



Notice/Agenda of December 2021 BOT Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129)
Tuesday, December 7, 2021
1200 Amburn Road
Texas City, TX 77591**

December 2021 BOT Meeting of the Board of Trustees of College of the Mainland will be held Tuesday, December 7, 2021, beginning at 1:30 PM in the Doyle Family Administration Boardroom (A129), 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, October 25, 2021
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Faculty Senate - Carol Switoyus
7. **Consideration of and Possible Acceptance of the College of the Mainland 2020-2021 Annual Financial and Compliance Report**
8. **Internal Auditor Report(s)**
 - A. Consideration of and Possible Acceptance of the Internal Audit Report on Student Services, as Presented on December 7, 2021
 - B. Consideration of and Possible Acceptance of the Annual Internal Audit Report, as presented on December 7, 2021
9. **Human Resources Items**
 - A. Appointment Nominations
 1. Consideration of and Possible Approval of the Appointment Nomination of Valerie Andrews to the Position of Assistant Professor of Nursing, Nursing Department

2. Consideration of and Possible Action on the Appointment Nomination of Timothy Bacon to the Position of Director of Facility Services, Fiscal Affairs Division
3. Consideration of and Possible Action to Approve the Appointment Nomination of Sean Curcio to the Position of Professional Tutor, Tutoring Center
4. Consideration of and Possible Approval of the Appointment Nomination of Shari Manning to the Position of Assistant Professor of Nursing, Nursing Department
5. Consideration of and Possible Approval of the Appointment Nomination of Kayla Molnar to the Position of Lead Enrollment Coach, Strategic Enrollment Management Department
6. Consideration of and Possible Approval of the Appointment Nomination of Genevieve Onyirioha to the Position of Assistant Professor of Nursing, Nursing Department
7. Consideration of and Possible Approval of the Appointment Nomination of Bailey Rhodes to the Position of Media Specialist, Educational Technology Services Department
8. Consideration of and Possible Approval of the Appointment Nomination of Carol Smith to the Position of Faculty - Health Information Management, Health Information Management Department
- B. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report
10. **Policy**
 - A. Provided for Review and Information: TASB Legal Policy Update 42
11. **Consideration of and Possible Action to Award Contract 22-08 for the Purchase of Furniture and Installation Services in an Amount Not-to-Exceed \$848,500 to be Paid from 2018 Bond Funds**
12. **Consideration of and Possible Action to Award Contract 22-09 for the Purchase of Customized Instrumentation and Equipment in an Amount Not-to-Exceed \$1,984,600 to be Paid from the TRUE Grant and 2018 Bond Funds**
13. **Consideration of and Possible Action to Award Contract 22-10 for the Purchase of Virtual/Online Instructional Software Modules for a Not-to-Exceed Amount of \$396,636.46**
14. **Consideration of and Possible Award of Contract 22-11 for the Purchase of Butcher Block Tables and Installation Services in an Amount Not-to-Exceed \$110,775 to be Paid from 2018 Bond Funds**
15. **Consideration of and Action to Approve Contract 21-16 Guaranteed Maximum Price (GMP) as Proposed by Austin Commercial for Design and Construction Services for the Glycol Separation Unit (GSU) System to be Constructed Inside of the COM Industrial Careers Building in an Amount Not-to-Exceed \$2,018,537 to be Paid from 2018 Bond Funds and Supplemental College Funds**
16. **Financial Report(s)**
 - A. Consideration of and Possible Acceptance of the October 2021 Investment and Financial Reports
 - B. Consideration of and Possible Acceptance of the November 2021 Investment Report and the November 2021 Quarterly Report
17. **Board Report**
18. **President's Report**
 - A. Updates

1. Insurance Update: Mr. Joe Blasi, McGriff Insurance will provide an update on the Insurance Process, Current Conditions and COM's Insurance Situation
2. Enrollment Update
- B. Reminders/Announcements
 1. Fall Graduation
Saturday, December 11th, Virtual Event
- C. Resignations and Retirement Report
- D. Miscellaneous
19. **Adjournment to closed or executive session pursuant to Texas Government Code of the Open Meetings Act**
Note: Section 55.074 deliberation regarding personnel matters, and/or complaints against school personnel
20. **Consideration of and Possible Action to Approve Amendment #2 to the President's Employment Contract Effective December 7, 2021**
21. **Adjourn**

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, Thursday, December 2, 2021, 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 Helen Brewer, Ph.D.



PRESIDENT'S OFFICE

Call to Order

Call to Order on (insert date)
at (insert time)



PRESIDENT'S OFFICE

Pledge of Allegiance to the American Flag
Texas Pledge
Moment of Silence

The Texas State Flag Pledge
"Honor the Texas flag; I pledge
allegiance to thee, Texas, one state under
God, one and indivisible."



College of the Mainland
Board of Trustees
2021-2023

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MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
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 October 25, 2021."

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 10/25/21

**College of the Mainland Board of Trustees
Minutes of Monday, October 25, 2021
1:30 p.m., COM Administration Boardroom**

Call to Order

Bill McGarvey 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 except Verna Henson.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, September 27, 2021

Alan Waters moved for approval of the Full Board Minutes of Monday, September 27, 2021. Melissa Skipworth seconded the motion; all voted in approval.

Comments from the Community

There were no comments this month.

Constituent Leader Activity Reports

Phi Theta Kappa students updated the Board on their honors program activities.

Consideration of and Possible Acceptance of the Internal Audit Report on Student Services, as Presented on October 25, 2021

NOTE: This item was removed from the October 2021 agenda and will be added to the December 2021 agenda.

Consideration of and Possible Acceptance of the Annual Internal Audit Report, as Presented on October 25, 2021

NOTE: This item was removed from the October 2021 agenda and will be added to the December 2021 agenda.

Human Resources Items

Appointment Nominations

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

Alan Waters moved the Board of Trustees accept the Non-Contractual Positions Hiring Report as written. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action on the Proposed Revisions to COM Local Policies: BBF(LOCAL) Board Members Ethics; DMAA(LOCAL) Term Contracts Termination Mid-Contract; and the Addition of DLB(LOCAL) Employee Performance Suspension

Don Gartman moved the Board of Trustees approve the adoption of COM Policies BBF (Local); DMAA (Local); and the addition of DLB (Local). Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Acceptance of Proposed Revision to the Board of Trustees Bylaws

Alan Waters moved the Board of Trustees accept the revisions to the Board of Trustees Bylaws. Don Gartman seconded the motion; all voted in approval.

Consideration of and Possible Approval of the Procurement Method of Utilizing a Competitive Sealed Proposal Process for the Abatement and Demolition of the Math Science Building

Don Gartman moved the Board of Trustees approve the procurement method of utilizing a Competitive Sealed Proposal Process for the abatement and demolition of the Math Science Building. Kyle Dickson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve an Increase to Contract 18-18 to Provide Funding to Support Virtual Learning Environment Storage Cost Associated with the Blackboard Platform for 2021-2022 for an Additional \$8,000 and a Revised Contract Amount Not-to-Exceed \$322,000

Melissa Skipworth moved the Board of Trustees approve an increase to Contract 18-18 to provide funding to support virtual learning environment storage cost associated with the Blackboard Platform for 2021-2022 for an additional \$8,000 and a revised contract amount not-to-exceed \$322,000. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Approval of Contract 22-07 for the Purchase of Server Hardware, Installation, and Migration Services for the Industrial Careers Building (ICB)

Alan Waters moved the Board of Trustees approve Contract 22-07 for the purchase of server hardware, installation, and migration services for the Industrial Careers Building (ICB) in an amount not-to-exceed \$220,000. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Purchase of the Cisco Network Switching Hardware, Software and Installation Services for an Amount Not-to-Exceed \$245,000

Melissa Skipworth moved the Board of Trustees approve the purchase of the Cisco Network Switching hardware, software and installation services for an amount not-to-exceed \$245,000. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Award of Contract 22-06 for the Purchase of Network and Security Infrastructure Supporting the Mainland City Centre in an Amount Not-to-Exceed \$140,000

Alan Waters moved the Board of Trustees approve award of contract 22-06 for the purchase of network and security infrastructure supporting the Mainland City Centre in an amount not-to-exceed \$140,000. Dawn King seconded the motion; all voted in approval.

Financial Report(s)

Consideration of and Possible Acceptance of the September 2021 Investment and Financial Reports

Kyle Dickson moved the Board of Trustees accept the September 2021 Investment and Financial Reports. Don Gartman seconded the motion; all voted in approval.

Board Report

Melissa Skipworth has been meeting with Rafael Naranjo regarding a Dia de los Muertos event on campus.

President's Report

Updates

Austin Commercial – Our STEAM Building is a finalist for the 21st Annual Excellence in Construction award. COM Police Department Building will be ready for move in the 2nd week of November.

Dr. Nichols also provided an update on the Palais Royal location.

Reminders/Announcements

Naming Ceremony for the Administration Building to take place at the conclusion of this meeting.

COM Holiday Reception – Wednesday, December 1st, 3:30 p.m., COM Conference Center.

Fall Graduation, Saturday, **this event will now be held virtually.**

November BOT – no meeting planned at this time.

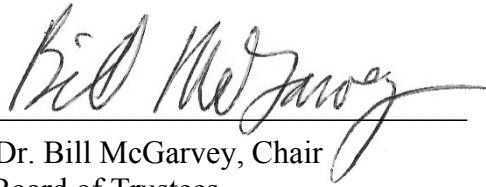
December BOT – Tuesday, December 7th, 1:30 p.m.

Resignations and Retirements Report– report attached in BOT packet.

Adjournment at 2:27 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Dr. Bill McGarvey, Chair
Board of Trustees

Comments from the Community

A citizen desiring to appear before the Board of Trustees shall complete a Public Comment Request Form indicating the topic about which they wish to speak which shall be filed with the Board Clerk ten (10) minutes prior to the start of the meeting. Time allotted each citizen or organization shall be limited to five minutes. The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Presentation of matters concerning a complaint or charge against a College District employee or officer will be heard in closed session unless the individual who is the subject of the change or complaint requests a public hearing.

We appreciate your concerns. If the matter(s) you raise are not included on the board agenda, state law, specifically the Texas Open Meetings Act, prohibits the Board from discussing, commenting on or taking action on these issues at this board meeting. Thank you.



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

A. Student Government Association



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

A. Faculty Senate



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 11, 2021
Subject: 2020-2021 Annual Financial & Compliance Report

AGENDA ITEM DESCRIPTION:

Discussion and possible acceptance of the College of the Mainland 2020-2021 Annual Financial and Compliance Report.

PURPOSE

To present to, and discuss, the 2020-2021 Annual Financial and Compliance Report with the Board of Trustees.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: *“I move the Board of Trustees accept the 2020-2021 Annual Financial and Compliance Report.”*

BACKGROUND

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

ATTACHMENTS

1. 2020-2021 Annual Financial & Compliance Report



Board of Trustees Meeting

Internal Audit Status Report

December 7, 2021



Agenda

- FY 2021 Internal Audit Plan Status
- FY2021 Completed Internal Audit
 - Student Services
- Other FY2021 Internal Audit Activities
 - Risk Assessment Update
 - Annual Internal Audit Report
 - Fraud, Waste, and Abuse Hotline Report
- FY2022 & FY2023 Internal Audit Plans

FY 2021 Internal Audit Plan Status



Audit Area	Category (College-Wide, Instructional and Student Services, Operational, or Administration)	Risk Rating	Summary of Procedures	Status / Timing
FY 2021 Internal Audits				
Human Resources	Administration	High	Internal Audit will include an evaluation of risks and internal controls in place related to the College's Human Resources Processes. Activities to be evaluated include recruiting and selection, new hire and termination, employee set-up and changes, position control monitoring and maintenance, pay rate authorization and stipends, job classification and compensation, employee policies and procedures, training and development, and employee performance review.	Completed
Student Services	Instructional and Student Service	High	Internal Audit will include an evaluation of risks and internal controls in place related to the College's student services processes. Activities to be evaluated include academic advising, tutoring, student counseling, career services - placement and recruitment, students with disabilities, student disciplinary action, testing center, student help center, enrollment management, and student engagement.	Completed
Internal Audit Consulting (as requested)	Other		Internal Audit will perform internal audit consulting, including process evaluations, internal control effectiveness reviews, and/or special projects as requested by Management.	None Requested
FY 2021 Annual Requirements				
Project Management	Project Management	NA	Track overall internal audit procedures, coordinate audit activities, and reporting to management.	Completed
Update Risk Assessment	Policy Compliance	NA	Perform required annual update of risk assessment	Completed
Annual and Quarterly Board Reports	Policy Compliance	NA	Prepare and submit required annual and quarterly reports to the Board of internal audit activities.	Completed

2021 Completed Internal Audit Activity: Student Services



- The scope of the internal audit included an evaluation of College of the Mainland's Student Services processes in place to verify the effectiveness of their execution and resulting student experience. Our procedures included performing simulations of Student Services to obtain a better understanding of the student experience as a prospective student.
 - **Coverage and Fieldwork period:** March 22, 2021 through July 27, 2021
 - Coverage included practices and procedures currently in place and experienced by students
- Key functions, processes, and subprocesses within Student Services reviewed included:
 - Academic Advising
 - Tutoring
 - Student Counseling
 - Career Placement Services
 - Student with disabilities
 - Student Disciplinary Action
 - Student Help Center
 - Enrollment Management, including Dual Credit and College Connections
 - Student Engagement, including New Student Orientation (NSO) and Safe Colleges Training
- The **Exit Meeting** was held on August 25, 2021, and the **Draft Report** was issued on August 25, 2021, and **the Final Report** was issued on October 15, 2021.

Internal Audit Approach



- The audit focused on the student's experience with the College's Student Services programs through the performance of student simulations.
- We developed seven student profiles that encompassed the College's student body to perform the simulations of expected procedures and to solicit feedback

Profile Name:	Student A	Student B	Student C	Student D
Student Name:	Vannesa Moreno	Stephanie St Cyr	Brady Meyer	Vicky Juarez
Ethnicity/ Race:	Hispanic	Black	Non-Hispanic/ White	Hispanic
Gender:	Female	Female	Male	Female
Language:	English	English	English	Spanish/English
Disability:	None	None	None	None
Virtual vs In Person Attendance:	In-Person	Virtual	Virtual	In-Person
Full Time / Part Time	Full Time	Part Time	Part Time	Full Time
Reason for Attending:	Associate Degree	Business Classes (No Degree)	Certificate - Business Management	Cosmetology Program
Residency:	In-District	Out of District	Out of State	In-District
Education:	High School Graduate	College Graduate	Taken some classes at another College	High School Graduate
Type of Student/Basis Of Admission	High School Graduate/ First Time College Students	College Graduate	College Transfer Student	High School Graduate/ First Time College Students
Co-Requisites Required:	Yes	No	No	No
Academic Experience:	Traditional Student - First Time in College	Non-Traditional Student - Earned a higher-level degree/ Returning To College	Attended college and have 12 or more college credit hours	Traditional Student - First Time in College
Financial Aid	Financial Aid	-	Financial Aid	Financial Aid
Assessment: Placement Testing	Does Not Meet TSI Assessment minimum standards - Will Attend College Success Academy	-	-	-

Profile Name:	Student E	Student F	Student G*
Student Name:	Brianna Wyatt	Dennis Walls	Ashley Older
Ethnicity/ Race:	Non-Hispanic/White	Black	White
Gender:	Female	Male	Female
Language:	English	English	English
Disability:	Learning Disability - with accommodation plan	None	None
Virtual vs In Person Attendance:	Virtual	Both	In Person
Full Time / Part Time	Full Time	Full Time	Part Time
Reason for Attending:	Associate Degree	Nursing Program	Dual Credit
Residency:	In-District	Out of District	In-District
Education:	Transfer	College Graduate	High School
Type of Student/Basis Of Admission	College Transfer Student	Non-Traditional Student	N/A - Parent making inquiry about his High School/ Dual Credit Student attending COM
Co-Requisites Required:	Yes	Yes	No
Academic Experience:	Attended college and have 12 or more college credit hours	Non-Traditional Student - Earned a higher-level degree/ Returning To College	High School Student Dual Credit.
Financial Aid	-	Veteran/GI Bill	-
Assessment: Placement Testing	-	-	-

Color Code	Element	No. of Students
Light Blue	Spanish Speaking	1 out of 7 students
Light Orange	Out of District Residency Status	3 out of 7 students
Light Yellow	Financial Aid	3 out of 7 students
Light Green	Veteran	1 out of 7 students
Light Grey	Virtual Attendance	3 out of 7 students
Light Blue	Placement Testing	1 out of 7 students
Light Orange	Dual Credit	1 out of 7 students
Light Green	Learning Disability	1 out of 7 students
Light Yellow	Co-requisites Required	3 out of 7 students
Light Orange	Non-Traditional Student	2 out of 7 students

*Limited Simulation - Parent Inquiry Only

Summary Results

The audit over Student Services was rated overall as **STRONG** for the 2 Audit Objectives and 3 findings identified.

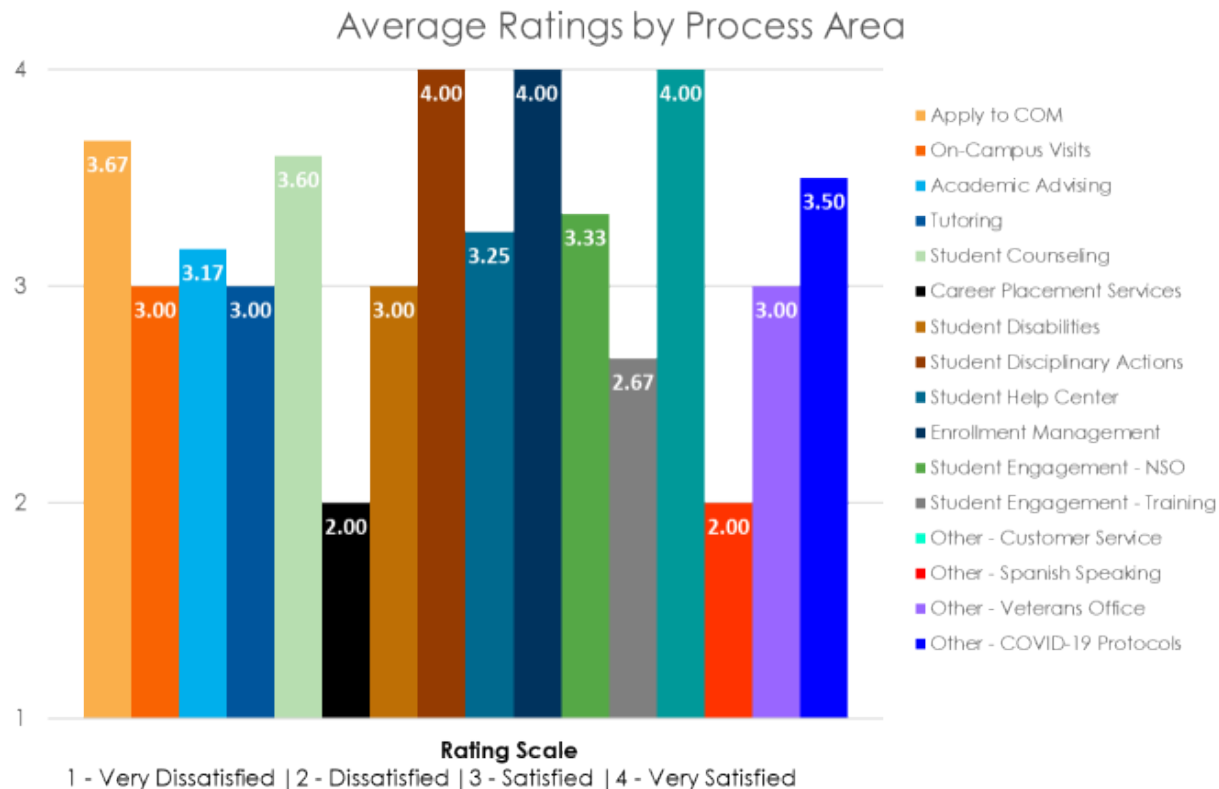
OVERALL ASSESSMENT	STRONG
Objective A: Student Simulations	STRONG
Objective B: Student Services Process Evaluation	STRONG

Findings by Risk Rating				
	High	Moderate	Low	Total
Findings	-	3	-	3

Summary of Results

Objective A: Ensure the student services processes and functions are effective in meeting student needs, provide students with a fulfilling College experience, and provide requested guidance and assistance timely.

Results: We identified that student expectations were generally met and aligned with the established College processes and functions. We identified 3 opportunities for improvement over the advising process, from sign-up and check-in to post-session communication, career guidance and planning, and communication of assigned and required trainings.



Summary of Results

Objective B: Evaluate the Student Services processes and procedures across the College to ensure the effective execution of its performance to meet student needs and expectations.

Results: We conducted interviews with key personnel and documented the expected procedures and process flow for student interactions to establish a baseline and checklist for the student simulations. We determined the 3 opportunities for improvement identified in Objective A were caused due to control gaps in programs and processes performed by College Staff in meeting student expectations.

#	Question	Yes	No	N/A	Date Completed	Comment	Please rate your overall experience using the following scale: 1 - Very dissatisfied; 2 - Dissatisfied 3 - Satisfied; 4 - Very satisfied
Applying at COM							
<i>In order to get your student profile set-up, please submit an application using your actual information (name, address, phone number, etc.).</i>							
AAC-1	Apply at ApplyTexas.org						
COM - Campus Visits							
<i>COM wants to know the instances where navigating the campus and/or their buildings may not be as intuitive as they intended them to be. Therefore, we will not be providing with you with clues on what building(s) you will need to visit or their campus location. As a "brand new" student attending COM, this section is to help capture and share your experience in getting yourself familiarized with the COM Campus.</i>							
OCV-1	Were you able to easily navigate the campus and locate the necessary buildings?						
OCV-2	Were there a sufficient amount of signs inside the building(s) to help you find the office(s)/individual(s) you were looking for?						
OCV-3	Could you please provide any feedback (positive/negative) that you think may be useful that is not specifically covered by the questions above? Feel free to be as detailed as possible, we encourage it!						
Academic Advising							

Recommendations and Management Responses



We identified **3 recommendations** to assist Management in improving the Student Services processes. Generally, the recommendations were to:

1. Create and implement a standardized Advisor form/checklist for tracking and documenting advising interactions with students along with improving the sign-up and check-in processes.
2. Continue to identify and hire a Career Director to stand up a Career Placement Office to assist students with identifying career paths that align with existing College programs.
3. Enhance communications and tracking of required and/or optional trainings to ensure students are aware of the trainings and that their progress be tracked.

Management has responded to the Internal Audit findings by providing detailed **action plans** with **responsible parties** and anticipated **implementation dates**. Management has provided a range of implementation dates from **October 2021** through **December 2021**.

Findings and Management Responses



Finding 01 – MODERATE – Academic Advising: Students are unable to identify in advance which advisor they are assigned and experienced technical difficulties setting up and scheduling their advising session appointment on Navigate. For instance, upon login to the system it indicated that the advisor's location was not available and students could not select an appointment time. Currently, once a student's record becomes activated in Colleague, their advisor is automatically assigned based on their program of study. However, the student is informed of the advisor assignment after they have selected a date and time to meet. The advisor information is also provided in a confirmation email once the appointment has been scheduled.

Additionally, the check-in process for in-person academic advising sessions appears to be manual, by looking up the students name and email address, and not tied to the student ID. The sessions themselves were driven by the students and not by questions from the advisor to better understand the students needs, wants, and personal situations. The interactions also do not appear to be documented in the system to record next steps. Furthermore, advisors were not consistent in advising students to schedule follow-up appointments to plan for future semesters.

Management Actions

Management Response: Management agrees with the finding. Advising will follow up with the Navigate vendor to explore options for including the name of each student's advisor on the initial booking site. Advising is currently exploring how to automatically incorporate the advisor's name on the Welcome Letter for newly accepted students and will work with IT to program the assignment.

Advising has developed an Appointment Summary Form that will record the student's needs, summary of discussion, action steps, and contact information for their advisor. This information will be added to the student's record for their access at any point they would like to review the notes.

Responsible Party: Director of the Student Success Center

Implementation Date: October 2021

Findings and Management Responses



Finding 02 – MODERATE – Career Placement Services: COM does not have a formal and established Career Placement Office to help guide students to desired careers in the area. As a result, students were unable to obtain detailed information about COM career placement and matchmaking services and resources available, including Career Cruising. Also, advisors were unable to provide guidance on “best fit” for careers and career alignment with COM degrees or certificate programs based on their career desires.

Management Actions

Management Response: Management agrees with the finding. A Director of Career Services was hired in July 2021 and has been at work establishing the Career Center. The Career Center will have an official launch of its Career Services Manager platform, that will host an account for all our students and offer employers access to a job board. The office currently has established technology for students to engage in career exploration and job searches. The Director of Career Services is partnering with the Director of Student Success Center to ensure they are working collaboratively to help students identify career interest at the initial stages of enrollment, and that advisors receive professional development in career exploration advisement.

Responsible Party: Director of Career Services & Director of Student Success Center

Implementation Date: December 2021

Findings and Management Responses



Finding 03 – MODERATE – Student Engagement – Required Student Training: Students did not receive information on the required trainings that are assigned and to be completed post-acceptance to the College. Additionally, students were not given instruction on how to access Safe Colleges to complete the required trainings.

Management Actions

Management Response: Management agrees with the finding. The Director of Student Life will work with the Dean of Students and the Director of Institutional Equity to ensure all required and available training is identified and presented to students as part of their electronic welcome packet during the onboarding process. Completion of required trainings will be monitored monthly and those in non-compliance will be sent reminders throughout the semester. Students who have not completed required training will have a hold placed on their record until the training has been completed.

Responsible Party: Director of Student Life & Dean of Students, in consultation with the Director of Institutional Equity

Implementation Date: November 2021

2021 Risk Assessment Update:

- Risk Assessment update was performed with the Risk Assessment Team on August 2, 2021 to identify changes in the College's Risk Universe and to consider College internal audit priorities for the FY2022 Internal Audit Plan
- Adjustments to the risk ratings of the College's Risk Profile were made based on current College risks from feedback from the Risk Assessment Team and confirmation from Dr. Nichols. Risk rating adjustments were made to the significant activities for the following risk areas:
 - Financial and Fraud
 - Information Technology
 - Operational
 - Students and Programs
 - Reputational
- Updates were made to the 46 significant activities considered for internal audit by reprioritizing audits for the 2022 internal audit plan.
- Risk Assessment Update results were reported to the Risk Assessment Team on August 2, 2021.

2021 Risk Assessment Update



			2018 Risk Assessment Update			2020 Risk Assessment Update			2021 Risk Assessment Update												
			Composite			Composite			Financial and Fraud		Information Technology		Operational		Students and Programs		Reputational		Composite		
2020 Ranking	Significant Activities	Last Year Audited	P	I	Total	P	I	Total	P	I	P	I	P	I	P	I	P	I	P	I	Total
1	Financial Aid	2018	4.00	4.00	4.00	4.00	4.00	4.00	4	4	4	4	4	4	4	4	4	4	4.00	4.00	4.00
2	Information Security	2019	4.00	4.00	4.00	4.00	4.00	4.00	4	4	4	4	4	4	4	4	4	4	4.00	4.00	4.00
3	Application Selection / Development	-	3.60	3.85	3.73	3.60	3.85	3.73	3	3	4	4	4	4	4	4	3	4	3.60	3.85	3.73
4	Admissions / Registrar	2019	3.30	4.00	3.65	3.30	4.00	3.65	2	4	3	4	3	4	4	4	4	4	3.30	4.00	3.65
5	Academics and Curricular Activities	-	3.40	3.55	3.48	3.55	3.70	3.63	2	2	3	4	4	4	4	4	4	4	3.55	3.70	3.63
6	Information Technology Services	2018	3.55	3.70	3.63	3.55	3.70	3.63	4	2	4	4	4	4	3	4	3	4	3.55	3.70	3.63
7	Database Administration / ERP	-	3.35	3.85	3.60	3.35	3.85	3.60	3	3	4	4	3	4	4	4	3	4	3.35	3.85	3.60
8	Cash Management	2020	3.25	3.50	3.38	3.50	3.65	3.58	4	4	2	3	4	4	3	3	4	4	3.50	3.65	3.58
9	Disaster Recovery / Business Continuity Planning	2020	3.00	4.00	3.50	3.00	4.00	3.50	3	4	3	4	3	4	3	4	3	4	3.00	4.00	3.50
22	Grant Management	-	2.95	3.10	3.03	2.95	3.10	3.03	3	4	2	2	4	4	3	4	3	4	3.10	3.70	3.40
10	Purchasing	-	2.45	3.30	2.88	3.45	3.30	3.38	4	4	3	2	4	4	2	2	4	4	3.45	3.30	3.38
11	Budget and Planning	-	2.90	3.50	3.20	3.20	3.50	3.35	4	4	3	2	4	4	2	3	3	4	3.20	3.50	3.35
20	Construction Management	-	2.70	2.60	2.65	2.95	3.25	3.10	4	4	2	3	3	3	3	3	4	4	3.25	3.40	3.33
12	Continuing Education	-	3.40	3.55	3.48	2.95	3.55	3.25	2	2	2	3	4	4	3	4	3	4	2.95	3.55	3.25
13	Workforce and Community Development (Corporate Programs)	-	3.40	3.55	3.48	2.95	3.55	3.25	2	2	2	3	4	4	3	4	3	4	2.95	3.55	3.25
14	Dual Credit Programs	-	3.40	3.55	3.48	2.95	3.55	3.25	2	2	2	3	4	4	3	4	3	4	2.95	3.55	3.25
15	Bursar	2020	2.80	3.40	3.10	2.80	3.65	3.23	3	3	3	4	4	4	2	3	2	4	2.80	3.65	3.23
16	Human Resource Administration	2021	3.05	3.35	3.20	3.05	3.35	3.20	3	4	3	4	4	3	2	2	3	4	3.05	3.35	3.20
17	Law Enforcement and Security	-	2.80	3.55	3.18	2.80	3.55	3.18	2	3	1	2	3	4	3	4	4	4	2.80	3.55	3.18
18	Payroll	-	2.65	3.60	3.13	2.65	3.60	3.13	2	4	3	4	4	4	2	2	2	4	2.65	3.60	3.13
19	Accreditation Standards	-	2.65	3.55	3.10	2.65	3.55	3.10	1	4	1	1	4	4	3	4	3	4	2.65	3.55	3.10
21	Grounds and Maintenance	-	2.55	3.55	3.05	2.55	3.55	3.05	1	2	2	3	3	4	3	4	3	4	2.55	3.55	3.05
23	Revenue	-	2.65	3.25	2.95	2.65	3.25	2.95	3	4	2	2	4	4	2	3	2	3	2.65	3.25	2.95
24	Student Services	2021	3.00	2.80	2.90	3.00	2.80	2.90	1	1	2	2	4	3	4	3	3	4	3.00	2.80	2.90

2021 Risk Assessment Update



			2018 Risk Assessment Update			2020 Risk Assessment Update			2021 Risk Assessment Update												
			Composite			Composite			Financial and Fraud		Information Technology		Operational		Students and Programs		Reputation		Composite		
2020 Ranking	Significant Activities	Last Year Audited	P	I	Total	P	I	Total	P	I	P	I	P	I	P	I	P	I	P	I	Total
25	Strategy and Operations	-	2.20	3.50	2.85	2.20	3.50	2.85	3	4	2	2	3	4	1	3	2	4	2.20	3.50	2.85
26	Campus Operations	-	3.00	2.65	2.83	3.00	2.65	2.83	1	1	2	3	3	2	4	4	4	3	3.00	2.65	2.83
27	CDM Foundation	-	2.35	2.80	2.58	2.70	2.95	2.83	3	3	1	1	3	3	3	3	3	4	2.70	2.95	2.83
28	Governance	-	2.65	2.95	2.80	2.65	2.95	2.80	2	4	1	1	4	4	1	1	4	4	2.65	2.95	2.80
29	Accounts Payable and Disbursements	-	2.80	2.80	2.80	2.80	2.80	2.80	4	4	2	2	4	3	2	2	2	3	2.80	2.80	2.80
30	Financial Close	-	2.45	3.10	2.78	2.45	3.10	2.78	3	4	2	2	4	4	1	1	2	4	2.45	3.10	2.78
31	Environmental Health and Safety	-	2.25	3.30	2.78	2.25	3.30	2.78	3	4	1	1	3	3	2	4	2	4	2.25	3.30	2.78
32	Communications and Marketing	-	2.70	2.70	2.70	2.70	2.70	2.70	1	1	3	3	3	3	3	3	3	3	2.70	2.70	2.70
33	Reporting	-	2.55	2.70	2.63	2.55	2.70	2.63	2	3	2	2	4	4	1	1	3	3	2.55	2.70	2.63
34	Contract Administration	-	2.55	2.65	2.60	2.55	2.65	2.60	3	4	1	1	4	3	1	2	3	3	2.55	2.65	2.60
35	Purchasing Cards	-	2.70	2.30	2.50	2.70	2.30	2.50	4	3	1	1	4	2	1	1	3	4	2.70	2.30	2.50
36	Institutional Research and Reporting	-	2.25	2.65	2.45	2.25	2.65	2.45	1	1	3	4	3	4	2	2	2	2	2.25	2.65	2.45
37	Debt and Other Liabilities	-	2.30	1.80	2.05	2.55	2.30	2.43	3	3	1	1	4	3	1	1	3	3	2.55	2.30	2.43
38	Risk Management	-	1.90	2.70	2.30	1.90	2.70	2.30	2	4	1	1	4	4	1	1	1	3	1.90	2.70	2.30
39	Investments	-	1.90	2.65	2.28	1.90	2.65	2.28	2	4	1	1	4	3	1	2	1	3	1.90	2.65	2.28
40	Capital Assets	-	2.05	1.65	1.85	2.40	2.05	2.23	3	2	2	1	4	2	2	3	1	2	2.40	2.05	2.23
41	Student Life	-	2.05	2.30	2.18	2.05	2.30	2.18	2	2	1	1	2	2	3	3	2	3	2.05	2.30	2.18
42	Benefits Administration	-	1.90	2.05	1.98	1.90	2.30	2.10	2	3	1	1	3	3	1	1	2	3	1.90	2.30	2.10
43	Inventory Control	-	1.90	1.95	1.93	1.90	1.95	1.93	2	3	1	2	3	1	1	1	2	3	1.90	1.95	1.93
44	General Obligation Bond Issuance	-	1.00	2.15	1.58	1.00	2.15	1.58	1	2	1	1	1	2	1	1	1	4	1.00	2.15	1.58
45	Facilities Rental	-	1.00	1.25	1.13	1.25	1.50	1.38	1	1	1	1	2	2	1	1	1	2	1.25	1.50	1.38
46	Fleet Management	-	1.00	1.40	1.20	1.00	1.40	1.20	1	2	1	1	1	1	1	1	1	2	1.00	1.40	1.20

FY22 and FY23 Internal Audit Plans



Following the Risk Assessment Update, the following adjustments were made to the **FY22 and FY23** Internal Audit Plans that were previously presented to the Board due to changes in College risks and internal audit priorities:

FY22 Internal Audit Plan:

- **Selected Audits:**
 - Purchasing
 - Academic and Curricular Activities

FY23 Internal Audit Plan:

- **Selected Audits:**
 - Grant Management
 - Continuing Education & Workforce and Community Development (Corporate Programs)

FY22 Internal Audit Plan



Audit Area	Category (College-Wide, Instructional and Student Services, Operational, or Administration)	Risk Rating	Summary of Procedures	Timing
FY 2022 Planned Internal Audits				
Purchasing	Administration	High	Internal Audit will include an evaluation of risks and internal controls in place related to the College's purchasing processes. Activities to be evaluated include purchase orders, bidding process and award, interlocal and cooperative agreement purchasing, contract negotiation and approval, vendor management - selection, and vendor acceptance and set-up.	November / December 2021
Academics and Curricular Activities	Instructional and Student Services	High	Internal Audit will include an evaluation of risks and internal controls in place related to the College's academics and curricular activities processes. Activities to be evaluated will include university transfer and core curriculum, curriculum standards and development, AAS programs, certificate programs, on-line courses, community theatre, lab scheduling and lab assistants.	February/ March 2022
Internal Audit Consulting (as requested)	Other		Internal Audit will perform internal audit consulting, including process evaluations, internal control effectiveness reviews, and/or special projects as requested by Management.	TBD
FY 2022 Annual Requirements				
Project Management	Project Management	NA	Track overall internal audit procedures, coordinate audit activities, and reporting to management.	Ongoing
Risk Assessment	Policy Compliance	NA	Perform a College-wide risk assessment, risk response plan, and 3-year internal audit plan	Ongoing
Annual and Quarterly Board Reports	Policy Compliance	NA	Prepare and submit required annual and quarterly reports to the Board of internal audit activities.	Ongoing

Not Included in the Internal Audit Plan Above:

Management should consider the performance of follow-up procedures for the following internal audits previously performed, either through Internal Audit or selected College Management, to ensure corrective action has occurred to address previous findings.

Internal Audit Follow-Ups				
Follow-up from 2018 - 2021 Audit Plan	8 Prior Internal Audits	High	Internal Audit will perform follow-up procedures on 2018 through 2021 prior Internal Audit findings to ensure corrective action has been taken on the following audits and findings: Financial Aid (6 Findings), Information Technology Services (7 Findings), Admissions and Registrar (10 Findings), Information Security (9 Findings), Bursar/Cash Management (15 Findings), Disaster Recovery/Business Continuity Planning (9 Findings), Human Resources (6 Findings), and Student Services (3 Findings).	

FY23 Internal Audit Plan



Audit Area	Category (College-Wide, Instructional and Student Services, Operational, or Administration)	Risk Rating	Summary of Procedures	Timing
FY 2023 Planned Internal Audits				
Grant Management	Administration	High	Internal Audit will include an evaluation of risk and internal controls in place related to the College's grant management processes. Activities to be evaluated include grant administration, grant research and TRIO, grant development, RFP issuance and award, and grant reporting and compliance process.	November/ December 2022
Workforce and Community Development (Corporate Programs)	Instructional and Student Services	High	Internal Audit will include an evaluation of risks and internal controls in place related to the College's workforce and community development (corporate programs). Activities to be evaluated will include corporate services, economic and workforce development, cosmetology, transportation training, and youth camps and academies.	February/ March 2023
Internal Audit Consulting (as requested)	Other	NA	Internal Audit will perform internal audit consulting, including process evaluations, internal control effectiveness reviews, and/or special projects as requested by Management.	TBD
FY 2023 Annual Requirements				
Project Management	Project Management	NA	Track overall internal audit procedures, coordinate audit activities, and reporting to management.	Ongoing
Risk Assessment	Policy Compliance	NA	Perform a College-wide risk assessment, risk response plan, and 3-year internal audit plan	Ongoing
Annual and Quarterly Board Reports	Policy Compliance	NA	Prepare and submit required annual and quarterly reports to the Board of internal audit activities.	Ongoing

Not Included in the Internal Audit Plan Above:

Management should consider the performance of follow-up procedures for the following internal audits previously performed, either through Internal Audit or selected College Management, to ensure corrective action has occurred to address previous findings.

Internal Audit Follow-Ups				
Follow-up from 2018 - 2022 Audit Plan	10 Prior Internal Audits	High	Internal Audit will perform follow-up procedures on 2018 through 2022 prior Internal Audit findings to ensure corrective action has been taken on the following audits and findings: Financial Aid (6 Findings), Information Technology Services (7 Findings), Admissions and Registrar (10 Findings), Information Security (9 Findings), Bursar/Cash Management (15 Findings), Disaster Recovery/Business Continuity Planning (9 Findings), Human Resources (6 Findings), Student Services (3 Findings), Purchasing (TBD), and Academics and Curricular Activities (TBD).	

2021 Annual Internal Audit Report



2021 Annual Internal Audit Report:

- Report should be posted on the College of the Mainland's website

- The report format is prescribed by the State Auditor's Office and includes:
 - Overview of 2021 Internal Audit activity
 - Consulting and non-audit services performed for the College
 - Internal Audit Quality Assurance Report
 - 2021 Internal Audit Plan and description of the Risk Assessment process
 - External Audit services performed for the College

Fraud, Waste and Abuse Hotline Report



The College received no substantive submissions to date through the Fraud, Waste, and Abuse hotline.



Questions?

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MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Internal Audit Report – Student Services

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 Accept the Internal Audit Report on Student Services, as presented on December 7, 2021.”

PURPOSE

To provide the Board of Trustees with information regarding the Student Services Internal Audit that was performed, including the procedures performed, results, recommendations for improvement, and management responses.

BACKGROUND

Internal Audit Reports are presented to the Board as they become available for discussion and acceptance.

IMPLICATIONS

Financial: N/A

Strategic Goal #1: N/A

Student Services: N/A

Attachments

1. IA #02-21 Internal Audit Report over Student Services

College of the Mainland

IA # 02-21 Internal Audit Report Over Student Services

Report Date: August 25, 2021

Issued: October 15, 2021

CONTENTS

	Page
Internal Audit Report Transmittal Letter to the President.....	1
Background.....	2
Audit Approach.....	2
Audit Objective and Scope.....	3
Executive Summary.....	5
Conclusion.....	6
Detailed Procedures Performed, Findings, Recommendations, and Management Response	7
Appendix	24



Dr. Warren Nichols
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

This report presents the results of the internal audit procedures performed for College of the Mainland during the period March 22, 2021 through July 27, 2021 relating to the Student Services processes of the College.

The objectives of the audit was to ensure the Student Services processes and functions are effective in meeting student needs, provide students with a fulfilling College experience, and provide requested guidance and assistance timely. We evaluated the Student Services processes and procedures across the College to ensure effective execution of its performance to meet students' needs and expectations.

To accomplish these objectives, we conducted interviews and walkthroughs with key personnel with roles in the Student Services functions to gain an understanding of the current processes in place, examined existing documentation, and established a baseline for student expectations. We evaluated the existing policies, procedures, and processes in their current state to ensure consistent application to students' requests and needs. Lastly, we developed student profiles that reflect the College's student body and completed simulations of Student Services through each of the created profiles to ensure the results met the established baseline expectations. Our coverage period included current practices as of March 2021 through July 2021. Procedures were performed both virtually and in-person to reflect the current state of the College and were completed on August 25, 2021.

The following report summarizes the procedures performed, findings identified, risks to the College, recommendations for improvement and management's responses.

Weaver and Tidwell, L.L.P.

WEAVER AND TIDWELL, L.L.P.

Houston, Texas
August 25, 2021

Weaver and Tidwell, L.L.P.
24 Greenway Plaza, Suite 1800 / Houston, Texas 77046
Main: 713.850.8787

CPAs AND ADVISORS | WEAVER.COM

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Background

College of the Mainland (the College) was established in 1966 with the mission to be a learning centered comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities it serves. Each year, College of the Mainland (the College) educates more than 4,000 credit and 10,000 continuing education students through 30 Associate programs and 40 certificate programs. The College has over 2,000 students who enroll each semester, giving them access to higher education for the Texas City and Galveston County.

The College's Student Services Department (the Department) is responsible for managing key student focused activities including: academic advising, student counseling, tutoring, career placement services, and enrollment management. The Department is also responsible for receiving, investigating, and processing student complaints/grievances as well as managing student engagement including new student orientation. Additionally, the Department is in charge of providing accommodations for students with disabilities and ensuring that required training is provided and completed by each student in a timely manner. The Department's functions are overseen by the Vice-President of Students Services who coordinates with the Dean of Students to ensure that students have access to a successful educational experience at the College.

Audit Approach

The audit focused on the student's experience with the College's Student Services practices and programs through the performance of student simulations by Internal Audit staff. Our procedures included developing seven student profiles that encompasses the Colleges student body, which included:

- **Student A** – Full Time Traditional Student with Financial Aid that does not meet Texas College and Career Readiness Standards
- **Student B** – Part-Time Non-Traditional Student taking Virtual Business Classes
- **Student C** – Part-Time Out of State Student who is a College Transfer obtaining a Certificate in Business Management
- **Student D** – Full Time Traditional Student enrolled in the Cosmetology Program from a Spanish Speaking Household
- **Student E** – Full Time College Transfer with a Learning Disability
- **Student F** – Full Time Non-Traditional Student and Veteran using their GI Bill to attend the Nursing Program
- **Student G*** – High School Student whose Parents are Inquiring about the Dual Credit Program
**Limited Simulation – Parent Inquiry Only*

Our procedures included conducting interviews with key personnel within Student Services functions and developing a checklist of the expected processes, procedures, and interactions that students will follow as part of the student services programs offered. The checklist provided instruction on the process to follow along with anticipated next steps and outcomes to evaluate whether the identified procedures are consistent and meet the student's requests and needs. We completed simulations of the various Student Services programs through the established student profiles to identify opportunities for improvement in the processes to eliminate inefficiencies, strengthen the effectiveness of existing controls, processes and practices, and improve the overall student experience at the College.

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Audit Scope and Objectives

The audit focused on College of the Mainland's (the College) Student Services processes in place for the effectiveness of their execution and the student experience received from those processes. The scope included an evaluation of the processes currently in practice covering the key student focused activities, including:

- Academic Advising
- Tutoring
- Student Counselling
- Career Placement Services
- Students with Disabilities
- Student Disciplinary Action
- Student Help Center
- Enrollment Management, including Dual Credit and CollegeConnections
- Student Engagement, including New Student Orientation (NSO) and Safe CollegesTraining

The scope of this engagement did not include the following processes/subprocesses:

- Financial Aid
- Admissions and Registrar
- Student Retention
- Student Life

Our procedures were designed to ensure relevant risks were covered and verified the following:

Academic Advising

- Students with fewer than 24 credit hours were advised prior to registration
- Students applying to selective or restricted programs were advised prior to acceptance
- Advisors were appropriately assigned to students
- Advisors' interactions with students were adequately documented
- Advisors were adequately trained

Tutoring

- Tutors received appropriate training, were certified, and meet GPA requirements
- Tutoring needs were periodically assessed to ensure sufficient number of tutors
- Tutoring schedules were created and available to students
- Tutor performance was periodically evaluated and tracked

Student Counseling

- Counselors were qualified and adequately trained
- College has the appropriate number of Counsellors to address student needs
- Counseling services were provided timely to students
- Counselling sessions were adequately documented
- Access to counselling records is adequately restricted
- Students are referred to other health professionals when appropriate

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Career Placement Services

- Career placement services provided were approved and performed according to policy and procedure
- Students received appropriate and timely assistance with career searches and application
- Career placement services were effectively communicated and available to students
- Career placement statistics were managed and monitored

Students with Disabilities

- Disability services for students were provided and adequately communicated
- Requests for accommodations included the required supporting documentation and were processed in a timely manner
- Requests for accommodations were approved in accordance with College Policy and ADA requirements
- Access to sensitive student information was adequately restricted

Student Disciplinary Action

- Student complaints received were processed timely and in accordance with College policies and procedures
- Discrimination, harassment and retaliation complaints were documented, referred to the appropriate individual, and processed in accordance with College policies and procedures
- Misconduct was accurately identified, evaluated to ensure it meets the College criteria, and appropriately addressed in accordance with College policies and procedures

Student Help Center

- Help Center was staffed according to peak student demand timeframes
- Help Center staff were properly trained to provide assistance and answer student questions
- Help Center phone line was actively managed with appropriate staff
- Assistance provided was logged by topic and monitored to identify trends in student questions

Enrollment Management

- Dual credit programs were provided to appropriate partner schools
- Dual credit students were appropriately enrolled and classified
- College Connection Advisors were properly trained on policies, procedures, and standard forms
- College Connection Advisors were appropriately staffed and deployed

Student Engagement

- A comprehensive and robust Student Engagement strategy was in place and was reviewed on a regular basis
- Adequate resources were allocated to student engagement activities, including the Students Government Association, clubs, and organizations
- Student engagement activities were monitored and evaluated on a regular basis
- Training and support were provided to staff and students when necessary
- Student Orientation attendance was monitored and managed
- Required student training was completed timely within Safe Colleges

Our procedures included developing a checklist for established College expectations of student services processes and performing simulations of the Student Services provided to obtain a better understanding of the student experience along with the effectiveness of the execution of the College's processes and procedures. We evaluated the current student services and procedures performed at the College. Our coverage period was from March 22, 2021 through July 27, 2021.

College of the Mainland
 IA # 02-21 Internal Audit Report Over Student Services
 Report Date: August 25 2021
 Issued: October 15, 2021

The objectives of the Internal Audit of Student Services were to:

- Ensure the student services processes and functions are effective in meeting student needs, provide students with a fulfilling College experience, and provide requested guidance and assistance timely.
- Evaluate the Student Services processes and procedures across the College to ensure the effective execution of its performance to meet student needs and expectations.

Executive Summary

Through our interviews, evaluation of expected student services processes, and performance of student simulations, we identified 3 findings. The listing of findings include those items that have been identified and are considered to be non-conformance issues with documented College of the Mainland policies, procedures, and expectations or where there is a lack of procedures or practices in place to meet student or management expectations at the College. These issues could have a significant impact on the student experience, including recruiting and retaining of student.

A summary of our results, by audit objective, is provided in the table below. See the Appendix for an overview of the *Assessment* and *Risk Ratings*.

OVERALL ASSESSMENT		STRONG
Scope Area	Result	Rating
<p>Objective A: Ensure the student services processes and functions are effective in meeting student needs, provide students with a fulfilling College experience, and provide requested guidance and assistance timely.</p>	<p>We identified that student expectations were generally met and aligned with the established College processes and functions. However, we identified opportunities to strengthen the experience, including:</p> <ul style="list-style-type: none"> • Update the check-in process to utilize the Students ID to sign-in to the Advisor appointment • Update Navigate to include IT support for students to contact when dealing with technical difficulties • Train advisors to provide guidance on “best-fit” for careers and career alignment with COM degrees and certificate programs • Implement a process to provide detailed communications to students on assigned trainings, including which are required or optional along with the timeframe for completion 	<p>STRONG</p>
<p>Objective B: Evaluate the Student Services processes and procedures across the College to ensure the effective execution of its performance to meet student needs and expectations.</p>	<p>We identified that Student Services processes and procedures are established through each offered program and service to ensure consistent execution to College students. However, we identified opportunities to strengthen the processes, including:</p> <ul style="list-style-type: none"> • Create and implement a standardized Advisor checklist for tracking and documenting advising interactions with students • Search and hire a Career Director to assist in career services for students 	<p>STRONG</p>

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
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Other opportunities for improvement were identified though the procedures performed and results of the student simulation exercise. These observations include those items that are not considered to be non-conformance issues with expected College policies and procedures. These are considered process improvement observations and the intent for the recommendations are to strengthen current College processes and the student experience. These observations were provided to management separately.

Conclusion

Based on our evaluation, the Student Services programs, functions, and processes at the College have established procedures and expectations that are designed to meet student demands and enhance the student experience. However, we identified opportunities to strengthen processes and effectiveness of procedures within the Academic Advising, Career Placement Services, and Student Engagement processes.

Most significantly, we recommend that COM Management enhance the academic advising experience by including clear instructions on IT support to contact when dealing with technical difficulties, utilizing the student's ID for checking in students at their appointment, and creating a standardized Advisor checklist for tracking, documenting, and sharing the results of the advising session with the student.

Additionally, we recommend that the College continue to identify and hire a Career Director to stand-up a Career Placement Office to align COM's degree and certificate programs with available careers. Advisors should also be trained to advising students on those career opportunities and providing recommendations on degrees and courses that align with the proposed career path.

Further, COM Management should ensure that students receive detailed communications of trainings assigned to them following their acceptance to the College along with instruction on how to access SafeColleges. The communications should also identify which trainings are required or optional and the timeframe for completion.

Follow-up procedures should be conducted in Fiscal Year 2022 to validate the effectiveness of the remediation efforts taken to address the findings identified.

**Detailed Procedures Performed, Findings,
Recommendations and Management Responses**

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
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Detailed Procedures Performed, Findings, and Management Response

Our procedures included developing a checklist for established College expectations of student services processes and performing simulations of the Student Services provided to obtain a better understanding of the student experience along with the effectiveness of the execution of the College's processes and procedures. We evaluated the current student services and procedures performed at the College. Our coverage period was from March 22, 2021 through July 27, 2021.

Objective A: Student Simulations

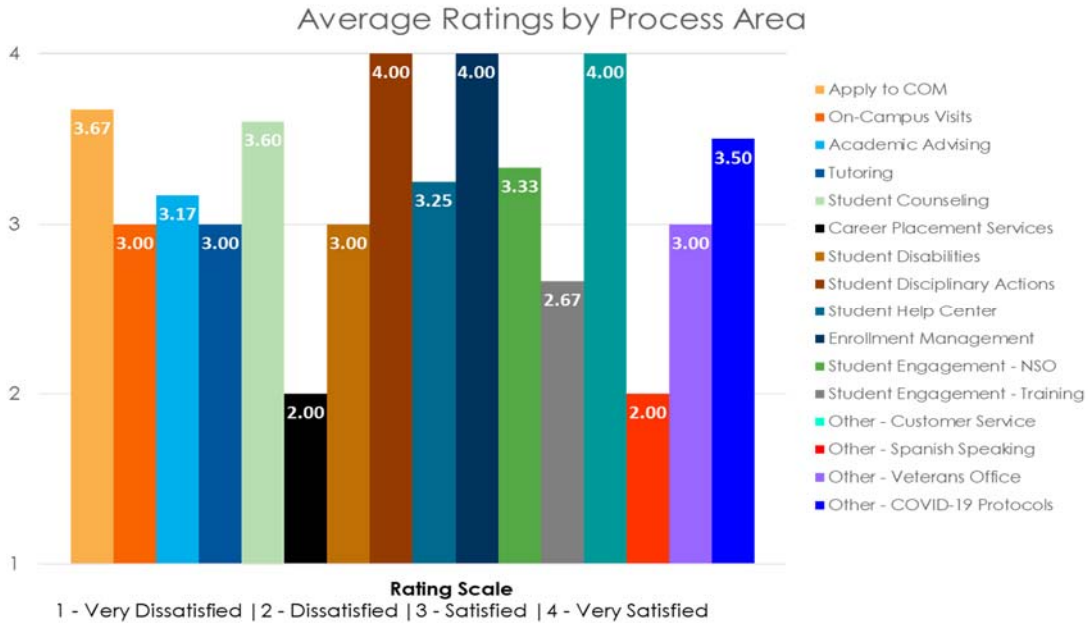
Ensure the student services processes and functions are effective in meeting student needs, provide students with a fulfilling College experience, and provide requested guidance and assistance timely.

Procedures Performed:

1. We developed 8 student profiles in coordination with College Management that encompass the Colleges student body, which included the following reportable elements:
 - o Spanish speaking
 - o Out of district residency status
 - o Financial aid
 - o Veteran
 - o Virtual attendance
 - o Placement testing
 - o Dual credit
 - o Learning disability
 - o Co-requisites required
 - o Non-traditional student
2. Completed and documented the simulations of Student Services programs and processes performed through the defined student profiles for the following:
 - o Academic Advising
 - o Tutoring
 - o Student Counselling
 - o Career Placement Services
 - o Students with Disabilities
 - o Student Disciplinary Action
 - o Student Help Center
 - o Enrollment Management, including Dual Credit and College Connections
 - o Student Engagement, including New Student Orientation (NSO) and Safe Colleges Training
3. We identified quantitative and qualitative data inputs provided by the students to determine whether the programs simulated and processes performed met or exceeded student expectations.

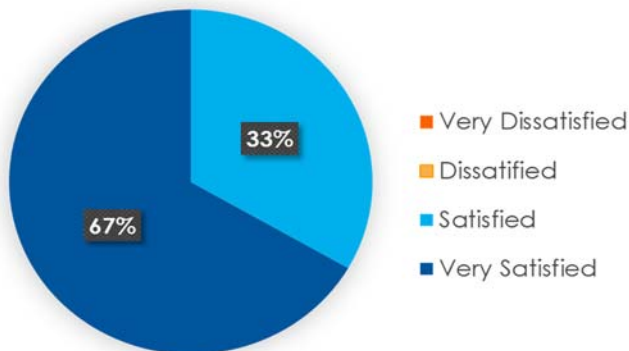
Results: We identified average student ratings for the process areas evaluated to be satisfactory, which generally met or exceeded student expectations. However, we identified three areas for improvement that should be implemented to enhance the student experience and satisfactory rating of the Colleges student services processes.

College of the Mainland
 IA # 02-21 Internal Audit Report Over Student Services
 Report Date: August 25 2021
 Issued: October 15, 2021



The following are the results of each process area evaluated, including a rating overview to provide context on the number of student participation in each simulation, reasoning of the ratings provided, and areas for improvement.

Applying to COM

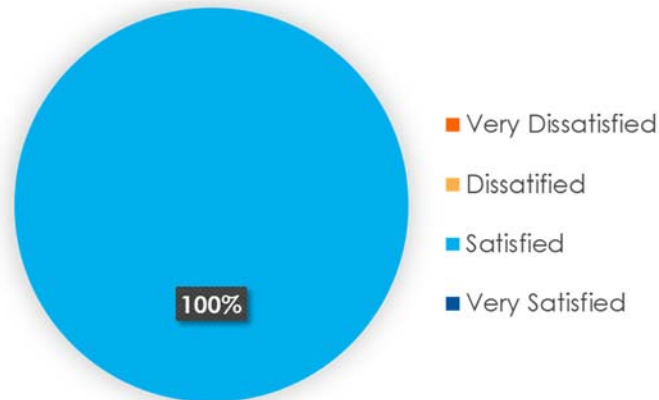


Ratings Overview:

- **Student Participation:** 6 out of 7 Students (*dual credit inquiry and did not apply*)
- **Reasons for not Very Satisfied:**
 - Application process was intuitive and general satisfaction as it relates to established expectations for applying to the College
 - Student was able to complete and submit application without a social security number entered, which was addressed within 48 hours after receiving College communication and assistance to address
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

On-Campus Visits

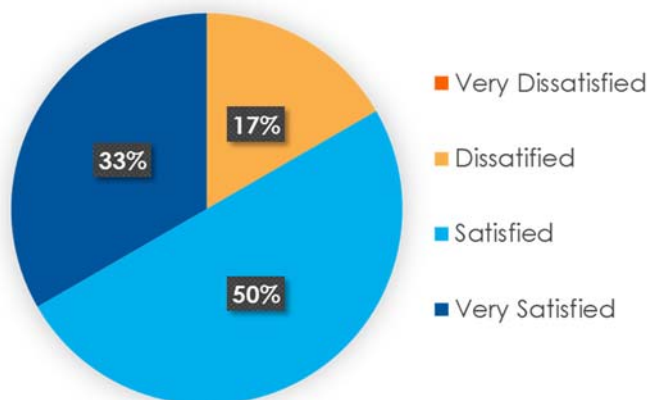


Ratings Overview:

- **Student Participation:** 2 out of 7 Students
- **Reasons for not Very Satisfied:**
 - The lack of building signage for the main entrances to the Administration Building and guidance on where to go to meet with advisors and the Student Help Center caused confusion
 - Simulation students identified other students that were confused on where to go while on-campus
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Academic Advising



Ratings Overview:

- **Student Participation:** 6 out of 7 Students (*dual credit inquiry and did not complete advising*)
- **Reasons for not Very Satisfied:**
 - The advisor did not get to know the goals and aspirations of the student
 - The advisor assigned was not known prior to making an appointment
 - No proactive scheduling or recommending of future sessions
- **Reasons for Dissatisfied:**
 - Manual check-in process that did not use student ID to correctly enter the student in the advising que
 - Navigate would not allow the online scheduling of the appointment
 - Interaction and notes from the session did not appear to be documented in the system
- **Areas for Improvement:**

Finding 01 – MODERATE - Academic Advising:

Students are unable to identify in advance which advisor they are assigned and experienced technical difficulties setting up and scheduling their advising session appointment on Navigate. For instance, upon login to the system it indicated that the advisor's location was not available and students could not select an appointment time. Currently, once a student's record becomes activated in Colleague, their advisor is automatically assigned based on their program of study. However, the student is informed of the advisor assignment after they have selected a date and time to meet. The advisor information is also provided in a confirmation email once the appointment has been scheduled.

Additionally, the check-in process for in-person academic advising sessions appears to be manual, by looking up the students name and email address, and not tied to the student ID. The sessions themselves were driven by the students and not by questions from the advisor to better understand the students needs, wants, and personal situations. The interactions also do not appear to be documented in the system to record next steps. Furthermore, advisors were not consistent in advising students to schedule follow-up appointments to plan for future semesters.

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Recommendation: We recommend COM Management implement the following:

- Update the check-in process so that students get signed in using their student ID rather than their names/email addresses
- Coordinate with IT to ensure that appropriate IT contact information is added to the Navigate website for students when they experience technical difficulties signing up for meeting with their advisor
- Create and implement a standardized Advisor form/checklist for tracking and documenting advising interactions with students. The checklist should be visible to the student and include key information that needs to be discussed during each session per the College's procedures. Additionally, ensure that all advising documentation is maintained within the student's files.

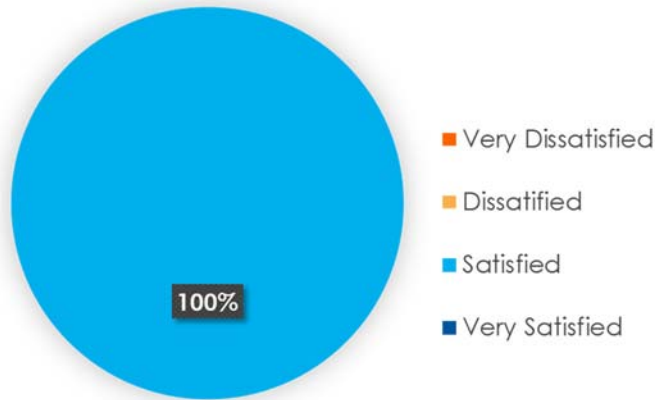
Management Response: Management agrees with the finding. Advising will follow up with the Navigate vendor to explore options for including the name of each student's advisor on the initial booking site. Advising is currently exploring how to automatically incorporate the advisor's name on the Welcome Letter for newly accepted students and will work with IT to program the assignment.

Advising has developed an Appointment Summary Form that will record the student's needs, summary of discussion, action steps, and contact information for their advisor. This information will be added to the student's record for their access at any point they would like to review the notes.

Responsible Party: Director of the Student Success Center
Implementation Date: October 2021

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

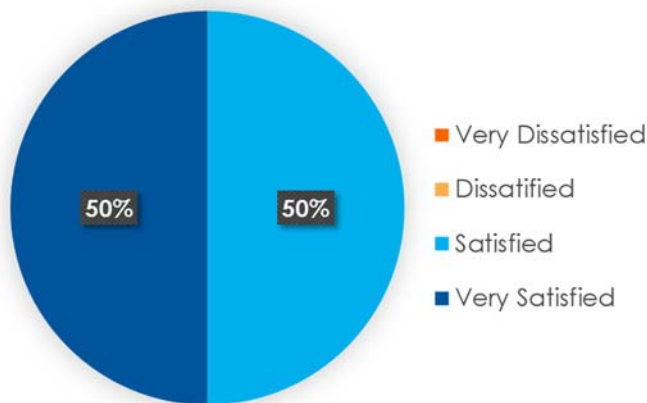
Tutoring



Ratings Overview:

- **Student Participation:** 2 out of 7 Students
- **Reasons for not Very Satisfied:**
 - Dates and times for tutoring availability was not readily known for the summer semester when inquired
 - The advisors did not provide details on the availability and type of tutoring offered
- **Areas for Improvement:**
 - No findings identified

Student Counseling

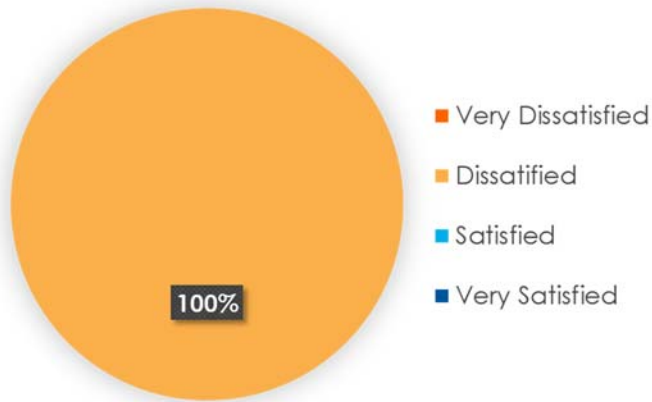


Ratings Overview:

- **Student Participation:** 4 out of 7 Students
- **Reasons for not Very Satisfied:**
 - The session was student driven and not by the counselor to learn more about the concerns and issues impacting the student
 - All of the counseling services available are not identified on the College's website, but were discussed during New Student Orientation
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Career Placement Services



Ratings Overview:

- **Student Participation:** 2 out of 7 Students
- **Reasons for Dissatisfied:**
 - Advisors were unable to provide useful information on career placement services or assistance with aligning degree programs with career options
 - The College does not have an established program to help transition from academia to the workforce
- **Areas for Improvement:**

Finding 02 - MODERATE – Career Placement Services:

COM does not have a formal and established Career Placement Office to help guide students to desired careers in the area. As a result, students were unable to obtain detailed information about COM career placement and matchmaking services and resources available, including Career Cruising. Also, advisors were unable to provide guidance on “best fit” for careers and career alignment with COM degrees or certificate programs based on their career desires.

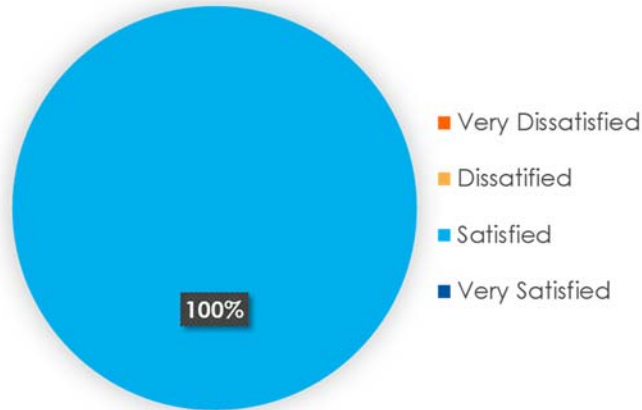
Recommendation: We recommend COM Management implement the following:

- Continue to identify and hire a Career Director to stand up a Career Placement Office.
- Train advisors to become well versed in career assessment/placement services available to students internal and external to COM to assist students in identifying career opportunities from the degrees and courses offered by the College.

Management Response: Management agrees with the finding. A Director of Career Services was hired in July 2021 and has been at work establishing the Career Center. The Career Center will have an official launch of its Career Services Manager platform, that will host an account for all our students and offer employers access to a job board. The office currently has established technology for students to engage in career exploration and job searches. The Director of Career Services is partnering with the Director of Student Success Center to ensure they are working collaboratively to help students identify career interest at the initial stages of enrollment, and that advisors receive professional development in career exploration advisement.

Responsible Party: Director of Career Services & Director of Student Success Center
Implementation Date: December 2021

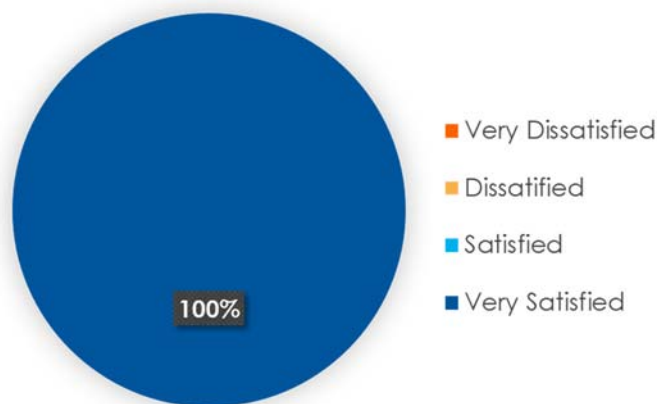
Student Disabilities



Ratings Overview:

- **Student Participation:** 1 out of 7 Students
- **Reasons for not Very Satisfied:**
 - Disability services information, both through the initial student meeting and additional resources provided, were timely, helpful, and answered all the student's questions. The process met expectations but was not overly engaging to ensure future success at the College.
- **Areas for Improvement:**
 - No findings identified

Student Disciplinary Action

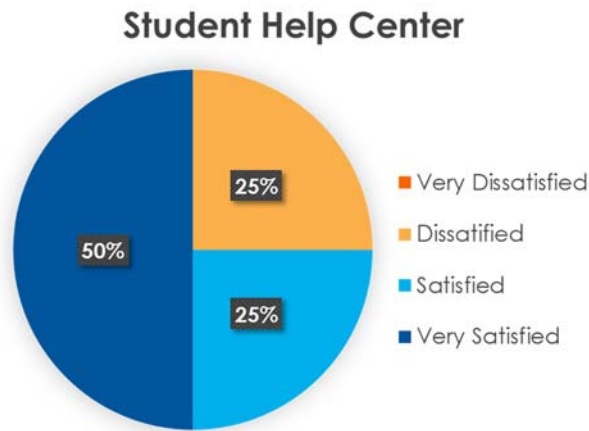


Ratings Overview:

- **Student Participation:** 2 out of 7 Students
- **Reasons for Very Satisfied:**
 - Submitted complaints were addressed timely, professionally, and by staff that showed empathy
 - Staff made assurances that the issues would be resolved and that they appreciated the insight from the student

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

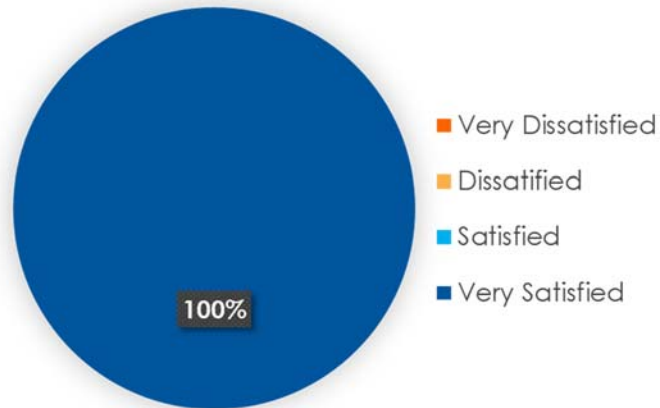
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management



Ratings Overview:

- **Student Participation:** 4 out of 7 Students
- **Reasons for not Very Satisfied:**
 - The lack of signage to locate the Student Help Center was difficult if the Student did not enter through the main entrance
- **Reasons for Dissatisfied:**
 - Virtually, student assistance was more difficult to obtain and the student was confused on all the required tasks. Additionally, they could not locate contact information for someone to answer their immediate questions
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

Enrollment Management

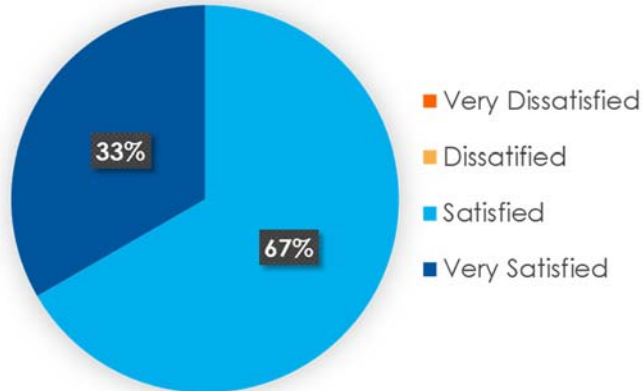


Ratings Overview:

- **Student Participation:** 1 out of 7 Students
- **Reasons for Very Satisfied:**
 - The staff were very helpful and knowledgeable about the dual credit programs and opportunities available to high school students
 - Staff met with the parent timely, even without an appointment, and provided many resources to help the potential student choose programs and classes to take
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

**Student Engagement – New
Student Orientation**

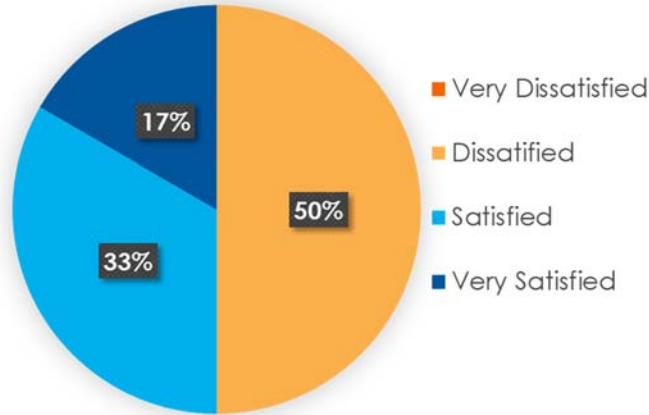


Ratings Overview:

- **Student Participation:** 6 out of 7 Students (*dual credit inquiry and did not attend orientation*)
 - 2 out of 6: In-Person
 - 4 out of 6: Virtual
- **Reasons for not Very Satisfied:**
 - The virtual and in-person experience did not cover all the anticipated or expected topics
 - The virtual experience is not equivalent to in-person and is difficult to maintain attention and focus
 - The guest speakers were liked and provided a better connection than hearing from just one person
 - Due to COVID-19 and the reopening of the campus, communication of the in-person orientation was delayed and not widely known
- **Areas for Improvement:**
 - No findings identified
 - Observations provided separately to management

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

**Student Engagement -
Training**



Ratings Overview:

- **Student Participation:** 6 out of 7 Students (*dual credit inquiry and did not complete training*)
- **Reasons for not Very Satisfied:**
 - Difficult to locate the website/application where the student could locate their student information, including degree plan. Was directed to Navigate and Web Advisor, but minimum insight on where to locate the information in those applications
 - Training requirements were not adequately communicated
- **Reasons for Dissatisfied**
 - Details about the required trainings, including applicable modules and when they were to be completed, was not provided.
 - Orientation focused on policies and not on the required trainings
- **Areas for Improvement:**

Finding 03 – MODERATE - Student Engagement – Required Student Training:

Students did not receive information on the required trainings that are assigned and to be completed post-acceptance to the College. Additionally, students were not given instruction on how to access Safe Colleges to complete the required trainings.

Recommendation: We recommend COM Management ensure that students receive detailed communications of trainings assigned to them along with which are required or optional. For required trainings, the College should ensure the tracking process (i.e. email alerts) currently in place is functioning to ensure timely notification and completion of assigned trainings by the students.

Management Response: Management agrees with the finding. The Director of Student Life will work with the Dean of Students and the Director of Institutional Equity to ensure all required and available training is identified and presented to students as part of their electronic welcome packet during the onboarding process. Completion of required trainings will be monitored monthly and those in non-compliance will be sent reminders throughout the semester. Students who have not completed required training will have a hold placed on their record until the training has been completed.

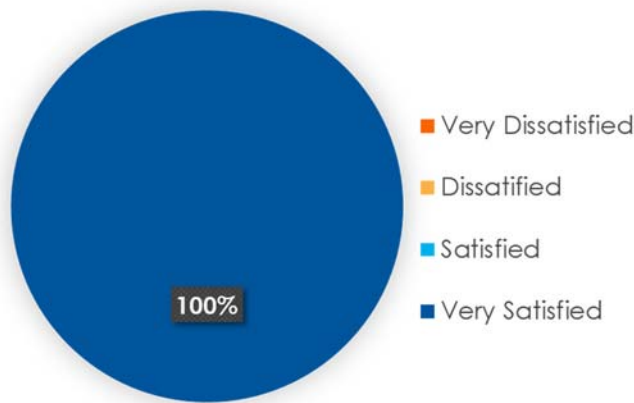
College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Responsible Party: Director of Student Life & Dean of Students, in consultation with the Director of Institutional Equity

Implementation Date: November 2021

As part of the simulations, we identified other key attributes within the in-scope process areas that impacted the student experience, including customer service, Spanish speaking assistance, veteran's office, and COVID-19 protocols. The following are the results of those student evaluations:

Other – Customer Service

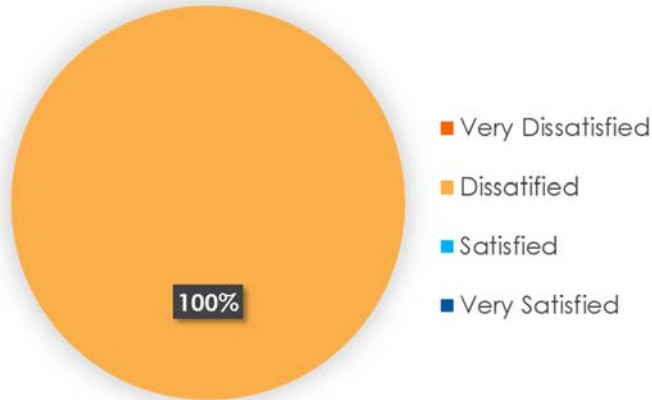


Ratings Overview:

- **Student Participation:** 1 out of 7 Students
- **Reasons for Very Satisfied:**
 - The staff were very quick to address the complaint provided over the phone and wanted to know the details of the issue so it could be addressed immediately
 - Staff were apologetic of the negative experience
- **Areas for Improvement:**
 - No findings identified

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Other – Spanish Speaking

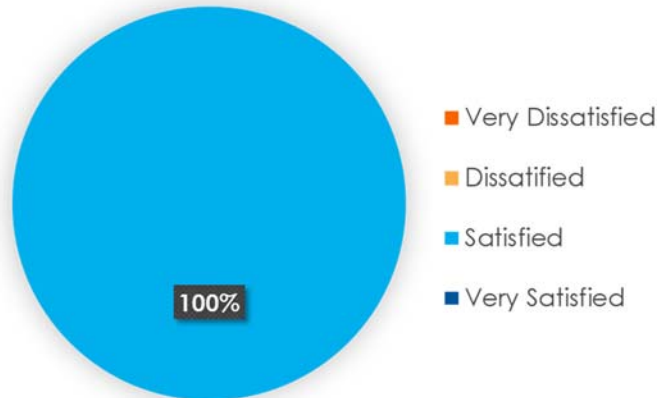


Ratings Overview:

- **Student Participation:** 1 out of 7 Students
- **Reasons for not Dissatisfied:**
 - The College does not have a Spanish speaking staff member within Student Services that can quickly address calls from Spanish speaking households
 - Also, there is no Spanish speaking option when calling the College’s main phone line or departmental phone lines
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

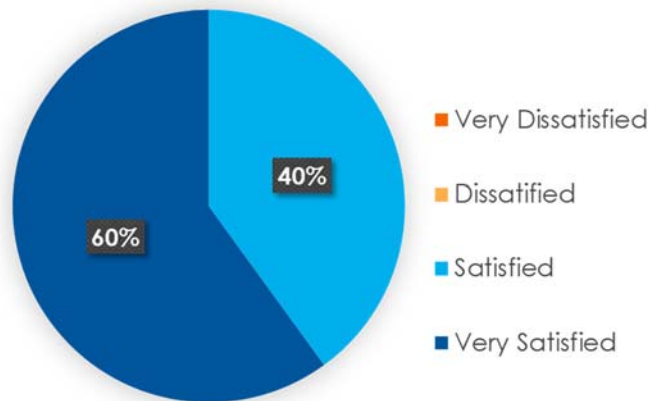
Other – Veterans Office



Ratings Overview:

- **Student Participation:** 1 out of 7 Students
- **Reasons for not Very Satisfied:**
 - The Veterans Office was very helpful but only asked general questions regarding my path and plans. Was not as engaging as anticipated.
- **Areas for Improvement:**
 - No findings identified

Other – COVID-19 Protocols



Ratings Overview:

- **Student Participation:** 4 out of 7 Students
- **Reasons for not Very Satisfied:**
 - Confusion regarding masks and social distancing requirements
 - Difference in what is stated in policy vs. practice (i.e. people walking around campus and in buildings not wearing masks as stated in policy)
 - Minimum insight on future semester protocols
- **Areas for Improvement:**
 - No findings identified

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Objective B: Student Services Process Evaluation

Evaluate the Student Services processes and procedures across the College to ensure the effective execution of its performance to meet student needs and expectations.

Procedures Performed:

1. We conducted interviews with key personnel within Student Services functions, examined existing documentation, and documented the expected procedures and process flow for student interactions.
2. From the information obtained, we established a baseline for the student expectations on the student services functions and processes to evaluate for the following areas:
 - o Academic Advising
 - o Tutoring
 - o Student Counselling
 - o Career Placement Services
 - o Students with Disabilities
 - o Student Disciplinary Action
 - o Student Help Center
 - o Enrollment Management, including Dual Credit and College Connections
 - o Student Engagement, including New Student Orientation (NSO) and Safe Colleges
3. We developed a checklist of the expected processes, procedures, and interactions that students will simulate through the Colleges student services provided. The checklist provided criteria and instruction on the process to follow along with anticipated next steps and outcomes to evaluate whether the identified procedures are consistent and meet the student's requests and needs.

Results: We identified 3 findings where improvements in the documentation, processes, policies, and/or procedures can be made to ensure consistency in the process and student experience.

Refer to the following:

Finding 01 – MODERATE – Academic Advising

Finding 02 – MODERATE – Career Placement Services

Finding 03 – MODERATE – Student Engagement – Required Student Training

Appendix

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

This appendix defines the approach and classifications utilized by Internal Audit to assess the status of the area under review, the priority of the findings identified, and the overall assessment of the procedures performed.

Report Ratings

The report rating encompasses the entire scope of the engagement and expresses the aggregate impact of the exceptions identified during our test work on one or more of the following objectives:

- Operating or program objectives and goals conform with those of the College
- College objectives and goals are being met
- The activity under review is functioning in a manner which ensures:
 - Reliability and integrity of financial and operational information
 - Effectiveness and efficiency of operations and programs
 - Safeguarding of assets
 - Compliance with laws, regulations, policies, procedures and contracts

The following ratings are used to articulate the overall magnitude of the process and documentation on the established criteria:

Strong	Addresses all the expectations and criteria associated with the policy for all aspects of the College's operations.
Satisfactory	Addresses the primary criteria expected of the policy but may need to be expanded and enhanced.
Unsatisfactory	Has significant gaps in the criteria addressed, do not address all operations of the College, or do not exist.

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Risk Ratings

Residual risk is the risk derived from the environment after considering the mitigating effect of internal controls. The area under audit has been assessed from a residual risk level utilizing the following risk management classification system.

High

High risk findings have qualitative factors that include, but are not limited to:

- Events that threaten the College's achievement of strategic objectives or continued existence
- Impact of the finding could be felt outside of the College or beyond a single function or department
- Potential material impact to operations or the College's finances
- Remediation requires significant involvement from senior College management

Moderate

Moderate risk findings have qualitative factors that include, but are not limited to:

- Events that could threaten financial or operational objectives of the College
- Impact could be felt outside of the College or across more than one function of the College
- Noticeable and possibly material impact to the operations or finances of the College
- Remediation efforts that will require the direct involvement of functional leader(s)
- May require senior College management to be updated

Low

Low risk findings have qualitative factors that include, but are not limited to:

- Events that do not directly threaten the College's strategic priorities
- Impact is limited to a single function within the College
- Minimal financial or operational impact to the organization
- Require functional leader(s) to be kept updated, or have other controls that help to mitigate the related risk



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Annual Internal Audit Report

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 Accept the Annual Internal Audit Report, as presented on December 7, 2021.”

PURPOSE

To provide the Board of Trustees with information regarding the Annual Internal Audit Report that was performed and will be uploaded to the COM Website.

BACKGROUND

The Annual Internal Audit Report is presented to the Board for discussion and acceptance.

IMPLICATIONS

Financial: N/A

Strategic Goal #1: N/A

Human Resources: N/A

Attachments

1. Annual Internal Audit Report

College of the Mainland

Fiscal Year 2021 Annual Internal Audit Report

December 7, 2021

CONTENTS

Page

I. Compliance with Texas Government Code 2102.015.....	1
II. Internal Audit Plan for Fiscal Year 2021	1
III. Consulting Services and Nonaudit Services Completed	1
IV. External Quality Assurance Review.....	2
V. Internal Audit Plan for Fiscal Year 2021	3
VI. External Audit Services Procured in Fiscal Year 2021	6
VII. Reporting Suspected Fraud and Abuse	6

College of the Mainland

Fiscal Year 2021 Internal Audit Report

Issued: December 7, 2021

I. Compliance with Texas Government Code, Section 2102.015: Posting the Internal Audit Plan, Internal Audit Annual Report, and Other Audit information on Internet Web site

Texas Government Code, Section 2102.015 requires state agencies and higher education institutions, as defined in the statute, to post their Internal Audit Plan, Internal Audit Annual Report, and other audit information on the Internet.

The College of the Mainland (COM or the College) will post this report and its Fiscal Year 2021 Internal Audit Plan on its website at www.com.edu following acceptance by the Audit / Finance Committee. The report was presented and approved for issuance at the December 7, 2021 Board of Trustees Meeting.

The College of the Mainland will update its posting with a detailed summary of the weaknesses, deficiencies, wrongdoings or other concerns raised by performance of the audit plan as they are identified. The College of the Mainland will also update the posting with the corrective action taken to address any issues identified.

II. Internal Audit Plan for Fiscal Year 2021

The internal audits planned and performed for Fiscal Year 2021 were selected to address the College's highest risk areas, based on the risk assessment process conducted during the fall of 2017, which included input from College Management. The audits conducted during Fiscal Year 2021 are listed below.

Internal Audit	Report #	Report Date	Current Status
Human Resources	IA #01-2021	February 11, 2021	The report was issued April 12, 2021. Follow-up procedures to verify that corrective action has been implemented on the open findings will be conducted by College Management in FY 2022.
Student Services	IA #02-2021	August 25, 2021	The report was issued October 15, 2021. Follow-up procedures to verify that corrective action has been implemented on the open findings will be conducted by College Management in FY 2022.

The College's rules and policies for the purchasing of goods and services will be evaluated in detail as part of the Purchasing Internal Audit to be performed in FY2022. However, an initial assessment of current policies was assessed during the College's Internal Audit Risk Assessment and development of the Risk Response Plan, issued March 8, 2018, and determined to be in compliance with the requirements identified within Texas Education Code, Section 51.9337.

III. Consulting Services and Nonaudit Services Completed

As defined in the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing and the Government Auditing Standards, 2011 Revision, Sections 3.33 – 3.58, Weaver, or any other third party, did not complete consulting and/or non-audit services for Fiscal Year 2021.

College of the Mainland

Fiscal Year 2021 Internal Audit Report

Issued: December 7, 2021

IV. External Quality Assurance Review

In accordance with professional standards, and to meet the requirements of the Texas Internal Auditing Act, Internal Audit is required to undergo an external quality assurance review at least once every three years. Weaver's review was performed in October 2019.



Report on Firm's System of Quality Control

October 16, 2019

To the Partners of Weaver and Tidwell, L.L.P.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Weaver and Tidwell, L.L.P. (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, an audit of a broker-dealer, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Weaver and Tidwell, L.L.P. applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Weaver and Tidwell, L.L.P. has received a peer review rating of pass.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Eide Bailly LLP

What inspires you, inspires us. | eidebailly.com

U.S. Bancorp Center | 800 Nicollet Mall, Ste. 1300 | Minneapolis, MN 55402-7033 | T 612.253.6500 | F 612.253.6600 | EOE

College of the Mainland

Fiscal Year 2021 Internal Audit Report

Issued: December 7, 2021

V. Internal Audit Plan

The Internal Audit Plan was submitted to the Board of Trustees of the College of the Mainland. The Board of Trustees approved the plan on October 28, 2019. Below is the Fiscal Year 2022 Internal Audit Plan submitted and approved by the College President based on the results of the FY 2021 Internal Audit Risk Assessment Update.

Fiscal Year 2022 Internal Audit Plan		
Audit Area	Risk Rating	Estimated Hours
Purchasing	High	300 – 320
Academics and Curricular Activities	High	320 – 340
Internal Audit Consulting		40-60

Follow-up procedures for Fiscal Year 2022 to verify and communicate with Management the remediation efforts of prior Internal Audit Recommendations will be performed by College Management.

Fiscal Year 2022 Follow-up Procedures		
Audit Area	Risk Rating	Estimated Hours
Human Resources	High	TBD
Student Services	High	TBD

The projects identified in the FY 2022 Internal Audit Plan will not address the benefits proportionality audit requirement prescribed in Rider 8, page III-45, the General Appropriations Act (85th Legislature), due to Public Community Colleges being exempt from the requirement.

The College’s rules and policies for the purchasing of goods and services will be evaluated as part of Internal Audit of Purchasing to determine compliance with the requirements identified within Texas Education Code, Section 51.9337.

A risk assessment update was conducted in August, 2021 whereby College Leadership reassessed the probability and impact of the following risk categories across all significant activities of the College.

- Financial and Fraud
- Information Technology
- Operational
- Students and Programs
- Reputational

The Internal Audit Risk Assessment performed in 2017 included information security as part of the evaluation of information technology risk. Information technology risk was evaluated throughout the risk assessment process, and was considered as part of the overall risk rating of all the significant processes of the College. Additionally, information security was evaluated as part of the Information Security Internal Audit in FY2019.

College of the Mainland

Fiscal Year 2021 Internal Audit Report

Issued: December 7, 2021

Taking into consideration the input from College Management, all significant activities were assigned a risk score for probability and impact related to each risk category. The overall risk rating (High, Moderate or Low) was assigned to each significant activity based on the activity's average risk score.

The internal audit plan is developed by considering risk ratings for each significant activity and prioritizing "High" risk activities. The risk assessment is updated on an annual basis.

The 2021 internal Audit Risk Assessment update resulted in 24 Significant Activities rated as "High" risk. The FY 2022 Internal Audit Plan does not include 13 of the 24 high risk rated significant activities. Those risks are as follows:

High Risk Areas		
	Audit Area	Risk Response
1	Application Selection / Development	There are no formal policies or procedures in place for application selection and development. However, risks are partially addressed through the evaluation of applications through the Technology Committee that convenes once a month. Additionally, any Information Technology purchases, such as applications, must be reviewed and approved by Information Technology prior to processing by Procurement.
2	Database Administration / ERP	There are no formal policies in place for database administration / ERP. However, the College does have policies on access to the Database / ERP which are covered within Information Security. Past external reviews were conducted of the database during the migration of systems and databases three years ago.
3	Grant Management	Risks are partially addressed by College policies requiring President approval for the application and utilization of grant funds. Additionally, grant audits are conducted by grantors, such as those with H-GAC and for Title IV programs which are evaluated on an annual basis.
4	Budget and Planning	Risks are partially addressed by College policies on the budgeting process and oversight by the Board. Additionally, budgeting and planning is monitored by the Board through monthly reports of year to date spending on a cash basis, which includes budget to actual figures. Any fund balance requests for expenditures not included in the budget require Board approval.
5	Construction Management	Risks are partially addressed by College policies on construction manager - agent, construction manager - at risk, construction design - build, job order contracts, facilities standards, competitive bidding and sealed proposals. Additionally, construction project progress is monitored through routine reporting to the Board.
6	Continuing Education	Risks are partially addressed by College policies on requirements for continuing education programs, included evaluations of offerings and curriculum. Accreditation reviews are performed of Allied Health Programs and external audits performed of CPR courses to ensure compliance with requirements.
7	Workforce and Community Development (Corporate Programs)	Risks are partially addressed by College policies on creating workforce programs, Board oversight of certificate programs offered, and contracting requirements for performing continuing education programs.

College of the Mainland
 Fiscal Year 2021 Internal Audit Report
 Issued: December 7, 2021

High Risk Areas		
	Audit Area	Risk Response
8	Dual Credit Programs	Risks are partially addressed by College policies on the requirements for offering dual credit programs. Additionally, the Curriculum Committee meets routinely to evaluate and consider requests for changes to curriculum along with the reporting of those requests to SACSCOC. The Committee also provides routine reports to the Board if changes to the curriculum are being considered.
9	Law Enforcement and Security	Risks are partially addressed by College policies on campus carry, storage of firearms, student searches, and student rights. Campus Police Officers are Texas Commission on Law Enforcement (TCOLE) certified and maintenance of certification, through required trainings, is monitored by the State of Texas.
10	Payroll	Risks are partially addressed by College policies on payroll computations, payroll deductions and legal requirements. Additionally, payroll data is evaluated as part of the annual external financial statement audit.
11	Accreditation Standards	The College monitors the requirements for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and evaluates performance to ensure compliance. Additionally, the Curriculum Committee meets monthly to evaluate and consider requests for changes, additions, or cancelations of programs, which must be reviewed and approved by the High Education Coordinating Board and SACSCOC. The Committee also provides routine reports to the Board if changes to programs are being considered along with accreditation status. The College will have a SACSCOC review conducted in FY 2024. The last accreditation review was completed in 2013.
12	Grounds and Maintenance	Risk are partially addressed by College policies on the maintenance of buildings and equipment, development of a long range campus master plan and maintaining proper sanitation. Additionally, risks are transferred through the outsourcing of grounds functions and risks are mitigated through the use of environmental consultants to evaluate and report on asbestos and mold remediation. The College also requires internal maintenance staff to hold certifications for HVAC, plumbing, and electrical to ensure local code compliance.
13	Revenue	Risks are partially addressed by College policies on how tuition rates are determined along with the collections of ad valorem taxes. Ad valorem taxes are assessed by the Galveston Tax Appraisal District and collection efforts are conducted by the Galveston Tax Assessor Collectors. States appropriations and tax collections are reconciled monthly and reported to the Board monthly in the Financial and Investment Report. Additionally, revenue reconciliations are evaluated as part of the annual external financial statement audit.

College of the Mainland

Fiscal Year 2021 Internal Audit Report

Issued: December 7, 2021

VI. External Audit Services Procured in Fiscal Year 2021

The College of the Mainland engaged Whitley Penn LLP, a certified public accounting firm, as their external auditors for Fiscal Year 2021. Whitley Penn LLP is registered with the Public Company Auditor Oversight Board (PCAOB).

The College of the Mainland did not engage any other external party to conduct financial, performance or attestation engagements in Fiscal Year 2021.

VII. Reporting Suspected Fraud and Abuse

- College of the Mainland relies on Weaver and Tidwell LLP, the outsourced internal auditor, to monitor the confidential hotline set-up by the College for the reporting of fraud, waste and abuse. The College also has a dedicated page to fraud prevention and reporting on its website at <https://www.com.edu/hotline>, which includes the hotline number and an optional form that can be completed to anonymously report fraud, waste, or abuse.
- The President of the College of the Mainland and the General Counsel are designated personnel within the College to receive and discuss allegations of fraud, waste, and abuse. The General Counsel has the authority to examine and investigate those allegations and turn over information of verified instances of fraud, waste, or abuse to the State Auditor's Office.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Recommendation – Assistant Professor of Nursing (Replacement)

Presented for recommended approval to the Board of Trustees on December 7, 2021 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 Valerie Andrews to the position of Assistant Professor of Nursing, Nursing Department.”

PURPOSE

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 Deanna Machula who resigned August 2020.

IMPLICATIONS

Financial: \$71,707 from budget 11-0-0000-1302-5140.
Strategic Goal 5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Recommendation – Director of Facility Services (Replacement)

Presented for recommended approval to the Board of Trustees on December 7, 2021 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 Timothy Bacon to the position of Director of Facility Services, Fiscal Affairs Division.”

PURPOSE

Incumbent manages facility operations and staff, performs technical engineering functions, manages construction projects, negotiates contracts, interprets, and applies applicable laws and regulations and coordinates activities with internal and external departments or organizations.

BACKGROUND

This position is replacing Charlie King who retired September 2021.

IMPLICATIONS

Financial: \$102,727 from budget 11-0-0000-6101-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Recommendation – Professional Tutor (Replacement)

Presented for recommended approval to the Board of Trustees on December 7, 2021 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 Sean Curcio to the position of Professional Tutor, Tutoring Center.”

PURPOSE

Professional Writing Tutors assist and coach College of the Mainland students and community members in becoming more successful and independent writers. Professional Writing Tutors help integrate effective learning and study strategies for students, while at the same time helping clarify and reinforce course content, assignments and material.

BACKGROUND

This position is replacing Diana North who resigned July 2021.

IMPLICATIONS

Financial: \$47,435 from budget 11-0-0000-1140-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Recommendation – Assistant Professor of Nursing (Replacement)

Presented for recommended approval to the Board of Trustees on December 7, 2021 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 Shari Manning to the position of Assistant Professor of Nursing, Nursing Department."

PURPOSE

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 Theresa Henry who resigned November 2021.

IMPLICATIONS

Financial: \$80,986 from budget 11-0-0000-1302-5140.
Strategic Goal 5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Recommendation – Lead Enrollment Coach (New)

Presented for recommended approval to the Board of Trustees on December 7, 2021 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 Kayla Molnar to the position of Lead Enrollment Coach, Strategic Enrollment Management Department.”

PURPOSE

The Lead Enrollment Coach will serve in a department-wide leadership role by supporting the Director of Enrollment Management with daily supervision of the Enrollment Coach and by providing recommendations to improve advising processes, staff hiring, and team training in support of increased enrollment. This role will include identification and implementation of best practices and use of shared materials as well as direct advising of students during temporary vacancies. These activities will also be supported through process and data analysis in partnership with the Office of Planning, Effectiveness, Analytics and Research.

BACKGROUND

This is a new position.

IMPLICATIONS

Financial: \$55,975 from budget 11-0-0000-4131-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Recommendation – Assistant Professor of Nursing (Replacement)

Presented for recommended approval to the Board of Trustees on December 7, 2021 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 Genevieve Onyirioha to the position of Assistant Professor of Nursing, Nursing Department.”

PURPOSE

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 Sarah Garcia who resigned July 2020.

IMPLICATIONS

Financial: \$73,462 from budget 11-0-0000-1302-5140.
Strategic Goal 5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Recommendation – Media Specialist (Replacement)

Presented for recommended approval to the Board of Trustees on December 7, 2021 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 Bailey Rhodes to the position of Media Specialist, Educational Technology Services Department.”

PURPOSE

The qualified individual will provide multimedia support for instruction and the community at College of the Mainland and all satellite locations through knowledge and skill in audio, video, and instructional technology.

BACKGROUND

This position is replacing Adam Glasgow who resigned June 2021.

IMPLICATIONS

Financial: \$54,558 from budget 11-0-0000-3504-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Recommendation – Faculty – Health Information Management (Replacement)

Presented for recommended approval to the Board of Trustees on December 7, 2021 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 Carol Smith to the position of Faculty – Health Information Management, Health Information Management Department.”

PURPOSE

Support and uphold the mission, vision, and values of the College and comply with all College policies. Responsible for providing instruction, facilitating learning, and practicing retention strategies within the appropriate department/program. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation, mentoring, advisement. Serve on College committees as needed and assigned.

BACKGROUND

This position is replacing Carlene Pannell.

IMPLICATIONS

Financial: \$62,701 from budget 11-0-0000-1315-5140.

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

ATTACHMENTS

1. Appointment Nomination



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on December 7, 2021.

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:

Director, Gulf Coast Safety Institute - \$93,388 from budget 34-0-5010-1299-5140

Program Coordinator, COM Cares Grant - \$51,708 from budget 32-0-5180-7199-5140

Assistant Professor – Chemistry (temporary) - \$55,951 from budget 11-0-0000-1121-5100

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

Attachments

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Director, Gulf Coast Safety Institute	Gulf Coast Safety Institute	The Director of the Gulf Coast Safety Institute is responsible for designing and implementing a strategic plan to generate outreach and revenue for non-degreed Occupational Health and Safety continuing professional education programs and initiatives relative to stakeholders in the Region. Accountable for aligning employer and educational stakeholder interests and other academic factors contributing to an individual's work readiness, risk mitigation, and occupational health and safety practices. Directly responsible for the functional oversight and overall direction and management of the Gulf Coast Safety Institute, ensuring compliance with and execution of safety policies and safety education and training to include unique events.	Replacement for Cindy Lewis, who resigned. This is a grant-funded position.	Alfred Sustaita	\$93,388	\$69,177 - \$93,388 - \$117,600
2	Program Coordinator, COM Cares Grant	COM Foundation & Resource Development	This 18-month grant funded Program Coordinator will work with colleagues across campus to award emergency aid to COM students. Working in the COM Foundation with Executive Director, the Program Coordinator will help award emergency aid for college tuition, fees, stipends, and aid to get eligible students back on their feet on the road to recovery. We hope to recruit and serve approximately 2,000 students.	New Position, Grant Funded	Destiny Andrews	\$51,708	\$51,028 - \$63,786 - \$76,543
3	Assistant Professor - Chemistry	Science & Engineering	Prepare, develop, revise curriculum and course work. Provide scheduled office hours for student consultation. Serves on College committees as needed and assigned.	FT Temporary Faculty for Spring 2022	Valdes, John	\$55,951	\$43,040 - \$55,951 - \$68,860
4							
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DECEMBER 2021 POLICY UPDATE

REVISED LEGAL POLICIES

BAA (LEGAL) BOARD LEGAL STATUS; POWERS, DUTIES, RESPONSIBILITIES

Changes to this policy reflect new legislation which prohibits certain public entities from discriminating against natural gas or other energy sources based on the type of energy source. The legislation responds to efforts by the city of Austin to restrict certain energy sources to limit greenhouse emissions.

BBA (LEGAL) BOARD MEMBERS; ELIGIBILITY/QUALIFICATIONS

The changes in this legal policy clarify the residential requirements for board members. Residence, for purpose of eligibility to run for the office, as well as eligibility to stay in that elected position, is now defined in the Election Code and includes the following:

A person may not establish residence for the purpose of influencing the outcome of a certain election. Election Code, a person may not establish a residence at any place the person has not inhabited and a person may not designate a previous residence as a home and fixed place of habitation unless the person inhabits the place at the time of designation and intends to remain.

BBB (LEGAL) BOARD MEMBERS; ELECTIONS

Changes in this legal policy reflect legislative changes to election laws. Among other changes, the policy updates the requirements for election orders, election notice posting, and establishes that the college must declare each unopposed candidate elected to the office once certified.

BBC (LEGAL) BOARD MEMBERS; VACANCIES AND REMOVAL FROM OFFICE

Minor changes to this policy include deletion of the definition of residence as it is defined in BBA and clarifies that a person elected or appointed to serve as a board member must remain a resident of the district throughout the term of office.

BBD (LEGAL) BOARD MEMBERS; ORIENTATION AND TRAINING

The policy is updated to clarify cybersecurity training requirements for board members and adds the exception that the requirements do not apply to officials who have been granted military leave.

For more information and to read the entire texts of these policies visit: <https://pol.tasb.org/Home/Index/497>



PRESIDENT'S OFFICE

MEMORANDUM

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: TASB Legal Policy Update 42

Included for review and information are TASB issued updates to legal policies.

ATTACHMENT

- 1) TASB Update 42 – Legal Policy Packet

Explanatory Notes

Community College Policy Reference Manual Update 42

Community College Policy Reference Manual

ATTN(NOTE) GENERAL INFORMATION ABOUT THIS UPDATE

Changes at Update 42 are based mostly on legislation from the 87th Regular Legislative Session but also include changes from the second special session and federal and state rulemaking authorities.

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 87th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

A18(INTRO) INTRODUCTION

This introduction has been updated with a reference to CCPRM, a margin note change to Abbreviations in Citations, and updates to the citations table to conform to TASB style.

AFA(LLEGAL) INSTITUTIONAL EFFECTIVENESS: PERFORMANCE AND INSTITUTION REPORTS

SB 1677 eliminates the requirement that the chief executive officer of an institution of higher education annually report certain information to the institution's board regarding Affordability and Access under Education Code 51.4031.

BAA(LLEGAL) BOARD LEGAL STATUS: POWERS, DUTIES, RESPONSIBILITIES

At Regulatory Exceptions, HB 17 prohibits a college district from adopting or enforcing a measure that limits, prohibits, or discriminates against certain regulations of Utility Services and Infrastructure based on the type or source of energy provided.

A citation has been updated at Eminent Domain based on the attorney general's redesignation of the cited opinion number.

Additional amendments are to conform with statute and TASB style and to update citations.

BB(LLEGAL) BOARD MEMBERS

HB 1154 redesignates statutes, resulting in a citation update.

BBA(LLEGAL) BOARD MEMBERS: ELIGIBILITY/QUALIFICATIONS

At Residence, SB 1111 repeals the requirement that residence, for purposes of the Texas Election Code, be determined in accordance with the common-law rule as enunciated by Texas courts and adds limitations on establishing residence.

Additional amendments are to conform with statute and TASB style.

BBB(LLEGAL) BOARD MEMBERS: ELECTIONS

Revisions have been made throughout this legally referenced policy to reflect statutory changes from HB 3107:

- At General Election Dates, minor wording changes have been made.
- At Delivery or Submission of Election Documents, a document or paper may be delivered, submitted, or filed under the Texas Election Code by email.
- At Election Order and at Contents, a list of information required for general or special elections has been added.

Explanatory Notes

Community College Policy Reference Manual Update 42

Community College Policy Reference Manual

- At Early Voting, notice requirements have been updated to delete the requirement that the election notice under Election Code 85.007 be forwarded to the Secretary of State or that the Secretary of State post the notice to its website.
- At Notice to Candidates, a filing authority's notice of filing period dates for an application for a place on the ballot must include a designated email address for filing the application.
- At Single-Member Districts, at-large proposition language has been deleted.
- At Temporary Branch, language has been added regarding temporary branch voting based on the population of the area.

At Publication of Election Date and Location Online and at Publication of Filing Information Online, HB 1154 redesignates statutes, resulting in a citation change.

Revisions have been made in this policy to reflect statutory changes from SB 1 of the second special session:

- At Declaration of Election, a governing body of a college district must declare an unopposed candidate elected to an office on receipt of certification.
- At Polling Place for Early Voting, language excluding certain temporary branch polling places from the definition of an eligible county polling place for purposes of early voting has been deleted.

At Voting System Standards, SB 1387 requires a voting system or voting system equipment approved for election use to be manufactured, stored, and held in the U.S. and sold by a company whose headquarters and parent company's headquarters, if applicable, are in the U.S.

At Multiple Voting Systems Permitted, a cross reference has been updated.

BBBB(LLEGAL) ELECTIONS: ETHICS

This legally referenced policy has been updated to reflect Ethics Commission amendments to a rule related to political advertising by text message.

BBC(LLEGAL) BOARD MEMBERS: VACANCIES AND REMOVAL FROM OFFICE

A citation has been updated at Holdover Doctrine based on the attorney general's redesignation of the cited opinion number.

At Residency, clarifying changes have been made and a cross reference has been added.

At Residence Defined, SB 1111 repeals the requirement that residence, for purposes of the Texas Election Code, be determined in accordance with the common-law rule as enunciated by Texas courts and adds limitations on establishing residence.

Additional amendments are to conform to TASB style.

BBD(LLEGAL) BOARD MEMBERS: ORIENTATION AND TRAINING

At Cybersecurity Training, clarifying language has been added and HB 1118 amends the training program requirements to exclude individuals who have been granted military leave.

BD(LLEGAL) BOARD MEETINGS

At Internet Posting, HB 1154 redesignates statutes, resulting in a citation change.

Citations have been updated at Specificity of Agenda / Notice and Secret Ballot based on the attorney general's redesignation of the cited opinion numbers.

Explanatory Notes
Community College Policy Reference Manual Update 42

Community College Policy Reference Manual

BI(LLEGAL)

REPORTS

SB 1677 eliminates the requirement that the chief executive officer of an institution of higher education annually report certain information to the institution's board regarding affordability and access under Texas Education Code 51.4031.

The *Community College Policy Reference Manual*, also referred to as the **CCPRM**, contains legally referenced policies and exhibits governing the operation of Texas public community college districts. Designed as a resource for college district officials in analyzing the requirements of and options provided by law, the manual and its updates are produced by the Texas Association of School Boards, Inc. This policy manual and its updates are provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

Legally Referenced Policies

The legally referenced policies track the language of the U.S. and Texas Constitutions, federal statutes, the Texas Education Code and other Texas law, Attorney General opinions, Texas Higher Education Coordinating Board rules, the Texas Administrative Code, and other sources of authority defining governance of public community college districts in the state of Texas.

Policy statements that cite court cases or Attorney General opinions stand only for the specific statements in the policy and do not otherwise implicate the entire opinion. Such citations are provided only for reference; no other meaning is implied or intended.

All legally referenced policies have the designation “(LEGAL)” in the upper right corner of each page directly below the alphabetical code. This information is repeated in the lower left corner.

Exhibits

Exhibits are documents containing forms, notices, and the like, promulgated by legal authority. They are placed in the manual after the policy of the same code with the word “(EXHIBIT)” in the upper right corner and lower left corner. [See DH(EXHIBIT)]

Updating

Changes in legal authority are gathered into numbered updates (e.g., Update **3542**). Updates are normally issued biannually or more or less frequently as circumstances warrant.

Basic Organization

The manual is organized according to an alphabetical codification system divided into seven sections as follows:

- A—Basic District Foundations
- B—Local Governance
- C—Business and Support Services
- D—Personnel
- E—Instruction
- F—Students

G—Community and Governmental Relations

Cross-Index A comprehensive cross-index lists entries/topics and provides the policy codes under which information is found. Entries in the cross-index reflect statutory terminology, common usage, and significant margin notes. In Policy On Line®, the cross-index contains active links to the identified policy codes where materials on a given topic may be found.

Tables of Contents Each section of the manual has a table of contents that lists the policy topics in that section with their respective codes. The tables of contents, like the cross-index, are designed for expansion and use in localized policy manuals: they may contain codes and topics that do not have a corresponding policy in this manual.

In Policy On Line, the table of contents for a particular section contains a list of documents—each an active link—that appear in that section.

Margin Notes Margin notes within an individual policy provide a key to the content of the paragraph or groups of paragraphs they introduce and are usually listed in the cross-index. Margin notes also provide a useful way to organize or map the information: margin notes aligning on the left margin reflect generally independent topics. Indented margin notes are used to outline subtopics introduced by the major, nonindented margin note.

Bottom Notes The following bottom notes appear on the lower left corner of all policies and exhibits in the manual:

DATE ISSUED: Indicates the date on which the document was last issued.

UPDATE: Shows the numbered update in which that document was most recently revised.

Page Numbering Pages are numbered consecutively within individual documents, e.g., 1 of 2; 2 of 2.

Asterisks An asterisk appearing at the beginning of a section or paragraph indicates an option provided by law, regulation, or rule.

Abbreviations in Citations The following abbreviations are used in the italicized legal citations in the manual:

Abbreviation	Full Form
Art.	Article
Atty. Gen. L.A.	Attorney General Letter Advisory

Abbreviation	Full Form
Atty. Gen. L.O.	Attorney General Letter Opinion
Atty. Gen. Op.	Attorney General Opinion
Atty. Gen. ORD	Attorney General Open Records Decision
Business and Commerce Code	Texas Business and Commerce Code
C.F.R.	Code of Federal Regulations
Civ. Prac. & Rem. Code	Texas Civil Practices and Remedies Code
Code of Criminal Procedure	Texas Code of Criminal Procedure
Coordinating Board	Texas Higher Education Coordinating Board
Education Code	Texas Education Code
Election Code	Texas Election Code
F.Supp.	Federal Supplement
F.2d	Federal Reporter, Second Series
F.3d	Federal Reporter, Third Series
Family Code	Texas Family Code
Gov't Code	Texas Government Code
Health and Safety Code	Texas Health and Safety Code
Human Resources Code	Texas Human Resources Code
Insurance Code	Texas Insurance Code
Labor Code	Texas Labor Code
Local Gov't Code	Texas Local Government Code
Occupations Code	Texas Occupations Code
Penal Code	Texas Penal Code
S.Ct.	Supreme Court Reporter
S.W.	Southwestern Reporter

Abbreviation	Full Form
S.W.2d	Southwestern Reporter, Second Series
S.W.3d	Southwestern Reporter, Third Series
TAC	Texas Administrative Code (compilation of state agency rules and regulations)
Tax Code	Texas Tax Code
Tex. Const.	Texas Constitution
Transp Trans. Code	Texas Transportation Code
U.S.	United States Reporter
U.S.C.	United States Code
U.S. Const.	United States Constitution
V.A.T.S. Tex. Rev. Civ. Stat.	Texas Revised Civil Statutes (formerly “V.A.T.S.” or “Vernon’s Annotated Texas Statutes”)

Abbreviations in Text

The following abbreviations are used in legal policies:

Abbreviation	Full Form
Coordinating Board	Texas Higher Education Coordinating Board
Education Code	Texas Education Code
Election Code	Texas Election Code
Government Code	Texas Government Code
Health and Safety Code	Texas Health and Safety Code
Human Resources Code	Texas Human Resources Code
Insurance Code	Texas Insurance Code
Labor Code	Texas Labor Code
Local Government Code	Texas Local Government Code
Occupations Code	Texas Occupations Code

Abbreviation	Full Form
Penal Code	Texas Penal Code
Administrative Code	Texas Administrative Code (compilation of state agency rules and regulations)
Tax Code	Texas Tax Code
U.S.	United States

Citations

Citations that are attached to a provision or paragraph apply only to that text. Citations that are separated from the policy text by a double line space govern all material above the citation, up to a previous citation.

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Distinguished From Localized Policy Manuals

The *Community College Policy Reference Manual* is a reference tool that contains provisions applicable to all the various types and sizes of Texas community college districts. It is not adoptable and will not suffice as a local policy manual for a college district.

TASB Community College Services uses the *Community College Policy Reference Manual* as a basis for Localized Policy Manuals in a majority of Texas college districts. Such manuals are the result of collaboration between the college district and TASB Community College Services. Individual college districts contract directly with TASB Community College Services to develop and maintain a Localized Policy Manual. The Localized Policy Manual differs from the *Community College Policy Reference Manual* in several important ways. The Localized Policy Manual:

1. Bears the college district’s name in the upper left corner of each page;

2. Includes “(LOCAL)” policies adopted by the board to govern the college district and to meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) governance requirements; and
3. May include local administrative regulations in order to house legal, local, and administrative documents in one convenient location.

Further information regarding localization and updating services should be directed to TASB Community College Services at 800-580-1488 or 512-467-3689.

Annual Performance Report

As soon as practicable after the end of each academic year, a junior college district shall prepare an annual performance report for that academic year. The report shall be prepared in a form that would enable any interested person, including a prospective student, to understand the information in the report and to compare the information to similar information for other junior college districts. A junior college district shall make the report available to any person on request.

The report must include the following information for the junior college district for the academic year covered by the report:

1. The rate at which students completed courses attempted;
2. The number and types of degrees and certificates awarded;
3. The percentage of graduates who passed licensing exams related to the degree or certificate awarded, to the extent the information can be determined;
4. The number of students or graduates who transfer to or are admitted to a public university;
5. The passing rates for students required to be tested under Education Code 51.306;
6. The percentage of students enrolled who are academically disadvantaged;
7. The percentage of students enrolled who are economically disadvantaged;
8. The racial and ethnic composition of the district's student body; and
9. The percentage of student contact hours taught by full-time faculty.

The Legislative Budget Board (LBB) shall be responsible for recommending standards for reports under this section, in consultation with junior college districts, the Coordinating Board, the governor's Office of Budget and Policy (OBP), and the state auditor.

Education Code 130.0035

Customer Service

Customer Input

Not later than June 1 of each even-numbered year and on request of the LBB or the governor's OBP, a state agency, including a college district, shall report on the information described below to the LBB and the governor's OBP.

A state agency shall create an inventory of external customers for each budget strategy listed in the General Appropriations Act for that agency.

Each agency shall gather information from customers using surveys, focus groups, mobile and web applications, or other appropriate methods approved by the governor's OBP and the LBB regarding the quality of service delivered by that agency. The information requested shall be as specified by the governor's OBP and the LBB and may include evaluations of the agency's:

1. Facilities, including the customer's ability to access that agency, the office location, signs, and cleanliness;
2. Staff, including employee courtesy, friendliness, and knowledgeability, and whether staff members adequately identify themselves to customers by name, including the use of name plates or tags for accountability;
3. Communications, including toll-free telephone access, the average time a customer spends on hold, call transfers, access to a live person, letters, electronic mail, and any applicable text messaging or mobile applications;
4. Internet site, including the ease of use of the site, mobile access to the site, information on the location of the site and the agency, and information accessible through the site such as a listing of services and programs and whom to contact for further information or to complain;
5. Complaint-handling process, including whether it is easy to file a complaint and whether responses are timely;
6. Ability to timely serve its customers, including the amount of time a customer waits for service in person, by phone, by letter, or at a website; and
7. Brochures or other printed information, including the accuracy of that information.

Each agency maintains ownership of the information gathered under this section.

Gov't Code 2114.002

Customer Relations
Representative

A state agency shall appoint a customer relations representative. The representative shall:

1. Coordinate the state agency's customer service performance measurement under Government Code Chapter 2114;

2. Gather information and evaluations from the public about an agency's customer service;
3. Respond to customer concerns; and
4. Establish the agency's Compact With Texans.

Each state agency shall create a "Compact With Texans." The compact must be approved by the governor's OBP and the LBB. Each Compact With Texans shall set customer service standards and describe customer service principles for that agency and address:

1. The agency's procedures for responding to public contacts and complaints;
2. Applicable licensing and certification procedures; and
3. Customer waiting time for access and service delivery and responses to complaints.

Each agency that maintains a website shall publish its Compact With Texans on that website.

Gov't Code 2114.006

**Affordability and
Access**

~~Not later than November 1 of each year, the chief executive officer of each institution of higher education, including each college district, shall provide to the governing board of the institution a report for the preceding fall, spring, and summer semesters that examines the affordability and access of the institution.~~

~~The report must include:~~

- ~~1. Statistical information on the percentage of gross family income required for a student who is a resident of this state to pay tuition and required fees charged by the institution;~~
- ~~2. The criteria used by the institution to admit students;~~
- ~~3. An analysis of the criteria used to admit students and to award financial assistance to students, considering the mission of the institution and the purposes of higher education in this state;~~
- ~~4. An analysis of the manner in which the above factors relate to:
 - ~~a. The regions of this state in which students reside;~~
 - ~~b. The race or ethnicity of students;~~
 - ~~c. The gender of students; and~~~~

~~d. The level of education achieved by the parents of students; and~~

~~5. Comparisons of the institution with peer institutions in this state and in other states with respect to affordability and access.~~

~~For purposes of the report, a student who applies for admission to or enrolls in an institution and applies for financial aid from the institution may be required to provide documentation necessary for the institution to complete the report.~~

~~An institution's report must be in the form prescribed by the Coordinating Board in consultation with the institution.~~

~~Education Code 51.4031~~

College District Resumes

Each institution of higher education, including each college district, shall:

1. Submit to the Coordinating Board any information requested by the Coordinating Board as necessary for the Coordinating Board to include information or calculate data required to be included in the institution's resumes, described in Education Code Chapter 51A, Subchapter C; and
2. Ensure that the first frame of the institution's internet website home page includes, in a font that is larger than the font of the majority of the text on the home page, an accessible link to the institution's online resumes maintained on the Coordinating Board's internet website.

An institution may satisfy a requirement of Education Code Chapter 51A relating to student loan, grant, or scholarship information by linking the online resume of the institution to that information as it appears on the website known as "College Navigator," or a successor or related website, maintained by the National Center for Education Statistics of the U.S. Department of Education.

~~Education Code 51A.003-.004~~

Student Enrollment Status Report

In the form and manner and at the times required by the Coordinating Board, a junior college district shall report to the Coordinating Board on the enrollment status of students of the junior college district. The report must include information on:

1. Students seeking a degree;
2. Students seeking a certificate;
3. Students enrolled in workforce continuing education courses;

4. Students enrolled in college credit courses who are not seeking a degree or certificate;
5. Students enrolled in courses for credit to transfer to another institution;
6. Students enrolled in developmental education courses by course level; and
7. Enrollment in other categories as specified by the Coordinating Board.

Education Code 130.0036(a)

Cost of Attendance

Each institution of higher education, including each college district, that offers an undergraduate degree or certificate program shall prominently display on the institution's internet website the cost of attendance for a first-time entering full-time student in accordance with the uniform standards prescribed by the commissioner. These standards may be updated on an annual basis. In addition, each institution must provide a link to the [Free Application for Federal Student Aid \(FAFSA\)](#)¹ website.

The institution shall conform to the uniform standards prescribed by the commissioner in any electronic or printed materials intended to provide information regarding the cost of attendance to prospective undergraduate students.

The uniform standards prescribed by the commissioner shall also be considered by institutions when providing information regarding the cost of attendance for nonresident students or students enrolled in professional programs.

Institutions shall provide the Coordinating Board, upon request at least annually, any information necessary for the Coordinating Board staff to calculate the net cost of attendance for a first-time entering full-time student.

Education Code 61.0777(c)–(d); 19 TAC 21.2222(a)–(d)

Dissemination of Institutional Information

An institution, including a college district, must make available to any enrolled student or prospective student through appropriate publications, mailings or electronic media, information concerning:

1. Financial assistance available to students enrolled in the institution. [See FEA]
2. The institution pursuant to this section.
3. The institution's retention rate as reported to the Integrated Postsecondary Education Data System. In the case of a request from a prospective student, the information must be

made available prior to the student's enrolling or entering into any financial obligation with the institution. [See EGC]

4. The institution's completion or graduation rate and, if applicable, its transfer-out rate. In the case of a request from a prospective student, the information must be made available prior to the student's enrolling or entering into any financial obligation with the institution. [See EGC]
5. The placement of, and types of employment obtained by, graduates of the institution's degree or certificate programs.
6. The types of graduate and professional education in which graduates of the institution's four-year degree programs enroll.

20 U.S.C. 1092(a); 34 C.F.R. 668.41(d)

Required
Information

Institutional information that the institution must make readily available to enrolled and prospective students under 34 C.F.R. Part 668, Subpart D includes, but is not limited to:

1. The cost of attending the institution, including tuition and fees charged to full-time and part-time students, estimates of costs for necessary books and supplies, estimates of typical charges for room and board, estimates of transportation costs for students, and any additional cost of the program in which the student is enrolled or expresses a specific interest [see FD];
2. Any refund policy with which the institution is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the institution [see FD];
3. The requirements and procedures for officially withdrawing from the institution;
4. A summary of the requirements under 34 C.F.R. 668.22 for the return of Title IV grant or loan assistance [see FEA];
5. The academic program of the institution, including:
 - a. The current degree programs and other educational and training programs [see EFBA and EFBB];
 - b. The instructional, laboratory, and other physical facilities which relate to the academic program;
 - c. The institution's faculty and other instructional personnel;

- d. Any plans by the institution for improving the academic program of the institution, upon a determination by the institution that such a plan exists;
- e. If an educational program is designed to meet educational requirements for a specific professional license or certification that is required for employment in an occupation, or is advertised as meeting such requirements, information regarding whether completion of that program would be sufficient to meet licensure requirements in a state for that occupation, including:
 - (1) A list of all states for which the institution has determined that its curriculum meets the state educational requirements for licensure or certification;
 - (2) A list of all states for which the institution has determined that its curriculum does not meet the state educational requirements for licensure or certification; and
 - (3) A list of all states for which the institution has not made a determination that its curriculum meets the state educational requirements for licensure or certification;
6. The names of associations, agencies, or governmental bodies that accredit, approve, or license the institution and its programs, and the procedures by which documents describing that activity may be reviewed under 34 C.F.R. 668.43(b);
7. A description of the services and facilities available to students with disabilities, including students with intellectual disabilities as defined in 34 C.F.R. Part 668, Subpart O [see EFCA];
8. The titles of persons designated under 34 C.F.R. 668.44, below, and information regarding how and where those persons may be contacted;
9. A statement that a student's enrollment in a program of study abroad approved for credit by the home institution may be considered enrollment at the home institution for the purpose of applying for assistance under the Title IV, Higher Education Act (HEA) programs;
10. Institutional policies and sanctions related to copyright infringement [see CT], including:

- a. A statement that explicitly informs its students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities;
 - b. A summary of the penalties for violation of federal copyright laws; and
 - c. A description of the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system;
11. A description of the transfer of credit policies established by the institution [see EGA], which must include a statement of the institution's current transfer of credit policies that includes, at a minimum:
- a. Any established criteria the institution uses regarding the transfer of credit earned at another institution and any types of institutions or sources from which the institution will not accept credits;
 - b. A list of institutions with which the institution has established an articulation agreement; and
 - c. Written criteria used to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning;
12. A description of written arrangements the institution has entered into in accordance with 34 C.F.R. 668.5, including, but not limited to, information on:
- a. The portion of the educational program that the institution that grants the degree or certificate is not providing;
 - b. The name and location of the other institutions or organizations that are providing the portion of the educational program that the institution that grants the degree or certificate is not providing;
 - c. The method of delivery of the portion of the educational program that the institution that grants the degree or certificate is not providing; and

- d. Estimated additional costs students may incur as the result of enrolling in an educational program that is provided, in part, under the written arrangement;
13. The percentage of those enrolled, full-time students who:
 - a. Are male;
 - b. Are female;
 - c. Receive a Federal Pell Grant; and
 - d. Are a self-identified member of a racial or ethnic group;
14. If the institution's accrediting agency or state requires the institution to calculate and report a placement rate, the institution's placement in employment of, and types of employment obtained by, graduates of the institution's degree or certificate programs, gathered from such sources as alumni surveys, student satisfaction surveys, the National Survey of Student Engagement, the Community College Survey of Student Engagement, state data systems, or other relevant sources approved by the institution's accrediting agency as applicable;
15. The types of graduate and professional education in which graduates of the institution's four-year degree programs enrolled, gathered from such sources as alumni surveys, student satisfaction surveys, the National Survey of Student Engagement, state data systems, or other relevant sources;
16. The fire safety report prepared by the institution pursuant to 34 C.F.R. 668.49 [see FG];
17. The retention rate of certificate- or degree-seeking, first-time, full-time, undergraduate students entering the institution;
18. Institutional policies regarding vaccinations [see FFAA];
19. If the institution is required to maintain a teach-out plan by its accrediting agency, notice that the institution is required to maintain such teach-out plan and the reason that the accrediting agency required such plan under 34 C.F.R. 602.24(c)(1); and
20. If an enforcement action or prosecution is brought against the institution by a state or federal law enforcement agency in any matter where a final judgment against the institution, if rendered, would result in an adverse action by an accrediting agency against the institution, revocation of state authorization, or limitation, suspension, or termination of eligibility under Title IV, notice of that fact.

20 U.S.C. 1092(a); 34 C.F.R. 668.43(a)

The institution must make available for review to any enrolled or prospective student upon request, a copy of the documents describing the institution's accreditation and its state, federal, or tribal approval or licensing. The institution must also provide its students or prospective students with contact information for filing complaints with its accreditor and with its state approval or licensing entity and any other relevant state official or agency that would appropriately handle a student's complaint. *20 U.S.C. 1092(a); 34 C.F.R. 668.43(b)*

Employees
Available to
Disseminate
Information

Except as provided below, each institution shall designate an employee or group of employees who shall be available on a full-time basis to assist enrolled or prospective students in obtaining the information specified in 34 C.F.R. 668.42, 668.43, 668.45 and 668.46.

If the institution designates one person, that person shall be available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours of that institution. If more than one person is designated, their combined work schedules must be arranged so that at least one of them is available, upon reasonable notice, throughout the normal administrative working hours of that institution.

The U.S. Secretary of Education may waive the requirement that the designated employee or group of employees be available on a full-time basis if the institution's total enrollment, or the portion of the enrollment participating in the Title IV, Higher Education Act (HEA) programs, is too small to necessitate an employee or group of employees being available on a full-time basis. To receive a waiver, the institution shall apply to the Secretary at the time and in the manner prescribed by the Secretary.

The granting of a waiver does not exempt an institution from designating a specific employee or group of employees to carry out on a part-time basis the information dissemination requirements.

34 C.F.R. 668.44

Prospective Student

The term "prospective student" means an individual who has contacted an eligible institution requesting information concerning admission to that institution. *34 C.F.R. 668.41(a)*

**Postsecondary and
Career Information**

In accordance with Education Code 7.040, the Texas Education Agency (TEA) shall prepare information comparing institutions of higher education in this state and post the information on the agency's internet website. Each institution of higher education, including each college district, shall include on its internet website, in a prominent location that is not more than three hyperlinks from the

website's home page, a link to the information posted on the TEA's internet website. *Education Code 7.040(a), (c)*

¹ Free Application for Federal Student Aid (FAFSA): <https://fafsa.gov>

Responsibilities

It is the policy of this state that the governing boards of institutions of higher education, including college districts, being composed of lay members, shall exercise the traditional and time-honored role for such boards as their role has evolved in the United States and shall constitute the keystone of the governance structure. In this regard, each governing board:

1. Is expected to preserve institutional independence and to defend its right to manage its own affairs through its chosen administrators and employees.
2. Shall enhance the public image of each institution under its governance.
3. Shall interpret the community to the campus and interpret the campus to the community.
4. Shall nurture each institution under its governance to the end that each institution achieves its full potential within its role and mission.
5. Shall insist on clarity of focus and mission of each institution under its governance.

Education Code 51.352(a)

Extent of State and Local Control

All authority not vested by Education Code Chapter 130 or by other laws of the state in the Coordinating Board or in the Texas Education Agency shall be reserved and retained locally in each of the respective public junior college districts or the governing board of such junior colleges as provided in the laws applicable. *Education Code 130.002*

Regulatory Exceptions

Oil and Gas Operations

"Oil and gas operation" means an activity associated with the exploration, development, production, processing, and transportation of oil and gas, including drilling, hydraulic fracture stimulation, completion, maintenance, reworking, recompletion, disposal, plugging and abandonment, secondary and tertiary recovery, and remediation activities. An oil and gas operation is subject to the exclusive jurisdiction of this state. A municipality or other political subdivision, including a college district, may not enact or enforce an ordinance or other measure, or an amendment or revision of an ordinance or other measure, that bans, limits, or otherwise regulates an oil and gas operation within the boundaries or extraterritorial jurisdiction of the municipality or political subdivision. *Natural Resources Code 81.0523(a)(2), (b)*

Utility Services and Infrastructure

No political subdivision of this state, including a college district, may adopt or enforce an ordinance, resolution, regula-

tion, code, order, policy, or other measure that has the purpose, intent, or effect of directly or indirectly banning, limiting, restricting, discriminating against, or prohibiting the connection or reconnection of a utility service or the construction, maintenance, or installation of residential, commercial, or other public or private infrastructure for a utility service based on the type or source of energy to be delivered to the end-use customer. This section does not limit the ability of a political subdivision to choose utility services for properties owned by the political subdivision.

“Utility” has the meaning assigned by Utilities Code 181.901, except that the term does not include a person, company, or corporation engaged in furnishing telephone service to the public.

Utilities Code 181.903(a)(2), (b), (d)

Note: For other provisions limiting regulation authority, see CHC, CLA, CR, FLBD, FLBE, and GDA.

Powers and Duties

State statute assigns specific powers and duties to a college district board of trustees. Examples of these powers and duties are described below.

Governance

The governing board of an institution of higher education shall provide the policy direction for each institution of higher education under its management and control. Said board shall act and proceed by and through resolutions or orders adopted or passed by the board and the affirmative vote of a majority of all members of the board shall be required to adopt or pass a resolution or order, and the board shall adopt such rules, regulations, and bylaws as it deems advisable, not inconsistent with this section. *Education Code 51.352(b), 130.082(d)*

The governing board of a junior college district shall be governed in the establishment, management, and control of a public junior college in the district by the general law governing the establishment, management, and control of independent school districts insofar as the general law is applicable. *Education Code 130.084(a)*

Establish Goals

Each governing board shall establish, for each institution under its control and management, goals consistent with the role and mission of the institution. [See AD and AE] *Education Code 51.352(d)*

Taxes and Bonds

The governing board of each junior college district, **and each regional college district, for and on behalf of its junior college division**, annually shall cause the taxable property in its district to

be assessed for ad valorem taxation and the ad valorem taxes in the district to be collected, in accordance with any one of the methods set forth in Education Code 130.121, and any method adopted shall remain in effect until changed by the board.

The governing board of each junior college district, and each regional college district for and on behalf of its junior college division, shall be authorized to issue negotiable coupon bonds for the construction and equipment of school buildings and the purchase of the necessary sites therefor, and levy and pledge annual ad valorem taxes sufficient to pay the principal of and interest on said bonds as the same come due, and to levy annual ad valorem taxes for the further maintenance of its public junior college or junior colleges.

Education Code 130.121(a), .122(a) [See CAD and CAI]

Tuition and Fees	The governing board of a junior college district may set and collect with respect to a public junior college in the district any amount of tuition, rentals, rates, charges, or fees the board considers necessary for the efficient operation of the college district, except that a tuition rate set under this provision must satisfy the requirements of Education Code 54.051(n). The governing board may set a different tuition rate for each program, course, or course level offered by the college, including a program, course, or course level to which a provision of Section 54.051 applies, as the governing board considers appropriate to reflect course costs or to promote efficiency or another rational purpose. [See FD] <i>Education Code 130.084(b)</i>
Management of College District Funds	Each member of a governing board has the legal responsibilities of a fiduciary in the management of funds under the control of institutions subject to the board's control and management. <i>Education Code 51.352(e)</i>
Annual Budget	The governing board of each institution shall approve an itemized current operating budget on or before September 1 of each year. [See CC] <i>19 TAC 13.42</i>
Annual Audit	The board must have the accounts of the college district audited in accordance with the approved financial reporting system. [See CDC] <i>Education Code 61.065</i>
Endowment Fund	The board of trustees of a public junior college may establish an endowment fund outside the state treasury in a depository selected by the board of trustees. <i>Education Code 130.007</i>
Depository	The governing board of each institution may select one or more depositories as places of deposit for the funds enumerated in Education Code 51.002. [See CB] <i>Education Code 51.003</i>

BOARD LEGAL STATUS
POWERS, DUTIES, RESPONSIBILITIES

BAA
(LEGAL)

Elections	Each election shall be called by resolution or order of the board. <i>Education Code 130.082(f), .122(b)</i>
Eminent Domain	A board may, by the exercise of the right of eminent domain, acquire the fee simple title to real property on which to construct school buildings or for any other public use necessary for the district. [See CFG] <i>Education Code 11.155, 130.084; Atty. Gen. Op. MCM-700 (1970)</i>
Appoint and Evaluate Chief Executive Officer	Each governing board shall appoint the president or other chief executive officer of each institution under the board's control and management and evaluate the chief executive officer of each component institution and assist the officer in the achievement of performance goals. [See BF series] <i>Education Code 51.352(d), 130.082(d)</i>
Employment of Personnel	The board shall be authorized to appoint or employ such agents, employees, and officials as deemed necessary or advisable to carry out any power, duty, or function of said board; and to employ a dean or other administrative officer, and upon the president's recommendation to employ faculty and other employees of the College District. [See DC series] <i>Education Code 130.082(d)</i>
Rentals, Rates, and Charges	Each board shall be authorized to fix and collect rentals, rates, charges, and/or fees, including student union fees, from students and others for the occupancy, use, and/or availability of all or any of its property, buildings, structures, activities, operations, or facilities, of any nature, in such amounts and in such manner as may be determined by such board. <i>Education Code 130.123(c)</i>
Real Property	The governing body of a governmental agency may execute, perform, and make payments under a contract under the Public Property Finance Act for the use or purchase or other acquisition of real property or an improvement to real property. [See CFG] <i>Local Gov't Code 271.004</i>
Personal Property	The governing body of a governmental agency may execute, perform, and make payments under a contract with any person for the use or the purchase or other acquisition of any personal property, or the financing thereof. [See CFH] <i>Local Gov't Code 271.005</i>
Lawsuits	The board may sue and be sued. <i>Education Code 11.151(a); 130.084</i>
Settlements	A governmental unit may not enter into a settlement of a claim or action against the governmental unit in which: <ol style="list-style-type: none">1. The amount of the settlement is equal to or greater than \$30,000;

2. The money that would be used to pay the settlement is derived from taxes collected by a governmental unit; received from the state; or insurance proceeds received from an insurance policy for which the premium was paid with taxes collected by a governmental unit or money received from the state; and
3. A condition of the settlement requires a party seeking affirmative relief against the governmental unit to agree not to disclose any fact, allegation, evidence, or other matter to any other person, including a journalist or other member of the media.

A settlement agreement provision entered into in violation of the provisions above is void and unenforceable.

Civ. Prac. & Rem. Code 116.002

Communicate with
Coordinating Board

Each governing board shall ensure that its formal position on matters of importance to the institutions under its governance is made clear to the Coordinating Board when such matters are under consideration by the Coordinating Board. *Education Code 51.352(d)*

Student Admissions

Each governing board shall set campus admission standards consistent with the role and mission of the institution and considering admission standards of similar institutions nationwide having a similar role and mission, as determined by the Coordinating Board. [See FB] *Education Code 51.352(d)*

**Publication of Board
Member Information
Online**

A political subdivision, including a college district, with the authority to impose a tax that maintains a publicly accessible internet website shall post on a publicly accessible internet website each elected officer of the political subdivision.

Each taxing unit, including each college district, shall post or cause to be posted on its internet website the following information in a format prescribed by the comptroller:

1. The name of each member of the governing body of the taxing unit; and
2. The official contact information for each member of the governing body of the taxing unit, if that information is different from the taxing unit's contact information described by Tax Code 26.18(2). [See GC]

Gov't Code 2051.~~151~~, ~~152~~201(a), (b)(2); Tax Code 26.18

Eligibility

To be eligible to be a candidate for, or elected or appointed to, a public elective office in this state, including a college district board member, a person must:

1. Be a United States citizen.
2. Be 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable.
3. Have not been determined by a final judgment of a court exercising probate jurisdiction to be:
 - a. Totally mentally incapacitated; or
 - b. Partially mentally incapacitated without the right to vote.
4. Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities.
5. Have resided continuously in the state for 12 months and in the territory from which the office is elected for six months immediately preceding the following date:
 - a. For an independent candidate, the date of the regular filing deadline for a candidate's application for a place on the ballot.
 - b. For a write-in candidate, the date of the election at which the candidate's name is written in.
 - c. For an appointee to an office, the date the appointment is made.
6. On the date described by item 5, be registered to vote in the territory from which the office is elected.

Tex. Const. Art. XVI, Sec. 14; Election Code 141.001(a); Education Code 130.082(d), (g); Gov't Code 601.009; Att'y Gen. Op. GA-555 (2007)

Each member of the board shall be a resident, qualified voter ~~of~~ **the district**. *Education Code 130.082(d)*

Single-Member
Districts

A candidate for trustee representing a single-member district must be a resident of the trustee district the candidate seeks to represent. A trustee vacates the office if the trustee ceases to reside in the trustee district the trustee represents. *Education Code 130.0822(h)*

Definitions	“Residence” means domicile, that is, one’s home and fixed place of habitation to which one intends to return after any temporary absence. <i>Election Code 1.015(a)</i>
<i>Residence</i>	
<i>Temporarily Away</i>	A person does not lose the person’s residence by leaving the person’s home to go to another place for temporary purposes only. <i>Election Code 1.015(c)</i>
<i>Temporary Habitation</i>	A person does not acquire a residence in a place to which the person has come for temporary purposes only and without the intention of making that place the person's home. Residence shall be determined in accordance with the common-law rules, as enunciated by the courts of this state, except as otherwise provided by the Election Code. <i>Election Code 1.015(d)</i>
<i>Prohibited Residence</i>	A person may not establish residence for the purpose of influencing the outcome of a certain election. <i>Election Code 1.015(a)-(db)</i>
<i>To Influence Election</i>	
<i>Place Not Inhabited</i>	A person may not establish a residence at any place the person has not inhabited. A person may not designate a previous residence as a home and fixed place of habitation unless the person inhabits the place at the time of designation and intends to remain. <i>Election Code 1.015(f)</i>
Intent to Return	For purposes of satisfying the continuous residency requirement, a person who claims an intent to return to a residence after a temporary absence may establish that intent only if the person: <ol style="list-style-type: none">1. Has made a reasonable and substantive attempt to effectuate that intent; and2. Has a legal right and the practical ability to return to the residence. <p>The provisions above do not apply to a person displaced from the person’s residence due to a declared local, state, or national disaster.</p> <p><i>Election Code 141.001(a-1)-(a-2)</i></p> <hr/> <p>Note: The issue of whether a candidate has satisfied residency requirements should be judicially determined. <i>State v. Fischer</i>, 769 S.W.2d 619 (Tex. App.—Corpus Christi 1989, writ dismissed w.o.j)</p> <hr/>

Qualified Voter

“Qualified voter” means a person who:

1. Is 18 years of age or older;
2. Is a United States citizen;
3. Has not been determined by a final judgment of a court exercising probate jurisdiction to be:
 - a. Totally mentally incapacitated; or
 - b. Partially mentally incapacitated without the right to vote;
4. Has not been finally convicted of a felony or, if so convicted, has:
 - a. Fully discharged the person’s sentence, including any term of incarceration, parole, or supervision or completed a period of probation ordered by any court; or
 - b. Been pardoned or otherwise released from the resulting disability to vote. A person is not considered to have been finally convicted of an offense for which the criminal proceedings are deferred without an adjudication of guilt;
5. Is a resident of this state; and
6. Is a registered voter.

Election Code 11.002

Totally Mentally Incapacitated

A person determined to be totally mentally incapacitated by a court exercising probate jurisdiction is not subject to a voting disability or candidacy disqualification under this code if, subsequent to that determination, the person's mental capacity has been completely restored by a final judgment of a court exercising probate jurisdiction. *Election Code 1.020(a)*

Partially Mentally Incapacitated Without the Right to Vote

A person determined to be partially mentally incapacitated without the right to vote by a court exercising probate jurisdiction is not subject to a voting disability or candidacy disqualification under this code if, subsequent to that determination, the person’s guardianship has been modified to include the right to vote or the person’s mental capacity has been completely restored by a subsequent final judgment of a court exercising probate jurisdiction. *Election Code 1.020(a)*

Official Oaths

Each member of the board shall take the proper oath of office before taking up the duties of office. *Education Code 130.082(d)*

Table of Contents	Section I: Elections Generally 2
	General Election Dates..... 2
	Publication of Election Date and Location Online 2
	Joint Elections Administrator..... 2
	Membership..... 2
	Terms 3
	Methods of Election 3
	Boundary Change Notice..... 6
	Notice of Voting Rights 6
	Delivery or Submission of Election Documents..... 6
	Section II: Conducting an Election 7
	Election Services..... 7
	Election Order 7
	Election Notice 7
	Filing Information..... 10
	Withdrawal 11
	Death of Candidate..... 12
	Election of Unopposed Candidate 12
	Ballot 14
	Election Judges and Clerks 15
	Polling Places..... 15
	Bilingual Materials 18
	Voting Systems..... 19
	Voting System Malfunction 21
	Early Voting 21
	Conducting Elections..... 21
	Section III: Post-Election Procedures..... 21
	Determination of Results 21
	Canvass Returns..... 21
	Certificate of Election..... 22
	Certificate of Election for Unopposed Candidate 23
	Officer’s Statement..... 23
	Oath of Office 23

**Section I: Elections
Generally**

General Election
Dates

Each general or special election in this state, including each election of members of a college district board of trustees, shall be **held** on one of the following dates:

1. The first Saturday in May in an odd-numbered year.
2. The first Saturday in May in an even-numbered year, for an election held by a political subdivision other than a county.
3. The first Tuesday after the first Monday in November.

Election Code 41.001

The governing body of a political subdivision, other than a county or municipal utility district, that holds its general election for officers on a date other than the November uniform election date may, not later than December 31, 2016, change the date on which it holds its general election for officers to the November uniform election date. *Election Code 41.0052(a)*

Publication of
Election Date and
Location Online

A political subdivision, including a college district, with the authority to impose a tax that maintains a publicly accessible internet website shall post on a publicly accessible internet website the date and location of the next election for officers of the political subdivision. [See also Election Notice, below] *Gov't Code 2051.151, 152201(a), (b)(3)*

Joint Elections
Administrator

A political subdivision, including a college district, may seek to create the position of joint elections administrator under Election Code Chapter 31, Subchapter F. *Election Code 31.152*

Membership

The number of members or trustees of the governing board shall be either seven or nine, in accordance with the laws applicable to the junior college district on the effective date of the Education Code or on the date of the creation of a new district or a new board. *Education Code 130.082(d)*

*Weatherford
College*

Notwithstanding any other law, in addition to the members of the board of trustees of the Weatherford Junior College District elected or appointed under other provisions of Education Code Chapter 130, Subchapter E, the commissioners court of each county in which a branch campus of the district is located and that imposed a branch campus maintenance tax under Education Code 130.253 on September 1, 2017, shall appoint one member to serve on the district's board of trustees.

Members of the board of trustees appointed under Education Code 130.0828 serve two-year terms and may be appointed to serve successive terms. The commissioners court shall appoint initial members to serve a term beginning December 1, 2017.

A member of the board of trustees appointed under Section 130.0828 may participate in the decision-making of the board to the same extent as any other member of the board, including by voting on any budget that affects the entire district, except that a member of the board of trustees appointed under Section 130.0828:

1. May not participate in the decision-making of the board in matters related to the imposition of a tax or an issue that only affects a campus located in the junior college district;
2. Is not counted for purposes of determining whether a quorum of the board is present for the purpose of item 1; and
3. May not serve as an officer of the board of trustees.

Education Code 130.0828(a)–(d)

*Increase in
Membership*

Any seven-member board may be increased to nine, and the two additional members shall be appointed by resolution or order of the board for terms of office as prescribed in Education Code 130.082(e). *Education Code 130.082(d)*

Trinity Valley
Community
College

In accordance with Education Code 130.08285, the governing board of the Trinity Valley Community College District may by resolution or order of the governing board increase the number of board members to 11. *Education Code 130.08285(a)*

Terms

The basic term of office of a member of the board shall be six years. *Education Code 130.082(e)*

Methods of Election

Election of board members shall be by at-large positions, except as otherwise provided. *Education Code 130.082(f), (h)*

*At-Large
Positions*

One-third of the members of the board shall be elected at large in the college district at regular elections in accordance with Education Code 130.082(e)–(g), provided that with a seven-member board two members shall be elected in two consecutive even-numbered years and three members shall be elected in the following even-numbered year. *Education Code 130.082(e)–(g)*

*Single-Member
Districts
Generally*

Board Order

The board of trustees of a junior college district may order that all or a majority of the trustees of the district be elected from single-member trustee districts. The order must be entered not later than the 120th day before the day of the first election of trustees from single-member trustee districts. *Education Code 130.0822(a)–(b)*

Trustee Districts

If the board orders that trustees shall be elected from single-member trustee districts, the board shall divide the junior college district

into the appropriate number of trustee districts, based on the number of members of the board that are to be elected from single-member districts, and shall number each trustee district.

The trustee districts must be compact and contiguous and must be as nearly as practicable of equal population according to the last preceding federal census. Trustee districts must be drawn not later than the 90th day before the day of the first election of trustees from single-member districts.

The board may provide for trustees holding office on the date of the initial election of trustees from single-member districts to serve the remainder of their terms and to represent a trustee district for that term without having residency in that trustee district.

Unless the board has made provision for trustees to complete their term, as described above, residents of each trustee district are entitled to elect one trustee to the board. A candidate for trustee must be a resident of the trustee district the candidate seeks to represent. The trustee vacates the office if the trustee ceases to reside in the trustee district the trustee represents.

Education Code 130.0822(d)–(h)

Redistricting

Not later than the 90th day before the day of the first regular junior college trustee election at which trustees may officially recognize and act on the last preceding federal census, the board shall redivide the district into the appropriate number of trustee districts if the census data indicates that the population of the most populous district exceeds the population of the least populous district by more than ten percent. Redivision of the district shall be in the manner provided for the initial division of the district.

After each redistricting, all positions on the board shall be filled unless the board of trustees determines that trustees shall be elected from the new trustee districts as provided by Education Code 130.0826. The trustees then elected shall draw lots for staggered terms as provided by Education Code 130.082.

Education Code 130.0822(j)–(k)

The board of trustees of any junior college district that elects some or all of its members from single-member districts and in which the trustees serve staggered terms may provide for the trustees in office at the first election after the junior college district is redistricted to serve for the remainder of their terms in accordance with Education Code 130.0826.

If the board of trustees provides for the trustees in office to serve for the remainder of their terms in accordance with Section

130.0826, the trustee districts established by the redistricting plan shall be filled as the staggered terms of trustees in office expire. When the board of trustees adopts a redistricting plan, the board shall determine from which new trustee district the position of each trustee in office will be filled as it becomes vacant.

Section 130.0826 does not authorize a trustee of a junior college district to continue in office after a redistricting plan takes effect if the member no longer resides in the district from which the board member was elected.

Education Code 130.0826

Applicability

This method of election does not apply to a junior college district to which Education Code 130.081, 130.083, 130.0821, or 130.088 applies, or to a junior college district required by other law to elect trustees from single-member districts. This method of election does not apply to the election of trustees in any district in which the election of trustees is governed by a court order so long as that order remains in effect. *Education Code 130.0822(l)*

Single-Member
Districts in
Certain Counties

The members of the governing board of a countywide community college district that contains a city with a population of more than 384,500 residents shall be elected from single-member trustee districts in accordance with Education Code 130.0821. *Education Code 130.0821(a)*

*Election by
Position*

The governing board of a junior college that elects a governing board of seven members, with four members elected from respective commissioner precincts and three members elected at large, may order that the board members elected at large be elected instead by position. The order must be entered not later than the 120th day before the first election of a trustee by position. The board may provide for trustees holding office on the date of the initial election of board members by position to serve the remainder of their terms and to represent a position for that term.

The board of trustees of a district with a population greater than one million may require that an application filed by a person desiring election to a numbered position on the board be accompanied by a filing fee not to exceed \$200 or, instead of the filing fee, a petition signed by a number of registered voters of the district not to exceed 200 as determined by the board.

Education Code 130.044(g), .0823

*Paris Junior
College*

In accordance with Education Code 130.0829, the governing board of the Paris Junior College District may provide by resolution or order of the board for the election of nine board members, eight members elected from respective commissioner precincts and

evenly allocated among those precincts and one member elected at large. *Education Code 130.0829*

Boundary Change
Notice

A political subdivision, including a college district, that changes its boundaries or the boundaries of districts used to elect members to the governing body of the political subdivision shall not later than the 30th day after the date the change is adopted:

1. Notify the voter registrar of the county in which the area subject to the boundary change is located of the adopted boundary change; and
2. Provide the voter registrar with a map of an adopted boundary change in a format that is compatible with the mapping format used by the registrar's office.

Election Code 42.0615

Notice of Voting
Rights

The secretary of state shall adopt rules providing for publicizing voters' rights as prescribed by Election Code 62.0115. The rules must require that a notice of those rights be publicized by being posted by an election officer in a prominent location at each polling place, on the internet website of the secretary of state, through material published by the secretary of state, or in another manner designed to give voters notice of their rights.

The secretary of state shall prescribe the form and content of the notice. A notice informing voters of the secretary of state's toll-free telephone number to allow a person to report an existing or potential abuse of voting rights and the purpose for the number shall be included in the notice of voters' rights.

Election Code 31.0055, 62.0115

Delivery or
Submission of
Election Documents

Unless otherwise provided by the Election Code, when the Election Code provides for delivery, submission, or filing of an application, notice, report, or other document or paper with an authority having administrative responsibility under the Election Code, a delivery, submission, or filing with an employee of the authority at the authority's usual place for conducting official business constitutes filing with the authority. The authority to whom a delivery, submission, or filing is required by the Election Code to be made may accept the document or paper at a place other than the authority's usual place for conducting official business.

A delivery, submission, or filing of a document or paper under the Election Code may be made by personal delivery, mail, telephonic facsimile machine, **email**, or any other method of transmission.

Election Code 1.007

**Section II:
Conducting an
Election**

Election Services

If requested to do so by a political subdivision, including a college district, the county elections administrator shall enter into a contract to furnish the election services requested, as set forth at Election Code Chapter 31, Subchapter D. A county elections administrator is not required to enter into a contract to furnish election services for an election held on the first Saturday in May in an even-numbered year. *Election Code 31.093(a), 41.001(d)*

Election Order

The governing body of a political subdivision, including a college district board of trustees, shall order the election. For an election to be held on a uniform election date, the election shall be ordered not later than the 78th day before election day.

Each election order must **designate and state the location of the main early voting polling place and must** state the date of the election; the offices or measures to be voted on; ~~the location of the main early voting polling place~~; the date that early voting will begin if the early voting period is to begin later than the prescribed date; the dates and hours that early voting will be conducted; the dates and hours that early voting on Saturday and Sunday is ordered to be conducted; ~~and the early voting clerk's official mailing address, except for an election in~~ **or street address at** which ~~a county~~ **the clerk or city secretary is** **may receive delivery by common or contract carrier, if different; and the early voting clerk's phone number, email address, and internet website, if** the early voting clerk ~~under Election Code 83.002 or 83.005 has an internet website~~. The authority ordering an election shall preserve the order, proclamation, or other document ordering the election, in an election involving a federal office, for at least 22 months after election day in accordance with federal law or, in an election not involving a federal office, for at least six months after election day.

Election Code 3.004, .005(c), .006, .008, 66.058(a), 83.010, 85.004, .007

*Failure to Order
an Election*

Failure to order a general election does not affect the validity of the election. *Election Code 3.007*

Election Notice

The notice of a general or special election must state:

Contents

1. The nature and date of the election;
2. The location of each polling place;
3. The hours the polls will be open;
4. **The internet website of the authority conducting the election;**
- 4.5. For early voting:

- a. The **designated** location of the main early voting polling place, as determined under Election Code 85.002;
- b. The date that early voting will begin if under Education Code 85.001(d) the early voting period is to begin later than the prescribed date;
- c. The regular dates and hours that early voting will be conducted;
- d. The dates and hours that voting on Saturday and Sunday is ordered to be conducted; and
- e. The early voting clerk's official mailing address.

~~5-6.~~ The numbers of the positions to be filled;

~~6-7.~~ The candidates for each position; and

~~7-8.~~ Any other matters deemed necessary or advisable.

When the Election Code requires notice of a polling place location, the written notice must state the building name, if any, and the street address, including the suite or room number, if any, of the polling place.

Election Code 1.021, 4.004(a), 83.010, 85.004, .007; Education Code 130.082(f)

Notice of
Special Election

The notice of a special election must also state each office to be filled or the proposition stating each measure to be voted on. *Election Code 4.004(b)*

Publication

Notice of the election shall be given by publishing the notice at least once, not earlier than the 30th day or later than the tenth day before election day in a newspaper published in the territory that is covered by the election and is in the jurisdiction of the authority responsible for giving the notice or in a newspaper of general circulation in the territory if none is published in the jurisdiction of the authority responsible for giving the notice.

If notice of an election is given by publication, the authority responsible for giving the notice shall retain a copy of the published notice that contains the name of the newspaper and the date of publication. The records shall be preserved by the authority to whom they are distributed for at least 22 months after election day.

Election Code 4.003(a)(1), .005(a), 66.058(a); Education Code 130.082(f)

Posting

In addition to the notice described above, not later than the 21st day before election day, a county shall post a copy of a notice of

the election given by the county or provided to the county by a political subdivision under Election Code 4.008(a), which must include the location of each polling place, on the county's internet website, if the county maintains a website. An authority responsible for giving notice of an election may post a copy of the notice on the bulletin board used for posting notices of the meetings of the governing body of the political subdivision that the authority serves. If a county does not maintain a website, the authority responsible for giving notice of the election shall post a copy of a notice of the election on the bulletin board used for posting notices of meetings of the governing body of the political subdivision that the authority serves. The notice must remain posted continuously through election day. The notice must include the location of each polling place. The person posting the notice shall make a record at the time of posting stating the date and place of posting. The person shall sign the record and deliver it to the authority responsible for giving the election notice after the last posting is made. *Election Code 4.003(b), .005(b)*

Early Voting

Any notice required under Election Code 85.007 must also be posted: **on the internet website of the authority ordering the election, if the authority maintains a website. *Election Code 85.007(d)(1)***

- ~~1. On the internet website of the authority ordering the election, if the authority maintains a website; and~~
- ~~2. For a primary election or general election, by the secretary of state on the secretary's internet website.~~

~~The authority ordering an election shall forward its election notice to the secretary of state in a manner that affords the secretary of state sufficient time to comply with item 2.~~

~~*Election Code 85.007(d)-(e)*~~

*Notice to the
County Clerk and
Voter Registrar*

The governing body of a political subdivision, other than a county, that orders an election shall also deliver notice of the election, including the location of each polling place, to the county clerk and voter registrar of each county in which the political subdivision is located not later than the 60th day before election day. *Election Code 4.008(a)*

*Notice to Election
Judge*

Not later than the 15th day before election day or the seventh day after the date the election is ordered, whichever is later, the authority responsible for giving notice of the election shall deliver to the presiding judge of each election precinct in which the election is to be held in the authority's jurisdiction a written notice of:

1. The nature and date of the election;

2. The location of the polling place for the precinct served by the judge;
3. The hours that the polls will be open;
4. The judge's duty to hold the election in the precinct specified by the notice; and
5. The maximum number of clerks that the judge may appoint for the election.

Election Code 4.007

*Failure to Give
Notice of Election*

Failure to give notice of a general election does not affect the validity of the election. *Election Code 4.006*

Filing Information

*Notice to
Candidates*

The authority with whom an application for a place on the ballot must be filed shall post notice of the dates of the filing period in a public place in a building in which the authority has an office not later than the 30th day before the first day on which a candidate may file the application. **An authority shall designate an email address in the notice for the purpose of filing an application for a place on the ballot under Election Code 143.004.** *Election Code 141.040*

*Publication of
Filing Information
Online*

A political subdivision, including a college district, with the authority to impose a tax that maintains a publicly accessible internet website, shall post on a publicly accessible internet website the requirements and deadline for filing for candidacy of each elected office of the political subdivision, which shall be continuously posted for at least one year before the election day for **the** office. *Gov't Code 2051.151, .152201(a), (b)(4)*

General Election

An application for a place on the ballot may not be filed earlier than the 30th day before the date of the filing deadline. Any resident, qualified elector of a junior college district may have his or her name placed as a candidate on the official ballot for any position to be filled at each regular election by filing a written application, signed by the candidate, with the secretary of the board not later than 5:00 p.m. of the 78th day before election day, if the election is to be held on a uniform election date. *Education Code 130.082(g); Election Code 144.005*

Special Election

An application for a place on a special election ballot may not be filed before the election is ordered.

An application must be filed not later than:

1. 5:00 p.m. of the 62nd day before election day if election day is on or after the 70th day after the election is ordered; or

2. 5:00 p.m. of the 40th day before election day if election day is on or after the 46th day and before the 70th day after the date the election is ordered.

Election Code 201.054(a), (d)

Exception

For a special election to be held on the date of the general election for state and county officers (the November uniform election date of even-numbered years), the filing deadline is 6:00 p.m. of the 75th day before election day. *Election Code 201.054(f)*

*Write-In
Candidacy*

In a general or special election for members of the governing body of a junior college district, a write-in vote may not be counted for a person unless the person has filed a declaration of write-in candidacy with the secretary of the board of trustees in the manner provided for write-in candidates in the general election for state and county officers. A declaration of write-in candidacy must be filed not later than 5:00 p.m. of the 74th day before election day, if the election is to be held on a uniform election date.

A declaration of write-in candidacy for a special election must be filed not later than the filing deadline prescribed by Election Code 201.054.

A write-in candidate may not withdraw from the election after the 71st day before election day.

Education Code 130.0825(a)–(b); Election Code 146.054, 201.054(g)

Application

The application must state the number of the position for which the person is a candidate or the name of the incumbent member of the board holding the position for which the person desires to run. The application shall include all statutorily required information, including that found at Election Code 141.031 and 141.039, such as an oath and a statement that the candidate is aware of the nepotism law. [See BBBB] The candidate shall be eligible to run for only one position at each election. *Education Code 130.082(g); Election Code 31.0021, 141.031, .039*

Withdrawal

To withdraw from an election, a candidate whose name is to appear on the ballot must request that the candidate's name be omitted from the ballot in accordance with Election Code 145.001. *Election Code 145.001(a)*

Deadline

A candidate may not withdraw from an election after 5:00 p.m. of the fifth day after the deadline for filing the candidate's application for a place on the ballot. *Election Code 145.092(a)*

Exceptions	<p>A candidate in an election for which the filing deadline for an application for a place on the ballot is not later than 5:00 p.m. of the 62nd day before election day may not withdraw from the election after 5:00 p.m. of the 57th day before election day.</p> <p>A candidate in an election for which the filing deadline for an application for a place on the ballot is not later than 5:00 p.m. of the 78th day before election day may not withdraw from the election after 5:00 p.m. of the 71st day before election day.</p> <p>A candidate in a runoff election may not withdraw from the election after 5:00 p.m. of the third day after the date of the final canvass for the main election.</p> <p><i>Election Code 145.092(b), (d), (f)</i></p>
Late Request	<p>If a candidate files a withdrawal request after the deadline prescribed by Election Code 145.092, and the candidate complies with each requirement under Election Code 145.001 except that the candidate's filing to withdraw is untimely, the authority responsible for preparing the ballots may choose to omit the candidate from the ballot if at the time the candidate files the withdrawal request:</p> <ol style="list-style-type: none">1. The ballots have not been prepared; and2. If using a voting system to which Election Code Chapter 129 applies, public notice of the test of logic and accuracy has not been published. <p><i>Election Code 145.098(a)</i></p>
Death of Candidate	<p>If a candidate dies on or before the deadline for filing an application for a place on the ballot:</p> <ol style="list-style-type: none">1. The authority responsible for preparing the ballots may choose to omit the candidate from the ballot; and2. If the authority omits the candidate's name as described above, the filing deadline for an application for a place on the ballot for the office sought by the candidate is extended until the fifth day after the filing deadline. <p><i>Election Code 145.098(b)</i></p>
Election of Unopposed Candidate	<p>The board may declare each unopposed candidate elected if each candidate for an office that is to appear on the ballot is unopposed.</p> <p>For purposes of determining whether all offices on a ballot are unopposed, a special election of a political subdivision, including a college district, is considered to be a separate election with a separate ballot from:</p>

1. A general election for officers of the political subdivision held at the same time as the special election; or
2. Another special election of the political subdivision held at the same time as the special election.

Election Code 2.051(a)

*Single-Member
Districts*

In the case of an election in which any members of the political subdivision's governing body are elected from territorial units such as single-member districts, the unopposed candidate procedures apply to the election in a particular territorial unit if each candidate for an office that is to appear on the ballot in that territorial unit is unopposed and no ~~at-large proposition or~~ opposed at-large race is to appear on the ballot. *Election Code 2.051(b)*

*Procedure for
Canceling
Election*

The authority responsible for having the official ballot prepared shall certify in writing that a candidate is unopposed for election to an office if, were the election held, only the votes cast for that candidate in the election for that office may be counted.

The certification shall be delivered to the governing body of the political subdivision as soon as possible after the filing deadlines for placement on the ballot and list of write-in candidates.

Election Code 2.052(a)–(b)

Exception

A certification may be made following the filing of a withdrawal request by a candidate after the deadline prescribed by Election Code 145.092, above, if:

1. The withdrawal request is valid except for the untimely filing;
2. Ballots for the election have not been prepared; and
3. The conditions for certification under Election Code 2.052(a) are otherwise met.

The certification shall be delivered to the governing body of the political subdivision as soon as possible.

Election Code 2.052(c)–(d)

Declaration of
Election

On receipt of the certification, the governing body of the political subdivision by order or ordinance ~~may~~ **shall** declare each unopposed candidate elected to the office. If the board makes such a declaration, the election is not held.

If no election is to be held on election day by the political subdivision, a copy of the order shall be posted on election day at each polling place used or that would have been used in the election.

The ballots used at the separate election held at the same time as an election that would have been held if the candidates were not declared elected under this section shall include the offices and names of the candidates declared elected under this section listed separately after the measures or contested races in the separate election, under the heading "Unopposed Candidates Declared Elected." The candidates shall be grouped in the same relative order prescribed for the ballot generally. No votes are cast in connection with the unopposed candidates.

Election Code 2.053(a)–(c)

Ballot	The ballot shall be printed in the form required by law. <i>Election Code 52.061–.064, .069, .093–.094</i>
<i>Ballot Position</i>	The location on the ballot of the names of the candidates for each position shall be chosen by lot by the board. The candidate shall be eligible to run for only one position in each election. <i>Education Code 130.082(g)</i>
<i>Propositions</i>	<p>Except as otherwise provided by law, the authority ordering the election shall prescribe the wording of a proposition that is to appear on the ballot. A proposition shall be printed on the ballot in the form of a single statement and may appear on the ballot only once.</p> <p>If an election of officers is contingent on the adoption of a proposition appearing on the same ballot, the proposition shall appear on the ballot before the listing of offices. Otherwise, in an election in which an office and a measure are to be voted on, each proposition stating a measure shall appear on the ballot after the listing of offices.</p> <p>Except as otherwise provided by law, the authority ordering an election in which more than one measure is to be voted on shall determine the order in which the propositions are to appear on the ballot.</p> <p>Each political subdivision's proposition on the ballot shall be assigned a unique number or letter on the ballot as follows:</p> <ol style="list-style-type: none">1. Except as provided by item 2, for each proposition on the ballot, the authority ordering the election shall assign a letter of the alphabet to the measure that corresponds to its order on the ballot; and2. For each proposition on the ballot to be voted on statewide, the authority ordering the election shall assign a number to the measure that corresponds to its order on the ballot.

Each proposition on the ballot must identify the name of the authority ordering the election on the measure.

Election Code 52.072(a)–(d), .095(a)–(c)

Election Judges and
Clerks

The board shall appoint election judges and set the maximum number of election clerks. The judges and clerks shall be selected and serve in accordance with Election Code Chapter 32. *Election Code Chapter 32*

The nepotism prohibitions [see DBE] do not apply to appointment of an election clerk under Election Code 32.031 who is not related in the first degree by consanguinity or affinity to an elected official of the authority that appoints the election judges for that election. *Gov't Code 573.061(8)*

Polling Places

The governing body of each political subdivision authorized to hold elections, other than a county, shall designate the location of the polling place for each of its election precincts. Each polling place shall be accessible to and usable by the elderly and persons with physical disabilities. *Election Code 43.004, .034*

*Use of County
Election
Precincts*

The county election precincts are the election precincts for the following elections:

1. The general election for state and county officers;
2. A special election ordered by the governor;
3. A primary election;
4. A countywide election ordered by the commissioners court, county judge, or other county authority, except an election subject to Election Code 42.062(2); and
5. As provided by Election Code 42.0621, any other election held by a political subdivision, including college districts, on a uniform election date.

Election Code 42.002(a)

In an election held on the November uniform election date, the political subdivisions to which Election Code 42.002(a)(5) applies shall use the regular county election precincts. If a political subdivision holds an election on a uniform election date and is required to use the regular county election precincts, the political subdivision shall designate as the polling places for the election the regular county polling places in the county election precincts that contain territory from the political subdivision. *Election Code 42.0621(a), 43.004(b)*

*Polling Place for
Early Voting*

The following provision applies to an election held by a political subdivision, other than a county, on the November uniform election date in which the political subdivision:

1. Is not holding a joint election with a county in accordance with Election Code Chapter 271; and
2. Has not executed a contract with a county elections officer under which the political subdivision and the county share early voting polling places for the election.

The political subdivision shall designate as an early voting polling place for the election an eligible county polling place located in the political subdivision and may not designate as an early voting polling place a location other than an eligible county polling place unless each eligible county polling place located in the political subdivision is designated as an early voting polling place by the political subdivision.

A shared polling place established under this section that is designated as a main early voting polling place by any political subdivision must be open for voting for all political subdivisions the polling place serves for at least the days and hours required of a main early voting polling place under Election Code 85.002 for the political subdivision making the designation.

“Eligible county polling place” means an early voting polling place, ~~other than a polling place established under Election Code 85.062(e),~~ established by a county.

Election Code 85.010

Temporary
Branch

*County
Population
100,000 or
More*

The following provision applies only to an election in which the territory served by the early voting clerk is situated in a county with a population of 100,000 or more. In an election in which the territory served by the clerk is situated in more than one county, the provision applies if the sum of the populations of the counties is 100,000 or more.

Early voting by personal appearance at each temporary branch polling place shall be conducted on the days that voting is required to be conducted at the main early voting polling place under Election Code 85.005 and remain open for at least:

1. Eight hours each day; or
2. Three hours each day if the city or county clerk does not serve as the early voting clerk for the territory holding the election and the territory has fewer than 1,000 registered voters.

Election Code 85.064(b)

*County
Population
Less Than
100,000*

The following provisions apply only to an election in which the territory served by the early voting clerk is situated in a county with a population under 100,000. In an election in which the territory served by the clerk is situated in more than one county, the provisions apply if the sum of the populations of the counties is under 100,000.

Except as provided below, voting at a temporary branch polling place may be conducted on any days and during any hours of the period for early voting by personal appearance, as determined by the authority establishing the branch. The authority authorized under Election Code 85.006 to order early voting on a Saturday or Sunday may also order, in the manner prescribed by that section, early voting to be conducted on a Saturday or Sunday at any one or more of the temporary branch polling places.

Voting at a temporary branch polling place must be conducted on at least two consecutive business days and for at least eight consecutive hours on each of those days.

The schedules for conducting voting are not required to be uniform among the temporary branch polling places.

Election Code 85.065

*Posting Signs
Prohibited*

An election officer commits an offense if the officer knowingly posts at a polling place, including the area within 100 feet of an outside door through which a voter may enter the building in which the polling place is located, a sign, card, poster, or other similar material that is not authorized or required by law; or is in a form or contains information that is not authorized or required by law.

A person other than an election officer commits an offense if the person posts a sign, card, poster, or similar material at a polling place, including the 100-foot area described above.

Election Code 62.013(a)–(b)

Electioneering

A person commits an offense if, during the voting period and within 100 feet of an outside door through which a voter may enter the building in which a polling place is located, the person loiters or electioneers for or against any candidate, measure, or political party.

“Electioneering” includes the posting, use, or distribution of political signs or literature. The term does not include the distribution of a

notice of a party convention authorized under Election Code 172.1114.

“Voting period” means the period beginning when the polls open for voting and ending when the polls close or the last voter has voted, whichever is later.

“Early voting period” is described at Election Code 85.001.

The entity that owns or controls a public building being used as a polling place or early voting polling place may not, at any time during the voting period or early voting periods, as applicable, prohibit electioneering on the building’s premises outside of the area described above, but may enact reasonable regulations concerning the time, place, and manner of electioneering.

Election Code 61.003, 85.036

*Use of Certain
Devices
Prohibited*

A person may not use a wireless communication device within 100 feet of a voting station. A person may not use any mechanical or electronic means of recording images or sound within 100 feet of a voting station. *Election Code 61.014(a)–(b)*

Exception

The prohibitions do not apply to:

1. An election officer in conducting the officer’s official duties;
2. The use of election equipment necessary for the conduct of the election; or
3. A person who is employed at the location in which a polling place is located while the person is acting in the course of the person’s employment.

Election Code 61.014(d)

Bilingual Materials
Spanish

Bilingual election materials shall be used in each election precinct situated wholly or partly in a county in which five percent or more of the inhabitants are persons of Spanish origin or descent according to the most recent federal decennial census that may be officially recognized or acted upon by the state or political subdivisions.

An election precinct may be exempted from the bilingual requirement if official census information or other information indicates that persons of Spanish origin or descent comprise less than five percent of the precinct’s inhabitants. To exempt an election precinct from the bilingual requirement, the presiding officer of the governing body of the political subdivision responsible for the expenses of an election, with the approval of the governing body, must file with the authority responsible for procuring the election supplies for the political subdivision's elections the documentation described at Election Code 272.003. An exemption is effective on the 30th day

after the date the certification and other required materials are filed. A precinct exempted under this section remains exempt until the precinct becomes subject to Election Code 272.002 as a result of a subsequent federal decennial census; or the effective date of a change in the precinct's boundary.

Election Code 272.002, .003(a)–(c), (e)

Other Languages

If the director of the census determines under 42 U.S.C. 1973aa-1a that a political subdivision must provide election materials in a language other than English or Spanish, the political subdivision shall provide election materials in that language in the same manner in which the political subdivision would be required to provide materials in Spanish, to the extent applicable. *Election Code 272.011(a); 52 U.S.C. 10503*

Voting Systems

A voting system shall be selected and utilized in accordance with Election Code Title 8. *Election Code Title 8*

Voting System Standards

For a voting system or voting system equipment to be approved for use in elections, the voting system in which the equipment is designed to be used must comply with the standards prescribed by Election Code Chapter 122, Subchapter A and be manufactured, stored, and held in the United States and sold by a company whose headquarters are located in the United States and parent company's headquarters, if applicable, are located in the United States.

A voting system or voting system equipment is considered to be manufactured in the United States if final assembly of the voting system or voting system equipment occurs in the United States and all firmware and software are installed and tested in the United States.

Election Code 122.032

Voting Machines and Punch-Card Ballots

A voting system may not be used in an election if the system uses mechanical voting machines or a punch-card ballot or similar form of tabulating card. *Election Code 122.001(d)*

Voters with Disabilities

Accessible
Voting Stations

Each polling place must provide at least one voting station that complies with Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. 794) and its subsequent amendments, Title II of the federal Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and its subsequent amendments and the requirements for accessibility under 42 U.S.C. 15481(a)(3) and its subsequent amendments, and provides a practical and effective means for voters with physical disabilities to cast a secret ballot. *Election Code 61.012(a)*

Electronic
Voting System
Exceptions

Upon providing the notice detailed in Election Code 61.013(d), for an election other than an election of a political subdivision that is held jointly with another election in which a federal office appears on the ballot, a political subdivision, including a college district, is not required to meet the requirements for accessibility under Election Code 61.012(a)(1)(C) if the political subdivision is located in a county:

1. With a population of less than 2,000;
2. With a population of 2,000 or more but less than 5,000, and the political subdivision provides at least one voting station that meets the requirements for accessibility under 42 U.S.C. 15481(a)(3) on election day;
3. With a population of 5,000 or more but less than 10,000, and the political subdivision provides at least one voting station that meets the requirements for accessibility under 42 U.S.C. 15481(a)(3) on election day and during the period for early voting by personal appearance;
4. With a population of 10,000 or more but less than 20,000, and the political subdivision:
 - a. Makes a showing in the manner provided by Election Code 61.103(c) that compliance with Section 61.012(a)(1)(C) constitutes an undue burden on the political subdivision;
 - b. Provides at least one voting station that meets the requirements for accessibility under 42 U.S.C. 15481(a)(3) on election day and during the period for early voting by personal appearance; and
 - c. Provides a mobile voting station that meets the requirements for accessibility under 42 U.S.C. 15481(a)(3) that during the period for early voting by personal appearance is deployed at least once at each polling place used for early voting by personal appearance.

Election Code 61.013(a)

*Multiple
Counties*

For purposes of Election Code 61.013, a political subdivision located in more than one county may choose:

1. To be considered located in the county that contains the greatest number of registered voters of the political subdivision; or
2. For each portion of the political subdivision located in a different county, to be considered a separate political subdivision.

Election Code 61.013(e)

Multiple Voting Systems Permitted	A political subdivision may use more than one type of voting system in a single polling place in order to provide a person with physical disabilities with a method of casting a secret ballot. [See GL GA] 1 TAC 81.55
Voting System Malfunction	If no private vendor supports the political subdivision's voting system, the political subdivision must give notice to the secretary of state within 24 hours of a malfunction of the political subdivision's voting system software or equipment in an election. The notice may be verbal or in writing. 1 TAC 81.64(a)
Early Voting	A board shall provide for early voting in board elections by personal appearance at an early voting polling place and by mail in accordance with Election Code Title 7. <i>Election Code 81.001</i>
Conducting Elections	Elections shall be conducted in accordance with Election Code Title 6. <i>Election Code Title 6</i>
Section III: Post-Election Procedures	
Determination of Results	A candidate receiving a majority of the votes cast for all candidates for a board member position shall be declared elected. <i>Education Code 130.082(g); Atty. Gen. Op. CM-1101 (1972)</i>
<i>Majority</i>	
<i>Runoff Elections</i>	If no candidate receives such a majority, then the two candidates receiving the highest number of votes shall run against each other for the position. The runoff election for all positions shall be held not earlier than the 20th day or later than the 45th day after the date the final canvass of the main election is completed. The runoff election shall be conducted in accordance with Election Code Chapter 2, Subchapter B. <i>Education Code 130.082(g); Election Code 2.021, .025(a)</i>
<i>Write-In Voting</i>	Election Code Chapter 146, Subchapter B applies to write-in voting in an election for members of the governing body except to the extent of a conflict with this section. In a general or special election for members of the governing body of a junior college district, a write-in vote may not be counted for a person unless the person has filed a declaration of write-in candidacy with the secretary of the board of trustees in the manner provided for write-in candidates in the general election for state and county officers. <i>Education Code 130.0825(a), (c)</i>
Canvass Returns	Except as provided by Election Code 67.003(c), each local canvassing authority shall convene to conduct the local canvass at the time set by the canvassing authority's presiding officer not later than the 11th day after election day and not earlier than the later of: <ol style="list-style-type: none"> 1. The third day after election day;

2. The date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or
3. The date on which all timely received ballots cast from addresses outside of the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States.

Two members of the authority constitute a quorum for purposes of canvassing an election.

The presiding officer of the canvassing authority shall note the completion of the canvass in the minutes or in the recording required by Government Code 551.021.

Election Code 67.003(b), .004(a), (g)

*Early Voting
Canvass—
November
Election*

For an election held on the date of the general election for state and county officers (November of even-numbered years), the time for the canvass of early voting results may be set not later than the 14th day after election day. *Election Code 65.051(a-1), 67.003(c)*

Certificate of
Election

After the completion of a canvass, the presiding officer of the local canvassing authority shall prepare a certificate of election for each candidate who is elected to an office for which the official result is determined by that authority's canvass. A certificate of election must contain:

1. The candidate's name;
2. The office to which the candidate is elected;
3. A statement of election to an unexpired term, if applicable;
4. The date of the election;
5. The signature of the officer preparing the certificate; and
6. Any seal used by the officer preparing the certificate to authenticate documents that the officer executes or certifies.

The authority preparing a certificate of election shall promptly deliver it to the person for whom it is prepared, subject to the submission of a recount petition.

The submission of a recount petition delays the issuance of a certificate of election and qualification for the office involved in the recount pending completion of the recount. A candidate may not qualify for an office involved in a recount before completion of the recount. The recount petition does not affect a candidate who has received a certificate of election and qualified for an office before the submission of a recount petition.

A certificate of election may not be issued to a person who has been declared ineligible to be elected to the office.

Election Code 67.016(a), (c), (e), 212.0331(a)–(c)

Certificate of
Election for
Unopposed
Candidate

A certificate of election shall be issued to each unopposed candidate in the same manner and at the same time as provided for a candidate elected at the election. The candidate must qualify for the office in the same manner as provided for a candidate elected at the election. *Election Code 2.053(e)*

Officer's Statement

All elected or appointed officers, before taking the oath or affirmation of office and entering upon the duties of office, shall subscribe to the required officer's statement. All other officers shall retain the signed statement with the official records of the office. [See BBB(EXHIBIT)] *Tex. Const. Art. XVI, Sec. 1(b)–(c)*

Oath of Office

All elected and appointed officers, before they enter upon the duties of their offices, shall take the oath or affirmation of office. [See BBB(EXHIBIT)]

An oath made in this state may be administered and a certificate of the fact given by the individuals listed at Government Code 602.002, including:

1. A judge, retired judge, or clerk of a municipal court.
2. A judge, retired judge, senior judge, clerk, or commissioner of a court of record.
3. A notary public.
4. A justice of the peace or clerk of a justice court.
5. An associate judge, magistrate, master, referee, or criminal law hearing officer.
6. The secretary of state or a former secretary of state.
7. The speaker of the house of representatives or a former speaker of the house of representatives.
8. The lieutenant governor or a former lieutenant governor.
9. The governor or a former governor.
10. A legislator or retired legislator.
11. The secretary of the senate or the chief clerk of the house of representatives.
12. The attorney general or a former attorney general.
13. A county treasurer.

BOARD MEMBERS
ELECTIONS

BBB
(LEGAL)

*Tex. Const. Art. XVI, Sec. 1(a); Education Code 130.082(d); Gov't
Code 602.002*

Political Advertising

An officer or employee of a political subdivision, including a college district, may not knowingly spend or authorize the spending of public funds for political advertising. The prohibition does not apply to a communication that factually describes the purposes of a measure if the communication does not advocate the passage or defeat of such measure.

An officer or employee of a political subdivision may not spend or authorize the spending of public funds for a communication describing a measure if the communication contains information that:

1. The officer or employee knows is false; and
2. Is sufficiently substantial and important as to be reasonably likely to influence a voter to vote for or against the measure.

It is an affirmative defense to prosecution for an offense under this section or the imposition of a civil penalty for conduct under this section that an officer or employee of a political subdivision reasonably relied on a court order or an interpretation of this section in a written opinion issued by a court of record, the attorney general, or the Ethics Commission.

On written request of the governing body of a political subdivision that has ordered an election on a measure, the Ethics Commission shall prepare an advance written advisory opinion as to whether a particular communication relating to a measure does or does not comply with this section.

Election Code 255.003

Definition

"Political advertising" is a communication that supports or opposes a political party, a public officer, a measure, or a candidate for nomination or election to a public office or office of a political party, and:

1. Is published in a newspaper, magazine, or other periodical in return for consideration;
2. Is broadcast by radio or television in return for consideration;
3. Appears in a pamphlet, circular, flier, billboard, or other sign, bumper sticker, or similar form of written communication; or
4. Appears on an internet website.

The term does not include an individual communication made by email or text message but does include mass emails and text messages involving an expenditure of funds beyond the basic cost of hardware, messaging software, and bandwidth.

Election Code 251.001(16); 1 TAC 20.1(11)

Newsletters

A newsletter of a public officer of a political subdivision is not political advertising if:

1. It includes no more than two pictures of a public officer per page and if the total amount of area covered by the pictures is no more than 20 percent of the page on which the pictures appear;
2. It includes no more than eight personally phrased references, such as the public officer's name, "I," "me," "the city council member," on a page that is 8 1/2" x 11" or larger, with a reasonable reduction in the number of such personally phrased references in pages smaller than 8 1/2" x 11"; and
3. When viewed as a whole and in the proper context:
 - a. Is informational rather than self-promotional;
 - b. Does not advocate passage or defeat of a measure; and
 - c. Does not support or oppose a candidate for nomination or election to a public office or office of political party, a political party, or a public officer.

1 TAC 26.2

Influencing Elections

Restrictions

*Support of a
Candidate*

A state agency, including a college district, may not use any money under its control, including appropriated money, to finance or otherwise support the candidacy of a person for an office in the legislative, executive, or judicial branch of state government or of the government of the United States. This prohibition extends to the direct or indirect employment of a person to perform an action described above.

A state officer or employee may not use a state-owned or state-leased motor vehicle for the above purpose.

Gov't Code 556.004(a)–(b)

*Election
Interference*

A state officer or employee may not use official authority or influence or permit the use of a program administered by the state agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose. For purposes of this prohibition, a state officer or employee does not interfere with or affect the results of an election or nomination if the individual's conduct is permitted by a law relating to the individual's office or employment and is not otherwise unlawful. *Gov't Code 556.004(c), (e)*

<i>Political Expenditures</i>	A state employee may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose. <i>Gov't Code 556.004(d)</i>
<i>Use of Student Service Fee</i>	Government Code Chapter 556 does not prohibit the payment of reasonable dues to an organization that represents student interests before the legislature or the U.S. Congress from that portion of mandatory student service fees that is allocated to the student government organization at an institution of higher education. A mandatory student service fee may not be used to influence the outcome of an election. [See FD] <i>Gov't Code 556.002(b)</i>
Termination of Employment	A state employee who violates Government Code 556.004(c) or (d) is subject to immediate termination of employment. <i>Gov't Code 556.007</i>
Compensation Prohibited	A state agency may not use appropriated money to compensate a state officer or employee who violates Section 556.004(a), (b), or (c) or who is subject to termination under Government Code 556.007. <i>Gov't Code 556.008</i>
Information on Restrictions	A state agency shall provide each officer and employee of the agency a copy of Government Code 556.004–.008 and require a signed receipt on delivery. A new copy and receipt are required if one of those provisions is changed. A state agency shall maintain receipts collected from current officers and employees under this section in a manner accessible for public inspection. <i>Gov't Code 556.009</i>
Nepotism	A candidate shall not take any affirmative action to influence an employee or another officer of the governmental body to which the candidate seeks election, if the office the candidate seeks is one office of a multimember governmental body, regarding the appointment, reappointment, confirmation of the appointment or reappointment, employment, reemployment, change in status, compensation, or dismissal of another individual related to the candidate within a degree described by Government Code 573.002. [See DBE(EXHIBIT)] The prohibition does not apply to a candidate's actions taken regarding a bona fide class or category of employees or prospective employees. <i>Gov't Code 573.042</i>

Resignation	To be effective, a public officer's resignation or an officer-elect's declination must be in writing and signed by the officer or officer-elect and delivered to the appropriate authority, the college district board of trustees, for acting on the resignation or declination. The resignation or declination may be delivered to the presiding officer of the body or to its clerk or secretary. The authority may not refuse to accept a resignation. <i>Election Code 201.001(a)–(b), .002</i>
Effective Date	If an officer submits a resignation, whether to be effective immediately or at a future date, a vacancy occurs on the date the resignation is accepted by the appropriate authority or on the eighth day after the date of its receipt by the authority, whichever is earlier. <i>Election Code 201.023</i>
Holdover Doctrine	All public officers shall continue to perform the duties of their offices until their successors shall be duly qualified, i.e., sworn in. Until the vacancy created by a public officer's resignation is filled by a successor, the public officer continues to serve and have the duties and powers of office and continues to be subject to the nepotism provision. A holdover public officer may not vote on the appointment of the officer's successor. [See DBE] - <i>Tex. Const. Art. XVI, Sec. 17; Atty. Gen. Ops. JM-636 (1987), DM-2 (1991), OGS-6259 (1945)</i>
Residency	A person elected or appointed to serve as a board member must remain a resident of the college district throughout the term of office. A board member who ceases to reside in the college district vacates his or her office. <i>Tex. Const. Art. XVI, Sec. 14; Whitmarsh v. Buckley, 324 S.W.2d 298 (Tex. Civ. App.—Houston 1959, no writ) [See BBA]</i>
Single-Member Districts	A trustee other than a trustee allowed to complete the remainder of the trustee's term after the initial election from single-member districts vacates the office if the trustee ceases to reside in the trustee district the trustee represents. <i>Education Code 130.0822(g)–(h)</i>
Residence Defined	“Residence” means domicile, that is, one’s home and fixed place of habitation to which one intends to return after any temporary absence. A person does not lose the person’s residence by leaving the person’s home to go to another place for temporary purposes only. A person does not acquire a residence in a place to which the person has come for temporary purposes only and without the intention of making that place the person’s home. Residence shall be determined in accordance with the common-law rules, as enunciated by the courts of this state, except as otherwise provided by the Election Code. Election Code 1.015(a)–(d)

~~**Note:** — The issue of whether a candidate has satisfied residency requirements should be judicially determined. State v. Fischer, 769 S.W.2d 619 (Tex. App.—Corpus Christi 1989, writ *dism'd w.o.j*)~~

**Involuntary Removal
from Office**

Quo Warranto

If grounds for the remedy exist, the attorney general or the county or district attorney of the proper county may petition the district court of the proper county or a district judge if the court is in vacation for leave to file an information in the nature of quo warranto. The attorney general or county or district attorney may file the petition on his or her own motion or at the request of an individual relator. An action in the nature of quo warranto is available if:

1. A person usurps, intrudes into, or unlawfully holds or executes a public office; or
2. A public officer does an act or allows an act that by law causes forfeiture of office.

Civ. Prac. & Rem. Code 66.001–.002

Removal by Petition
and Trial

Any resident of this state who has lived for at least six months in the county in which the petition is to be filed and who is not currently under indictment in the county may file a petition to remove a public officer from office. A proceeding for removal is begun by filing a written petition for removal in a district court of the county in which the officer resides. *Local Gov't Code 87.015*

*Reasons for
Removal*

An officer may be removed for:

1. Incompetency. “Incompetency” means:
 - a. Gross ignorance of official duties;
 - b. Gross carelessness in the discharge of those duties; or
 - c. Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of the officer’s election.
2. Official misconduct. “Official misconduct” means intentional, unlawful behavior relating to official duties by an officer entrusted with the administration of justice or the execution of the law. The term includes an intentional or corrupt failure, refusal, or neglect of an officer to perform a duty imposed on the officer by law.
3. Intoxication on or off duty caused by drinking an alcoholic beverage. Intoxication is not grounds for removal if it appears

at the trial that the intoxication was caused by drinking an alcoholic beverage on the direction and prescription of a licensed physician practicing in this state.

4. The conviction of a board member by a jury for any felony or for misdemeanor official misconduct. The conviction of a public officer by a petit jury for any felony or for a misdemeanor involving official misconduct operates as an immediate removal from office of that officer.
5. Nonattendance of board meetings if the member is absent from more than half of the regularly scheduled board meetings that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the board.

Tex. Const. Art. V, Sec. 24; Local Gov't Code 87.011(2)–(3), .013, .031; Education Code 130.0845

*Removal for
Purchasing
Violations*

A board member who is convicted of a purchasing offense under Education Code 44.032 [see CF(LEGAL), Impermissible Practices] is considered to have committed official misconduct and is subject to removal under Local Government Code Chapter 87. *Education Code 44.032*

Filling a Vacancy

Any vacancy occurring on the board through death, resignation, or otherwise, shall be filled by a special election ordered by the board or by appointment by resolution or order of the board. *Education Code 130.082(d)*

Special Election

A special election to fill a board vacancy is conducted in the same manner as the district's general election except as provided by the applicable provisions of the Election Code. [See BBB] ~~*Education Code 130.082(d)*~~

If a vacancy in office is to be filled by special election, the election shall be ordered as soon as practicable after the vacancy occurs. A special election to fill a vacancy shall be held on the first authorized uniform election date occurring on or after the 46th day after the date the election is ordered. For a vacancy to be filled by a special election to be held on the date of the general election for state and county officers (November of even-numbered years), the election shall be ordered not later than the 78th day before election day. ~~*Election Code 41.002, 201.051–.052*~~

In all elections to fill vacancies of office in this state, it shall be to fill the unexpired term only. ~~*Tex. Const. Art. XVI, Sec. 27*~~

Tex. Const. Art. XVI, Sec. 27; Education Code 130.082(d); Election Code 41.002, 201.051–.052

Appointment

An appointment to the governing body of a local government shall be made as required by the law applicable to that local government and may be made with the intent to ensure that the governing body is representative of the constituency served by the governing body. A local government that chooses to implement this provision shall adopt procedures for the implementation. *Local Gov't Code 180.005(b)–(c)*

To be eligible to be appointed to a public elective office, a person must meet the qualifications set forth at Election Code 141.001(a) and Education Code 130.082(d). [See BBA] *Election Code 141.001(a); Education Code 130.082(d)*

The person appointed to fill the unexpired term shall serve until the next regular election of members to the board, at which time the position shall be filled by election for a term appropriately shortened to conform with what regularly would have been the length of the term for that position. *Tex. Const. Art. XVI, Sec. 27; Education Code 130.082(d)*

*Single-Member
Districts*

Except as provided in Education Code 130.0822(l), in single-member districts, any vacancy on the board shall be filled by appointment made by the remaining members of the board. The appointed person serves for the unexpired term. *Tex. Const. Art. XVI, Sec. 27; Education Code 130.0822(i), (l)*

**Temporary
Replacement of
Board Member on
Military Active Duty**

An elected or appointed officer of the state or of any political subdivision, including a member of the college district board of trustees, who enters active duty in the armed forces of the United States as a result of being called to duty, drafted, or activated does not vacate the office held, but the appropriate authority may appoint a replacement to serve as a temporary active officer as provided by Texas Constitution Article XVI, Section 72 if the elected or appointed board member will be on active duty for longer than 30 days.

The officer who is temporarily replaced may recommend to the appropriate appointing authority the name of a person to temporarily fill the office. The appropriate authority shall appoint the temporary acting officer to begin service on the date specified in writing by the officer being temporarily replaced as the date the officer will enter active military service.

A temporary acting officer has all the powers, privileges, and duties of the office. A temporary acting officer shall perform the duties of office for the shorter period of:

1. The term of the active military service of the officer who is temporarily replaced; or

2. The term of office of the officer who is temporarily replaced.

“Armed Forces of the United States” means the U.S. Army, the U.S. Navy, the U.S. Air Force, the U.S. Marine Corps, the U.S. Coast Guard, any reserve or auxiliary component of any of those services, or the National Guard.

Tex. Const. Art. XVI, Sec. 72

Training

The Coordinating Board by rule shall establish a training program for members of the governing boards of institutions of higher education. Each member of a governing board of an institution of higher education, including a college district, shall attend, during the member's first year of service as a member of a governing board of an institution of higher education, at least one training program. A member of a governing board who is required to attend a training program may attend additional training programs under this section.

The training program must include a seminar held annually in Austin to be conducted by the staff of the Coordinating Board. The staff of the Coordinating Board may obtain assistance from representatives of the office of the attorney general, the office of the comptroller of public accounts, the office of the state auditor, and the Texas Ethics Commission, and from other training personnel the Coordinating Board deems necessary.

The Coordinating Board is responsible for documenting governing board members' completion of the requirements provided by Education Code 61.084.

Education Code 61.084(a)–(b), (h); 19 TAC 1.9(a), (g)

Training Content

The content of the instruction at the training program shall focus on the official role and duties of the board members and shall provide training in the areas of budgeting, policy development, ethics, and governance.

Topics covered by the training program must include:

1. Auditing procedures and recent audits of institutions of higher education;
2. The enabling legislation that creates institutions of higher education;
3. The role of the governing board at institutions of higher education and the relationship between the governing board and the institution's administration, faculty and staff, and students, including limitations on the authority of the governing board;
4. The mission statements of institutions of higher education;
5. Disciplinary and investigative authority of the governing board;
6. The requirements of the open meetings law, Government Code Chapter 551, and the open records law, Government Code Chapter 552;

7. The requirements of conflict of interest laws and other laws relating to public officials;
8. Any applicable ethics policies adopted by institutions of higher education or the Texas Ethics Commission;
9. The requirements of laws relating to the protection of student information under the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) or any other federal or state law relating to the privacy of student information; and
10. Any other topic relating to higher education the board considers important.

Education Code 61.084(d)

In addition to the content of the instruction at a training program required under Education Code 61.084(d), above, topics covered by the training program for board members must include information about best practices in campus financial management, financial ratio analysis, and case studies using financial indicators. *Education Code 61.084(e)*

Training
Alternatives

Electronic Option

The Coordinating Board shall provide an equivalent training program by electronic means in the event a member of a governing board is unable to attend the required training program. Completion of the training program by electronic means is deemed to satisfy the training requirements. *Education Code 61.084(g)*

*Hardship
Exception*

The Coordinating Board by rule may prescribe an alternative training program for members of governing boards for whom attendance at a seminar held in Austin would be a hardship. The alternative training program need not be in the form of a seminar but must include substantially the same information included in the seminar held in Austin. *Education Code 61.084(b); 19 TAC 1.9(b)*

Fee

A registration fee shall be paid by training program participants in an amount adequate to cover the costs incurred by the Coordinating Board and any other state agencies the Coordinating Board enlists in providing the program. Such amount shall be determined prior to each seminar. A participant shall pay from private funds the required fee and the participant's costs of travel, including transportation, lodging, and meals. Neither the required fee nor a participant's travel costs shall be reimbursed from appropriated funds, other than grants and donations of private funds available for that purpose. *Education Code 61.084(c); 19 TAC 1.9(c)*

Reporting

The minutes of the last regular meeting held by a governing board of a public junior college district during a calendar year must reflect whether each member of the governing board has completed any

training required to be completed by the member under Education Code 61.1084 as of the meeting date. *Education Code 61.084(f)*

**Open Meetings Act
Training**

Each elected or appointed public official who is a member of a governmental body subject to Government Code Chapter 551 shall complete a course of training of not less than one and not more than two hours regarding the responsibilities of the governmental body and its members under Chapter 551 not later than the 90th day after the date the member takes the oath of office.

The attorney general shall ensure that the training is made available. The office of the attorney general may provide the training and may also approve any other acceptable course of training offered by a governmental body or other entity.

The office of the attorney general or other entity providing the training shall provide a certificate of course completion to persons who complete the training. A governmental body shall maintain and make available for public inspection the record of its members' completion of the training. The failure of one or more members of a governmental body to complete the required training does not affect the validity of an action taken by the governmental body.

Gov't Code 551.005(a)–(c), (f)

**Public Information
Act Training**

This section applies to an elected or appointed public official who is a member of a multimember governmental body. Each public official shall complete a course of training of not less than one and not more than two hours regarding the responsibilities of the governmental body with which the official serves and its officers and employees under Government Code Chapter 552 not later than the 90th day after the date the public official takes the oath of office.

The attorney general shall ensure that the training is made available. The office of the attorney general may provide the training and may also approve other acceptable sources of training offered by a governmental body or other entity.

A public official may designate a public information coordinator to satisfy the training requirement for the public official if the public information coordinator is primarily responsible for administering the responsibilities of the public official or governmental body under Chapter 552. [See GCB regarding public information coordinator training]

The office of the attorney general or other entity providing the training shall provide a certificate of course completion to persons who complete the training. A governmental body shall maintain and make available for public inspection the record of its public officials'

or, if applicable, the public information coordinator's completion of the training.

Gov't Code 552.012(a)–(e)

**Cybersecurity
Training**

At least once each year, ~~an employee identified by each elected or appointed officer of~~ a state agency, including a college district, ~~and each elected or appointed officer of the agency~~ shall complete a cybersecurity training program certified under Government Code 2054.519. [See also DK] *Gov't Code 2054.5191(a), (c)*

Exception

The requirements do not apply to officials who have been granted military leave. *Gov't Code 2054.5191(f)*

Note: For more information on cybersecurity training, including a list of certified cybersecurity training programs and compliance reporting requirements, see DIR's website at [Certified Cybersecurity Training Programs](#).¹

¹ Certified Cybersecurity Training Programs: <https://dir.texas.gov/View-About-DIR/Information-Security/Pages/Content.aspx?id=154>

Definitions

Meeting

“Meeting” means a deliberation among a quorum of a governmental body, including a college district board of trustees, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered, or during which the governmental body takes formal action, or except as otherwise provided by this provision, a gathering:

1. That is conducted by the governmental body or for which the governmental body is responsible;
2. At which a quorum of members of the governmental body is present;
3. That has been called by the governmental body; and
4. At which the members receive information from, give information to, ask questions of, or receive questions from any third person, including an employee of the governmental body, about the public business or public policy over which the governmental body has supervision or control.

Gov’t Code 551.001(3)–(4)

Deliberation

“Deliberation” means a verbal or written exchange between a quorum of a governmental body, or between a quorum of a governmental body and another person, concerning an issue within the jurisdiction of the governmental body. *Gov’t Code 551.001(2)*

Quorum

“Quorum” means a majority of a governmental body. *Gov’t Code 311.013(b), 551.001(6)*

Recording

“Recording” means a tangible medium on which audio or a combination of audio and video is recorded, including a disc, tape, wire, film, electronic storage drive, or other medium now existing or later developed. *Gov’t Code 551.001(7)*

Videoconference
Call

“Videoconference call” means a communication conducted between two or more persons in which one or more of the participants communicate with the other participants through duplex audio and video signals transmitted over a telephone network, a data network, or the internet. *Gov’t Code 551.001(8)*

Meeting ExceptionsSocial Function or
Convention

The term “meeting” does not include the gathering of a quorum of a governmental body, including a college district board of trustees, at a social function unrelated to the public business that is conducted by the body, the attendance by a quorum of the governmental body at a regional, state, or national convention or workshop, ceremonial event, or press conference, or the attendance by a quorum of a governmental body at a candidate forum, appearance, or debate to

inform the electorate, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, press conference, forum, appearance, or debate. *Gov't Code 551.001(4)*

Legislative
Committee or
Agency Meeting

The attendance by a quorum of a governmental body at a meeting of a committee or agency of the legislature is not considered to be a meeting of that governmental body if the deliberations at the meeting by the members of that governmental body consist only of publicly testifying at the meeting, publicly commenting at the meeting, and publicly responding at the meeting to a question asked by a member of the legislative committee or agency. *Gov't Code 551.0035(b)*

Online Message
Board

A communication or exchange of information between members of a governmental body about public business or public policy over which the governmental body has supervision or control does not constitute a meeting or deliberation for purposes of Government Code Chapter 551 if the communication is in writing and the writing is posted to an online message board or similar internet application in accordance with Government Code 551.006. [See BBI(LEGAL)] *Gov't Code 551.006(a)*

Prohibited Series of
Communications

A member of a governmental body commits an offense if the member:

1. Knowingly engages in at least one communication among a series of communications that each occur outside of a meeting authorized by Government Code Chapter 551 and that concern an issue within the jurisdiction of the governmental body in which the members engaging in the individual communications constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of members; and
2. Knew at the time the member engaged in the communication that the series of communications involved would involve a quorum and would constitute a deliberation once a quorum of members engaged in the series of communications.

Gov't Code 551.143(a)

Open to Public

Every regular, special, or called meeting of a governmental body shall be open to the public, except as provided by Government Code Chapter 551. [See BCB and BDA] *Gov't Code 551.002*

Exclusion of a
Witness

A governmental body that is investigating a matter may exclude a witness from a hearing during the examination of another witness in an investigation. *Gov't Code 551.084*

Recording by Attendees

A person in attendance may record all or any part of an open meeting of a governmental body by means of a recorder, video camera, or any other means of aural or visual reproduction. A governmental body may adopt reasonable rules to maintain order at a meeting, including rules related to the location of recording equipment and the manner in which the recording is conducted. A rule adopted under this section may not prevent or unreasonably impair a person from exercising the right to record. *Gov't Code 551.023*

Minutes

A governmental body shall prepare and keep minutes or make a recording of each open meeting of the body. The minutes must state the subject of each deliberation and indicate each vote, order, decision, or other action taken.

The minutes and recordings of an open meeting are public records and shall be available for public inspection and copying on request to the governmental body's chief administrative officer or the officer's designee.

Gov't Code 551.021-.022

Notice Required

The governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body. *Gov't Code 551.041*

Continued Meeting

Government Code 551.041 does not require a governmental body that recesses an open meeting to the following regular business day to post notice of the continued meeting if the action is taken in good faith and not to circumvent Government Code Chapter 551. If an open meeting is continued to the following regular business day and, on that following day, the board continues the meeting to another day, the governmental body must give the required written notice of the meeting continued to that other day. *Gov't Code 551.0411(a)*

Inquiry During Meeting

If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which the required notice has not been given, the notice provisions do not apply to a statement of specific factual information given in response to the inquiry or a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda of a subsequent meeting. *Gov't Code 551.042*

Time of Notice and Accessibility

The notice of a meeting of a governmental body must be posted on a bulletin board at a place convenient to the public in the central administration office for at least 72 hours before the scheduled time of the meeting. The notice must be posted in a place readily accessible to the public at all times for at least 72 hours before the

scheduled time of the meeting. *Gov't Code 551.043(a), .051; City of San Antonio v. Fourth Court of Appeals, 820 S.W.2d 762 (Tex. 1991)*

If the Open Meetings Act (OMA) specifically requires or allows a governmental body to post notice of a meeting on the internet, the governmental body satisfies the requirement that the notice must be posted in a place readily accessible to the general public at all times by making a good-faith attempt to continuously post the notice on the internet during the prescribed period.

The governmental body must still comply with any duty to physically post the notice at a particular location. If the governmental body makes a good-faith attempt to continuously post the notice on the internet during the prescribed period, the notice physically posted on the location prescribed by the OMA must be readily accessible to the general public during normal business hours.

Gov't Code 551.043(b)

Internet Posting

Generally

~~This section~~ **Government Code 551.056** applies only to a governmental body that maintains an internet website or for which an internet website is maintained. In addition to the other place at which notice is required to be posted, the governing body of a junior college or junior college district, including a college or district that has changed its name in accordance with Education Code Chapter 130 must also concurrently post notice of a meeting on the internet website of the governmental body.

The governing body of a junior college district, including a district that has changed its name in accordance with Chapter 130, that contains all or part of the area within the corporate boundaries of a municipality with a population of 48,000 or more must also concurrently post the agenda for the meeting on the internet website of the governmental body.

The validity of a posted notice of a meeting or an agenda by a governmental body that made a good-faith attempt to comply with the internet posting requirements is not affected by a failure to comply that is due to a technical problem beyond the control of the governmental body.

Gov't Code 551.056

A political subdivision, including a college district, with the authority to impose a tax that maintains a publicly accessible internet website shall post on a publicly accessible internet website each notice of a meeting of the political subdivision's governing body under the OMA, and each record of a meeting of the political subdivision's governing body under the OMA.

Gov't Code 2051.151, ~~152~~201(a), (b)(5)–(6)

Large College
Districts

The governing board of a junior college district with a total student enrollment of more than 20,000 in any semester of the preceding academic year, for any regularly scheduled meeting of the governing board for which notice is required under Government Code Chapter 551, shall post as early as practicable in advance of the meeting on the internet website of the district any written agenda and related supplemental written materials provided by the district to the board members for the members' use during the meeting. This requirement does not apply to written materials that the general counsel or other appropriate attorney for the district certifies are confidential or may be withheld from public disclosure under Government Code Chapter 552 (Texas Public Information Act).

The governing board of a junior college district is not required to comply with the requirements of this section if that compliance is not possible because of an act of God, force majeure, or a similar cause not reasonably within the governing board's control.

Gov't Code 551.1282

**Specificity of
Agenda / Notice**

Agendas for all meetings shall be sufficiently specific to inform the public of the subjects to be deliberated at the meeting, setting out any special or unusual matters to be considered or any matter in which the public has a particular interest. Deliberations or actions pertaining to top administrators are of particular public interest, and notice of those subjects must be worded with such clarity that the public will understand what the board proposes to discuss or accomplish. *Cox Enterprises, Inc. v. Austin Indep. Sch. Dist.*, 706 S.W.2d 956 (Tex. 1986); *Point Isabel Indep. Sch. Dist. v. Hinojosa*, 797 S.W.2d 176 (Tex. App.—Corpus Christi, 1990, writ denied); *Atty. Gen. Ops. MCM-494* (1969), *HJH-419* (1974), *HJH-662* (1975), *HJH-1045* (1977)

The terms "employee briefing" or "staff briefing" do not give adequate notice of the subject matter to be presented to the board by employees or staff members. *Atty. Gen. Op. JC-169* (2000)

The subject of a report or update by college district staff or a member of the board must be set out in the notice in a manner that informs a reader about the subjects to be addressed. *Atty. Gen. Op. GA-668* (2008)

**Emergency Meeting
or Emergency
Addition to an
Agenda**

In an emergency or when there is an urgent public necessity, the notice of a meeting to deliberate or take action on the emergency or urgent public necessity, or the supplemental notice to add the deliberation or taking of action on the emergency or urgent public necessity as an item to the agenda for a meeting for which the re-

quired notice has been posted is sufficient if the notice or supplemental notice is posted for at least one hour before the meeting is convened. *Gov't Code 551.045(a)*

An emergency or urgent public necessity exists only if immediate action is required of a governmental body because of an imminent threat to public health and safety, including a threat described below, if imminent or a reasonably unforeseeable situation, including:

1. Fire, flood, earthquake, hurricane, tornado, or wind, rain, or snowstorm;
2. Power failure, transportation failure, or interruption of communication facilities;
3. Epidemic; or
4. Riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

Gov't Code 551.045(b)

The sudden relocation of a large number of residents from the area of a declared disaster to a governmental body's jurisdiction is considered a reasonably unforeseeable situation for a reasonable period immediately following the relocation. *Gov't Code 551.045(e)*

The governmental body shall clearly identify the emergency or urgent public necessity in the notice or supplemental notice. *Gov't Code 551.045(c)*

A governmental body may not deliberate or take action on a matter at a meeting for which notice or supplemental notice is posted under Government Code 551.045(a) other than:

1. A matter directly related to responding to the emergency or urgent public necessity identified in the notice or supplemental notice of the meeting as provided by Government Code 551.045(c); or
2. An agenda item listed on a notice of the meeting before the supplemental notice was posted.

Gov't Code 551.045(a-1)

Catastrophe

A governmental body that is prevented from convening an open meeting that was otherwise properly posted under Government Code 551.041 because of a catastrophe may convene the meeting in a convenient location within 72 hours pursuant to Government Code 551.045 if the action is taken in good faith and not to circumvent the OMA. If the governmental body is unable to convene the open meeting within those 72 hours, the governmental body may

subsequently convene the meeting only if the governmental body gives the required written notice of the meeting.

“Catastrophe” means a condition or occurrence that interferes physically with the ability of the governmental body to conduct a meeting, including:

1. Fire, flood, earthquake, hurricane, tornado, or wind, rain, or snow storm;
2. Power failure, transportation failure, or interruption of communication facilities;
3. Epidemic; or
4. Riot, civil disturbance, enemy attack, or other actual or threatened act of lawlessness or violence.

Gov’t Code 551.0411(b)–(c)

Special Notice to News Media

A school district shall provide special notice of each meeting to any news media that has requested special notice and agreed to reimburse the district for the cost of providing the special notice. The notice shall be by telephone, facsimile transmission, or electronic mail. *Gov’t Code 551.052; Att’y Gen. Op. JM-340 (1985) (a college district board of trustees is considered a school district board of trustees for the purposes of the OMA)*

Emergency Meeting or Emergency Item

The presiding officer of a governmental body, or the member of a governmental body who calls an emergency meeting of the governmental body or adds an emergency item to the agenda of a meeting of the governmental body, shall notify the news media of the emergency meeting or emergency item. The presiding officer or member is required to notify only those members of the news media that have previously filed at the headquarters of the governmental body a request containing all pertinent information for the special notice and agreed to reimburse the governmental body for the cost of providing the special notice. The presiding officer or member shall give the notice by telephone, facsimile transmission, or electronic mail at least one hour before the meeting is convened to any news media who have previously requested special notice of all meetings. *Gov’t Code 551.047*

Disaster

Notwithstanding any other law, a quorum is not required for the governing body of a local governmental entity to act if:

1. The entity’s jurisdiction is wholly or partly located in the area of a disaster declared by the president of the United States or the governor; and

2. A majority of the members of the governing body are unable to be present at a meeting of the governing body as a result of the disaster.

Gov't Code 418.1102

Secret Ballot

No vote shall be taken by secret ballot. *Atty. Gen. Op. HJH-1163 (1978)*

Meeting by Telephone Conference Call

Special Meeting

The OMA does not prohibit the governing board of an institution of higher education from holding a meeting by telephone conference call. A meeting held by telephone conference call authorized by this section may be held only if the meeting is a special called meeting and immediate action is required, and the convening at one location of a quorum of the board is difficult or impossible. *Gov't Code 551.121(b)–(c)*

Public Access

Each part of the telephone conference call meeting that is required to be open to the public must be:

1. Audible to the public at the location specified in the notice of the meeting as the location of the meeting; and
2. Broadcast over the internet in the manner prescribed by Government Code 551.128, below.

Gov't Code 551.121(f)

Notice

The telephone conference call meeting is subject to the notice requirements applicable to other meetings. The notice of a telephone conference call meeting of a governing board must specify as the location of the meeting the location where meetings of the governmental board are usually held. *Gov't Code 551.121(d)–(e)*

Recording

Each part of the telephone conference call meeting that is required to be open to the public must be recorded and made available to the public in an online archive located on the internet website of the entity holding the meeting. *Gov't Code 551.121(f)*

Quorum at One Location

The OMA does not prohibit the governing board of a junior college district from holding an open or closed meeting by telephone conference call. A meeting held by telephone conference call authorized by this section may be held only if a quorum of the governing board is physically present at the location where meetings of the board are usually held. *Gov't Code 551.122(a)–(b)*

Public Access

Each part of the telephone conference call meeting that is required to be open to the public shall be audible to the public at the location where the quorum is present. The location of the meeting shall provide two-way communication during the entire telephone con-

ference call meeting, and the identification of each party to the telephone conference shall be clearly stated before the party speaks.
Gov't Code 551.122(d)–(e)

Notice The telephone conference call meeting is subject to the notice requirements applicable to other meetings. *Gov't Code 551.122(c)*

Recording Each part of the telephone conference call meeting that is required to be open to the public shall be recorded. The recording shall be made available to the public. *Gov't Code 551.122(d)*

Attendance A member of a governing board of a junior college district who participates in a board meeting by telephone conference call but is not physically present at the location of the meeting is considered to be absent from the meeting for purposes of Education Code 130.0845. *Gov't Code 551.122(g)*

**Meeting by
Videoconference
Call**

A member or employee of a governmental body, including a college district board of trustees, may participate remotely in a meeting of the governmental body by means of a videoconference call if the video and audio feed of the member's or employee's participation, as applicable, is broadcast live at the meeting and complies with the provisions of this section. *Gov't Code 551.127(a-1)*

Quorum A meeting may be held by videoconference call only if a quorum of the governmental body is physically present at one location of the meeting. *Gov't Code 551.127(b)*

Exception A meeting of a state governmental body or a governmental body that extends into three or more counties may be held by videoconference call only if the member of the governmental body presiding over the meeting is physically present at one location of the meeting that is open to the public during the open portions of the meeting. *Gov't Code 551.127(c)*

Attendance A member of a governmental body who participates in the meeting as provided by Government Code 551.127(a-1), above, shall be counted as present at the meeting for all purposes.

A member of a governmental body who participates in a meeting by videoconference call shall be considered absent from any portion of the meeting during which audio or video communication with the member is lost or disconnected. The governmental body may continue the meeting only if a quorum of the body remains present at the meeting location or, if applicable, continues to participate in a meeting conducted under Government Code 551.127(c), above.

Gov't Code 551.217(a-2)–(f)–(a-3)

Notice A meeting held by videoconference call is subject to the notice requirements applicable to other meetings in addition to the notice requirements prescribed by this section. The notice of a meeting to

be held by videoconference call must specify as a location of the meeting the location where a quorum of the governmental body will be physically present and specify the intent to have a quorum present at that location, except that the notice of a meeting to be held by videoconference call under Government Code 551.127(c), above, must specify as a location of the meeting the location where the member of the governmental body presiding over the meeting will be physically present and specify the intent to have the member of the governmental body presiding over the meeting present at that location. *Gov't Code 551.127(d)–(e)*

Public Access

The location where the member of the governmental body presiding over the meeting is physically present shall be open to the public during the open portions of the meeting. *Gov't Code 551.127(e)*

Quality of Audio and Video Signals

Each portion of a meeting held by videoconference call that is required to be open to the public shall be visible and audible to the public at the location specified under Government Code 551.127(e), above. If a problem occurs that causes a meeting to no longer be visible and audible to the public at that location, the meeting must be recessed until the problem is resolved. If the problem is not resolved in six hours or less, the meeting must be adjourned.

The physical location specified under Section 551.127(e), and each remote location from which a member of the governmental body participates, shall have two-way audio and video communication with each member who is participating by videoconference call during the entire meeting. The face of each participant in the videoconference call, while that participant is speaking, shall be clearly visible, and the voice audible, to each other participant and, during the open portion of the meeting, to the members of the public in attendance at the physical location described by Section 551.127(e) and at any other location of the meeting that is open to the public.

The Department of Information Resources (DIR) by rule shall specify minimum standards for audio and video signals at a meeting held by videoconference call. The quality of the audio and video signals perceptible at each location of the meeting must meet or exceed those standards.

The audio and video signals perceptible by members of the public at each location of the meeting described by Government Code 551.127(h) must be of sufficient quality so that members of the public at each location can observe the demeanor and hear the voice of each participant in the open portion of the meeting.

Gov't Code 551.127(f), (h)–(j); 1 TAC 209.30–.31

Recording	The governmental body shall make at least an audio recording of the meeting. The recording shall be made available to the public. <i>Gov't Code 551.127(g)</i>
Public Testimony by Videoconference Call	Without regard to whether a member of the governmental body is participating in a meeting from a remote location by videoconference call, a governmental body may allow a member of the public to testify at a meeting from a remote location by videoconference call. <i>Gov't Code 551.127(k)</i>
Internet Broadcast	A governmental body may broadcast an open meeting over the internet. Except as provided by Government Code 551.128(b-2), a governmental body that broadcasts a meeting over the internet shall establish an internet site and provide access to the broadcast from that site. The governmental body shall provide on the internet site the same notice of the meeting that the governmental body is required to post under Government Code Chapter 551, Subchapter C. The notice on the internet must be posted within the time required for posting notice under Chapter 551, Subchapter C. <i>Gov't Code 551.128(b)-(c)</i>
Large College Districts	<p>The governing board of a junior college district with a total student enrollment of more than 20,000 in any semester of the preceding academic year, for any regularly scheduled meeting of the governing board for which notice is required under Government Code Chapter 551, shall:</p> <ol style="list-style-type: none"> 1. Broadcast the meeting, other than any portions of the meeting closed to the public as authorized by law, over the internet in the manner prescribed by Government Code 551.128; and 2. Record the broadcast and make that recording publicly available in an online archive located on the district's internet website. <p>The governing board of the junior college district is not required to comply with the requirements of this section if that compliance is not possible because of an act of God, force majeure, or a similar cause not reasonably within the governing board's control.</p> <p><i>Gov't Code 551.1282(a)-(b), (d)</i></p>
Meeting Recording Required	<p>An elected school district board of trustees for a school district that has a student enrollment of 10,000 or more shall:</p> <ol style="list-style-type: none"> 1. Make a video and audio recording of reasonable quality of each regularly scheduled open meeting that is not a work session or a special called meeting; and 2. Make available an archived copy of the video and audio recording of each meeting described by item 1 on the internet.

Gov't Code 551.128(b-1); Att'y Gen. Op. JM-340 (1985) (a college district board of trustees is considered a school district board of trustees for the purposes of the OMA)

A governmental body described by Government Code 551.128(b-1) may make available the archived recording of a meeting on an existing internet site, including a publicly accessible video-sharing or social networking site. The governmental body is not required to establish a separate internet site and provide access to archived recordings of meetings from that site. *Gov't Code 551.128(b-2)*

A governmental body described by Section 551.128(b-1) that maintains an internet site shall make available on that site, in a conspicuous manner the archived recording of each meeting or an accessible link to the archived recording of each such meeting. *Gov't Code 551.128(b-3)*

A governmental body described by Section 551.128(b-1) shall make the archived recording of each meeting available on the internet not later than seven days after the date the recording was made and maintain the archived recording on the internet for not less than two years after the date the recording was first made available. *Gov't Code 551.128(b-4)*

A governmental body described by Section 551.128(b-1) is exempt from the requirements of Government Code 551.128 (b-2) and (b-4) if the governmental body's failure to make the required recording of a meeting available is the result of a catastrophe, as defined by Government Code 551.0411, or a technical breakdown. Following a catastrophe or breakdown, a governmental body must make all reasonable efforts to make the required recording available in a timely manner. *Gov't Code 551.128(b-5)*

A governmental body described by Government Code 551.128(b-1) may broadcast a regularly scheduled open meeting of the body on television. *Gov't Code 551.128(b-6)*

**Attorney
Consultation**

A governmental body may use a telephone conference call, videoconference call, or communications over the internet to conduct a public consultation with its attorney in an open meeting of the governmental body or a private consultation with its attorney in a closed meeting of the governmental body. [See BDA]

Each part of a public consultation by a governmental body with its attorney in an open meeting of the governmental body must be audible to the public at the location specified in the notice of the meeting as the location of the meeting.

Gov't Code 551.129(a)-(b)

**Passing Resolutions
or Orders**

The board shall act and proceed by and through resolutions or orders adopted or passed by the board and the affirmative vote of a majority of all members of the board shall be required to adopt or pass a resolution or order, and the board shall adopt such rules, regulations, and bylaws as it deems advisable, not inconsistent with Education Code 130.082. *Education Code 130.082(d)*

**Persons with a
Hearing Impairment**

In a proceeding before the governing body of a political subdivision in which the legal rights, duties, or privileges of a party are to be determined by the governing body after an adjudicative hearing, the governing body shall supply for a party who is deaf or hearing impaired an interpreter who has qualifications approved by the Texas Department of Assistive and Rehabilitative Services.

“Deaf or hearing impaired” means having a hearing impairment, regardless of the existence of a speech impairment, that inhibits comprehension of an examination or proceeding or communication with others.

Gov't Code 558.001, .003

Note: The following is an index of periodic reports that are addressed in the legal reference material of the policy manual. The list is not all-inclusive. This list does not address responsive reports (those that are required in response to a specific incident), reports required under special circumstances, or reports required under administrative procedures of an agency.

Reports by College District

A college district shall publish and/or distribute the following reports:

1. As soon as practicable after the end of each academic year, the college district shall prepare an annual performance report for that academic year, under Education Code 130.0035. [See AFA]
2. Not later than June 1 of each even-numbered year and on request of the Legislative Budget Board (LBB) or the governor's Office of Budget and Policy (OBP), the college district shall report customer service information to the LBB and the OBP, under Government Code 2114.002. [See AFA]
- ~~3. Not later than November 1 of each year, the chief executive officer of each college district shall provide to the governing board of the college district a report for the preceding fall, spring, and summer semesters that examines the affordability and access of the institution, under Education Code 51.4031. [See AFA]~~
- 4.3. In the form and manner and at the times required by the Coordinating Board, the college district shall report to the Coordinating Board on the enrollment status of students of the college district, under Education Code 130.0036. [See AFA]
- 5.4. The college district shall follow applicable institutional and financial assistance information dissemination requirements found at 20 U.S.C. 1092. [See AFA]
- 6.5. The minutes of the last regular meeting held by the board during a calendar year must reflect whether each member of the board has completed any training required to be completed by the member as of the meeting date, under Education Code 61.084. [See BBD]
- 7.6. The college district shall report monthly to the retirement system set out in Government Code 825.404, in a form it prescribes, the employee salary and other information required under Government Code 825.406. [See CAAB, CAM]

- ~~8-7~~. The investment officer shall prepare a report on the Public Funds Investment Act (PFIA) and deliver it to the board no later than the 180th day after the last day of each regular session of the legislature, under Government Code 2256.007. [See CAK]
- ~~9-8~~. Not less than quarterly and within a reasonable time after the end of the period, 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. [See CAK]
- ~~10-9~~. The college district shall submit its audited annual financial report to the Coordinating Board by January 1st of each year, under 19 Administrative Code 13.62. [See CDA]
- ~~11-10~~. Not later than November 20 of each year, a college district shall submit an annual financial report regarding the college district's use of appropriated money during the preceding fiscal year to the government officials specified in Government Code 2101.011. [See CDA]
- ~~12-11~~. The board shall be responsible for the preparation of an annual financial statement, under Local Government Code 140.005. [See CDA]
- ~~13-12~~. The college district shall annually compile and report information regarding debt obligations, under Local Government Code 140.008. [See CDA]
- ~~14-13~~. Three copies of the annual audit report for the fiscal year ending August 31 shall be filed with the Coordinating Board by January 1 following the close of the fiscal year for which the audit was made, an electronic copy shall be posted to the Coordinating Board's collection server, and required copies shall be sent to other governmental agencies, under the publication *Annual Financial Reporting Requirements for Texas Public Community and Junior Colleges*. [See CDC]
- ~~15-14~~. Annually, a college district shall report to the State Energy Conservation Office (SECO) regarding the college district's goal to reduce electric consumption, the college district's efforts to meet the goal, and progress the college district has made, under Health and Safety Code 388.005. [See CH]
- ~~16-15~~. Not later than March 1 of each year, each college district police department shall submit a report containing information about traffic stops during the previous calendar year to the Texas Commission on Law Enforcement Officers and Standards and the governing body of each county or municipality

served by the department, under Code of Criminal Procedure 2.134. [See CHA]

- ~~17~~.16. At least once every three years, a college district shall conduct a security audit of the college district's facilities and report the results of the security audit to the Texas School Safety Center, under Education Code 37.108. [See CG]
- ~~18~~.17. No later than January 1 of each odd-numbered year, the college district shall submit a written report regarding the institution's compliance with the online course information posting to certain state officials, under Education Code 51.974 and 19 Administrative Code 4.225 to 4.228. [See EFA]
- ~~19~~.18. Every five years, following the same timetable as the regular accreditation reports sent to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or its successor, each college district shall review its policies regarding credit earned as part of an approved field of study curriculum, and report the results to the Coordinating Board, under 19 Administrative Code 4.33(a). [See EFAA]
- ~~20~~.19. Contact hours for career technical/workforce continuing education courses from public two-year colleges must be determined and reported in compliance with Coordinating Board policy as outlined in the Guidelines for Instructional Programs in Workforce Education as approved by the Coordinating Board, the Workforce Education Course Manual, and state law, under 19 Administrative Code 9.113, 9.114, and 9.116. [See EFCB]
- ~~21~~.20. At the end of each semester, the college district shall report to the Coordinating Board certain information for undergraduate students, under 19 Administrative Code 4.60. [See EI]
- ~~22~~.21. At times prescribed by the Coordinating Board, the college district shall report to the Coordinating Board all programs and services provided for persons with intellectual and developmental disabilities by the college district, under Education Code 61.0663. [See FA]
- ~~23~~.22. The college district shall report to the Coordinating Board the types and amounts of tuition and fees charged to students by semester during the previous academic year, under 19 Administrative Code 13.143. [See FD]
- ~~24~~.23. Annually, the college district chief executive officer shall certify in writing to the Coordinating Board that the college district is in substantial compliance with Education Code

Chapter 51, Subchapter E-2, under Education Code 51.258.
[See DIAA, FFDA]

- ~~25-24~~. Not later than the 14th day before the first class day of each fall or spring semester and at student orientation, the college district shall provide a report to each student on hazing committed on or off campus by an organization registered with or recognized by the college district, under Education Code 51.936. [See FLBC]
- ~~26-25~~. Each year the college district shall prepare, publish, and distribute, through appropriate publications or mailings, to all current students and employees, and to any applicant for enrollment or employment upon request, an annual security report as required under 20 U.S.C. 1092(f). [See GCC]
- ~~27-26~~. The college district must report statistics for the three most recent calendar years concerning the occurrence on campus, in or on noncampus buildings or property, and on public property of certain crimes that are reported to local police agencies or to a campus security authority, under 34 C.F.R. 668.46. [See GCC]
- ~~28-27~~. The college district shall, in a manner that is timely and will aid in the prevention of similar crimes, report to the campus community on crimes that are considered by the college district to represent a threat to students and employees. [See GCC]
- ~~29-28~~. Under guidelines established by the Coordinating Board and the State Board of Education pursuant to Education Code 51.403, the college district shall report student performance during the first year enrolled after graduation from high school to the high school or college district last attended. [See GH]



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Award of Contract 22-08 for Furniture and Furniture Installation Services for the Industrial Careers Building (ICB).

FUNDING SOURCE:

To be paid from 2018 Bond funds in an amount not-to-exceed \$848,500.00
2018 Bond Funds

PURPOSE

Provide furniture and installation services to for the new Industrial Careers Building.

PROPOSED MOTION:

Suggested Motion: *"I move the Board of Trustees approve award of contract 22-08 for the purchase of furniture and installation services in an amount not-to-exceed \$848,500.00 to be paid from 2018 Bond funds."*

BACKGROUND:

In July 2020, the college issued a Request for Proposal (RFP) for furniture and installation services in support of the new construction of buildings identified in the 2018 Bond construction projects. Nine (9) proposals were received and evaluated based on a basis of design and a best value analysis, including value added pricing models whereby reseller discounts would remain constant throughout the duration of the various 2018 Bond projects. Three vendors were selected to accommodate the basis of design in various spaces of each building. Therefore, it is the recommendation to award the subject contract to J.Tyler and Facility Interiors for the Industrial Careers building furniture as follows:

J. Tyler		\$463,178.37
Facility Interiors (FMG)		\$344,876.18
	Subtotal	\$808,054.55
5% Contingency		\$ 40,402.73
	Total NTE:	\$848,500.00

Attachments:

J.Tyler Proposals

Facility Interiors Proposals



5920 Milwee Houston, TX 77092
713.468.2166 phone - 713.468.2480 fax

Sold To:

COM902
College of the Mainland
1200 N. Amburn Rd

Texas City TX 77591-

Contact:

Phone:

Fax:

NATIONAL OMNIA R191811
SIT ON IT OMNIA R191803
KI SOURCEWELL OT53837CZ1 121919

Quote Number 53896

Sales Rep: Lance Biagas

Project Manager: Karen MacFarland

Customer P.O. #:

Service Address

COM905
College of the Mainland
1200 N. Amburn Rd
BLDG #22 - STEAM Building

Texas City TX 77591

Contact:

Phone:

Fax:

Terms Net 30 days from receipt of invoice

Deposit Requirement

Project Reference COM ICB BID

<u>Line #</u>	<u>Qty</u>	<u>Description</u>	<u>Sell Each</u>	<u>Extended Sell</u>	<u>Tx</u>
1	145	Biofit Task Stool, Antimicrobial Polypropylene seat and back, Resistance Caster	\$374.85	\$54,353.25	<input type="checkbox"/>
		C.01			
Subtotal for:		C.01		\$54,353.25	
2	149	Lumin, Wire Rod Frame, Plastic Seat & Back, Armless FC15 Chrome Frame CGR Clear Glides ~ No Tablet Upgrade SC1 Black ~ No Selection ~ Std Packaging	\$112.93	\$16,826.57	<input type="checkbox"/>
		C.02A			
Subtotal for:		C.02A		\$16,826.57	

3	48	Lumin, Wire Rod Frame, Plastic Seat & Back, Fixed A146 Arm	\$136.32	\$6,543.36	<input type="checkbox"/>
		FC15 Chrome Frame			
		CGR Clear Glides			
		SC1 Black			
		~ No Selection			
		~ Std Packaging			
		C.02B			
Subtotal for:		C.02B		\$6,543.36	
4	58	Lumin, Wire Rod Frame, Plastic Seat & Back, Armless	\$112.93	\$6,549.94	<input type="checkbox"/>
		FC15 Chrome Frame			
		CGR Clear Glides			
		~ No Tablet Upgrade			
		SC1 Black			
		~ No Selection			
		~ Std Packaging			
		C.03A			
Subtotal for:		C.03A		\$6,549.94	
5	23	Lumin, Wire Rod Frame, Plastic Seat & Back, Fixed A146 Arm	\$136.32	\$3,135.36	<input type="checkbox"/>
		FC15 Chrome Frame			
		CGR Clear Glides			
		SC1 Black			
		~ No Selection			
		~ Std Packaging			
		C.03B			
Subtotal for:		C.03B		\$3,135.36	
6	14	Lumin, 30" Bar Stool, Plastic Seat & Back, Armless	\$179.08	\$2,507.12	<input type="checkbox"/>
		FC2 Silver Frame			
		SC1 Black			
		~ No Selection			
		GL1 Standard Multi-Surface Glide			
		AC Fully Assembled in a Carton			
		C.05			
Subtotal for:		C.05		\$2,507.12	
7	4	Lumin, 30" Bar Stool, Plastic Seat & Back, Armless	\$179.08	\$716.32	<input type="checkbox"/>
		FC2 Silver Frame			
		SC1 Black			
		~ No Selection			
		GL1 Standard Multi-Surface Glide			
		AC Fully Assembled in a Carton			
		C.06			
Subtotal for:		C.06		\$716.32	

8	17	Grazie Task Armless Stool,Poly	\$361.66	\$6,148.22	<input type="checkbox"/>
		/C Carpet casters (black only)			
		/NFR Compliance to TB 117-2013			
		/PND Black			
		/PA Polished Aluminum			
		C.07			
Subtotal for:		C.07		\$6,148.22	
9	2	Grazie Task Armless Stool,Poly	\$361.66	\$723.32	<input type="checkbox"/>
		/S Hard floor casters (black only)			
		/NFR Compliance to TB 117-2013			
		/PSK Black			
		/PA Polished Aluminum			
		C.08			
Subtotal for:		C.08		\$723.32	
10	4	Lumin, Light Task Chair, Plastic Seat & Back, Armless	\$176.65	\$706.60	<input type="checkbox"/>
		FC1 Black Frame			
		B17 Black Nylon Base			
		C20 Self-Locking Carpet Casters			
		SC1 Black			
		~ No Selection			
		UC Back Attached to Seat, Base Separate			
		C.09			
Subtotal for:		C.09		\$706.60	
11	37	Novo, Highback, Mesh Back, Standard Synchro, Multi-Adj Arms	\$389.61	\$14,415.57	<input type="checkbox"/>
		AL1 Black			
		LA2 Nickel			
		E3 Seat Depth Adjustment Upgrade			
		CH1 Standard Cylinder			
		FC1 Black Frame			
		B17 Black Nylon Base			
		CS5 Carpet Casters			
		MC21 Nickel Mesh			
		FABRIC Fabric Grade Selections			
		~ No Selection			
		FG2 Fabric Grade 2			
		ELEMENT Element Standard Color Selection			
		ONYX Element Onyx			
		AC Fully Assembled			
		C.10			
Subtotal for:		C.10		\$14,415.57	

12	41	Novo, Highback, Mesh Back, Standard Synchro, Multi-Adj Arms	\$357.75	\$14,667.75	<input type="checkbox"/>
		AL1	Black		
		LA2	Nickel		
		~	No Seat Depth Adjustment Upgrade		
		CH1	Standard Cylinder		
		FC1	Black Frame		
		B17	Black Nylon Base		
		CS5	Carpet Casters		
		MC21	Nickel Mesh		
		FABRIC	Fabric Grade Selections		
		~	No Selection		
		FG2	Fabric Grade 2		
		ELEMENT	Element Standard Color Selection		
		SAPPHIRE	Element Sapphire		
		AC	Fully Assembled		
			C.11		
		Subtotal for:	C.11	\$14,667.75	
13	57	Focus, Side Chair, Mesh Back, Black Frame, Armless	\$215.78	\$12,299.46	<input type="checkbox"/>
		MC1	Black Mesh		
		FABRIC	Fabric Grade Selections		
		~	No Selection		
		FG5	Fabric Grade 5		
		~	No Selection		
		TOR	ARC COM / DRIFTER / AC-63629 MIDNIGHT #21		
		G13	Steel Glide, Carpet Only		
		~	No Tablet Upgrade		
			C.12A		
		Subtotal for:	C.12A	\$12,299.46	
14	55	Focus, Side Chair, Mesh Back, Black Frame, A130 Arm	\$239.17	\$13,154.35	<input type="checkbox"/>
		MC1	Black Mesh		
		FABRIC	Fabric Grade Selections		
		~	No Selection		
		FG5	Fabric Grade 5		
		~	No Selection		
		TOR	ARC COM / DRIFTER / AC-63629 MIDNIGHT #21		
		G13	Steel Glide, Carpet Only		
			C.12B		
		Subtotal for:	C.12B	\$13,154.35	

15	22	Focus, Side Chair, Mesh Back, Black Frame, with Casters, Arm	\$225.05	\$4,951.10	<input type="checkbox"/>
		MC1 Black Mesh			
		FABRIC Fabric Grade Selections			
		~ No Selection			
		FG5 Fabric Grade 5			
		~ No Selection			
		TOR ARC COM / DRIFTER / AC-63629			
		MIDNIGHT #20			
		C13 Standard Carpet Casters			
		C.13A			
Subtotal for:		C.13A		\$4,951.10	
16	16	Focus, Side Chair, Mesh Back, Black Frame, with Casters, A13	\$248.44	\$3,975.04	<input type="checkbox"/>
		MC1 Black Mesh			
		FABRIC Fabric Grade Selections			
		~ No Selection			
		FG5 Fabric Grade 5			
		~ No Selection			
		TOR ARC COM / DRIFTER / AC-63629			
		MIDNIGHT #20			
		C13 Standard Carpet Casters			
		C.13B			
Subtotal for:		C.13B		\$3,975.04	
17	11	MyWay Left Facing Work Arm/Right Facing Low Arm Sled Base Lounge Chair,Contrast	\$1,793.81	\$19,731.91	<input type="checkbox"/>
		J Fabric Grade J			
		/NFR Compliance to TB 117-2013			
		J Fabric Grade J			
		ALLURE ALLURE			
		/27.282.064.P VIP NAVY			
		NFR Compliance to TB 117-2013			
		I Fabric Grade I			
		HAVEN HAVEN			
		/27.291.164.P NIGHT SKY			
		/SX Starlight Silver Metallic			
		/HWG With gangers (2) ganging assemblies			
		/GNY Nylon glides (black)			
		/MPW White power module			
		/LFP Left facing (right-handed when seated)			
		/MNCH No cup holder			
		Standard KI Laminates			
		/LRY RIVER CHERRY LAM 7937-38			
		/NMB No Moisture Barrier			
		C.14A			
Subtotal for:		C.14A		\$19,731.91	

18	7	MyWay Left Facing Low Arm/Right Facing Work Arm Sled Base Lounge Chair,Contrast	\$1,793.81	\$12,556.67	<input type="checkbox"/>
		J Fabric Grade J /NFR Compliance to TB 117-2013 J Fabric Grade J ALLURE ALLURE /27.282.064.P VIP NAVY NFR Compliance to TB 117-2013 I Fabric Grade I HAVEN HAVEN /27.291.164.P NIGHT SKY /SX Starlight Silver Metallic /HWG With gangers (2) ganging assemblies /GNY Nylon glides (black) /MPW White power module /LFP Left facing (right-handed when seated) /MNCH No cup holder Standard KI Laminates /LRY RIVER CHERRY LAM 7937-38 /NMB No Moisture Barrier			
		C.14B			
		Subtotal for:	C.14B	\$12,556.67	
19	4	Boss Boo Chair w/ Swivel Base	\$1,017.17	\$4,068.68	<input type="checkbox"/>
		COM CF Stinson: Criss Cross 2.0 Color CRS 246 Quicksilver			
		C.15			
		Subtotal for:	C.15	\$4,068.68	
20	11	DELGADO,UPH BACK,SLED BASE,METAL	\$732.37	\$8,056.07	<input type="checkbox"/>
		CFSB CF STINSON GRADE B AVA_307 AVANT WATER			
		C.17			
		Subtotal for:	C.17	\$8,056.07	
21	186	+Everywhere Rectangular Table,Squared Edge,Lam Top/Thermo Edge,T-Leg 24D 60W	\$372.40	\$69,266.40	<input type="checkbox"/>
		8Q +folkstone grey WN +warm grey neutral BK +black 57 +glides NTG +no grommet			
		T.03A			
		Subtotal for:	T.03A	\$69,266.40	

22	14	+Everywhere Rectangular Table,Squared Edge,Lam Top/Thermo Edge,T-Leg w/Hgt Adj 24D 60W	\$465.07	\$6,510.98	<input type="checkbox"/>
		8Q +folkstone grey			
		WN +warm grey neutral			
		BU +black umber			
		57 +glides			
		NTG +no grommet			
		T.03B			
Subtotal for:		T.03B		\$6,510.98	
23	23	Pirouette,Nesting Training,Rectangular,24x60",74P Edge	\$570.76	\$13,127.48	<input type="checkbox"/>
		/EWG Warm Grey edge			
		/NNN No grommets, PowerUp, wire management/No cutouts			
		/NMP No modesty panel			
		Standard KI Laminates			
		/LDG DOVE GREY D92-60			
		/BL Black			
		/4EC Black wheel, Silver hub-2 locking/2 non-			
		T.04			
Subtotal for:		T.04		\$13,127.48	
24	7	Portico Fixed Leg,Rect,T Base,74P Edge,18x60"	\$328.03	\$2,296.21	<input type="checkbox"/>
		/EWG Warm Grey edge			
		Additional Additional laminates			
		/LF FORMICA - 2 week additional lead time			
		/92758 FOLKSTONE - MATTE			
		/BL Black			
		-NCST No casters			
		/PBL Black			
		/YES NSH Non-standard height			
		/42" Non-Standard height 42" - Maximum			
		-NW No wireway			
		T.05			
Subtotal for:		T.05		\$2,296.21	
25	64	Compact CPU Holder (Max. CPU size 9.8"W x 20"H)	\$44.88	\$2,872.32	<input type="checkbox"/>
		T.06			
26	9	Activ8 Infeed (not compatible w/GFCI outlet)	\$124.16	\$1,117.44	<input type="checkbox"/>
		T.06			
27	55	Activ8 Jumper 53" Long	\$45.87	\$2,522.85	<input type="checkbox"/>
		T.06			
28	64	Activ8 Module and Attachment Bracket for Connection Zone	\$42.88	\$2,744.32	<input type="checkbox"/>
		T.06			

29	32	CZ 30" Deep Rectilinear Worksurface,Single-Sided,Standard Height,No-power,w/Modesty Panel,30x72,74P Edge /L Grommet : Left /GWG Warm Grey grommet Standard KI Laminates /LDG DOVE GREY D92-60 /EWG Warm Grey edge /BL Black T.06	\$392.78	\$12,568.96	<input type="checkbox"/>
30	23	CZ 30" Single-Sided Adder Telescopic Beam Frame 48-72",Fixed,Standard Height /BL Black /GCL Clear T.06	\$258.43	\$5,943.89	<input type="checkbox"/>
31	9	CZ 30" Single-Sided Standalone/Starter Telescopic Beam Frame 48-72",Fixed,Standard Height /BL Black /GCL Clear T.06	\$384.85	\$3,463.65	<input type="checkbox"/>
Subtotal for:		T.06		\$31,233.43	
32	14	+Everywhere Round Table,Squared Edge,Lam Top/Thermo Edge,4-Column Base 42Dia 8Q +folkstone grey WN +warm grey neutral BK +black 57 +glides T.07	\$433.15	\$6,064.10	<input type="checkbox"/>
Subtotal for:		T.07		\$6,064.10	
33	7	@Everywhere Round Table,Squared Edge,Lam Top/Thermo Edge,Single-Column Base 36Dia LBU +medium matte walnut LBU +medium matte walnut MS +metallic silver 57 +glides T.08	\$321.26	\$2,248.82	<input type="checkbox"/>
Subtotal for:		T.08		\$2,248.82	
34	11	@Everywhere Round Table,Squared Edge,Lam Top/Thermo Edge,Single-Column Base 30Dia 8Q +folkstone grey WN +warm grey neutral BK +black 57 +glides T.09	\$280.01	\$3,080.11	<input type="checkbox"/>
Subtotal for:		T.09		\$3,080.11	

35	11	+Everywhere Standing-Hght Round Table,Squared Edge,Lam Top/Thermo Edge,4-Column Base 30 Dia 8Q +folkstone grey WN +warm grey neutral BK +black T.10	\$342.74	\$3,770.14	<input type="checkbox"/>
Subtotal for:		T.10		\$3,770.14	
36	5	+Everywhere Rectangular Table,Squared Edge,Lam Top/Thermo Edge,T-Leg 36D 54W 8Q +folkstone grey WN +warm grey neutral BK +black 57 +glides NTG +no grommet T.11	\$379.75	\$1,898.75	<input type="checkbox"/>
Subtotal for:		T.11		\$1,898.75	
37	11	Vary Easy Eames éT« Conference Table, Round End Peninsula Standard Product Reference:ET1V55RSLSQCR8QWN91BKB K Modified Product Reference::ET1V5*RSL Deviation::Shape - Grommets - Depth/Width - Base Shape:**:round end peninsula (square 90 degree cor Height:1V:28 1/2" high Depth/Width:5*:66" deep x 54" wide (Single Piece T Base:S:segmented base - 4 column X base Surface Material:L:laminate top Edge Type:SQ:squared vinyl edge Grommets:**:center cutout For Byrne Top Finish:8Q:Folkstone Grey Edge Finish:WN:Warm Grey Neutral Column Finish:BK:black Base Finish:BK:black Casters/Glides:G:glides Grain Direction:**:Due to Depth, Grain T.13	\$1,069.83	\$11,768.13	<input type="checkbox"/>
38	11	+Cable Management Trough T.13	\$19.62	\$215.82	<input type="checkbox"/>
39	11	@Umbilical Riser, Wire Management Fixed Height, Seated Height G1 @graphite T.13	\$63.82	\$702.02	<input type="checkbox"/>

40	11	+LOOP Adj CPU Holder Assembly, 13" track OH +black T.13	\$93.34	\$1,026.74	<input type="checkbox"/>
41	11	Connect 6ΓÇPsT6-S500 Standard Product Reference:Y1325.7A100K Modified Product Reference::Y1325.7A100K Deviation::Configuration Configuration:**:2 simplex receptacles, and 2 Data Power Type:A:power cord with plug end Cord/Conduit Length:10:10' cord/conduit Finish:0K*:silver anodized with black Part Info:**:Byrne Ellora E2X BE02511- T.13	\$242.93	\$2,672.23	<input type="checkbox"/>
Subtotal for:		T.13		\$16,384.94	
42	1	*Modified-CZ 24" Deep Rectilinear Worksurface,Dual- Sided,Standard Height,No-power,24x72,74P Edge NA NA *Modified KI Standard Villa Module w/Cover, center Standard KI Laminates /LDG DOVE GREY D92-60 /EWG Warm Grey edge /BL Black *Modified Top, Rectangle 48"x72", Single Piece TBD Additional Option Selection TBD Additional Option Selection TBD Additional Option Selection T.14	\$712.33	\$712.33	<input type="checkbox"/>
43	1	CZ 48" Dual-Sided Standalone/Starter Telescopic Beam Frame 48-72",Fixed,Standard Height /BL Black /GCL Clear T.14	\$524.80	\$524.80	<input type="checkbox"/>
44	1	CZ Base Wire Cover for Steel Leg Applications, for 48" Base .BL Black T.14	\$73.24	\$73.24	<input type="checkbox"/>
Subtotal for:		T.14		\$1,310.37	

45	1	Project Table, Rectangular		\$358.09	\$358.09	<input type="checkbox"/>
		Standard Product Reference:GNTPA.4896FL8QWN Modified Product Reference::GNTPA.4896FL8QWN Deviation::Access Detail - Cutout Grain Direction:0:trans: 0 Type:TP:rectangular project table Access Detail:**:to have (1) cutout for Y1325.3A10 Depth:48:48" deep Width:96:96" wide Attachment:F:non-sliding Surface Material:L:laminata Surface Finish:8Q:folkstone grey Edge Finish:WN:warm grey neutral NOTE 1:**:An intermeidate leg cannot be NOTE 2:**:consider using a back-to-back				
		T.15				
46	1	+Umbilical Riser, Fixed Seated Height, Generic Attachment BK	+black	\$39.93	\$39.93	<input type="checkbox"/>
		T.15				
47	2	@Beams, Rectangular Primary 96W BK	+black	\$114.22	\$228.44	<input type="checkbox"/>
		T.15				
48	2	+Hardware Pack, Fixed Surfaces, Rect Primary		\$23.61	\$47.22	<input type="checkbox"/>
		T.15				
49	1	@Engage Leg, Back-to-Back Bracing Leg BK	+black	\$113.78	\$113.78	<input type="checkbox"/>
		T.15				
50	2	+Engage Leg, Desk End, Double, Fixed Hgt 48D BK	+black	\$168.74	\$337.48	<input type="checkbox"/>
		T.15				
51	1	+Connect S500,2 simplex recept,2 data openings,pwr cord w/plug end,10' cord/conduit OK	+silver anodized	\$211.41	\$211.41	<input type="checkbox"/>
		T.15				
		Subtotal for:	T.15		\$1,336.35	

52	2	*Modified-Toggle T-Leg Table,Rect,Dual Motor Electric Base,74P Edge,29-1/2x70-1/2" NA NA *Modified Modesty, Steel Perforated, Fixed, 10"H /BL Black /EWG Warm Grey edge Standard KI Laminates /LDG DOVE GREY D92-60 *Modified L2D villa grommet (only top left) Note: Lead- Additional 10 working days lead-time is External Note RPT module must be ordered separately T.18	\$1,104.13	\$2,208.26	<input type="checkbox"/>
53	2	Toggle Wire Trough 48" Actual Length /BL Black T.18	\$59.12	\$118.24	<input type="checkbox"/>
54	4	Compact CPU Holder (Max. CPU size 9.8"W x 20"H) T.18	\$41.98	\$167.92	<input type="checkbox"/>
55	2	Activ8 Infeed (not compatible w/GFCI outlet) T.18	\$124.16	\$248.32	<input type="checkbox"/>
56	2	Activ8 Jumper 29" Long T.18	\$38.89	\$77.78	<input type="checkbox"/>
57	4	Activ8 Module and Attachment Bracket for Connection Zone T.18	\$42.88	\$171.52	<input type="checkbox"/>
58	1	Vertical Cable Manager T.18	\$50.81	\$50.81	<input type="checkbox"/>
Subtotal for:		T.18		\$3,042.85	
59	2	Lagunitas, Table-Personal, 13D X 24W X 25H TOP FINISH: Solid hpl 2890 Folkstone EDGE FINISH: Plastic 6619 Ice BASE FINISH: Smooth metallic 4799 T.19	\$410.53	\$821.06	<input type="checkbox"/>
Subtotal for:		T.19		\$821.06	
60	9	Magnuson Single 40 Gallon Waste Receptacle with internal rigid liner, Locking front opening and painted side panels. One top opening. 35 1/2"H x 22"W x 18 1/2"D FINISH: Silver body/White top/Waste Label in White +Advertising panel TR.01	\$1,445.94	\$13,013.46	<input type="checkbox"/>
Subtotal for:		TR.01		\$13,013.46	

61	19	Global Industriapl Semi-Round Open Top Stainless Steel 16 Gallon Trash Can		\$190.18	\$3,613.42	<input type="checkbox"/>
		TR.02				
Subtotal for:		TR.02			\$3,613.42	
62	7	Simple Human Semi-Round Step Can 16 Gallon Brushed SS		\$157.88	\$1,105.16	<input type="checkbox"/>
		TR.03				
Subtotal for:		TR.03			\$1,105.16	
63	1	BRACKET RIGHT \$(P2) P2 Paint Opts .T1 Platinum Metallic		\$48.71	\$48.71	<input type="checkbox"/>
		WS-01				
64	3	ABOUND TOP CAP TRIM 72W \$(P2) P2 Paint Opts .T1 Platinum Metallic		\$49.39	\$148.17	<input type="checkbox"/>
		WS-01				
65	2	ABOUND TOP CAP TRIM 96W \$(P2) P2 Paint Opts .T1 Platinum Metallic		\$59.68	\$119.36	<input type="checkbox"/>
		WS-01				
66	10	ABOUND FABRIC TILE 60H X 48W \$(A) Gr A Fabric .REF FABRIC: Reflection 29 Galvanized		\$103.24	\$1,032.40	<input type="checkbox"/>
		WS-01				
67	12	ABOUND FABRIC TILE 60H X 36W \$(A) Gr A Fabric .REF FABRIC: Reflection 29 Galvanized		\$85.06	\$1,020.72	<input type="checkbox"/>
		WS-01				
68	2	ABOUND FINISHED END PAINTED 65IN \$(P2) P2 Paint Opts .T1 Platinum Metallic		\$47.33	\$94.66	<input type="checkbox"/>
		WS-01				
69	2	42W EXTERNAL STIFFENER .P Color: Black		\$52.65	\$105.30	<input type="checkbox"/>
		WS-01				
70	1	54W EXTERNAL STIFFENER .P Color: Black		\$57.60	\$57.60	<input type="checkbox"/>
		WS-01				
71	2	LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X101E KEY NUMBER: 101E		\$24.85	\$49.70	<input type="checkbox"/>
		WS-01				

72	2	LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X102E	KEY NUMBER: 102E WS-01	\$24.85	\$49.70	<input type="checkbox"/>
73	1	BRACKET LEFT \$(P2) .T1	P2 Paint Opts Platinum Metallic WS-01	\$48.71	\$48.71	<input type="checkbox"/>
74	3	ABOUND L CONNECTOR PAINTED 65IN \$(P2) .T1	P2 Paint Opts Platinum Metallic WS-01	\$73.75	\$221.25	<input type="checkbox"/>
75	6	PANEL FRAME 65H X 36W \$(P2) .T1	P2 Paint Opts Platinum Metallic WS-01	\$132.06	\$792.36	<input type="checkbox"/>
76	1	ABOUND TOP CAP TRIM 48W \$(P2) .T1	P2 Paint Opts Platinum Metallic WS-01	\$35.33	\$35.33	<input type="checkbox"/>
77	2	SYSTEMS RECTANGULAR WKSFC EDGE BAND 24D X 48W NO GROM \$(L1STD) .PINC .PINC	Grd L1 Standard Laminates LAM: Pinnacle LAM: Pinnacle WS-01	\$162.93	\$325.86	<input type="checkbox"/>
78	4	24D CANTILEVER ONE PAIR \$(P2) .T1	P2 Paint Opts Platinum Metallic WS-01	\$37.73	\$150.92	<input type="checkbox"/>
79	3	BOX/BOX/FILE 28H X 22 7/8D X 15W .L \$(P2) .T1	Lock: Lock P2 Paint Opts Platinum Metallic WS-01	\$240.44	\$721.32	<input type="checkbox"/>
80	3	FILE/FILE 28H X 19 7/8D X 15W .L \$(P2) .T1	Lock: Lock P2 Paint Opts Platinum Metallic WS-01	\$231.87	\$695.61	<input type="checkbox"/>
81	2	SYSTEMS 72X48X24X24LEFT CORNER COVE WKSFC EDGE BD \$(L1STD) .PINC .PINC .P	Grd L1 Standard Laminates LAM: Pinnacle LAM: Pinnacle Grommet: Black WS-01	\$335.45	\$670.90	<input type="checkbox"/>

82	1	SYSTEMS 72X48X24X24RT CORNER COVE WKSFC EDGE BD \$(L1STD) Grd L1 Standard Laminates .PINC LAM: Pinnacle .PINC LAM: Pinnacle .P Grommet: Black WS-01	\$335.45	\$335.45	<input type="checkbox"/>
83	2	LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X103E KEY NUMBER: 103E WS-01	\$24.85	\$49.70	<input type="checkbox"/>
84	5	PANEL FRAME 65H X 48W \$(P2) P2 Paint Opts .T1 Platinum Metallic WS-01	\$144.40	\$722.00	<input type="checkbox"/>
Subtotal for:			WS-01	\$7,495.73	
85	2	42W EXTERNAL STIFFENER .P Color: Black WS-02	\$52.65	\$105.30	<input type="checkbox"/>
86	1	54W EXTERNAL STIFFENER .P Color: Black WS-02	\$57.60	\$57.60	<input type="checkbox"/>
87	2	LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X104E KEY NUMBER: 104E WS-02	\$24.85	\$49.70	<input type="checkbox"/>
88	2	LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X105E KEY NUMBER: 105E WS-02	\$24.85	\$49.70	<input type="checkbox"/>
89	2	LOCK CORE REPLACEMENT KIT BRUSHED CHROME .X106E KEY NUMBER: 106E WS-02	\$24.85	\$49.70	<input type="checkbox"/>
90	1	BRACKET LEFT \$(P2) P2 Paint Opts .T1 Platinum Metallic WS-02	\$48.71	\$48.71	<input type="checkbox"/>
91	1	BRACKET RIGHT \$(P2) P2 Paint Opts .T1 Platinum Metallic WS-02	\$48.71	\$48.71	<input type="checkbox"/>
92	3	ABOUND L CONNECTOR PAINTED 65IN \$(P2) P2 Paint Opts .T1 Platinum Metallic WS-02	\$73.75	\$221.25	<input type="checkbox"/>

93	12	ABOUND FABRIC TILE 60H X 36W	\$85.06	\$1,020.72	<input type="checkbox"/>
		\$(A) Gr A Fabric			
		.REF FABRIC: Reflection			
		29 Galvanized			
		WS-02			
94	1	ABOUND TOP CAP TRIM 48W	\$35.33	\$35.33	<input type="checkbox"/>
		\$(P2) P2 Paint Opts			
		.T1 Platinum Metallic			
		WS-02			
95	10	ABOUND FABRIC TILE 60H X 48W	\$103.24	\$1,032.40	<input type="checkbox"/>
		\$(A) Gr A Fabric			
		.REF FABRIC: Reflection			
		29 Galvanized			
		WS-02			
96	4	24D CANTILEVER ONE PAIR	\$37.73	\$150.92	<input type="checkbox"/>
		\$(P2) P2 Paint Opts			
		.T1 Platinum Metallic			
		WS-02			
97	3	BOX/BOX/FILE 28H X 22 7/8D X 15W	\$240.44	\$721.32	<input type="checkbox"/>
		.L Lock: Lock			
		\$(P2) P2 Paint Opts			
		.T1 Platinum Metallic			
		WS-02			
98	3	FILE/FILE 28H X 19 7/8D X 15W	\$231.87	\$695.61	<input type="checkbox"/>
		.L Lock: Lock			
		\$(P2) P2 Paint Opts			
		.T1 Platinum Metallic			
		WS-02			
99	1	SYSTEMS 72X48X24X24LEFT CORNER COVE WKSFC EDGE BD	\$335.45	\$335.45	<input type="checkbox"/>
		\$(L1STD) Grd L1 Standard Laminates			
		.PINC LAM: Pinnacle			
		.PINC LAM: Pinnacle			
		.P Grommet: Black			
		WS-02			
100	2	SYSTEMS 72X48X24X24RT CORNER COVE WKSFC EDGE BD	\$335.45	\$670.90	<input type="checkbox"/>
		\$(L1STD) Grd L1 Standard Laminates			
		.PINC LAM: Pinnacle			
		.PINC LAM: Pinnacle			
		.P Grommet: Black			
		WS-02			
101	5	PANEL FRAME 65H X 48W	\$144.40	\$722.00	<input type="checkbox"/>
		\$(P2) P2 Paint Opts			
		.T1 Platinum Metallic			
		WS-02			

102	3	ABOUND TOP CAP TRIM 72W \$(P2) .T1	P2 Paint Opts Platinum Metallic WS-02	\$49.39	\$148.17	<input type="checkbox"/>
103	2	ABOUND TOP CAP TRIM 96W \$(P2) .T1	P2 Paint Opts Platinum Metallic WS-02	\$59.68	\$119.36	<input type="checkbox"/>
104	6	PANEL FRAME 65H X 36W \$(P2) .T1	P2 Paint Opts Platinum Metallic WS-02	\$132.06	\$792.36	<input type="checkbox"/>
105	2	ABOUND FINISHED END PAINTED 65IN \$(P2) .T1	P2 Paint Opts Platinum Metallic WS-02	\$47.33	\$94.66	<input type="checkbox"/>
106	2	SYSTEMS RECTANGULAR WKSFC EDGEBAND 24D X 48W NO GROM \$(L1STD) .PINC .PINC	Grd L1 Standard Laminates LAM: Pinnacle LAM: Pinnacle WS-02	\$162.93	\$325.86	<input type="checkbox"/>
Subtotal for:			WS-02		\$7,495.73	
107	1	BOSS Freight	FRT/SUR	\$1,246.54	\$1,246.54	<input type="checkbox"/>
108	1	BOSS Surcharge	FRT/SUR	\$1,356.23	\$1,356.23	<input type="checkbox"/>
109	1	Material Surcharge	FRT/SUR	\$2,237.78	\$2,237.78	<input type="checkbox"/>
110	1	Global Industrial Freight	FRT/SUR	\$1,740.53	\$1,740.53	<input type="checkbox"/>
111	1	Estimated Materials and Commodity Surcharge effective July 12, 2021 (Actual amount charged will be determined at the time the order is placed)	FRT/SUR	\$10,032.94	\$10,032.94	<input type="checkbox"/>
Subtotal for:			FRT/SUR		\$16,614.02	
112	0	Truck to be billed at \$40.00 an hour	Truck	\$0.00	\$0.00	<input type="checkbox"/>
113	0	Overtime to be billed at a rate of \$60.00 an hour per Man	Overtime	\$0.00	\$0.00	<input type="checkbox"/>

114	1	Techs to be billed at a rate of \$40.00 an hour from 8am to 5pm M-F per Man	\$29,400.00	\$29,400.00	<input type="checkbox"/>
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This quote does include delivery and installation during regular business hours and in one trip
If after hour installation is required there will be additional cost applied.

Flat Quote

Subtotal for:	Delivery/Install	\$29,400.00
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Total Taxable		\$0.00
Total Non-Taxable		\$447,216.17
Non-Taxable		\$0.00
Grand Total		\$447,216.17

SIGN OFF PAGE
Quote Number 53896

Total Taxable	\$0.00
Total Non-Taxable	\$447,216.17
Non-Taxable	\$0.00
Grand Total	\$447,216.17

Payment Terms:

- **The quoted price is good for 30 days.**
- **Retainage withheld must be done with J.Tyler's written approval and may be based only upon the specific item which is not yet delivered or where workmanship is unacceptable.**
- **Any late payment will carry a finance charge of 1.5% of the unpaid balance per month or a portion thereof.**
- **Unless otherwise noted herein prices do not include local, state, or federal taxes, licenses or permits.**
- **J.Tyler Services retains ownership of above product until J.Tyler Services receives final payment.**
- **If tax exempt, Sales Tax Exemption Certificate or Direct Pay Form must be presented at time of signed contract.**
- **Based on national and local electrical code, in those locations where the governing authority requires furniture electrical components or any other furniture product of any kind to be permitted and/or installed by a licensed electrician or other entity other than J.Tyler, the owner shall be responsible for contracting and paying for these services to an authorized entity. J.Tyler shall not have any liability for proper execution of these services.**
- **If the performing of these services by another company other than J.Tyler causes damage to furnishings supplied by J.Tyler, delays or other expense to J.Tyler, such costs shall be the responsibility of the Owner and shall not constitute reduction in or retainage of payment to J.Tyler for the furnishings and services performed.**
- **All sales are final. There are no cancellations or returns once the product has been ordered**

Acceptance
J.Tyler Services

Acceptance of Terms and Quote:

_____	_____
<i>Customer Signature</i>	<i>Name</i>

	<i>Title</i>

	<i>Date</i>



5920 Milwee Houston, TX 77092
713.468.2166 phone - 713.468.2480 fax

Quote Number 54003

Sales Rep: Lance Biagas

Project Manager: Karen MacFarland

Customer P.O. #:

Sold To:

COM902
College of the Mainland
1200 N. Amburn Rd
Texas City TX 77591-

Service Address

COM913
College of the Mainland
1200 N. Amburn Rd
Texas City TX 77591

Contact:

Phone:

Fax:

Contact:

Phone:

Fax:

Terms Net 30 days from receipt of invoice

Deposit Requirement

Project Reference COM ICB BLDG SHELVING

<u>Line #</u>	<u>Qty</u>	<u>Description</u>	<u>Sell Each</u>	<u>Extended Sell</u>	<u>Tx</u>
1	65	Safco Industrial Wire Shelving, 48" x 24", Rated up to 800 lb per shelf, Gray Powder Coat finish SC.04	\$217.88	\$14,162.20	<input type="checkbox"/>
Subtotal for:		SC.04		\$14,162.20	
2	0	Truck to be billed at \$40.00 an hour Truck	\$0.00	\$0.00	<input type="checkbox"/>
3	0	Overtime to be billed at a rate of \$60.00 an hour per Man Overtime	\$0.00	\$0.00	<input type="checkbox"/>
4	1	Techs to be billed at a rate of \$40.00 an hour from 8am to 5pm M-F per Man This quote does include delivery and installation during regular business hours and in one trip If after hour installation is required there will be additional cost applied. Flat Quote	\$1,800.00	\$1,800.00	<input type="checkbox"/>
Subtotal for:		Delivery/Install		\$1,800.00	

Total Taxable \$0.00
Total Non-Taxable \$15,962.20
Non-Taxable \$0.00
Grand Total \$15,962.20

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Quote Number 54003

Total Taxable	\$0.00
Total Non-Taxable	\$15,962.20
Non-Taxable	\$0.00
Grand Total	\$15,962.20

Payment Terms:

- **The quoted price is good for 30 days.**
- **Retainage withheld must be done with J.Tyler's written approval and may be based only upon the specific item which is not yet delivered or where workmanship is unacceptable.**
- **Any late payment will carry a finance charge of 1.5% of the unpaid balance per month or a portion thereof.**
- **Unless otherwise noted herein prices do not include local, state, or federal taxes, licenses or permits.**
- **J.Tyler Services retains ownership of above product until J.Tyler Services receives final payment.**
- **If tax exempt, Sales Tax Exemption Certificate or Direct Pay Form must be presented at time of signed contract.**
- **Based on national and local electrical code, in those locations where the governing authority requires furniture electrical components or any other furniture product of any kind to be permitted and/or installed by a licensed electrician or other entity other than J.Tyler, the owner shall be responsible for contracting and paying for these services to an authorized entity. J.Tyler shall not have any liability for proper execution of these services.**
- **If the performing of these services by another company other than J.Tyler causes damage to furnishings supplied by J.Tyler, delays or other expense to J.Tyler, such costs shall be the responsibility of the Owner and shall not constitute reduction in or retainage of payment to J.Tyler for the furnishings and services performed.**
- **All sales are final. There are no cancellations or returns once the product has been ordered**

Acceptance
J.Tyler Services

Acceptance of Terms and Quote:

_____	_____
Customer Signature	Name

	Title

	Date



Facility Interiors, Inc.
 1775 Saint James Place
 Suite 150
 Houston, TX 77056
 Phone: (713) 963-0678
 Fax: (713) 585-7800
 Email/Web: www.facilityinteriors.com

Date Due:
Project: 2H13672
Quote: 2H13672.171
Status: New
Print Date: 11/19/21

Sold To: 10836-00
 COLLEGE OF THE MAINLAND
 1200 AMBURN RD.
 TEXAS CITY, TX 77591

Bill To: 10836-00
 COLLEGE OF THE MAINLAND
 1200 AMBURN RD.
 TEXAS CITY, TX 77591
 Attention: Accounts Payable

Install Location: 10836-00
 COLLEGE OF THE MAINLAND
 1200 AMBURN RD.
 TEXAS CITY, TX 77591

Date Entered	Salesperson	FOB	Terms
11/09/2021	LISA SCHILHAB	NA	NET 30 DAYS

Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
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1	00	82341F	C.16A HEYA 40.75X33.5X53 LOUNGE CHAIR ARMLESS W/ FULL SURROUND & SINGLE CONSOLE, SOLID ASH TRIM RAIL	8	2,557.72	20,461.76
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Options:
 -CASTALUM-CAST ALUMINUM LEG
 MSL-LUSTER GREY
 X9-NONE
 B9J-RIGHT FACING CONSOLE
 -HPL-HPL
 NWP-ROOT (NWP)
 MSL-LUSTER GREY
 -HPL-HPL
 NWP-ROOT (NWP)
 WHT/C8H-WHITE POWER / SILVER LIGHT
 MNW-ROOT (MNW)
 4-GRADE 4 MATERIAL
 ETC4-NON-CARDED GRADE 4 MATERIAL
 AC-63540-21-ARCCOM INSIGHT MIST
 4-GRADE 4
 SPS-SPRADLING SILVERTEX
 3068925-SAPPHIRE STX-8804

2	00	82341F	C.16B HEYA 40.75X33.5X53 LOUNGE CHAIR ARMLESS W/ FULL SURROUND & SINGLE CONSOLE, SOLID ASH TRIM RAIL	4	2,557.72	10,230.88
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Options:
 -CASTALUM-CAST ALUMINUM LEG
 MSL-LUSTER GREY
 X9-NONE
 B9H-LEFT FACING CONSOLE
 -HPL-HPL
 NWP-ROOT (NWP)
 MSL-LUSTER GREY
 -HPL-HPL
 NWP-ROOT (NWP)
 WHT/C8H-WHITE POWER / SILVER LIGHT
 MNW-ROOT (MNW)
 4-GRADE 4 MATERIAL
 ETC4-NON-CARDED GRADE 4 MATERIAL
 AC-63540-21-ARCCOM INSIGHT MIST
 4-GRADE 4
 SPS-SPRADLING SILVERTEX
 3068925-SAPPHIRE STX-8804

L.01



Facility Interiors, Inc.
 1775 Saint James Place
 Suite 150
 Houston, TX 77056
 Phone: (713) 963-0678
 Fax: (713) 585-7800
 Email/Web: www.facilityinteriors.com

Date Due:
Project: 2H13672
Quote: 2H13672.171
Status: New
Print Date: 11/19/21

Sold To: 10836-00
 COLLEGE OF THE MAINLAND
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 TEXAS CITY, TX 77591

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Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
3	00	FREEDOM-TEACH-36-REC-C	FREEDOM LAPTOP CART WITH RECTANGLE TOP. 36"W X 30"D X 36"H CART TO INCLUDE SIT-TO-STAND FRONT SURFACE (36"W X LAMINATE: FORMICA FOLKSTONE 927-58 PAINT: BLACK T-MOLD PLATINUM Options: 3500-250-124-SHORT REACHING MONITOR ARM WITH TOPDOWN MOUNT AND VESA ADAPTER, SUPPORTS 2-12 LBS, SILVER. 8111-CUP-124-8111 MOUNT CUP AND BOLT THRU HARDWARE FOR 7000 SERIES MONITOR ARMS, SILVER CCO-SMALL-38-C-CABLE CUTOUT WITH GROMMET (2"). REAR CENTER LOCATION. INCLUDES AN ADJACENT 3/8" DRILLED HOLE FOR BOLT-THRU LCD ARM MOUNT CT-600011AMD-54K ANTIMICROBIAL PORTABLE POWER SUPPLY WITH UP TO 250 WATTS AC POWER; INCLUDES LED READ-OUT, TWO STANDARD OUTLETS, [2] USB-A 2.4-AMP CHARGING PORTS; ASSEMBLY-FACTORY ASSEMBLY	24	1,983.23	47,597.52
4	00	FREEDOM-TEACH-36-REC-C	L.02 FREEDOM LAPTOP CART WITH RECTANGLE TOP. 36"W X 30"D X 36"H CART TO INCLUDE SIT-TO-STAND FRONT SURFACE (36"W X LAMINTE: WILSONART WINDSOR MAHOGANY 7039- 60 PAINT: BLACK T-MOLD: BLACK Options: 3500-250-104-SHORT REACHING MONITOR ARM WITH TOPDOWN MOUNT AND VESA ADAPTER, SUPPORTS 2-12 LBS, SILVER. 8111-CUP-104-8111 MOUNT CUP AND BOLT THRU HARDWARE FOR 7000 SERIES MONITOR ARMS, SILVER CCO-SMALL-38-C-CABLE CUTOUT WITH GROMMET (2"). REAR CENTER LOCATION. INCLUDES AN ADJACENT 3/8" DRILLED HOLE FOR BOLT-THRU LCD ARM MOUNT CT-600011AMD-54K ANTIMICROBIAL PORTABLE POWER SUPPLY WITH UP TO 250 WATTS AC POWER; INCLUDES LED READ-OUT, TWO STANDARD OUTLETS, [2] USB-A 2.4-AMP CHARGING PORTS; ASSEMBLY-FACTORY ASSEMBLY	4	1,983.23	7,932.92
5	00	VN-V-6042-MB-MB	MB.01 VENUE V-LEG DOUBLE-SIDED MOBILE MARKERBOARD - CLARIDGE PORCELAIN WRITING SURFACE 60"H X 42"W Options: LCS3-PORCELAIN WHITEBOARD COLORS 100-WHITE BK-BLACK	8	719.94	5,759.52
6	00	FREIGHT	FREIGHT TO SHIP MARKERBOARD QUOTE 601148	1	611.12	611.12



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7	00	1230P2FFWS	18"D X 30"W X 27.75"H, 2 FIXED FRONT DRAWERS, LATERAL FILE, 1200P SERIES, UNIVERSAL FILING Options: ~STD-METAL FILE CASE & STORAGE FRONT PAINT FINISH ~GLO-GLOBAL STANDARD COLORS LGR-2-LIGHT GREY [LGR] WSTD-C-KEY RANDOM (STD) C--COUNTER WEIGHT BALANCE FOR 2H LATERAL	6	392.59	2,355.54
8	00	T1830	18"D X 30"W X 1.13"H, LAMINATE TOP FOR METAL FILES, UNIVERSAL FILING Options: ~LTOP-LAMINATE FILE TOP FINISHES WCR-1-WINTER CHERRY	6	71.81	430.86
9	00	BT-363028	T.12 BASIC TABLE. 36"W X 30"D X 28"H TABLE WITH MODESTY PANEL AND CABLE MANAGEMENT TRAY Options: CCO-R-CABLE CUTOUT WITH GROMMET (3.25"). RIGHT CORNER LOCATION. RACK2-SB-R-CPU RACK. INCLUDES 3.5"W BASE AND VELCRO SECURING STRAPS FOR MIDSIZE COMPUTERS. MOUNTED RIGHT ASSEMBLY-FACTORY ASSEMBLY LAMINATE-FORMICA FOLKSTONE 927-58 PAINT-BLACK T-MOLD-TBD	25	437.53	10,938.25
10	00	INSTALLATION	Quote AAAQ18472 NON-FI INSTALLATION ONLY Labor to deliver and install Computer Comfort product	1	0.00	0.00
11	00	WWN60192RT2L	T.16 WAVEWORKS,60DX192W,CONFERENCE TOP,RECTANGLE,HPL Options: VAD-SOFTENED PVC,ALMOND CUT-G15LR-CUTOUT-G15,LEFT & RIGHT X-NO MODIFIED DEPTH (STANDARD) 180-180 STD-STANDARD LAMINATE AD-ALMOND	1	3,295.35	3,295.35
12	00	10N60192PNKL	UNIVERSAL, FOR 60DX192W TOP, PANEL BASE KIT, LAMINATE Options: P1-BASIC 180-180 AD-ALMOND	1	2,313.42	2,313.42
13	00	NACG15BELPGS	ACCESSORIES,G15B,DOUBLE PIVOT POWER/USB GROMMET,SILVER	2	589.51	1,179.02

T.17



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14	00	WWN60216RT2L	WAVEWORKS,60DX216W,CONFERENCE TOP,RECTANGLE,HPL Options: VAD-SOFTENED PVC,ALMOND CUT-G15LR-CUTOUT-G15,LEFT & RIGHT X-NO MODIFIED DEPTH (STANDARD) 204-204 STD-STANDARD LAMINATE AD-ALMOND	1	3,709.91	3,709.91
15	00	10N60216PNKL	UNIVERSAL,FOR 60DX216W TOP,PANEL BASE KIT,LAMINATE Options: P1-BASIC 204-204 AD-ALMOND	1	2,379.48	2,379.48
16	00	NACG15BELPGS	ACCESSORIES,G15B,DOUBLE PIVOT POWER/USB GROMMET,SILVER	2	589.51	1,179.02
T.20						
17	00	89N1616TRDL	MARNIA,16DIA X16H,TABLE,ROUND,LAMINATE Options: AD-ALMOND 501-PLATINUM METALLIC	5	458.47	2,292.35
T.23						
18	00	N66RD36GS	WHIMSY,36DIA ROUND,STATIC,SOLID SURFACE TOP Options: A-GRADE A 7201-GLACIER WHITE MOMA-MOMENTUM GRADE A 09178805-CANTER TWILIGHT	1	728.77	728.77
D.01						
19	00	WW3672DLFBL1	WAVEWORKS,36DX72W,DESK,LEFT,BREAKFRONT,BB F,HPL Options: VAD-SOFTENED PVC,ALMOND 6PL-NANTUCKET,PLATINUM METALLIC G1R-GROMMET,RIGHT KS1S-SPECIFY 1 SILVER CORE SEPARATE STD-STANDARD LAMINATE AD-ALMOND AD-ALMOND AD-ALMOND	28	905.87	25,364.36
20	00	71N2460AB1NFL	ALLOY,24DX60W,ADJ BASE,NON-POWERED,FREESTDG,HPL Options: VAD-SOFTENED PVC,ALMOND G1C-GROMMET,CENTER STD-STANDARD LAMINATE AD-ALMOND 22-SILVER	28	650.93	18,226.04
21	00	71N5823PVC PFA	ALLOY,58WX23H,PRIVACY SCREEN,EDGE MT,ADJ HT,FABRIC,RR Options: B-GRADE B 25406-PACT DOVE 22-SILVER	28	284.22	7,958.16
22	00	NCCB001S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 001	3	0.00	0.00



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23	00	NCCB002S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 002	3	0.00	0.00
24	00	NCCB003S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 003	3	0.00	0.00
25	00	NCCB004S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 004	3	0.00	0.00
26	00	NCCB005S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 005	3	0.00	0.00
27	00	NCCB006S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 006	3	0.00	0.00
28	00	NCCB007S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 007	3	0.00	0.00
29	00	NCCB008S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 008	3	0.00	0.00
30	00	NCCB009S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 009	3	0.00	0.00
31	00	NCCB010S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 010	3	0.00	0.00
32	00	NCCB011S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 011	3	0.00	0.00
33	00	NCCB012S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 012	3	0.00	0.00
34	00	NCCB013S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 013	3	0.00	0.00
35	00	NCCB014S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 014	3	0.00	0.00
36	00	NCCB015S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 015	3	0.00	0.00
37	00	NCCB016S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 016	3	0.00	0.00
38	00	NCCB017S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 017	3	0.00	0.00
39	00	NCCB018S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 018	3	0.00	0.00
40	00	NCCB019S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 019	3	0.00	0.00
41	00	NCCB020S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 020	3	0.00	0.00
42	00	NCCB021S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 021	3	0.00	0.00
43	00	NCCB022S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 022	3	0.00	0.00
44	00	NCCB023S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 023	3	0.00	0.00
45	00	NCCB024S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 024	3	0.00	0.00
46	00	NCCB025S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 025	3	0.00	0.00
47	00	NCCB026S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 026	3	0.00	0.00
48	00	NCCB027S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 027	3	0.00	0.00
49	00	NCCB028S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 028	3	0.00	0.00

D.02



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50	00	WW3672DRFBL1	WAVEWORKS,36DX72W,DESK,RIGHT,BREAKFRONT,B BF,HPL Options: VAD-SOFTENED PVC,ALMOND 6PL-NANTUCKET,PLATINUM METALLIC G1L-GROMMET,LEFT KS1S-SPECIFY 1 SILVER CORE SEPARATE STD-STANDARD LAMINATE AD-ALMOND AD-ALMOND AD-ALMOND	28	905.87	25,364.36
51	00	71N2460AB1NFL	ALLOY,24DX60W,ADJ BASE,NON- POWERED,FREESTDG,HPL Options: VAD-SOFTENED PVC,ALMOND G1C-GROMMET,CENTER STD-STANDARD LAMINATE AD-ALMOND 22-SILVER	28	650.93	18,226.04
52	00	71N5823PVCPPFA	ALLOY,58WX23H,PRIVACY SCREEN,EDGE MT,ADJ HT,FABRIC,RR Options: B-GRADE B 25406-PACT DOVE 22-SILVER	28	284.22	7,958.16
53	00	NCCB029S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 029	3	0.00	0.00
54	00	NCCB030S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 030	3	0.00	0.00
55	00	NCCB031S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 031	3	0.00	0.00
56	00	NCCB032S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 032	3	0.00	0.00
57	00	NCCB033S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 033	3	0.00	0.00
58	00	NCCB034S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 034	3	0.00	0.00
59	00	NCCB035S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 035	3	0.00	0.00
60	00	NCCB036S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 036	3	0.00	0.00
61	00	NCCB037S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 037	3	0.00	0.00
62	00	NCCB038S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 038	3	0.00	0.00
63	00	NCCB039S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 039	3	0.00	0.00
64	00	NCCB040S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 040	3	0.00	0.00
65	00	NCCB041S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 041	3	0.00	0.00
66	00	NCCB042S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 042	3	0.00	0.00
67	00	NCCB043S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 043	3	0.00	0.00
68	00	NCCB044S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 044	3	0.00	0.00
69	00	NCCB045S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 045	3	0.00	0.00
70	00	NCCB046S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 046	3	0.00	0.00
71	00	NCCB047S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 047	3	0.00	0.00
72	00	NCCB048S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 048	3	0.00	0.00



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73	00	NCCB049S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 049	3	0.00	0.00
74	00	NCCB050S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 050	3	0.00	0.00
75	00	NCCB051S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 051	3	0.00	0.00
76	00	NCCB052S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 052	3	0.00	0.00
77	00	NCCB053S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 053	3	0.00	0.00
78	00	NCCB054S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 054	3	0.00	0.00
79	00	NCCB055S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 055	3	0.00	0.00
80	00	NCCB056S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 056	3	0.00	0.00
RD.01						
81	00	59N6036SMTSRRL	TESSERA,60WX36H,RT RECEPTION STORAGE,RT SLIDING DOOR,LAM *PLEASE NOTE PRICING FOR THIS LINE IS THE ESTIMATED UPCHARGE FOR THE SPECIAL* Options: 92PL-MOSAIC,PLATINUM METALLIC KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	1	975.00	975.00
82	00	WW1228SSL	WAVEWORKS,12DX28H,SUPPORT PANEL,LAMINATE Options: AD-ALMOND	2	45.35	90.70
83	00	WW2315PUBBFL	WAVEWORKS,23DX15W,PEDESTAL,BOX/BOX/FILE,UN DERSURFACE,LAM Options: 6PL-NANTUCKET,PLATINUM METALLIC X-NO GROMMET KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	1	293.86	293.86
84	00	WW2448WSSDL	WAVEWORKS,24DX48W,SURFACE,RECTANGULAR,H PL Options: E-EXTENSION VAD-SOFTENED PVC,ALMOND X-NO GROMMET X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	1	119.26	119.26
85	00	WW2915PUBBFL	WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FILE,UN DERSURFACE,LAM Options: 6PL-NANTUCKET,PLATINUM METALLIC X-NO GROMMET KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	1	314.22	314.22
86	00	WW2928EPL	WAVEWORKS,29DX28H,END PANEL,LAMINATE Options: X-NO GROMMET X-NO MODIFIED DEPTH (STANDARD) AD-ALMOND	2	106.05	212.10



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87	00	WW3090WSSDL	WAVEWORKS,30DX90W,SURFACE,RECTANGULAR,H PL Options: E-EXTENSION VAD-SOFTENED PVC,ALMOND G1L-GROMMET,LEFT X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	1	268.87	268.87
88	00	WW3096WSSDL	WAVEWORKS,30DX96W,SURFACE,RECTANGULAR,H PL Options: M-MAIN VAD-SOFTENED PVC,ALMOND G1L-GROMMET,LEFT X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	1	277.44	277.44
89	00	WW4827MPL	WAVEWORKS,48WX27H,MODESTY PANEL,FULL,LAMINATE Options: E-EXTENSION X-NO MODESTY GROMMET X-NO MODIFIED WIDTH (STANDARD) AD-ALMOND	1	129.26	129.26
90	00	WW9027MPL	WAVEWORKS,90WX27H,MODESTY PANEL,FULL,LAMINATE Options: E-EXTENSION X-NO MODESTY GROMMET X-NO MODIFIED WIDTH (STANDARD) AD-ALMOND	1	135.33	135.33
91	00	WW9627MPL	WAVEWORKS,96WX27H,MODESTY PANEL,FULL,LAMINATE Options: M-MAIN X-NO MODESTY GROMMET X-NO MODIFIED WIDTH (STANDARD) AD-ALMOND	1	142.83	142.83
92	00	NCCB057S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 057	3	0.00	0.00
			RD.02			
93	00	59N4836SMTSRRL	TESSERA,48WX36H,RT RECEPTION STORAGE,RT SLIDING DOOR,LAM *PLEASE NOTE PRICING FOR THIS LINE IS THE ESTIMATED UPCHARGE FOR THE SPECIAL* Options: 92PL-MOSAIC,PLATINUM METALLIC KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	1	900.00	900.00
94	00	NAC8819TBRA	ACCESSORIES,88 1/16WX19 1/2H,TACKBOARD,RAILROAD Options: B-GRADE B 25406-PACT DOVE	1	218.17	218.17



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95	00	WW1228SSL	WAVEWORKS,12DX28H,SUPPORT PANEL,LAMINATE Options: AD-ALMOND	1	45.35	45.35
96	00	WW2315PUFFL	WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UNDER SURFACE,LAMINATE Options: 6PL-NANTUCKET,PLATINUM METALLIC X-NO GROMMET KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	1	293.86	293.86
97	00	WW2328EPL	WAVEWORKS,23DX28H,END PANEL,LAMINATE Options: X-NO GROMMET X-NO MODIFIED DEPTH (STANDARD) AD-ALMOND	1	97.12	97.12
98	00	WW2442WSSDL	WAVEWORKS,24DX42W,SURFACE,RECTANGULAR,H PL Options: F-FILLER VAD-SOFTENED PVC,ALMOND X-NO GROMMET X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	1	107.12	107.12
99	00	WW2490WSSDL	WAVEWORKS,24DX90W,SURFACE,RECTANGULAR,H PL Options: M-MAIN VAD-SOFTENED PVC,ALMOND G1L-GROMMET,LEFT X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	1	236.02	236.02
100	00	WW2915PUBBFL	WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FILE,UNDERSURFACE,LAM Options: 6PL-NANTUCKET,PLATINUM METALLIC X-NO GROMMET KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	1	314.22	314.22
101	00	WW2928EPL	WAVEWORKS,29DX28H,END PANEL,LAMINATE Options: X-NO GROMMET X-NO MODIFIED DEPTH (STANDARD) AD-ALMOND	1	106.05	106.05
102	00	WW3090WSSDL	WAVEWORKS,30DX90W,SURFACE,RECTANGULAR,H PL Options: M-MAIN VAD-SOFTENED PVC,ALMOND X-NO GROMMET X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	1	259.94	259.94



Facility Interiors, Inc.
 1775 Saint James Place
 Suite 150
 Houston, TX 77056
 Phone: (713) 963-0678
 Fax: (713) 585-7800
 Email/Web: www.facilityinteriors.com

Date Due:
Project: 2H13672
Quote: 2H13672.171
Status: New
Print Date: 11/19/21

Sold To: 10836-00
 COLLEGE OF THE MAINLAND
 1200 AMBURN RD.
 TEXAS CITY, TX 77591

Bill To: 10836-00
 COLLEGE OF THE MAINLAND
 1200 AMBURN RD.
 TEXAS CITY, TX 77591
 Attention: Accounts Payable

Install Location: 10836-00
 COLLEGE OF THE MAINLAND
 1200 AMBURN RD.
 TEXAS CITY, TX 77591

Date Entered	Salesperson	FOB	Terms
11/09/2021	LISA SCHILHAB	NA	NET 30 DAYS

Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
103	00	WW4227MPL	WAVEWORKS,42WX27H,MODESTY PANEL,FULL,LAMINATE Options: F-FILLER X-NO MODESTY GROMMET X-NO MODIFIED WIDTH (STANDARD) AD-ALMOND	1	86.41	86.41
104	00	WW9027MPL	WAVEWORKS,90WX27H,MODESTY PANEL,FULL,LAMINATE Options: M-MAIN X-NO MODESTY GROMMET X-NO MODIFIED WIDTH (STANDARD) AD-ALMOND	2	135.33	270.66
105	00	WW9038HBH2L	WAVEWORKS,90WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE Options: KS3S-SPECIFY 3 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	1	540.95	540.95
106	00	NCCB058S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 058	6	0.00	0.00
142	00	WW1228SSL	WAVEWORKS,12DX28H,SUPPORT PANEL,LAMINATE	1	0.00	0.00
RD.03						
107	00	59N4836SMTSLLL	TESSERA,48WX36H,LT RECEPTION STORAGE,LT SLIDING DOOR,LAM *PLEASE NOTE PRICING FOR THIS LINE IS THE ESTIMATED UPCHARGE FOR THE SPECIAL* Options: 92PL-MOSAIC,PLATINUM METALLIC KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	1	900.00	900.00
108	00	NAC8819TBRA	ACCESSORIES,88 1/16WX19 1/2H,TACKBOARD,RAILROAD Options: B-GRADE B 25406-PACT DOVE	1	218.17	218.17
109	00	WW1228SSL	WAVEWORKS,12DX28H,SUPPORT PANEL,LAMINATE Options: AD-ALMOND	1	45.35	45.35
110	00	WW2315PUFFL	WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UNDER SURFACE,LAMINATE Options: 6PL-NANTUCKET,PLATINUM METALLIC X-NO GROMMET KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	1	293.86	293.86
111	00	WW2328EPL	WAVEWORKS,23DX28H,END PANEL,LAMINATE Options: X-NO GROMMET X-NO MODIFIED DEPTH (STANDARD) AD-ALMOND	1	97.12	97.12



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Date Entered	Salesperson	FOB	Terms
11/09/2021	LISA SCHILHAB	NA	NET 30 DAYS

Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
112	00	WW2454WSSDL	WAVEWORKS,24DX54W,SURFACE,RECTANGULAR,H PL Options: F-FILLER VAD-SOFTENED PVC,ALMOND G1C-GROMMET,CENTER X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	1	131.40	131.40
113	00	WW2490WSSDL	WAVEWORKS,24DX90W,SURFACE,RECTANGULAR,H PL Options: M-MAIN VAD-SOFTENED PVC,ALMOND G1R-GROMMET,RIGHT X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	1	236.02	236.02
114	00	WW2915PUBBFL	WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FILE,UN DERSURFACE,LAM Options: 6PL-NANTUCKET,PLATINUM METALLIC X-NO GROMMET KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	1	314.22	314.22
115	00	WW2928EPL	WAVEWORKS,29DX28H,END PANEL,LAMINATE Options: X-NO GROMMET X-NO MODIFIED DEPTH (STANDARD) AD-ALMOND	1	106.05	106.05
116	00	WW3090WSSDL	WAVEWORKS,30DX90W,SURFACE,RECTANGULAR,H PL Options: M-MAIN VAD-SOFTENED PVC,ALMOND X-NO GROMMET X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	1	259.94	259.94
117	00	WW5427MPL	WAVEWORKS,54WX27H,MODESTY PANEL,FULL,LAMINATE Options: F-FILLER X-NO MODESTY GROMMET X-NO MODIFIED WIDTH (STANDARD) AD-ALMOND	1	103.91	103.91
118	00	WW9027MPL	WAVEWORKS,90WX27H,MODESTY PANEL,FULL,LAMINATE Options: M-MAIN X-NO MODESTY GROMMET X-NO MODIFIED WIDTH (STANDARD) AD-ALMOND	2	135.33	270.66



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Project: 2H13672
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Date Entered	Salesperson	FOB	Terms
11/09/2021	LISA SCHILHAB	NA	NET 30 DAYS

Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
119	00	WW9038HBH2L	WAVEWORKS,90WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE Options: KS3S-SPECIFY 3 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	1	540.95	540.95
120	00	NCCB059S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 059	6	0.00	0.00
RD.04						
121	00	59N4836SMTSRRL	TESSERA,48WX36H,RT RECEPTION STORAGE,RT SLIDING DOOR,LAM *PLEASE NOTE PRICING FOR THIS LINE IS THE ESTIMATED UPCHARGE FOR THE SPECIAL* Options: 92PL-MOSAIC,PLATINUM METALLIC KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	2	900.00	1,800.00
122	00	NAC8819TBRA	ACCESSORIES,88 1/16WX19 1/2H,TACKBOARD,RAILROAD Options: B-GRADE B 25406-PACT DOVE	2	218.17	436.34
123	00	WW1228SSL	WAVEWORKS,12DX28H,SUPPORT PANEL,LAMINATE Options: AD-ALMOND	2	45.35	90.70
124	00	WW2315PUFFL	WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UNDER SURFACE,LAMINATE Options: 6PL-NANTUCKET,PLATINUM METALLIC X-NO GROMMET KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	2	293.86	587.72
125	00	WW2328EPL	WAVEWORKS,23DX28H,END PANEL,LAMINATE Options: X-NO GROMMET X-NO MODIFIED DEPTH (STANDARD) AD-ALMOND	2	97.12	194.24
126	00	WW2454WSSDL	WAVEWORKS,24DX54W,SURFACE,RECTANGULAR,H PL Options: F-FILLER VAD-SOFTENED PVC,ALMOND G1C-GROMMET,CENTER X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	2	131.40	262.80
127	00	WW2490WSSDL	WAVEWORKS,24DX90W,SURFACE,RECTANGULAR,H PL Options: M-MAIN VAD-SOFTENED PVC,ALMOND G1L-GROMMET,LEFT X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	2	236.02	472.04



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Date Due:
Project: 2H13672
Quote: 2H13672.171
Status: New
Print Date: 11/19/21

Sold To: 10836-00
 COLLEGE OF THE MAINLAND
 1200 AMBURN RD.
 TEXAS CITY, TX 77591

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Date Entered	Salesperson	FOB	Terms
11/09/2021	LISA SCHILHAB	NA	NET 30 DAYS

Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
128	00	WW2915PUBBFL	WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FILE,UNDERSURFACE,LAM Options: 6PL-NANTUCKET,PLATINUM METALLIC X-NO GROMMET KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	2	314.22	628.44
129	00	WW2928EPL	WAVEWORKS,29DX28H,END PANEL,LAMINATE Options: X-NO GROMMET X-NO MODIFIED DEPTH (STANDARD) AD-ALMOND	2	106.05	212.10
130	00	WW3090WSSDL	WAVEWORKS,30DX90W,SURFACE,RECTANGULAR,H PL Options: M-MAIN VAD-SOFTENED PVC,ALMOND X-NO GROMMET X-NO WIRE MANAGER X-NO MODIFIED DEPTH (STANDARD) X-NO MODIFIED WIDTH (STANDARD) STD-STANDARD LAMINATE AD-ALMOND	2	259.94	519.88
131	00	WW5427MPL	WAVEWORKS,54WX27H,MODESTY PANEL,FULL,LAMINATE Options: F-FILLER X-NO MODESTY GROMMET X-NO MODIFIED WIDTH (STANDARD) AD-ALMOND	2	103.91	207.82
132	00	WW9027MPL	WAVEWORKS,90WX27H,MODESTY PANEL,FULL,LAMINATE Options: M-MAIN X-NO MODESTY GROMMET X-NO MODIFIED WIDTH (STANDARD) AD-ALMOND	4	135.33	541.32
133	00	WW9038HBH2L	WAVEWORKS,90WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE Options: KS3S-SPECIFY 3 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	2	540.95	1,081.90
134	00	NCCB060S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 060	6	0.00	0.00
135	00	NCCB061S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 061	6	0.00	0.00
136	00	WW3679BCOHFL	SC.01 WAVEWORKS,36WX79H,BOOKCASE,WITH DOORS,FREESTANDING,LAMINATE Options: 6PL-NANTUCKET,PLATINUM METALLIC KS1S-SPECIFY 1 SILVER CORE SEPARATE AD-ALMOND AD-ALMOND	56	541.67	30,333.52

SC.02



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Date Due:
Project: 2H13672
Quote: 2H13672.171
Status: New
Print Date: 11/19/21

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 COLLEGE OF THE MAINLAND
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 TEXAS CITY, TX 77591

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Install Location: 10836-00
 COLLEGE OF THE MAINLAND
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Date Entered	Salesperson	FOB	Terms
11/09/2021	LISA SCHILHAB	NA	NET 30 DAYS

Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
137	00	WW2315PMBFCL	WAVEWORKS,23DX15W,PEDESTAL,MOBILE,BOX/FILE ,CUSHION TOP,LAM Options: 6PL-NANTUCKET,PLATINUM METALLIC KS1S-SPECIFY 1 SILVER CORE SEPARATE CFSB-CF STINSON GRADE B AMP_41-AMPLIFY MARINA AD-ALMOND AD-ALMOND	56	410.27	22,975.12
138	00	WW2472CBVL	SC.03 WAVEWORKS,24DX72W,ENTERTAINMENT CREDENZA,HPL Options: VAD-SOFTENED PVC,ALMOND 6PL-NANTUCKET,PLATINUM METALLIC X-NO GROMMET KS2S-SPECIFY 2 SILVER CORE SEPARATE STD-STANDARD LAMINATE AD-ALMOND AD-ALMOND AD-ALMOND	2	1,299.72	2,599.44
139	00	NCCB062S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 062	2	0.00	0.00
140	00	NCCB063S	CASEGOODS,LOCK CORE WITH KEY,SILVER,NO 063	2	0.00	0.00
141	00	FI INSTALLATION	Quote 110421-BH-12 LABOR New furniture for the Industrial Careers Bldg. Regular hours for delivery and install. - (12) OFS lounge chairs with privacy screen & tablet arm - (1) National 180W x 60D conference table with power boxes. Table will have pre-drill holes for the power boxes. - (1) National 204W x 60D conference table with power boxes. Table will have pre-drill holes for the powerboxes. - (6) National round side tables - (1) National coffee tables - (56) National L-desk with height adjustable base and fixed pedestal, privacy screen, 80W bookcase with bottom cabinet, and mobile pedestal with cushion top. Will need to field cut (2) round grommets on each desks. - (1) National U-shaped reception desk with desk mounted transaction top and (2) fixed height pedestals. Will need to field cut (2) round grommets. - (4) National U-shaped reception desk with desk mounted transaction top, (2) fixed height pedestals, and (1) desk mounted hutch with tackboard. Will need to field cut (2) round grommets. - (2) National 72W credenzas - (6) National 2H lateral file with top - (8) Claridge 60H x 42W mobile white board	1	31,139.00	31,139.00
143	00	WW1228SSL	ALL OTHER WAVEWORKS,12DX28H,SUPPORT PANEL,LAMINATE	2	0.00	0.00
144	00	WW1228SSL	WAVEWORKS,12DX28H,SUPPORT PANEL,LAMINATE	4	0.00	0.00



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Date Due:
Project: 2H13672
Quote: 2H13672.171
Status: New
Print Date: 11/19/21

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 COLLEGE OF THE MAINLAND
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 TEXAS CITY, TX 77591

Bill To: 10836-00
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Install Location: 10836-00
 COLLEGE OF THE MAINLAND
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 TEXAS CITY, TX 77591

Date Entered	Salesperson	FOB	Terms
11/09/2021	LISA SCHILHAB	NA	NET 30 DAYS

Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
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This Quote Expires On 12/18/2021

Subtotal 330,527.58
 Total Tax 0.00
TOTAL AMOUNT - USD \$330,527.58

Approved By _____ Date _____



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 1775 Saint James Place
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Date Due: 02/01/2022
Project: 2H13672
Quote: 2H13672.172
Status: New
Print Date: 11/18/21

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 COLLEGE OF THE MAINLAND
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Line	Loc	Item Number	Description	Order Qty	Unit Price	Extended
1	00	9336-S72L	18"D X 36"W X 72"H, 2 DOOR, 1 FIXED, 3 ADJ SHELVES, 9300 SERIES, UNIVERSAL FILING Options: ~STD-METAL FILE CASE & STORAGE FRONT PAINT FINISH ~GLO-GLOBAL STANDARD COLORS LGR-2-LIGHT GREY [LGR] CW365-M-36"W - 5H COUNTERWEIGHT WSTD-C-KEY RANDOM (STD) SC.05	20	299.28	5,985.60
2	00	1242P5BRFFF	18"D X 42"W X 65.88"H, 1 BNDR, 1 REC/ROUT, 3 LAT DRAWERS, 1200P SERIES, UNIVERSAL FILING Options: ~STD-METAL FILE CASE & STORAGE FRONT PAINT FINISH ~GLO-GLOBAL STANDARD COLORS LGR-2-LIGHT GREY [LGR] WSTD-C-KEY RANDOM (STD) C--COUNTER WEIGHT BALANCE FOR 5H LATERAL SC.06	8	892.25	7,138.00
3	00	FI INSTALLATION	LABOR Labor to deliver and install (20) storage cabinets and (8) lateral files.	1	1,225.00	1,225.00

Subtotal 14,348.60
 Total Tax 0.00
TOTAL AMOUNT - USD \$14,348.60

Approved By _____ Date _____



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Award of Contract 22-09 for instrumentation and equipment supporting Continuing Education Students in expanding programs of Continuing Education.

FUNDING SOURCE:

To be paid from the TRUE Grant and 2018 Bond funds in an amount not-to-exceed \$1,984,600.00
2018 Bond Funds

PURPOSE

Provide custom instrumentation and HVAC equipment to support Process Technology the HVAC training programs to support Students in the expanded Continuing Education programs to be offered in the new Industrial Careers Building.

PROPOSED MOTION:

Suggested Motion: *"I move the Board of Trustees approve award of contract 22-09 for the purchase of customized instrumentation and equipment in an amount not-to-exceed \$1,984,600.00 to be paid from the TRUE Grant and 2018 Bond funds.*

BACKGROUND:

On November 17, 2021 the college received notice regarding award of the Texas Reskilling and Upskilling for Education (TRUE) Institutional Capacity Grant in an amount of \$499,080.00. This funding will be used to supplement Bond funds in support the HVAC and Instrumentation training expansion programs offered through Continuing Education in the new Industrial Careers building (ICB). The design of the ICB and Curriculum for these programs has been structured around the existing trainer units provided by Tech Labs since 2014. The cost, including installation and training per fund is noted as follows:

TRUE Grant Funds	\$ 238,678.00
2018 Bond Funds	\$1,745,922.00
Total Not-To-Exceed	\$1,984,600.00

Tech Labs is an awarded vendor under the Choice Partners Contract as a preferred partner of the manufacturer for the instrumentation and equipment needed to support the continued training and certification of the COM programs Therefore, this purchase is considered a competitive procurement in accordance with Texas Education Code 44.032 and Government Code 791.

Attachments:

TIPS Contract

Tech Labs Proposals

The Interlocal Purchasing System

Purchasing Made Personal



Printed 29 November 2021

www.tech-labs.com

Technical Laboratory Systems Inc

EMAIL PO & VENDOR QUOTE TO: TIPSPO@TIPS-USA.COM
PO MUST REFERENCE VENDOR TIPS CONTRACT NUMBER

	<u>PAYMENT TO</u>	<u>TIPS CONTACT</u>
ADDRESS	PO BOX 218609	NAME Charlie Martin
CITY	Houston	PHONE (866) 839-8477
STATE	TX	FAX (866) 839-8472
ZIP	77218	EMAIL tips@tips-usa.com

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE: N

HUB: N

SERVING STATES

OK | TX

Overview

Technical Laboratory Systems, Inc., Tech-Labs, was founded by Tim and Dede Brown in 1977 in order to meet the growing need for technical and vocational training in Texas and Oklahoma. Over the last 37 years Tech-Labs has developed into a full service educational equipment and instructional software provider. Tech-Labs works with market leaders in instructional software for science and technical training systems. Tech-Labs is one of North America's leading suppliers of industrial training in advanced manufacturing, industrial maintenance, mechatronics, welding, wind energy, solar energy and engineering equipment and curriculum. Tech-Labs is also one of North Americas largest engineering apparatus distribution companies.

AWARDED CONTRACTS "View EDGAR Doc" on Website

Contract	Comodity	Exp Date	EDGAR
200105	Technology Solutions Products and Services	05/31/2023	See EDGAR Certification Doc.

CONTACTS BY CONTRACTS

200105

Lisa Stewart	Sales Support	(800) 445-1088	lisa@tech-labs.com
Timothy M. Brown	President	(800) 445-1088	sales@tech-labs.com



DATE: November 17, 2021
PREPARED FOR:

Paige Parrish
College of the Mainland
1200 N. Amburn Road
Texas City, TX 77591

EMAIL: jparrish@com.edu

HVAC 1 True Grant TIPS # 200105

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
T7031	Refrigerant Recovery and Charging Learning System for R-134a <u>Requires learning system that uses refrigerant R-134a (T7082 or T7082A) and 120V/60Hz/1ph electrical. Also requires customer-supplied refrigerant, recovery tank and a PC. See www.amatrol.com/support for PC requirements. Also requires instructor to have EPA 608 Certification for United States customers, or equivalent protocol for local authorities outside the US.</u> Includes (1) Mobile Workstation; (1) Recovery Machine; (1) Charging Hose Set; (1) Temperature Probe; (2) Valve Core Removal Tools; (1) Manifold Gauge Set; (1) Submersible Cooler, (1) Electronic Scale, (1) Filter Dryer, (1) M19162 Student Curriculum - PC-Based Multimedia; (1) C19162 Instructor's Guide, (1) K19162 Instructor's Resource Print CD, (1) D19162 Installation Guide, and (1) H19162 Student Reference.	1	\$9,940.00	\$9,940.00
H19162	Refrigerant Recovery and Charging R-134a Student Reference	15	\$25.00	\$375.00
T7082	Air Conditioning / Heat Pump Operations Learning System <u>Requires 120V/60Hz/1ph electrical.</u> Includes: (1) Mobile Workstation; (1) Compressor; (1) Pressure Control System, Refrigerant R134a; (1) Refrigeration Circuit; (1) Instrumentation Set; (1) Temperature Control System; (1) Blower Control System; (1) Valve Wrench; (1) 11609 Student Learning Activity Packet; (1) 11619 Instructor's Guide; (1) K11609 Instructor's Resource Print CD; (1) 11629 Installation Guide; (1) H11609 Student Reference Guide.	1	\$16,405.00	\$16,405.00
H11609	Air Conditioning/Heat Pump Systems Student Reference Topics include: Introduction to Refrigeration, Compressors, Condensers, Metering Devices and Evaporators, Temperature and Pressure Control Devices, Reversing Valves & Refrigerants	15	\$35.00	\$525.00
T7032	Refrigerant Recovery and Charging Learning System for R-410a <u>Requires learning system that uses refrigerant R410a (950-GEO, T7100, or T7130) and 120V/60Hz/1ph electrical. Also requires customer-supplied refrigerant, recovery tank and a PC. See www.amatrol.com/support for PC requirements. Also requires instructor to have EPA 608 Certification for United States customers, or equivalent protocol for local authorities outside the US.</u> Includes (1) Mobile Workstation; (1) Recovery Machine; (1) Charging Hose Set; (1) Temperature Probe; (2) Valve Core Removal Tools; (1) Manifold Gauge Set; (1) Submersible Cooler, (1) Electronic Scale, (1) Filter Dryer, (1) Liquid Vaporizer, (1) M19175 Student Curriculum - PC-Based Multimedia; (1) C19175 Instructor's Guide, (1) K19175 Instructor's Resource Print CD, (1) D19175 Installation Guide, and (1) H19175 Student Reference.	1	\$9,975.00	\$9,975.00

Estimated delivery is 120+ days after receipt of order.

This offer expires in 60 days unless otherwise specified in writing.

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<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
H19175	Refrigerant Recovery and Charging R-410a Student Reference	15	\$25.00	\$375.00
T7100	Residential Heat Pump Troubleshooting Learning System <u>Requires digital multimeter, 220V/60Hz/1ph electrical, PC and customer-supplied floor drain. See www.amatrol.com/support for PC requirements. Also requires instructor to have EPA 608 Certification for United States customers, or equivalent protocol of local authorities outside the US.</u>	1	\$28,005.00	\$28,005.00
	Includes (1) Mobile Workstation; (1) Heat Pump Condenser; (1) Heat Pump Air Handler with Evaporator and Electric Heater, (1) Thermostat; (1) Disconnect Fuse Box; (1) Condensate Pump; (1) Filter/Drier; (1) Gauge Set; (1) Temperature Probe; Computer-Based Fault Insertion System; (1) M19173 Student Curriculum - PC-Based Multimedia; (1) C19173 Instructor's Guide; (1) K19173 Instructor's Resource Print CD; (1) D19173 Installation Guide; (1) H19173 Student Reference.			
H19173	Residential Heat Pump Troubleshooting Student Reference	15	\$25.00	\$375.00
	Topics include: Introduction to Residential Heat Pump Systems, Heat Pump Thermostat Operation, HVAC Pressure and Temperature Measurements, Heat Pump Component Tests, Troubleshooting Residential Heat Pump Systems.			
T7130	Residential Mini-Split Heat Pump Learning System <u>Requires 220V/60Hz/1ph electrical, PC and customer-supplied floor drain. See www.amatrol.com/support for PC requirements.</u>	1	\$26,055.00	\$26,055.00
	Includes (1) Mobile Workstation; (1) Heat Pump Condenser; (1) Evaporator; (1) Condensate Pump; (1) Computer-Based Fault Insertion System; (1) M19174 Student Curriculum - PC-Based Multimedia; (1) C19174 Instructor's Guide; (1) K19174 Instructor's Resource Print CD; (1) D19174 Installation Guide; (1) H9174 Student Reference.			
H19174	Residential Mini-Split Heat Pump Student Reference	15	\$25.00	\$375.00
T7200	Combined Refrigeration Installation Learning System <u>Requires R134a refrigerant, T7031 Refrigerant Recovery and Charging Learning System, 120V/60/1ph electrical, PC, 19264 Hand Tool Kit and 19265 Hand Tool Kit. See www.amatrol.com/support for PC. Hardware lead time 150 days upon receipt of order.</u>	1	\$19,630.00	\$19,630.00
	Includes: (1) Two-Sided Mobile Workstation; (1) Evaporator Coil; (1) Condenser Coil; (1) Hermetically-Sealed Compressor with R134a Refrigerant; (3) Expansion Devices; (1) Filter/Drier; (1) Dehydrator, Receiver, (1) Accumulator, (1) Lockout/Tagout; (1) Digital Thermostat, (1) Defrost Timer; (1) Capacitor Start Motor; (1) Transformer; (3) Pressure Switches; (1) Fan/Limit Switch; (1) M19177 Student Curriculum - PC-Based Multimedia; (1) C19177 Instructor's Guide; (1) K19177 Instructor's Resource Print CD; (1) D19177 Installation Guide; (1) H19177 Student Reference.			
19264	Hand Tool Package - Refrigeration Installation, Mechanical Required for T7200.	1	\$1,065.00	\$1,065.00
	Includes: (1) Flare and Swage Kit, (1) Tube Bender, (1) Compact Cutter, (1) Reamer, (1) Gloves, (1) Wrench Set.			

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<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
19265	Hand Tool Package - Refrigeration Installation, Electrical Required for T7200.	1	\$565.00	\$565.00
	Includes: (1) Wire Stripper; (1) Wire Crimper; (1) Insulated Screw Driver Set.			

	Subtotal:	\$113,665.00
	Freight:	\$4,853.00
	Grand Total without Optional Installation and Orientation:	\$118,518.00
	Optional Installation and Orientation:	\$3,250.00
	Grand Total with Optional Installation and Orientation:	\$121,768.00

Should you have any questions or need further assistance, please do not hesitate to contact me.

Kind Regards,

Warner Brown

Warner Brown
President

WB/lms



TECHNICAL LABORATORY SYSTEMS
P.O. BOX 218609
HOUSTON, TX 77218
1-800-445-1088
FAX: 281-391-1113
www.tech-labs.com

DATE: November 17, 2021

PREPARED FOR:

Paige Parrish
College of the Mainland
1200 Amburn Road
Texas City, TX. 77591

Email: jparrish@com.edu

HVAC 1 True Grant TIPS # 200105

Model No.	Description	Qty	Unit Price	Total
TU-208	COMBINATION FORCED AIR & HYDRONIC HEATING TRAINER	1	\$83,200.00	\$83,200.00
TU-105	COMMERCIAL REFRIGERATION TRAINER	1	\$29,750.00	\$29,750.00
			Grand Total:	\$112,950.00
			Freight:	\$3,960.00
			Grand Total with Optional Installation and Orientation:	\$116,910.00

Should you have any questions or need further assistance, please do not hesitate to contact me.

Regards,

Warner Brown

Warner Brown
President

WB/lms

Estimated delivery is 90-120 days after receipt of order.



Technical Laboratory Systems, Inc.
 PO Box 218609
 Houston, TX 77218
 1-800-445-1088
www.tech-labs.com

DATE: November 23, 2021

PREPARED FOR:

Chris Hollman
 College of the Mainland
 1200 Amburn Road
 Texas City, TX 77591

EMAIL: chollman1@com.edu

TIPS #200105

Amatrol

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
T552F	Level / Flow Process Control Troubleshooting Learning System <u>Requires T552-C1-A PID Controller Module, 82-610 Mobile Technology Workstation, compressed air, 120V/60Hz/1ph electrical, water source, and 41205 Hand Tool Package. Optional connection kit 33278 required to connect 2 systems.</u> Includes: (1) Tabletop Workstation; (1) Control Panel; (2) Liquid tanks; (1) Centrifugal Pump/Motor; (1) Piping Network with valves; (1) Instrumentation; (1) PLC Interface; (1) Fault Insertion System and Software; (1) MB270 and M33306 Student Curriculum - Interactive PC-Based Multimedia; (1) CB270 and C33306 Instructor's Guide; (1) KB270 and K33306 Instructor's Resource Print CD; (1) DB270 and D33306 Installation Guide; (1) HB270 and H33306 Student Reference Guide.	1	\$27,940.00	\$27,940.00
T552-C1-A	PID Controller Module Required by T552 Process Control Learning System. Includes: (1) Honeywell PID Controller; (1) Mounting Panel; (1) Plug-in I/O Connections	1	\$3,985.00	\$3,985.00
41205	Hand Tool Package - Process Control Required for T552, T552F, T553, 990-PC1, and 990-PC1F. Includes: (1) Screwdriver Set; (1) Garden Hose; (1) Allen Wrench Set; (1) Digital Meter; (1) Adjustable Wrench.	1	\$645.00	\$645.00
33278	Process Control Connection Kit Required to connect any of the following systems: T552, T553, T554, T555. One kit required to connect 2 systems, 3 kits required to connect all 4 systems.	2	\$540.00	\$1,080.00
HB270	Level / Flow Process Control Student Reference Topics include: Introduction to Process Control, Instrument Tags, Piping and Instrumentation Diagrams, Loop Controllers, Final Control Elements, Level Measurement, Liquid Level Control, Methods of Automatic Control, Basic Flow Measurement and Control, Control Loop Performance.	15	\$40.00	\$600.00
H33306	Process Control Troubleshooting Student Reference Topics include: Process Inputs Troubleshooting, Process Outputs Troubleshooting, Systems Troubleshooting	15	\$25.00	\$375.00

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
T5552-F1	Smart Flow Transmitter Learning System <u>Requires T5552 Process Control Learning System, (1) T5552-F1A Pitot Tube Flow Transducer, (1) T5552-F1B Venturi Flow Transducer, and (1) T5552-F1C Orifice Plate Flow Transducer.</u> Includes: (1) Rosemount Smart Differential Pressure Transmitter with Digital Display; (1) Manifold System for pressure equalization; (1) M33256 Student Curriculum - Interactive PC-Based Multimedia; (1) K33256 Instructor's Resource Print CD; (1) H33256 Student Reference Guide.	1	\$9,790.00	\$9,790.00
T5552-F1A	Pitot Tube Flow Transducer Required by T5552-F1 to provide measurement of liquid flow rate using static and dynamic fluid pressures.	1	\$1,490.00	\$1,490.00
T5552-F1B	Venturi Flow Transducer Required by T5552-F1 to provide measurement of liquid flow rate using the pressure drop across a convergent section and the throat of the tube.	1	\$1,510.00	\$1,510.00
T5552-F1C	Orifice Plate Flow Transducer Required by T5552-F1 to provide measurement of liquid flow rate using pressure differential across the orifice.	1	\$610.00	\$610.00
H33256	Smart Flow Transmitter Student Reference Topics include: Differential Pressure Flow Measurement and Control	15	\$20.00	\$300.00
T5552-H1	HART Process Control 1 Learning System <u>Requires (1) T5552 Level / Flow Process Control Learning System, (1) T5552-F1 Smart Flow Transmitter Learning System, Fieldmate Lite (download), and PC. See amatrol.com/support for PC requirements</u> Includes: (1) HART USB Modem; (1) M33334 Student Curriculum - Interactive PC-Based Multimedia; (1) C33334 Instructor's Guide; (1) K33334 Instructor's Resource Print CD; (1) S33334 Supplemental Disk; (1) D33334 Installation Guide; (1) H33334 Student Reference Guide.	1	\$2,225.00	\$2,225.00
H33334	HART Process Control Student Reference Topics include: Introduction to HART Protocol, HART Networks, Existing System Integration, HART Device Calibration, Monitoring Current HART Loops	15	\$20.00	\$300.00
T5553	Temperature Process Control Learning System <u>Requires either the T5553-C1-A Single-Loop PID Controller Module or the T5553-C2-A Dual-Loop PID Controller Module. Also requires 82-610 Mobile Technology Workstation, compressed air, 208V/60Hz/3ph, water source and 41205 Hand Tool Package. Optional connection kit 33278 required to connect 2 systems.</u> Includes: (1) Tabletop Workstation; (1) Control Panel (1) Instrumentation; (1) PLC Interface; (1) Heating Loop; (1) Process Temperature Control Loop; (1) B33301 Student Learning Activity Packet; (1) C33301 Instructor's Guide; (1) K33301 Instructor's Resource Print CD; (1) D33301 Installation Guide; (1) H33301 Student Reference Guide.	2	\$27,160.00	\$54,320.00
T5553-C2-A	PID Controller Module-Dual Loop Required by T5553 Temperature Process Control Learning System to provide dual loop analog control. Includes: (1) Honeywell PID Controller; (1) Mounting Panel; (1) Plug-in I/O Connections.	2	\$5,310.00	\$10,620.00

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<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
41205	Hand Tool Package - Process Control Required for T5552, T5552F, T5553, 990-PC1, and 990-PC1F. Includes: (1) Screwdriver Set; (1) Garden Hose; (1) Allen Wrench Set; (1) Digital Meter; (1) Adjustable Wrench.	2	\$645.00	\$1,290.00
33278	Process Control Connection Kit Required to connect any of the following systems: T5552, T5553, T5554, T5555. One kit required to connect 2 systems, 3 kits required to connect all 4 systems.	2	\$540.00	\$1,080.00
H33301	Temperature Process Control Student Reference Topics include: Introduction to Process Control, Instrument Tags, Piping and Instrumentation Diagrams, Thermal Energy, Basic Temperature Control Elements, Loop Controllers, Final Control Elements, Temperature Sensors, Temperature Transmitters, Basic Temperature Control, Methods of Automatic Control, Basic Temperature Control	15	\$40.00	\$600.00
T5554	Analytical Process Control Learning System <u>Requires either the T5554-C1-A Single-Loop PID Controller Module or the T5554-C2-A Dual-Loop PID Controller Module. Also requires 120V/60Hz/1ph electrical, 82-610 Mobile Technology Workstation and chemicals for holding tanks. Optional connection kit 33278 required to connect 2 systems.</u> Includes: (1) Tabletop Workstation; (1) Control Panel; (1) PLC Interface; (1) Metering Pump; (1) Injector Pump; (1) Continuous Stirred Tank Reactor (CSTR); (1) PH Transmitter; (1) PH Probe; (2) Reagent Tanks; (1) Piping By-Pass Network; (1) B33303 Student Learning Activity Packet; (1) C33303 Instructor's Guide; (1) K33303 Instructor's Resource Print CD; (1) D33303 Installation Guide; (1) H33303 Student Reference Guide.	2	\$27,940.00	\$55,880.00
T5554-C2-A	PID Controller Module-Dual Loop Required by T5554 Analytic Process Control Learning System to provide dual loop analog control. Includes: (1) Honeywell PID Controller; (1) Mounting Panel; (1) Plug-in I/O Connections.	2	\$4,750.00	\$9,500.00
33278	Process Control Connection Kit Required to connect any of the following systems: T5552, T5553, T5554, T5555. One kit required to connect 2 systems, 3 kits required to connect all 4 systems.	2	\$540.00	\$1,080.00
H33303	Analytical Process Control Student Reference Topics include: Introduction to Process Control, Instrument Tags, Piping and Instrumentation Diagrams, Introduction to Analytical Process Control, pH Electrodes, pH Meters and Transmitters, Loop Controllers, pH Control Systems, Methods of Automatic Control, Control Loop Performance	15	\$40.00	\$600.00

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
T5555	<p>Pressure Process Control Learning System</p> <p><u>Requires 82-610 Mobile Technology Workstation, 120V/60Hz/1ph electrical, compressed air, and PC. For PC requirements, see amatrol.com/support. Optional connection kit 33278 required to connect 2 systems.</u></p> <p>Includes: (1) Tabletop Workstation; (1) PowerFlex 4 Variable Frequency Drive; (1) Siemens S7-1200 PLC; (1) Siemens HMI; (1) TRD Tank; Multiple Sight-Flow Indicators; (1) Pressure Transmitter; (1) Gas Exhaust; (1) Reservoir Tank; (1) Filter / Regulator; (1) Pump; Safety Lockout & Tagout; 1) M33308 Student Curriculum - Interactive PC-Based Multimedia; (1) C33308 Instructor's Guide; (1) K33308 Instructor's Resource Print CD; (1) D33308 Installation Guide; (1) H19698 & H19699 Student Reference Guide.</p>	1	\$28,330.00	\$28,330.00
H19698	<p>Pressure Process Control Student Reference, Modules 1-4</p> <p>Topics include: Introduction to Process Control, Instrument Tags, Piping and Instrumentation Diagrams, Final Control Elements</p>	15	\$30.00	\$450.00
H19699	<p>Pressure Process Control Student Reference, Modules 5-9</p> <p>Topics include: Pressure Measurement, Loop Control Devices, Pressure Control Systems, Methods of Automatic Control, Control Loop Performance.</p>	15	\$30.00	\$450.00
990-ACDC1	<p>Portable AC / DC Electrical Learning System</p> <p><u>Requires 100-240V/50-60Hz/1ph electrical and PC. For PC requirements, see amatrol.com/support. Recommended table 82-610 Mobile Technology Workstation or equivalent.</u> Optional 23150 Spare Parts kit available.</p> <p>Includes: (1) Portable Console; (1) Power Cord; (1) Output Component Set; (1) Input Component Set; (1) Transformer Module; (1) Capacitor/Inductor Set; (1) Digital Multimeter; (1) Fuse Puller and Fuses; (1) Neon Circuit Tester; (1) M11133 Student Curriculum - Interactive PC-Based Multimedia; (1) C11133 Instructor's Guide; (1) K11133 Instructor's Resource Print CD; (1) D11133 Installation Guide; (1) H11133 Student Reference Guide.</p>	5	\$6,975.00	\$34,875.00
H11133	<p>Portable AC / DC Electrical Student Reference</p> <p>Topics include: Basic Electrical Circuits, Electrical Measurements, Circuit Analysis, Inductance and Capacitance, Combination Circuits, Transformers.</p>	15	\$35.00	\$525.00
950-MPF1	<p>Mechanical Fabrication 1 Learning System</p> <p><u>Requires 120V/60Hz/1ph electrical, compressed air, and PC. See amatrol.com/support for PC requirements.</u></p> <p>Includes: (1) Workstation; (1) Construction Panel; (1) Fabrication Parts Kit; (1) Mechanical Parts Kit; (1) Skill Component Set; (1) Pneumatic Kit; (1) Fabrication Tools Kit; (1) Mechanical Fabrication Component Set; (1) Fabrication Parts Set; (1) Mechanical Tools Kit; (1) Hardware Kit; (1) Bolt Stretch Kit; (1) M19004 Student Curriculum - Interactive PC-Based Multimedia; (1) C19004 Instructor's Guide; (1) K19004 Instructor's Resource Print CD; (1) D19004 Installation Guides; (1) H19004 Student Reference Guide.</p>	1	\$10,895.00	\$10,895.00

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<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
H19004	Mechanical Fabrication 1 Student Reference Topics include: Threaded Fasteners, Wrenches, Pneumatic System Fabrication, Screwdrivers; Pliers and Locking Devices; Mallets and Non-Threaded Fasteners; Torque Wrenches; Portable Power Tools.	15	\$35.00	\$525.00
990-PAB53AF	Portable PLC Troubleshooting Learning System - AB CompactLogix L16 <u>Requires 82-8RSM RS Logix 5000 Mini and 82-711 FactoryTalk View Studio ME for education or 82-8RSMI and 82-711I for all other organizations, PC, and 100-240V/50-60Hz/1ph electrical. Recommended 82-610 Mobile Technology Workstation. For PC requirements, see amatrol.com/support. Also requires a router if using more than one 990-PAB53AF on the same network.</u> Includes: (1) Allen-Bradley AB5300 L16 Processor; (1) Fault Insertion System and Software; (16) 24VDC Digital Inputs; (16) Digital Outputs; (4) 10V Analog Inputs; (2) 10V Analog Outputs; (1) PanelView Plus Compact HMI Panel; (1) 5-Port Ethernet Connection; (1) 24VDC Power Supply; (1) Built-in Power Supply; (1) I/O Simulator Console; (1) Temperature Control Application; (1) Variable Speed Drive Application; (1) Reversing Contactor Application; (1) Stepper Motor Control Application; (1) Portable Console; (1) 40079 USB Cable; (1) M40085 & M40086 Student Curriculum - Interactive PC-Based Multimedia; (1) C40085 & C40086 Instructor's Guide; (1) K40085 & K40086 Instructor's Resource Print CD; (1) S40085 & S40086 Supplemental Disks; (1) D40085 & D40086 Installation Guide; (1) D40261 RSLinx Installation Guide; (1) H19732, H19734, & H40086 Student Reference.	5	\$15,465.00	\$77,325.00
82-8RSM	Studio 5000 Mini PLC Programming Software - 1 Seat License, EDUCATION ONLY Available exclusively to secondary and post-secondary educational organizations. Studio 5000 Logix Designer software for A-B CompactLogix PLC's to allow off-line/on-line programming of ladder diagrams. For PC requirements, see amatrol.com/support. Includes: (1) Seat License.	5	\$805.00	\$4,025.00
82-711	FactoryTalk View ME Programming Software - 1 Seat License, EDUCATION Available exclusively to secondary and post-secondary educational organizations. Used to develop application programs for the PanelView Plus 1000 terminal. For PC requirements, see amatrol.com/support. Includes: (1) Seat License FactoryTalk View Studio for Machine Edition.	5	\$1,330.00	\$6,650.00
H19732	Programmable Controllers - AB CompactLogix L16 Student Reference, Modules 1-7 Topics include: Introduction to Programmable Controllers, Basic PanelView Plus Terminal Operation, PLC Program Operations, PLC Programming, PLC Motor Control, PLC Timer and Counter Instructions, Event Sequencing.	15	\$35.00	\$525.00
H19734	Programmable Controllers - AB CompactLogix L16 Student Reference, Modules 7-14 Topics include: Program Control Instructions, Math and Data Move Instructions, PanelView Plus Application Editing, PanelView Plus Application Editing 2, Analog Inputs, Analog Outputs, Variable Output Applications.	15	\$35.00	\$525.00

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
H40086	Portable PLC Troubleshooting Student Reference - AB CompactLogix L16 Topics include: Introduction to PLC Troubleshooting, PLC Systems Troubleshooting, Analog Input/Output Troubleshooting, Analog Application Troubleshooting.	15	\$30.00	\$450.00
99-PCAB53A	PLC Process Control Learning System - AB CompactLogix L16 Provides PLC-based liquid level and flow control. <u>Requires T5552 and 990-PAB53A.</u> Includes: (1) Analog Cable Set; (1) Discrete Cable Set; (1) M40084 Student Curriculum - Interactive PC-Based Multimedia; (1) C40084 Instructor's Guide; (1) K40084 Instructor's Resource Print CD; (1) S40084 Supplemental Disk; (1) D40084 Installation Guide; (1) H40084 Student Reference Guide.	2	\$880.00	\$1,760.00
H40084	PLC Process Control - AB CompactLogix L16 Student Reference Topics include: PLC-Based Liquid Level and Flow Control	15	\$20.00	\$300.00
990-EC1F	Portable Electric Relay Control Troubleshooting Learning System <u>Requires 100-240V/50-60Hz/1ph electrical, compressed air and PC. See amatrol.com/support for PC requirements. Recommended table 82-610 Mobile Technology Workstation or equivalent.</u> Includes: (1) Portable Console; (1) Fault Insertion System and Software; (1) Power Cord; (1) Relay Control Components; (1) Electro-Pneumatic Component Set; (1) Electric Motor; (1) Lead Set; (1) M11132 and M11129 Student Curriculum - Interactive PC-Based Multimedia; (1) C11132 and C11129 Instructor's Guide; (1) K11132 and K11129 Instructor's Resource Print CD; (1) D11129 Installation Guide; (1) H11132 and H11129 Student Reference Guide.	5	\$7,500.00	\$37,500.00
H11132	Portable Electric Relay Control Student Reference Topics include: Control Logic, Sequencing Control, Timers and Advanced Systems.	15	\$25.00	\$375.00
H11129	Portable Electric Relay Control Troubleshooting Student Reference Topics include: Electric Relay Control Troubleshooting	15	\$20.00	\$300.00
85-MT5	Electric Motor Control Learning System <u>Requires EL613-43 Prony Brake, 41202 Hand Tool Package, 208V/60Hz/3 ph electrical, compressed air, and PC. See amatrol.com/support for PC requirements. Recommended table 82-610 Mobile Technology Workstation or equivalent.</u> Optional 890-FTS1 Fault Troubleshooting System and 23151 Spare Parts Kit available. Includes: (1) Tabletop Workstation; (1) Manual Fault Insertion System with 35 faults total for 10 modules; (1) Interface to 890-FTS1 Automatic Fault Insertion System; (1) N17401 Student Curriculum - Interactive PC-Based Multimedia; (1) C17401 Instructor's Guide; (1) K17401 Instructor's Resource Print CD; (1) D17401 Installation Guide; (1) H17401 Student Reference Guide.	5	\$15,285.00	\$76,425.00
EL613-43	Prony Brake Required by 85-MT5 Electric Motor Control Learning System. Includes: Prony Brake Unit and Coolant.	5	\$905.00	\$4,525.00

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
41202	Hand Tool Package - Motor Control Required for 85-MT5. Includes: (1) 16" Hand Box; (1) Combination Wrench; (1) Screwdriver Set; (1) Allen Wrench Set; (1) Dead Blow Hammer; (1) Fuse Puller; (1) Adjustable Wrench.	5	\$535.00	\$2,675.00
H17401	Electric Motor Control Student Reference Topics include: Introduction to Electric Motor Control; Manual Motor Control and Overload Protection; Control Transformers; Control Ladder Logic; Control Relays and Motor Starters; Introduction to Troubleshooting; Systems Troubleshooting; Reversing Motor Control; Automatic Input Devices; Basic Timer Control; On-Delay and Off-Delay.	15	\$40.00	\$600.00
890-FTS1	Fault Troubleshooting System <u>Requires 85-MT5 Electric Motor Control Learning System using USB interface. Requires PC; for PC requirements, see amatrol.com/support.</u> Includes: (1) Fault Controller Module with microprocessor fault insertion (random or single), power supply, 35 faults; (35) fault cables; (1) 11164 FaultPro USB 4.0 Electronic Troubleshooting Software; (1) User's Guide; (1) USB cable and interface; (1) Power ON/OFF Switch; (1) On-Line Fault Control, both manual and automatic; (1) Student Response Data Tracking; (1) Instructor Configuration Module.	5	\$4,515.00	\$22,575.00
85-MT5A	Motor Braking Learning System (Regular Banana Leads) <u>Requires 85-MT5 Electric Motor Control Learning System and PC. See amatrol.com/support for PC requirements.</u> Includes: (1) Electromagnetic Brake; (1) DC Braking Station; (1) Inertial Load Device; (1) Flywheel; (1) M17402 Student Curriculum - Interactive PC-Based Multimedia; (1) C17402 Instructor's Guide; (1) K17402 Instructor's Resource Print CD; (1) D17402 Installation Guide; (1) H19700 Student Reference Guide.	5	\$4,965.00	\$24,825.00
H19700	Motor Control Options Student Reference Topics include: Braking Methods, Reduced Voltage Starting Circuits; Power Generation and Distribution, Introduction to Variable Frequency AC Drives; Speed and Torque Control; Acceleration, Deceleration, and Braking; Fault Diagnostics and Troubleshooting, Electronic Sensors, Timers and Counters, SCR Motor Control.	15	\$40.00	\$600.00
85-MT5C	Variable Frequency AC Drive Learning System, AB PowerFlex (Regular Banana Leads) <u>Requires 85-MT5 Electric Motor Control Learning System and PC; see amatrol.com/support for PC requirements.</u> Includes: (1) Programmable Allen-Bradley PowerFlex Variable Frequency AC Drive; (1) Potentiometer; (1) Maintained Switch; (2) Momentary Switches; (1) Fault Module With (5) Faults; (1) Motor Connection Panel; (1) M17411 Student Curriculum - Interactive PC-Based Multimedia; (1) C17411 Instructor's Guide; (1) K17411 Instructor's Resource Print CD; (1) D17411 Installation Guide; (1) H19700 Student Reference Guide.	5	\$3,460.00	\$17,300.00

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
H19700	Motor Control Options Student Reference Topics include: Braking Methods, Reduced Voltage Starting Circuits; Power Generation and Distribution, Introduction to Variable Frequency AC Drives; Speed and Torque Control; Acceleration, Deceleration, and Braking; Fault Diagnostics and Troubleshooting, Electronic Sensors, Timers and Counters, SCR Motor Control.	15	\$40.00	\$600.00
85-MT5AB8	PLC Motor Control Learning System - AB Micro810 (Regular Banana Leads) <u>Requires 85-MT5 Electric Motor Control Learning System. Requires 100-240V/50-60Hz/1ph electrical and PC. For PC requirements, see amatrol.com/support.</u> Includes: (1) Allen Bradley Micro810 Programmable Controller Station; (1) Connected Components Workbench (CCW) Software DVD; (1) USB Communication Cable; (1) 17392 Lead Set; (1) M17726 Student Curriculum - Interactive PC-Based Multimedia; (1) C17726 Instructor's Guide; (1) K17726 Instructor's Resource Print CD; (1) D17726 Installation Guide; (1) H17726 Student Reference Guide.	5	\$2,680.00	\$13,400.00
H17726	PLC Motor Control - AB Micro810 Student Reference Topics Include: Introduction to Programmable Controllers, Basic PLC Programming, PLC Motor Control , PLC Timer and Counter Instructions.	15	\$30.00	\$450.00
85-MT2	Basic Electrical Machines Learning System (Regular Banana Leads) <u>Requires 208V/60Hz/3 ph, 41201 Hand Tool Package, 18414 Photo Tachometer, and PC. See amatrol.com/support for PC requirements. Recommended table 82-610 Mobile Technology Workstation or equivalent.</u> Includes: (1) 613-01W Motors Workstation, (1) Dual Motor Mounting Platform, (1) Digital Instrumentation Module with AC volts, DC volts, DC current, (1) EL613-43 Prony Brake Unit; (1) 613-14 AC 3-phase Induction Motor; (1) 613-31 DC Motor/Generator; (1) 613-13 AC Single Phase Multi-purpose Motor for Capacitor start, Capacitor Run, Permanent Capacitor; (1) 613-13 Split-Phase AC Motor; (1) EL613-91D Regular Banana Lead Set; (1) MB862 Student Curriculum - Interactive PC-Based Multimedia; (1) CB862 Instructor's Guide; (1) KB862 Instructor's Resource Print CD; (1) DB862 Installation Guide; (1) HB862 Student Reference Guide.	1	\$15,690.00	\$15,690.00
41201	Hand Tool Package - Electrical Machines Required for 85-MT2. Includes: (1) Allen Wrench Set; (1) Dead Blow Hammer.	1	\$185.00	\$185.00
18414	Photo Tachometer	1	\$710.00	\$710.00
HB862	Basic Electrical Machines Student Reference Topics include: DC Series Motors, DC Shunt and Compound Motors, Motor Speed and Torque, Motor Performance, Split-phase AC Motors, Capacitor-Start SC Motors, Permanent-Capacitor and Two-Capacitor Motors, Three-phase AC Induction Motors	15	\$35.00	\$525.00

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
85-MT2E	Electric Motor Troubleshooting Learning System (Regular Banana Leads) <u>Requires 85-MT2 Basic Electrical Machines, 208V/60Hz/3ph electrical and PC. For PC requirements, see amatrol.com/support.</u> Includes: (1) Megohmmeter; (1) Motor Connection Box; (1) Motor Fault Plug Set; (1) Regular Banana Lead Set; (1) M45129 Student Curriculum - Interactive PC-Based Multimedia; (1) C45129 Instructor's Guide; (1) K45129 Instructor's Resource Print CD; (1) D45129 Installation Guide; (1) H45129 Student Reference Guide.	1	\$3,395.00	\$3,395.00
H45129	Electric Motor Troubleshooting Student Reference Topics include: Troubleshooting DC Motors, Troubleshooting AC Motors.	15	\$20.00	\$300.00
990-DRV1F	Portable AC Variable Frequency Drives Troubleshooting Learning System <u>Requires 120V/60Hz/1ph and PC. For PC requirements, see amatrol.com/support. Recommended table 82-610 Mobile Technology Workstation or equivalent.</u> Includes: (1) Portable Console; (1) Allen-Bradley PowerFlex 4 Drive, Interface, and Test Panel; (1) 3-Phase Motor, Flywheel, and Test Panel; (1) Speed Command Input Voltmeter; (1) Speed Command Potentiometer; (1) PLC Discrete I/O Interface; (1) Standard Banana Lead Set; (1) Fault Insertion System and Software; (1) M11135 and M11153 Student Curriculum - Interactive PC-Based Multimedia; (1) C11135 and C11153 Instructor's Guides; (1) K11135 and K11153 Instructor's Resource Print CDs; (1) D11135 and D11153 Installation Guides; (1) H11135 and H11153 Student Reference Guides.	5	\$10,725.00	\$53,625.00
H11135	Portable AC Variable Frequency Drives Student Reference Topics include: Introduction to Variable Frequency AC Drives, Speed and Torque Control, Acceleration, Deceleration, and Braking	15	\$25.00	\$375.00
H11153	Portable AC Variable Frequency Drives Troubleshooting Student Reference Topics include: Variable Frequency AC Drives - Fault Diagnostics and Troubleshooting	15	\$20.00	\$300.00
850-MT6B	Electrical Wiring Learning System <u>Requires 208/60Hz/3ph electrical, compressed air, 41209 Hand Tool Package, 17463 Consumable Package, and PC. For PC requirements, see amatrol.com/support.</u> Optional 13045 Spare Parts Kit available. Includes: (1) Mobile Workstation; (1) Electrical Relay Panel; (1) Pneumatic Actuator Panel; (1) 3 Phase Motor; (1) Manual Operator Station; (1) M17448 Student Curriculum - Interactive PC-Based Multimedia; (1) C17448 Instructor's Guide; (1) K17448 Instructor's Resource Print CD; (1) D17448 Installation Guide; (1) H17448 Student Reference Guide.	5	\$15,115.00	\$75,575.00
41209	Hand Tool Package - Electrical Wiring Required for 850-MT6B. Includes: (1) Steel Tool Box; (1) Screwdriver Set; (1) Electrical Crimper, (1) Cutter/Stripper, (1) Digital Multimeter; (1) Fish Tape, (1) Nylon Fuse Puller, (1) Round File; (1) Utility Pliers; (1) Wire Tie Tool, (1) Adjustable Wrench, (1) Automatic Wire Stripper, (1) Pliers, (1) Allen Wrench.	5	\$1,070.00	\$5,350.00

Estimated delivery is 120+ days after receipt of order.
This offer expires in 60 days unless otherwise specified in writing.

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
17463	Consumables Package for 850-MT6B Includes: (3) 100' 14 AWG Stranded Wire; (3) 100' 16 AWG Stranded Wire; (1) Electrical Tape; (25) Ring Terminal Connectors; (20) Wire Tie Mount Pad; (1) Wire Labels; (100) Wire Tie; (1) Spiral Wrap.	5	\$750.00	\$3,750.00
H17448	Electrical Wiring Student Reference Topics include: Introduction to Electrical Control Wiring, Wiring Electrical Panels, Pneumatic Control Circuit Wiring	15	\$25.00	\$375.00
85-MT6BA	VFD/PLC Wiring Learning System <u>Requires 850-MT6B Electrical Wiring Learning System, 17449 Consumables Package, and PC. For PC requirements, see amatrol.com/support.</u> Includes: (1) VFD; (1) PLC; (1) 3-Phase Motor; (1) Panel Hardware; (1) M17461 Student Curriculum - Interactive PC-Based Multimedia; (1) C17461 Instructor's Guide; (1) K17461 Instructor's Resource Print CD; (1) S17461 Supplemental Disk; (1) D17461 Installation Guide; (1) H17461 Student Reference Guide.	5	\$4,920.00	\$24,600.00
17449	Consumables Package for 85-MT6BA Includes: (10) Marker strip; (10) Fuse; (1) Diode	5	\$140.00	\$700.00
H17461	VFD/PLC Wiring Student Reference Topics include: VFD and PLC Electrical Control Wiring	15	\$20.00	\$300.00
T7017A	AC / DC Electrical Learning System <u>Requires 120V/60Hz/1ph electrical and PC. See amatrol.com/support for PC requirements. Recommended table 82-610 Mobile Technology Workstation or equivalent.</u> Optional 23148 Spare Parts Kit available. Includes: (1) Workstation with AC/DC Power Supply; (1) Output Device Component Set; (1) Input Device Component Set; (1) Instrumentation Package; (1) Transformer Module; (1) Capacitor/Inductor Set; (1) NB227 Student Curriculum - Interactive PC-Based Multimedia; (1) CB227 Instructor's Guide; (1) KB227 Instructor's Resource Print CD; (1) DB227 Installation Guide; (1) HB227 Student Reference Guide.	2	\$6,505.00	\$13,010.00
82-610W	Mobile Technology Workstation, Type 1, White Surface, 6 Foot Includes: (1) Welded Steel Frame; (1) White Laminated Work Surface; (4) Casters. Dimensions: 30"H x 30"W x 72"L.	2	\$1,140.00	\$2,280.00
HB227	AC / DC Electrical Student Reference Topics include: Basic Electrical Circuits, Electrical Measurements, Circuit Analysis, Inductance and Capacitance, Combination Circuits, Transformers.	15	\$30.00	\$450.00
Install	Installation and Orientation (estimated 2-3 days onsite)	1	\$4,650.00	\$4,650.00
			Subtotal:	\$761,725.00
			Freight:	\$9,352.00
			Grand Total:	\$771,077.00

Estimated delivery is 120+ days after receipt of order.
This offer expires in 60 days unless otherwise specified in writing.

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
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Should you have any questions or need further assistance, please do not hesitate to contact me.

Kind Regards,

Warner Brown

Warner Brown
President

WB/mo



TECHNICAL LABORATORY SYSTEMS, INC.
 Post Office Box 218609
 Houston, TX 77218
 1-800-445-1088
www.tech-labs.com

DATE: November 18, 2021
 PREPARED FOR:
 Derrick Lewis
 College of the Mainland
 1200 N. Amburn Road
 Texas City, TX 77591

EMAIL: dlewis22@com.edu

Bayport TIPS # 200105

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total</u>
110-HECT2	U-Tube Heat Exchanger Circulation Trainer with Backwash Able to be dismantled and reassembled. Requires 115V/60Hz/1ph electrical. Includes: (1) Base, (2) Reservoirs, (2) Centrifugal Pumps, Valves and Manifold.	1	\$21,920.00	\$21,920.00
142-CT2	Cooling Tower Working Demonstrator - Acrylic Requires 120V/60Hz/1ph electrical. Includes: (1) Water Basin with Distribution System, (1) Pump, (1) Fan, (1) Heater Assembly, Splash Bars, Air Intake Louvers, Draft Eliminators, Temperature Gauges.	1	\$23,180.00	\$23,180.00
142-3PS	3 Phase Separator Working Demonstrator - Acrylic Requires 115V/60Hz/1ph electrical. Includes: Metal Structure with Casters, (2) Pumps for Oil and Water, (1) Air Compressor, Acrylic Separation Vessels, Oil and Water Storage Tanks, (3) Manual Flow Meters.	1	\$33,945.00	\$33,945.00
120-CFLCD	Custom Flow Level Control Trainer Contact Bayport for electrical requirements. Includes: (1) Metal Structure with Casters, (1) PLC, (1) Fluid Pump, (1) Orifice Assembly, Transmitters, Control Valves, Fluid Storage with Flow Tanks, Heater, Cooler, Pressure Gauges.	1	\$70,975.00	\$70,975.00
110-HTDU	Heat Transfer Trainer Requires 220V/60Hz/1ph electrical. Includes: (1) Chassis with Casters, (2) Pumps for Hot and Cold Fluid, Manifolded with Valving, (1) Water Heater with Storage Tank, (1) Refrigerant-Type Water Chiller with Storage Tank, Flow Meters and Controllers, Digital Thermometers, (4) Heat Exchangers (Brazed Plate, Brass Single Pass Tube and Shell, Stainless Steel Single Pass Tube and Shell, Four Pass Tube and Shell).	1	\$53,635.00	\$53,635.00

Subtotal:	\$203,655.00
Freight:	\$6,000.00
Grand Total without Optional Installation and Orientation:	\$209,655.00
Optional Installation and Orientation:	\$2,250.00
Grand Total with Optional Installation and Orientation:	\$211,905.00

Should you have any questions or need further assistance, please do not hesitate to contact me.

Kind Regards,

Warner Brown

Warner Brown
 President

WB/lms/mo

Estimated delivery is 120+ days after receipt of order.
 This offer expires in 60 days unless otherwise specified in writing.
 View our return and cancellation policies here: <https://tech-labs.com/policies>



TECHNICAL LABORATORY SYSTEMS
P.O. Box 218609
Houston, Texas 77218
1-800-445-1088
Fax: 281-391-1113
www.tech-labs.com

DATE: November 23, 2021

PREPARED FOR:

Paige Parrish
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

EMAIL: jparrish@com.edu

DAC Worldwide TIPS # 200105

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total Price</u>
255	Diaphragm Valve Cutaway, .75"-1.5" Recommended 902V Mobile Display Stand.	1	\$3,375.00	\$3,375.00
255D	Downsized Diaphragm Valve Cutaway Recommended 902V Mobile Display Stand.	1	\$1,370.00	\$1,370.00
256D	Downsized 3-Way Control Valve Cutaway Recommended 902V Mobile Display Stand.	1	\$1,370.00	\$1,370.00
273-510	Rack and Pinion Pneumatic Actuator Cutaway Recommended 902V Mobile Display Stand.	1	\$2,045.00	\$2,045.00
273-520	Scotch-Yoke Actuator Cutaway Recommended 902V Mobile Display Stand.	1	\$2,495.00	\$2,495.00
273-530	Rotary Actuator Cutaway Recommended 902V Mobile Display Stand.	1	\$1,315.00	\$1,315.00
260PC	Pilot-Operated Safety Relief Valve Cutaway Recommended 902V Mobile Display Stand. Automatically triggered relief valve with manual override.	1	\$4,940.00	\$4,940.00
273-720	Orifice Assembly Cutaway, 2" Recommended 902V Mobile Display Stand.	1	\$1,690.00	\$1,690.00
273-725	Turbine Flow Meter Cutaway Recommended 902V Mobile Display Stand.	1	\$2,115.00	\$2,115.00
273-902	Manual Motor Starter Cutaway Recommended 902V Mobile Display Stand.	1	\$620.00	\$620.00
273-910	Magnetic Motor Starter Cutaway Recommended 902V Mobile Display Stand.	1	\$1,120.00	\$1,120.00
273-920	Three-Phase Squirrel-Cage AC Motor Cutaway Recommended 902V Mobile Display Stand.	1	\$1,400.00	\$1,400.00
273-925	Three-Phase Squirrel-Cage Explosion-Proof AC Motor Cutaway Recommended 902V Mobile Display Stand.	1	\$1,520.00	\$1,520.00
273-930	Single Phase Capacitor-Start AC Motor Cutaway Recommended 902V Mobile Display Stand.	1	\$1,400.00	\$1,400.00

Estimated delivery is 120+ days after receipt of order.
This offer expires in 60 days unless otherwise specified in writing.

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total Price</u>
273-940	Permanent Magnet DC Motor Cutaway Recommended 902V Mobile Display Stand.	1	\$1,400.00	\$1,400.00
273-945	Shunt Wound DC Motor Cutaway Recommended 902V Mobile Display Stand.	1	\$2,235.00	\$2,235.00
273-950	Single-Phase PSC AC Motor Cutaway Recommended 902V Mobile Display Stand.	1	\$1,245.00	\$1,245.00
601-000	3-Variable Process Control Training System <u>Requires 600-006A Economy Standard Test and Calibration Equipment Package and 601-001EH Standard Instrument and Control Package (Endress & Hauser). Recommend 910 Free-Standing Instrument Rack. Also requires 115V/60Hz/1Ph power.</u> Includes Centrifugal Pump, 20 Gallon Reservoir, 3 Gallon Tank, Circuit Breaker, Power Distribution Panel, Control Panel, Instrument Air Supply Regulator, 24 VDC Power Supply, Variable Area Flow Meter, Pneumatic Control Valve, Two Orifice Plates, Caster Set, Pipe Stanchion, 601-500 Use/Exercise Guide.	2	\$37,735.00	\$75,470.00
600-006A	Economy Standard Test and Calibration Equipment Package For use with many process control training systems. Includes (1) Process Calibrator, (1) Pressure Calibrator, (1) Precision Pressure Pump, and (1) Digital Multimeter.	2	\$5,370.00	\$10,740.00
601-001EH	Standard Instrument & Control Package (3-Variable) - Endress & Hauser For use with 601 3-Variable Process Control Training System. <u>Requires 115V/60Hz/1Ph power.</u> Includes (2) PID Controller, (1) Endress & Hauser Differential Pressure Transmitter, (1) I/P Converter Panel, (1) 3-Pen Strip Chart Recorder Panel, (1) Endress & Hauser Gauge Pressure Transmitter, (1) Digital Multimeter, (1) Bubbler Assembly, (1) U-Tube Manometer, (1) Square Root Extractor, (1) Mounting Bracket.	2	\$19,255.00	\$38,510.00
910	Free-Standing Instrument Rack Holds multiple process control instruments. Allows for vertical mounting of 19" panels. Includes Caster Set, Mounting Rack.	2	\$2,535.00	\$5,070.00
603-PACEH	4-Variable Advanced Process Control Training System Plus <u>Requires 208V/60Hz/3Ph (5 Wire) power.</u> Includes 603 Advanced Process Control Training System, 603-001EH Standard Instrument & Control Package, 600-006A Standard Test and Calibration Equipment Package, 600-007 PLC Control Interface Panel, 600-010 AC Variable Speed Drive Upgrade, 600-022 Economy Ultrasonic Level Detector, 600-027A Level Switch Assembly, 600-132 Gauge and Meter Panel.	3	\$126,550.00	\$379,650.00

<u>Model Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Price Each</u>	<u>Total Price</u>
618-CTL	Control Valve Training System Plus <u>Requires 115V/60Hz/1Ph power.</u> Includes 618 Control Valve Characteristics Training System, 618-001 Control Valve Demonstration Set, 600-066 PID Controller and I/P Converter Panel.	4	\$41,175.00	\$164,700.00
902V	Mobile Display Stand Accommodates multiple products. Includes T-Slot Rail Set and (4) Casters with Locks.	3	\$1,565.00	\$4,695.00
616-000	Portable Calibration Training System Optional use with 603-000 4-Variable Process Control Trainer. <u>Requires 600-006A Economy Standard Test and Calibration Equipment Package. Also requires 115V/60Hz/1Ph power.</u> Includes: (1) Assembly Frame, (1) Circuit Breaker with Pilot Light, (1) Digital Ammeter, (1) Digital Voltmeter, (1) Power Supply, Conversion Resistors, (1) Air Supply Regulators, (1) Test Gauge, (4) 110V Receptacles, (1) Instrument Mounting Stanchion, (1) 616-500 Use/Exercise Guide.	2	\$12,440.00	\$24,880.00
600-006A	Economy Standard Test and Calibration Equipment Package Required for many process control training systems. Includes: (1) Process Calibrator, (1) Pressure Calibrator, (1) Precision Pressure Pump, (1) Digital Multimeter, (1) Toolbox.	2	\$5,370.00	\$10,740.00

Subtotal:	\$746,110.00
Freight with Lift Gate:	\$12,980.00
Grand Total without Optional Installation and Orientation:	\$759,090.00
Optional Installation and Orientation:	\$3,850.00
Grand Total with Optional Installation and Orientation:	\$762,940.00

Should you have any questions or need further assistance, please do not hesitate to contact me.

Kind Regards,

Warner Brown

Warner Brown
President

WB/mo/lms



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Award of Contract 22-10 for the purchase of virtual learning software tools.

FUNDING SOURCE:

Fund Balance for Year 1 and Operating Budget for Years 2 - 5

PURPOSE

Provide virtual learning platforms to support online learning environments and enhance student accessibility and versatility to various online instruction opportunities.

PROPOSED MOTION:

Suggested Motion: *"I move the Board of Trustees approve award of contract 22-10 for the purchase of virtual/online instructional software modules for a not-to-exceed amount of \$396,636.46."*

BACKGROUND:

In August 2018 the Board of Trustees approved the contract 18-18 to purchase Blackboard software modules including Collaborate/Learn, Grades Journey Extract and Blackboard Ally for a period of four years. The current agreement with Blackboard expires on 8/31/22. Therefore, Educational Technology Services prepared a committee consisting of instruction and various members of Professional staff and Administration to evaluate other online instruction tools to continue supporting students in a virtual learning environment. The committee evaluated three tools offered by Blackboard Ultra, Instructure Canvas, and Desire2Learn BrightSpace. Proposals were received and evaluated by the committee. Based on a best value analysis, it is the recommendation of the committee to proceed with the Desire2Learn BrightSpace software solution.

The proposed contract term is for a period of 1 Years with 4 annual renewal options for a total of 5 possible years to begin September 1, 2022. While the software license does not officially start until September 1, 2022, transition time beginning as early as January 2022 is necessary to prepare for a successful transition for the Fall 2022 semester. The total contract cost over a 5 year period is not-to-exceed \$396,636.46. The amount necessary for start-up is 50% of the D2L implementation fee (\$46,619.15) in the amount of \$23,309.58 and the full K16 Conversion fee in the amount of \$49,993.79, for a total amount of \$73,303.37 due on January 3, 2022. The remainder of the start-up fee will be deferred to the new fiscal year operating budget. Years 2 - 5 will be paid annually each fiscal year from operating funds. Competitive proposals were received from the 3 cooperative vendors and Desire2Learn BrightSpace offered the best value under the E&I cooperative purchasing agreement. Therefore, it is the recommendation to award the subject contract to D2L/BrightSpace.

Attachments:

Evaluation summary

LMS Evaluation Summary

A survey was sent to all COM faculty regarding their opinions on the three LMS options. 23 of the respondents participated in the learning management system demonstrations and the ranked choice vote had Instructure Canvas as first pick, followed by Desire2Learn BrightSpace, then Blackboard Ultra.

A similar survey was issued to the COM distance education committee that includes DE faculty representatives for all departments. Desire2Learn BrightSpace was first pick, followed by Instructure Canvas, and then Blackboard Ultra.

The learning management evaluation committee and selected members of online instructors and members of the distance education committee evaluated the 3 platforms based on an instruction focused rubric that looked at the following criteria:

- Ease of use for students and faculty - including a fully functioning student app
- Course building tools
- Gradebook functionality and options
- Quality of communication tools
- Quality of assessment and analytic tools

Out of a total possible score of 85 points, the results are as follows.

- Blackboard Ultra **50.475**
- Instructure Canvas **72.6**
- Desire2Learn BrightSpace **75.4**

Cost to value was taken into consideration as well. Year one prices include cost related to the LMS migration.

	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Blackboard (Current)	\$113,000.00	\$70,000.00	\$72,000.00	\$74,000.00	\$74,000.00	\$403,000.00
Blackboard Ultra	\$144,759.18	\$58,106.93	\$58,624.79	\$59,148.84	\$59,676.12	\$380,314.86
D2L BrightSpace	\$96,612.95	\$61,138.30	\$75,254.67	\$75,254.67	\$75,254.67	\$383,515.26
Instructure canvas	\$96,948.33	\$116,142.23	\$119,184.32	\$122,327.22	\$125,541.28	\$580,143.38

Order Form

ORDER#	Q-36597	D2L Ltd.
ORDER DATE	November 30, 2021	210 West Pennsylvania Avenue, Suite 400A
OFFER EXPIRATION DATE	December 10, 2021	Towson, MD 21204

CLIENT

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

ORDER START DATE	September 1, 2022	ORDER END DATE	August 31, 2027
CURRENCY	U.S. Dollar		

Pricing Summary

ITEM	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Pricing Period	September 1, 2022 - August 31, 2023	September 1, 2023 - August 31, 2024	September 1, 2024 - August 31, 2025	September 1, 2025 - August 31, 2026	September 1, 2026 - August 31, 2027
Fees Due	September 1, 2022	September 1, 2023	September 1, 2024	September 1, 2025	September 1, 2026
FTE	2965	2965	2965	2965	2965
Software	\$48,329.50	\$48,329.50	\$60,604.60	\$60,604.60	\$60,604.60
Discounts	\$-43,625.35	-	-	-	-
Services	\$77,850.00	-	-	-	-
Support	\$12,808.80	\$12,808.80	\$14,650.07	\$14,650.07	\$14,650.07
Training	\$1,250.00	-	-	-	-
Total	\$96,612.95	\$61,138.30	\$75,254.67	\$75,254.67	\$75,254.67

Pricing quoted is in U.S. Dollar and does not include applicable taxes. Pricing is valid until December 10, 2021.

If Client exceeds its entitled use under this Order, overage fees shall apply.

Pricing Details

Services	TOTAL YEAR 1 - \$77,850.00 as noted below:	
<hr/>		
Brightspace Core – Premium Content Consulting Services (HE)		
Brightspace Insights Dashboard Implementation		\$23,309.58 YEAR 1
K16 Solutions Premium Migration Services		\$49,993.79 YEAR 1
<hr/>		
Software		
<hr/>		
Brightspace Core with Performance Plus		
Virtual Classroom and Video Assignments (Premium)		
<hr/>		
Support		
<hr/>		
Plus Administrator Support		
Basic End User Support		
<hr/>		
Training		
<hr/>		
Virtual Classroom and Video Assignments (Premium) - Training		1.00

FTE Definition

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

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

- Yes, sales tax exemption certificate is attached
 No
-

SPECIAL TERMS AND CONDITIONS

1. Client is a member of E&I Cooperative Services.
 2. Notwithstanding anything to contrary on this Order, fees in Year 1 shall be due as follows:
 - \$73,303.37 shall be due on January 3, 2022; and
 - \$23,309.57 shall be due on September 1, 2022.
-

This Order Form between D2L and Client may be accepted as a binding agreement under the terms attached hereto or under the terms of the applicable signed agreement between the Parties ("Agreement") if it is signed and returned. Unless otherwise indicated on this Order Form, all other terms of the Agreement remain in full force and effect. No modifications to this Order Form or supplemental terms provided on a PO or similar document will have any binding effect.

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

NOTICE INFORMATION

LEGAL NOTICE CONTACT

CLIENT BILLING CONTACT

Name: _____

Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Address: _____

Address: _____

AGREED AND ACCEPTED

D2L Ltd.

College of the Mainland

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

THE INDIVIDUAL SIGNING IS AUTHORIZED TO BIND CLIENT

Statement of Work – Premium Course Migration (K16 Solutions)

Solution Description

In order to provide D2L Clients with a more customized and tailored course conversion experience, D2L has engaged with an authorized D2L Subcontractor (K16 Solutions) to assist with this effort.

K16 Solutions offers a course migration tool called 'Scaffold' that offers a more customizable migration experience that provides the following benefits:

- Turnkey migration to Brightspace
- Consistent quality across courses
- Reduction in time and overall effort required to migrate the content into the new LMS.

Scaffold supports migrations from Instructure (Canvas), Blackboard, Moodle and Sakai into Brightspace.

If purchased by Client, K16 Solutions shall provide an archiving service hosted on K16 Solutions proprietary Scaffold platform. This service allows Clients to retire their legacy LMS platforms and still retain student submissions as required by data retention policies. Along with course content, K16 Solutions will migrate the following student data and retain it on the Scaffold platform; enrollment information, student submissions, discussions & replied, file attachments, assignments, quizzes, feedback and gradebook. All content will reside on the Scaffold platform for administrators to access at any time for the duration of the period during which the archiving service is purchased, which will be set forth in the applicable order form which will be set out in the applicable order form between D2L and Client. Client administrators can push individual, archived course content from the archiving solution to Brightspace as needed, as well as retrieve student data and print to PDF.

Deliverables

The Premium Course Migration includes the following deliverables:

- Migration of the contractually agreed upon number of courses from the incumbent LMS into Brightspace
- Creation of a mutually agreed upon project plan for the execution of this project
- With D2L's support, K16 Solutions will meet with the Client to align on the desired results for the course migration
- K16 Solutions will migrate a set of 5-10 sample courses (recommendation is to choose the most complex courses)
- The team will meet to review the results and document the adjustments that need to be made
- If there is no 1-1 conversion of an element between the incumbent LMS and Brightspace, K16 Solutions will work with the Client to convert the element into usable content
- Once the requirements and mappings are mutually agreed upon, K16 Solutions will complete the migration of all in scope courses.

LMS Archiving Service:

- If purchased by the Client, K16 Solutions will archive a contractually agreed number of courses into the Scaffold archiving platform. K16 Solutions will archive a sample set of 8-10 courses which will then be presented to the Client institution for review
- Upon acceptance of content format and views, K16 will extract student and course data from the Client's legacy platform at the pace of up to 5000 courses per week, depending on available system resources
- K16 Solutions will grant the D2L Client with administrative access to the client's archiving instance within the Scaffold platform.

D2L/K16 Solutions Responsibilities

- Identify a central point of contact for the Client to interact with
- Schedule required consulting sessions to align on timeline and results of the course migration

- Create a mapping document on how 'Scaffold' will handle the migration of elements that do not have a 1-1 conversion
- Run 'Scaffold' on the in-scope courses for migration

Client Responsibilities

- Form a project team responsible for being the primary contact points for the D2L/K16 Solutions project team to interact with
- Identify the courses for migration and where in Brightspace the courses will be created
- Provide K16 Solutions with access to Client's incumbent LMS and Brightspace environments
- Provide timely feedback on the sample courses converted
- Maintain appropriate access for D2L and K16 Solutions to their Incumbent LMS during the archiving period

Acceptance Criteria

Acceptance will be deemed complete when:

- All of the contractually agreed upon number of courses from the incumbent LMS into Brightspace have been migrated to Brightspace, Client's contract with the incumbent LMS has expired such that D2L/K16 is no longer able to complete the work, or the Client has agreed to closure of the project
- For archiving services, when all of the contractually agreed upon courses from the incumbent LMS have been archived in Scaffold, or Client's contract with the incumbent LMS has expired such that D2L/K16 is no longer able to complete the work, or the Client has agreed to closure of the project

Out of Scope

Items not listed in the In-Scope section are out of scope. More specifically, the following are out of scope:

- Updating module overviews, directions, content topics etc. Using Brightspace-specific directions and language
- Reviewing content topics or assessments for accuracy, appropriateness
- Creating new activities, content, grade items, or assessments

Warranty

All Deliverables provided per this SOW are warranted against material usage failures for up to 90 days after the Acceptance Criteria is met. The warranty is conditional as long as the Deliverables have not been modified, revised, or changed in any manner.

Timeframe

The timeframe objective for this SOW is:

- The migration work will be targeted to be completed within 90 days from the start of the course migration engagement; however, the timelines will be mutually agreed upon by D2L, K16 Solutions and the Client, and will depend on the timely participation of all parties
- Data archiving from the D2L Client's legacy platform to Scaffold will be done at the pace of up to 5000 courses per week, depending on available system resources. Clients must maintain appropriate access to the legacy LMS during the archiving period.

Assumptions

Client acknowledges that its participation and cooperation are critical for effective completion of the project set out in this Statement of Work (SOW). The following assumptions are based on information provided by Client to D2L and have been used to develop the initial estimate for D2L's time and fees under this SOW. Deviations from these assumptions may lead to commensurate changes in the time and fees necessary to meet Client's requirements.

- The Client will need to give K16 Solutions access to both the incumbent LMS and Brightspace

- All Services in this SOW must be used within 12 months from the Order Start Date unless mutually agreed by the Client and D2L/K16 Solutions using the Change Request Process
- Deliverables not explicitly described as in scope of this SOW are explicitly out of scope of this SOW
- Notwithstanding anything to the contrary in Client's Agreement with D2L, Client understands and agrees that portions of any customization (if applicable) or Services may be hosted, and/or may process and store data, on Amazon Web Services or such other third party hosting services as D2L may use from time to time
- Travel and related expenses are not included in scope of this SOW
- The deliverables will be produced remotely and during regular business hours unless otherwise agreed
- Deliverables will substantially conform to their documentation. Acceptance of each deliverables will be deemed (i) if Client does not issue a written notice of rejection within five (5) business days from D2L's delivery of such deliverable; or (ii) if Client uses the deliverable in production, whichever is earlier
- Client understands and agrees that D2L's ability to provide the Services and deliverables under this SOW is dependent upon the active participation of, and D2L's timely access to, the appropriate Client resources as may be required by D2L and assigned by Client during the performance of this engagement. Delays not caused by D2L that result in the need to reschedule other project deliverables and resources may result in a change request that could impact the project budget and/or schedule. If Client unreasonably and persistently delays D2L in its carrying out of the Services and/or delays the paying of invoices and does not cure such delay within 30 days from receipt of notice from D2L, all fees and related charges for the Services under this SOW will immediately become due and payable to D2L, even if such Services have not been completed by D2L, and D2L's obligations under this SOW shall terminate
- Any proposed or requested changes to requirements documents represent a project change that will be documented using a change request form that summarizes the change and project impact (in terms of scope, budget, and schedule)
- If Client provides, selects, recommends or identifies materials to D2L for inclusion in the deliverables, Client (i) grants to D2L all rights and licenses that are necessary for D2L to fulfill its obligations under this SOW; and (ii) assumes all responsibility for such materials, and holds D2L harmless if the use of such materials in the deliverables infringe a third party's intellectual property rights
- Client has the appropriate Client and user technical requirements based on the **Brightspace Platform Requirements**
- Except for Client Information that may be included in the deliverables, D2L shall retain sole and exclusive ownership of and all intellectual property rights in the deliverables
- Client will provide to D2L at least five (5) business days written notice prior to cancelling any scheduled consulting time (including all onsite or remote technical assistance and/or training); if Client fails to notify D2L within such five (5)- business day period, Client will forfeit the scheduled hours and D2L may, in its sole discretion, charge the Client the full amount for the scheduled consulting time, as well as any rescheduled time, and travel expenses that are not subject to refund
- Client acknowledges that the hours and related charges for this SOW represent a non-binding estimate, and Client agrees to pay for any hours actually performed by D2L if such hours are in excess of the estimate. Unless otherwise agreed in writing between the parties, Services will be invoiced in advance, and payments shall follow the requirements of the payment section of the Agreement
- Upon D2L's commencement of work under this SOW, this SOW will be deemed to be accepted in full by Client
- If D2L believes that additional hours will be required under this SOW, D2L will notify Client as soon as reasonably practicable, and will not perform any additional hours unless Client has agreed in writing to the details. For clarity, D2L is under no obligation to perform any hours in excess of the number of hours agreed to in writing by the Client
- This SOW is subject to Client's signed Agreement and Order with D2L



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Award of Contract 22-11 for Butcher Block Tables for the Industrial Careers Building (ICB) for a not-to-exceed amount of \$110,775.00

FUNDING SOURCE:

2018 Bond Funds

PURPOSE

Provide furniture and installation services for the new Industrial Careers Building.

PROPOSED MOTION:

Suggested Motion: *"I move the Board of Trustees approve award of contract 22-11 for the purchase of butcher block tables and installation services in an amount not-to-exceed \$110,775.00 to be paid from 2018 Bond funds."*

BACKGROUND:

A Request for Bid was issued to three cooperative contract vendors for the purchase of butcher block tables for the Industrial Careers Building. Based on the responses received, South Texas School Furniture offered the best price and delivery as stated below. Therefore, it is the recommendation to award the subject contract to South Texas School Furniture under the Buyboard Contract #584-19. This is considered a competitive procurement in accordance with the Texas Education Code 44.031 and Government Code 791.



S Tx School Furn	\$	110,774.50
Worthington Direct	\$	129,470.00
Grainger	No Bid	

Attachments:

South Texas School Furniture Proposal

Buyboard Contract

College of the Mainland
Quote for Bench Pro Butcher Block Tables

Item		Qty	Price Per Table	Extended Amount
T.01 Industrial Table				
Adjustable height		5	\$ 696.25	\$ 3,481.25
Fixed height		74	\$ 638.00	\$ 47,212.00
T.01B Industrial Table		14	\$ 2,768.00	\$ 38,752.00
T.02 Industrial Table				
Adjustable height		1	\$ 552.25	\$ 552.25
Fixed height		18	\$ 484.00	\$ 8,712.00
	South Texas School Furniture			
	107 North Main		subtotal	\$ 98,709.50
No substitutions	Hallettsville, Texas 7964		Delivery & Install	\$ 12,065.00
	800-353-3685		Total	\$ 110,774.50

6-8 Weeks on BenchPro
10-12 Weeks on Lista



Vendor Contract Information Summary

Vendor Name South Texas School Furniture
Contact Laura Jirkovsky
Phone Number 8003533685
Email lauraj@texaslibrary.com
Website www.texaslibrary.com
Federal ID 74-2519407
Accepts RFQs Yes
Address Line 1 107 North Main St
Vendor City Hallettsville
Vendor Zip 77964
Vendor State TX
Vendor Country USA
Delivery Days 46
Freight Terms FOB Destination
Payment Terms Net 30 Days
Shipping Terms Pre-paid and added to invoice
Ship Via Common Carrier
Is Designated Dealer No
EDGAR Forms Received Yes
Service-Disabled Veteran Owned No
Minority Owned No
Women Owned Yes
Certificate Number 1742519407700
Certifying Agency Texas Comptroller of Public Accounts
Is National Yes
No Excluded Foreign Terrorist Orgs Yes
No Israel Boycott Certificate Yes
Is MWBE Yes
Regions Served All Texas Regions
States Served All States
Contract Name Furniture for School, Office, Science, Library and Dormitory
Contract # 584-19
Effective Date 04/01/2019
Expiration Date 03/31/2022
Quote Reference Number Q-18-6090



Vendor Contract Information Summary

Return Policy Returns to be made within 30 days of purchase accompanied by invoice number for our reference.

Manufacturer Designated Dealers A Manufacturer Designated Dealer (MDD) is a company that has been named/identified by a Manufacturer to receive purchase orders directly from BuyBoard members and to invoice members for delivered products/services. The MDD is limited to the awards of the Manufacturer(s) shown in their profile; no other products or services are covered. In addition to their own awards, South Texas School Furniture is an identified MDD for Fomcore, Hickory Contract, Jonti-Craft, MooreCo, National Public Seating, Seating Concepts, Tesco Industries



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 7, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of Contract 21-16 Guaranteed Maximum Price (GMP) for Industrial Careers Building (ICB) Glycol Separation Unit (GSU) in an amount not-to-exceed \$2,018,537.00

FUNDING SOURCE:

To be paid from 2018 Bond funds and supplemental college funds

PURPOSE

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

PROPOSED MOTION:

Suggested Motion: *"I move the Board of Trustees approve Contract 21-16 Guaranteed Maximum Price (GMP) as proposed by Austin Commercial for Design and Construction services for the Glycol Separation Unit (GSU) system to be constructed inside of the COM Industrial Careers Building in the amount not to exceed \$2,018,537.00 to be paid from 2018 Bond Funds and Supplemental College Funds."*

BACKGROUND:

On July 26, 2021, the Board of Trustees approved the recommendation to award Contract 21-16 for Design-Build services for the Glycol Separation Unit (GSU) project. Because of the specialized technical nature of the Glycol Separation Unit, and the requirement to align the completion of this project with the completion of the Industrial Careers Building project, a Design-Build project delivery method was recommended. In accordance with the contract, Austin Commercial has submitted a Guaranteed Maximum Price (GMP) Proposal for this work. Austin's GMP proposal is based on 50% Design documents. Therefore, it is the recommendation of the Project Management and Administrative teams to proceed with the Subject GMP for the not-to-exceed amount of \$2,018,537.00.

Attachments:

Austin Commercial Guaranteed Maximum Pricing (GMP) Proposal

COLLEGE OF THE MAINLAND

GSU Relocation

GMP Summary

DESCRIPTION	(DRIVING)	AMOUNT	RESULTING
Estimated Construction Cost		\$ 1,603,804	
Subtotal Estimated Cost of work		\$ 1,603,804	
CM Construction Contingency	5%	\$ 80,190	
Cost of Work (w/ CM's Contingency)		\$ 1,683,994	
General Conditions		\$ 146,878	
Preliminary Direction Construction Cost		\$ 1,830,873	
Owner's Construction Contingency	5%	\$ 91,544	
Direct Construction Cost (w/ Owner's Contingency)		\$ 1,922,416	
CM Fee	5%	\$ 96,121	
Total Construction Cost - GMP		\$ 2,018,537	

	WEEKLY COST	UoM	LABOR	BURDEN	UREIM. BRDN	PC/SOFT	EQUIPMNT	MATL.	(10) LBR	(11) BRDN	(99) UNREIM	(27) PCSOFT	(30) EQUIP	(20) MATL	
01 LABOR		WK													
02 PROJECT EXECUTIVE	\$ 3,077	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
03 SR. PROJECT MANAGER	\$ 2,308	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
04 PROJECT MANAGER I	\$ 2,115	5.00	\$ 10,577	\$ 5,288	\$ 1,059	\$ 231	\$ 1,848	\$ 10,577	\$ 5,288	\$ 1,059	\$ 231	\$ 1,848	\$ -	\$ -	
05 PROJECT MANAGER II	\$ 1,731	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
06 PROJECT ENGINEER I	\$ 1,442	4.00	\$ 5,769	\$ 2,885	\$ 578	\$ 185	\$ -	\$ 5,769	\$ 2,885	\$ 578	\$ 185	\$ -	\$ -	\$ -	
07 PROJECT ENGINEER II	\$ 1,250	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
08 OPERATIONS DIRECTOR	\$ 3,365	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
09 SR. SUPERINTENDENT	\$ 2,500	5.00	\$ 12,500	\$ 6,250	\$ 1,251	\$ 231	\$ 1,848	\$ 12,500	\$ 6,250	\$ 1,251	\$ 231	\$ 1,848	\$ -	\$ -	
10 SUPERINTENDENT I	\$ 1,923	2.00	\$ 3,846	\$ 1,923	\$ 385	\$ 92	\$ 739	\$ 3,846	\$ 1,923	\$ 385	\$ 92	\$ 739	\$ -	\$ -	
11 SUPERINTENDENT II	\$ 1,635	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
12 ASST. SUPERINTENDENT I	\$ 1,442	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
13 ASST. SUPERINTENDENT II	\$ 1,250	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
14 SR. FIELD ENGINEER	\$ 1,250	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15 SCHEDULER	\$ 1,635	1.00	\$ 1,635	\$ 817	\$ 164	\$ 46	\$ 370	\$ 1,635	\$ 817	\$ 164	\$ 46	\$ 370	\$ -	\$ -	
16 SAFETY MANAGER	\$ 1,923	1.00	\$ 1,923	\$ 962	\$ 193	\$ 46	\$ 370	\$ 1,923	\$ 962	\$ 193	\$ 46	\$ 370	\$ -	\$ -	
17 FIELD OFFICE MANAGER	\$ 1,635	2.00	\$ 3,269	\$ 1,635	\$ 327	\$ 92	\$ -	\$ 3,269	\$ 1,635	\$ 327	\$ 92	\$ -	\$ -	\$ -	
18			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
19			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
20								Subtotals	\$ 39,519	\$ 19,760	\$ 3,956	\$ 924	\$ 5,173	\$ -	
21 STIPENDS		WK													
22 PER DIEM			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23 MILEAGE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
24 RELOCATION			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
25 VEHICLE FUEL & MAINT	\$ 115	14.00	\$ 1,617	\$ 808	\$ 162	\$ 647	\$ 5,173	\$ 1,617	\$ 808	\$ 162	\$ 647	\$ 5,173	\$ -	\$ -	
26								Subtotals	\$ 1,617	\$ 808	\$ 162	\$ 647	\$ 5,173	\$ -	
27 FIELD OFFICE		EA													
28 OFFICE TRAILERS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
29 STORAGE TRAILERS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
30 TEMP POWER	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
31 TEMP WATER	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
32 TEMP INTERNET	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33 POSTAGE	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
34 REPROGRAPHIC	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35 CLOSEOUT DOCUMENTS	\$ 2,500	1.00	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	
36 COMPUTER SYSTEM INSTALLATION	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
37 CLEANING SERVICE	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38 PROJECT SIGNAGE	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39 WATER/COFFEE SERVICE	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40 EQUIPMENT INSURANCE	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
41 OFFICE SUPPLIES	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42 FINAL PHOTOGRAPHY	\$ 1,000	1.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	
43 MILESTONE EVENTS/TOPPING OUT	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
44 COPY MACHINE	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45 OFFICE FURNITURE	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46 PHONE SYSTEMS	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47 PLAN TABLE COMPUTER	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48 TECHNOLOGY SETUP	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
49 SMALL TOOLS	\$ 5,000	1.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	
50			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
51								Subtotals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500	
52 SAFETY		EA													
53 SAFETY SIGNAGE	\$ 1,000	1.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	
54 FIRE EXTINGUISHERS	\$ 150	2.00	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	
55 FIRST AID KIT	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
56 SAFETY EQUIPMENT	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
57 PPE	\$ 150	1.00	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	
58			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
59								Subtotals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,450	
60 SITE SERVICES		EA													
61 DUMPSTERS	\$ 450	5.00	\$ -	\$ -	\$ -	\$ -	\$ 2,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,250	\$ -	
62 FENCES	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
63 SWPPP	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
64 TEMP TOILETS	\$ 125	16.00	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	
65 SECURITY SERVICES	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
66 SURVEY	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
67			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
68			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
69								Subtotals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,250	
70 OVERHEADS		%													
71 P&P BOND:	\$ 1,700,000	0.90%	\$ -	\$ -	\$ -	\$ -	\$ 15,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,300	\$ -	
72 GENERAL LIABILITY:	\$ 1,700,000	0.92%	\$ -	\$ -	\$ -	\$ -	\$ 15,640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,640	\$ -	
73 BUILDERS RISK:	\$ 15,000	100.00%	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	
74 Permits	\$ 1,500,000	0.60%	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ -	
75								Subtotals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,940	
77								GRAND TOTALS:	\$ 146,878	\$ 41,136	\$ 20,568	\$ 4,118	\$ 1,570	\$ 10,346	\$ 69,140

WEEKLY COST		UoM	LABOR	BURDEN	UREIM. BRDN	PC/SOFT	EQUIPMNT	MATL.	Subcontract	(10) LBR	(11) BRDN	(99) UNREIM	(27) PCSOFT	(30) EQUIP	(20) MATL	(50) SUBC
120									Subtotals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
121	31 Earthwork & Utilities	LSUM								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
122										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
123		0								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
124									Subtotals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
125	Landscaping	LSUM								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
126										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
127									Subtotals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
128	OVERHEADS	%								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
129	ACIP	0.00%								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
130	SURE	1.20%							\$ 20,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,400
131	QA/QC SYSTEMS	0.07%							\$ 1,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,224
132	PROJECT IT INFRACTR	0.09%			\$ 1,530				\$ -	\$ -	\$ 1,530	\$ -	\$ -	\$ -	\$ -	\$ -
133	PROJECT MNGMENT SYS	0.16%							\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400
134									Subtotals	\$ -	\$ -	\$ 1,530	\$ -	\$ -	\$ -	\$ 24,024
135			\$ -	\$ -	\$ 1,530	\$ -	\$ -	\$ -	\$ 1,602,274							
136									Total:	\$ 1,603,804	\$ -	\$ 1,530	\$ -	\$ -	\$ -	\$ 1,602,274

The following clarifications and assumption have been included in ACLP's GMP for the College of the Mainland Glycol Separation Unit Relocate and Refurbish Project.

Division 1: General Notes

- 1.1. This GMP is based on RFQ Program dated August 3rd, 2021.
- 1.2. GMP is based on one (1) phase of construction and mobilization.
- 1.3. This GMP does not include soft (design & preconstruction costs), which is assumed to be billed separately under one master agreement.
- 1.4. General conditions are based on a substantial completion date of 6/30 & and final completion date of 7/30. Extended general conditions are estimated at \$18,314 per week. It is assumed that general conditions can be funded through CPP#2 until the project's final completion.
- 1.5. Lead times and pricing are based on current market conditions. In the event of a delay due to (1) changes ordered in the work; (2) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions, or other causes beyond Austin's control; (4) by delay authorized by the owner; or (5) by other causes that the Project Manager determines, justify delay, then the contract time shall be extended for such reasonable time as the Project Manager determines.
- 1.6. ACLP has included use of Kahua software via one (1) license through July 2022.
- 1.7. Construction NTP shall not be issued prior to permit receipt.
- 1.8. ACLP has included a (0) weather day contingency. Any weather impacts will be a day-for-day impact to the project schedule.
- 1.9. ACLP's schedule accounts for a (5) business day review period for RFIs and Submittals. Schedule critical equipment, materials and systems may require a reduced review time to accommodate schedule.
- 1.10. Mock-ups are not included.
- 1.11. Temporary and permanent utility metering, activation and monthly service charges are excluded as these services will be provided through existing campus resources.
- 1.12. ACLP has excluded after-hours security personnel as the campus police will monitor the jobsite(s).
- 1.13. ACLP has not included any stop work days in our schedule for college or campus related activities. It is assumed that late evening, early morning, and weekend construction activities will be acceptable as necessary.
- 1.14. ACLP has excluded all provisions for unforeseen conditions. Any unforeseen/undocumented conditions will be evaluated and are subject to equitable schedule and cost adjustment. An estimate for hazardous material has been included for opening & closing of select parts of the existing GSU only. Any remediation will be added to this work by change order.
- 1.15. ACLP excludes any demolition or decommissioning of the existing GSU laboratory other than items to be reused in the final configuration. Dismantle of the existing boiler is assumed by others.
- 1.16. Components salvaged from existing laboratory are not planned to be recertified, and are not provided with a warranty. This includes vacuum pump, control valves, micromotions, instrumentation, etc..
- 1.17. ACLP excludes work related to, protection of, and vibration analysis for adjacent buildings and structures.
- 1.18. Record and As-Built drawings will be submitted electronically.
- 1.19. ACLP excludes modifications or work in or on existing buildings other than removal of reused materials.
- 1.20. We have not included C3 participation.
- 1.21. We have not included 3rd party testing of any kind.
- 1.22. We have not included unscheduled / uncoordinated storage and security of Owner furnished equipment.

- 1.23. ACLP personnel using their personal vehicle for business purposes will be reimbursed for business mileage related to this project based on the IRS cost per mile rate in effect at the time travel was required.
- 1.24. Austin's price for builder's risk coverage is based on the GMP value for hard replacement costs and will be provided under Austin's master builder's risk program. Owner's soft and delay costs are not included in the builder's risk price but can be obtained at Owner's option and expense.
- 1.25. The GMP is based on a mutually agreeable agreement to be negotiated and executed.
- 1.26. It is assumed that any work not specifically mentioned in this GMP will be done under the work of CPP#2 Industrial Career's projects.
- 1.27. It is assumed that exceeding the owner's budget is acceptable and no further value engineering will be required for this project.
- 1.28. An owner's contingency of 5% has been included.
- 1.29. All controls, licenses, software, computers, monitors, and other supporting peripheral devices are OFOI, FF&E, and are assumed to be provided by owner. ACLP|Brandt will assist owner in relocating instrumentation. It is assumed existing equipment & software can be reused.
- 1.30. Relocation of other Process Technology laboratory systems (including HOT unit) are not included.
- 1.31. ACLP has include 6 weeks in the schedule for City of Texas City permit review and approval.
- 1.32. In the event that multiple GMPs are required, all GMPs will be combined into a single GMP.
- 1.33. Use of Tech-Voc childcare area currently occupied by ACLP is assumed through the duration of this project.
- 1.34. Further commissioning of the system after final completion is not included.
- 1.35. General conditions included are lump sum.
- 1.36. It is assumed that design changes to CPP#2 project to accommodate GSU will be at owner's expense.
- 1.37. Final Clean, field engineering, BIM coordination, & other general requirements will be provided through the CPP#2 scope of work.
- 1.38. It is assumed that approval of this GMP also constitutes owner's approval of the 50% design.
- 1.39. It is assumed that Texas Accessibility Standards are not required for this space.

Division 2: Demolition

- 2.1. An asbestos survey has been included for opening and closing GSU. Other hazardous materials surveys are not included.

Division 3: Concrete

- 3.1. Not Included

Division 4: Masonry

- 4.1. Not Included

Division 5: Structural and Miscellaneous Metals

- 5.1. Raised platform as shown has been included assuming ladders in lieu of stairs.

Division 6: Millwork

- 6.1. Not Included

Division 7: Waterproofing and Roofing

- 7.1. Not Included

Division 8: Glazing and Doors

- 8.1. Not Included

Division 9: Finishes

- 9.1. Not Included

Division 10: Specialties

10.1. Not Included

Division 11: Equipment

11.1. None Included

Division 12: Signage

12.1. Not Included

Division 12: Furnishings

12.2. Not Included

Division 14: Elevators

14.1. Not Included

Division 21: Fire Protection

21.1. Not Included. Any redesign and relocation will be performed under the CPP#2 project.

Division 22 and 23: Plumbing and Mechanical

- 22.1. A GSU system similar to existing and what is shown in owner's program is included.
- 22.2. Utilities provided to GSU are assumed by CPP#2 project.
- 22.3. Heating, Air-Conditioning, and Ventilation for this scope has not been included
- 22.4. Reuse of existing column packing is assumed, and replacement is not included.
- 22.5. Vacuum pump at existing GSU is assumed, and replacement has not been included.
- 22.6. Additional eye-wash & shower systems have not been included.

Division 26: Electrical

- 22.7. A GSU system similar to existing and what is shown in owner's program is included.
- 22.8. Utilities provided to GSU are assumed by CPP#2 project
- 26.1. Lighting has not been included

Division 27, 28: Low Voltage Systems

27.1. Not Included

Division 31: Earthwork

31.1. Not Included

Division 32: Site Improvements and Landscaping

32.1. Not Included

Division 33: Utilities

33.1. Not Included

End of Clarifications



11/23/2021

Kyle Canada
Austin Commercial
4888 Loop Central
Houston, TX 77081

Arch: N/A
Eng: N/A
Plans: N/A
Specs: N/A
Addendas: N/A

Subj: **College of the Mainland**
RFQ 21-16: Relocate and Refurbish Glycol Separation Unit
Scope: Mechanical, Electrical, Process Controls

Thank you for the opportunity to price this work. Brandt's Design-Build IGMP proposal amount is: **\$1,570,000**

Attached to this document you will find any bid forms requested. All breakouts are for accounting purposes only.

A) Scope includes:

1 Pre-Construction Services:

Scanning
Existing equipment assessment
Mechanical and process controls engineering
Modeling and schematic generation
P&ID's
Drawing generation to 100% CD
PE Stamp
Schedule and milestone generation
Project management
* Reference attached deliverables list*

2 IGMP Construction:

Mechanical and Process Controls for the Relocation and Refurbishment of the GSU

- i. Qty (1) new Chiller
- ii. Qty (1) new Boiler (including new feedwater tank, blowdown tank, and steam sample cooler E-207)
- iii. Qty (1) new Column C-200 (reusing packing media from existing column)
- iv. Qty (1) new Reflux Drum (OH Accumulator) D-201
- v. Qty (1) new Reboiler E-200
- vi. Qty (1) new OH Condenser E-201
- vii. Qty (1) new Feed Preheater E-202
- viii. Qty (1) new Recirc Cooler E-205
- ix. Qty (1) new Steam Condensate Cooler E-206
- x. Qty (1) new OH Make Up Exchanger E-208
- xi. Qty (1) new BTM Make Up Exchanger E-209
- xii. Qty (1) new Feed Tank Pump A P-101
- xiii. Qty (1) new Feed Tank Pump B P-102

- xiv. Qty (1) new Feed Tank Recirc Pump P-103
- xv. Qty (1) new BTM Make Up Pump P-104
- xvi. Qty (1) new OH Make Up Pump P-105
- xvii. Qty (1) new OH Off Spec Pump P-106
- xxviii. Qty (1) new Spare Pump for Make Up Tanks P-107
- xix. Qty (1) new Bottoms Pump A P-108A
- xx. Qty (1) new Bottoms Pump B P-108B
- xxi. Qty (1) new OH Product Pump A P-109A
- xxii. Qty (1) new OH Product Pump B P-109B
- xxiii. Qty (1) new Feed Tank T-101
- xxiv. Qty (1) new BTM Make Up Tank T-102
- xxv. Qty (1) new OH Make Up Tank T-103
- xxvi. Qty (1) new OH Off Spec Tank T-104
- xxvii. New pipe, valves, and fittings
- xxviii. Reuse of controls
- xxix. New Boiler Flue
- xxx. Insulation
- xxxi. Management and supervision
- xxxii. Start-up and commissioning

Electrical Systems including:

- i. Power wiring and connection to equipment listed in mechanical scope above

B) Terms and conditions:

- 1 Brandt reserves the right to review and approve all contract conditions as a condition of this proposal offer. Brandt's proposal is an offer expressly conditioned upon the parties reaching mutually-agreeable contract terms, including but not limited to a waiver of or reasonable cap on liability for any consequential damages from any source. Any language in the contract documents that purports to exclude or supersede the conditions of this proposal is expressly rejected.
- 2 Brandt will promptly submit pricing for any changes, modifications, or additions to the scope of work set out in this proposal. Brandt will not be required to proceed with any changed/additional/modified work until it receives a signed change order at a mutually-agreed upon price. If Brandt is directed to proceed and time is of the essence, Brandt will only be required to perform the changed/additional/modified work upon receiving a signed "time and materials" work order. The cost and Brandt's fee for this T&M work may be billed during the billing period in which the work is performed and will be due and paid within 30 days. Brandt's proposal is expressly conditioned upon the acceptance of this provision and this provision is incorporated by reference into any applicable contract document & supersedes any provision to the contrary in those contract documents.
- 3 Brandt assumes they will be given clean access to the work; given in a sequential and methodical order that does not restrict the flow of work. Should the flow of the project reflect otherwise, Brandt reserves the right to a pricing adjustment that reflects costs associated with such a change in project work conditions.
- 4a Brandt and Customer agree that an extension of time is appropriate if Brandt's work is impacted or delayed under a Force Majeure Event. A Force Majeure Event means an unforeseen event or circumstances beyond the control of an affected Party, and which is not caused by an act or omission of a Party, which results in a delay in, or total or partial failure of, performance of the affected Party (other than in the obligation to make payments) after that Party has taken every reasonable step, including reasonable expenditures of money, to remedy, avoid or limit the impact of the event.
- 4b Force Majeure Events include Acts of God, severe and unforeseeable weather conditions, earthquakes that cause material damages to the structure requiring an engineering assessment of the damages prior to continued use of the facility or continuation of the Work, war and fire or explosions other than from construction equipment or supplies under control of Brandt. Public health emergencies (including, but not limited to, epidemics and pandemics), declared by

a governmental agency shall be treated as Force Majeure Events. Force Majeure Events do not include (i) shortage of, inability to obtain, or increased cost of labor, equipment, materials or transportation, (ii) local strikes, lock-outs, or other industrial disputes or actions between either party and its or their employees, (iii) insolvency or change in economic circumstances, (iv) change in market conditions, (v) changes in laws or regulations affecting the performance of the work that should have been foreseeable or anticipated or that are part of the ordinary cost of doing business, or (vi) events involving a previous or existing condition at or before the Effective Date.

5 Based on current cost volatilities, proposal is valid for 14 calendar days from the date on this proposal.

C) Clarifications:

- 1 Brandt will validate all permits and inspections off the GC's general permit
- 2 Brandt assumes prompt award will allow sufficient time for submittal approval & procurement to meet schedule
- 3 Brandt assumes the work will be performed on a standard 5 day/40 hour week
- 4 Brandt assumes designers and other trades will provide their models for BIM coordination
- 5 Brandt will provide caulking for Brandt penetrations only in order to maintain fire and/or smoke ratings
- 6 Brandt will model work we install for BIM coordination prior to shop drawings
- 7 Brandt assumes that this project does NOT have any controlled insurance program (CIP) requirements
- 8 Brandt assumes that this project does NOT have any Davis Bacon Wages requirements
- 9 Brandt assumes the MEP and structural designers have coordinated so all structure can support MEP systems
- 10 Brandt uses ONLY acceptable manufacturers per specifications
- 11 Brandt assumes all expansion devices/considerations are shown on contract drawings
- 12 Brandt assumes welding inspections, including visual and/or X-ray, are paid for by owner
- 13 Brandt assumes there will be a reasonable division of work for all items requiring testing
- 14 Brandt assumes unions required by spec for "serviceability" require only one union at equipment connections
- 15 Brandt assumes in-slab work (sleeves, inserts, etc.) will be in a reasonable sequence in productive conditions
- 16 Brandt assumes necessary electrical feeder panels for Brandt furnished equipment will be provided under the base building contract. Brandt will only run branch conduit and wiring from GSU area electrical panels to equipment listed in scope above.
- 17 Brandt assumes all lighting fixtures for the GSU space will be provided under the base building contract.

D) Exclusions:

- 1 Payment and performance bond
- 2 Sales tax, remodel tax
- 3 Acoustical caulking
- 4 Badging, orientation, or special training required for workers to be onsite
- 5 Building utility services that extend more than 5' past building line (assume by utility subcontractor)
- 6 Camera or scoping work for any plumbing/piping systems
- 7 Cathodic protection or grounding (assumed by others in base building contract)
- 8 Composite crew cleanup (Brandt will perform daily cleanup of Brandt's waste)
- 9 Concrete work of any kind; common examples are inertia bases, pads, curbs, pole bases, and handholes
- 10 Costs for unproductive labor if a third party requires all onsite personnel to attend safety or other meetings
- 11 Cutting and/or patching of concrete, masonry, brick, sheetrock, plaster, or other surfaces
- 12 Demolition or removal of items is excluded, Brandt will only "make safe" activities for others if required
- 13 Dewatering and/or site drainage for any scope of work other than Brandt's
- 14 Energy management system, raceway, or wiring including (but not limited to) interlock wiring
- 15 Fingerprinting, background checks, or any other security clearance costs
- 16 Fire alarm interlocks
- 17 Fire watch and/or ladder watch of any kind
- 18 Gas meters providing primary service (assume to be provided and installed by others under base building)
- 19 Haul off of spoils or debris (Brandt will clean up and haul to a point on jobsite for haul off by others)
- 20 Heat tracing or any power, wiring, or circuits for heat tracing not clearly shown on electrical drawings
- 21 Impacts to excavation if obstructions or conditions not disclosed on the geotech report are discovered

- 22 Installation, unpacking, handling, or storage of owner-furnished equipment
- 23 Integrating BIM with schedules (4D), procurement (5D), documentation (6D), or facility management (7D)
- 24 Investigation, testing, remediation, abatement or any other work relating to asbestos risk management
- 25 Irrigation, gutter, or fire protection systems
- 26 Lead coordination services for BIM (we assume GC will be lead coordinator, not Brandt)
- 27 Membrane installation, removal, or concrete work for any membrane type drain devices
- 28 Miscellaneous steel/members to support Brandt scope; assume structure provided by others will support
- 29 Modifications of existing systems for current code compliance
- 30 Modifying architectural (floors, walls, ceilings, roofs) or site (paving, landscaping, streets) elements
- 31 Painting and/or paint preparation of any kind other than touch-up on Brandt equipment if required
- 32 Preparation of or revisions to models by other trades or designers (for example, ARCH or STRUCT models)
- 33 Re-routing, repair, or relocation of any existing utilities
- 34 Rock excavation
- 35 Scheduled overtime and/or shift work
- 36 Seismic isolation or accommodation of any type
- 37 Short or long-term maintenance on equipment
- 38 Starters & disconnects for equipment not furnished by Brandt
- 39 Structural supports requiring prof. engineering/P.E. stamp (assume by structural designer on base building)
- 40 Temporary utilities (Brandt assumes power will be available from base building)
- 41 Test and balance or third party commissioning
- 42 Trash removal from site (Brandt assumes trash for our work will be deposited in dumpsters provided by others)
- 43 VFD motor interference, bearing protection, and/or harmonic analysis
- 44 Warranty on systems and/or equipment not provided by Brandt
- 45 Wiring for carbon monoxide monitoring system
- 46 Wiring for remote fuel systems
- 47 Permits

We appreciate your consideration of our firm and look forward to working with you.

Respectfully,

Beau Heide

Director of Preconstruction

(281)728-9359

Austin	Dallas	Fort Worth	Houston	San Antonio	Waco
TACLA30430C	TACLA19981C	TACLA00060298C	TACLA15221C	TACLA18441C	TACLA26979C
TECL20109	TECL20109	TECL20109	TECL20109	TECL20109	TECL20109
M41312	M40211	M40211	M40211	M41312	M40211

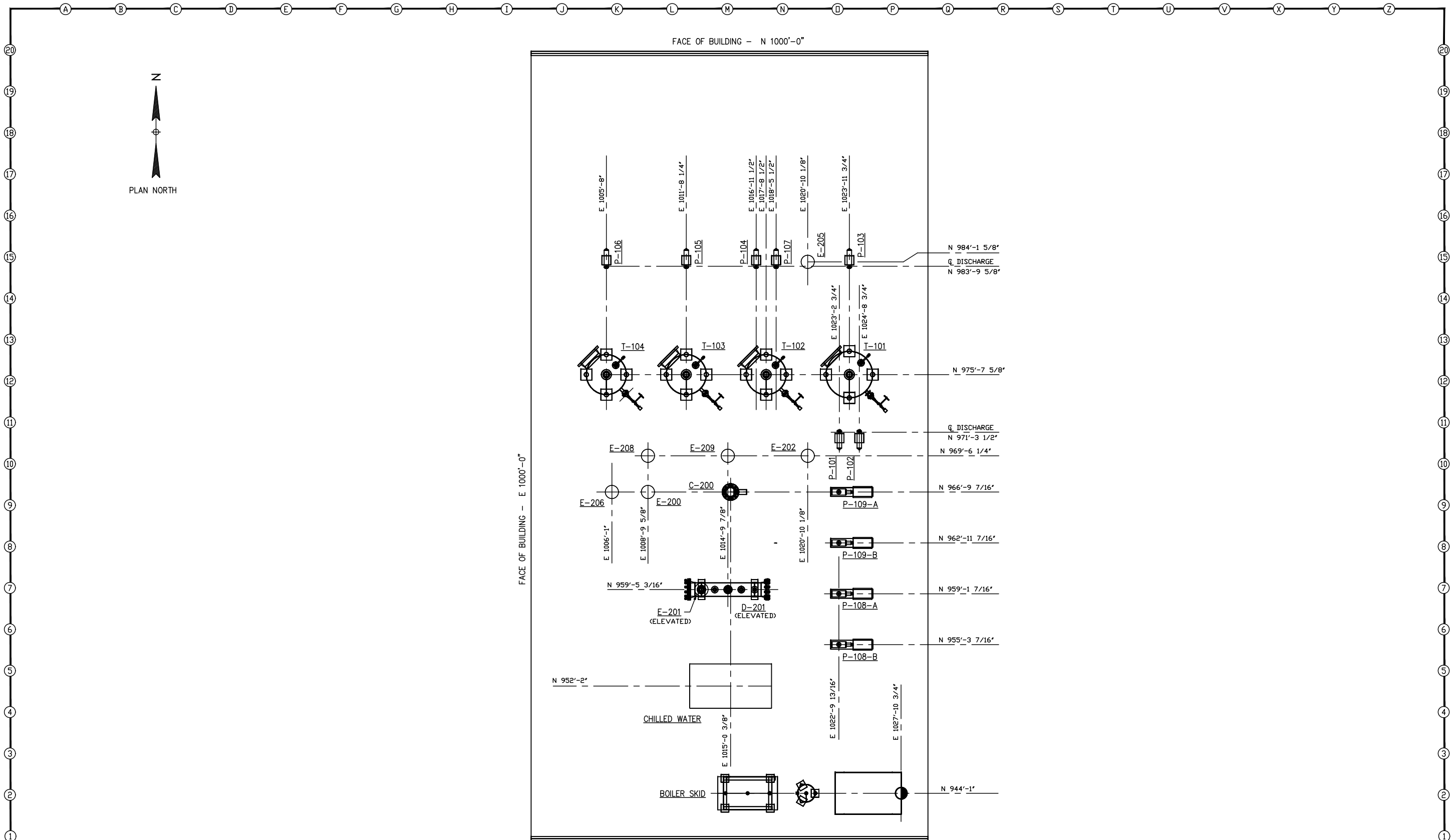
Regulated by The Texas Department of Licensing & Regulation, PO Box 12157, Austin, TX 78711, 1-800-803-9202

Activity ID	Activity Name	Dur	Start	Finish	Rem. Dur.	9/08/21 Var.	2021					2022					
							ct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
COM - Glycol Sperator Unit		284	08-02-21 A	09-14-22	221	-4											
A1010	Board Meeting: DB Selected	6	09-01-21 A	09-27-21 A	0	1											
A1000	Reccomendation To Board	0	09-01-21 A		0	11											
A1030	Glycol Speration Unit - SD 100%	10	10-05-21 A	10-18-21 A	0	-4											
A1020	Start Design	0	10-05-21 A		0	-5											
A1040	Glycol Speration Unit - DD 100% IFP	15	10-18-21 A	11-05-21	6	-4											
A1060	GMP Creation	15	11-08-21	11-30-21	15	-4											
A1050	Glycol Speration Unit - CD 100% IFC	15	11-08-21	11-30-21	15	-4											
A1080	GMP Reccomendation To Board For Approval	10	12-01-21	12-14-21	10	-4											
A1070	Advertise To Subcontractors For Bids	10	12-15-21	12-30-21	10	-4											
A1090	Award Subcontracts	15	01-03-22	01-21-22	15	-4											
A1100	Design Shops/Submittals - Long Lead Equipment	20	01-24-22	02-18-22	20	-4											
A1110	Submit Shops For A/E/O Review & Approval - Long Lead Equipmer	15	02-21-22	03-11-22	15	-4											
A1120	Procure - Long Lead Equipment	80	03-14-22	07-05-22	80	-4											
A1130	Relocation/Installation Of GSU	40	07-06-22	08-30-22	40	-4											
A1140	Commission GSU	10	08-31-22	09-14-22	10	-4											
A1150	ACLP Receives AHJ Final Inspections & Substantial Completion	0		09-14-22	0	-4											
COM - Glycol Sperator Unit		241	08-02-21 A	07-14-22	178	-9											
DB Firm Selection		60	08-02-21 A	10-29-21	1	-4											
GSU.1000	First RFQ Advertisement	5	08-02-21 A	08-06-21 A	0	0											
GSU.1005	Second RFQ Advertisement	5	08-09-21 A	08-13-21 A	0	0											
GSU.1010	Qualifications Due & Shortlist	10	08-16-21 A	08-27-21 A	0	0											
GSU.1015	Interview Vendors	10	08-31-21 A	08-31-21 A	0	0											
GSU.1025	Recommendations To Board	0		09-01-21 A	0	12											
GSU.1020	GC Proposals Due	0		09-08-21 A	0	0											
GSU.1030	Board Selects DB Vendor	0		09-27-21 A	0	0											
GSU.1040	DB Issue & Negotiate All Subcontracts	20	09-28-21 A	10-29-21	1	-4											
GSU.1035	Negotiate Owner Contract	10	09-29-21 A	10-29-21	1	-14											
Design		40	09-29-21 A	12-29-21	40	-9											
GSU.1110	Owner Issue NTP	0	09-29-21 A		0												
GSU.1050	Develop 50% Design	30	10-05-21 A	11-11-21	10	-9											
GSU.1045	3D Scan & Inspect Existing Equipment	5	10-05-21 A	10-05-21 A	0	-6											
GSU.1100	Owner Approves 50% Design	5	11-12-21	11-18-21	5	-9											
GSU.1060	Develop 100% Design	20	11-19-21	12-20-21	20	-9											
GSU.1080	Owner Approves 100% Design	5	12-21-21	12-29-21	5	-9											
GMP		26	10-29-21	12-07-21	26	-9											
RGSU.100	Develop GMP	20	10-29-21	11-29-21	20	-9											
GSU.1130	Submit GMP To COM	5	11-30-21	12-06-21	5	-9											
GSU.1135	Board Approves GMP (Special Session)	5	12-01-21	12-07-21	5	-9											
Permitting		75	12-30-21	04-14-22	75	-9											
GSU.1105	Submit 100% IFP To AHJ's For Permits	5	12-30-21	01-06-22	5	-9											
GSU.1115	Buildings Department Approval	10	01-07-22	01-20-22	10	-9											
GSU.1125	Fire Marshall Approval	20	01-21-22	02-17-22	20	-9											
GSU.1140	End Of Spring 2022 Semester	0		04-14-22	0	-9											
Precon		110	12-02-21	05-09-22	110	-9											
GSU.1205	Award/Negotiate Contracts	15	12-02-21	12-22-21	15	-9											
GSU.1065	Submit Submittals	10	12-16-21	01-03-22	10	-9											
GSU.1070	Approve Submittals	10	01-04-22	01-17-22	10	-9											
GSU.1095	Procure Tanks, Pumps, Valves, Etc.	50	01-18-22	03-28-22	50	-9											



Activity ID	Activity Name	Dur	Start	Finish	Rem. Dur.	9/08/21 Var.	2021			2022								
							ct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
GSU.1090	Procure Boiler	60	01-18-22	04-11-22	60	-9												
GSU.1085	Procure Chiller	80	01-18-22	05-09-22	80	-9												
Disassemble, Reassemble & Construct GSU		103	02-18-22	07-14-22	103	-9												
GSU.1145	City Of TX City Issues Building Permits	5	02-18-22	02-24-22	5	-9												
GSU.1150	Owner Decommission Laboratory	5	04-12-22	04-18-22	5	-9												
GSU.1155	Demolition	10	04-19-22	05-02-22	10	-9												
GSU.1160	Remove & Refurbish Column	30	04-26-22	06-07-22	30	-9												
GSU.1165	Install Tanks, Pumps, Valves, Etc.	15	06-01-22	06-21-22	15	-9												
GSU.1215	Install Column	5	06-08-22	06-14-22	5	-9												
GSU.1180	Install Piping & Test	15	06-22-22	07-13-22	15	-9												
GSU.1175	Install Chiller	5	06-22-22	06-28-22	5	-9												
GSU.1170	Install Boiler	5	06-22-22	06-28-22	5	-9												
GSU.1190	Commission	5	07-07-22	07-13-22	5	-9												
GSU.1195	Final AHJs Inspections	1	07-13-22	07-13-22	1	-9												
GSU.1200	Substantially Complete	1	07-14-22	07-14-22*	1	-9												





REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	ISSUED	COM	ORIGINAL JOB NO.
					CHK'D	APP'D						CHK'D	APP'D	REV	MOD	ISSUE
0		D	PER GLYCOL SEPERATOR PROJECT	N/A	CLJ	11/10/21										XXX
					DH	CL										NONE
																DWG. NO. SK-2
																SHEET NO. 1
																REV. 0 MOD. A ISSUE D



THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

REV	MOD	ISSUE	DATE	SIGNED

DRAWN: C.JEWELL 06/18/21
 CHECKED: S.OGDEN 06/18/21
 APP'D: C.Le Roux 07/02/21

COM College of the Mainland
**GLYCOL SEPERATION AREA
 EQUIPMENT LOCATION PLAN**

ORIGINAL JOB NO.	XXX
SCALE	NONE
DWG. NO.	SK-2
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	D

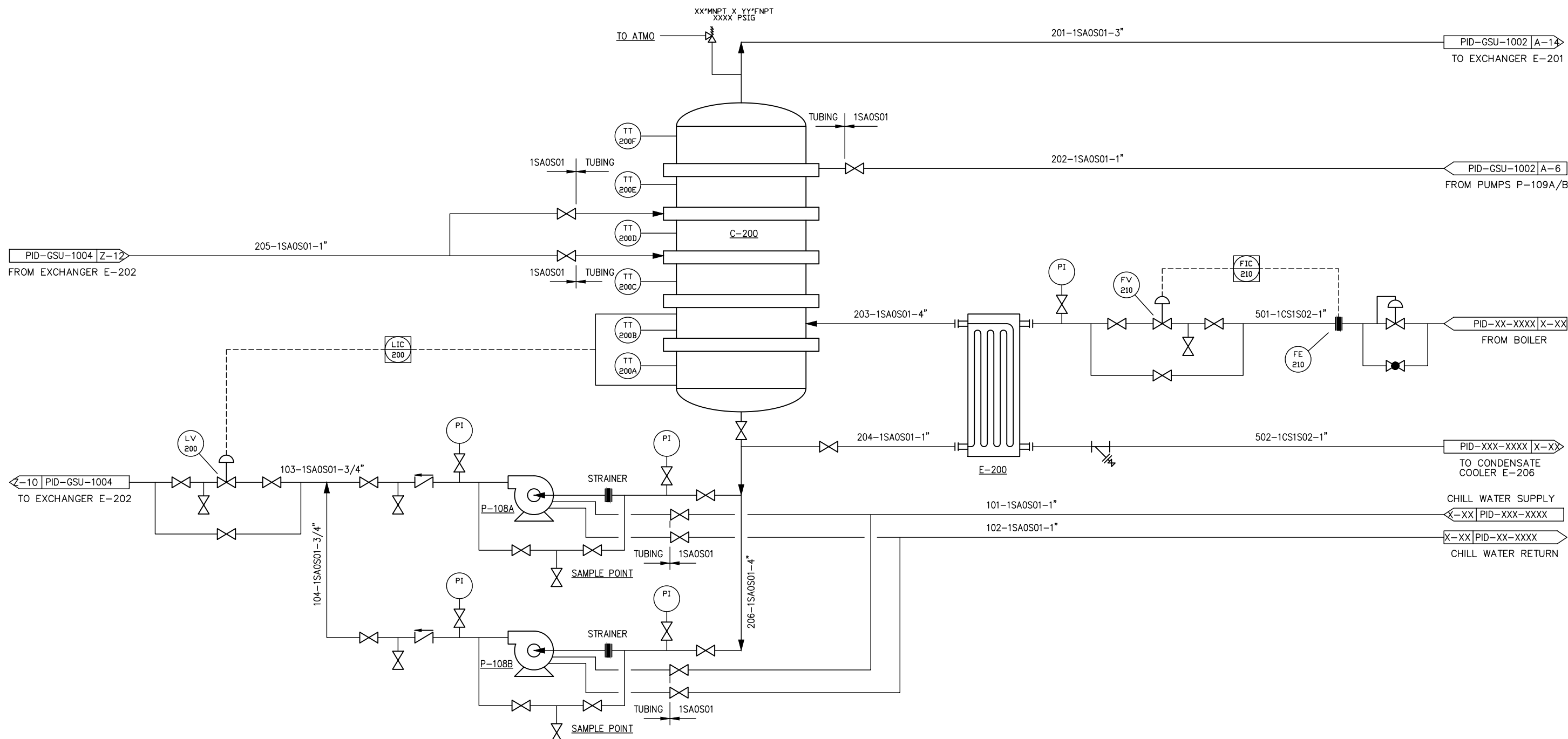
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

COLUMN C-200	
SERVICE	GLYCOL SEPERATOR
CAP. XXX (GALS)	CODE: XXX
SIZE: (ACT) XXXX	
DESIGN (IN/H O)(PSIG) @ F:	ATM @ AMB
SHELL: FRP	
ROOF: FRP	
BOT: FRP	
MATLS	
HARDNESS CONTROL	---
PROC. EXCURSION MIN.F @ MAX. PSIG	ATM
PROC. EXCURSION MAX.F @ MAX. PSIG	AMB
INSULATION (NO)	NONE
SPECIFIC GRAVITY	XXX
VENDOR DWG. NO.	---
OUTLINE DRAWING	XXXX

REFLEX DRUM E-200	
SERVICE	REBOILER
CAP. XXXX (GALS)	CODE: XXX
SIZE: (ACT) XXXX	
DESIGN (IN/H O)(PSIG) @ F:	ATM @ AMB
SHELL: FRP	
ROOF: FRP	
BOT: FRP	
MATLS	
HARDNESS CONTROL	---
PROC. EXCURSION MIN.F @ MAX. PSIG	ATM
PROC. EXCURSION MAX.F @ MAX. PSIG	AMB
INSULATION (NO)	NONE
SPECIFIC GRAVITY	XXX
VENDOR DWG. NO.	---
OUTLINE DRAWING	XXXX

PUMP CENTRIFUGAL, P-108A	
SERVICE	BOTTOMS PUMP EG PRODUCT
CAPACITY:	1 GPM AT 370 MAX ~F
SP.GR. AT ~F	0.99 @ 350~F
DIFF. HEAD	160 PSI
NPSH REQ'D	FLOODED 1 FT
TOTAL CW REQ'D	NONE
MAT'LS	CASE: CAST IMPELLER: S.S.
RPM DRIVER/PUMP	1150
DRIVER HP	2 HP
DRIVER ITEM NO.	PM-108A
VENDOR DWG.	SERO SRZS

PUMP CENTRIFUGAL, P-108B	
SERVICE	BOTTOMS PUMP EG PRODUCT
CAPACITY:	1 GPM AT 370 MAX ~F
SP.GR. AT ~F	0.99 @ 350~F
DIFF. HEAD	160 PSI
NPSH REQ'D	FLOODED 1 FT
TOTAL CW REQ'D	NONE
MAT'LS	CASE: CAST IMPELLER: S.S.
RPM DRIVER/PUMP	1150
DRIVER HP	2 HP
DRIVER ITEM NO.	PM-108B
VENDOR DWG.	SERO SRZS



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D
0	A		PER GLYCOL SEPERATOR RELOCATION PROJECT	N/A	CLJ	10/18/21
					SWO	DH

REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D



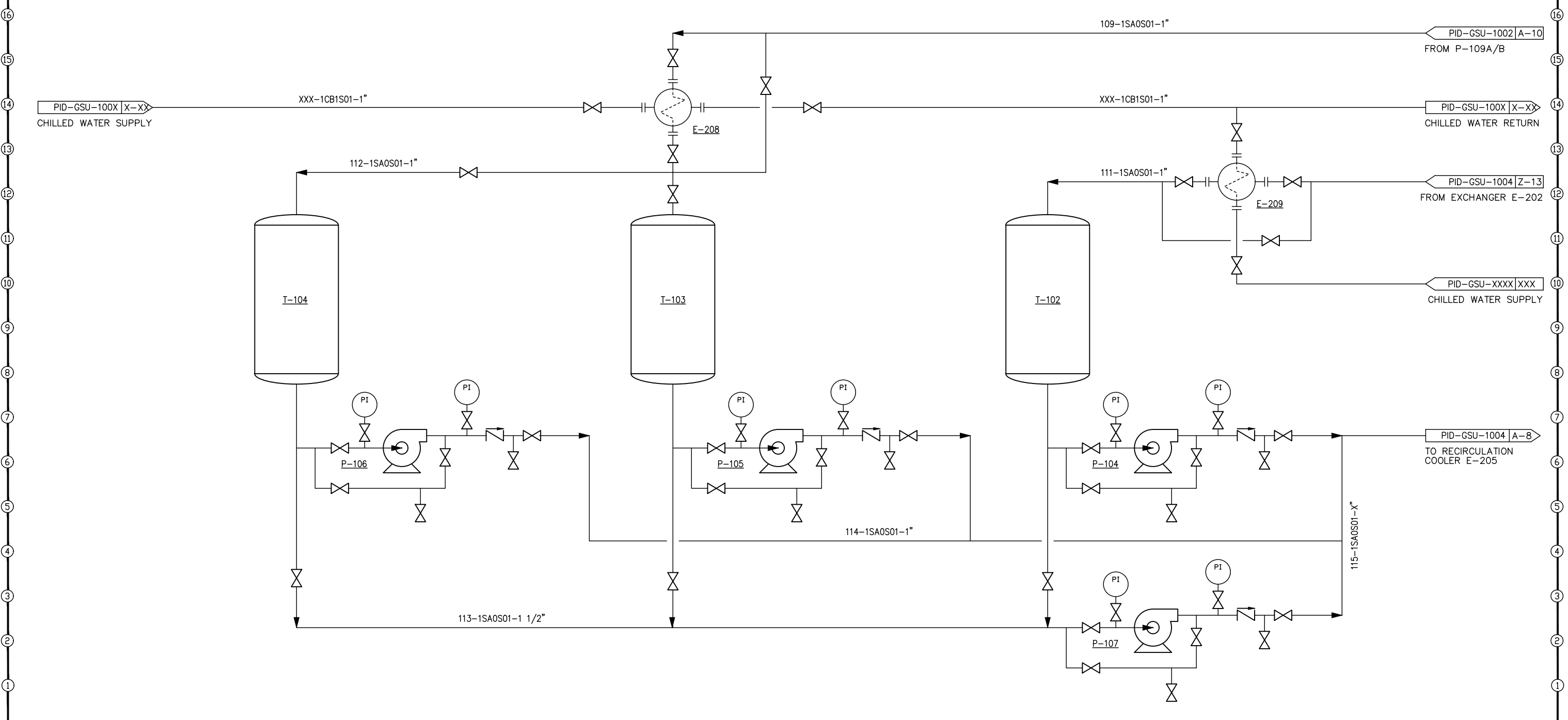
THE BRANDT COMPANIES, LLC
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

ISSUED:	
REV	DATE


COM College of the Mainland
**GLYCOL SEPERATOR
 PIPING & INSTRUMENT DIAGRAM**

ORIGINAL JOB NO.			
COM-1			
SCALE			
NONE			
DWG. NO.			
PID-GSU-1001			
SHEET NO.	REV.	MOD.	ISSUE
1	0	A	A

VESSEL T-102		VESSEL T-103		VESSEL T-104		EXCHANGER, E-208		EXCHANGER, E-209		PUMP CENTRIFUGAL, P-104		PUMP CENTRIFUGAL, P-105		PUMP CENTRIFUGAL, P-106		PUMP CENTRIFUGAL, P-107	
SERVICE	BOTTOMS MAKE TANK	SERVICE	OVERHEAD MAKE TANK	SERVICE	OFFSPEC TANK	SERVICE		SERVICE		SERVICE	BOTTOMS MAKE TANK PUMP	SERVICE	OVERHEAD MAKE TANK PUMP	SERVICE	OFFSPEC TANK PUMP	SERVICE	SPARE TRANSFER PUMP
CAP. 250 (GALS)	CODE: XXX	CAP. 250 (GALS)	CODE: XXX	CAP. 250 (GALS)	CODE: XXX	DUTY:	BTU/HR	DUTY:	BTU/HR	CAPACITY:	0.5 GPM AT AMB MAX ~F	CAPACITY:	0.5 GPM AT AMB MAX ~F	CAPACITY:	0.5 GPM AT AMB MAX ~F	CAPACITY:	0.5 GPM AT AMB MAX ~F
DESIGN (N/H ₂ O)(PSIG)@ F:	ATM @ AMB	DESIGN (N/H ₂ O)(PSIG)@ F:	ATM @ AMB	DESIGN (N/H ₂ O)(PSIG)@ F:	ATM @ AMB	SHELL DESIGN	XXXX PSIG XXX F	SHELL DESIGN	XXXX PSIG XXX F	SP.GR. AT ~F	1.08 @ 80~F	SP.GR. AT ~F	1.08 @ 80~F	SP.GR. AT ~F	1.08 @ 80~F	SP.GR. AT ~F	1.08 @ 80~F
SIZE (ACT)	XXXX	SIZE (ACT)	XXXX	SIZE (ACT)	XXXX	TUBE DESIGN	XXXX PSIG XXX F	TUBE DESIGN	XXXX PSIG XXX F	DIFF. HEAD	XXX PSI	DIFF. HEAD	XXX PSI	DIFF. HEAD	XXX PSI	DIFF. HEAD	XXX PSI
SHELL:	304 SS	SHELL:	304 SS	SHELL:	304 SS	MAT'LS	SHELL: XXX	MAT'LS	SHELL: XXX	NPSH REQ'D	FLOODED FT	NPSH REQ'D	FLOODED FT	NPSH REQ'D	FLOODED FT	NPSH REQ'D	FLOODED FT
ROOF:	304 SS	ROOF:	304 SS	ROOF:	304 SS	LMTD	--- F	LMTD	--- F	TOTAL CW REQ'D	NONE	TOTAL CW REQ'D	NONE	TOTAL CW REQ'D	NONE	TOTAL CW REQ'D	NONE
BOT:	304 SS	BOT:	304 SS	BOT:	304 SS	"U"	--- BTU/HR FT ² F	"U"	--- BTU/HR FT ² F	MAT'LS	CASE: S.S.	MAT'LS	CASE: S.S.	MAT'LS	CASE: S.S.	MAT'LS	CASE: S.S.
HARDNESS CONTROL	---	HARDNESS CONTROL	---	HARDNESS CONTROL	---	AREA	XXXX FT ²	AREA	XXXX FT ²	IMPELLER:	S.S.	IMPELLER:	S.S.	IMPELLER:	S.S.	IMPELLER:	S.S.
PROC. EXCURSION MIN/F @ MAX PSIG	ATM	PROC. EXCURSION MIN/F @ MAX PSIG	ATM	PROC. EXCURSION MIN/F @ MAX PSIG	ATM	D P	SHELL: XXXX TUBE: XXX PSI	D P	SHELL: XXXX TUBE: XXX PSI	RPM DRIVER/PUMP	3500	RPM DRIVER/PUMP	3500	RPM DRIVER/PUMP	3500	RPM DRIVER/PUMP	3500
PROC. EXCURSION MAX/T @ MAX PSIG	120 F	PROC. EXCURSION MAX/T @ MAX PSIG	120 F	PROC. EXCURSION MAX/T @ MAX PSIG	120 F	SIZE	DIA. XX IN LENGTH: XXXX	SIZE	DIA. XX IN LENGTH: XXXX	DRIVER HP	1.5 HP	DRIVER HP	1.5 HP	DRIVER HP	1.5 HP	DRIVER HP	1.5 HP
INSULATION (NO)	NONE	INSULATION (NO)	NONE	INSULATION (NO)	NONE	INSUL	TUBE-NONE / SHELL-HP IN	INSUL	TUBE-NONE / SHELL-HP IN	DRIVER ITEM NO.	PM-104	DRIVER ITEM NO.	PM-105	DRIVER ITEM NO.	PM-106	DRIVER ITEM NO.	PM-107
SPECIFIC GRAVITY	1.13	SPECIFIC GRAVITY	1.0	SPECIFIC GRAVITY	1.08	MAWP SHELL/TUBE	XXXXX PSIG	MAWP SHELL/TUBE	XXXXX PSIG	VENDOR DWG.	GOULDS NPE	VENDOR DWG.	GOULDS NPE	VENDOR DWG.	GOULDS NPE	VENDOR DWG.	GOULDS NPE
VENDOR DWG. NO.	---	VENDOR DWG. NO.	---	VENDOR DWG. NO.	---												
OUTLINE DRAWING	XXXX	OUTLINE DRAWING	XXXX	OUTLINE DRAWING	XXXX												



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	ISSUED	COM	ORIGINAL JOB NO.
0	A		PER GLYCOL SEPARATOR RELOCATION PROJECT	N/A	CLJ	10/18/21								COM	College of the Mainland	COM-1
					SWO	DH										SCALE: NONE
																DWG. NO. PID-GSU-1003
																SHEET NO. 1
																REV. 0
																MOD. A
																ISSUE A



THE BRANDT COMPANIES, LLC
DALLAS
1728 BRIERCROFT CT.
CARROLLTON, TX 75006
972-395-6000
TEXAS BOARD OF PROFESSIONAL ENGINEERS
FIRM REGISTRATION NUMBER F1723

REV	MOD	ISSUE	DATE	SIGNED

ISSUED:

DRAWN:	C.JEWELL	10/18/21
CHECKED:	S.OGDEN	10/18/21
APP'D:	D.HARTMAN	10/18/21

COM College of the Mainland

**GLYCOL SEPARATOR
PIPING & INSTRUMENT DIAGRAM**

ORIGINAL JOB NO.	COM-1
SCALE	NONE
DWG. NO.	PID-GSU-1003
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	A

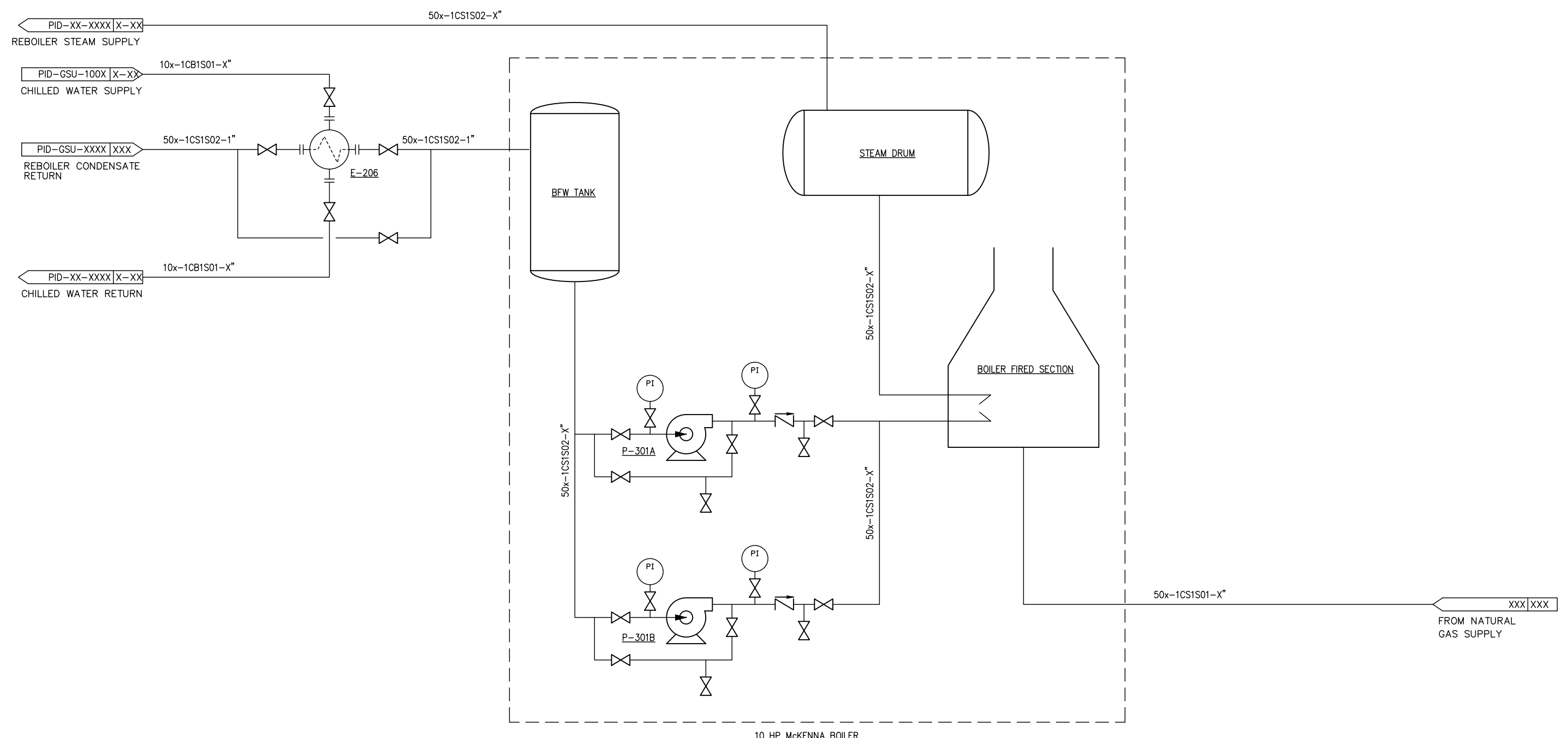
VESSEL T-XXX	
SERVICE	BFW TANK
CAP. XXX (GALS)	CODE: XXX
SIZE: (ACT)	XXXX
DESIGN (IN/H O)(PSIG) F:	ATM @ AMB
SHELL:	FRP
ROOF:	FRP
BOT:	FRP
MAT'LS	
HARDNESS CONTROL	---
PROC. EXCURSION MIN T @ MAX PSIG	ATM
PROC. EXCURSION MAX T @ MAX PSIG	AMB
INSULATION (NO)	NONE
SPECIFIC GRAVITY	XXX
VENDOR DWG. NO.	---
OUTLINE DRAWING	XXXX

VESSEL T-XXX	
SERVICE	STEAM DRUM
CAP. XXX (GALS)	CODE: XXX
SIZE: (ACT)	XXXX
DESIGN (IN/H O)(PSIG) F:	ATM @ AMB
SHELL:	FRP
ROOF:	FRP
BOT:	FRP
MAT'LS	
HARDNESS CONTROL	---
PROC. EXCURSION MIN T @ MAX PSIG	ATM
PROC. EXCURSION MAX T @ MAX PSIG	AMB
INSULATION (NO)	NONE
SPECIFIC GRAVITY	XXX
VENDOR DWG. NO.	---
OUTLINE DRAWING	XXXX

EXCHANGER, E-206			
SERVICE			
DUTY:		BTU/HR	
SHELL DESIGN	XXXX	PSIG	XXX F
TUBE DESIGN	XXXX	PSIG	XXX F
SHELL:	XXXX		
TUBE:	XX CU-NI		
LMTD		F	
"U"		BTU/HR FT ² F	
AREA	XXXX	FT ²	
D P	SHELL: XXXX	TUBE: XXX PSI	
SIZE	DIA. XX IN	LENGTH: XXXX	
INSUL	TUBE-NONE / SHELL-HP	IN	
MAWP SHELL/TUBE	XXXXX	PSIG	

PUMP CENTRIFUGAL, P-301A	
SERVICE	BFW PUMP A
CAPACITY:	XX GPM AT XXX MAX ~F
SP.GR. AT ~F	XXXX @ XXX~F
DIFF. HEAD	XXX PSI
NPSH REQ'D	FLOODED FT
TOTAL CW REQ'D	NONE
MAT'LS	CASE: CAST, SS, OR BRONZE IMPELLER: (S.S.)
RPM DRIVER/PUMP	XXXX
DRIVER HP	XXX HP
DRIVER ITEM NO.	XXXX
VENDOR DWG.	XXXXX

PUMP CENTRIFUGAL, P-301B	
SERVICE	BFW PUMP B
CAPACITY:	XX GPM AT XXX MAX ~F
SP.GR. AT ~F	XXXX @ XXX~F
DIFF. HEAD	XXX PSI
NPSH REQ'D	FLOODED FT
TOTAL CW REQ'D	NONE
MAT'LS	CASE: CAST, SS, OR BRONZE IMPELLER: (S.S.)
RPM DRIVER/PUMP	XXXX
DRIVER HP	XXX HP
DRIVER ITEM NO.	XXXX
VENDOR DWG.	XXXXX



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	ISSUED	COM	ORIGINAL JOB NO.
0	A		PER GLYCOL SEPERATOR RELOCATION PROJECT	N/A	CLJ	10/18/21									College of the Mainland	COM-1
					SWO	DH										COM-1
																SCALE: NONE
																DWG. NO. PID-GSU-1005
																SHEET NO. 1
																REV. 0
																MOD. A
																ISSUE A



THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

REV	MOD	ISSUE	DATE	SIGNED

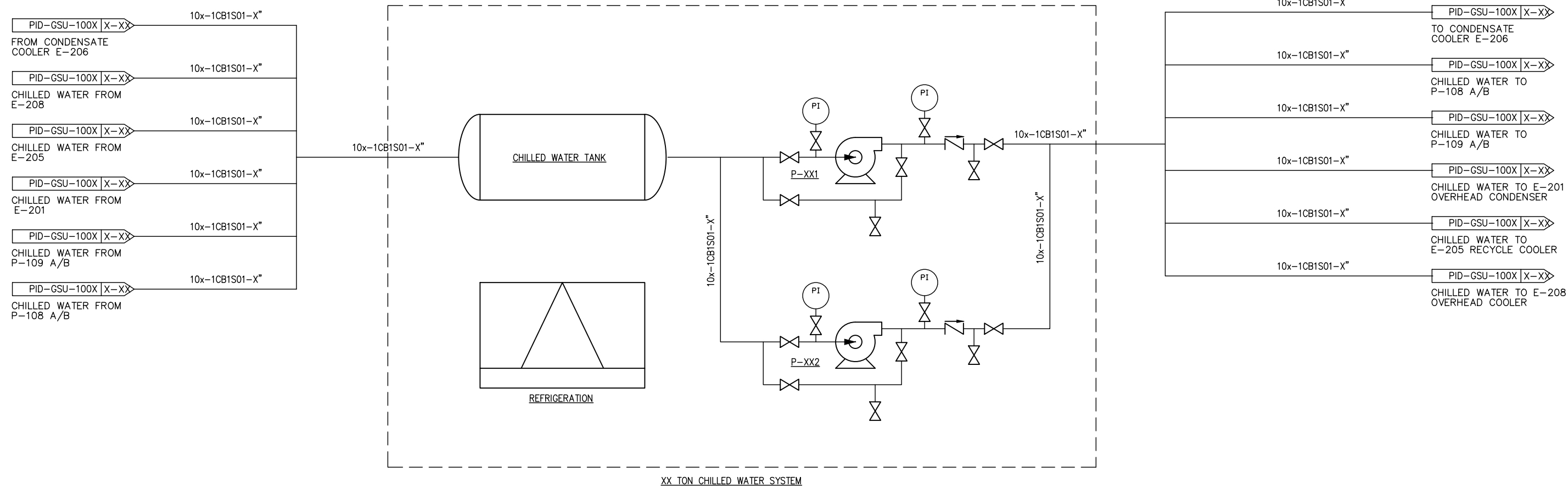
COM College of the Mainland
GLYCOL SEPERATOR PIPING & INSTRUMENT DIAGRAM

REV.	MOD.	ISSUE
1	0	A

VESSEL		T-XXX	
SERVICE	CHILLED WATER TANK		
CAP. XXX (GALS)	CODE: XXX		
SIZE: (ACT)	XXXX		
DESIGN (N/H O/PSIG) F:	ATM @ AMB		
MAT'LS	SHELL: FRP		
	ROOF: FRP		
	BOT: FRP		
	HARDNESS CONTROL		
PROC. EXCURSION	MIN: F	MAX: PSIG	ATM
PROC. EXCURSION	MAX: F	MAX: PSIG	AMB
INSULATION (NO)	NONE		
SPECIFIC GRAVITY	XXX		
VENDOR DWG. NO.	---		
OUTLINE DRAWING	XXXX		

PUMP CENTRIFUGAL, P-XX1	
SERVICE	CHILLED WATER PUMP A
CAPACITY:	XX GPM AT XXX MAX ~F
SP.GR. AT ~F	XXXX @ XXX~F
DIFF. HEAD	XXX PSI
NPSH REQ'D	FLOODED FT
TOTAL CW REQ'D	NONE
MAT'LS	CASE: CAST, SS, OR BRONZE
	IMPELLER: (S.S.)
RPM DRIVER/PUMP	XXXX
DRIVER HP	XXX HP
DRIVER ITEM NO.	XXXX
VENDOR DWG.	XXXXX

PUMP CENTRIFUGAL, P-XX2	
SERVICE	CHILLED WATER PUMP B
CAPACITY:	XX GPM AT XXX MAX ~F
SP.GR. AT ~F	XXXX @ XXX~F
DIFF. HEAD	XXX PSI
NPSH REQ'D	FLOODED FT
TOTAL CW REQ'D	NONE
MAT'LS	CASE: CAST, SS, OR BRONZE
	IMPELLER: (S.S.)
RPM DRIVER/PUMP	XXXX
DRIVER HP	XXX HP
DRIVER ITEM NO.	XXXX
VENDOR DWG.	XXXXX



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D						CHK'D	APP'D
0	A		PER GLYCOL SEPERATOR RELOCATION PROJECT	N/A	CLJ	10/18/21							
					SWO	DH							

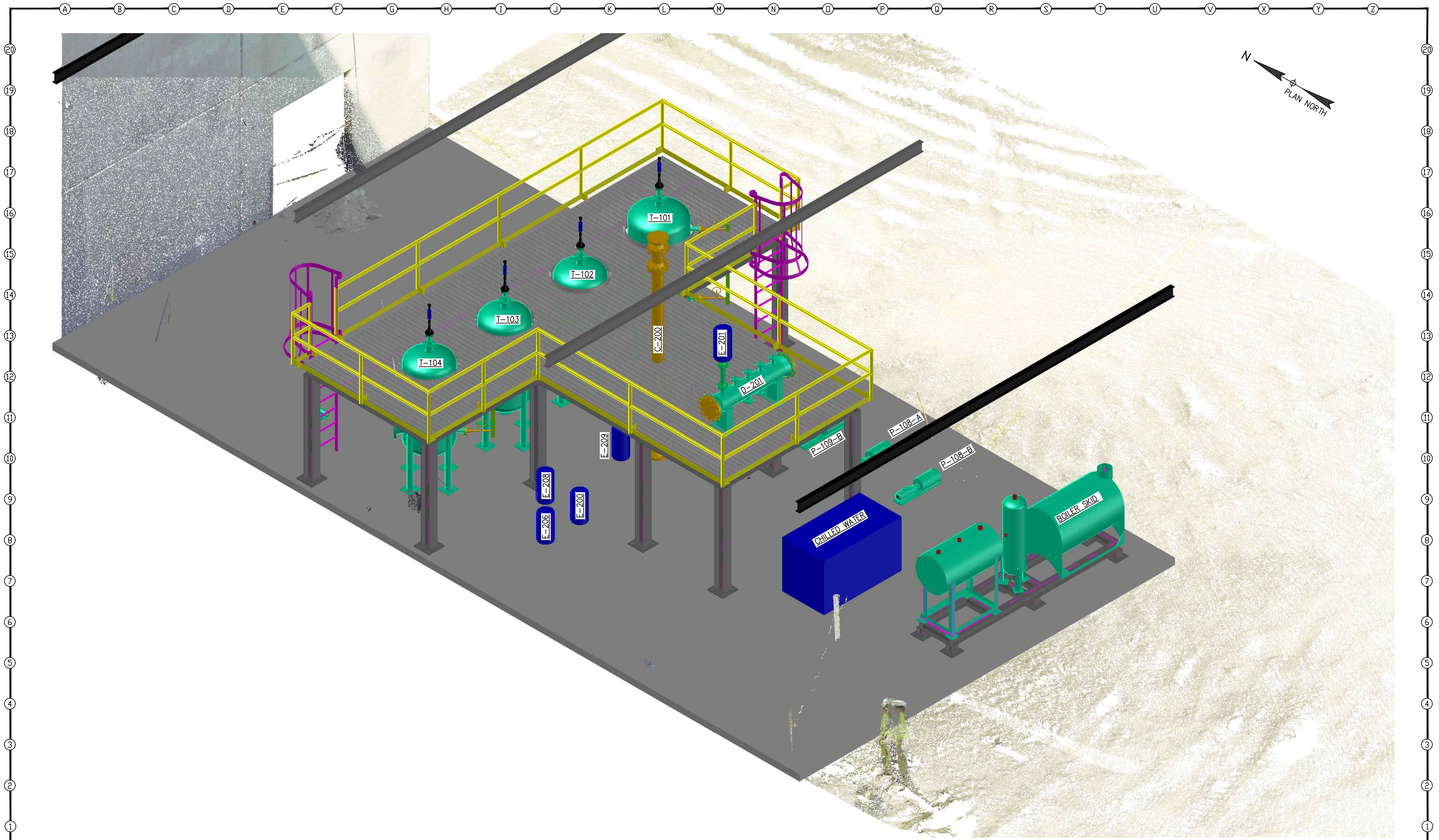


THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

ISSUED:				
REV	MOD	ISSUE	DATE	SIGNED

COM College of the Mainland
**GLYCOL SEPERATOR
 PIPING & INSTRUMENT DIAGRAM**

ORIGINAL JOB NO.	COM-1
SCALE	NONE
DWG. NO.	PID-GSU-1006
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	A



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	ISSUED	COM	ORIGINAL JOB NO.
					CHK'D	APP'D						CHK'D	APP'D	REV	MOD	ISSUE
0		D	PER GLYCOL SEPERATOR PROJECT	N/A	CLJ	11/10/21									COM	College of the Mainland
					DH	CL										XXX
																SCALE
																NONE
																DWG. NO.
																SK-1
																SHEET NO.
																1
																REV.
																0
																MOD.
																A
																ISSUE
																D



THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

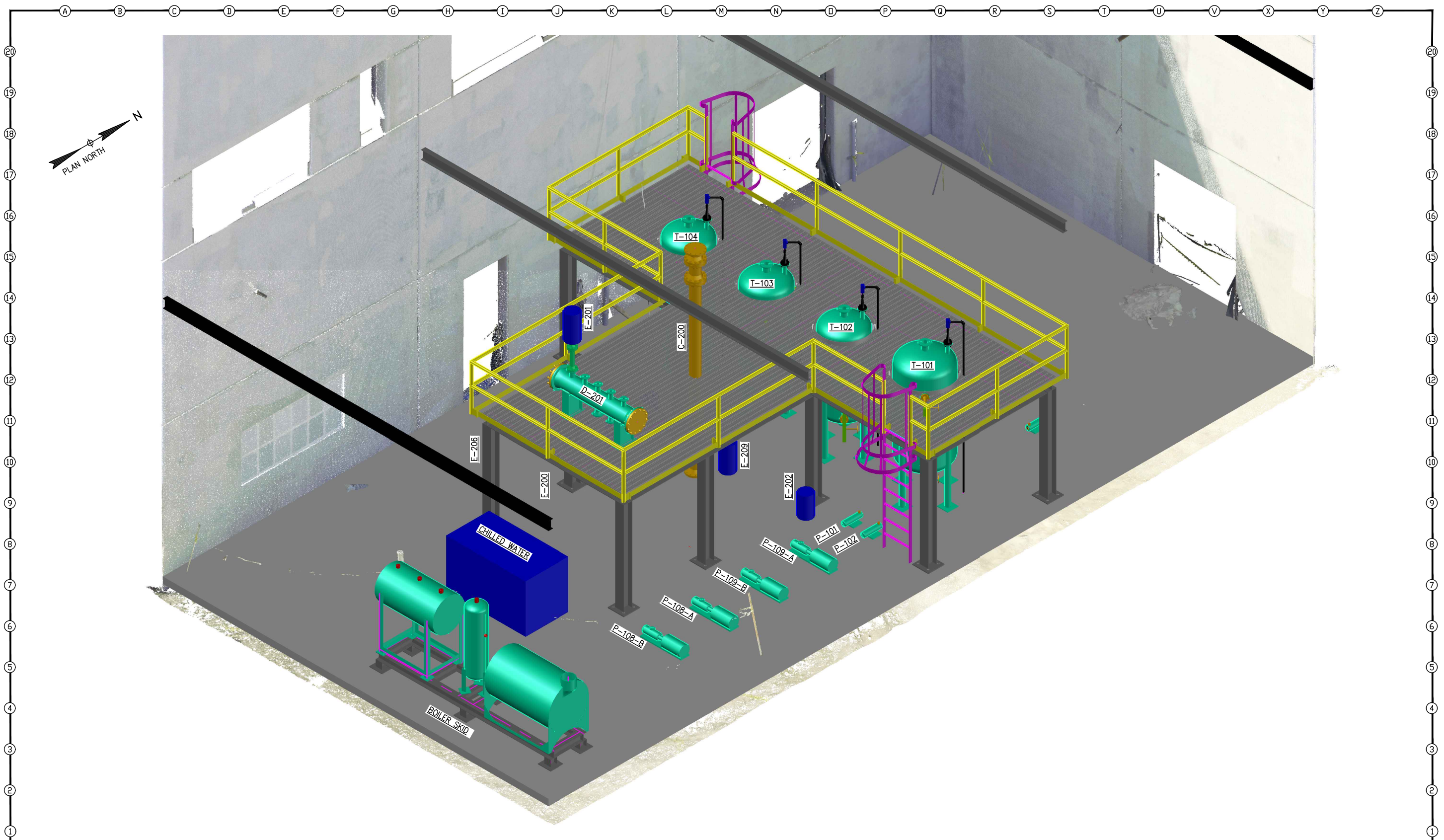
REV	MOD	ISSUE	DATE	SIGNED

DRAWN: C.JEWELL 06/18/21
 CHECKED: S.OGDEN 06/18/21
 APP'D: C.Le Roux 07/02/21

COM College of the Mainland
 GLYCOL SEPERATION AREA
 OVERALL ISOMETRIC
 LOOKING NORTHWEST

ORIGINAL JOB NO.	XXX
SCALE	NONE
DWG. NO.	SK-1
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	D

A B C D E F G H I J K L M N O P Q R S T U V X Y Z



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D
0		D	PER GLYCOL SEPERATOR PROJECT	N/A	CLJ	11/10/21
					DH	CL

REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D

REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D



THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

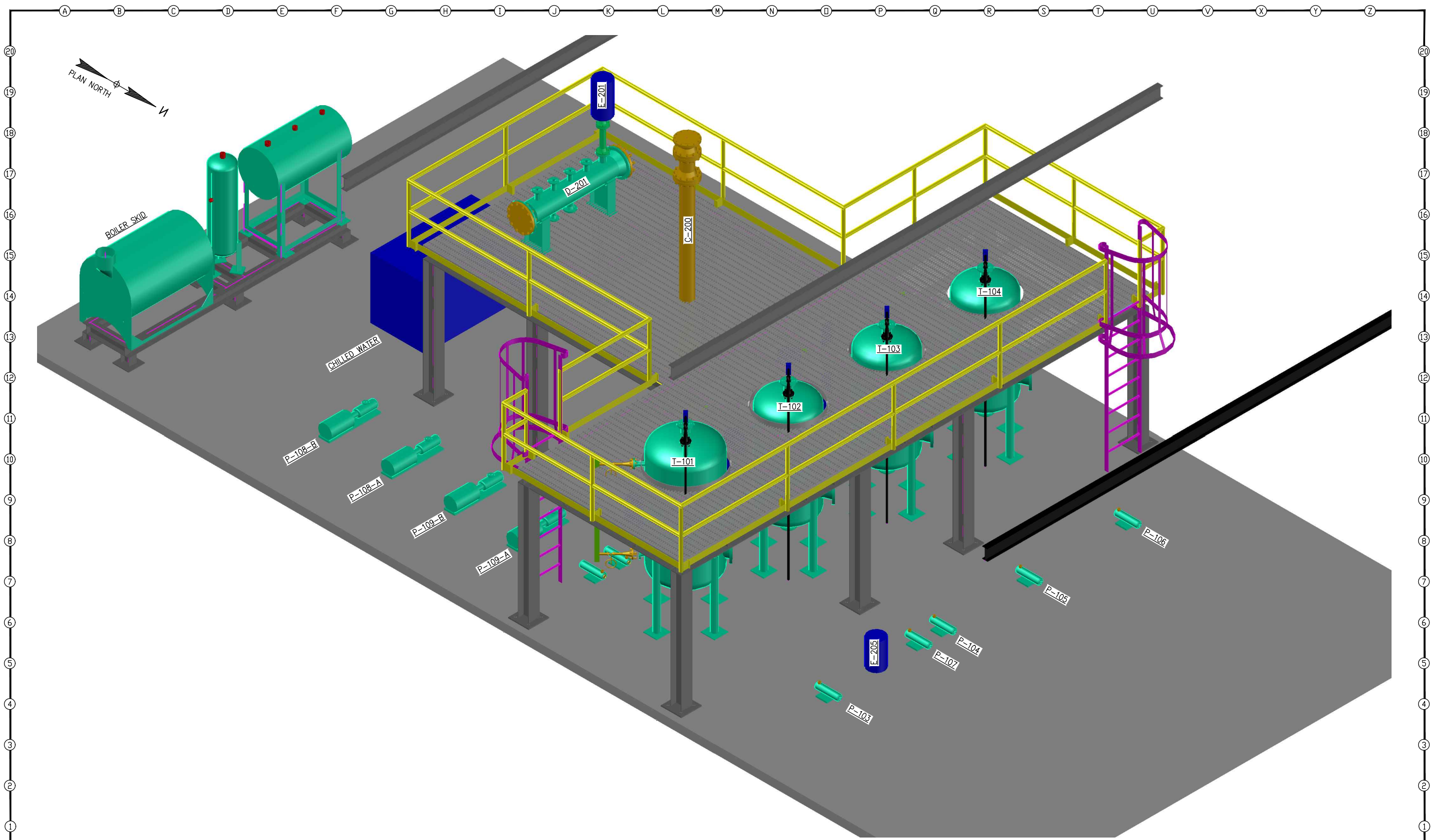
ISSUED					
REV	MOD	ISSUE	DATE	SIGNED	

DRAWN:	C.JEWELL	06/18/21
CHECKED:	S.OGDEN	06/18/21
APP'D:	C.Le Roux	07/02/21

COM College of the Mainland
**GLYCOL SEPERATION AREA
 OVERALL ISOMETRIC
 LOOKING NORTHWEST**

ORIGINAL JOB NO.	XXX
SCALE	NONE
DWG. NO.	SK-1
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	D

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	ISSUED	COM	ORIGINAL JOB NO.
					CHK'D	APP'D						CHK'D	APP'D	REV	MOD	ISSUE
0		D	PER GLYCOL SEPERATOR PROJECT	N/A	CLJ	11/10/21									College of the Mainland	XXX
					DH	CL										NONE
																DWG. NO. SK-1
																SHEET NO. 1
																REV. 0 MOD. A ISSUE D



THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

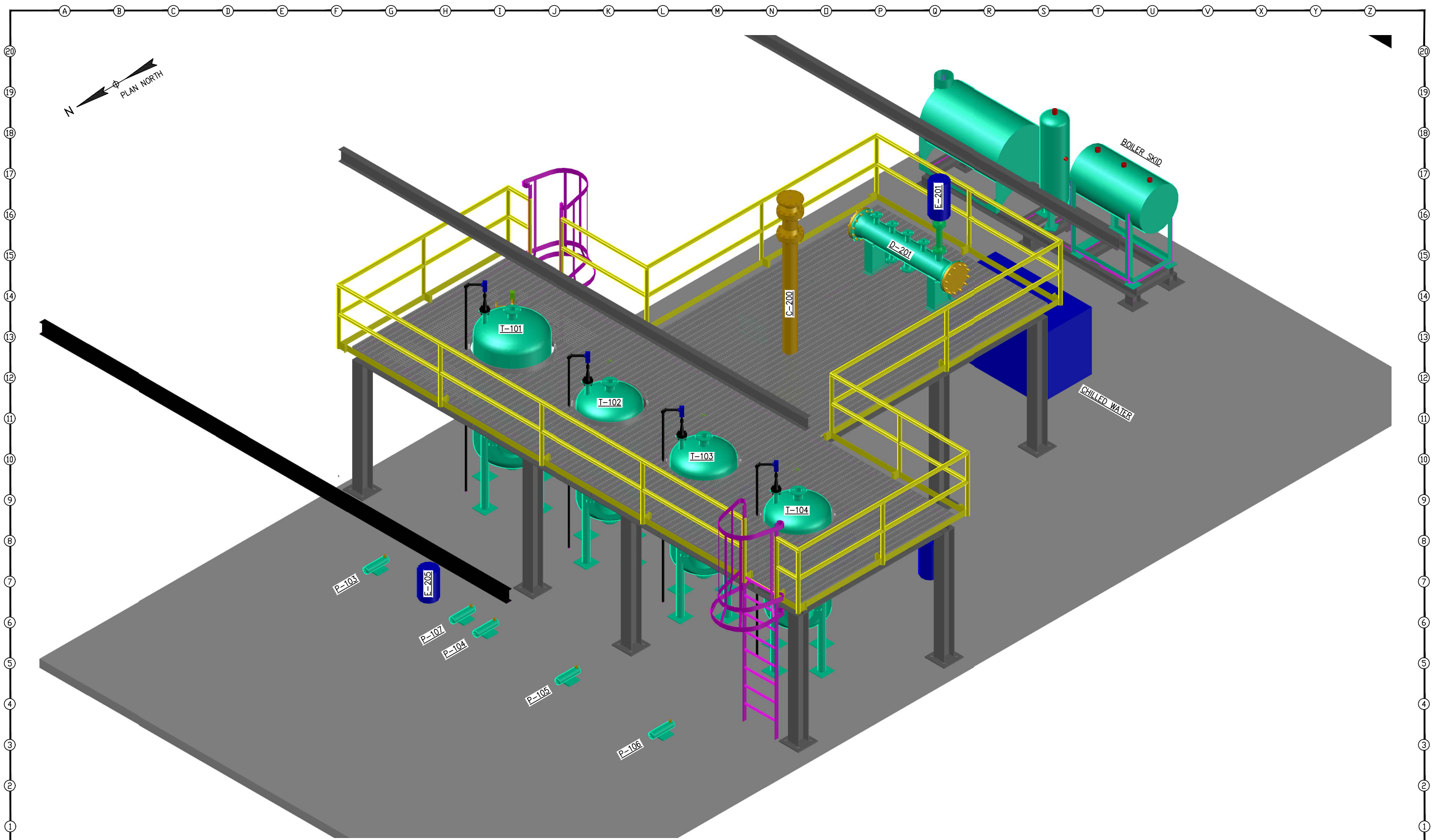
REV	MOD	ISSUE	DATE	SIGNED

DRAWN: C.JEWELL 06/18/21
 CHECKED: S.OGDEN 06/18/21
 APP'D: C.Le Roux 07/02/21

COM College of the Mainland
 GLYCOL SEPERATION AREA
 OVERALL ISOMETRIC
 LOOKING SOUTHEAST

ORIGINAL JOB NO.	XXX
SCALE	NONE
DWG. NO.	SK-1
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	D

A B C D E F G H I J K L M N O P Q R S T U V X Y Z



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D						CHK'D	APP'D
0		D	PER GLYCOL SEPERATOR PROJECT	N/A	CLJ	11/10/21							
					DH	CL							

REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D						CHK'D	APP'D



THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

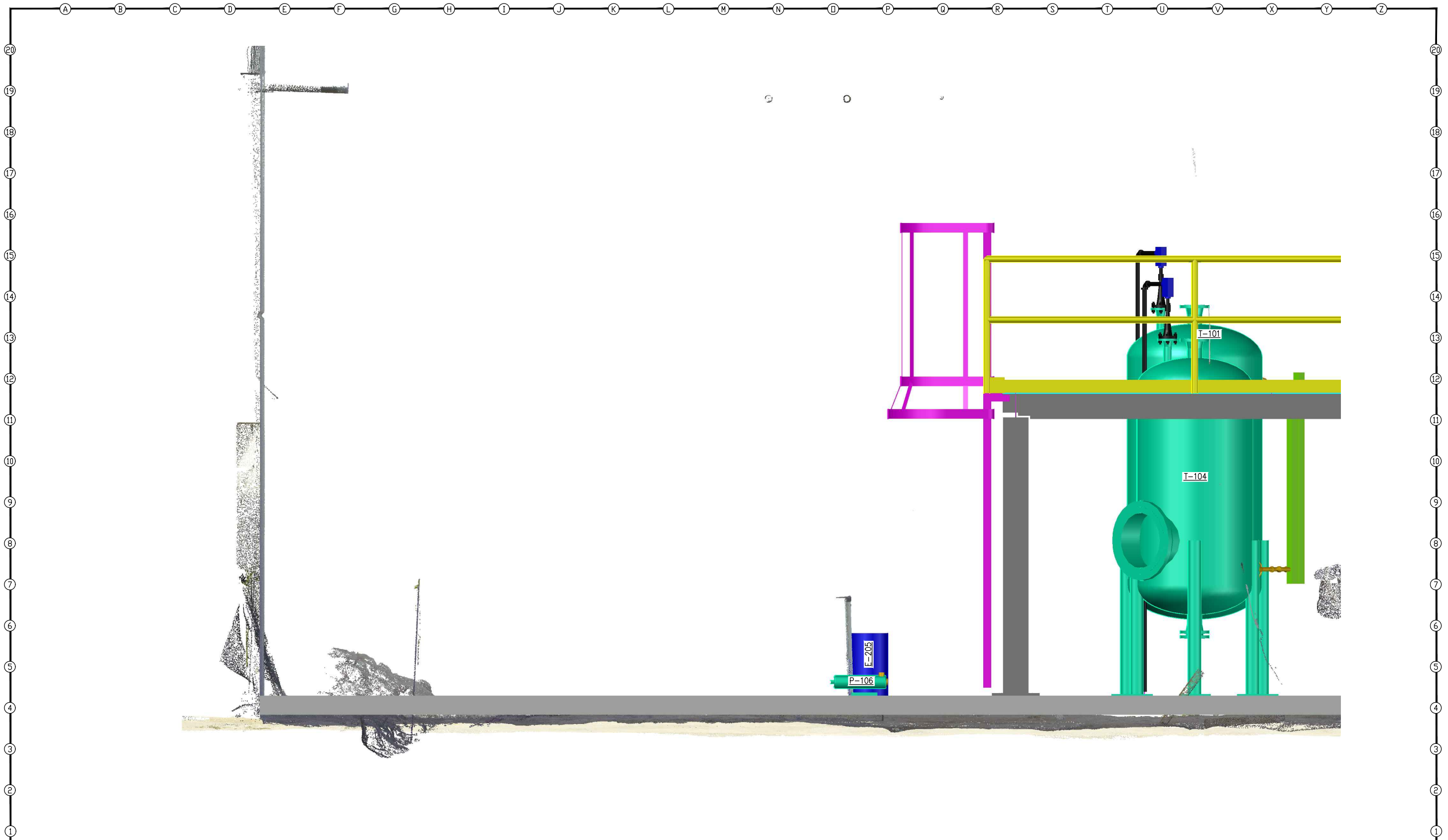
ISSUED				
REV	MOD	ISSUE	DATE	SIGNED

DRAWN:	C.JEWELL	06/18/21
CHECKED:	S.OGDEN	06/18/21
APP'D:	C.Le Roux	07/02/21

COM College of the Mainland
GLYCOL SEPERATION AREA
OVERALL ISOMETRIC
LOOKING SOUTHEAST

ORIGINAL JOB NO.	XXX
SCALE	NONE
DWG. NO.	SK-1
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	D

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D						CHK'D	APP'D
0		D	PER GLYCOL SEPERATOR PROJECT	N/A	CLJ	11/10/21							
					DH	CL							



THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

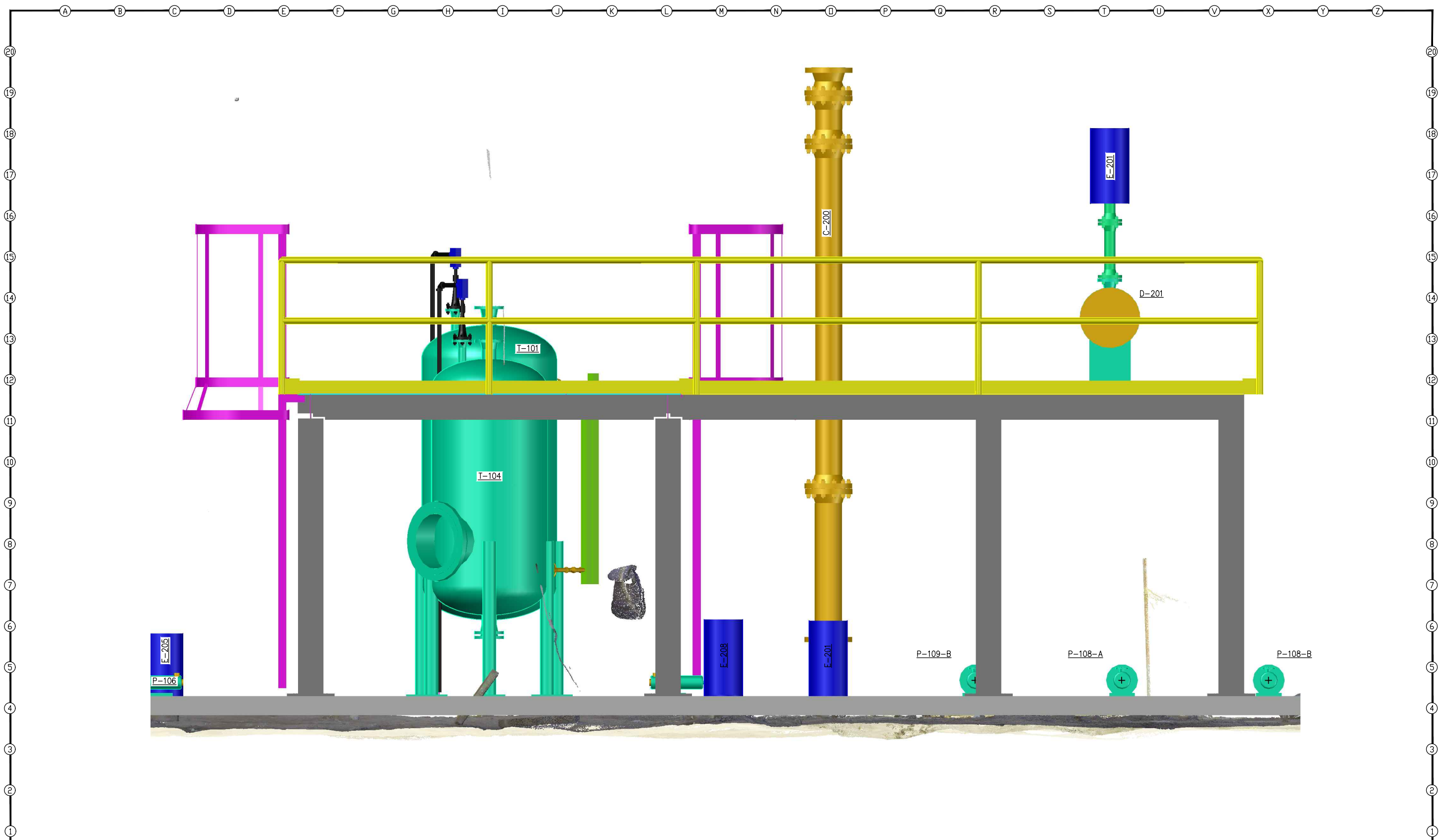
ISSUED				
REV	MOD	ISSUE	DATE	SIGNED

DRAWN:	C.JEWELL	06/18/21
CHECKED:	S.OGDEN	06/18/21
APP'D:	C.Le Roux	07/02/21

COM College of the Mainland
**GLYCOL SEPERATION AREA
 ELEVATION
 LOOKING EAST**

ORIGINAL JOB NO.	XXX
SCALE	NONE
DWG. NO.	SK-1
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	D

A B C D E F G H I J K L M N O P Q R S T U V X Y Z



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	ISSUED		COM College of the Mainland		ORIGINAL JOB NO.	
					CHK'D	APP'D						CHK'D	APP'D	REV	MOD	ISSUE	DATE	SIGNED	XXX
0		D	PER GLYCOL SEPERATOR PROJECT	N/A	CLJ	11/10/21													NONE
					DH	CL													DWG. NO. SK-1
																			SHEET NO. 1
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THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
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 FIRM REGISTRATION NUMBER F1723

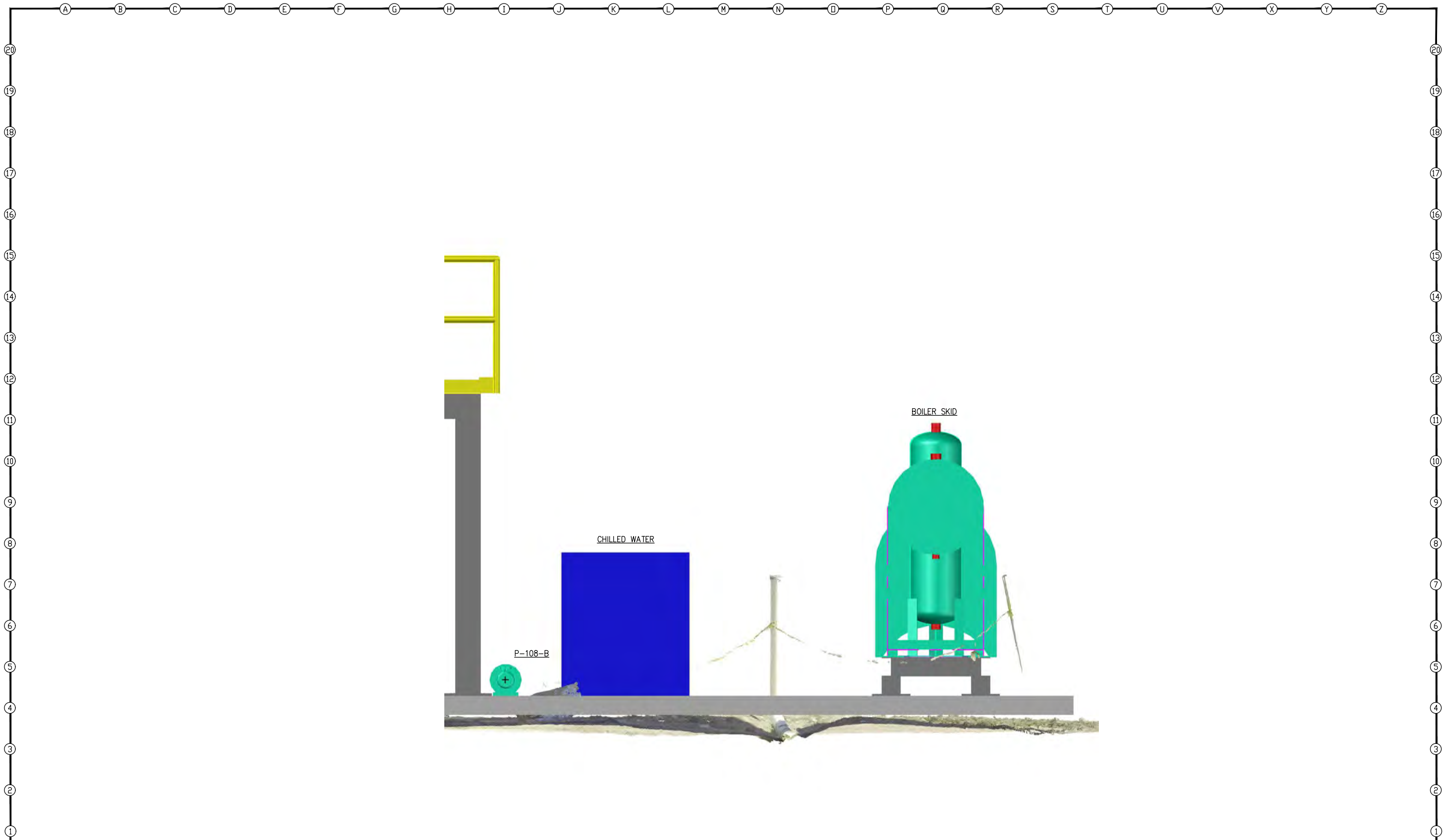
REV	MOD	ISSUE	DATE	SIGNED

DRAWN: C.JEWELL 06/18/21
 CHECKED: S.OGDEN 06/18/21
 APP'D: C.Le Roux 07/02/21

COM College of the Mainland
**GLYCOL SEPERATION AREA
 ELEVATION
 LOOKING EAST**

REV.	MOD.	ISSUE
0	A	D

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D						CHK'D	APP'D
0		D	PER GLYCOL SEPERATOR PROJECT	N/A	CLJ	11/10/21							
					DH	CL							



THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

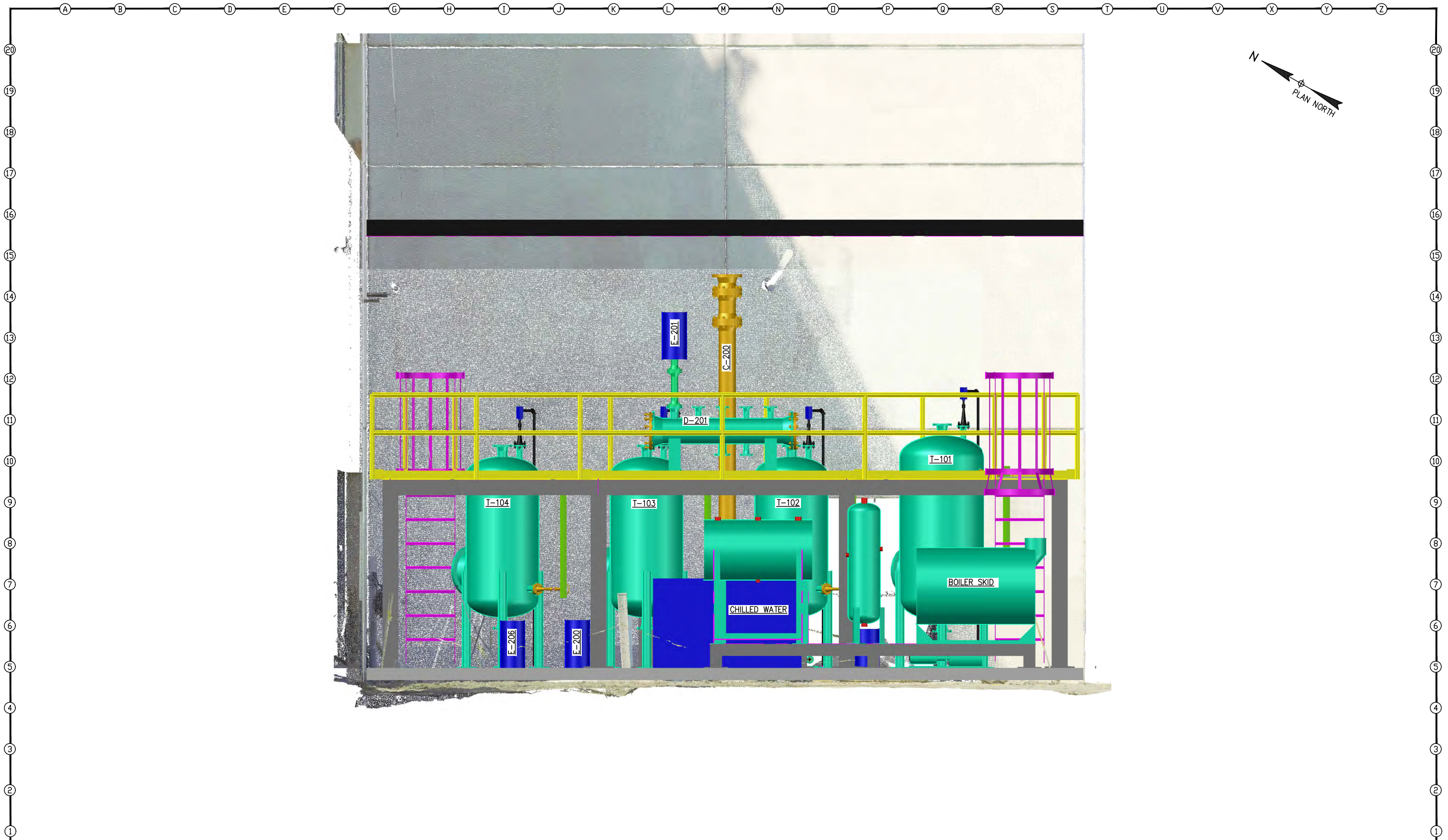
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DRAWN:	C.JEWELL	06/18/21
CHECKED:	S.OGDEN	06/18/21
APP'D:	C.Le Roux	07/02/21

COM College of the Mainland
GLYCOL SEPERATION AREA
ELEVATION
LOOKING EAST

ORIGINAL JOB NO.	XXX
SCALE	NONE
DWG. NO.	SK-1
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	D

A B C D E F G H I J K L M N O P Q R S T U V X Y Z



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE	ISSUED		ORIGINAL JOB NO.				
					CHK'D	APP'D						CHK'D	APP'D	REV	MOD	ISSUE	DATE	SIGNED	SCALE	
0		D	PER GLYCOL SEPERATOR PROJECT	N/A	CLJ	11/10/21														XXX
					DH	CL														NONE
																				DWG. NO.
																				SK-1
																				SHEET NO.
																				1
																				REV.
																				0
																				MOD.
																				A
																				ISSUE
																				D



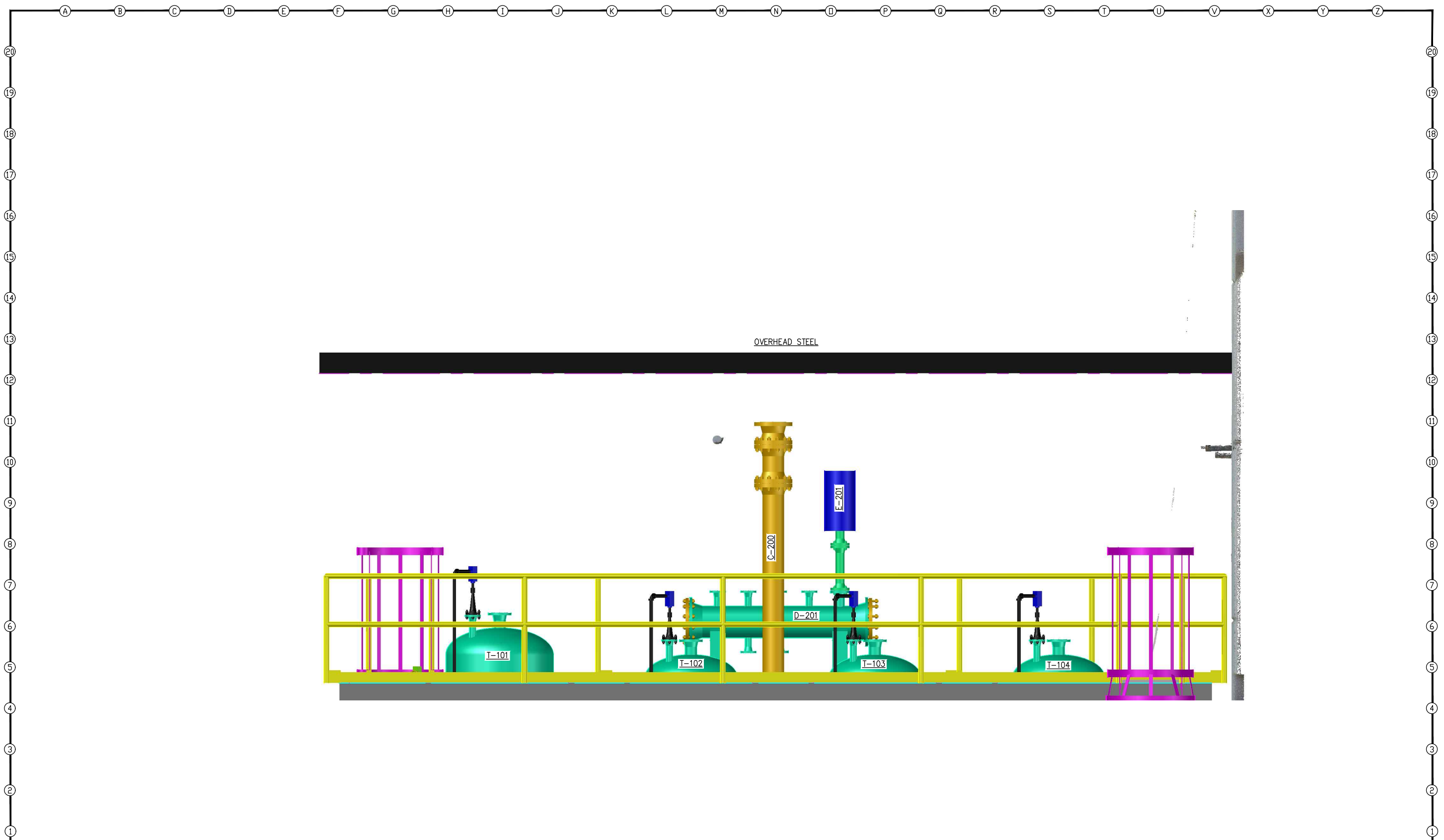
THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

REV	MOD	ISSUE	DATE	SIGNED

COM College of the Mainland
**GLYCOL SEPERATION AREA
 OVERALL ISOMETRIC
 LOOKING NORTHWEST**

ORIGINAL JOB NO.	XXX
SCALE	NONE
DWG. NO.	SK-1
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	D

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY CHK'D	DATE APP'D	REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY CHK'D	DATE APP'D
0		D	PER GLYCOL SEPERATOR PROJECT	N/A	CLJ	11/10/21							
					DH	CL							



THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

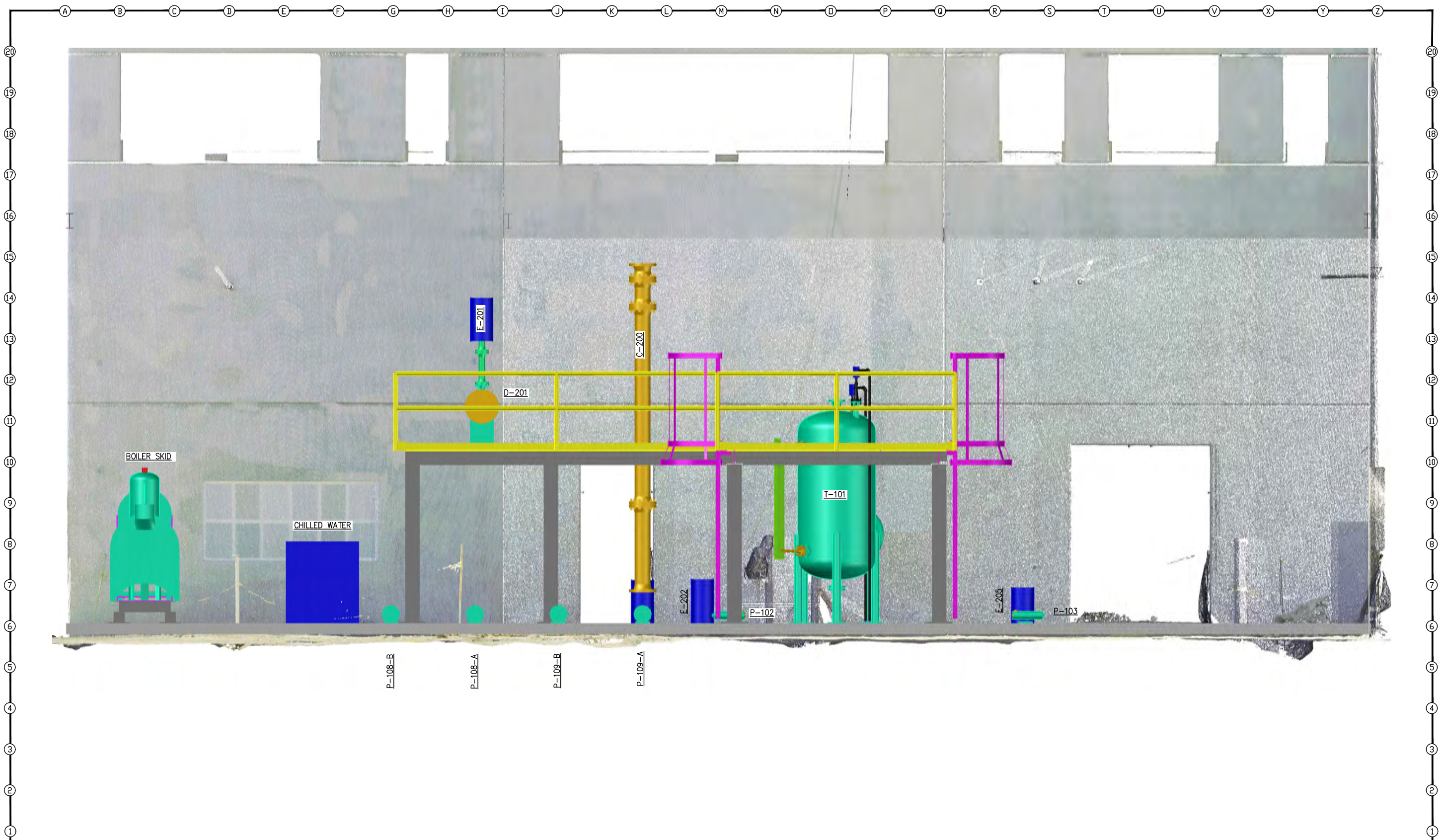
ISSUED:				
REV	MOD	ISSUE	DATE	SIGNED

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CHECKED:	S.OGDEN	06/18/21
APP'D:	C.Le Roux	07/02/21

COM College of the Mainland
**GLYCOL SEPERATION AREA
 ELEVATION ON PLATFORM
 LOOKING SOUTH**

ORIGINAL JOB NO.	XXX
SCALE	NONE
DWG. NO.	SK-1
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	D

A B C D E F G H I J K L M N O P Q R S T U V X Y Z



REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D
0		D	PER GLYCOL SEPERATOR PROJECT	N/A	CLJ	11/10/21
					DH	CL

REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D

REV.	MOD	ISSUE	REVISION DESCRIPTION	JOB NUMBER	BY	DATE
					CHK'D	APP'D



THE BRANDT COMPANIES, LLC
 DALLAS
 1728 BRIERCROFT CT.
 CARROLLTON, TX 75006
 972-395-6000
 TEXAS BOARD OF PROFESSIONAL ENGINEERS
 FIRM REGISTRATION NUMBER F1723

ISSUED				
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DRAWN:	C.JEWELL	06/18/21
CHECKED:	S.OGDEN	06/18/21
APP'D:	C.Le Roux	07/02/21

COM College of the Mainland
**GLYCOL SEPERATION AREA
 ELEVATION
 LOOKING WEST**

ORIGINAL JOB NO.	XXX
SCALE	NONE
DWG. NO.	SK-1
SHEET NO.	1
REV.	0
MOD.	A
ISSUE	D

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Monthly Financial Report

Cash Situation

- Cash balance at the end of month: \$15.8 million
- Minimum required cash : \$ 7.1 million
- Excess cash above minimum: \$8.7 million

Unaudited Operations Year to Date

- Revenues: Budget: \$34.5 million
Actual: \$5.0 million
- Expense: Budget: \$34.5 million
Actual: \$5.4 million
(16% Spent at 17% of year)



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 11, 2021
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the October 2021 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 October 2021 Investment Report and the October 2021 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. October 2021 Investment Discussion & Report
2. October 2021 Revenue & Expense Summary
3. October 2021 Expense by Division Report



INVESTMENT REPORT
For the Month Ended October 2021

Investment discussion:

College of the Mainland earned \$2,091 for the month of October on its short-term investments in TexPool & Logic for a total of \$4,205 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 \$4,205 interest for the fiscal year to date period ending October: TexPool - \$901, Logic 20 - \$3,304, 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 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 October 2021.

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 15,795,498	\$ -	\$ -	475	15,795,972	15,795,544	0.036%
Moody	41	26,601	-	-	1	26,602	26,601	0.040%
Totals		\$ 15,822,099	\$ -	\$ -	\$ 476	\$ 15,822,574	\$ 15,822,145	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of October 2021.

Logic (Hilltop Securities) Investments for October 2021.

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2020	46	\$ 52,999,366	\$ -	\$ 77,565	1,616	52,923,416	52,956,329	1.000%
Totals		\$ 52,999,366	\$ -	\$ 77,565	\$ 1,616	\$ 52,923,416	\$ 52,956,830	
Totals		\$ 68,821,464	\$ -	\$ 77,565	\$ 2,091	\$ 68,745,991	\$ 68,778,975	

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2021-22 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	(2,211,346)	(4,127,440)	(1,916,094)	54%	(2,313,016)	101,670
Tuition-non-credit	(200,646)	(1,044,100)	(843,454)	19%	(147,528)	(53,118)
Exemptions and waivers	625,931	1,108,300	482,369	56%	713,873	(87,942)
Registration fees	(1,014,286)	(1,789,500)	(775,214)	57%	(1,026,663)	12,377
Other fees	(27,180)	(137,000)	(109,820)	20%	(34,473)	7,292
Grant revenue	(72,701)	(66,000)	6,701	110%	(13,192)	(59,509)
Sales and service revenue	(19,007)	(432,400)	(413,393)	4%	2,079	(21,086)
Miscellaneous revenue	(22,981)	(109,100)	(86,119)	21%	(65,403)	42,422
TPEG transfer in/out	0	202,500	202,500	0%	0	0
<u>Totals for Operating revenue</u>	<u>(2,942,218)</u>	<u>(6,394,740)</u>	<u>(3,452,522)</u>	<u>46%</u>	<u>(2,884,323)</u>	<u>(57,895)</u>
Non-operating revenue						
State appropriation-Academic	(1,595,793)	(6,649,121)	(5,053,328)	24%	(1,568,399)	(27,394)
Property tax revenue	(470,994)	(22,539,139)	(22,068,145)	2%	(218,851)	(252,143)
Interest revenue	(900)	(350,000)	(349,100)	0%	(2,646)	1,746
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>(2,067,687)</u>	<u>(28,105,260)</u>	<u>(26,037,573)</u>	<u>7%</u>	<u>(1,789,896)</u>	<u>(277,791)</u>
<u>Total Revenue</u>	<u>(5,009,905)</u>	<u>(34,500,000)</u>	<u>(29,490,095)</u>	<u>15%</u>	<u>(4,674,219)</u>	<u>(335,686)</u>

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2021-22 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Faculty full-time	1,364,297	7,781,351	6,417,054	18%	1,398,391	(34,093)
Admin full-time	286,534	1,587,756	1,301,222	18%	281,712	4,822
Professional full-time	1,296,454	7,149,962	5,853,508	18%	1,242,000	54,454
Classified full-time	0	3,871,848	3,871,848	0%	707,674	(707,674)
Part-time	260,129	3,771,925	3,511,796	7%	212,832	47,297
Salary increase	0	220,000	220,000	0%	0	0
Vacancy savings	0	(3,704,027)	(3,704,027)	0%	0	0
Totals for Salary and wages	<u>3,207,414</u>	<u>20,678,815</u>	<u>17,471,401</u>	<u>16%</u>	<u>3,842,608</u>	<u>(635,194)</u>
Benefits						
Benefits	724,035	4,176,934	3,452,899	17%	952,426	(228,390)
Totals for Benefits	<u>724,035</u>	<u>4,176,934</u>	<u>3,452,899</u>	<u>17%</u>	<u>952,426</u>	<u>(228,390)</u>
Operating expenses						
Contract services	831,074	3,171,284	2,340,210	26%	859,758	(28,684)
Legal	500	12,485	11,985	4%	0	500
Operations	38,823	765,144	726,321	5%	65,453	(26,630)
Utilities and Rent	274,964	2,016,246	1,741,282	14%	238,510	36,454
Postage, printing, and supplies	151,196	1,325,593	1,174,397	11%	59,922	91,274
Bank fees	2,781	84,400	81,619	3%	4,845	(2,065)
Capital outlay & leases	26,495	56,503	30,008	47%	5,720	20,776
Insurance	15,673	1,846,069	1,830,396	1%	28,936	(13,263)
Public relations and advertising	350	270,113	269,763	0%	1,852	(1,502)
Misc.	177,196	399,856	222,660	44%	118,772	58,424
Reimbursement from Others	0	(303,442)	(303,442)	0%	0	0
MTN Payment	0	0	0	0%	0	0

Unrestricted Fund (Unaudited)

Arbitrage Payment	(35,806)	0	35,806	0%	0	(35,806)
Capital outlay & leases	8,775	0	(8,775)	0%	0	8,775
<u>Totals for Operating expenses</u>	<u>1,492,021</u>	<u>9,644,251</u>	<u>8,152,230</u>	<u>15%</u>	<u>1,383,768</u>	<u>108,253</u>
<u>Total Expense</u>	<u>5,423,470</u>	<u>34,500,000</u>	<u>29,076,530</u>	<u>16%</u>	<u>6,178,802</u>	<u>(755,331)</u>

Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2021-22 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	18,131	0	(18,131)	0%	139,646	(121,515)
Operations	5,059	0	(5,059)	0%	0	5,059
Utilities and Rent	0	0	0	0%	6,171	(6,171)
Postage, printing, and supplies	4,730	0	(4,730)	0%	468,910	(464,180)
Capital outlay & leases	100	0	(100)	0%	95,198	(95,098)
Misc.	0	0	0	0%	3,077	(3,077)
Capital outlay & leases	33,000	0	(33,000)	0%	0	33,000
<u>Totals for Operating expenses</u>	<u>61,019</u>	<u>0</u>	<u>(61,019)</u>	<u>0%</u>	<u>713,001</u>	<u>(651,982)</u>
<u>Total Fund Bal</u>	<u>61,019</u>	<u>0</u>	<u>(61,019)</u>	<u>0%</u>	<u>713,001</u>	<u>(651,982)</u>



Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 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	0	19,400	19,400	0%	1,948	(1,948)
Campus Police	86,703	676,458	589,754	13%	123,343	(36,640)
Gen Institution	13,964	294,119	280,155	5%	35,579	(21,615)
Information Technology Serv	711,448	2,176,403	1,464,955	33%	715,020	(3,571)
Internal Audit	8,045	150,000	141,955	5%	0	8,045
OPEAR	96,260	454,498	358,239	21%	98,247	(1,987)
Presidents Office	109,512	536,159	426,648	20%	112,360	(2,849)
Self Study SACS	0	10,000	10,000	0%	0	0
Staff Attorney	33,396	171,117	137,721	20%	29,185	4,211
Totals for President	<u>1,059,328</u>	<u>4,488,154</u>	<u>3,428,826</u>	<u>24%</u>	<u>1,115,682</u>	<u>(56,354)</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	3,778	118,201	114,423	3%	18,690	(14,912)
Custodial Services	23,871	311,391	287,520	8%	53,938	(30,067)
Facilities	328,052	4,112,218	3,784,166	8%	478,374	(150,323)
Financial Services	102,850	822,771	719,922	13%	167,308	(64,459)
Grounds	13,048	111,691	98,643	12%	20,689	(7,641)
Human Resources	151,415	673,719	522,304	22%	85,496	65,919
Maintenance Tax Note	0	0	0	0%	0	0
Purchasing	51,027	280,501	229,475	18%	50,110	916
Records Mgmt	2,869	20,952	18,083	14%	1,532	1,337
Reimbursement	0	(303,442)	(303,442)	0%	0	0
Salary Savings	0	(3,704,027)	(3,704,027)	0%	0	0
Staff Benefits	120,909	3,793,808	3,672,899	3%	193,670	(72,761)
Tax Admin	25,999	232,631	206,632	11%	46,213	(20,214)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 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>
Utilities	102,965	1,125,000	1,022,035	9%	65,141	37,824
Vehicle Operations	5,025	99,525	94,499	5%	13,861	(8,836)
VP College & Fin Svcs	32,796	182,058	149,261	18%	42,164	(9,368)
<u>Totals for VP Fiscal Affairs</u>	<u>964,604</u>	<u>7,876,998</u>	<u>6,912,394</u>	<u>12%</u>	<u>1,237,186</u>	<u>(272,582)</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	13,438	104,431	90,993	13%	24,023	(10,586)
Marketing and Communications	114,603	835,213	720,610	14%	108,603	6,000
VP Institutional Advancement	114,815	539,883	425,067	21%	114,877	(61)
<u>Totals for VP Institutional Advancement</u>	<u>242,857</u>	<u>1,479,526</u>	<u>1,236,670</u>	<u>16%</u>	<u>247,503</u>	<u>(4,647)</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	149,623	772,228	622,605	19%	157,356	(7,733)
Accting-Credit	14,630	115,939	101,309	13%	27,596	(12,966)
Adm-C.I.D.T.	2,005	71,330	69,326	3%	11,417	(9,412)
Adm-Cont Ed	24,700	524,390	499,689	5%	95,334	(70,634)
Adm-Ind Tech	1,415	8,081	6,667	18%	0	1,415
Adm-Instruct	2,322	74,018	71,696	3%	11,773	(9,452)
Adm-Perf & Vis Arts	2,476	62,338	59,863	4%	14,877	(12,401)
Adm-Pub Svc Ed	3,840	66,280	62,441	6%	11,860	(8,020)
Adm-Science	2,817	11,278	8,461	25%	6,330	(3,513)
Adm-Soc Sci	3,753	75,887	72,134	5%	12,128	(8,375)
Adult Education	29,139	196,185	167,046	15%	40,650	(11,512)
Allied Health CE	21,544	333,808	312,264	6%	52,440	(30,896)
Art	45,063	220,644	175,581	20%	44,847	216
Art Gallery	9,529	52,864	43,335	18%	10,892	(1,364)
Biol & Nutrition	126,391	604,061	477,670	21%	131,498	(5,107)
Bus Tech	0	0	0	0%	1,552	(1,552)
C.I.S.	16,843	67,635	50,791	25%	16,058	785

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 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>
Chemistry	26,469	219,364	192,895	12%	33,875	(7,406)
Child Develop	14,581	64,034	49,453	23%	15,406	(825)
Cmnty Theater	48,804	282,648	233,844	17%	70,856	(22,051)
Collegiate H.S.-CR	19,938	141,615	121,677	14%	28,307	(8,369)
Cosmetology	122,187	545,798	423,611	22%	110,930	11,257
Criminal Justice	15,613	80,024	64,411	20%	18,181	(2,568)
Dean Cont Ed	23,270	12,308	(10,963)	189%	250	23,020
Dean Gen Ed	23,087	184,034	160,947	13%	37,594	(14,507)
Distance Ed	119,333	402,046	282,713	30%	132,598	(13,265)
Drafting	14,034	60,483	46,448	23%	13,160	875
Dual Credit Dept	23,360	161,212	137,851	14%	32,048	(8,687)
Economics	16,600	69,703	53,103	24%	15,840	760
EMS-Credit	42,394	179,548	137,154	24%	45,716	(3,322)
Fire Tech	36,401	129,565	93,163	28%	45,460	(9,058)
Firearms Acad	719	39,975	39,255	2%	942	(222)
Foreign Lang	14,257	63,298	49,040	23%	14,249	9
Gen Bus-Credit	30,792	61,579	30,787	50%	14,039	16,753
Geology	12,071	59,818	47,747	20%	13,195	(1,124)
Government	64,889	262,296	197,407	25%	62,416	2,473
Graphic Arts	18,239	66,939	48,700	27%	19,006	(767)
Health and PE Credit	28,873	123,037	94,164	23%	29,745	(872)
Health Info Mgmt	28,035	180,289	152,254	16%	29,923	(1,887)
Hist & Geog	47,517	219,998	172,481	22%	48,538	(1,021)
Humanities	41,922	181,285	139,363	23%	39,917	2,005
Instr Tech Department	14,665	229,059	214,394	6%	42,151	(27,487)
Instr Tech Lab Mgrs	4,404	139,761	135,357	3%	27,506	(23,102)
Law Enforcement	17,114	74,640	57,525	23%	11,800	5,314
Law Enforcemnt-NonCR	11,157	2,462	(8,695)	453%	14,716	(3,560)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 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>
LC Ctr Admin	0	20,800	20,800	0%	0	0
Library	146,558	624,363	477,805	23%	148,275	(1,717)
Management	2,252	880	(1,373)	256%	10,437	(8,184)
Massage Therapy	31	7,900	7,869	0%	0	31
Math	145,820	694,169	548,349	21%	142,108	3,712
Medical Assistant	12,151	90,986	78,835	13%	15,444	(3,293)
Music	54,812	237,165	182,353	23%	69,875	(15,063)
Networking	16,085	61,925	45,839	26%	14,232	1,853
Nursing Administration	23,213	383,487	360,274	6%	59,770	(36,557)
Nursing-AD	229,161	1,419,608	1,190,446	16%	230,421	(1,259)
Nursing-VN	62,851	239,937	177,086	26%	70,941	(8,090)
Pharmacy Tech	17,198	84,640	67,442	20%	17,871	(673)
Philosophy	6,541	734	(5,807)	891%	7,137	(596)
Physics	21,211	75,887	54,676	28%	20,807	404
Process Tech	80,527	483,940	403,412	17%	126,754	(46,227)
Prof Develop Acad	0	9,000	9,000	0%	0	0
Psychology	68,125	313,310	245,185	22%	69,537	(1,412)
Safety-CR	16,173	121,723	105,549	13%	20,232	(4,059)
Senior Adult Dept	28,037	204,279	176,242	14%	39,267	(11,230)
Social Science Non CR	6,520	712	(5,807)	915%	7,112	(592)
Sociology	13,553	57,675	44,122	23%	13,544	9
Speaking,Reading,Writing	64,514	508,501	443,987	13%	87,518	(23,004)
Theater Arts-Credit	19,750	148,687	128,937	13%	10,060	9,690
Thermal Tech-NonCR	16,817	27,959	11,142	60%	2,843	13,974
Virtual College TX	0	0	0	0%	1,120	(1,120)
VP Instruction	84,207	3,197,183	3,112,976	3%	64,397	19,811
Welding-Cred	95,776	494,832	399,057	19%	96,125	(349)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Totals for VP Instruction</u>	<u>2,568,700</u>	<u>17,004,061</u>	<u>14,435,361</u>	<u>15%</u>	<u>2,960,796</u>	<u>(392,096)</u>
<u>Summary for VP of Instruction</u>						
Allied Health Admin	1,479	12,073	10,594	12%	0	1,479
CE-CAN Program	15,550	75,212	59,662	21%	0	15,550
CE-CPR	0	2,310	2,310	0%	0	0
CE-Dental	845	10,685	9,839	8%	0	845
Nursing - BSN	0	7,545	7,545	0%	0	0
Program Development	15,317	23,708	8,391	65%	0	15,317
<u>Totals for VP of Instruction</u>	<u>33,192</u>	<u>131,533</u>	<u>98,341</u>	<u>25%</u>	<u>0</u>	<u>33,192</u>
<u>Summary for VP Student Services</u>						
Admissions	42,814	320,964	278,150	13%	64,658	(21,844)
Advise Center	126,490	654,357	527,866	19%	130,709	(4,218)
Career & Placement	15,885	107,994	92,109	15%	0	15,885
Career Svcs	0	0	0	0%	0	0
Counseling	0	0	0	0%	0	0
Enrollment Mgmt	24,016	157,487	133,471	15%	14,615	9,401
Facilities & Student Recreat	8,935	116,352	107,416	8%	2,545	6,390
Judicial Affairs	24,678	183,629	158,951	13%	34,308	(9,630)
Multicultural Department	0	12,500	12,500	0%	1,250	(1,250)
Recruitment	70,254	372,777	302,522	19%	73,828	(3,574)
Stu Financial Svcs	86,171	559,729	473,559	15%	78,394	7,777
Stu Organizations	40,705	287,751	247,046	14%	55,107	(14,402)
Student Graduation	6,505	74,080	67,575	9%	0	6,505
Svcs-Disab Students	1,412	37,359	35,947	4%	12,155	(10,744)
Testing	28,300	237,187	208,887	12%	42,913	(14,613)
Title V Grant	21	0	(21)	0%	0	21
Veteran Affairs	30,151	112,568	82,417	27%	30,391	(240)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 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>
VP Student Services	48,453	284,995	236,542	17%	76,761	(28,308)
<u>Totals for VP Student Services</u>	<u>554,790</u>	<u>3,519,727</u>	<u>2,964,938</u>	<u>16%</u>	<u>617,635</u>	<u>(62,845)</u>
<u>Totals for Expense</u>	<u>5,423,470</u>	<u>34,500,000</u>	<u>29,076,530</u>	<u>16%</u>	<u>6,178,802</u>	<u>(755,331)</u>

Fund Bal by Division

Summary for VP Fiscal Affairs

Fund Balance - Academic Support	4,730	0	(4,730)	0%	0	4,730
Fund Balance - Institutional Support	5,059	0	(5,059)	0%	133,472	(128,413)
Fund Balance - Instruction	33,000	0	(33,000)	0%	514,075	(481,075)
Fund Balance - Oper & Maint	100	0	(100)	0%	55,924	(55,824)
Fund Balance - Student Services	18,131	0	(18,131)	0%	9,531	8,600
<u>Totals for VP Fiscal Affairs</u>	<u>61,019</u>	<u>0</u>	<u>(61,019)</u>	<u>0%</u>	<u>713,001</u>	<u>(651,982)</u>
<u>Totals for Fund Bal</u>	<u>61,019</u>	<u>0</u>	<u>(61,019)</u>	<u>0%</u>	<u>713,001</u>	<u>(651,982)</u>
<u>Totals for Report</u>	<u>5,484,490</u>	<u>34,500,000</u>	<u>29,015,510</u>		<u>6,891,803</u>	<u>(1,407,313)</u>



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 22, 2021
Subject: November 2021 Investment Report and November 2021 Quarterly Investment Report

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the November 2021 Investment Report and November 2021 Quarterly Investment Report.

PURPOSE

To report to the Board of Trustees the College's current cash balance. To report to the Board of Trustees the quarterly investments for the College.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees accept the November 2021 Investment Report and the November 2021 Quarterly Report."

BACKGROUND

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

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

ATTACHMENTS

1. November 2021 Investment Discussion & Report
2. November 2021 Quarterly Investment Report



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INVESTMENT REPORT
For the Month Ended November 2021

Investment discussion:

College of the Mainland earned \$2,138 for the month of November on its short-term investments in TexPool & Logic for a total of \$6,343 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 \$6,343 interest for the fiscal year to date period ending November: TexPool - \$1,420 Logic 20 - \$4,923, 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 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 November 2021.

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 15,795,972	\$ 1,500,000	\$ 1,000,000	518	16,296,490	16,679,323	0.037%
Moody	41	26,602	-	-	1	26,603	26,602	0.041%
Totals		\$ 15,822,574	\$ 1,500,000	\$ 1,000,000	\$ 519	\$ 16,323,093	\$ 16,705,925	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of November 2021.

Logic (Hilltop Securities) Investments for November 2021.

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2020	46	\$ 52,923,416	\$ -	\$ 2,867,835	1,619	50,057,200	50,437,959	1.000%
Totals		\$ 52,923,416	\$ -	\$ 2,867,835	\$ 1,619	\$ 50,057,200	\$ 52,956,830	
Totals		\$ 68,745,991	\$ 1,500,000	\$ 3,867,835	\$ 2,138	\$ 66,380,293	\$ 69,662,755	



College of the Mainland®

Quarterly Summary of Investments

<u>Quarter Ending</u>	<u>COM Fund</u>	<u>Type</u>	<u>Beginning Book Balance</u>	<u>Beginning Market Value</u>	<u>Deposits</u>	<u>Withdrawals</u>	<u>Ending Book Balance</u>	<u>Ending Market Value</u>
November 2021	11	TexPool-Operating	\$ 19,845,073	\$ 19,845,073	\$ 1,501,417	\$ 5,050,000	\$ 16,296,490	\$ 16,296,490
	41	TexPool-Moody	26,600	26,600	2	-	26,603	26,603
	46	Logic Bond 2020	58,703,182	58,703,182	4,923	8,650,905	50,057,200	50,057,200
Total investments all funds for quarter:			<u>\$ 78,574,856</u>	<u>\$ 78,574,856</u>	<u>\$ 1,506,342</u>	<u>\$ 13,700,905</u>	<u>\$ 66,380,293</u>	<u>\$ 66,380,293</u>

I certify that the attached listing constitutes all investments currently owned by the College of the Mainland District as of the date indicated and all of these investments and investing procedures conform to the "Public Funds Investment Act" as amended by House Bill 2459 of the 74th Texas Legislature. Furthermore, these same investments are in compliance with the College of the Mainland's Investment Policy and Strategy as adopted by the College of the Mainland's Board of Trustees.

Clen Burton
Vice President of Fiscal Affairs

Trudy Trochesse
Controller



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. Insurance Update
2. Enrollment Update

B. Reminders/Announcements

1. Board Meetings
 - a. January 2022 – Monday, January 24th, 2022
2. Fall Graduation
Saturday, December 11th, Virtual Event

C. Resignations and Retirement Report

D. Miscellaneous Updates



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Sellers	Kiska	Faculty – CE Allied Health	10/23/2018	11/05/2021	Resignation
Henry	Theresa	Faculty – Nursing	09/01/2018	11/09/2021	Resignation
Spann	Robert	Computer Lab Assistant II	10/28/2013	11/12/2021	Resignation
Herrera	Eliseo	STEM Success Coach	09/01/2021	11/30/2021	Resignation
Patterson	Marty	Library Technician II, Acquisitions	01/14/2019	12/31/2021	Retirement
Gray	Mayuko	Gallery Director	09/01/2010	08/31/2022	Resignation



PRESIDENT'S OFFICE

Executive Session

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: William McGarvey (Board Chairman)
Date: December 7, 2021
Subject: President's Employment Contract Amendment #2

Consideration and Possible Action to Approve Amendment #2 to Dr. Warren Nichols Employment Contract.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve Amendment #2 to the President's employment contract effective December 7, 2021."

PURPOSE

The purpose of the proposed Amendment is to clarify the language describing the term of the President's employment contract and to delete paragraph 3.20 requiring annual physicals as the Board has the authority under section 5.3 to request fitness for duty physical exams as warranted.

BACKGROUND

COM entered into an employment contract with the President, Dr. Warren Nichols, effective February 13, 2017 and ending December 31, 2019. The parties entered into a new and successor contract effective February 25, 2019. The parties subsequently agreed to and amended the contract (Amendment #1) effective October 25, 2021. This is the 2nd Amendment to the employment contract which shall be incorporated therein and which shall become effective on December 7, 2021.

IMPLICATIONS

N/A

ATTACHMENTS

Employment Contract Amendment #2

2nd AMENDMENT TO EMPLOYMENT CONTRACT

This 2nd Amendment to Employment Contract is made between the Board of Trustees (“Board”) of College of the Mainland (“College”) and Dr. Warren Nichols (“Nichols” or the “President”).

W I T N E S S E T H

WHEREAS, the College and President currently have a contract providing for the President’s employment commencing on February 25, 2019 and as amended on December 4, 2020; and

WHEREAS, pursuant to said contract, Section 1.1 describes the term of employment and is intended to be for a rolling three (3) year term; and

WHEREAS, the parties agree that the clause in Section 1.1 is not clearly drafted and may lead to confusion such that it is in the best interests of the parties to modify the clause to ensure clarity; and

WHEREAS, the parties wish to delete Section 3.20 requiring annual physical examinations because the Board has the ability to require a fitness for duty examination, if necessary, pursuant to Section 5.3.

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, and intending to be legally bound hereby, the parties agree as follows:

1. **The following paragraph in Section 1.1 shall be deleted in its entirety:**

“The Board, by and on behalf of the College, employs Nichols, and Nichols accepts employment as President for the College, for a three-year term commencing on February 25, 2019 and ending on February 24, 2022 ("Initial Term"). Nichols’ employment shall be automatically renewed on an annual basis, thereby maintaining a three-year term, unless terminated by either party following the provisions set for in Article V.”

and shall be replaced with the following:

“The Board, by and on behalf of the College, employs Nichols, and Nichols accepts employment as President for the College. Unless earlier terminated in accordance with this Section, this Agreement shall be effective for a rolling three (3) year term, commencing on February 25, 2019, and automatically extending for one (1) additional year on February 24 of each year thereafter, unless, on or before November 24 of any year, the College provides Nichols with written notice that the term of this Agreement will not be extended. If such notice is given, the term of this Agreement shall expire at the end of the then-current three (3) year term, without any additional extensions and without the need for any additional notice, unless it is earlier terminated in accordance with the provisions set forth in Article V.”

2. **The following paragraph in section 3.20, shall be deleted in its entirety.**

“Annual Physical Examination. The President shall undergo an annual physical and mental examination performed by licensed professionals mutually acceptable to the Board and the President. The physicians shall submit a confidential statement to the Board, verifying the President's fitness to perform his duties, and copies of all such statements shall be confidential to the extent permitted by law. The College shall pay the reasonable costs of these annual examinations.”

3. All other terms, conditions and stipulations contained in the Contract shall remain in full force and effect and without any change or modification whatsoever, except in the event of any conflict between this Amendment and the Contract, this Amendment will control.

By: _____
Dr. Warren Nichols
President

By: _____
Dr. William McGarvey, Chair
Board of Trustees

Date: _____

Date: _____