's reputation.

Recommendation: To further limit the risk to the District, management can choose from the following options that align best with its risk tolerance: either consider implementing a verification process for a sample of students admitted with unofficial test scores or reconsider the transition to accepting unofficial test scores for dual credit students.

Management Response:

Management **agrees** with the first recommendation and has completed the remediation steps that are detailed on page 9.

ACTION PLAN

Recommendation	Action Plan	Person Responsible for Implementation
<p>1. Implement Centralized Tracking for At-Risk Students.</p>	<p>The Dual Credit/P-12 Partnerships Office will work with the Provosts and Academic Deans to implement this recommendation district wide for all dual credit classes.</p>	<p>Craig Leverette, Vice President P-12 Partnerships and Districtwide Scheduling</p>
<p>2. Maintain Documentation to Outline Results of Classroom Observations.</p>	<p>All adjunct faculty will be treated the same across the District when it comes to the evaluative processes such as the annual appraisal and classroom visits. A new appraisal instrument and process for adjunct faculty will be implemented in the Fall of 2024.</p>	<p>Dr. Abe Johnson, Senior Vice President Campus Operations</p>
<p>3. Further Limit Risk Specific to Acceptance of Unofficial Test Scores.</p>	<p>Management agrees with the recommendation as it is very low risk and safeguards are already in place which include sample student review. Texas Administrative Code Section 4.54 does not require official score submission.</p>	<p>Dr. Jay Corwin, Senior Vice President of Student and Community Engagement Implementation Status: Implemented</p>

METHODOLOGY

The audit scope included activity for the following academic semesters within fiscal year 2022 through fiscal year 2024:

- Fall 2021, Spring 2022, Summer 2022, Fall 2022, Spring 2023, Summer 2023, and Fall 2023. Since the Fall 2023 semester was still in progress, the Fall 2023 semester was not included within the grading specific analysis.

The fieldwork concluded on December 14, 2024.

To satisfy the audit objectives, the following procedures were performed for the period included within the audit scope:

- Interviewed personnel to gain an understanding of the District's practices related to acceptance of test scores.
- Completed data analysis for dual credit students to determine if the students had test scores on file in Banner.
- Selected a sample of 67 dual credit students to test if the students received approval from their high school before enrolling in dual credit courses.
- Completed data analysis for dual credit classes to determine if the dual credit instructors had a credential evaluation completed within the Faculty Credential Inventory (FCI) system.
- Selected a sample of 108 dual credit instructors to determine if the instructor had a documented classroom

evaluation.

- Reviewed the percentage of unsuccessful dual credit students that were reported via the Early Alert Referral System.
- Tested signed agreements between the District and independent school districts to determine whether elements required by Title 19, Texas Administrative Code, Section 4.84 were included.

The International Standards for the Professional Practice of Internal Auditing were utilized as guidance for conducting the audit. The Standards are statements of core requirements for the professional practice of internal auditing. Those standards require that sufficient and appropriate evidence is obtained in performing and planning the audit to provide a reasonable basis for the findings and conclusions based on the audit objectives. The evidence obtained provides a reasonable basis for the findings and conclusion based on the audit objectives.

The Criteria utilized included the following:

- Title 19, Texas Administrative Code, Sections 4.84, and 4.85.
- Agreements related to the dual credit programs at the selected independent school districts.
- Collin College Handbook for Faculty and Adjunct Faculty.

FOLLOW-UP PROCEDURES

Though management is responsible for implementing the course of action outlined in the response, we will follow up on the status of implementation subsequent to the anticipated implementation dates. Requests for extension to the implementation dates may require approval from the Collin College Finance and Audit Committee. This process will help enhance accountability and ensure that timely action is taken to address the observations.

CONCLUSION

Overall, based on the audit work performed, we conclude that controls within the dual credit program are implemented and designed to facilitate compliance with the state requirements. Implementation of the recommendations within the report will further improve compliance.

The Office of Internal Audit appreciates the courtesies and considerations extended during the engagement. Please let me know if you have questions or comments regarding this audit.



Ali Subhani, CIA, CISA, GSNA, CDPSE,
Director Internal Audit

RISK MATRIX

Definitions of Risks

Risk Level	Definition
Priority	High probability of occurrence that would significantly impact Collin College. If not addressed in a timely way, could directly impact the achievement of a strategic or important operational objective of Collin College as a whole.
High	Risks are considered to be substantially undesirable and pose a moderate to significant level of exposure to the college's operations. Without appropriate controls, the risk will happen on a consistent basis.
Medium	The risks are considered to be undesirable and could moderately expose the college. Without appropriate controls, the risk will occur some of the time.
Low	Low probability of various risk factors occurring. Even with no controls, the exposure to the college will be minimal.

It is important to note that considerable professional judgment is required in determining the overall ratings. Accordingly, others could evaluate the results differently and draw different conclusions. It is also important to note that this report provides management with information about the condition of risks and internal controls at one point in time. Future changes in environmental factors and actions by personnel may significantly and adversely impact these risks and controls in ways that this report did not and cannot anticipate.



PROMOTIONAL ITEM EXPENDITURES

AUDIT # 24-02

MAY 21, 2024

Report Distribution:

H. Neil Matkin, Ed.D., District President
Melissa Irby, Chief Financial Officer

Trustee Andrew Hardin
Trustee Jay Saad
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Trustee Dr. Raj Menon
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Respectfully Submitted by:

Ali Subhani, CIA, CISA, GSNA, CDPSE, Director Internal Audit

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EXECUTIVE SUMMARY

AUDIT OBJECTIVE & SCOPE

The objectives of the audit were to evaluate compliance with applicable District requirements related to expenditures, determine the validity of promotional item expenses, and determine if a legitimate documented business purpose supports all costs. The audit scope covered financial activity from the fiscal year 2022 through fiscal year 2023.

AUDIT RECOMMENDATIONS

Recommendation	Risk Level	Implementation Date	Page Number
1. Develop Policy to Govern Promotional Item Expenditures.	Medium	August 2024	5

Less significant opportunities for improvement were shared with management separately.

DESIGNATED MANAGEMENT



Melissa Irby,
Chief Financial Officer

CONCLUSION

Overall, based on the audit work performed, we conclude that controls over promotional item expenditures can be improved.

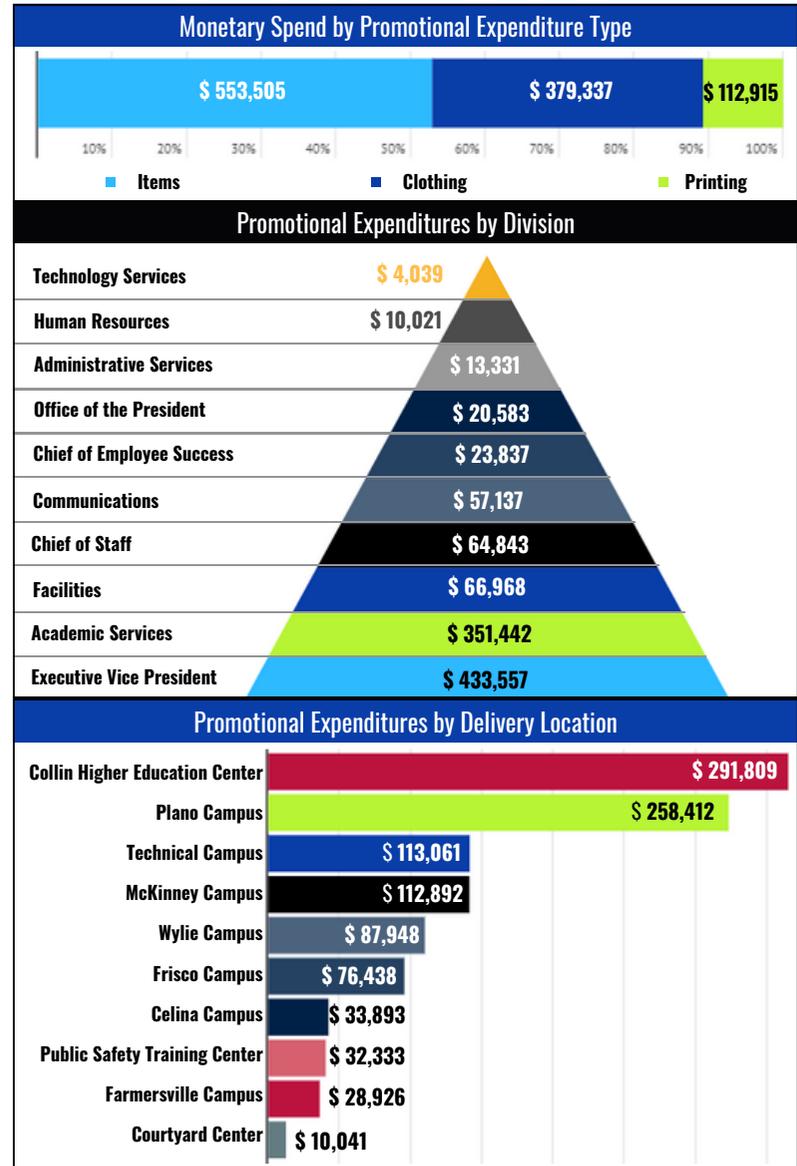
BACKGROUND

Promotional expenditures are costs incurred by the District to raise awareness of its programs and services to prospective and current students, alumni, and other stakeholders. This audit defined promotional expenditures as costs for products that were customized with a District logo and purchased in bulk. For the period September 1, 2021 through August 31, 2023, costs for promotional items across the District totaled approximately \$1,045,757. Promotional item expenditures were broadly grouped into three categories: items, clothing, and printing-related costs. Examples of promotional items within each category include products such as:

- Items - USB thumb drives, flasks, cups, headphones, etc.
- Clothing - Printed and embroidered t-shirts/polos and hats, etc.
- Printing - Banners, signs, customized table coverings, etc.

The Board of Trustees has authorized the District to award contracts to vendors that can provide promotional items. Vendors with the highest monetary spend for promotional materials are outlined below.

	Vendor Name	Monetary Spend
1.	Logotology	\$ 406,866
2.	Buffalo Specialties	\$ 208,517
3.	Ad-Wear & Specialty of Texas	\$ 198,359
4.	Big Hit Creative Group	\$ 72,774
5.	Ennis Graphics	\$ 65,930



AUDIT RESULTS

1. Develop Policy to Govern Promotional Item Expenditures.

Risk Level: Medium

The District currently does not have a policy to govern promotional item expenditures. Before Fiscal Year 2024, the cost center approver provided approval, citing the appropriateness of the promotional item expenditures. Starting with Fiscal Year 2024, the Office of Administrative Services (OAS) has improved monitoring of promotional item expenditures and requires that such expenditures are now routed through OAS. In testing a sample of 70 transactions that comprised a monetary value of \$448,085, it was noted that:

- 54 out of the 70 transactions (77%) tested did not have a business purpose documented in Workday to outline the business need for the expense.
- 42 out of the 70 transactions (60%) tested did not appear to be necessary.
- 11 out of the 70 transactions (16%) tested did not appear to promote a District initiative or strategic goal.
- 2 out of the 70 transactions (3%) tested appeared extravagant and totaled \$ 4,643. The costs were related to purchasing service awards to recognize employees with a long tenure.
- Costs for customized printed t-shirts and clothing items with a District logo appeared excessive.
- \$31,420 in costs to purchase 7,500 personalized bags with a District logo were charged to the Coronavirus Aid, Relief, and Economic Security Act (CARES) grant. The expense was incurred to distribute safety supplies to current students, which was an allowed expense category under the terms of the grant. However, promotional item expenditures are typically only allowable costs on Federal grants if written explicitly in the grant proposal/award. Federal auditors may question the need to personalize bags to help distribute safety supplies.

With a policy to govern promotional item expenditures, the District can avoid potential waste and better align expenditures to support its strategic objectives.

Recommendation:

Management should consider developing a policy to govern promotional item expenditures so that they are better aligned with the District's strategic objectives. Management should also consider transferring costs for personalized items with a District logo from the CARES grant.

ACTION PLAN

Management Response:

Management partially agrees with the recommendation and has already initiated or plans to take the steps that are detailed below.

Action Plan:

- Management will develop promotional item purchase procedures that outline items that are deemed appropriate with input from senior administration. Written procedures will be developed by July 2024.
- Management has taken steps in FY 2024 to better align promotional item purchases with the college's mission and overall strategic plan. All promotional item purchases now route to the chief financial officer for approval in Workday. All items are reviewed, and each requisition includes the purpose of the promotional item.
- The college created a committee to determine what would be considered allowable to be charged to the CARES grant. The committee included internal legal counsel, associate vice president in business administrative services, vice president – student services, and others from the campus and district leadership team. The committee evaluated grant criteria to determine if the expenses were allowable within the grant guidelines. Personalized bags were purchased from the CARES grant that were used to distribute safety supplies to students during the peak of the pandemic. Items included hand sanitizer, sanitizing wipes, and masks. All items were purchased and had the Collin logo included on them. The committee authorized the purchases and deemed them appropriate to charge the expenses to the grant.

Person Responsible for Implementation:

Melissa Irby, Chief Financial Officer

METHODOLOGY

The audit scope covered financial activity from the fiscal year 2022 through fiscal year 2023 (September 1, 2021 through August 31, 2023). The fieldwork concluded on March 19, 2024.

To satisfy the audit objectives, the following procedures were performed for the period included within the audit scope:

- Reviewed Board of Trustee agendas to develop an inventory of approved vendors to supply promotional items
- Confirmed with the purchasing staff that the vendor listing was accurate and complete
- Gathered a population of promotional item purchase orders that were processed with the approved vendors
- Summarized the costs into three broad categories of items, clothing, and print-related costs for reporting purposes
- Completed data analysis steps to compute the monetary spending by expense category, division, and campus location
- A sample of expenditures was selected to determine expense validity.

The International Standards for the Professional Practice of Internal Auditing were utilized as guidance for conducting the audit. The Standards are statements of core requirements for the professional practice of internal auditing. Those standards

require that sufficient and appropriate evidence is obtained in performing and planning the audit to provide a reasonable basis for the findings and conclusions based on the audit objectives. The evidence obtained provides a reasonable basis for the findings and conclusion based on the audit objectives. Absent any Districtwide criteria to determine if promotional item purchases were reasonable, the following criteria was utilized based on what a prudent person would consider a reasonable taxpayer expense. The following criteria was utilized to test the promotional expenditures:

- Was a business purpose documented to justify the cost?
- Did the purchased item promote a particular program or strategic objective of the District?
- Was the purchased item necessary to accomplish the business purpose?
- Did the purchased item have any effect on the success of the event?
- Was the purchased item given to employees?
- Was the purchased item extravagant for the purpose it was given? (Individual items over \$100 for were considered extravagant.)

FOLLOW-UP PROCEDURES

Though management is responsible for implementing the course of action outlined in the response, we will follow up on the status of implementation subsequent to the anticipated implementation dates. Requests for an extension to the implementation dates may require approval from the Collin College Finance and Audit Committee. This process will help enhance accountability and ensure that timely action is taken to address the observations.

CONCLUSION

Overall, based on the audit work performed, we conclude that controls over promotional item expenditures can be improved.

The Office of Internal Audit appreciates the courtesies and considerations extended during the engagement. Please let me know if you have questions or comments regarding this audit.



Ali Subhani, CIA, CISA, GSNA, CDPSE,
Director Internal Audit

RISK MATRIX

Definitions of Risks

Risk Level	Definition
Priority	High probability of occurrence that would significantly impact Collin College. If not addressed in a timely way, could directly impact the achievement of a strategic or important operational objective of Collin College as a whole.
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Low	Low probability of various risk factors occurring. Even with no controls, the exposure to the college will be minimal.

It is important to note that considerable professional judgment is required in determining the overall ratings. Accordingly, others could evaluate the results differently and draw different conclusions. It is also important to note that this report provides management with information about the condition of risks and internal controls at one point in time. Future changes in environmental factors and actions by personnel may significantly and adversely impact these risks and controls in ways that this report did not and cannot anticipate.

Collin College
 GASB Statement of Revenues, Expenses, Changes in Net Position
 For the Period Ending April 30, 2024

	Year-To-Date Actuals (66.7% Elapsed)										
	Budget All Funds	FD100-FD125 Unrestricted (Includes Innovation, SAFAC)	FD130 Debt Stabilization	FD200-FD215 Restricted (Includes Cost Share and Other Restricted)	FD300 Auxiliary	FD500 Building	FD600 Bond Fund	FD700 Debt Service	FD900 Investment in Plant	Total All Funds	% Actual to Budget
Revenues											
Tuition & Fees (Net of Scholarship Allowances)	\$ 50,530,675	\$ 51,537,294	\$ -	\$ 1,763,643	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,300,937	105%
Federal grants and contracts (Indirect Cost)	2,634,220	163,179	-	1,875,746	-	-	-	-	-	2,038,925	77%
State grants and contracts	149,504	-	-	1,188,868	-	-	-	-	-	1,188,868	795%
Non-governmental grants and contracts	-	-	-	90,512	-	-	-	-	-	90,512	0%
Sales and services of educational enterprises	654,000	443,833	-	-	-	-	-	-	-	443,833	68%
Auxiliary enterprises	5,433,403	-	-	-	3,798,783	-	-	-	-	3,798,783	70%
Other Operating Revenue	600,000	465,191	-	75	2,629	-	-	-	-	467,895	78%
Total operating revenues	\$ 60,001,802	\$ 52,609,497	\$ -	\$ 4,918,844	\$ 3,801,412	\$ -	\$ -	\$ -	\$ -	\$ 61,329,753	102%
Expenses											
Operating expenses:											
Instruction	\$ 115,669,138	73,574,080	\$ -	\$ 4,579,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,153,947	68%
Public service	558,809	50,049	-	339,312	-	-	-	-	-	389,361	70%
Academic support	33,472,075	18,909,242	-	1,989,128	-	-	-	-	-	20,898,370	62%
Student services	23,882,427	13,211,338	-	1,405,475	-	-	-	-	-	14,616,813	61%
Institutional support	61,567,639	32,592,768	-	2,516,682	-	-	-	-	-	35,109,450	57%
Operation and maintenance of plant	28,126,157	15,890,302	-	-	-	-	-	-	-	15,890,302	56%
Scholarship Allowances/Scholarships (TPEG)	23,265,731	(8,533,333)	-	36,375,362	-	-	-	-	-	27,842,029	120%
Auxiliary enterprises	6,724,358	-	-	-	4,048,814	-	-	-	-	4,048,814	60%
Depreciation	23,235,605	-	-	-	-	-	-	15,837,812	-	15,837,812	68%
Total operating expenses	\$ 316,501,939	\$ 145,694,446	\$ -	\$ 47,205,826	\$ 4,048,814	\$ -	\$ -	\$ -	\$ 15,837,812	\$ 212,786,898	67%
Operating income (loss)	\$(256,500,137)	\$(93,084,949)	\$ -	\$(42,286,982)	\$(247,402)	\$ -	\$ -	\$ -	\$(15,837,812)	\$(151,457,145)	59%
Non-operating revenues (expenses):											
State appropriations	\$ 62,411,364	\$ 38,655,103	\$ -	\$ 8,430,869	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,085,972	75%
Ad Valorem Taxes	162,254,622	145,521,444	-	-	-	-	-	12,291,838	-	157,813,282	97%
Federal grants & contracts	31,956,300	91,506	-	30,691,828	-	-	-	-	-	30,783,334	96%
State grants & contracts	3,547,793	-	-	3,551,022	-	-	-	-	-	3,551,022	100%
Gifts	35,110	45,110	-	19,600	-	-	-	-	-	64,710	0%
Investment income	9,500,000	6,323,126	2,409,728	71,761	-	3,688,731	-	2,068,017	-	14,561,363	153%
Interest on capital related debt	(20,363,156)	-	-	-	-	-	-	(11,363,037)	-	(11,363,037)	56%
Other non-operating revenues	100,000	200,000	-	-	-	-	-	-	-	200,000	0%
Other non-operating expenses	(3,500)	(4,200)	-	-	-	-	-	-	-	(4,200)	0%
Net non-operating revenues (expenses)	\$ 249,438,533	\$ 190,832,089	\$ 2,409,728	\$ 42,765,080	\$ -	\$ 3,688,731	\$ -	\$ 2,996,818	\$ -	\$ 242,692,446	97%
Other Changes											
Transfers In (Out)	\$ (20,485,000)	\$ (18,406,583)	\$ -	\$ -	\$ 241,208	\$ -	\$ -	\$ 18,165,375	\$ -	\$ -	0%
Reserves	7,560,703	-	-	-	-	-	-	-	-	-	0%
Total Other Changes	\$(12,924,297)	\$(18,406,583)	\$ -	\$ -	\$ 241,208	\$ -	\$ -	\$ 18,165,375	\$ -	\$ -	0%
Increase (decrease) in net position	\$(19,985,901)	\$ 79,340,557	\$ 2,409,728	\$ 478,098	\$(6,194)	\$ 3,688,731	\$ -	\$ 21,162,193	\$(15,837,812)	\$ 91,235,301	-456%
Net Position beginning of year		5,139,431	81,760,255	2,223,752	2,126,049	112,430,226	6,400,000	18,082,180	310,641,513	538,803,406	
Net Position for period ended Apr 2024		\$ 84,479,988	\$ 84,169,983	\$ 2,701,850	\$ 2,119,855	\$ 116,118,957	\$ 6,400,000	\$ 39,244,373	\$ 294,803,701	\$ 630,038,707	

Collin College
Statement of Net Position
April 2024

Ledger Account	April 30, 2024	April 30, 2023
Assets		
Current Assets		
Accounts Receivable	17,068,336	18,857,316
Cash & Cash Equivalents	193,397,945	301,714,670
Prepaid Expenses	157,886	1,492,399
Restricted Short-term Investments	14,568,093	-
Unrestricted Short-term Investments	144,488,863	50,322,768
Noncurrent Assets		
Right of Use Asset	15,523,483	15,573,150
Long-term Investments	119,151,322	102,800,529
Lease Receivable	740,392	807,160
Plant & Equipment	813,253,431	825,674,123
Total Assets	\$ 1,318,349,751	\$ 1,317,242,115
Deferred Outflows		
Deferred Outflows - OPEB	34,968,451	51,701,661
Deferred Outflows - Pension	31,383,950	22,644,701
Total Deferred Outflows	\$ 66,352,401	\$ 74,346,362
Liabilities		
Current Liabilities		
Operating Lease Liabilities - Current	3,868,940	3,353,629
Accounts Payable	1,371,055	5,690,865
Accrued Interest	4,560,345	3,905,081
Accrued Vacation - Current	419,404	479,260
Bonds Payable - Current	20,485,000	18,215,000
Clearing Payables	(6,750)	112,796
Deferred Income	7,865,207	11,251,824
Funds Held for Others	481,584	496,589
OPEB Liability - Current	2,486,437	2,398,482
Other Accrued Liabilities - Current	-	2,609
Other Liabilities - Current	(715)	7,205
Noncurrent Liabilities		
Operating Lease Liabilities - Noncurrent	10,876,600	11,563,061
Accrued Vacation - Noncurrent	1,865,657	1,582,934
Deferred Compensation Liability	-	-
Bonds Payable - Noncurrent	512,292,581	538,308,582
OPEB Liability - Noncurrent	93,153,606	114,306,618
Pension Liability	57,614,710	23,461,964
Total Liabilities	\$ 717,333,661	\$ 735,136,499
Deferred Inflows		
Deferred Inflows - Lease Receivable	817,287	906,775
Deferred Inflows - OPEB	32,580,802	15,860,983
Deferred Inflows - Pension	3,931,695	25,156,088
Total Deferred Inflows	\$ 37,329,784	\$ 41,923,846
Total Net Assets	\$ 630,038,707	\$ 614,528,132

Collin County Community College District

Investment Report

As of April 30, 2024



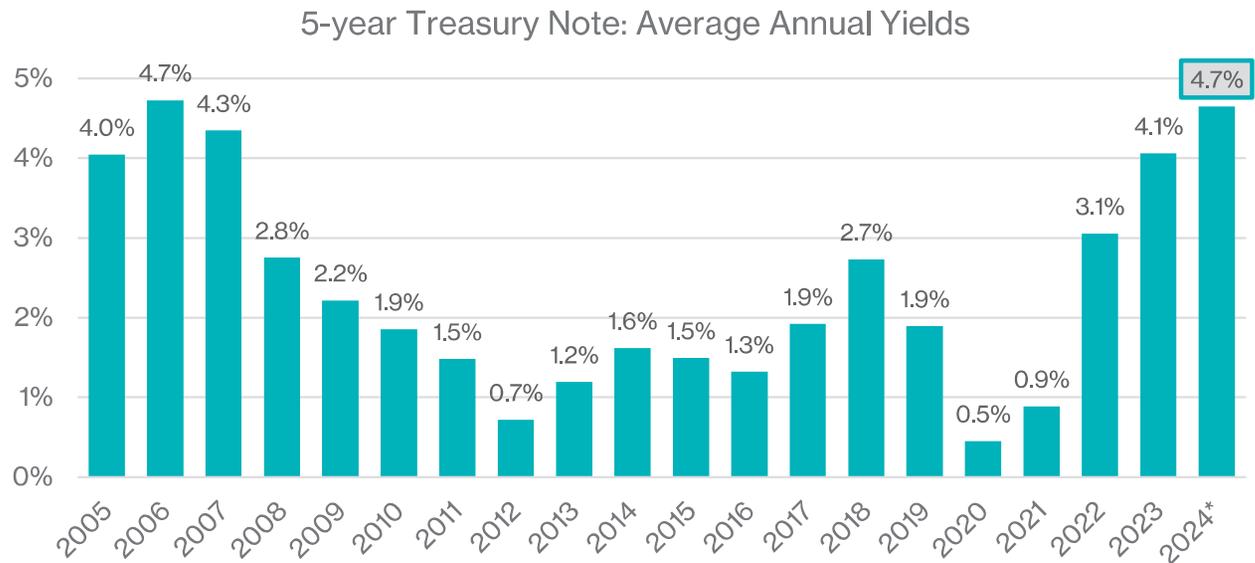
M E E D E R

PUBLIC FUNDS

- Positive economic growth for the remainder of the year
- The Fed's patience persists regarding rate cuts
- Inflation metrics continue their stickiness
- Geopolitical tensions keep an upside risk to inflation

Is It a Good Time To Lock In Longer Maturities?

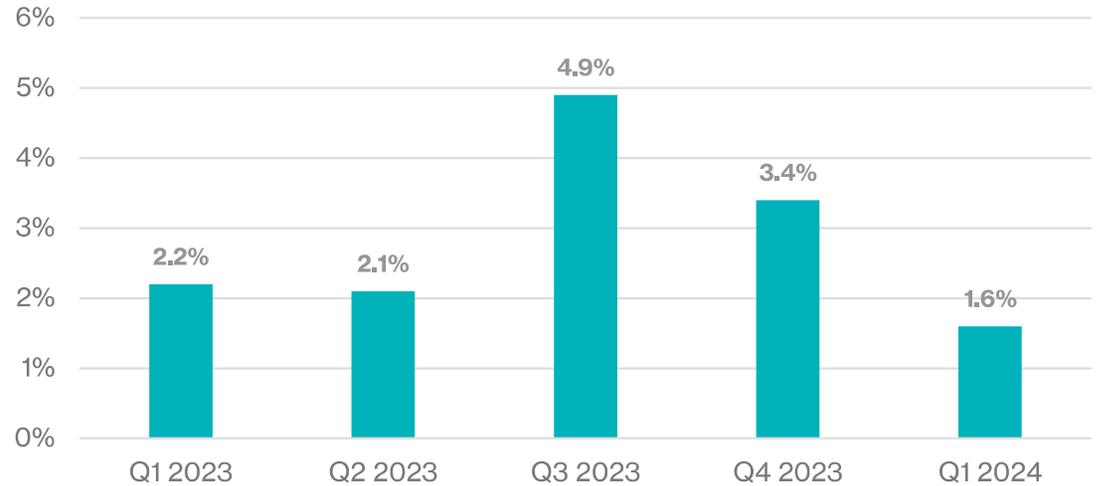
- The 5 Year U.S. Treasury Note's yield is currently near the highest level in the past 20 years as compared to its average annual yields over that period.



U.S. Gross Domestic Product (GDP) Slowed

- Economic growth, as measured by GDP, slowed to a 1.6% pace in the first quarter of 2024; well below the 2.5% forecast.
- Recent GDP increases have been well above economists' start-of-the-quarter estimates, with the US economy remaining more robust than many expected.

US Annualized Quarterly GDP



SOURCE: BLOOMBERG, BUREAU OF ECONOMIC ANALYSIS

A Patient Federal Reserve Chair Powell

Expected Percent Decline in Fed Funds by Dec 2024

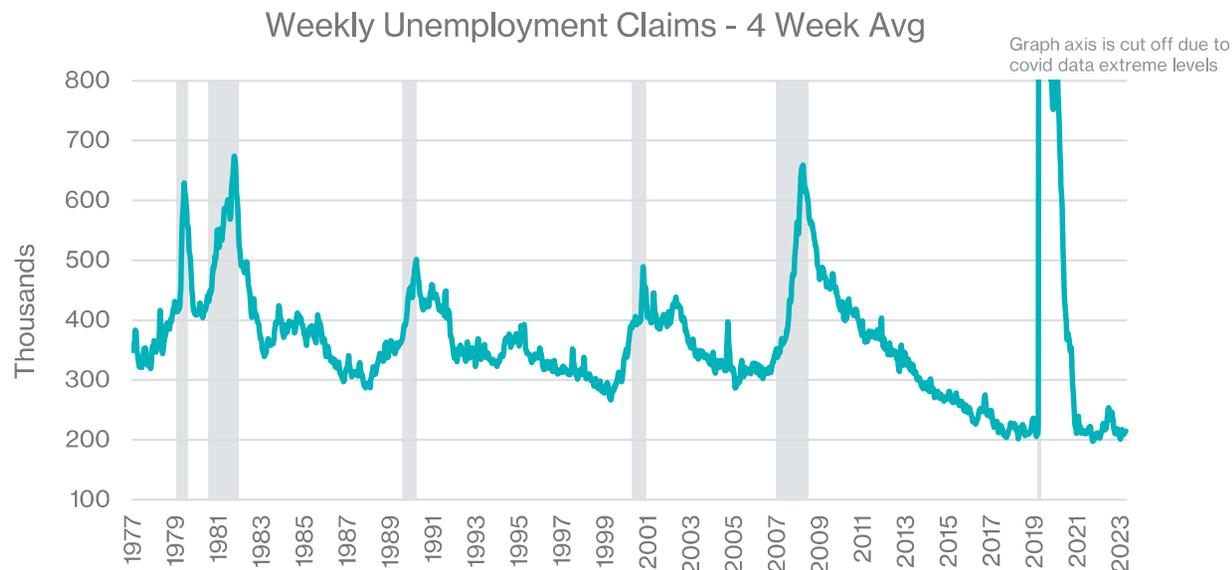


SOURCE: BLOOMBERG, CME AS OF 4/25/24

- At the start of 2024, the Fed Funds futures market was pricing in a 1.63% decline in Fed Funds by the end of 2024.
- Due to sticky inflation, robust employment, and other factors, the futures market is expecting the Fed Funds rate to drop by only .33% by December 2024.

Labor Market Remains Resilient With Low Unemployment Claims

- Weekly unemployment claims remain near historically low levels.
- The Federal Reserve and many economists were expecting rate hikes to have taken more of a toll on the labor market by now.
- That effect has not materialized.



SOURCE: BLOOMBERG, DEPARTMENT OF LABOR AS OF 4/25/24 (SHADED AREAS MARK RECESSIONS)

Takeaways

- With interest rates at or near long-term averages, portfolios should benefit from buying longer-dated securities now, as rates are expected to fall once rate cuts begin.
- Although a solid economic backdrop has led yields higher during the first part of 2024, many market participants and the Federal Reserve expect multiple rate cuts over the next year.

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Portfolio Overview

SECURITY TYPE	PAR VALUE	MARKET VALUE	BOOK VALUE	% OF PORTFOLIO	DAYS TO MATURITY	YIELD
Bank Deposits	102,516.74	102,516.74	102,516.74	0.02%	1	0.00
LGIP	197,264,936.74	197,264,936.74	197,264,936.74	41.56%	1	5.31
U.S. Agencies	160,500,000.00	158,189,290.00	159,789,399.13	33.33%	475	3.84
Commercial Paper	75,000,000.00	73,574,347.22	73,574,347.22	15.50%	130	5.48
U.S. Treasuries	46,500,000.00	45,550,449.28	45,772,224.09	9.60%	363	4.25
TOTAL	479,367,453.48	474,681,539.97	476,503,423.92	100.00%	214	4.75
CASH AND ACCRUED INTEREST						
Purchased Accrued Interest		96,245.66	96,245.66			
TOTAL CASH AND INVESTMENTS	479,367,453.48	474,777,785.63	476,599,669.58		214	4.75
TOTAL EARNINGS						
	CURRENT MONTH					
Current Year	1,916,156.99					



Portfolio Summary

4.74

Average Yield

0.58

Weighted Average Maturity (Years)

0.55

Portfolio Effective Duration (Years)

0.58

Weighted Average Life (Years)

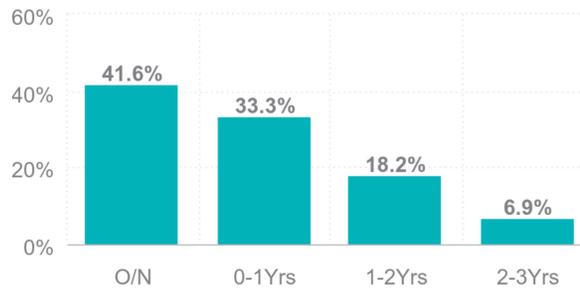
AA+

Average Credit Rating

Portfolio Position

Par Value	\$479,367,453
Principal Cost	\$474,166,460
Book Value	\$476,503,424
Market Value	\$474,681,540
Unrealized Gain/Loss	(\$1,821,884)
Accrued Interest	\$1,716,020

Maturity Distribution



Sector Allocation



● LGIP	41.56%
● U.S. Agencies	33.33%
● Commercial Paper	15.50%
● U.S. Treasuries	9.60%
● Bank Deposits	0.02%

Summary by Type

SECURITY TYPE	# OF SECURITIES	PAR VALUE	BOOK VALUE	% OF PORTFOLIO	YIELD	DAYS TO FINAL MATURITY
2020 BOND SERIES						
LGIP	1	12,753,694.43	12,753,694.43	2.69	5.31	1
Commercial Paper	2	15,000,000.00	14,893,722.22	3.14	5.83	46
TOTAL	4	32,753,694.43	32,511,691.65	6.85	5.58	49
BUILDING						
LGIP	2	46,495,129.71	46,495,129.71	9.80	5.31	1
U.S. Agencies	6	45,000,000.00	44,945,647.74	9.36	2.77	247
Commercial Paper	1	10,000,000.00	9,783,766.67	2.06	5.15	157
U.S. Treasuries	2	20,000,000.00	19,564,997.78	4.10	4.39	269
TOTAL	11	121,495,129.71	120,789,541.90	25.32	4.21	149
DEBT SERVICE						
LGIP	1	14,532,120.82	14,532,120.82	3.06	5.31	1
Commercial Paper	1	20,000,000.00	19,758,555.56	4.16	5.42	83
TOTAL	2	34,532,120.82	34,290,676.38	7.22	5.38	48
OPERATING						
Bank Deposits	1	102,516.74	102,516.74	0.02	0.00	1
LGIP	3	93,722,949.14	93,722,949.14	19.74	5.31	1
U.S. Agencies	10	85,500,000.00	84,837,920.64	17.72	4.19	577
Commercial Paper	1	10,000,000.00	9,728,549.99	2.05	5.49	184
U.S. Treasuries	4	26,500,000.00	26,207,226.31	5.49	4.14	433
TOTAL	18	205,825,465.88	204,870,612.82	42.98	4.69	295
STABILIZATION						
LGIP	1	29,761,042.64	29,761,042.64	6.27	5.31	1
U.S. Agencies	3	30,000,000.00	30,005,830.75	6.25	4.50	528

Summary by Type

SECURITY TYPE	# OF SECURITIES	PAR VALUE	BOOK VALUE	% OF PORTFOLIO	YIELD	DAYS TO FINAL MATURITY
Commercial Paper	2	20,000,000.00	19,409,752.78	4.09	5.44	203
TOTAL	8	84,761,042.64	84,040,901.17	17.63	5.06	247
GRAND TOTAL	43	479,367,453.48	476,503,423.92	100.00	4.74	215



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
2020 BOND SERIES												
LGIP												
TEXPOOL	TexPool	04/30/2024 04/30/2024	12,753,694.43	12,753,694.43 0.00	12,753,694.43	5.31		1	1.00 12,753,694.43	0.00 12,753,694.43	2.69	AAA
LGIP TOTAL			12,753,694.43	12,753,694.43 0.00	12,753,694.43	5.31		1	1.00 12,753,694.43	0.00 12,753,694.43	2.69	AAA
COMMERCIAL PAPER												
4497W0FE3	ING US FUNDING 06/14/24	09/26/2023 09/26/2023	10,000,000.00	9,590,261.11 0.00	9,590,261.11	5.83	06/14/2024	45	99.31 9,931,188.89	0.00 9,931,188.89	2.09	P-1 A-1
22533TFJ0	CREDIT AGRIN Y 06/18/24	09/26/2023 09/26/2023	5,000,000.00	4,792,372.22 0.00	4,792,372.22	5.82	06/18/2024	49	99.25 4,962,533.33	0.00 4,962,533.33	1.05	P-1 A-1
62479LXK2	MUFG BANK NY 10/31/24	04/30/2024 04/30/2024	5,000,000.00	4,863,533.33 0.00	4,863,533.33	5.49	10/31/2024	184	97.29 4,864,275.00	0.00 4,864,275.00	1.02	P-1 A-1
COMMERCIAL PAPER TOTAL			20,000,000.00	19,246,166.66 0.00	19,246,166.66	5.75		80	98.80 19,757,997.22	0.00 19,757,997.22	4.16	P-1 A-1
2020 BOND SERIES TOTAL			32,753,694.43	31,999,861.09 0.00	31,999,861.09	5.58		49	60.43 32,511,691.65	0.00 32,511,691.65	6.85	AA
BUILDING												
LGIP												
TEXSTAR	TexSTAR	04/30/2024 04/30/2024	30,696,002.27	30,696,002.27 0.00	30,696,002.27	5.31		1	1.00 30,696,002.27	0.00 30,696,002.27	6.47	AAA
TEXPOOL	TexPool	04/30/2024 04/30/2024	15,799,127.44	15,799,127.44 0.00	15,799,127.44	5.31		1	1.00 15,799,127.44	0.00 15,799,127.44	3.33	AAA
LGIP TOTAL			46,495,129.71	46,495,129.71 0.00	46,495,129.71	5.31		1	1.00 46,495,129.71	0.00 46,495,129.71	9.80	AAA
U.S. AGENCIES												
3130AMT85	FHLBANKS 0.400 06/28/24 '24	06/03/2021 06/28/2021	10,000,000.00	10,000,000.00 0.00	10,000,000.00	0.40	06/28/2024	59	99.15 9,914,900.00	(85,100.00) 10,000,000.00	2.09	Aaa AA+
3130ANNS5	FHLBANKS 0.500 08/28/24 '24	07/10/2021 08/30/2021	5,000,000.00	5,000,000.00 0.00	5,000,000.00	0.50	08/28/2024	120	98.32 4,915,800.00	(84,200.00) 5,000,000.00	1.04	Aaa AA+
3130ARD24	FHLBANKS 2.010 09/30/24 '24	05/22/2023 05/24/2023	10,000,000.00	9,613,500.00 0.00	9,613,500.00	5.00	09/30/2024	153	98.56 9,856,200.00	(24,690.49) 9,880,890.49	2.08	Aaa AA+
3130AQCM3	FHLBANKS 1.000 12/20/24 '24	12/10/2021 12/20/2021	5,000,000.00	5,000,000.00 0.00	5,000,000.00	1.00	12/20/2024	234	97.15 4,857,500.00	(142,500.00) 5,000,000.00	1.02	Aaa AA+
3133EN5Q9	FEDERAL FARM 4.500 01/10/25	01/09/2023 01/11/2023	5,000,000.00	5,013,700.00 0.00	5,013,700.00	4.36	01/10/2025	255	99.38 4,968,750.00	(36,012.34) 5,004,762.34	1.05	Aaa AA+
3130ATUC9	FHLBANKS 4.500 12/12/25	01/06/2023 01/10/2023	10,000,000.00	10,108,500.00 0.00	10,108,500.00	4.10	12/12/2025	591	98.94 9,893,700.00	(166,294.91) 10,059,994.91	2.08	Aaa AA+



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
U.S. AGENCIES TOTAL			45,000,000.00	44,735,700.00 0.00	44,735,700.00	2.76		246	98.69 44,406,850.00	(538,797.74) 44,945,647.74	9.36	Aaa AA+
COMMERCIAL PAPER												
62479LK46	MUFG BANK NY 10/04/24	01/18/2024 01/18/2024	10,000,000.00	9,639,611.11 0.00	9,639,611.11	5.15	10/04/2024	157	97.84 9,783,766.67	0.00 9,783,766.67	2.06	P-1 A-1
COMMERCIAL PAPER TOTAL			10,000,000.00	9,639,611.11 0.00	9,639,611.11	5.15		157	97.84 9,783,766.67	0.00 9,783,766.67	2.06	P-1 A-1
U.S. TREASURIES												
912828YE4	US TREASURY 1.250 08/31/24	04/13/2022 04/18/2022	5,000,000.00	4,860,937.50 0.00	4,860,937.50	2.47	08/31/2024	123	98.64 4,932,031.25	(48,377.96) 4,980,409.21	1.04	Aaa AA+
91282CED9	US TREASURY 1.750 03/15/25	03/27/2024 03/27/2024	15,000,000.00	14,538,867.19 8,559.78	14,547,426.97	5.05	03/15/2025	319	97.02 14,553,515.70	(31,072.87) 14,584,588.57	3.07	Aaa AA+
U.S. TREASURIES TOTAL			20,000,000.00	19,399,804.69 8,559.78	19,408,364.47	4.39		269	97.43 19,485,546.95	(79,450.83) 19,564,997.78	4.10	Aaa AA+
BUILDING TOTAL			121,495,129.71	120,270,245.51 8,559.78	120,278,805.29	4.21		148	60.62 120,171,293.33	(618,248.58) 120,789,541.90	25.32	AA+

DEBT SERVICE												
LGIP												
TEXPOOL	TexPool	04/30/2024 04/30/2024	14,532,120.82	14,532,120.82 0.00	14,532,120.82	5.31		1	1.00 14,532,120.82	0.00 14,532,120.82	3.06	AAA
LGIP TOTAL			14,532,120.82	14,532,120.82 0.00	14,532,120.82	5.31		1	1.00 14,532,120.82	0.00 14,532,120.82	3.06	AAA
COMMERCIAL PAPER												
89119AGN2	TD 07/22/24	03/22/2024 03/22/2024	20,000,000.00	19,640,777.78 0.00	19,640,777.78	5.42	07/22/2024	83	98.79 19,758,555.56	0.00 19,758,555.56	4.16	P-1 A-1+
COMMERCIAL PAPER TOTAL			20,000,000.00	19,640,777.78 0.00	19,640,777.78	5.42		83	98.79 19,758,555.56	0.00 19,758,555.56	4.16	P-1 A-1+
DEBT SERVICE TOTAL			34,532,120.82	34,172,898.60 0.00	34,172,898.60	5.38		48	57.35 34,290,676.38	0.00 34,290,676.38	7.22	AAA

OPERATING												
BANK DEPOSITS												
515327828	JPMorgan Chase Commer- cial Checking Account	04/30/2024 04/30/2024	102,516.74	102,516.74 0.00	77 102,516.74	0.00		1	1.00 102,516.74	0.00 102,516.74	0.02	NA



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
BANK DEPOSITS TOTAL			102,516.74	102,516.74 0.00	102,516.74	0.00		1	1.00 102,516.74	0.00 102,516.74	0.02	NA
LGIP												
TEXSTAR	TexSTAR	04/30/2024 04/30/2024	12,293,646.98	12,293,646.98 0.00	12,293,646.98	5.31		1	1.00 12,293,646.98	0.00 12,293,646.98	2.59	AAA
TXRANGE	Texas Range TexasDAILY Fund	04/30/2024 04/30/2024	5,578,548.15	5,578,548.15 0.00	5,578,548.15	5.30		1	1.00 5,578,548.15	0.00 5,578,548.15	1.18	AAA
TEXPOOL	TexPool	04/30/2024 04/30/2024	75,850,754.01	75,850,754.01 0.00	75,850,754.01	5.31		1	1.00 75,850,754.01	0.00 75,850,754.01	15.98	AAA
LGIP TOTAL			93,722,949.14	93,722,949.14 0.00	93,722,949.14	5.31		1	1.00 93,722,949.14	0.00 93,722,949.14	19.74	AAA
U.S. AGENCIES												
3133ENYX2	FEDERAL FARM 3.250 06/17/24	07/21/2022 07/25/2022	5,000,000.00	4,999,750.00 0.00	4,999,750.00	3.25	06/17/2024	48	99.71 4,985,350.00	(14,632.98) 4,999,982.98	1.05	Aaa AA+
31422XMV1	FARMER MAC 0.500 10/04/24 '23 MTN	09/14/2021 10/04/2021	5,000,000.00	5,000,000.00 0.00	5,000,000.00	0.50	10/04/2024	157	97.83 4,891,450.00	(108,550.00) 5,000,000.00	1.03	Aaa AA+
3133ENZ94	FEDERAL FARM 4.500 11/18/24	01/17/2023 01/19/2023	10,000,000.00	10,031,011.40 0.00	10,031,011.40	4.32	11/18/2024	202	99.53 9,952,500.00	(56,811.84) 10,009,311.84	2.10	Aaa AA+
3135G03U5	FANNIE MAE 0.625 04/22/25	08/03/2022 08/05/2022	5,000,000.00	4,673,949.80 0.00	4,673,949.80	3.15	04/22/2025	357	95.65 4,782,350.00	(100,338.00) 4,882,688.00	1.01	Aaa AA+
3135G04Z3	FANNIE MAE 0.500 06/17/25	01/19/2023 01/23/2023	7,500,000.00	6,906,450.00 0.00	6,906,450.00	3.99	06/17/2025	413	94.87 7,114,950.00	(105,731.75) 7,220,681.75	1.50	Aaa AA+
3134GXZT4	FREDDIE MAC 4.000 07/14/25 '24 MTN	06/14/2022 07/14/2022	5,000,000.00	5,000,000.00 0.00	5,000,000.00	4.00	07/14/2025	440	98.36 4,918,050.00	(81,950.00) 5,000,000.00	1.04	Aaa AA+
3133EN7J3	FEDERAL FARM 3.875 02/02/26	01/27/2023 02/02/2023	7,500,000.00	7,472,550.00 0.00	7,472,550.00	4.01	02/02/2026	643	97.80 7,334,775.00	(149,164.13) 7,483,939.13	1.55	Aaa AA+
3133EP7C3	FEDERAL FARM 4.625 04/01/26	04/30/2024 04/30/2024	7,500,000.00	7,444,333.73 27,942.71	7,472,276.44	5.03	04/01/2026	701	99.25 7,443,675.00	(738.14) 7,444,413.14	1.57	Aaa AA+
3130AWTQ3	FHLBANKS 4.625 09/11/26	09/25/2023 09/25/2023	25,000,000.00	24,759,469.25 0.00	24,759,469.25	4.97	09/11/2026	864	98.99 24,747,500.00	(60,544.38) 24,808,044.38	5.21	Aaa AA+
3130AXU63	FHLBANKS 4.625 11/17/26	11/22/2023 11/22/2023	8,000,000.00	7,986,936.00 5,138.89	7,992,074.89	4.68	11/17/2026	931	99.24 7,939,040.00	(49,819.42) 7,988,859.42	1.67	Aaa AA+
U.S. AGENCIES TOTAL			85,500,000.00	84,274,450.18 33,081.60	84,307,531.78	4.18		577	98.39 84,109,640.00	(728,280.64) 84,837,920.64	17.72	Aaa AA+
U.S. TREASURIES												
91282CCC3	US TREASURY 0.250 05/15/24	05/12/2022 05/16/2022	6,000,000.00	5,726,484.38 0.00	5,726,484.38	2.61	05/15/2024	15	99.80 5,987,812.50	(6,941.99) 5,994,754.49	1.26	Aaa AA+
912828ZT0	US TREASURY 0.250 05/31/25	05/13/2022 06/15/2022	5,000,000.00	4,557,031.25 0.00	4,557,031.25	3.42	05/31/2025	396	94.78 4,739,062.50	(99,075.66) 4,838,138.16	1.00	Aaa AA+
91282CFP1	US TREASURY 4.250 10/15/25	11/22/2023 11/22/2023	8,000,000.00	7,905,937.50 0.00	7,905,937.50	4.90	10/15/2025	533	98.72 7,897,500.00	(30,290.40) 7,927,790.40	1.66	Aaa AA+



Position Statement

CUSIP	DESCRIPTION	TRADE DATE SETTLE DATE	PAR VALUE	PRINCIPAL COST PURCHASED INTEREST	TOTAL COST	YIELD	MATURITY DATE	DAYS TO MATURITY	MARKET PRICE MARKET VALUE	UNREALIZED GAIN/LOSS BOOK VALUE	% OF MV	MOODY'S S&P RATING
91282CGR6	US TREASURY 4.625 03/15/26	04/29/2024 04/29/2024	7,500,000.00	7,446,386.72 42,416.78	7,488,803.50	5.03	03/15/2026	684	99.21 7,440,527.33	(6,015.93) 7,446,543.26	1.57	Aaa AA+
U.S. TREASURIES TOTAL			26,500,000.00	25,635,839.85 42,416.78	25,678,256.63	4.14		432	98.39 26,064,902.33	(142,323.98) 26,207,226.31	5.49	Aaa AA+
OPERATING TOTAL			205,825,465.88	203,735,755.91 75,498.38	203,811,254.29	4.69		294	53.60 204,000,008.21	(870,604.62) 204,870,612.82	42.98	AA+
STABILIZATION												
LGIP												
TEXPOOL	TexPool	04/30/2024 04/30/2024	29,761,042.64	29,761,042.64 0.00	29,761,042.64	5.31		1	1.00 29,761,042.64	0.00 29,761,042.64	6.27	AAA
LGIP TOTAL			29,761,042.64	29,761,042.64 0.00	29,761,042.64	5.31		1	1.00 29,761,042.64	0.00 29,761,042.64	6.27	AAA
U.S. AGENCIES												
3130AWER7	FHLBANKS 4.625 06/06/25	06/12/2023 06/12/2023	8,000,000.00	7,993,360.00 0.00	7,993,360.00	4.67	06/06/2025	402	99.23 7,938,080.00	(58,240.82) 7,996,320.82	1.67	Aaa AA+
3130AWER7	FHLBANKS 4.625 06/06/25	06/12/2023 06/12/2023	2,000,000.00	1,998,327.50 0.00	1,998,327.50	4.67	06/06/2025	402	99.23 1,984,520.00	(14,553.28) 1,999,073.28	0.42	Aaa AA+
3133EPC37	FEDERAL FARM 4.875 11/13/25	11/22/2023 11/22/2023	10,000,000.00	9,989,910.00 12,187.50	10,002,097.50	4.93	11/13/2025	562	99.46 9,946,400.00	(45,755.43) 9,992,155.43	2.10	Aaa AA+
3133EN6A3	FEDERAL FARM 4.000 01/13/26	01/12/2023 01/17/2023	10,000,000.00	10,032,100.00 0.00	10,032,100.00	3.89	01/13/2026	623	98.04 9,803,800.00	(214,481.23) 10,018,281.23	2.07	Aaa AA+
U.S. AGENCIES TOTAL			30,000,000.00	30,013,697.50 12,187.50	30,025,885.00	4.50		529	98.91 29,672,800.00	(333,030.75) 30,005,830.75	6.25	Aaa AA+
COMMERCIAL PAPER												
06741FKP1	BARCLAYS BNK PLC 10/23/24	04/29/2024 04/29/2024	10,000,000.00	9,734,991.67 0.00	9,734,991.67	5.54	10/23/2024	176	97.38 9,737,986.11	0.00 9,737,986.11	2.05	P-1 A-1
62479LKX2	MUFG BANK NY 10/31/24	04/30/2024 04/30/2024	5,000,000.00	4,863,533.33 0.00	4,863,533.33	5.49	10/31/2024	184	97.29 4,864,275.00	0.00 4,864,275.00	1.02	P-1 A-1
06054NMG3	BOFA SECURITIES 12/16/24	03/22/2024 03/22/2024	10,000,000.00	9,614,433.33 0.00	9,614,433.33	5.33	12/16/2024	230	96.72 9,671,766.66	0.00 9,671,766.66	2.04	P-1 A-1
COMMERCIAL PAPER TOTAL			25,000,000.00	24,212,958.33 0.00	24,212,958.33	5.45		199	97.10 24,274,027.77	0.00 24,274,027.77	5.11	P-1 AA
STABILIZATION TOTAL			84,761,042.64	83,987,698.47 12,187.50	83,999,885.97	5.06		245	63.58 83,707,870.41	(333,030.75) 84,040,901.17	17.63	AA+
GRAND TOTAL			479,367,453.48	474,166,459.58 96,245.66	474,262,705.24	4.75		214	57.87 474,681,539.97	(1,821,883.95) 476,503,423.92	100.00	AA+

Transaction Statement

2020 BOND SERIES									
	TRADE DATE	SETTLE DATE	CUSIP	DESCRIPTION	PAR VALUE	PRINCIPAL COST	PURCHASED INTEREST	TOTAL	PURCHASE YIELD
BUY									
	04/30/2024	04/30/2024	62479LXX2	MUFG BANK NY 10/31/24	5,000,000.00	4,863,533.33	0.00	(4,863,533.33)	5.49
BUY TOTAL					5,000,000.00	4,863,533.33	0.00	(4,863,533.33)	5.49
	TRADE DATE	SETTLE DATE	CUSIP	DESCRIPTION	PAR VALUE	BOOK VALUE		TOTAL	NET REALIZED GAIN/LOSS
MATURITY									
	04/15/2024	04/15/2024	21687ADF7	COÖPERATIEVE RABOBANK U.A., NEW YORK BRANCH 0.0 04/15/2024	(5,000,000.00)	5,000,000.00		5,000,000.00	0.00
MATURITY TOTAL					(5,000,000.00)	5,000,000.00		5,000,000.00	0.00

STABILIZATION									
	TRADE DATE	SETTLE DATE	CUSIP	DESCRIPTION	PAR VALUE	PRINCIPAL COST	PURCHASED INTEREST	TOTAL	PURCHASE YIELD
BUY									
	04/29/2024	04/29/2024	06741FKP1	BARCLAYS BNK PLC 10/23/24	10,000,000.00	9,734,991.67	0.00	(9,734,991.67)	5.54
	04/30/2024	04/30/2024	62479LXX2	MUFG BANK NY 10/31/24	5,000,000.00	4,863,533.33	0.00	(4,863,533.33)	5.49
BUY TOTAL					15,000,000.00	14,598,525.00	0.00	(14,598,525.00)	5.52
	TRADE DATE	SETTLE DATE	CUSIP	DESCRIPTION	PAR VALUE	BOOK VALUE		TOTAL	NET REALIZED GAIN/LOSS
MATURITY									
	04/08/2024	04/08/2024	62479LD85	MUFG Bank, Ltd., New York Branch 0.0 04/08/2024	(10,000,000.00)	10,000,000.00		10,000,000.00	0.00
	04/15/2024	04/15/2024	21687ADF7	COÖPERATIEVE RABOBANK U.A., NEW YORK BRANCH 0.0 04/15/2024	(5,000,000.00)	5,000,000.00		5,000,000.00	0.00
MATURITY TOTAL					(15,000,000.00)	15,000,000.00		15,000,000.00	0.00

OPERATING									
	TRADE DATE	SETTLE DATE	CUSIP	DESCRIPTION	PAR VALUE	PRINCIPAL COST	PURCHASED INTEREST	TOTAL	PURCHASE YIELD
BUY									80

Transaction Statement

04/29/2024	04/29/2024	91282CGR6	US TREASURY 4.625 03/15/26	7,500,000.00	7,446,386.72	42,416.78	(7,488,803.50)	5.03
04/30/2024	04/30/2024	3133EP7C3	FEDERAL FARM 4.625 04/01/26	7,500,000.00	7,444,333.73	27,942.71	(7,472,276.44)	5.03
BUY TOTAL				15,000,000.00	14,890,720.45	70,359.49	(14,961,079.94)	5.03
								NET REALIZED TOTAL
	TRADE DATE	SETTLE DATE	CUSIP	DESCRIPTION	PAR VALUE	BOOK VALUE		GAIN/LOSS
MATURITY								
04/18/2024	04/18/2024	78015CDJ8	Royal Bank of Canada New York Branch 0.0 04/18/2024	(10,000,000.00)	10,000,000.00		10,000,000.00	0.00
04/19/2024	04/19/2024	89233GDK9	Toyota Motor Credit Corporation 0.0 04/19/2024	(5,000,000.00)	5,000,000.00		5,000,000.00	0.00
MATURITY TOTAL				(15,000,000.00)	15,000,000.00		15,000,000.00	0.00

Contribution/Withdrawals and Expenses

	TRADE DATE	PAR VALUE	TOTAL
BUILDING			
CASH TRANSFER			
	04/01/2024	(100,500.00)	(100,500.00)
CASH TRANSFER TOTAL		(100,500.00)	(100,500.00)
OPERATING			
CASH TRANSFER			
	04/04/2024	(12,500.00)	(12,500.00)
	04/08/2024	(10,000,000.00)	(10,000,000.00)
	04/15/2024	(10,170,000.00)	(10,170,000.00)
	04/18/2024	(10,000,000.00)	(10,000,000.00)
	04/19/2024	(5,000,000.00)	(5,000,000.00)
	04/22/2024	(15,625.00)	(15,625.00)
	04/29/2024	17,223,795.17	17,223,795.17
	04/30/2024	17,199,343.10	17,199,343.10
CASH TRANSFER TOTAL		(774,986.73)	(774,986.73)

Amortization Schedule

CUSIP	DESCRIPTION	PAR VALUE	PRINCIPAL COST	ORIGINAL PREMIUM OR DISCOUNT	BEGINNING BOOK VALUE	CURRENT PERIOD AMORT	ENDING BOOK VALUE	TOTAL AMORTIZATION	UNAMORTIZED BALANCE
2020 BOND SERIES									
21687ADF7	COÖPERATIEVE RABOBANK U.A., NEW YORK BRANCH 0.0 04/15/2024	5,000,000.00	4,842,393.06	(157,606.94)	4,989,130.56	10,869.44	0.00	157,606.94	0.00
22533TFJ0	CREDIT AGRIN NY 06/18/24	5,000,000.00	4,792,372.22	(207,627.78)	4,939,116.67	23,416.67	4,962,533.33	170,161.11	(37,466.67)
4497W0FE3	ING US FUNDING 06/14/24	10,000,000.00	9,590,261.11	(409,738.89)	9,884,272.22	46,916.67	9,931,188.89	340,927.78	(68,811.11)
62479LKX2	MUFG BANK NY 10/31/24	5,000,000.00	4,863,533.33	(136,466.67)	0.00	741.67	4,864,275.00	741.67	(135,725.00)
TOTAL		25,000,000.00	24,088,559.72	(911,440.28)	19,812,519.44	81,944.44	19,757,997.22	669,437.50	(242,002.78)
BUILDING									
3133EN5Q9	FEDERAL FARM 4.500 01/10/25	5,000,000.00	5,013,700.00	13,700.00	5,005,324.83	(562.48)	5,004,762.34	(8,937.66)	4,762.34
3130AMT85	FHLBANKS 0.400 06/28/24 '24	10,000,000.00	10,000,000.00	0.00	10,000,000.00	0.00	10,000,000.00	0.00	0.00
3130ANNS5	FHLBANKS 0.500 08/28/24 '24	5,000,000.00	5,000,000.00	0.00	5,000,000.00	0.00	5,000,000.00	0.00	0.00
3130AQCM3	FHLBANKS 1.000 12/20/24 '24	5,000,000.00	5,000,000.00	0.00	5,000,000.00	0.00	5,000,000.00	0.00	0.00
3130ARD24	FHLBANKS 2.010 09/30/24 '24	10,000,000.00	9,613,500.00	(386,500.00)	9,857,382.03	23,508.46	9,880,890.49	267,390.49	(119,109.51)
3130ATUC9	FHLBANKS 4.500 12/12/25	10,000,000.00	10,108,500.00	108,500.00	10,063,045.50	(3,050.59)	10,059,994.91	(48,505.09)	59,994.91
62479LK46	MUFG BANK NY 10/04/24	10,000,000.00	9,639,611.11	(360,388.89)	9,742,183.33	41,583.33	9,783,766.67	144,155.56	(216,233.33)
912828YE4	US TREASURY 1.250 08/31/24	5,000,000.00	4,860,937.50	(139,062.50)	4,975,591.80	4,817.41	4,980,409.21	119,471.71	(19,590.79)
91282CED9	US TREASURY 1.750 03/15/25	15,000,000.00	14,538,867.19	(461,132.81)	14,545,398.82	39,189.76	14,584,588.57	45,721.38	(415,411.43)
TOTAL		75,000,000.00	73,775,115.80	(1,224,884.20)	74,188,926.31	105,485.88	74,294,412.19	519,296.39	(705,587.81)
DEBT SERVICE									
89119AGN2	TD 07/22/24	20,000,000.00	19,640,777.78	(359,222.22)	19,670,222.22	88,333.33	19,758,555.56	117,777.78	(241,444.44)
TOTAL		20,000,000.00	19,640,777.78	(359,222.22)	19,670,222.22	88,333.33	19,758,555.56	117,777.78	(241,444.44)
OPERATING									
3135G04Z3	FANNIE MAE 0.500 06/17/25	7,500,000.00	6,906,450.00	(593,550.00)	7,200,343.04	20,338.71	7,220,681.75	314,231.75	(279,318.25)
3135G03U5	FANNIE MAE 0.625 04/22/25	5,000,000.00	4,673,949.80	(326,050.20)	4,872,802.16	9,885.84	4,882,688.00	208,738.20	(117,312.00)
31422XMV1	FARMER MAC 0.500 10/04/24 '23 MTN	5,000,000.00	5,000,000.00	0.00	5,000,000.00	0.00	5,000,000.00	0.00	0.00
3133ENYX2	FEDERAL FARM 3.250 06/17/24	5,000,000.00	4,999,750.00	83 (250.00)	4,999,972.11	10.87	4,999,982.98	232.98	(17.02)
3133EN7J3	FEDERAL FARM 3.875 02/02/26	7,500,000.00	7,472,550.00	(27,450.00)	7,483,188.62	750.51	7,483,939.13	11,389.13	(16,060.87)

Amortization Schedule

CUSIP	DESCRIPTION	PAR VALUE	PRINCIPAL COST	ORIGINAL PREMIUM OR DISCOUNT	BEGINNING BOOK VALUE	CURRENT PERIOD AMORT	ENDING BOOK VALUE	TOTAL AMORTIZATION	UNAMORTIZED BALANCE
3133ENZ94	FEDERAL FARM 4.500 11/18/24	10,000,000.00	10,031,011.40	31,011.40	10,010,701.66	(1,389.83)	10,009,311.84	(21,699.56)	9,311.84
3133EP7C3	FEDERAL FARM 4.625 04/01/26	7,500,000.00	7,444,333.73	(55,666.27)	0.00	79.41	7,444,413.14	79.41	(55,586.86)
3130AWTQ3	FHLBANKS 4.625 09/11/26	25,000,000.00	24,759,469.25	(240,530.75)	24,801,371.53	6,672.85	24,808,044.38	48,575.13	(191,955.62)
3130AXU63	FHLBANKS 4.625 11/17/26	8,000,000.00	7,986,936.00	(13,064.00)	7,988,500.05	359.37	7,988,859.42	1,923.42	(11,140.58)
3134GXZT4	FREDDIE MAC 4.000 07/14/25 '24 MTN	5,000,000.00	5,000,000.00	0.00	5,000,000.00	0.00	5,000,000.00	0.00	0.00
78015CDJ8	Royal Bank of Canada New York Branch 0.0 04/18/2024	10,000,000.00	9,573,750.00	(426,250.00)	9,973,650.00	26,350.00	0.00	426,250.00	0.00
89233GDK9	Toyota Motor Credit Corporation 0.0 04/19/2024	5,000,000.00	4,789,250.00	(210,750.00)	4,985,950.00	14,050.00	0.00	210,750.00	0.00
91282CCC3	US TREASURY 0.250 05/15/24	6,000,000.00	5,726,484.38	(273,515.62)	5,983,514.13	11,240.37	5,994,754.49	268,270.11	(5,245.51)
912828ZT0	US TREASURY 0.250 05/31/25	5,000,000.00	4,557,031.25	(442,968.75)	4,825,844.85	12,293.30	4,838,138.16	281,106.91	(161,861.84)
91282CFP1	US TREASURY 4.250 10/15/25	8,000,000.00	7,905,937.50	(94,062.50)	7,923,718.43	4,071.97	7,927,790.40	21,852.90	(72,209.60)
91282CGR6	US TREASURY 4.625 03/15/26	7,500,000.00	7,446,386.72	(53,613.28)	0.00	156.54	7,446,543.26	156.54	(53,456.74)
TOTAL		127,000,000.00	124,273,290.03	(2,726,709.97)	111,049,556.59	104,869.91	111,045,146.94	1,771,856.91	(954,853.06)

STABILIZATION									
06741FKP1	BARCLAYS BNK PLC 10/23/24	10,000,000.00	9,734,991.67	(265,008.33)	0.00	2,994.44	9,737,986.11	2,994.44	(262,013.89)
06054NMG3	BOFA SECURITIES 12/16/24	10,000,000.00	9,614,433.33	(385,566.67)	9,628,766.66	43,000.00	9,671,766.66	57,333.33	(328,233.34)
21687ADF7	COÖPERATIEVE RABOBANK U.A., NEW YORK BRANCH 0.0 04/15/2024	5,000,000.00	4,842,393.06	(157,606.94)	4,989,130.56	10,869.44	0.00	157,606.94	0.00
3133EN6A3	FEDERAL FARM 4.000 01/13/26	10,000,000.00	10,032,100.00	32,100.00	10,019,162.96	(881.73)	10,018,281.23	(13,818.77)	18,281.23
3133EPC37	FEDERAL FARM 4.875 11/13/25	10,000,000.00	9,989,910.00	(10,090.00)	9,991,735.93	419.50	9,992,155.43	2,245.43	(7,844.57)
3130AWER7	FHLBANKS 4.625 06/06/25	8,000,000.00	7,993,360.00	(6,640.00)	7,996,045.57	275.25	7,996,320.82	2,960.82	(3,679.18)
3130AWER7	FHLBANKS 4.625 06/06/25	2,000,000.00	1,998,327.50	(1,672.50)	1,999,003.94	69.33	1,999,073.28	745.78	(926.72)
62479LX2	MUFG BANK NY 10/31/24	5,000,000.00	4,863,533.33	(136,466.67)	0.00	741.67	4,864,275.00	741.67	(135,725.00)
62479LD85	MUFG Bank, Ltd., New York Branch 0.0 04/08/2024	10,000,000.00	9,587,041.67	(412,958.33)	9,989,091.67	10,908.33	0.00	412,958.33	0.00
TOTAL		70,000,000.00	68,656,090.56	(1,343,909.44)	54,612,937.29	68,396.23	54,279,858.53	623,767.97	(720,141.47)

GRAND TOTAL		317,000,000.00	310,433,833.89	(6,566,166.11)	279,334,161.85	449,029.80	279,135,970.44	3,702,136.55	(2,864,029.56)
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Accrued Interest Schedule

IDENTIFIER	DESCRIPTION	SETTLE DATE	PAR VALUE	PRINCIPAL COST	BEGINNING ACCRUED INTEREST	PURCHASED INTEREST	CURRENT PERIOD ACCRUAL	INTEREST RECEIVED	ENDING ACCRUED INTEREST
2020 BOND SERIES									
22533TFJ0	CREDIT AGR NY 06/18/24	09/26/2023	5,000,000.00	4,792,372.22	0.00	0.00	0.00	0.00	0.00
4497W0FE3	ING US FUNDING 06/14/24	09/26/2023	10,000,000.00	9,590,261.11	0.00	0.00	0.00	0.00	0.00
62479LKX2	MUFG BANK NY 10/31/24	04/30/2024	5,000,000.00	4,863,533.33	0.00	0.00	0.00	0.00	0.00
TEXPOOL	TexPool	04/30/2024	12,753,694.43	12,753,694.43	0.00	0.00	65,771.85	65,771.85	0.00
TOTAL			32,753,694.43	31,999,861.09	0.00	0.00	65,771.85	65,771.85	0.00
BUILDING									
3133EN5Q9	FEDERAL FARM 4.500 01/10/25	01/11/2023	5,000,000.00	5,013,700.00	50,625.00	0.00	18,750.00	0.00	69,375.00
3130AMT85	FHLBANKS 0.400 06/28/24 '24	06/28/2021	10,000,000.00	10,000,000.00	10,333.33	0.00	3,333.33	0.00	13,666.67
3130ANNS5	FHLBANKS 0.500 08/28/24 '24	08/30/2021	5,000,000.00	5,000,000.00	2,291.67	0.00	2,083.33	0.00	4,375.00
3130AQCM3	FHLBANKS 1.000 12/20/24 '24	12/20/2021	5,000,000.00	5,000,000.00	14,027.78	0.00	4,166.67	0.00	18,194.44
3130ARD24	FHLBANKS 2.010 09/30/24 '24	05/24/2023	10,000,000.00	9,613,500.00	558.33	0.00	16,750.00	100,500.00	17,308.33
3130ATUC9	FHLBANKS 4.500 12/12/25	01/10/2023	10,000,000.00	10,108,500.00	136,250.00	0.00	37,500.00	0.00	173,750.00
62479LK46	MUFG BANK NY 10/04/24	01/18/2024	10,000,000.00	9,639,611.11	0.00	0.00	0.00	0.00	0.00
TEXPOOL	TexPool	04/30/2024	15,799,127.44	15,799,127.44	0.00	0.00	68,708.08	68,708.08	0.00
TEXSTAR	TexSTAR	04/30/2024	30,696,002.27	30,696,002.27	0.00	0.00	133,278.63	133,278.63	0.00
912828YE4	US TREASURY 1.250 08/31/24	04/18/2022	5,000,000.00	4,860,937.50	5,434.78	0.00	5,095.11	0.00	10,529.89
91282CED9	US TREASURY 1.750 03/15/25	03/27/2024	15,000,000.00	14,538,867.19	12,126.36	8,559.78	21,399.46	0.00	33,525.82
TOTAL			121,495,129.71	120,270,245.51	231,647.25	8,559.78	311,064.61	302,486.71	340,725.15
DEBT SERVICE									
89119AGN2	TD 07/22/24	03/22/2024	20,000,000.00	19,640,777.78	0.00	0.00	0.00	0.00	0.00
TEXPOOL	TexPool	04/30/2024	14,532,120.82	14,532,120.82	0.00	0.00	59,509.03	59,509.03	0.00
TOTAL			34,532,120.82	34,172,898.60	0.00	0.00	59,509.03	59,509.03	0.00
OPERATING									
3135G04Z3	FANNIE MAE 0.500 06/17/25	01/23/2023	7,500,000.00	6,906,450.00	10,833.33	0.00	3,125.00	0.00	13,958.33
3135G03U5	FANNIE MAE 0.625 04/22/25	08/05/2022	5,000,000.00	4,673,949.80	13,802.08	0.00	2,604.17	15,625.00	781.25



Accrued Interest Schedule

IDENTIFIER	DESCRIPTION	SETTLE DATE	PAR VALUE	PRINCIPAL COST	BEGINNING ACCRUED INTEREST	PURCHASED INTEREST	CURRENT PERIOD ACCRUAL	INTEREST RECEIVED	ENDING ACCRUED INTEREST
31422XMV1	FARMER MAC 0.500 10/04/24 '23 MTN	10/04/2021	5,000,000.00	5,000,000.00	12,291.67	0.00	2,083.33	12,500.00	1,875.00
3133ENYX2	FEDERAL FARM 3.250 06/17/24	07/25/2022	5,000,000.00	4,999,750.00	46,944.44	0.00	13,541.67	0.00	60,486.11
3133EN7J3	FEDERAL FARM 3.875 02/02/26	02/02/2023	7,500,000.00	7,472,550.00	47,630.21	0.00	24,218.75	0.00	71,848.96
3133ENZ94	FEDERAL FARM 4.500 11/18/24	01/19/2023	10,000,000.00	10,031,011.40	166,250.00	0.00	37,500.00	0.00	203,750.00
3133EP7C3	FEDERAL FARM 4.625 04/01/26	04/30/2024	7,500,000.00	7,444,333.73	0.00	27,942.71	963.54	0.00	28,906.25
3130AWTQ3	FHLBANKS 4.625 09/11/26	09/25/2023	25,000,000.00	24,759,469.25	64,236.11	0.00	96,354.17	0.00	160,590.28
3130AXU63	FHLBANKS 4.625 11/17/26	11/22/2023	8,000,000.00	7,986,936.00	137,722.22	5,138.89	30,833.33	0.00	168,555.56
3134GXZT4	FREDDIE MAC 4.000 07/14/25 '24 MTN	07/14/2022	5,000,000.00	5,000,000.00	42,777.78	0.00	16,666.67	0.00	59,444.44
515327828	JPMorgan Chase Commercial Checking Account	04/30/2024	102,516.74	102,516.74	0.00	0.00	0.00	0.00	0.00
TEXPOOL	TexPool	04/30/2024	75,850,754.01	75,850,754.01	0.00	0.00	411,767.47	411,767.47	0.00
TEXSTAR	TexSTAR	04/30/2024	12,293,646.98	12,293,646.98	0.00	0.00	53,377.63	53,377.63	0.00
TXRANGE	Texas Range TexasDAILY Fund	04/30/2024	5,578,548.15	5,578,548.15	0.00	0.00	24,144.63	24,144.63	0.00
91282CCC3	US TREASURY 0.250 05/15/24	05/16/2022	6,000,000.00	5,726,484.38	5,686.81	0.00	1,236.26	0.00	6,923.08
912828ZT0	US TREASURY 0.250 05/31/25	06/15/2022	5,000,000.00	4,557,031.25	4,200.82	0.00	1,024.59	0.00	5,225.41
91282CFP1	US TREASURY 4.250 10/15/25	11/22/2023	8,000,000.00	7,905,937.50	156,994.54	0.00	27,868.85	170,000.00	14,863.39
91282CGR6	US TREASURY 4.625 03/15/26	04/29/2024	7,500,000.00	7,446,386.72	0.00	42,416.78	1,885.19	0.00	44,301.97
TOTAL			205,825,465.88	203,735,755.91	709,370.02	75,498.38	749,195.25	687,414.73	841,510.03

STABILIZATION									
06741FKP1	BARCLAYS BNK PLC 10/23/24	04/29/2024	10,000,000.00	9,734,991.67	0.00	0.00	0.00	0.00	0.00
06054NMG3	BOFA SECURITIES 12/16/24	03/22/2024	10,000,000.00	9,614,433.33	0.00	0.00	0.00	0.00	0.00
3133EN6A3	FEDERAL FARM 4.000 01/13/26	01/17/2023	10,000,000.00	10,032,100.00	86,666.67	0.00	33,333.33	0.00	120,000.00
3133EPC37	FEDERAL FARM 4.875 11/13/25	11/22/2023	10,000,000.00	9,989,910.00	186,875.00	12,187.50	40,625.00	0.00	227,500.00
3130AWER7	FHLBANKS 4.625 06/06/25	06/12/2023	8,000,000.00	7,993,360.00	118,194.44	0.00	30,833.33	0.00	149,027.78
3130AWER7	FHLBANKS 4.625 06/06/25	06/12/2023	2,000,000.00	1,998,327.50	29,548.61	0.00	7,708.33	0.00	37,256.94
62479LXK2	MUFG BANK NY 10/31/24	04/30/2024	5,000,000.00	4,863,533.33	0.00	0.00	0.00	0.00	0.00
TEXPOOL	TexPool	04/30/2024	29,761,042.64	29,761,042.64	0.00	0.00	169,086.45	169,086.45	0.00
TOTAL			84,761,042.64	83,987,698.47	421,284.72	12,187.50	281,586.45	169,086.45	533,784.72



Accrued Interest Schedule

IDENTIFIER	DESCRIPTION	SETTLE DATE	PAR VALUE	PRINCIPAL COST	BEGINNING ACCRUED INTEREST	PURCHASED INTEREST	CURRENT PERIOD ACCRUAL	INTEREST RECEIVED	ENDING ACCRUED INTEREST
GRAND TOTAL			479,367,453.48	474,166,459.58	1,362,301.99	96,245.66	1,467,127.19	1,284,268.77	1,716,019.90

Earnings by Fund

CUSIP	DESCRIPTION	ENDING PAR VALUE	BEGINNING BOOK VALUE	ENDING BOOK VALUE	FINAL MATURITY	COUPON RATE	YIELD	INTEREST EARNED	NET AMORTIZATION/ ACCRETION INCOME	NET REALIZED GAIN/LOSS	ADJUSTED INTEREST EARNINGS
2020 BOND SERIES											
21687ADF7	COÖPERATIEVE RABOBANK U.A., NEW YORK BRANCH 0.0 04/15/2024	0.00	4,989,130.56		04/15/2024	0.00	5.76	0.00	10,869.44	0.00	10,869.44
22533TFJ0	CREDIT AGRICULTURE NY 06/18/24	5,000,000.00	4,939,116.67	4,962,533.33	06/18/2024	0.00	5.82	0.00	23,416.67	0.00	23,416.67
4497W0FE3	ING US FUNDING 06/14/24	10,000,000.00	9,884,272.22	9,931,188.89	06/14/2024	0.00	5.83	0.00	46,916.67	0.00	46,916.67
62479LKX2	MUFG BANK NY 10/31/24	5,000,000.00	0.00	4,864,275.00	10/31/2024	0.00	5.49	0.00	741.67	0.00	741.67
TEXPOOL	TexPool	12,753,694.43	12,608,148.84	12,753,694.43	04/30/2024	0.00	5.31	65,771.85	0.00	0.00	65,771.85
TOTAL		32,753,694.43	32,420,668.28	32,511,691.65		0.00	5.58	65,771.85	81,944.44	0.00	147,716.29
BUILDING											
3133EN5Q9	FEDERAL FARM 4.500 01/10/25	5,000,000.00	5,005,324.83	5,004,762.34	01/10/2025	4.50	4.36	18,750.00	(562.48)	0.00	18,187.52
3130AMT85	FHLBANKS 0.400 06/28/24 '24	10,000,000.00	10,000,000.00	10,000,000.00	06/28/2024	0.40	0.40	3,333.33	0.00	0.00	3,333.33
3130ANNS5	FHLBANKS 0.500 08/28/24 '24	5,000,000.00	5,000,000.00	5,000,000.00	08/28/2024	0.50	0.50	2,083.33	0.00	0.00	2,083.33
3130AQCM3	FHLBANKS 1.000 12/20/24 '24	5,000,000.00	5,000,000.00	5,000,000.00	12/20/2024	1.00	1.00	4,166.67	0.00	0.00	4,166.67
3130ARD24	FHLBANKS 2.010 09/30/24 '24	10,000,000.00	9,857,382.03	9,880,890.49	09/30/2024	2.01	5.00	16,750.00	23,508.46	0.00	40,258.46
3130ATUC9	FHLBANKS 4.500 12/12/25	10,000,000.00	10,063,045.50	10,059,994.91	12/12/2025	4.50	4.10	37,500.00	(3,050.59)	0.00	34,449.41
62479LK46	MUFG BANK NY 10/04/24	10,000,000.00	9,742,183.33	9,783,766.67	10/04/2024	0.00	5.15	0.00	41,583.33	0.00	41,583.33
TEXPOOL	TexPool	15,799,127.44	15,629,919.36	15,799,127.44	04/30/2024	0.00	5.31	68,708.08	0.00	0.00	68,708.08
TEXSTAR	TexSTAR	30,696,002.27	30,562,723.64	30,696,002.27	04/30/2024	0.00	5.31	133,278.63	0.00	0.00	133,278.63
912828YE4	US TREASURY 1.250 08/31/24	5,000,000.00	4,975,591.80	4,980,409.21	08/31/2024	1.25	2.47	5,095.11	4,817.41	0.00	9,912.52
91282CED9	US TREASURY 1.750 03/15/25	15,000,000.00	14,545,398.82	14,584,588.57	03/15/2025	1.75	5.05	21,399.46	39,189.76	0.00	60,589.21
TOTAL		121,495,129.71	120,381,569.31	120,789,541.90		1.09	4.21	311,064.61	105,485.88	0.00	416,550.49
DEBT SERVICE											
89119AGN2	TD 07/22/24	20,000,000.00	19,670,222.22	19,758,555.56	07/22/2024	0.00	5.42	0.00	88,333.33	0.00	88,333.33
TEXPOOL	TexPool	14,532,120.82	12,006,128.92	14,532,120.82	04/30/2024	0.00	5.31	59,509.03	0.00	0.00	59,509.03
TOTAL		34,532,120.82	31,676,351.14	34,290,676.38		0.00	5.38	59,509.03	88,333.33	0.00	147,842.36

Earnings by Fund

CUSIP	DESCRIPTION	ENDING PAR VALUE	BEGINNING BOOK VALUE	ENDING BOOK VALUE	FINAL MATURITY	COUPON RATE	YIELD	INTEREST EARNED	NET AMORTIZATION/ACCRETION INCOME	NET REALIZED GAIN/LOSS	ADJUSTED INTEREST EARNINGS
OPERATING											
3135G04Z3	FANNIE MAE 0.500 06/17/25	7,500,000.00	7,200,343.04	7,220,681.75	06/17/2025	0.50	3.99	3,125.00	20,338.71	0.00	23,463.71
3135G03U5	FANNIE MAE 0.625 04/22/25	5,000,000.00	4,872,802.16	4,882,688.00	04/22/2025	0.63	3.15	2,604.17	9,885.84	0.00	12,490.01
31422XMV1	FARMER MAC 0.500 10/04/24 '23 MTN	5,000,000.00	5,000,000.00	5,000,000.00	10/04/2024	0.50	0.50	2,083.33	0.00	0.00	2,083.33
3133ENYX2	FEDERAL FARM 3.250 06/17/24	5,000,000.00	4,999,972.11	4,999,982.98	06/17/2024	3.25	3.25	13,541.67	10.87	0.00	13,552.53
3133EN7J3	FEDERAL FARM 3.875 02/02/26	7,500,000.00	7,483,188.62	7,483,939.13	02/02/2026	3.88	4.01	24,218.75	750.51	0.00	24,969.26
3133ENZ94	FEDERAL FARM 4.500 11/18/24	10,000,000.00	10,010,701.66	10,009,311.84	11/18/2024	4.50	4.32	37,500.00	(1,389.83)	0.00	36,110.17
3133EP7C3	FEDERAL FARM 4.625 04/01/26	7,500,000.00	0.00	7,444,413.14	04/01/2026	4.63	5.03	963.54	79.41	0.00	1,042.95
3130AWTQ3	FHLBANKS 4.625 09/11/26	25,000,000.00	24,801,371.53	24,808,044.38	09/11/2026	4.63	4.97	96,354.17	6,672.85	0.00	103,027.02
3130AXU63	FHLBANKS 4.625 11/17/26	8,000,000.00	7,988,500.05	7,988,859.42	11/17/2026	4.63	4.68	30,833.33	359.37	0.00	31,192.71
3134GXZT4	FREDDIE MAC 4.000 07/14/25 '24 MTN	5,000,000.00	5,000,000.00	5,000,000.00	07/14/2025	4.00	4.00	16,666.67	0.00	0.00	16,666.67
515327828	JPMorgan Chase Commercial Checking Account	102,516.74	1,070,011.42	102,516.74	04/30/2024	0.00	0.00	0.00	0.00	0.00	0.00
78015CDJ8	Royal Bank of Canada New York Branch 0.0 04/18/2024	0.00	9,973,650.00		04/18/2024	0.00	5.78	0.00	26,350.00	0.00	26,350.00
TEXPOOL	TexPool	75,850,754.01	93,371,870.05	75,850,754.01	04/30/2024	0.00	5.31	411,767.47	0.00	0.00	411,767.47
TEXSTAR	TexSTAR	12,293,646.98	12,240,269.35	12,293,646.98	04/30/2024	0.00	5.31	53,377.63	0.00	0.00	53,377.63
TXRANGE	Texas Range TexasDAILY Fund	5,578,548.15	5,554,403.52	5,578,548.15	04/30/2024	5.04	5.30	24,144.63	0.00	0.00	24,144.63
89233GDK9	Toyota Motor Credit Corporation 0.0 04/19/2024	0.00	4,985,950.00		04/19/2024	0.00	5.83	0.00	14,050.00	0.00	14,050.00
91282CCC3	US TREASURY 0.250 05/15/24	6,000,000.00	5,983,514.13	5,994,754.49	05/15/2024	0.25	2.61	1,236.26	11,240.37	0.00	12,476.63
912828ZT0	US TREASURY 0.250 05/31/25	5,000,000.00	4,825,844.85	4,838,138.16	05/31/2025	0.25	3.42	1,024.59	12,293.30	0.00	13,317.89
91282CFP1	US TREASURY 4.250 10/15/25	8,000,000.00	7,923,718.43	7,927,790.40	10/15/2025	4.25	4.90	27,868.85	4,071.97	0.00	31,940.82
91282CGR6	US TREASURY 4.625 03/15/26	7,500,000.00	0.00	7,446,543.26	03/15/2026	4.63	5.03	1,885.19	156.54	0.00	2,041.73
TOTAL		205,825,465.88	223,286,110.93	204,870,612.82		1.98	4.69	749,195.25	104,869.91	0.00	854,065.16
STABILIZATION											
06741FKP1	BARCLAYS BNK PLC 10/23/24	10,000,000.00	0.00	9,737,986.11	10/23/2024	0.00	5.54	0.00	2,994.44	0.00	2,994.44
06054NMG3	BOFA SECURITIES 12/16/24	10,000,000.00	9,628,766.66	9,677,866.66	12/16/2024	0.00	5.33	0.00	43,000.00	0.00	43,000.00

Earnings by Fund

CUSIP	DESCRIPTION	ENDING PAR VALUE	BEGINNING BOOK VALUE	ENDING BOOK VALUE	FINAL MATURITY	COUPON RATE	YIELD	INTEREST EARNED	NET AMORTIZATION/ ACCRETION INCOME	NET REALIZED GAIN/LOSS	ADJUSTED INTEREST EARNINGS
21687ADF7	COÖPERATIEVE RABOBANK U.A., NEW YORK BRANCH 0.0 04/15/2024	0.00	4,989,130.56		04/15/2024	0.00	5.76	0.00	10,869.44	0.00	10,869.44
3133EN6A3	FEDERAL FARM 4.000 01/13/26	10,000,000.00	10,019,162.96	10,018,281.23	01/13/2026	4.00	3.89	33,333.33	(881.73)	0.00	32,451.60
3133EPC37	FEDERAL FARM 4.875 11/13/25	10,000,000.00	9,991,735.93	9,992,155.43	11/13/2025	4.88	4.93	40,625.00	419.50	0.00	41,044.50
3130AWER7	FHLBANKS 4.625 06/06/25	8,000,000.00	7,996,045.57	7,996,320.82	06/06/2025	4.63	4.67	30,833.33	275.25	0.00	31,108.58
3130AWER7	FHLBANKS 4.625 06/06/25	2,000,000.00	1,999,003.94	1,999,073.28	06/06/2025	4.63	4.67	7,708.33	69.33	0.00	7,777.66
62479LX2	MUFG BANK NY 10/31/24	5,000,000.00	0.00	4,864,275.00	10/31/2024	0.00	5.49	0.00	741.67	0.00	741.67
62479LD85	MUFG Bank, Ltd., New York Branch 0.0 04/08/2024	0.00	9,989,091.67		04/08/2024	0.00	5.81	0.00	10,908.33	0.00	10,908.33
TEXPOOL	TexPool	29,761,042.64	29,190,481.19	29,761,042.64	04/30/2024	0.00	5.31	169,086.45	0.00	0.00	169,086.45
TOTAL		84,761,042.64	83,803,418.48	84,040,901.17		1.61	5.06	281,586.45	68,396.23	0.00	349,982.68
GRAND TOTAL		479,367,453.48	491,568,118.14	476,503,423.92		1.41	4.74	1,467,127.19	449,029.80	0.00	1,916,156.99

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