



## Notice/Agenda of July 2023 Regular Meeting

**The Board of Trustees  
College of the Mainland  
Doyle Family Administration Boardroom (A129)  
Monday, July 24, 2023  
1200 Amburn Road  
Texas City, TX 77591**

July 2023 Regular Meeting of the Board of Trustees of College of the Mainland will be held Monday, July 24, 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, June 26, 2023
5. **Tax Increment Reinvestment Zone Presentation by the City of Dickinson**
6. **Comments from the Community**
  - A. Students
  - B. Employees
  - C. Other Citizens
7. **Constituent Leader Activity Reports**
  - A. Professional Council - Brad Denison
8. **Human Resources Items**
  - A. Appointment Nominations
    1. Consideration of and Possible Action to Approve the Appointment Nomination of Michael Bell to the Position of Program Coordinator II, Law Enforcement Academy, Public Services Careers Department
    2. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Marita Esposito to the Position of Dean of Students, Dean of Students Department
    3. Consideration of and Possible Action to Approve the Appointment Nomination of Andrew Gregory to the Position of Assistant Professor - Business, Business Department

4. Consideration of and Possible Action to Approve the Appointment Nomination of Mariela Gutierrez to the Position of Senior Research Analyst, Office of Planning, Effectiveness, Analytics & Research Department
    5. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. David Wesse to the Position of Vice President for Fiscal Affairs, Vice President for Fiscal Affairs Division
  - B. Consideration of and Possible Action to Accept the Non-Contractual Positions Hiring Report as Written
9. **Consideration of and Possible Action to Approve Award of Contract 23-23 to AAR Incorporated for the Abatement and Demolition of the Existing Technical Vocation Building for a Contract Amount Not-to-Exceed \$776,500 to be Paid with 2018 Bond Funds**
10. **Architectural Services**
  - A. Consideration of and Possible Action to Approve Award of Contract 23-24 to Joiner Architects for Architectural Services for the Design of the Industrial Education Building Renovations for a Not-to-Exceed Amount of \$700,000 Plus any Reimbursable and Supplemental Services Approved by the Owner, as Identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be Paid with 2023 Bond Funds
  - B. Consideration of and Possible Action to Approve Award of Contract 23-25 to Joiner Architects for Architectural Services for the Design of the Welding Building Addition/Renovation for a Not-to-Exceed Amount of \$525,000 Plus any Reimbursable and Supplemental Services Approved by the Owner, as identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be Paid with 2023 Bond Funds
  - C. Consideration of and Possible Action to Approve Award of Contract 23-26 to RDLR Architects for Architectural Services for the Design of the New Public Services Center for a Not-to-Exceed Amount of 7.75% of the Final Cost of the Work Plus any Reimbursable and Supplemental Services Approved by the Owner, as Identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be Paid with 2023 Bond Funds
  - D. Consideration of and Possible Action to Approve Award of Contract 23-27 to Cannon Design, Inc. for Architectural Services for the Design of a New Library Classroom Building for a Not-to-Exceed Amount of \$5,735,089 Plus any Reimbursable and Supplemental Services Approved by the Owner, as Identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be Paid with 2023 Bond Funds
  - E. Consideration of and Possible Action to Approve Award of Contract 23-28 to Joiner Architects for Architectural Services for the Design of a Complete Interior Classrooms and Offices Buildout on STEAM Level 4, for a Fee of 7% of Estimated Final Construction Costs of \$3,165,000, for an Amount Not-to-Exceed \$221,550 Plus any Reimbursable and Supplemental Services Approved by the Owner, as Identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be Paid with 2018 Bond Funds
11. **Consideration of and Possible Action to Accept the Workers' Compensation Insurance Renewal Proposal from TASB Risk Management in the Amount of \$130,548**
12. **Financial Report(s)**
  - A. Consideration of and Possible Action to Accept the June 2023 Investment and Financial Reports
13. **Board Report**

**14. President's Report**

- A. Updates
- B. Reminders/Announcements
  - 1. Board Meetings
    - August 2023 - Monday, August 28th, 1:30 p.m.
    - September 2023 - Monday, September 25th, 1:30 p.m.
    - October 2023 - Monday, October 23, 1:30 p.m.
- C. Fall Graduation - Saturday, December 16th, Abundant Life
- D. Resignations and Retirement Report
- E. Miscellaneous

**15. Adjournment to closed or executive session pursuant to the Texas Government Code of the Open Meetings Act**

**Section 551.072-deliberation regarding real property**

**Section 551.087-deliberation regarding economic development negotiations**

**16. Consideration of and Possible Action on any Items Discussed in Closed Session**

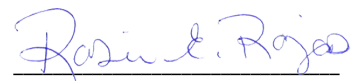
**17. Adjourn**

*\*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, Wednesday, July 19, 2023, 3:00 P.M..

**Administration**

President Warren Nichols Ed.D.  
Vice President Jerry Fliger, Ph.D.  
Vice President Clen Burton, Ph.D.  
Vice President Helen Brewer, Ph.D.  
Vice President Lisa Watson, Ph.D.



Rosie E. Rojas  
Board Clerk



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  
2023-2024

Mr. Don Gartman,  
Board Chair  
2538 Quaker Dr.  
Texas City, 77590  
409-739-2618  
[dgartman@com.edu](mailto:dgartman@com.edu)

Mr. Alan L. Waters,  
Trustee  
#1 South Pintail Street  
La Marque, TX 77568  
409-655-5055  
[awaters1@com.edu](mailto:awaters1@com.edu)

Mrs. Dawn King,  
Board Vice Chair  
P.O. Box 1105  
Dickinson, TX 77539  
832-860-0663  
[dking4@com.edu](mailto:dking4@com.edu)

Dr. Verna J. Henson,  
Trustee  
7306 Heron Ln.  
Texas City, TX 77591  
409- 995-0948  
[vhenson@com.edu](mailto:vhenson@com.edu)

Mrs. Melissa Skipworth,  
Board Secretary  
1061 Misty Cliff  
Dickinson, TX 77539  
281-684-9146  
[mkipworth@com.edu](mailto:mkipworth@com.edu)

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

Mr. Kyle L. Dickson,  
Trustee  
2514 Pilgrim Estate Dr.  
Texas City, TX 77590  
281-488-0630  
[dickson@murray-lobb.com](mailto:dickson@murray-lobb.com)



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 24, 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 June 26, 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 6/26/23

**College of the Mainland Board of Trustees  
Minutes of Monday, June 26, 2023  
1:30 p.m., Doyle Family Administration Building**

**Call to Order**

Bill McGarvey called the meeting to order at 1:30 p.m.

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

**Roll Call & Determination of Quorum**

Roll call indicated that all Trustees were present.

**Trustee Election Item(s)**

**Consideration of and Possible Action to Approve the Canvass of Results for General Election Runoff**

Melissa Skipworth moved the Board of Trustees approve the canvass of results for general election runoff. Alan Waters seconded the motion; all voted in approval.

**Oath of Office**

**The Oath of Office will be Administered to Melissa Skipworth**

Alan Waters administered the oath of office to Melissa Skipworth

**The Oath of Office will be Administered to Don Gartman**

Alan Waters administered the oath of office to Don Gartman.

**Trustee Officer Election(s)**

**Consideration of and Possible Action to Elect the Board Chair 2023 – 2025**

Alan Waters moved to elect Don Gartman as Board Chair 2023-2025. Dawn King seconded the motion; all voted in approval.

**Consideration of and Possible Action to Elect the Board Vice Chair 2023 – 2025**

Verna Henson moved to elect Dawn King as Board Vice Chair 2023-2025. Alan Waters seconded the motion; all voted in approval.

**Consideration of and Possible Action to Elect the Board Secretary 2023 – 2025**

Alan Waters moved to elect Melissa Skipworth as Board Secretary 2023-2025. Verna Henson seconded the motion; all voted in approval.

**Minutes**

**Consideration of and Possible Action to Approve the Full Board Minutes of Monday, May 22, 2023**

Alan Waters moved the Board of Trustees approve the Full Board Minutes of Monday, May 22, 2023. Melissa Skipworth seconded the motion; all voted in approval.

**Comments from the Community**

There were no comments this month.

**Constituent Leader Activity Reports**

**Classified Council** – Jennifer Denison, Classified Council President, updated the Board on classified employee activities.

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

**Consideration of and Possible Action to Approve Award of Contract 23-21 to Firms Recommended by, under Financial Advisement of RBC Capital Markets, LLC ("RBCCM"), for Bond Underwriting Services of the 2023 Bond Funds**

Alan Waters moved the Board of Trustees approve award of contract 23-21 to firms recommended by under financial advisement of RBC Capital Markets, LLC ("RBCCM") for bond underwriting services of the 2023 Bond Funds. Verna Henson seconded the motion; all voted in approval.

**Consideration of and Possible Approval of a Resolution Expressing Intent to Reimburse Expenditures to be Incurred**

Melissa Skipworth moved the Board of Trustees approve a resolution expressing intent to reimburse expenditures to be incurred. Alan Waters seconded the motion.

**Consideration of and Possible Action to Approve an Order Establishing a College of the Mainland Limited Tax Revolving Note Program and Authorizing the Issuance of Program Obligations, from Time to Time, in an Aggregate Principal Amount Not-to-Exceed \$100,000,000**

Alan Waters moved the Board of Trustees approve an order establishing a College of the Mainland Limited Tax Revolving Note Program and Authorizing the Issuance of Program Obligations, from time to time, in an aggregate principal amount not-to-exceed \$100,000,000. Bill McGarvey seconded the motion; all voted in approval.

**Human Resources Items**

**Appointment Nominations**

**Consideration of and Possible Action to Approve the Appointment Nomination of Jessi Colley to the Position of Instructional Designer I, Education Technology Services Department**

Melissa Skipworth moved the Board of Trustees approve the appointment of Jessi Colley to the position of Instructional Designer I, Educational Technology Services Department. Alan Waters seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Appointment Nomination of Michael Duron to the Position of Faculty - Instrumentation/Program Coordinator, CE Workforce Programs**

Bill McGarvey moved the Board of Trustees approve the appointment of Michael Duron to the position of Faculty – Instrumentation/Program Coordinator, CE Workforce Programs. Verna Henson seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Appointment Nomination of Samantha Gathright to the Position of Development Coordinator, COM Foundation & Resources Development Department**

**Consideration of and Possible Action to Approve the Appointment Nomination of Claude Hoke to the Position of Veterans Academic Advisor, Office of Veteran Success**

Alan Waters moved the Board of Trustees approve the appointment of Samantha Gathright to the position of Development Coordinator, COM Foundation & Resources Development Department. Melissa Skipworth seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Appointment Nomination of Claude Hoke to the Position of Veterans Academic Advisor, Office of Veteran Success**

Verna Henson moved the Board of Trustees approve the appointment of Claude Hoke to the position of Veterans Academic Advisor, Office of Veteran Success. Melissa Skipworth seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Appointment Nomination of Cheramie Hopper to the Position of Faculty - Theatre, Fine Arts Department**

Melissa Skipworth moved the Board of Trustees approve the appointment of Cheramie Hopper to the position of Faculty - Theatre, Fine Arts Department. Alan Waters seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Appointment Nomination of Kristin O'Brien to the Position of Faculty - Psychology, Social & Behavioral Sciences Department**

Verna Henson moved the Board of Trustees approve the appointment of Kristin O'Brien to the position of

Faculty - Psychology, Social & Behavioral Sciences Department. Melissa Skipworth seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Appointment Nomination of Jessica Smith to the Position of Faculty - Math, Math Department**

Alan Waters moved the Board of Trustees approve the appointment of Jessica Smith to the position of Faculty - Math, Math Department. Verna Henson 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.

**Developmental Leave**

**Consideration of and Possible Action to Approve Kristy Peet's Request for Developmental Leave and Grant Permission for Related Outside Employment**

Alan Waters moved the Board of Trustees approve Kristy Peet's request for developmental leave and grant permission for related outside employment. Melissa Skipworth seconded the motion; all voted in approval.

**Re-Appointment List(s)**

**Consideration of and Possible Action to Approve the 2023-2024 Professional Re-Appointment List**

Bill McGarvey moved the Board of Trustees approve the 2023-2024 Professional Re-Appointment List. Alan Waters seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the 2023-2024 Faculty Re-Appointment List(s)**

Bill McGarvey moved the Board of Trustees approve the 2023-2024 Faculty Re-Appointment List. Verna Henson seconded the motion; all voted in approval.

**Consideration of and Possible Action to Increase Contract 21-16 to Austin Commercial for Added Scope by Change Order for an Additional \$103,000 to be Paid from 2018 Bond Funds**

Alan Waters moved the Board of Trustees increase Contract 21-16 to Austin Commercial for added scope by change order for an additional \$103,000 to be paid from 2018 Bond Funds. Melissa Skipworth seconded the motion; all voted in approval.

**Financial Report(s)**

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

Alan Waters moved the Board of Trustees accept the May 2023 Investment and Financial Reports. Kyle Dickson seconded the motion; all voted in approval.

**Consideration of and Possible Action to Accept the May 2023 Investment Quarterly Report**

Bill McGarvey moved the Board of Trustees accept the May 2023 Investment Quarterly Report. Alan Waters seconded the motion; all voted in approval.

**Board Report**

Bill McGarvey wished Dr. Nichols a nice vacation.

**President's Report**

**Updates**

**Update on Architect Selection Process** – Dr. Nichols reviewed the architect selection process.

**Overview of Foundation Scholarships Awarded 2022-2023** – Dr. Lisa Watson presented an overview of the scholarships awarded in 2022-2023.

**Reminders/Announcements**

**Board Meetings**

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

**August 2023** – Monday, August 28<sup>th</sup>, 1:30 p.m.

**September 2023** – Monday, September 25<sup>th</sup>, 1:30 p.m.

**Campus 4<sup>th</sup> of July Celebration** – Thursday, June 29<sup>th</sup>, Noon

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

**Fall Graduation - Saturday, December 16<sup>th</sup>**  
**Resignations and Retirement Report**  
**Miscellaneous**

**Executive Session 3:00 p.m.**

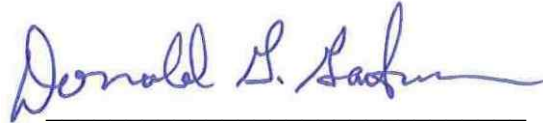
**Open Session 3:25 p.m.**

**Upon reconvening, Alan Waters moved for adjournment. Bill McGarvey seconded the motion.**

**Adjournment at 3:04 p.m.**



Melissa Skipworth, Secretary  
Board of Trustees



Don Gartman, Chair  
Board of Trustees



PRESIDENT'S OFFICE

# Tax Increment Reinvestment Zone Presentation by the City of Dickinson

## 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. Professional Council – Brad Denison



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 24, 2023  
Subject: Recommendation – Program Coordinator II, Law Enforcement Academy  
(Replacement)

Presented for recommended approval to the Board of Trustees on July 24, 2023 and forwarded for recommended approval to the Board of Trustees on the same date.

**MINUTE ORDER**

**Motion to be acted upon: “I move the Board of Trustees approve the appointment of Michael Bell to the position of Program Coordinator II, Law Enforcement Academy, Public Service Careers Department.”**

**PURPOSE**

Responsible for performing various professional level duties related to program coordination for the Law Enforcement Academy.

**BACKGROUND**

This is a replacement position for James Torres.

**IMPLICATIONS**

Financial: \$72,269 from budget 11-0-0000-1311-5140.

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: July 24, 2023  
Subject: Recommendation – Dean of Students (Replacement)

Presented for recommended approval to the Board of Trustees on July 24, 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 Marita Esposito to the position of Dean of Students, Dean of Students Department.”**

**PURPOSE**

The Dean of Students provides alignment and direction to student-facing programmatic efforts across Student Services. Serves as the lead for involvement and student development efforts across the College. Responsible for fiscal, human resources and program oversight for Student Life, TRIO Student Support Services and Upward Bound, Veterans Services, Judicial Affairs, Career Center, and Student Resources/Community Resource Center. The Dean of Students is responsible for creating programming and activities that encourage a safe environment for students that is conducive to learning, contributes to their intellectual, emotional, academic development. Offers student growth and professional development opportunities through increased classroom, campus, and community engagement initiatives. Provides leadership and effective management over policy reviews and ensures compliance with all applicable regulations and guidelines.

**BACKGROUND**

This is a replacement position for Kris Kimbark.

**IMPLICATIONS**

Financial: \$116,705 from budget 11-0-0000-4123-5120.

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: July 24, 2023  
Subject: Recommendation – Assistant Professor - Business (Replacement)

Presented for recommended approval to the Board of Trustees on July 24, 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 Andrew Gregory to the position of Assistant Professor – Business, Business Department.”**

**PURPOSE**

Responsible for providing instruction within the Business and Accounting Department – Business Administration program. Prepare, develop, revise curriculum and course work. Provide scheduled office hours for student consultation. Serves on College committees as needed and assigned. Participate in student oriented instructional and advisement activities as needed and assigned.

**BACKGROUND**

This is a replacement position for Katherine Schroeder.

**IMPLICATIONS**

Financial: \$57,630 from budget 11-0-0000-1213-5100.  
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: July 24, 2023  
Subject: Recommendation – Senior Research Analyst (Replacement)

Presented for recommended approval to the Board of Trustees on July 24, 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 Mariela Gutierrez to the position of Senior Research Analyst, Office of Planning, Effectiveness, Analytics & Research Department.”**

**PURPOSE**

Responsible for performing highly advanced statistical work to include planning, developing, and presenting statistical data and reports. Responsible for supporting assessment and institutional effectiveness processes through data and analytics.

**BACKGROUND**

This is a replacement position for Amber Lummus.

**IMPLICATIONS**

Financial: \$60,444 from budget 11-0-0000-5144-5140.

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: July 24, 2023  
Subject: Recommendation – Vice President for Fiscal Affairs (Replacement)

Presented for recommended approval to the Board of Trustees on July 24, 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. David Wesse to the position of Vice President for Fiscal Affairs, Vice President for Fiscal Affairs Division.”**

**PURPOSE**

The Vice President for Fiscal Affairs is responsible to the President for all college-wide planning, implementation and evaluating the College's business and financial operations in the areas of budget and accounting, procurement, human resources and facilities. As the Chief Financial Officer of the College, this position develops long term cost-effective business and financial strategies to support college initiatives, analyzes data to make sound decisions, recommends operational efficiencies, forecasts revenue projections, determines the fiscal impact of state budget allocations, and represents the College's interest in various internal and external constituent groups.

**BACKGROUND**

This is a replacement position for Dr. Clen Burton.

**IMPLICATIONS**

Financial: \$182,910 from budget 11-0-0000-5108-5120.

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: July 24, 2023  
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on July 24, 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:

CE Customer Service Specialist - \$40,794 from budget 11-0-0000-3401-5160

Senior Research Analyst (Grant Funded) - \$62,859 from budget 32-0-5214-4199-5140

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	CE Customer Service Specialist	Continuing Education	The Continuing Education (CE) Registration, Customer Service Specialist performs registration functions (in-person, by phone, and online) for CE programs. This position reviews and verifies all CE registrations and inputs registrations, identifying incomplete information and assessing possible impacts on the students' financial and academic records. The position enters data from and receives payment from a variety of sources. The CE Customer Service Specialist must maintain a thorough knowledge of institutional policies and procedures, especially those impacting the registration and payment process, CE programs, continuing education regulations, and registration data systems relevant to the assignment.	Replacement for Sarah Ramirez	Charlene Weaver	\$40,794	\$32,635 - \$40,794 - \$48,953
2	Senior Research Analyst (Grant Funded)	OPEAR	Responsible for performing highly advanced statistical work to include planning, developing, and presenting statistical data and reports. Responsible for supporting assessment and institutional effectiveness processes through data and analytics.	New Grant Funded Position	Shivanandan Rajarathnam	\$62,859	\$53,532 - \$72,269 - \$91,006
3							
4							
5							



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 24, 2023  
Subject: Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

Approval of contract 23-23 for Abatement & Demolition Services: Technical Vocational Building (TVB)

**FUNDING SOURCE:**

2018 Bond Funds

**PURPOSE**

Abatement and demolition of the Technical Vocational Building in accordance with COM Master Plan.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve award of contract 23-23 to AAR Incorporated for the abatement and demolition of the existing Technical Vocational Building for a contract amount not-to-exceed \$776,500.00 to be paid with 2018 bond funds.”**

**BACKGROUND:**

The demolition of the Technical Vocational Building (TVB) was an identified construction need in the Facilities Master Plan. Therefore, a Request for Proposal was issued on June 6, 2023, for abatement and demolition services of the TVB. Six (6) proposals were received and evaluated. Based on the evaluation results, it is the recommendation of COM Director of Facilities and PBK Architect to proceed with awarding the subject contract to AAR, Inc. The procurement method for this project is in compliance with Government Code 2269.

**Attachments:**

Evaluation Summary  
PBK Recommendation

**College of the Mainland**  
**Request for Proposal:**  
**23-23 Technical Vocational Abatement & Demolition Services**

**Evaluation Summary**

Evaluation Criteria		AAR	Allen	Compass	Emanuel	Jamail	Sitek
		<b>AVERAGE SCORES:</b>					
Cost	50%	35.000	15.000	30.000	35.000	32.500	15.000
Experience, reputation & business longevity	20%	20.000	8.000	8.000	8.000	14.000	19.000
Contractor Financial Stability & General	10%	10.000	6.000	6.000	6.000	10.000	4.000
Use of Local Subcontractors	20%	18.000	11.000	11.000	9.000	18.000	16.000
<b>Number of Evaluators</b>	<b>2</b>	<b>83.000</b>	<b>40.000</b>	<b>55.000</b>	<b>58.000</b>	<b>74.500</b>	<b>54.000</b>

Cost		AAR	Allen	Compass	Emanuel	Jamail	Sitek
Abatement		\$92,200.00	\$97,559.72	\$130,700.00	\$35,000.00	\$45,000.00	\$34,800.00
Demo		\$640,300.00	\$169,450.00	\$357,940.00	\$543,619.25	\$728,000.00	\$948,000.00
Contractor Contingency		\$24,000.00	\$30,000.00	\$48,864.00	\$25,000.00	\$0.00	\$68,500.00
Owner Contingency		\$20,000.00		\$92,500.00		\$102,000.00	
<b>Total</b>		<b>\$776,500.00</b>	<b>\$297,009.72</b>	<b>\$630,004.00</b>	<b>\$603,619.25</b>	<b>\$875,000.00</b>	<b>\$1,051,300.00</b>

Ranking 1 6 4 3 2 5

**From:** [Mooney, Jason](#)  
**To:** [Bacon, Timothy](#); [Blinka, Sonja](#)  
**Subject:** RE: RFP 23-23 TVB Abatement & Proposals  
**Date:** Friday, June 30, 2023 8:43:05 AM  
**Attachments:** [image001.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image012.png](#)

---

[External email: Use caution with links and attachments]

---

Sonja and Bo,

After our discussion this morning and through the bidder evaluation process, I would recommend proceeding with getting AAR under contract to perform this work. Please let me know if you need anything more formalized from me at this time, or if there are any follow-up questions or concerns.

Thank you,

**Jason Mooney**, AIA  
Partner  
p. 281-528-1697 m. 832-212-6104



FOLLOW US ON



This e-mail, including attachments, may include confidential information and may be used only by the person or entity to which it is addressed. If the reader of this e-mail is not the intended recipient, the reader is hereby notified that any dissemination, distribution or copying of this e-mail is prohibited. If you have received this e-mail in error, please notify the sender by replying to this message and delete this e-mail immediately.

---

**From:** Bacon, Timothy <tbacon@com.edu>  
**Sent:** Thursday, June 29, 2023 10:40 AM  
**To:** Blinka, Sonja <sblinka@com.edu>; Mooney, Jason <Jason.Mooney@pbk.com>  
**Subject:** RE: RFP 23-23 TVB Abatement & Proposals

Good morning, Sonja and Jason

I have input my numerical scores into the 23-23 Bid Evaluation Draft file in our shared folder. Hopefully, I completed the correct form.

My top 3, in order as follows.

AAR - 71  
Jamail & Smith - 62  
Sitek Omni - 52

**Bo Bacon**  
Director of Facility Services

**College of the Mainland**  
Facilities  
1200 N. Amburn Road  
Texas City, Texas 77591  
303-944-7742 (m)  
409-933-8404 (o)  
[tbacon@com.edu](mailto:tbacon@com.edu)



---

**From:** Blinka, Sonja <[sblinka@com.edu](mailto:sblinka@com.edu)>  
**Sent:** Tuesday, June 27, 2023 5:57 PM  
**To:** Mooney, Jason <[Jason.Mooney@pbk.com](mailto:Jason.Mooney@pbk.com)>; Bacon, Timothy <[tbacon@com.edu](mailto:tbacon@com.edu)>  
**Subject:** RFP 23-23 TVB Abatement & Proposals

[23-23 TVB Abatement & Demo](#)

Sonja Blinka  
Director of Purchasing  
409-933-8474  
[sblinka@com.edu](mailto:sblinka@com.edu)



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 24, 2023  
Subject: Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

Approval of contract 23-24: Architectural Services for the Industrial Education Building Renovations

**FUNDING SOURCE:**

2023 Bond

**PURPOSE**

Provide Architectural Services for new construction, renovations, and additions to existing facilities in for 2023 Bond projects.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve award of contract 23-24 to Joiner Architects for Architectural Services for the design of the Industrial Education Building Renovations for a not-to-exceed amount of \$700,000 plus any Reimbursable and Supplemental Services approved by the Owner, as identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be paid with 2023 Bond Funds.**

**BACKGROUND:**

On May 2, 2023, fifteen (15) responses were received in response to a Request for Qualifications (RFQ) for Professional Architect & Engineering Services in support of the 2023 Bond. Lockwood, Andrews & Newnam (LAN), the Program Manager for the 2023 Bond, evaluated all fifteen (15) responses and invited the top seven (7) architect firms to interview with COM's Architect Evaluation and Selection Committee. Based on the RFQ responses and firm interviews, the Evaluation and Selection Committee determined Joiner Architects to be the most qualified firm to design the Industrial Education Building Renovations. LAN requested a proposal from Joiner and began negotiations on June 26, 2023. Therefore, it is the recommendation of COM Administration to award a fixed-fee contract for a not-to-exceed amount of \$700,000 plus any Reimbursable and Supplemental Services approved by the Owner. 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:**

1. LAN Summary/Cover Letter



**Lockwood, Andrews  
& Newnam, Inc.**  
A LEO A DALY COMPANY

To: Dr. Warren Nichols, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: July 13, 2023

Re: Architect Negotiation Summary for the Industrial Education Building Renovations

The Architect Evaluation and Selection Committee met on June 22, 2023 and determined that Joiner Architects, Inc. was the best qualified firm to design the Industrial Education Building Renovations.

LAN requested a proposal from Joiner on June 26, 2023 and began negotiations. After thorough negotiations, Joiner Architects proposed a fee of **\$700,000.00** plus any Reimbursable and Supplemental Services approved by the Owner.

The **\$700,000.00** fee proposed by Joiner is fair, reasonable, and well within the established budget for architectural services for the project.

The Contract to be used for Architectural Services will be the AIA B101 – Standard Form of Agreement Between Owner and Architect. The Contract has been reviewed by LAN and COM's Staff Attorney.

LAN recommends COM accept the proposed fee and approve the Contract with Joiner.

*CW Scheibe*

C.W. Scheibe, CCM, PMP  
Program Manager, LAN  
[cwscheibe@lan-inc.com](mailto:cwscheibe@lan-inc.com)  
mobile: (972) 890-3002



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 24, 2023  
Subject: Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

Approval of contract 23-25: Architectural Services for the Welding Building Addition/Renovation

**FUNDING SOURCE:**

2023 Bond

**PURPOSE**

Provide Architectural Services for new construction, renovations, and additions to existing facilities in 2023 Bond projects.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve award of contract 23-25 to Joiner Architects for Architectural Services for the design of the Welding Building Addition/Renovation for a not-to-exceed amount of \$525,000 plus any Reimbursable and Supplemental Services approved by the Owner, as identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be paid with 2023 Bond Funds.**

**BACKGROUND:**

On May 2, 2023, fifteen (15) responses were received in response to a Request for Qualifications (RFQ) for Professional Architect & Engineering Services in support of the 2023 Bond. Lockwood, Andrews & Newnam (LAN), the Program Manager for the 2023 Bond, evaluated all fifteen (15) responses and invited the top seven (7) architect firms to interview with COM's Architect Evaluation and Selection Committee. Based on the RFQ responses and firm interviews, the Evaluation and Selection Committee determined Joiner Architects to be the most qualified firm to design the Welding Building Addition/Renovation. LAN requested a proposal from Joiner and began negotiations on June 26, 2023. Therefore, it is the recommendation of COM Administration to award a fixed-fee contract for a not-to-exceed amount of \$525,000 plus any Reimbursable and Supplemental Services approved by the Owner. 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:**

1. LAN Summary/Cover Letter



To: Dr. Warren Nichols, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: July 13, 2023

Re: Architect Negotiation Summary for the Welding Building Addition/Renovation

The Architect Evaluation and Selection Committee met on June 22, 2023 and determined that Joiner Architects, Inc. was the best qualified firm to design the Welding Building Addition/Renovation.

LAN requested a proposal from Joiner on June 26, 2023 and began negotiations. After thorough negotiations, Joiner Architects proposed a fee of **\$525,000.00** plus any Reimbursable and Supplemental Services approved by the Owner.

The **\$525,000.00** fee proposed by Joiner is fair, reasonable, and well within the established budget for architectural services for the project.

The Contract to be used for Architectural Services will be the AIA B101 – Standard Form of Agreement Between Owner and Architect. The Contract has been reviewed by LAN and COM's Staff Attorney.

LAN recommends COM accept the proposed fee and approve the Contract with Joiner.

*CW Scheibe*

C.W. Scheibe, CCM, PMP  
Program Manager, LAN  
[cwscheibe@lan-inc.com](mailto:cwscheibe@lan-inc.com)  
mobile: (972) 890-3002



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 24, 2023  
Subject: Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

Approval of contract 23-26: Architectural Services for the new Public Services Center

**FUNDING SOURCE:**

2023 Bond

**PURPOSE**

Provide Architectural Services for new construction, renovations, and additions to existing facilities for 2023 Bond projects.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve award of contract 23-26 to RDLR Architects for Architectural Services for the design of the new Public Services Center for a not-to-exceed amount of 7.75% of the final Cost of the Work plus any Reimbursable and Supplemental Services approved by the Owner, as identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be paid with 2023 Bond Funds.**

**BACKGROUND:**

On May 2, 2023, fifteen (15) responses were received in response to a Request for Qualifications (RFQ) for Professional Architect & Engineering Services in support of the 2023 Bond. Lockwood, Andrews & Newnam (LAN), the Program Manager for the 2023 Bond, evaluated all fifteen (15) responses and invited the top seven (7) architect firms to interview with COM's Architect Evaluation and Selection Committee. Based on the RFQ responses and firm interviews, the Evaluation and Selection Committee determined RDLR Architects to be the most qualified firm to design the new Public Services Center. LAN requested a proposal from RDLR and began negotiations on June 26, 2023. Therefore, it is the recommendation of COM Administration to award a percentage basis fee contract for a not-to-exceed amount of 7.75% of the final Cost of the Work plus any Reimbursable and Supplemental Services approved by the Owner. 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:**

1. LAN Summary/Cover Letter



To: Dr. Warren Nichols, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: July 13, 2023

Re: Architect Negotiation Summary for the new Public Service Center

The Architect Evaluation and Selection Committee met on June 22, 2023 and determined that RDLR Architects, Inc. was the best qualified firm to design the new Public Services Center.

LAN requested a proposal from RDLR on June 26, 2023 and began negotiations. After thorough negotiations, RDLR Architects proposed a fee of **7.75%** of the final Cost of the Work plus any Reimbursable and Supplemental Services approved by the Owner.

The **7.75%** fee proposed by RDLR is fair, reasonable, and well within the established budget for architectural services for the project.

The Contract to be used for Architectural Services will be the AIA B101 – Standard Form of Agreement Between Owner and Architect. The Contract has been reviewed by LAN and COM's Staff Attorney.

LAN recommends COM accept the proposed fee and approve the Contract with RDLR.

*CW Scheibe*

C.W. Scheibe, CCM, PMP  
Program Manager, LAN  
[cwscheibe@lan-inc.com](mailto:cwscheibe@lan-inc.com)  
mobile: (972) 890-3002



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 13, 2023  
Subject: Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

Approval of contract 23-27: Architectural Services for a new Library Classroom Building

**FUNDING SOURCE:**

2023 Bond

**PURPOSE**

Provide Architectural Services for new construction, renovations, and additions to existing facilities in accordance with 2023 Bond projects.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve award of contract 23-27 to Cannon Design, Inc. for Architectural Services for the design of a new Library Classroom Building for a not-to-exceed amount of \$5,735,089.00 plus any Reimbursable and Supplemental Services approved by the Owner, as identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be paid with 2023 Bond Funds.**

**BACKGROUND:**

On May 2, 2023, fifteen (15) responses were received in response to a Request for Qualifications (RFQ) for Professional Architect & Engineering Services in support of the 2023 Bond. Lockwood, Andrews & Newnam (LAN), the Program Manager for the 2023 Bond, evaluated all fifteen (15) responses and invited the top seven (7) architect firms to interview with COM's Architect Evaluation and Selection Committee. Based on the RFQ responses and firm interviews, the Evaluation and Selection Committee determined Cannon Design, Inc. to be the most qualified firm to design a new Library Classroom Building. LAN requested a proposal from Cannon Design and began negotiations on June 26, 2023. Therefore, it is the recommendation of COM Administration to award a fixed-fee contract for a not-to-exceed amount of \$5,735,089.00 plus any Reimbursable and Supplemental Services approved by the Owner. 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:**

1. LAN Summary/Cover Letter



To: Dr. Warren Nichols, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: July 14, 2023

Re: Architect Negotiation Summary for the new Library Classroom Building

The Architect Evaluation and Selection Committee met on June 22, 2023 and determined that Cannon Design, Inc. was the best qualified firm to design the new Library Classroom Building.

LAN requested a proposal from Cannon design, Inc. on June 26, 2023 and began negotiations. After thorough negotiations, Cannon Design, Inc. proposed a fee of **\$5,735,089.00** plus any Reimbursable and Supplemental Services approved by the Owner.

The **\$5,735,089.00** fee proposed by Cannon Design, Inc. is fair, reasonable, and well within the established budget for architectural services for the project.

The Contract to be used for Architectural Services will be the AIA B101 – Standard Form of Agreement Between Owner and Architect. The Contract has been reviewed by LAN and COM’s Staff Attorney.

LAN recommends COM accept the proposed fee and approve the Contract with Cannon Design, Inc.

*CW Scheibe*

C.W. Scheibe, CCM, PMP  
Program Manager, LAN  
[cwscheibe@lan-inc.com](mailto:cwscheibe@lan-inc.com)  
mobile: (972) 890-3002



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 24, 2023  
Subject: Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

Approval of contract 23-28: Architectural Services for the STEAM Level 4 shell space buildout.

**FUNDING SOURCE:**

2018 Bond

**PURPOSE**

Provide Architectural Services for the design of a complete interior classrooms and offices buildout on STEAM Level 4, utilizing residual 2018 Bond funding.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve award of contract 23-28 to Joiner Architects for Architectural Services for the design of a complete interior classrooms and offices buildout on STEAM level 4, for a fee of 7% of estimated Final Construction Costs of \$3,165,000, for an amount not to exceed \$221,550 plus any Reimbursable and Supplemental Services approved by the Owner, as identified in the AIA B-101 Standard Form of Agreement Between Owner and Architect to be paid with 2018 Bond Funds.**

**BACKGROUND:**

On May 2, 2023, fifteen (15) responses were received in response to a Request for Qualifications (RFQ) for Professional Architect & Engineering Services in support of the 2023 Bond. Lockwood, Andrews & Newnam (LAN), the Program Manager for the 2023 Bond, evaluated all fifteen (15) responses and invited the top seven (7) architect firms to interview with COM's Architect Evaluation and Selection Committee. Based on the RFQ responses and firm interviews, the Evaluation and Selection Committee determined Joiner Architects to be well qualified to design multiple 2023 Bond projects. Therefore, it is the recommendation of COM Administration to award Joiner Architects a design services contract for a complete classrooms and offices buildout of STEAM Level 4, funded via 2018 Bond funds, for 7% of estimated final construction costs of \$3,165,000 plus any Reimbursable and Supplemental Services approved by the Owner for an amount not to exceed \$221,500. 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:**

1. Joiner Proposal



700 Rockmead, Ste 265 | Kingwood, TX 77339 | 281.359.6401  
2600 S. Shore Blvd, Ste 300 | League City, TX 77573 | 281.245.3304

July 6, 2023

Mr. Timothy Bacon  
Director of Facility Services  
College of the Mainland  
1200 N. Amburn Road  
Texas City, Texas 77591

RE: COLLEGE OF THE MAINLAND STEAM BUILDING SHELL BUILDOUT  
ARCHITECTURAL DESIGN SERVICES

Dear Mr. Bacon:

Thank you for the opportunity to submit this proposal for professional services. We greatly appreciate it. Joiner Architects, Inc., the Architect, is pleased to provide this proposal to the College of the Mainland, the Owner, for professional services for the above referenced project. The following are our proposed Scope of Services based on our understanding of the Project Description:

**Project Description:**

Interior build-out of approximately 10,550 square feet of the remaining existing shell space within the fourth floor of the STEAM Building into classroom/labs and offices. New finishes to include painted gypsum board/metal stud walls, vinyl wall base, carpet/resilient flooring, and acoustical ceiling grid/tile. Modifications to all associated mechanical, electrical, plumbing & technology systems shall be required.

**Scope of Basic Services:**

1. Visit area of work for a cursory review of existing conditions with the design team.
2. Architectural Services throughout the following phases: Construction Documents, Bidding, Construction Administration, and Warranty.
3. Consult with MEPT (mechanical, electrical, plumbing, & technology) engineer, and provide sealed construction documents pertaining to these disciplines.
4. Review final design, layout, and details with Owner and Owner's Representative prior to bid/permit issue.
5. Assist the General Contractor in obtaining all approvals and permits necessary to construct the project. Building code plan checking and permitting fees to be paid by Owner.



700 Rockmead, Ste 265 | Kingwood, TX 77339 | 281.359.6401  
2600 S. Shore Blvd, Ste 300 | League City, TX 77573 | 281.245.3304

6. Design project to meet Owner’s anticipated budget and make all necessary revisions to the contract documents to meet that budget at no additional cost to Owner. Upon Owner’s request, value-engineer construction documents as required at no additional cost to Owner, unless Owner changes the established budget after document completion.
7. Facilitate equipment demonstrations with the General Contractor and Owner.
8. Coordinate with the Owner’s furniture vendor.
9. Coordinate with the General Contractor in obtaining the final Certificate of Occupancy.

**Reimbursable Expenses:**

The following items shall be paid by Architect and reimbursed by Owner:

1. Printing & couriering costs.
2. TDL&R Accessibility Review and Inspection fees.

**Exclusions:**

1. Material finish selections. Selections to be provided by Owner to match existing.
2. Revit modeling & interior rendering services.
3. LEED (Leadership in Energy and Environmental Design) Certification.
4. Field measuring/surveying of existing building. Owner to provide architectural & MEPT as-builts.
5. Furniture, Fixture, and Equipment (FFE) design.
6. Design of fire sprinkler system modifications. This to be designed by the installing subcontractor.
7. Fees associated with City plan checking and permitting.
8. Commissioning services required for IECC compliance.
9. HVAC Testing & Balancing.
10. Any third-party consultant, engineering, or service not specified herein.

**Anticipated Schedule:**

- |  |         |
|--|---------|
| 1. Notice to Proceed Issued for Design       | 07/2023 |
| 2. Construction Documents Complete           | 10/2023 |
| 3. Bidding/Contractor Selection Complete     | 12/2023 |
| 4. Permitting Complete                       | 01/2024 |
| 5. Notice to Proceed Issued for Construction | 01/2024 |
| 6. Construction Substantial Completion       | 07/2024 |

**Estimate of Probable Cost:**

We anticipate the construction budget based on the Project Description and current market conditions to be approximately \$3,165,000.00.

# JOINER ARCHITECTS

700 Rockmead, Ste 265 | Kingwood, TX 77339 | 281.359.6401  
2600 S. Shore Blvd, Ste 300 | League City, TX 77573 | 281.245.3304

## **Compensation:**

Based on the above Project Description and Scope of Basic Services, we are proposing compensation to be ***Seven Percent (7) % of the Estimated Final Construction Cost of \$3,165,000.00, for an amount not to exceed \$221,550.00, plus any reimbursable and Supplemental Services approved by the Owner.***

## **Additional Services Schedule of Hourly Fees:**

Administrative	\$150.00
Design Professional/CAD Operator	\$250.00
Project Architect/Technical Lead	\$300.00
Principal/Partner	\$350.00

Please feel free to contact me if you have any questions pertaining to this proposal. We look forward to proposal acceptance, and once again working with the College of the Mainland!

Sincerely,



Joby M. Copley, AIA  
Partner



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Warren Nichols, President  
Date: July 14, 2023  
Subject: Workers' Compensation Renewal for 2023-2024

Presented for recommended acceptance to the Board of Trustees on July 24, 2023.

**MINUTE ORDER**

**Motion to be acted upon:** *"I move the Board of Trustees accept the Workers' Compensation Insurance Renewal Proposal from TASB Risk Management in the amount of \$130,548."*

**FUNDING SOURCE:** 11-0-0000-9101-5261 Insurance from unrestricted funds

**PURPOSE**

For the Board of Trustees to accept the Workers' Compensation Renewal Proposal.

**BACKGROUND**

In accordance with COM policy CKE (LEGAL) – The college district shall extend workers' compensation benefits to its employees as stated in *Labor Code 504.011*.

**ATTACHMENT**

1. Workers' Compensation Contribution & Coverage Summary (CCS) September 1, 2023 – August 31, 2024



**College of the Mainland**

**Contribution & Coverage Summary (CCS)**  
**Participation Period: 9/1/2023 through 8/31/2024**

The following is a summary of coverages, limits, deductibles, and contribution amounts. More information about coverage, limits, deductibles, terms, and conditions are found on the following pages and are part of this CCS. Please review all pages of this CCS document and associated Fund Coverage Agreements.

This is not a declarations page. The Fund is not insurance but a self-insured risk pool through which members agree to share risk and actively participate in their contractual obligations as a member of the Fund.

<b>Coverage</b>	<b>Limit</b>	<b>Deductible</b>	<b>Contribution</b>
<b>Violent Acts</b>	\$250,000	\$0	<b>No Cost</b>
<b>Workers' Comp Fully Funded</b>	Statutory	Statutory	<b>\$130,548</b>
<b>Total Contribution</b>			<b>\$130,548</b>

**THIS IS NOT AN INVOICE.** The TASB Risk Management Fund will issue an invoice when coverage is accepted by the Member. Total Contribution is an estimate and is subject to exposure audit.



**College of the Mainland**

**Workers' Compensation – Fully Funded**

**Participation Period: 9/1/2023 through 8/31/2024**

**Total Workers' Compensation – Fully Funded Contribution: \$130,548**

The following is a summary of estimated payrolls and contribution for Workers' Compensation coverage. The amounts shown are subject to audit at the end of the Participation Period.

Classification	Estimated Payroll	Net Annual Rate	Estimated Contribution
7380 - BUS DRIVERS	\$0	0.02338200	\$0
7720 - POLICE OFFICER	\$643,072	0.02913049	\$18,733
8810 - CLERICAL OFFICE EMPLOYEES	\$5,001,941	0.00153320	\$7,669
8868 - PROFESSIONAL/ADMINISTRATON	\$19,622,534	0.00413983	\$81,234
9101 - ALL OTHERS	\$747,172	0.03066496	\$22,912
<b>Total</b>	<b>\$26,014,719</b>		<b>\$130,548</b>

<b>Estimated Contribution</b>	<b>\$130,548</b>
-------------------------------	------------------

**Workers' Compensation – Fully Funded Provisions**

**Benefit Limits:** Workers' Compensation benefits paid to Fund Member's employees under this CCS will be as defined in the Texas Workers' Compensation Act (the Act). The Fund is responsible for claims payments as reflected in this CCS. This CCS does not cover the defense of any suit or claim against a Fund Member except a workers' compensation claim by an eligible employee or former employee of the Fund Member for the payment of statutory workers' compensation benefits.

**Cooperation:** The Fund Member designates the TASB Risk Management Fund as the Workers' Compensation claim administrator of record for all purposes. Fund Member agrees to use the Fund's contractors for services related to the administration of claims and to follow the Fund's election under Section 504.053 of the Labor Code to direct care through the Political Subdivision Workers' Compensation Alliance.

**Claims Reporting:** For Workers' Compensation claims arising during the Participation Period, the Fund Member agrees to report those claims timely and solely to the Fund. The report of Workers' Compensation claims to any other entity will waive all Fund liability under this CCS for those claims, regardless of reporting sequence. Any fines levied against the Fund for the Fund Member's failure to comply with the rules and regulations of the Act will be the Fund Member's sole responsibility.

**Seasonal Benefits Adjustments:** The Fund adjusts weekly workers' compensation Temporary Income Benefits (TIBS) to zero during specific holiday periods. Benefit adjustments are always made during the summer, Thanksgiving, spring, and winter breaks. Other extended holiday periods may also trigger benefit adjustments.



## Program Coordinators

The Fund Member is required to designate a Program Coordinator (Coordinator) with express authority to represent and bind the Fund Member in all program matters. Below are the current Coordinators associated with the Fund Member. If a Coordinator's name and e-mail address are not listed or the Coordinator identified needs to be updated, please provide updated information to the Fund as soon as possible or include updates on this document.

### Current Program Coordinators

Program	Name	Title	E-mail
TASB RMF-Auto	Trudy Trochesset	Controller	ttrochesset@com.edu
TASB RMF-Unemployment Compensation	Michael McGee	Executive Director of Human Resources	mmcgee5@com.edu
TASB RMF-Liability	Trudy Trochesset	Controller	ttrochesset@com.edu
TASB Risk Management Fund-Workers' Compensation	Michael McGee	Executive Director of Human Resources	mmcgee5@com.edu

### Program Coordinator Updates

Program	Name	Title	E-mail

If accepting this proposal electronically, you may scan and email this page to [tasbrmf@tasbrmf.org](mailto:tasbrmf@tasbrmf.org) to provide Program Coordinator updates.



## Contribution & Coverage Summary General Provisions

**Coverage:** This CCS and the Fund’s corresponding Coverage Agreements for this Participation Period outline the coverage terms and limits.

**Claims Reporting:** The Fund Member will provide to the Fund timely notice of all claims as required in the Interlocal Participation Agreement, the applicable Fund Coverage Agreement, and this CCS. The lack of timely notice may result in a loss of coverage.

**Definitions:** Any terms not defined in this CCS will use the definition for that term from the corresponding Fund Coverage Agreement.

**Payment:** The Fund Member agrees to pay contributions based on a plan developed by the Fund. All contributions are payable upon receipt of an invoice from the Fund. The Fund will determine the contribution for each program and how each contribution is applied.

**Termination:** In addition to any CCS-specific provisions, the Interlocal Participation Agreement outlines the termination-related provisions that govern this CCS. These provisions include that this CCS may be terminated by either party, with termination effective at the end of the Participation Period, by giving written notice to the other party no later than 30 days before the end of the Participation Period. If the Fund Member ceases to be an Active or Associate member of the Texas Association of School Boards, Inc., this CCS will terminate at the end of the Participation Period, and the Fund will not offer a renewal CCS. If neither party terminates this CCS, any renewal CCS offered by the Fund becomes effective based on the terms of the renewal CCS and will bind the Fund Member.

### Fund Member Authorization:

I approve this Contribution and Coverage Summary (CCS) and certify that this information is correct. I affirm that I am duly authorized to approve this CCS and that I have read and agree to this CCS and the Interlocal Participation Agreement.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



PRESIDENT'S OFFICE

## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 13, 2023  
Subject: Monthly Financial & Investment Reports

### **AGENDA ITEM DESCRIPTION:**

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



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

**Investment discussion:**

College of the Mainland earned \$172,861 for the month of June on its short-term investments in TexPool & Logic for a total of \$1,406,988 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 \$1,406,991 interest for the fiscal year to date period ending June: TexPool - \$1,014,886 Logic 20 – \$392,102 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



**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	(5,248,113)	(4,577,000)	671,113	115%	(4,994,188)	(253,925)
Tuition-non-credit	(431,817)	(1,176,000)	(744,183)	37%	(491,747)	59,930
Exemptions and waivers	1,271,093	1,248,000	(23,093)	102%	1,344,274	(73,180)
Registration fees	(2,442,036)	(2,016,000)	426,036	121%	(2,315,069)	(126,967)
Other fees	(170,160)	(154,000)	16,160	110%	(130,123)	(40,037)
Grant revenue	(144,345)	(152,000)	(7,655)	95%	(255,967)	111,622
Sales and service revenue	(44,458)	(995,000)	(950,542)	4%	(30,790)	(13,669)
Miscellaneous revenue	(929,878)	(269,000)	660,878	346%	(170,158)	(759,720)
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<b><u>Totals for Operating revenue</u></b>	<b><u>(8,139,714)</u></b>	<b><u>(7,626,000)</u></b>	<b><u>513,714</u></b>	<b><u>107%</u></b>	<b><u>(7,043,768)</u></b>	<b><u>(1,095,946)</u></b>
<b>Non-operating revenue</b>						
State appropriation-Academic	(4,754,123)	(6,649,121)	(1,894,998)	72%	(5,385,789)	631,666
Property tax revenue	(23,144,268)	(23,751,572)	(607,304)	97%	(21,608,379)	(1,535,889)
Interest revenue	(1,013,963)	(450,000)	563,963	225%	(64,613)	(949,351)
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>(29,460,076)</u></b>	<b><u>(30,374,000)</u></b>	<b><u>(913,924)</u></b>	<b><u>97%</u></b>	<b><u>(27,415,843)</u></b>	<b><u>(2,044,233)</u></b>
<b><u>Total Revenue</u></b>	<b><u>(37,599,790)</u></b>	<b><u>(38,000,000)</u></b>	<b><u>(400,210)</u></b>	<b><u>99%</u></b>	<b><u>(34,459,611)</u></b>	<b><u>(3,140,179)</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	6,219,936	7,519,717	1,299,781	83%	6,030,695	189,241
Admin full-time	1,475,886	1,613,876	137,990	91%	1,365,185	110,701
Professional full-time	6,369,093	7,698,881	1,329,788	83%	5,971,863	397,231
Classified full-time	2,964,697	4,073,981	1,109,284	73%	1,537,319	1,427,378
Part-time	2,601,005	3,768,186	1,167,181	69%	2,228,664	372,341
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>19,630,618</u></b>	<b><u>23,321,381</u></b>	<b><u>3,690,763</u></b>	<b><u>84%</u></b>	<b><u>17,133,726</u></b>	<b><u>2,496,891</u></b>
<b>Benefits</b>						
Benefits	3,637,988	4,266,756	628,768	85%	3,553,408	84,581
<b>Totals for Benefits</b>	<b><u>3,637,988</u></b>	<b><u>4,266,756</u></b>	<b><u>628,768</u></b>	<b><u>85%</u></b>	<b><u>3,553,408</u></b>	<b><u>84,581</u></b>
<b>Operating expenses</b>						
Contract services	2,915,258	3,282,279	367,021	89%	2,623,238	292,020
Legal	5,360	25,020	19,660	21%	3,000	2,360
Operations	501,823	707,918	206,095	71%	325,777	176,046
Utilities and Rent	1,801,285	2,482,911	681,626	73%	1,664,675	136,610
Postage, printing, and supplies	882,201	1,339,207	457,006	66%	736,295	145,906
Bank fees	64,978	90,100	25,122	72%	76,106	(11,128)
Capital outlay & leases	58,810	56,503	(2,307)	104%	65,229	(6,418)
Insurance	2,355,113	1,986,477	(368,636)	119%	2,113,583	241,530
Public rel, marketing and advert	168,927	248,863	79,936	68%	67,819	101,108
Misc.	457,070	480,148	23,079	95%	419,792	37,277
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>9,210,825</u>	<u>10,395,985</u>	<u>1,185,160</u>	<u>89%</u>	<u>8,059,707</u>	<u>1,151,118</u>
<u>Total Expense</u>	<u>32,479,431</u>	<u>37,984,122</u>	<u>5,504,691</u>	<u>86%</u>	<u>28,746,841</u>	<u>3,732,589</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	108,294	0	(108,294)	0%	0	108,294
<b><u>Totals for Salary and wages</u></b>	<b><u>108,294</u></b>	<b><u>0</u></b>	<b><u>(108,294)</u></b>	<b><u>0%</u></b>	<b><u>0</u></b>	<b><u>108,294</u></b>
<b>Benefits</b>						
Benefits	15,878	15,878	0	100%	793	15,085
<b><u>Totals for Benefits</u></b>	<b><u>15,878</u></b>	<b><u>15,878</u></b>	<b><u>0</u></b>	<b><u>100%</u></b>	<b><u>793</u></b>	<b><u>15,085</u></b>
<b>Operating expenses</b>						
Contract services	579,835	0	(579,835)	0%	282,026	297,809
Legal	5,619	0	(5,619)	0%	0	5,619
Operations	1,000	0	(1,000)	0%	17,551	(16,551)
Utilities and Rent	0	0	0	0%	520,135	(520,135)
Postage, printing, and supplies	370,776	0	(370,776)	0%	463,998	(93,222)
Capital outlay & leases	2,062,465	0	(2,062,465)	0%	399,258	1,663,208
Public rel, marketing and advert	169,821	0	(169,821)	0%	78,260	91,561
Misc.	24,909	0	(24,909)	0%	0	24,909
<b><u>Totals for Operating expenses</u></b>	<b><u>3,214,424</u></b>	<b><u>0</u></b>	<b><u>(3,214,424)</u></b>	<b><u>0%</u></b>	<b><u>1,761,228</u></b>	<b><u>1,453,197</u></b>
<b><u>Total Fund Bal</u></b>	<b><u>3,338,597</u></b>	<b><u>15,878</u></b>	<b><u>(3,322,719)</u></b>	<b><u>21027%</u></b>	<b><u>1,762,020</u></b>	<b><u>1,576,576</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	547,947	765,355	217,407	72%	502,433	45,515
Gen Institution	310,260	315,090	4,830	98%	262,157	48,103
Information Technology Serv	1,933,976	2,361,169	427,193	82%	1,724,565	209,411
Internal Audit	80,501	150,000	69,499	54%	87,615	(7,114)
OPEAR	332,933	463,516	130,583	72%	350,329	(17,396)
Presidents Office	527,072	600,569	73,497	88%	501,983	25,089
Self Study SACS	14,825	13,500	(1,325)	110%	12,552	2,273
Staff Attorney	129,830	184,681	54,851	70%	145,454	(15,623)
<b><u>Totals for President</u></b>	<b><u>3,877,344</u></b>	<b><u>4,873,279</u></b>	<b><u>995,935</u></b>	<b><u>80%</u></b>	<b><u>3,587,803</u></b>	<b><u>289,541</u></b>
<b><u>Summary for VP Fiscal Affairs</u></b>						
Central Mail	110,767	188,621	77,854	59%	62,792	47,975
Custodial Services	232,511	330,402	97,891	70%	213,328	19,183
Facilities	4,845,658	4,645,346	(200,312)	104%	4,248,667	596,991
Financial Services	769,513	970,745	201,232	79%	602,312	167,201
Grounds	103,143	118,236	15,093	87%	83,213	19,930
Human Resources	618,288	713,048	94,760	87%	537,094	81,194
Purchasing	283,991	282,626	(1,365)	100%	235,247	48,744
Records Mgmt	21,593	20,952	(641)	103%	13,374	8,219
Reimbursement	0	(303,442)	(303,442)	0%	0	0
Salary Savings	0	(1,923,260)	(1,923,260)	0%	0	0
Staff Benefits	977,565	2,176,333	1,198,768	45%	688,387	289,178
Tax Admin	263,489	232,631	(30,858)	113%	179,378	84,111
Utilities	812,279	1,394,000	581,721	58%	719,749	92,530

**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	97,042	111,944	14,902	87%	82,645	14,397
VP College & Fin Svcs	181,650	204,761	23,112	89%	167,104	14,546
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>9,317,491</u></b>	<b><u>9,162,945</u></b>	<b><u>(154,546)</u></b>	<b><u>102%</u></b>	<b><u>7,833,293</u></b>	<b><u>1,484,198</u></b>
<b><u>Summary for VP Institutional Advancement</u></b>						
COM Foundation Dept	103,119	117,267	14,148	88%	76,365	26,754
Marketing and Communications	717,603	907,646	190,044	79%	571,688	145,915
VP Institutional Advancement	521,300	572,062	50,762	91%	480,108	41,192
<b><u>Totals for VP Institutional Advancement</u></b>	<b><u>1,342,022</u></b>	<b><u>1,596,975</u></b>	<b><u>254,954</u></b>	<b><u>84%</u></b>	<b><u>1,128,160</u></b>	<b><u>213,861</u></b>
<b><u>Summary for VP Instruction</u></b>						
Acad Succ Re/Wr	924,531	870,643	(53,888)	106%	814,085	110,446
Accting-Credit	88,335	93,063	4,728	95%	83,678	4,657
Adm-C.I.D.T.	53,403	76,834	23,430	70%	32,051	21,352
Adm-Cont Ed	374,666	512,529	137,864	73%	263,999	110,667
Adm-Ind Tech	7,082	8,415	1,333	84%	7,073	9
Adm-Instruct	55,148	79,649	24,502	69%	33,912	21,235
Adm-Perf & Vis Arts	47,750	74,084	26,333	64%	35,589	12,161
Adm-Pub Svc Ed	99,812	121,093	21,281	82%	49,941	49,871
Adm-Science	46,416	70,279	23,863	66%	36,653	9,764
Adm-Soc Sci	63,829	81,433	17,604	78%	40,074	23,756
Adult Education	170,546	218,792	48,245	78%	161,126	9,420
Allied Health CE	84,469	263,209	178,739	32%	59,182	25,288
Art	229,345	255,910	26,565	90%	212,737	16,608
Art Gallery	750	5,750	5,000	13%	51,246	(50,496)
Biol & Nutrition	671,904	739,030	67,126	91%	629,188	42,715
Bus Ed-NonCR	2,100	2,100	0	100%	0	2,100
C.I.S.	87,718	93,493	5,775	94%	86,305	1,413
Chemistry	163,782	184,082	20,300	89%	148,087	15,696

**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	71,217	73,675	2,458	97%	64,685	6,532
Cmnty Theater	308,098	395,932	87,834	78%	272,882	35,216
Collegiate H.S.-CR	137,843	157,431	19,588	88%	115,987	21,856
Cosmetology	613,453	713,750	100,297	86%	573,791	39,662
Criminal Justice	70,543	77,674	7,131	91%	68,610	1,933
Dean Cont Ed	136,465	145,605	9,140	94%	116,547	19,918
Dean Gen Ed	184,268	204,977	20,708	90%	138,979	45,289
Dental Hygiene	73,313	10,890	(62,423)	673%	0	73,313
Distance Ed	312,596	418,905	106,308	75%	390,433	(77,837)
Drafting	78,971	79,215	244	100%	69,226	9,745
Dual Credit Dept	132,714	151,597	18,883	88%	118,357	14,357
Economics	77,486	82,688	5,201	94%	77,070	417
EMS-Credit	269,612	275,568	5,955	98%	241,662	27,951
Engineering	17,024	2,208	(14,816)	771%	0	17,024
Fire Tech	341,368	322,017	(19,351)	106%	247,417	93,951
Firearms Acad	76,069	41,711	(34,358)	182%	56,991	19,078
Foreign Lang	63,264	68,939	5,674	92%	64,546	(1,282)
Gen Bus-Credit	230,813	215,827	(14,987)	107%	179,739	51,075
Geology	73,830	91,096	17,266	81%	67,423	6,406
Government	323,057	344,043	20,986	94%	312,855	10,202
Graphic Arts	128,074	128,836	762	99%	100,712	27,362
Health and PE Credit	138,305	149,615	11,310	92%	137,568	736
Health Info Mgmt	198,627	280,594	81,968	71%	179,458	19,169
Hist & Geog	290,925	300,540	9,614	97%	275,094	15,832
Humanities	177,407	235,685	58,278	75%	218,875	(41,468)
Instr Tech Department	193,638	250,681	57,043	77%	145,835	47,803
Instr Tech Lab Mgrs	24,965	135,231	110,265	18%	44,512	(19,547)
Law Enforcement	71,245	97,527	26,281	73%	89,717	(18,471)

**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>
Law Enforcemnt-NonCR	74,959	40,687	(34,272)	184%	71,731	3,228
LC Ctr Admin	3,108	20,891	17,783	15%	3,960	(852)
Library	644,608	707,911	63,303	91%	491,882	152,726
Management	20,499	18,732	(1,766)	109%	15,669	4,830
Massage Therapy	18,167	23,303	5,135	78%	18,012	156
Math	729,869	799,866	69,998	91%	714,714	15,154
Medical Assistant	78,182	101,172	22,989	77%	70,238	7,945
Music	297,695	311,423	13,728	96%	270,879	26,816
Networking	92,358	98,072	5,714	94%	78,768	13,590
Nursing Administration	1,828,187	822,390	(1,005,798)	222%	319,044	1,509,143
Nursing-AD	560	1,131,386	1,130,827	0%	1,020,427	(1,019,868)
Nursing-VN	0	286,178	286,178	0%	245,655	(245,655)
Pharmacy Tech	83,629	96,632	13,003	87%	79,782	3,847
Philosophy	45,462	22,139	(23,323)	205%	40,599	4,864
Physics	105,272	111,373	6,102	95%	126,685	(21,413)
Process Tech	396,871	612,863	215,993	65%	400,406	(3,536)
Prof Develop Acad	366	9,000	8,634	4%	2,156	(1,790)
Psychology	325,500	365,593	40,093	89%	336,190	(10,690)
Radiography	4,587	3,435	(1,152)	134%	0	4,587
Safety-CR	93,165	83,854	(9,311)	111%	82,153	11,012
Senior Adult Dept	217,733	283,811	66,078	77%	194,120	23,613
Social Science Non CR	33,038	68,300	35,262	48%	34,065	(1,027)
Sociology	25,342	76,435	51,093	33%	68,308	(42,967)
Speaking,Reading,Writing	344,103	541,741	197,638	64%	378,943	(34,840)
Theater Arts-Credit	92,316	78,872	(13,444)	117%	98,250	(5,934)
Thermal Tech-NonCR	110,019	111,641	1,621	99%	93,958	16,061
VP Instruction	323,289	1,362,310	1,039,021	24%	385,242	(61,953)
Welding-Cred	411,259	510,562	99,303	81%	428,244	(16,985)

**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>14,386,921</u></b>	<b><u>17,903,414</u></b>	<b><u>3,516,493</u></b>	<b><u>80%</u></b>	<b><u>13,183,975</u></b>	<b><u>1,202,946</u></b>
<b><u>Summary for VP of Instruction</u></b>						
Allied Health Admin	9,657	12,211	2,554	79%	8,426	1,231
CE-CAN Program	31,583	34,465	2,882	92%	34,555	(2,972)
CE-CPR	3,766	3,633	(133)	104%	575	3,191
CE-Dental	10,149	16,201	6,051	63%	10,471	(322)
Nursing - BSN	0	0	0	0%	0	0
Program Development	192,432	271,376	78,944	71%	104,443	87,989
<b><u>Totals for VP of Instruction</u></b>	<b><u>247,587</u></b>	<b><u>337,886</u></b>	<b><u>90,298</u></b>	<b><u>73%</u></b>	<b><u>158,471</u></b>	<b><u>89,117</u></b>
<b><u>Summary for VP Student Services</u></b>						
Admissions	279,294	310,112	30,818	90%	242,064	37,230
Advise Center	521,908	684,993	163,085	76%	568,458	(46,550)
Career & Placement	74,621	124,761	50,140	60%	84,444	(9,823)
Enrollment Mgmt	62,806	74,374	11,568	84%	87,792	(24,986)
Facilities & Student Recreat	77,755	116,943	39,188	66%	78,670	(915)
Judicial Affairs	191,072	214,775	23,702	89%	156,783	34,289
Multicultural Department	16,236	12,500	(3,736)	130%	11,672	4,564
Recruitment	552,302	644,543	92,241	86%	346,284	206,018
Stu Financial Svcs	518,078	612,815	94,736	85%	409,704	108,374
Stu Organizations	295,281	338,630	43,348	87%	228,849	66,432
Student Graduation	62,797	74,080	11,283	85%	55,910	6,888
Svcs-Disab Students	35,475	42,949	7,475	83%	22,414	13,060
Testing	256,668	376,901	120,232	68%	204,013	52,655
Title V Grant	0	0	0	0%	27	(27)
Veteran Affairs	126,242	182,542	56,301	69%	146,277	(20,036)
VP Student Services	237,530	298,705	61,176	80%	211,776	25,754
<b><u>Totals for VP Student Services</u></b>	<b><u>3,308,065</u></b>	<b><u>4,109,622</u></b>	<b><u>801,557</u></b>	<b><u>80%</u></b>	<b><u>2,855,139</u></b>	<b><u>452,926</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>32,479,431</u></b>	<b><u>37,984,122</u></b>	<b><u>5,504,691</u></b>	<b><u>86%</u></b>	<b><u>28,746,841</u></b>	<b><u>3,732,589</u></b>
<b><u>Fund Bal by Division</u></b>						
<b><u>Summary for VP Fiscal Affairs</u></b>						
Fund Balance - Academic Support	5,625	0	(5,625)	0%	14,030	(8,405)
Fund Balance - Institutional Support	884,020	0	(884,020)	0%	1,099,579	(215,559)
Fund Balance - Instruction	272,603	15,878	(256,725)	1717%	370,290	(97,687)
Fund Balance - Oper & Maint	2,052,776	0	(2,052,776)	0%	88,214	1,964,563
Fund Balance - Student Services	123,572	0	(123,572)	0%	189,908	(66,336)
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>3,338,597</u></b>	<b><u>15,878</u></b>	<b><u>(3,322,719)</u></b>	<b><u>21027%</u></b>	<b><u>1,762,020</u></b>	<b><u>1,576,576</u></b>
<b><u>Totals for Fund Bal</u></b>	<b><u>3,338,597</u></b>	<b><u>15,878</u></b>	<b><u>(3,322,719)</u></b>	<b><u>21027%</u></b>	<b><u>1,762,020</u></b>	<b><u>1,576,576</u></b>
<b><u>Totals for Report</u></b>	<b><u>35,818,027</u></b>	<b><u>38,000,000</u></b>	<b><u>2,181,973</u></b>		<b><u>30,508,862</u></b>	<b><u>5,309,166</u></b>

June 2023

# Monthly Financial Report

# Cash Situation

*(in millions)*

Gross cash balance at the end of month:	\$33.6
Less pending I&S liability:	(\$7.2)
Net unrestricted cash:	<u>\$26.4</u>
Minimum required cash :	\$7.1
Excess cash above minimum:	\$19.3

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

## Revenues

Budget:	\$38.0
Actual:	\$37.6

## Expense

Budget:	\$38.0
Actual:	\$32.4

(85% Spent at 83% of year)



PRESIDENT'S OFFICE

## Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

## President's Report

Presenter: Dr. Warren Nichols

A. Updates

B. Reminders/Announcements

1. Board Meetings

a. August 2023 – Monday, August 28<sup>th</sup>, 1:30 p.m.

b. September 2023 – Monday, September 25<sup>th</sup>, 1:30 p.m.

c. October 2023 – Monday, October 23<sup>rd</sup>, 1:30 p.m.

2. Fall Graduation - Saturday, December 16<sup>th</sup>, Abundant Life

C. Resignations and Retirement Report

D. Miscellaneous Updates



PRESIDENT'S OFFICE

**Resignations & Retirements**

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Haden	Elizabeth	Career Navigator	10/24/2022	07/07/2023	Resignation
Wilson	Elizabeth	Faculty – Process Technology	08/15/2022	08/31/2023	Resignation
Starkey	Tina	Executive Administrative Assistant	09/23/2002	08/31/2023	Retirement



## 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.