



Notice/Agenda of December 2023 Regular Board Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129), 1200 Amburn Road, Texas City,
Texas 77591
Monday, December 11, 2023**

A December 2023 Regular Board Meeting of the Board of Trustees of College of the Mainland will be held Monday, December 11, 2023, beginning at 1:00 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. **Consideration of and Possible Action to Approve the Full Board Minutes of Monday, October 23, 2023**
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Faculty Senate - Candice Edmonston
 - B. Professional Council - Alisha Lyon
 - C. Student Government Association (SGA) - Christian Delgado
7. **Discussion of and Possible Acceptance of the College of the Mainland 2022-2023 Annual Financial and Compliance Report**
8. **Internal Audit Report(s)**
 - A. Consideration of and Possible Acceptance of the Internal Audit Report on Grants Management and Administration, as Presented on December 11, 2023
 - B. Consideration of and Possible Acceptance of the Internal Audit Report on Payroll, as Presented on December 11, 2023
 - C. Consideration of and Possible Acceptance of the Annual Internal Audit Report, as Presented on December 11, 2023
9. **Quality Enhancement Plan (QEP) Update**
10. **LAN (Lockwood, Andrews & Newnam, Inc.) Updates**
 - A. Bond Update - A Presentation by Lockwood, Andrews & Newnam, Inc. (LAN)

- B. Update: Library Classroom Building Budget and Schedule Adjustment and Programming Approval
11. **Human Resources Items**
- A. Appointment Nominations
 - 1. Consideration of and Possible Action to Approve the Appointment Nomination of Rachel Fano to the Position of AAS Nursing Coordinator, Nursing Department
 - 2. Consideration of and Possible Action to Approve the Appointment Nomination of Deborah Fregia to the Position of Associate Dean of Student Services, Student Services Division
 - 3. Consideration of and Possible Action to Approve the Appointment Nomination of Karl Moore to the Position of EMS Clinical Coordinator & Faculty, Emergency Medical Services Department
 - B. New Position
 - 1. Consideration of and Possible Action to Approve the Administrative Assistant IV Position in the Marketing & Public Affairs Department
 - C. Consideration of and Possible Action to Accept the Non-Contractual Positions Hiring Report as Written
12. **Consideration of and Possible Action to Approve Award of Contract #24-10 to Laerdal in an Amount Not-to-Exceed \$176,037.15 for a Turnkey Course Management & Evaluation Tool to be Paid with Grant Funds**
13. **Consideration of and Possible Action to Approve the Programming Report for the New Corporate & Continuing Education Center Project, as Presented and Attached**
14. **Consideration of and Possible Action to Approve the Schematic Design for the New Public Safety Careers Center Project, as Presented and Attached**
15. **Consideration of and Possible Action to Approve Award of Contract #23-34 to Vaughn Construction for Construction Manager at Risk Services for the New Library Classroom Building for a Not-to-Exceed Amount of \$100,000 for Pre-Construction Services, Plus Construction Management Fees (Construction Manager's Fee of 3.25% of the Actual Cost of the Work and General Conditions Fee of 4.48% of the Actual Cost of the Work) to be Paid with 2023 Bond Funds**
16. **Consideration of and Possible Action to Approve Award of Contract #23-35 to Tellepsen Builders, LP for Construction Manager at Risk Services for the New Corporate and Continuing Education Center for a Not-to-Exceed Amount of \$20,000 for Pre-Construction Services, Plus Construction Management Fees (Construction Manager's Fee of 2.45% of the Actual Cost of the Work and General Conditions Fee of 8.93% of the Actual Cost of the Work) to be Paid with 2023 Bond Funds**
17. **Consideration of and Possible Action to Approve Award of Contract #24-01 to Element451 in an Amount Not-to-Exceed \$360,000 over a Five (5) Year Period for Customer Relations Management (CRM) Software to be Paid from Fund Balance**
18. **Consideration of and Possible Action to Approve Award of Contract #24-09 to Howard Technology Solutions for a Campus Laptop Refresh to be Paid from FY 24 Fund Balance and Semillas Grant (Title V Grant) for a Not-to-Exceed Amount of \$370,000**
19. **Consideration of and Possible Action to Approve an Increase of \$162,786 to CBRE/Heery Contract #19-12 for Additional Project Management Services to be Paid from 2018 Bond Funds**

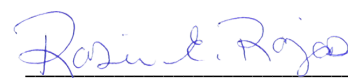
20. **Consideration of and Possible Action to Approve the 2024 Payment in an Amount Not-to-Exceed \$352,047.23 to be Paid from the FY23-24 Operating Budget to the Galveston County Appraisal District for Appraisal of Property within the College District**
 21. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the October 2023 Investment and Financial Reports
 22. **Consideration of and Possible Action to Approve Resolution for Appraisal District Nomination and Ballot for the Candidate to Serve on the 2024-2025 Board of Directors of the Galveston Central Appraisal District (GCAD)**
 23. **Consideration of and Possible Action to Set the March 2024 Board of Trustees Meeting on Wednesday, March 27, 2024**
 24. **Board Report**
 25. **President's Report**
 - A. Updates
 1. Culinary Arts Program
 2. Mitchell Chuoke Plumbing Program
 - B. Reminders/Announcements
 1. Board Meetings
 - January 2024 - Monday, January 22nd, 1:30 p.m.
 - February 2024 - Monday, February 26th
 - March 2024 - Wednesday, March 27th (if approved)**
 - C. Holiday Reception - Monday, December 11th, 3:00 p.m. - 5:00 p.m. (Today)
 - D. Fall Graduation - Saturday, December 16th, Abundant Life
 - E. Resignations and Retirement Report
 - F. Miscellaneous
26. **Adjournment to closed or executive session pursuant to the Texas Government Code of the Open Meetings Act**
27. **Discussion of the President's Annual Evaluation**
28. **Consideration of and Possible Action on any Items Discussed in Closed Session**
29. **Adjourn**

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, Thursday, December 7, 2023, 3:00 P.M.

Administration

President Warren Nichols Ed.D.



Rosie E. Rojas
Board Clerk

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
2023-2024

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MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 11, 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 October 23, 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 10/23/23

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. Faculty Senate – Candice Edmonston
- B. Professional Council – Alisha Lyon
- C. Student Government Association – Christian Delgado



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 21, 2023
Subject: 2022-2023 Annual Financial & Compliance Report

AGENDA ITEM DESCRIPTION:

Discussion and possible acceptance of the College of the Mainland 2022-2023 Annual Financial and Compliance Report.

PURPOSE

To present to, and discuss, the 2022-2023 Annual Financial and Compliance Report with the Board of Trustees.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: *“I move the Board of Trustees accept the 2022-2023 Annual Financial and Compliance Report.”*

BACKGROUND

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

ATTACHMENTS

1. 2022-2023 Annual Financial & Compliance Report



Board of Trustees Meeting

Internal Audit Status Report

December 11, 2023



Agenda

- **FY2023 Completed Internal Audit Activities**
 - Grants Management
 - Payroll
 - Annual Internal Audit Report
- **Other FY2023 Internal Audit Activities**
 - Fraud, Waste, and Abuse Hotline Report
 - Risk Assessment Update
 - FY2024 Internal Audit Planning

2023 Completed Internal Audit Activity: Grants Management and Administration



- The scope of the internal audit included an evaluation of risks and internal controls in place related to Grants Management and Administration processes in place within the centralized functions of Institutional Advancement and the Business Office along with those decentralized processes within other offices of the College that have responsibilities in managing and/or monitoring grant performance. We reviewed the procedures in place for appropriate risk and regulatory coverage and compliance to ensure efficient and effective processes.
 - **Coverage Period:** August 1, 2021 through December 31, 2022
 - **Fieldwork:** April 12, 2023, through August 14, 2023

- Key functions, processes, and subprocesses reviewed included:
 - Grant Administration
 - Grant Research and Application
 - Grant Contracting and Award
 - Grant Funding
 - Grant Monitoring
 - Grant Reporting
 - Grant Contact Closeout

- The **Exit Meeting** was held on August 14, 2023, the **Draft Report** was issued on August 25, 2023, and **the Final Report** was issued on August 29, 2023.

Summary Results

The Grants Management and Administration Internal Audit was rated overall as Strong, with **2 Strong** ratings for both Audit Objectives, and **3** identified findings.

OVERALL ASSESSMENT	Strong
Objective A: Design of Internal Controls	Strong
Objective B: Effectiveness of Internal Controls	Strong

Findings by Risk Rating				
	High	Moderate	Low	Total
Findings	-	1	2	3

Summary Results



Objective A: Determine whether internal controls over Grants Management and Administration processes are designed to ensure that consistent processes are implemented and designed effectively to address the risks within the associated sub-processes and to ensure effective operations.

Results: We identified 28 total internal controls to be in place over the Grants Management and Administration processes. We identified 1 opportunity for improvement over the processes, policies, and procedures performed within the in-scope processes.

Process Area	Control Coverage	Findings
Grants Management and Administration Processes		
Grant Administration	5	Finding 1
Grant Research and Application	2	-
Grant Contracting and Award	4	-
Grant Funding	5	-
Grant Monitoring	7	-
Grant Reporting	3	-
Grant Contract Closeout	2	-
Total	28	1

Summary Results



Objective B: Ensure that controls over selected critical processes within Grants Management and Administration processes are operating efficiently, effectively, and resulting in complete information, appropriate transactions, timely reporting, and active monitoring.

Results: We identified two instances in which the internal controls were not executed consistently or according to established expectations, including:

- One (1) grant included a Grant Review and Approval Form (GRAF) that was retained but was incomplete and did not include all the appropriate approvals
- One (1) grant included a Conflict of Interest Statement that was not completed by the Principle Investigator.

Recommendations and Management Responses



Overall, we identified **3 recommendations** to assist Management in improving the Grant Management and Administration processes. Generally, the recommendations were to:

1. **Develop** and **administer** grants management **training** on the College's expectations, which would be required to be completed **annually** by all faculty and staff who apply, utilize, monitor, or manage grants. This training should be made available electronically and should cover **federal** and **state** grant requirements as well as College approved practices for maintaining data, documentation, tracking progress, maintaining inventory, maintaining budgets, and reporting status internally. Annually, the completion of the training should be **tracked** and **monitored** by the College's HR Department to ensure all grantors received the training.
2. **Identify** and **implement** a grant management system to track and monitor all grant awards and centrally maintain the College's grant portfolio. **Automated** workflow capabilities should be included within the application's capabilities which will **enhance controls** and **increase efficiency** with regards to obtaining and retaining required approvals from College Faculty and Staff.
3. **Expand** on the existing **Conflict of Interest** procedures to include a process for ensuring all Conflict of Interest Statements are obtained from required parties and reporting conflicts **prior** to signing each grant contract. Once the new grant management system is implemented, the College should consider automating the completion, submission, and retention of Conflict of Interest Statements by all grant employees.

Management has responded to the Internal Audit findings by providing detailed **action plans** with **responsible parties** and anticipated **implementation dates**. Management has provided implementation dates, concluding in the **Fall 2024**.

Findings and Management Responses



Finding 1 – MODERATE – Annual Grant Management Training: The College does not require formal and periodic grant management training on an annual basis for all grant staff to ensure a consistent and accurate understanding of the College's grant management expectations, including overing policies and procedures and ensuring compliance with regulatory requirements. Additionally, the College does not track and monitor trainings completed by key stakeholders involved in the grant management process. While Grants staff meet individually with COM personnel to answer questions and guide them through the grant requirements and some grantors require designated Principal Investigators to attend grant-specific training annually or before receiving grant funds, the College does not formally conduct training for all faculty and staff who apply, utilize, monitor, or manage grants. As a result, the practices utilized to manage, monitor, and report on grant status and performance are inconsistent and is dependent on the level of experience of the Principal Investigator.

Management Actions

Management Response: Management agrees with the condition as stated. The Grants Compliance Officer will work with the College's HR Department and Educational Technology to develop and administer a grants management training on the College's expectations.

Responsible Party: Cindy Pagan, Grants Compliance Officer

Implementation Date: December 2024

Findings and Management Responses



Finding 2 – Low – Centralized Grants Management System: The College's grant management processes are decentralized, and a software-based grants management system is not in place to track performance requirements, financial information, assets, and to keep a centralized grant portfolio. As a result, cross-departmental collaboration, oversight, and sharing of information is limited due to the lack of a central system of records being maintained. Currently, the Grants Compliance Officer maintains an Excel listing of all grants for each fiscal year to track performance requirements and the Grants Accountant maintains an Excel listing of all grants for the current fiscal year to track the budget status and financial reporting requirements. Lastly, grant related assets are tracked by the Purchasing Department in Colleague.

Additionally, grants administration and management processes are manual, increasing the risk of error and non-compliance with grant objectives. New and approved grants are manually routed to Finance for set-up of the recent awards within the College's ERP System. Currently, the College relies on the Principal Investigators and their department(s) to manage and monitor their assigned grants to achieve the grant objectives and outcomes. The Grants Compliance Officer conducts monthly meetings with the Principal Investigators and key grant project staff to ensure continued compliance with grant reporting objectives and requirements. Documentation to support the meetings held and any issues identified is not retained.

We performed testing procedures over eight (8) of the 42 grants active from August 1, 2021, through December 31, 2022. We verified that the grant was reviewed and analyzed to ensure the grant met the College's goals and missions by obtaining and reviewing the completed Grant Review and Approval Form (GRAF) for each grant. For one (1) grant, the GRAF retained was incomplete and did not include appropriate approvals. As part of our validation procedures with management, we confirmed the grant went through the required review and approval process, however, the completed version of the GRAF was not retained within the College's system of record.

Management Actions

Management Response: Management agrees with the need for an IT-based grant management system. We appreciated the research that Weaver did on behalf of this recommendation. During the audit, we began evaluating grant management systems and have identified two systems that align with this recommendation for the College.

Responsible Party: Cindy Pagan, Grants Compliance Officer, and Lara Duhon, Grant Writer

Implementation Date: Pending Board of Trustee budget approval, planning and workflow design would begin in the fall of 2023 and implementation by December of 2024.

Findings and Management Responses



Finding 3 – Low – Validating Conflicts of Interests: The College does not have an electronic and centralized process for collecting Conflict of Interest Statements and reporting potential conflicts during the grant contracting process, and a process for consistently obtaining all required Statements. The College's Grant Manual requires all grant employees to sign the Conflict of Interest Statement at the time of the implementation of a new grant and annually in September, as grants continue. However, the Grant Manual does not include procedures for ensuring all Conflict of Interest Statements are obtained from required parties and reporting conflicts prior to signing each grant contract.

We performed testing procedures over eight (8) of the 42 grants active from August 1, 2021, through December 31, 2022. We obtained and reviewed Conflict of Interest Statements retained for each grant and verified any conflicts of interest were appropriately identified and reported to the grantor by the College. For one grant, a Conflict of Interest Statement was not completed by the Principal Investigator.

Management Actions

Management Response: Management agrees with the condition as stated. With the new grant management system, the College will review the existing Conflict of Interest procedures to identify an automated, recurring system for tracking the acceptance of the Conflict of Interest terms, as well as identifying which parties still need to accept the terms. We would like to mention that for the other grants reviewed, hundreds of Conflict of Interest forms were completed and submitted to Weaver.

Responsible Party: Cindy Pagan, Grants Compliance Officer

Implementation Date: Grants Manual Conflict of Interest Process/Procedures will be updated in April 2024 and electronic submissions, pending budget approval, December of 2024.

2023 Completed Internal Audit Activity:

Payroll



- The audit focused on the design and effectiveness of College of the Mainland's Payroll processes to ensure internal controls are appropriately designed and procedures are efficiently and effectively performed for accurate and timely payroll cycles.
 - **Coverage Period:** August 1, 2021, through December 31, 2022
 - **Fieldwork:** March 28, 2023, through September 11, 2023

- Key functions, processes, and subprocesses reviewed included:
 - Payroll Records and Maintenance
 - Timekeeping and Approval
 - Payroll Processing
 - Payroll Recording and Distribution
 - Payroll Reconciliations
 - Employee Data and Safekeeping

- The **Exit Meeting** was held on September 11, 2023, the **Draft Report** was issued on September 27, 2023, and **the Final Report** was issued on October 2, 2023.

Summary Results



The Payroll Internal Audit was rated overall as Satisfactory, with 1 **Satisfactory** rating for Objective A and 2 **Strong** ratings for Objective B and C. We identified **2** findings.

OVERALL ASSESSMENT	Satisfactory
Objective A: Design of Internal Controls	Satisfactory
Objective B: Effectiveness of Internal Controls	Strong
Objective C: User Access	Strong

Findings by Risk Rating				
	High	Moderate	Low	Total
Findings	1	1	-	2

Summary Results



Objective A: Determine whether internal controls over Payroll processes are designed to ensure effective and efficient management, administration, and compliance of Payroll processes.

Results: We identified 24 total internal controls to be in place over the Payroll processes. We identified 2 opportunities for improvement over roles and responsibilities and establishing standard operating procedures within the in-scope processes.

Process Area	Control Coverage	Findings
Payroll Process		
Payroll Records and Maintenance	6	Finding 1 Finding 2
Timekeeping and Approval	2	
Payroll Processing	5	
Payroll Records and Distribution	7	
Payroll Reconciliations	2	
Employee Data and Safekeeping	2	
Total	24	2

Summary Results



Objective B: Ensure that controls over selected critical processes within Payroll processes are operating efficiently, effectively, and resulting in complete, accurate, and timely payroll to College employees.

Procedures Performed:

- Verified that duplicate or fictitious employees do not exist in the employee master file.
- Selected a sample of terminated employees and verified employment status was appropriately changed and removed from the system.
- Selected a sample of current employees and verified time was appropriately recorded, reviewed, and approved.
- Selected a sample of stipend payments and verified payroll was complete, accurate, authorized, reviewed, and approved.
- Verified that payroll reconciliations were performed, reviewed, approved, and documented.
- Verified payroll accounting entries were appropriately coded to the general ledger, reviewed prior to disbursement, deductions were accurately applied, tax payments were accurately calculated, reviewed and approved.
- Interviewed key personnel within Human Resources and verified the employee verification and new hire setup process.

Results: Controls appear to be in place and operating as intended. **No findings identified.**

Summary Results



Objective C: Evaluate user access and ensure that access to process and modify Payroll transactions in the College's key applications (Ellucian Colleague) is restricted to appropriate personnel and that access is periodically reviewed.

Procedures Performed:

- Obtained system generated lists of College of the Mainland personnel with access to the Colleague System.
- Evaluated the level and type of access granted to each College of the Mainland personnel within each application to determine if the access to view or make modifications was reasonable and appropriately restricted based on the user's position and job duties.
- Evaluated whether user access within the applications is formally and periodically reviewed to identify users that should be removed or have their access limited or increased based on their job duties and roles.

Results: User access to process and modify Payroll transactions appears to be appropriately restricted and periodically reviewed. **No findings identified.**

Recommendations and Management Responses



We identified **2 recommendations** to assist Management in improving the Payroll processes. Generally, the recommendations were to:

1. **Develop** a cross-training program that includes delegating **roles and responsibilities** to members of the payroll team to ensure **proper segregation of duties, validation** procedures, and **succession planning** are in place. Rotate payroll processing tasks among members of the team to ensure all personnel are efficient and to identify areas of improvement, as needed. Consider outsourcing functions of the payroll process that would allow the Payroll Supervisor and Payroll Specialist to focus on review and validation.
2. Draft **Standard Operating Procedures**, desk manuals, and/or checklists to cover **all** critical payroll procedures, which should include focusing on three **(3) to five (5) critical areas per quarter**. These documents should also be utilized as a training aid for current or future staff who join the department and will assist with **institutionalizing the payroll knowledge** of existing staff.

Management has responded to the Internal Audit findings by providing detailed **action plans** with **responsible parties** and anticipated **implementation dates**. Management expects implementation to begin immediately and to be fully implemented by the end of fiscal year 2024.

Findings and Management Responses



Finding 1 – HIGH – Roles and Responsibilities Within Payroll: The Payroll process currently includes a significant reliance on the Payroll Supervisor/Payroll Accountant who performs key duties that are not effectively segregated to ensure all functions and tasks are prepared and reviewed by independent personnel. Additionally, a formal succession plan with properly trained back-ups is not formally established to ensure payroll can be processed timely, efficiently, and effectively in the unplanned absence of the current Payroll Supervisor and Controller. Although Payroll could be performed by the Payroll Specialist and the Controller, whom has institutional knowledge of the Payroll process, the lack of succession planning and the current assignment and abilities within the established roles and responsibilities increases the risk of payroll not being efficiently, effectively, and timely performed in the absence of the Payroll Supervisor.

Through our assessment of roles and responsibilities within the Payroll Department, we identified and assessed 28 specific sub-processes/tasks within the payroll process along with the individuals who are trained to routinely perform the functions as primary preparer and reviewer for each task. The current delegation of roles and responsibilities within the department under-utilizes the Payroll Specialist and places heavy reliance upon the Payroll Supervisor and Controller as the primary preparer and reviewer, respectively. Currently, 11 of 28, or 39% of the critical payroll tasks evaluated are performed by the Payroll Supervisor without a trained backup, and 1 of 28, or 4% of payroll processes evaluated are performed without a review function.

However, the College does have segregation of duties incorporated into specific personnel related tasks, such as Human Resources removing terminated access and setting up new hires, and department supervisors performing timesheet review and approval. Additionally, other payroll tasks are automated within the process including calculating tax deductions and the distributions of payroll from withholdings.

Management Actions

Management Response: Management agrees with the recommendation to develop a cross-training program. The Controller and the Payroll Supervisor will coordinate to develop and implement processes to ensure critical tasks within the payroll process are performed by more than one individual. The Payroll Specialist will be trained to perform tasks that are currently completed by the Payroll Supervisor. Duties will be rotated on a periodic basis to ensure proper cross-training.

Responsible Party: Controller & Payroll Supervisor

Implementation Date: Initial implementation of this recommendation will begin immediately upon replacement of the Payroll Specialist. Partial to full implementation of this recommendation should be complete during FY24.

Findings and Management Responses



Finding 2 – MODERATE – Payroll Processing Standard Operating Procedures: The Payroll Department is in the process of drafting a complete set of SOPs of key and niche processes within the Payroll Cycle. Currently, the College does not have formalized and consolidated standard operating procedures in place that detail the steps required to execute all critical tasks within the payroll cycle efficiently and timely. However, instructions over some critical payroll processes are documented in case payroll duties must be performed in the absence of the Payroll Supervisor. Although the Controller and Payroll Supervisor have detailed institutional knowledge of the College’s routine and special payroll processes and procedures, all essential and unique procedures and controls performed throughout the process are not formally documented and consolidated within a SOP or desk manual, to aid in onboarding and execution of Payroll for those without institutional knowledge, including the following:

- Validation of New hire setup initially performed by HR
- Employee payroll records retention and storage
- Validation of change forms entered and processed by HR
- PAF reconciliation and storage
- Monthly payroll reconciliations
- Duplicate employee prevention and detection
- Validation of employee time entry and approvals
- Employee deductions and Withholdings distribution
- Verification of Tax tables
- Tax payments confirmation retention
- Payroll corrections and adjustments
- Validation of Colleague user access review
- Validation of Termination forms processed by HR

Management Actions

Management Response: Management agrees with the recommendation to draft written procedures for all payroll functions to be utilized as a training aid for current and future staff.

Responsible Party: Controller & Payroll Supervisor

Implementation Date: Initial implementation of this recommendation will begin immediately. Partial to full implementation of this recommendation should be complete by April 1, 2024.

2023 Annual Internal Audit Report



2023 Annual Internal Audit Report:

- Once approved, the Report should be posted on the College of the Mainland's website.

- The report format is prescribed by the State Auditor's Office and includes:
 - Compliance with Texas Government Code 2102.015
 - Internal Audit Plan for Fiscal Year 2023
 - Consulting Services and Nonaudit Services Completed
 - External Quality Assurance Review
 - Internal Audit Plan for Fiscal Year 2024
 - External Audit services performed for the College
 - Reporting Suspected Fraud and Abuse

Other 2023 Internal Audit Activities



Fraud, Waste and Abuse Hotline Report

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

Risk Assessment Update and FY2024 Internal Audit Plan

- The Risk Assessment update was performed with the Risk Assessment Team on **September 5, 2023**, to identify changes in the College's Risk Universe and to consider College internal audit priorities for the FY2024 Internal Audit Plan
 - No immediate changes in risk were identified
- The Internal Audit Plan for FY2024 was confirmed during a special cabinet meeting held on October 23, 2023.

Fiscal Year 2024 Internal Audits



Audit Area	Category (College-Wide, Instructional and Student Services, Operational, or Administration)	Risk Rating	Summary of Procedures	Timing
FY 2024 Planned Internal Audits				
Continuing Education / Workforce and Community Development	Student Services	High	Internal Audit will include an evaluation of risks and internal controls in place related to the College's Continuing Education and Workforce Processes. Activities to be evaluated may include Career and Community Training, Life Long Learning, Gulf Coast Safety Institute, Adult Basic Education (ABE), Corporate Services, Economic and Workforce Development, Cosmetology, Transportation Training, and Youth Camps and Academics.	Spring 2024
Institutional Reporting (Advisory)	Administration	Moderate	Internal Audit will perform internal audit advisory engagement over the College's institutional reporting processes to aid in identifying key reports developed to ensure they are effectively managed, tracked, approved, and submitted timely. We will collaborate with key stakeholders throughout the College to identify the various reporting performed, including the mapping of key report elements, such as the department, report owner, primary reviewer, report recipient, due date, and data location.	In-Progress
Internal Audit Consulting (as requested)	Other		Internal Audit will perform internal audit consulting, including process evaluations, internal control effectiveness reviews, and/or special projects as requested by Management.	TBD
FY 2024 Annual Requirements				
Project Management	Project Management	NA	Track overall internal audit procedures, coordinate audit activities, and reporting to management.	Ongoing
Risk Assessment	Policy Compliance	NA	Perform a College-wide risk assessment, risk response plan, and 3-year internal audit plan	Ongoing
Annual and Quarterly Board Reports	Policy Compliance	NA	Prepare and submit required annual and quarterly reports to the Board of internal audit activities.	Ongoing



Questions?

Brandon Tanous, CIA, CFE, CGAP, CRMA | Engagement Partner
832.320.3255 | brandon.tanous@weaver.com



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 11, 2023
Subject: Internal Audit Report – Grants Management and Administration

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

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees Accept the Internal Audit Report on Grants Management and Administration, as presented on December 11, 2023.”

PURPOSE

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

BACKGROUND

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

IMPLICATIONS

Financial: N/A

Strategic Goal #1: N/A

Student Services: N/A

Attachments

1. IA #01-23 Internal Audit Report over Grants Management and Administration

College of the Mainland

IA #01-2023 Internal Audit over Grants Management
and Administration

Report Date: August 14, 2023

Issued: August 29, 2023

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Appendix14



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

This report presents the results of the internal audit procedures performed for College of the Mainland (the College) during the period April 12, 2023, through August 14, 2023 relating to the Grants Management and Administration processes of the College.

The objectives of the internal audit were to evaluate the design and effectiveness of College of the Mainland's Grants Management and Administration processes as follows:

- A. Determine whether internal controls over Grants Management and Administration processes are designed to ensure that consistent processes are implemented and designed effectively to address the risks within the associated sub-processes and to ensure effective operations.
- B. Ensure that controls over selected critical processes within Grants Management and Administration processes are operating efficiently, effectively, and resulting in complete information, appropriate transactions, timely reporting, and active monitoring.

To accomplish these objectives, we conducted interviews and walkthroughs with personnel responsible for Grants Management and Administration processes within the Institutional Advancement and Business Offices. We also examined existing documentation, evaluated internal controls over the processes, and performed specific testing procedures to assess controls. Our coverage period was from August 1, 2021, through December 31, 2022 and procedures were completed on August 14, 2023.

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

Weaver and Tidwell, L.L.P.

WEAVER AND TIDWELL, L.L.P.

Houston, Texas
August 14, 2023

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CPAs AND ADVISORS | WEAVER.COM

College of the Mainland

Internal Audit Report over Grants Management and Administration

August 14, 2023

Issued: August 29, 2023

Background

The College of the Mainland (the College) has a centralized grants management function for overseeing the vision and strategy of grants along with the accounting for grant dollars, as well as a decentralized function for the management and monitoring of specific grant programs by the departments that utilize those funds. The College has a diverse grant portfolio, with both advance and reimbursement grants. These grants allow the College to operate and expand student programs including but not limited to workforce development, science, technology, engineering and math (STEM), and internships.

The College has a centralized Grant Department that facilitates, processes, and guides faculty and staff to develop grant application and funding proposals to improve instruction and College programs. The Grant Department also aids faculty and staff by guiding them through the college's expectations for the process for contract negotiations, approvals, and implementation of grants. The centralized grant accounting function is performed within the Business Office, who maintains and monitors grant budgets and authorizes requested adjustments.

The Institutional Advancement Office and each department at the College that accepts grant funds is responsible for the management and monitoring of the utilization of those grant funds and the reporting of their performance. Principal Investigators assigned to each grant ensure that budgets are adhered to, financial reports for grant advancement or reimbursement are submitted timely, and all grant dollars utilized are allowable, supported by documentation and approved by their supervisors. Due to each grant having different reporting and compliance requirements, the Principal Investigators, in coordination with the Grants Office, must ensure that the grant requirements for performance and financial aspects are met and reported accurately and timely.

Audit Objective and Scope

The audit focused on the College's Grant Management and Administration processes in place within the centralized functions of Institutional Advancement and the Business Offices along with those decentralized processes within other offices of the College that have responsibilities in managing and/or monitoring grant performance. We reviewed the procedures in place for appropriate risk and regulatory coverage and compliance to ensure efficient and effective processes. The scope included an evaluation of the processes currently in practice covering the activities within the key areas, including:

- Grant Administration
- Grant Research and Application
- Grant Contracting and Award
- Grant Funding
 - Receipt of Advance Grant Funds
 - Reimbursement of Grant Funds
- Grant Monitoring
 - Performance Monitoring
 - Compliance Monitoring
- Grant Reporting
 - Financial Reporting
 - Program Reporting
- Grant Contract Closeout

College of the Mainland

Internal Audit Report over Grants Management and Administration

August 14, 2023

Issued: August 29, 2023

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

Grant Administration

- Grant management policies and procedures were documented, updated, and approved in a timely manner
- A grant portfolio was maintained to track the owners and status of all grants
- Grant management training was required for all who use, monitor, and manage grants
- Grant related assets were appropriately tracked and maintained

Grant Research and Application

- Grants identified and proposed met the College's goals and mission
- Grant requirements were reviewed and approved for achievability prior to application submission
- Grants applications were appropriately reviewed and approved prior to being submitted to the grantors

Grant Contracting and Award

- Grant requirements were disseminated to the appropriate personnel
- Grant contracts were reviewed and approved by authorized personnel
- Grant contracts were retained and accessible when necessary
- Conflicts of interest were appropriately identified and reported

Grant Funding

- Grant funds were appropriately segregated in the College's accounting system
- Advance grant funding was requested and received in compliance with the respective contract
- Reimbursement grant funding was requested and received in compliance with the respective contract
- Funding requests and expenditure reports were reviewed and submitted timely
- Funding requests and expenditure reports were complete, accurate, and included the appropriate cut-off period
- Funding requests and expenditure reports were submitted with adequate and complete supporting documentation

Grant Monitoring

- Grant monitoring was tracked and routinely evaluated
- Grant activities were performed in accordance with relevant laws, regulations, and contract requirements
- Grant compliance and performance was effectively managed and monitored
- Grant fund utilization was effectively monitored
- Grant fund utilization was appropriately reported to grant managers and administration
- Program goals were tracked and monitored by Grant Administrators to ensure goals and objectives of the grant are being achieved

Grant Reporting

- Grant financial and programmatic reporting was reviewed, reconciled, and appropriately approved prior to submission for completeness and accuracy of the grant information
- Financial and programmatic performance of the grants was reported completely, accurately and timely

College of the Mainland

Internal Audit Report over Grants Management and Administration

August 14, 2023

Issued: August 29, 2023

- Grant management activities and the achievement of grant objectives were reported timely and consistently to College Management

Grant Contract Close-out

- Grant Administrators identified and ensured the grant requirements were met
- All requests for reimbursement and/or reporting were completed
- Grant contracts were closed out in compliance with the respective contract requirements
- Funds returned to the grantor were appropriately reviewed and approved and communicated to College Management

Our procedures included interviewing key personnel within the College's Intuitional Advancement, Business Offices, and Principal Investigators within College departments to gain an understanding of the current processes in place, examining existing documentation, performing walkthroughs and evaluating the internal controls over the process. Our coverage period was from August 1, 2021, through December 31, 2022.

The objectives of this internal audit were as follows:

- A. Determine whether internal controls over Grants Management and Administration processes are designed to ensure that consistent processes are implemented and designed effectively to address the risks within the associated sub-processes and to ensure effective operations.
- B. Ensure that controls over selected critical processes within Grants Management and Administration processes are operating efficiently, effectively, and resulting in complete information, appropriate transactions, timely reporting, and active monitoring.

College of the Mainland

Internal Audit Report over Grants Management and Administration

August 14, 2023

Issued: August 29, 2023

Executive Summary

Through our interviews, evaluation of internal control design and testing of transactions, we identified three (3) moderate and low risk findings. The listing of findings includes those items that have been identified and are considered to be non-compliance issues with documented College of the Mainland policies and procedures, rules and regulations required by law, or where there is a lack of consistent procedures or internal controls in place to cover all the risks to the College. These issues could have significant financial or operational implications if not addressed by management.

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

Overall Assessment		Strong
Scope Area	Result	Rating
<p>Objective A: Determine whether internal controls over Grants Management and Administration processes are designed to ensure that consistent processes are implemented and designed effectively to address the risks within the associated sub-processes and to ensure effective operations.</p>	<p>We identified 28 controls in place in the Grants Management and Administration processes. However, the College should develop and administer an annual grants management training on the College's specific expectations for all faculty and staff who apply, utilize, monitor, or manage grants to strengthen the current control environment.</p>	Strong
<p>Objective B: Ensure that controls over selected critical processes within Grants Management and Administration processes are operating efficiently, effectively, and resulting in complete information, appropriate transactions, timely reporting, and active monitoring.</p>	<p>Controls appear to be in place and operating as intended. However, improvements to the consistency of execution should be considered through the following opportunities for improvement:</p> <ul style="list-style-type: none"> • Identify a grant management system to track and monitor all grant awards and centrally maintain the College's grant portfolio. • Expand on the existing Conflict of Interest procedures to include a process for ensuring all Conflict of Interest Statements are obtained from required parties and reporting conflicts prior to signing each grant contract. 	Strong

Other opportunities for improvement were identified through our interviews, evaluation of internal control design and transactional testing. These observations include those items that are not considered to be non-compliance issues with documented College policies and procedures. These are considered process improvement observations and the intent for the recommendations are to strengthen current College processes and controls. These observations were provided to management separately.

College of the Mainland

Internal Audit Report over Grants Management and Administration

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Issued: August 29, 2023

Conclusion

Based on our evaluation, the Grants Management and Administration processes have procedures, practices, and controls in place designed to mitigate risks within the significant processes within the College. However, we identified opportunities to strengthen the current processes and improve the effectiveness of controls within the Institutional Advancement and Business Offices and other offices and departments that utilize, manage, and monitor the grant funds.

Most significantly, the College should develop and administer a grants management training on the College's expectations, which would be required to be completed annually by all faculty and staff who apply, utilize, monitor, or manage grants. The College should also identify a grant management system to track and monitor all grant awards and centrally maintain the College's grant portfolio. Lastly, the College should expand on the existing Conflict of Interest procedures to include a process for ensuring all Conflict of Interest Statements are obtained from required parties and reporting conflicts prior to signing each grant contract.

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

College of the Mainland

Internal Audit Report over Grants Management and Administration

August 14, 2023

Issued: August 29, 2023

Detailed Procedures Performed, Findings, Recommendations and Management Response

Our procedures included interviewing key personnel within the centralized Institutional Advancement and Business Offices, and those decentralized processes within other offices and departments of the College that have responsibilities in managing and/or monitoring grant compliance and performance. The procedures were performed to gain an understanding of the current processes in place by examining existing supporting documentation and evaluating the internal controls over the processes. We evaluated the existing policies, procedures, and processes in their current state.

Objective A: Design of Internal Controls

Determine whether internal controls over Grants Management and Administration processes are designed to ensure that consistent processes are implemented and designed effectively to address the risks within the associated sub-processes and to ensure effective operations.

Procedures Performed: We conducted interviews and walkthroughs with key personnel within the Institutional Advancement and Business Offices and Principal Investigators from other offices and departments of the College that have responsibilities in managing and/or monitoring grant compliance and performance. We also examined existing supporting documentation to gain an understanding of the current grant management processes from grant administration, funding, and monitoring through grant contract closeout. We documented our understanding of the processes and identified internal controls over the following sub processes:

- Grant Administration
- Grant Research and Application
- Grant Contracting and Award
- Grant Funding
 - Receipt of Advance Grant Funds
 - Reimbursement of Grant Funds
- Grant Monitoring
 - Performance Monitoring
 - Compliance Monitoring
- Grant Reporting
 - Financial Reporting
 - Program Reporting
- Grant Contract Closeout

We evaluated the controls identified against expected controls to determine whether the identified reoccurring procedures and internal controls are sufficiently designed to mitigate the critical risks associated with Grants Management and Administration processes. We identified any unacceptable risk exposures due to gaps in the existing control structure as well as opportunities to strengthen the effectiveness and efficiency of the existing procedures. Additionally, we evaluated the existing control design to verify that College processes are designed to ensure compliance with relevant guidance and regulations.

College of the Mainland

Internal Audit Report over Grants Management and Administration

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Issued: August 29, 2023

Results: We identified 28 total controls in place over the significant activities within the Grants Management and Administration processes. We identified one finding where improvements in the processes, policies, and procedures could be made.

Process Area	Control Coverage	Findings
Grants Management and Administration Processes		
Grant Administration	5	Finding 1
Grant Research and Application	2	-
Grant Contracting and Award	4	-
Grant Funding	5	-
Grant Monitoring	7	-
Grant Reporting	3	-
Grant Contract Closeout	2	-
Total	28	1

Finding 1 – MODERATE – Annual Grant Management Training: The College does not require formal and periodic grant management training on an annual basis for all grant staff to ensure a consistent and accurate understanding of the College's grant management expectations, including covering policies and procedures and ensuring compliance with regulatory requirements. Additionally, the College does not track and monitor trainings completed by key stakeholders involved in the grant management process. While Grants staff meet individually with COM personnel to answer questions and guide them through the grant requirements and some grantors require designated Principal Investigators to attend grant-specific training annually or before receiving grant funds, the College does not formally conduct training for all faculty and staff who apply, utilize, monitor, or manage grants. As a result, the practices utilized to manage, monitor, and report on grant status and performance are inconsistent and is dependent on the level of experience of the Principal Investigator.

College of the Mainland

Internal Audit Report over Grants Management and Administration

August 14, 2023

Issued: August 29, 2023

Recommendation: We recommend that the Grants Compliance Officer work with the College's Human Resources (HR) Department to develop and administer a grants management training on the College's expectations, which would be required to be completed annually by all faculty and staff who apply, utilize, monitor, or manage grants. The training should be accessible electronically and include federal and state grant requirements as well as College approved practices for maintaining data and documentation, tracking progress, maintaining inventory, monitoring budgets, and reporting status internally. During this training, the College should highlight updates to policies, procedures, or grant requirements, including trends and common issues identified. The training should be updated by the Grants Compliance Officer annually to ensure relevant updates are included.

Additionally, the Grants Compliance Officer should work with the College's HR Department to track and monitor trainings completed by all faculty and staff who apply, utilize, monitor, or manage grants, including those completed through third parties (i.e., grantors).

Management Response: Management agrees with the condition as stated. The Grants Compliance Officer will work with the College's HR Department and Educational Technology to develop and administer a grants management training on the College's expectations.

Responsible Party: Cindy Pagan, Grants Compliance Officer

Implementation Date: December 2024

Objective B: Effectiveness of Internal Controls

Ensure that controls over selected critical processes within Grants Management and Administration processes are operating efficiently, effectively, and resulting in complete information, appropriate transactions, timely reporting, and active monitoring.

- 1. Procedures Performed:** We verified the following controls over Grant Management and Administration were operating efficiently, effectively, and resulting in complete information, appropriate transactions, timely reporting, and active monitoring:
 - Grant management policies and procedures are documented, updated, and approved in a timely manner.
 - A grant portfolio is maintained to track the owners and status of all grants.
 - A grant management training is required for all who use, monitor, and manage grants.
 - Grant related assets are appropriately tracked and maintained.

Results: No findings identified.

- 2. Procedures Performed:** We selected a sample of eight (8) grants from the College's grant portfolio covering different funding sources, amounts, years, and program areas during the scope period August 1, 2021, through December 31, 2022. For each selected grant, we verified the following:

Grant Research and Application

- The grant identified and proposed met the College's goals and mission.

College of the Mainland

Internal Audit Report over Grants Management and Administration

August 14, 2023

Issued: August 29, 2023

- Grant requirements were reviewed and approved for achievability prior to application submission.
- The grant application was appropriately reviewed and approved prior to being submitted to the grantors.

Grant Contracting and Award

- Contract requirements were disseminated to the appropriate personnel.
- Contracts were reviewed and approved by authorized personnel.
- Contracts were retained and were accessible.
- Conflicts of interests were appropriately identified and reported.

Grant Funding

- Grant funds were appropriately segregated in the College's accounting system.
- Reimbursement grant funding was requested/received in compliance with the respective contract.
- Funding requests and expenditure reports were reviewed and submitted timely.
- Funding requests and expenditure reports were complete, accurate, and included the appropriate cut-off period.
- Funding requests and expenditure reports were submitted with adequate and complete supporting documentation.

Grant Monitoring

- Grant monitoring was tracked and routinely evaluated.
- Activities were performed in accordance with relevant laws, regulations, and contract requirements.
- Compliance and performance was effectively managed and monitored.
- Fund utilization was effectively monitored.
- Fund utilization was appropriately reported to grant managers and administration.
- Program goals were tracked and monitored by Grant Administrators to ensure goals and objectives of the grant were being achieved.

Grant Reporting

- Financial and programmatic reporting was reviewed, reconciled, and appropriately approved prior to submission for completeness and accuracy of the grant information.
- Reporting of financial and programmatic performance of the grants was reported completely, accurately and timely.
- Management activities and the achievement of grant objectives were reported timely and consistently to College Management.

Grant Contract Closeout

- Grant Administrators identified and ensured the grant requirements were met.
- All requests for reimbursement and/or reporting was complete.
- Grant contracts were closed out in compliance with the respective contract requirements.
- Funds returned to the grantor were appropriately reviewed and approved and communicated to College Management.

College of the Mainland

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August 14, 2023

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Results: We identified that for one (1) grant the Grant Review and Approval Form (GRAF) retained was incomplete and did not include appropriate approvals. Additionally, we identified that for one (1) grant a Conflict of Interest Statement was not completed by the Principal Investigator.

Finding 2 – Low – Centralized Grants Management System: The College's grant management processes are decentralized and a software-based grants management system is not in place to track performance requirements, financial information, assets, and to keep a centralized grant portfolio. As a result, cross-departmental collaboration, oversight, and sharing of information is limited due to the lack of a central system of records being maintained. Currently, the Grants Compliance Officer maintains an Excel listing of all grants for each fiscal year to track performance requirements and the Grants Accountant maintains an Excel listing of all grants for the current fiscal year to track the budget status and financial reporting requirements. Lastly, grant related assets are tracked by the Purchasing Department in Colleague.

Additionally, grants administration and management processes are manual, increasing the risk of error and non-compliance with grant objectives. New and approved grants are manually routed to Finance for set-up of the recent awards within the College's ERP System. Currently, the College relies on the Principal Investigators and their department(s) to manage and monitor their assigned grants to achieve the grant objectives and outcomes. The Grants Compliance Officer conducts monthly meetings with the Principal Investigators and key grant project staff to ensure continued compliance with grant reporting objectives and requirements. Documentation to support the meetings held and any issues identified is not retained.

We performed testing procedures over eight (8) of the 42 grants active from August 1, 2021, through December 31, 2022. We verified that the grant was reviewed and analyzed to ensure the grant met the College's goals and missions by obtaining and reviewing the completed Grant Review and Approval Form (GRAF) for each grant. For one (1) grant, the GRAF retained was incomplete and did not include appropriate approvals. As part of our validation procedures with management, we confirmed the grant went through the required review and approval process, however, the completed version of the GRAF was not retained within the College's system of record.

Recommendation: The College should identify a grant management system to track and monitor all grant awards and centrally maintain the College's grant portfolio. Key grant information, including but not limited to date awarded, term, amounts, Principal Investigator assigned, key reporting requirements, and grantor should be stored in the grant management system.

The College should ensure the application selected includes automation and process flow abilities for enhanced controls and increased efficiency. Automated workflows should be used to obtain and store required approvals from College Faculty and Staff. Additionally, we recommend implementing an automated process flow that informs Finance and the Grant Accountant of any approved grants to ensure timely setup within the College's ERP System. The College should utilize the grant management system to track and monitor key grant milestones and reporting deadlines, implementing automated notifications to inform Principal Investigators and key stakeholders of key milestones and requirements.

College of the Mainland

Internal Audit Report over Grants Management and Administration

August 14, 2023

Issued: August 29, 2023

Management Response: Management agrees with the need for an IT-based grant management system. We appreciated the research that Weaver did on behalf of this recommendation. During the audit, we began evaluating grant management systems and have identified two systems that align with this recommendation for the College.

Responsible Party: Cindy Pagan, Grants Compliance Officer, and Lara Duhon, Grant Writer

Implementation Date: Pending Board of Trustee budget approval, planning and workflow design would begin in the fall of 2023 and implementation by December of 2024.

Finding 3 – Low – Validating Conflicts of Interests: The College does not have an electronic and centralized process for collecting Conflict of Interest Statements and reporting potential conflicts during the grant contracting process, and a process for consistently obtaining all required Statements. The College's Grant Manual requires all grant employees to sign the Conflict of Interest Statement at the time of the implementation of a new grant and annually in September, as grants continue. However, the Grant Manual does not include procedures for ensuring all Conflict of Interest Statements are obtained from required parties and reporting conflicts prior to signing each grant contract.

We performed testing procedures over eight (8) of the 42 grants active from August 1, 2021, through December 31, 2022. We obtained and reviewed Conflict of Interest Statements retained for each grant and verified any conflicts of interest were appropriately identified and reported to the grantor by the College. For one grant, a Conflict of Interest Statement was not completed by the Principal Investigator.

Recommendation: We recommend the College expand on the existing Conflict of Interest procedures to include a process for ensuring all Conflict of Interest Statements are obtained from required parties and reporting conflicts prior to signing each grant contract. Once the new grant management system is implemented, the College should consider automating the completion, submission, and retention of Conflict of Interest Statements by all grant employees. An automated workflow for obtaining the Conflict of Interest Statements from required parties should be created in the new software and automatic notification reminders to complete the electronic form should be sent to employees.

Management Response: Management agrees with the condition as stated. With the new grant management system, the College will review the existing Conflict of Interest procedures to identify an automated, recurring system for tracking the acceptance of the Conflict of Interest terms, as well as identifying which parties still need to accept the terms. We would like to mention that for the other grants reviewed, hundreds of Conflict of Interest forms were completed and submitted to Weaver.

Responsible Party: Cindy Pagan, Grants Compliance Officer

Implementation Date: Grants Manual Conflict of Interest Process/Procedures will be updated in April 2024 and electronic submissions, pending budget approval, December of 2024.

Appendix

College of the Mainland

Internal Audit Report over Grants Management and Administration

August 14, 2023

Issued: August 29, 2023

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

Report Ratings

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

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

The following ratings are used to articulate the overall magnitude of the impact on the established criteria:

Strong

The area under review meets the expected level. No high risk rated findings and only a few moderate or low findings were identified.

Satisfactory

The area under review does not consistently meet the expected level. Several findings were identified and require routine efforts to correct, but do not significantly impair the control environment.

Unsatisfactory

The area under review is weak and frequently falls below expected levels. Numerous findings were identified that require substantial effort to correct.

College of the Mainland

Internal Audit Report over Grants Management and Administration

August 14, 2023

Issued: August 29, 2023

Risk Ratings

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

High

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

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

Moderate

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

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

Low

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

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



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 11, 2023
Subject: Internal Audit Report – Payroll

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

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees Accept the Internal Audit Report on Payroll, as presented on December 11, 2023.”

PURPOSE

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

BACKGROUND

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

IMPLICATIONS

Financial: N/A

Strategic Goal #1: N/A

Student Services: N/A

Attachments

1. IA #02-23 Internal Audit Report over Payroll

College of the Mainland

IA #02-2023 Internal Audit over Payroll

Report Date: September 11, 2023

Issued: October 2, 2023

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

This report presents the results of the internal audit procedures performed for College of the Mainland (the College) during the period March 28, 2023, through September 11, 2023, relating to the Payroll processes of the College.

The objectives of the internal audit were to evaluate the design and effectiveness of College of the Mainland's Payroll processes as follows:

- A. Determine whether internal controls over Payroll processes are designed to ensure effective and efficient management, administration, and compliance of Payroll processes.
- B. Ensure that controls over selected critical processes within Payroll processes are operating efficiently, effectively, and resulting in complete, accurate, and timely payroll to College employees.
- C. Evaluate user access and ensure that access to process and modify Payroll transactions in the College's key applications (Ellucian Colleague) is restricted to appropriate personnel and that access is periodically reviewed.

To accomplish these objectives, we conducted interviews and walkthroughs with key personnel within the Payroll, Human Resources, and Information Technology Departments of the College that have responsibilities in managing and administering Payroll and its systems. We also examined existing documentation, evaluated internal controls over the processes, and performed specific testing procedures to assess controls. Our coverage period was from August 1, 2021, through December 31, 2022 and our procedures were completed on September 11, 2023.

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

Weaver and Tidwell, L.L.P.

WEAVER AND TIDWELL, L.L.P.

Houston, Texas
September 11, 2023

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College of the Mainland

Internal Audit Report over Payroll

September 11, 2023
Issued: October 2, 2023

Background

The Payroll Department (Department) at College of the Mainland (the College) is primarily responsible for processing and administering payroll for College employees. The Department includes one Payroll Supervisor and one Payroll Specialist who are responsible for ensuring employees are paid accurately, on time, and in accordance with relevant laws, regulations, and College of the Mainland policies.

The Payroll Department functions performed include ensuring proper employee set-up by Human Resources, update and removal within Colleague, and ensuring timekeeping for employees is complete, accurate, and timely. Additionally, the Payroll Department performs monthly payroll processing activities for non-exempt, part-time hourly, and student employees, and monthly for exempt employees, faculty, and adjuncts, to ensure College employees are paid accurately and timely. After processing payroll, the Department performs tax payments online, posts payroll accounting entries to the general ledger, and corresponds with the College to release the disbursements to the employees.

Audit Objective and Scope

The audit focused on the design and effectiveness of College of the Mainland's Payroll processes to ensure internal controls are appropriately designed and procedures are efficiently and effectively performed for accurate and timely payroll cycles. The audit included an evaluation of the Payroll processes and internal controls currently in practice covering the activities within key process areas including:

- Payroll Records and Maintenance
- Timekeeping and Approval
- Payroll Processing
- Payroll Recording and Distributions
- Payroll Reconciliations
- Employee Data and Safekeeping

Human Resources administration activities were not considered in the scope of this audit, excluding the coordination and validation procedures performed with payroll.

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

Payroll Records and Maintenance

- Employees were properly set up in the payroll system, including pay rate and payroll schedule
- Pay rate changes were appropriately documented and authorized
- Duplicate or fictitious employees were evaluated and prevented
- Terminated employees were identified and removed timely from the payroll system

Timekeeping and Approval

- Time entry for employees was captured timely, appropriately approved by supervisors, and recorded in the system
- Time sheets were complete, accurate, and included all time submitted during a payroll cycle, including regular time, compensatory time, overtime, sick time or paid time off

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Payroll Processing

- Payroll was processed in accordance with the formalized payroll schedule with defined responsibilities and tasks
- Appropriate segregation of duties exists within the payroll processing activities, including payroll distributions
- Payroll was reviewed and approved for accuracy each cycle
- Bonus, stipend, or other special payments were authorized and appropriate

Payroll Recording and Distributions

- Payroll accounting entries were appropriately coded to the general ledger accounts
- Payroll was reviewed and approved prior to disbursement
- Deductions were accurately applied and withheld from employee payroll
- Payroll tax payments were calculated correctly and made timely
- Payroll tax updates were applied in a timely manner
- Payroll taxes were validated and reported timely
- Employee deductions and withholdings were accurately and timely distributed to vendors, providers, and authorities

Payroll Reconciliations

- Payroll funds and distributions were reconciled to payroll records timely
- Payroll corrections were documented, researched and authorized

Employee Data and Safekeeping

- Access to the payroll application and systems was appropriately restricted
- Employee master file information was approved and accurately recorded

Our procedures included interviewing key personnel within the Payroll, Human Resources, and Information Technology Department's that have responsibilities in managing payroll, payroll systems, and employee pay to gain an understanding of the current processes in place, examining existing documentation, and evaluating the internal controls over the process. We evaluated the existing policies, procedures, and processes in their current state. Our coverage period was from August 1, 2021, through December 31, 2022.

The objectives of this internal audit were as follows:

- A. Determine whether internal controls over Payroll processes are designed to ensure effective and efficient management, administration, and compliance of Payroll processes.
- B. Ensure that controls over selected critical processes within Payroll processes are operating efficiently, effectively, and resulting in complete, accurate, and timely payroll to College employees.
- C. Evaluate user access and ensure that access to process and modify Payroll transactions in the College's key applications (Ellucian Colleague) is restricted to appropriate personnel and that access is periodically reviewed.

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Executive Summary

Through our interviews, evaluation of internal control design and testing of transactions, we identified two (2) findings that are related to succession planning and complete and formalized standard operating procedures to ensure continued effective and efficient operations of payroll processes at the College. The listing of findings include those items that have been identified and are considered to be non-compliance issues due to the lack of sufficient internal controls in place to cover the administrative process risks of the College. These issues could have significant financial or operational implications to the College in the future.

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

Overall Assessment		Satisfactory
Scope Area	Result	Rating
Objective A: Determine whether internal controls over Payroll processes are designed to ensure effective and efficient management, administration, and compliance of payroll processes.	We identified 24 controls in place within the Payroll processes. However, the College should focus on succession planning by develop a cross-training program that includes delegating roles and responsibilities that are currently performed by the Payroll Supervisor to other personnel and draft Standard Operating Procedures to cover all critical Payroll procedures.	Satisfactory
Objective B: Ensure that controls over selected critical processes within Payroll processes are operating efficiently, effectively, and resulting in complete, accurate, and timely payroll to College employees.	Controls appear to be in place and operating as intended.	Strong
Objective C: Evaluate user access and ensure that access to process and modify Payroll transactions in the College's key applications (Ellucian Colleague) is restricted to appropriate personnel and that access is periodically reviewed.	User access to process and modify Payroll transactions appears to be appropriately restricted and periodically reviewed.	Strong

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Conclusion

Based on our evaluation, the Payroll processes have College-wide policies, procedures, practices, and controls in place designed to mitigate risks within the significant processes within the College. However, we identified opportunities to strengthen the current processes and improve the effectiveness of controls within the Payroll Department to ensure continued effectiveness, efficiency, and compliance in the future.

Most significantly, the College should focus on succession planning by developing a cross-training program that includes delegating roles and responsibilities that are currently performed by the Payroll Supervisor to the Payroll Specialist, or other personnel, to ensure proper segregation of duties, validation procedures, and back-ups when key personnel are absent. Additionally, the Payroll Department should draft Standard Operating Procedures, desk manuals, and/or checklists to cover all critical payroll procedures, which will aid in developing back-ups and an effective succession plan solution.

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

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Detailed Procedures Performed, Findings, Recommendations and Management Response

Our procedures included interviewing key personnel within the Payroll, Human Resources, and Information Technology Department's that had responsibilities in managing payroll, payroll systems, and employee pay to gain an understanding of the current processes in place, examining existing documentation, and evaluating the internal controls over the process.

Objective A: Design of Internal Controls

Determine whether internal controls over Payroll processes are designed to ensure effective and efficient management, administration, and compliance of payroll processes.

Procedures Performed: We gained an understanding of the current Payroll processes by conducting interviews and walkthroughs with key personnel within the Payroll, Human Resources, and Information Technology Departments of the College and examined existing documentation to gain an understanding of the current Payroll processes from timekeeping and approval to employee data and safekeeping to the systems utilized to execute payroll. We documented our understanding of the process and identified Internal controls that address risks over the critical processes:

- Payroll Records and Maintenance
- Timekeeping and Approval
- Payroll Processing
- Payroll Recording and Distributions
- Payroll Reconciliations
- Employee Data and Safekeeping

We evaluated whether the identified internal controls are sufficiently designed to comply with College policies and procedures and mitigate the critical risks associated with the Payroll cycle. We identified any unacceptable risk exposures due to control gaps in the existing control structure as well as opportunities to strengthen the effectiveness and efficiency of the existing procedures. Additionally, we evaluated the existing control design to verify that College processes are designed to ensure compliance with relevant guidance and regulations.

Results: We identified 24 total and unique controls in place over the significant activities within the Payroll processes. We identified two (2) areas where improvements in the processes, policies and procedures could be made.

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Process Area	Control Coverage	Findings
Payroll Processes		
Payroll Records and Maintenance	6	Finding 1 Finding 2
Timekeeping and Approval	2	
Payroll Processing	5	
Payroll Recording and Distributions	7	
Payroll Reconciliations	2	
Employee Data and Safekeeping	2	
Total	24	2

Finding 1 – HIGH – Roles and Responsibilities Within Payroll: The Payroll process currently includes a significant reliance on the Payroll Supervisor/Payroll Accountant who performs key duties that are not effectively segregated to ensure all functions and tasks are prepared and reviewed by independent personnel. Additionally, a formal succession plan with properly trained back-ups is not formally established to ensure payroll can be processed timely, efficiently, and effectively in the unplanned absence of the current Payroll Supervisor and Controller. Although Payroll could be performed by the Payroll Specialist and the Controller, whom has institutional knowledge of the Payroll process, the lack of succession planning and the current assignment and abilities within the established roles and responsibilities increases the risk of payroll not being efficiently, effectively, and timely performed in the absence of the Payroll Supervisor.

Through our assessment of roles and responsibilities within the Payroll Department, we identified and assessed 28 specific sub-processes/tasks within the payroll process along with the individuals who are trained to routinely perform the functions as primary preparer and reviewer for each task. The current delegation of roles and responsibilities within the department under-utilizes the Payroll Specialist and places heavy reliance upon the Payroll Supervisor and Controller as the primary preparer and reviewer, respectively. Currently, 11 of 28, or 39% of the critical payroll tasks evaluated are performed by the Payroll Supervisor without a trained backup, and 1 of 28, or 4% of payroll processes evaluated are performed without a review function.

However, the College does have segregation of duties incorporated into specific personnel related tasks, such as Human Resources removing terminated access and setting up new hires, and department supervisors performing timesheet review and approval. Additionally, other payroll tasks are automated within the process including calculating tax deductions and the distributions of payroll from withholdings.

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Recommendation: We recommend the College develop a cross-training program that includes delegating roles and responsibilities that are currently performed by the Payroll Supervisor to the Payroll Specialist, or other personnel, to ensure proper segregation of duties, validation procedures, and succession planning. The College should simultaneously develop written standard operating procedures (**refer to Finding 2**), while cross-training personnel so that the knowledge of how to perform the detailed payroll processing procedures are institutionalized within the College and is not lost in the event of employee separation.

We recommend that the Controller and Payroll Supervisor alternate preparation and review functions for duties that management determines should not be performed by the Payroll Specialist to ensure all critical tasks within the payroll process are able to be performed effectively and efficiently by more than one individual. To assist with this endeavor, the College should utilize the Roles and Responsibilities Matrix, or other planning tool, to train the Payroll Specialist on areas that are performed by the Payroll Supervisor. On a periodic basis, the department should rotate duties to ensure proper cross training and identify areas for improvement, as needed.

Alternatively, we recommend the College consider systematic options to outsource key payroll functions through a payroll provider. The outsourcing of the payroll functions would allow the Payroll Supervisor and Payroll Specialists to focus more on the review of the inputs and outputs, which will ensure proper segregation of duties and decrease reliance on one individual.

Management's Response: Management agrees with the recommendation to develop a cross-training program. The Controller and the Payroll Supervisor will coordinate to develop and implement processes to ensure critical tasks within the payroll process are performed by more than one individual. The Payroll Specialist will be trained to perform tasks that are currently completed by the Payroll Supervisor. Duties will be rotated on a periodic basis to ensure proper cross-training.

Responsible Party: Controller & Payroll Supervisor

Implementation Date: Initial implementation of this recommendation will begin immediately upon replacement of the Payroll Specialist. Partial to full implementation of this recommendation should be complete during FY23-24.

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Finding 2 – MODERATE – Payroll Processing Standard Operating Procedures: The Payroll Department is in the process of drafting a complete set of SOPs of key and niche processes within the Payroll Cycle. Currently, the College does not have formalized and consolidated standard operating procedures in place that detail the steps required to execute all critical tasks within the payroll cycle efficiently and timely. However, instructions over some critical payroll processes are documented in case payroll duties must be performed in the absence of the Payroll Supervisor. Although the Controller and Payroll Supervisor have detailed institutional knowledge of the College's routine and special payroll processes and procedures, all essential and unique procedures and controls performed throughout the process are not formally documented and consolidated within a SOP or desk manual, to aid in onboarding and execution of Payroll for those without institutional knowledge, including the following:

- Validation of New hire setup initially performed by HR
- Employee payroll records retention and storage
- Validation of Pay data change forms entered and processed by HR
- PAF reconciliation and storage
- Monthly payroll reconciliations
- Validation of Duplicate employee prevention and detection procedures initially performed by HR
- Validation of employee time entry and supervisor approvals
- Employee deductions and Withholdings distribution
- Verification of Tax tables updates systematically performed
- Tax payments confirmation retention
- Payroll corrections and adjustments
- Validation of Colleague user access review
- Validation of Termination forms processed by HR

Recommendation: We recommend the Payroll Department draft Standard Operating Procedures, desk manuals, and/or checklists to cover all critical payroll procedures, which should include focusing on three (3) to five (5) critical areas per quarter. These documents should also be utilized as a training aid for current or future staff who join the department and will assist with institutionalizing the payroll knowledge of existing staff.

Management's Response: Management agrees with the recommendation to draft written procedures for all payroll functions to be utilized as a training aid for current and future staff.

Responsible Party: Controller & Payroll Supervisor

Implementation Date: Initial implementation of this recommendation will begin immediately. Partial to full implementation of this recommendation should be complete by April 1, 2024.

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Objective B: Effectiveness of Internal Controls

Ensure that controls over selected critical processes within Payroll processes are operating efficiently, effectively, and resulting in complete, accurate, and timely payroll to College employees.

- 1. Procedures Performed:** We evaluated all current employees during the period of August 1, 2021, through December 31, 2022 to verify that the College does not have duplicate or fictitious employees in the employee master file.

Results: No findings identified.

- 2. Procedures Performed:** We selected a sample of 10 terminated employees during the period of August 1, 2021, through December 31, 2022, for testing. For each selected terminated employee, we verified that they were appropriately removed from the system upon separation from the College.

Results: No findings identified.

- 3. Procedures Performed:** We selected a sample of 10 full-time employees, 3 adjunct employees and 2 student workers, totaling a sample of 15 timesheets within the scope period of August 1, 2021, through December 31, 2022. For each selected employee timesheet, we verified that employee time was appropriately recorded, reviewed and approved.

Results: No findings identified.

- 4. Procedures Performed:** We selected a sample of 14 stipend payments within the scope period of August 1, 2021, through December 31, 2022. For each selected stipend payment, we verified the following:

- Payroll was processed accurately, completely and included appropriate approval
- The bonus, stipend, or other special payments were authorized and appropriate
- The payroll calculations were accurate and complete

Results: No findings identified.

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Areas of Limited Testing

We performed limited testing to the following processes below, as these areas have been previously reviewed by Weaver during the recent Internal Audit of Human Resources, or were determined to have sufficient internal controls implemented during the design evaluation.

- 5. Procedures Performed:** We conducted interviews with key personnel within the Human Resources department to discuss and assess the employee verification and setup process. Through our interviews and sample selection support obtained, we tested and verified the following:
- New and existing employees are appropriately set up and documented in the system (correct pay, correct pay schedule, etc.)
 - Employee pay data was properly secured within Colleague
 - Employee master file and payroll information changes were approved and accurately recorded

Results: No findings identified.

- 6. Procedures Performed:** We selected a sample of one payroll reconciliation from the scope period of August 1, 2021, through December 31, 2022 and verified the following:
- The payroll reconciliations were performed on each payroll cycle
 - The payroll reconciliations performed were reviewed and approved
 - The payroll corrections were documented and approved

Results: No findings identified.

- 7. Procedures Performed:** From the scope period of August 1, 2021, through December 31, 2022 we selected and tested one payroll cycle and verified the following:
- The payroll accounting entries were appropriately coded to the general ledger accounts
 - Payroll was reviewed and approved prior to disbursement
 - Deductions were accurately applied and withheld from employee payroll
 - Payroll tax payments were calculated correctly and made timely
 - Payroll tax updates were applied in a timely manner
 - Payroll taxes were validated and reported timely
 - Employee deductions and withholdings were accurately and timely distributed to vendors, providers, and authorities

Results: No findings identified.

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Objective C: User Access

Evaluate user access and ensure that access to process and modify Payroll transactions in the College's key applications (Ellucian Colleague) is restricted to appropriate personnel and that access is periodically reviewed.

Procedures Performed: We obtained system generated lists of College of the Mainland personnel with access to the Colleague, along with any other payroll systems or applications.

We evaluated the level and type of access granted to each College of the Mainland personnel within each application to determine if the access to view or make modifications was reasonable and appropriately restricted based on the user's position and job duties. Additionally, we evaluated whether user access within the applications is formally and periodically reviewed to identify users that should be removed or have their access limited or increased based on their job duties and roles.

Results: No findings identified.

Appendix

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

Report Ratings

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

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

The following ratings are used to articulate the overall magnitude of the impact on the established criteria:

- | | |
|-----------------------|--|
| Strong | The area under review meets the expected level. No high risk rated findings and only a few moderate or low findings were identified. |
| Satisfactory | The area under review does not consistently meet the expected level. Several findings were identified and require routine efforts to correct, but do not significantly impair the control environment. |
| Unsatisfactory | The area under review is weak and frequently falls below expected levels. Numerous findings were identified that require substantial effort to correct. |

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Risk Ratings

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

High

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

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

Moderate

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

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

Low

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

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



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 11, 2023
Subject: 2023 Annual Internal Audit Report

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

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees Accept the Annual Internal Audit Report, as presented on December 11, 2023.”

PURPOSE

To provide the Board of Trustees with information regarding the 2023 Annual Internal Audit Report, which summarizes the 2023 Internal Audit Activities performed for the College

BACKGROUND

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

IMPLICATIONS

Financial: N/A

Strategic Goal #1: N/A

Student Services: N/A

Attachments

1. 2023 Annual Internal Audit Report

College of the Mainland

Fiscal Year 2023 Annual Internal Audit Report

December 11, 2023

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

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

The College of the Mainland (COM or the College) will post this report and its Fiscal Year 2024 Internal Audit Plan on its website at www.com.edu following acceptance by the Board of Trustees. The report was presented and approved for issuance at the December 11, 2023, Board of Trustees Meeting.

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

II. Internal Audit Plan for Fiscal Year 2023

The internal audits planned and performed for Fiscal Year 2023 were selected to address the College's highest risk areas, based on the risk assessment process conducted during the fall of 2017, which included input from College Management. The audits conducted during Fiscal Year 2023 are listed below:

Internal Audit	Report #	Report Date	Current Status
Grants Management and Administration	IA #01-2023	August 14, 2023	The report was issued August 29, 2023. Follow-up procedures to verify that corrective action has been implemented on the open findings will be conducted by College Management in FY 2024.
Payroll	IA #02-2023	September 11, 2023	The report was issued October 2, 2023. Follow-up procedures to verify that corrective action has been implemented on the open findings will be conducted by College Management in FY 2024.

The College's rules and policies for the purchasing of goods and services were evaluated in detail as part of the Purchasing Internal Audit that was performed in FY2022. We determined the College to be in compliance with the requirements identified within Texas Education Code, Section 51.9337.

III. Consulting Services and Nonaudit Services Completed

As defined in the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing and the Government Auditing Standards, 2011 Revision, Sections 3.33 – 3.58, Weaver, or any other third party, did not complete consulting and/or non-audit services for Fiscal Year 2023.

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IV. External Quality Assurance Review

In accordance with professional standards, and to meet the requirements of the Texas Internal Auditing Act, Internal Audit is required to undergo an external quality assurance review at least once every three years. Weaver's review was performed in September 2022.



Report on Firm's System of
Quality Control

September 19, 2022

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

We have reviewed the system of quality control for the accounting and auditing practice of Weaver & Tidwell, L.L.P. (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

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

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Firm's Responsibility

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

Peer Reviewer's Responsibility

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

Required Selections and Considerations

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

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

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Weaver & Tidwell, L.L.P. applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Weaver & Tidwell, L.L.P. has received a peer review rating of *pass*.



Eide Bailly LLP

College of the Mainland

Fiscal Year 2024 Internal Audit Report

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V. Internal Audit Plan For Fiscal Year 2024

The Fiscal Year 2024 Internal Audit Plan is pending review by the College's President, and the Board of Trustees will review the plan at the next regularly called Board meeting, and vote for approval.

Fiscal Year 2024 Internal Audit Plan		
Audit Area	Risk Rating	Estimated Hours
Institutional Reporting	Moderate	300
Continuing Education & Workforce and Community Development	High	350

Follow-up procedures for Fiscal Year 2023 to verify and communicate with Management the remediation efforts of prior Internal Audit Recommendations will be performed by College Management.

Fiscal Year 2024 Follow-up Procedures		
Audit Area	Risk Rating	Estimated Hours
Grants Management	High	TBD
Payroll	High	TBD

The projects identified in the FY 2024 Internal Audit Plan will not address the benefits proportionality audit requirement prescribed in Rider 8, page III-45, the General Appropriations Act (85th Legislature), due to Public Community Colleges being exempt from the requirement.

The College's rules and policies for the purchasing of goods and services were evaluated as part of Internal Audit of Purchasing and determined compliance with the requirements identified within Texas Education Code, Section 51.9337.

A risk assessment update was conducted on September 5, 2023, whereby College Leadership reassessed the probability and impact of the following risk categories across all significant activities of the College.

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

The Internal Audit Risk Assessment performed in 2017 included information security as part of the evaluation of information technology risk. Information technology risk was evaluated throughout the risk assessment process and was considered as part of the overall risk rating of all the significant processes of the College. Additionally, information security was evaluated as part of the Information Security Internal Audit in FY 2019.

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

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

The 2023 internal Audit Risk Assessment update resulted in 24 Significant Activities rated as “High” risk. The Fiscal Year 2024 Plan includes two of the following 11 high risk areas:

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

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

College of the Mainland

Fiscal Year 2024 Internal Audit Report

Issued: December 11, 2023

VI. External Audit Services Procured in Fiscal Year 2023

The College of the Mainland engaged Whitley Penn LLP, a certified public accounting firm, as their external auditors for Fiscal Year 2023. Whitley Penn LLP is registered with the Public Company Auditor Oversight Board (PCAOB).

The College of the Mainland did not engage any other external party to conduct financial, performance or attestation engagements in Fiscal Year 2023.

VII. Reporting Suspected Fraud and Abuse

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



Quality Enhancement Plan (QEP) Update

Dr. Helen Castellanos Brewer, Vice President for Student Services



Quality Enhancement Plan (QEP) Update

Dr. Helen Castellanos Brewer – 12/11/2023

Data Collection and Survey

- SACSCOC requires that the QEP topic be selected through a comprehensive evaluative process.
- Student success data was gathered from various sources including the Integrated Postsecondary Education Data System (IPEDS), the Survey of Entering Student Engagement (SENSE), the Community College Survey of Student Engagement (CCSSE), and trend data from Texas Pathways.
- A survey was developed and then sent to 11,051 individuals that comprised students, faculty, staff, alumni, advisory boards and community members. A total of 358 participants completed the survey, 65% being students.

Topic Selection and Focus Groups

- On November 20, 2023, at the topic selection meeting, faculty and staff unanimously recommended **Guided Pathways** as the QEP topic to college leadership, and it was approved.
- During the week of November 27, focus groups were held for students, community members, staff and faculty to help develop the student learning outcomes that will be used for the topic.

Next Steps

- The next step will involve narrowing the topic to develop Student Learner Outcomes as well as Program Outcomes.
- The QEP Committee, led by Kelley Waters and Dr. Shinya Wakao, will propose a detailed outline of the Guided Pathways project and budget for approval.
- **Submission Deadline to SACSCOC is March 1, 2024.**

Questions?



PRESIDENT'S OFFICE

Bond Update - A Presentation by Lockwood, Andrews, & Newnam, Inc. (LAN)

Bond Update

College of the Mainland, 2023 Bond Program

December 1, 2023



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



Library Classroom Building (LCB)

Completed Activities:

- Board approved 'combined building' option
- CMAR RFP Proposals Received
- Programming Approval
- Schematic Design Workshop # 1

Project Milestones:

- Design Phase: July 2023 – Feb 2025
- CMAR Procurement: Oct 2023 – Dec 2023
- Construction Phase: Apr 2025 – Apr 2027
- Project is on Schedule

Ongoing/Upcoming Activities:

- Schematic Design Workshop # 2
- CMAR RFP Evaluation/Selection

Project Cost:

- Total Project Budget: \$123,453,618
- Project Cost to Date: \$69,632.29
- Total Construction Cost: \$99,546,407
- Construction Cost to Date: \$0.00
- Project scope is aligned with current Budget

Architect: Cannon Design

Contractor: TBD



Public Safety Careers Center (PSC)

Completed Activities:

- Schematic Design
- CMAR Contract Board Approval (Oct 2023)

Project Milestones:

- Design Phase: July 2023 – June 2024
- CMAR Procurement: Aug 2023 – Oct 2023
- Construction Phase: Oct 2024 – May 2026
- Project is on Schedule

Ongoing/Upcoming Activities:

- Design Development Phase

Project Cost:

- Total Project Budget: \$34,493,359.65
- Project Cost to Date: \$130,200.00
- Total Construction Cost: \$24,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget

Architect: RDLR Architects

Contractor: Durotech, Inc.



Welding Building & Industrial Ed (WELD_IE)

Completed Activities:

- Schematic Design
- CMAR Contract Board Approval (Oct 2023)

Project Milestones:

- Design Phase: July 2023 – Mar 2024
- CMAR Procurement: Aug 2023 – Oct 2023
- Construction Phase: May 2024 – Sep 2025
- Project is on Schedule

Ongoing/Upcoming Activities:

- Construction Document Phase

Project Cost:

- Total Project Budget: \$17,941,882.00
- Project Cost to Date: \$0.00
- Total Construction Cost: \$13,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget

Architect: Joiner Architects

Contractor: Pogue Construction



Corporate & Continuing Ed Center (CCEC)

Completed Activities:

- Design Kick-off meeting and Programming Workshop #1 (Oct 20)
- Programming Workshop #2 (Nov 10)
- CMAR RFP Proposals received (Nov 9)

Project Milestones:

- Design Phase: Oct 2023 – Aug 2024
- CMAR Procurement: Oct 2023 – Dec 2023
- Construction Phase: Oct 2024- Oct

Ongoing/Upcoming Activities:

- Programming presentation to Steering Committee
- Programming presentation to BOT
- CMAR RFP Evaluation/Selection

Project Cost:

- Total Project Budget: \$13,807,344.24
- Project Cost to Date: \$ 9,422.53
- Total Construction Cost: \$10,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget

Architect: Kirksey Architecture

Contractor: TBD



Questions





PRESIDENT'S OFFICE

Update: Library Classroom Building Budget and Schedule
Adjustment and Programming Approval

Library + Classroom Building

Meeting Title

November 6, 2023

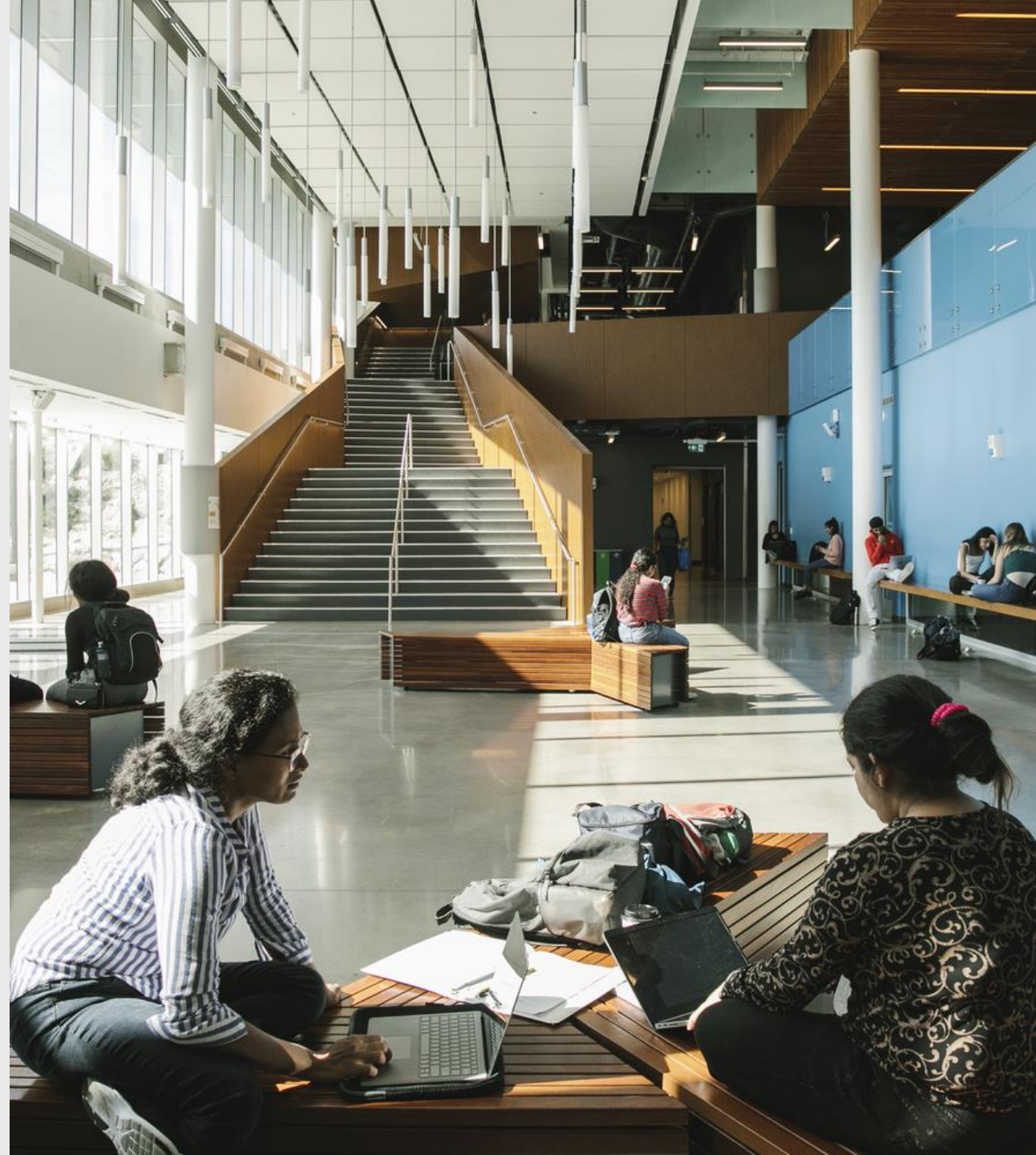


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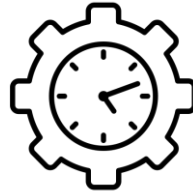
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Benefits of Combining Projects



- Construction cost per square foot economy of scale with a larger building.
- Mitigate ‘cost’ of inflation.
- Reduced overall ‘soft costs’ (surveys, geotech, fees, etc.).



- Gain efficiencies with shared spaces (lobbies, study rooms, mechanical spaces, circulation, etc.).
- Allows appropriately sized library and auditorium to meet COM & community needs.



- Provide general education classrooms sooner (2027 vs. 2030) to meet COM enrollment growth.
- Allows for reservation of future building site on campus (former LRC site).

Program Summary

- Planned to meet COM-provided enrollment target of **8,000** students

- Academic Environments
 - Minimum 42 classrooms (includes computer classrooms)
 - Each classroom 900 sf

- Departmental Planning Assumptions
 - 126 Offices + Support Spaces (Humanities, SBS, Adult Education & 'General Offices')
 - Humanities, SBS, Adult Education current and future staff counts as provided by COM
 - Part-time faculty office occupancy is 3 per office, 3 times per day (morning, afternoon, evening)
 - Faculty growth provided by COM and aligned with 8,000 students

- Library Study Seating Target = 480 seats (11% of projected FTE)
 - Sized for 8,000 student enrollment (enrollment translates to an estimated FTE of 4,357)
 - 480 study seats are within the library and in building shared common spaces

- 299 Seat Auditorium

Program Summary

BASE PROGRAM									
	Unit Quantity		seats / space	total seats	Unit Area	Area (ASF)	Subtotal (ASF)	TOTAL (GSF)	% of program
COMMON SHARED SPACES				224			10,100	15,538	10%
AUDITORIUM				299			7,420	7,500	5%
INSTRUCTIONAL		42		1260			39,480	60,738	39%
LIBRARY				330			20,952	32,234	21%
FACULTY OFFICE SUITE		126+					19,488	29,982	19%
SWING SPACE								0	0%
BUILDING SUPPORT							6,700	10,308	7%
Total Building							97,440	156,300	

Savings from Combining Building Programs

	Original LCB Budget	Original ACB Budget	Combined Building Budget	Savings Realized
Soft Costs:				
Architect	7,167,138	3,240,294	7,535,090	2,872,342
Reimbursables			400,000	(-400,000)
Specialty Consulting (windstorm, traffic, TCEQ, permit expediting, etc.)	462,396	209,051	462,396	209,051
Testing and Inspection (CMT, TAB, Cx, TDLR, windstorm inspection, etc.)	1,387,188	627,154	1,700,765	313,577
Technology and Security	3,236,772	1,463,358	4,700,130	0
FF&E	5,086,356	2,299,563	7,385,919	0
Misc. Work, Materials & Equipment	1,155,990	522,628	1,155,990	522,628
Move and Relocation	462,396	209,051	566,921	104,526
Total Soft Costs	27,529,335		23,907,211	3,622,124

Infrastructure Project Budget - Verification

	Original Budget	Current Estimate	Funds to reserve
Parking lot redesign and associated detention	11,000,000		
Parking Lots A, B, C		7,976,000	
Parking Lot D and new D East		5,266,800	2,242,800
Detention for campus		N/A	
Exterior walkways, tracks, drainage, benches, etc.	7,000,000		
COMmons design		8,800,000	1,800,000
Memorial garden		750,000	750,000
Maintenance on buildings and und'grd. utilities	7,000,000	7,000,000	
Campus exterior lighting	1,600,000	1,600,000	
Campus exterior Signage and Wayfinding	1,700,000	1,700,000	
Contingency	1,500,000	1,500,000	
Totals	29,800,000	34,592,800	4,792,800

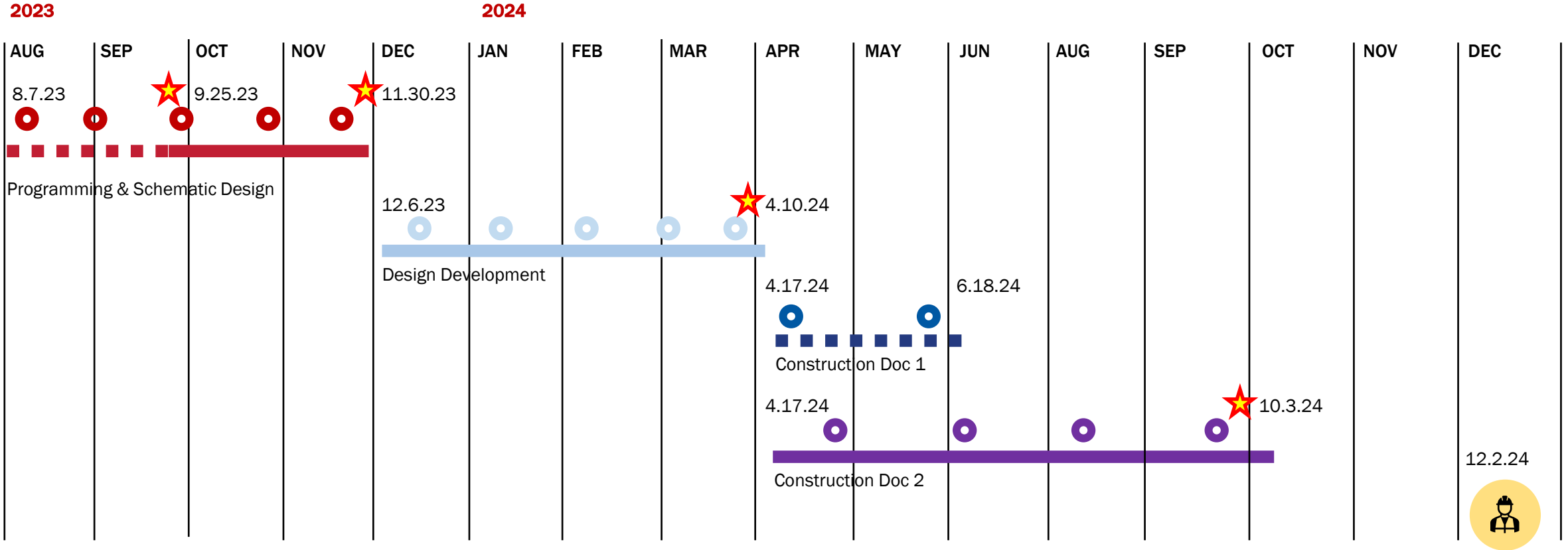
Funds Available for Combined Building

	Combined Building Budget
Total Funds available from LCB +ACB	\$ 134,289,442
Owner's Allowance (outside of contract)	\$ 6,043,024
Revised Soft Costs for Combined Building	\$ 23,907,211
Reserve funds for Infrastructure projects	\$ 4,792,800
Funds available for Construction of Combined Building	\$ 99,546,407
These funds will buy you:	
Construction:	
Preconstruction Fees (estimated at \$200,000)	\$ 200,000
Cost of Work (inc. owner's contingency/allowances)	\$ 91,398,695
CMAR fees and General Conditions (assume 8%)	\$ 7,947,712
Gross Square Feet (GSF) of Building (using \$624/SF)	159,209

Funding Needs for Current Program for Combined Building

	Combined Building Budget
Funds available for Construction of Combined Building	\$ 99,546,407
Owner's Allowance (outside of contract)	\$ 6,043,024
Gross Square Feet (GSF) of Building (using \$624/SF)	159,209 GSF
Combined Building: 42 Classrooms with 2:1 Offices and Library and Auditorium	Requires 156,300 GSF
Construction:	
Preconstruction Fees (estimated at \$200,000)	\$ 200,000
Cost of Work (inc. owner's contingency/allowances)	\$ 89,785,538
CMAR fees and General Conditions (assume 8%)	\$ 7,807,438
Total funds required for Construction of Combined Building	\$ 97,792,976
Contingency funds remaining for CMAR/market fluctuations, etc.	\$ 1,753,431
Additional funds needed for 30,000 GSF fifth floor shell space (\$350/SF)	\$ 10,500,000

Initial Project Schedule – LCB Only

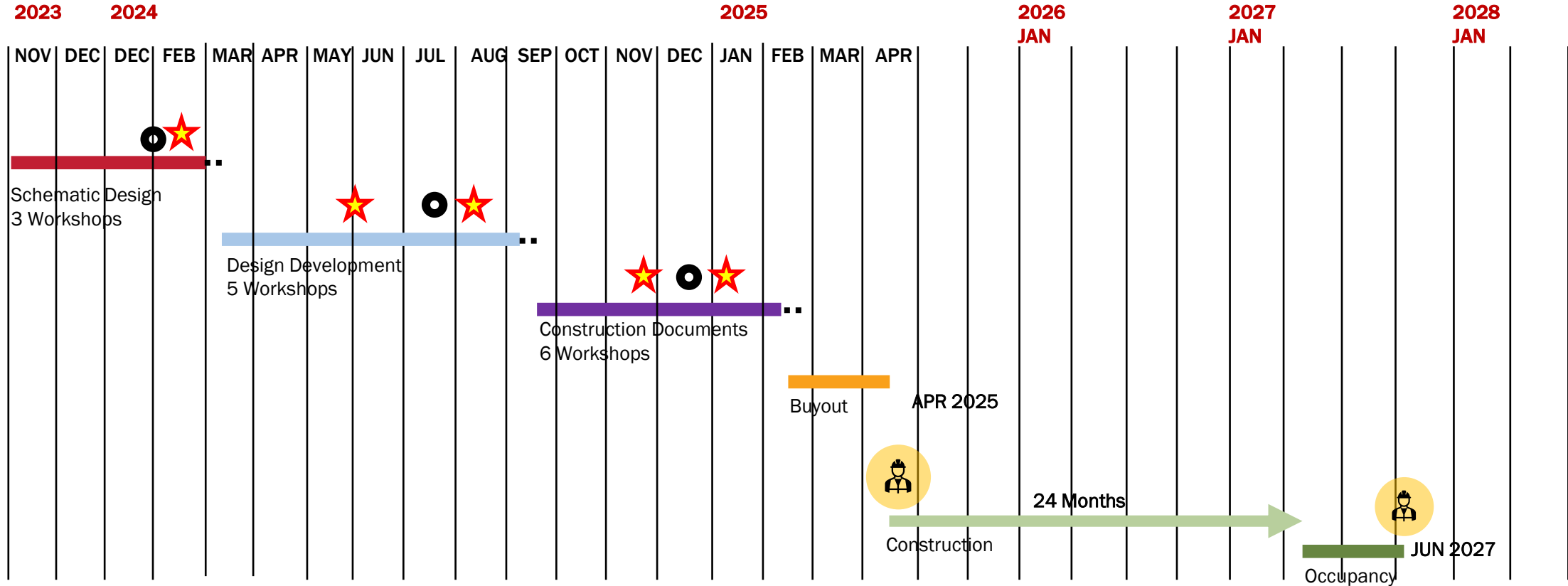


- Workshop
- ★ Final Deliverable

Construction
Substantial Completion
Final Completion

12.2.24 – 6.8.26
6.8.26
8.27.26

Revised Project Schedule - 24 Mo. Construction



..... Owner Review

● 90% Owner Page Turn

★ QA/QC

👷 Construction Start/ End

Construction*
Substantial Completion
Occupancy
 *CMAR NEEDS TO CONFIRM

APR 2025 - APR 2027
APR 2027
JUN 2027

Combined LCB + ACB Approval Request

- Program - LCB + ACB = 156,300 gsf (42 Classrooms)
- Funds Available for Construction - \$99,546,407
- Schedule – Occupancy June 2027



**Lockwood, Andrews
& Newnam, Inc.**
ALEODADALYCOMPANY

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

From: Lockwood, Andrews & Newnam (LAN)

Date: November 21, 2023

Re. Library Classroom Building project
December Board of Trustees, Informational Update
Approval to proceed from Programming to Schematic Design and Approved Budget and Schedule adjustments

LAN and Cannon Design met with the Steering Committee on November 6, 2023 to present the recommended budget and schedule adjustments to the Library Classroom Building. Approval was given to proceed with those adjustments.

On November 10, 2023, LAN and Cannon Design met with the Executive Committee to present the Program of Requirements document and request approval to proceed to the Schematic Design phase of the Library Classroom Building project. Approval to proceed to Schematic Design was given by the Committee. The sign-off sheet authorizing this is attached. Schematic Design is proceeding and will be complete approximately March 1, 2024.

Background:

The concept of combining the Library Classroom Building and future Academic Classroom Building was presented to the COM Bond Steering Committee on October 9, 2023 and was then presented to the COM Board of Trustees on October 23, 2023, where it was recommended for approval. Approval was given to combine the two projects; approval was also given to using the 'majority' of the available funds from the Academic Classroom Building, reserving what is needed for approved Infrastructure projects, for the combined building. The proposed budget and schedule adjustments were approved at a Bond Steering Committee meeting held on 11/6/2023. The revised budget is \$ 99,546,407 (Cost of Work plus CMAR) for approximately 156,300 Gross Square Feet. Additional square footage of shell space will be explored by the team. The project schedule was revised to an estimated June 2027 occupancy.

This approval allowed the Programming phase to be completed. The Program of Requirements was presented to the Executive Committee on November 10, 2023 and was approved. Cannon Design proceeded into the Schematic Design phase.

Referenced exhibits:

1. LCB Combined Cost Schedule presentation – November 6, 2023
2. Program of Requirement document – LCB, November 10, 2023
3. Approval signatures to proceed to Schematic Design

Program of Requirements [POR]

College of the Mainland, Library-Classroom Building
CD: 7218.00

Texas City, TX

Prepared By
CannonDesign



CANNONDESIGN



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1 Program of Requirements Certification and Sign Off

Recommended by:

Michael Corb, CannonDesign (date)

Paula J. Drnevich, AIA, LEED AP (date)
LAN, Program Manager

Approved by:

Dr. Warren Nichols, President (date)
College of the Mainland

Reviewed by:

Dr. Jerry Fliger, PhD, Vice President for Instruction
College of the Mainland

Rocky Barney, PhD, Dean of Instruction
College of the Mainland

Dr. Brian Anderson, Humanities Department Chair
College of the Mainland

Josh Hayes, Adult Education Director
College of the Mainland

Kathryn Park, Library Director
College of the Mainland

Bo Bacon, Director of Facility Services
College of the Mainland

2 Executive Summary

The new Library-Classroom Building (LCB) is targeted to be an approximately 156,300 GSF 4-story building in the location of the current Technical Vocational Building. This building is intended to serve as a gateway to campus from the south for students, faculty, staff, and the community at large. To facilitate this, the public-facing program, including the auditorium, library, and adult education offices, will be located on the ground floor with direct access from a central public interior space. In addition to these spaces, the building will contain a number of classrooms, faculty offices, and collaboration and study spaces. This will allow the new facility to replace the existing LRC as well as consolidate classrooms and program currently housed across campus within one building.

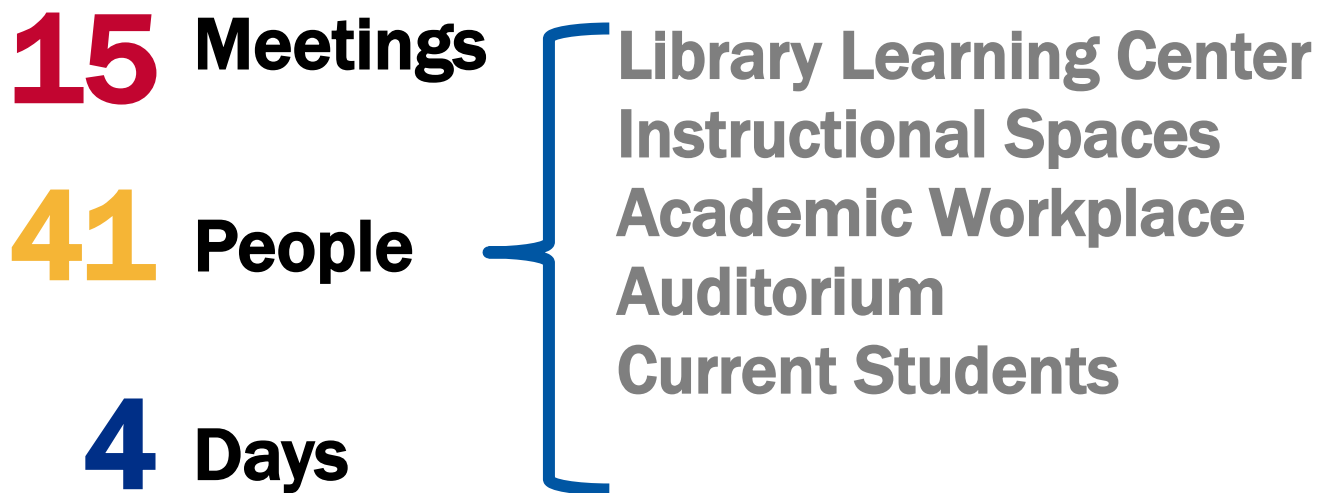
Architecturally, the building must create a compelling entry experience from Monticello Road and create a new face of campus along its southern edge. The building design should help to frame and define the central campus quadrangle to the north and its form and extents should relate logically to the existing campus buildings. The building has the potential to define a new major view angle and pedestrian path linking the south entry of campus to Lake Eckert.

The design envisions a series of linked two-story spaces creating a public zone that aligns with this axis towards the lake. The design of the building should also respond to the architectural character established by the facilities that have been renovated and constructed over the last decade to form a unified architectural language for College of the Mainland. During the schematic design phase, the team will also explore the implications of adding a potential fifth story of shell space for future build out.

3 Methodology Used to Develop the Program

The program was developed based on several inputs:

- The Bond Program
- Workshops and meetings with the Project Executive Team
- Workshops and meetings with faculty and staff
- Workshops with current students and student group leaders
- Workshops with current high school students
- Meetings with facilities management
- Draft campus standards received from COM



3.1 Engagement and Analysis

The workshop process sought to understand both qualitative and quantitative challenges and opportunities that will directly impact the design of the new Library and Classroom Building (LCB). Through a series of user group meetings, the programming team discovered the needs and aspirations of stakeholders including staff, future students, and current students. These activities informed the programming team's understanding of COM's community and culture, programmatic priorities, and operational needs for the new Library and Classroom Building. We asked a series of questions that encouraged the participants to consider project drivers through the lenses of sustainability and resiliency, mental health and basic needs, and diversity, equity and inclusion.

FACULTY AND STAFF WORKSHOPS

WOW Boards

Faculty and staff who are planned to call the new LCB "home" were provided sticky notes for boards and were asked to indicate preferences in the experience categories of collaboration, classroom, library collection, library reading, auditorium, and landscape.

Conclusions from this group are:

- Lobby – accessible welcome desk; consider that first-generation college students may find large spaces intimidating and how this space can be grand but not intimidating.
- Office Environments – individual glass-front offices that still support visual and acoustic privacy. Adjacent breakout spaces to support individual choice. Offices should be easily accessible to students seeking help.
- Collaboration – flexible and designed to accomplish work.
- Classrooms – include inclusive seating; be visually warm with daylight access.
- Auditorium – should support academic learning with tablet arm chairs. Primary use for spoken word; secondary is small music ensemble.
- Library– filled with light and a mix of furniture. Overall should feel like a library and promote study.
- Outdoors – shade is important to activate the space.



Faculty and staff engaging in a "wow" boards exercise.



Sample of "wow" boards

Keep, Toss, Create, Innovate

Faculty and staff were asked to consider the Library Resource Center (LRC) and what they would like to “keep, toss, create, and innovate”:

- The library should be the heart of the new LCB.
- Security is paramount.
- Keep the openness, space variety, and extended hours.
- Needs to be accessible.
- Support faculty and staff work and collaboration.
- Support different neurodiverse needs for student study.

Site Drivers

Faculty and staff discussed building organization and site drivers:

- There is a current north-south access road on the east side of the site.
- The auditorium does not want windows and should be located on the west side of the building due to solar heat gain.
- Outdoors should preferably be visible on all sides of the building.
- A north-south pass-through lobby should connect south parking to the campus quad.
- Views toward the quad and pond should be considered.

CURRENT STUDENT WORKSHOPS

To understand the current state of the campus within the context of experience in the existing Library and aspirations for the future, the design team engaged student leaders and current library visitors through a series of exercises. These engagement sessions informed the programmatic needs and priorities for the new Library and Classroom Building.

Keep, Toss, Create, Innovate

Students were asked to consider the Library Resource Center (LRC) and what they would like to “keep, toss, create, and innovate”:

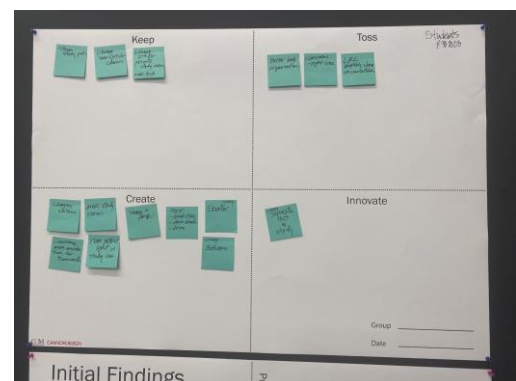
- Classrooms should be right-sized and support more collaborative learning.
- More study spaces are needed with technology.
- Food is highly desired.
- Basic needs for accessible restrooms and elevator access should be accommodated.



Site drivers “game board”



Current students engaging in the site drivers activity.



Current students “keep, toss, create, innovate” activity board.

- Comfortable and movable chairs should be present.
- A grand and inviting space with an abundance of natural light is desirable.

Site Drivers

Students discussed a “day in a life” of a COM student.

- Parking is typically closer to where the individuals’ classes are.
- The center gazebo would be utilized more if the seating was better and had tables.
- Outdoor spaces are used when weather is appropriate.
- Visibility of the outdoors drives preference for study space on campus.
- There is a bus drop-off for College-High School (CHS) students currently at the southwest corner of the LCB site.



Current students participating in a culture card activity.

Culture Cards

Participants collaborated in groups of four and were provided cards with a variety of images meant to evoke an emotional response. They had to ascribe meaning to these images and explain the desired experience in the new facility.

Through selected culture cards, current students expressed interests in the new building promoting community, connection, growth, wellbeing, options and inclusion.

FUTURE STUDENT WORKSHOPS

The design team visited LaMarque High School to gain insight into the goals and vision of COM’s future students. This specific group contained Freshmen and Sophomore students participating in COM’s early college courses. Our focus in the future student engagement included WOW Boards and Culture cards to identify the priorities and expectations of the new Library and Classroom Building

WOW Boards

WOW Boards were presented to the future student groups in digital display. This session focused on the classroom and study room experience.

Conclusions from this group are:

- Study Rooms – The future student group preferred a variety of comfortable furniture and open spaces with natural lighting. Other key features include writable surfaces and large screens.
- Classroom – Students responded the most positive to the classroom moments that contained flexible furniture, tall ceilings and natural lighting.

Culture Cards

Future students gathered in groups of six and were provided cards with a variety of images meant to evoke an emotional response. They had to ascribe meaning to these images and explain the desired experience in the new facility.

Several students selected text and images that connected to meditation, healing, and peace. Other students made selections depicting natural vibrance and color. COM’s future students see these as elements that promote success, excellence, and innovation.

3.2 Session Highlights

After a rich series of exercises, dialogue and review, the design team developed a series of well-informed highlights that captures COM's vision of success in the new Library and Classroom Building. These are reinforced in the Guiding Principles outlined in 4.2.

Connect

- Success will be defined by the new facility's ability to draw the community of Texas City to the rich cultural and academic experience of College of the Mainland. The library and classroom building should invite them to explore what COM has to offer. Key components such as the library and collaborative spaces play a huge role in developing this outcome.

Engage

- Gathering should be at the core of the building program, with the auditorium and library functioning as public anchors. The new library and classroom building should become the new home for students while on campus, reflecting the spirit of the campus community. All demographics and backgrounds should be welcomed and represented. The new facility should also promote rich engagement in the academic experience through diverse opportunities of collaboration.

Promote Wellbeing

- The new building should promote safety and well-being in its design, providing the COM community with spaces for collaboration, respite, and connection to nature. Strategies such as color, lighting, acoustics, and temperature control play a crucial role in supporting a healthy environment.

Provide Choice

- Spaces within the Library and Classroom Building should provide multiple functions for the COM community. Key design elements include seating, locations for study and collaboration, opportunities for respite and options for a third space experience.

Centerpiece

- COM seeks to celebrate its community and excellence by using the Library Classroom Building as a banner for scholarship and opportunity. This is a place to host events that reflect the culture of the COM community, a place to meet new people, a place to take graduation photos; a place to be bold and fly high.

4 Value and Goal Statements

4.1 Priorities and Outcomes

Over the course of the programming phase the design team collaborated with College of the Mainland to craft the priorities and outcomes that will become metrics of success at the conclusion of the project. The priorities, outcomes and guiding principles capture the concepts important to student, faculty, and staff participants.

The experience in the Library Classroom Building will reinforce...



Gateway to Scholarship



Gathering for Community



Safe & Supported Atmosphere



Third Space

4.2 Guiding Principles

The new Library Classroom Building will...

... be the **centerpiece** of the campus.



... allow for **choices** in how people meet, study, and play.



... be the **gateway** to a **premiere** academic and fine arts experience.



... consider the **wellbeing** of occupants.

... ensure student and faculty **success**.



... embrace and represent the **community**.



... celebrate and support **Diversity** and **Inclusivity**.



... advance city **trade/industry**.

In support of the Priorities and Outcomes, the above guiding principles were created to underscore the new building's vision and purpose. These principles were foundations in crafting the area program and program document. In concert with the Priorities and Outcomes, these principles should be markers for the design team to gauge success and drive design decisions throughout the design process.

5 Program Development

CONCLUSIONS DERIVED FROM DATA ANALYSIS

Based upon the vision and purpose identified from the onset of the project, the building program was developed to support 42 classrooms, with larger aspirations of incorporating 48 total new classrooms. Year over year growth in weekly classroom hours has been observed over the last few fall semesters; specifically, 5% growth in daytime weekly course hours from Fall 2022 to Fall 2023 (see figure 1 below), with expected strategic growth to continue to support the need for additional instructional space. This will allow the College of the Mainland to respond to the increased demand and aspirational growth targets across many of the departments in alignment to their mission.



Daytime Weekly Classroom Hours – source: College of the Mainland Instructional Space Data, Fall 2022 – Fall 2023

COMMON SHARED SPACES

The collaboration and study spaces program was developed with consideration for a recommended target of total study seats in the building to support the library (480 total inclusive of library seats) as well as within a recommended range of total study seats per classroom seats (5-8 study seats / classroom seat).

Consideration was also given to the substantial building footprint to ensure appropriate distribution of the spaces throughout.

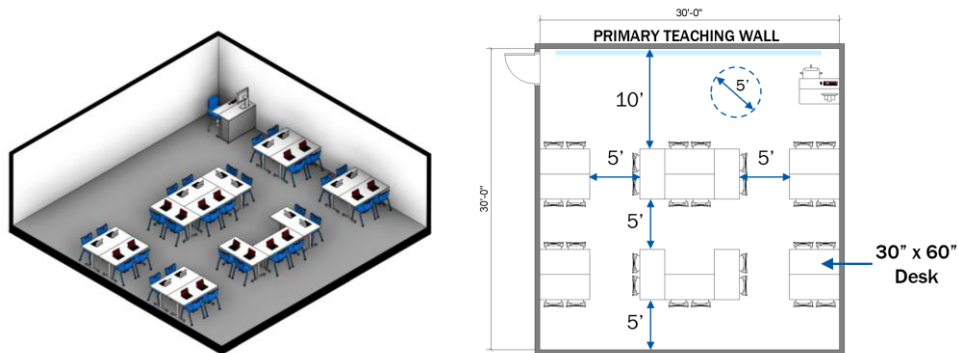
The auditorium is intended to replace the one in the LRC building and support spoken word functions as the primary acoustic design driver, and small music ensembles as the secondary acoustic design driver. Total seat count is a function of code and egress limitations.

	Unit Quantity		seats / space	total seats	Unit Area	Area (ASF)	Subtotal (ASF)	TOTAL (GSF)
COMMON SHARED SPACES				224			10,100	15,538
Building Lobby	1	space	150		15		2,250	
Collaboration/Study Spaces				212			7,010	10,785
Collab - SM	8	room	6	48	25	1,200		
Collab - M	4	room	8	32	25	800		
Collab - LG	2	room	18	36	25	900		
Open Collab	8	space	12	96	35	3,360		
Student Pantry, Vending, w/ Microwaves and Sink	6	space	1		125	750		
Café							840	1,292
Seating	1	space	12	12	30	360		
Coffee	1	room	1		480	480		
Auditorium							7,420	7,500
Seating	1	room	299		20	5,980		
Stage	1	space	0		800	800		
Storage	1	room	0		480	480		
Control Room	1	room	0		160	160		

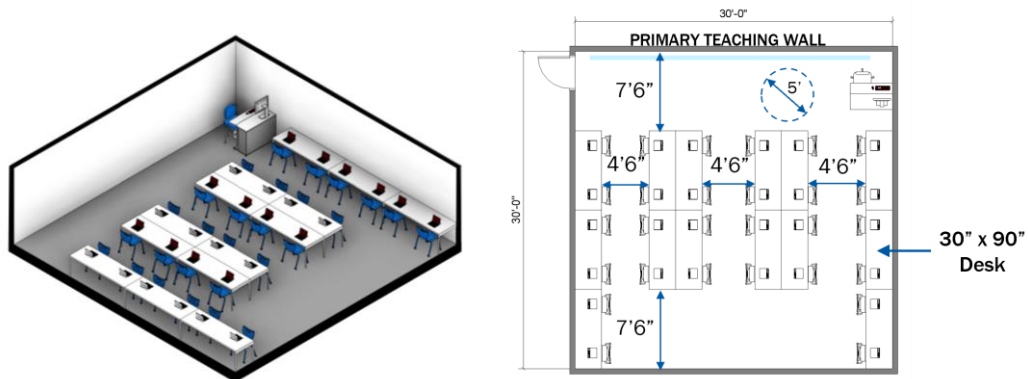
INSTRUCTIONAL

The total classroom count is required to be 42 to meet the institutions requirements for total campus classroom demand. Storage closets are distributed throughout to house technology support for classrooms as teaching pedagogies evolve to be more collaborative and teams-based learning.

All classrooms are sized based on 30 students in an active, teams-based learning setup. The computer classrooms are sized to match to provide the most flexibility in classroom conversions. Laptops will be used in lieu of desktop computers to accommodate the student count in the 900 SF footprint.



Figures representing 900 SF flex classroom



Figures representing 900 SF computer classroom with laptops

	Unit Quantity		seats / space	total seats	Unit Area	Area (ASF)	Subtotal (ASF)	TOTAL (GSF)
INSTRUCTIONAL	42			1260			39,480	60,738
General Purpose - Instruction							34,080	
Classroom	30	room	30	900	30	27,000		
Computer Classroom	6	room	30	180	30	5,400		
Instructional Tech Storage (1 per 3 classrooms)	14	room	1		120	1,680		
Adults Education - Instruction							5,400	
ASE Classroom	2	room	30	60	30	1,800		
ESL Classroom	2	room	30	60	30	1,800		
College Prep Classroom	2	room	30	60	30	1,800		

FACULTY OFFICE SUITE

The faculty office suite is an accounting of current and future faculty and staff headcounts. Adult Education is desired to be on the ground floor to facilitate access and because of the volume of visitors. It is anticipated that Humanities and Social & Behavioral Sciences will then occupy their own floors with adjacent classrooms. Each department will require some dedicated shared space and resources because of this distribution.

The early assumption to house adjuncts in a shared “bullpen” office was superseded due to lack of use. The adjuncts are proposed to have standard offices that can be converted to full-time faculty offices in the future and have seats for three individuals that rotate use three times during the day.

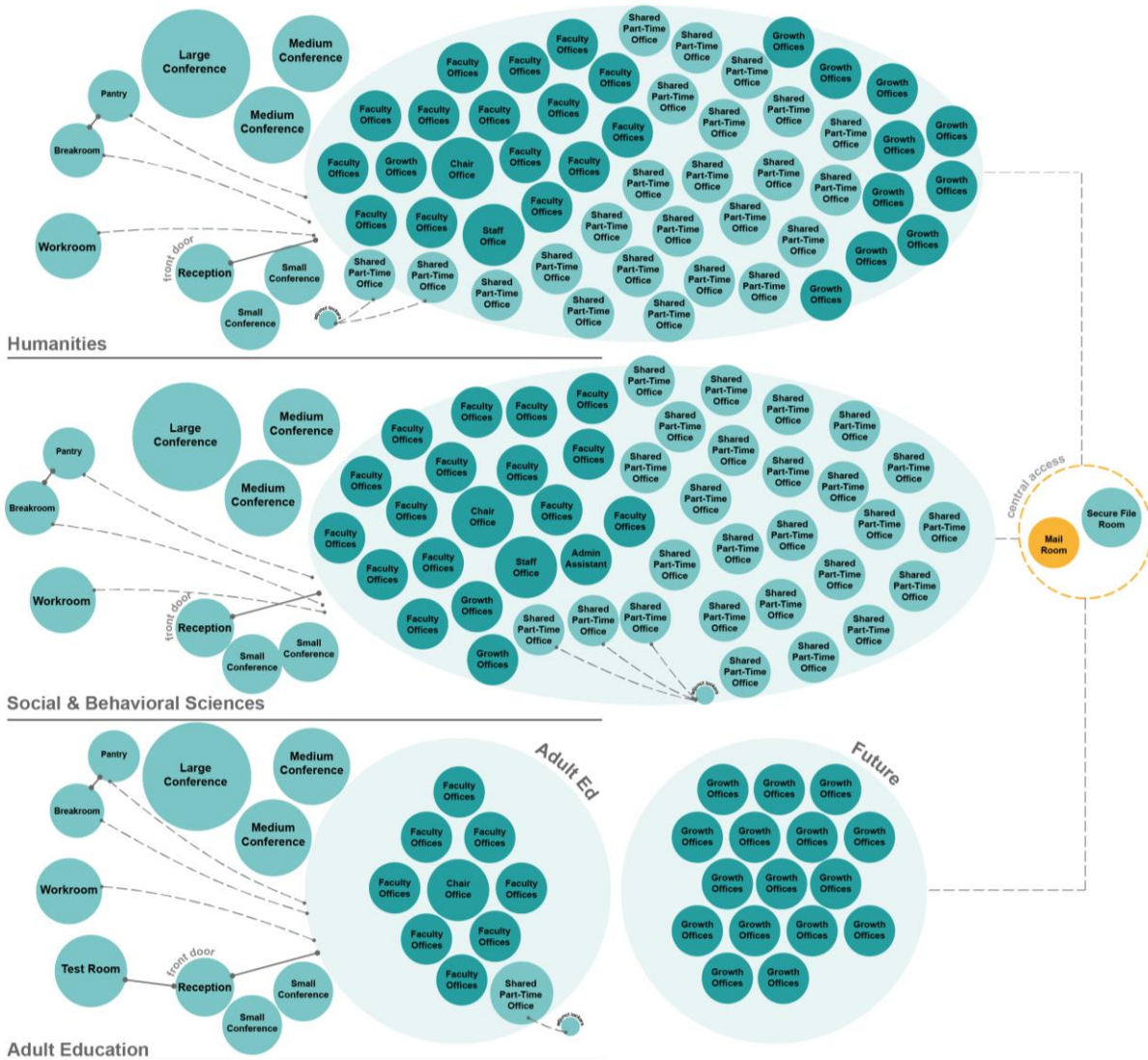
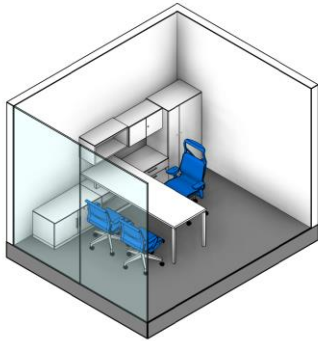


Figure representing office distribution across three floors



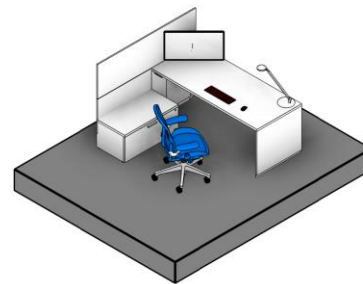
120 SF Standard Office



180 SF Department Chair Office



120 SF Shared Adjunct Office



80 SF Workstation

	Unit Quantity		seats / space	total seats	Unit Area	Area (ASF)	Subtotal (ASF)	TOTAL (GSF)
FACULTY OFFICE SUITE							19,488	29,982
<i>internal office circulation (20%)</i>	0.2					17,240	3448	
Faculty Suite - Shared							5,260	
Reception - H & SBS	1	space	8		20	160		
Reception - Adult Education	1	space	12		20	240		
Enclaves / Huddle Room	2	room	4		120	240		
Conference Room SM	6	space	6		25	900		
Conference Room M	6	space	10		25	1,500		

Conference Room L	3	space	20		25	1,500		
Pantry	2	space	8		20	320		
Work Room	2	space	1		200	400		
Breakroom	1	room	1		240	240		
Lockers (Adjunct Use)	1	space	1		100	100		
Secure Storage / File Room	3	room	1		120	360		
Testing Room	1	room	10		50	500		
Faculty Offices	126	office s					10,780	
Social Behavioral Health	53	heads						
Chair - SBS	1	office	1		180	180		
Staff - Admin Assist. Social & Behavioral Sciences	1	wrkst n	1		80	80		
Faculty - Social & Behavioral Sciences	15	office	1		120	1800		
Faculty PT - Social & Behavioral Sciences 3/office	25	office	3		120	360		
Growth - SBS	11	office	1		120	1320		
Humanities	50	heads						
Chair - HUM	1	office	1		180	180		
Staff - Admin Assist.- Humanities	1	wrkst n	1		80	80		
Faculty - Humanities	17	office	1		120	2040		
Faculty PT - Humanities 3/office	22	office	3		120	360		
Growth - HUM	9	office	1		120	1080		
Adult Education	10	heads						
Director Adult Education	1	office	1		180	180		
Faculty - Adult Education	8	office	1		120	960		
Part-Time Staff - Adult Education "shared workroom"	1	space	6		40	240		
Future	16							
Future (2:1 Ratio of Classrooms to Total Office Suite)	16	office	1		120	1920		

LIBRARY

Today, the library at COM is located in the Learning Resources Center, building 8, and is undersized to serve its mission. Focus group working sessions conducted with the Library Director, library staff, and students drove the development of the proposed library program. An 8,000 future enrollment target was established by COM leadership to inform the library seating target. A target of 480 study seats was calculated by converting the 8,000-enrollment headcount into a project FTE of 4,357 students. From there, a seating percentage between 10-12% of the FTE population was used which is a best practice range for commuter college libraries, confirmed by library leadership as appropriate for serving the COM academic community. The % FTE seated today is 10.5%. 330 seats will be included within library bounds and 150 seats distributed throughout the LCR to enrich the academic learning environment.

COM Library Enrollment Target:		8,000		% FTE Seating	# seats
Part-time students:	75%	6,000		10%	436
Full-time students:	25%	2,000		11%	480
				12%	523
Calculated FTE (IPEDS method):		4,357			

The proposed library program and associated program narrative is organized into the following five sub-categories: Collection, Library Reception & Service, Library Staff Workplace, Study, Collaboration & Event, and “Lab” Digital Media, Technology, & Instruction. Additional details can be found in the tabular program notes.

Collection

The COM physical library collection consists of a main collection, archives collection, and collection of “things”. The main collection today is 4,605 linear feet and archives collection is 538 linear feet, both anticipate no growth in the future. Growth is anticipated in the “collection of things”. The program accommodates growth to 473 linear feet for this collection type. The total linear footage capacity for the proposed library is 5,578 LF and approximately 188 double-faced shelving units. Shelving heights today, approximately 84” high, limit visibility across the library and reduce access to natural light for building occupants. It is recommended new library shelving heights be limited to 60”-66” (5 shelves high). The archives collection space will require temperature and humidity controls, exact targets to be determined in subsequent design phases.

MAIN COLLECTION									
given:	4,605 LF	<i>no growth</i>							
given:	~26,000 vol								
	"24 stacks"								
check:		# Runs	Run L	# units	Unit L	H	D	LF (v1)	LF (v2)
	18'-4"	12	18.3	6 DFS	3	6	2	2,592 LF	2,635 LF
	15'-2"	10	15.2	5 DFS	3	6	2	1,800 LF	1,820 LF
	15'-2"	1	15.2	5 SFS	3	6	1	90 LF	91 LF
	9'	1	9	3 SFS	3	6	1	54 LF	54 LF
	<i>*includes fill rate</i>							4,536 LF	4,600 LF
COM HISTORY/ARCHIVES COLLECTION+STOR.									
given:	538 LF	<i>no growth (includes workroom storage)</i>							
	"25 stacks"								
check:		# units	Unit L	H	D	LF (v1)			
	storage stacks:	25 SFS	4	5	1	500 LF			
	workroom stor:	3 file cabinets + 2shelves				38 LF			
						538 LF			
RESERVES & COLLECTION OF "THINGS"									
given:	315 LF	<i>plan for growth</i>							
growth:	50%								
target:	473 LF								
TOTAL:	5,578 LF								

Library Reception & Service

A warm, welcoming, accessible entry is an important feature of the proposed library. Upon entry, visitors should have a clear view of a service desk which combines welcome, circulation, and reference functions. Two consultation rooms adjacent to the service desk are included for both general and archival consultations. Additionally, a "Lab" help desk is included to support and monitor the technology-rich library spaces. The library reception area also includes a rotating collection display, 2 catalog terminals, 1 self-check-out and two printer stations.



Service Point & Consultation Diagram

Library Staff Workplace

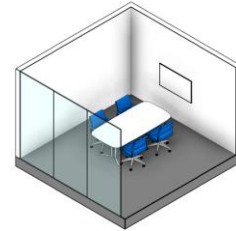
The proposed library staff workspace accommodates growth of 2 staff in open workstations, for a total of 7 enclosed offices and 10 open workstations. An important planning need is to place the circulation manager's office adjacent to both the service desk and the other library offices. Separate processing rooms are included for general collections and archival collections.

Study, Collaboration, & Event

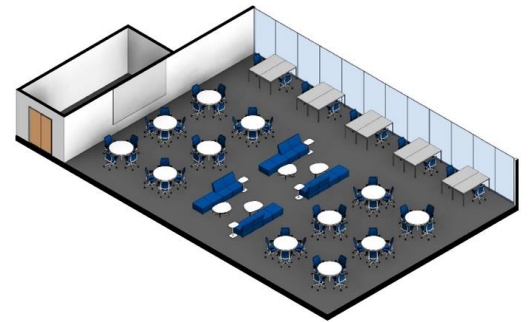
The landscape of the library should support choice in study environment, including space for focused heads-down work, active collaborative work, and plenty of space for students to “be alone, together”. In addition to choice, universal design, access to natural light, serendipitous interactions, and controlled noise levels are design principles important to study, collaboration, and event areas.

In addition to an open study environment with a variety of seating choices (including carrel seating, 4-top tables, lounge seats, sit-stand desks, and collaborative tech-tables) with coffee and vending nearby, the following space types were identified as needs:

- **Enclosed Study Rooms:** The study rooms in the library today are very popular and limited in quantity. The program proposes increasing the study room count to 15 rooms, hosting a range of group sizes – 2-4p, 8p, & 16p. These rooms should be clustered and placed throughout the library. Visibility into these spaces, acoustical control, and streamlined technology are important features of these rooms. The library program also includes two wellness/sensory rooms which are small study rooms without technology, with a view to the outdoors, comfortable chairs, and added privacy (less visibility into the room) to enable a single student to have an “off-stage” moment, recuperate, and relax, as needed.
- **Flexible Event Room:** this large space is primed to foster community, host noisier collaboration, and host events. Features of the space include flexible furniture, adjacent furniture storage, and presentation wall. Additionally, two entries should be considered for this room so it can be accessed from both the library and wider building if after library-hour-access is needed. At peak study times during the semester (ex: midterms and finals week) this space can be re-arranged to offer additional study seats for students.
- **Family Study Room:** The family study room is a space for serious study to support COM students who have families and may need to bring their child to the library. This space offers a mixture of children and adult seating and tables, standing computer terminals so they are out of reach and sight of children, and a direct adjacency to a family restroom. The enclosed space offers acoustic privacy/control to the wider library and a critical sightline into this space is from the main service desk to ensure children are not left unattended.



Study Room Diagram



Flexible Event Room Diagram

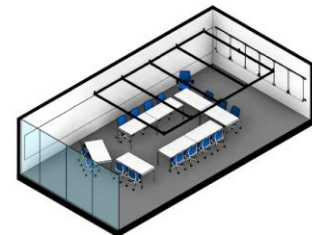


Family Study Room Diagram

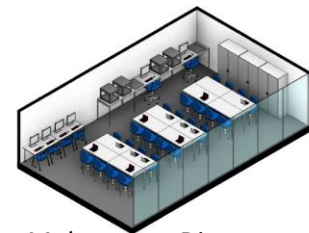
“Lab” Digital Media, Technology, & Instruction

The “Lab” is a series of technology spaces collocated in the library for ease of support and service. The “Lab” includes two library computer classrooms, open computer terminals, a “lab” help desk with associated lab storage, and two new technology-rich academic space types to support research, teaching, and learning at COM:

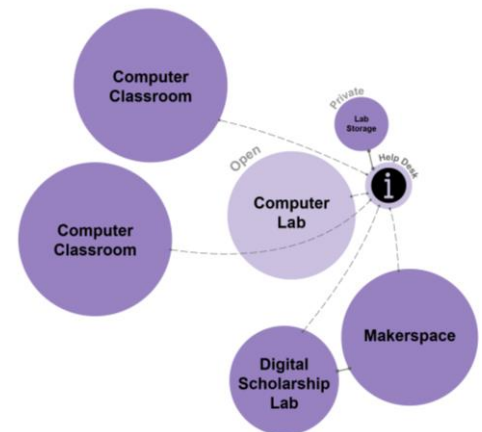
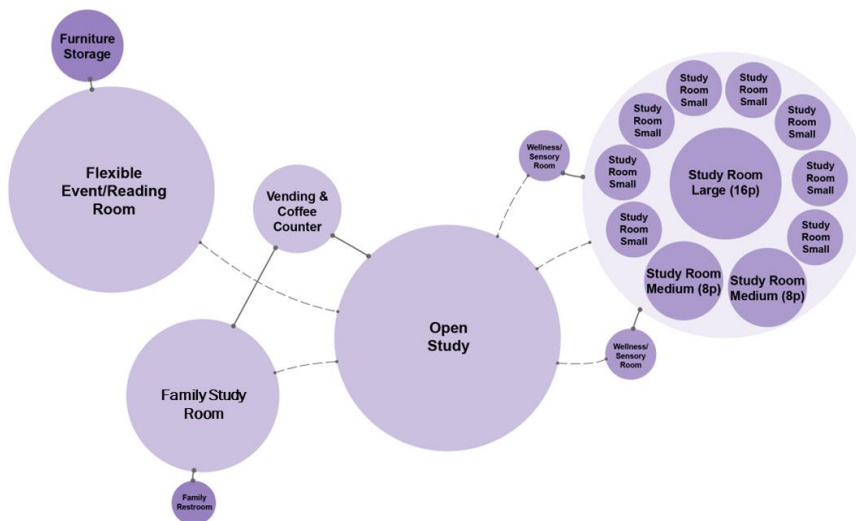
- Digital Scholarship Lab: A college-wide academic resource monitored by the library “lab” help desk. A digital scholarship lab is an immersive space for data visualization, new media, and developing digital projects which contribute to research, teaching, and learning. Features of this space include large projection monitors and light-control and an overhead equipment track. This space could also be used to showcase student work.
- Makerspace: This college-wide academic resource is centered on technology and tinkering with both physical and digital tools, located adjacent to the digital scholarship lab and monitored by the library “lab” help desk. Features of this space can include 3D printers, scanners, tool storage, work benches and stools, and whiteboard.



Digital Scholarship Lab Diagram



Makerspace Diagram



Graphic program diagram: Study, Collaboration & Event area and “Lab” Digital Media, Technology, & Instruction area

BUILDING SUPPORT

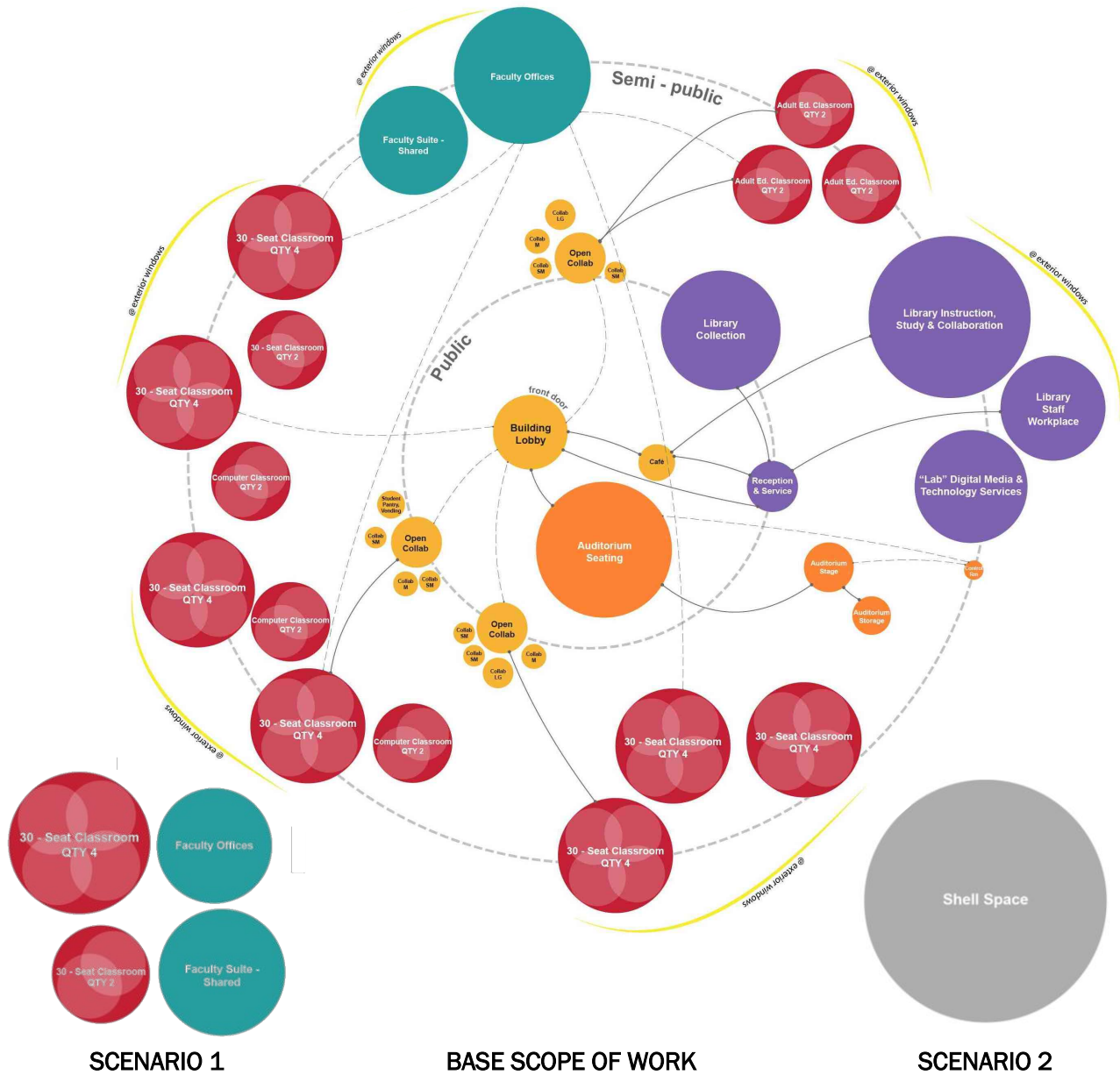
The following accounting of spaces is a preliminary estimate of the spatial requirements for mechanical and electrical equipment. As the building is designed and system distribution strategy confirmed, this is subject to change and be incorporated in the building-wide grossing factor. See systems narratives for additional description.

Swing (shell) space is not part of the base program. Incorporation of 30,000 GSF of shell space is included as an add-alternate.

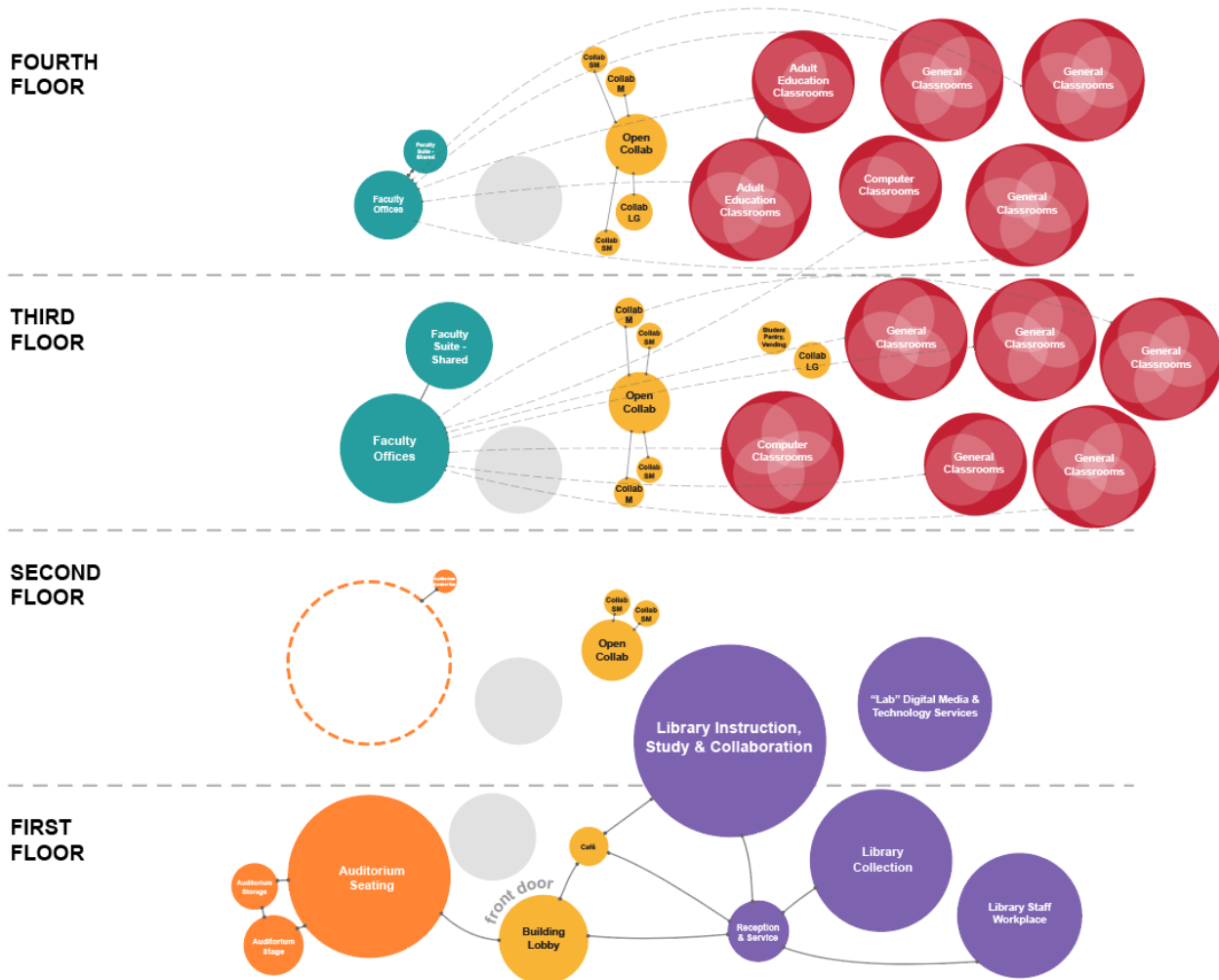
	Unit Quantity		seats / space	total seats	Unit Area	Area (ASF)	Subtotal (ASF)	TOTAL (GSF)	
SWING SPACE								0	
BUILDING SUPPORT								6,700	10,308
Mail Distribution	1	room	1		120	120			
Mechanical per floor	4	room			240	960			
Mechanical Room	1	room			2000	2000			
MDF Room	1	room			240	240			
IDF Room	3	room			100	300			
Electrical Distribution	2	room			240	480			
Electrical Room	6	room			100	600			
Lactation Room	0	room			120	0			
Building Storage	4	room			500	2000			

6 Space Allocations and Relationships

6.1 Relationship Diagrams



The scenarios diagrammed are two options of mutually exclusive add-alternates to the base scope of work (156,300 GSF) that will be considered in early Schematic Design. Scenario 1 adds 13,405 GSF of classrooms and offices, while Scenario 2 adds 30,000 GSF of unassigned shell space.

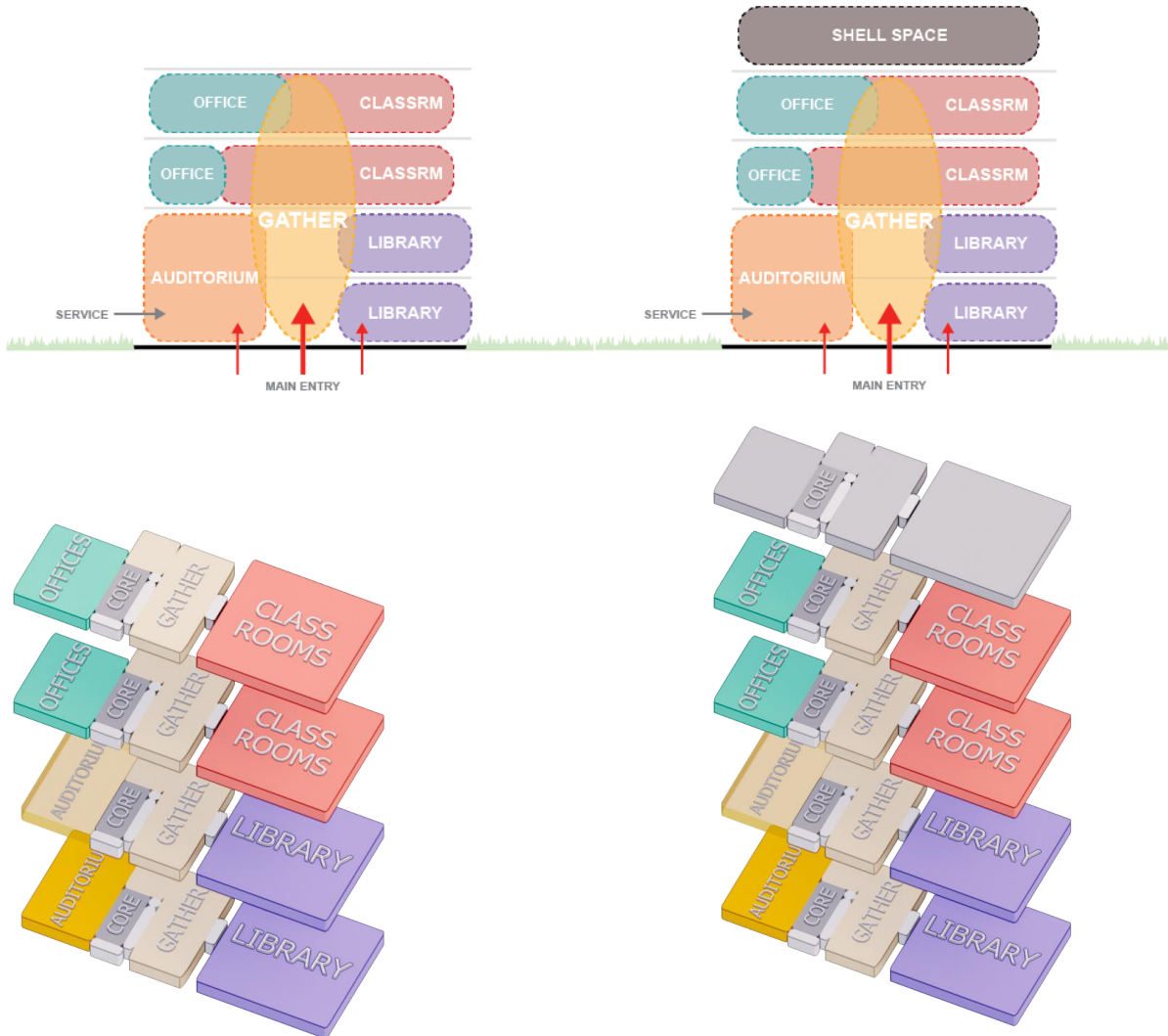


The organization of the building is driven by the desire to have more public-facing spaces grouped on the ground floor, with classroom and office suites on the upper floors. The overall building adjacency diagram illustrates the range of public to private as an outward rippling of bubbles, with public spaces at the center and more private areas in the outer extents of the circle. Lines connecting bubbles express the strong nearby connections or distant relations between spaces. The close proximities of clustered bubbles show groupings of spaces in the building.

The lobby acts as the front door of the building and upon entry, visitors have direct access to the auditorium and library. This entry experience allows key features of the building to be easily available to community members, whether they are visiting to enjoy performances in the auditorium or planning to utilize the library computer lab. The café fosters the social aspect of the public core, offering students a chance to grab a coffee or a quick bite during a study break.

Clusters of collaboration areas with extended ties to the public core of the building facilitate student collaboration in a more open, social context, or in an enclosed group study room. These areas are near several classrooms, serving as nodes for students to lounge and study between their classes. Classrooms on the perimeter of the building take advantage of natural lighting with exterior windows. Department office suites occupy multiple floors and are adjacent to classrooms, providing easier access for students to approach faculty for assistance. The stacking of offices in this manner is the preferred method, but may become more distributed as the building is further designed.

6.2 Flow Diagrams



Base Program and Scenario 1

The central, public core represented by “gather,” is shown throughout the building stack. As one goes up the floors of the building, these gathering areas transition from the overall lobby to collaboration spaces for students.

Both two-story volumes of the auditorium and library bookend the public core. These public-facing program blocks anchor the ground floor of the building and are accessible to the public. Offices and classrooms for adult education are also located on the first floor for the convenience of prospective students. Departmental office suites and classrooms split the remaining floors while maintaining a public, collaborative core of spaces. The additional program scenario to incorporate more classrooms and offices is recommended to be incorporated into a larger footprint and maintain the four floors in consideration of the campus context. A fifth floor would be incorporated only for the second scenario shell space.

Scenario 2

7 Space Listings by Function Size

The methodologies and detail of the individual spaces described in the previous pages is enumerated in the following detailed program:

BASE PROGRAM										Notes
Unit Quantity	seats / space	total seats	Unit Area	Area (ASF)	Subtotal (ASF)	TOTAL (GSF)	% of program			
COMMON SHARED SPACES										
Building Lobby	1	space	150		15	2,250				Soft flexible seating not counted towards building study seats
Collaboration/Study Spaces			212			7,010	10,785			*total recommended Study Seats for 42 classrooms is 158-252; see note below regarding Library Study Seats
Collab - SM	8	room	6	48	25	1,200				
Collab - M	4	room	8	32	25	800				
Collab - LG	2	room	18	36	25	900				
Open Collab	8	space	12	96	35	3,360				
Student Pantry, Vending, w/ Microwaves and Sink	6	space	1		125	750				
Café						840	1,292			Either inside library or immediately accessible to Library after hours
Seating	1	space	12	12	30	360				
Coffee	1	room	1		480	480				
Auditorium						7,420	7,500	5%		
Seating	1	room	299		20	5,980				
Stage	1	space	0		800	800				Flat floor; Stage to be constructed platform
Storage	1	room	0		480	480				
Control Room	1	room	0		160	160				
INSTRUCTIONAL	42					1260				
General Purpose - Instruction							34,080			
Classroom	30	room	30	900	30	27,000				These are flexible classrooms for 30 seats
Computer Classroom	6	room	30	180	30	5,400				Match size of general class. Laptops, not desktops to be used
Instructional Tech Storage (1 per 3 classrooms)	14	room	1		120	1,680				For document cameras, laptop checkout, movable TVs, etc.
Adults Education - Instruction							5,400			
ASE Classroom	2	room	30	60	30	1,800				
ESL Classroom	2	room	30	60	30	1,800				
College Prep Classroom	2	room	30	60	30	1,800				
LIBRARY						330				
Reception & Service							840			
Reception/Entry	1	space			200	200				
Catalog Terminals	2	terminals			25	50				
Self Checkout Terminal	1	terminal			25	25				
Print/Copy/Scan	2	areas			50	100				
Service Desk	3	stations			75	225				3 seats - (2) Lib technician I & (1) student worker. Design space to place student items for desk consultation, dual monitors on arm to not block interaction.
Book Cart Parking	2	carts			20	40				
Consultation Room	2	rooms			100	200				One for archives consult, one for general consult.
Staff Workplace							3,768			
Private Office - Library Director	1	office			180	180				Large screen for meeting/training/consult
Private Office - Library Staff	6	offices			120	720				(1) Technical Services, (1) Reference & Collection Devlpmt, (1) Circ. Manager (1) admin assistant, (2) Lib Technician II (workstation+desk return for book workspace+cart
Staff Open Office	10	desks			800	800				(2) Lib Technician I (3) Lab assistant (2) growth (3) student worker shared workstations - currently 6stu
Workroom - Processing & Cataloging	1	room			400	400				
Archives Workroom - Preservation & Research	1	room			400	400				(includes 50SF for 3 file cabinet & 2 shelves: 38 LF)
Storage (supplies & seasonal/display items)	1	room			400	400				Display/Seasonal storage 188.5 LF (150SF) +2 large poster-size cabinets (25SF); 201 LF office supplies (150 SF)
Breakroom	1	area			240	240				Coffee counter, with microwave, sink, refrigerator, 6p table
Internal office circulation					1.2	628				1.2 circulation factor
Study, Collaboration & Event						214				
Open Study (mix of seating types)	1	space	62	62	30	1,860				Blended average SF/seat (lounging seating, table seating, carrel seats...larger table space/seat for multiple devices & books). Power to all seating, whiteboard, large monitor, computer.
Study Room - large (16p)	1	room	16	16	480	480				
Study Room - medium (8p)	4	rooms	8	32	240	960				whiteboard, large monitor, computer
Study Room - small (2-4p) (Include sensory infrastructure)	10	rooms	4	40	120	1,200				
Wellness/Sensory Room (1p)	2	rooms	1	2	100	200				Sensory/decompression room. Window/scenery, comfy chairs, warm colors, environmental controls
Vending & Coffee Counter	1	area			300	300				Counter with microwave & sink, coffee pot & vending machine.
Flexible Event Room/Quiet Reading Room	1	space	50	50	35	1,750				Flexible seating & tables. Could flex for event, open study, or instruction. Could be a space accessed by the wider-building but should be adjacent to the library and should be designed to become secure/enclosed as needed. It was noted that when this space is not being used for events it should be open to students for seating & study. Flexible furniture, adjacent furniture storage, and a presentation wall are important features of this space.
Furniture Storage	1	room			0	200	0			Able to store 60 stacked seats and 30 foldable/stackable tables from reading room/event room
Family Study Room	1	room	12	12	30	360				for student family support, local school children+parents, adjacent to K12 book collection, adult & kid mixed seating, standing computer terminals so children can't needed adjacent to family/community lounge
Family Restroom	1	room			75	75				
"Lab" Digital Media, Technology, & Instruction						116				
Library Computer Classroom (30p)	2	rooms	30	60	35	2,100				Requested two dedicated for library instruction. Not schedulable by registrar. Adjacent to "Lab" service point
Computer Lab (open)	1	space	24	24	35	840				35sf per seat to also accommodate table space for books/stuff adjacent to computer terminal
Makerspace	1	room	16	16	40	640				Tinkering tools & workbench: 3D printers, cricuts, soldering irons, simple hand tools
Digital Scholarship	1	room	16	16	40	640				Tech-rich space for use of digital tools for visualization, big data research, mapping, extended reality
"Lab" Help Desk	1	station			75	75				
Lab Storage	1	room			100	100				*Student/Lab supplies 28.5 LF today+growth.

BASE PROGRAM										Notes
Collection	Unit Quantity	seats / space	total seats	Unit Area	Area (ASF)	Subtotal (ASF)	TOTAL (GSF)	% of program		
Standard Browsable Shelving (5H)	154	DFS		24	3,684	4,764				Open stacks circulating books for which we are using 4,605 LF. Stable/no growth.
Reserve Shelving + "collection of things" cubbie display (6H)	18	DFS		24	420					315 LF today; reserve books, media, puzzles, board games, anatomy models, etc Needs room for growth, targeting 50% growth (473 LF)
Archives/COM History Shelving Compact Non-Browsable (5H)	17	DFS		24	400					Separate room requiring individual temperature & humidity control. 500 LF.
Laptop carts	3	carts		20	60					Mobile carts parked in secure area adjacent to service desk. 2 carts today. 60 laptops each cart. Each 42" wide, double-faced. Growth expected (target 3 carts)
Gallery/Display	1	space		200	200					Adjacent to library reception/entry. Gen collection display & COM Archives/History display
FACULTY OFFICE SUITE						19,488	29,982	19%		2.03
Internal office circulation (20%)	0.2				17,240	3448				
Faculty Suite - Shared						5,260				
Reception - H & SBS	1	space	8	20	160					
Reception - Adult Education	1	space	12	20	240					
Enclaves / Huddle Room	2	room	4	120	240					Rooms adjacent to reception to triage private matters
Conference Room SM	6	space	6	25	900					2 per department
Conference Room M	6	space	10	25	1,500					2 per department
Conference Room L	3	space	20	25	1,500					1 per department
Pantry	2	space	8	20	320					One for Adult Education; the other shared by SBS / HUM
Work Room	2	space	1	200	400					One for Adult Education; the other shared by SBS / HUM
Breakroom	1	room	1	240	240					
Lockers (Adjunct Use)	1	space	1	100	100					Adjacent to central break room
Secure Storage / File Room	3	room	1	120	360					1 per department
Testing Room	1	room	10	50	500					Flexible scheduled rolling use - allow room to accommodate a proctor seat in the room - needs to be close to Adult ED.
Faculty Offices	126	offices				10,780				
Social Behavioral Health	53	heads								
Chair - SBS	1	office	1	180	180					
Staff - Admin Assist. Social & Behavioral Sciences	1	wrkstn	1	80	80					
Faculty - Social & Behavioral Sciences	15	office	1	120	1800					
Faculty PT - Social & Behavioral Sciences 3/office	25	office	3	120	360					3 people share an office 3 times per day.
Growth - SBS	11	office	1	120	1320					
Humanities	50	heads								
Chair - HUM	1	office	1	180	180					
Staff - Admin Assist.- Humanities	1	wrkstn	1	80	80					
Faculty - Humanities	17	office	1	120	2040					
Faculty PT - Humanities 3/office	22	office	3	120	360					3 people share an office 3 times per day.
Growth - HUM	9	office	1	120	1080					
Adult Education	10	heads								
Director Adult Education	1	office	1	180	180					
Faculty - Adult Education	8	office	1	120	960					
Part-Time Staff - Adult Education "shared workroom"	1	space	6	40	240					
Future	16									
Future (2:1 Ratio of Classrooms to Total Office Suite)	16	office	1	120	1920					
SWING SPACE							0	0%		
BUILDING SUPPORT						6,700	10,308	7%		
Mail Distribution	1	room	1	120	120					Ground floor centralized
Mechanical per floor	4	room		240	960					
Mechanical Room	1	room		###	2000					
MDF Room	1	room		240	240					
IDF Room	3	room		100	300					
Electrical Distribution	2	room		240	480					
Electrical Room	6	room		100	600					
Lacation Room	0	room		120	0					Per COM: Needs will be accommodated per individual request
Building Storage	4	room		500	2000					
Total Building						97,440	156,300			

Planned Efficiency Factor

0.65

ADDITIONAL PROGRAM: SCENARIO 1									Notes	
Unit Quantity	seats / space	total seats	Unit Area	Area (ASF)	Subtotal (ASF)	TOTAL (GSF)	% of NEW program			
INSTRUCTIONAL					6	180	5,640	8,677	41%	*total recommended Study Seats for 48 classrooms is 180-288
General Purpose - Instruction						5,640				
Classroom	6	room	30	180	30	5,400				
Computer Classroom	0	room	30	0	30	0				
Instructional Tech Storage (1 per 3 classrooms)	2	room	1		120	240				
Additional Offices (Based on 2:1 of Classroom:Office Building Totals)						4,728	4,728	20%		
Internal office circulation (20%)	0.2				3,940	788				
Faculty Suite - Shared						2,380				
Reception - FUTURE	1	space	12		20	240				
Enclaves / Huddle Room	1	room	4		120	120				
Conference Room SM	2	space	6		25	300				2 per department
Conference Room M	2	space	10		25	500				2 per department
Conference Room L	1	space	20		25	500				1 per department
Pantry	1	space	8		20	160				
Work Room	1	space	1		200	200				
Breakroom	1	room	1		240	240				
Secure Storage / File Room	1	room	1		120	120				1 per department
Faculty Offices						1,560				
FUTURE					13					
Chair - FUTURE	0	office	1		180	0				
Staff - Admin Assist. FUTURE		wrkstn	1		80	0				
Faculty - FUTURE	13	office	1		120	1560				
Faculty PT - FUTURE 3/office	0	office	3		40	0				
New Total Building					107,808	169,705				
Planned Efficiency Factor										0.65

ADDITIONAL PROGRAM: SCENARIO 2									Notes
Unit Quantity	seats / space	total seats	Unit Area	Area (ASF)	Subtotal (ASF)	TOTAL (GSF)	% of NEW program		
SWING SPACE (SHELL)						30,000	16%		
New Total Building						186,300			
Planned Efficiency Factor									0.65

8 Initial Assumptions for Building Construction

The structure for the new Library and Classroom Building will be a slab on grade with a steel super structure. The building façade will be composed of brick, metal panels, and aluminum curtainwalls which relate to the existing materials on campus. The structure will feature overhangs and sun shading to protect the building and occupants while conserving energy. There will be two interior monumental stairs that extend up into a double-height space which offers a grand entry and atmosphere for the new LCB. The interior finishes will be durable and placed appropriately in the various types of spaces. The new LCB will have a series of wayfinding, signage, and environmental graphics that are integral to the building and connect back to the overall campus.

8.1 Structure

Following the recent buildings done at the COM, the design team will assume that a steel structure will be the more economical approach. This is reinforced by the fact that recent market analysis shows that concrete is still rising in cost as compared to steel. As the project progresses, a concrete structure option will be considered and compared to the steel structure.

At this moment, a site-specific geotechnical report is not available. Using recent projects at the campus, the foundations will be 48" diameter x 60'-0" deep drilled piers under each column, assuming a 30 ft x 30 ft bay spacing. The ground slab will consist of a 5" thick slab on grade over a minimum of 4 ft of compacted select fill and vapor barrier.

The structure for the upper levels will consist of a 4-1/2" thick normal weight concrete slab on a 2" deep (18 gauge, galvanized) composite metal deck (6 1/2" total thickness) resting on composite wide flange steel beams and girders supported by wide flange steel columns that extend from the first-floor level up to the roof level. The steel columns will be W10's.

The roof structure will consist of a 1-1/2" deep, 20-gauge, wide rib, galvanized, metal roof deck supported by open-web steel joists and wide flange beams, with the joists spaced at approximately 6'-0" on-centers. It is assumed that lateral loads will be resisted by braced frames located in strategic places in coordination with the architect. Braced frames consist of either double angles or HSS shapes in an X or inverted V layout. Where conflicts with doors exist, single diagonals may be required.

8.2 Enclosure

The exterior enclosure will consist of curtain wall, storefront, brick veneer, and metal or composite panels. Brick and paneling systems will be attached to a backing wall with 6" metal cold-formed metal studs, mineral board insulation, and fluid applied air/vapor barrier.

Roofing will be a membrane roof designed to meet building and energy code. Depending on design conditions, to achieve the slope to roof drains it will either be sloped insulation or a sloped roof surface. A protection board will be between the deck and insulation. At potential occupiable roof areas, pedestal pavers to be used over membrane roofing.

Curtain wall will be equivalent in performance to Kawneer 1600. Storefront systems will be equivalent in performance to Kawneer Trifab 451T, including both exterior and interior storefronts at vestibules.

8.3 Mechanical / HVAC Design

ENERGY COMPLIANCE

All mechanical systems for the College of Mainland Library/Classroom Building shall comply with 2015 IECC requirements using the Prescriptive Path. Consider any reference regarding energy compliance against this benchmark.

Energy recovery ventilation systems shall not be required per IECC C403.2.7, Exception 8. The largest source of air exhaust at a single location shall be less than 75% of the design outdoor airflow rate.

IECC 403.3 prescriptive path directs that an airside or waterside economizer shall be included in the design. Airside economizers will be utilized for equipment that does not meet this efficiency requirement.

An outside air reduction strategy based on carbon dioxide (CO₂) concentration shall be employed at each air handling unit so that ventilation rates can be adjusted as the number of occupants within the building adjusts throughout the day. This will provide energy savings through unloading of the central plant by reducing the outside air amount and therefore air conditioning requirements of the building to match the occupancy of the building, rather than being constant for the worst case.

The minimum outdoor airflow rate shall be determined in accordance with 2015 IMC, Section 403.3 in order to guarantee the delivery of the minimum outdoor airflow to the breathing zone of the space. This is commonly referred to as the IAQ Procedure and generally follows ASHRAE Standard 62.1. Ventilation rates shall comply with IMC Table 403.3.1.1 Minimum Ventilation Rates. The exhaust systems for restrooms, janitorial closets, and other spaces that necessitate exhaust shall provide exhaust rates that meet or exceed the requirements outlined in Table 403.3.1.1.

All fans, motors, pumps, and other mechanical equipment shall comply with IECC defined efficiencies.

DESIGN CRITERIA

Outdoor Design Conditions

Winter DB – 20°F

Summer DB – 105°F

Summer WB – 78°F

Indoor Design Conditions

Summer DB – 72°F

Summer RH – 50% RH

Winter DB – 70°F

Indoor Noise Criteria

Classroom and Library Spaces NC – 25-30

Administrative Spaces NC – 30-35

College of the Mainland Standards and Design Guidelines

College of the Mainland is developing campus standards and design guidelines concurrently with this project. We will incorporate, follow and apply these requirements where applicable as they are shared with the design team.

WATER-SIDE SYSTEMS

Chilled and Hot Water Utilities

The new library/classroom building will utilize the existing chilled water and hot water utilities being generated by the central utility plant. The new building will connect directly into the central utility plant's 4 pipe chilled water and hot water loop serving the campus. The building will utilize tertiary pumps to draw from the existing loop and feed the new building to meet the cooling and heating demands.

Pumps

The chilled water and hot water systems serving the new library classroom building shall be provided with two pumps for each system. The two pumps for each system will be sized for 50% of the capacity so that if maintenance is required or a pump fails, the building will still be operation at half of the design capacity. Both chilled water and hot water systems will utilize a variable speed pumping scheme. Each pump will be equipped with high efficiency motors and be installed with VFDs as well to optimize performance while minimizing energy consumption. Pumps will be located inside the main mechanical room on the first floor.

Control Valves

Pressure independent control valves will be used to provide automatic flow regulation to maintain a constant flow of hot or chilled water regardless of system pressure changes. This type of valve, in conjunction with the variable speed pumping system, will maintain regulated flow through coils despite pressure changes in the system. This results in energy savings and reduced maintenance over unbalanced pressure dependent control valves (no rebalancing is ever required even if the system has equipment added or removed). In addition to energy savings on the pumping side, pressure independent control valves protect against low return water temperatures by maintaining the correct flow through coils. This in turn increases the efficiency of both the chiller and heating water boiler, resulting in lower energy bills.

AIR-SIDE SYSTEMS

Air Handling Units

This project will make use of central station air handling units (AHUs) throughout the building, each equipped with a supply fan and economizer (if required). The preheating coils (where required) shall use hot water, cooling coils shall use chilled water, and reheat coils (where required) shall use hot water. All filters, fans and motors associated with the AHUs will be accessible and fully integrated into the unit. The AHU cabinet shall have access points, service lights and integral power outlets for service. AHUs will be located in mechanical rooms adjacent to the spaces they are serving. It is anticipated that this building will require two central station AHUs per floor with additional dedicated AHUs for the auditorium, administrative areas and any other areas that are expected to require use outside of normal operating hours. Air handlers shall be located in mechanical rooms on exterior walls and will draw their ventilation air in through louvers on the exterior walls. Relief air shall discharge through adjacent louvers on the same exterior walls.

Terminal Units

Air handling units serving multiple zones will be provided with series fan powered terminal units equipped with hot water reheat coils. Each terminal unit will be thermostatically controlled from within the zone that is being served.

Humidification/Dehumidification

If required by the physical media in the library, or areas where sensitive physical media will be stored, dedicated humidification/dehumidification unit(s) shall be provided to ensure that those areas are within acceptable humidity levels.

Unit Heaters

Electric unit heaters shall be located in mechanical equipment spaces, such as rooms that contain hydronic pumps or fire pumps, to provide freeze protection.

Exhaust Fans

Energy-efficient exhaust fans shall be installed where exhaust is required and shall be provided with electronically commutated (EC) motors. Exhaust fans shall be controlled via time schedules through the building management system (BMS) to ensure proper operation during occupied hours. Exhaust fans will be located on the roof above the spaces they are serving.

Ductwork

Ductwork, where visible to view, shall be double wall spiral ductwork or double wall flat oval ductwork. All other concealed ductwork will be externally wrapped rectangular duct.

CONTROLS

All mechanical systems will be fully integrated into the campus' existing digital BMS. This system shall control and monitor all of the HVAC systems associated with this facility including AHUs, exhaust fans, unit heaters, terminal units and pumps. Any local HVAC control panels will be located in mechanical rooms and will be integrated back into the campus' BMS.

8.4 Electrical Design

Voltage:

480Y/277V, 3 phase, 4 wire, Gnd
208Y/120V, 3 phase, 4 wire, Gnd

Estimated Building Loads (VA per Square Foot)

Electrical loads will comply with IECC 2015 and National Electrical Code 2014.

Branch Circuit Load Calculations

Lighting -	Actual installed VA
Receptacles -	180 VA per outlet for non-dedicated outlets
Special Outlets -	Actual installed VA of equipment served
Motors -	Actual motor VA

Panelboard Demand Factors

Lighting -	125% of total VA
Receptacles -	100% of first 10 KVA plus 50% of all over 10 KVA
Motors -	125% of VA of largest motor plus 100% of VA of all other motors

Minimum Bus Sizes

480Y/277V General Panels 100A
208Y/120V General Panels 100A

Design Lighting Levels, Average Maintained Foot-candles

Office:	30 - 50 Indirect
Corridor/Public Spaces	10 - 30 (depending on space and programming)
Storage:	5 - 20
Restrooms:	20 - 30
Classrooms:	30 - 50 Indirect
Auditoriums:	20 - 30 Direct/Indirect
Library stacks	20 - 40
Library study areas:	30 - 50

Power Distribution

The existing main 3000A 480Y/277V main-tie-main switchgear at the central utility plant, CUP, is currently served by a single utility transformer. Design will include the addition of a second main utility transformer for redundancy. The 3000A switchgear has sufficient electrical capacity to serve the new Library and Classroom Building, LCB. A redundant feed from the main switchgear shall serve a new 1600A 480Y/277V main-tie-main switchgear that shall be installed in the main electrical room.

Normal Power

A new 1600A, 480Y/277V switchgear shall serve 480Y/277V distribution panels, lighting branch panels, 480-208Y/120V step-down transformers and associated 208Y/120V distribution/branch panels. Distribution and branch panels shall be in satellite electrical rooms on each floor. Some mechanical equipment that does not require emergency power shall be served from the main 1600A distribution panel. Life safety and optional stand-by emergency automatic transfer switches, ATS, shall be served by the main 1600A switchgear.

Emergency Service

A new 500 KVA, weather enclosed, sound attenuating, natural gas generator shall serve the LCB. The new generator shall be located alongside the existing generators at the CUP, serving other campus buildings. The generator shall serve a 600A, 480Y/277V emergency distribution panel. This emergency panel shall serve separate life safety and optional stand-by emergency ATS's with associated distribution panels for each.

The life safety distribution shall serve egress lighting, fire alarm systems and the required Teledata systems.

The optional stand-by distribution panel shall serve any additional emergency lighting, testing center, and Teledata systems not served under life safety and any other optional loads.

Branch panels shall be served at 480Y/277V, or 480-208Y/120V step-down transformers and associated

208Y/120V branch panel as required.

Uninterrupted Power Supply, UPS

A 150KVA centralized UPS shall serve a 208Y/120V distribution panel. This is to serve testing center, data racks and other owner requested systems.

Grounding

An equipment grounding system will be provided consisting of a separate grounding conductor run with electrical feeders and branch circuits. An isolated ground system will not be provided unless requested by the Owner.

Dedicated neutrals will be provided for all branch circuits requiring a neutral.

A counterpoise loop composed of #4/0 bare CU conductor shall be installed continuously around the building perimeter with ground rods every 60 – 100 feet minimum and be connected to download conductors, building steel, and main grounding bus bar. Ground test wells shall be provided at 2 locations.

Lighting Control System

Local lighting controls utilizing occupancy sensors, dimmable override switches, switched plug controls and room controllers. Interior lighting will comply with the applicable energy code. It is understood that there is no central lighting control system.

Mechanical rooms will be provided with manual light switches.

Lighting Fixture Types

Final selection of light fixtures will be coordinated in the design process.

Exterior corridors will be provided with surface mounted, totally enclosed fixtures with gaskets. Mechanical, electrical, and communications equipment rooms will be provided with chain or pendant mounted, open industrial fixtures with wire guards.

Fixtures with LED or equivalent energy use shall be utilized.

Fixtures will be 4000K and have a minimum CRI of 80.

LED drivers will be dimmable.

Wiring Devices

Wiring devices consisting of general and special purpose receptacles will be provided as follows: All receptacles shall be tamper resistant spec grade.

Corridors will be provided with duplex receptacles at approximately 50 feet on center and not greater than 25 feet from the end of the corridor. Electrical circuits serving these receptacles shall serve no other load. Mechanical equipment spaces within the building will be provided with receptacles located within 25 feet of the equipment.

Mechanical equipment exterior to the building will be provided with GFCI weather resistant receptacles with weatherproof while in use covers located within 50 feet of the equipment.

Electrical equipment rooms will be provided with at least one duplex receptacle.

Receptacles located within 6 feet of a water source in any type of space will be of the GFCI interrupter type.

Janitor's closets will have minimum one receptacle.

Restrooms will be provided with one duplex GFCI receptacle.

Fire Alarm System

A new fully addressable fire alarm system with voice annunciation will be provided. Provide a new Main fire alarm panel that will function as the main fire command system panel for the building. The building fire alarm system will meet ADA and TDLR requirements for pull station and visual strobes.

Provide infrastructure for connectivity to existing buildings fire alarm systems. Provide a system with compatible communication between new and existing fire alarm systems, so that the new fire alarm system can receive alarm/trouble/supervisory signals from the existing fire alarm systems.

The fire alarm system will report its alarms, trouble, and supervisory signals to the first responders via an auto dialer.

8.5 Plumbing System Design

Site

A new Domestic Cold Water line will be provided to serve the new Library and Classroom Building. The new cold water service piping will be extended to the Civil Point of Connection on site.

A new 6" Sanitary sewer service pipe will be provided to serve the new Library and Classroom Building. The new sanitary service piping will be extended to the Civil Point of Connection on site.

Domestic Water Service

Provide a domestic cold water system to serve the new Library and Classroom Building. The domestic water system will be connected to the city water system and will connect to the civil point of connect @ 5'-0" from building. The system shall consist of all booster pumps, piping, valves and accessories to provide a complete working system. A new 2" Reduced Pressure Zone BFP will be provided for the Domestic Water service entrance.

Provide a new triplex booster pump system with variable frequency drives to boost the city pressure to meet the pressure requirements of the building.

Hot water for the facility will be provided by electric, storage type water heaters with associated all-bronze recirculation pump and thermostatic mixing assembly located within the janitor's closet of level one (1) and level three (3). The public lavatories will be provided with a point of connection, a thermostatic mixing valves to provide tempered water.

Domestic water piping shall be American made ASTM B88 Type "L" hard-drawn copper tubing with 95-5 non-lead solder joints on piping 3" and smaller. All horizontal water piping is to be insulated with fiberglass insulation and fitting covers.

Sanitary Waste System

Provide a sanitary waste system for the entire building. The sanitary sewer system will consist of all waste

pipng, vent piping and drains required to provide a complete system.

Above floor sanitary waste and vent, grease waste and vent, and storm drainage piping shall be ASTM A888/CISPI 301 domestic service weight cast iron with CISPI 310 stainless steel band and clamp type joints. Underfloor sanitary waste and storm drainage piping shall utilize hub-and-spigot type connections with compression gaskets equal to "Ty-seal".

Storm Water System

Provide a storm water system for the building. The storm water system shall consist of all piping, roof and overflow drains, cast iron downspout nozzles and accessories required to provide a complete storm water system. Roof areas shall be provided with both primary roof drains and overflow roof drains, complete with associated piping. Overflow roof drains shall be piped independently from the primary roof drains to approved points of termination near grade and shall terminate with screened downspout nozzles.

Plumbing Fixtures

Plumbing fixtures and trim shall be new, commercial grade, first line quality fixtures and trim equal to American Standard/Kohler commercial products as scheduled. Fixtures shall comply with ADA/TAS guidelines and shall be high efficiency type in consideration of water efficiency requirements. Lavatories shall be vitreous china, under-counter mounted. Lavatory faucets shall be hard-wired sensor operated. Water closets and urinals shall be vitreous china, wall-mounted, complete with carrier. Flush valves shall battery power sensor type equal to Sloan Royal Optima with true manual override. Mop basins shall be "molded stone" type equal to Stern-Williams, floor mounted. Office level Break Room sinks and Kitchen sinks, shall be 18 gauge stainless steel type equal to Elkay Lustertone. Electric Water Coolers shall be fully recessed, stainless steel, bi-level with water filter and bottle fillers.

Miscellaneous Equipment/ Allowances

Provide recessed, locking box type non-freeze wall hydrants to serve the ground floor perimeter of the building such that all portions of the perimeter are within 100 ft. hose length of a hose connection.

Provide fiberglass pipe insulation for domestic cold water, hot water, condensate drain, and horizontal storm drainage piping.

Provide overflow safety switch in the drain pan of A/C equipment.

Provide prefabricated bracing at the base of no-hub waste stacks and no-hub storm water downspouts equal to Hold-Rite #117 series fitting restraints.

8.6 Fire Suppression System Design

General Requirements

The information included in this Fire Suppression Design Development Narrative consists only of abbreviated outline specifications of the representative systems proposed for this project building. This Narrative is intended to complement the accompanying Mechanical, Plumbing and Electrical Narratives

and drawings. It is not the intent of this Narrative to be considered as a complete contract document.

The scope of work shall be to furnish and install all necessary equipment, material, and labor to accomplish the work indicated by the narrative and accompanying drawings.

All aspects of design, equipment, materials, and workmanship shall comply with the requirements of the applicable National Fire Protection Association (NFPA) standards including NFPA 13, NFPA 24, LEED requirements, and requirements of the Owner's Property Insurance Reviewing Authority. Requirements of all applicable local, county, state and national codes, specifications, ordinances, and specified industry standards shall also be met.

Fire Suppression System

Provide a new, hydraulically calculated wet bulk supply main, routed to the Fire Riser Room within the Library and Classroom Building. A new wet system riser assembly within the new sprinkler valve room to serve all areas of the new facility.

Provide a new end suction fire pump and jockey pump to boost the city pressure to the required sprinkler and hose valves pressure requirements.

Provide floor control valves in the agrees stairwell to serve each level of the facility. Provide hose valves at each stairwell and as required to maintain a 150 ft. hose lay requirement.

Where not otherwise specified in this narrative, sprinkler systems shall be hydraulically calculated in accordance with the design densities and hose stream allowances required by NFPA-13 or the Owner's Insurance Reviewing Authority, whichever are more stringent.

Fire Suppression Sprinklers

All sprinklers shall be listed, quick response type.

Sprinklers protecting areas with hard or gyp-board ceilings shall be concealed, pendent type with coverplate finish to match the ceiling and soffit color/finish.

Sprinklers protecting areas with lay-in acoustical ceiling tiles shall be white finish, fully recessed style with white sprinkler frame and white finish, recessed escutcheon. Standard bronze, upright sprinklers shall be provided for the unfinished areas.

Sprinklers shall be centered in the ceiling tiles and installed in alignment with lighting fixtures.

Fire Suppression Piping

Fire Suppression piping shall be listed for fire protection use and shall be rated for working pressures not less than the maximum pressure that can be developed.

Wet bulk main and wet sprinkler system piping shall not have pipe wall thickness less than that of schedule 10 pipe.

8.7 Technology Services Design

The information presented in this section is based on draft Audiovisual Technology standards provided by COM and discussions held with the COM's technology and Security team:

Audiovisual System:

- Classrooms:
 - High-definition projectors or high-resolution displays as appropriate for the space
 - Integrated sound systems for clear audio throughout the classroom.
 - Wired and Wireless connectivity for various audio and visual sources (laptops, tablets, etc.).
 - Video conferencing capabilities for remote learning and collaboration.
 - Lecture Capture capabilities
 - Capability for screen sharing and real-time collaboration.
 - Document cameras to facilitate real-time display of physical documents, textbooks, and objects.
- Labs:
 - High-definition projectors or high-resolution displays as appropriate for the space
 - Integrated sound systems for clear audio throughout the Labs.
 - Wired and Wireless connectivity for various audio and visual sources (laptops, tablets, etc.).
 - Video conferencing capabilities for remote learning and collaboration.
 - Lecture Capture capabilities
 - Capability for screen sharing and real-time collaboration.
 - Instructional demonstrations capabilities
 - Document cameras to facilitate real-time display of physical documents, textbooks, and objects.
- Meeting Rooms:
 - Audio conferencing systems for effective communication.
 - High-quality displays for presentations and discussions.
 - Wireless connectivity for seamless content sharing.
 - Video conferencing capabilities for remote participants.
 - Interactive capabilities for collaborative meetings.
- Group Study Rooms:
 - Display systems for sharing study materials and information.
 - Audio capabilities for discussions and presentations.
 - Wireless connectivity for easy content sharing and collaboration.
 - Capacity to integrate with personal devices for seamless interaction.
- Lecture Hall:
 - High-definition, large-scale projection systems for enhanced visibility.
 - Distributed audio system to ensure clear sound throughout the lecture hall.
 - Wireless Microphone System
 - Assistive Listening System
 - Video recording capabilities for lectures and presentations.
 - Presenter Tracking Camera System
 - Stage Lighting (If required)
 - Accessibility features for inclusivity.
- Library:
 - Digital displays for announcements, event promotions, and showcasing digital resources.
 - Quiet Study Zones equipped with individual audio stations for listening to educational audio materials like language lessons, lectures, or audiobooks.
 - Audio Zones for Listening Practice. Dedicated areas for language learning or listening practice with audio materials and language learning software.

Structured Cabling System:

A robust structured cabling network supporting high-speed data, voice, and video transmission. The structured Cabling System will include Pathways and Spaces, Telecommunication Rooms, and Structured Cabling throughout the building.

The Structured Cabling System will support all communications needs for computer networks, voice, data, video, wireless and building systems such as Access Control, CCTV, DAS etc.

Adequate data points will be provided to cater to the number of users and devices in each space.

Redundancy and failover provisions to ensure uninterrupted connectivity.

Proper cable management for ease of maintenance and future expansions.

Security System:

Access control systems for authorized entry and monitoring. An Access Control system will provide card access at all entry and exit points and at certain interior points of the building or departmental perimeters or at any other area or space deemed a priority by the College's Security Standards.

Surveillance cameras for monitoring and ensuring a safe environment. Fully integrated security cameras will monitor all entrances and exits of the building. The IP based Pan/tilt/zoom (PTZ) cameras may be manually controlled as well having the capability of preprogrammed patrols to view large areas. Additional fixed cameras may also be used.

Interior cameras will be provided in corridors, entrances/exits and any other spaces requested by the college.

Exterior cameras will be provided at every entrance and parking lots and closely coordinated with campus security.

Emergency notification and alert systems for timely responses.

Integration with the campus-wide security infrastructure for a centralized monitoring and response system.

8.8 Finishes

Flooring will consist of:

- Terrazzo floors for major public spaces and monumental stairs.
- Porcelain tile or polished concrete for hallway spaces.
- Carpet tile for classrooms, offices, and study/collaborative areas.
- Large format tile for bathrooms.
- Sealed concrete for all service rooms (including mechanical, electrical, and IDF) and janitors' closets.
- Rubber treads and landings for egress stairs.

Wall finishes will consist of:

- Accent wood or special acoustic cladding in auditorium.
- Accent paneling in major public spaces.
- Ceramic tile on wet walls in restrooms.
- Painted drywall for all remaining spaces.

Ceilings will consist of:

- Accent wood or other ceiling system in auditorium.
- Accent ceiling in major public spaces.
- No ceiling in service spaces (including mechanical, electrical, and IDF) and janitors' closets.
- Painted drywall in restrooms.
- Acoustic suspended ceiling tile in classroom and library spaces.
- 24"x24" suspended acoustic ceiling tile in all other spaces.

Additional special finish notes:

- Acoustic wall panels to be explored for auditorium.
- Monumental stairs to receive accent railing system (examples: glass railing system, perforated metal railing system).
- Egress stairs to receive metal picket railing.
- Restrooms to receive solid surface countertops with integral solid surface or undermount stainless steel sinks.
- Casework to be wood veneer.

8.9 Signage and Wayfinding

In crafting the building's layout and design, the interior signage and wayfinding strategy must seamlessly align with its architectural flow, ensuring intuitive navigation. Leveraging the recently unveiled Branding and Signage Guidelines from the College of the Mainland, our design team is poised to integrate these standards into both a coherent message schedule and a strategic location plan. This ensures adherence to both regulatory codes and campus norms. Furthermore, with an eye toward elevating the student journey, the team intends to introduce any pertinent signage and wayfinding solutions, all while maintaining design continuity to ensure a consistent communication experience throughout.

8.10 Environmental Graphics and Exhibits

In our design endeavors, we aim to seamlessly weave environmental graphics and exhibits experiences, enhancing the College of the Mainland's brand narratives. These visuals will not only mirror the institution's ethos but also represent the culture, community, and unique offerings the campus extends.

Our foremost objective is to cultivate an experience that harmoniously integrates with the interior architecture. Having studied the visual expressions dispersed throughout the campus and its renovated buildings, we are committed to infusing a comparable degree of finesse, refinement, and design into this building experience.

While the current project phase does not permit a detailed specification of environmental graphic integration points or exhibit experience opportunities, we anticipate activating spaces of community convergence, establishing landmarks that punctuate the student's (and visitors) journey. Moreover, we envision narrating tales that spotlight the college's rich history, the diverse communities it stands for, and the resonant success stories echoed by alumni and faculty. Such narratives will undoubtedly serve as a beacon of inspiration for both current and prospective students embarking on their academic journey at the College of the Mainland.

9 Estimated Cost of the Work

The following estimate is provided based on the design and assumptions previously outlined, escalated to the mid-point of construction. The scope of the work is targeting \$624/GSF (building and site) and the attached estimate includes recommended deducts to get the project to target.

Estimate exclusions and notes are listed on the next page.

The CMAR will be brought into the fold when hired to validate the estimate and work with the design team to identify and realize cost and time saving measures.

COM LCB
Cost Model Development
 11/03/23
 V05



	Area		\$/sf	Total	Building	Site
New Building	156,300	sf	543	\$ 84,931,795	\$ 84,931,795	
Sitework & Utilities				\$ 6,423,418		\$ 6,423,418
Subtotal	156,300	sf	584	\$ 91,355,213	\$ 84,931,795	\$ 6,423,418
Escalation - (Q2 2025)	10.5%			\$ 9,592,297	\$ 8,917,838	\$ 674,459
Total Future Cost	156,300	sf	646	\$100,947,510	\$ 93,849,633	\$ 7,097,877
Add Alternates						
Plaza Development				\$2M - \$7M	600	45
Add 5th Floor Shell - 30,000sf at				\$9.8M	\$/sf	\$/sf
Steel Structure vs Concrete Stru				TBD		
New Power Service ilo Dual CUF				\$0K		
Electrical Reheat - assumes new				-\$900K		
Remove Generator - Feed From				-\$300K		
AHU units every other floor - G5				-\$400k		
AHU units in PH - GSF constant				TBD		

This estimate includes all direct construction costs, general contractor’s overhead and profit and construction contingency. Cost escalation assumes substantial buyout Q3 2025.

Excluded from the estimate are: hazardous waste removal, loose furnishings and equipment, project contingency, architect’s and engineer’s fees, moving, administrative and financing costs.

Bidding conditions are expected to reflect one construction manager, open bidding for sub-contractors, open specifications for materials and manufacturers.

The above rates are order-of-magnitude (within 15% of later estimates based on detailed design information) for the purpose of program sizing and prioritization only.

COM LCB
 Cost Model Development
 11/03/23
 V05



Estimate Parameters		
Gross Floor Area	156,300	sf
Lowest Floor	40,000	sf
Upper Floor Structure	116,300	sf
Roof Area	48,000	sf
Soffit	8,000	sf
Skin Ratio	57%	

Summary	GFA	\$/sf	Total
Foundations	156,300 sf	16.5	\$ 2,582,145
Earthwork	156,300 sf	2.1	\$ 333,333
Lowest Floor Structure	156,300 sf	6.7	\$ 1,050,000
Upper Floor Structure	156,300 sf	48.9	\$ 7,638,300
Stairs/Miscellaneous	156,300 sf	7.0	\$ 1,088,300
Roof Structure	156,300 sf	11.7	\$ 1,831,800
Enclosure	156,300 sf	77.3	\$ 12,086,482
Projections	156,300 sf	9.4	\$ 1,463,527
Partition & Doors	156,300 sf	34.3	\$ 5,364,024
Finishes	156,300 sf	38.2	\$ 5,978,004
Fittings & Equipment	156,300 sf	29.5	\$ 4,606,237
Plumbing	156,300 sf	18.4	\$ 2,875,920
Fire Protection	156,300 sf	6.2	\$ 972,500
HVAC	156,300 sf	65.3	\$ 10,204,210
Electrical	156,300 sf	68.4	\$ 10,695,902
Markups	156,300 sf	81.4	\$ 12,722,577
Contingencies	156,300 sf	22.0	\$ 3,438,534
Total	156,300 sf	543.4	\$ 84,931,795

COM LCB
Cost Model Development
 11/03/23
 V05



Foundations	Ratio	Quantity	Rate	Total
auger cast piles - 48" 60' deep	400	2,793 cy	750.0	\$ 2,094,395
pier caps		100 no	2,000.0	\$ 200,000
perimeter grade beam		1,000 lf	165.0	\$ 165,000
grade beams - not required	20	0 lf	165.0	\$ -
perimeter drain		950 lf	45.0	\$ 42,750
dewatering - allow		0 ls	1.0	\$ -
miscellaneous foundations		40,000 sf	2.0	\$ 80,000
Subtotal		40,000 sf	64.6	\$ 2,582,145

Earthwork	Ratio	Quantity	Rate	Total
foundation/ over excavation	3	4,444 cy	11.0	\$ 48,889
working space excavation	25%	1,111 cy	11.0	\$ 12,222
backfill - select		5,556 cy	37.0	\$ 205,556
haul spoils		5,556 cy	12.0	\$ 66,667
ground improvement, soil retention		0 ls	1.0	\$ -
soil retention - soldier piles and lagging		0 sf	0.0	\$ -
Subtotal		40,000 sf	8.3	\$ 333,333

Lowest Floor Structure	Ratio	Quantity	Rate	Total
structured slab on grade		40,000 sf	15.0	\$ 600,000
tiered seating premium		100,000 ls	1.0	\$ 100,000
elevator pit		2 no	15,000.0	\$ 30,000
crane and hoist		40,000 sf	6.0	\$ 240,000
pits, pads, & detailing		40,000 sf	2.0	\$ 80,000
Subtotal		40,000 sf	26.3	\$ 1,050,000

Upper Floor Structure	Ratio	Quantity	Rate	Total
concrete upper floor structure		116,300 sf	55.0	\$ 6,396,500
brace frames		64 ton	8,500.0	\$ 544,000
crane and hoist		116,300 sf	6.0	\$ 697,800
Subtotal		116,300 sf	65.7	\$ 7,638,300

COM LCB
Cost Model Development
 11/03/23
 V05



Stairs/Miscellaneous	Ratio	Quantity	Rate	Total
feature / communicating stairs		2 ft	75,000.0	\$ 150,000
egress stairs - full height		16 ft	17,000.0	\$ 272,000
miscellaneous metals		60 ton	8,500.0	\$ 510,000
firesafing, sealing		156,300 lf	1.0	\$ 156,300
Subtotal		156,300 sf	7.0	\$ 1,088,300

Roof Structure	Ratio	Quantity	Rate	Total
steel roof - bar joist - 7psf		48,000 sf	32.2	\$ 1,543,800
crane and hoist		48,000 sf	6.0	\$ 288,000
Subtotal		48,000 sf	38.2	\$ 1,831,800

Enclosure	Ratio	Quantity	Rate	Total
basement walls		0 sf	0.0	\$ -
brick - stone detail		26,681 sf	35.0	\$ 933,818
metal panel		26,681 sf	55.0	\$ 1,467,428
backup (CFMF, sheathing, insulation, etc.)		53,361 sf	32.0	\$ 1,707,552
impact resistant premium		53,361 sf	15.0	\$ 800,415
curtain wall / aluminum storefront - hurricane		35,574 sf	155.0	\$ 5,513,970
entrances (glazed & hollow metal)		14 no	7,500.0	\$ 105,000
roofing w/underlayment		48,000 sf	28.0	\$ 1,344,000
parapet backs		4,550 sf	26.0	\$ 118,300
flashing & accessories		48,000 sf	2.0	\$ 96,000
Subtotal		156,300 sf	77.3	\$ 12,086,482

156,300

Projections	Ratio	Quantity	Rate	Total
soffit - metal panel, framing w/backup		8,000 sf	80.0	\$ 640,000
canopies		1,000 sf	150.0	\$ 150,000
roof terrace		1,000 sf	150.0	\$ 150,000
sunshades	10%	3,557 lf	105.0	\$ 373,527
exterior building signage		1 ls	50,000.0	\$ 50,000
miscellaneous building projections		100,000 ls	1.0	\$ 100,000
Subtotal		156,300 sf	9.4	\$ 1,463,527

COM LCB
Cost Model Development
 11/03/23
 V05



Partition & Doors	Ratio	Quantity	Rate	Total
typical partitions	0.90	140,670 sf	12.0	\$ 1,688,040
CMU - premium	10%	14,067 sf	11.0	\$ 154,737
glazed partitions - interior - premium	15%	21,101 sf	65.0	\$ 1,371,533
specialty doors - operable partitions, fire curtains, e		100,000 ls	1.0	\$ 100,000
guardrails - egress	90	1,440 lf	250.0	\$ 360,000
guardrails - specialty	150	500 lf	700.0	\$ 350,000
interior doors	350	447 no	3,000.0	\$ 1,339,714
Subtotal		156,300 sf	34.3	\$ 5,364,024

Finishes	Ratio	Quantity	Rate	Total
floor finishes - terrazzo ground floor , Polished to u	85%	132,855 sf	16.0	\$ 2,125,680
base	30%	39,857 lf	4.5	\$ 179,354
ceiling finishes		132,855 sf	10.0	\$ 1,328,550
specialty ceiling allowance -5%		6,643 sf	80.0	\$ 531,420
performance venue -allow - sails/acoustics, etc		250,000 ls	1.0	\$ 250,000
wall finishes		156,300 sf	10.0	\$ 1,563,000
Subtotal		156,300 sf	38.2	\$ 5,978,004

Fittings & Equipment	Ratio	Quantity	Rate	Total
casework, vanities, shelving, etc.	500	313 lf	800.0	\$ 250,080
toilet accessories		156,300 sf	1.5	\$ 234,450
window treatments - motorized	50%	17,787 sf	22.0	\$ 391,314
markerboards/visual displays		156,300 sf	2.0	\$ 312,600
performance rigging and hoisting - allowance		1 ls	250,000.0	\$ 250,000
wall protection		156,300 sf	0.5	\$ 78,150
code minimum signage		447 no	250.0	\$ 111,643
signage, wayfinding, graphics		156,300 sf	5.0	\$ 781,500
A/V - by owner FFE wiring only		156,300 sf	5.0	\$ 781,500
auditorium seating - allowance		290 no	1,000.0	\$ 290,000
elevator - 3500lbs, 350FPM		12 stp	60,000.0	\$ 720,000
elevator - 4500lb		5 stp	75,000.0	\$ 375,000
elevator cab finish - allow		2 cab	15,000.0	\$ 30,000
Subtotal		156,300 sf	29.5	\$ 4,606,237

COM LCB
Cost Model Development
 11/03/23
 V05



Plumbing	Ratio	Quantity	Rate	Total
plumbing equipment, booster, condensate collectio		156,300 sf	2.5	\$ 390,750
major fixtures	1000	156 no	2,000.0	\$ 312,600
minor fixtures	1000	156 no	900.0	\$ 140,670
pipng	80	25,008 lf	75.0	\$ 1,875,600
miscellaneous plumbing		156,300 sf	1.0	\$ 156,300
Subtotal		156,300 sf	18.4	\$ 2,875,920

Fire Protection	Ratio	Quantity	Rate	Total
fire pump		1 no	85,000.0	\$ 85,000
fire suppression - wet system		156,300 sf	5.0	\$ 781,500
dry/soffit system		8,000 sf	7.0	\$ 56,000
specialty systems allow		50,000 ls	1.0	\$ 50,000
Subtotal		156,300 sf	6.2	\$ 972,500

HVAC	Ratio	Quantity	Rate	Total
air handling units (8no)	1.0	156,300 cfm	16.0	\$ 2,500,800
fans	0.1	15,630 cfm	5.0	\$ 78,150
heating plant campus loop		100,000 ls	1.0	\$ 100,000
cooling plant campus loop		100,000 ls	1.0	\$ 100,000
Sheetmetal	1.0	156,300 lbs	14.0	\$ 2,188,200
Sheetmetal, SS	0.0	0 lbs	14.0	\$ -
insulation	0.5	78,150 sf	5.0	\$ 390,750
VAVs	750.0	208 no	2,000.0	\$ 416,800
diffusers, grilles, dampers, etc.		156,300 sf	2.5	\$ 390,750
fan coils and unit heaters		10 no	10,000.0	\$ 100,000
HVAC piping	110.0	22,924 lf	90.0	\$ 2,063,160
miscellaneous HVAC		156,300 sf	2.0	\$ 312,600
controls		156,300 sf	10.0	\$ 1,563,000
Subtotal		156,300 sf	65.3	\$ 10,204,210

COM LCB
Cost Model Development
 11/03/23
 V05



Electrical	Ratio	Quantity	Rate	Total
normal service & distribution - main tie main		1,600 A	750.0	\$ 1,200,000
emergency distribution - natural gas		500 kw	1,250.0	\$ 625,000
UPS - tbd		0 kva	1,000.0	\$ -
motor wiring		156,300 sf	3.5	\$ 547,050
lighting & local controls		156,300 sf	20.0	\$ 3,126,000
branch power	80	1,954 no	650.0	\$ 1,269,938
fire alarm - open specifications		156,300 sf	5.0	\$ 781,500
A/V infrastructure - performance at lecture		200,000 ls	1.0	\$ 200,000
performance power, wiring, dimmers, switches, etc		200,000 ls	1.0	\$ 200,000
tel/data - full system	140	1,116 no	1,200.0	\$ 1,339,714
security & access controls - cable and infrastructure		156,300 sf	3.0	\$ 468,900
ERRS & DAS - full		156,300 sf	1.5	\$ 234,450
lightning protection		156,300 sf	0.5	\$ 78,150
miscellaneous electrical / BIM/ Commission Assist		156,300 sf	2.5	\$ 390,750
temporary electrical		156,300 sf	1.5	\$ 234,450
Subtotal		156,300 sf	68.4	\$ 10,695,902

COM LCB
 Cost Model Development
 11/03/23
 V05



Subtotal - Direct Construction Cost	\$ 68,770,684
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Markups	Notes	% Directs	% Total	Total
General Conditions		6.0%		\$ 4,126,241
General Requirements		3.0%		\$ 2,063,121
Insurance & Bonds - no subguard		2.0%		\$ 1,375,414
Design Assist Fees		0.0%		\$ -
Overhead & Profit		4.5%		\$ 3,094,681
Contingencies	Notes	% Directs	% Total	Total
Estimating/Design Contingency		5.0%		\$ 3,438,534
Bidding Contingency		0.0%		
Escalation Contingency - see cover		0.0%		\$ -
CM Buyout Contingency		3.0%		\$ 2,063,121
Subtotal - Indirect Construction Cost		23.5%		\$ 16,161,111

	\$/sf	Total
CONSTRUCTION COST - TOTAL	543.4	\$ 84,931,795

COM LCB
 Cost Model Development
 11/03/23
 V05



Base Site Development				
	Quantity	Unit	Rate	\$
strip, prepare, erosion control, laydown, access	125,000	sf	3.0	\$ 375,000
grading and site fill - 2' average	9,259	cy	37.0	\$ 342,593
Escalation - (Q2 2025)				
retaining walls - 36"	1,000	lf	500.0	\$ 500,000
brick/stone to retaining walls	6,000	sf	35.0	\$ 210,000
paving - vehicular	35,000	sf	11.0	\$ 385,000
upgraded paving - allow - 25%	8,750	sf	20.0	\$ 175,000
lawn - sod	35,000	sf	1.1	\$ 38,500
planters & trees	22,000	sf	10.0	\$ 220,000
top soil - 6"	1,056	cy	55.0	\$ 58,056
irrigation	57,000	sf	2.0	\$ 114,000
improvements - rails/steps/trellis/bike racks/benches	92,000	sf	2.0	\$ 184,000
outdoor terraces - allowance	2	no	150,000.0	\$ 300,000
site lighting, power, data, security	92,000	sf	4.0	\$ 368,000
equipment and dumpster yard	1,000	sf	250.0	\$ 250,000
overhead, profit, contingency			0.2	\$ 827,235
TOTAL CONSTRUCTION COST	125,000		34.8	\$ 4,347,383

COM LCB
 Cost Model Development
 11/03/23
 V05



Utilities				
	Quantity		\$/SF	\$
water/fire/sanitary - cast iron 100lf each	300	lf	125.0	\$ 37,500
storm - detention not required	92,000	sf	3.0	\$ 276,000
thermals - hw x 2 , chw x 2 - 100lf each	400	lf	600.0	\$ 240,000
gas	100	lf	100.0	\$ 10,000
electrical - emergency and normal x 2	600	lf	1,000.0	\$ 600,000
transformer x 1 and switch	0	no	175,000.0	\$ -
modifications and demo at CUP	100,000	ls	1.0	\$ 100,000
data	150	lf	400.0	\$ 60,000
incoming fiber	500	lf	100.0	\$ 50,000
connections	13	no	12,500.0	\$ 162,500
manholes	2	no	15,000.0	\$ 30,000
meter/bfp	1	no	15,000.0	\$ 15,000
vaults	0	no	0.0	\$ -
misc. utilities and work to adjacent	1	ls	100,000.0	\$ 100,000
overhead, profit, contingency			23.5%	\$ 395,035
TOTAL CONSTRUCTION COST				\$ 2,076,035

\$ 6,423,418

10 Laws, Codes and Regulations Applicable to the Project

Building Code	2015 International Building Code (IBC), with City Amendments
Life Safety	2012 Edition of NFPA 101, Life Safety Code (LSC)
Fire Safety Code	2015 International Fire Code (IFC), with City Amendments
Fire Prevention Code	City Ordinance # 15-43 Chapter 96 – Fire Prevention and Protection
Plumbing Code	2015 International Plumbing Code (IPC), with City Amendments
Electrical Code	2014 National Electrical Code (NEC), with City Amendments
Mechanical Code	2015 International Mechanical Code (IMC), with City Amendments
Energy Code	2015 International Energy Conservation Code (IECC), with City Amendments
Accessibility	2012 Texas Accessibility Standards (TAS)
Other	Texas City Use and Urban Development Ordinance

[End of Document]



**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: November 10, 2023

Re. Library Classroom Building project
Request approval to proceed from Programming to Schematic Design

LAN and Cannon Design are requesting COM approval to accept the Program of Requirements document and proceed to the Schematic Design phase of the Library Classroom Building project.

The concept of combining the Library Classroom Building and future Academic Classroom Building was presented to the COM Bond Steering Committee on October 9, 2023 and was then presented to the COM Board of Trustees on October 23, 2023, where it was recommended for approval. Approval was given to combine the two projects; approval was also given to using the 'majority' of the available funds from the Academic Classroom Building, reserving what is needed for approved Infrastructure projects, for the combined building. The proposed budget and schedule adjustments were approved at a Bond Steering Committee meeting held on 11/6/2023 and will be an informational item to the December 10, 2023 Board of Trustees meeting.

Approval to proceed to the next phase of design indicates an understanding and formal agreement that the project has been reviewed by the representatives and are in mutual agreement that the information contained in the referenced exhibits noted below complies with the general intent and requirements of this project.

Project Information for Combined Building (11/2023):

Construction cost (Cost of Work plus CMAR):	\$ 99,546,407
Area (GSF):	156,300 GSF

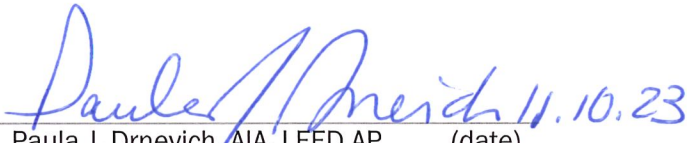
Referenced exhibits:

1. Program of Requirement document – LCB, November 10, 2023
2. Library Classroom Building, Nov. 6 Cost and Schedule Presentation
3. Agenda for Regular Board Meeting, October 23, 2023

1 Program of Requirements Certification and Sign Off

Recommended by:

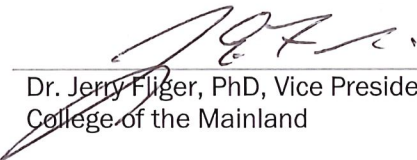

Michael Corb, CannonDesign 11.10.23
(date)



Paula J. Drnevich, AIA, LEED AP 11.10.23
LAN, Program Manager (date)

Approved by:

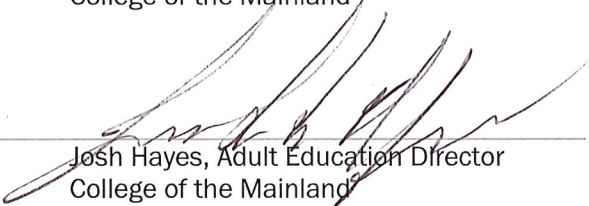

Dr. Warren Nichols, President 11-10-23
College of the Mainland (date)

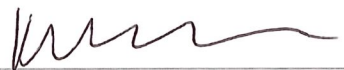
Reviewed by:


Dr. Jerry Fliger, PhD, Vice President for Instruction
College of the Mainland


Rocky Barney, PhD, Dean of Instruction
College of the Mainland


Dr. Brian Anderson, Humanities Department Chair
College of the Mainland


Josh Hayes, Adult Education Director
College of the Mainland


Kathryn Park, Library Director
College of the Mainland


Bo Bacon, Director of Facility Services
College of the Mainland



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 11, 2023
Subject: Recommendation – AAS Nursing Program Coordinator (Replacement)

Presented for recommended approval to the Board of Trustees on December 11, 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 Rachel Fano to the position of AAS Nursing Program Coordinator, Nursing Department.”

PURPOSE

The Associate of Applied Science Degree in Nursing Program Coordinator job responsibilities are described below. The Associate of Applied Science Degree in Nursing Program Coordinator is assigned a range of administrative/coordinating responsibilities to assist the nurse administrator in the fulfillment of the goals of the Associate of Applied Science Degree in Nursing Program and achieve the program's end-of-program student learning outcomes and program outcomes.

BACKGROUND

This is a replacement position for Ryan Bullock.

IMPLICATIONS

Financial: \$88,418 from budget 11-0-0000-3104-5100.

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: December 11, 2023
Subject: Recommendation – Associate Dean of Student Services (New)

Presented for recommended approval to the Board of Trustees on December 11, 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 Deborah Fregia to the position of Associate Dean of Student Services, Student Services Division.”

PURPOSE

Responsible for the development of innovative strategies and high impact practices to increase student success outcomes; support the College behavioral intervention and threat assessment team function; coordinate holistic wrap around services for students in need of assistance with food and housing insecurity, or in accessing community resources and mental health services; identify and develop funding sources to support existing and future programming as well as collaborate with the grants office to write and submit grant proposals to federal, state, and private funding agencies; analyze data and generate reports that can be utilized in decision making for College; and engage in project management for special projects, programs or services.

BACKGROUND

This new position was board approved in the 2023-2024 budget.

IMPLICATIONS

Financial: \$99,705 from budget 11-0-0000-5150-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 11, 2023
Subject: Recommendation – EMS Clinical Coordinator & Faculty (Replacement)

Presented for recommended approval to the Board of Trustees on December 11, 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 Karl Moore to the position of EMS Clinical Coordinator & Faculty, Emergency Medical Services Department.”

PURPOSE

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

BACKGROUND

This is a replacement position for Doug Chappell.

IMPLICATIONS

Financial: \$67,720 from budget 11-0-0000-1306-5100.

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: December 11, 2023
Subject: New position request (Administrative Assistant IV)

Presented for recommended approval to the Board of Trustees on December 11, 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 Administrative Assistant IV position in the Marketing & Public Affairs Department."

PURPOSE

Provides a variety of administrative support duties in relation to the Marketing & Public Affairs Department.

BACKGROUND

This is a new position request. We are requesting an additional \$4,521 to cover the cost of the new position. We were able to absorb most of the cost by the restructuring of other positions. This position will not exceed the midpoint of \$50,101 once filled.

IMPLICATIONS

Financial: \$4,521 from budget 11-0-0000-5146-5160.

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

ATTACHMENTS

1. Job description



Job Title: Administrative Assistant IV

Wage/Hour Status: Non-Exempt

Reports to: Executive Director of Marketing & Public Affairs

Grade: 191

Department: Marketing & Public Affairs

Date Revised: 11/2023

CLASS SUMMARY:

Provides a variety of administrative support duties in relation to the Marketing & Public Affairs Department.

DUTIES AND RESPONSIBILITIES:

- Performs specialized administrative support work related to planning, organizing, and coordinating program activities, including but not limited to receiving visitors and managing phone calls
- Enters, edits, and retrieves data and prepares periodic or special reports using Word, Excel, and PowerPoint
- Serves as liaison between students, staff, the community and the College in relation to the department and its activities
- Arranges meetings by notifying attendees, reserving rooms and making lodging and/or meal arrangements.
- Assists department staff in accounting for department funds, performance standards, etc.
- Performs such office support activities as opening and distributing mail, processing outgoing mail, and preparing requisitions
- Perform specialized administrative support to the Executive Director/department, including processing purchase orders, budget preparations, maintenance work orders, maintain office supply inventory and equipment
- Assisting the office by providing daily administrative support
- Assist with the development and management of the department schedule
- Assisting with program outreach activities
- Managing department files
- Maintains confidentiality and security of information regarding contracts, time sheets, Personnel Action Forms, personnel files, student information and communication
- Performs other duties of a similar nature or level

QUALIFICATIONS:

Minimum of forty-five (45) college credit hours. Twenty-three (23) of the required forty-five (45) credit hours may be substituted with one and one-half (1-1/2) years directly related work experience. If work experience is used as a substitute for minimal educational requirement, then, it cannot also be used to qualify for minimum work experience. Minimum work experience required for the position is stated within each job description.

Three (3) years' experience in providing administrative support to multiple programs.

Preferred: Associates degree and Four (4) or more years' experience in providing administrative support in an educational setting.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in use of MS Outlook, Word, Excel, PowerPoint
- Complex or technical office practices and procedures, including ability to type, attention to detail with strong sense of urgency and time management
- Self-motivated with strong communication and interpersonal skills
- Demonstrated ability to prioritize tasks and coordinate multiple projects
- Work requires use of initiative and judgment
- Excellent proofreading and grammatical skills
- Compiling and summarizing information and preparing periodic or special reports
- Organizing own work, setting priorities and meeting critical deadlines
- Maintain regular, prompt and reliable attendance
- Strong communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, sufficient to exchange or convey information and to receive work direction

PREFERRED SKILLS:

Advanced skills in use of MS Outlook, Word, Excel, PowerPoint

WORKING CONDITIONS AND PHYSICAL EFFORT:

Positions in this class typically require stooping, crouching, reaching, standing, walking, fingering, talking, hearing, seeing and repetitive motions

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 11, 2023
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on December 11, 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:

Administrative Assistant III - \$43,856 from budget 11-0-0000-3104-5160

Administrative Assistant III - \$45,546 from budget 11-0-0000-1401-5160

Laboratory Assistant II – Science - \$40,081 from budget 11-0-0000-1120-5160

Administrative Assistant IV - \$44,345 from budget 11-0-0000-3101-5160

Senior Research Analyst (Grant Funded) - \$72,269 from budget 32-0-5214-4199-5140

STEM Success Coach - \$59,726 from budget 32-0-5185-4199-5140–75% & 11-0-0000-3109-5140-25%

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	Administrative Assistant III	Nursing	Provides a variety of administrative support duties in relation to a designated program in an assigned area.	New Position (funding from vacant 9 month nursing faculty position)	Maria Garza	\$43,856	\$36,437 - \$45,546 - \$54,656
2	Administrative Assistant III	Adult Education	Provides varied secretarial and office administrative assistance to the Adult Education department and associated professional staff.	Replacing Jennifer McManus	Margarita Wyssbrod	\$45,546	\$36,437 - \$45,546 - \$54,656
3	Laboratory Assistant II - Science	Science & Engineering	The Laboratory Assistant II reports to the Science Department Chair, as well as the Science Department Faculty and is responsible for supervising the science laboratories to ensure that faculty have the materials and equipment necessary to meet the laboratory competencies of their courses in a safe, clean, and neat environment.	Replacing Rachel Martinez	Carrie Cobb	\$40,081	\$40,081 - \$50,101 - \$60,121
4	Administrative Assistant IV	Humanities	Provides a variety of administrative support duties in relation to the Humanities Department, including English, Speech Communication, Humanities, Philosophy, and Modern Languages.	Replacing Rhonda Shiflet	Valerie Pieper	\$44,345	\$40,081 - \$50,101 - \$60,121
5	Senior Research Analyst (Grant Funded)	Office of Planning, Effectiveness, Analytics & Research	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	Dr. Kenyatha Loftis	\$72,269	\$53,532 - \$72,269 - \$91,006
6	STEM Success Coach	Dean of Instruction - STEM, Arts & Humanities	STEM Success Coach will work closely with College of the Mainland students and faculty toward growing enrollment and student success in the STEM fields. The successful candidate will develop community and industry partners, assist STEM students in the selection of coursework and academic programs to empower long-term career planning and goals, provide support in assessing student needs and abilities, stay current in the STEM educational landscape, organize and facilitate summer bridge and engagement opportunities, and serve as an effective liaison between students, faculty and the community.	Replacement of Lauren Nolte	Lorena Clamont	\$59,726	\$47,781 - \$59,726 - \$71,672
7							
8							



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 11, 2023
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of contract 24-10 for SimCapture Course Management & Evaluation Hardware & Software

FUNDING SOURCE:

Nursing Innovation Grant Program (NIGP)

PURPOSE

To provide a turnkey course management and evaluation solution in support of Nursing students and staff.

PROPOSED MOTION:

“I move the Board of Trustees approve award of contract 24-10 to Laerdal in an amount not-to-exceed \$176,037.15 for a turnkey Course Management & Evaluation tool to be paid with Grant funds.”

BACKGROUND:

The standard hardware and software tools currently used by the Nursing program are various simulation programs provided by Laerdal as the sole source manufacturer. The subject purchase of additional course management and evaluation tools must be compatible with the current tools used by the Nursing program. The cost for Year 1 of the hardware and software implementation is \$150,848.93. The cost for Year 2 is \$25,188.24 to renew the annual subscription for an additional year for a total contract cost of \$176,037.15. Laerdal can provide educational discounts in accordance with the Buyboard cooperative contract. Therefore, this purchase is considered a sole source purchase as the tools needed serves as a captive component to existing hardware/software components used by the college Nursing program and is also considered competitive based on the Buyboard cooperative discount offered in accordance with Government Code 44.031. It is the recommendation of the Administration to award the subject contract for a total not-to-exceed amount of \$176,037.15.

Attachments:

Laerdal Proposal

Req # 0017316



Laerdal Medical Corporation
167 Myers Corners Road
Wappingers Falls, NY 12590
Phone Order To: 877-LAERDAL
Fax Order To: (800) 227-1143
Email: customerservice@laerdal.com

Client Executive
Jeff Taylor
jeff.taylor@laerdal.com

Simcapture Sales Specialist
Matthew Kosemund
(845) 803-3769
matthew.kosemund@laerdal.com

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 8/22/2023
ATTN: Dr. Debrah Bauer
Director of Nursing Programs
+1409-933-8908
dbauer3@com.edu

QUOTE NUMBER: Q-750207
CREDIT TERMS: 30 days
EXPIRATION DATE: 12/20/2023

BILL TO: 00107204
COLLEGE OF THE MAINLAND
Accounts Payable
1200 Amburn Rd
Texas City TX 77591-2499

SHIP TO
Debrah Bauer
1200 N Amburn Rd
Texas City TX 77591-2435

BuyBoard Contract 704-23 Applied

SimCapture Software - Year 1

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
4	227-10950	SimCapture Enterprise Cloud Annual Subscription Includes: SimCapture Node with warranty and support, Cloud based storage and access, software support and maintenance, and SimCapture Mobile App. Internet access required for operation.	12	\$6,699.00	\$6,297.06	\$25,188.24
4	227-83150E	SimCapture Enterprise Cloud Installation Includes installation of Node end points, configuration of networked SimCapture devices, integration with installed audio and video components, LLEAP integration, integration with our cloud provider, end to end system testing, and control room demonstration.		\$1,609.75	\$1,080.77	\$4,323.06
1	227-VT1015SC-EC	Utilizing SimCapture Enterprise Cloud Admin Setup This 2-hour course is on the understanding of Configuration, Users and Security, and Recording and Sessions that are available to an organization. This course is intended for System Administrators or those responsible for system set-up and administration.		\$1,099.00	\$1,033.06	\$1,033.06

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	227-VT2025SC-EC	Utilizing SimCapture Enterprise Cloud Features & Functions Upon completion of this training, participants should possess the skill necessary to operate the SimCapture system. This training is targeted toward Faculty and is focused on providing the tools necessary to support and advance their educational goals based on current operational abilities.		\$1,099.00	\$1,033.06	\$1,033.06
1	227-VT3025SC-EC	Utilizing SimCapture Enterprise Cloud Course & Evaluations Upon completion of this training, participants should possess the skill necessary to operate the SimCapture Enterprise system to request reservations, schedule reservations, and utilize the calendar and reporting functionality. This course is targeted toward the System Administrator and Faculty/Employees who will be responsible for the creation and delivery of supplemental educational material that enhances assessment of simulation-based learning.		\$1,099.00	\$1,033.06	\$1,033.06
1	227-VT4025SC-EC	Utilizing SimCapture Enterprise Cloud Calendar & Reporting Upon completion of this training, participants should possess the skill necessary to operate the SimCapture Enterprise system to request reservations, schedule reservations, and utilize the calendar and reporting functionality.		\$1,099.00	\$1,033.06	\$1,033.06
11	227-40850	HDMI to IP Encoder Pkg This package will include a HDMI Video Encoder that converts the video output of a device or computer into an IP stream for SimCapture to record.		\$400.00	\$328.06	\$3,608.66
SimCapture Software - Year 1 TOTAL:						\$37,252.20

AV Equipment & Installation

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	227-32450	Standard AV Package (PTZ) This package includes the installation of: (1) Pan/Tilt/Zoom (PTZ) Camera- (1) Overhead Microphone- (1) Ceiling Loudspeaker- (1) PoE+ Amplifier- (1) PoE Audio Module. This package requires Customer installation of (1) PoE+ and (2) PoE in the plenum space.		\$6,499.00	\$6,109.06	\$6,109.06
11	227-32650	Standard AV Package (PTZ/PTZ) This package includes the installation of: (2) PTZ Cameras- (1) Overhead Microphone- (1) Ceiling Loudspeaker- (1) PoE+ Amplifier- (1) PoE Audio Module. This package requires Customer installation of (1) PoE+ and (3) PoE in the plenum space.		\$9,899.00	\$9,305.06	\$102,355.66

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	227-20150	Software Paging License This site-wide license includes implementation of 2-way paging software on Customer Furnished PCs. Customer required to provide USB Headset for operation.		\$1,199.00	\$1,127.06	\$1,127.06
1	227-83025	SimCapture Site Survey When purchasing a SimCapture Turnkey solution a Laerdal representative is required to assess the customer's environment virtually or in-person to map out the device and networking needs. We will discuss all aspects and usage of your installation and requirements for your site.		\$3,149.00	\$2,960.06	\$2,960.06
AV Equipment & Installation TOTAL:						\$112,551.84

SimCapture Software - Year 2

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
4	227-10950	SimCapture Enterprise Cloud Annual Subscription Includes: SimCapture Node with warranty and support, Cloud based storage and access, software support and maintenance, and SimCapture Mobile App. Internet access required for operation. Year 2	12	\$6,699.00	\$6,297.06	\$25,188.24
SimCapture Software - Year 2 TOTAL:						\$25,188.24

ITEM TOTAL : \$174,992.28
 SHIPPING/HANDLING : \$1,044.87
 ADDITIONAL CHARGE/CREDIT : \$0.00
 TAX : \$0.00
TOTAL : \$176,037.15

There are various payment options; please see bottom of your quote for further clarification.
 Appropriate Sales Tax will be added to invoice – Pricing and Availability are subject to change
 Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow.

Lease term 24 months: USD 7,334.88 *
 Lease term 36 months: USD 4,889.92 *
 Lease term 48 months: USD 3,667.44 *

* Quoted payments do not include Interest, Taxes, Maintenance, Cancellation fees or Insurance. Quotes are subject to credit approval and may change without notice.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products
Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

Delivery of product to a specific location within your building, if requested is at an additional charge and not included in this quote

Training/Education:

Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include:

- Educational Pathway trainings will expire two (2) years from date of purchase. Five (5) or more Ed Path Training days will expire in five (5) years.
- Contracts/Technology Sustainment Program (TSP)
- Advanced Care & Maintenance Courses

CANCELLATION or RESCHEDULING of EDUCATIONAL or TECHNICAL SERVICES WILL RESULT IN CANCELLATION/RESCHEDULING FEES.

7 DAYS OR LESS: 100% of Course / Service Cost
8 DAYS to 2 WEEKS: 75% of Course / Service Cost
15 DAYS to 20 DAYS: 50% of Course / Service Cost
3 WEEKS or MORE: NO FEE

Customer will be required to submit a new PO to reschedule a cancelled course / service.

Confidential

Storage Purchase price includes cloud based storage and centralization hosted by Laerdal.

Payment SimCapture Cloud Service Subscription is invoiced in advance of annual SimCapture Cloud Service Start Date anniversary. AV Hardware and Project Implementation Services, if applicable, are purchased at the time of order.

Support Services SimCapture Cloud support and maintenance is included in the subscription price. Support and maintenance on SimCapture Cloud includes all software updates and new releases, phone and email support, and hardware support.

Support and maintenance on turnkey AV equipment, if applicable, is included through the first year in the purchase price. Subsequent years are optional and recommended, and billed at 5% of the turnkey AV equipment total.

Professional Services includes project management, assembly, shipping, installation, integration, training, and related travel expenses.

Certification of Final Project Budget

Applicant Institution: College of the Mainland	
Total NIGP Funding Requested for 24-month Period Ending 7/31/2025: \$ 195,002	
Year 1 Funding Request 8/1/2023 (or upon execution)-7/31/2024	Year 2 Funding Request 8/1/2024-7/31/2025
\$ 169,813	\$ 25,189

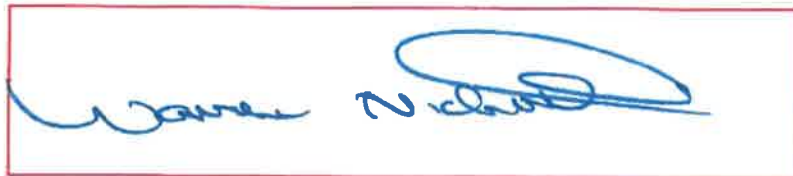
AUTHORIZED SIGNATURE AND CERTIFICATION OF NIGP FINAL PROJECT BUDGET

I understand that information in the Final Project Budget (revised from the Application Budget) and statements herein will be incorporated as an addendum to the NIGP grant application submitted by the institution. If funds are awarded, this Final Project Budget will be made a part of the grant award contract per Section 8.5 of the Request for Applications 29536 published by the Texas Higher Education Coordinating Board (THECB).


By submitting this document, I certify to the following:

- (1) am legally authorized to submit this application on behalf of the Applicant organization.
- (2) The statements herein are true, complete, and accurate to the best of my knowledge.
- (3) If funds are awarded, this organization fully accepts the terms and conditions described in the Request for Applications and accepts the obligation to comply with terms and conditions set by the Texas Higher Education Coordinating Board.

Signature of Individual Authorized to Submit Application with Date



**Notice of State Grant Award
to
College of the Mainland**

Grantee Name and Address: College of the Mainland 1200 N Amburn Rd Texas City, TX 77591-2435	Grant Title: Nursing & Allied Health-Nursing Innovation Grant Program
	Amount of Award: \$ 195,002.00
	Division: Academic and Health Affairs
	Term of Grant: Upon execution to July 31,2025 All allowable expenditures must be incurred by: July 31, 2025
	Payment Method: <ul style="list-style-type: none"> To enable expeditious project implementation by Grantee, a payment in the amount of 25% of the award will be made after contract execution, start of Grant Period, and THECB Approved Award Budget. Remaining awarded funding (75% of award) will be paid on a cost-reimbursement basis.
Authority: Texas Education Code, Title 3, Chapter 63, Subchapter C	
<p>The Texas Higher Education Coordinating Board's ("THECB") and the Grantee's (collectively, referred to as "the parties") execution of this Notice of Grant Award creates a legally binding agreement between the parties. The Program requirements (e.g., objectives, scope, budget, methodology) as stated in (1) the original Request for Application ("RFA") including any addenda issued, (2) addenda to the Grantee's Application (if any), and (3) Grantee's Application are incorporated into and made a part of this Notice of Grant Award for all purposes, supersede any prior or contemporaneous understandings between the parties pertaining to the subject matter herein whether oral or written, and collectively constitute the entire agreement between the parties. In the event of a conflict in the language contained in the incorporated documents, conflicts shall be resolved by reference to the language contained in the documents in the order listed above.</p> <p>Any changes in the approved Grant must follow THECB's amendment process as defined in the RFA. If not a strictly reimbursable award, any funds received by Grantee and not expended prior to the end of the grant term indicated above shall be returned to THECB within ninety (90) calendar days unless otherwise agreed by THECB and Grantee.</p> <p>Pre-award costs from August 1, 2023, to the beginning of the grant term are allowed.</p>	
Signed by THECB Official: David Troutman, Ph.D. <small>Digitally signed by David Troutman, Ph.D. Date: 2023.08.17 08:34:08 -05'00'</small>	Signed by Grantee Official: 
David R. Troutman, Ph.D. Deputy Commissioner Academic Affairs and Innovation	Warren Nichols President
Date: 8/17/23	Date: 8-16-23



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 29, 2023
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of Programming Report for the new Corporate & Continuing Education Center Project.

FUNDING SOURCE:

2023 Bond

PURPOSE

Approve the Programming Report for the new Corporate & Continuing Education Center Project, allowing Kirksey Architecture to proceed to the Schematic Design Phase.

PROPOSED MOTION:

“I move the Board of Trustees approve the Programming Report for the new Corporate & Continuing Education Center Project, as presented and attached.

BACKGROUND:

Kirksey Architecture began design for the new Corporate & Continuing Education Center on September 26, 2023. Kirksey presented the Programming Report to the 2023 Bond Steering Committee on November 27, 2023. LAN and the Bond Steering Committee recommend approval of the Programming Report so that Kirksey can proceed to the next phase of design, Schematic Design.

Attachments:

1. LAN Summary/Cover Letter
2. Programming Report Presentation

COLLEGE OF THE MAINLAND
NEW CORPORATE AND CONTINUING EDUCATION
BUILDING

Board Presentation - Programming
10 Dec 2023

PROJECT SNAPSHOT

COM CORPORATE & CONTINUING EDUCATION CENTER

TOTAL PROJECT COST: \$13.8 MILLION

CONSTRUCTION COST LIMITATION: \$10 MILLION

APPROX. 20,000 SF

MULTIPLE CLASSROOMS

LARGE MEETING ROOM

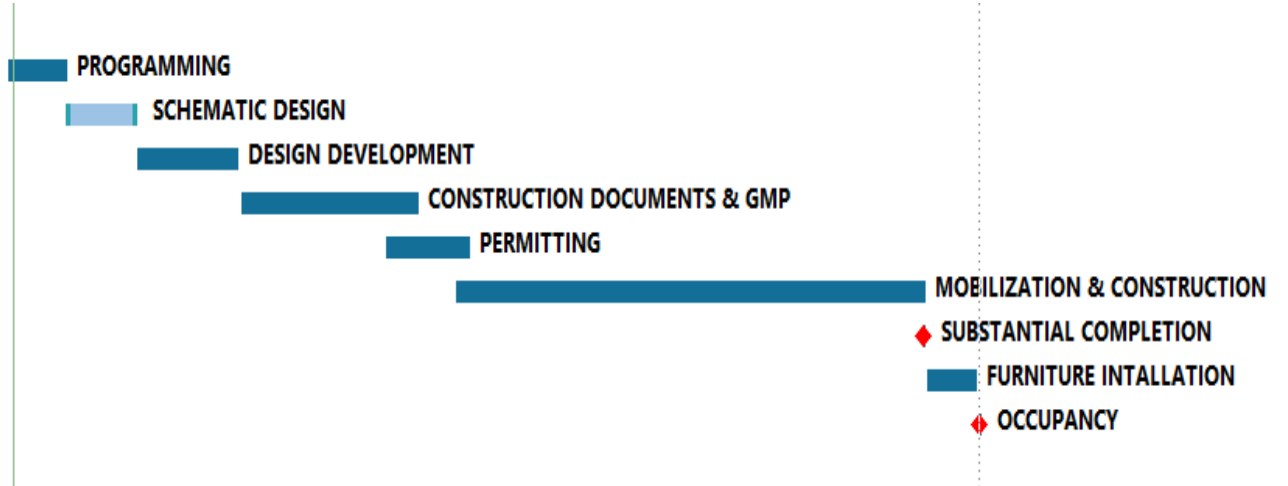
OFFICES & RECEPTION AREA

SUPPORT SPACES

BUILDING WILL SERVE OUTSIDE COMMUNITY (NON-STUDENTS): ALLOW INDEPENDENT ACCESS AND SEPARATION FROM MAIN CAMPUS CLASSROOM SPACES.

PROJECT SCHEDULE

PROGRAMMING	35 days	Mon 10/16/23	Fri 12/1/23
SCHEMATIC DESIGN	40 days	Mon 12/4/23	Fri 1/26/24
DESIGN DEVELOPMENT	60 days	Mon 1/29/24	Fri 4/19/24
CONSTRUCTION DOCUMENTS & GMP	105 days	Mon 4/22/24	Fri 9/13/24
PERMITTING	50 days	Mon 8/19/24	Fri 10/25/24
MOBILIZATION & CONSTRUCTION	13.75 months	Mon 10/14/24	Fri 10/31/25
SUBSTANTIAL COMPLETION	1 day	Fri 10/31/25	Fri 10/31/25
FURNITURE INTALLATION	30 days	Mon 11/3/25	Fri 12/12/25
OCCUPANCY	1 day	Mon 12/15/25	Mon 12/15/25



CAMPUS MAP



VISION AND GOALS:
WHAT WE LEARNED

Big Thoughts

People want to be there

Corporate Clients, High End

Complimentary exterior to adjacent building (PSC)

Do not recreate spaces that already exist on campus

Revenue stream for College

Simulations - Extended Reality / VR / AR

POSTCARD: fast-forward 5 years

Building should give credibility to the program. Looks like people know what they are doing.

Business vs industry: professional, high-tech, and business-minded

Elegant, high-end

WHAT SHOULD FIRST IMPRESSION BE?

Wow! Should impress people, potential clients and potential future students.

Don't see students sleeping on couches

Display of current programs: showcase opportunity (how to show what's happening inside)

Forward-facing

Big Thoughts – Program (approx. 20,000 sf)

Room for 150 people (flat floor)

Breakout Rooms / Classrooms

Pre-function Space

Catering Space

Vending

Simulation Space

Dry Lab

Computer Lab

Business Center

Administration Area

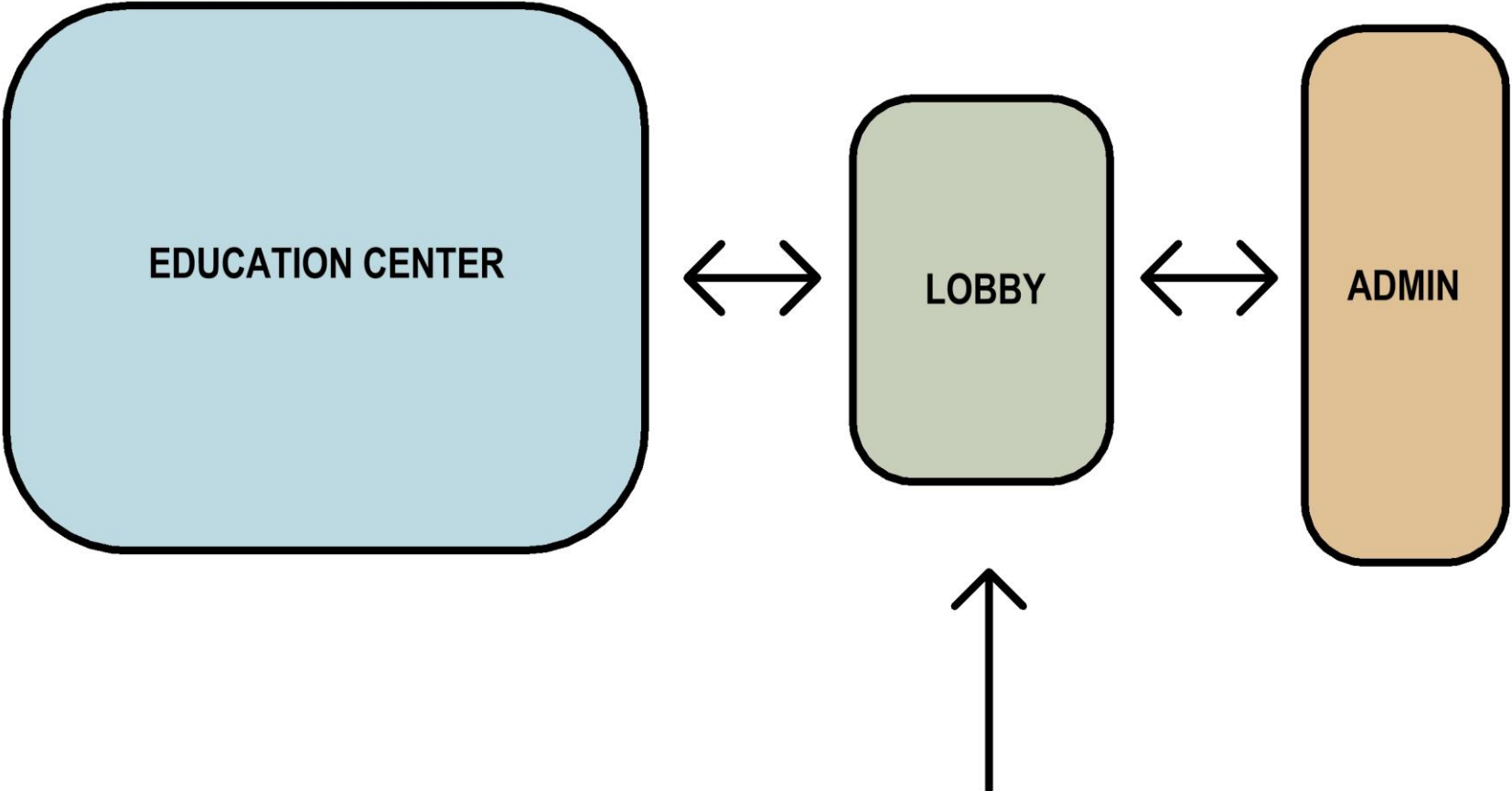
Storage

Education Center	SF / space	Quantity	Total SF	Remarks
Lobby / Pre-function	2000	1	2,000	
Large Meeting Room	3600	1	3,600	150 people @ 24sf/person, rectangular tables and chairs, dividable into 3 rooms
Dry Lab	900	1	900	
Computer Lab	900	1	900	
Simulation Center	900	1	900	confirm size and number
Business Center	200	1	200	
Catering Kitchen "The Café"	400	1	400	
Vending	100	1	100	
Table and Chair Storage	400	1	400	
Dry Lab Storage	200	1	200	
General Storage	200	3	600	
		<i>Subtotal</i>	10,200	
		<i>Total USF</i>	10,200	

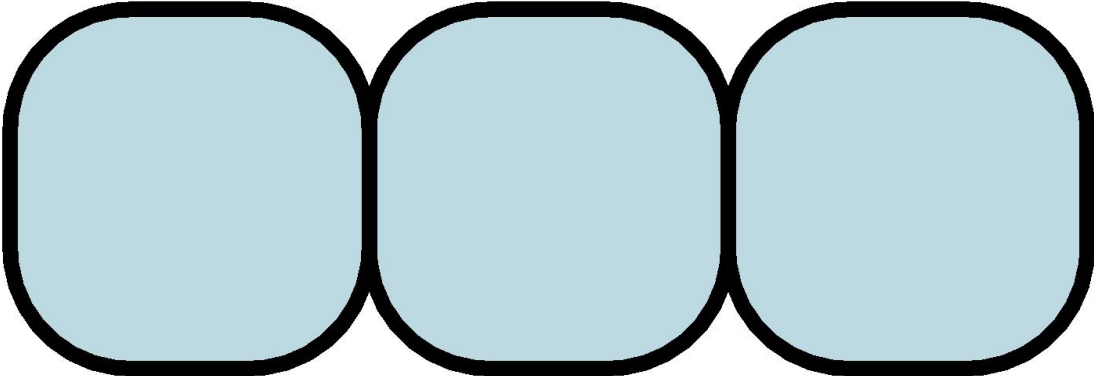
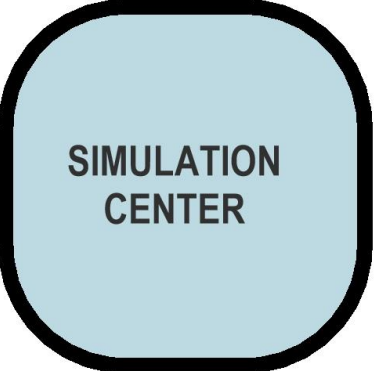
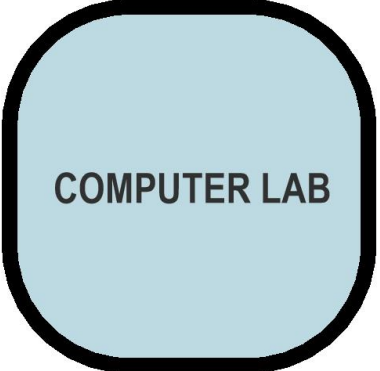
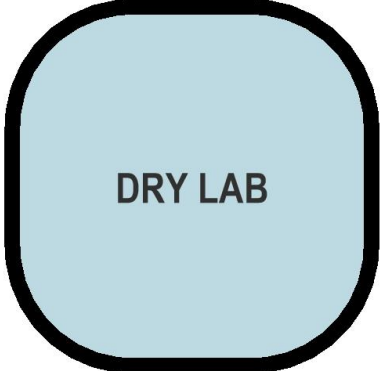
Administration	SF / space	Quantity	Total SF	Remarks
Offices	120	12	1,440	
Conference Room	200	1	200	8 people
Reception	150	1	150	
Student Worker Space	100	1	100	confirm reqs.
Storage	200	1	200	
Workroom	200	1	200	
		<i>Subtotal</i>	2,290	
		<i>Circulation (30%)</i>	687	
		<i>Total USF</i>	2,977	

	<i>Subtotal</i>		13,177
Building Efficiency	65%		7,095
	Total GSF		20,272

Building Diagram

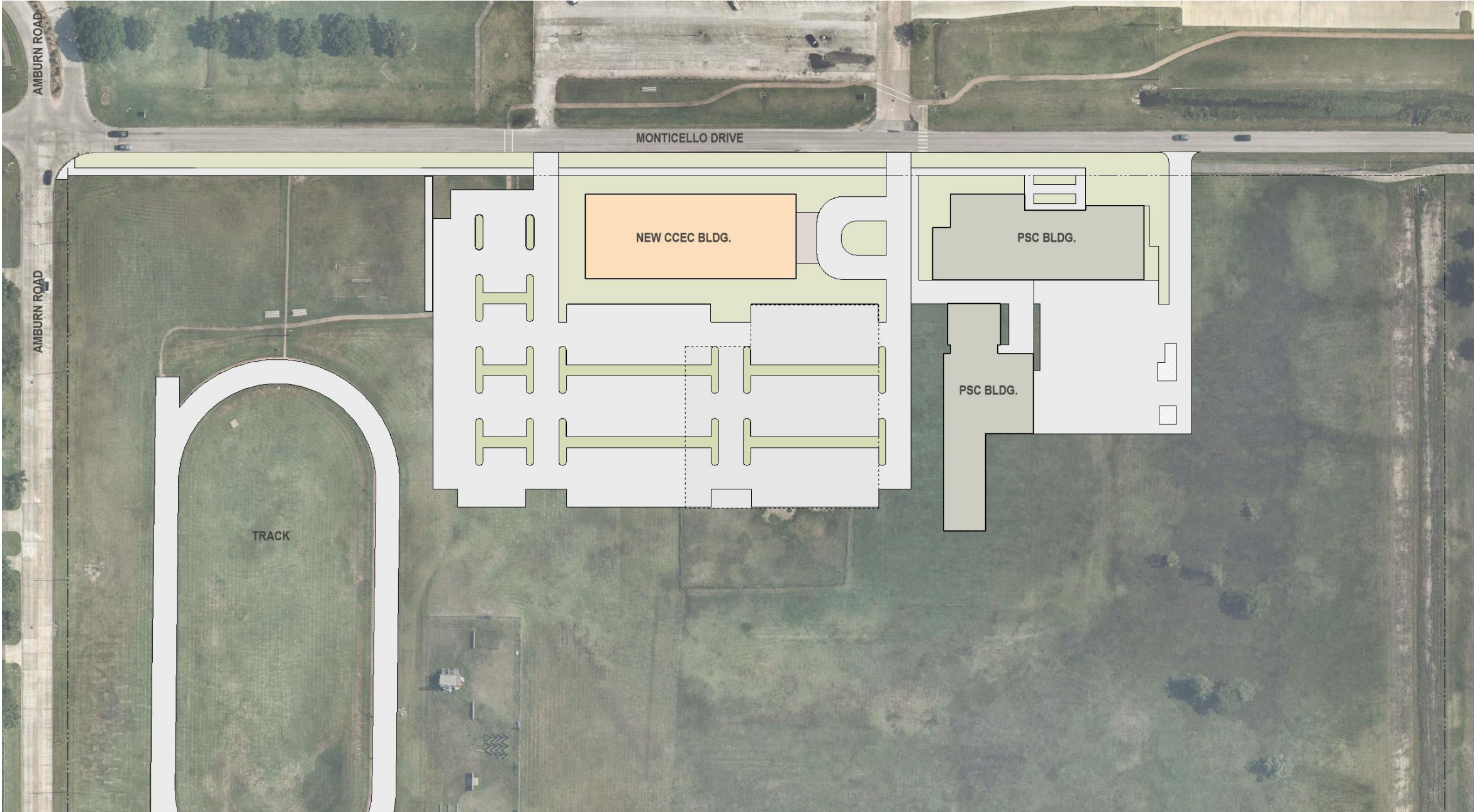


Education Center



LARGE MEETING RM

Site Study



THANK YOU



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

From: Lockwood, Andrews & Newnam (LAN)

Date: November 29, 2023

Re: Programming Approval for the new Corporate & Continuing Education Center Project

Kirksey Architecture began design on September 26, 2023. Programming was completed and presented to the 2023 Bond Steering Committee on November 27, 2023.

LAN has reviewed the Programming documents. Based on our review and feedback from the Steering Committee, LAN recommends COM approve the Programming Report, allowing Kirksey to proceed to Schematic Design.

CW Scheibe

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



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 30, 2023
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of Schematic Design for the new Public Safety Careers Center Project.

FUNDING SOURCE:

2023 Bond

PURPOSE

Approve the Schematic Design for the new Public Safety Careers Center Project, allowing RDLR Architects to proceed to the Design Development Phase.

PROPOSED MOTION:

“I move the Board of Trustees approve the Schematic Design for the new Public Safety Careers Center Project, as presented and attached.

BACKGROUND:

RDLR Architects began design for the new Public Safety Careers Center Project on August 8, 2023. RDLR presented the Schematic Design to the 2023 Bond Steering Committee on November 30, 2023. LAN and the Bond Steering Committee recommend approval of the Schematic Design so that RDLR can proceed to the next phase of design, Design Development.

Attachments:

1. LAN Summary/Cover Letter
2. Schematic Design Presentation



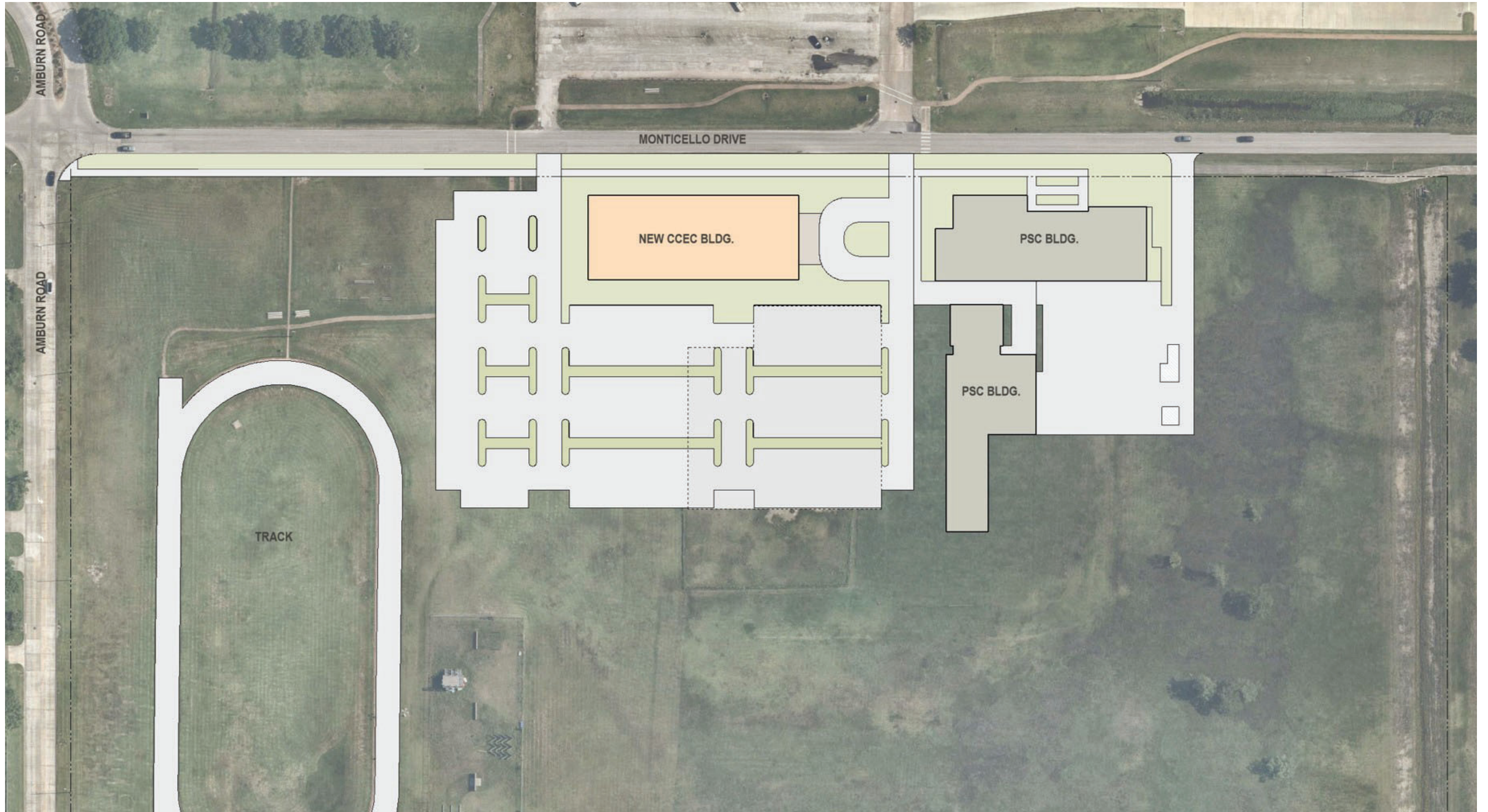
COLLEGE OF THE MAINLAND

PUBLIC SAFETY CAREERS BUILDING

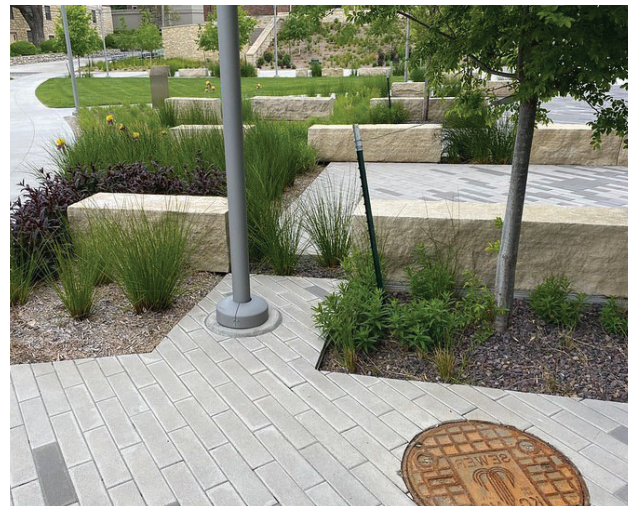
SCHEMATIC DESIGN REVIEW



SITE PLAN



LANDSCAPE DESIGN



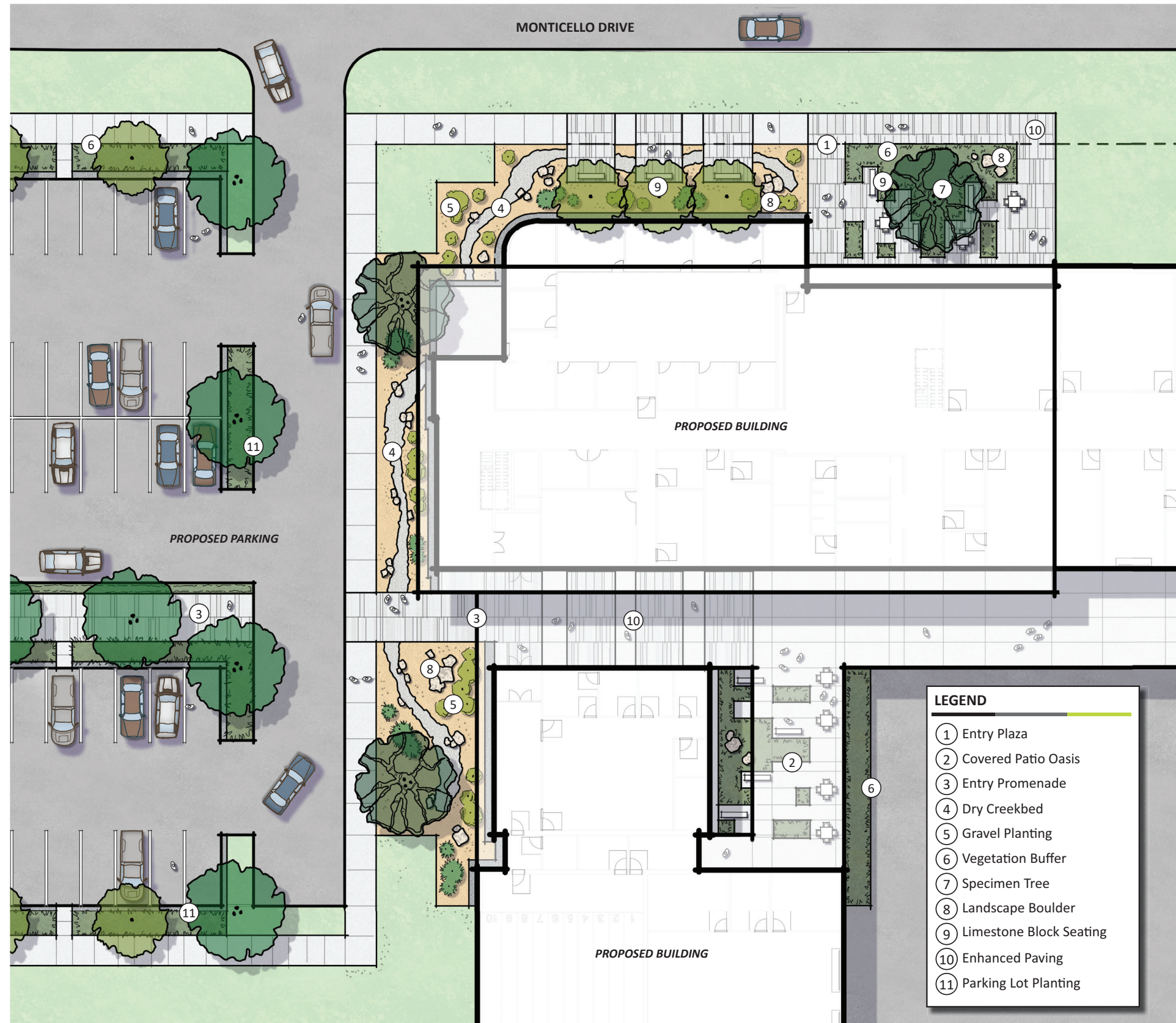
COLLEGE OF THE MAINLAND CHARACTER IMAGERY

RDLR | 2023 NOVEMBER 30

6925 Portwest Drive, Suite 100
Houston, TX, 77024
713.869.6987
www.kwtexas.com
Building the Exceptional, *Together.*



LANDSCAPE DESIGN



- LEGEND**
- ① Entry Plaza
 - ② Covered Patio Oasis
 - ③ Entry Promenade
 - ④ Dry Creekbed
 - ⑤ Gravel Planting
 - ⑥ Vegetation Buffer
 - ⑦ Specimen Tree
 - ⑧ Landscape Boulder
 - ⑨ Limestone Block Seating
 - ⑩ Enhanced Paving
 - ⑪ Parking Lot Planting



LANDSCAPE DESIGN



PINEAPPLE GUAVA



INLAND SEA OATS



LITTLE BUNNY GRASS



SUNSHINE LIGUSTRUM



SOFT LEAF YUCCA



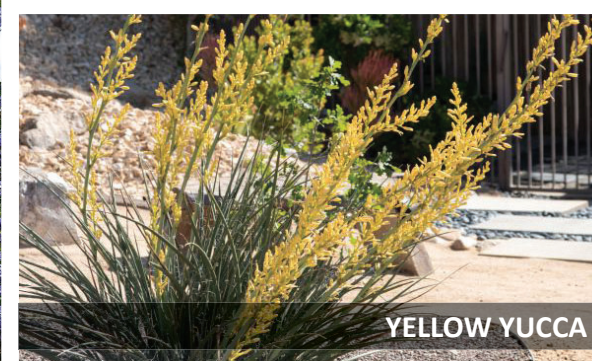
LITTLE GEM MAGNOLIA



BOTTLE BRUSH



TEXAS MOUNTAIN LAUREL



YELLOW YUCCA



TEXAS SAGE



TURKS CAP



TANGERINE BULBINE



PURPLE CONEFLOWER



GULF MUHLY



TRAILING LANTANA



BEE BALM



LIVE OAK

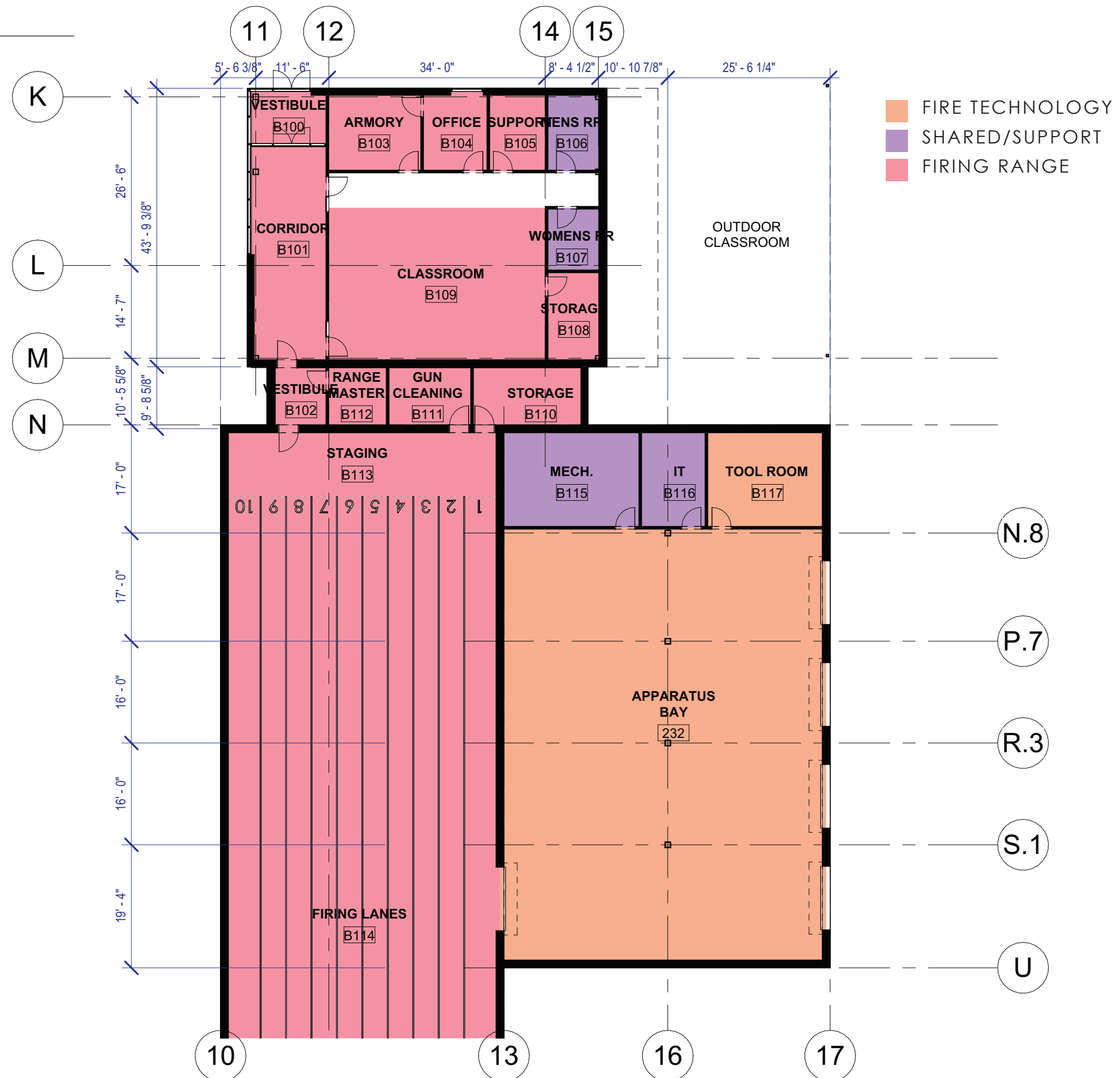
FLOOR PLAN



CLASSROOM BUILDING - LEVEL 1

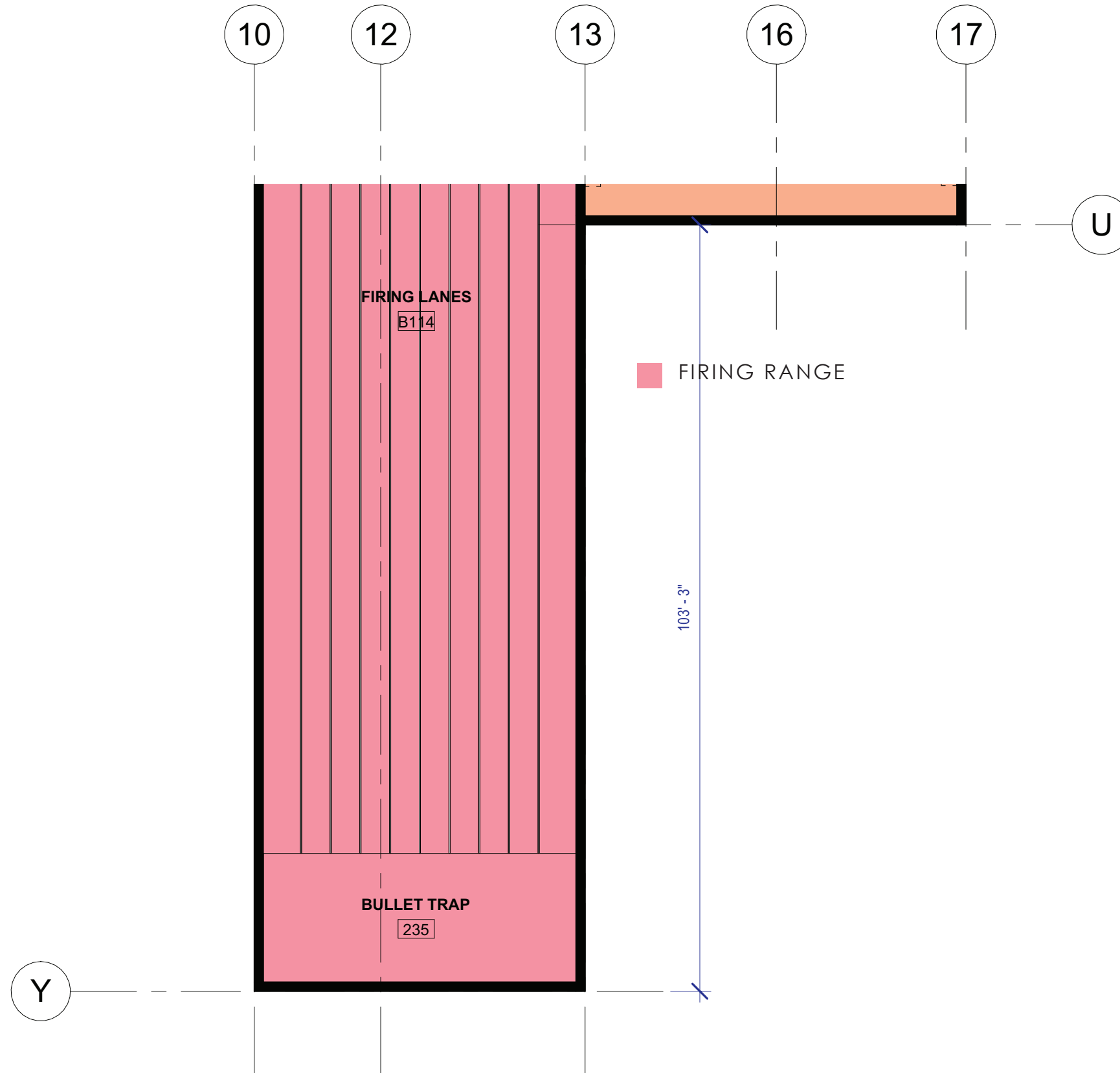
- FIRE TECHNOLOGY
- SHARED/SUPPORT
- ADMIN

FLOOR PLAN



FIRING RANGE AREA A- LEVEL 1

FLOOR PLAN



FIRING RANGE AREA B - LEVEL 1

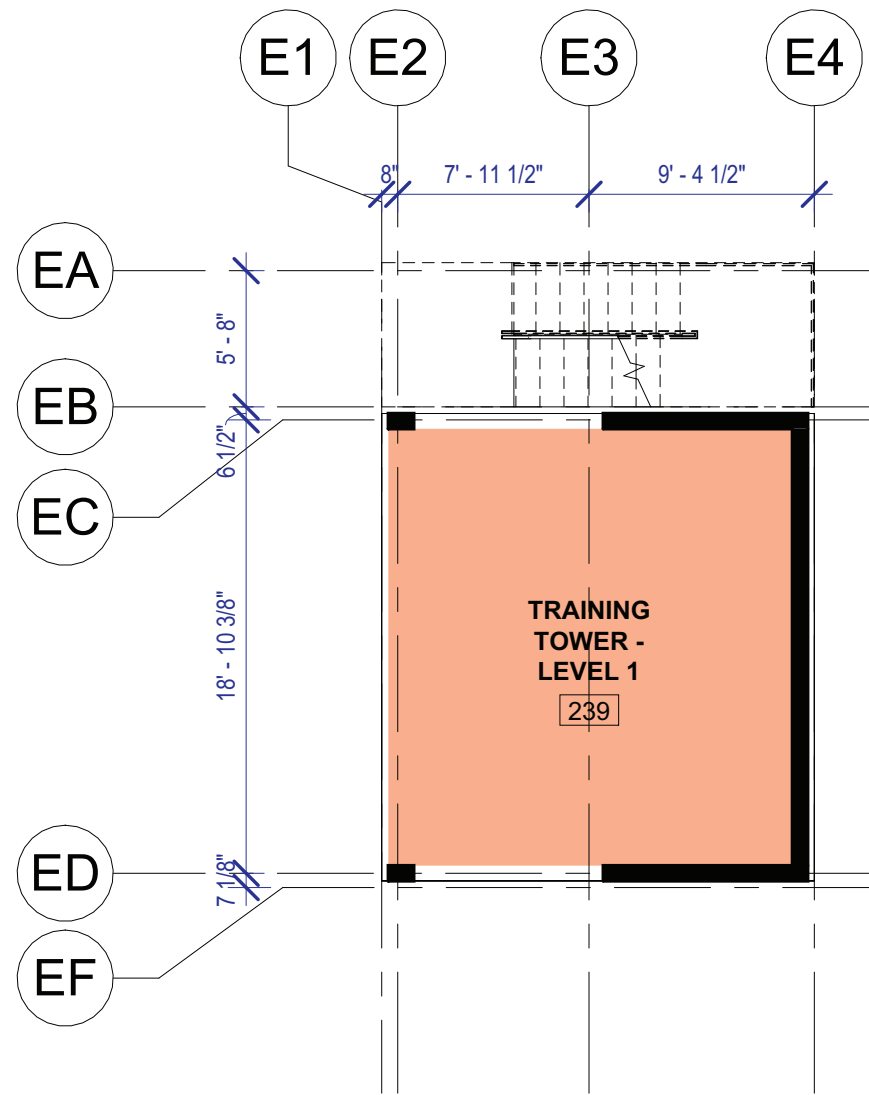
FLOOR PLAN



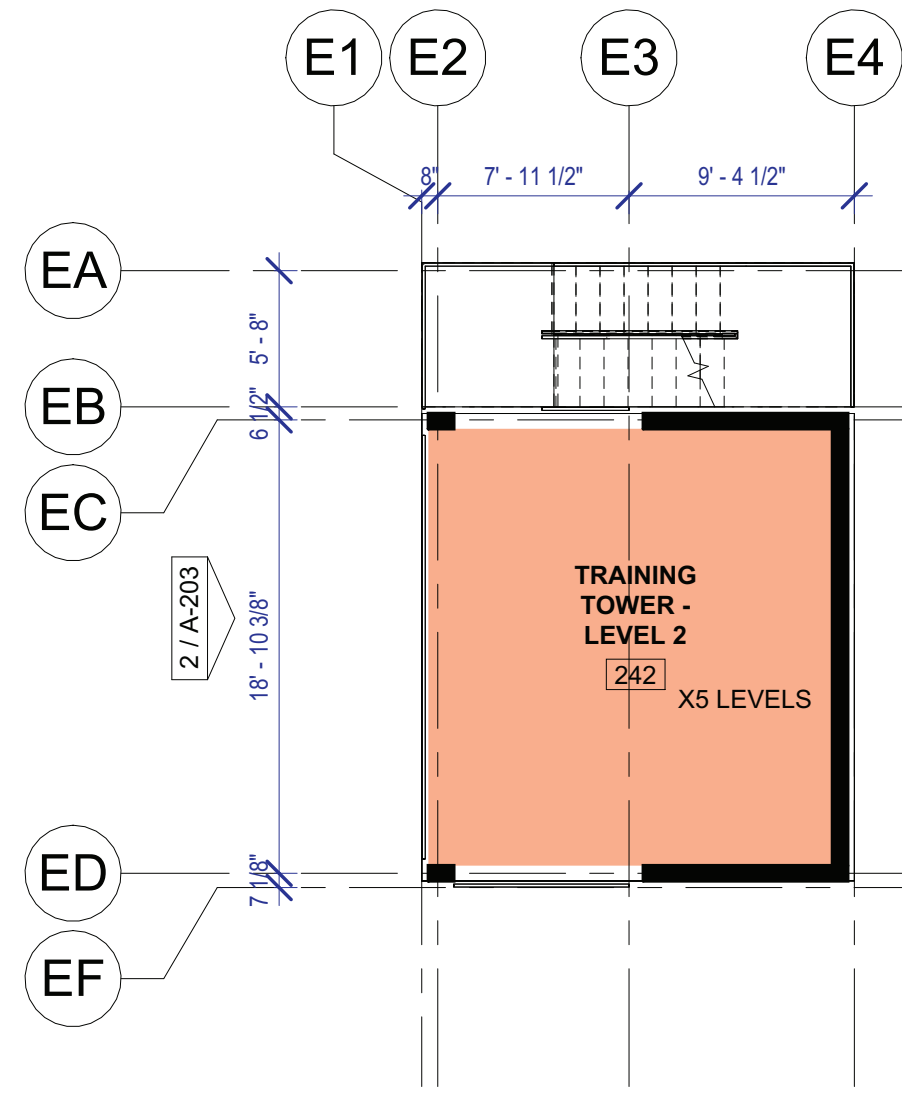
CLASSROOM BUILDING AREA A - LEVEL 2

- EMS
- SHARED/SUPPORT
- LAW ENFORCEMENT

FLOOR PLAN



TRAINING TOWER - LEVEL 1

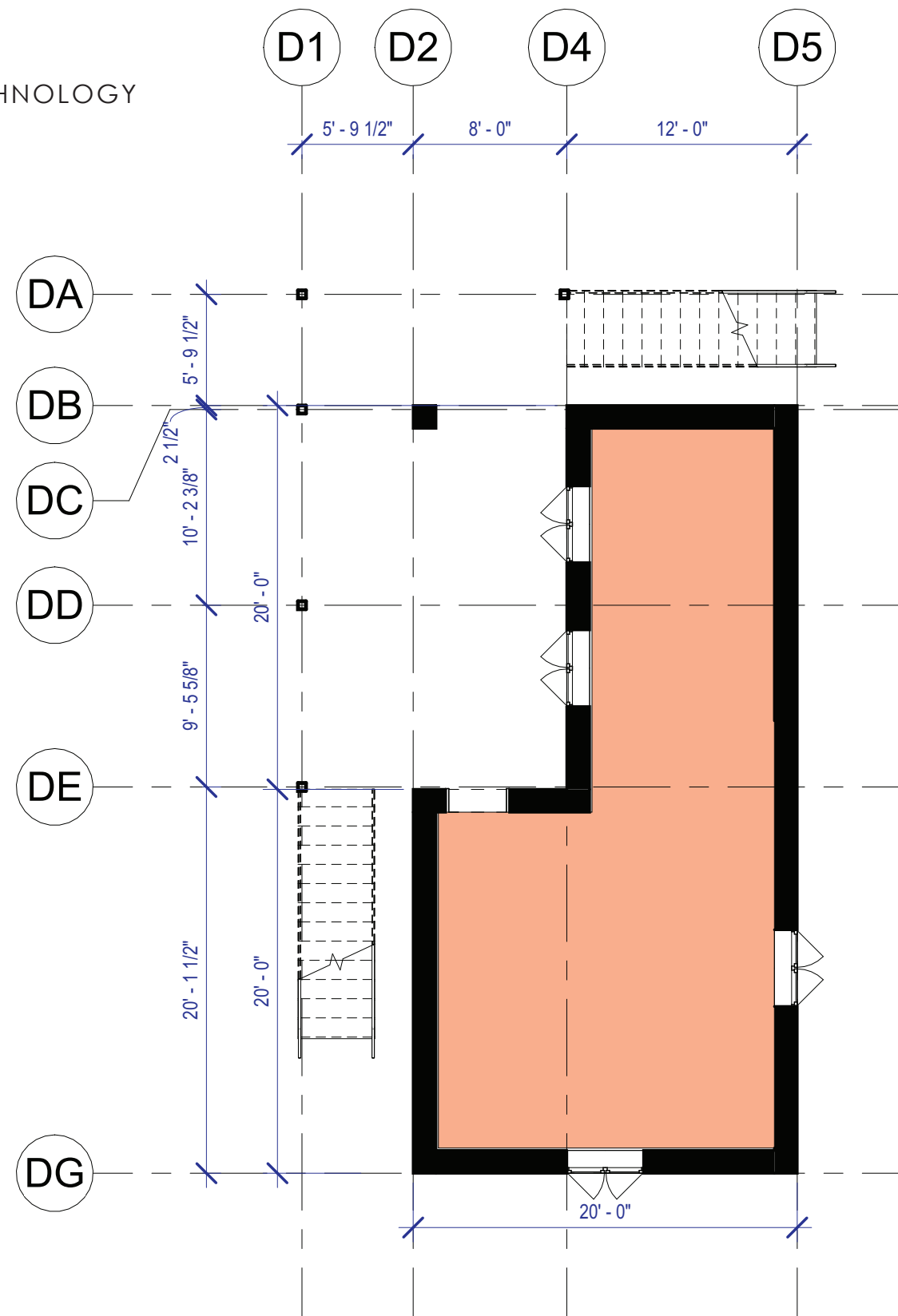


TRAINING TOWER - LEVEL 2-5

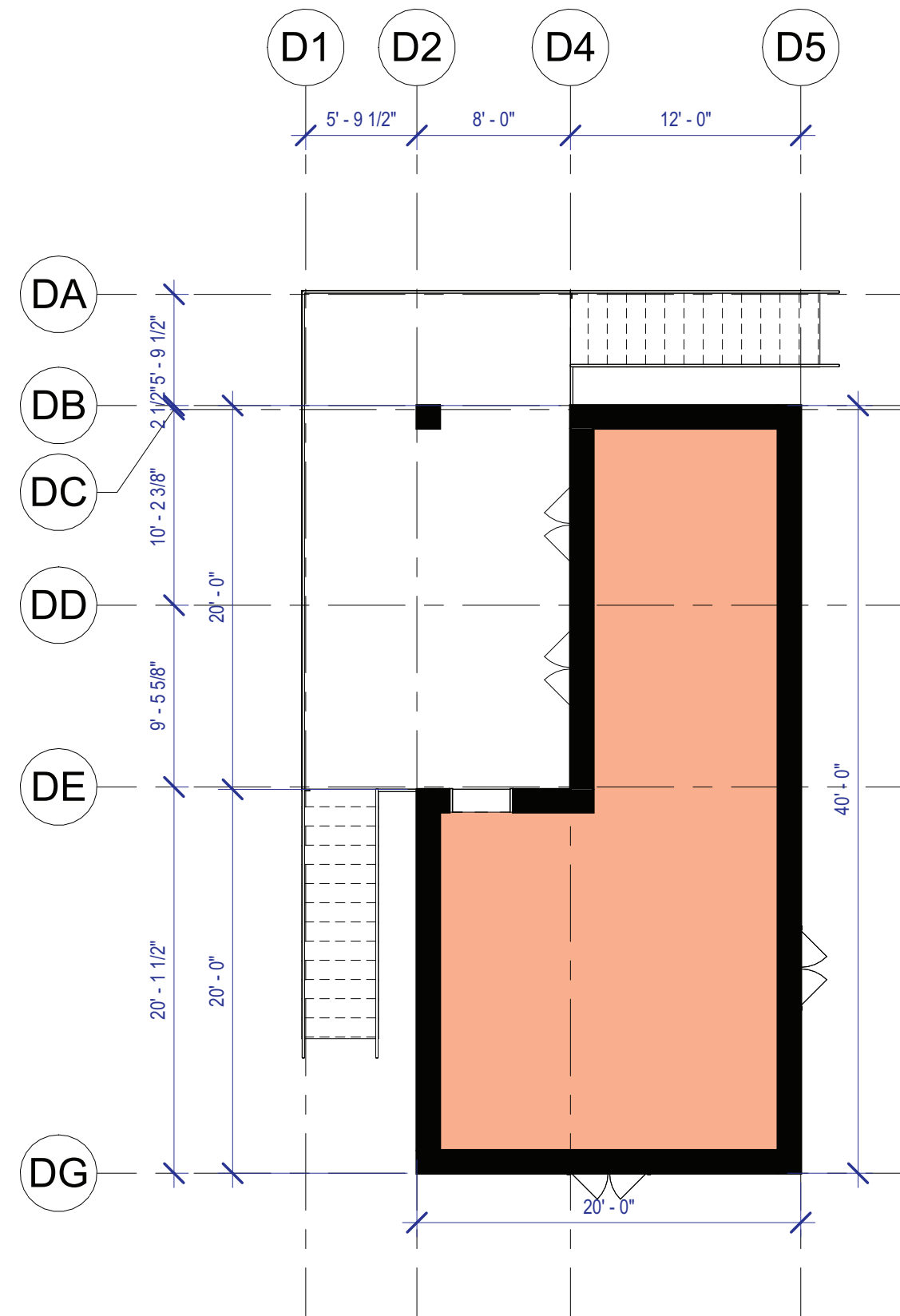
 FIRE TECHNOLOGY

FLOOR PLAN

■ FIRE TECHNOLOGY



BURN BUILDING - LEVEL 1



BURN BUILDING - LEVEL 2

ENTRY



EXTERIOR - FROM MONITCELLO DR.



RDLR

OUTDOOR BREAK AREA



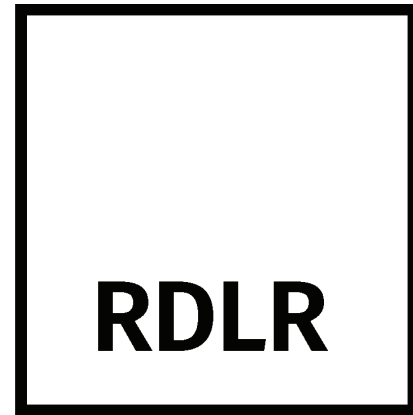
STUDENT COMMONS



COST ESTIMATE

		Base		VE - Based on Durotech
Base Cost of Work		\$ 22,640,216.00		\$ 22,640,216.00
VE - Burn Building		\$ -		\$ (464,454.00)
VE - Roofing System				\$ (683,383.32)
VE-Reuse/Reduce Equipment				\$ (400,000.00)
VE-Share Central Plant w/ CEC				\$ (400,000.00)
VE-Reduce Training Tower (4)				\$ (101,451.60)
Subtotal - Hard Construction		\$ 22,640,216.00		\$ 20,590,927.08
Building Permit Fee	0.247144%	\$ 55,954.00		\$ 50,889.30
AGC Fees	0.097499%	\$ 22,074.00		\$ 20,075.96
Builder's Risk	0.999332%	\$ 226,251.00		\$ 205,771.79
GL/Umbrella	0.732692%	\$ 165,883.00		\$ 150,868.03
P&P Bond	0.896153%	\$ 202,891.00		\$ 184,526.23
	Sub-total COW	\$ 23,313,269.00		\$ 21,203,058.40
General Conditions	4.73%	\$ 1,102,717.62		\$ 1,002,904.66
CM FEE	2.94%	\$ 717,830.01		\$ 652,855.31
	Total Cost	\$ 25,133,816.63		\$ 22,858,818.37
Design Contingency	7.50%	\$ 1,885,036.25	5%	\$ 1,142,940.92
Material Escalation Contingency	2.50%	\$ 628,345.42	2.5%	\$ 571,470.46
	Total w/ Cont.	\$ 27,647,198.29		\$ 24,573,229.75

THANK YOU





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

From: Lockwood, Andrews & Newnam (LAN)

Date: November 30, 2023

Re: Schematic Design Approval for the new Public Safety Careers Center Project

RDLR Architects began design on August 8, 2023. Schematic Design was completed and presented to the 2023 Bond Steering Committee on November 30, 2023.

LAN has reviewed the Schematic Design documents. Based on our review and feedback from the Steering Committee, LAN recommends COM approve the Schematic Design presentation, allowing RDLR to proceed to Design Development.

CW Scheibe

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



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 30, 2023
Subject: Agenda Item for COM Board of Trustees, December 11, 2023

AGENDA ITEM DESCRIPTION:

Approval of contract 23-34: Construction Manager at Risk Services for the new Library Classroom Building

FUNDING SOURCE:

2023 Bond

PURPOSE

Provide Construction Manager at Risk Services for the construction of the new Library Classroom Building under COM 2023 Bond.

PROPOSED MOTION:

“I move the Board of Trustees approve award of contract # 23-34 to Vaughn Construction for Construction Manager at Risk Services for the new Library Classroom Building for a not-to-exceed amount of \$ 100,000 for Pre-Construction Services, plus Construction Management fees (Construction Manager’s Fee of 3.25% of the actual Cost of the Work and General Conditions Fee of 4.48% of the actual Cost of the Work) to be paid with 2023 Bond Funds.”

BACKGROUND:

On November 9, 2023, seven (7) responses were received in response to a Request for Proposal (RFP) for Construction Manager at Risk (one-step) Services for the construction of the new Library Classroom Building. The Respondents were evaluated according to the published scoring criteria outlined in the RFP. Based on the published evaluation criteria, **Vaughn Construction** was the highest ranked proposer. Therefore, it is the COM Administration’s recommendation to award a contract to **Vaughn Construction** for Pre-Construction and Construction Services for the new Library Classroom Building. The subject procurement was solicited as an RFP in accordance with the Texas Government Code 2269 for Contracting and Delivery Procedures for Construction Projects.

Attachments:

1. LAN Cover Letter
2. RFP # 23-34 Evaluation Results



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

From: Lockwood, Andrews & Newnam (LAN)

Date: November 30, 2023

Re: Request for Proposal (RFP) # 23-34, Construction Manager at Risk Services for the new Library Classroom Building – Evaluation Committee Results and Recommendation

Background: College of the Mainland (COM) elected to use Construction Manager at Risk (CMAR) as the contract delivery method for the new Library Classroom Building project.

Selection Process: Based on this direction, COM advertised a request for proposals for the CMAR (one-step) Selection process. COM received proposals from seven (7) interested firms on Thursday, November 9, 2023. As stated in the RFP, an evaluation committee comprised of COM Staff, Cannon Design, and LAN representatives reviewed the proposals and ranked them according to the criteria listed in the RFP. The result of the ranking is summarized below.

Firm Name	Ranking	Score
Vaughn Construction	1	88.31
Tellepsen Builders, LP	2	87.56
Durotech, Inc.	3	87.42
Austin Commercial	4	79.93
Harvey Builders	5	78.53
Turner Construction	6	73.50
Pogue Construction	7	68.47

Recommendation: LAN recommends the selection of Vaughn Construction as the Best Value in response to RFP # 23-34. LAN also recommends approval of the negotiated contract with Vaughn Construction at the December 11, 2023 Board Meeting.

Paula J Drnevich, AIA, LEED AP, REFP
Program Manager, LAN
pjdrnevich@lan-inc.com
cell: 281.384.8233

RFP # 23-34, Library Classroom Building

Proposal Date and Time: 11/9/2023 at 3:00 P.M.

Recorded By: Paula Drnevich

Architect: Cannon Design

Program Manager: Lockwood, Andrews & Newnam, Inc.

Construction Manager At Risk Proposal Evaluation

	Point Value (total/each)	Austin Commercial	Durotech Inc.	Tellepsen Builders	Turner Construction	Pogue Construction	Vaughn Construction	Harvey Builders
1. Fee Proposal	25							
Base Proposal: Owner's Budget for Cost of the Work Plus CMAR Fees		\$ 99,706,836	\$ 95,849,811	\$ 96,224,546	\$ 97,129,393	\$ 94,862,706	\$ 98,463,814	\$ 95,603,035
Points Awarded		17.38	23.88	23.50	22.00	25.00	19.81	24.13
2. Evaluation Survey of Company References and Project Contacts	15							
Points Awarded		5.05	12.54	7.56	3.00	4.77	11.70	15.00
3. History of Company Performance	10							
Points Awarded		9.70	8.80	9.60	8.40	7.80	9.00	8.40
4. Demonstrated Company Skill With CMAR Concepts	30							
Points Awarded		29.00	26.00	28.60	25.00	18.20	29.00	16.60
5. Similar Company Project Experience and Qualifications	10							
Points Awarded		9.30	8.10	9.00	8.20	6.80	9.30	7.20
6. Similar Individual Personnel Project Experience and Qualifications	10							
Points Awarded		9.50	8.10	9.30	6.90	5.90	9.50	7.20
Total:	100	79.93	87.42	87.56	73.50	68.47	88.31	78.53
Rank		4	3	2	6	7	1	5



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 4, 2023
Subject: Agenda Item for COM Board of Trustees, December 11, 2023

AGENDA ITEM DESCRIPTION:

Approval of contract 23-35: Construction Manager at Risk Services for the new Corporate and Continuing Education Center

FUNDING SOURCE:

2023 Bond

PURPOSE

Provide Construction Manager at Risk Services for the construction of the new Corporate and Continuing Education Center building under COM 2023 Bond.

PROPOSED MOTION:

“I move the Board of Trustees approve award of contract # 23-35 to Tellepsen Builders, LP for Construction Manager at Risk Services for the new Corporate and Continuing Education Center for a not-to-exceed amount of \$ 20,000 for Pre-Construction Services, plus Construction Management fees (Construction Manager’s Fee of 2.45% of the actual Cost of the Work and General Conditions Fee of 8.93% of the actual Cost of the Work) to be paid with 2023 Bond Funds.”

BACKGROUND:

On November 9, 2023, eight (8) responses were received in response to a Request for Proposal (RFP) for Construction Manager at Risk (one-step) Services for the construction of the new Corporate and Continuing Education Center. The Respondents were evaluated according to the published scoring criteria outlined in the RFP. Based on the published evaluation criteria, Tellepsen Builders, LP was the highest ranked proposer. Therefore, it is the COM Administration’s recommendation to award a contract to Tellepsen Builders, LP for Pre-Construction and Construction Services for the new Corporate and Continuing Education Center project. The subject procurement was solicited as an RFP in accordance with the Texas Government Code 2269 for Contracting and Delivery Procedures for Construction Projects.

Attachments:

1. LAN Cover Letter
2. RFP # 23-35 Evaluation Results



**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: December 4, 2023

Re: Request for Proposal (RFP) # 23-35, Construction Manager at Risk Services for the new Corporate and Continuing Education Center – Evaluation Committee Results and Recommendation

Background: College of the Mainland (COM) elected to use Construction Manager at Risk (CMAR) as the contract delivery method for the new Corporate and Continuing Education Center project.

Selection Process: Based on this direction, COM advertised a request for proposals for the CMAR (one-step) Selection process. COM received proposals from eight (8) interested firms on Thursday, November 9, 2023. As stated in the RFP, an evaluation committee comprised of COM Staff, Kirksey, and LAN representatives reviewed the proposals and ranked them according to the criteria listed in the RFP. The result of the ranking is summarized below.

Firm Name	Ranking	Score
Tellepsen Builders, LP	1	86.75
Harvey Builders	2	86.40
Anslow Bryant Construction, Ltd.	3	86.10
Comex Corporation	4	85.48
Brookstone Construction	5	83.69
Pogue Construction	6	82.48
Jamail & Smith	7	64.54
Tegrity Contractors	8	44.96

Recommendation: LAN recommends the selection of Tellepsen Builders, LP as the Best Value in response to RFP # 23-35. LAN also recommends approval of the negotiated contract with Tellepsen Builders, LP at the December 11, 2023 Board Meeting.

Paula J Drnevich, AIA, LEED AP, REFP
Program Manager, LAN
pjdrnevich@lan-inc.com
cell: 281.384.8233

RFP # 23-35, Corporate and Continuing Education Center (CCEC)

Proposal Date and Time: 11/9/2023 at 3:30 P.M.

Recorded By: Paula Drnevich

Architect: Kirksey Architecture

Program Manager: Lockwood, Andrews & Newnam, Inc.

Construction Manager At Risk Proposal Evaluation

	Point Value (total/each)	Tellepsen Builders	Pogue Construction	Jamail & Smith	Comex Corporation	Brookstone Construction	Anslow Bryant	Harvey Builders	Tegrity Contractors
1. Fee Proposal	25								
Base Proposal: Owner's Budget for Cost of the Work Plus CMAR Fees		\$ 11,138,000	\$ 10,960,000	\$ 11,300,000	\$ 10,900,000	\$ 11,219,000	\$ 10,904,000	\$ 10,765,000	\$ 11,502,000
Points Awarded		20.25	23.13	17.38	23.88	18.88	23.88	25.00	13.56
2. Evaluation Survey of Company References and Project Contacts	15								
Points Awarded		10.07	14.25	5.36	12.70	13.91	13.42	15.00	3.00
3. History of Company Performance	10								
Points Awarded		10.00	8.00	8.30	9.20	9.10	8.60	9.20	5.80
4. Demonstrated Company Skill With CMAR Concepts	30								
Points Awarded		29.60	21.90	16.20	22.80	24.40	23.20	19.70	12.00
5. Similar Company Project Experience and Qualifications	10								
Points Awarded		9.30	8.40	8.90	8.50	9.40	8.90	8.80	6.00
6. Similar Individual Personnel Project Experience and Qualifications	10								
Points Awarded		9.40	6.80	8.40	8.40	8.00	8.10	8.70	4.60
Total:	100	88.62	82.48	64.54	85.48	83.69	86.10	86.40	44.96

Rank

Number of reviewers

5

1

6

7

4

5

3

2

8



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 11, 2023
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of contract 24-01 for Customer Relations Management (CRM) Software

FUNDING SOURCE:

Fund Balance

PURPOSE

To implement a single software CRM platform that will support integrated strategic enrollment and enable the college to effectively engage individual students at all stages of the student journey.

PROPOSED MOTION:

“I move the Board of Trustees approve award of contract 24-01 to Element451 in an amount not-to-exceed \$360,000.00 over a five (5) year period for Customer Relations Management (CRM) Software to be paid from Fund Balance.”

BACKGROUND:

On November 2, 2023, five (5) proposals were received in response to a Request for Proposal (RFP). As a result of the initial proposal evaluations, it was determined that Technolutions and Element451 proposed software options to be further considered and evaluated through software demonstrations. Element451 offered the most robust solution currently utilized by comparable institutions of higher education. Based on the results of a best value analysis, the Vice President for Student Services recommends the approval of the subject contract to Element451. The initial contract cost is \$68,000 including implementation and training, with four (4) additional 1-year options to renew for a total 5-year contract not-to-exceed \$360,000.00 to be paid from Fund Balance.

Initial Year 1:	Implementation & Training	\$68,000.00
Year 2	Maintenance Renewal	\$70,000.00
Year 3	Maintenance Renewal	\$72,000.00
Year 4	Maintenance Renewal	\$74,000.00
Year 5	Maintenance Renewal	\$76,000.00
Total Not-To-Exceed (NTE)		\$360,000.00

Attachments:

Element451 Proposal (Proprietary – Private)

Evaluation Summary

College of the Mainland
 RFCSP 24-01 Customer Relations Management (CRM Software)
 Proposal Evaluation Summary

EVALUATION

Criterion	Value	Example	
		Rating	Score
1 The purchase price	40	5	40.00
2 The reputation of the vendor and of the vendor's goods or services; examples of but not limited to - references, higher education/community college experience	25	5	25.00
3 The quality of the vendor's goods or services	5	5	5.00
4 The extent to which the goods or services meet the college's needs; examples of but not limited to - vendor value including comprehensive 24/7/365 live support, vendor meets requirements stated in the RFP	20	5	20.00
5 The vendor's past relationship with the college	-		
6 The impact on the ability of the college to comply with laws and rules relating to historically underutilized businesses	-		
7 The total long-term cost to the college to acquire the vendor's goods or services	10	5	10.00
8 Any other criteria the college finds beneficial for the betterment of the college	-		
TOTAL POINTS	100		100.00
Ranking			

EAB Global		Element 451		Enrollment Rx		TargetX		Technolutions	
Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
4.5	36.0	3.5	28.0	2.8	22.0	3.0	24.0	4.0	32.0
2.8	13.8	4.8	23.8	3.8	18.8	3.8	18.8	4.0	20.0
2.3	2.3	4.5	4.5	3.5	3.5	3.5	3.5	4.0	4.0
1.5	6.0	4.4	17.5	3.3	13.0	3.3	13.0	3.3	13.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3.5	7.0	4.0	8.0	2.3	4.5	2.5	5.0	4.3	8.5
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
65.00		81.75		61.75		64.25		77.50	
3.00		1.00		5.00		4.00		2.00	

Evaluation Table

Evaluation	Weight	Rating
Worst	20%	1
Worse	40%	2
Average	60%	3
Better	80%	4
Best	100%	4



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: December 11, 2023
Subject: Award Contract 24-09 Campus Laptop Refresh

AGENDA ITEM DESCRIPTION:

Award of contract 24-09 to Howard Technology Solutions for the purchase of laptops, docking stations, warranty, and services to be paid from 2024 Fund Balance and Grant funds.

FUNDING SOURCE:

2024 Fund Balance Project 2024-02: 11-0-6000-5999-5420
Semillas Grant: 32-0-52204199-5931

PURPOSE: Replace existing Windows laptop computers to provide students, faculty and staff with current and reliable technology tools for their work and studies .

PROPOSED MOTION: “I move the Board of Trustees approve award of contract 24-09 to Howard Technology Solutions for a campus laptop refresh to be paid from FY24 Fund Balance and Semillas Grant for a not to exceed amount of \$370,000.00.”

BACKGROUND: The College of the Mainland’s previous Dell laptop lease-to-purchase has expired. In order to ensure business continuity for employees, we must utilize reliable systems with current technology. The purchase also increases the number of laptops available for student use. By consolidating our employee and student use purchases, we take advantage of volume pricing. Howard Technology Solutions is an approved and awarded vendor under the Buyboard contract. Additional proposals were received from other cooperative awarded vendors for comparison and it is the recommendation of the Chief Technology Officer to award the subject contract to Howard Technology Solutions as competitive bid requirements as stated in the Texas Education Code 44.031 have been met.

Attachments:

Howard Technology Proposals

Cooperative Contract Price Comparison

36 Howard Drive·Ellisville, MS 39437
P.O. Box 1590·Laurel, MS 39441



888.912.3151 general·601.399.5077 fax
888.323.3151 technical support

A Division of Howard Industries, Inc.
www.Howard.com

Online Quotation

Quote No: NM4 1348793.00 **Quote Date:** November 21, 2023
Customer Name: Ronald LeVick **Phone Number:** 4099338344
Company Name: College of the Mainland **Fax Number:**
Quote Name: Lenovo Option 1 50k

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	Lenovo ThinkPad E14 Gen 5 21JR - 180-degree hinge design - AMD Ryzen 7 7730U / 2 GHz - Win 11 Pro - Radeon Graphics - 16 GB RAM - 512 GB SSD TCG Opal Encryption 2, NVMe - 14" IPS 1920 x 1200 - Wi-Fi 6 - graphite black - kbd: US MPN: 21JR001SUS Contract: BuyBoard 661-22	55	\$796.00	\$43,780.00
2:	Lenovo Onsite Upgrade - Extended service agreement - parts and labor (for system with 1 year depot or carry-in warranty) - 3 years (from original purchase date of the equipment) - on-site - for K14 Gen 1; ThinkBook 14 G6 ABP; 14 G6 IRL; 16 G6 ABP; 16 G6 IRL; ThinkCentre neo 30a 22 MPN: 5WS0A23681 Contract: BuyBoard 661-22	55	\$60.00	\$3,300.00
3:	Generic asset tag MPN: ASSET Contract: BuyBoard 661-22	55	\$10.00	\$550.00
4:	Laptop or Surface Image QTY 1 - 499 MPN: ITG-IMAGE-LTTB1 Contract: BuyBoard 661-22	55	\$24.00	\$1,320.00
5:	Multiple BIOS setting changes. Includes: Input asset tag number, set password, enable high resolution mode when connected to a USB-C-DP alt mode dock. SKU must be used with other BTO service MPN: 6780964 ITG-BIOS-SETTING Contract: BuyBoard 661-22	55	\$15.00	\$825.00
			Sub-Total:	\$49,775.00
			Shipping & Handling:	Included
			Taxes:	Tax Exempt
			Total for Item 1:	\$49,775.00

This Quote will expire on December 21, 2023.
Please include your Quote Number on your Purchase Order.

Total for all pre-configured items

Sub-Total: \$49,775.00
Shipping & Handling : Included
Taxes: Tax Exempt
Total: \$49,775.00

Notes:

THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS HEREIN AND ACCEPTANCE OF HOWARD'S GENERAL TERMS AND CONDITIONS OF SALE (LOCATED AT: <https://www.howardcomputers.com/info/termsofsale.cfm>), WHICH ARE FULLY ADOPTED AND INCORPORATED HEREIN BY REFERENCE. PURCHASER'S SUBMISSION OF A PURCHASE ORDER PURSUANT TO THIS QUOTATION CONSTITUTES PURCHASER'S ACCEPTANCE OF AND AGREEMENT WITH HOWARD'S GENERAL TERMS AND CONDITIONS OF SALE. HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS. A COPY OF THE ABOVE- REFERENCED GENERAL TERMS AND CONDITIONS OF SALE MAY ALSO BE OBTAINED BY CALLING 1-888-912-3151 OR EMAILING webmaster@howardcomputers.com.

Howard's product warranties, return policies and related information are also available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, or may be obtained by calling 1-888-912-3151 or emailing webmaster@howardcomputers.com.

36 Howard Drive·Ellisville, MS 39437
P.O. Box 1590·Laurel, MS 39441



888.912.3151 general·601.399.5077 fax
888.323.3151 technical support

A Division of Howard Industries, Inc.
www.Howard.com

Online Quotation

Quote No: NM4 1347588.00 **Quote Date:** November 16, 2023
Customer Name: Ronald LeVick **Phone Number:** 4099338344
Company Name: College of the Mainland **Fax Number:**
Quote Name: Lenovo Option 1 Refreshed

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type: Accessories				
1:	Lenovo ThinkPad E14 Gen 5 21JR - 180-degree hinge design - AMD Ryzen 7 7730U / 2 GHz - Win 11 Pro - Radeon Graphics - 16 GB RAM - 512 GB SSD TCG Opal Encryption 2, NVMe - 14" IPS 1920 x 1200 - Wi-Fi 6 - graphite black - kbd: US MPN: 21JR001SUS Contract: BuyBoard 661-22	328	\$796.00	\$261,088.00
2:	Lenovo Onsite Upgrade - Extended service agreement - parts and labor (for system with 1 year depot or carry-in warranty) - 3 years (from original purchase date of the equipment) - on-site - for K14 Gen 1; ThinkBook 14 G6 ABP; 14 G6 IRL; 16 G6 ABP; 16 G6 IRL; ThinkCentre neo 30a 22 MPN: 5WS0A23681 Contract: BuyBoard 661-22	328	\$60.00	\$19,680.00
3:	Lenovo ThinkPad Hybrid USB-C with USB-A Dock - Docking station - USB-C - 2 x HDMI, 2 x DP - GigE - 135 Watt - United States MPN: 40AF0135US Contract: BuyBoard 661-22	105	\$219.00	\$22,995.00
4:	Generic asset tag MPN: ASSET Contract: BuyBoard 661-22	328	\$10.00	\$3,280.00
5:	Laptop or Surface Image QTY 1 - 499 MPN: ITG-IMAGE-LTTB1 Contract: BuyBoard 661-22	328	\$24.00	\$7,872.00
6:	Multiple BIOS setting changes. Includes: Input asset tag number, set password, enable high resolution mode when connected to a USB-C-DP alt mode dock. SKU must be used with other BTO service MPN: 6780964 ITG-BIOS-SETTING Contract: BuyBoard 661-22	328	\$15.00	\$4,920.00

Sub-Total: **\$319,835.00**
Shipping & Handling: **Included**
Taxes: **Tax Exempt**
Total for Item 1: **\$319,835.00**

This Quote will expire on December 16, 2023.
Please include your Quote Number on your Purchase Order.

Total for all pre-configured items

Sub-Total: **\$319,835.00**
Shipping & Handling : **Included**
Taxes: **Tax Exempt**
Total: **\$319,835.00**

Notes:

THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS HEREIN AND ACCEPTANCE OF HOWARD'S GENERAL TERMS AND CONDITIONS OF SALE (LOCATED AT: <https://www.howardcomputers.com/info/termsofsale.cfm>), WHICH ARE FULLY ADOPTED AND INCORPORATED HEREIN BY REFERENCE. PURCHASER'S SUBMISSION OF A PURCHASE ORDER PURSUANT TO THIS QUOTATION CONSTITUTES PURCHASER'S ACCEPTANCE OF AND AGREEMENT WITH HOWARD'S GENERAL TERMS AND CONDITIONS OF SALE. HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS. A COPY OF THE ABOVE- REFERENCED GENERAL TERMS AND CONDITIONS OF SALE MAY ALSO BE OBTAINED BY CALLING 1-888-912-3151 OR EMAILING webmaster@howardcomputers.com.

Howard's product warranties, return policies and related information are also available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, or may be obtained by calling 1-888-912-3151 or emailing webmaster@howardcomputers.com.

Vendor	Manufacturer	Price Per Laptop	Price Per Dock	Total # Laptops	Total # Docks	Comments	Cooperative Contract
Howard Technology Solutions	Lenovo	\$ 905.00	219	383	105	Current generation AMD Ryzen 7 with services	Buyboard
Softchoice	HP	\$ 1,055.97	164.99	334	100	Current Generation i5 with services.	NCPA
Dell	Dell	\$ 1,140.04	174.99	318	37	Current generation i5 with services. Does not meet minimum unit #	Texas DIR
CDW-G	Dell	\$ 1,161.41	252.29	296	100	Current generation i5 with services. Does not meet minimum unit #	E&I, Sourcewell, Texas DIR
CDW-G	Lenovo	\$ 1,368.68	236.28	252	100	Current generation i5 with services. Does not meet minimum unit #	E&I, Sourcewell, Texas DIR
CDW-G	HP	\$ 1,446.87	182.12	242	100	Current generation i5 with services. Does not meet minimum unit #	E&I, Sourcewell, Texas DIR
IT Savvy	Dell	\$ 1,145.20	280.92	297	100	Current Generation i7 without services	Tips/Taps
IT Savvy	HP	\$ 1,013.60	270.94	338	100	Current Generation Ryzen 7 without services	Tips/Taps
IT Savvy	Lenovo	\$ 887.34	240.23	393	101	Ryzen 5, Gen 3, 4 generations previous without services	Tips/Taps



PRESIDENT'S OFFICE

Minute Order

To: Board of Trustees
From: Dr. Warren Nichols President
Date: December 11, 2023
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Request for increase to contract 19-12 Construction Project Management Services

FUNDING SOURCE:

2018 Bond Funds

PURPOSE:

Adjust compensation for services performed and removed from CBRE/Heery scope of services under contract 19-12 Construction Project Management Services.

MOTION TO BE ACTED UPON:

“I move the Board of Trustees Approve an increase of \$162,786 to CBRE/Heery contract 19-12 for additional project management services to be paid from 2018 Bond Funds.”

BACKGROUND

On December 12, 2018, the Board approved the subject contract with CBRE/Heery based on Project Management Services proposed in response to a Request for Qualifications (RFQ). CBRE/Heery performed services on projects not included in the initial scope of the services including project management for construction of the Police Department, Shell Space Buildouts (ICB and STEAM), Student Center Landscape, Math/Science Demolition and Student Center Renovations. Additionally, CBRE Heery assisted COM in preliminary planning stages of the 2023 bond. As a result, CBRE requested a contract increase be considered for \$246,721 in additional compensation. A reduction of contract cost is also being considered in the amount of \$83,935 to reduce the initial scope for the removal of Math/Science renovations and oversight of the construction/post construction phases of the Technical Vocation Demolition. These scope changes result in a net increase to CBRE/Heery compensation in the amount of \$162,786. This increase changes the contract value from \$3,610,543.00 to \$3,773,329.00 and is recommended for approval for contact close-out.



Contract 19-12: Addendum No. 3

Construction Project Management Services – 2018 Series Bond

Between

Owner: College of the Mainland (COM)

And

Project Manager: CBRE Heery, Incorporated

This Addendum forms a part of and modifies the original agreement dated April 3, 2019, per the following clarifications, additions, revisions, and/or deletions in accordance with articles 7.2 and 7.3 as follows:

1. Revise the original agreement to include payment for additional services for the Police Department, Shell Space Buildouts (ICB and STEAM), Student Center Landscape, Math/Science Demolition, Student Center Renovations, and services related to 2023 Bond in the amount of \$246,721.
2. Revise the original agreement to reduce the scope of services and compensation related to the Math/Science renovations and oversight of the construction and post construction phases of the Technical Vocation Demolition in the amount of \$83,935.
3. Revise the contract not-to-exceed (NTE) amount for an additional \$162,786 resulting in a contract value change From: (NTE) \$3,610,543.00 To (NTE) \$3,773,329.00.

All other Terms & Conditions remain unchanged.

College of the Mainland

Dr. Warren Nichols, President

Date

CBRE Heery, Inc.

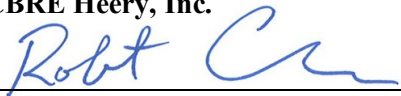


Christopher Fields, Vice President

November 13, 2023

Date

CBRE Heery, Inc.



Robert Chomiak, President

November 13, 2023

Date



President's Office

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 6, 2023
Subject: Galveston Central Appraisal District (GCAD) Appraisal Fee

Discussion and possible action on the Resolution of Galveston Central Appraisal fee.

Presented for recommended approval to the Board of Trustees on December 11, 2023.

MINUTE ORDER

Motion to be acted upon: *"I move the Board of Trustees approve the 2024 payment in an amount not-to-exceed \$352,047.23 to be paid from the FY23-24 operating budget to the Galveston County Appraisal District for appraisal of property within the college district."*

PURPOSE

To pay for services received from the GCAD to appraise property within the College's taxing district.

BACKGROUND

The GCAD is the tax appraiser for College of the Mainland. The GCAD Board of Directors reviewed the proposed budget in a workshop and in a public hearing and it was approved.

ATTACHMENTS

1. GCAD Year 2024 Annual Amount by Jurisdiction
2. GCAD First Quarter Invoice

Jurisdiction	2022	Percent	2023	2024	2024
	Levy		Annual Amt	Annual Amt	Qtr Amt
Galveston ISD	118,559,388	12.4914	816,024.32	988,490.65	247,122.66
Dickinson ISD	81,188,062	8.5540	646,638.37	676,906.67	169,226.67
Friendswood ISD	50,215,037	5.2907	410,088.86	418,668.62	104,667.15
High Island ISD	2,811,062	0.2962	15,826.40	23,437.27	5,859.32
Hitchcock ISD	14,362,347	1.5132	97,631.11	119,746.28	29,936.57
Clear Creek ISD	119,344,585	12.5742	1,017,472.42	995,037.24	248,759.31
Santa Fe ISD	28,190,111	2.9701	210,326.48	235,035.47	58,758.87
Texas City ISD	84,562,487	8.9095	656,778.29	705,040.98	176,260.25
City of Galveston	42,938,000	4.5240	357,097.80	357,996.21	89,499.05
City of Texas City	34,424,756	3.6270	257,690.45	287,016.92	71,754.23
City of La Marque	6,824,771	0.7191	60,886.21	56,901.63	14,225.41
City of Hitchcock	3,221,242	0.3394	25,789.48	26,857.15	6,714.29
City of Jamacia Beach	899,177	0.0947	7,192.36	7,496.91	1,874.23
City of Dickinson	5,947,291	0.6266	48,920.04	49,585.63	12,396.41
City of Friendswood	18,398,643	1.9385	146,499.54	153,398.96	38,349.74
City of Kemah	919,245	0.0969	7,093.15	7,664.22	1,916.05
City of League City	47,293,088	4.9828	416,651.41	394,306.82	98,576.70
City of Santa Fe	2,731,746	0.2878	24,245.53	22,775.97	5,693.99
Village of Tiki Island	2,521,843	0.2657	12,326.43	21,025.91	5,256.48
City of Bayou Vista	1,066,301	0.1123	8,372.68	8,890.30	2,222.57
Drainage District No. 1	2,277,989	0.2400	19,803.56	18,992.76	4,748.19
Drainage District No. 2	1,398,382	0.1473	11,036.91	11,659.03	2,914.76
Galv Cty Consolidated Drainage	6,156,490	0.6486	48,863.01	51,329.83	12,832.46
Galveston College	16,109,511	1.6973	131,014.48	134,313.29	33,578.32
College of the Mainland	42,224,481	4.4488	325,203.60	352,047.23	88,011.81
Navigation District No. 1	1,783,052	0.1879	15,958.89	14,866.22	3,716.55
WCID No. 1	2,343,977	0.2470	15,350.97	19,542.94	4,885.74
WCID No. 8	835,400	0.0880	6,501.86	6,965.16	1,741.29
WCID No. 12	1,718,679	0.1811	14,797.21	14,329.51	3,582.38
WCID No. 19	110,117	0.0116	981.47	918.11	229.53
Bacliff MUD	955,888	0.1007	8,910.34	7,969.73	1,992.43
Bayview MUD	522,439	0.0550	4,381.95	4,355.84	1,088.96
San Leon MUD	2,554,862	0.2692	22,257.14	21,301.20	5,325.30
GC MUD No. 6	926,055	0.0976	11,972.97	7,720.99	1,930.25
Galv Cty FWSD No. 6	1,096,997	0.1156	7,996.10	9,146.23	2,286.56
GC MUD No. 12	807,724	0.0851	6,570.09	6,734.41	1,683.60
GC MUD No. 14	1,771,076	0.1866	15,261.19	14,766.37	3,691.59
GC MUD No. 15	0.00	0.0000	8,947.89	0.00	0.00
Westwood Management District	2,647,221	0.2789	18,586.05	22,071.25	5,517.81
Flamingo Isles MUD	740,992	0.0781	5,866.01	6,178.03	1,544.51
Bay Colony West MUD	3,208,070	0.3380	25,969.91	26,747.33	6,686.83
South Shore Harbour MUD No. 7	1,848,507	0.1948	15,007.64	15,411.95	3,852.99
GC MUD No. 30	329,874	0.0348	2,661.31	2,750.33	687.58
GC MUD No. 31	1,292,695	0.1362	8,977.67	10,777.87	2,694.47
GC MUD No. 32	1,292,115	0.1361	9,098.09	10,773.02	2,693.26
GC MUD No. 36	15,707	0.0017	137.66	130.96	32.74
GC MUD No. 39	2,234,667	0.2354	19,767.59	18,631.57	4,657.89
GC MUD No. 43	2,962,954	0.3122	24,968.34	24,703.67	6,175.92
GC MUD No. 44	2,307,355	0.2431	19,138.35	19,237.61	4,809.40
GC MUD No. 45	3,750,125	0.3951	29,990.05	31,266.72	7,816.68
GC MUD No. 46	3,364,393	0.3545	29,093.25	28,050.68	7,012.67
GC MUD No. 52	980,586	0.1033	7,859.99	8,175.65	2,043.91
GC MUD No. 54	848,730	0.0894	7,508.33	7,076.30	1,769.08
GC MUD No. 56	5,342,094	0.5628	31,966.67	44,539.78	11,134.95
GC MUD No. 57	254	0.0000	0.00	2.12	0.53
GC MUD No. 59	378,733	0.0399	3,068.71	3,157.70	789.42
GC MUD No. 66	1,060,034	0.1117	7,906.66	8,838.05	2,209.51
GC MUD No. 68	868,911	0.0915	6,007.19	7,244.55	1,811.14
GC MUD No. 73	1,936	0.0002	11.71	16.14	4.03
GC MUD No. 76	74,524	0.0079	455.81	621.34	155.34
GC MUD No. 79	61,308	0.0065	236.34	511.16	127.79
West Ranch Municipal District #1	2,263,915	0.2385	19,802.23	18,875.43	4,718.86
GC Mgmt #1	616,530	0.0650	4,782.48	5,140.32	1,285.08
County of Galveston	153,861,704	16.2109	1,323,705.41	1,282,824.24	320,706.06
County Road & Flood	3,595,810	0.3789	31,043.17	29,980.12	7,495.03
Emergency Serv. District No. 1	1,864,021	0.1964	14,964.64	15,541.30	3,885.33
Emergency Serv. District No. 2	1,299,207	0.1369	10,189.78	10,832.16	2,708.04
TOTAL	949,125,272	100.0000	7,598,132.00	7,913,346.00	1,978,336.50
2024 GCAD APPROVED BUDGET					*X 4 Quarters
Revised October 31, 2023	7,913,346				7,913,346



9850 Emmett F. Lowry Expressway, Suite A
Texas City, Texas 77591

Phone: (409) 935 - 1980
Fax: (409) 935 - 4319

Chief Appraiser, Krystal L. McKinney RPA, CCA

November 01, 2023

Ms. Michelle Gerami
Administrative Assistant
College of the Mainland
1200 Amburn Rd.
Texas City, TX 77591

STATEMENT
for
College of the Mainland

APPRAISAL DISTRICT SERVICES - FIRST QUARTER 2024

Year 2024 Allocation	First Quarter Payment
\$352,047.23	\$88,011.81

PAYABLE TO GALVESTON CENTRAL APPRAISAL DISTRICT

**MAIL CHECK TO GALVESTON CENTRAL APPRAISAL DISTRICT
9850 Emmett F. Lowry Expressway, Suite A
Texas City, Texas 77591**

PAYMENT DUE December 31, 2023

According to Sec. 6.06(e) of the State Property Tax Code a payment is delinquent if not paid on the due date and incurs a penalty of 5% and accrues interest at an annual rate of 10%.

October 2023

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month: \$12.2

Less pending I&S liability:

Net unrestricted cash: \$12.2

Minimum required cash : \$8.2

Excess cash above minimum: \$4

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$42.0

Actual: \$ 7.6

(18% earned at 17% of year)

Expense

Budget: \$42.0

Actual: \$ 6.7

(16% Spent at 17% of year)



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: November 21, 2023
Subject: Monthly Investment and Financial Reports

AGENDA ITEM DESCRIPTION:

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



INVESTMENT REPORT
For the Month Ended October 2023

Investment discussion:

College of the Mainland earned \$102,046 for the month of October on its short-term investments in TexPool & Logic for a total of \$192,677 investment interest earned fiscal year to date. The College earned an additional \$1 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$192,678 interest for the fiscal year to date period ending October: TexPool - \$122,973 Logic - \$69,704 and TFB - \$1.

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

Investment Compliance Statement:

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

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

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

David Wesse
Vice President of Fiscal Affairs
College of the Mainland

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

Trudy Trochesset
Controller
College of the Mainland



TexPool Investments for October 2023

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 13,386,324	\$ -	\$ 1,250,000	56,665	12,192,989	12,412,345	5.478%
Moody	41	28,030	-	-	128	28,158	28,034	5.461%
Totals		\$ 13,414,354	\$ -	\$ 1,250,000	\$ 56,792	\$ 12,221,147	\$ 12,440,380	

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

Logic (Hilltop Securities) Investments for October 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	45	\$ 5,412,863	\$ -	\$ 792,921	22,439	4,642,380	4,767,241	5.543%
COM Pre Bond 2023	46	\$ -	\$ 25,000,000	\$ -	22,815	25,022,815	4,838,710	5.543%
Totals		\$ 5,412,863	\$ 25,000,000	\$ 792,921	\$ 45,254	\$ 29,665,195	\$ 9,605,950	
Totals		\$ 18,827,217	\$ 25,000,000	\$ 2,042,921	\$ 102,046	\$ 41,886,342	\$ 22,046,330	

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2023-24 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Operating revenue						
Tuition-credit	(2,654,837)	(5,927,997)	(3,273,160)	45%	(2,434,917)	(219,920)
Tuition-non-credit	(143,851)	(1,176,000)	(1,032,149)	12%	(100,664)	(43,187)
Exemptions and waivers	711,939	1,248,000	536,061	57%	598,806	113,132
Registration fees	(1,179,014)	(2,095,017)	(916,003)	56%	(1,102,180)	(76,834)
Other fees	(58,783)	(154,000)	(95,217)	38%	(43,988)	(14,795)
Grant revenue	(4,926)	(152,000)	(147,074)	3%	(46,787)	41,861
Sales and service revenue	(4,844)	(995,000)	(990,156)	0%	(12,293)	7,449
Miscellaneous revenue	(113,215)	(269,000)	(155,785)	42%	(23,742)	(89,473)
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(3,447,532)</u>	<u>(9,056,014)</u>	<u>(5,608,482)</u>	<u>38%</u>	<u>(3,165,765)</u>	<u>(281,767)</u>
Non-operating revenue						
State appropriation-Academic	(3,869,248)	(7,738,496)	(3,869,248)	50%	(1,595,793)	(2,273,455)
Property tax revenue	(116,397)	(25,032,183)	(24,915,786)	0%	(142,640)	26,243
Interest revenue	(122,725)	(469,000)	(346,276)	26%	(74,305)	(48,420)
FTZ reimbursement	0	(534,307)	(534,307)	0%	0	0
Renew & replace transfer out	0	830,000	830,000	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(4,108,370)</u>	<u>(32,943,986)</u>	<u>(28,835,616)</u>	<u>12%</u>	<u>(1,812,738)</u>	<u>(2,295,632)</u>
<u>Total Revenue</u>	<u>(7,555,901)</u>	<u>(42,000,000)</u>	<u>(34,444,099)</u>	<u>18%</u>	<u>(4,978,503)</u>	<u>(2,577,399)</u>

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2023-24 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Faculty full-time	1,291,048	7,963,058	6,672,010	16%	1,403,987	(112,939)
Admin full-time	295,299	1,802,001	1,506,702	16%	330,182	(34,883)
Professional full-time	1,351,854	8,390,070	7,038,216	16%	1,394,768	(42,915)
Classified full-time	674,357	4,227,727	3,553,370	16%	436,683	237,674
Part-time	328,992	3,722,477	3,393,485	9%	313,204	15,789
Salary increase	0	1,017,724	1,017,724	0%	0	0
Vacancy savings	0	(1,587,628)	(1,587,628)	0%	0	0
<u>Totals for Salary and wages</u>	<u>3,941,550</u>	<u>25,535,429</u>	<u>21,593,879</u>	<u>15%</u>	<u>3,878,823</u>	<u>62,727</u>
Benefits						
Benefits	881,218	4,411,113	3,529,895	20%	840,693	40,525
<u>Totals for Benefits</u>	<u>881,218</u>	<u>4,411,113</u>	<u>3,529,895</u>	<u>20%</u>	<u>840,693</u>	<u>40,525</u>
Operating expenses						
Contract services	1,059,857	3,984,612	2,924,754	27%	914,318	145,540
Legal	0	20,470	20,470	0%	0	0
Operations	43,447	811,149	767,702	5%	21,512	21,935
Utilities and Rent	335,459	2,589,766	2,254,307	13%	351,557	(16,098)
Postage, printing, and supplies	176,415	1,513,710	1,337,295	12%	127,482	48,933
Bank fees	67,849	90,100	22,251	75%	7,879	59,970
Capital outlay & leases	7,707	88,693	80,986	9%	7,442	265
Insurance	18,466	2,557,348	2,538,882	1%	17,295	1,171
Public rel, marketing and advert	28,951	272,455	243,504	11%	6,455	22,496
Misc.	185,643	434,804	249,161	43%	136,101	49,542
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>1,923,794</u>	<u>12,053,458</u>	<u>10,129,664</u>	<u>16%</u>	<u>1,590,041</u>	<u>333,754</u>

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>6,746,562</u>	<u>42,000,000</u>	<u>35,253,438</u>	<u>16%</u>	<u>6,309,557</u>	<u>437,005</u>
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Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2023-24 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Faculty full-time	0	0	0	0%	17,139	(17,139)
<u>Totals for Salary and wages</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>17,139</u>	<u>(17,139)</u>
Benefits						
Benefits	0	0	0	0%	2,423	(2,423)
<u>Totals for Benefits</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>2,423</u>	<u>(2,423)</u>
Operating expenses						
Contract services	510,968	0	(510,968)	0%	63,035	447,933
Utilities and Rent	1,150	0	(1,150)	0%	0	1,150
Postage, printing, and supplies	37,339	0	(37,339)	0%	96,009	(58,669)
Capital outlay & leases	0	0	0	0%	23,310	(23,310)
Public rel, marketing and advert	0	0	0	0%	12,058	(12,058)
Misc.	3,675	0	(3,675)	0%	0	3,675
<u>Totals for Operating expenses</u>	<u>553,133</u>	<u>0</u>	<u>(553,133)</u>	<u>0%</u>	<u>194,412</u>	<u>358,721</u>
<u>Total Fund Bal</u>	<u>553,133</u>	<u>0</u>	<u>(553,133)</u>	<u>0%</u>	<u>213,974</u>	<u>339,159</u>

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2023-24 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Expense by Division</u>						
<u>Summary for President</u>						
Board of Trustees	0	19,700	19,700	0%	0	0
Campus Police	128,188	717,431	589,243	18%	110,836	17,352
Gen Institution	141,293	361,484	220,191	39%	56,208	85,085
Information Technology Serv	935,308	2,293,510	1,358,202	41%	858,359	76,949
Internal Audit	7,473	150,000	142,528	5%	0	7,473
OPEAR	43,863	456,539	412,676	10%	84,767	(40,904)
Presidents Office	134,648	523,853	389,205	26%	114,413	20,235
Self Study SACS	0	10,237	10,237	0%	88	(88)
Staff Attorney	54,169	289,071	234,902	19%	33,270	20,898
Totals for President	<u>1,444,941</u>	<u>4,821,825</u>	<u>3,376,884</u>	<u>30%</u>	<u>1,257,941</u>	<u>187,000</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	21,527	116,461	94,934	18%	25,571	(4,044)
Custodial Services	135,116	1,401,924	1,266,808	10%	51,252	83,865
Facilities	378,649	4,607,924	4,229,275	8%	477,412	(98,763)
Financial Services	167,080	832,010	664,930	20%	147,157	19,923
Grounds	37,352	463,200	425,848	8%	18,224	19,128
Human Resources	116,276	586,115	469,840	20%	132,987	(16,712)
Purchasing	60,424	303,367	242,943	20%	62,540	(2,115)
Records Mgmt	1,918	20,952	19,034	9%	4,469	(2,551)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,587,628)	(1,587,628)	0%	0	0
Staff Benefits	211,456	5,428,116	5,216,660	4%	155,996	55,460
Tax Admin	0	232,631	232,631	0%	0	0
Utilities	113,710	1,195,000	1,081,290	10%	110,993	2,717

Unrestricted Fund (Unaudited)

	Current Actual	2023-24 Budget	Budget Remaining	Budget Pct.YTD	Prior Year to Actual	Curr. vs Prior Year to Year
Vehicle Operations	19,855	102,331	82,476	19%	14,853	5,002
VP College & Fin Svcs	38,547	190,272	151,725	20%	41,139	(2,591)
<u>Totals for VP Fiscal Affairs</u>	<u>1,301,912</u>	<u>13,583,026</u>	<u>12,281,114</u>	<u>10%</u>	<u>1,242,593</u>	<u>59,319</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	13,514	104,747	91,233	13%	21,898	(8,384)
Marketing and Communications	144,620	903,902	759,282	16%	124,462	20,158
VP Institutional Advancement	122,611	562,156	439,545	22%	119,301	3,309
<u>Totals for VP Institutional Advancement</u>	<u>280,745</u>	<u>1,570,805</u>	<u>1,290,060</u>	<u>18%</u>	<u>265,661</u>	<u>15,084</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	157,154	871,736	714,582	18%	172,636	(15,482)
Academic Planning	31,965	158,606	126,641	20%	0	31,965
Accting-Credit	16,255	58,790	42,535	28%	16,977	(722)
Adm-C.I.D.T.	13,453	70,457	57,004	19%	8,950	4,503
Adm-Cont Ed	87,475	426,430	338,955	21%	70,647	16,827
Adm-Ind Tech	1,419	8,000	6,581	18%	1,416	2
Adm-Instruct	802	73,065	72,263	1%	8,356	(7,554)
Adm-Perf & Vis Arts	11,163	63,113	51,950	18%	9,359	1,804
Adm-Pub Svc Ed	21,038	105,608	84,570	20%	19,008	2,030
Adm-Science	13,711	74,191	60,480	18%	9,338	4,373
Adm-Soc Sci	12,547	75,783	63,236	17%	9,815	2,732
Adult Education	36,475	194,037	157,562	19%	36,644	(169)
Allied Health CE	6,714	199,358	192,644	3%	11,421	(4,706)
Art	46,437	221,843	175,406	21%	50,143	(3,706)
Art Gallery	30	5,750	5,720	1%	0	30
Biol & Nutrition	141,639	621,884	480,245	23%	150,268	(8,629)
Bus Ed-NonCR	0	0	0	0%	1,050	(1,050)
C.I.S.	16,871	63,757	46,886	26%	18,392	(1,520)

Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2023-24</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>
Chemistry	34,029	149,102	115,073	23%	33,571	458
Child Develop	20,609	67,823	47,214	30%	15,793	4,816
Cmnty Theater	60,937	273,730	212,793	22%	64,918	(3,981)
Collegiate H.S.-CR	29,642	145,553	115,911	20%	29,033	609
Cosmetology	120,365	481,977	361,612	25%	115,750	4,615
Criminal Justice	14,046	68,713	54,667	20%	15,701	(1,655)
Culinary Arts	14,027	116,340	102,313	12%	0	14,027
Dean Cont Ed	36,589	132,158	95,569	28%	28,636	7,953
Dean Gen Ed	38,393	379,679	341,286	10%	37,990	403
Dental Hygiene	14,873	165,312	150,439	9%	17,567	(2,694)
Distance Ed	98,650	381,426	282,776	26%	81,361	17,289
Drafting	894	67,330	66,436	1%	17,369	(16,475)
Dual Credit Dept	30,049	161,527	131,478	19%	18,320	11,729
Economics	14,360	69,186	54,826	21%	16,862	(2,502)
EMS-Credit	46,973	181,118	134,145	26%	47,528	(555)
Engineering	3,512	5,100	1,588	69%	3,928	(416)
Fire Tech	50,531	178,828	128,297	28%	44,466	6,064
Firearms Acad	5,712	40,450	34,738	14%	5,658	54
Foreign Lang	12,802	63,407	50,605	20%	14,350	(1,548)
Gen Bus-Credit	43,878	176,553	132,675	25%	40,951	2,927
Geology	17,342	75,866	58,524	23%	6,630	10,712
Government	63,774	274,957	211,183	23%	69,281	(5,507)
Graphic Arts	21,377	66,382	45,005	32%	21,808	(432)
Health and PE Credit	27,161	121,886	94,725	22%	30,320	(3,159)
Health Info Mgmt	40,621	208,477	167,856	19%	37,385	3,237
Hist & Geog	60,100	220,905	160,805	27%	52,077	8,024
Humanities	38,331	137,799	99,468	28%	35,149	3,182
Instr Tech Department	41,214	238,446	197,232	17%	39,370	1,844

Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2023-24</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>
Instr Tech Lab Mgrs	3,849	35,899	32,050	11%	1,031	2,817
Law Enforcement	19,026	198,653	179,627	10%	11,370	7,657
Law Enforcemnt-NonCR	11,444	850	(10,594)	1346%	15,178	(3,734)
LC Ctr Admin	160	20,800	20,640	1%	106	54
Library	198,521	704,735	506,214	28%	152,762	45,759
Management	0	0	0	0%	2,780	(2,780)
Massage Therapy	200	7,400	7,200	3%	1,208	(1,008)
Math	144,922	638,620	493,698	23%	153,893	(8,971)
Medical Assistant	17,093	96,200	79,107	18%	17,356	(263)
Music	37,811	224,735	186,924	17%	60,313	(22,501)
Networking	16,873	62,829	45,956	27%	16,675	198
Nursing Administration	348,717	2,022,831	1,674,114	17%	365,662	(16,945)
Nursing-AD	132	0	(132)	0%	0	132
Nursing-VN	0	0	0	0%	0	0
Pharmacy Tech	16,570	83,382	66,812	20%	17,902	(1,332)
Philosophy	8,772	0	(8,772)	0%	8,275	497
Physics	17,438	74,263	56,825	23%	20,019	(2,581)
Process Tech	83,930	427,382	343,452	20%	93,170	(9,240)
Prof Develop Acad	0	9,000	9,000	0%	0	0
Psychology	65,174	297,909	232,735	22%	73,822	(8,649)
QEP	1,282	0	(1,282)	0%	0	1,282
Radiography	21,055	274,775	253,720	8%	0	21,055
Safety-CR	14,144	71,896	57,752	20%	19,615	(5,471)
Senior Adult Dept	42,973	174,007	131,034	25%	38,354	4,619
Social Science Non CR	6,301	0	(6,301)	0%	6,344	(43)
Sociology	13,304	63,820	50,516	21%	2,310	10,994
Speaking,Reading,Writing	77,908	578,709	500,801	13%	80,965	(3,057)
Theater Arts-Credit	23,708	167,355	143,647	14%	22,578	1,130

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2023-24 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>
Thermal Tech-NonCR	11,364	85,288	73,924	13%	12,768	(1,404)
VP Instruction	62,624	3,150,696	3,088,072	2%	70,937	(8,313)
Welding-Cred	96,975	457,830	360,855	21%	83,321	13,654
Totals for VP Instruction	<u>2,978,205</u>	<u>17,872,302</u>	<u>14,894,097</u>	<u>17%</u>	<u>2,884,904</u>	<u>93,300</u>
<u>Summary for VP of Instruction</u>						
Allied Health Admin	4,331	12,000	7,669	36%	2,169	2,162
CE-CAN Program	1,407	16,368	14,961	9%	4,131	(2,723)
CE-CPR	0	0	0	0%	958	(958)
CE-Dental	0	5,756	5,756	0%	0	0
Program Development	18,969	82,231	63,262	23%	28,650	(9,681)
Totals for VP of Instruction	<u>24,708</u>	<u>116,355</u>	<u>91,647</u>	<u>21%</u>	<u>35,909</u>	<u>(11,201)</u>
<u>Summary for VP Student Services</u>						
Admissions	71,265	366,177	294,912	19%	44,101	27,164
Advise Center	105,338	543,617	438,279	19%	105,032	306
Career & Placement	18,156	111,998	93,842	16%	16,893	1,263
Enrollment Mgmt	6,293	40,381	34,088	16%	9,886	(3,593)
Facilities & Student Recreat	12,852	115,640	102,788	11%	11,250	1,602
Judicial Affairs	35,958	204,013	168,055	18%	38,639	(2,682)
Multicultural Department	3,932	32,500	28,568	12%	347	3,585
Recruitment	129,871	641,899	512,028	20%	89,676	40,195
Stu Financial Svcs	98,924	571,715	472,791	17%	103,826	(4,902)
Stu Organizations	56,554	309,643	253,089	18%	55,920	634
Student Graduation	5,788	74,080	68,292	8%	6,278	(490)
Svcs-Disab Students	8,383	39,901	31,518	21%	4,194	4,189
Testing	50,794	310,625	259,831	16%	41,309	9,485
Veteran Affairs	34,931	163,836	128,905	21%	35,096	(165)
VP Student Services	77,014	509,662	432,648	15%	60,103	16,911

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2023-24 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Totals for VP Student Services</u>	<u>716,051</u>	<u>4,035,687</u>	<u>3,319,636</u>	<u>18%</u>	<u>622,549</u>	<u>93,502</u>
<u>Totals for Expense</u>	<u>6,746,562</u>	<u>42,000,000</u>	<u>35,253,438</u>	<u>16%</u>	<u>6,309,557</u>	<u>437,005</u>
Fund Bal by Division						
Summary for VP Fiscal Affairs						
Fund Balance - Institutional Support	263,516	0	(263,516)	0%	140,859	122,657
Fund Balance - Instruction	99,149	0	(99,149)	0%	63,943	35,206
Fund Balance - Oper & Maint	77,613	0	(77,613)	0%	0	77,613
Fund Balance - Student Services	112,856	0	(112,856)	0%	9,172	103,684
<u>Totals for VP Fiscal Affairs</u>	<u>553,133</u>	<u>0</u>	<u>(553,133)</u>	<u>0%</u>	<u>213,974</u>	<u>339,159</u>
<u>Totals for Fund Bal</u>	<u>553,133</u>	<u>0</u>	<u>(553,133)</u>	<u>0%</u>	<u>213,974</u>	<u>339,159</u>
<u>Totals for Report</u>	<u>7,299,695</u>	<u>42,000,000</u>	<u>34,700,305</u>		<u>6,523,531</u>	<u>776,164</u>



MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: December 11, 2023

Subject: Resolution for Appraisal District Nomination for the Board of Directors of Galveston Central Appraisal District (GCAD)

AGENDA ITEM DESCRIPTION:

Discussion and possible action to cast COM's 199 votes for the 2024-2025 candidate for the Board of Directors of the Galveston Central Appraisal District and approve the Resolution for Appraisal District Nomination

Presented and recommended for approval to the Board of Trustees on December 11, 2023.

PROPOSED MOTION:

“I move the Board of Trustees approve Resolution for Appraisal District Nomination and ballot for the candidate to serve on the 2024-2025 Board of Directors of the Galveston Central Appraisal District.”

ATTACHMENT

Resolution 2023.12.11 Appraisal District Nomination
Board of Directors GCAD Ballot

A RESOLUTION OF

College of the Mainland

VOTING IN THE ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS
OF THE
GALVESTON CENTRAL APPRAISAL DISTRICT
2024-2025

RESOLUTION No. 2023.12.11

WHEREAS, this is selection year for the Board of Directors of the Galveston Central Appraisal District; and

WHEREAS, the Board of Directors consists of five members who serve two-year terms, beginning January 1, 2024 through December 31, 2025; and

WHEREAS, The College of the Mainland is a voting unit entitled to vote for up to five candidates from a ballot submitted by the Galveston Central Appraisal District, if so desired.

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDING BODY OF THIS VOTING UNIT, THAT:

The number of votes cast for the candidate(s), as exhibited in the attached ballot, is submitted by the College of the Mainland to the Galveston Central Appraisal District.

PASSED AND APPROVED by College of the Mainland,
This ____ day of _____, 2023.

Presiding Officer

ATTEST:

Signature and Title



9850 Emmett F. Lowry Expressway, Suite A
Texas City, Texas 77591

Phone: (409) 935 - 1980
Fax: (409) 935 - 4319

Chief Appraiser, Krystal L. McKinney RPA, CCA

2024-2025

Board of Directors Election

BALLOT

Number of Votes Taxing Unit is Eligible to Cast: 199	Voting Unit: College of the Mainland
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CANDIDATES	VOTES
Brast, Scott	
Collins, Robin	
Doyle, Matt	
Farmer, Thomas E.	
Gartman, Donald	
Tressler, Chad	

- ◆ RESOLUTION MUST BE ATTACHED TO THIS BALLOT
- ◆ DEADLINE: *before December 15th, 2023*



PRESIDENT'S OFFICE

Consideration of and Possible Action to Set the March 2024 Board of Trustees Meeting on Wednesday, March 27, 2024.

I move the Board of Trustees Set the March 2024 Board of Trustees Meeting on Wednesday, March 27, 2024.



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. Culinary Arts Program
2. Mitchell Chuoke Plumbing Program

B. Reminders/Announcements

1. Board Meetings
 - a. January 2024 – Monday, January 22nd
 - b. February 2024 – Monday, February 26th
 - c. March 2024 – Wednesday, March 27th (if approved)
2. Holiday Reception – Monday, December 11th,
3:00 p.m. – 5:00 p.m., Student Center
3. Fall Graduation - Saturday, December 16th, 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
Cooper	Michael	EMS Program Coordinator/ Faculty	04/01/2020	10/17/2023	Resignation
Salinas	Rebeka	Administrative Assistant IV	02/08/2016	11/07/2023	Termination
Grimaldo	Naomi	Enrollment Coach	01/29/2018	11/24/2023	Resignation
Garza	Amanda	Executive Administrative Assistant	09/01/2007	11/24/2023	Resignation
Coffman	Patricia	Nursing Program Lab Coordinator	07/01/2022	11/27/2023	Resignation
Ybarra	Kim	Administrative Assistant V	10/25/1993	12/31/2023	Retirement
Suarez	Monique	Assistant Professor - English	01/17/2023	12/31/2023	End of Temporary Assignment
Chapa	Sylvia	Chief of Police	02/01/2005	02/29/2024	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

Discussion of the President's Annual Evaluation



PRESIDENT'S OFFICE

Possible Action on Agenda Items, Including Closed Session Matters

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