



Notice/Agenda of Regular

**The Board of Trustees
College of the Mainland
COM Conference Center
Monday, October 26, 2020
1200 Amburn Road
Texas City, TX 77591**

A Regular of the Board of Trustees of College of the Mainland will be held Monday, October 26, 2020, beginning at 1:30 PM in the COM Conference Center, 1200 Amburn Road, Texas City, Texas 77591.

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

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

1. **Call to Order**
2. **Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Minutes**
 - A. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, August 24, 2020
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Faculty Senate - Dr. R.E. Davis
7. **Title V Grant: El Camino Claro - A Clear Pathway to Student Success Year 5 Final Evaluation**
8. **Oct 2020-Non-Contractual Positions Minute Order**
9. **Oct 2020 - Non-Contractual Hiring Report**
10. **COM Theatre Update**
11. **Consideration of and Possible Action to Accept the Non-Contractual Hiring Report**
12. **Consideration of and Possible Action on the Appointment of Connor Clark to the Position of Student Life Specialist, Student Life Department**
13. **Consideration of and Possible Action to Approve the Guaranteed Maximum Price (GMP) as Proposed by Austin Commercial for: Construction of the New Industrial Careers Building; Construction of the New Police Department**

- Building; and Demolition of the Existing Police Department Building for a Not-to-Exceed Amount of \$35,855,317 to be Paid from 2018 Bond Funds**
14. **Consideration of and Possible Action to Award Contract 21-04 for the Purchase of Firewall Hardware, Configuration, Installation, and Licensing**
 15. **Consideration of and Possible Action to Approve an Increase to Contract 18-18 for an Additional \$16,000 to be Encumbered in Fiscal Year 19-20 and \$8,000 to be Paid from the MSI Grant Funds in Fiscal Year 20-21 for a Revised Contract Amount Not-to-Exceed \$314,000**
 16. **Consideration of and Possible Action to Set the Date for the December Board of Trustees Meeting**
 17. **Financial Report(s)**
 - A. Consideration of and Possible Acceptance of the August 2020 Investment and Financial Reports
 18. **Board Report**
 19. **President's Report**
 - A. Updates
 1. Update Report on Financial Aid Audit
 2. Update - Spring 2021 Instruction Delivery Plan
 - B. Reminders/Announcements
 - C. Resignations and Retirements Report
 - D. Miscellaneous Updates
 20. **Possible Action on Agenda Items, Including Closed Session Matters**
 - A. The Board of Trustees will review on the Ongoing TWIA Lawsuit.
 21. **Possible Action on Agenda Items, Including Closed Session Matters**
 22. **Adjourn**

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, Wednesday, October 21, 2020 3:00 P.M..



Rosie E. Rojas

Board Clerk

Administration

President Warren Nichols Ed.D.
Vice President Jerry Fliger, Ph.D.
Vice President Clen Burton, Ph.D.
Vice President Vicki Stanfield, Ed.D.



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 26, 2020
Subject: Full Board Minutes

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

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the Full Board Minutes of September 28, 2020."

PURPOSE

To ensure accuracy of the monthly minutes.

BACKGROUND

Minutes are brought forward every month for approval.

IMPLICATIONS

Financial: N/A

Strategic Goal #1: Strategic Goal #5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

Human Resources: N/A

Attachments

1. Minutes of 9/28/20

**College of the Mainland
Board of Trustees
Minutes of Monday, September 28, 2020
1:30 p.m., COM Conference Center**

Call to Order – Kyle Dickson called the meeting to order at 1:30 p.m.

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

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present.

Acknowledgement of Donations

City of Texas City EDC – Texas City Opening Doors Promise Scholarship

Air Products – P-Tech Scholarships

William and Genevieve McGarvey – LaMarque Promise Scholarship

Consulate General of Mexico – Scholarships

Hitchcock EDC – Hitchcock Promise Scholarship

ACU of Texas – Hitchcock Promise Scholarship

The Trustees acknowledged and thanked the following groups for their donations:

City of Texas City EDC, Air Products, William & Genevieve McGarvey, Consulate General of Mexico, Hitchcock EDC, & ACU of Texas.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, September 28, 2020

Don Gartman moved for approval of the Full Board Minutes of Monday, September 28, 2020.

Alan Waters seconded the motion; all voted in approval.

Comments from the Community

There were no comments from the community this month.

Constituent Leader Activity Reports

Faculty Senate – R.E. Davis updated the Board on faculty activities.

Professional Council – Christina Bergvall updated the Board on professional employee activities.

Student Life – Doug Alvarez & Tige Cornelius presented Elizabeth Urban, outgoing COM Student Government President, a plaque from the Texas Junior College Student Government Association (TJCSGA) for serving as Vice President (at the state level) FY19-20.

Second Public Hearing on Proposed 2021 Property Tax Rate

Board Chair, Kyle Dickson asked those present the following question: Does anyone from the public have any comments on the proposed 2021 tax rate?

No comments.

Consideration of and Possible Action to Adopt a Maintenance on Operations Tax Rate of .186771 and an Interest and Sinking Rate of .055192 for a Total Rate of .241963 per \$100 of Valuation for Fiscal Year 2020-2021

Don Garman moved the Board of Trustees adopt a maintenance on operations tax rate of .186771 (which is also the No New Revenue Rate) and an interest and sinking rate of .055192 for a total rate of .241963 per \$100 of valuation for fiscal year 2020-21. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action on Sale of Tax Foreclosed Property Located in Dickinson ISD

Don Gartman moved the Board of Trustees approve the sale of tax foreclosed property located at ABSTRACT 19 PERRY AUSTIN LOT 11 EXTN OF EMMITE SUBDIVISION OF OUTLOT 118, MORE COMMONLY KNOWN AS THE LAND AND IMPROVEMENTS LOCATED AT 3404 AVENUE D, DICKINSON, 154 S G MCCLENNY SUR N 2.2 FT OF LOT 18 BLK 3 BAY CLIFF in the amount of \$600. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action on the Appointment of Connor Clark to the Position of Student Life Specialist, Student Life Department

Alan Waters moved the Board of Trustees approve the appointment of Connor Clark to the position of Student Life Specialist, Student Life Department. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action on the Appointment Nomination of Ana Lisa Garza to the Position of Director of Enrollment Management, Strategic Enrollment Management Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Ana Lisa Garza to the position of Director of Enrollment Management, Strategic Enrollment Management Department. Bill Gartman seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Adoption of COM Policy DEC(LOCAL) Revisions

Bill McGarvey moved the Board of Trustees approve the adoption of COM Policy DEC (Local). Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Acceptance of the College's Investment Policy CAK(Legal) and CAK(Local), Investment Strategy and Clen Burton, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, as the College's Investment Officers

Alan Waters moved the Board of Trustees accept the College's Investment Policy CAK (Legal) and CAK (Local), Investment Strategy and Clen Burton, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, as the College's Investment Officers. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Initiation of a RN to BSN Degree at College of the Mainland and the Proposed RN to BSN Curriculum Plan of Study

Melissa Skipworth moved the Board of Trustees approve the initiation of a RN to BSN Degree at College of the Mainland and the proposed RN to BSN Curriculum Plan of Study. Don Gartman seconded the motion; all voted in approval.

Financial Report(s)

Consideration of and Possible Acceptance of the August 2020 Investment and Financial Reports

Don Gartman moved the Board of Trustees accept the August 2020 Investment Report and the August 2020 Financial Report. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Acceptance of the May 2020 and August 2020 Quarterly Investment Report

Don Gartman moved the Board of Trustees accept the August 2020 Quarterly Investment Report. Verna Henson seconded the motion; all voted in approval.

Alan Waters moved the Board of Trustees accept the May 2020 Quarterly Investment Report. Bill McGarvey seconded the motion; all voted in approval.

Board Report

No report.

President's Report

Updates

COM Foundation and Resource Development

Dr. Lisa Watson, Executive Director of COM Foundation and Resource Development, will Present a Foundation Fundraising Report

Dr. Lisa Watson presented an update on the Foundation Fundraising.

Dr. Lisa Watson, Executive Director of COM Foundation and Resource Development, will Present an Update on the Promise Scholarship

Dr. Lisa Watson updated the Board on the enrollment in the Promise Scholarship.

Maintenance Tax Campaign Presentation - Diane Burkett, Executive Director, Marketing and Public Affairs

Diane Burkett updated the Board on the maintenance tax campaign.

Reminders/Announcements

October Board of Trustees Meeting

October 26th, 1:30 p.m.,

League City Campus

1411 W. Main

League City, TX 77573

LGC 133 & LGC 134

Resignations and Retirements Report – report attached in BOT packet.

Executive Session 3:00 p.m.

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

Shaun Hodge of Hodge Law Firm will Provide the Board of Trustees with an Update on the Ongoing TWIA Lawsuit.

Per Texas Open Meetings Act Section 51.071

Discussion Regarding the Possible Purchase, Exchange, Lease or Value of Real Property Owned by College of the Mainland

Per Texas Open Meetings Act Section 551.072

Reconvene 4:10 p.m.

Verna Henson moved that the TWIA offer be rejected at this time. Don Gartman seconded the motion; all voted in approval.

Adjournment 4:11 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Kyle Dickson, Chair
Board of Trustees



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

A. Faculty Senate – Dr. R.E. Davis



COM | College of the Mainland®

College of the Mainland, “El Camino Claro: A Clear Pathway to Student Success.”

The Five-Year Plan

...a focus on

- The integration of interventions offered by Student Services and Instruction, which will remove the barriers that limit access to post-secondary education among low-income and Hispanic high school students
- Will substantially increase the percentage of COM students who apply for and receive financial aid and to remove the barriers that limit access to post-secondary education among low-income and Hispanic high school students.

Goal 1: College of the Mainland will remove obstacles to ensure that students have a successful start to their college experience.

- Objective 1.1. By Sept. 30, 2020, the number of full-time, degree-seeking students enrolled at COM will increase 11percent above the fall 2014 baseline enrollment of 992 students.
- Outcome: 22% - 1,211 or 109 over the goal
- Believed to be due to reverse transfer, students delaying 4-year enrollment, Promise Program, Collegiate High School students, advising onboarding improvements – full time is 15, as well as other outreach efforts.

Goal 1: College of the Mainland will remove obstacles to ensure that students have a successful start to their college experience.

- Objective 1.2. By Sept. 30, 2020, the percentage of students enrolled at COM applying for financial aid will increase by 16 percent over the 2013-2014 baseline of 52 percent to 60 percent.
- Outcome: AY 19-20 51%, Fall 2020, 56%
- The outcomes went up about two percentage points over AY 2018-2019 which shows progress is being made.
- It was believed that Promise Program helped.
- It was hoped that HB 3 will also support this effort in the future.

Goal 1: College of the Mainland will remove obstacles to ensure that students have a successful start to their college experience.

- Objective 1.3. The percentage of students enrolled at COM receiving financial aid will increase by 15% over the 2014 baseline of 38 percent in 2014 to 44 percent by the end of the grant period.
- Outcome: AY 2019-2020 - 40%, Fall 2020 – 43%
- Perhaps track Pell only in the future to better ensure equity and inclusion.

Goal 2: College of the Mainland will eliminate obstacles from the student's pathway as they proceed on their academic journey.

- Objective 2.1. By Sept. 30, 2020, the percentage of first-time, full-time, degree-seeking undergraduate students enrolled at COM graduating within three years of enrollment will increase by 10% over the baseline of 20% in 2014, to 30% at the end of the grant period.
- Outcome:
 - 2011 Cohort - 20%
 - 2012 Cohort - 22%
 - 2013 Cohort - 22%
 - 2014 Cohort - 21%
 - 2015 Cohort - 31%
 - 2016 Cohort - 24%
- 2011-2015 includes awards from any Texas Public higher education institution

Goal 2: College of the Mainland will eliminate obstacles from the student's pathway as they proceed on their academic journey.

- Objective 2.2. Over the five-year grant period, the percentage of first-time, full-time, degree-seeking undergraduate students who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at COM will increase by 11% over the baseline of 61% in fall 2014 to 72%.
- Outcome:
 - 2013 Cohort - 61%
 - 2014 Cohort - 66%
 - 2015 Cohort - 70%
 - 2016 Cohort - 63%
 - 2017 Cohort - 61%
 - 2018 Cohort - 64%
- National averages are high 50s to low 60s. COM is overperforming based on first time, full time cohort.

Summative Observations

Overall

- Collaboration among Student Services has grown exponentially; and,
- The culture of inquiry and assessment is stronger than it has ever been during the five years I have been evaluating the grant.

Summative Observations

Removing onboarding obstacles

- Removed high school transcript requirement to be admitted.
- Removed onboarding obstacles.
 - Better communication
 - Automated processes
 - Virtual delivery of student services (partially due to Covid-19). Everything a student needs can be done remotely.
- Advisor is now assigned at point of application.

Summative Observations

Removing onboarding obstacles

- Impactful rates between advisor and student have been improved – “we plan them out until completion.”
- Every office is looking at and responding to data in a much more meaningful manner.
- OPARE helped to de-mystify the use of data therefore strengthening the relationship between OPARE and Student Services.
- We have taken a “meet them where they’re at” position to deliver financial aid education and other services.
- We have provided unknown information and removed misinformation which students and families might have been thinking regarding financial aid.

Summative Observations

Removing pathway obstacles

- The development of the co-requisite model for developmental education has improved course success and progression rates.
- The Minority Males for Excellence program continues to grow and support student success.
 - Tutoring, computer labs, and advising are all located in one location
 - Students plans of study are planned out through completion
 - Services continue to assist students with
 - Understanding college lingo
 - Develop a sense of belonging at COM
 - Scholarship applications
 - John Maxwell Leadership Program to establish future leaders for the program

Summative Observations

Removing pathway obstacles

- Advising has improved in multiple ways
 - Students at 42 hours are proactively and intentionally helped to prepare to graduate.
 - The advising nudging plan includes four standard nudges and two additional optional nudges all designed to assist the student with reenrollment.
 - Impactful rates are at about 80%
- Professional development opportunities were abundant.
 - Participation in John Gardner and NACADA's Excellence in Academic Advising
 - RNLNC
 - State conferences
 - NACADA and other related NACDA institutes

Summative Observations

Removing pathway obstacles

- Instruction has become much more involved with the nudging plans to assist students to improve course success and progression outcomes.
- The grant was able to fund platforms and services which made the work of Student Services and Instruction much more efficient.
 - ZogoTech™
 - Navigate™
 - Data Warehouse
 - Quality Matters™
 - Blackboard and Blackboard Collaborate™

Summative Observations

Removing pathway obstacles

- The early warning system has been improved with increased faculty and staff use
 - The system is embedded into the advising outreach plan.
 - It is managed using Navigate which is much more effective than previous systems.
 - The system closes all loops between advising, student, faculty, and referral offices.
 - The system uses multiple modes for communication—phone, text, SMS, and email.
 - It seems the rules of engagement have been established and are being followed.
 - Referrals during spring semester 2020 doubled.

Summative Observations

Removing pathway obstacles

- The early warning system has been improved with increased faculty and staff use
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 - Referrals during spring semester 2020 doubled.

Summative Observations

Removing pathway obstacles

- OPARE has established dashboards for Student Services so ongoing tracking and assessment is much more efficient.
- Academic support functions have improved in the tutoring center with EAB kiosk scheduling and early alert referrals automatically going to the tutoring center.
- ZogoTech and OPARE have partnered to develop a pilot to identify students who could graduate or get a certificate (or are close to the credential) and have not. So far 100 student have been identified. This is the perfect opportunity to grant the credential with very little red tape. Just give it to them.



Tim Culver, PhD
Vice President, Student Success

Tim.Culver@RuffaloNL.com
RuffaloNL.com

720.635.2531 **mobile**



THEATRE

2020 - 2021

Gettin' Back to Business...

Who's
Ready?!





VIRTUAL MAJORS MEETING

- August 2020
- Welcome back returning majors
- Introduce new majors
- Set standards & expectations

HYBRID & F2F THEATRE CLASSES

- Acting and Stage Movement Face-to-Face
- Stagecraft and Costume Technology Hybrid / Split Schedule
- Temp checks before entry
- Masks / Shields
- Social distancing





COM
College of the Mainland.

2020-2021 *Season*

COM THEATRE
THE BIGGEST LI'L THEATRE IN TEXAS

THEATRE / SAFETY IN REHEARSAL

- Temperature checks upon entrance.
- Masks / Shields at all times during rehearsals and when not onstage during performances.
- 6 ft. Distance at all times during rehearsal / performances.
- Maintaining “Bubble Integrity”.



COM THEATRE
THE BIGGEST LIT THEATRE IN TEXAS

PRESENTS

THE VOICE OF THE PRAIRIE

STREAMING ONLINE!

Sept. 23 - Oct. 11th!

- Tickets \$10 -

409-933-8345 for Details!



COM THEATRE
THE BIGGEST LI'L THEATRE IN TEXAS

P R E S E N T S

**ROSENCRANTZ
AND GUILDENSTERN
ARE DEAD**

NOV. 5 – NOV. 22

THURSDAYS THROUGH SATURDAYS AT 8 P.M.
SUNDAYS AT 2:30 P.M.

**Limited LIVE Seating &
Streaming Online!**



www.com.edu/theatre



COM THEATRE / SAFETY IN PERFORMANCE

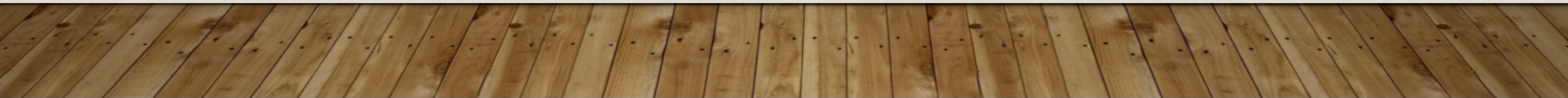
- Temperature checks upon entrance.
- Masks worn by patrons at all times.
- 50% capacity and socially distant seating charts for patrons and staging for actors



THE SHADOW BOX

STUDIO SHOW

Student directed, designed, and performed.



A Divine Kerfuffle - ZOOM Play Reading

Oct. 9th - featuring Alley Theatre actresses Julia Krohn and Melissa Pritchard

PROFESSIONAL PLAY READING

- NEW Original play by H. Russ Brown.
- Featuring two actresses from the Alley Theatre reading the lead roles.
- Question / Answer session about the professional industry following.





PROFESSIONAL VIDEO SHOOT

9 students paid for 3-day video promo shoot for Texas City / Terror Isle Escape Room



PROFESSIONAL HEADSHOT SESSIONS

Socially distant headshot sessions with professional Houston photographer.



MAGIC HOUR – STAGE DIALECTS

Special skills training via weekly ZOOMs in dialects for the stage – 15 dialects in one semester.

“*People Should Constantly Mock Friends & Neighbors*” Cheat Sheet
H says...

“Howdy! You must be **BRITISH (RP)** because your...”

PLACEMENT is

- **Jaw** relaxed
- **Mouth** in slightly more closed than Gen. American.
- **Tongue** held forward in the mouth
- **Lips** held slightly forward
- **Muscles** at corner of mouth are slightly tensed
- **Point of Articulation** where the tongue touches to form D
- **Point of Resonance** is forward on the hard palate

SUBSTITUTIONS are

- **Non-Rhotic** – R is generally...
 - Dropped at the end of a word
 - *car, far, father, for, ever, door*
 - Dropped before another consonant
 - *heart, first, work, word, marble*
 - Normal ‘retroflex’ R at the beginning of a word
 - “Phantom” or lightly tapped when between two vowels
 - *orange, Irish, Arab, moron*
- **Intrusive R** – Drawing becomes *drawing*. Diana and I become *Diana Rand I...*
- **Linking R** – R at the end of a word becomes linked to a vowel at the beginning of the next word

My brother and I – my brothe *rand* I...
Lis... and an... laz... is... higher than Gen. American...
lord, liquid, ...nce, call, mail-order, philosophy

- B – lips together slightly longer than in Gen. American – occasionally there is a “phantom M” beforehand

...ing, ...ing, ...ing

- A – Typically like the a: in father

...s, an...
...ceptions using the a in that include *gas, mass, janky, glacier* (but *glacial* uses the eɪ). **WHEN IN DOUBT: LOOK UP THE PROPER PRONUNCIATION AT...**

<http://dictionary.cambridge.org/us/dictionary/british/>

- **For** – pronounced with a schwa ə before a consonant or semi-vowel
 - *fə you, fə me, fə them*
 - Before a vowel the r is linked to the vowel and lightly tapped
 - *fə rus, fə rothers, fə rall*

COM THEATRE
THE BIGGEST LI'L THEATRE IN TEXAS

**OUR STAGE
IS YOUR
CLASSROOM**



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 26, 2020
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on October 26, 2020.

MINUTE ORDER

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

PURPOSE

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

BACKGROUND

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

IMPLICATIONS

Financial:

Admissions Specialist - \$31,685 from budget 11-0-0000-4102-5160

Police Officer - \$52,715 from budget 11-0-0000-5151-5160

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

Attachments

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Admissions Specialist	Admissioins	Within a centralized admissions office, Admissions Specialist process student applications, advises potential students on admissions requirements and options, evaluates transcripts, and perform college administrative and clerical activities when needed.	Replacement for Kristeona Nelson.	Juliana Arenas-Purvinis	\$31,685	\$31,685 - \$39,606 - \$47,527
2	Police Officer	Campus Police	Provides safety and security for staff, students and visitors. Performs law enforcement duties in controlling and analyzing crime scenes, establishing order at traffic accidents and identifying and enforcing parking violations.	Replacement for Alfonso Tijerina.	Craig Kirkpatrick	\$52,715	\$42,172 - \$52,715 - \$63,258
3							
4							
5							
6							



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 26, 2020
Subject: Recommendation – Associate Degree Nursing Faculty (Replacement)

Presented for recommended approval to the Board of Trustees on October 26, 2020 and forwarded for recommended approval to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Rachel Boaz to the position of Associate Degree Nursing Faculty, Nursing Department.”

PURPOSE

This position will be responsible for providing instruction within the appropriate department/program. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation. Serves on College committees as needed and assigned. Participate in student orientated instructional and advisement activities as needed and assigned.

BACKGROUND

This position is replacing Nancy Theriault who resigned August 31, 2020.

IMPLICATIONS

Financial: \$61,600 from budget 11-0-0000-1302-5100.

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

ATTACHMENTS

1. Appointment Nomination



Minute Order

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: October 26, 2020

Subject: Contract 20-29, Construction Projects Package Two (CPP#2)
New Industrial Careers Building (ICB)
New Police Department Building (PD)
Demolition of Existing Police Department Building (XPD)

AGENDA ITEM DESCRIPTION:

Approval of Contract 20-29 Construction Projects Package Two (CPP#2) Guaranteed Maximum Price (GMP)

FUNDING SOURCE: 2018 Bond Funds

PURPOSE

Construction of projects identified in COM's Master Plan and included in the 2018 Bond Program.

PROPOSED MOTION:

"I move the Board of Trustees to approve the Guaranteed Maximum Price (GMP) as proposed by Austin Commercial for: construction of the new Industrial Careers building; construction of the new Police Department building; and Demolition of the existing Police Department building for a not-to-exceed amount of \$35,855,317.00 to be paid from 2018 Bond Funds."

BACKGROUND: On June 22, 2020 the Board of Trustees approved the recommendation to award a Contract Manager-At-Risk (CMaR) contract to Austin Commercial for three (3) 2018 Bond projects: construction of a New Industrial Careers building, construction of a New Police Department building and demolition of the existing Police Department building. The form of contract is Cost of the Work plus a fee not to exceed the Guaranteed Maximum Price (GMP). In accordance with the contract, Austin Commercial has submitted a Guaranteed Maximum Price Proposal for this work. COM will pay only for the actual cost of the work, not-to-exceed the approved GMP.

ATTACHMENTS

Austin Commercial's Guaranteed Maximum Price (GMP) Proposal
PBK's letter recommending approval

10200 Grogans Mill Road, Suite 230
The Woodlands, Texas 77380
Phone: 281-528-1697
Fax: 281-882-3285
PBK.com

October 14, 2020

VIA: E- MAIL

Mr. Charlie King
Director of Facilities and Maintenance
College of the Mainland
1200 Amburn Road
Texas City, TX 77591



Re: Industrial Careers Building & Campus Police Department Building
College of the Mainland
PBK Project Number: 19396 & 19397

Dear Mr. King,

On Tuesday, October 13, 2020, Austin Commercial submitted their final Guaranteed Maximum Price (GMP) Proposal for the new Industrial Careers Building, the new Campus Police Department Building, and the demolition of the existing Police Department Building projects at College of the Mainland.

After a thorough review of the submitted Guaranteed Maximum Price Proposal, PBK hereby recommends acceptance of the GMP Proposal, as submitted by Austin Commercial, in the amount of Thirty-Five Million Eight Hundred Fifty-Five Thousand Three Hundred Seventeen Dollars and Zero Cents (35,855,317.00).

We would like to express our sincere thanks to you, the Board of Trustees, and all the College of the Mainland staff for their assistance in the planning of these projects. We look forward to a successful construction phase for the Industrial Careers Building & Campus Police Department Building.

If you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in blue ink that reads 'Alan Stils'. The signature is fluid and cursive, with a long horizontal line extending to the right.

Alan Stils, AIA, LEED AP BD+C
Partner \ \ Higher Education Regional Manager

**Exhibit A – Attachment 1
GUARANTEED MAXIMUM PRICE PROPOSAL**

GMP PROPOSAL submitted < October 13, 2020 >

Construction Manager (CM): Austin Commercial, LP

Owner: College of the Mainland

The CM hereby submits to the Owner for the use and benefit of The College of the Mainland pursuant to the provisions of the Agreement, by and between the Owner and CM as Constructor, where the basis of payment is the Direct Construction Cost Plus a Fee with a Guaranteed Maximum Price (GMP), a Guaranteed Maximum Price (GMP) for the Construction Projects Package Number Two (CPP2) consisting of two (2) 2019 G.O. Bond Projects (as defined in the Agreement): New Industrial Careers Building; and New Police Department Building, based on Contract Documents (as defined by the Agreement) developed for CPP2, as follows.

1. For Cost of the Work the not-to-exceed amount:	<u>\$ 30,406,319</u>
2. For General Conditions Cost the not-to-exceed amount:	<u>\$ 1,954,283</u>
3. For CM’s Contingency the not-to-exceed amount:	<u>\$ 894,954</u>
4. For CM’s Construction Phase Fee , the lump sum amount:	<u>\$ 894,985</u>
5. For Owner’s Special Cash Allowance , the lump sum amount:	<u>\$ 40,000</u>
6. For Owner’s Construction Contingency , the lump sum amount:	<u>\$ 1,664,778</u>

[This is a lump sum amount from which changes are to be paid in accordance with the Agreement. Any unused amount will be deducted from the Guaranteed Maximum Price by Change Order:]

7. **TOTAL PROPOSED AMOUNT** (Total of line items 1 through 6): \$ 35,855,317

This amount shall be the **Guaranteed Maximum Price (GMP)**, which CM hereby guarantees to the Owner.

Corporations/LLC’s: Attest:

DocuSigned by:
Justin B. Holt
Signature _____
A4F59E99F8FC40D...
Corporate Secretary

Name: Justin B Holt

[Print or Type]

Title: Secretary of Austin Commercial, Inc. general partner of Austin Commercial, LP

Date Signed: Oct-15-2020

(Other business forms - Witness)

SEAL:

DocuSigned by:

Robert Ty Taylor
Signature _____
F2AA4788FEA64B6...
CONSTRUCTION MANAGER

Name: Robert Ty Taylor

[Print or Type]

Title: Vice President of Risk Management, Austin Commercial, Inc., its general partner

Date Signed: Oct-15-2020

CONTENT APPROVED
Signature _____
Warren Nichols, Ph.D. President
Date Signed: _____



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 26, 2020
Subject: Agenda Item for COM Board of Trustees Meeting

AGENDA ITEM DESCRIPTION:

Discussion and possible action to award contract 21-04 for the purchase of firewall hardware, configuration, installation, and licensing.

FUNDING SOURCE:

Fund Balance Project Number: 2021-12

PURPOSE

Provide protection of network access to and from the campus.

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees approve award of contract 21-04 to Solid IT for the purchase of firewall hardware, configuration, installation, and licensing not-to-exceed \$130,000.00 to be paid from fiscal year 2021 fund balance item 2021-12."

BACKGROUND

The existing firewall is approaching the end of its serviceable lifecycle. College of the Mainland evaluated proposals from two Texas Department of Information Resources (DIR) contractors. The proposal submitted by Solid IT offers a highly available, high throughput industry leading product in accordance with the state cooperative purchasing agreement under the Department of Information Resources (DIR). Therefore, the competitive procurement requirement has been satisfied in accordance with Texas Education Code 44.031.

ATTACHMENTS

Solid_IT_N.016759.v3.7Fortigate

Submittal approved by the President on 10/26/2020



Contact: Deke Kemp
Phone: 281-636-0244
Email: dkemp@soliditnetworks.com
Web: <http://www.solidit.com>

Solid Relationships, Solid Solutions

Fortinet 1100 - DIR-TSO-4296

Quote #016759

Version 3

Prepared for:

College of the Mainland



Contact: Deke Kemp
 Phone: 281-636-0244
 Email: dkemp@soliditnetworks.com
 Web: http://www.solidit.com

PREPARED FOR:
College of the Mainland Aaron Hensley 1200 Amburn Road Texas City, TX 77591 ahensley@com.edu (409) 938-1211

DATE	NUMBER	VER
06/18/2020	016759	3

PROJECT
Fortinet 1100 - DIR-TSO-4296

Fortigate 1100E- 5 Year option

ITEM	DESCRIPTION	LIST	PRICE	QTY	TOTAL
FG-1100E-BDL-950-60	FORTIGATE-1100E H/W PLUS 5YR 24X7	\$106,250.00	\$58,426.88	2	\$116,853.76
Fortigate 1100E- 5 Year option Subtotal					\$116,853.76

FortiAnalyzer

ITEM	DESCRIPTION	LIST	PRICE	QTY	TOTAL
FAZ-VM-BASE	FORTIANALYZER-VM BASE LIC 1G LOGS 500G	\$1,800.00	\$1,118.34	1	\$1,118.34
FAZ-VM-GB5	FORTIANALYZER-VM ADD 5G LOG 1TB STOR	\$1,800.00	\$1,118.34	1	\$1,118.34
FC2-10-LV0VM-248-02-60	5YR SUP 24X7 FORTICARE F	\$5,800.00	\$4,595.34	1	\$4,595.34
FortiAnalyzer Subtotal					\$6,832.02

Pro Services

ITEM	DESCRIPTION	LIST	PRICE	QTY	TOTAL
SRV-SIT-NW-INSTALL	Network Installation	\$7,875.00	\$6,300.00	1	\$6,300.00
Pro Services Subtotal					\$6,300.00

Quote Totals

SECTION	TOTAL
Fortigate 1100E- 5 Year option	\$116,853.76
FortiAnalyzer	\$6,832.02
Pro Services	\$6,300.00
Total	\$129,985.78

Additional Taxes or shipping charges may apply. Payments by credit card will be subject to an additional 4% processing fee. Manufacturer and Distribution warranty, cancellation, and return policies will apply. Please note that pricing data is updated frequently and may change without notice.
 Solid IT Networks, Inc. asserts the information submitted in connection with this quotation is confidential, and if released, may give advantage to a competitor, and therefore should not be disclosed to third parties. In addition, Solid IT asserts the information submitted contains internal proprietary methods in preparing the network configuration and implementation of the work and also may constitute trade secrets which should not be disclosed.

Signature _____ Date _____

 **Note**

Tariffs on products imported from certain foreign countries are being imposed at this time. Additional tariffs may be implemented. This may result in higher list prices on affected SKUs. We will be working closely with our networking manufacturers to try to minimize the effect for our customers. Note that we do not have control over product availability, import issues or border delays and this may result in orders being received after tariffs are increased and hence additional costs. We recommend that orders be processed ASAP. If necessary, Solid IT will be issuing revised quotes. Should this occur, Solid IT will commit to maintaining the percentages off list reflected in this proposal.



PRESIDENT'S OFFICE

Minute Order

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 26, 2020
Subject: Agenda item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Increase to Contract 18-18: Blackboard Software

FUNDING SOURCE:

Fiscal Year 19-20 Operating Budget: 11-0-0000-5149-5639
Fiscal Year 20-21 MSI Grant: 32-0-5183-1199-5325

PURPOSE

Provide contract funding to support virtual learning environment storage cost associated with the Blackboard platform for 2019 - 2022.

PROPOSED MOTION:

Suggested Motion:

“I move the Board of Trustees approve an increase to Contract 18-18 Blackboard for an additional \$16,000.00 to be encumbered in fiscal year 19-20 and \$8,000.00 to be paid from the MSI grant funds in fiscal year 20-21 for a revised contract amount not-to-exceed \$314,000.00.”

BACKGROUND:

In August 2018 the Board of Trustees approved the subject contract 18-18 to purchase Blackboard software modules including Collaborate/Learn, Grades Journey Extract and Blackboard Ally for a period of four years for an amount not-to-exceed \$290,000. The current contract has two (2) annual renewals remaining. Due to COVID-19 conditions resulting in an increased need for a virtual instruction environment, the storage demands of the software exceeded the allowance offered which resulted in an overage cost to COM based on terabyte usage in the amount of \$16,000 for fiscal year 2019-2020 and \$8,000 for fiscal year 2020-2021. Therefore, it is the recommendation of Administration to increase the current contract for the overage in storage used and to purchase additional storage for a total increase of \$24,000 to support future online instruction needs.

ATTACHMENTS

Blackboard Proposal N2020-216
Blackboard Invoice 1356202

Blackboard

Blackboard Inc.
 11720 Plaza America Drive
 Floor 11
 Reston, VA 20190
 United States

Bill To

College of the Mainland
 Bradley Denison
 1200 Amburn Road
 Texas City TX 77591-2435
 United States

Please Remit**Checks:**

Blackboard Inc
 P.O. Box 200154
 Pittsburgh, PA 15251-0154
 United States

Electronic Fund Transfers:

Account Name: Blackboard Inc.
 Account Number: 3300605682
 ABA Wires & ACH: 121140399
 Swift Code: SVBKUS6S
 Bank Name: Silicon Valley Bank
 Bank Address: 3003 Tasman Drive
 Santa Clara, CA 95054

INVOICE

Invoice Date:	Oct 12, 2020
Invoice Number:	1356202
Customer No:	306051
Customer PO:	
Payment Terms:	Net 30
Due Date:	Nov 11, 2020
Project ID:	

Billing Questions

Email: Operations@blackboard.com
FEIN (USA): 52-2081178
GST (CANADA): 86533 4619 RT0001;BC PST10163504

Quantity	UOM	Product Code	Description	Net Amount
2.00	EA	AS-SAAS-STO-OVG	LRN SAAS STO 1 TB OVERAGE Sep 01, 2019 - Aug 31, 2020	16,000.00

*Contracted Storage for the period of 9/1/2019 to 8/31/2020 was 1 TB
 Peak Storage consumption as of 8/31/2020 is 2,438 GB
 Usage exceeded contracted amount by 2 TB
 Excess 2 TB Storage billed at \$8,000/TB*

Subtotal: USD 16,000.00

Amount Due: USD 16,000.00

Please indicate your institution name and invoice number(s) on remittance to ensure proper application of payment. Failure to comply with this request may result in returned payment.

Blackboard

11720 Plaza America Dr
Reston, VA 20190
blackboard.com

Dear **College of the Mainland**,

Blackboard values the partnership we have with our clients through the continued adoption and enhancement of your digital education environment.

Attached you will find a report that provides visibility of your institution's use of **Blackboard Learn SaaS** as well as an invoice for excess use beyond your current licensed entitlements.

This invoice is for excess consumption of **Blackboard Learn SaaS Storage** as defined in the most current product/services agreement for **College of the Mainland**. Additional storage allotments are licensed in units of 1 TB. For the period of **9/1/2019 to 8/31/2020**, **Storage** consumption exceeded contract entitlement of **1 TB** and as a result, an additional **2 TB** has been assessed.

We understand the importance of appropriately resourcing your environment to support your growth. Without a modification to your Blackboard license, additional invoices may be sent if usage continues to exceed the licensed entitlements in your contract. If you would like to expand your contractual entitlements for future terms to reflect your current usage needs, please contact your Account Executive.

Attached you will find your Blackboard service agreement for the term applicable to this invoice. The current Blackboard Learn SaaS Specification and Service Levels guide outlines the default storage included in Learn SaaS packages. Both this guide and the current Storage Rate Card can be found on Behind the Blackboard here:

https://blackboard.secure.force.com/btbb_articleview?id=kA570000000PB0o

In order to help you proactively manage your environment and control costs, Blackboard provides a variety of resources that allow each client to monitor their usage and manage their storage footprint.

- As a Learn SaaS, customer, you can access your **Insight report** directly from the Administrator panel in Blackboard Learn. For guidance on accessing and reading this report, please visit:
https://help.blackboard.com/Learn/Administrator/SaaS/System_Management/Reports/Insight_Report
- A number of tools exist within the Blackboard Learn application that offer you control over your storage usage. These are outlined in Understanding & Managing Learn SaaS Storage webinar recording: <https://www.youtube.com/watch?v=RnNKRMcAG2w> and the following resources:
 - Blackboard Learn SaaS Best Practice: Limit Course Size
https://help.blackboard.com/Learn/Administrator/SaaS/Courses/Manage_Courses/Best_Practice_Limit_Course_Size

Blackboard

11720 Plaza America Dr
Reston, VA 20190
blackboard.com

- Course Auto-archives definitions/resources
https://help.blackboard.com/Learn/Administrator/SaaS/Courses/Create_Courses/Export_Archive_and_Restore_Courses/Archive_Courses#automatic-course-archives_OTP-1
- KB article about full archives
https://blackboard.secure.force.com/btbb_articleview?id=kAA1O000000KyxV

As your partner, we are here to help.

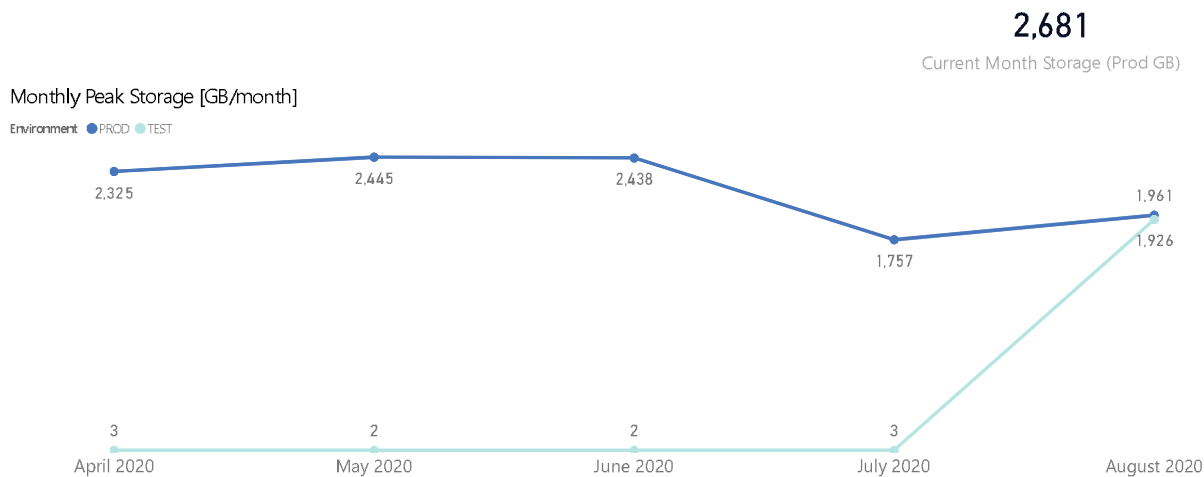
- For technical questions about Learn SaaS storage, please submit a Client Support ticket on [Behind the Blackboard](#).
- For questions related to your specific usage and entitlements, please contact our Usage team at UsageQuestions@blackboard.com.
- For questions about your invoice, please contact Tom Sweeney on our Accounts Receivable team at Tom.Sweeney@Blackboard.com.

Learn SaaS Storage Usage | Client View

Environment
All

College of the Mainland

Active URL's
comsas-test:blackboard.com
de.com.edu
DECOMM-2020-10-06-14-15-41-



Blackboard

This Blackboard Order Form ("Order Form") by and between Blackboard (as defined below) and College of the Mainland ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary"). This Order Form shall become effective on the Effective Date. This Order Form, together with the Blackboard Master Agreement dated August 1, 2016 and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary. Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Blackboard to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Product and Pricing Summary

Qty	Product Name	Product or Service Description	Renewal Term 1 (USD) (9/1/2017 - 8/31/2018)	Renewal Term 1 (USD) (9/1/2018 - 8/31/2019)	Renewal Term 1 (USD) (9/1/2019 - 8/31/2020)	Renewal Term 1 (USD) (9/1/2020 - 8/31/2021)	Renewal Term 1 (USD) (9/1/2021 - 8/31/2022)
1	AS-HST-MIGR-SAAS	Blackboard SaaS Hosting Migration Fee	\$25,000.00	NA	NA	NA	NA
1	AS-GRADEJRNEXT	Grades Journey Extract	\$12,000.00	NA	NA	NA	NA
1	AS-ALY-BBL-P	Blackboard Ally Package for Learn (2,001 - 4,000 FTE)	\$12,000.00	\$5,000.00	\$6,000.00	\$7,000.00	\$7,000.00
1	SAAS2-LE2-HE-P	Blackboard Learning Essentials Package - SaaS Plus (2,001 - 4,000 FTE) consists of: Blackboard Learn SaaS Deployment Web Conferencing SaaS Deployment	\$64,000.00	\$65,000.00	\$66,000.00	\$67,000.00	\$67,000.00
1	AS-MIGR-ARCHIVE	Blackboard Learn Migration Archive	\$0.00	NA	NA	NA	NA
Total			\$113,000.00	\$70,000.00	\$72,000.00	\$74,000.00	\$74,000.00

DESIGNATED SERVER SITE: SaaS


* Parallel Environment: For 120 days after the date this Order Form is signed, Customer may continue to operate one production copy of Customer's current Software License, including Support and Maintenance (the "Existing Software License") concurrently with one production copy of the Software License the Customer is purchasing herein (the "New Software License") for no additional charge subject to the terms of Customer's Existing Software Schedule, solely for the purposes of migrating to the New Software License. After such 120 day period, if Customer wishes to continue to operate the Software with both concurrent copies in production, the then-current pricing for an annual parallel license shall apply. Or, if Customer does not wish to continue using their Existing Software License in a parallel environment, then the Old Software License will be terminated in its entirety on the 121st day after this Order Form is signed.

B. Term

1. **Renewal Term:** Unless otherwise specified in the Product or Service Description above, the Renewal Term shall be September 1, 2017 through August 31, 2022
2. Unless otherwise specified in the Product or Service Description above, this Order Form shall be renewed automatically for Successive periods of one (1) year (each a "Renewal Term") after the expiration of the Renewal Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. **Effective Date:** September 1, 2017.

C. Payment Terms

1. All initial and subsequent payments shall be due Net 30. Unless otherwise specified, all dollars (\$) are United States currency.
2. Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.
3. Customer shall receive a onetime credit in the amount of \$ \$1,478.87 for Term 1 to be applied their invoice provided this Order Form is executed by June 30, 2017.

Customer: College of the Mainland
Signature 
Name (printed) WARREN NICHOLS
Title (printed) PRESIDENT
Date


Blackboard Inc. ("Blackboard")
Signature 
BILL JONES
Name (printed) DEPUTY GENERAL COUNSEL
Title (printed) 6/21/2017
Date

EXHIBIT TO
BLACKBOARD ORDER FORM
STATEMENT OF WORK

This Work Statement is a preliminary expectation of both Blackboard and College of the Mainland ("Customer") of the services that may need to be performed. As such it may be modified by a writing approved by the designated representatives of each Blackboard and Customer. The work described below is intended to be performed on a fixed and firm price basis.

This Statement of Work (SOW) is an exhibit to the Order Form between Blackboard and Customer which is hereby referenced and incorporated into this SOW and will legally control the delivery of services.

1 Scope of Services

Based on discussions with the customer and our derived understanding, Blackboard will deliver the following Services:

Grades Journey Extract

1.1 Project Management

Project Management facilitates communication within Blackboard and with the customer related to this engagement, and coordinates Blackboard's activities for this engagement. The goal of Project Management is that project objectives and milestones are met in a timely and cost effective manner. To achieve these outcomes, Blackboard will appoint a Project Manager who will be responsible for the overall engagement delivery, documentation, status reporting, and resource management.

1.2 Consulting Services

1.2.1 Grades Journey Extract

1.2.1.1 Scope

The objective of the Grades Journey Extract service is to assist Customers with the implementation of the Blackboard Learn Grades Journey functionality that was introduced in the Learn 2015 release. This services includes

- Documenting decisions regarding key data elements in the Grades Journey Integration Workbook for later Customer use.
- Identification of basic data elements, behaviors and business rules in order to automate processes for assignment and grade column creation in Blackboard Learn
 - Flat-file/delimited data supports the creation of assignments and weighted grade columns
 - LIS 2.0 supports the creation of manual or weighted grade columns
- Knowledge Transfer of file formatting requirements for inbound and outbound data
- Knowledge Transfer for configuration of process scheduling, data pick-up/delivery and email notification.
- Knowledge Transfer of grade approval workflow from within Grade Center
- Knowledge Transfer of administrative tasks related to Grades Journey grades approval workflow

1.2.1.2 Work Product

- Business process requirements documentation (Grades Journey Integration Workbook)
- Configuration and end-user documentation (Grades Journey Configuration and User Guide)

1.2.1.3 Customer Requirements/Assumptions

- In all cases:
 - Customer is on Blackboard Learn 9.1 2015 Q4 release
 - Customer is responsible for providing/maintaining:
 - Interfaces and methods for generating all information to be consumed by Learn
 - Interfaces and methods for consuming information generated from Learn
 - Blackboard does not provide or maintain software that interacts directly with Customer databases
- For implementations using Flat-file/delimited data format:
 - Where Learn is hosted by Blackboard or the customer restricts filesystem access, the customer must provide a secure file transfer service to/from which files may be exchanged with the Learn platform. Supported transfer methods for Learn Managed Hosted include FTP, SFTP, SCP, FTPS. Learn SaaS only supports the SFTP transfer method.
 - Where Learn is hosted by the customer, files may be picked-up and delivered to local Learn server directory
 - Grades Journey
 - can create calculated/weighted grade columns in Learn
 - can create assignments in Learn
 - can export grade data from Learn
 - cannot create manual grade columns in Learn
- For implementations using the IMS LIS 2.0 format:

- The Customer must provide interfaces and methods which can generate LIS messages to insert data into Learn and make requests to Learn to retrieve grade data
- Grades Journey LIS interfaces in Learn are “passive” and do not initiate communication
- Grades Journey
 - Can create calculated/weighted and manual grade columns in Learn
 - Cannot create assignments in Learn
 - Provides an standards-based interface from which other systems can retrieve grade data
- The scope of this service does not include any implementation using The Grades Journey RESTful web services
- High level of participation from Customer IT, Registrar, resources with comprehensive knowledge of the SIS, and other enterprise data repositories, and overall business policies relating to grading.
- Unless otherwise specified, all work will be delivered remotely.
- Timely response from the Customer project leadership with regard to scheduling workshops and onsite sessions

2 Resource Requirements

Blackboard proposes the following projected staffing model to deliver this project.

Role	Activities and Responsibilities
Management Oversight	Responsible for general oversight, serves as Customer escalation point, additional subject matter expert coordination
Project Manager	Responsible for management of project tasks, schedule, and resources
Technical Consultant	Executes Grades Journey Extract

3 Customer Responsibilities

Blackboard Consulting’s approach assumes active participation from the customer team. The customer is responsible for staffing resources on the project that have the necessary functional and technical knowledge to execute required tasks.

Customer Role	Involvement
Project Owner/Executive Sponsor	The Project Owner provides strategic direction and executive sponsorship of the engagement.
Project Manager	Responsible for management of customer project tasks, schedules, and resources
Data Owners	Personnel responsible for access to and interoperation of student information data.
Blackboard Solution Administrator(s)	Individuals responsible for the configuration and administration of the component systems that comprise the Blackboard solution. Activities like, but not limited to: Create institutional hierarchy, manage user roles, perform system administration and maintain integration components. While the Blackboard solution will be software as a service, there will still be day-to-day management responsibility.

4 Fees, Expenses, and Terms

4.1 Invoicing Schedule

Firm-Fixed Price

4.2 Firm-Fixed Price Services

The costs for additional services to be provided on a Firm-Fixed Price basis are detailed below:

Service Name	Product Code	Term of Service	Fees
Grades Journey Extract	AS-GRDJRNYEX	N/A	\$12,000.00
Total			\$12,000.00

4.2.1 Firm-Fixed Price Milestone/Invoicing Schedule

Service Name	Milestone	Invoice Amount
Grades Journey Extract	Invoiced upon receipt of signed SOW	\$12,000.00

4.3 Travel Expenses related to Consulting and Training Services

Blackboard Consulting will invoice the customer for the actual travel related costs if incurred as part of this engagement. Travel costs are not included in the Service Pricing Section, Blackboard Consulting will make reasonable efforts to manage travel costs without compromising project objectives.

4.3.1 Cancellation of On-site Workshops or On-Site Consulting Visits

In the event the Customer chooses to cancel a scheduled on-site training workshop or consulting visit within two (2) weeks of the scheduled event, Blackboard Consulting may invoice the Customer for the following:

- For on-site training workshops, the full price of the workshop plus any incurred travel change fees
- For on-site consulting visits, the cost of all consultant hours scheduled for the site visit plus incurred travel change fees.

4.3.2 Cancellation on Synchronous Online Training or Consulting Engagements or Workshops

In the event the Customer chooses to cancel a scheduled synchronous online training workshop or consulting engagement within two (2) days of the scheduled event, Blackboard Consulting may invoice the Customer for the scheduled days at the then current rate for the scheduled consultant(s).

5 Project Timeline

The project plan will be drafted, agreed to, and tracked with the Customer during or after the planning phase. Timing and dependencies are identified as outputs from planning sessions and a formal plan will be drafted and tracked in partnership with the Customer's project lead.

6 Change Control

Changes to scope, resources, staffing, or timeline may impact this estimate. In the event a change occurs, the Blackboard Consulting Project Manager will capture and assess the impact and relevant implications through the project Change Control Process. This process will yield a Project Change Request (PCR) document for the customer's review and consideration. The PCR requires customer and Blackboard approval to be valid and actionable, if applicable.

7 General Engagement Assumptions

Our approach, timeline, team structure, and professional fees are based on the below assumptions. Variance from these assumptions will be managed through the Change Control Process and may affect the actual schedule and cost of the project.

- This agreement covers only the activities as described;
- Staffing and scheduling for project roles/positions will begin once the Contract is signed and Purchase Order is received
- Payment for any software licenses is not contingent on or related to payment or performance for professional services
- Customer will provide Blackboard with access to the appropriate physical and technical environments in the timeframes confirmed with Blackboard Project Manager to complete the effort outlined in this document;
- Any scheduling estimates are based on the assumption that the Customer will respond to any decision required from the Customer within 5 business days.
- Customer will complete a review of all submitted draft working products, or set of working products, in five business days unless otherwise agreed to in writing;
- The Customer shall assign a representative to be the primary point of contact for the Blackboard Project Manager. This representative shall have full authority to make all decisions regarding project scope, overall timeline, and related projects costs, as well as ensuring the necessary customer project personnel, resources, etc. are available to complete the project(s);
- Quality involvement and working products from the Customer are critical to the project. The Customer's representative shall be responsible for coordinating all meetings that involve Customer and third-party contractor staff members, working products, and information requests within the agreed upon timeframes;

- Customer is responsible for providing subject matter experts to assist in identifying business rules, resolving process discrepancies and answering ad hoc questions. The subject matter expert will be made available as needed during the course of the engagement and will be responsible for soliciting input from additional Customer personnel as needed.
- Hardware and software configuration and environment(s), either managed or self-hosted, can support the functional/technical services included in this SOW
- All interfacing systems in the environment(s) designated for functional testing will be available.
- Third-party products and services, except as expressly noted above, Customer will separately procure and provide all third-party products and services in a timely manner to support the Services as defined in this Order Form. Blackboard is not responsible for making changes to the configuration or data contained or used in third-party systems, including but not limited to the Customer's SIS.
- Working Products are artifacts, used by Blackboard, that demonstrate progress toward a deliverable; however, they are not themselves deliverables;
- Services are estimated and billed based upon a maximum eight (8) hour workday per Consultant and a maximum forty (40) hour work week per Consultant. The applicable billing rate for Time and Materials Services the Consultants shall be at the rates set forth in table 4.2 above, if applicable;
- The customer shall pay all outstanding invoices from any previous Blackboard agreements greater than thirty (30) days, prior to beginning work under this document;
- The estimates above were developed based on the estimated project duration. In the event the project exceeds the duration and crosses a new fiscal year, rate may be adjusted accordingly based on the effort expended in the new fiscal year;
- Except as otherwise stated in this Agreement with regard to the Consulting Services performed hereunder, Blackboard reserves the right to change the services it offers to its customers generally and related rates at any time.
- For Time and Materials Consulting Services related to this project, as outlined in the document, all fees and expenses shall be billed on a monthly basis and such bills shall be due and payable Net 30
- All Firm-Fixed Price Consulting Services related to this Project, as outlined in this document, shall be billed according to the Milestone/Invoicing Schedule as outlined in this document section Services Pricing
- All reasonable travel, meals and lodging expenses shall be billable at cost and all such expenses shall be borne solely by Customer
- The Customer requirements that apply to the training services are set forth on Appendix A. All training services must be used within one (1) year of purchase. In the event Customer chooses to cancel a scheduled on-site training workshop within two (2) weeks of the scheduled event, Customer will be responsible to pay the full price of the workshop plus any incurred travel change fees.
-] While on Customer's premises, Blackboard's employees and subcontractors will comply with all reasonable security practices and procedures generally prescribed by Customer, to the extent that such practices and procedures have been notified to Blackboard in writing in advance. Blackboard's employees and subcontractors will not be required to sign any waivers, releases or other documents relating to ownership of intellectual property or changes, modifications, amendments or waivers to any previously agreed to contract provision in order to gain access to Customer's premises in connection with the Professional Services and any such waivers, releases, or other documents shall be invalid and shall have no effect. Customer shall be responsible for all costs associated with Blackboard's compliance with Customer's security practices and procedures.

APPENDIX A

TRAINING SERVICES

The following assumptions / requirements apply to Training Services to be provided by Blackboard Consulting.

- Blackboard, upon request of Customer, shall provide Training Services to Customer. Upon acceptance of this Agreement, Blackboard will designate a Project Manager/Coordinator to schedule training event. Events are typically scheduled 4-6 weeks in advance. Schedules for facilitated and non-facilitated asynchronous online training course are published to the Blackboard Inc. website.
- Onsite training may be eligible for synchronous remote delivery upon request of Customer, however, a single method of delivery must be chosen. Splitting delivery methods is strictly prohibited
- Onsite/synchronous remote class size is restricted to a maximum of 15 Authorized End Users (as defined in Customer's Software Schedule) to maintain an effective instructor-student ratio.
- Requests for additional participants will be reviewed on a case by case basis and, if approved, will be subject to a fee equal to 10% of the listed price of the training and may require additional materials and delivery days.
- Facilitated, asynchronous online training course/workshop class sizes are restricted to a maximum of 20 Authorized End Users (as defined in Customer's Software Schedule) to maintain an effective instructor-student ratio.
- Participants in facilitated, asynchronous online training courses should expect to spend eight to fifteen hours per week reading assignments, completing exercises, and participating in Discussion Board forums. The Customer must provide the name(s) and email address(es) of each participant in advance of the course start date.
- Onsite Training events are only for Customer's on-campus, internal use. Training events may not be video recorded.
- Remote Synchronous events delivered using Collaborate may be recorded. The recordings are intended for participants who attended the training and need review or for those who missed the training but were part of the 15 person roster. Recordings are not for wide distribution or consumption. They must not be posted on a public website or even made available to the Customers' larger teacher population. They may not be sold or otherwise distributed for the purpose of profit and remain the intellectual property of Blackboard, Inc.
- Onsite classes are structured as a hands-on/active training seminar held in a computer classroom unless otherwise agreed. For the best learning experience, Customers must provide:
 - A computer lab containing one computer for each student.
 - A high bandwidth Internet connection from each computer
 - A video projection device capable of 1024x768 resolution attached to a "lead" computer.
- Access to the locally installed version of Blackboard software or a Blackboard Managed Hosting installation.
- All computers must meet the Blackboard Learn supported browser and operating system requirements as outlined in Blackboard Learn's customer materials and websites.
 - Note: Chrome browser is required for the best experience with Collaborate
- Each participant must possess basic Web navigation and file management skills, internet access, and an email address.



Blackboard

This Blackboard Order Form ("Order Form") by and between Blackboard (as defined below) and College of the Mainland ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary"). This Order Form shall become effective on the Effective Date. This Order Form, together with the Blackboard Master Agreement located at <http://agreements.blackboard.com/bbinc/blackboard-new-master-agreement-all-products.aspx> and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary. Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Blackboard to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Product and Pricing Summary

Qty	Product Name	Product or Service Description	Term 1 Price (USD) (8/1/16 to 9/30/17)	Term 2 Price (USD) (10/1/17- 9/30/18)	Term 3 Price (USD) (10/1/18- 9/30/19)	Term 4 Price (USD) (10/1/19- 9/30/20)
1	CL-WC-FTE	Bb Collaborate Web Conferencing - includes 50 GB of storage for standard recordings and pre-load storage, 50GB of storage for MP4 recording conversion, and 10,000 annual MP4 views/downloads - 1001-2000	\$13,000.00	\$21,000.00	\$21,000.00	\$21,000.00
1	CL-IMPL-PM	Bb Collaborate Project Management	\$2,000.00	NA	NA	NA
1	CL-TRNOL-GS-WC	Bb Collaborate Getting Started with Web Conferencing	\$3,000.00	NA	NA	NA
1	CL-TECHOL-CONS	Bb Collaborate Technical Services Health Check	\$1,000.00	NA	NA	NA
1	CL-TECHOL-ADMIN	Bb Collaborate Technical Services SAS Essentials	\$1,000.00	NA	NA	NA
1	CL-TECH-SASADV	Bb Collaborate SAS Advanced Workshop	\$1,000.00	NA	NA	NA
Totals			\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00

DESIGNATED SERVER SITE: SaaS

B. Term

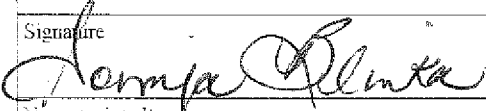
1. **Initial Term:** Unless otherwise specified in the Product or Service Description above, the Initial Term shall be from August 1, 2016 through September 30, 2020.
2. Unless otherwise specified in the Product or Service Description above, this Order Form shall be renewed automatically for successive periods of one (1) year (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
3. **Effective Date:** August 1, 2016.


C. Payment Terms

1. Customer shall be invoiced for the First Term fees on August 1, 2016. All initial payments shall be due Net 60. Unless otherwise specified, all dollars (\$) are United States currency.
2. **Sales Tax:** If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

D. Special Provisions

1. Provided this Order Form is signed prior to June 30, 2016 and solely during the first 30 days after signature of this Order Form, Customer may terminate this Order Form, at its sole option and for its own convenience, upon 15 days prior written notice to Blackboard.
2. Availability of Funds. After the first Term of this Order Form, it is expressly understood and agreed that the obligation of the Customer to proceed is conditioned upon the appropriation of funds to the Customer and the receipt of state and/or federal funds. If the funds anticipated for continuing fulfillment are, at any time, not forthcoming or insufficient, through the failure of the State of Texas to appropriate funds, the Customer shall have the right to immediately terminate the offerings herein without damage, penalty, cost or expense to the Customer of any kind whatsoever.

Customer: College of the Mainland
Signature 
Name (printed) Sonja Blinck
Title (printed) Director of Purchasing
Date 6/28/16

Blackboard ("Blackboard")
Signature 
BILL JONES
Name (printed) ASSOCIATE GENERAL COUNSEL
Title (printed)
Date 6/28/2016

VOID IF EXECUTED AFTER: October 24, 2020
CUSTOMER: College of the Mainland

Blackboard

This Blackboard Order Form ("Order Form") by and between **Blackboard Inc.** ("Blackboard") and **College of the Mainland** ("Customer") details the terms of Customer's use of the products and services set forth below ("Product and Pricing Summary"). This Order Form, together with the Blackboard Master Agreement located at <http://agreements.blackboard.com/bbinc/blackboard-new-master-agreement-all-products.aspx> and incorporated by this reference, form the entire agreement between the parties in respect of the products and services set forth in the Product and Pricing Summary.

Notwithstanding anything to the contrary in any purchase order or other document provided by Customer, any product or service provided by Blackboard to Customer in connection with a purchase order related to this Order Form is conditioned upon Customer's acceptance of this Order Form and the Blackboard Master Agreement. Any additional, conflicting or different terms proffered by Customer in a purchase order or otherwise shall be deemed null and void. Each of the individuals executing this Order Form represent and warrant that he or she is authorized to execute the Agreement on behalf of Customer or Blackboard, as applicable.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

A. Software & Services Product and Pricing Summary

Qty	Product Code	Product or Service	Initial Term Period #1 Effective Dates	Initial Term Period #1 (USD)
1	AS-HST-STO1TB-SAAS	SAAS ADDITIONAL STORAGE 1TB	01-Sep-2020 - 31-Aug-2021	\$8,000.00
			Total	\$8,000.00

B. Terms


- The Initial Term of this Order Form shall be as specified in the Product and Services Pricing Summary above.
- Unless otherwise specified in the Product or Service Description above, this Order Form shall be renewed automatically for successive periods of one (1) year (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Customer provides Blackboard, or Blackboard provides Customer, with a written notice to the contrary thirty (30) days prior to the end of the Initial Term or Renewal Term, as applicable.
- Effective Date: September 01, 2020

C. Payment Terms


1. All initial and subsequent payments shall be due Net 30. Unless otherwise stated, all prices are in United States currency.
2. Sales Tax: If applicable, a copy of your Sales Tax Direct Pay Certificate or your Sales Tax Exemption Certificate must be returned with this Order Form.

D. Special Provisions

In Process

Sales Approved: Christopher Burton
Initial: 

Customer: College of the Mainland
Signature:
Name:
Title:
Date:

Blackboard Inc.
Signature: 
Name: Bill Jones
Title: Deputy General Counsel
Date: October 07, 2020

In Process

Blackboard does not require a PO for the purchase or payment of the products on this Order Form. If your organization requires a PO in addition to this signed contract, please provide all known information here. If a PO will be issued after signature, indicate "Pending" in the PO Number field.

PO Number: _____ PO Amount: _____

Attach PO or send PO to Operations@blackboard.com (Optional):
 Attach Tax Exemption (Optional): _____

Invoicing

Send Invoices via email to:

1. Name:	Email:
2. Name:	Email:
3. Name:	Email:



PRESIDENT'S OFFICE

December 2020
Scheduling of Board of Trustees Meeting

I move the December 2020 Board of Trustees be held on Tuesday,
December 8, 2020.



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 15, 2020
Subject: Agenda Item for Board of Trustees Meeting

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the September 2020 Investment and Financial Reports.

PURPOSE

To report to the Board of Trustees the year to date revenues and expenses for the college, comparison of revenues and expenses to budget, and the college's current cash balance.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: *"I move the Board of Trustees accept the September 2020 Investment Report and the September 2020 Financial Reports."*

BACKGROUND

The investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the PFIA under Education Code 51.0032 and Government Code 2256.023.

In accordance with COM policy CDA (LOCAL) – Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all District funds and District accounts.

ATTACHMENTS

1. September 2020 Investment Discussion & Report
2. September 2020 Revenue & Expense Summary
4. September 2020 Expenses by Division



INVESTMENT REPORT
For the Month Ended September 2020

Investment discussion:

College of the Mainland earned \$23,629 for the month of September on its short-term investments in TexPool & Logic for a total of \$23,629 investment interest earned fiscal year to date. The College earned an additional \$.00, fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$23,629 interest for the fiscal year to date period ending September: TexPool - \$1,524, Logic 19 - \$6,162, Logic 20 - \$15,943, and TFB - \$00.

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

Investment Compliance Statement:

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

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

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

Clen Burton
Vice President of Fiscal Affairs
College of the Mainland

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

Trudy Trochesset
Controller
College of the Mainland



TexPool Investments for September 2020.

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 13,817,153	\$ -	\$ 3,800,000	1,521	10,018,674	12,370,538	0.148%
Moody	41	26,585	-	-	3	26,588	26,585	0.147%
Totals		\$ 13,843,738	\$ -	\$ 3,800,000	\$ 1,524	\$ 10,045,262	\$ 12,397,122	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of August 2020.

Logic (Hilltop Securities) Investments for September 2020.

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2019	45	\$ 29,293,399	\$ -	\$ 92,920	6,162	29,206,641	29,225,258	0.257%
COM Bond 2020	46	\$ 75,613,413	\$ -	\$ -	15,943	75,629,356	75,613,413	0.257%
Totals		\$ 104,906,813	\$ -	\$ 92,920	\$ 22,105	\$ 104,835,997	\$ 104,838,671	
Totals		\$ 118,750,551	\$ -	\$ 3,892,920	\$ 23,629	\$ 114,881,260	\$ 117,235,793	

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2019-20 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Operating revenue						
Tuition-credit	(2,283,982)	(5,201,169)	(2,917,187)	44%	(2,435,956)	151,974
Tuition-non-credit	(136,510)	(1,288,889)	(1,152,379)	11%	(254,933)	118,423
Exemptions and waivers	710,153	1,368,240	658,087	52%	663,266	46,887
Registration fees	(1,009,058)	(2,209,200)	(1,200,142)	46%	(1,114,186)	105,128
Other fees	(33,156)	(168,982)	(135,826)	20%	(29,285)	(3,871)
Grant revenue	(4,425)	(81,568)	(77,143)	5%	(3,437)	(988)
Sales and service revenue	923	(533,800)	(534,723)	0%	(6,146)	7,069
Miscellaneous revenue	(45,136)	(134,632)	(89,496)	34%	(10,992)	(34,144)
TPEG transfer in/out	0	250,000	250,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(2,801,192)</u>	<u>(8,000,000)</u>	<u>(5,198,808)</u>	<u>35%</u>	<u>(3,191,670)</u>	<u>390,477</u>
Non-operating revenue						
State appropriation-Academic	(784,203)	(6,533,000)	(5,748,797)	12%	(784,232)	29
Property tax revenue	(108,913)	(23,450,000)	(23,341,087)	0%	(78,100)	(30,813)
Interest revenue	(1,521)	(350,000)	(348,479)	0%	(19,829)	18,308
FTZ reimbursement	0	(350,000)	(350,000)	0%	0	0
Renew & replace transfer out	0	1,783,000	1,783,000	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(894,637)</u>	<u>(28,900,000)</u>	<u>(28,005,363)</u>	<u>3%</u>	<u>(882,161)</u>	<u>(12,477)</u>
<u>Total Revenue</u>	<u>(3,695,830)</u>	<u>(36,900,000)</u>	<u>(33,204,170)</u>	<u>10%</u>	<u>(4,073,830)</u>	<u>378,001</u>

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2019-20 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Faculty full-time	614,667	7,748,736	7,134,069	8%	606,577	8,090
Admin full-time	130,215	1,524,001	1,393,786	9%	127,124	3,092
Professional full-time	554,827	7,156,023	6,601,196	8%	574,710	(19,883)
Classified full-time	317,202	4,102,272	3,785,070	8%	325,616	(8,414)
Part-time	8,242	3,847,946	3,839,704	0%	20,696	(12,454)
Salary increase	0	282,223	282,223	0%	0	0
Vacancy savings	0	(970,000)	(970,000)	0%	0	0
Totals for Salary and wages	<u>1,625,154</u>	<u>23,691,201</u>	<u>22,066,047</u>	<u>7%</u>	<u>1,654,723</u>	<u>(29,568)</u>
Benefits						
Benefits	462,225	4,156,934	3,694,709	11%	458,809	3,416
Totals for Benefits	<u>462,225</u>	<u>4,156,934</u>	<u>3,694,709</u>	<u>11%</u>	<u>458,809</u>	<u>3,416</u>
Operating expenses						
Contract services	640,872	2,800,983	2,160,111	23%	546,619	94,254
Legal	0	12,485	12,485	0%	0	0
Operations	60,370	766,567	706,197	8%	85,401	(25,032)
Utilities and Rent	112,853	1,511,460	1,398,607	7%	94,313	18,540
Postage, printing, and supplies	17,053	1,335,512	1,318,459	1%	42,342	(25,289)
Bank fees	1,828	84,000	82,172	2%	2,115	(287)
Capital outlay & leases	396	56,503	56,107	1%	2,186	(1,790)
Insurance	21,348	852,013	830,665	3%	1,126	20,222
Public relations and advertising	0	246,093	246,093	0%	1,000	(1,000)
Misc.	90,906	334,839	243,933	27%	105,578	(14,672)
Reimbursement from Others	0	(148,590)	(148,590)	0%	0	0
MTN Payment	0	1,200,000	1,200,000	0%	0	0

Unrestricted Fund (Unaudited)

<u>Totals for Operating expenses</u>	<u>945,626</u>	<u>9,051,865</u>	<u>8,106,239</u>	<u>10%</u>	<u>880,680</u>	<u>64,945</u>
<u>Total Expense</u>	<u>3,033,004</u>	<u>36,900,000</u>	<u>33,866,996</u>	<u>8%</u>	<u>2,994,212</u>	<u>38,793</u>

Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2019-20 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Operating expenses						
Contract services	57,595	0	(57,595)	0%	0	57,595
Utilities and Rent	0	0	0	0%	1,208	(1,208)
Postage, printing, and supplies	420,809	0	(420,809)	0%	7,256	413,553
Capital outlay & leases	0	0	0	0%	40,834	(40,834)
<u>Totals for Operating expenses</u>	<u>478,404</u>	<u>0</u>	<u>(478,404)</u>	<u>0%</u>	<u>49,297</u>	<u>429,107</u>
<u>Total Fund Bal</u>	<u>478,404</u>	<u>0</u>	<u>(478,404)</u>	<u>0%</u>	<u>49,297</u>	<u>429,107</u>

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2019-20 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Expense by Division</u>						
<u>Summary for President</u>						
Board of Trustees	1,250	19,400	18,150	6%	10,057	(8,807)
Campus Police	63,031	788,813	725,782	8%	77,766	(14,736)
Gen Institution	25,056	320,889	295,833	8%	25,580	(524)
Information Technology Serv	528,929	1,844,267	1,315,338	29%	532,546	(3,617)
Internal Audit	0	150,000	150,000	0%	0	0
OPEAR	57,606	422,988	365,382	14%	38,683	18,923
Presidents Office	53,884	514,536	460,652	10%	51,286	2,598
Self Study SACS	0	18,000	18,000	0%	0	0
Staff Attorney	14,481	146,559	132,078	10%	11,687	2,794
<u>Totals for President</u>	<u>744,236</u>	<u>4,225,452</u>	<u>3,481,216</u>	<u>18%</u>	<u>747,605</u>	<u>(3,369)</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	8,660	114,828	106,168	8%	16,796	(8,136)
Custodial Services	22,586	334,274	311,688	7%	23,192	(606)
Facilities	224,832	3,070,957	2,846,125	7%	139,029	85,803
Financial Services	74,293	797,129	722,836	9%	74,076	217
Grounds	9,314	109,800	100,486	8%	5,034	4,281
Human Resources	46,543	502,878	456,335	9%	44,343	2,201
Maintenance Tax Note	0	1,200,000	1,200,000	0%	0	0
Purchasing	22,716	268,682	245,966	8%	23,050	(334)
Records Mgmt	87	20,952	20,865	0%	0	87
Reimbursement	0	(148,590)	(148,590)	0%	0	0
Salary Savings	0	(970,000)	(970,000)	0%	0	0
Staff Benefits	100,757	4,439,157	4,338,400	2%	89,917	10,840
Tax Admin	46,213	232,631	186,418	20%	45,177	1,036

Unrestricted Fund (Unaudited)

	Current Actual	2019-20 Budget	Budget Remaining	Budget Pct.YTD	Prior Year to Actual	Curr. vs Prior Year to Year
Telecommunications	0	0	0	0%	297	(297)
Utilities	3,228	625,000	621,772	1%	4,701	(1,473)
Vehicle Operations	5,546	96,893	91,347	6%	5,512	35
VP College & Fin Svcs	27,569	222,652	195,083	12%	21,233	6,336
Totals for VP Fiscal Affairs	592,343	10,917,243	10,324,900	5%	492,355	99,988
Summary for VP Institutional Advancement						
COM Foundation Dept	16,213	102,244	86,031	16%	18,500	(2,287)
Marketing and Communications	51,125	775,278	724,153	7%	55,533	(4,408)
VP Institutional Advancement	57,155	520,194	463,039	11%	48,338	8,817
Totals for VP Institutional Advancement	124,493	1,397,716	1,273,223	9%	122,371	2,122
Summary for VP Instruction						
Acad Succ Re/Wr	65,066	685,679	620,613	9%	64,651	415
Accting-Credit	11,406	84,746	73,340	13%	12,222	(816)
Adm-C.I.D.T.	5,588	61,404	55,816	9%	5,378	210
Adm-Cont Ed	46,208	332,142	285,934	14%	43,410	2,798
Adm-Ind Tech	0	8,000	8,000	0%	706	(706)
Adm-Instruct	5,371	70,597	65,226	8%	6,448	(1,077)
Adm-Perf & Vis Arts	6,735	73,150	66,415	9%	6,763	(29)
Adm-Pub Svc Ed	5,064	94,266	89,202	5%	9,309	(4,245)
Adm-Science	2,738	61,315	58,577	4%	3,057	(319)
Adm-Soc Sci	6,056	72,681	66,625	8%	6,839	(783)
Adult Education	18,870	179,203	160,333	11%	18,766	105
Allied Health CE	25,551	220,577	195,026	12%	19,055	6,495
Art	19,959	213,404	193,445	9%	19,983	(24)
Art Gallery	4,720	53,592	48,872	9%	4,715	5
Biol & Nutrition	57,082	583,516	526,434	10%	59,628	(2,546)
Bus Ed-NonCR	0	0	0	0%	0	0

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2019-20 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Bus Tech	0	150	150	0%	0	0
C.I.S.	6,299	69,425	63,126	9%	6,292	6
Chemistry	14,046	151,472	137,426	9%	14,609	(563)
Child Dev CE	0	0	0	0%	0	0
Child Develop	6,724	61,560	54,836	11%	6,714	10
Child Develop Lab	0	0	0	0%	44,386	(44,386)
Cmnty Theater	35,000	362,007	327,007	10%	32,123	2,877
Collegiate H.S.-CR	13,833	133,214	119,381	10%	13,424	409
Cosmetology	47,416	538,785	491,369	9%	43,422	3,994
Criminal Justice	7,859	77,673	69,814	10%	7,852	7
Dean Cont Ed	0	176,672	176,672	0%	0	0
Dean Gen Ed	16,761	178,719	161,958	9%	16,364	397
Distance Ed	93,249	381,913	288,664	24%	91,270	1,979
Drafting	5,660	59,130	53,470	10%	5,708	(48)
Dual Credit Dept	13,811	158,070	144,259	9%	16,380	(2,569)
Economics	6,857	67,170	60,313	10%	6,850	6
Emergency Management Credit	0	0	0	0%	0	0
EMS-Credit	15,602	174,929	159,327	9%	21,065	(5,464)
Fire Tech	7,197	128,478	121,281	6%	7,490	(293)
Firearms Acad	0	103,273	103,273	0%	7,133	(7,133)
Foreign Lang	6,150	61,560	55,410	10%	6,144	6
Gen Bus-Credit	5,984	72,623	66,639	8%	3,147	2,838
Geology	5,257	56,843	51,586	9%	5,206	51
Government	26,901	248,454	221,553	11%	26,718	183
Graphic Arts	6,456	66,535	60,079	10%	6,629	(173)
Health and PE Credit	12,570	118,661	106,091	11%	13,491	(921)
Health Info Mgmt	12,971	144,280	131,309	9%	15,031	(2,061)
Hist & Geog	19,284	209,328	190,044	9%	18,269	1,015

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2019-20 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Humanities	18,870	169,654	150,784	11%	18,193	677
Instr Tech Department	19,427	217,379	197,952	9%	18,982	445
Instr Tech Lab Mgrs	13,339	167,707	154,368	8%	31,778	(18,439)
Law Enforcement	3,569	73,287	69,718	5%	705	2,864
Law Enforcemnt-NonCR	3,569	1,300	(2,269)	275%	0	3,569
LC Ctr Admin	0	23,800	23,800	0%	800	(800)
Library	85,816	603,189	517,373	14%	82,506	3,309
Management	3,488	57,126	53,638	6%	6,511	(3,023)
Massage Therapy	0	7,400	7,400	0%	0	0
Math	58,244	629,150	570,906	9%	63,892	(5,648)
Medical Assistant	5,892	91,918	86,026	6%	6,559	(667)
Music	29,276	310,719	281,443	9%	29,272	5
Networking	4,810	69,758	64,948	7%	4,805	5
Nursing Administration	28,111	379,185	351,074	7%	31,785	(3,674)
Nursing-AD	99,725	1,345,243	1,245,518	7%	114,839	(15,113)
Nursing-VN	31,663	310,712	279,049	10%	13,260	18,403
Pharmacy Tech	7,608	83,991	76,383	9%	7,959	(350)
Philosophy	2,322	0	(2,322)	0%	2,320	2
Physics	7,167	73,762	66,595	10%	6,897	269
Process Tech	51,167	487,987	436,820	10%	51,582	(414)
Prof Develop Acad	0	12,000	12,000	0%	2,455	(2,455)
Psychology	29,977	297,135	267,158	10%	29,311	665
QEP	0	0	0	0%	0	0
Safety-CR	9,331	93,788	84,457	10%	9,077	255
Senior Adult Dept	17,267	196,540	179,273	9%	17,071	196
Social Science Non CR	2,322	58,025	55,703	4%	2,320	2
Sociology	5,661	55,951	50,290	10%	5,656	6
Speaking,Reading,Writing	30,993	492,782	461,789	6%	26,468	4,525

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2019-20 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Theater Arts-Credit	3,655	64,706	61,051	6%	3,704	(48)
Thermal Tech-NonCR	0	22,950	22,950	0%	0	0
Virtual College TX	1,120	1,120	0	100%	0	1,120
VP Instruction	22,773	3,161,485	3,138,712	1%	21,522	1,251
Welding-Cred	34,297	552,033	517,736	6%	35,129	(832)
<u>Totals for VP Instruction</u>	<u>1,297,758</u>	<u>16,706,978</u>	<u>15,409,220</u>	<u>8%</u>	<u>1,362,000</u>	<u>(64,241)</u>
<u>Summary for VP Student Services</u>						
Admissions	29,395	310,903	281,508	9%	32,254	(2,858)
Advise Center	58,676	627,472	568,796	9%	49,646	9,029
Career & Placement	0	68,266	68,266	0%	0	0
Career Svcs	0	1,715	1,715	0%	0	0
Counseling	0	265	265	0%	6,856	(6,856)
Enrollment Mgmt	3,750	70,381	66,631	5%	5,459	(1,709)
Facilities & Student Recreat	0	116,140	116,140	0%	7,093	(7,093)
Judicial Affairs	17,180	169,630	152,450	10%	20,947	(3,767)
Multicultural Department	0	12,500	12,500	0%	0	0
Recruitment	33,497	428,782	395,285	8%	37,229	(3,732)
Stu Financial Svcs	35,113	564,772	529,659	6%	37,961	(2,848)
Stu Organizations	22,722	276,048	253,326	8%	8,721	14,001
Student Graduation	0	74,080	74,080	0%	185	(185)
Svcs-Disab Students	5,351	45,881	40,530	12%	6,857	(1,506)
Testing	19,622	351,404	331,782	6%	20,363	(741)
Title V Grant	0	0	0	0%	41	(41)
Veteran Affairs	12,636	144,089	131,453	9%	12,624	12
VP Student Services	36,233	390,283	354,050	9%	23,645	12,588
<u>Totals for VP Student Services</u>	<u>274,174</u>	<u>3,652,611</u>	<u>3,378,437</u>	<u>8%</u>	<u>269,881</u>	<u>4,293</u>
<u>Totals for Expense</u>	<u>3,033,004</u>	<u>36,900,000</u>	<u>33,866,996</u>	<u>8%</u>	<u>2,994,212</u>	<u>38,793</u>

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2019-20 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Fund Bal by Division</u>						
<u>Summary for VP Fiscal Affairs</u>						
Fund Balance - Institutional Support	57,595	0	(57,595)	0%	48,090	9,505
Fund Balance - Instruction	419,767	0	(419,767)	0%	1,208	418,560
Fund Balance - Oper & Maint	1,041	0	(1,041)	0%	0	1,041
<u>Totals for VP Fiscal Affairs</u>	<u>478,404</u>	<u>0</u>	<u>(478,404)</u>	<u>0%</u>	<u>49,297</u>	<u>429,107</u>
<u>Totals for Fund Bal</u>	<u>478,404</u>	<u>0</u>	<u>(478,404)</u>	<u>0%</u>	<u>49,297</u>	<u>429,107</u>
<u>Totals for Report</u>	<u>3,511,408</u>	<u>36,900,000</u>	<u>33,388,592</u>		<u>3,043,509</u>	<u>467,899</u>



Monthly Financial Report

Cash Situation

- Cash balance at the end of month was: \$12.4 million
- Minimum required cash : \$7.1 million
- Excess cash above minimum: \$5.3 million

Unaudited Operations Year to Date

- Revenues: Budget: \$36.9 million
Actual: \$ 3.7 million

- Expense: Budget: \$36.9 million
Actual: \$ 3.3 million
(9% Spent at 8% of year)



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. Update Report on Financial Aid Audit
2. Update – Spring 2021 Instruction Delivery Plan

B. Reminders/Announcements

C. Resignations and Retirements Report - Report attached

D. Miscellaneous Updates



Update Report on Financial Aid Audit

Dr. Vicki Stanfield, VP for Student Services

Dr. Kris Kimbark, Dean of Students

Sandra Guzman, Director of Student Financial Services

Update Report on Financial Aid Audit

Dr. Vicki Stanfield, VP Student Services

Dr. Kris Kimbark, Dean of Students

Sandra Guzman, Director, Student Financial
Services

Objectives – Evaluate design and effectiveness of COM’s financial aid processes

- A. Verify internal controls – FA and Registrar’s offices to ensure FA eligibility is appropriately applied, and enrollment reporting is accurate and timely – **Satisfactory rating**
- B. Ensure design of controls ensure accuracy of FA and reporting processes – **Strong rating**
- C. Evaluate enrollment process for controls in place and operating effectively and timely – **Satisfactory rating**
- D. Evaluate user access restricted to appropriate personnel – **Satisfactory rating**

Auditors concluded that ...

While controls are in place designed to mitigate risks, liabilities, and fraud, improvements were recommended to address

- Design of internal controls and accurate reporting of student data.
- Processing and approval of changes to student records should be segregated or require secondary verification (OMB Circular A-133 Compliance Supplement).

Objective A: Design of Internal Controls

Condition 1: Update and Review the Cost of Attendance Calculation – **Completed**

- Established a formal process for reviewing and updating cost of attendance/living figures with Office of Fiscal Affairs.
- Implemented a COA calculation prior to entering it into Colleague.
- Secondary review by another staff to ensure accuracy and completeness of entry.

Objective A: Design of Internal Controls

Condition 2 – Processing and Review of TAFSA Calculations - **Completed**

- Implemented secondary review of TASFA data from preparer to another FA staff member prior to packaging financial aid.
- All TASFA applications go through this internal control, not 10% as recommended in audit report.

Objective A: Design of Internal Controls

Condition 3 – Student Data Changes in Colleague - **Completed**

- FA implemented procedures requiring a secondary review and validation of the Student Eligibility Checklist to ensure accuracy.
- Reviewed 100% of files resulting in corrections, not 10% of files as recommended. (5% error)

Objective A: Design of Internal Controls

Condition 4 – Enrolled Students that Never Attended Classes – Registrar and Admissions and Records and ITS – **Completed**

- Census Day Roster Report is now an automated process and sent via email to all faculty, who then complete the roster within 3 days.
- Upon receipt of the faculty marked “Never Attended” box, an automated email goes to Admissions prompting staff to drop the student.

Objective A: Design of Internal Controls and Objective C: Enrollment report

Condition 5 – Accurate Reporting between Colleague to Clearinghouse (NSLDS) — **In Progress**

Recommendation – Develop a review process within Admissions and Records prior to uploading data to Clearinghouse to compare the data to be submitted to the Clearinghouse priority to the actual report.

- Currently under investigation – due to change in staffing.
- This process to be included in Admissions and Records audit report presented to the Board at a later date.

Objective B: Effectiveness of Internal Controls

Effectiveness of Internal Controls to ensure accuracy of FA and reporting processes – **Completed**

- No Conditions identified – all FA records reviewed were free of errors.

Objective D: User Access

Condition 6: Inappropriate Access to Financial Aid screens with Colleague are restricted to appropriate personnel. - **Completed**

- Implemented a role-based security structure with levels of approval determined by role and need to access student's information for to restrict access.
- 14 screens contain FA and student data were restricted to ensure FERPA compliance.
- ITS implemented a review process of user access levels annually.



MEMO

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 26, 2020
Subject: Presidents Update

Jerry Fliger, Vice President for Instruction will provide an update on Delivery of Instruction for the Spring Semester.



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Wethington	Stephen	Faculty – Industrial Careers	09/01/2007	08/31/2021	Retirement



College of
*the Mainland*TM

PRESIDENT'S OFFICE

MEMO

To: Board of Trustees

From: Dr. Warren Nichols President

Date: October 26, 2020

Subject: Discussion of TWIA Lawsuit

The Board will review the ongoing TWIA lawsuit.



PRESIDENT'S OFFICE

Possible Action on Agenda Items, Including Closed Session Matters

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