



## Notice/Agenda of May 2023 Regular BOT Meeting

The Board of Trustees  
College of the Mainland  
Doyle Family Administration Boardroom (A129)  
Monday, May 22, 2023  
1200 Amburn Road  
Texas City, TX 77591

May 2023 Regular BOT Meeting of the Board of Trustees of College of the Mainland will be held Monday, May 22, 2023, 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.

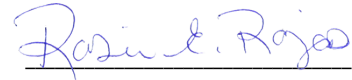
Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

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, April 24, 2023
5. **Comments from the Community**
  - A. Students
  - B. Employees
  - C. Other Citizens
6. **Constituent Leader Activity Reports**
  - A. Student Government Association - Matthew Coleman, SGA Historian
  - B. Classified Council - Jennifer Denison
  - C. Professional Council - Alisha Lyon
  - D. Faculty Senate - Dr. Elaine Childs
7. **Consideration of and Possible Action to Approve the College's Administration to Move Forward and Request Information Needed to Obtain a Credit Line from a Single Financial Institution or a Syndicate of Institutions**
8. **Consideration of and Possible Action to Approve the Award of Contract 23-17 to Lockwood, Andrews & Newman, Inc. (LAN) for Program Management Services of the 2023 Bond Projects for a Not-to-Exceed Amount of \$9,570,000**
9. **Policy**
  - A. Consideration of and Possible Action to Approve the Revisions to COM Local Policies AD and DED and Approve the New Policy DLC
    1. AD(LOCAL) Educational Role, Mission, Purpose, and Responsibility

2. DED(LOCAL) Compensation and Benefits: Holidays
3. DLC(LOCAL) Employee Performance: Promotion and Demotion
10. **Consideration of and Possible Action to Approve the Updated 2022-2023 Academic Calendar to Include Juneteenth as a College Holiday**
11. **Human Resources Items**
  - A. Appointment Nominations
    1. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. William Bryerton to the Position of Faculty - Sociology, Social & Behavioral Sciences Department
    2. Consideration of and Possible Action to Approve the Appointment Nomination of Hester Fenemore to the Position of Director of Instructional Support, Tutoring Center
    3. Consideration of and Possible Action to Approve the Appointment Nomination of Thomas Forester to the Position of Faculty - Process Technology, Process Technology Department
  - B. Consideration of and Possible Action to Accept the Non-Contractual Positions Hiring Report as Written
12. **Academic Master Plan Update**
13. **Consideration of and Possible Action to Approve a Level One Certificate and Associate of Applied Science Degree in Culinary Arts**
14. **Consideration of and Possible Action to Approve Award of Contract 23-19 to Texas Liqua Tech to Replace the Public Service Careers and Industrial Education Roofs for a Not-to-Exceed Amount of \$1,233,566 to be Paid with 2023 Bond Funds**
15. **Financial Report(s)**
  - A. Consideration of and Possible Action to Accept the April 2023 Investment and Financial Reports
16. **Board Report**
17. **President's Report**
  - A. Updates
  - B. Reminders/Announcements
    1. Board Meetings
      - June 2023 - Monday, June 26th, 1:30 p.m.
      - July 2023 - Monday, July 24th, 1:30 p.m.
      - August 2023 - Monday, August 28th, 1:30 p.m.
    2. Campus 4th of July Celebration - Thursday, June 29th, Noon - 1:30 p.m.
    3. Trustee Runoff Election – Saturday, June 17th
    4. Trustee Runoff Election - Early Voting Begins June 5th; Ends June 9th, 8:00 a.m. – 5:00 p.m.
  - C. Campus 4th of July Celebration – Thursday, June 29th, Noon
  - D. BOT Budget Workshop, Friday, July 14th, 9:00 a.m.
  - E. Fall Graduation - Saturday, December 16th, Abundant Life
  - F. Resignations and Retirement Report
  - G. Miscellaneous
18. **Adjournment to closed or executive session pursuant to Texas Government Code of the Open Meetings Act**
19. **Consideration of and Possible Action on any Items Discussed in Closed Session**
20. **Adjourn**

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, May 18, 2023, 3:00 P.M.



Rosie E. Rojas  
Board Clerk

## **Administration**

President Warren Nichols Ed.D.  
Vice President Jerry Fliger, Ph.D.  
Vice President David Wesse, Ph.D.  
Vice President Helen Brewer, Ph.D.  
Vice President Lisa Watson, 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

Dr. Bill McGarvey,  
Board Chair  
808 Buttonwood Dr.  
Texas City, TX 77591  
409-770-3537  
[wmcgarvey@gmail.com](mailto:wmcgarvey@gmail.com)

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Mrs. Dawn King,  
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Mr. Don Gartman,  
Trustee  
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Texas City, 77590  
409-739-2618  
[dgartman@com.edu](mailto:dgartman@com.edu)



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: May 22, 2023  
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 April 24, 2023.

### 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 4/24/23

**College of the Mainland Board of Trustees  
Minutes of Monday, April 24, 2023  
1:30 p.m., Doyle Family Administration Building**

**Call to Order**

Bill McGarvey called the meeting to order at 1:31 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 Melissa Skipworth & Kyle Dickson.

**Minutes**

**Consideration of and Possible Action to Approve the Full Board Minutes of Wednesday, March 29, 2023**

Alan Waters moved the Board of Trustees approve the Full Board Minutes of Wednesday, March 29, 2023.

Verna Henson seconded the motion; all voted in approval.

**Comments from the Community**

There were no comments this month.

**Check Presentation - Mainland Medical Center Auxiliary**

Dr. Lisa Watson introduced members of the Mainland Medical Center Auxiliary group. Over the last 25 years, the Mainland Medical Center Auxiliary has contributed more than \$328,000 for phlebotomy, nursing, and other allied health scholarships at College of the Mainland.

**Constituent Leader Activity Reports**

**Student Government Association** - Matthew Coleman, SGA Historian, updated the Board on student activities.

**Professional Council** - Alisha Lyon, Professional Council President, updated the Board on professional employee activities.

**Faculty Senate** – Dr. Elaine Childs, Faculty Senate President, updated the Board on faculty activities.

**Phi Theta Kappa (PTK) Updates**

PTK students presented to the Board an overview of their previous years' experiences.

**Policy**

**DEC(LOCAL) Compensation and Benefits Leaves and Absences**

**Consideration of and Possible Action to Approve the Revisions to COM DEC(LOCAL) Policy as Presented**

Don Gartman moved the Board of Trustees approve the adoption of COM Policy DEC (Local) as presented.

Alan Waters seconded the motion; all voted in approval.

**Human Resources Items**

**Appointment Nominations**

**Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Rebecca Montz to the Position of Dean of Instruction, Vice President for Instruction Division**

Don Gartman moved the Board of Trustees approve the appointment of Dr. Rebecca Montz to the position of Dean of Instruction, Vice President for Instruction Division. Dawn King seconded the motion; all voted in approval.

**Consideration of and Possible Action to Accept the Non-Contractual Positions Hiring Report as Written**

Verna Henson moved the Board of Trustees accept the Non-Contractual Positions Hiring Report as written.

Alan Waters seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve an Increase to Contract 20-05 Awarded to Generocity Services for an Additional \$70,000 for a Revised Not-to-Exceed Contract Value of \$150,000 from the Current Fiscal Year Operating Budget**

Alan Waters moved the Board of Trustees approve an increase to contract 20-05 awarded to Generocity Services for an additional \$70,000 for a revised not-to-exceed contract value of \$150,000 from the current fiscal year operating budget. Verna Henson seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve Award of Contract 23-14 to Datavox for Fiber Optic Cable Replacement Campuswide for a Not-to-Exceed Amount of \$175,500 to be Paid with 2018 Bond Funds**

Don Gartman moved the Board of Trustees approve award of contract 23-14 to Datavox for fiber optic cable replacement campuswide for a not-to-exceed amount of \$172,500 to be paid with 2018 Bond Funds. Verna Henson seconded the motion; all voted in approval.

**Financial Report(s)**

**Consideration of and Possible Action to Accept the March 2023 Investment and Financial Reports**

Alan Waters moved the Board of Trustees accept the March 2023 Investment and Financial Reports. Don Gartman seconded the motion; all voted in approval.

**Board Report**

Dawn King –thanked the committee for the two events Friday & Saturday. This was the 3<sup>rd</sup> year for Education a Woman Luncheon. The gala was a great success!

**President's Report**

**Updates**

Early voting began today.

Candidates forum today.

**Reminders/Announcements**

**Board Meetings**

**May 2023 - Monday, May 22nd, 1:30 p.m.**

**June 2023 – Monday, June 26<sup>th</sup>, 1:30 p.m.**

**July 2023 – Monday, July 24<sup>th</sup>, 1:30 p.m.**

**BOT Budget Workshop 2023 – Friday, July 14<sup>th</sup> 9:00 a.m.**

**Spring Graduation - Saturday, May 13<sup>th</sup>**

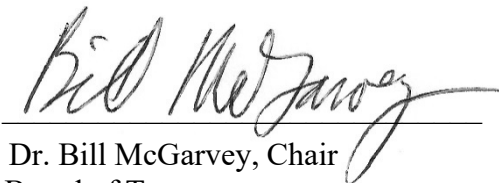
**Resignations and Retirement Report**

**Miscellaneous**

**Adjournment at 2:16 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 – Matthew Coleman, SGA Historian
- B. Classified Council – Jennifer Denison
- C. Professional Council – Alisha Lyon
- D. Faculty Senate – Dr. Elaine Childs



**To:** Board of Trustees  
**From:** Dr. Warren Nichols, President  
**Date:** May 22, 2023  
**Subject:** Line of Credit

Presented for recommended approval to the Board of Trustees on May 22, 2023.

### **MINUTE ORDER**

**Motion to be acted upon:** *I move the board of trustees approve the college's administration to move forward and request information needed to obtain a credit line from a single financial institution or a syndicate of institutions.*

### **PURPOSE**

This will allow the institution to seek alternative means for short-term financing to begin 2023 bond projects.

### **BACKGROUND**

With the voter approval of the \$250,000,000 bond initiative, the college must obtain financing to begin various bond-related projects. Because of the current volatile bond market, it is not prudent or in the best interest of the taxpayers to sell general obligation bonds in this environment. COM's administration seeks alternative, short-term options to "ride out" the unstable market. We are exploring the option of obtaining a line of credit from an individual bank or a syndicate of banks. The institution will use the recent voter-approved bond sale authorization as collateral. The plan is that the bond market will stabilize in 12 to 18 months, and the college can sell general obligation bonds and pay off the line of credit. The approach will allow the institution to save interest costs to the taxpayers.

### **ATTACHMENT:**



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: May 22, 2023  
Subject: Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

Approval of contract 23-17: Program Management Services

**FUNDING SOURCE:**

2023 Bond

**PURPOSE**

Utilize professional expertise of program management services of a firm to act as a primary liaison to COM in the overall management of projects identified in the 2023 Bond.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve award of contract 23-17 to Lockwood, Andrews & Newman, Inc. (LAN) for Program Management Services of the 2023 Bond projects for a not to-exceed amount of \$9,570,000.00 to be paid with 2023 Bond funds.”**

**BACKGROUND:**

On April 11, 2023, eight (8) responses were received in response to a Request for Qualifications (RFQ) for Program Management Services in support of the 2023 Bond. Based on the initial evaluation of a 2-step process, the evaluation committee found Lockwood, Andrews & Newman, Inc. (LAN) to be the best qualified firm to support the various 2023 bond projects. Therefore, it is the recommendation of COM Administration to award a fixed-fee contract for a not-to-exceed amount of \$9,570,000.00. The subject procurement was solicited as a Request for Qualifications (RFQ) in accordance with the Texas Education Code 44.031 and Government Code 2254 for professional services.

**Attachments:** Evaluation Summary

LAN Proposal

**College of the Mainland**  
**RFQ 23-17 Program Management Services**  
**Proposal Evaluation Summary**

Criterion	Value	Example		Broaddus		CBRE		Cumming		LAN		Mileston		mStrategic		Pro Mgmt		Prolego	
		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
1 Company Profile	15	12.000	4.0	13.714	4.6	9.429	3.1	8.571	2.9	13.714	4.6	11.571	3.9	12.000	4.0	6.000	2.0	9.857	3.3
2 Firm Qualifications	15	12.000	4.0	13.286	4.4	10.714	3.6	10.286	3.4	13.286	4.4	11.143	3.7	11.143	3.7	9.000	3.0	11.571	3.9
3 Personnel Qualifications	15	12.000	4.0	13.286	4.4	9.857	3.3	10.714	3.6	13.714	4.6	12.857	4.3	12.000	4.0	7.714	2.6	9.429	3.1
4 Financial Stability	15	12.000	4.0	15.000	5.0	15.000	5.0	15.000	5.0	15.000	5.0	15.000	5.0	15.000	5.0	15.000	5.0	15.000	5.0
5 Technical Approach/Method	25	20.000	4.0	22.143	4.4	19.286	3.9	19.286	3.9	23.571	4.7	20.714	4.1	21.429	4.3	15.000	3.0	17.857	3.6
6 Subtotal	85	68.000	0.0	77.429		64.286		63.857		79.286		71.286		71.571		52.714		63.714	
7 Interview	15	12.000	4.0	12.429	4.1	9.214	3.1	3.429	1.1	15.000	5.0	8.571	2.9	12.000	4.0	0.000	0.0	0.000	0.0
Total	100	80.000	-	89.857	27.00	73.500	21.93	67.286	19.86	94.286	28.29	79.857	23.86	83.571	25.00	52.714	15.57	63.714	18.86
Ranking				2.00		5.00		6.00		1.00		4.00		3.00		8.00		7.00	

**Evaluation Table**

Evaluation	Weight	Rating
Worst	30%	1
Worse	40%	2
Average	60%	3
Better	80%	4
Best	100%	5



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: May 22, 2023  
Subject: Recommendation to approve COM Local Policy updates

### **AGENDA ITEM DESCRIPTION:**

Discussion and possible action on the proposed revisions to COM Local Policies AD and DED, and the addition of a new policy DLC.

Presented and recommended for approval to the Board of Trustees on May 22, 2023.

### **PROPOSED MOTION:**

**Suggested motion:** *“I move the Board of Trustees approve the revisions to COM Local Policies AD and DED and approve the new policy DLC.”*

### **ATTACHMENTS**

1. AD (Local) Draft/Final - *Educational Role, Mission, Purpose, and Responsibility*
2. DED (Local) Draft/Final - *Compensation and Benefits: Holidays*
3. DLC (Local) Final - *Employee Performance: Promotion and Demotion*



## MAY 2023 POLICY UPDATE

### LOCAL POLICY

#### GOVERNANCE POLICY

**AD(LOCAL) *Educational Role, Mission, Purpose, and Responsibility.*** The change to this policy is made to reflect SACSCOC requirement 4.2.a to ensure the periodic review of the institution's mission.

#### EMPLOYEE POLICIES

**DED(LOCAL) *Compensation and Benefits: Holidays.*** College of the Mainland adds Juneteenth as a one-day holiday, effective this year.

**DLC(LOCAL) *Employee Performance: Promotion and Demotion.*** This new local policy recognizes four distinct faculty ranks including: Instructor, Assistant Professor, Associate Professor, and Professor. The policy describes the new faculty rank and promotion process. It will be accompanied by DLC (Regulation) which details the application and review process.

The Office of the Staff Attorney is available to answer any questions regarding these changes along with any other policy or regulation inquiries. Please contact [cbrasher1@com.edu](mailto:cbrasher1@com.edu) for assistance.

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

**Faculty Rank and Promotion**

College of the Mainland recognizes four distinct faculty ranks including: Instructor, Assistant Professor, Associate Professor and Professor.

Faculty Hired Prior to the Adoption of this Policy

Faculty with the rank of Professor will retain the rank of Professor. Faculty with the rank of Associate Professor may choose to accept automatic promotion to Professor or may apply for promotion to Professor and, if granted, receive a one-time merit payment. Associate professors who choose automatic promotion are not eligible for the one-time merit payment.

Faculty with the rank of Assistant Professor for 4-6 years may apply for Associate Professor. Faculty holding the rank of Assistant Professor for 7 or more years may apply for Professor.

New Faculty Ranking

Newly hired faculty with no prior postsecondary teaching experience will begin at the rank of Instructor. Newly hired faculty with at least one academic year teaching experience will begin at the rank of Assistant Professor. Newly hired faculty with two years part-time postsecondary teaching experience will begin at the rank of Assistant Professor.

Employment as a graduate teaching assistant is considered part-time teaching experience if the graduate assistant was an Instructor of Record.

**Promotion Eligibility**

**Assistant Professor**

Faculty with the rank of Instructor will be promoted to Assistant Professor automatically after one academic year of full-time employment at COM with performance evaluation[s] of meets or exceeds expectations.

**Associate Professor**

Faculty may apply for promotion to Associate Professor after three years of full-time employment at the Assistant Professor rank with performance evaluation[s] of meets or exceeds expectations.

**Professor**

Faculty may apply for promotion to Full Professor after three years of full-time employment at the Associate Professor rank with performance evaluation[s] of meets or exceeds expectations.

**Promotion Portfolio  
and Review**

**Portfolio Criteria**

A faculty member applying for promotion shall submit a portfolio to the Standing Rank and Promotion Committee by September 1. The portfolio must describe the faculty member's teaching philosophy, teaching effectiveness, service to College of the Mainland, and professional development, and must include evidence supporting the descriptions. The descriptions and evidence should focus on the faculty member's activity since any prior promotion. Supporting evidence should be no more than seven years old.

Additional guidelines for the portfolio are found in DLC (Regulation) which include a standardized evaluation portfolio and rubric to evaluate the four portfolio criteria.

No faculty member may apply for promotion within one calendar year of the date they submitted a previous application.

**Standing Rank and Promotion Committee**

The Faculty Senate President, after consulting with the Instructional Deans and Vice President for Instruction, shall recruit faculty members representing the various instructional areas to serve on a Standing Rank and Promotion Committee (SRPC). The committee shall be comprised of five members. Three committee members must hold the rank of Professor, one may hold the rank of Associate Professor or higher, and one may hold the rank of Assistant Professor or higher. Department chairpersons shall not serve on the SRPC.

Additionally, the Faculty Senate President shall recruit three faculty members that shall serve as SRPC reserve members.

The SRPC members shall serve staggered two-year terms. Two members of the initial SRPC shall serve a one-year term, and the Faculty Senate President shall determine which members will serve the abbreviated term.

**Rank and Promotion Committee**

Each portfolio shall be reviewed by a unique Rank and Promotion Committee (RPC) consisting of the following seven members:

The candidate's department chairperson or program director.

If possible, one faculty member shall be chosen from the candidate's discipline, or, if this is not possible, from the candidate's department. This faculty member shall be chosen by the applicant, in consultation with the appropriate Dean.

The five-member SRPC.

The candidate's department chairperson or program director shall serve as the RPC chairperson. The candidate's Dean, while not a member of RPC, shall serve as the RPC coordinator and is responsible for processing the committee's requests, maintaining appropriate records, and monitoring the progress of the RPC's evaluation. The Dean may be present for meetings of the RPC but may not be present during the RPC's final deliberations or vote.

The RPC may request clarification or additional documentation from the candidate. The candidate's Department Chair shall notify the candidate of such a request and the candidate shall have one calendar week, excluding holidays, in which to provide the requested information.

### **ADMINISTRATIVE REVIEW**

Upon completion of the RPC's review of the candidate's portfolio, the RPC's voting results and any appropriate documentation shall be forwarded to the appropriate Dean, the Vice President for Instruction, and the College President. The College President shall make the final decision, notify the candidate of the decision, and include the list of faculty promotions in his Board of Trustees report.

### **DENIAL**

Should a candidate's application for promotion be denied, the candidate may submit a new portfolio in one year. A faculty member may reapply annually until promotion is granted.

In order to promote continuous improvement, the candidate's department chair shall be responsible for reviewing the results of the RPC's review with the candidate. The RPC's anonymous voting results, comments, and any appropriate documentation shall

be delivered to the candidate. If the candidate's promotion is denied by the President, the President, or his designee, shall meet with the candidate and/or the department chair to provide formative feedback intended to improve the candidate's next application.

Denial of promotion does not imply revocation of a faculty member's tenure. The rank and promotion process does not affect faculty annual performance reviews or the post-tenure review process.

The College District's missions and operational philosophy are summarized in the following statements. The Board shall **annually periodically** review and approve the mission statements in the course of reviewing the College District's strategic plan.

**Missions**

The College District shall be a comprehensive community college with the following broad missions to provide a variety of:

1. College-level transfer programs to prepare students for work at senior colleges and universities;
2. One- and two-year occupational programs designed to prepare students for employment in selected fields of study immediately upon graduation; and
3. Continuing educational opportunities designed for those who wish to upgrade employment skills or to pursue areas of personal interest.

The above missions shall have equal status in the College District and, within the limits of available resources, shall receive emphasis and support as community needs and demands require.

In the execution of the missions of the College District, experimentation and innovation shall be carried out on a deliberate, planned basis in all divisions of the operation.

**Community Focus**

The College District shall provide economic development assistance and cooperative efforts with other economic development agencies.

The College District shall become a unifying center of interest and activity in the College District. To this end, special emphasis shall be given to such activities as concert programs, speakers, community art, drama, and music activities. Additionally, College District facilities and services shall be made available to citizens of the College District for a wide range of educational and cultural purposes to the maximum extent feasible.

**Open Admissions /  
Closed Curriculum**

The College District shall be an open-admissions/closed-curriculum college. This means that every credit student who applies shall be admitted and shall be given an educational assessment. Students found not ready for college-level work shall be directed to a college readiness course paired with a college-level English or mathematics co-requisite. When they meet the curriculum requirements for a particular discipline, they shall be admitted to that course of study.

**Statement of Ethics  
and Philosophy**

It is the policy of the College District to apply the highest ethical standards to all members of the College District community including the Board of Regents, administration, staff, and faculty in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives. The College District shall include a code of ethics for Board members, the administration, staff, and faculty in its policy manual.

The College District seeks to treat each person of the College District community as a unique individual and to provide a positive, encouraging, and success-oriented environment. College District policies and practices that protect the rights and development of each individual in the College District community shall be enforced. Protection from unlawful discrimination, including conduct that constitutes sexual harassment, and freedom to develop as a student and/or College District employee shall be promoted.

The College District accepts its responsibilities to its students, to its employees, and to the members of the community; the College District is committed to meeting these responsibilities with balance, fairness, accountability, and ethical integrity.

The College District's missions and operational philosophy are summarized in the following statements. The Board shall periodically review and approve the mission statements in the course of reviewing the College District's strategic plan.

**Missions**

The College District shall be a comprehensive community college with the following broad missions to provide a variety of:

1. College-level transfer programs to prepare students for work at senior colleges and universities;
2. One- and two-year occupational programs designed to prepare students for employment in selected fields of study immediately upon graduation; and
3. Continuing educational opportunities designed for those who wish to upgrade employment skills or to pursue areas of personal interest.

The above missions shall have equal status in the College District and, within the limits of available resources, shall receive emphasis and support as community needs and demands require.

In the execution of the missions of the College District, experimentation and innovation shall be carried out on a deliberate, planned basis in all divisions of the operation.

**Community Focus**

The College District shall provide economic development assistance and cooperative efforts with other economic development agencies.

The College District shall become a unifying center of interest and activity in the College District. To this end, special emphasis shall be given to such activities as concert programs, speakers, community art, drama, and music activities. Additionally, College District facilities and services shall be made available to citizens of the College District for a wide range of educational and cultural purposes to the maximum extent feasible.

**Open Admissions /  
Closed Curriculum**

The College District shall be an open-admissions/closed-curriculum college. This means that every credit student who applies shall be admitted and shall be given an educational assessment. Students found not ready for college-level work shall be directed to a college readiness course paired with a college-level English or mathematics co-requisite. When they meet the curriculum requirements for a particular discipline, they shall be admitted to that course of study.

**Statement of Ethics  
and Philosophy**

It is the policy of the College District to apply the highest ethical standards to all members of the College District community including the Board of Regents, administration, staff, and faculty in achieving its mission and in managing its resources efficiently and effectively to reach its goals and objectives. The College District shall include a code of ethics for Board members, the administration, staff, and faculty in its policy manual.

The College District seeks to treat each person of the College District community as a unique individual and to provide a positive, encouraging, and success-oriented environment. College District policies and practices that protect the rights and development of each individual in the College District community shall be enforced. Protection from unlawful discrimination, including conduct that constitutes sexual harassment, and freedom to develop as a student and/or College District employee shall be promoted.

The College District accepts its responsibilities to its students, to its employees, and to the members of the community; the College District is committed to meeting these responsibilities with balance, fairness, accountability, and ethical integrity.

COMPENSATION AND BENEFITS  
HOLIDAYS

DED  
(LOCAL)

Official holidays of the College District are as follows:

1. January 1 (one day);
2. Martin Luther King, Jr.'s Birthday (one day);
3. Spring Holiday (one week);
4. Memorial Day (one day);
- 4.5. Juneteenth (one day);
- 5.6. July 4 (one day);
- 6.7. Labor Day (one day);
- 7.8. Thanksgiving (two days); and
- 8.9. Winter holidays (as determined by the administration).

Specific dates of holidays shall be detailed in the College District's calendar and shall be approved by the Board.

A full-time employee (FTE) who is unable to benefit from a College District holiday because his or her regular work schedule falls outside of a College District holiday shall be eligible to take another day off in lieu of the missed holiday. The employee shall seek prior approval from his or her supervisor regarding arrangements for the alternate day off.

COMPENSATION AND BENEFITS  
HOLIDAYS

DED  
(LOCAL)

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EMPLOYEE PERFORMANCE  
PROMOTION AND DEMOTION

DLC  
(LOCAL)

**Faculty Rank and Promotion**

College of the Mainland recognizes four distinct faculty ranks including: Instructor, Assistant Professor, Associate Professor and Professor.

Faculty Hired Prior to the Adoption of this Policy

Faculty with the rank of Professor will retain the rank of Professor. Faculty with the rank of Associate Professor may choose to accept automatic promotion to Professor or may apply for promotion to Professor and, if granted, receive a one-time merit payment. Associate professors who choose automatic promotion are not eligible for the one-time merit payment.

Faculty with the rank of Assistant Professor for 4-6 years may apply for Associate Professor. Faculty holding the rank of Assistant Professor for 7 or more years may apply for Professor.

New Faculty Ranking

Newly hired faculty with no prior postsecondary teaching experience will begin at the rank of Instructor. Newly hired faculty with at least one academic year teaching experience will begin at the rank of Assistant Professor. Newly hired faculty with two years part-time postsecondary teaching experience will begin at the rank of Assistant Professor.

Employment as a graduate teaching assistant is considered part-time teaching experience if the graduate assistant was an Instructor of Record.

**Promotion Eligibility**

**Assistant Professor**

Faculty with the rank of Instructor will be promoted to Assistant Professor automatically after one academic year of full-time employment at COM with performance evaluation[s] of meets or exceeds expectations.

**Associate Professor**

Faculty may apply for promotion to Associate Professor after three years of full-time employment at the Assistant Professor rank with performance evaluation[s] of meets or exceeds expectations.

**Professor**

Faculty may apply for promotion to Full Professor after three years of full-time employment at the Associate Professor rank with performance evaluation[s] of meets or exceeds expectations.

**Promotion Portfolio  
and Review**

**Portfolio Criteria**

A faculty member applying for promotion shall submit a portfolio to the Standing Rank and Promotion Committee by September 1. The portfolio must describe the faculty member's teaching philosophy, teaching effectiveness, service to College of the Mainland, and professional development, and must include evidence supporting the descriptions. The descriptions and evidence should focus on the faculty member's activity since any prior promotion. Supporting evidence should be no more than seven years old.

Additional guidelines for the portfolio are found in DLC (Regulation) which include a standardized evaluation portfolio and rubric to evaluate the four portfolio criteria.

No faculty member may apply for promotion within one calendar year of the date they submitted a previous application.

**Standing Rank and Promotion Committee**

The Faculty Senate President, after consulting with the Instructional Deans and Vice President for Instruction, shall recruit faculty members representing the various instructional areas to serve on a Standing Rank and Promotion Committee (SRPC). The committee shall be comprised of five members. Three committee members must hold the rank of Professor, one may hold the rank of Associate Professor or higher, and one may hold the rank of Assistant Professor or higher. Department chairpersons shall not serve on the SRPC.

Additionally, the Faculty Senate President shall recruit three faculty members that shall serve as SRPC reserve members.

The SRPC members shall serve staggered two-year terms. Two members of the initial SRPC shall serve a one-year term, and the Faculty Senate President shall determine which members will serve the abbreviated term.

**Rank and Promotion Committee**

Each portfolio shall be reviewed by a unique Rank and Promotion Committee (RPC) consisting of the following seven members:

The candidate's department chairperson or program director.

If possible, one faculty member shall be chosen from the candidate's discipline, or, if this is not possible, from the candidate's department. This faculty member shall be chosen by the applicant, in consultation with the appropriate Dean.

The five-member SRPC.

The candidate's department chairperson or program director shall serve as the RPC chairperson. The candidate's Dean, while not a member of RPC, shall serve as the RPC coordinator and is responsible for processing the committee's requests, maintaining appropriate records, and monitoring the progress of the RPC's evaluation. The Dean may be present for meetings of the RPC but may not be present during the RPC's final deliberations or vote.

The RPC may request clarification or additional documentation from the candidate. The candidate's Department Chair shall notify the candidate of such a request and the candidate shall have one calendar week, excluding holidays, in which to provide the requested information.

### **ADMINISTRATIVE REVIEW**

Upon completion of the RPC's review of the candidate's portfolio, the RPC's voting results and any appropriate documentation shall be forwarded to the appropriate Dean, the Vice President for Instruction, and the College President. The College President shall make the final decision, notify the candidate of the decision, and include the list of faculty promotions in his Board of Trustees report.

### **DENIAL**

Should a candidate's application for promotion be denied, the candidate may submit a new portfolio in one year. A faculty member may reapply annually until promotion is granted.

In order to promote continuous improvement, the candidate's department chair shall be responsible for reviewing the results of the RPC's review with the candidate. The RPC's anonymous voting results, comments, and any appropriate documentation shall

be delivered to the candidate. If the candidate's promotion is denied by the President, the President, or his designee, shall meet with the candidate and/or the department chair to provide formative feedback intended to improve the candidate's next application.

Denial of promotion does not imply revocation of a faculty member's tenure. The rank and promotion process does not affect faculty annual performance reviews or the post-tenure review process.



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: May 22, 2023  
Subject: Updated 2022-2023 Academic Calendar

Presented 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 updated 2022-2023 Academic Calendar to include Juneteenth as a college holiday."

### PURPOSE

In accordance with EA (Local), the Board of Trustees must approve the Academic Calendar.

### BACKGROUND

The 2022-2023 Academic Calendar was developed with input from the President's Cabinet which includes Instruction, Student Services, Fiscal Affairs, and Institutional Advancement.

### IMPLICATIONS

Financial: N/A

Strategic Goal #1: College of the Mainland will eliminate obstacles from the student's pathway as they proceed on their academic journey.

Human Resources: N/A

### Attachments

1. Academic Calendar 22-23 (Updated)

## 2022-2023 College of the Mainland Academic Calendar

### AUGUST 2022

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8/5	Fee Payment Deadline for Fall Due
8/6	Last Day of Summer 2022 Saturday Classes
8/8	Continuing Education Fall Registration Begins
8/12	Last Day of Monday-Friday Summer 2022 Classes
8/15	Summer 2022 Grades Due by Noon
8/15	Faculty return
8/15-19	Convocation Week
8/19	Last Day to Register for Fall 2022 in person
8/21	Last Day to Register for Fall 2022 Online by Midnight
8/22	Fall 2022 16 Week and 1 <sup>st</sup> 8 Week Monday-Friday classes begin
8/27	Saturday classes begin for Fall 2022
8/29	Fall 2022 1 <sup>st</sup> 8-Week Census Day

### SEPTEMBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9/5	College Closed, Labor Day Holiday
9/7	Census Date for Fall 2022, 16-week classes

### OCTOBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10/5	Fall 2022 1 <sup>st</sup> 8-Week "W-Day"
10/14	Fall 2022 1 <sup>st</sup> 8-Week, Last Day of Class
10/14	Last Day to Register for Fall 2 <sup>nd</sup> 8-week classes in person
10/16	Last Day to Register for Fall 2 <sup>nd</sup> 8-week classes Online by Midnight
10/17	Fall 2022 1 <sup>st</sup> 8-Week Grades due by Noon
10/17	Fall 2022 2 <sup>nd</sup> 8-Week Classes begin
10/24	Fall 2022 2 <sup>nd</sup> 8-Week Census Day
10/31	Deadline to submit Fall 2022 Graduation Application

## NOVEMBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11/1	Priority Deadline for Spring 2023 FAFSA
11/1	Spring 2023 Registration Begins
11/18	W-Day, Fall 2022 16 Week Classes
11/24-27	College Closed, Thanksgiving Holidays
11/28	Fall 2022 Classes Resume

## DECEMBER 2022

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12/1	Continuing Education Spring Registration Begins
12/1	Fall 2022 2 <sup>nd</sup> 8-week W-Day
12/3	Last Day of Fall 2022 Saturday Classes
12/9	Last Day of Fall 2022 16-week and 2 <sup>nd</sup> 8-week Monday-Friday Classes
12/9	Grades for graduating students due by 12 Noon.
12/10	Fall 2022 Commencement
12/10-1/1	College Closed, Winter Holidays
12/12	All Fall 2022 grades Due by 12 Noon

## JANUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1/2	College Reopens, Staff Returns
1/2	Spring 2023 Campus Registration Resumes
1/3	Fee Payment deadline due
1/7	Saturday Registration
1/9	Faculty Return
1/9-13	Convocation Week
1/13	Last Day to Register for Spring 2023 in person
1/16	Last Day to Register for Spring 2023 Online by Midnight
1/16	College Closed, Martin Luther King Jr. Day Observed
1/17	Spring 2023 16-Week and 2 <sup>nd</sup> 8-Week Classes Begin
1/21	Spring 2023 Saturday Classes Begin
1/24	Spring 2023 1 <sup>st</sup> 8-Week, Census Day

## FEBRUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

2/1	Spring 2023 16-Week Classes, Census Date
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## MARCH 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3/1	Spring 2023 1 <sup>st</sup> 8-Week, W-Day
3/10	Last Day for Spring 2023 1 <sup>st</sup> 8-Week Classes
3/10	Spring 2023 2 <sup>nd</sup> 8-Week Last day to Register in person
3/13-19	College Closed, Spring Break
3/19	Spring 2023 2 <sup>nd</sup> 8-Week Last day to Register Online by Midnight
3/20	Spring 2023 16 Week Classes Resume, 2 <sup>nd</sup> 8-week Classes Begin
3/20	Spring 2023 1 <sup>st</sup> 8-Week grades due at Noon
3/27	Spring 2023 2 <sup>nd</sup> 8-Week Census Date
3/31	Deadline to submit Spring 2023 Graduation Application

## APRIL 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4/7-9	College Closed, Spring Holiday
4/11	Summer and Fall 2023 Registration Begins
4/24	Spring 2023 16-Week Classes, W-Day

## MAY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5/1	Continuing Education Summer Registration Begins
5/1	Priority Deadline for Summer 2023 FAFSA
5/3	Spring 2023 2 <sup>nd</sup> 8-Week, W-Day
5/6	Spring 2023, Last day of Saturday Classes
5/12	Last Day of Class for Spring 2023 16-Week and 2 <sup>nd</sup> 8-Week Classes
5/12	Grades for Graduating Students due by Noon
5/12	Spring 2023 Mini Session, Last Day to Register in Person
5/13	Spring 2023 Commencement Ceremony
5/14	Spring 2023 Mini Session, Last Day to Register Online by Midnight
5/15	All Spring 2023 Grades Due by Noon
5/15	Spring 2023 Mini Session Begins
5/16	Spring 2023 Mini Session, Census Day
5/23	Summer 2023 Fee Payment Deadline Due
5/29	College Closed, Memorial Day Holiday
5/30	Spring 2023 Mini Session, W-Day

## JUNE 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

6/1	Priority Deadline for Fall 2023 FAFSA
6/2	Last Day of Class for Spring 2023 Mini Session, Grades Due by 5pm
6/2	Last Day to Register for Summer 2023 10-Week and 1 <sup>st</sup> 5-Week Session in person
6/4	Last Day to Register for Summer 2023 10-Week and 1st 5-Week Session Online by Midnight
6/5	Summer 2023 10-Week and 1st 5-Week Session Begins
6/8	Summer 2023 1st 5-Week, Census Date
6/10	Summer 2023 Saturday Classes Begin
6/13	Summer 2023 10-Weeks, Census Day
6/19	Juneteenth, College Closed

## JULY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7/3	Summer 2023 1st 5-Week, W-Day
7/4	College Closed, Independence Day Observed
7/7	Last Day of Summer 2023 1 <sup>st</sup> 5-Week Classes
7/7	Last Day to Register Summer 2023 2 <sup>nd</sup> 5-week classes in person
7/9	Last Day to Register Summer 2023 2nd 5-week classes Online by Midnight
7/10	Summer 2023 1 <sup>st</sup> 5-Week Grades due by Noon
7/10	Summer 2023 2 <sup>nd</sup> 5-Week Classes Begin
7/12	Fall 2023 fee payment deadline
7/13	Summer 2023 2 <sup>nd</sup> 5-Week Classes, Census Day

## AUGUST 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/1	Continuing Education Fall 2023 Registration Begins
8/1	Summer 2023 10-Weeks Classes, W-Day
8/4	Summer 2023 2 <sup>nd</sup> 5-Week Classes, W-Day
8/11	Last Day of Class Summer 2023 10-Week and 2 <sup>nd</sup> 5-Week Classes
8/12	Last Day, of Saturday Summer 2023 classes
8/14	Summer 2023 Grades Due by Noon



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: May 22, 2023  
Subject: Recommendation – Faculty - Sociology (Replacement)

Presented for recommended approval to the Board of Trustees on May, 22, 2023 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 Dr. William Bryerton to the position of Faculty - Sociology, Social & Behavioral Sciences Department.”**

**PURPOSE**

Responsible for providing instruction within the Social and Behavioral Sciences Department. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation, and maintain open and consistent communications with students. Attend Department meetings and other mandatory College events. Participate in mandatory College training and professional development. Serve on College committees as needed and assigned. Participate in student advisement and mentoring activities as needed and assigned.

**BACKGROUND**

This is a replacement for Luis Sabido.

**IMPLICATIONS**

Financial: \$63,820 from budget 11-0-0000-1130-5100.

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

**ATTACHMENTS**

1. Appointment Nomination



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: May 22, 2023  
Subject: Recommendation – Director of Instructional Support (Replacement)

Presented for recommended approval to the Board of Trustees on May, 22, 2023 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 Hester Fenemore to the position of Director of Instructional Support, Tutoring Center.”**

**PURPOSE**

The Director of Instructional Support will coordinate, supervise, and evaluate the overall operation and staff of the tutoring program; recruit, hire, train, and evaluate tutors; develop learning outcomes and assessments for the tutoring program; develop training materials and deliver tutor training; work closely with faculty for recruitment and training of supplemental instructors (SI); develop programs, workshops, and activities to promote and publicize services to students; maintain budgets and payroll; create academic support and tutoring programs and services for international students.

**BACKGROUND**

This is a replacement for Beth Richards.

**IMPLICATIONS**

Financial: \$79,851 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: May 22, 2023  
Subject: Recommendation – Faculty – Process Technology (Replacement)

Presented for recommended approval to the Board of Trustees on May, 22, 2023 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 Thomas Forester to the position of Faculty – Process Technology, Process Technology Department.”**

**PURPOSE**

Responsible for providing instruction within the Instructional Department. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation, and maintain open and consistent communications with students. Attend Department meetings and other mandatory College events. Participate in mandatory College training and professional development. Serve on College committees as needed and assigned. Participate in student advisement and mentoring activities as needed and assigned.

**BACKGROUND**

This is a replacement for John Leacroy.

**IMPLICATIONS**

Financial: \$64,180 from budget 11-0-0000-1219-5100.

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

**ATTACHMENTS**

1. Appointment Nomination

## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: May 22, 2023  
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on May 22, 2023.

### 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:

Police Officer - \$43,437 from budget 11-0-0000-5151-5160

Director, Gulf Coast Safety Institute - \$96,190 from budget 34-0-5010-1299-5140

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

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Police Officer	Campus Police	Provides safety and security for staff, students and visitors. Performs law enforcement duties in controlling and analyzing crime scenes, establishing order at traffic accidents and identifying and enforcing parking violations.	Replacement of Abdel Newisar	Jacob Bickham	\$43,437	\$43,437 - \$54,297 - \$65,156
2	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 of Alfred Sustaita	Dr. Michael Hejazi	\$96,190	\$71,252 - \$96,190 - \$121,128
3							
4							
5							
6							
7							
8							



# Academic Master Plan Update: Access

# Academic Master Plan

- ACCESS
  - Open Education Resources (OER)
  - Scheduling

# OER Adoption

- Identified highest enrolled courses
  - ENGL 1301
  - GOVT 2305
  - HIST 1301
  - HIST 1302
  - PSYC 2301
- Additional high enrollment courses adopting OER
  - BUSI 1301
  - All ASTR courses
- 22% of sections are now OER

# Scheduling Structures

# Common Block Arrangements



# Texas Colleges Moving to 8 Weeks

**Odessa**

**Kilgore**

**Amarillo**

**Grayson**

**Alvin**

# Outcomes

## Kilgore

- **Students completing 24 hours within two semesters increased 6%**
- **Average semester credit hours to completion of Associate degree dropped from 77 – 74 hours within 3 years**

## Odessa

- **Drop rate declined from 10% to 3% over 11-year period**
- **Success rate increased from 67% to 85%**

# Outcomes

## Grayson

- The graduation rate rose from 26% to 33%
- The graduation rate for Black students rose from 9% for the previous cohort to 25% for the 8-week cohort

## Amarillo

- Success rate increased 39%
- Aided by an Advocacy and Resource Center

# Positives

**Increased Focus**

**Decrease in Withdrawals**

**Increase in FTE**

**Increase in Graduation rates**

**Shift from Pedagogical focus to Andragogical**

# Positives

**Creates opportunity to review all scheduling matters**

**Aligns with new CSA efforts**

**Allows additional cohorts where possible**

**Increase entry points throughout the year and removes issue of “late registration”**

# Known Considerations

**Cannot work for all courses**

**Dual Credit**

**Need time built-in for grade processing**

**An intentional and planned transition required with Student Success  
guiding value**

# Sample Schedules

# Sample of schedule with Science

1 <sup>st</sup> 8 Week Block					2 <sup>nd</sup> 8 Week Block					
	M	T	W	R	F	M	T	W	R	F
8:00	HIST 1301	HIST 1301	HIST 1301	HIST 1301						
8:30										
9:00										
9:30	PSYC 1300	PSYC 1300	PSYC 1300	PSYC 1300	GEOL 1403 LAB	ENGL 1301	ENGL 1301	ENGL 1301	ENGL 1301	GEOL 1403 LAB
10:00										
10:30										
11:00		GEOL 1403 Lecture		GEOL 1403 Lecture		MATH 1314	GEOL 1403	MATH 1314	GEOL 1403	
11:30										
12:00										
12:30										
1:00										
1:30										
2:00										

# General Studies Degree

	1 <sup>st</sup> 8 Week Block					2 <sup>nd</sup> 8 Week Block				
	M	T	W	R	F	M	T	W	R	F
8:00	PSYC 1300	PSYC 1300	PSYC 1300	PSYC 1300		SPCH 1315	SPCH 1315	SPCH 1315	SPCH 1315	
8:30										
9:00										
9:30	MATH 0308/1332		MATH 0308/1332		MATH 0308/1332	MATH 0308/1332		MATH 0308/1332		MATH 0308/1332
10:00										
10:30										
11:00	HIST 1301	HIST 1301	HIST 1301	HIST 1301		ENGL 1301	ENGL 1301	ENGL 1301	ENGL 1301	
11:30										
12:00										
12:30										
1:00										
1:30										
2:00										

# QUESTIONS?



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: May 11, 2023  
Subject: Approval of New Credit Program

Presented for recommended approval to the Board of Trustees on May 22, 2023

### MINUTE ORDER

**Motion to be acted upon: "I move the Board of Trustees approve a Level One Certificate and Associate of Applied Science degree in Culinary Arts."**

### PURPOSE

COM is seeking to establish a new Level One Certificate and Associate of Applied Science (A.A.S.) in Culinary Arts.

### BACKGROUND

As part of the Academic Master Plan, COMPASS plan, and the 2018 Bond Project, several programs were identified that would benefit our service area. To identify the programs, Labor Market studies were performed, and Culinary Arts was selected as a future program.

The Culinary Arts program will be a two-year AAS degree, a level one Certificate and a cross-credit Occupational Skills Award (OSA). The program will have an application process. The framework for the program is aligned with the industry standards and accreditation standards through the American Culinary Federation.

### Program Demand

Projections of job growth in the region range from 10% - 41% for the related jobs for Culinary Arts 2019-2029 depending on the award level (10%- OSA, 41% Certificate, 31% Associate Degree). Projections of job growth nationally range from 16%-26% for the related jobs. Annual median wages range from \$15.79 per hour to \$27.29 per hour in the region, depending on the

level of degree attainment, with the increase relative to additional education. (Source: Lightcast; Bureau of Labor Statistics.)

Enrollment in the Culinary Arts Program is estimated to be 16 students the first year (fall 2023), and 16 students per cohort, with a new cohort starting each year (beginning fall 2024).

### IMPLICATIONS

Staffing will include all necessary faculty and support staff to operate the program. Kathleen Roussel has been hired full-time as the Culinary Arts Program Coordinator. Chef Roussel will coordinate and teach for the program with adjunct faculty being added as the program grows each semester.

The first floor of the Mainland City Centre provides a space sufficient for the cohort sizes and to offer an integrated savory and pastry kitchen along with a restaurant. The equipment that will be procured will accommodate the cohort sizes, sufficient to meet industry standards.

The practicum component of the program is entirely off-site, but the program will have a dedicated restaurant kitchen to simulate the chef experience and correlate didactic learning with the hands-on practical experience needed to graduate competent foundational and professional cooks and head chefs. This is a benefit for both the students and the industry.

### Financial

	FY 2023-2024	FY 2024-2025	FY 2025-2026
Projected Enrollment	16	32	32
Tuition and College Fees	\$28,000	\$56,000	\$56,000
State Funding	\$25,200	\$50,400	\$50,400
Local Funding	\$209,860	\$193,460	\$193,460
Projected Revenue	\$263,060	\$299,860	\$299,860
Total Operating Costs (Salary + Benefits + Instructional supplies + + Equipment Maintenance)	\$263,060	\$299,860	\$299,860

### STRATEGIC GOALS

**Student Success:** Expanding the offerings to students interested in one of the five major sectors in the region, hospitality. Prepare students for job opportunities in the region.

**Facility Improvement:** Provide an environment at College of the Mainland that is conducive to learning while addressing the workforce needs of local business and industry. Future Culinary Arts students will also utilize main campus resources including the kitchen labs and restaurant, and the Library.



**New Program Proposal  
(Workforce Certificate and/or AAS degree)**

This form is required for all new workforce certificate and/or Associate of Applied Science degree programs. Refer to the Guidelines for Instructional Programs in Workforce Education (GIPWE), Chapter 5 for details needed under each of these sections.

**Background**

The Culinary Arts program will begin in the fall of 2023 as a cross-credit program meaning it will begin with a non-credit first semester, and in the spring of 2024 and once awarded SASCO accreditation, the College can convert the non-credit courses to academic credit through the Credit for Prior Learning process.

**Proposed Award(s)**

List the certificate and/or degree awards being proposed

Type of Award (Cert or Degree)	SCH or CEU Hours	CIP Code
Associate's of Applied Science in Culinary Arts	60	12.0503
Professional Cook Level One Certificate	24	12.0503
*Foundation of Culinary Arts Occupational Skills Award	*CEU	12.0503

**Workforce Demand**

Identify as many data sources as possible to support the local, regional, and/or statewide workforce demand for the program; a minimum of two data sources are required. Supporting documentation must be included in the Program Notebook.

Regional Labor Market Data- Associate's degree

County	County Name	2019 Jobs	2029 Jobs	2019 - 2029 Change	2019 - 2029 % Change	Avg. Hourly Earnings
48201	Harris	4,298	5,606	1,308	30%	\$27.70
48167	Galveston	312	477	165	53%	\$24.28
48039	Brazoria	221	334	112	51%	\$24.64
48071	Chambers	21	41	20	93%	\$24.61
		4,852	6,458	1,606	33%	\$27.29

Source: Lightcast

National Labor Market Data- Associate's degree

State	State Name	2019 Jobs	2029 Jobs	2019 - 2029 Change	2019 - 2029 % Change	Avg. Hourly Earnings



	All states	364,780	440,725	75,946	21%	\$29.46
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Source: Lightcast

Regional Labor Market Data- Level One Certificate

County	County Name	2019 Jobs	2029 Jobs	2019 - 2029 Change	2019 - 2029 % Change	Avg. Hourly Earnings
48201	Harris	41,235	57,143	15,908	39%	\$16.03
48167	Galveston	3,136	4,661	1,526	49%	\$14.20
48039	Brazoria	2,346	3,752	1,407	60%	\$14.12
48071	Chambers	216	460	244	113%	\$14.09
		46,933	66,016	19,084	41%	\$15.79

Source: Lightcast

National Labor Market Data- Level One Certificate

State	State Name	2019 Jobs	2029 Jobs	2019 - 2029 Change	2019 - 2029 % Change	Avg. Hourly Earnings
	All states	2,416,116	3,037,534	621,418	26%	\$16.89

Source: Lightcast

Regional Labor Market Data- OSA

County	County Name	2019 Jobs	2029 Jobs	2019 - 2029 Change	2019 - 2029 % Change	Avg. Hourly Earnings
48201	Harris	25,336	27,334	1,998	8%	\$13.64
48167	Galveston	1,763	2,186	423	24%	\$12.55
48039	Brazoria	1,527	1,844	317	21%	\$12.31
48071	Chambers	147	213	66	45%	\$12.21
		28,772	31,577	2,805	10%	\$13.48

Source: Lightcast

National Labor Market Data- OSA



State	State Name	2019 Jobs	2029 Jobs	2019 - 2029 Change	2019 - 2029 % Change	Avg. Hourly Earnings
	All states	2,003,332	2,328,171	324,840	16%	\$13.66

Source: Lightcast

**Assurance of Basic and Workforce Skills**

*In addition to responding to the following topics, complete the New Degree/Certificate Form and include in the Program Notebook.*

Our programs focus on cooking skills development, problem-solving, and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to operations.

**Program Objectives:**

The Culinary Arts program prepares future working cooks and chef assistants in providing courses for students desiring personal enrichment and enhancing the skills and professional qualifications of chefs and cooks currently employed in the industry.

**Entry Level Salaries:**

The median annual wage for chefs and head cooks was \$48,460 in May 2018. The lowest 10 percent earned less than \$26,320, and the highest 10 percent earned more than \$81,460. Source: Bureau of Labor Statistics.

**Program Level Outcomes:**

**Assessment Plan**

<b>Culinary Arts Program Assessment Plan</b>					
Program or Unit:		Contact Person:		Email:	
<b>Culinary Arts</b>		<b>Kathleen Roussel</b>		<b>kroussel@com.edu</b>	
<b>Program /Unit Mission</b>					
<p><b>The Culinary Arts program’s mission is to provide students with a hands-on, experiential learning environment that is responsive to industry needs, while establishing a solid foundation of culinary and practical skills necessary to excel in food service careers.</b></p>					
<b>Assessment Summary</b>					
<b>Unit Goal/Program Outcome (PSLO)</b>	<b>Measurement/Method of Assessment</b>	<b>Achievement Targets</b>	<b>Results</b>	<b>Action Plans</b>	<b>1 yr. Follow up from Action Plan</b>

<b>Outcome 1:</b>  <b>Demonstrate proficient sanitation practices related to food service industry standards.</b>	<b>Measure 1 (Outcome 1)</b>  <i>NRAEF Food Protection Managers ServSafe™ exam</i>  Students will obtain their <i>ServSafe™ Food Protection Manager Certification</i> as Final Exam for CHEF 1205 Course.	<b>Achievement Target 1</b>  90% of the students will obtain score a passing 75% or higher on the exam.	<b>Results 1</b>	<b>Action Plans 1</b>	
	<b>Measure 2 (Outcome 1)</b> <i>Food Safety checklist</i>  Students complete Food Safety checklist as part of their CHEF 1205 course requirement.	<b>Achievement Target 2</b>  90% of the students will obtain 80% or above on the checklist.	<b>Results 2</b>	<b>Action Plans 2</b>	
<b>Unit Goal/Program Outcome (PSLO)</b>	<b>Measurement/Method of Assessment</b>	<b>Achievement Targets</b>	<b>Results</b>	<b>Action Plans</b>	<b>1 yr. Follow up from Action Plan</b>
<b>Outcome 2:</b>  <b>Demonstrate preparation for employment in the food service industry by exhibiting proficient food production skills.</b>	<b>Measure 1 (Outcome 2)</b>  <i>Lab based summative assessment evaluating proficiency in knife cuts, cooking methods, and plating skills as final for CHEF 1310 Course.</i> *Successful completion of this test demonstrates readiness for RSTO 1304 Dining Room Service.	<b>Achievement Target 1</b>  90% of the students will obtain a passing score of 75% or above on the assessment.	<b>Results 1</b>	<b>Action Plan 1</b>	

	<p>Measure 2 (Outcome 2)</p> <p><i>Successfully pass ACF Certified Fundamental Cook Practical and Written Test from NOCTI.</i></p> <p>Students will complete the NOCTI referenced job readiness blue print and will take this test as part of their coursework for RSTO 1313.</p> <p>*Successful completion of this test demonstrates readiness for Culinary Arts Practicum and/or Level One Professional Cook Certificate.</p>	<p>Achievement Target 2</p> <p>90% of the students will obtain a passing 75% or above on the practical exam and a passing 70% or above on the written portion of the test.</p>	<p>Results 2</p>	<p>Action Plan 2</p>	
<p><b>Unit Goal/Program Outcome (PSLO)</b></p>	<p><b>Measurement/Method of Assessment</b></p>	<p><b>Achievement Targets</b></p>	<p><b>Results</b></p>	<p><b>Action Plans</b></p>	<p><b>1 yr. Follow up from Action Plan</b></p>
<p>Outcome 3:</p> <p><b>Students will create and execute kitchen functions and processes in a professional manner.</b></p>	<p>Measure 1 (Outcome 3)</p> <p><i>Checklist/Evaluation for practicum completion</i></p> <p>Students will successfully complete an evaluation from the site in which they perform their practicum as part of coursework for CHEF 2364.</p>	<p>Achievement Target 1</p> <p>90% of the students will obtain a score of 3 out of 5 or above on the evaluation.</p>	<p>Results 1</p>	<p>Action Plan 1</p>	

	Measure 2 (Outcome 3)	Achievement Target 2	Results 2	Action Plan 2	
	<p><i>Culinary Capstone Project Evaluation Form</i></p> <p>Students will successfully complete a capstone project as part of their coursework in RSTO 2431 that includes the creation and execution of a restaurant concept. They will be graded on the overall Concept Execution (Business Plan, Restaurant Management and Finished Product).</p> <p>Ratings will be:            1-Needs Improvement            2-Developing Skills            3-Proficient            4-Exceeds Expectations            5-Mastery Level</p>	<p>90% of the students will obtain a rating of 3 out of 5 or above on the Capstone Project.</p>			

**Analysis Questions**

1a. What primary changes are you making to improve student learning as a result of the assessment Results? 1b. Describe up to three of the most significant/important improvements in your program.

**Our program is designed to provide students with a strong culinary foundation and practical skills necessary to succeed in the food service industry. Students gain a solid command of traditional and modern food preparation, presentation, menu planning, cost control, service practices, and the maintenance of a safe, fair, and equitable working environment are reinforced.**

**Our curriculum incorporates real-world knowledge and industry trends to provide students education and experience they need to thrive in the culinary industry. Through our strategic ties with active culinary professionals and industry leaders, we help ensure that our students graduate with the practical skills and expectations the always-changing industry demands**

<p>2. How do your assessment Results differ by the program's instructional delivery method ("face-to-face," hybrid, distance education) or by location (if program is offered at more than one location)?</p> <p><b>The program's instructional delivery method will be face-to-face instruction with hands-on lab-based simulations. Our unique small group approach fosters collaboration and teamwork while enabling one-on-one support and guidance. Our learning spaces are designed to simulate the type of spaces consistent with industry standards. Students will gain hands-on, practical experience in our student-led restaurant, the ultimate working classroom.</b></p> <p><b>Our academic degree program is offered in five full-time terms, with most of our classes offered during the day, to allow students to work in the food service industry during nights and weekends.</b></p> <p><b>The Culinary Arts certificate program develops entry-level skills for positions and careers involving the Culinary arts. Students acquire the knowledge and competencies required for working in restaurants and other establishments where food production occurs (e.g., hotels, hospitals, bakeries). Full-time students can complete the program in two semesters, thereby accelerating entry into employment situations.</b></p>	
<p>3. How have assessment Results been disseminated and discussed with the Program Advisory Committee? Describe involvement of Advisory Committee in reviewing curriculum changes prior to submission to Curriculum Committee.</p> <p><b>The advisory committee is composed of Restaurant industry professionals, educators, and community members. We will meet regularly via Teams Video format and will have a yearly in-person event. Updates and additional communication will be provided quarterly via email.</b></p>	
<p>4. Who was involved in the development and implementation of the program assessment plan?</p> <p><b>Kathleen Roussel, Culinary Arts Program Coordinator</b>  <b>Christina Bergvall, Director of Program Development</b>  <b>Dr. Michelle Davis, Director of Academic Planning and Innovation</b></p>	
<p>5. In assessment plan development and implementation, what process did you use to ensure sampling of all center, high school dual enrollment, distance education, if applicable to program?</p> <p><b>Our extensive research of established Culinary programs, paired with Chef Kathleen Roussel's over twenty years of experience as a Culinary educator and food industry professional, ensures that students will be well prepared for a successful, rewarding career.</b></p>	

Core Objectives:

Each core curriculum course must include core objectives. For COM they are as follows:

1. Critical Thinking Skills
2. Communication Skills
3. Empirical and Quantitative Skills
4. Teamwork
5. Social Responsibility
6. Personal Responsibility

Core Objectives:

<http://leaptx.org/coreobjectives/> Core Objectives

1. CT – Critical Thinking Skills

**Definition of:**

*Creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.*

2. CS – Communication Skills – Written, Oral, and Visual

*Effective development, interpretation and expression of ideas through written, oral and visual communication.*

3. EQS – Empirical and Quantitative Skills

*To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.*

4. TW – Teamwork

*The ability to consider different points of view and to work effectively with others to support a shared purpose or goal.*

5. SR – Social Responsibility

*To include the ability to connect choices, actions and consequences to ethical decision-making.*

6. PR – Personal Responsibility

*Intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional national and global communities*

Admissions Requirements:

Specific Program Admissions Requirements:

While COM is an open enrollment college, Culinary Arts is a limited enrollment program, and a formal application is required. This means that you must be eligible to enter the program and must have officially been accepted into the program before you can enroll in any culinary classes.

Steps for Program Admission-

- Apply for COM admissions and be accepted.
- Submit current Food Handlers permit.
- One letter of recommendation, preferably from food service professionals or high school culinary instructors. Letters from supervisors outside of the culinary industry will also be accepted.
- Attend Program Information Session.
- Students are required to obtain uniforms and a knife kit. A complete list of required uniform pieces and tools are available upon request and will be given out during the information sessions.

Method of Delivery:

The program provides students with intensive professional and practical experience and a hands-on approach to the daily operation of a professional kitchen. This program will be face-to-face and hybrid.

External Learning Experiences:



Students are required to complete an external learning experience through a culinary practicum in which the student must obtain food preparation employment and work at least 20 hours per week during that semester.

**Workplace Competencies:**

- Demonstrating Workplace Readiness Skills
- Examining All Aspects of an Industry
- Examining Safety and Sanitation
- Applying Nutritional Principles
- Applying Food-Preparation Techniques
- Preparing Garde Manger
- Learning Baking Fundamentals
- Serving in the Dining Room
- Using Business and Math Skills
- Purchasing and Receiving Goods

**Enrollment Management Plan**

*Any documents obtained during the development of this Enrollment Management Plan should be included in the Program Notebook.*

To manage the success of the program, we will align Culinary Arts course schedules in accordance with college-wide enrollment management strategies, Spearhead enrollment training for advisor and enrollment staff and coordinate the development of quarterly schedules for the purpose of optimizing student access to needed courses.

**Articulated Feeder Institutions and Programs:**

College of the Mainland has strong partnerships with local high schools that offer culinary arts. It is ideal that graduates of those programs would feed into the COM Culinary Arts program. We are bolstering our Credit for Prior Learning processes to seamlessly align their entry point.

**Student Recruitment Plan:**

- General recruitment and admission processes will be coordinated between the Culinary Arts and Enrollment Services departments.
- Recruitment materials include a fact sheet, recruiting card, and electronic fliers, weblinks and QR codes that can be shared through social media or via email.
- The Plan of Study and graduation requirements will be publicized on the COM website within the COM Course Catalog
- The Culinary Arts program will participate or be represented in Career Fairs, Dual Credit events, College Connections events, and other related community events.
- The Culinary Arts program we will also host information sessions.
- Since there are several local high schools offering culinary programs, we will be making classroom visits and participating in related activities to highlight articulation opportunities.
- Our Adult Education department has a pool of interested students and with the OSA on-ramp, will be able to coordinate our efforts to recruit from that market.



#### Marketing Plan:

##### Video Commercial/ Shorts

Using a new :30-spot featuring program areas and diverse students, the commercial will air on social medial and YouTube. It is also part of a marketing campaign for individuals who visit com.edu and are then served the video ad online with a click path back to culinary Art's online application process. The commercial should highlight key selling points of the program, including affordability, hands-on opportunities and more.

##### Google AdWords and Facebook/Instagram

Focusing on new, currently registering, and info on enrolling for the next cohort via Facebook and Instagram ads and Google AdWords campaigns.

##### Print Materials

Culinary Arts specific program brochure- specific handouts developed as needed for events. A culinary event handout specific to the restaurants will also be created as well as a menu template.

##### COM Marketing for Culinary Program Launch

With the new culinary program and facilities launch, the following marketing strategies will be implemented. For Fall 2023, Culinary Arts will be pulled into the overall COM marketing plan.

##### Launch Needs:

Culinary Arts webpage on [www.com.edu](http://www.com.edu).

Culinary Arts Facebook page.

General branding signage on Main Campus and satellite Mainland City Centre Campus.

Press Releases announcing the new program coming soon.

Secure Interviews/live Demo on local broadcast TV live segments and local podcasts.

Culinary Google AdWords.

Culinary Facebook/Instagram ads.

Boost Culinary Facebook page to garner followers by creating viral content and reels.

Press release announcing Fall 2023 registration is open for Culinary Arts program.

Place Community Impact and local Galveston News ads announcing program registration.

(Pending SACSCOC accreditation) Press release announcing culinary program receiving accreditation.

##### Special Populations:

At the College of the Mainland we embrace and celebrate the rich diversity of all individuals who may enter the Culinary Arts program. All applicants have equal opportunity to participate in the program. All



will have the same process as stated previously. The Culinary Arts Program is a learning institute and will accommodate qualified students with documented disabilities, wherever possible, who can perform the essential functions of the course, with or without reasonable accommodation. All eligible applicants should know that entrance into the program is on a first come first served basis for qualified applicants.

Student Retention Plan:

1. Offer programs and courses at the right times, in the right sequences, and through the most effective modalities to facilitate students’ timely completion of their educational and professional goals.
2. Develop and sustain programs relevant to the economic development and workforce needs of the community.
3. Develop and maintain strategic relationships throughout the community to strengthen local and regional economic and workforce development initiatives.

Enrollment History in Related Programs:

There are no related programs currently offered within the College.

Projected Enrollment and Completers:

The Culinary Arts program is a selective enrollment program only offered full time. Courses are offered during the day and are taught as a cohort with a 16-student maximum. We project 2-4 certificate program completers per semester and 10-12 AAS completers every Spring starting in 2025.

**Program Linkages and Demonstration of Non-Duplication**

*Any documents obtained during the development of this Enrollment Management Plan should be included in the Program Notebook.*

Existing or Similar Programs in the Region/Service Area:

School Name	County	Miles from COM
Galveston College	Galveston	16.2
San Jacinto College	Harris	27.3
Alvin Community College	Brazoria	18.2
Brazosport College	Brazoria	38.1
Houston Community College	Harris	32.7

Program-Specific Articulation:

Articulation opportunities exist with the local ISD for inbound students. For students wishing to continue their studies, University of Houston and Texas Woman’s University have options for baccalaureate degrees. Both ISD and University level articulations are possible.

Linkage Timeline:

We anticipate finalizing articulation opportunities by spring of 2024.

Forms of Program Linkages:



We will be developing a streamlined process for students coming from the ISD's through our Credit for Prior Learning options. We will also be developing a strong partnership with our advising office for a seamless transfer from COM to the University of Houston or Texas Woman's University for the baccalaureate level pursuing students.

**Documentation of Program Need Despite Existing Programs in Region/Service Area:**

The table below reveals that although there are several Culinary Arts programs in the Region/Service Area, there are still not enough completers for the Culinary Arts related workforce. The data shows the number of jobs available and the growth of the Culinary Arts workforce outpaces and is inversely proportional to the number of program completers to fill those roles.

**Current needs in the county vs all completers for all related positions:**

County Name	2022 Jobs	2019 Jobs	2029 Jobs	Jobs Change	% Jobs Change	All Programs > All Completions > 2021 Completions	All Programs > All Completions > % Completions Change (2016-2021)
Harris	57,254	51,268	69,585	18,317	36%	194	(1%)
Galveston	4,637	3,878	5,800	1,923	50%	11	175%
Brazoria	3,530	2,915	4,536	1,621	56%	20	(38%)
Chambers	412	275	562	288	105%	0	0%
	65,832	58,334	80,483	22,149	38%	225	(3%)

Source: Lightcast

**External Agency Approval, Certification, and Accreditation**

*Any documents obtained during the development of this Enrollment Management Plan should be included in the Program Notebook.*

**Specify External Agency:**

Postsecondary and Secondary Accreditation by American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC) assures that a program is meeting at least a minimum of standards and competencies set for faculty, curriculum and student services. ACFEFAC is recognized by the Council on Higher Education Accreditation (CHEA). Established in 1929, ACF is the premier professional chefs' organization in North America with more than 14,000 members in over 170 chapters nationwide.

**Detailed Approval Timeline:**

**The ACF utilizes completion data to support the accreditation status of the institution applying. Therefore, accreditation will not be provided until the 2024-2025 academic year.**

**Assurance of Adequate Funding**



Complete the 5-Year Projected Budget Template and submit in the Program Notebook.

				Year 1	Year 2	Year 3	Year 4	Year 5
	<b>Student count</b>			16	32	32	32	32
	<b>Tuition and fees amount</b>			1,750	1,750	1,750	1,750	1,750
	<b>Tuition</b>			28,000	56,000	56,000	56,000	56,000
	<b>State appropriations</b>			25,200	50,400	50,400	50,400	50,400
	<b>Local funding</b>			<u>209,860</u>	<u>193,460</u>	<u>193,460</u>	<u>193,460</u>	<u>193,460</u>
<b>Total Revenue</b>				263,060	299,860	299,860	299,860	299,860
	<b>Type</b>	<b>Effort</b>	<b>Qty</b>					
	<b>Coordinator</b>	<b>Fulltime</b>	1	68,000	68,000	68,000	68,000	68,000
	<b>Adjunct</b>	<b>Parttime</b>	1	-	16,000	16,000	16,000	16,000
	<b>Lab Assistant</b>	<b>Parttime</b>	1	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
<b>Total Personnel</b>				93,000	109,000	109,000	109,000	109,000
<b>Total Benefits</b>				120,900	141,700	141,700	141,700	141,700
	<b>Supplies</b>			36,000	36,000	36,000	36,000	36,000
	<b>Accreditation / membership</b>			3,100	3,100	3,100	3,100	3,100
	<b>Professional development</b>			1,500	1,500	1,500	1,500	1,500
	<b>POS software</b>			2,400	2,400	2,400	2,400	2,400
	<b>Equip / maintenance</b>			3,000	3,000	3,000	3,000	3,000

	<b>Professional services</b>			<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>900</b>
	<b>Printing</b>			<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
	<b>Office supplies</b>			<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
	<b>Liability insurance</b>			<b>260</b>	<b>260</b>	<b>260</b>	<b>260</b>	<b>260</b>
	<b>Public relations / advertising</b>			<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	<b>Total Operating Expense</b>			<b>49,160</b>	<b>49,160</b>	<b>49,160</b>	<b>49,160</b>	<b>49,160</b>
	<b>Total Expenses</b>			<b>263,060</b>	<b>299,860</b>	<b>299,860</b>	<b>299,860</b>	<b>299,860</b>

**Substantive Change Check-list**

Initiates coursework or programs at a more advanced level than currently approved <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Offers a new degree or certificate program that is significantly different from any other we currently offer <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: New AAS and Level 1 certificate.
Initiates a new branch campus <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Initiates joint degrees with another institution <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Initiates a certificate program at a new off-campus site <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Initiates a program at an off-campus site (including Early College High School programs offered at the high school) where students can earn at least 25% of credits towards a degree or certificate <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Expands program offerings at previously approved off-campus sites, that are significantly different from current programs <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Significantly alters the educational mission of the institution <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Offers more than 25% of a degree or certificate program online <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Initiates a program or courses offered through contractual agreement or consortium <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:

Initiates joint degrees with another institution <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Relocates a main or branch campus <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Changes ownership or control of the institution <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Changes clock hours to credit hours <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Significantly changes the length of a program (adding a semester or more) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Initiates a degree completion program <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
Closes a program or institution <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:

*Kathleen Roussel*

Person Initiating Change (print name)

*Kathleen Roussel*

Signature

*5/1/23*

Date

*Michelle L. Davis*

Instructional Dean (print name)

*Dr. Michelle L. Davis*

Signature

*5/1/23*

Date

**To be completed by Curriculum Committee**

Date change discussed: May 1, 2023

Curriculum Change:  Approved  Disapproved

**Curriculum Committee Comments:**

(If disapproved, provide detailed reasons for disapproval including what actions need to be taken for approval.)

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Robert Castro Jr  
Curriculum Committee Representative  
Robert Castro, Jr. in absence  
of Steve Remolino

5/12/23  
Date

J. E. Fr.  
Vice President for Instruction (signature)

MAY 12 2023  
Date



# College of the Mainland

## DEGREE PLAN FORM

**Award:** Occupational Skills Award: Foundations Cook (OSA-CE)

**Name:** Kathleen Roussel

The bold cells in the following table automatically calculate

Current Semester #1							Proposed Semester #1						
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH
					0		CHEF 1205/1005	Sanitation and Safety	1	2		48	3
					0		CHEF 1301/1001	Basic Food Preparation	2	2		64	3
					0		CHEF 2301/2001	Intermediate Food Preparation	2	2		64	3
					0		PSTR 1301/1001	Fundamentals of Baking	2	2		64	3
					0							0	
					0							0	
					0							0	
					0							0	

Semester Total					0	0	Semester Total					240	12
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Semester #2							Semester #2						
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH
					0								
					0								
					0								
					0								
					0								
					0								
					0								
					0								

Semester Total					0	0							
----------------	--	--	--	--	---	---	--	--	--	--	--	--	--

Semester #3							Semester #3						
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH
					0								
					0								
					0								
					0								
					0								
					0								
					0								
					0								

Semester Total					0	0							
----------------	--	--	--	--	---	---	--	--	--	--	--	--	--

Semester #4							Semester #4						
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH
					0								









College of  
the Mainland

DEGREE PLAN FORM

**Award:** Associate of Applied Science Culinary Arts

**Name:** Kathleen Roussel

The bold cells in the following table automatically calculate

Current Semester #1							Proposed Semester #1						
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH
					0		CHEF 1205/1005	Sanitation and Safety	1	2		48	2
					0		CHEF 1301/1001	Basic Food Preparation	2	2		64	3
					0		CHEF 2301/2001	Intermediate Food Preparation	2	2		64	3
					0		PSTR 1301/1001	Fundamentals of Baking	2	2		64	3
					0		ENGL 1301	English Composition	3			48	3
					0							0	
					0							0	
					0							0	

Semester Total	0	0	Semester Total	288	14
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Semester #2							Semester #2						
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH
					0		IFWA 1318	Nutrition for Food Service Professional	2	2		64	3
					0		CHEF 1310	Garde Manger	2	2		64	3
					0		RSTO 1313	Hospitality Supervision	2	2		64	3
					0		RSTO 1304	Dining Room Service	2	2		64	3
					0		MATH 1324 or 1332 or 1342		3		48	3	
					0							0	
					0							0	
					0							0	

Semester Total	0	0	Semester Total	304	15
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Semester #3							Semester #3 Summer						
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH
					0		CHEF 2364	Practicum- Culinary Arts/Chef Training			21	336	3
					0		SOCI 1301 or ECON 2302 or PSYC 2301		3			48	3
					0							0	
					0							0	
					0							0	
					0							0	
					0							0	

0							0						
Semester Total							Semester Total						
0							384 6						
Semester #4							Semester #4						
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH
					0		PSTR 2301	Advanced Pastry Shop	2	2		64	3
					0		CHEF 1341	American Regional Cuisine	2	2		64	3
					0		CHEF 1345	International Cuisine	2	2		64	3
					0		CHEF 1314	A La Carte Cooking	2	2		64	3
					0		SPCH 1315 or	Public Speaking	3			48	3
					0		SPCH 1318	Interpersonal Communication				0	
					0							0	
					0							0	
Semester Total							Semester Total						
0							304 15						
Semester #4							Semester #5						
Course	Name	Lec Hours	Lab Hours	External Hours	Cont	SCH	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont	SCH
					0		RSTO 2431	Food Service Management	2	4		96	4
					0		CHEF 1302	Healthy Cuisine	2	3		80	3
					0		ARTS 1301 or		3			48	3
					0		HUMA 1301					0	
					0		or PHIL 2306					0	
					0							0	
					0							0	
Semester Total							Semester Total						
0							224 10						
Degree total							Degree total						
0							1280 60						
This box is for certificates that do not lead to an AAS degree for Financial Aid. The number in this box should equal the total credit hours.							This box is for certificates that do not lead to an AAS degree for Financial Aid. The number in this box should equal the total credit hours.						
0.00							34.13						



## NEW COURSE OR COURSE CHANGE FORM

Use this form if:

\*This is a new course. If new course, please attach or type course description below.

\*There are changes to courses only (lec/lab) - no changes to the degree or certificate. (If the lec/lab creates a change in total contact hours and/or credit hours, put the changes on the Degree Plan Change Form.)

Include this form with the Curricular Change Summary Form.

### Program Culinary Arts

Proposed															
Current						Semester #1									
CIP	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont SCH	CIP	Course	Name	Prereq	Co-req	Lec Hours	Lab Hours	Ext Hours	Cont SCH
						0	12.0503	CHEF 1205/1005	Sanitation and Safety	n/a	CHEF 1301/1001	1	2		3
						0	12.0503	CHEF 1301/1001	Basic Food Preparation	n/a	CHEF 1205/1005	2	2		4
						0	12.0503	CHEF 2301/2001	Intermediate Food Preparation	CHEF 1205/1005 and CHEF 1301/1001	PSTR 1301/1001	2	2		4
						0	12.0501	PSTR 1301/1001	Fundamentals of Baking	CHEF 1205/1005 and CHEF 1301/1001	CHEF 2301/2001	2	2		4
						0		ENGL 1301	English Composition			3			3

Proposed															
Current						Semester #2									
CIP	Course	Name	Lec Hours	Lab Hours	Ext Hours	Cont SCH	CIP	Course	Name	Prereq	Co-req	Lec Hours	Lab Hours	Ext Hours	Cont SCH
						0	12.0508	IFWA 1318	Nutrition for the Food Service Professional	CHEF 1205/1005; CHEF 1301/1001; CHEF 2301/2001; PSTR 1301/1001	CHEF 1310, RSTO 1313; RSTO 1304	2	2		4
						0	12.0503	CHEF 1310	Garde Manger	CHEF 1205/1005; CHEF 1301/1001; CHEF 2301/2001; PSTR 1301/1001	IFWA 1318; RSTO 1313; RSTO 1304	2	2		4
						0	12.0504	RSTO 1313	Hospitality Supervision	CHEF 1205/1005; CHEF 1301/1001; CHEF 2301/2001; PSTR 1301/1001	IFWA 1318; CHEF 1310; RSTO 1304	2	2		4
						0	12.0504	RSTO 1304	Dining Room Service	CHEF 1205/1005; CHEF 1301/1001; CHEF 2301/2001; PSTR 1301/1001	IFWA 1318; CHEF 1310; RSTO 1313	2	2		4
	Updated May 2017					0		MATH 1324 or	Math for Business and Social Science or			3	1		4





**Course Description**

CHEF 1345: The study of classical cooking skills associated with the preparation and service of international and ethnic cuisines. Topics include similarities between

**Course Description**

CHEF 1314: A course in a la carte or "cooking to order" concepts. Topics include menu and recipe interpretation and conversion, organization of work station, employment of appropriate cooking methods, plating, and saucing principles.

**Course Description**

RSTO 2431: Mastery of actual management experiences in supervision, training, planning, and control of a variety of food service operation formats may include cafeteria, table service, meetings, banquets, and catered events.

**Course Description**

CHEF 1302: Introduction to the principles of planning, preparation, and presentation of nutritionally balanced meals. Alternative methods and ingredients will be used to achieve a healthier cooking style.



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: May 22, 2023  
Subject: Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

Approval of contract 23-19: Public Service Careers & Industrial Educational Building Roof Replacements

**FUNDING SOURCE:**

2023 Bond Funds

**PURPOSE**

Replacement of existing roofing structure for prevention of further building & contents damages.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve award of contract 23-19 to Texas Liqua Tech to replace the Public Service Careers and Industrial Education roofs for a not-to-exceed amount of \$1,233,566.00 to be paid with 2023 Bond Funds.”**

**BACKGROUND:**

On April 18, 2023 five (5) proposals were received in response to a Request for Proposals (RFP) from various cooperative contract awarded vendors. Based on the evaluation, it is the recommendation of Administration and Garland Engineering to award the subject contract to Texas Liqua Tech for a contract amount of \$1,174,825.00 plus 5% contingency for a total not-to-exceed amount of \$1,233,566.00. The subject procurement was solicited in accordance with the Texas Education Code 44.031 and Government Code 2269 for construction services.

**Attachments:** Texas Liqua Tech Proposal

Proposal Recap Summary

**SECTION 00 45 00 - REPRESENTATIONS AND CERTIFICATIONS**

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**ONE ORIGINAL, ACCOMPANYING BID PROPOSAL FORM**

TO:

College of the Mainland  
Attn: Purchasing Department  
1200 Amburn Road  
Texas City, TX 77591

**RETURN NO LATER THAN 1:00 P.M.**

**APRIL 18, 2023**

For additional information, contact Sonja Blinka at [sblinka@com.edu](mailto:sblinka@com.edu) 409-933-1211 ext. 473.

**You must sign below in INK; failure to sign WILL disqualify the offer.**

Company Name: Texas Liqua Tech Services Inc

Company Address: 1819 Milby St

City/State/Zip: Houston, TX 77003

Telephone No.: 713-225-5325 Fax No. 713-225-2755

Email: angie@liquatech.com

Print Name: Angie Palladini

Signature: 

[Your signature attests to your offer to provide the goods and/or services in this Proposal according to the published provisions of this Proposal. When an award letter is issued, it becomes a part of this contract. Contract is not valid until Purchase Order is issued.]

\_\_\_\_\_  
Sonja Blinka, Director of Purchasing

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

**SECTION 00 41 13 - PROPOSAL FORM**

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PROJECT: Public Service Careers & Industrial Education Roof Replacements, Project Number 23-19

PLACE: College of The Mainland  
1200 N Amburn Rd  
Texas City, TX 77591

DATE: April 18, 2023, 1:00 p.m.

TO: Ms. Sonja Blinka  
sblinkacom.edu

CC: Mr. Bo Bacon  
tbacon@com.edu

1. Pursuant to and in compliance with the Invitation to Proposal and the proposed Contract Documents dated April 6, 2023, relating to the above referenced project, the undersigned, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed Contract Documents, and Addenda thereto, for the following sum of money:

a. BASE PROPOSAL, ITEM #1 (PUBLIC SERVICE CAREERS ROOF REPLACEMENT):

All labor, materials, services, and equipment necessary for completion of the work shown on the drawings and in the Specifications as Proposal Item #1.

Three Hundred Thirty Eight Thousand Seven Hundred Seventy Six Dollars and 0/100  
DOLLARS(\$ 338,776.00 )  
(Amount in Words Governs)

b. BASE PROPOSAL, ITEM #2 (INDUSTRIAL EDUCATION ROOF REPLACEMENT):

All labor, materials, services, and equipment necessary for completion of the work shown on the drawings and in the Specifications as Proposal Item #2.

Eight Hundred Forty One Thousand and Forty Nine Dollars and 0/100  
DOLLARS(\$ 841,049.00 )  
(Amount in Words Governs)

c. BASE PROPOSAL, ITEM #3 (BOTH PROJECTS AWARDED UNDER SAME CONTRACT):

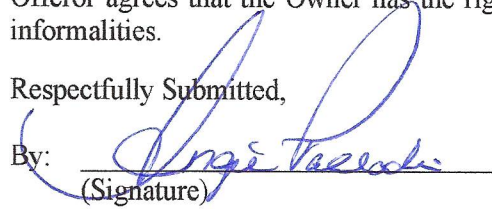
All labor, materials, services, and equipment necessary for completion of the work shown on the drawings and in the Specifications as Proposal Item #3.

One Million One Hundred Seventy Four Thousand Eight Hundred Twenty Five Dollars and 0/100  
DOLLARS(\$ 1,174,825.00 )  
(Amount in Words Governs)

2. The Offeror attests to and affirms that he and his subcontractors are skilled and experienced in the use and interpretation of plans, specifications, addenda and related Proposal Documents and, that he has carefully reviewed the plans, specifications, addenda and related Proposal Documents for this project and has found them to be free of conflicts and/or ambiguities and sufficient for bidding and construction purposes. Further, he has carefully examined the soils reports and the site of the work, and, through his own person observations, has satisfied himself as to the nature, location and requirements of the work; the character, quality and quantity of materials required; the difficulties likely to be encountered; the other items and/or conditions which may affect the satisfactory

Offeror agrees that the Owner has the right to accept or reject any or all proposals and to waive all informalities.

Respectfully Submitted,

By:   
(Signature)

Date April 17, 20 23

Angie Palladini  
(Printed Name)

President  
(Title)

Texas Liqua Tech Services Inc  
(Company)

**RFP 23-19 PSC & Industrial Careers Building Roof Replacement  
Proposal Recap**

<b>LI</b>	<b>Line Item Description</b>	<b>Ally</b>	<b>Brazos</b>	<b>Liqua Tech</b>	<b>Tadco</b>	<b>Walton</b>
1a.	PSC Base	\$ 348,809.00	\$ 359,420.00	\$ 338,776.00	\$ 364,220.00	\$ 358,100.00
1b.	ICB Base	\$ 841,437.00	\$ 933,245.00	\$ 841,049.00	\$ 1,034,285.00	\$ 890,100.00
1c.	<b>Combined</b>	<b>\$ 1,190,246.00</b>	<b>\$ 1,279,739.00</b>	<b>\$ 1,174,825.00</b>	<b>\$ 1,398,525.00</b>	<b>\$ 1,185,790.00</b>
5b.	PSC Completion Days	15	45	30	20	45
5c.	ICB Completion Days	30	60	60	40	75
5d.	Combined Completion Days	45	100	90	60	120
5e.	Days of Work	6/week	6/week	5/week	5/week	5/week
5f.	Begin Work	14 ARO	14 ARO	20 ARP	30 ARO	14-21 ARO

April 2023

# Monthly Financial Report

# Cash Situation

*(in millions)*

Gross cash balance at the end of month:	\$37.3
Less pending I&S liability:	(\$7.2)
Net unrestricted cash:	<u>\$30.1</u>
Minimum required cash :	\$7.1
Excess cash above minimum:	\$23

# Unaudited Operations Year to Date *(in millions)*

## Revenues

Budget:	\$38.0
Actual:	\$35.7

## Expense

Budget:	\$38.0
Actual:	\$26.1

(69% Spent at 67% of year)



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: May 12, 2023  
Subject: Monthly Financial & Investment Reports

### **AGENDA ITEM DESCRIPTION:**

Consideration of and possible acceptance of the April 2023 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 April 2023 Investment Report and the April 2023 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. April 2023 Investment Discussion & Report
2. April 2023 Revenue & Expense Summary
3. April 2023 Expense by Division Report



**INVESTMENT REPORT**  
**For the Month Ended April 2023**

**Investment discussion:**

College of the Mainland earned \$185,393 for the month of April on its short-term investments in TexPool & Logic for a total of \$1,048,909 investment interest earned fiscal year to date. The College earned an additional \$3, fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$1,048,912 interest for the fiscal year to date period ending March: TexPool - \$711,439 Logic 20 – \$337,471 and TFB - \$3.

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 74<sup>th</sup> Texas Legislature.

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

A handwritten signature in blue ink, appearing to read '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 April 2023**

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 40,132,410	\$ -	\$ 3,000,000	155,777	37,288,186	39,414,654	4.743%
Moody	41	27,324	-	-	108	27,432	27,335	4.730%
<b>Totals</b>		<b>\$ 40,159,733</b>	<b>\$ -</b>	<b>\$ 3,000,000</b>	<b>\$ 155,884</b>	<b>\$ 37,315,618</b>	<b>\$ 39,441,989</b>	

Note: For the above listed investments in TexPool, book value is equivalent to market value.  
There was no accrued interest as of April 2023

**Logic (Hilltop Securities) Investments for April 2023**

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	\$ 7,592,976	\$ -	\$ 1,201,900	29,509	6,420,585	7,187,236	4.927%
<b>Totals</b>		<b>\$ 7,592,976</b>	<b>\$ -</b>	<b>\$ 1,201,900</b>	<b>\$ 29,509</b>	<b>\$ 6,420,585</b>	<b>\$ 7,187,236</b>	
<b>Totals</b>		<b>\$ 47,752,710</b>	<b>\$ -</b>	<b>\$ 4,201,900</b>	<b>\$ 185,393</b>	<b>\$ 43,736,203</b>	<b>\$ 46,629,224</b>	

**Unrestricted Fund (Unaudited)**

**Summary of Revenue**

	<u>Current Actual</u>	<u>2022-23 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b>Operating revenue</b>						
Tuition-credit	(5,038,953)	(4,577,000)	461,953	110%	(4,777,902)	(261,052)
Tuition-non-credit	(362,825)	(1,176,000)	(813,175)	31%	(404,613)	41,788
Exemptions and waivers	1,208,695	1,248,000	39,305	97%	1,268,640	(59,945)
Registration fees	(2,328,788)	(2,016,000)	312,788	116%	(2,198,678)	(130,109)
Other fees	(140,977)	(154,000)	(13,023)	92%	(104,571)	(36,407)
Grant revenue	(122,584)	(152,000)	(29,416)	81%	(222,508)	99,924
Sales and service revenue	(30,878)	(995,000)	(964,122)	3%	(26,738)	(4,140)
Miscellaneous revenue	(911,839)	(269,000)	642,839	339%	(103,846)	(807,993)
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<b><u>Totals for Operating revenue</u></b>	<b><u>(7,728,149)</u></b>	<b><u>(7,626,000)</u></b>	<b><u>102,149</u></b>	<b><u>101%</u></b>	<b><u>(6,570,217)</u></b>	<b><u>(1,157,932)</u></b>
<b>Non-operating revenue</b>						
State appropriation-Academic	(4,122,457)	(6,649,121)	(2,526,664)	62%	(4,122,457)	0
Property tax revenue	(22,603,596)	(23,751,572)	(1,147,976)	95%	(21,734,227)	(869,369)
Interest revenue	(710,746)	(450,000)	260,746	158%	(19,064)	(691,682)
FTZ reimbursement	(547,722)	(534,307)	13,415	103%	(357,062)	(190,659)
Renew & replace transfer out	0	1,011,000	1,011,000	0%	0	0
<b><u>Totals for Non-operating revenue</u></b>	<b><u>(27,984,521)</u></b>	<b><u>(30,374,000)</u></b>	<b><u>(2,389,479)</u></b>	<b><u>92%</u></b>	<b><u>(26,232,811)</u></b>	<b><u>(1,751,710)</u></b>
<b><u>Total Revenue</u></b>	<b><u>(35,712,670)</u></b>	<b><u>(38,000,000)</u></b>	<b><u>(2,287,330)</u></b>	<b><u>94%</u></b>	<b><u>(32,803,028)</u></b>	<b><u>(2,909,643)</u></b>

**Unrestricted Fund (Unaudited)**

**Summary of Expense**

	<u>Current Actual</u>	<u>2022-23 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b>Salary and wages</b>						
Faculty full-time	4,996,018	7,519,717	2,523,699	66%	4,872,393	123,625
Admin full-time	1,182,979	1,613,876	430,897	73%	1,099,971	83,007
Professional full-time	5,126,999	7,698,881	2,571,882	67%	4,812,769	314,230
Classified full-time	2,323,570	4,073,981	1,750,411	57%	920,556	1,403,014
Part-time	2,007,058	3,770,086	1,763,028	53%	1,685,531	321,527
Salary increase	0	570,000	570,000	0%	0	0
Vacancy savings	0	(1,923,260)	(1,923,260)	0%	0	0
<b>Totals for Salary and wages</b>	<b><u>15,636,623</u></b>	<b><u>23,323,281</u></b>	<b><u>7,686,658</u></b>	<b><u>67%</u></b>	<b><u>13,391,220</u></b>	<b><u>2,245,403</u></b>
<b>Benefits</b>						
Benefits	2,918,941	4,271,779	1,352,838	68%	2,966,858	(47,917)
<b>Totals for Benefits</b>	<b><u>2,918,941</u></b>	<b><u>4,271,779</u></b>	<b><u>1,352,838</u></b>	<b><u>68%</u></b>	<b><u>2,966,858</u></b>	<b><u>(47,917)</u></b>
<b>Operating expenses</b>						
Contract services	2,306,346	3,286,854	980,508	70%	2,246,756	59,590
Legal	100	25,020	24,920	0%	2,000	(1,900)
Operations	352,480	724,730	372,250	49%	279,323	73,157
Utilities and Rent	1,433,669	2,489,533	1,055,864	58%	1,355,382	78,288
Postage, printing, and supplies	684,352	1,338,622	654,270	51%	542,703	141,649
Bank fees	51,963	90,100	38,137	58%	34,627	17,336
Capital outlay & leases	103,160	56,503	(46,657)	183%	37,167	65,994
Insurance	2,175,471	1,986,477	(188,994)	110%	1,797,382	378,089
Public rel, marketing and advert	99,891	248,276	148,385	40%	58,258	41,632
Misc.	359,987	451,413	91,425	80%	357,116	2,871
Reimbursement from Others	0	(303,442)	(303,442)	0%	0	0
Arbitrage Payment	0	0	0	0%	(35,806)	35,806

**Unrestricted Fund (Unaudited)**

<u>Totals for Operating expenses</u>	<u>7,567,420</u>	<u>10,394,085</u>	<u>2,826,665</u>	<u>73%</u>	<u>6,674,908</u>	<u>892,512</u>
<u>Total Expense</u>	<u>26,122,985</u>	<u>37,989,145</u>	<u>11,866,161</u>	<u>69%</u>	<u>23,032,987</u>	<u>3,089,998</u>

Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2022-23 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b>Salary and wages</b>						
Faculty full-time	82,342	0	(82,342)	0%	0	82,342
<b><u>Totals for Salary and wages</u></b>	<b><u>82,342</u></b>	<b><u>0</u></b>	<b><u>(82,342)</u></b>	<b><u>0%</u></b>	<b><u>0</u></b>	<b><u>82,342</u></b>
<b>Benefits</b>						
Benefits	11,796	10,855	(942)	109%	0	11,796
<b><u>Totals for Benefits</u></b>	<b><u>11,796</u></b>	<b><u>10,855</u></b>	<b><u>(942)</u></b>	<b><u>109%</u></b>	<b><u>0</u></b>	<b><u>11,796</u></b>
<b>Operating expenses</b>						
Contract services	318,258	0	(318,258)	0%	241,538	76,720
Legal	5,619	0	(5,619)	0%	0	5,619
Operations	1,000	0	(1,000)	0%	9,925	(8,925)
Utilities and Rent	0	0	0	0%	520,135	(520,135)
Postage, printing, and supplies	347,527	0	(347,527)	0%	463,247	(115,720)
Capital outlay & leases	1,635,410	0	(1,635,410)	0%	242,367	1,393,043
Public rel, marketing and advert	123,354	0	(123,354)	0%	73,760	49,593
Misc.	24,239	0	(24,239)	0%	0	24,239
<b><u>Totals for Operating expenses</u></b>	<b><u>2,455,405</u></b>	<b><u>0</u></b>	<b><u>(2,455,405)</u></b>	<b><u>0%</u></b>	<b><u>1,550,971</u></b>	<b><u>904,434</u></b>
<b><u>Total Fund Bal</u></b>	<b><u>2,549,543</u></b>	<b><u>10,855</u></b>	<b><u>(2,538,689)</u></b>	<b><u>23488%</u></b>	<b><u>1,550,971</u></b>	<b><u>998,572</u></b>

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2022-23 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b><u>Expense by Division</u></b>						
<b><u>Summary for President</u></b>						
Board of Trustees	0	19,400	19,400	0%	716	(716)
Campus Police	440,793	751,141	310,347	59%	390,842	49,951
Gen Institution	240,621	315,484	74,863	76%	188,239	52,382
Information Technology Serv	1,676,471	2,336,256	659,786	72%	1,469,988	206,483
Internal Audit	30,733	150,000	119,268	20%	81,950	(51,218)
OPEAR	311,738	461,250	149,512	68%	314,334	(2,596)
Presidents Office	420,838	582,436	161,598	72%	400,926	19,912
Self Study SACS	4,088	13,500	9,412	30%	2,951	1,137
Staff Attorney	101,145	182,140	80,994	56%	115,382	(14,237)
<b><u>Totals for President</u></b>	<b><u>3,226,428</u></b>	<b><u>4,811,607</u></b>	<b><u>1,585,179</u></b>	<b><u>67%</u></b>	<b><u>2,965,329</u></b>	<b><u>261,099</u></b>
<b><u>Summary for VP Fiscal Affairs</u></b>						
Central Mail	90,670	184,540	93,870	49%	46,065	44,605
Custodial Services	193,912	325,301	131,389	60%	153,240	40,673
Facilities	4,077,000	4,632,307	555,308	88%	3,507,192	569,807
Financial Services	609,799	950,630	340,831	64%	478,503	131,295
Grounds	87,526	116,539	29,013	75%	57,708	29,818
Human Resources	508,394	702,518	194,125	72%	436,475	71,919
Purchasing	226,995	275,496	48,501	82%	189,258	37,737
Records Mgmt	18,037	20,952	2,915	86%	9,091	8,946
Reimbursement	0	(303,442)	(303,442)	0%	0	0
Salary Savings	0	(1,923,260)	(1,923,260)	0%	0	0
Staff Benefits	785,921	2,708,759	1,922,838	29%	566,077	219,844
Tax Admin	181,901	232,631	50,730	78%	179,378	2,523
Utilities	643,441	1,394,000	750,559	46%	560,624	82,817

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2022-23 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>
Vehicle Operations	76,922	109,722	32,800	70%	64,692	12,230
VP College & Fin Svcs	144,642	201,406	56,764	72%	132,958	11,684
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>7,645,159</u></b>	<b><u>9,628,099</u></b>	<b><u>1,982,940</u></b>	<b><u>79%</u></b>	<b><u>6,381,261</u></b>	<b><u>1,263,898</u></b>
<b><u>Summary for VP Institutional Advancement</u></b>						
COM Foundation Dept	84,189	107,241	23,052	79%	46,876	37,312
Marketing and Communications	517,419	895,513	378,094	58%	463,241	54,178
VP Institutional Advancement	417,111	569,368	152,257	73%	387,346	29,766
<b><u>Totals for VP Institutional Advancement</u></b>	<b><u>1,018,719</u></b>	<b><u>1,572,122</u></b>	<b><u>553,403</u></b>	<b><u>65%</u></b>	<b><u>897,463</u></b>	<b><u>121,256</u></b>
<b><u>Summary for VP Instruction</u></b>						
Acad Succ Re/Wr	714,320	801,338	87,018	89%	668,832	45,488
Accting-Credit	69,792	77,623	7,830	90%	66,833	2,959
Adm-C.I.D.T.	41,518	75,255	33,737	55%	21,862	19,655
Adm-Cont Ed	310,386	499,079	188,693	62%	203,781	106,605
Adm-Ind Tech	5,666	8,332	2,667	68%	5,659	7
Adm-Instruct	41,214	78,211	36,997	53%	21,835	19,380
Adm-Perf & Vis Arts	36,970	72,426	35,455	51%	24,804	12,166
Adm-Pub Svc Ed	78,241	118,601	40,360	66%	30,024	48,217
Adm-Science	39,571	70,080	30,509	56%	25,225	14,346
Adm-Soc Sci	50,993	80,002	29,009	64%	27,232	23,761
Adult Education	142,088	214,057	71,969	66%	117,949	24,138
Allied Health CE	66,057	253,384	187,328	26%	60,165	5,892
Art	184,019	245,383	61,364	75%	171,781	12,239
Art Gallery	733	5,750	5,017	13%	41,803	(41,070)
Biol & Nutrition	540,630	674,009	133,379	80%	502,158	38,472
Bus Ed-NonCR	2,100	2,100	0	100%	0	2,100
C.I.S.	71,227	83,282	12,055	86%	69,504	1,724
Chemistry	129,342	167,865	38,522	77%	115,653	13,689

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2022-23 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>
Child Develop	56,420	69,830	13,410	81%	52,689	3,731
Cmnty Theater	246,311	389,599	143,288	63%	209,640	36,671
Collegiate H.S.-CR	110,071	153,918	43,846	72%	89,625	20,446
Cosmetology	494,955	625,792	130,837	79%	463,800	31,155
Criminal Justice	57,345	73,963	16,618	78%	56,086	1,259
Dean Cont Ed	101,053	143,167	42,114	71%	93,485	7,568
Dean Gen Ed	147,491	200,937	53,446	73%	106,673	40,818
Dental Hygiene	58,851	8,197	(50,654)	718%	0	58,851
Distance Ed	242,478	412,327	169,849	59%	324,140	(81,662)
Drafting	64,595	71,027	6,431	91%	55,194	9,401
Dual Credit Dept	99,971	147,652	47,681	68%	96,560	3,411
Economics	61,145	75,535	14,390	81%	62,600	(1,454)
EMS-Credit	209,151	221,732	12,581	94%	191,883	17,268
Engineering	13,724	1,772	(11,953)	775%	0	13,724
Fire Tech	257,739	219,688	(38,051)	117%	184,540	73,199
Firearms Acad	53,347	40,983	(12,364)	130%	44,267	9,080
Foreign Lang	49,983	67,425	17,442	74%	51,307	(1,324)
Gen Bus-Credit	184,820	170,206	(14,614)	109%	144,618	40,201
Geology	55,058	69,645	14,587	79%	53,829	1,229
Government	257,817	312,212	54,395	83%	253,297	4,521
Graphic Arts	99,977	93,355	(6,622)	107%	80,300	19,676
Health and PE Credit	109,413	138,887	29,474	79%	109,030	383
Health Info Mgmt	151,068	268,578	117,511	56%	132,598	18,470
Hist & Geog	230,024	260,562	30,538	88%	220,331	9,694
Humanities	137,254	213,479	76,226	64%	172,913	(35,659)
Instr Tech Department	152,500	245,337	92,837	62%	99,978	52,522
Instr Tech Lab Mgrs	16,849	133,799	116,949	13%	25,929	(9,079)
Law Enforcement	50,339	84,555	34,216	60%	62,963	(12,623)

**Unrestricted Fund (Unaudited)**

	<u>Current</u> <u>Actual</u>	<u>2022-23</u> <u>Budget</u>	<u>Budget</u> <u>Remaining</u>	<u>Budget</u> <u>Pct.YTD</u>	<u>Prior Year to</u> <u>Actual</u>	<u>Curr. vs Prior</u> <u>Year to Year</u>
Law Enforcemnt-NonCR	67,311	21,104	(46,207)	319%	49,781	17,530
LC Ctr Admin	1,532	20,839	19,307	7%	3,749	(2,217)
Library	524,919	696,113	171,195	75%	386,444	138,475
Management	16,746	11,447	(5,299)	146%	12,620	4,126
Massage Therapy	14,130	15,364	1,235	92%	10,980	3,150
Math	582,603	718,673	136,070	81%	580,310	2,293
Medical Assistant	62,432	99,419	36,987	63%	56,218	6,215
Music	228,634	282,781	54,147	81%	216,004	12,630
Networking	76,532	80,704	4,173	95%	66,517	10,015
Nursing Administration	1,481,423	733,215	(748,207)	202%	142,907	1,338,516
Nursing-AD	526	1,130,913	1,130,387	0%	881,689	(881,163)
Nursing-VN	0	286,178	286,178	0%	221,487	(221,487)
Pharmacy Tech	66,518	92,996	26,478	72%	65,289	1,229
Philosophy	36,186	10,286	(25,900)	352%	30,581	5,605
Physics	84,121	96,539	12,418	87%	99,381	(15,260)
Process Tech	319,608	566,934	247,326	56%	323,239	(3,630)
Prof Develop Acad	366	9,000	8,634	4%	1,156	(790)
Psychology	265,662	331,881	66,219	80%	273,634	(7,972)
Radiography	626	1,800	1,174	35%	0	626
Safety-CR	73,960	80,655	6,696	92%	64,851	9,108
Senior Adult Dept	173,100	254,248	81,148	68%	150,535	22,565
Social Science Non CR	25,397	64,048	38,651	40%	26,726	(1,329)
Sociology	19,784	65,578	45,794	30%	56,294	(36,510)
Speaking,Reading,Writing	280,265	535,443	255,178	52%	294,428	(14,163)
Theater Arts-Credit	78,243	70,692	(7,551)	111%	78,996	(753)
Thermal Tech-NonCR	83,754	66,688	(17,066)	126%	66,125	17,629
VP Instruction	257,209	2,381,322	2,124,113	11%	315,711	(58,502)
Welding-Cred	336,112	457,166	121,054	74%	334,709	1,403

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2022-23 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b><u>Totals for VP Instruction</u></b>	<b><u>11,452,316</u></b>	<b><u>17,622,960</u></b>	<b><u>6,170,644</u></b>	<b><u>65%</u></b>	<b><u>10,423,733</u></b>	<b><u>1,028,583</u></b>
<b><u>Summary for VP of Instruction</u></b>						
Allied Health Admin	8,100	12,138	4,037	67%	6,620	1,480
CE-CAN Program	24,158	20,443	(3,715)	118%	26,015	(1,857)
CE-CPR	3,235	3,025	(210)	107%	389	2,846
CE-Dental	1,190	10,695	9,504	11%	7,104	(5,913)
Nursing - BSN	0	0	0	0%	0	0
Program Development	153,727	272,505	118,778	56%	69,500	84,227
<b><u>Totals for VP of Instruction</u></b>	<b><u>190,410</u></b>	<b><u>318,805</u></b>	<b><u>128,395</u></b>	<b><u>60%</u></b>	<b><u>109,628</u></b>	<b><u>80,782</u></b>
<b><u>Summary for VP Student Services</u></b>						
Admissions	218,699	302,412	83,713	72%	189,315	29,384
Advise Center	405,010	668,800	263,790	61%	455,006	(49,996)
Career & Placement	60,533	122,630	62,098	49%	83,900	(23,367)
Enrollment Mgmt	47,181	73,870	26,689	64%	75,718	(28,538)
Facilities & Student Recreat	63,893	116,136	52,243	55%	60,897	2,996
Judicial Affairs	152,627	210,106	57,479	73%	122,524	30,103
Multicultural Department	9,768	12,500	2,732	78%	7,415	2,354
Recruitment	423,625	626,853	203,228	68%	276,556	147,069
Stu Financial Svcs	413,971	599,642	185,672	69%	320,823	93,148
Stu Organizations	245,188	331,467	86,280	74%	185,789	59,398
Student Graduation	27,966	74,080	46,114	38%	25,183	2,783
Svcs-Disab Students	27,719	40,221	12,501	69%	15,427	12,292
Testing	194,008	368,873	174,865	53%	145,400	48,608
Title V Grant	0	0	0	0%	27	(27)
Veteran Affairs	105,445	179,343	73,898	59%	117,331	(11,886)
VP Student Services	194,320	308,619	114,299	63%	174,262	20,058
<b><u>Totals for VP Student Services</u></b>	<b><u>2,589,952</u></b>	<b><u>4,035,551</u></b>	<b><u>1,445,599</u></b>	<b><u>64%</u></b>	<b><u>2,255,573</u></b>	<b><u>334,380</u></b>

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2022-23 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b><u>Totals for Expense</u></b>	<b><u>26,122,985</u></b>	<b><u>37,989,145</u></b>	<b><u>11,866,161</u></b>	<b><u>69%</u></b>	<b><u>23,032,987</u></b>	<b><u>3,089,998</u></b>
<b><u>Fund Bal by Division</u></b>						
<b><u>Summary for VP Fiscal Affairs</u></b>						
Fund Balance - Academic Support	4,950	0	(4,950)	0%	12,980	(8,030)
Fund Balance - Institutional Support	880,074	0	(880,074)	0%	1,015,615	(135,542)
Fund Balance - Instruction	230,468	10,855	(219,614)	2123%	364,142	(133,673)
Fund Balance - Oper & Maint	1,359,623	0	(1,359,623)	0%	88,214	1,271,409
Fund Balance - Student Services	74,429	0	(74,429)	0%	70,020	4,409
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>2,549,543</u></b>	<b><u>10,855</u></b>	<b><u>(2,538,689)</u></b>	<b><u>23488%</u></b>	<b><u>1,550,971</u></b>	<b><u>998,572</u></b>
<b><u>Totals for Fund Bal</u></b>	<b><u>2,549,543</u></b>	<b><u>10,855</u></b>	<b><u>(2,538,689)</u></b>	<b><u>23488%</u></b>	<b><u>1,550,971</u></b>	<b><u>998,572</u></b>
<b><u>Totals for Report</u></b>	<b><u>28,672,528</u></b>	<b><u>38,000,000</u></b>	<b><u>9,327,472</u></b>		<b><u>24,583,958</u></b>	<b><u>4,088,570</u></b>



PRESIDENT'S OFFICE

## Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

## President's Report

Presenter: Dr. Warren Nichols

### A. Updates

### B. Reminders/Announcements

1. Trustee Runoff Election - Early Voting Begins June 5<sup>th</sup>;  
Ends June 9<sup>th</sup>, 8:00 a.m. – 5:00 p.m.
2. Trustee Runoff Election – Saturday, June 17<sup>th</sup>
3. Board Meetings
  - a. June 2023 – Monday, June 26<sup>th</sup>, 1:30 p.m.
  - b. July 2023 – Monday, July 24<sup>th</sup>, 1:30 p.m.
  - c. August 2023 – Monday, August 28<sup>th</sup>, 1:30 p.m.
4. Campus 4<sup>th</sup> of July Celebration – Thursday, June 29<sup>th</sup>, Noon
5. BOT Budget Workshop, Friday, July 14<sup>th</sup>, 9:00 a.m.
6. Fall Graduation - Saturday, December 16<sup>th</sup>, Abundant Life

### C. Resignations and Retirement Report

### D. Miscellaneous Updates



PRESIDENT'S OFFICE

**Resignations & Retirements**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Hire Date</b>	<b>Last Date of Work</b>	<b>Termination Reason</b>
Montrose	Nichole	Administrative Assistant IV	10/14/2013	05/01/2023	Resignation
Francis	James	Assistant Professor – English	08/22/2022	05/31/2023	End of Temporary Assignment
Andrews	Destiny	Development Coordinator - Special Events & Stewardship	07/29/2019	06/30/2023	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

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

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