



Notice/Agenda of February 2024 Regular Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129), 1200 Amburn Road, Texas City,
Texas 77591
Monday, February 26, 2024**

A February 2024 Regular Meeting of the Board of Trustees of College of the Mainland will be held Monday, February 26, 2024, beginning at 1:30 PM in the Doyle Family Administration Boardroom (A129), 1200 Amburn Road, Texas City, Texas 77591.

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

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

1. **Call to Order**
2. **Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Consideration of and Possible Action to Approve the Full Board Minutes of Monday, January 22, 2024**
5. **Comments from the Community**
 - A. Students
 - B. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Professional Council - Alisha Lyon
 - B. Student Government Association (SGA) - Mario Garza, SGA Treasurer
7. **Presentation by Minto Communities: Latitude Margaritaville**
8. **Consideration of and Possible Action to Approve the 2024-2025 Property and Casualty Insurance Renewals as stated in the 2024-2025 Proposal Analysis for an Amount Not-to-Exceed \$2,500,000 to be Paid from FY23-24 Operating Budget**
9. **Adjournment to closed or executive session pursuant to the Texas Government Code of the Open Meetings Act**
 - A. Consideration of and Possible Action to Approve the Sale of Appomattox Units 11 and 13, and to Authorize Donald G. Gartman, as Chair of the Board of Trustees, to Execute Any Documents Necessary to Finalize the Sale
 - B. Consideration of and Possible Action to Authorize the College President and His Designee to Remit Payment to PBK Architects and to Negotiate, Finalize, and Execute Related Agreement(s) as Discussed in Closed Session
10. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**

11. **Internal Audit Update - Dr. Jerry Flinger will Report the Follow-up Action to the Internal Audit Report on Academics and Curricular Activities**
12. **Human Resources Items**
 - A. Appointment Nominations
 1. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. R.E. Davis to the Position of Manager, Strategic Initiatives & Projects, President's Office
 2. Consideration of and Possible Action to Approve the Appointment Nomination of Nicholas Landriault to the Position of Marketing Specialist, Marketing & Public Affairs Department
 3. Consideration of and Possible Action to Approve the Appointment Nomination of Sarah Plain to the Position of Examiner, Testing Services Department
 4. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Victor Vega to the Position of Dean of Instruction, Vice President for Academic Affairs Division
 5. Consideration of and Possible Action to Approve the Appointment Nomination of Lydia Wardell to the Position of Surgical Technology Program Coordinator, Program Development Department
 - B. Consideration of and Possible Action to Accept the Non-Contractual Positions Hiring Report as Written
 - C. Consideration of and Possible Action to Approve the Executive Vice President for Academic and Student Affairs Position that will Report Directly to the College President
13. **Consideration of and Possible Action to Approve the Fittz & Shipman Design of the Parking Lots A, B, and C and the Replacement of the Underground Fire Line and Water Line Utilities as Outlined in the Project Documents to be Paid with 2023 Bond Funds**
14. **Consideration of and Possible Action to Approve an Increase to Contract 23-15 for Grounds Maintenance and Landscaping Services for an Additional \$45,000 with Beck Landscaping for a Total Contract Amount Not-to-Exceed \$370,000 to be Paid from FY24 Operating Budget**
15. **Consideration of and Possible Action to Approve the Schematic Design for the New Corporate & Continuing Education Center Project, as Presented and Attached**
16. **Consideration of and Possible Action to Approve the Design Development for the New Public Safety Careers Center Project, as Presented and Attached**
17. **Consideration of and Possible Action to Approve Award of Contract 23-36 to Cannon Design - Furniture Design Studio for Furniture Planning Services for the Bond 2023 Projects for a Flat Fee of \$520,000 to be Paid with 2023 Bond Funds**
18. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the January 2024 Investment and Financial Reports
19. **Board Report**
20. **President's Report**
 - A. Updates
 1. QEP - Dr. Helen Brewer
 2. Rank and Promotion
 - B. Reminders/Announcements

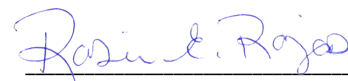
1. Board Meetings
March 2024 - **Wednesday**, March 27th, 1:30 p.m.
April 2024 - Monday, April 22nd, 1:30 p.m.
May 2024 - **Wednesday**, May 29th
December 2024 - Monday, December 9th
 2. Educate a Woman 2024: Laughs for Lunch - Friday, March 22, 2024, 11:30 a.m.- 1:00 p.m., COM Conference Center
 3. Flock the Block - Saturday, March 23, 2024, 10:00 a.m. - 2:00 p.m., COM (in front of COM Administration Building)
 4. Employee Recognition Dinner - Friday, April 26th, 5:30 p.m. COM Conference Center
- C. Resignations and Retirement Report
D. Miscellaneous
21. **Adjournment to closed or executive session pursuant to the Texas Government Code of the Open Meetings Act**
 22. **Consideration of and Possible Action on any Items Discussed in Closed Session**
 23. **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, February 22, 2024, 3:00 P.M.

Administration

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



Rosie E. Rojas
Board Clerk



PRESIDENT'S OFFICE

Call to Order

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



PRESIDENT'S OFFICE

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

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



College of the Mainland
Board of Trustees
2023-2024

Mr. Don Gartman,
Board Chair
2538 Quaker Dr.
Texas City, 77590
409-739-2618
dgartman@com.edu

Mr. Alan L. Waters,
Trustee
#1 South Pintail Street
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409-655-5055
awaters1@com.edu

Mrs. Dawn King,
Board Vice Chair
P.O. Box 1105
Dickinson, TX 77539
832-860-0663
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Dr. Verna J. Henson,
Trustee
7306 Heron Ln.
Texas City, TX 77591
409- 995-0948
vhenson@com.edu

Mrs. Melissa Skipworth,
Board Secretary
1061 Misty Cliff
Dickinson, TX 77539
281-684-9146
mskipworth@com.edu

Dr. Bill McGarvey,
Trustee
808 Buttonwood Dr.
Texas City, TX 77591
409-770-3537
wmcgarvey@gmail.com

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



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2024
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 January 22, 2024."

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 1/22/24

College of the Mainland Board of Trustees
Minutes of Monday, January 22, 2024
1:30 p.m., Doyle Family Administration Building

Call to Order

Don Gartman called the meeting to order at 1:30 p.m.

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

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present, except Melissa Skipworth and Kyle Dickson.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, December 11, 2023

Alan Waters moved the Board of Trustees approve the Full Board Minutes of Monday, December 11, 2023. Bill McGarvey seconded the motion; all voted in approval.

Charles T. and Mary Ellen Doyle and Texas First Bank will Present a Check to the Board of Trustees in the Amount of \$100,000 for the Mitchell Chuoke Jr. Plumbing Certificate Program at College of the Mainland

Charles T. and Mary Ellen Doyle and Texas First Bank presented a check to the Board of Trustees in the amount of \$100,000 for the Mitchell Chuoke Jr. Plumbing Certificate Program at College of the Mainland.

Comments from the Community

No comments this month.

Constituent Leader Activity Reports

Faculty Senate – Candice Edmonston, Faculty Senate President, updated the Board on faculty activities.

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

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

Student Government Association (SGA) – Mario Garza, SGA Treasurer, updated the Board on Student Government Association activities.

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

Paula Drnevich and C.W. Scheibe updated the Board on the bond projects.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Barbara Kovacevich to the Position of Assistant Director of Marketing, Marketing & Public Affairs Department

Bill McGarvey moved the Board of Trustees approve the appointment of Barbara Kovacevich to the position of Assistant Director of Marketing, Marketing & Public Affairs Department. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Colleen McGaskey to the Position of Payroll Specialist, Business Office

Alan Waters moved the Board of Trustees approve the appointment of Colleen McGaskey to the position of Payroll Specialist, Business Office. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Samudra Sanyal to the Position of Professional Science Tutor, Tutoring Center

Bill McGarvey moved the Board of Trustees approve the appointment of Dr. Samudra Sanyal to the position of Professional Science Tutor, Tutoring Center. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Approval of the Revisions to the 2024-2025 Academic Calendar and the Proposed 2025-2026 and 2026-2027 Academic Calendars as Presented by the Administration

Alan Waters moved the Board of Trustees approve the revisions to the 2024-2025 Academic Calendar and the proposed 2025-2026 and 2026-2027 Academic Calendars as presented by the Administration. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Award of Contract #24-11 to SynDaver Education for a Not-to-Exceed Amount of \$194,156 for the Purchase of Synthetic Cadavers to be Paid with Title V PASS Grant Funds

Note: Alan Waters stepped out 2:15 p.m.

Verna Henson moved the Board of Trustees approve award of contract 24-11 to SynDaver Education for a not-to-exceed amount of \$194,156 for the purchase of synthetic cadavers to be paid with Title V PASS Grant funds. Dawn King seconded the motion; all voted in approval.

Note: Alan Waters returned 2:19 p.m.

Consideration of and Possible Action to Approve the Retention of Appomattox Suite 11 and Proceed with the Sale of Appomattox Suite 13 as Recommended by the Administration

Alan Waters moved that the Board of Trustees table this item. Dawn King seconded the motion; all voted in approval.

This item was pulled from the agenda.

Shell Space Build-Out(s)

Consideration of and Possible Action to Approve the Final Construction Documents for the Doyle Administration Building - 2nd Floor Shell Space Build-Out Project, as Presented and Attached

Alan Waters moved the Board of Trustees approve the final construction documents for the Doyle Family Administration Building - 2nd floor shell space build-out project, as presented and attached.

Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Design Development Plans for the STEAM Building - 4th Floor Shell Space Build-Out Project, as Presented and Attached

Alan Waters moved the Board of Trustees approve the design development plans for the STEAM Building – 4th floor shell space buildout project, as presented and attached. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the 2024-2025 Police Professional, Flood, Auto, Professional, General, Employee Benefit and Cyber/Privacy Insurance Renewals as Stated in the 2024-2025 Proposal Analysis for an Amount Not-to-Exceed \$185,000 to be Paid from FY23-24 Operating Budget

Bill McGarvey moved the Board of Trustees approve the 2024-2025 Police Professional, Flood, Auto, Professional, General, Employee Benefit and Cyber/Privacy Insurance Renewals as stated in the 2024-2025 Proposal Analysis for an amount not-to-exceed \$185,000 to be paid from FY23-24 operating budget. Alan Waters seconded the motion; all voted in approval.

Tuition

Consideration of and Possible Action to Approve the Proposed Tuition Cost Adjustments to Align with a Flat Fee Tuition Model as Presented by the Administration Effective Fall 2024

Alan Waters moved the Board of Trustees approve the proposed tuition cost adjustments to align with a flat fee tuition model as presented by the Administration effective Fall 2024. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Proposed Tuition Cost Adjustment to the Dual Credit Tuition to Align with a Flat Fee Tuition Model as Presented by the Administration Effective Fall 2024

Bill McGarvey moved the Board of Trustees approve the proposed tuition cost adjustments to the Dual Credit tuition to align with a flat fee tuition model as presented by the Administration effective Fall 2024. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Proposed Tuition Cost Adjustments to the Collegiate High School (CHS) Tuition to Align with a Flat Fee Tuition Model as Presented by the Administration Effective Fall 2024

Alan Waters moved the Board of Trustees approve the proposed tuition cost adjustments to the Collegiate High School (CHS) tuition to align with a flat fee tuition model as presented by the Administration effective Fall 2024. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Update Required Signatories for COM Safety Deposit Box, as Required by Texas First Bank

Motion #1: Alan Waters moved the Board of Trustees remove Kyle Dickson, former Chair of the Board of Trustees, as an authorized signatory on the COM safety deposit box, as required by Texas First Bank. Bill McGarvey seconded the motion; all voted in approval.

Motion #2: Alan Waters moved the Board of Trustees add Donald G. Gartman, Chair of the Board of Trustees, and Dr. David Wesse, Vice President for Fiscal Services, added as authorized signatories on the College of the Mainland safety deposit box and that Melissa Skipworth, Secretary of the Board of Trustees, and Trudy Trochesset, Controller, shall retain signatory authority, as required by Texas First Bank.

Bill McGarvey seconded the motion; all voted in approval.

Financial Report(s)

Consideration of and Possible Action to Accept the November 2023 and December 2023 Investment and Financial Reports

Bill McGarvey moved the Board of Trustees accept the November 2023 and December 2023 Investment Reports and the November 2023 and December 2023 Financial Reports. Alan Waters seconded the motion; all voted in approval.

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

Alan Waters moved the Board of Trustees accept the November 2023 Investment Quarterly Report. Verna Henson seconded the motion; all voted in approval.

Board Meeting Dates

Consideration of and Possible Action to Schedule the May 2024 Meeting on Wednesday, May 29, 2024, 1:30 P.M.

Verna Henson moved the Board of Trustees schedule the May 2024 meeting on Wednesday, May 29, 2024, 1:30 p.m. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Schedule December 2024 Meeting on Monday, December 9, 2024, 1:30 P.M.

Verna Henson moved the Board of Trustees schedule the December 2024 meeting on Monday, December 9, 2024, 1:30 p.m. Bill McGarvey seconded the motion; all voted in approval.

Board Report

Dr. Verna Henson congratulated Dr. Helen Brewer on her new position.

President's Report

Updates

QEP – Dr. Helen Brewer

Dr. Helen Brewer updated the Board on the QEP title – Commit to Complete.

Enrollment

Dr. Helen Brewer updated the Board on the enrollment status. Enrollment is up 14%.

Reminders/Announcements

Board Meetings

February 2024 – Monday, February 26th

March 2024 - Wednesday, March 27th

April 2024 – Monday, April 22nd

May 2024 – Wednesday, May 29th (if approved)

December 2024 – Monday, December 9th (if approved)

Employee Recognition Dinner - Friday, April 26th, 5:30 p.m., COM Conference Center

Resignations and Retirement Report

Miscellaneous

Alan Waters moved for adjournment. Verna Henson seconded the motion; all voted in approval.

Adjournment at 3:07 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Don Gartman, Chair
Board of Trustees

Comments from the Community

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

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



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

A. Professional Council – Alisha Lyon

B. Student Government Association (SGA) – Mario Garza, SGA
Treasurer

Growing Older ...But Not Up

INTRODUCING



Your New Home in Paradise







- **Resident Demographics**
 - **Average age 58.**
 - **Looking for 1,200 to 2,500 s.f. priced \$300k to \$550k.**
 - **Seeking a mix of 50/50 detached vs. attached product**
 - **76% are primary residence.**
 - **Seeking key community attributes: walking trails, resort pool, restaurant/bar, healthcare/wellness, maintenance included yards, temperate climate, nearby neighborhood services, access to interstates/airports.**
 - **Texas, Florida, Carolinas and Arizona are the top destination choices.**



- **Customer Outreach Center – C.O.C.**
 - **Dedicated team of agents who respond to customer web and phone inquiries.**
 - **Establish appointments at the community level.**
 - **15,946 completed touchpoints YTD.**
 - **3,556 converted to onsite visits.**
 - **494 attributable sales YTD (42% of Latitude sales).**
- **Paradise Club – Customer Registrations**
 - **553,000 registrations specific to Latitude Margaritaville.**
- **Changes in Latitude – Stay & Play Program**
 - **Each community has approximately twelve residences that prospects can stay in for 2 or 3 nights.**
 - **Conversion to sale in excess of 20% for all visits.**

Metrics to Date

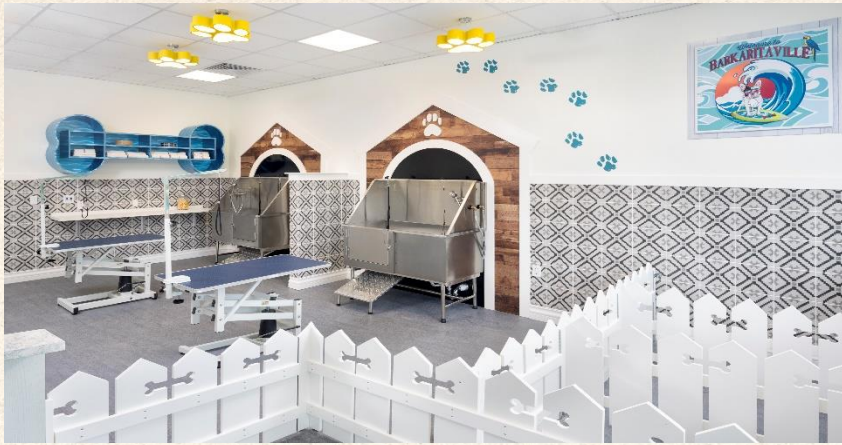


- **Latitude Daytona Beach, Florida**
 - **Opened 2017 – 3,900 units.**
 - **Sold to date – 3,534, Closed to Date – 3,015.**
 - **Annual Sales Volume – 600.**

- **Latitude Hilton Head, South Carolina**
 - **Opened 2018 – 3,800 units.**
 - **Sold to date – 2,195, Closed to Date – 1,632.**
 - **Annual Sales Volume – 480.**

- **Latitude Watersound, Florida**
 - **Opened May 2021 – 3,500 units.**
 - **Entitlements for 150,000 units.**
 - **Sold to date – 1,663, Closed to Date – 1,067.**
 - **Annualized Sales Volume – 600.**

Latitude Amenities



Latitude Sales Center



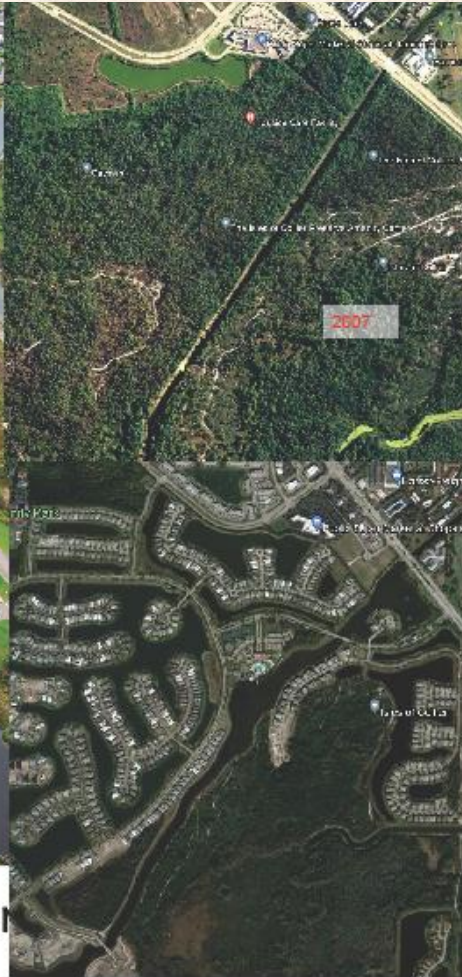
TIRZ Boundary



Why we are here today, TIRZ Projects



TIRZ Projects Drainage Improvements (example of prior work in Florida)



minto
Communities

Isles of Collier Present

9.26.23



- **TIRZ financing to be used to support public infrastructure**
- **Minimal impact to COM operations due to average age of 58 within the community**
- **First 10 years of development (2026-2035) – TIRZ revenue split with 60% to reimbursement of infrastructure and 40% to COM general fund**
- **Next 20 years – flipped – TIRZ revenue split with 40% to reimbursement of infrastructure, 60% to COM general fund**
- **Projected revenue through 2055**
 - **Infrastructure reimbursement - \$32,872,136**
 - **COM General Fund - \$41,868,643**



- **Infrastructure to be reimbursed through TIRZ**
 - **All public infrastructure**
 - **Roads**
 - **Trails**
 - **Parks**
 - **Water/Sewer/Drainage**
 - **Bridges**
 - **Thoroughfare crossings**
 - **Environmental remediation including capping and plugging existing wells and removing gathering lines**
 - **Pipeline relocations**
 - **City Projects (after public infrastructure for priority)**
 - **Fire station**
 - **Water plant improvements**
 - **Golf course improvements**

Cooperative Opportunities



Fins Up to a Great College of the Mainland and Minto Relationship!



College of the Mainland TIRZ Participation Proposal

The table below sets forth the terms under which Minto (“Developer”) proposes the College of Mainland (the “College”) under which they participate in Texas City TIRZ No. 2 (“TIRZ”) in order to facilitate the development of a Latitude Margaritaville community in Texas City’s corporate limits.

Topic	Terms
Latitude Margaritaville Project	<ul style="list-style-type: none"> • Master-planned, active adult community with single-family attached and detached units, parks and open space areas, private community center, and some potential mixed-use commercial as dictated by market demand.
Reimbursement Terms	<ul style="list-style-type: none"> • Reimbursement will be eligible only from the increment generated by the land bordered by Highway 3 to the west, SH 146 to the east, Moses Bayou to the North and the Emmett Lowry Expressway to the South (the “Property”). • Reimbursement will be for the projects set forth on Exhibit A attached hereto (“Developer Projects”). • Projected cash flow from College increment is set forth on Exhibit B.
Base Year	<ul style="list-style-type: none"> • Certified Value for the Property for tax year 2024 as shown on the tax rolls provided by the Galveston Central Appraisal District.
Term of Agreement	<ul style="list-style-type: none"> • 32 years – this provides a thirty year term after a 2-year ramp up for development to begin. Only 10 years of development increment will be used. • TIRZ terminates December 31, 2056
Increment Percentage	<ul style="list-style-type: none"> • For the initial 12 years (2 years of ramp up + 10 years of development): <ul style="list-style-type: none"> ○ 60% of the tax revenue from incremental value will go to the TIRZ and be pledged to the “Master District” (expected to be Galveston County MUD No. 60) for the reimbursement of Developer Projects. ○ 40% of the tax revenue from the incremental will remain with the College for any authorized purpose. • Thereafter (the remaining 20 years) <ul style="list-style-type: none"> ○ 40% of the tax revenue from incremental value will go to the TIRZ and be pledged to the Master District for the reimbursement of Developer Projects. ○ 60% of the increment will be available for the College for any authorized purpose.
Reimbursement Items	<ul style="list-style-type: none"> • The Developer Projects listed on Exhibit B shall be those eligible for reimbursement to the Developer through the TIRZ increment that is pledged to the Master District, and their estimated costs are included (actual costs will vary). • Prior to any reimbursement to the Developer, the District shall, at its own cost, engage an auditor to confirm the costs incurred in the design and construction of the public improvements and only those costs verified by such auditor shall be eligible for reimbursement.
Design and Construction	<ul style="list-style-type: none"> • Design and construction of all projects shall be subject to terms of the Development Agreement between Texas City and Developer.

Exhibit A

Proposed Public Improvements

**TEXAS CITY TAX INCREMENTAL REINVESTMENT ZONE NO. 2
PRELIMINARY PROJECT PLAN COST BREAKDOWN**

<u>NO.</u>	<u>ITEM</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>UNIT COST</u>	<u>COST</u>	<u>CONTENGENCIES</u>	<u>ENGINEERING/LA/SWPPP</u>	<u>TOTAL COST</u>
1	OFFSITE WATERLINE EXTENSIONS	LF	8000	\$ 150	\$ 1,200,000	\$ 120,000	\$ 250,800	\$ 1,570,800
2	LIFT STATIONS	EA	5	\$ 1,000,000	\$ 5,000,000	\$ 500,000	\$ 1,045,000	\$ 6,545,000
3	MASS GRADING	LF	400,000	\$ 8	\$ 3,200,000	\$ 320,000	\$ 668,800	\$ 4,188,800
4	AMENITY EXCAVATION FOR FILLING FLOODPLAIN	LF	400,000	\$ 8	\$ 3,200,000	\$ 320,000	\$ 668,800	\$ 4,188,800
5	ROADWAY LANDSCAPING (SPINE ROAD, INTERNAL COLLECTORS, 25TH AVENUE)							
	25TH AVE. ROW LANDSCAPING	LF	8,850	\$ 96	\$ 849,600	\$ 169,920	\$ 183,514	\$ 1,203,034
	SPINE ROAD	LF	7,400	\$ 128	\$ 947,200	\$ 189,440	\$ 204,595	\$ 1,341,235
	MAJOR COLLECTOR	LF	4,290	\$ 80	\$ 343,200	\$ 68,640	\$ 74,131	\$ 485,971
	MINOR COLLECTORS	LF	10,250	\$ 48	\$ 492,000	\$ 98,400	\$ 106,272	\$ 696,672
6	IRRIGATION COSTS	LF	0	\$ -	\$ -	\$ -	\$ -	\$ -
7	GENERAL DEVELOPMENT LANDSCAPING							
	PRIMARY MONUMENTATION	EA	3	\$ 500,000	\$ 1,500,000	\$ 300,000	\$ 324,000	\$ 2,124,000
	SECONDARY MONUMENTATION	EA	4	\$ 250,000	\$ 1,000,000	\$ 200,000	\$ 216,000	\$ 1,416,000
	TERTIARY MONUMENT	EA	43	\$ 100,000	\$ 4,300,000	\$ 860,000	\$ 928,800	\$ 6,088,800
	NEIGHBORHOOD PARK AMENITIES	EA	4	\$ 500,000	\$ 2,000,000	\$ 400,000	\$ 432,000	\$ 2,832,000
	POCKET PARK AMENITIES	EA	29	\$ 100,000	\$ 2,900,000	\$ 580,000	\$ 626,400	\$ 4,106,400
	LANDSCAPE RESERVE AMENITIZATION	EA	38	\$ 180,000	\$ 6,840,000	\$ 1,368,000	\$ 1,477,440	\$ 9,685,440
8	DRAINAGE CROSSINGS	SF	56,600	\$ 185	\$ 10,471,000	\$ 1,047,100	\$ 2,073,258	\$ 13,591,358
9	AMENITIES FOR DRAINAGE CHANNELS							
	DETENTION POND TRAILS	LF	24,650	\$ 60	\$ 1,479,000	\$ 295,800	\$ 319,464	\$ 2,094,264
	DRAINAGE CHANNEL TRAILS	LF	20,500	\$ 90	\$ 1,845,000	\$ 369,000	\$ 398,520	\$ 2,612,520
	DRAINAGE CHANNEL LANDSCAPE	AC	64	\$ 45,000	\$ 2,880,000	\$ 576,000	\$ 622,080	\$ 4,078,080
10	EXISTING WELLS AND GATHERING LINES							
	CAP AND PLUG EXISTING WELLS	EA	14	\$ 50,000	\$ 700,000	\$ 140,000	\$ -	\$ 840,000
	REMOVE EXISTING GATHERING LINES	LF	20,000	\$ 100	\$ 2,000,000	\$ 400,000	\$ -	\$ 2,400,000
11	GROUNDWATER REMEDIATION	AC	1,300	\$ 635	\$ 825,500	\$ 165,100	\$ -	\$ 990,600
12	WETLANDS/STREAMS	AC	214	\$ 18,650	\$ 3,991,100	\$ 399,110	\$ -	\$ 4,390,210
13	PIPELINE RELOCATIONS/CROSSINGS							
	PIPELINE CROSSINGS	EA	15	\$ 100,000	\$ 1,500,000	\$ 300,000	\$ 324,000	\$ 2,124,000
	PIPELINE RELOCATIONS	LF	830	\$ 1,000	\$ 830,000	\$ 166,000	\$ 179,280	\$ 1,175,280
14	TRAFFIC SIGNALS	EA	1	\$ 1,000,000	\$ 1,000,000	\$ 100,000	\$ 209,000	\$ 1,309,000
15	TURN LANES	EA	16	\$ 250,000	\$ 4,000,000	\$ 400,000	\$ 792,000	\$ 5,192,000
16	STREET LIGHT IMPROVEMENTS	EA	5	\$ 100,000	\$ 500,000	\$ 50,000	\$ 104,500	\$ 654,500
17	GOLFCART PATH	LF	28,150	\$ 48	\$ 1,351,200	\$ 135,120	\$ 282,401	\$ 1,768,721
18	MULTIMODAL PATHWAY ALONG THE SPINE ROAD	LF	28,150	\$ 120	\$ 3,378,000	\$ 337,800	\$ 706,002	\$ 4,421,802
19	PEDESTRIAN BRIDGE OR GOLF CART BRIDGE OVER 25TH AVE.	LS	1	\$ 5,000,000	\$ 5,000,000	\$ 500,000	\$ 1,045,000	\$ 6,545,000
20	FIRE STATION	LS	1	\$ 8,000,000	\$ 8,000,000	\$ 800,000	\$ 1,672,000	\$ 10,472,000
21	GOLF COURSE IMPROVEMENTS	LS						
22	WATER PLANT IMPROVEMENTS	LS						
TOTAL PROJECT PLAN COSTS								\$ 111,132,287
LEGAL, AUDITING, PLANNING, ARCHITECTURAL, ENGINEERING, ADMINISTRATION, ETC... (3%)								\$ 3,333,969
TOTAL TIRZ COSTS								\$ 114,466,255

Exhibit B

Estimated Increment Schedule

EXHIBIT B
City of Texas City TIRZ No. 2 (Latitude Margaritaville)
TIRZ Revenue Cash Flow
*****PRELIMINARY - FOR DISCUSSION PURPOSES ONLY*****

COLLEGE OF THE MAINLAND														
Tax year	Cumulative Homesteads	Base Value (a)	Taxable Value in TIRZ	Incremental Value	Less: Homestead Ex. 20%	Less: Over 65 Exemption (c) \$24,000	NET Incremental Value	College of the Mainland 2023 Tax Rate	Calendar year	Incremental Revenue 95%	40% 60% to City (d)	60% 40% to Master District (d)		
2024	-	433,190	433,190 (b)	-	-	-	-	0.268500	2025	-	-	-		
2025	-	433,190	433,190 (b)	-	-	-	-	0.268500	2026	-	-	-		
2026	-	433,190	43,125,405 (b)	42,692,215	-	-	42,692,215	0.268500	2027	108,897	43,559	65,338		
2027	120	433,190	114,643,656 (b)	114,210,466	22,928,731	1,440,000	89,841,735	0.268500	2028	229,164	91,666	137,498		
2028	420	433,190	249,838,679 (b)	249,405,489	49,967,736	5,040,000	194,397,754	0.268500	2029	495,860	198,344	297,516		
2029	840	433,190	437,031,737 (b)	436,598,547	87,406,347	10,080,000	339,112,200	0.268500	2030	864,990	345,996	518,994		
2030	1,320	433,190	636,008,813 (b)	635,575,623	127,201,763	15,840,000	492,533,860	0.268500	2031	1,256,331	502,532	753,798		
2031	1,800	433,190	834,985,888 (b)	834,552,698	166,997,178	21,600,000	645,955,520	0.268500	2032	1,647,671	659,068	988,603		
2032	2,280	433,190	1,033,962,963 (b)	1,033,529,773	206,792,593	27,360,000	799,377,180	0.268500	2033	2,039,011	815,605	1,223,407		
2033	2,760	433,190	1,232,940,038 (b)	1,232,506,848	246,588,008	33,120,000	952,798,841	0.268500	2034	2,430,352	972,141	1,458,211		
2034	3,240	433,190	1,428,030,861 (b)	1,427,597,671	285,606,172	38,880,000	1,103,111,499	0.268500	2035	2,813,762	1,125,505	1,688,257		
2035	3,500	433,190	1,519,807,590 (b)	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2036	2,993,083	1,197,233	1,795,850		
2036	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2037	2,993,083	1,197,233	1,795,850		
2037	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2038	2,993,083	1,197,233	1,795,850		
2038	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2039	2,993,083	1,197,233	1,795,850		
2039	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2040	2,993,083	1,197,233	1,795,850		
2040	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2041	2,993,083	1,197,233	1,795,850		
2041	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2042	2,993,083	1,197,233	1,795,850		
2042	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2043	2,993,083	1,197,233	1,795,850		
2043	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2044	2,993,083	1,197,233	1,795,850		
2044	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2045	2,993,083	1,197,233	1,795,850		
2045	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2046	2,993,083	1,197,233	1,795,850		
2046	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2047	2,993,083	1,197,233	1,795,850		
2047	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2048	2,993,083	1,197,233	1,795,850		
2048	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2049	2,993,083	1,197,233	1,795,850		
2049	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2050	2,993,083	1,197,233	1,795,850		
2050	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2051	2,993,083	1,197,233	1,795,850		
2051	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2052	2,993,083	1,197,233	1,795,850		
2052	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2053	2,993,083	1,197,233	1,795,850		
2053	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2054	2,993,083	1,197,233	1,795,850		
2054	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2055	2,993,083	1,197,233	1,795,850		
2055	3,500	433,190	1,519,807,590	1,519,374,400	303,961,518	42,000,000	1,173,412,882	0.268500	2056	2,993,083	1,197,233	1,795,850		
										74,740,779	41,868,643	32,872,136		

Footnotes:

(a) Base value is estimated and subject to verification.

(b) Build-out projections provided by Minto Communities on April 11, 2023.

(c) Assumes 50% of the homesteads qualify for the \$24,000 Over 65 Exemption granted by the COM.

(d) Assumes 40% of the incremental revenue to the COM in years 2024 through 2035 (60% to the Master District) and 60% thereafter to the COM to 2056 (40% to the Master District).



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 7, 2024
Subject: 2024-2025 Property/Casualty Insurance Renewals

AGENDA ITEM DESCRIPTION:

Consideration of and possible approval of the 2024-2025 Property/Casualty Insurance Renewals.

PURPOSE

To provide sufficient property and liability insurance for all appropriate properties and areas of liability.

FUNDING SOURCE:

2023-2024 Budget

PROPOSED MOTION:

***Suggested motion:* “I move the Board of Trustees approve the 2024-2025 Property and Casualty Insurance Renewals as stated in the 2024-2025 Proposal Analysis for an amount not to exceed \$2,500,000.00 to be paid from FY23-24 operating budget.”**

BACKGROUND

In February of 2020, the Board approved a recommendation for contract award to McGriff, Siebels, & Williams based on results of a request for proposal for property and liability insurance. McGriff is an approved vendor of the Omnia Partners cooperative purchasing organization. McGriff’s status with the cooperative was the basis of their original response to provide competitive and best value options for proper coverage throughout campus. Therefore, it is the recommendation of COM administration to renew the property and liability insurance with McGriff, an industry leader to community colleges and universities. Additionally, COM has been extremely satisfied with the services and policy options provided by McGriff for almost a decade. Coverage with McGriff has provided positive outcomes to COM resulting from several disaster claims with their assistance.

ATTACHMENTS

1. 2024-2025 Insurance Renewal Analysis

COLLEGE OF THE MAINLAND
 PROPOSAL ANALYSIS: INSURANCE PLAN YEAR 2024-2025
 02/28/2024 - 02/28/2025

MCGRIFF

EXPIRING PLAN YEAR 2023-2024

Insurer	Line	Limits	Deductibles	Premiums
Lloyds of London	Terrorism	\$100M	\$10K	21,244
AXA/XL	Boiler & Machinery	\$177,223,963	\$10K	10,231
Travelers	Crime	\$500k	\$5K	6,956
Burlington	General Liability	\$1M	\$1K	7,161
McGriff Subtotal:				45,592
Various Insurers	Property	Per SOV Schedule	\$50K AOP	1,951,418
		\$100M	\$50K EQ	
		\$10M Flood	3% NS, Min \$250K	
		\$10M EQ	\$100K Flood Except	
		\$1M Tuition/Fees	No Coverage SFHA	
Property Subtotal:				1,951,418
McGriff Total:				1,997,010

RENEWING PLAN YEAR 2024-2025

Insurer	Line	Limits	Deductibles	Premiums
Lloyds of London	Terrorism	\$100M	\$10K	19,075
AXA/XL	Boiler & Machinery	\$201,127,162	\$10K	11,774
Travelers	Crime	\$500k	\$5K	6,956
Burlington	General Liability	\$1M	\$1K	7,661
McGriff Subtotal:				45,466
Various Insurers	Property	Per SOV Schedule	\$50K AOP	2,353,565
		\$100M	\$50K EQ	
		\$10M Flood	3% NS, Min \$250K	
		\$10M EQ	\$100K Flood Except	
		\$1M Tuition/Fees	No Coverage SFHA	
Property Subtotal:				2,353,565
McGriff Total:				2,399,031

Initial Payment 2/2023 1,997,010
 Increased Values: Fine Arts Bldg, STEAM Allied Health and ICB 179,642
 Plan Year 2023-2024 2,176,652

Approximate Increase 10.20%

College of the Mainland

Property & Windstorm Insurance - 2/28/2024-25

Coverage	Property/Windstorm Insurance
Total Limit of Liability:	\$100,000,000
Sub-Limits:	
Windstorm or Hail	\$100,000,000
Flood Zone All Other Zones Except A&V - Annual Aggregate	\$10,000,000
Earth Movement - Annual Aggregate	\$10,000,000
Accounts Receivable	\$5,000,000
Civil or Military Authority	30 days max \$5,000,000
Contingent Time Element	30 days max \$1,000,000
Debris Removal	The lesser of \$15,000,000 or 25%
Course of Construction (Soft Costs)	\$250,000 (\$25,000)
Electronic Data & Media	\$5,000,000
Errors & Omissions	\$1,000,000
Extended Period of Indemnity	180 days
Extra Expense/Expediting Expense	\$2,500,000
Fine Arts	\$250,000
Fungus, Molds, Mildew, Spores, Yeast - Annual Aggregate	\$500,000
Ingress/Egress	30 days (maximum \$250,000)
Leasehold Interest	\$100,000
Limited Pollution Coverage – Annual Aggregate	\$100,000
Lock Replacement	\$25,000
Miscellaneous Unnamed Locations	\$5,000,000
Newly Acquired Property - 90 Day	\$5,000,000
Ordinance or Law – Coverage A	Included in Bldg Limit
Ordinance or Law – Coverage B & C – Per Building	20% max \$5,000,000
Ordinary Payroll	60 days
Plants, Lawns, Trees or Shrubs	\$100,000
Any One Plant, Lawn, Tree or Shrub	\$25,000
Professional Fees – Annual Aggregate	\$250,000
Reclaiming, Restoring or Repairing Land Improvements	\$10,000
Reward Reimbursement	\$25,000
Service Interruption (72 hour qualifying period)	\$5,000,000
Spoilage	\$1,000,000
Time Element Monthly Limitation	1/12th monthly
Transit	\$1,000,000
Underground pipes, flues & drains	\$100,000
Valuable Papers & Records	\$1,000,000
Wind Driven Precipitation	\$500,000
Deductibles:	
All Other Perils (Fire)	\$50,000
Flood	\$250,000 Except as per below
Earth Movement	\$50,000
Named Storm Wind/Hail/Wind Driven Precipitation	3% of the Total Values at the Time of Loss at each building/item stated on SOV subject to a minimum deductible of \$250,000 any one occurrence
All Other Wind/Hail	1% of the Total Values at the Time of Loss at each building/item stated on SOV subject to a minimum deductible of \$100,000 any one occurrence
Valuation:	Limited to Values as Reflected on Statement of Values on file with Carriers
Building Values	\$178,888,691
Business Personal Property/Contents	\$13,371,765
Miscellaneous Equipment	\$361,612
Computer & Ancillary Equipment	\$6,753,884
Outdoor Property	\$751,210
Business Income/Loss of Tuition	\$1,000,000



Property & Windstorm Insurance - 2/28/2024-25

Coverage	Property/Windstorm Insurance
Total Insurable Values (TIV)	\$201,127,162
Lead Carrier:	AmRisc
Premium:	\$2,353,565
Coverage:	AXA Boiler & Machinery
Sub-Limits:	
Business Income/Extra Expense	\$1,000,000
Water Damage	\$250,000
Expediting Expense	\$250,000
Pollutants and/or Hazardous Materials	\$250,000
Data Restoration	\$250,000
Ordinance or Law	\$500,000
Utility Interruption	\$1,000,000
Fungus and Related Perils - Property Damage	\$15,000
Perishable Goods	\$100,000
Off Premises Damage	\$100,000
Deductibles:	
Property Damage, BI/EE, Perishable Goods	\$10,000
Time Element Coverages	24 Hours
Premium:	\$11,774
Coverage:	TRIA Terrorism
Sum Insured:	\$100,000,000
Deductible:	\$10,000
Premium:	\$19,075
Coverage:	Crime
Employee Theft	\$500,000
Forgery or Alteration	\$500,000
On Premises	\$250,000
In Transit	\$250,000
Money Orders & Counterfeit Money	\$250,000
Computer Fraud	\$500,000
Funds Transfer Fraud	\$500,000
Claim Expense	\$5,000
Retention:	\$5,000
Premium:	\$6,956
Coverage:	Burlington - General Liability Insurance
General & Products Comp/Ops Aggregate	\$2,000,000
Personal/Advertising Injury	\$1,000,000
Per Occurrence	\$1,000,000
Damage to Premises Rented	\$100,000
Medical Payments	\$5,000
Deductible	\$1,000
Premium:	\$7,661
Total Renewal Premium:	\$2,399,031

Note: This exhibit is intended for reference purposes. The actual policy documents shall govern and supersede any representations made herein.



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.



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2024
Subject: Proposed sale of real estate.

AGENDA ITEM DESCRIPTION:

Discussion and possible action on the proposed sale of real estate identified as Appomattox Units 11 and 13 located at 1501 N. Amburn Road, Texas City, Texas.

Presented and recommended for approval to the Board of Trustees on February 26, 2024.

PROPOSED MOTION:

Suggested motion: *“I move the Board of Trustees approve the sale of Appomattox Units 11 and 13, and to authorize Donald Gartman, as Chair of the Board of Trustees, to execute any documents necessary to finalize the sale.”*

BACKGROUND

College of the Mainland solicited bids for the sale of real estate identified as Appomattox Units 11 and 13. These units are determined to be no longer required for College operations. Pursuant to the solicitation, COM received a bid for the said units which represents the fair market value of the real property.



PRESIDENT'S OFFICE

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2024
Subject: Possible action regarding payment to PBK Architects.

AGENDA ITEM DESCRIPTION:

Discussion and possible action to approve payment to PBK for architectural services.

PROPOSED MOTION:

Suggested motion: *“I move to authorize the College President and his designee to remit payment to PBK Architects and to negotiate, finalize, and execute related agreement(s) as discussed in closed session.”*

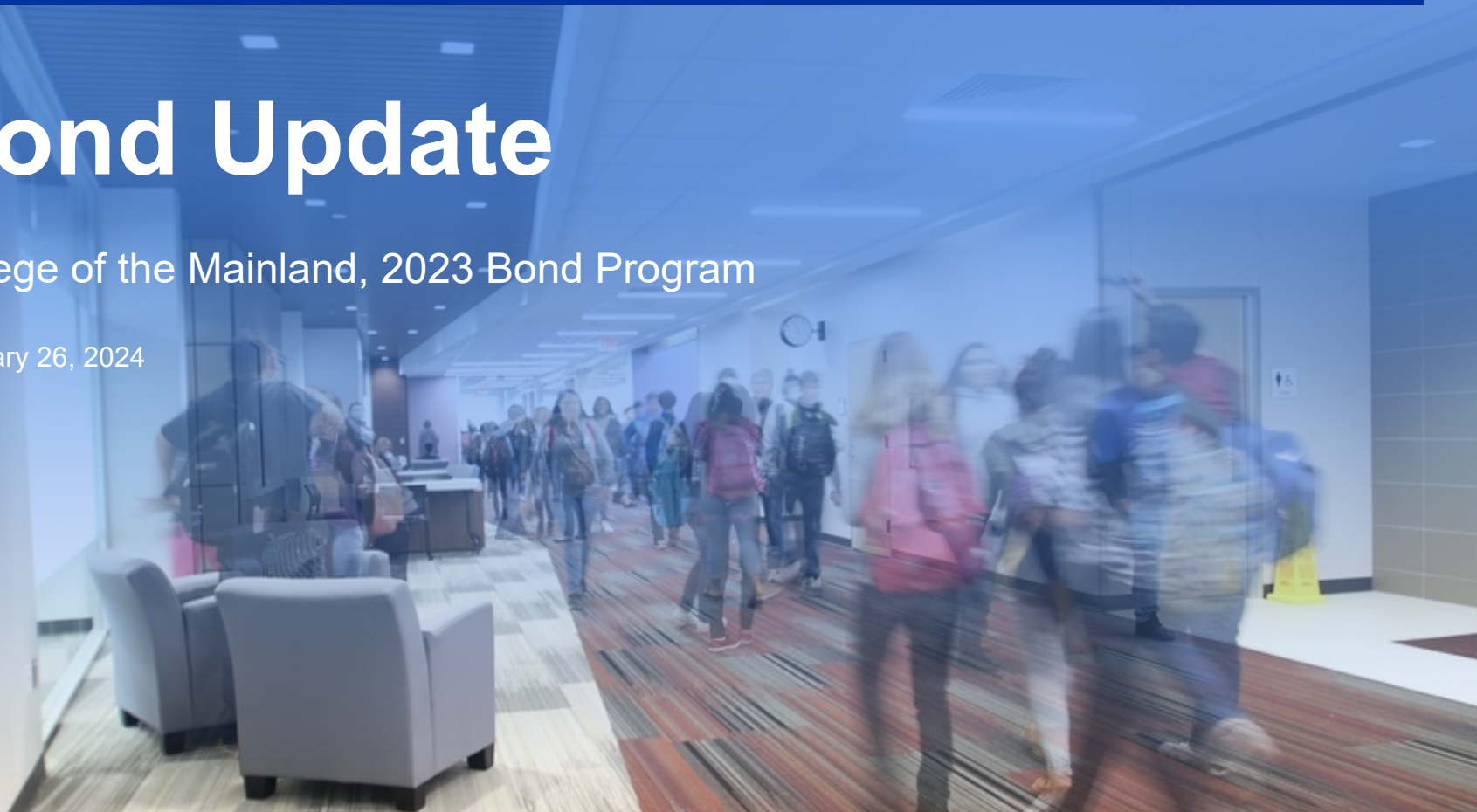
BACKGROUND

College of the Mainland engaged PBK Architects to design certain projects related to the 2018 Bond program. Those projects, now complete, are to be closed out upon the execution of the related agreements and remittance of final payment.

Bond Update

College of the Mainland, 2023 Bond Program

February 26, 2024



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



Library Classroom Building (LCB)

Completed Activities:

- Schematic Design Workshop # 4 held
- Geotechnical borings – under TVB

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 – approval will be presented in March
- Schematic Design estimate ongoing – to be presented in March

Project Cost:

- Total Project Budget: \$123,453,618
- Project Cost to Date: \$730,903.17
- Total Construction Cost: \$99,546,407
- Construction Cost to Date: \$0.00
- Project scope is aligned with current Budget

Architect: Cannon Design

Contractor: Vaughn Construction



Public Safety Careers Center (PSC)

Completed Activities:

- Schematic Design
- Meeting with Texas City officials to discuss permitting (City Engineer and Fire Marshall)
- Scope Coordination Meeting with Kirksey (CCEC)

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
- Construction Document Phase
- Architect to submit application to Texas City Planning Board this month
- Fire water line flow tests

Project Cost:

- Total Project Budget: \$34,493,359.65
- Project Cost to Date: \$446,920.24
- 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:

- 50% CD Review / Quality Control

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 (March BSC and BoT for approval)
- 50% CD Estimate and Constructability Review from Pogue Construction

Project Cost:

- Total Project Budget: \$17,941,882.00
- Project Cost to Date: \$27,765.16
- 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:

- 50% Schematic Design
- Scope Coordination Meeting with RDLR (PSC)

Project Milestones:

- Design Phase: Oct 2023 – Aug 2024
- CMAR Procurement: Oct 2023 – Dec 2023
- Construction Phase: Oct 2024- Nov 2025

Ongoing/Upcoming Activities:

- Schematic Design Phase
- 100% SD Estimate and Constructability Review
- Design Development Phase
- Fire water line flow tests

Project Cost:

- Total Project Budget: \$13,807,344.24
- Project Cost to Date: \$ 78,222.53
- Total Construction Cost: \$10,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget

Architect: Kirksey Architecture

Contractor: Tellepsen



Infrastructure – Parking lots A, B and C and waterline/fireline

Completed Activities:

- Layout “C” with some final changes
- Addition of security cameras to scope

Ongoing/Upcoming Activities:

- Design presentation today

A/E: Fittz & Shipman

Project Milestones:

- Design Phase: Complete March 11,2024
- GC Procurement (CSP): 3/11/24-4/22/24
- Construction Phase: May 24 – Aug 25

Project Cost:

- Total Project Budget: \$ 10,000,000
- Project Cost to Date: \$ 81,497.50
- Total Construction Cost: \$ 8,000,000
- Construction Cost to Date: \$ 0.00
- Project is in Budget

Contractor: TBD

Questions





OFFICE OF
VICE PRESIDENT FOR INSTRUCTION

To: Dr. Warren Nichols

From: Dr. Jerry E. Fliger

Date: February 13, 2024

Subject: BOT Agenda Item

Dr. Fliger will report the follow-up action to the Internal Audit over Academics and Curricular Activities.



College of the Mainland

Update on Audit

Academics and Curricular Activities

Scope of Audit Focused on Six Areas

- Course Substitutions and Core Curriculum
- Curriculum Standards and Development
- AA, AS, and AAS Programs
- Certificate Programs
- Online Courses
- Public Service Careers (Credit only)

Conclusion of Audit

- Identified 63 controls in place within Academics and Curricular Activities
- Seven findings to strengthen processes and the internal control environment

FINDINGS

1. Course Substitution Process

- Maintain a spreadsheet of approvals – COMPLETE
- Develop dynamic form – IN QUEUE

2. Compliance Reporting

- VPI will be repository of all reports – COMPLETE
- Deans will review - COMPLETE

FINDINGS

- 3. Program Closures
 - Process for program closures will be created – **IN PROGRESS**
 - Presidential acknowledgement – **COMPLETE**
 - Copy of email notification to students kept with department - **COMPLETE**

FINDINGS

- 4. PSC – Fire Academy
 - Update checklist for applicants and completion prior to start of academy - COMPLETE

FINDINGS

- 5. Modifications to Programs
 - Review of forms ensuring most current one used – COMPLETE
 - Checklist for review of programs created – COMPLETE
 - Note in minutes quorum present – COMPLETE
 - Include THECB approval in record - COMPLETE

FINDINGS

- 6. New Program Creation
 - Update Curriculum Committee Membership – COMPLETE
 - Document review and approval of regulatory bodies be documented and retained – COMPLETE

FINDINGS

- 7. PSC - EMS
 - Checklist created and completed before students begin program - COMPLETE

Questions?



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2024
Subject: Recommendation – Manager, Strategic Initiatives & Projects (Replacement)

Presented for recommended approval to the Board of Trustees on February 26, 2024, 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 Dr. R.E. Davis to the position of Manager, Strategic Initiatives & Projects, President’s Office.”

PURPOSE

Working under the direction of the College President, the Manager, Strategic Initiatives & Projects is responsible for identifying opportunities, advising on strategy, proposal development, recommending solutions, implementing project plans, fostering external partnerships and responding to the objectives and priorities of the institution. The position is responsible for project management; from planning to implementation and monitoring of special and community partnership projects, to ensure the objectives of the President’s Office can be carried out efficiently and effectively.

BACKGROUND

This is a replacement position for Dr. Kris Kimbark.

IMPLICATIONS

Financial: \$87,446 from budget 11-0-0000-5105-5140.

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: February 26, 2024
Subject: Recommendation – Marketing Specialist (Replacement)

Presented for recommended approval to the Board of Trustees on February 26, 2024, 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 Nicholas Landriault to the position of Marketing Specialist, Marketing & Public Affairs Department.”

PURPOSE

The marketing specialist will be responsible for supporting the creation, launch, management and overall success of various marketing campaigns, which are visually compelling, engaging and effectively target appropriate audiences. They will also participate in a wide range of activities including program/enrollment marketing, social media, videography/photography, marketing copywriting, event planning, reporting, tracking data and analytics and branding.

BACKGROUND

This is replacement position for Amanda Garza.

IMPLICATIONS

Financial: \$55,581 from budget 11-0-0000-5146-5140.

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: February 26, 2024
Subject: Recommendation – Examiner (Replacement)

Presented for recommended approval to the Board of Trustees on February 26, 2024, 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 Sarah Plain to the position of Examiner, Testing Services Department.”

PURPOSE

Provide routine testing for all tests given in the Testing Center.

BACKGROUND

This is replacement position for Stephanie DiLissio.

IMPLICATIONS

Financial: \$49,219 from budget 11-0-0000-4136-5140.

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: February 26, 2024
Subject: Recommendation – Dean of Instruction (New)

Presented for recommended approval to the Board of Trustees on February 26, 2024, 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 Dr. Victor Vega to the position of Dean of Instruction, Vice President for Academic Affairs Division.”

PURPOSE

The Dean of Instruction administers the departments and disciplines as assigned within the Meta-Majors: Arts and Humanities, Business & Industry, Health, Human and Consumer Science, & Public Safety, and STEM. This position will administer the areas of Business & Industry, and Health, Human, and Consumer Sciences.

BACKGROUND

This is new board approved position.

IMPLICATIONS

Financial: \$132,139 from budget 11-0-0000-3109-5120.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2024
Subject: Recommendation – Surgical Technology Program Coordinator (New)

Presented for recommended approval to the Board of Trustees on February 26, 2024, 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 Lydia Wardell to the position of Surgical Technology Program Coordinator, Program Development Department.”

PURPOSE

Responsible for developing curricula and coursework for our new Surgical Technology Associate Degree program and once active, providing instruction within the Surgical Technology and allied programs as qualified. In addition, the coordinator will be responsible for providing scheduled office hours for student participation, serve on College committees as needed and assigned, and participating in student orientated instructional and advisement activities as needed and assigned.

BACKGROUND

This is new board approved position.

IMPLICATIONS

Financial: \$79,854 from budget 11-0-0000-1307-5140.

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

ATTACHMENTS

1. Appointment Nomination

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2024
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on February 26, 2024.

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 IV – Title V Grant - \$40,081 from budget 32-0-5185-4199-5160

Student Resources Coordinator - \$49,108 from budget 32-0-5215-4199-5160

Executive Administrative Assistant - \$66,998 from budget 11-0-0000-3516-5160

Administrative Assistant II - \$45,546 from budget 11-0-0000-3301-5160

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

Attachments

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Administrative Assistant IV - Title V Grant	Title V	The Title V Program Administrative Assistant takes independent responsibility for many tasks required to ensure uniform project management: data entry, maintaining project performance documentation, and monitoring adherence to project timelines. Assist Title V Director, Coordinators and Success Coaches in all aspects of project development and implementation. Takes responsibility for the general office functions required within the department. Duties involved the use of a Microsoft Windows system from initial setup of program operations including all aspects of program operations.	Replacement for Rebeka Salinas	Daria Glasscock	\$40,081	\$40,081 - \$50,101 - \$60,121
2	Student Resources Coordinator	Dean of Students	The Student Resource Coordinator is responsible for coordinating services for students in need. Responsible for coordinating advocacy services and providing case management to students by connecting them with local community resources. The Student Resource Coordinator is responsible for building relationships with community services and following up with students who are referred to these services.	New Grant Funded position	Autumn DiLissio	\$49,108	\$47,781 - \$59,726 - \$71,672
3	Executive Administrative Assistant	Information Technology Services	Provides varied secretarial and office administrative assistance to an Executive Director and associated professional staff. In addition to providing secretarial and office administrative services for a designated unit or section and related supervisory and/or professional staff, incumbents also have responsibility for the work of additional office support personnel.	Replacement for Kim Ybarra	Katrina Ricks	\$66,998	\$52,559 - \$65,699 - \$78,839
4	Administrative Assistant II	Pubic Service Careers	Provides varied secretarial and office administrative assistance to the Public Service Careers Department (Fire, Law Enforcement, Criminal Justice, and Emergency Medical Services) and associated professional staff.	Replacemnt for Valerie Pieper	Nichole Montrose	\$45,546	\$33,125 - \$41,406 - \$49,687
5							
6							
7							
8							



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2024
Subject: New position request (Executive Vice President for Academic and Student Affairs)

Presented for recommended approval to the Board of Trustees on February 26, 2024 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 Executive Vice President for Academic and Student Affairs position that will report directly to the College President."

PURPOSE

This position will have oversight of both the Academic and Student Affairs Divisions.

BACKGROUND

This is a new position request. We are requesting \$107,500 to cover the cost of the new position from March 1, 2024 – August 31, 2024 by utilizing funds from vacant positions approved in the 2023-2024 budget. This position will be added to the 2024-2025 annual budget.

IMPLICATIONS

Financial: \$215,000 from budget 11-0-0000-5150-5120.

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

ATTACHMENTS

1. Job description



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2024
Subject: Agenda Item for COM Board of Trustees, February 26, 2024

AGENDA ITEM DESCRIPTION:

Approval of design for Infrastructure – Parking Lots A, B, C and Waterline/fire line replacement project

FUNDING SOURCE:

2023 Bond

PURPOSE

Approve Fittz & Shipman's design of parking layouts, circulation paths and landscaping, security cameras and lighting for lots A, B, and C as well as replacement of underground utility (fire line and waterline) under COM 2023 Bond.

PROPOSED MOTION:

“I move the Board of Trustees approve the Fittz & Shipman design of parking lots A, B, and C and the replacement of the underground fire line and water line utilities as outlined in the project documents to be paid with 2023 Bond Funds.”

BACKGROUND:

Fittz & Shipman was contracted to perform design and construction phase services for the replacement of Parking Lots A, B and C under the Infrastructure project of the Bond. The work includes design of the parking layout, circulation paths and landscaping, security cameras and lighting as well as the replacement of the underground fire line and water line utilities to the extent shown on the documents.

Attachments:

1. LAN Cover Letter
2. Fittz & Shipman – design presentation



**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: February 26, 2024

Re: Approval of design for Infrastructure – Parking Lots A, B, C and Waterline/fire line replacement project

Background: Fitz & Shipman was contracted to perform design and construction phase services for the replacement of Parking Lots A, B and C under the Infrastructure project of the 2023 Bond. The work includes design of the parking layout, circulation paths and landscaping, security cameras and lighting as well as the replacement of the underground fire line and water line utilities to the extent shown on the documents.

Recommendation: LAN recommends the Board of Trustees approve the Fitz & Shipman design of parking lots A, B, and C and the replacement of the underground fire line and water line utilities as outlined in the project documents to be paid with 2023 Bond Funds.

A handwritten signature in blue ink that reads 'P Drnevich'.

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

Fittz & Shipman

INC.

Consulting Engineers and Land Surveyors

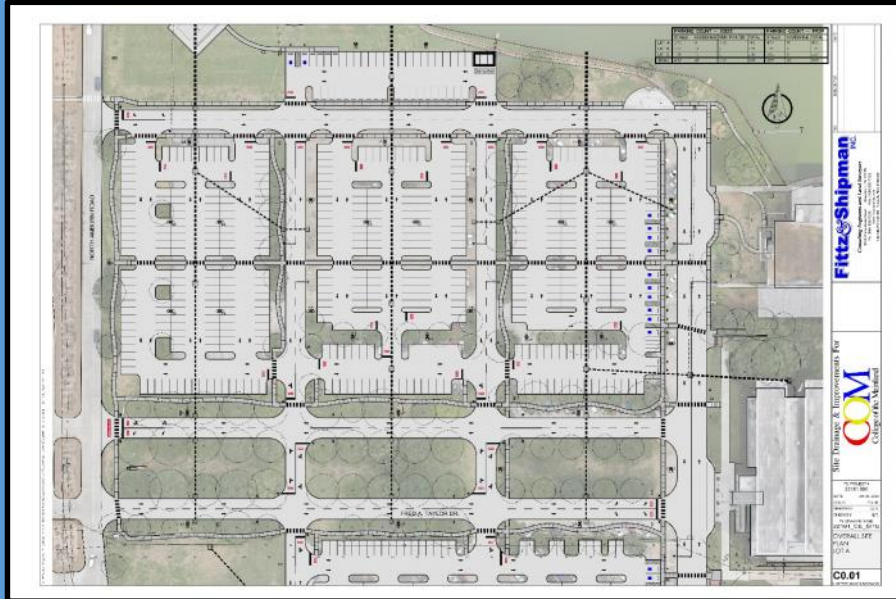


COM | College of the Mainland®

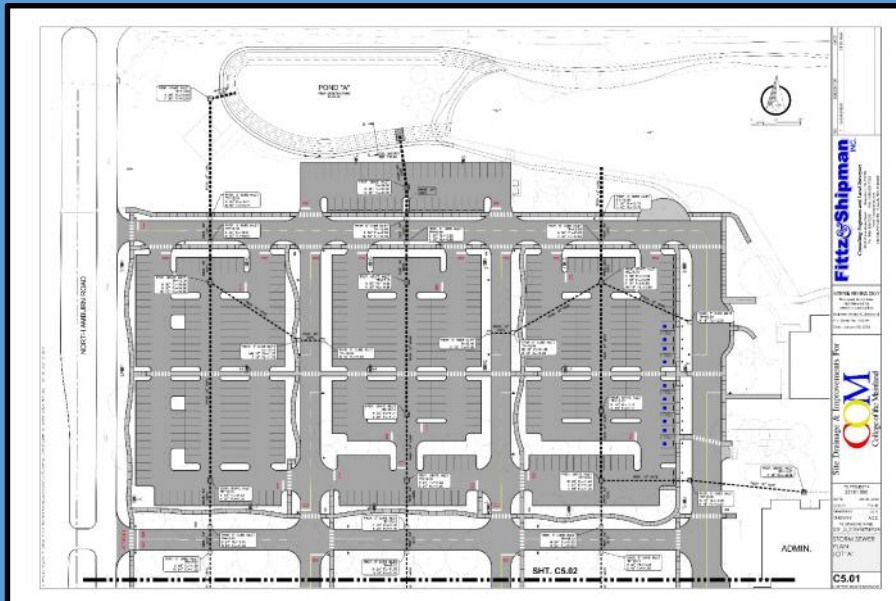
Parking Lot "A", "B" & "C" & Waterline Reconstruction Project

- Project Objectives
 - Improve Drainage in Parking Lots
 - Improve Pedestrian & Vehicular Traffic Flow
 - Improve Parking Lot Lighting & Security Cameras
 - Provide Additional Staff & Visitor Parking
 - Provide Intercampus Connectivity Between Parking Lots
 - Improve ADA Accessibility
 - Replace old AC Waterline Pipe and Improve Pressure & Flow

Parking Lot "A" Proposed Layout



Parking Lot "A" Drainage Improvements



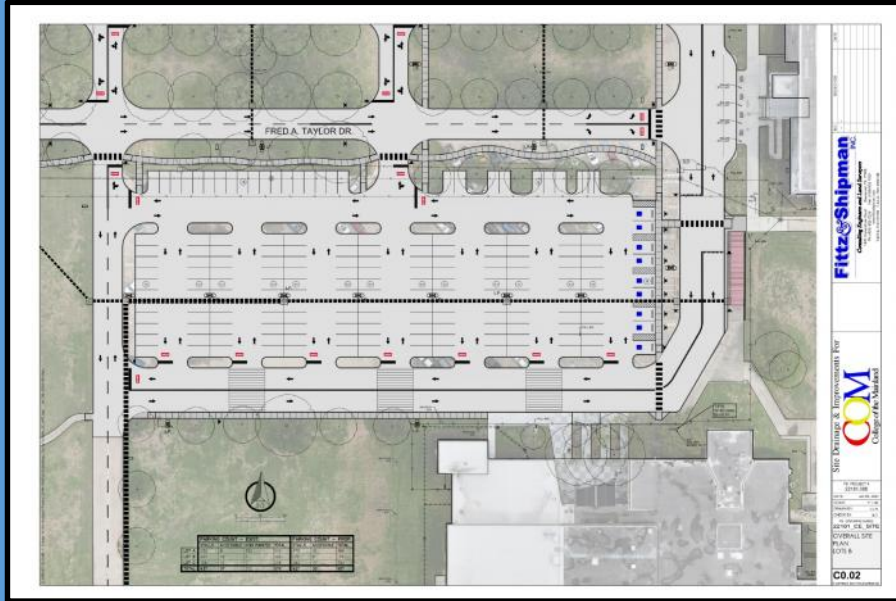
Parking Lot "A" Visitor & Staff Parking



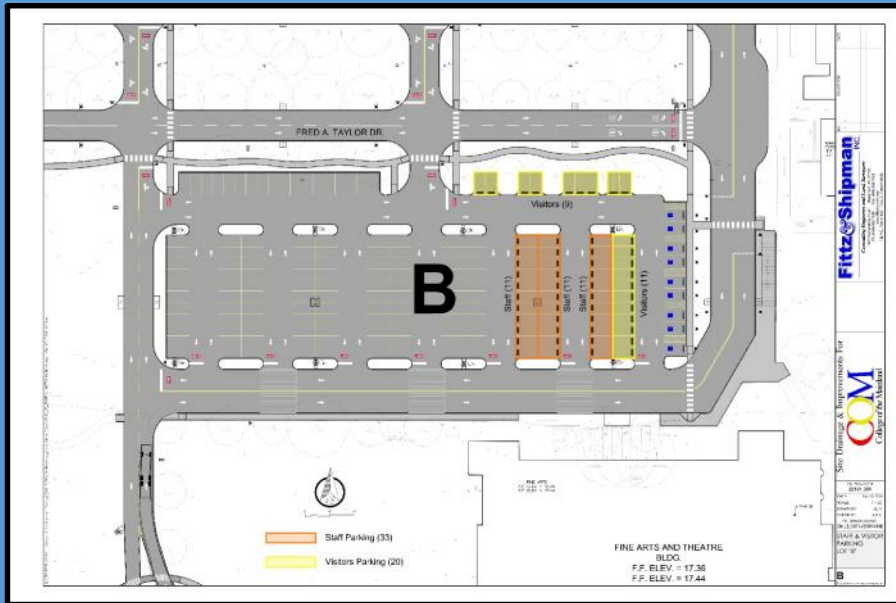
Parking Lot "A" Rendering



Parking Lot "B" Proposed Layout



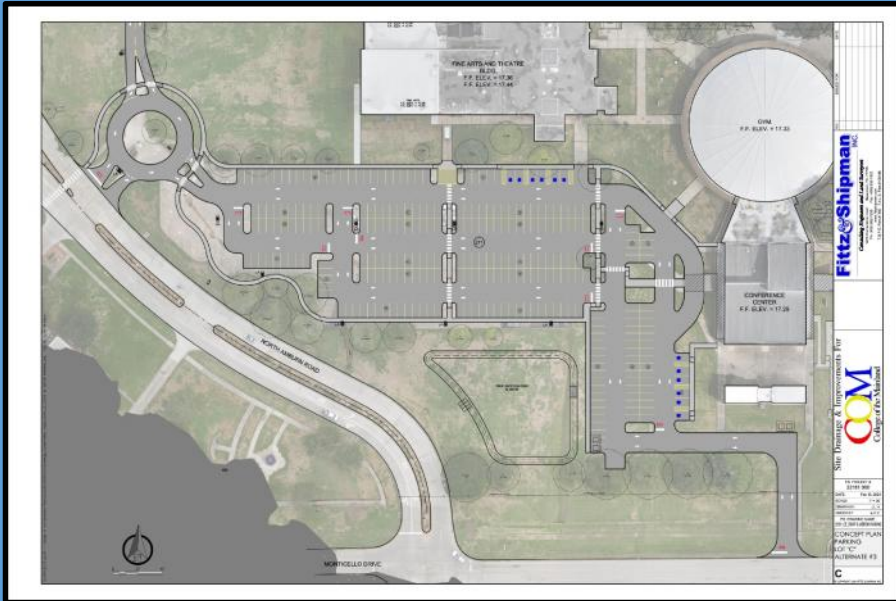
Parking Lot "B" Visitor & Staff Parking



Parking Lot "B" Rendering



Parking Lot "C" Proposed Layout



Parking Lot "C" Rendering



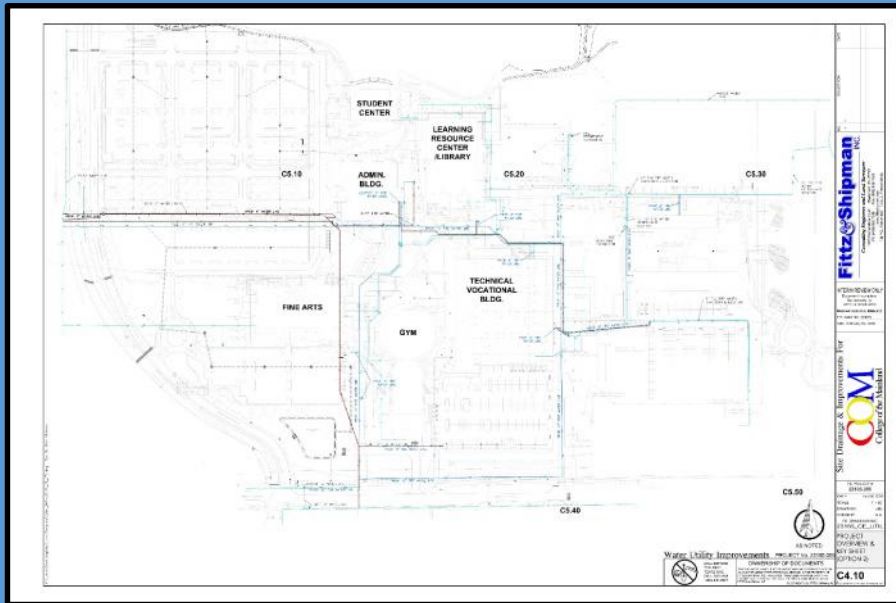
Parking Lot "C" Rendering



Parking Lot Landscaping



Waterline Replacement





Parking Lot "A", "B" & "C" & Waterline Reconstruction Project Construction Budget

- Parking Lot A, B & C – Total \$8,000,000.00
 - Parking Lot A Construction Estimate – \$4,400,000.00
 - Parking Lot B Construction Estimate – \$1,900,000.00
 - Parking Lot C Construction Estimate – \$1,700,000.00
- Landscaping – \$750,000.00
- Security Cameras – \$200,000.00
- Waterline – Total \$750,000.00
 - Waterline Construction Estimate – \$750,000.00
 - Possible Reimbursement from City – \$50,000.00



Parking Lot "A", "B" & "C" & Waterline Reconstruction Project Schedule

- Project Design, Procurement & Construction Schedule
 - Present to Board for Bids/Const. Approval – February 26, 2024
 - Complete Bid Package for Issue – March 18, 2024
 - Receive Bids – April 8, 2024
 - Present to Board for Approval of Contractor Bid Recommendation – April 22, 2024
 - Notice to Proceed – May 20, 2024
 - Waterline Construction (90days) – Est. Completion August 18, 2024
 - Parking Lot "C" Construction (150days) – Est. Completion October 17, 2024
 - Parking Lot "A" Construction (180days) – Est. Completion April 16, 2025
 - Parking Lot "B" Construction (120days) – Est. Completion August 14, 2025



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2024
Subject: Expand & Increase Contract 23-15 - Grounds Maintenance & Landscaping Services

AGENDA ITEM DESCRIPTION:

Expand contract 23-15 scope of services for Grounds Maintenance & Landscaping Services

FUNDING SOURCE:

2024 Operating Budget: 11-0-0000-6105-5300

PURPOSE:

The purpose is to provide necessary weekly maintenance for additional lawn services for the former Technical Vocational Building (TVB) site (2.3 acres), Appomattox suite Business Park parcel (1.45 acres), League City campus (3.15 acres), and Mainland City Center landscaping, for the term of the contract.

PROPOSED MOTION:

"I move the Board of Trustees approve an increase to contract 23-15 for Grounds Maintenance & Landscaping services for an additional \$45,000 with Beck Landscaping for a total contract amount not to exceed \$370,000 to be paid from FY24 Operating Budget."

BACKGROUND:

The Board approved renewal of the subject contract at the August 28, 2023, Board meeting based on a competitive proposal process whereby Beck Landscaping was the awarded vendor. The annual anticipated expenditure was approved for a not-to-exceed amount of \$325,000.00. Since that time, additional grounds maintenance and landscaping needs have developed to include the former Technical Vocational Building site, Appomattox Suite Business Park, League City Campus, and Mainland City Center for the remainder of the current term. Therefore, it is recommended to increase the subject contract for an additional \$45,000.00. The recommended increase will change the contract not-to-exceed amount from \$325,000 to \$370,000 for the remainder the of the current fiscal year period ending August 31, 2024.

ATTACHMENTS

Beck Landscaping Proposal

LANDSCAPE ESTIMATE - COM Additional Mowing & Maintenance

1200 Amburn Road, 77591

BECK LANDSCAPING - 3828 Bayou Circle

BRIAN BECK, OWNER, BLA Dickinson, TX 77535

brian@becklandscapingllc.com

409-795-8404

CLIENT SIGNATURE

1/22/2024

QTY	DESCRIPTION	UNIT PRICE	TOTAL	SIZE
Landscaping Maintenance				
1	Labor - Additional mowing and maintenance of 2 separate parcels of land as outlined per Bo Bacon. The first parcel is approximately 1.45 acres near the intersection of Emmett F Lowry Expy and N Amburn Road. The second parcel is approximately 2.3 acres, located on campus where the new LCB will be constructed. Upon approval, contract will be effective starting 3/1/2024 and end 8/31/2024. The contract total is reflective of 6 months and will be invoiced in six equal increments at the end of each month.	\$12,500.00	\$ -	
			\$ 12,500.00	
			\$ -	
			\$ -	
			\$ -	
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			\$ -	
			1	
			\$ 12,500.00	SUBTOTAL
			\$ -	SALES TAX
***By signing contract, client agrees Beck Landscaping LLC's "terms & conditions". A copy of our current terms and conditions page will be provided upon request.			\$12,500.00	TOTAL



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 15, 2024
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of Schematic Design for the new Corporate & Continuing Education Center Project.

FUNDING SOURCE:

2023 Bond

PURPOSE

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

PROPOSED MOTION:

“I move the Board of Trustees approve the Schematic Design 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 Schematic Design to the 2023 Bond Steering Committee on February 12, 2024. LAN and the Bond Steering Committee recommend approval of the Schematic Design so that Kirksey can proceed to the next phase of design, Design Development.

Attachments:

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



**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: February 15, 2024

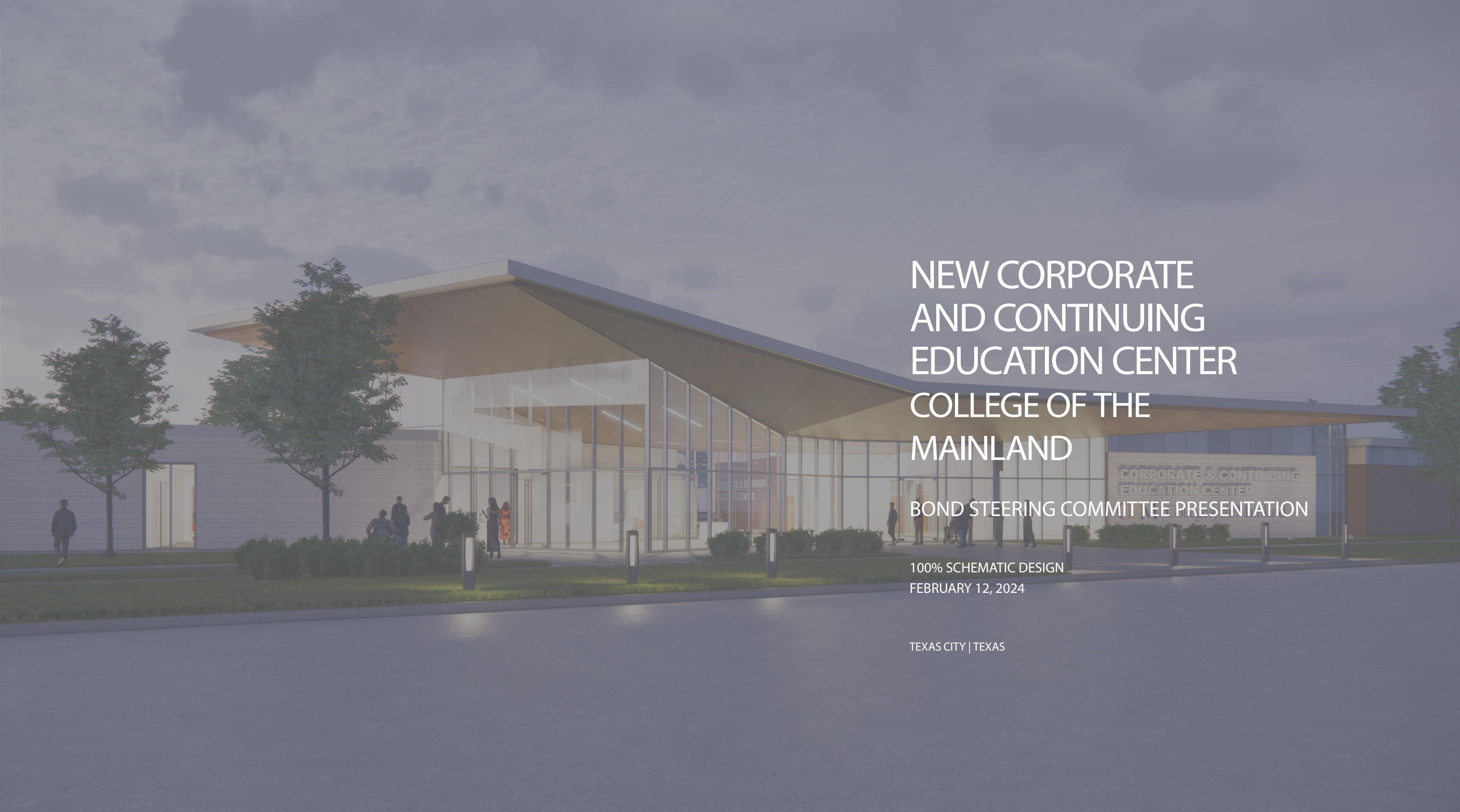
Re: Schematic Design Approval for the new Corporate & Continuing Education Center Project

Kirksey Architecture began design on September 26, 2023. Schematic Design was presented to the 2023 Bond Steering Committee on February 12, 2024.

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

CW Scheibe

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



NEW CORPORATE
AND CONTINUING
EDUCATION CENTER
COLLEGE OF THE
MAINLAND

BOND STEERING COMMITTEE PRESENTATION

100% SCHEMATIC DESIGN
FEBRUARY 12, 2024

TEXAS CITY | TEXAS

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

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

SUMMARY OF NEEDS

Space Requirements Program
COM - New Corporate and Continuing Education Center

2/8/2024

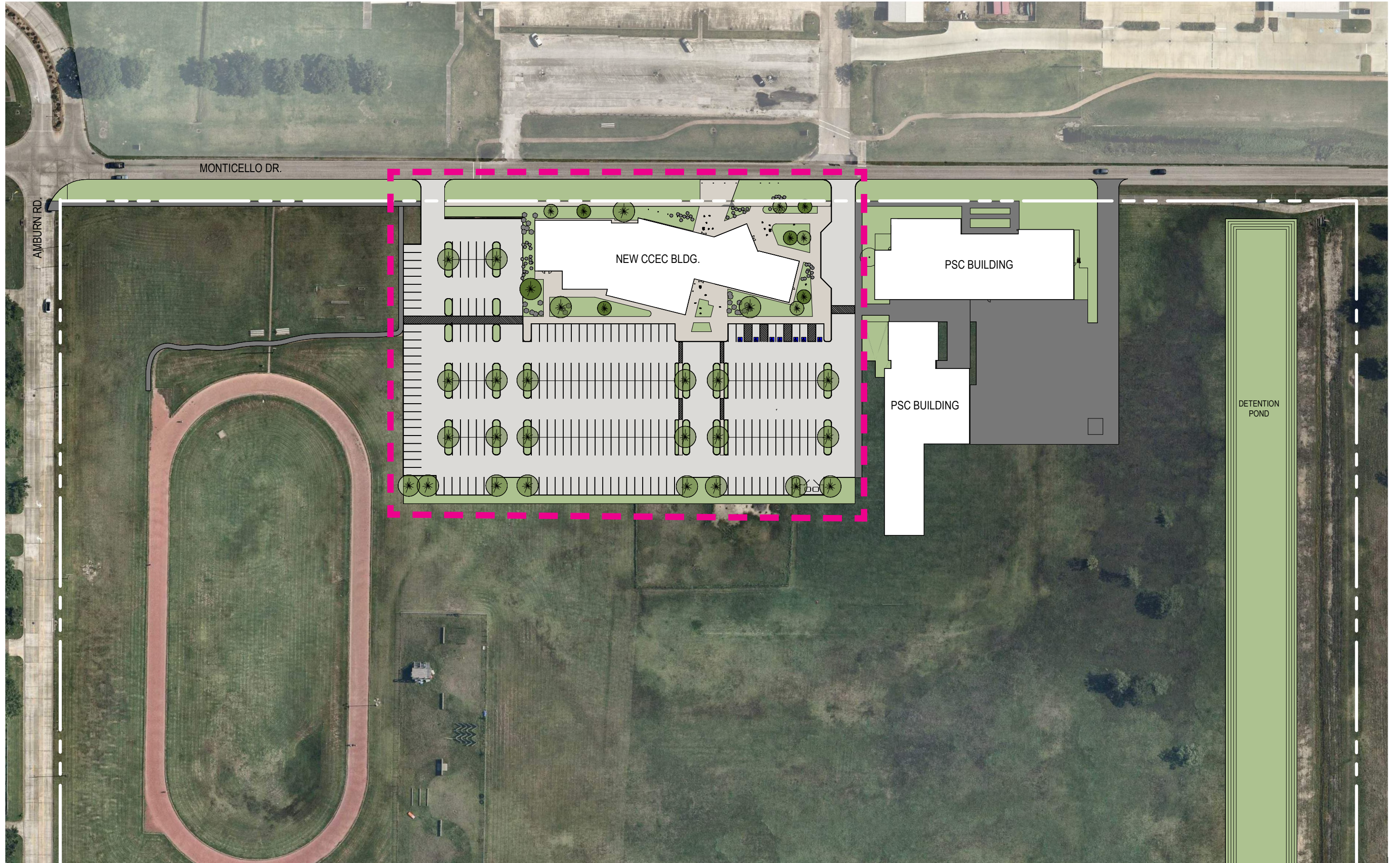
Education Center	SF / space	Quantity	Total SF	Remarks
Lobby / Pre-function	2000	1	2,000	
Large Meeting Room	3600	1	3,600	150 people @ 24sf/person, rectangular tables and chairs, dividable into 3 rooms
Dry Lab	900	1	900	
Computer Lab	900	1	900	
Simulation Center	900	1	900	confirm size and number
Business 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	
			Subtotal	
				Total USF
				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 Registration Space	100	1	100	Adjacent to reception/ 2-3 computers
Storage	200	1	200	
Workroom	200	1	200	
			Subtotal	
				Circulation (30%)
				Total USF
				2,977

	Subtotal		13,177
Building Efficiency	65%		7,095
	Total GSF		20,272

PROGRAM

NEW CORPORATE AND CONTINUING EDUCATION CENTER



NEW CORPORATE AND CONTINUING EDUCATION CENTER



LEGEND

- ① ENTRY PLAZA
- ② DRY CREEKBED
- ③ ACCENT SHRUB/
PERENNIAL/ GROUNDCOVER
- ④ PARKING LOT SHRUB/
PERENNIAL/ GROUNDCOVER
- ⑤ ENHANCED PAVING
- ⑥ GRASS/TURF
- ⑦ TABLES, CHAIRS/BENCHES

CONCEPT IMAGES



DESIGN ELEMENTS

- Native/adaptive Planting
- Pebbles
- Dry Creekbed
- Driftwood Bench

PLANTING PALETTE

SHADE TREES



Live Oak
Quercus virginiana



Montezuma cypress
Taxodium mucronatum

ORNAMENTAL/ SMALL TREES



Crape Myrtle
Lagerstroemia



Texas Redbud
Cercis canadensis var. texensis



Chaste Tree
Vitex agnus-castus



Little Gem Magnolia
Magnolia grandiflora 'Little Gem'



Texas Sabal
Sabal mexicana

PLANTING PALETTE

SHRUB/ PERENNIAL/ ORNAMENTAL GRASS



Whale's Tongue Agave
Agave ovatifolia



Red Yucca
Hesperaloe parviflora



Dwarf Palmetto
Sabal minor



Dwarf Yaupon Holly
Ilex vomitoria 'Dwarf'



Pink Muhly Grass
Muhlenbergia capillaris



Pineapple Guava
Feijoa sellowiana

GRASS/ TURF



Texas Lantana
Lantana urticoides



Little Bunny Grass
Pennisetum alopecuroides 'Little Bunny'



Turk's Cap
Malvaviscus arboreus var. drummondii



Liriope
Liriope spicata

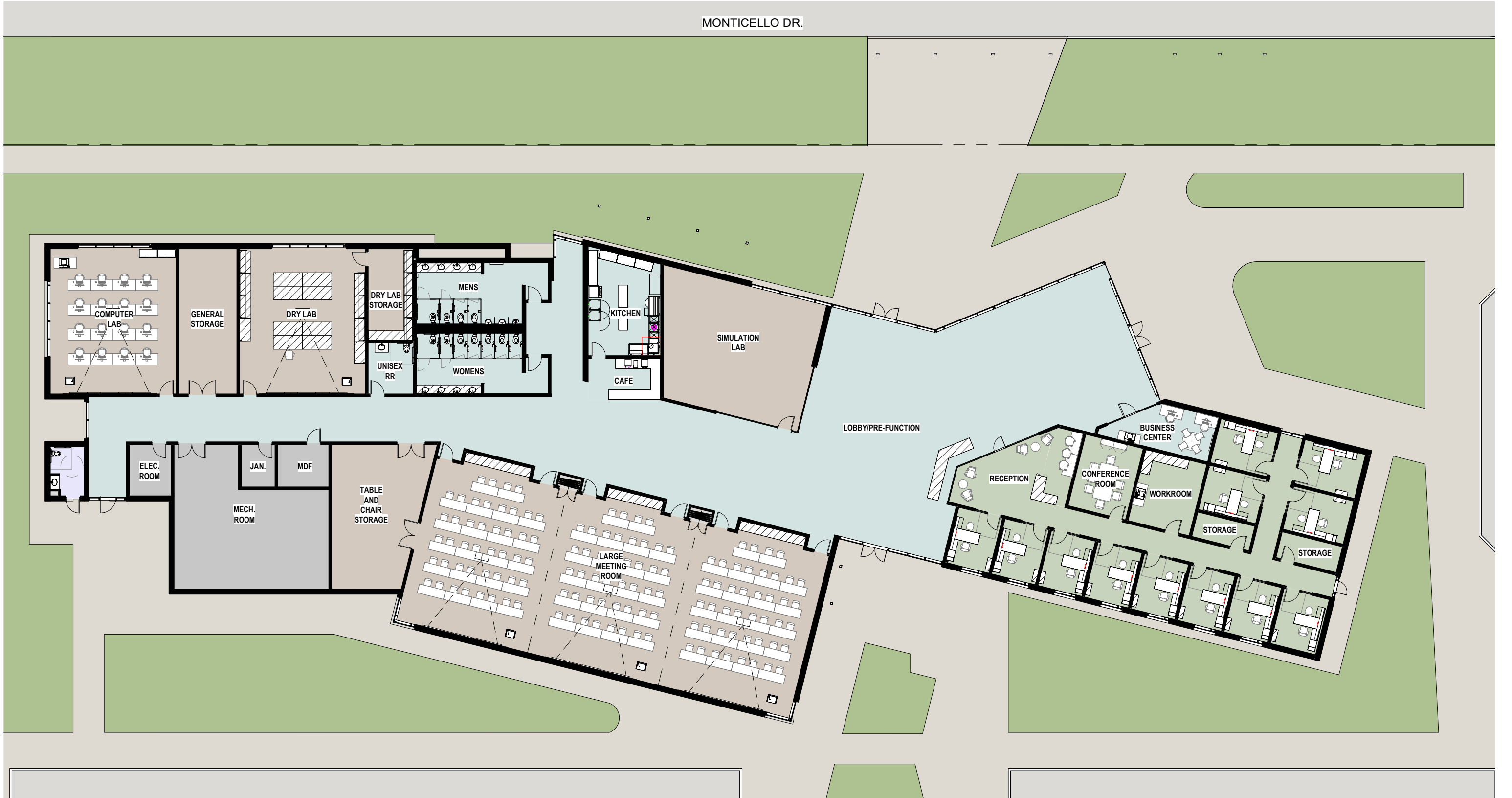


Inland Sea Oats
Chasmanthium latifolium



St. Augustine
Stenotaphrum secundatum

MONTICELLO DR.



NEW CORPORATE AND CONTINUING EDUCATION CENTER



NEW CORPORATE AND CONTINUING EDUCATION CENTER



NEW CORPORATE AND CONTINUING EDUCATION CENTER



NEW CORPORATE AND CONTINUING EDUCATION CENTER



NEW CORPORATE AND CONTINUING EDUCATION CENTER







PROJECT SCHEDULE

October 16, 2023 – December 1, 2023 Programming

December 4, 2023 – February 26, 2024 Schematic Design Phase

February 12, 2024 – 100% Schematic Design to Steering Committee

February 26, 2024 – April 19, 2024 Design Development Phase

April 19, 2024 – 100% Design Development Phase

April 22, 2024 – September 13, 2024 Construction Document Phase

September 13, 2024 – GMP Set Issue

September 13, 2024 – 100% Construction Document

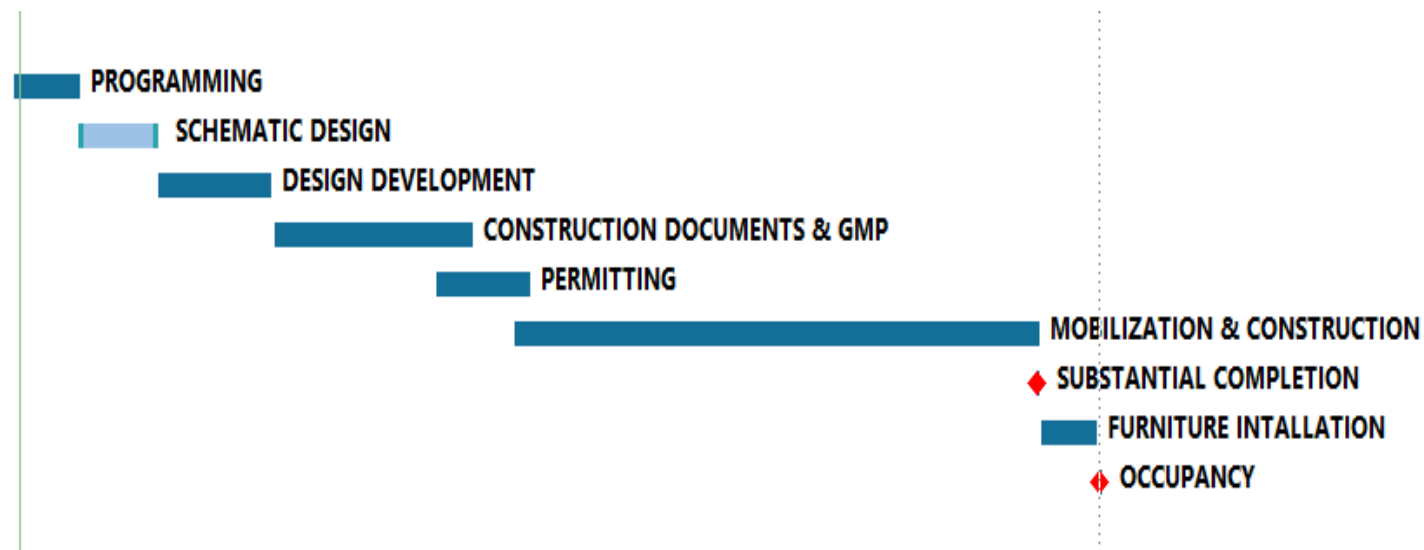
August 19, 2024 – October 25, 2024 Permitting (Estimated)

October 14, 2024 – October 31, 2025 Mobilization & Construction (Estimated)

October 31, 2025 – Substantial Completion

November 3, 2025 – December 12, 2025 Furniture Installation

December 15, 2025 – Occupancy



THANK YOU



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 15, 2024
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

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

FUNDING SOURCE:

2023 Bond

PURPOSE

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

PROPOSED MOTION:

“I move the Board of Trustees approve the Design Development 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 Design Development to the 2023 Bond Steering Committee on February 12, 2024. LAN and the Bond Steering Committee recommend approval of the Design Development so that RDLR can proceed to the next phase of design, Construction Document Phase.

Attachments:

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



**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: February 15, 2024

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

RDLR Architects began design on August 8, 2023. Design Development was presented to the 2023 Bond Steering Committee on February 12, 2024.

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

CW Scheibe

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



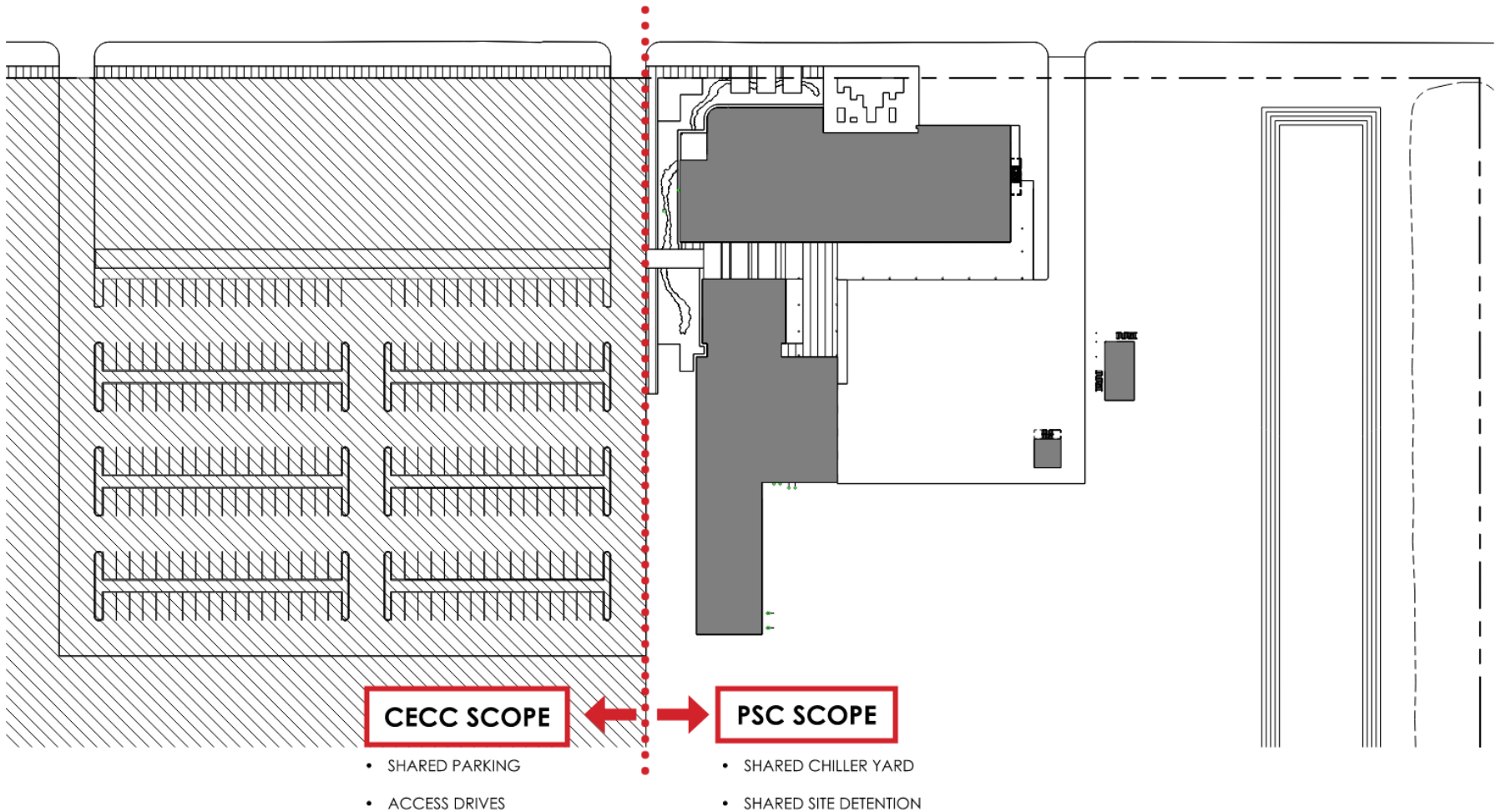
COLLEGE OF THE MAINLAND

PUBLIC SAFETY CAREERS BUILDING

DESIGN DEVELOPMENT REVIEW

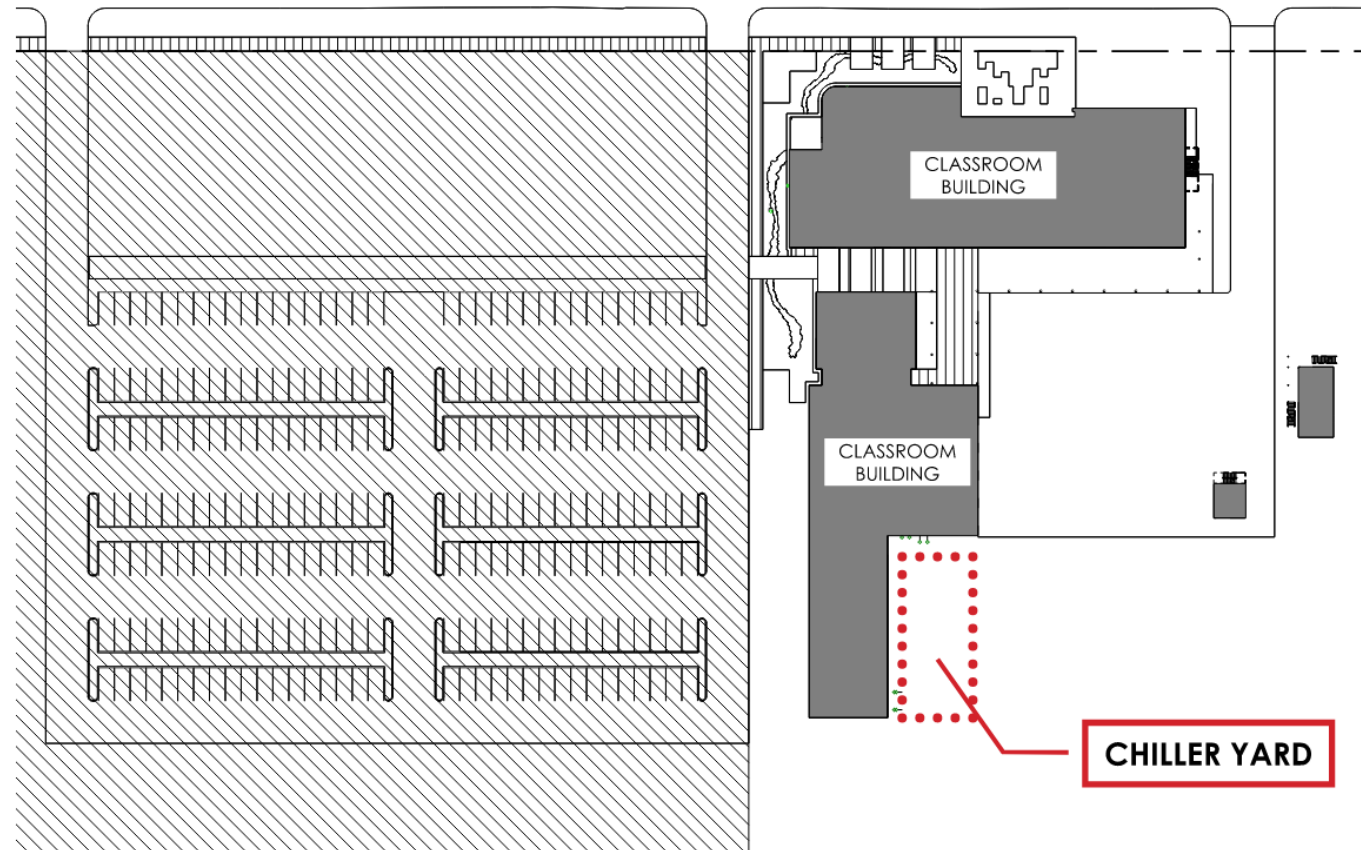


PROJECT SCOPE DIVISION



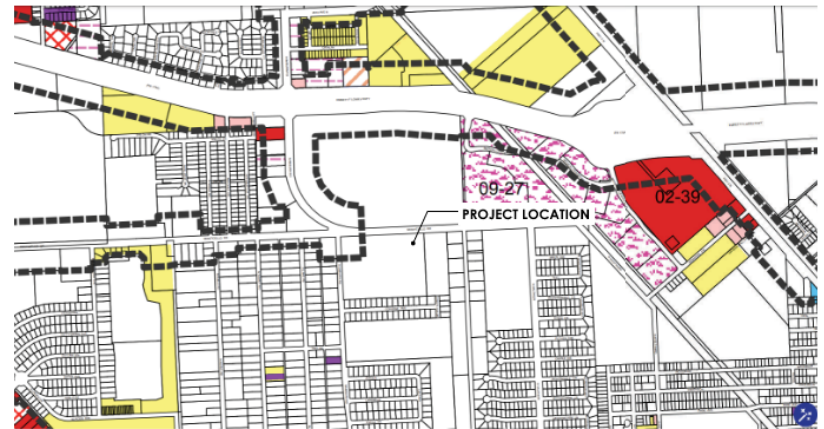
CENTRAL CHILLER YARD

- COST CARRIED BY PSC BUDGET
- CHILLERS TO SERVE PSC & CECC
- YARD CAN ACCOMODATE FUTURE LOADS FOR FUTURE PROJECTS



PLANNING UPDATES

- GATEWAY OVERLAY DISTRICT CONFIRMATION
- 40' BUILDING SET BACK
- NO SHIPPING CONTAINERS PERMITTED ON PROPERTY
- CONCERNS WITH SMOKE PRODUCED BY BURN BUILDING
- BURN BUILDING SHOULD BE PERMITTED SEPARATELY AS TO NOT SLOW DOWN PROJECT
- BURN BUILDING WILL REQUIRE A PRESENTATION BEFORE THE PLANNING COMMISSION FOR APPROVAL



BURN BUILDING

FIRE TRAINING STRUCTURES

BULLHEAD SYSTEM



The Bullhead System is designed, fabricated and built from (3) 8' x 40' ISO steel shipping containers and (1) 8' x 20' ISO steel shipping container with (2) fully insulated and enclosed 20' burn rooms. The System is 16' wide, 40' in length and 25' in height. Interior and Exterior training space may total up to 1840 sq. ft. and may be customizable.

Standard features include:

- Repeated live fire training using class 'a' fuel, LPG (Liquid Petroleum Gas) or a combination of both. Class 'a' fuel will allow for fully alterable fire behavior by varying the fuel loading and ventilation while LPG fueled fires are controlled via an enclosed control room with viewing window.
- (2) Enclosed burn locations.
- Built-in temperature monitoring system.
- Standard Door, Window, Clean-Out and Ventilation Hatches.
- Moveable Wall Partitions or Reconfigurable Maze Panels. Either set of partitions or panels can be quickly reconfigured to alter the interior layout (i.e. create rooms, hallways, etc.)
- Wall Breach.
- Standpipe and Sprinkler System.
- On-Site Training by a Certified Fire Instructor.

The Bullhead System is NFPA 1402 and OSHA Compliant and can be fully customized to meet your live-fire, confined space and rope rappelling training needs.

FIRE TRAINING STRUCTURES

SABLE SYSTEM



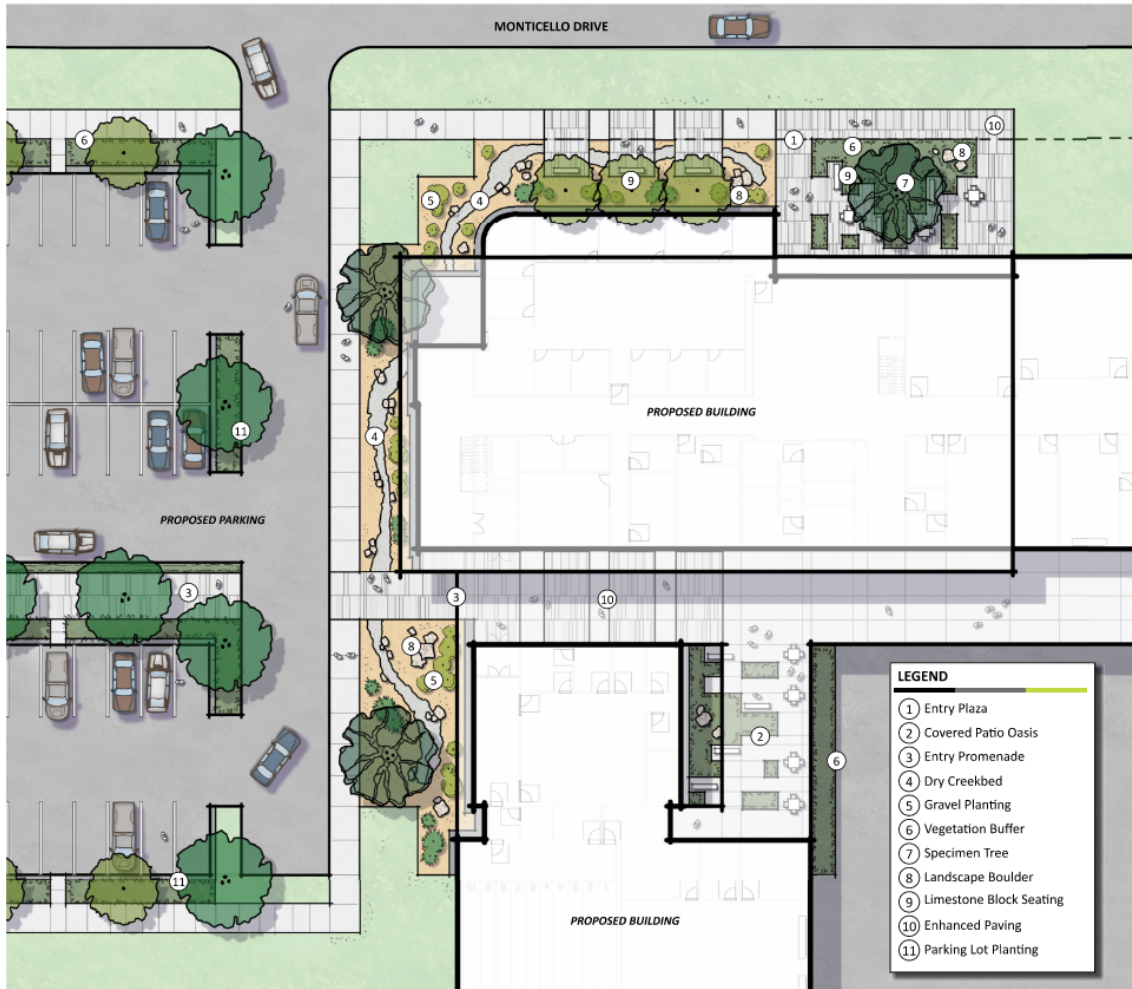
The Sable System is designed, fabricated and built from (3) 8' x 40' ISO steel shipping containers with (2) fully insulated and enclosed 20' burn rooms. The System is 16' wide, 40' in length and 17' in height. Interior and Exterior training space may total up to 1680 sq. ft. and may be customizable.

Standard features include:

- Repeated live fire training using class 'a' fuel, LPG (Liquid Petroleum Gas) or a combination of both. Class 'a' fuel will allow for fully alterable fire behavior by varying the fuel loading and ventilation while LPG fueled fires are controlled via an enclosed control room with viewing window.
- (2) Enclosed burn locations.
- Built-in temperature monitoring system.
- Standard Door, Window, Clean-Out and Ventilation Hatches.
- Moveable Wall Partitions or Reconfigurable Maze Panels. Either set of partitions or panels can be quickly reconfigured to alter the interior layout (i.e. create rooms, hallways, etc.)
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- Standpipe and Sprinkler System.
- On-Site Training by a Certified Fire Instructor.

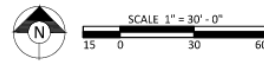
The Sable System is NFPA 1402 and OSHA Compliant and can be fully customized to meet your live-fire, confined space and rope rappelling training needs.

LANDSCAPE DESIGN



COLLEGE OF THE MAINLAND CONCEPTUAL DESIGN

RDLR | 2023 NOVEMBER 30



6925 Portwest Drive, Suite 100
Houston, TX, 77024
713.869.6987
www.kwtexas.com

Building the Exceptional, *Together.*



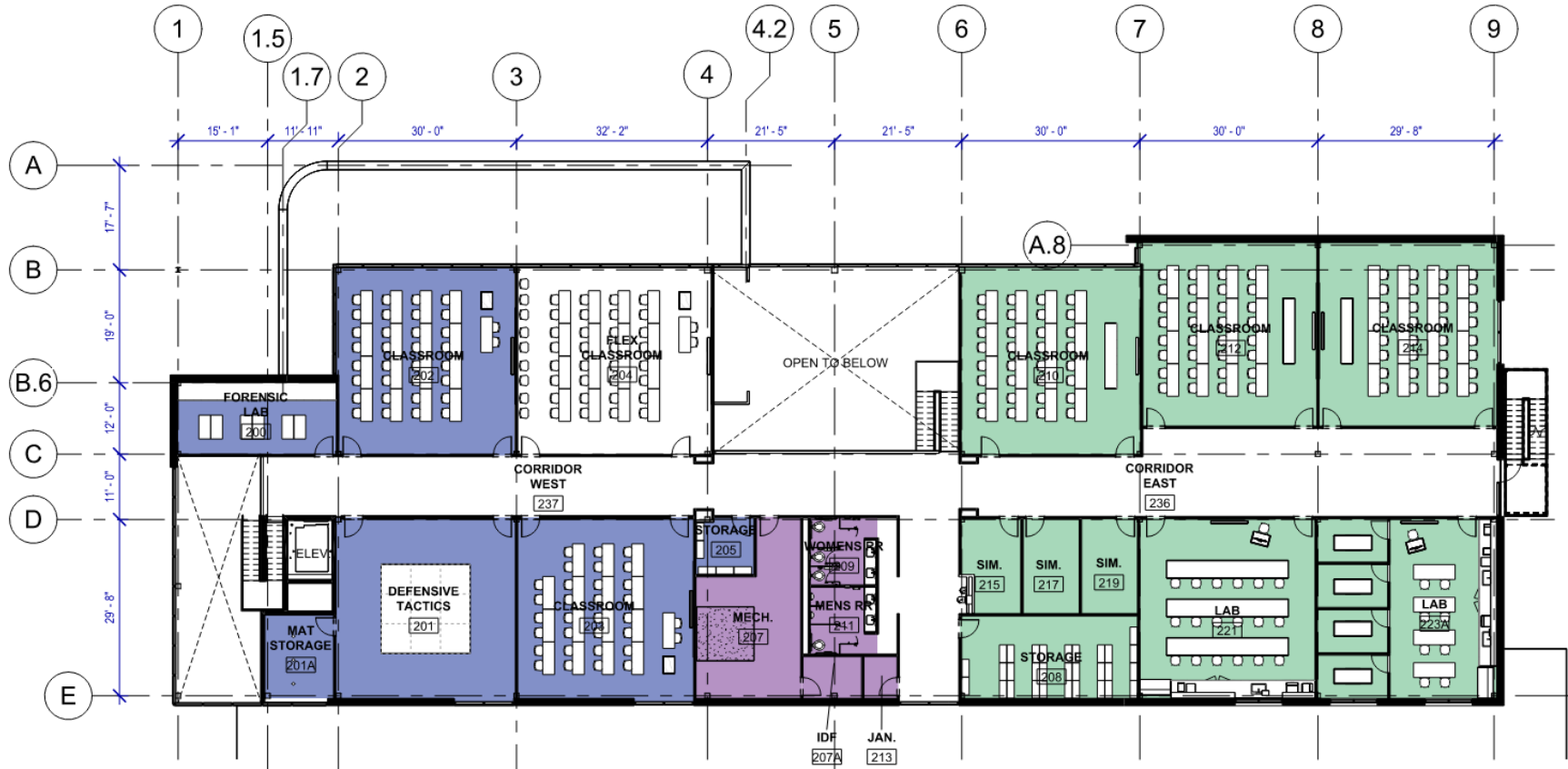
FLOOR PLAN



CLASSROOM BUILDING - LEVEL 1

- FIRE TECHNOLOGY
- SHARED/SUPPORT
- ADMIN

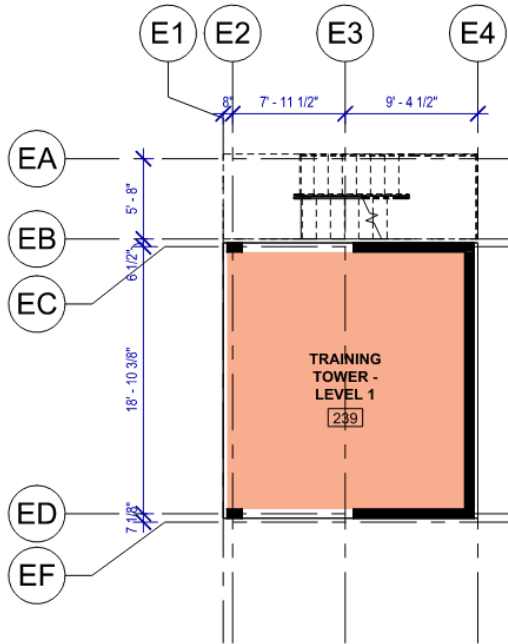
FLOOR PLAN



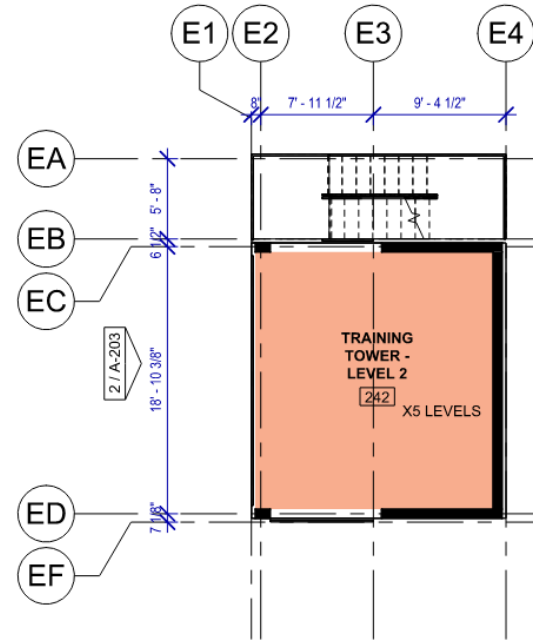
CLASSROOM BUILDING AREA A - LEVEL 2

- EMS
- SHARED/SUPPORT
- LAW ENFORCEMENT

FLOOR PLAN



TRAINING TOWER - LEVEL 1



TRAINING TOWER - LEVEL 2-5

 FIRE TECHNOLOGY

ENTRY



EXTERIOR - FROM MONITCELLO DR.



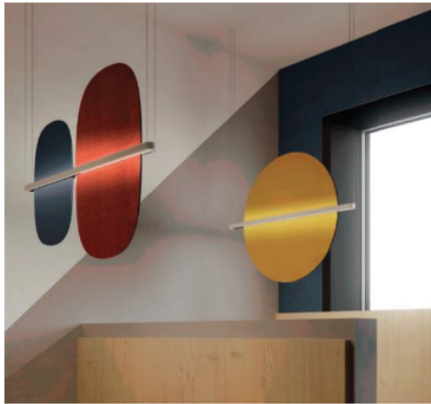
OUTDOOR BREAK AREA



TOWER



INTERIOR VISION BOARD



LOBBY INTERIORS SCHEME



COMMONS INTERIOR SCHEME



CLASSROOM INTERIOR SCHEME



ACOUSTIC WALL PANEL



CARPET

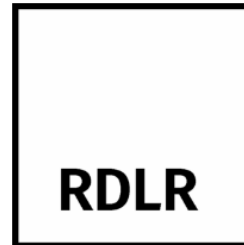
RESTROOMS INTERIOR SCHEME



COST ESTIMATE

UPDATES

NEXT STEPS...





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 26, 2024
Subject: Agenda Item for COM Board of Trustees, February 26, 2024

AGENDA ITEM DESCRIPTION:

Approval of contract 23-36: Furniture Planning Services for the Bond 2023 Projects

FUNDING SOURCE:

2023 Bond

PURPOSE

Provide Furniture Planning Services for the Bond 2023 Projects.

PROPOSED MOTION:

“I move the Board of Trustees approve award of contract # 23-36 to Cannon Design - Furniture Design Studio for Furniture Planning Services for the Bond 2023 Projects for a flat fee of \$ 520,000 to be paid with 2023 Bond Funds.”

BACKGROUND:

On June 27, 2023, a pool of Design firms was created for Professional Services related to architecture, engineering, interior design and related design services. According to the laws of procurement for Professional Services, COM solicited a proposal for Furniture Planning Services from Cannon Design's Furniture Design Studio department, based on their demonstrated competence and qualifications. The proposal received was evaluated and deemed to be a fair and reasonable price for the services. Therefore, it is the COM Administration's recommendation to award a contract to **Cannon Design – Furniture Design Studio** for Furniture Planning Services for the Bond 2023 Projects. The subject procurement was solicited as a Professional Service in accordance with the Texas Government Code 2254.001, the Professional Services Procurement Act.

Attachments:

1. LAN Cover Letter
2. Cannon Design – Furniture Design Studio proposal dated January 29, 2024



**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: February 26, 2024

Re: Approval of Professional Services for Furniture Planning Services for the Bond 2023 projects

Background: On June 27, 2023, a pool of Design firms was created for Professional Services related to architecture, engineering, interior design and related design services. According to the laws of procurement for Professional Services, COM solicited a proposal for Furniture Planning Services from Cannon Design's Furniture Design Studio department, based on their demonstrated competence and qualifications. The proposal received was evaluated and deemed to be a fair and reasonable price for the services. Therefore, it is the COM Administration's recommendation to award a contract to **Cannon Design – Furniture Design Studio** for Furniture Planning Services for the Bond 2023 Projects. The subject procurement was solicited as a Professional Service in accordance with the Texas Government Code 2254.001, the Professional Services Procurement Act.

Recommendation: LAN recommends the Board of Trustees approve award of contract #23-36 to **Cannon Design - Furniture Design Studio** for Furniture Planning services for the Bond 2023 Projects for a flat fee of \$ 520,000 to be paid with 2023 Bond Funds.”

A handwritten signature in blue ink that reads 'P Drnevich'.

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

January 29, 2024

Dr. Warren Nichols
President
College of the Mainland

College of the Mainland
1200 Amburn Road
Texas City, TX 77591

Re: College of the Mainland Furniture Planning Services

Dear Dr. Nichols,

CannonDesign is pleased to present this proposal to provide Furniture Planning Services required for the College of the Mainland. This letter outlines our understanding of the project, the scope for professional design services, the project schedule, assumptions, exclusions, and fee. We look forward with great enthusiasm to continuing to work with your team on this exciting project.

Project Understanding

The following represents CannonDesign's understanding of the project:

College of the Mainland (COM) has requested furniture planning services for further development of the COM campus furniture standards as well as furniture planning and order/installation management for five (5) upcoming building/renovation projects; see below for list of projects.

The base project scope will include further development of furniture standards, program confirmation, design development, contract documents, furniture Bidding/Solicitation, order tracking, installation management and project close-out.

Welding Building A/R & Industrial Education Building Renovation (WELD IE): Building project architect – Joiner Architects

- Welding Building Addition/Renovation: Renovation of approximately 8,400 SF including a building façade renovation with new exterior finishes, roof upgrade and code and life safety upgrades to the existing Welding facility located on the College of the Mainland Main campus. Additionally, an addition of approximately 5,000 SF to the existing facility.
- Industrial Education Building Renovation: Renovation of approximately 22,250 SF including a building façade renovation with new exterior finishes, roof upgrades, code and life safety upgrades, and MEP infrastructure upgrades to the existing Industrial Education building facility located on the College of the Mainland Main campus.
- Anticipated Move-in: September 2025 – December 2025
- Furniture Budget: \$986,803.51

Corporate & Continuing Education Center (CCEC): Building project architect –Kirksey Architecture

- New construction of an approximately 20,000 GSF facility to include program requirements for the development of new workforce certificate programs as well as relocation of the existing Corporate and Continuing Education program and is expected to include 5 classrooms, a large meeting room and professional offices. Located on the perimeter of campus, the building will be accessible to both community and students.
- Anticipated Project Move-in: October 2025 – January 2026
- Furniture Budget: \$759,403.93

Public Services Center (PSC): Building project architect –RDLR Architects

- The classroom building is determined to be approximately 33,000 GSF, and the firing range and vehicle storage building 26,000 GSF. A 2,500 GSF Training Tower & 2,700 GSF Burn Building are also programmed as permanent training structures on the site.

- Anticipated Move-in: January 2026 – March 2026
- Furniture Budget: \$1,897,134.78

Library/Classroom Building (LCB): Building project architect –CannonDesign

- 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.
- Anticipated Move-in: May 2027 – June 2027
- Furniture Budget: \$7,385,919.33

College Services Addition/Renovation (CS): Building project architect: TBD

- Renovating the existing 9,250 square foot Public Services Center in the new College Services Building with a 5,750 gross square foot addition as well as relocating the existing 3,300 square foot pre-engineered metal storage building to this site. This renovation would include necessary infrastructure upgrades to the building’s mechanical, electrical, and plumbing systems, new interior finishes, and new exterior finishes to blend with the aesthetics of the buildings that have been constructed on the campus.
- Anticipated Project Move-in: March 2027 – May 2027
- Furniture Budget: \$501,840.52

SCOPE OF SERVICES

CannonDesign proposes an approach to the projects that looks at a campus wide strategy to provide COM with a detailed standards program. The developed standards can be applied to all new work, renovations, and simple furniture replacement efforts.

CAMPUS refers to meetings that apply campus wide.

BUILDING refers to meetings that apply to specific buildings.

FURNITURE TASK FORCE members To Be Determined.

CAMPUS FURNITURE DESIGN PART I

Kick-Off Phase

- Generate preliminary timeline and approach.

Campus Furniture Meeting #1: Kick-off

Attendees: Furniture Design Task Force, LAN, Purchasing, Facilities Management,

- Conduct one (1) 1-hour in-person kick-off meeting.
 - Lay the groundwork for the project/process as we move forward.
 - Review preliminary project timeline.

Deliverables: Meeting notes, including marked-up presentation and project timeline.

Assessment & Evaluation Phase

- Evaluate existing furniture on College of the Mainland campus to determine which products should continue as Campus Standards on the future projects.
 - Create furniture report identifying existing product types and feedback.
- Evaluate and determine typical room product types & quantities for room standardization, where applicable. For example, all private offices on campus receive one (1) L-shaped Desk, (1) task Chair, (2) guest chairs, and (1) storage piece.
- Typical* room standards identify product types, quantities, and potential layouts** for consistent building application:

Classroom	Private Office- 2 staff levels	Shared Office
Conference Room – large and small	Study Room	Plan view, if required
Product name	Staff lounge/break room	

*non-typical areas, i.e. library, lobbies, collaboration spaces, etc. will be addressed per building.

**layouts may differ depending on available space.

- Generate initial cost estimates per individual Building, based on historical furniture products used on the campus to-date.
 - Pricing will be based on current 2024 Manufacturer LIST pricing, plus escalation, with 40% discount estimation.
- Update timeline, if required.

Campus Furniture Meeting #2: Assessment Review & Product Sample Criteria

Attendees: Furniture Design Task Force, LAN, Purchasing, Facilities Management

- Conduct one (1) 3-hour in-person or virtual meeting.
 - Review furniture assessment
 - Discuss what is working and what is not working with current product/dealer.
 - Review purchasing process, procedures, and preferences.
 - Review initial furniture cost estimates per individual Building Project.
 - Determine product types for evaluation. Product types to consider are:

Auditorium seating	Classroom table	Guest chair	Multi-purpose chair
Banquette chair	Conference chair	Instructor station	Study chair
Break room chair	Credenza	Lab stool	Study table
Carrel	Desk	Library chair	Task chair
Classroom chair	Folding table	Lounge chair	Workstation

- Set product sample evaluation criteria and priorities.
- Review furniture project timeline.

Deliverables: Meeting notes including marked-up presentation, existing furniture report, cost estimate, and timeline

Campus Furniture Meeting #3: Rodeo Selections

Attendees: Furniture Design Task Force, LAN, Purchasing, Facilities Management

- Conduct one (1) 1-hour in-person meeting.
 - Present up to three (3) options per required product type based on criteria discussed in Furniture Meeting #2.
 - Select furniture pieces to include in furniture rodeo.
 - Maximum of (15) product types
 - Maximum of (3) options per product type
 - Review timeline.

Deliverables: Meeting notes including marked-up presentation and timeline.

Campus Furniture Rodeo

- CannonDesign to host a one (1) day event to allow staff, faculty, students and community members to evaluate various furniture pieces being considered for the enhanced furniture standards.

Attendees: Staff, Students, Faculty

- Host a one (1) day in-person sample evaluation event.
 - Gather feedback on all samples in the rodeo

Campus Furniture Meeting #4: Rodeo Results

- Conduct one (1) 1-hour in-person meeting.
 - Review Furniture Rodeo results
 - Select which furniture pieces to be utilized on campus for future projects.
 - Review cost analysis
 - Review timeline, if required

Deliverables: Meeting notes including marked-up presentation and cost analysis.

****MUST HAVE WRITTEN APPROVAL FOR ALL REQUIRED FURNITURE PIECES PRIOR TO MOVING FORWARD****

Campus Furniture Specifications Phase:

- Generate base furniture specifications to be applied on individual building projects.
 - Specifications to include:

Furniture code	General product description (will not include detailed components or supports)	Product images (may not portray exact specification)
Manufacturer	Dimension	Plan view, if required
Product name		

Campus Furniture Meeting #5: Specification Review

- Conduct one (1) 1-hour meeting
 - Page-turn review of 95% complete base campus furniture specifications.

Deliverables: Draft specifications for Building specific implementation.

BUILDING SPECIFIC FURNITURE DESIGN PART I

**Welding Building Addition and Renovation & Industrial Building Renovation - WELD/IE
 Corporate and Continuing Education Center - CCEC
 Public Services Building - PSC
 Library and Classroom Building – LCB
 College Services Addition/renovation - CS**

Basis of Design Alignment & Program Confirmation Phase

- The Furniture team will align the individual Building design concepts with the campus product selections and create individual color and finish palettes to coordinate.

Building Furniture Meeting #1 (x 5 buildings): Basis of Design Alignment

Attendees: LAN and design firm team members for each project.

Conduct one (1) in-person meeting

- Design firm to on-board CannonDesign, including:
 - Overall design concepts
 - Material palettes

Deliverables: Meeting notes including marked-up plans, if required.

Furniture Programming:

- Furniture Programming will result in specific quantities for each space in each building.

Building Furniture Meeting #2 (x 5 buildings): Program Confirmation

Attendees: LAN, User Group representative, and Facilities Management,

Conduct one (1) 1-hour in-person meeting per Department

- Review furniture plans to confirm quantities, locations, and functional requirements for furniture in each space per department.
- Identify required furniture types not in campus standard.
- Obtain written approval on all floor plans per department.

Deliverables: Meeting notes including marked-up presentation and plans, with User Signoffs, as noted.

Furniture Finishes & Upholstery Phase

CannonDesign will develop furniture finish and upholstery palettes in coordination with the design of each building. There will be a consistency in finish application from one building to the next and will inform COM projects in the future - both new buildings and renovations.

Building Specific Furniture Meeting #3: Upholstery & Finish Review

- Conduct one (1) 1-hour OR one (1) 2-hour in-person meeting (varies per building size and complexity):
 - Review revised furniture plans
 - confirm furniture pieces to be used in each area.
 - Present finishes and upholstery palette following the basis of design developed in Campus Meetings
 - presented in concert with the interior finishes.
 - Review cost estimate to confirm adherence to Owner provided budget.
 - Review timeline that coincides with construction schedule.
 - Obtain written approval on furniture finishes and upholstery selections.

*If needed, there may be five (5) total meetings to address each building individually.

Deliverables: Meeting notes including marked-up presentation, marked-up plans, cost estimate and timeline.

Building Furniture Meeting #3.1, if required

- Conduct one (1) 1-hour in-person meeting
 - Review items not resolved in Building Furniture Meeting #3
 - Obtain written approval on furniture selections and the basis of design finish and upholstery selections.

*If needed, there may be five (5) total meetings to address each building individually.

Deliverables: Meeting notes including marked-up presentation, cost estimate and timeline.

Building Specific Furniture Specifications Phase

- Generate furniture specifications for all product types to be used in individual Building Packages.
 - Specifications to include:

Furniture code	General product description (will not include detailed components or supports)	Product images (may not portray exact specification)
Manufacturer	Dimension	Plan view, if required
Product name	Finishes & Upholsteries	Room Name & Numbers

- Generate tagged furniture plans that coordinate with base specifications.

Building Specific Furniture Meeting #4 (x5): Specification and Floor Plan Review

- Conduct one (1) 1-hour in-person meeting.
 - Page-turn review of Building Specific Furniture specifications and floor plans.
 - Specifications to include:

Deliverables: Building specific specifications and floor plans for implementation.

CAMPUS FURNITURE DESIGN PART II

Campus Furniture Request for Qualifications & Request for Proposal Phase

Campus Furniture Request for Qualifications (RFQ)

CannonDesign will generate an RFQ for COM to determine appropriate vendors to invite to the RFP process.

- Generate furniture RFQ in coordination with COM.
- Issue furniture RFQ to qualify potential vendors.
- Receive qualification submissions.
- Create qualification comparison and summary.

Campus Furniture Meeting #6: RFQ Evaluation

Attendees: Furniture Design Task Force, LAN, Purchasing, Facilities Management,

- Conduct one (1) 1-hour in-person or virtual meeting.
 - Qualification package summary review
 - Review RFP Package Requirements

Deliverables: Meeting notes including qualification summary.

Campus Furniture Request for Proposals (RFP)

CannonDesign will generate an RFP, issue it to previously approved vendors and receive submissions on behalf of COM.

- Generate furniture RFP in coordination with COM.
- One (1) bid package inclusive of all buildings. Each Building will be separated into a sub-package. Package includes:
 - Front End Instructions
 - General Terms & Conditions
 - Furniture Specifications
 - Tagged Furniture Plans
 - Bid Tabulation form (excel format)
 - Rep Contact Form

Campus Furniture Meeting #7: RFP Review

Attendees: LAN, and Purchasing

- Conduct one (1) 1-hour in-person or virtual meeting.
 - Page-turn review of the Furniture Bid package.

Deliverables: Completed Furniture RFP

- Deliver furniture RFP for COM to distribute.
- Issue RFP addenda as required.

Furniture Meeting #8: Pre-Bid Meeting

Attendees: LAN, Purchasing, and potential bidders

- Conduct one (1) 1-hour in-person or virtual meeting with Furniture Bidders.
 - Review furniture bid package requirements.
 - Respond to any questions bidders may have.

Deliverables: Meeting notes, including RFP

Campus Furniture Bid Evaluation:

CannonDesign will generate a summary of the RFP submissions allowing COM to select the vendor(s) that provide the best value for the University.

Campus Furniture Meeting #9: Bid Evaluation

- Conduct one (1) 1-hour in-person or virtual meeting.
 - Bid summary review
 - Provide Recommendations to COM for Bid Award

Deliverables: Meeting notes, including bid summary.

BUILDING SPECIFIC FURNITURE DESIGN PART II

CannonDesign will provide oversight for the Furniture Dealers while also working with the General Contractor throughout the installation phase.

Building Specific Procurement & Installation Management Phase (x 5 buildings)

- Create and maintain order tracking log
 - Log includes:

Manufacturer	Product cost	Installation date
Dealer order/quote number	Installation cost	
Owner PO number	Ship date	

- Create and maintain installation calendar.
 - Due to project timelines we may require three (3) deliveries.
 - Calendar identifies:

Delivery dates	Dealer punch dates
Installation dates	CannonDesign punch dates

- Coordination with other disciplines during building design
 - Disciplines include:

Electrical	Fire Strobes	Wayfinding	Art	A/V
Thermostats	Graphics	Switches	IT	Wall-blocking

- Attend maximum of four (4) 2-hour activation meetings prior to furniture installation.

Building Specific Furniture Meeting #5 (x5): Pre-installation Meeting

Attendees: LAN, Facilities Management, GC, furniture dealer(s)

- Conduct one (1) 1-hour on-site meeting.
 - Review:

How to schedule dock time	Staging area	PPE requirements
How to schedule freight elevator	Building protection requirements	Requirements for installers
Delivery path	Site hours and rules	Phasing

Deliverables: Meeting notes, order tracking log, installation calendar, site visit reports

Contract Administration Phase

CannonDesign will be the main contact for furniture dealer field supervisors and GC during furniture installation.

- CannonDesign will be on site the first day of delivery at each project.
- CannonDesign will make (1) site visit per week for each project.
 - A punch walk is considered a site visit.

Combined Campus & Building Specific Furniture Meeting #6: Close-out

Attendees: Furniture Design Task Force, LAN, Purchasing, Facilities Management, representative from each department per building, furniture dealer(s), GC

- Conduct One (1) 1-hour in-person or virtual for building design teams
- One (1) for building specific teams

Deliverables: Meeting notes

TIMELINE

CannonDesign anticipates performing the Furniture Services within the parameters of the design schedule for the Welding Building A/R & Industrial Education Building Renovation, the Corporate & Continuing Education Center, Public Services Center, Library/Classroom Building, and the College Services Addition/Renovation.

Kick-off Phase	(2) Weeks
Assessment & Evaluation Phase	(11) Weeks

Contract Documents Phase – Campus Base Furniture Specifications	(4) Weeks
Basis of Design Phase	(2) Weeks
Programming Confirmation Phase	(2) Weeks
Finishes and Upholstery Phase	(6) Weeks
Contract Documents Phase – Furniture Specifications per building and tagged furniture Plans	(6) Weeks
RFQ & RFP Phase	(10) Weeks
Installation Phase – all buildings	(14) Weeks
Close-out Phase	(6) Weeks

FEES AND REIMBURSABLE EXPENSES

Professional Services Fee

CannonDesign will perform the Furniture Services described in this proposal for the following fee. CannonDesign will invoice monthly as a Fixed Fee on a “percentage complete” basis and recognize revenue on a percent completion basis.

CannonDesign (Furniture) Programming through Contract Administration \$520,000

Kick-off Phase	\$11,000
Assessment, Evaluation & Rodeo Phase	\$102,000
Contract Documents Phase – (Campus Base Furniture Specifications)	\$22,000
Design Alignment & Program Confirmation Phase	\$41,000
Furniture Finishes & Upholstery Phase	\$60,000
Contract Documents Phase – (Furniture Specifications per building with tagged furniture Plans)	\$52,000
RFQ & RFP Phase	\$64,000
Installation Phase	\$123,000
Close-out Phase	\$39,000
Reimbursables	\$6,000

ASSUMPTIONS AND EXCLUSIONS

- Assessment of each individual piece for inventory, or re-use of furniture purposes is excluded from this proposal.
- Asset Tagging of existing or new furniture pieces is excluded from this proposal.
- All furniture for installation to be new.
- Owner to provide follow-up on issued furniture punch list.
- Furniture installation happens after space has received final substantial completion and building and fit-out punch items are resolved. Installation of furniture before substantial completion may be considered additional services.
- Maximum of fifty (50) individual specifications. Additional specifications may be considered additional services.
- Maximum of ten (10) bid sub-packages. Additional sub-packages may be considered additional services.
- Maximum of ten (10) bidders/furniture dealers to participate in RFP. Additional bidders/furniture dealers may be considered add services.
- Physical closeout binder excluded from this proposal.
- Cost estimate created using current manufacturer pricing assuming mid-range finish levels.
 - Estimated escalation will be added to cost estimates, as required.

- Punch walk for general adherence to furniture specifications and layouts.
- Coordination with third party consultants not identified at the beginning of the project is excluded.
- Furniture to be installed by product type, e.g. conference tables, followed by desks, etc, by floor for each building.
- Phased furniture installation based on phased construction completions or for phased occupancy in a building may be considered additional services.
- Project work occurring after the project schedule defined in this proposal may be considered additional services.

AVAILABLE ADDITIONAL SERVICES

- Move management of existing furniture to be re-used.
- Choreography of furniture samples for use in mock-up spaces. Samples would be placeholders and would not necessarily be an actual specified product.
- Follow-up with furniture dealer on punch list items, including additional site visits to confirm the work is complete.
- Display boards showing furniture standards and their finishes.
- Close-out binder with physical finish samples.

QUALIFICATIONS AND CONDITIONS

- The scope, fee, and timeline described in this proposal are predicated on the provisions of the governing Owner/Architect Agreement. Upon the commencement of the project, if it is discovered that assumptions made in the proposal affect the actual scope or timeline, CANNONDESIGN will contact COM immediately.
- COM to limit the liability of CANNONDESIGN for its negligent acts, errors, omissions, or legal fault such that the total aggregate liability of CANNONDESIGN will not exceed the total Compensation paid to CANNONDESIGN by COM under this Proposal.

COMPLIANCE PROVISIONS

- All parties to the Agreement agree to comply with all applicable laws, including the Anti-Bribery and Anti-Corruption laws, of every government entity having jurisdiction in this matter, as well as the Foreign Corrupt Practices Act (FCPA) of the United States. If a party becomes aware of any governmental restriction pertaining to direct or indirect government contact or on any of its services performed by or for any party hereunder, it shall immediately notify CannonDesign of those restrictions so as to ensure that neither party unintentionally violates nor breaches any government regulation related to this contracted matter.
- CannonDesign will provide access to the client CannonDesign's Code of Conduct and will provide full access to the client to utilize its Ethics Line to report to CannonDesign any suspected violation of law or Policy during the course of its services.

We thank you again for this opportunity, and we look forward to your response.

Sincerely,



Shelby B. Papp, RID, EDAC, IIDA
Associate Principal

Cc: Paula Drenvich, LAN, Project Manager
C.W. Scheibe, LAN, Project Manager
Kristin Ledet, CannonDesign, Principal
Michael Corb, CannonDesign, Senior Vice President
Carrie Parker, CannonDesign, Associate Vice President

Attachments:

Furniture Project Timeline

College of the Mainland

Furniture

February 26, 2024



+

CANNONDESIGN

+



Professional Services



- TX Gov't Code 2254.001
- Applies to a Governmental entity such as COM when procuring:
 - Architecture
 - Engineering
 - Interior Design
 - Surveying
 - and other services



- RFQ for pool of Architects included professional design services for each of the 4 Professional Services noted to the left.
- COM can select these service providers from that pool



- Selection of a service provider cannot be based on competitive bid process. Selection must be made on the basis of demonstrated competence and qualifications to perform the services for a fair and reasonable price

Upcoming Campus Projects

Building	FF&E Budget*	SQ. FT.	Completion Timeline
Library/Classroom Building	\$7,385,919.33	134,000	June 2027
Public Services Building	\$1,897,134.78	50,000	March 2026
Welding Building A/R & Industrial Building Renovation	\$986,803.51	35,650 (addition and renovation)	December 2025
Corporate and Continuing Education Center	\$759,403.93	20,000	January 2026
College Services Addition/Renovation	\$501,840.52	15,000 (addition and renovation)	Various
Total FFE Budget	\$11,531,102.10	254,650	

*FF&E Budget: Includes Equipment. Total Furniture Value ranges from \$7M-10M

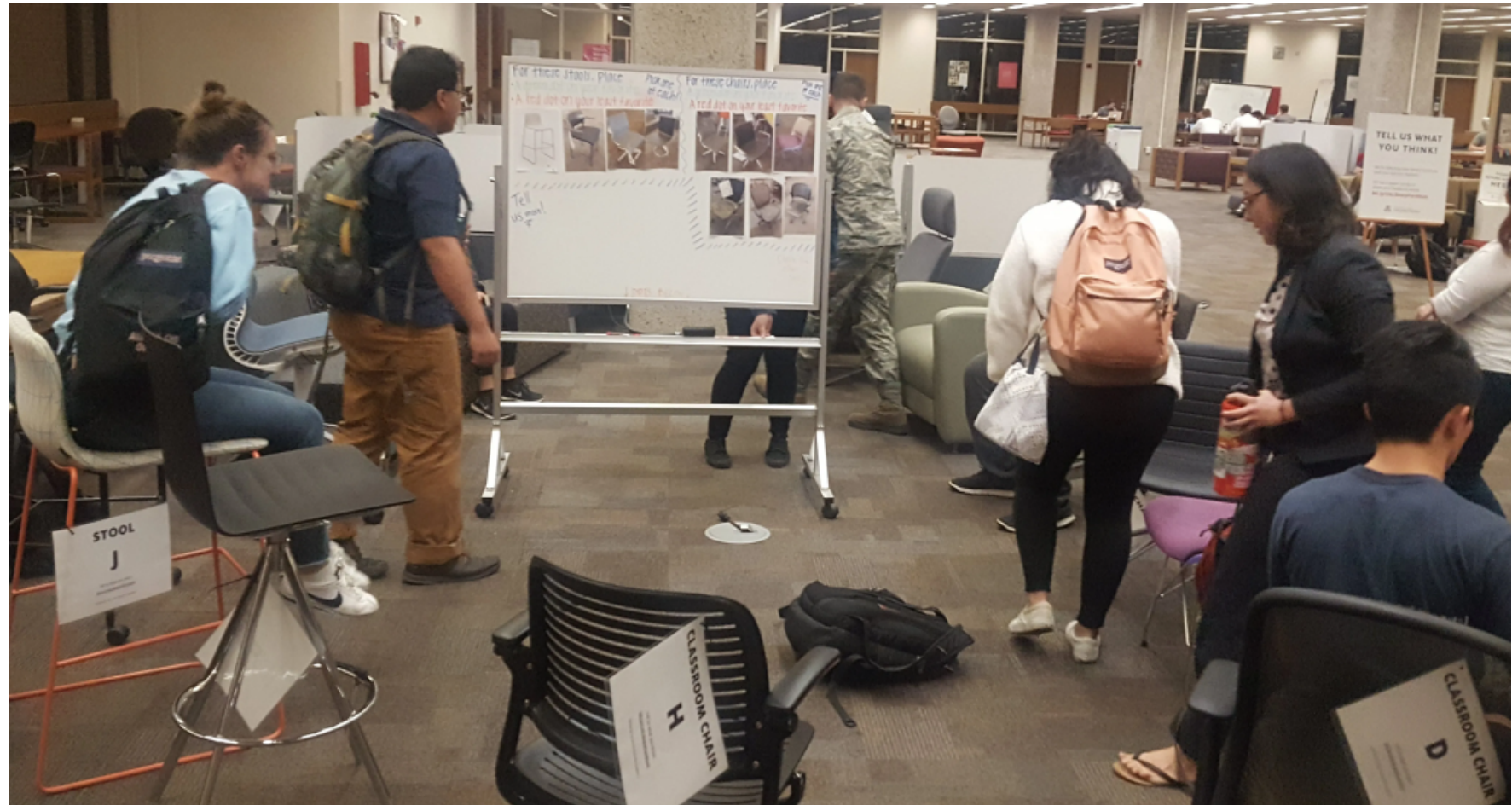
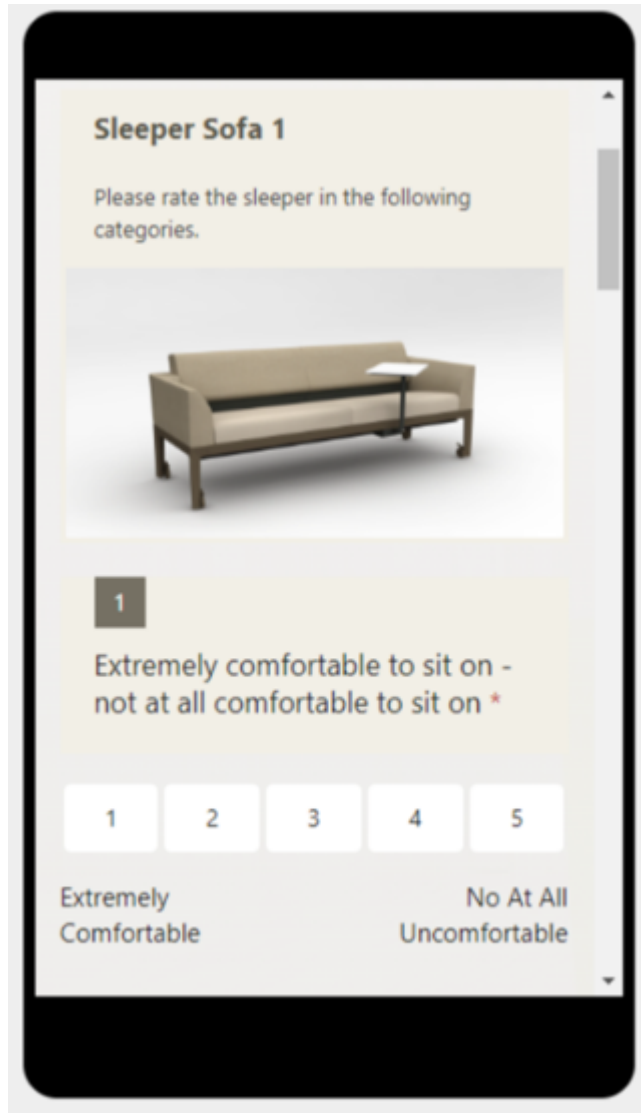


Furniture Success – Across Campus

- Update and Enhance Existing Standards
- Stakeholder Engagement – product selection process
- Consistent furniture experience in all buildings
- Aligned furniture design timeline
- Simplified Competitive bidding process
- More buying power/deeper discounts
- Streamlined procurement and installation



Example Furniture Rodeo Evaluation



Furniture Discounts – Scenario Estimates

Building	Furniture Budget*	Actual LIST Cost from Furniture Manufacturers	+/- 30% Discount off LIST INDIVIDUAL PROJECTS**	+/- 55% Discount off LIST ALL CAMPUS PROJECTS**
Library/Classroom Building	\$5,360,000	\$9,000,000	\$6,300,000	\$4,050,000
Public Services Building	\$1,500,000	\$2,750,000	\$1,925,000	\$1,237,500
Welding Building A/R & Industrial Building Renovation	\$700,000	\$1,250,000	\$875,000	\$562,500
Corporate and Continuing Education Center	\$500,000	\$1,000,000	\$700,000	\$450,000
College Services Addition/Renovation	\$450,000	\$750,000	\$525,000	\$337,500
Total Furniture Cost Ranges	\$8,510,000	\$14,750,000	\$10,325,000	\$6,637,500

*Furniture ONLY budget, based on benchmark cost/sf for similar Education space types.

Actual Cost Variance/Potential

**Discounts will vary per MFG.
 **Dependent on Final Quantities
 **Does not include escalation

Professional Services - Fee

CONSOLIDATED/TURNKEY CAMPUS APPROACH

Consolidated Campus Furniture Design Work Effort

- Existing Evaluations
- Furniture Rodeo/Stakeholder engagement
- Baseline Specifications

TOTAL: \$199,455

Building Specific Furniture Design Work Effort:

- User Programming
- Detailed Cost Estimates
- Finish/Fabric Coordination with Interior Design
- Building Specific Specifications
- Bidding & Installation Management

TOTAL: \$315,382

Bidding & Installation Management Work Effort:

- RFQ and RFP Creation and Bid Evaluations
- Pre-Installation Coordination to align with Building Activation activity
- Delivery/Dock/Freight Elevator Coordination
- Installation Site Visits
- Furniture Punch Management

TOTAL*: \$187,183

*included in fee above, cost breakout only

CONSOLIDATED DESIGN EFFORT: \$520,000

INDEPENDENT BUILDING APPROACH

Furniture Design Work Effort – Individual Building Approach

- Existing Evaluations
- Furniture Rodeo/Stakeholder engagement
- Baseline Specifications

x 5 different buildings/Projects = \$997,276

Building Specific Furniture Design Work Effort:

- User Programming
- Detailed Cost Estimates
- Finish/Fabric Coordination with Interior Design
- Building Specific Specifications
- Bidding & Installation Management

TOTAL: \$315,382

Bidding & Installation Management Work Effort:

- RFQ and RFP Creation and Bid Evaluations
- Pre-Installation Coordination to align with Building Activation activity
- Delivery/Dock/Freight Elevator Coordination
- Installation Site Visits
- Furniture Punch Management

TOTAL*: \$187,183

*included in fee above, cost breakout only

TOTAL ALL 5 PROJECTS Furniture Fee: \$1,312,658

Higher Education Experience

University of Houston  Clear Lake



CANNONDESIGN

January 2024

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$39.4
Less pending I&S liability:	\$10.2
Net unrestricted cash:	<u>\$29.2</u>
Minimum required cash :	\$8.2
Excess cash above minimum:	\$21.0

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$42.0

Actual: \$26.9

(64% earned at 42% of year)

Expense

Budget: \$42.0

Actual: \$16.7

(40% Spent at 42% of year)



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: February 15, 2024
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the January 2024 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 January 2024 Investment Report and the January 2024 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. January 2024 Investment Discussion & Report
2. January 2024 Revenue & Expense Summary
3. January 2024 Expense by Division Report



INVESTMENT REPORT
For the Month Ended January 2024

Investment discussion:

College of the Mainland earned \$229,875 for the month of January on its short-term investments in TexPool & Logic for a total of \$800,606 investment interest earned fiscal year to date. The College earned an additional \$2 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$800,608 interest for the fiscal year to date period ending January: TexPool - \$344,775 Logic - \$455,831 and TFB - \$2.

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

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	(5,123,516)	(5,927,997)	(804,481)	86%	(4,603,124)	(520,392)
Tuition-non-credit	(325,764)	(1,176,000)	(850,236)	28%	(235,859)	(89,905)
Exemptions and waivers	1,410,891	1,248,000	(162,891)	113%	1,185,660	225,231
Registration fees	(2,292,831)	(2,095,017)	197,814	109%	(2,101,927)	(190,904)
Other fees	(113,115)	(154,000)	(40,885)	73%	(108,194)	(4,921)
Grant revenue	(17,568)	(152,000)	(134,432)	12%	(80,612)	63,044
Sales and service revenue	(12,238)	(995,000)	(982,762)	1%	(18,603)	6,365
Miscellaneous revenue	(183,936)	(269,000)	(85,064)	68%	(145,854)	(38,082)
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(6,658,076)</u>	<u>(9,056,014)</u>	<u>(2,397,938)</u>	<u>74%</u>	<u>(6,108,512)</u>	<u>(549,564)</u>
Non-operating revenue						
State appropriation-Academic	(3,869,248)	(7,738,496)	(3,869,248)	50%	(2,859,125)	(1,010,123)
Property tax revenue	(16,021,373)	(25,032,183)	(9,010,810)	64%	(16,217,868)	196,495
Interest revenue	(344,145)	(469,000)	(124,855)	73%	(251,785)	(92,360)
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>(20,234,766)</u>	<u>(32,943,986)</u>	<u>(12,709,220)</u>	<u>61%</u>	<u>(19,328,778)</u>	<u>(905,988)</u>
<u>Total Revenue</u>	<u>(26,892,843)</u>	<u>(42,000,000)</u>	<u>(15,107,158)</u>	<u>64%</u>	<u>(25,437,290)</u>	<u>(1,455,552)</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	3,207,436	7,963,058	4,755,622	40%	3,201,350	6,086
Admin full-time	739,092	1,802,001	1,062,909	41%	752,830	(13,738)
Professional full-time	3,371,506	8,390,070	5,018,564	40%	3,274,531	96,975
Classified full-time	1,691,531	4,227,727	2,536,196	40%	1,333,887	357,644
Part-time	1,304,528	3,722,477	2,417,949	35%	1,175,072	129,456
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>10,314,093</u>	<u>25,535,429</u>	<u>15,221,336</u>	<u>40%</u>	<u>9,737,670</u>	<u>576,423</u>
Benefits						
Benefits	1,977,849	4,411,113	2,433,264	45%	1,914,458	63,392
<u>Totals for Benefits</u>	<u>1,977,849</u>	<u>4,411,113</u>	<u>2,433,264</u>	<u>45%</u>	<u>1,914,458</u>	<u>63,392</u>
Operating expenses						
Contract services	2,248,038	3,975,382	1,727,343	57%	1,598,713	649,326
Legal	281	20,420	20,139	1%	0	281
Operations	185,242	803,004	617,762	23%	151,032	34,210
Utilities and Rent	966,451	2,591,926	1,625,475	37%	862,361	104,090
Postage, printing, and supplies	465,776	1,485,099	1,019,323	31%	390,769	75,007
Bank fees	58,927	90,100	31,173	65%	27,931	30,996
Capital outlay & leases	15,608	117,043	101,435	13%	18,714	(3,106)
Insurance	87,453	2,557,348	2,469,895	3%	113,780	(26,327)
Public rel, marketing and advert	50,088	281,766	231,678	18%	56,802	(6,714)
Misc.	321,851	441,019	119,168	73%	281,900	39,951
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>4,399,715</u>	<u>12,053,458</u>	<u>7,653,743</u>	<u>37%</u>	<u>3,502,001</u>	<u>897,715</u>

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>16,691,658</u>	<u>42,000,000</u>	<u>25,308,342</u>	<u>40%</u>	<u>15,154,128</u>	<u>1,537,530</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%	43,413	(43,413)
<u>Totals for Salary and wages</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>43,413</u>	<u>(43,413)</u>
Benefits						
Benefits	899	0	(899)	0%	7,278	(6,379)
<u>Totals for Benefits</u>	<u>899</u>	<u>0</u>	<u>(899)</u>	<u>0%</u>	<u>7,278</u>	<u>(6,379)</u>
Operating expenses						
Contract services	579,642	0	(579,642)	0%	165,874	413,768
Legal	20,000	0	(20,000)	0%	4,377	15,623
Operations	6,945	0	(6,945)	0%	1,000	5,945
Utilities and Rent	1,150	0	(1,150)	0%	0	1,150
Postage, printing, and supplies	43,981	0	(43,981)	0%	262,718	(218,737)
Capital outlay & leases	137,243	0	(137,243)	0%	227,162	(89,920)
Public rel, marketing and advert	1,863	0	(1,863)	0%	29,658	(27,796)
Misc.	3,675	0	(3,675)	0%	0	3,675
<u>Totals for Operating expenses</u>	<u>794,498</u>	<u>0</u>	<u>(794,498)</u>	<u>0%</u>	<u>690,790</u>	<u>103,708</u>
<u>Total Fund Bal</u>	<u>795,397</u>	<u>0</u>	<u>(795,397)</u>	<u>0%</u>	<u>741,481</u>	<u>53,916</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	21	19,700	19,679	0%	0	21
Campus Police	298,237	753,809	455,571	40%	281,730	16,507
Gen Institution	206,811	361,484	154,673	57%	202,071	4,739
Information Technology Serv	1,424,345	2,362,092	937,747	60%	1,252,932	171,413
Internal Audit	24,893	150,000	125,108	17%	23,656	1,236
OPEAR	212,609	465,475	252,866	46%	226,190	(13,581)
Presidents Office	345,420	577,949	232,530	60%	263,711	81,709
Self Study SACS	500	10,237	9,737	5%	88	412
Staff Attorney	128,989	302,136	173,147	43%	66,942	62,047
Totals for President	<u>2,641,824</u>	<u>5,002,882</u>	<u>2,361,058</u>	<u>53%</u>	<u>2,317,320</u>	<u>324,504</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	46,466	123,604	77,139	38%	50,545	(4,079)
Custodial Services	566,910	1,410,438	843,528	40%	108,442	458,468
Facilities	981,686	4,648,643	3,666,957	21%	1,251,647	(269,960)
Financial Services	399,895	882,729	482,833	45%	374,649	25,246
Grounds	225,262	467,717	242,455	48%	39,169	186,093
Human Resources	311,578	608,740	297,162	51%	294,976	16,603
Purchasing	147,432	322,731	175,299	46%	144,651	2,781
Records Mgmt	5,913	20,952	15,039	28%	13,728	(7,815)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,587,628)	(1,587,628)	0%	0	0
Staff Benefits	529,088	3,980,075	3,450,988	13%	460,821	68,267
Tax Admin	88,012	232,631	144,619	38%	81,301	6,711
Utilities	453,486	1,195,000	741,514	38%	335,628	117,858

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>
Vehicle Operations	41,336	108,255	66,919	38%	55,113	(13,777)
VP College & Fin Svcs	111,889	202,968	91,079	55%	93,696	18,193
<u>Totals for VP Fiscal Affairs</u>	<u>3,908,953</u>	<u>12,307,207</u>	<u>8,398,254</u>	<u>32%</u>	<u>3,304,365</u>	<u>604,588</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	36,376	108,003	71,627	34%	45,490	(9,114)
Marketing and Communications	302,223	931,877	629,654	32%	324,164	(21,941)
VP Institutional Advancement	290,093	590,738	300,645	49%	265,845	24,248
<u>Totals for VP Institutional Advancement</u>	<u>628,691</u>	<u>1,630,618</u>	<u>1,001,926</u>	<u>39%</u>	<u>635,498</u>	<u>(6,807)</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	449,869	919,477	469,607	49%	435,108	14,762
Academic Planning	82,337	178,550	96,213	46%	0	82,337
Accting-Credit	44,756	64,833	20,077	69%	42,699	2,057
Adm-C.I.D.T.	32,665	74,987	42,322	44%	24,562	8,103
Adm-Cont Ed	189,363	384,223	194,860	49%	194,697	(5,334)
Adm-Ind Tech	3,547	8,214	4,667	43%	3,541	6
Adm-Instruct	9,260	73,594	64,334	13%	23,477	(14,217)
Adm-Perf & Vis Arts	26,706	66,252	39,546	40%	28,096	(1,390)
Adm-Pub Svc Ed	45,056	111,100	66,043	41%	50,776	(5,719)
Adm-Science	30,326	78,505	48,179	39%	26,013	4,313
Adm-Soc Sci	34,225	79,600	45,375	43%	27,128	7,097
Adult Education	101,705	206,370	104,665	49%	90,785	10,920
Allied Health CE	14,408	199,889	185,481	7%	38,487	(24,079)
Art	116,036	235,558	119,522	49%	117,364	(1,328)
Art Gallery	496	25,766	25,271	2%	33	463
Biol & Nutrition	381,620	664,044	282,423	57%	343,093	38,527
Bus Ed-NonCR	0	0	0	0%	2,100	(2,100)
C.I.S.	47,367	68,233	20,867	69%	46,813	553

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	85,984	157,486	71,502	55%	79,787	6,197
Child Develop	42,612	73,243	30,631	58%	35,957	6,655
Cmnty Theater	149,328	290,478	141,151	51%	149,107	221
Collegiate H.S.-CR	72,465	154,945	82,480	47%	69,179	3,285
Cosmetology	330,179	517,686	187,506	64%	296,507	33,672
Criminal Justice	162,358	88,820	(73,538)	183%	37,870	124,488
Culinary Arts	34,473	121,269	86,795	28%	0	34,473
Dean Cont Ed	90,065	204,201	114,136	44%	64,982	25,082
Dean Gen Ed	95,401	390,012	294,611	24%	92,257	3,144
Dental Hygiene	38,508	170,094	131,586	23%	38,394	114
Distance Ed	202,142	402,569	200,427	50%	169,706	32,436
Drafting	2,778	66,748	63,970	4%	43,209	(40,431)
Dual Credit Dept	77,794	173,716	95,922	45%	58,551	19,243
Economics	35,910	73,111	37,201	49%	39,116	(3,206)
EMS-Credit	100,157	189,007	88,849	53%	122,377	(22,220)
Engineering	15,798	7,411	(8,386)	213%	8,855	6,942
Fire Tech	155,112	187,579	32,468	83%	142,139	12,973
Firearms Acad	30,535	40,618	10,083	75%	18,956	11,579
Foreign Lang	31,316	67,247	35,931	47%	32,282	(966)
Gen Bus-Credit	140,709	189,812	49,103	74%	119,484	21,225
Geology	46,922	81,601	34,679	58%	27,319	19,603
Government	166,770	296,566	129,796	56%	165,044	1,727
Graphic Arts	63,852	73,133	9,281	87%	58,014	5,838
Health and PE Credit	68,962	131,923	62,961	52%	69,897	(935)
Health Info Mgmt	103,505	223,346	119,841	46%	87,683	15,822
Hist & Geog	164,175	240,338	76,163	68%	145,014	19,162
Humanities	93,961	148,295	54,334	63%	86,793	7,168
Instr Tech Department	100,734	251,603	150,870	40%	95,104	5,630

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	4,000	36,787	32,788	11%	5,106	(1,107)
Law Enforcement	74,519	203,312	128,793	37%	33,658	40,861
Law Enforcemnt-NonCR	32,832	2,736	(30,096)	1200%	36,525	(3,693)
LC Ctr Admin	1,599	20,887	19,288	8%	694	904
Library	363,183	736,519	373,336	49%	343,732	19,451
Management	0	0	0	0%	11,117	(11,117)
Massage Therapy	250	7,400	7,150	3%	7,401	(7,151)
Math	387,840	681,167	293,328	57%	370,092	17,748
Medical Assistant	41,333	100,512	59,179	41%	40,214	1,119
Music	103,228	233,892	130,664	44%	146,193	(42,965)
Networking	46,056	65,476	19,420	70%	49,596	(3,540)
Nursing Administration	816,911	2,107,048	1,290,137	39%	933,890	(116,979)
Nursing-AD	132	0	(132)	0%	90	42
Nursing-VN	0	0	0	0%	0	0
Pharmacy Tech	43,421	88,768	45,347	49%	43,293	127
Philosophy	27,547	2,327	(25,220)	1184%	23,579	3,968
Physics	48,270	79,317	31,047	61%	52,275	(4,005)
Process Tech	220,909	454,007	233,098	49%	207,619	13,290
Prof Develop Acad	850	9,000	8,150	9%	366	484
Psychology	171,972	319,603	147,631	54%	181,710	(9,738)
QEP	5,467	323	(5,144)	1694%	0	5,467
Radiography	57,744	280,994	223,251	21%	0	57,744
Safety-CR	34,686	75,852	41,166	46%	46,674	(11,988)
Senior Adult Dept	115,876	186,763	70,887	62%	115,271	605
Social Science Non CR	17,663	1,716	(15,947)	1029%	15,855	1,808
Sociology	34,495	68,233	33,738	51%	9,239	25,256
Speaking,Reading,Writing	220,071	604,767	384,696	36%	192,250	27,821
Theater Arts-Credit	60,293	176,009	115,716	34%	57,063	3,230

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	40,553	86,870	46,317	47%	46,949	(6,395)
VP Instruction	152,346	3,136,161	2,983,815	5%	166,895	(14,549)
Welding-Cred	211,905	476,419	264,514	44%	225,044	(13,139)
Totals for VP Instruction	<u>7,648,195</u>	<u>18,694,918</u>	<u>11,046,723</u>	<u>41%</u>	<u>7,210,744</u>	<u>437,451</u>
<u>Summary for VP of Instruction</u>						
Allied Health Admin	6,519	12,183	5,664	54%	5,163	1,356
CE-CAN Program	7,570	16,556	8,986	46%	10,719	(3,149)
CE-CPR	0	0	0	0%	1,438	(1,438)
CE-Dental	0	5,756	5,756	0%	55	(55)
Program Development	50,210	87,078	36,868	58%	87,214	(37,005)
Totals for VP of Instruction	<u>64,299</u>	<u>121,572</u>	<u>57,273</u>	<u>53%</u>	<u>104,589</u>	<u>(40,291)</u>
<u>Summary for VP Student Services</u>						
Admissions	178,138	391,843	213,705	45%	130,288	47,850
Advise Center	258,904	579,681	320,777	45%	240,759	18,144
Career & Placement	39,474	118,188	78,714	33%	40,198	(723)
Enrollment Mgmt	24,806	41,024	16,217	60%	25,675	(868)
Facilities & Student Recreat	33,203	117,147	83,944	28%	31,205	1,998
Judicial Affairs	90,642	213,129	122,487	43%	91,885	(1,243)
Multicultural Department	9,335	32,500	23,165	29%	5,921	3,414
Recruitment	310,577	584,840	274,263	53%	247,154	63,423
Stu Financial Svcs	248,183	597,780	349,597	42%	253,438	(5,255)
Stu Organizations	138,553	328,812	190,259	42%	137,306	1,247
Student Graduation	36,767	74,080	37,313	50%	27,333	9,434
Svcs-Disab Students	20,470	43,167	22,697	47%	14,717	5,753
Testing	128,600	323,012	194,412	40%	120,920	7,681
Veteran Affairs	85,594	179,347	93,753	48%	87,660	(2,066)
VP Student Services	196,448	618,253	421,805	32%	127,151	69,298

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>1,799,696</u>	<u>4,242,804</u>	<u>2,443,109</u>	<u>42%</u>	<u>1,581,611</u>	<u>218,084</u>
<u>Totals for Expense</u>	<u>16,691,658</u>	<u>42,000,000</u>	<u>25,308,342</u>	<u>40%</u>	<u>15,154,128</u>	<u>1,537,530</u>
Fund Bal by Division						
Summary for VP Fiscal Affairs						
Fund Balance - Institutional Support	362,687	0	(362,687)	0%	505,333	(142,646)
Fund Balance - Instruction	120,564	0	(120,564)	0%	159,896	(39,332)
Fund Balance - Oper & Maint	98,690	0	(98,690)	0%	47,645	51,045
Fund Balance - Student Services	213,457	0	(213,457)	0%	28,607	184,850
<u>Totals for VP Fiscal Affairs</u>	<u>795,397</u>	<u>0</u>	<u>(795,397)</u>	<u>0%</u>	<u>741,481</u>	<u>53,916</u>
<u>Totals for Fund Bal</u>	<u>795,397</u>	<u>0</u>	<u>(795,397)</u>	<u>0%</u>	<u>741,481</u>	<u>53,916</u>
<u>Totals for Report</u>	<u>17,487,055</u>	<u>42,000,000</u>	<u>24,512,945</u>		<u>15,895,609</u>	<u>1,591,446</u>



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. QEP – Dr. Helen Brewer
2. Rank and Promotion

B. Reminders/Announcements

1. Board Meetings
 - a. March 2024 - **Wednesday**, March 27th
 - b. April 2024 – Monday, April 22nd
 - c. May 2024 – **Wednesday**, May 29th
 - d. December 2024 – Monday, December 9th
2. Educate a Woman 2024: Laughs for Lunch – Friday, March 22, 2024, 11:30 a.m. – 1:00 p.m., COM Conference Center
3. Flock the Block – Saturday, March 23, 2024, 10:00 a.m. – 2:00 p.m., COM (in front of COM Administration Building)
4. Employee Recognition Dinner - Friday, April 26th, 5:30 p.m., COM Conference Center

C. Resignations and Retirement Report

D. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Updates Rank and Promotion

In recognition of service to our students, the college, and our mission, the following faculty have received a promotion in rank:

H. Russ Brown – Professor

Kristina Jantz – Associate Professor

Seraiah Smith – Associate Professor

Dalel Serda - Professor



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Weaver	Charlene	CE Customer Service Specialist	07/05/2023	02/16/2024	Resignation
Cheatham	Anita	Administrative Assistant IV	02/29/2016	02/20/2024	Resignation
Knopp	David	Director, Planning, Effectiveness, Assessment & Research	09/28/2020	02/23/2024	Resignation
Luna	Cynthia	Financial Aid Generalist	02/01/2019	03/22/2024	Retirement
Watson	Lisa	VP, Inst. Adv./Exec Dir, COM Foundation	02/01/2019	03/22/2024	Resignation



PRESIDENT'S OFFICE

Executive Session

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.



PRESIDENT'S OFFICE

Possible Action on Agenda Items, Including Closed Session Matters

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