



Notice/Agenda of April 2024 Regular Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129)
1200 Amburn Road
Texas City, Texas 77591
Monday, April 22, 2024**

The April 2024 Regular Meeting of the Board of Trustees of College of the Mainland will be held Monday, April 22, 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 Wednesday, March 27, 2024**
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Faculty Senate - Candice Edmonston, President
 - B. Professional Council - Alisha Lyon, President
 - C. Classified Council - Jennifer Denison, President
 - D. Student Government Association (SGA) - Mario Garza, SGA Treasurer
7. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
8. **Human Resources Items**
 - A. Appointment Nominations
 1. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Blanca Bauer to the Position of Director, Office of Planning, Effectiveness, Assessment & Research, Division of Academic and Student Affairs

2. Consideration of and Possible Action to Approve the Appointment Nomination of Carla Burris to the Position of Nursing Simulation Center Coordinator, Nursing Department
 3. Consideration of and Possible Action to Approve the Appointment Nomination of Misty Perkins to the Position of Dental Hygiene Clinical Coordinator, Dental Hygiene Department
 4. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Heather Rhodes to the Position of Vice President for Academic Affairs, Vice President for Academic Affairs Division
 5. Consideration of and Possible Action to Approve the Appointment Nomination of Sarrissa Ryan to the Position of Emergency Medical Services Program Coordinator, Public Service Careers
 - B. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written
 - C. Re-appointment List(s)
 1. Consideration of and Possible Action to Approve the 2024-2025 Faculty Re-Appointment List
 2. Consideration of and Possible Action to Approve the 2024-2025 Professional Re-Appointment List
9. **Policy**
- A. Consideration of and Possible Action to Approve the Revisions to COM Local Policies BBD, BBI, BG, CFE, CGC, CS, DAA, DEC, EBA, ECC, FFDA, FLB, GCB and the Addition of CDB, FA, and FAA
 1. BBD(LOCAL) - Board Members Orientation and Training
 2. BBI(LOCAL) - Board Members Technology Resources and Electronic Communications
 3. BG(LOCAL) - Administrative Organization
 4. CDB(LOCAL) - Accounting Inventories
 5. CFE(LOCAL) - Purchasing and Acquisition Vendor Relations
 6. CGC(LOCAL) - Safety Program Emergency Plans and Alerts
 7. CS(LOCAL) - Information Security
 8. DAA(LOCAL) - Employment Objectives Equal Employment Opportunity
 9. DEC(LOCAL) - Compensation and Benefits Leaves and Absences
 10. EBA(LOCAL) - Alternate Methods of Instruction Distance Education
 11. ECC(LOCAL) - Instructional Arrangements Course Load and Schedules
 12. FA(LOCAL) - Equal Educational Opportunity
 13. FAA(LOCAL) - Equal Educational Opportunity Pregnant and Parenting Students
 14. FFDA(LOCAL) - Freedom From Discrimination, Harassment, and Retaliation Sex and Sexual Violence
 15. FLB(LOCAL) - Student Rights and Responsibilities Student Conduct
 16. GCB(LOCAL) - Public Information Program Requests for Information
10. **Consideration of and Possible Action to Approve the Design Development for the New Corporate & Continuing Education Center Project, as Presented and Attached**
 11. **Consideration of and Possible Approval of the Final Construction Documents for the Welding Building Addition/Renovation & Industrial Education Building Renovation, as Presented and Attached**
 12. **Consideration of and Possible Action to Approve Award of Contract 23-39 for the Purchase of New Lathes and Mills from AGEducational Solutions for a Not-to-Exceed Amount of \$357,688 to be Paid with \$178,844 Texas Reskilling and**

Upskilling through Education (TRUE) Grant Funds and the Remaining \$178,844 from 2023 Bond Funds

13. Financial Report(s)

- A. Consideration of and Possible Action to Accept the March 2024 Investment and Financial Reports
- B. Consideration of and Possible Acceptance of the February 2024 Investment Quarterly Report

14. Board Report

15. President's Report

- A. Updates
- B. Reminders/Announcements
 - 1. Board Meetings
 - May 2024 - **Wednesday**, May 29th
 - June 2024 - Monday, June 24th
 - July 2024 - Monday, July 22nd
 - August 2024 - Monday, August 26th
 - September 2024 - Monday, September 23rd
 - October 2024 - Monday, October 28th
 - December 2024 - Monday, December 9th
 - 2. Employee Recognition Dinner - Friday, April 26th, 5:30 p.m. COM Conference Center
 - 3. May 2024 Graduation - Saturday, May 11th
Please arrive by 9:00 a.m.
(Note: There will be two (2) ceremonies; the 2nd ceremony will start at 2:00 p.m., we expect the end time to be 4:00 p.m.)
 - 4. **Board Budget Workshop** - Friday, July 19th, 10:00 a.m. - Noon
- C. Resignations and Retirement Report
- D. Miscellaneous Updates

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

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

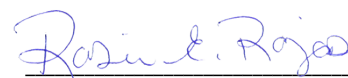
18. Adjourn

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, Thursday, April 18, 2024, 3:00 P.M.

Administration

President Warren Nichols, Ed.D.



Rosie E. Rojas
Board Clerk

Executive Vice President Helen Brewer, Ph.D.
Vice President David Wesse, Ph.D.



PRESIDENT'S OFFICE

Call to Order

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



PRESIDENT'S OFFICE

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

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



College of the Mainland
Board of Trustees
2023-2024

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

Mr. Alan L. Waters,
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Mrs. Dawn King,
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Mr. Kyle L. Dickson,
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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: April 22, 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 March 27, 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 3/27/24

**College of the Mainland Board of Trustees
Minutes of Wednesday, March 27, 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.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, February 26, 2024

Melissa Skipworth moved the Board of Trustees approve the Full Board Minutes of Monday, February 26, 2024. Alan Waters seconded the motion; all voted in approval.

Comments from the Community

Shad Condiff – Santa Fe citizen, spoke to the Board regarding gender influence in schools.

Rich Gustafson – Dickinson citizen, spoke to the Board regarding the high employee turnaround and the curriculum.

Andrew Shroff – League City citizen, spoke to the Board regarding dual credit concerns and the 8 Week Advantage.

David Lehmann – Dickinson citizen, spoke to the Board regarding a conflict of interest and the dual credit issue.

Constituent Leader Activity Reports

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

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

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of William Cummins to the Position of Radiologic Technology Clinical Coordinator/Instructor, Radiologic Department

Melissa Skipworth moved the Board of Trustees approve the appointment of William Cummins to the position of Radiologic Technology Clinical Coordinator/Instructor, Radiologic Department. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Facilities Services Manager Position in the Facilities and Maintenance Department

Alan Waters moved the Board of Trustees approve the Facilities Services Manager position in the Facilities and Maintenance Department. Melissa Skipworth seconded the motion; all voted in approval.

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

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

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

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

Consideration of and Possible Action to Approve an Amendment to Contract 23-27 Awarded to Cannon Design to Incorporate the Added Scope Combining the Academic Classroom Building with the Library Classroom Building into a Single Building Construction Project for an Additional \$1,850,000 Revising the Current Contract Value from \$5,735,089 to \$7,585,089

Alan Waters moved the Board of Trustees approve an amendment to Contract 23-27 awarded to Cannon Design to incorporate the added scope combining the Academic Classroom Building with the Library Classroom Building into a single building construction project for an additional \$1,850,000 revising the current contract value from \$5,735,089 to \$7,585,089. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Schematic Design for the New Library Classroom Building Project, as Presented and Attached

Alan Waters moved the Board of Trustees approve the Schematic Design for the new Library Classroom Building project, as presented and attached. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Contract Amendment for Additional Services to Include: 1) Survey of Parking Lot D, 2) the Bidding and Construction Administration Phases to the Parking Lots A, B, and C/Waterline/Fireline Project, 3) Full Design and Construction Services for Additional Scope to Include Security Cameras and Landscaping in the Parking Lots A, B, and C Project, and 4) Full Design and Construction Services to Replace the Sanitary Sewer Identified in Need of Replacement as Part of this Infrastructure Project for a Fee of \$262,100

Bill McGarvey moved the Board of Trustees approve the contract amendment for additional services to include: 1) survey of Parking Lot D, 2) the bidding and construction administration phases to the Parking Lots A, B and C / Waterline/ Fireline project 3) full design and construction services for additional scope to include security cameras and landscaping in the Parking Lots A, B, and C project and 4) full design and construction services to replace the sanitary sewer identified in need of replacement as part of this infrastructure project for a fee of \$262,100. Alan Waters seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Final Construction Documents for the STEAM Building - 4th Floor Shell Space Buildout Project as Presented and Attached

Alan Waters moved the Board of Trustees approve the final construction documents for the STEAM Building – 4th floor shell space buildout project as presented and attached. Bill McGarvey seconded the motion; all voted in approval. NOTE: Dr. Verna Henson was not present during this vote.

Consideration of and Possible Acceptance of the 2023 Racial Profile Report

Melissa Skipworth moved the Board of Trustees accept the 2023 Racial Profile Report. Alan Waters seconded the motion; all voted in approval.

Financial Report(s)

Consideration of and Possible Action to Accept the February 2024 Investment and Financial Reports

Alan Waters moved the Board of Trustees accept the February 2024 Investment Report and the February 2024 Financial Reports. Kyle Dickson seconded the motion; all voted in approval.

Board Report

Several Trustees made comments about the dual credit issue at Santa Fe High School.

President's Report

Updates

Reminders/Announcements

Board Meetings

April 2024 – Monday, April 22nd

May 2024 – Wednesday, May 29th

December 2024 – Monday, December 9th

May 2024 Graduation - Saturday, May 11th, 9:00 a.m. (Note: There will be two (2) ceremonies; we anticipate end time to be 4:00 p.m.)

Board Budget Workshop - Friday, July 19th, 10:00 a.m. - Noon

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

Resignations and Retirement Report

Miscellaneous

Executive Session 3:20 p.m.

Don Gartman read the paragraph allowing the Board to move into executive session for a consultation with their attorney.

Open Session 4:37 p.m.

Upon reconvening, Don Gartman announced that there were no motions to be made.

Kyle Dickson moved for adjournment. Dawn King seconded the motion; all voted in approval.

Adjournment at 4:38 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. Faculty Senate – Candice Edmonston, President
- B. Professional Council – Alisha Lyon, President
- C. Classified Council – Jennifer Denison, President
- D. Student Government Association (SGA) – Mario Garza, SGA
Treasurer

Bond Update

College of the Mainland, 2023 Bond Program
Board of Trustees Meeting

April 22, 2024



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



Library Classroom Building (LCB)

Completed Activities:

- Schematic Design approval – March Board approval
- Schematic Design estimate reconciled and VE session held with Cabinet to align budget
- Design Development phase begun

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:

- Design Development phase continues with more detailed meetings

Project Cost:

- Total Project Budget: \$123,453,618
- Project Cost to Date: \$ 780,638.97
- 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:

- CD Working Session # 1
- 50% CDs to be issued 4/16/2024
 - Cost estimate will be presented to May BoT as an update
 - LAN to conduct Quality Review
- IT, A/V, and Graphic Design coordination meetings held on 4/12

Ongoing/Upcoming Activities:

- Construction Document Phase
- Meeting with LaMarque Fire Chief and City Manager about Class A Burn Bldg

Architect: RDLR Architects

Project Milestones:

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

Project Cost:

- Total Project Budget: \$34,493,359.65
- Project Cost to Date: \$1,013,914.32
- Total Construction Cost: \$24,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget

Contractor: Durotech, Inc.



Welding Building & Industrial Ed (WELD_IE)

Completed Activities:

- 50% CD Construction Estimate - \$11,865,690
- 95% CD page turn (4/4/2024)
- 100% CD completed (4/12/2024)
- First Bid advertisement (4/13/2024)

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:

- 5/1/2024 – Bid Day
- 5/10/2024 – GMP due to LAN and COM
- 5/29/2024 – GMP approval by BoT
- 7/8/2024 – Construction Starts (assuming permit approval)

Project Cost:

- Total Project Budget: \$17,941,882.00
- Project Cost to Date: \$684,145.16
- Total Construction Cost: \$13,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget



Corporate & Continuing Ed Center (CCEC)

Completed Activities:

- Design Development (seeking approval today)
- IT and A/V coordination meeting held on 4/11/2024

Project Milestones:

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

Ongoing/Upcoming Activities:

- Construction Document Phase
- 100% DD Estimate and Value Engineering Exercises

Project Cost:

- Total Project Budget: \$13,807,344.24
- Project Cost to Date: \$ 216,063.82
- 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 Deferred Maintenance – Underground Utilities

Completed Activities:

- March BOT approval of additional scope/fee.

Ongoing/Upcoming Activities:

- Project will be bid using CSP and will be brought for approval to the Board.
- Design for security surveillance camera, landscaping (Parking Lots A,B and C), and sanitary sewer to be completed at end of Apr 2024.

Project Milestones:

- Design Phase(Parking Lots):Completed Mar 3, 2024
- Remaining Design Phase: Apr 2024
- GC Procurement (CSP): Apr 2024–Jun 2024
- Construction Phase: Jun 2024 –Oct 2025

Project Cost:

- Total Project Budget: \$ 12,903,817.70*
- Project Cost to Date: \$ 377,608.65
- Total Construction Cost: \$ 10,400,000
- Construction Cost to Date: \$ 0.00
- Project is in Budget
- * Combined TPC for both Parking lots and Deferred Maintenance- Utilities



A/E: Fittz & Shipman

Contractor: TBD

Infrastructure – COMmons and Site Lighting

Completed Activities:

- Conceptual design is ongoing. Received input from students and COM staff.

Project Milestones:

- Design Phase: TBD
- GC Procurement (CSP): TBD
- Construction Phase: TBD

Ongoing/Upcoming Activities:

- Design to be updated and presented to Cabinet and Bond Steering Committee for input.

Project Cost:

- | | |
|------------------------------|------------------|
| • Total Project Budget: | \$ 8,451,013.93* |
| • Project Cost to Date: | \$ 16,500.00 |
| • Total Construction Cost: | \$ 6,880,000 |
| • Construction Cost to Date: | \$ 0.00 |
| • Project is in Budget | |

- * Combined TPC for COMmons upgrades and Campus Site Lighting

A/E: Fittz & Shipman/Brian Beck
Landscaping – Conceptual Design

Contractor: TBD



Infrastructure – Deferred Maintenance - Buildings

Completed Activities:

- Working with COM to identify projects and schedule:
 - Planning to package roof work for Conference Center and Student Center for summer
 - Planning to replace the cooling tower in December 2024.

Ongoing/Upcoming Activities:

- Scope being identified according to priority.
- Projects being planned based on best timing/priority.

A/E: Various to be identified

Project Milestones:

- Design Phase: TBD
- GC Procurement (CSP): TBD
- Construction Phase: TBD

Project Cost:

- Total Project Budget: \$ 5,105,211.05
- Project Cost to Date: \$ 0.00
- Total Construction Cost: \$ 4,000,000
- Construction Cost to Date: \$ 0.00
- Project is in Budget

Contractor: TBD

Campus Furniture Planning

Completed Activities:

- Cannon Design fee approval given at Feb BOT.
- Selection of core team/task force members.

Project Milestones:

- Design Phase: April 2024 – Sept 2024
- Bid Package: Sept 2024 – Jan 2025
- Supplier Procurement (CSP): Jan 2025
- Construction Phase: Per project

Ongoing/Upcoming Activities:

- Contract to be finalized.
- Core team/Task Force meetings to be held in April.

Project Cost:

- Total Project Budget: \$ TBD
- Project Cost to Date: \$ 0.00
- Total Construction Cost: \$ TBD
from within overall FF&E budget of \$11,531,102.10
- Construction Cost to Date: \$ 0.00
- Project is in Budget

A/E: Cannon Design Furniture Design Studio

Contractor: TBD



Questions





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 22, 2024
Subject: Recommendation – Director, Office of Planning, Effectiveness, Assessment & Research (Replacement)

Presented for recommended approval to the Board of Trustees on April 22, 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. Blanca Bauer to the position of Director, Office of Planning, Effectiveness, Assessment & Research, Division of Academic and Student Affairs.”

PURPOSE

Directs the planning, research, implementation, administration and evaluation of college-wide institutional effectiveness, assessment, and planning for programs. Provides leadership for the continuous improvement of college programs and services. Provides coaching and training related to the use of data, analysis and information to inform decision making and enhance institutional effectiveness.

BACKGROUND

This is a replacement position for Dave Knopp.

IMPLICATIONS

Financial: \$113,573 from budget 11-0-0000-5144-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 22, 2024
Subject: Recommendation – Nursing Simulation Center Coordinator (Replacement)

Presented for recommended approval to the Board of Trustees on April 22, 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 Carla Burris to the position of Nursing Simulation Center Coordinator, Nursing Department."

PURPOSE

The Nursing Simulation Center Coordinator will oversee:

1. The daily operations of the simulation Center that includes the simulation and skills labs for all nursing programs. The Nursing Simulation Center Coordinator will provide the necessary technical and administrative leadership and direction to achieve evidence-based simulated patient care and education.
2. The installation, implementation, maintenance and support of information and simulation technologies (software, hardware, training) in the nursing program NOT supported by the COM IT department in the nursing program.

BACKGROUND

This is a replacement position for Patricia Coffman.

IMPLICATIONS

Financial: \$79,496 from budget 11-0-0000-3104-5140.

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: April 22, 2024
Subject: Recommendation – Dental Hygiene Clinical Coordinator (New position)

Presented for recommended approval to the Board of Trustees on April 22, 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 Misty Perkins to the position of Dental Hygiene Clinical Coordinator, Dental Hygiene Department.”

PURPOSE

The Dental Hygiene Clinical Coordinator is assigned a range of administrative, coordinating and teaching responsibilities to assist the Program Coordinator in the fulfillment of the goals and outcomes of the program.

BACKGROUND

This is a new position approved in the 2023-2024 budget.

IMPLICATIONS

Financial: \$79,631 from budget 11-0-0000-1324-5100.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 22, 2024
Subject: Recommendation – Vice President for Academic Affairs (Replacement)

Presented for recommended approval to the Board of Trustees on April 22, 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. Heather Rhodes to the position of Vice President for Academic Affairs, Vice President for Academic Affairs Division.”

PURPOSE

The Vice President leads college-wide Academic Affairs, including a team of discipline-based deans, along with other staff, collaborating closely with campus and college leaders to further the vision of the college. Manages the operational needs of Academic Affairs in accordance with policies of the Board of Trustees and with federal, state and local laws and regulations.

BACKGROUND

This is a replacement position for Dr. Jerry Fliger.

IMPLICATIONS

Financial: \$151,254 from budget 11-0-0000-5149-5120.

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: April 22, 2024
Subject: Recommendation – Emergency Medical Services Program Coordinator
(Replacement)

Presented for recommended approval to the Board of Trustees on April 22, 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 Sarrissa Ryan to the position of Emergency Medical Services Program Coordinator, Public Service Careers.”

PURPOSE

Support and uphold the mission, vision, and values of the College and comply with all College policies.

BACKGROUND

This is a replacement position for Michael Cooper.

IMPLICATIONS

Financial: \$81,970 from budget 11-0-0000-1306-5100.

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

ATTACHMENTS

1. Appointment Nomination

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 22, 2024
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on April 22, 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:

Executive Administrative Assistant - \$57,771 from budget 11-0-0000-4123-5160

Administrative Assistant IV - \$45,080 from budget 11-0-0000-4102-5160

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	Executive Administrative Assistant	Dean of Students	Provides varied secretarial and office administrative assistance to a Dean 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 Katrina Ricks	Sonia Kukuch	\$57,771	\$52,559 - \$65,699 - \$78,839
2	Administrative Assistant IV	Admissions & Records	Provides a variety of administrative support duties for Office of Admissions and Records.	Replacement for Sonia Kukuch	Alexandria Devasier	\$45,080	\$40,081 - \$50,101 - \$60,121
3							
4							
5							
6							
7							
8							



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 22, 2024
Subject: Recommendation – Approval of 2024-2025 Faculty Re-Appointment List

Presented for recommended approval to the Board of Trustees on April 22, 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 2024-2025 Faculty Re-Appointment List.”

PURPOSE

The purpose of the motion is to renew the listed Faculty employee contracts for the 2024-2025 academic year.

BACKGROUND

The College President has the sole authority to make recommendations to the Board regarding the selection of contractual Faculty personnel. The Board retains final authority for employment of contractual personnel.

IMPLICATIONS

Financial: None

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

Human Resources: Re-Appointment of Approved 2024-2025 Faculty Employees.

ATTACHMENT

2024-2025 Faculty Re-Appointment Lists



MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: April 22, 2024

Subject: Recommendation – Approval of 2024-2025 Professional Re-Appointment List

Presented for recommended approval to the Board of Trustees on April 22, 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 2024-2025 Professional Re-Appointment List.”

PURPOSE

The purpose of the motion is to renew the listed professional employee contracts for the 2024-2025 academic year.

BACKGROUND

The College President has the sole authority to make recommendations to the Board regarding the selection of contractual professional personnel. The Board retains final authority for employment of contractual personnel.

IMPLICATIONS

Financial: None

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

Human Resources: Re-Appointment of Approved 2024-2025 Professional Employees.

ATTACHMENT

2024-2025 Professional Re-Appointment Lists



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 22, 2024
Subject: Recommendation to approve COM Local Policy updates

AGENDA ITEM DESCRIPTION:

Discussion and possible action on the proposed revisions to COM Local Policies and the addition of a new policies.

Presented and recommended for approval to the Board of Trustees on April 22, 2024.

PROPOSED MOTION:

“I move the Board of Trustees approve the revisions to COM Local Polices BBD, BBI, BG, CFE, CGC, CS, DAA, DEC, EBA, ECC, FFDA, FLB, GCB and the addition of CDB, FA, and FAA.”

ATTACHMENTS

1. BBD (Local) Draft/Final – *Board Members, Orientation and Training*
2. BBI (Local) Draft/Final – *Board Members, Technology Resources and Electronic Communications*
3. BG (Local) Draft/ Final – *Administrative Organization*
4. CFE (Local) Draft/ Final – *Purchasing and Acquisition, Vendor Relations*
5. CGC (Local) Draft/ Final – *Safety Program, Emergency Plans and Alerts*
6. CS (Local) Draft/ Final – *Information Security*
7. DA (Local) Draft/ Final – *Employment Objectives, Equal Employment Opportunity*
8. DEC (Local) Draft/ Final – *Compensation and Benefits, Leaves and Absences*
9. EBA (Local) Draft/ Final – *Alternate Methods of Instruction, Distance Education*
10. ECC (Local) Draft/ Final – *Instructional Arrangements, Course Load and Schedules*
11. FFDA (Local) Draft/ Final – *Freedom from Discrimination, Harassment, and Retaliation*
12. FLB (Local) Draft/ Final – *Student Rights and Responsibilities, Student Conduct*
13. GCB (Local) Draft/ Final – *Public Information Program, Requests for Information*
14. CDB (Local) Final – *Accounting Inventories*
15. FA (Local) Final – *Equal Education Opportunity*
16. FAA (Local) Final – *Equal Education Opportunity, Pregnant and Parenting Students*



APRIL 2024 POLICY UPDATE

POLICY CHANGES

Recent legislation enacted by the Texas Legislature prohibits colleges from establishing or maintaining a diversity, equity, and inclusion (DEI) office or hiring an employee or contractor for the purpose of:

1. Influencing hiring or employment practices at the college with respect to race, sex, color, or ethnicity, other than neutral hiring processes in accordance with state and federal antidiscrimination laws;
2. Promoting differential treatment of, or providing special benefits to, individuals on the basis of race, color, or ethnicity;
3. Promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, except to ensure compliance with state or federal law; or
4. Conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation except to ensure compliance with state or federal law.

IMPORTANT NOTE: THE PROHIBITIONS *DO NOT* APPLY TO:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

Changes incorporating this legislation are found in policies **BG, CFE, DAA, and FA**.

FAA (LOCAL) *Equal Educational Opportunity; Pregnant and Parenting Students* is a new policy which addresses accommodations for pregnant and parenting students. College of the Mainland has implemented the new legislation naming the Dean of Students as the liaison for pregnant and parenting students and developing procedures through the Title IX office to address accommodation requests and/or complaints. *See also, FFDA **Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence***.

ECC(LOCAL) *Instruction Arrangements: Course Load and Schedules*. This policy has been updated to reflect standard semester credit hours for eight-week sessions, to identify individuals who have the authority to permit students to take course loads above the standard load, and to address counting of dropped courses under a Bachelor's or Dual Credit/Dual Enrolment program.

OTHER POLICY UPDATES

See additional policy revisions to: **BBD, BBI, CDB, CGC, CS, DEC, EBA, FLB, GCB, and CDB**.

The Office of the General Counsel is available to answer any questions regarding these changes along with any other policy or regulation inquiries. Please contact cbrasher1@com.edu for assistance.

POLICY EXPLANATORY NOTES

APRIL 22, 2024

BBD(LOCAL) BOARD MEMBERS: ORIENTATION AND TRAINING

Revisions to this local policy address HB 3033, which requires board members to complete Public Information Act Training if the attorney general determines the college failed to comply with the Public Information Act (PIA). The revisions clarify that the existing delegation of the responsibility to take the PIA training to the public information coordinator only applies to the training requirement applicable to board members shortly after they are elected or appointed.

BBI(LOCAL) BOARD MEMBERS: TECHNOLOGY RESOURCES AND ELECTRONIC COMMUNICATIONS

In the Note, a cross reference to CS, which covers Information Security, has been recommended.

BG(LOCAL) ADMINISTRATIVE ORGANIZATION

This new recommended local policy language addresses SB 17, which prohibits a Diversity, Equity, and Inclusion Office at a college, with limited exceptions. The bill takes effect on January 1, 2024. Your unique language was retained.

CDB(LOCAL) ACCOUNTING: INVENTORIES

This recommended new local policy includes financial reporting requirements and guidance from the state Budget Requirements and Annual Financial Reporting Requirements for Texas Public Community Colleges and the Governmental Accounting Standards Board (GASB) Implementation Guide regarding the Capitalization Threshold for individual and group assets. The GASB guidance regarding group assets applies to reporting periods beginning after June 15, 2023.

CFE(LOCAL) PURCHASING AND ACQUISITION: VENDOR RELATIONS

This new recommended local policy language addresses SB 17, which prohibits Diversity, Equity, and Inclusion Initiatives at community colleges, with limited exceptions. The language directs the college chief executive officer or designee to develop disciplinary procedures related to a vendor violating the provisions of the bill. The bill takes effect on January 1, 2024.

CGC(LOCAL) SAFETY PROGRAM: EMERGENCY PLANS AND ALERTS

Recommended revisions to this local policy address HB 3, which clarifies that a college's Emergency Operations Plan must address any additional requirements established by TxSSC in consultation with TEA and relevant local law enforcement agencies.

CS(LOCAL) INFORMATION SECURITY

Recommended revisions to this local policy address SB 1893, which prohibits certain social media applications and services on devices of a college, essentially codifying an earlier order issued by the governor. The bill requires a college to adopt a policy prohibiting the installation or use of Covered Social Media Applications on a government-owned or -leased device, with an exception.

In addition, at Security Breach Notification, recommended revisions to this local policy address SB 271, which amends provisions that address the notification a state agency must submit to DIR related to a security incident, as defined by law.

DAA(LOCAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY

This new recommended local policy language addresses SB 17, which prohibits Diversity, Equity, and Inclusion Initiatives for employees of a college, with limited exceptions. The bill takes effect on January 1, 2024.

DEC(LOCAL) COMPENSATION AND BENEFITS: LEAVES AND ABSENCES

Recommended revisions to this local policy address HB 1486, which applies existing mental health leave provisions applicable to peace officers to telecommunicators. The language alters existing Mental Health Leave language to now include full-time telecommunicators.

In addition, at Line of Duty Illness or Injury Leave, recommended revisions to this local policy address HB 471, which requires colleges to provide police officers and emergency medical services personnel a leave of absence for illness or injury related to the person's line of duty. The specific details in this section reflect choices submitted by the college.

EBA(LOCAL) ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION

Recommended revisions to this local policy were made to reflect changes in the Administrative Code.

ECC(LOCAL) INSTRUCTIONAL ARRANGEMENTS: COURSE LOAD AND SCHEDULES

Recommended revisions to this local policy address HB 8, which prohibits a college from counting toward the drop limit a Course Dropped During a Bachelor's Program that a student ultimately earned or a Dual Credit or Dual Enrollment Course a student dropped before graduating from high school.

FA(LOCAL) EQUAL EDUCATIONAL OPPORTUNITY

This new recommended local policy addresses SB 17, which prohibits Diversity, Equity, and Inclusion Initiatives for students of a college, with limited exceptions. The bill takes effect on January 1, 2024.

FAA(LOCAL) EQUAL EDUCATIONAL OPPORTUNITY: PREGNANT AND PARENTING STUDENTS

This new recommended local policy addresses multiple bills, including:

- SB 412, which provides enrollment protections and required accommodations for pregnant and parenting students. The bill applies beginning Spring 2024;
- SB 459, which requires colleges to provide early registration for pregnant and parenting students if the opportunity is provided to another group of students; and
- HB 1361, which requires each college to designate an employee to serve as a liaison for current and incoming students who are parents or guardians of minors.

FFDA(LOCAL) FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION: SEX AND SEXUAL VIOLENCE

In the Note, a cross reference to FAA(LEGAL), which now addresses Pregnant and Parenting Students, has been recommended.

FLB(LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT

At Misuse of Technology, a reference at list item #6 to "emails and websites" is recommended to be broadened to "electronic means" to incorporate other forms of technology, such as mobile applications.

GCB(LOCAL) PUBLIC INFORMATION PROGRAM: REQUESTS FOR INFORMATION

Recommended revisions to this local policy address HB 3033, which permits a college to designate up to 10 Nonbusiness Days each calendar year for the purpose of complying with the PIA.

Orientation

The Board Counsel shall provide an orientation for new Board members within the calendar year of their election to assist them in understanding the Board's function, policies, and procedures. Assistance given in the orientation of new Board members may include the following, as appropriate or available:

1. Selected materials on the responsibilities of being a contributing member of the Board.
2. Material pertinent to meetings and an explanation of its use.
3. Access to a copy of the Board's policies and administrative regulations and other documents and information currently in use by other Board members.
4. Information regarding appropriate meetings and workshops.
5. A formal orientation on legal and budgetary oversight responsibilities of the Board.
6. Other information and activities as the Board deems useful in fulfilling the role of Board member.

Annual Training Plan

Board members shall participate in annual training as outlined in the Board bylaws.

Cybersecurity Training

The ~~College President~~College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. ~~The College President~~The College President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

The ~~College President~~College President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

Public Information Act Training

After Election or Appointment

The College President or designee shall fulfill the responsibilities of the public information coordinator and shall receive, on behalf of Board members, the Public Information Act (PIA) training specified by Government Code 552.012 to be completed no later than the 90th day after the member takes the oath of office.

After a Violation

A Board member who receives written notice from the attorney general that the member must complete the PIA training described by Section 552.012 following the College District's failure to comply with a PIA requirement shall complete the training within the timelines described in law.

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Note: For employee, student, and community use of College District technology resources, see CR. [For information security, see CS.](#)

Technology Resources

For purposes of this policy, “technology resources” means electronic communication systems and electronic equipment.

Availability of Access

Access to the College District’s technology resources, including the internet, shall be made available to Board members primarily for official duties and in accordance with administrative regulations.

Limited Personal Use

Limited personal use of the College District’s technology resources shall be permitted if the use:

1. Imposes no tangible cost on the College District; and
2. Does not unduly burden the College District’s technology resources.

Acceptable Use

A Board member shall be required to acknowledge receipt and understanding of the user agreement governing use of the College District’s technology resources and shall agree in writing to allow monitoring of his or her use. Noncompliance may result in suspension of access or termination of privileges. Violations of law may result in criminal prosecution.

Monitored Use

Electronic mail transmissions and other use of the College District’s technology resources by a Board member shall not be considered private. ~~The College President~~[The College President](#) or designee shall be authorized to monitor the College District’s technology resources at any time to ensure appropriate use.

Disclaimer of Liability

The College District shall not be liable for a Board member’s inappropriate use of technology resources, violations of copyright restrictions or other laws, mistakes or negligence, or costs incurred. The College District shall not be responsible for ensuring the availability of the College District’s technology resources or the accuracy, appropriateness, or usability of any information found on the internet.

Records Retention

A Board member shall retain electronic records, whether created or maintained using the College District’s technology resources or using personal technology resources, in accordance with the College District’s record management program. [See BBE, CIA, and GCB]

Note: For employee, student, and community use of College District technology resources, see CR. For information security, see CS.

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The organizational structure of the College District shall be flexible and responsive and shall promote academic excellence, student success, and accountability.

The College President shall build a capable, unified, and diverse leadership group. As chief executive officer, the College President is responsible for determining and specifying in writing the staffing and scope of individual managerial positions. The College President shall develop and publish an organization chart for the College District. The College President shall keep the other College District officers well informed about Board and presidential issues, activities, and plans.

Note: For related information on diversity, equity, and inclusion initiatives, see CFE for contractor discipline, DAA for employees, DH for employee discipline, and FA for students.

**Diversity, Equity,
and Inclusion Office**

Except as required by federal law, the College District shall not:

1. Establish or maintain a diversity, equity, and inclusion office;
or
2. Hire or assign an employee or contract with a third party to perform the duties of a diversity, equity, and inclusion office.

"Diversity, equity, and inclusion office" means an office, division, or other unit of the College District established for the purpose of:

1. Influencing hiring or employment practices at the College District with respect to race, sex, color, or ethnicity, other than through the use of color-blind and sex-neutral hiring processes in accordance with any applicable state and federal antidiscrimination laws;
2. Promoting differential treatment of or providing special benefits to individuals on the basis of race, color, or ethnicity;
3. Promoting policies or procedures designed or implemented in reference to race, color, or ethnicity, other than policies or procedures approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law; or
4. Conducting trainings, programs, or activities designed or implemented in reference to race, color, ethnicity, gender identity, or sexual orientation, other than trainings, programs, or activities developed by an attorney and approved in writing

Exceptions

by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or
2. Certifies compliance with state and federal antidiscrimination laws.

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
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6. Data collection; or
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**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be \$5,000.

The College President or designee shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

PURCHASING AND ACQUISITION
VENDOR RELATIONS

CFE
(LOCAL)

For purposes of this policy, a vendor is defined as a seller of goods or services. A vendor must receive permission from the vice president for fiscal affairs or designee prior to entering College District property for the purpose of soliciting goods or services.

Vendors permitted on campus shall include those invited to:

1. Provide demonstrations, submit bids, or acquaint the staff with goods and services to be purchased for College District purposes.
2. Provide required or approved College District-wide services (e.g., retirement plans or approved insurance programs) that are of benefit to the staff, students, or the College District.

The College President shall have the authority to invite vendors to participate in College District functions, programs, or activities as appropriate.

Diversity, Equity,
and Inclusion
Initiatives

The College President or designee shall develop procedures addressing the discipline, up to and including termination, of a College District contractor who violates Education Code 51.3525(b)(1). [See BG, DAA, and FA]

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VENDOR RELATIONS

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The College President or designee shall develop procedures addressing the discipline, up to and including termination, of a College District contractor who violates Education Code 51.3525(b)(1). [See BG, DAA, and FA]

SAFETY PROGRAM
EMERGENCY PLANS AND ALERTS

CGC
(LOCAL)

**Emergency
Operations Plan**

In accordance with state requirements, the College District shall maintain a multihazard emergency operations plan that provides for appropriate employee training; adequate communications technology and infrastructure, including employee access to emergency communication devices; coordination with state and local entities; ~~and~~ implementation of a safety and security audit; and any other requirements established by the Texas School Safety Center (TxSSC).

Disclosure

All documents pertaining to the College District's emergency operations plan shall be subject to and/or exempt from disclosure, as required by law. [See CGC(LEGAL)]

**Emergency
Response and
Evacuation
Procedures**

In accordance with federal law, the College District shall maintain effective emergency response and evacuation procedures that can be implemented on short notice and that will ensure optimum safety for students and personnel. These procedures shall be made available to employees and students and shall be tested on an annual basis.

**Emergency Alert
System**

In accordance with state requirements, the College District shall maintain an emergency alert system that provides for timely notification to students, faculty, and staff of emergencies affecting the College District or its students and employees.

Fire Escapes

In accordance with state requirements, the College District shall maintain fire escapes as required by law.

SAFETY PROGRAM
EMERGENCY PLANS AND ALERTS

CGC
(LOCAL)

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Fire Escapes

In accordance with state requirements, the College District shall maintain fire escapes as required by law.

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The

	<p><u>procedures must address risk mitigation measures during the permitted use of the covered application and the documentation of those measures.</u></p>
Reports	
Information Security Plan	The College District shall submit a biennial information security plan to DIR in accordance with law.
Effectiveness of Policies and Procedures	The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.
Security Incidents <i>By the College District</i>	The College District shall assess the significance of a security incident and report urgent incidents to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.
Generally	
Security Breach Notification	Upon discovering or receiving notification of a breach of system security <u>or a security incident, as defined by law</u> , the College District shall disclose the breach <u>or incident</u> to affected persons or entities in accordance with the time frames established by law.
	The College District shall give notice by using one or more of the following methods:
	<ol style="list-style-type: none">1. Written notice.2. Electronic mail, if the College District has electronic mail addresses for the affected persons.3. Conspicuous posting on the College District's website.4. Publication through broadcast media.
Monthly Reports	The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.
<i>By Vendors and Third Parties</i>	The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

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The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The

procedures must address risk mitigation measures during the permitted use of the covered application and the documentation of those measures.

Reports

Information Security
Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Effectiveness of
Policies and
Procedures

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Security Incidents
*By the College
District*

The College District shall assess the significance of a security incident and report urgent incidents to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach
Notification

Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

Monthly Reports

The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.

*By Vendors and
Third Parties*

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

EMPLOYMENT OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY

DAA
(LOCAL)

- Purpose** The purpose of the College District's equal employment opportunity policy is to reaffirm that the College District is an equal opportunity/affirmative action employer and to ensure that all applicants are selected without regard for race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, gender identity, or gender expression.
- Affirmative Action** The Board authorizes the annual development and implementation of an Affirmative Action Plan in accordance with the Equal Employment Opportunity Commission's Uniform Guidelines on Employee Selection Procedures.
- Employment Discrimination Training** Pursuant to Section 21.010 of the Texas Labor Code, the College District shall provide to employees an employment discrimination training program. The training program must provide the employee with information regarding the College District's policies and procedures relating to employment discrimination, including employment discrimination involving sexual harassment. Each employee shall complete the training not later than the 30th day after the date the employee is hired and shall complete supplemental training every two years.
- English Only Rule** The College District prides itself in its diversity. To this end, the College District invites its staff and students to engage in casual conversation in whatever language desired.
- Furthermore, neither students nor staff should be reprimanded or retaliated against for speaking the language of their choice in casual or business-related conversations.
- However, nothing in this policy shall be construed to limit any reasonable requirement that the English language be spoken in classrooms and other curricular in which English is the predominate language.
- Prohibited Discrimination** Conduct and actions covered under this policy shall include those that are deemed to be prohibited by the following:
1. Title IX of the Education Act of 1972;
 2. Titles VI and VII of the Civil Rights Act of 1964;
 3. Sections 503 and 504 of the Rehabilitation Act of 1973;
 4. The Americans with Disabilities Act (ADA) of 1990;
 5. The Age Discrimination in Employment Act (ADEA) of 1967;
 6. The Lily Ledbetter Fair Pay Act of 2009; and
 7. Other federal, state, and local laws as well as other College District policies.

Diversity, Equity,
and Inclusion
Initiatives

Note: For complaints of discrimination, harassment, and retaliation targeting employees on the basis of a protected characteristic, see DIAA and DIAB.

Except as required by federal law, the College District shall not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or
2. Certifies compliance with state and federal antidiscrimination laws.

The prohibitions do not apply to:

1. Submitting a statement as part of a grant application or to comply with the terms of accreditation that highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations, or that certifies compliance with state and federal antidiscrimination laws;
2. Academic course instruction;

EMPLOYMENT OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY

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(LOCAL)

3. Scholarly research or a creative work by College District employees or students;
4. An activity of a student organization registered with or recognized by the College District;
5. Guest speakers or performers on short-term engagements;
6. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
7. Data collection; or
8. Student recruitment or admissions.

Note: For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DH for employee discipline, and FA for students.

4.

EMPLOYMENT OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY

DAA
(LOCAL)

Purpose	The purpose of the College District's equal employment opportunity policy is to reaffirm that the College District is an equal opportunity/affirmative action employer and to ensure that all applicants are selected without regard for race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, gender identity, or gender expression.
Affirmative Action	The Board authorizes the annual development and implementation of an Affirmative Action Plan in accordance with the Equal Employment Opportunity Commission's Uniform Guidelines on Employee Selection Procedures.
Employment Discrimination Training	Pursuant to Section 21.010 of the Texas Labor Code, the College District shall provide to employees an employment discrimination training program. The training program must provide the employee with information regarding the College District's policies and procedures relating to employment discrimination, including employment discrimination involving sexual harassment. Each employee shall complete the training not later than the 30th day after the date the employee is hired and shall complete supplemental training every two years.
English Only Rule	<p>The College District prides itself in its diversity. To this end, the College District invites its staff and students to engage in casual conversation in whatever language desired.</p> <p>Furthermore, neither students nor staff should be reprimanded or retaliated against for speaking the language of their choice in casual or business-related conversations.</p> <p>However, nothing in this policy shall be construed to limit any reasonable requirement that the English language be spoken in classrooms and other curricular in which English is the predominate language.</p>
Prohibited Discrimination	<p>Conduct and actions covered under this policy shall include those that are deemed to be prohibited by the following:</p> <ol style="list-style-type: none">1. Title IX of the Education Act of 1972;2. Titles VI and VII of the Civil Rights Act of 1964;3. Sections 503 and 504 of the Rehabilitation Act of 1973;4. The Americans with Disabilities Act (ADA) of 1990;5. The Age Discrimination in Employment Act (ADEA) of 1967;6. The Lily Ledbetter Fair Pay Act of 2009; and7. Other federal, state, and local laws as well as other College District policies.

Note: For complaints of discrimination, harassment, and retaliation targeting employees on the basis of a protected characteristic, see DIAA and DIAB.

**Diversity, Equity,
and Inclusion
Initiatives**

Except as required by federal law, the College District shall not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

Nothing in this section may be construed to limit or prohibit the College District or a College District employee from, for purposes of applying for a grant or complying with the terms of accreditation by an accrediting agency, submitting to the grantor or accrediting agency a statement that:

1. Highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations; or
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The prohibitions do not apply to:

1. Submitting a statement as part of a grant application or to comply with the terms of accreditation that highlights the College District's work in supporting first-generation college students, low-income students, or underserved student populations, or that certifies compliance with state and federal antidiscrimination laws;
2. Academic course instruction;

EMPLOYMENT OBJECTIVES
EQUAL EMPLOYMENT OPPORTUNITY

DAA
(LOCAL)

3. Scholarly research or a creative work by College District employees or students;
4. An activity of a student organization registered with or recognized by the College District;
5. Guest speakers or performers on short-term engagements;
6. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
7. Data collection; or
8. Student recruitment or admissions.

Note: For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion offices, CFE for contractor discipline, DH for employee discipline, and FA for students.

Note: For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

Leave Administration

The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the FMLA, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Fiscal Year

“Fiscal year” is defined as September 1 through August 31.

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Academic Year

An “academic year” for purposes of earning, use, or recording of leave shall mean the term of an employee’s annual employment as set by the College District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the College District. Such conditions typically require prolonged

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hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Availability

The College District shall make state personal leave for the current year available for use at the beginning of the academic year. Sick leave shall be made available as earned.

Earning Leave

An employee shall not earn any form of paid leave when the employee is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions

Leave Without Pay

The College District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

If an employee separates from employment with the College District before the employee's last scheduled workday, or begins employment after the first scheduled workday, paid leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last scheduled workday of the academic year, the employee's final paycheck shall be reduced for paid leave the employee used, but had not earned, as of the date of separation.

*Employed for Full
Year*

If an employee uses more paid leave than he or she earned and remains employed with the College District through his or her last scheduled workday, the College District shall deduct the cost of the excess leave hours from the employee's pay in accordance with administrative regulations.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family;
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or College President; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

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In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Sick Leave

Each full-time employee shall earn paid sick leave in accordance with administrative regulations and based on the date of hire. In general, the following shall apply:

- Employees in positions normally requiring nine months of service shall earn 72 hours per academic year.
- Employees in positions normally requiring ~~ten~~10 and one-half months of service shall earn 84 hours per academic year.
- Employees in positions normally requiring 12 months of service shall earn 96 hours per academic year.

Sick leave shall accumulate to a maximum of 960 hours.

Sick leave shall only be used after any applicable compensatory time has been exhausted for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
5. Contribution to the sick leave bank.

Sick Leave Bank

The College District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

The College President or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must donate to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per academic year a member employee may receive from the sick leave bank;

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4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the College President or appropriate administrator.

Leave for Certain
Law Enforcement
and EMS Personnel

Mental Health
Leave for Peace
Officers

A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which a peace officer an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave
for Peace Officers
and Emergency
Medical
Technicians

A College District peace officer or an emergency medical technician on staff shall be granted quarantine leave when ordered by the local health authority or the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

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<u>Line of Duty Illness or Injury Leave</u>	<u>Following a leave of absence with full pay as required by law, the College District shall extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury in accordance with medical certification and administrative regulations.</u>
	<u>The extended leave of absence shall not exceed five workdays.</u>
	<u>The extended leave of absence shall be taken with no loss of pay.</u>
	<u>In accordance with law, following an extended leave of absence, the police officer or emergency medical services personnel may use accumulated leave.</u>
Family and Medical Leave	FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.
Twelve-Month Period	For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.
Combined Leave for Spouses	When both spouses are employed by the College District, the College District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to a combined total of 26 weeks.
Intermittent or Reduced Schedule Leave	The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.
Certification of Leave	When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.
Fitness-for-Duty Certification	In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.
Personal Leave	Each full-time employee shall earn 24 hours of paid leave per fiscal year to conduct personal business in accordance with administrative regulations.
	Personal leave shall be noncumulative.
Request for Personal Leave	The employee shall submit a written request for use of personal leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an

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employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or College District operations.

Earned compensatory time shall be used before any available personal leave.

Vacation

Each full-time employee in a position normally requiring 12 months of service and employed after June 30, 2012, shall earn vacation leave at the rate of eight hours per calendar month. After completing seven years of continuous service with the College District, each eligible employee shall earn vacation leave at the rate of ~~ten~~10 hours per calendar month.

Each employee hired on or before June 30, 2012, shall continue to earn vacation leave in accordance with the following:

1. Each full-time employee in a position normally requiring 12 months of service shall accumulate vacation leave at the rate of one and two-thirds day (13.3 hours) per calendar month of service, which shall equal 20 working days of vacation leave per year.
2. Each other benefits-eligible employee who is not employed on a full-time basis shall earn vacation leave on a prorated basis.

Earned, unused vacation leave may be rolled over from one fiscal year to the next up to a maximum of 240 accrued hours at the end of any fiscal year. All accrued vacation leave over 240 hours shall be forfeited if not used by the end of the fiscal year unless an employee is prevented from taking vacation leave for the convenience of the College District. Exceptions to the forfeiture of vacation leave shall only be granted by the College President upon recommendation by the appropriate vice president. The maximum payout for accrued vacation leave shall be limited to 240 hours. An employee terminated for cause shall not be eligible to receive a payout for accrued vacation leave.

Request for
Vacation Leave

An employee shall submit a written request for use of vacation leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny vacation leave, the supervisor or designee shall consider the effect of the employee's absence on the educational program or College District operations.

The College District shall not approve vacation for more leave hours than have been accumulated. Any unapproved use of vacation leave or use beyond accumulated and available paid vacation leave shall result in deductions from the employee's pay.

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Earned compensatory time shall be used before any available vacation leave.

Development Leave A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose.

Eligibility To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching.

Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.

Application A committee elected by the general faculty membership shall review all applications for development leave.

The College President shall determine which applications will be presented to the Board for approval. Applications for an academic year must be presented to the Board no later than the May meeting of the previous academic year. [See DEC(REGULATION) "Application and Approval Procedures for Development Leave"]

The College President shall inform the applicants of the final determination by the Board.

Duration and Compensation Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.

Exception If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.

Outside Employment A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.

Return to Work The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.

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Report	Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.
Bereavement Leave	An employee shall be granted up to 24 hours of paid bereavement leave upon the death of a member of the employee's immediate family. The employee shall provide appropriate documentation. Bereavement leave shall be noncumulative.
Emergency Leave	An employee shall be granted up to five days of paid emergency leave upon the occurrence of a disaster, as declared by a federal or state official or the College President as authorized by the Board, on the employee's primary residence in accordance with administrative regulations. Emergency leave shall be noncumulative.
Request for Emergency Leave	The employee shall submit a written request for use of emergency leave to the employee's immediate supervisor or designee in accordance with administrative regulations.
Workers' Compensation	<hr/> Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance. <hr/>
	An absence due to a work-related injury or illness shall be designated as FMLA leave.
Paid Leave Offset	The College District shall permit the option for paid leave offset in conjunction with workers' compensation income benefits. An eligible employee may elect in writing to use available partial-day increments of paid leave to make up the difference between the employee's income benefits and the pre-injury wage. The employee may choose to discontinue use of the available paid leave in partial-day increments at any time. [See CKE]
Court Appearances	Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.

Note: For additional provisions addressing the Family and Medical Leave Act (FMLA), see DECA(LEGAL).

Leave Administration

The College President or designee shall develop administrative regulations associated with employee leaves and absences and ensure the procedures are used to implement the provisions of this policy.

Definitions

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the FMLA, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

Fiscal Year

“Fiscal year” is defined as September 1 through August 31.

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, use, or recording of leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

Academic Year

An “academic year” for purposes of earning, use, or recording of leave shall mean the term of an employee’s annual employment as set by the College District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the College District. Such conditions typically require prolonged

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hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Availability

The College District shall make state personal leave for the current year available for use at the beginning of the academic year. Sick leave shall be made available as earned.

Earning Leave

An employee shall not earn any form of paid leave when the employee is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions

Leave Without Pay

The College District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration

*Employed for
Less Than Full
Year*

If an employee separates from employment with the College District before the employee's last scheduled workday, or begins employment after the first scheduled workday, paid leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last scheduled workday of the academic year, the employee's final paycheck shall be reduced for paid leave the employee used, but had not earned, as of the date of separation.

*Employed for Full
Year*

If an employee uses more paid leave than he or she earned and remains employed with the College District through his or her last scheduled workday, the College District shall deduct the cost of the excess leave hours from the employee's pay in accordance with administrative regulations.

Medical Certification

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three consecutive workdays because of personal illness or illness in the immediate family;
2. The College District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or College President; or
3. The employee requests FMLA leave for the employee's serious health condition; for a serious health condition of the employee's spouse, parent, or child; or for military caregiver leave.

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In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

Sick Leave

Each full-time employee shall earn paid sick leave in accordance with administrative regulations and based on the date of hire. In general, the following shall apply:

- Employees in positions normally requiring nine months of service shall earn 72 hours per academic year.
- Employees in positions normally requiring 10 and one-half months of service shall earn 84 hours per academic year.
- Employees in positions normally requiring 12 months of service shall earn 96 hours per academic year.

Sick leave shall accumulate to a maximum of 960 hours.

Sick leave shall only be used after any applicable compensatory time has been exhausted for the following:

1. Illness of the employee.
2. Illness of a member of the employee's immediate family.
3. Family emergency.
4. Birth or placement of a child when taken within the first year after the child's birth, adoption, or foster placement.
5. Contribution to the sick leave bank.

Sick Leave Bank

The College District shall establish a sick leave bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave and any applicable compensatory time.

The College President or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank, including the number of days an employee must donate to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per academic year a member employee may receive from the sick leave bank;

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4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

Appeal

An employee may appeal a decision regarding the sick leave bank in accordance with DGBA(LOCAL), beginning with the College President or appropriate administrator.

**Leave for Certain
Law Enforcement
and EMS Personnel**

Mental Health
Leave

A College District peace officer or a full-time telecommunicator, as defined by law, who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding mental health leave that address the following:

1. Circumstances or reasons under which an eligible employee may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requester;
3. The administrator authorized to approve requests for mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave

A College District peace officer or an emergency medical technician on staff shall be granted quarantine leave when ordered by the local health authority or the person's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The College President shall develop regulations regarding quarantine leave that address the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

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Line of Duty Illness or Injury Leave	<p>Following a leave of absence with full pay as required by law, the College District shall extend the leave of absence for a police officer's or emergency medical services personnel's line of duty illness or injury in accordance with medical certification and administrative regulations.</p> <p>The extended leave of absence shall not exceed five workdays.</p> <p>The extended leave of absence shall be taken with no loss of pay.</p> <p>In accordance with law, following an extended leave of absence, the police officer or emergency medical services personnel may use accumulated leave.</p>
Family and Medical Leave	<p>FMLA leave shall run concurrently with applicable paid leave or compensatory time, as applicable.</p>
Twelve-Month Period	<p>For purposes of an employee's entitlement to FMLA leave, the 12-month period shall be measured forward from the date an individual employee's first FMLA leave begins.</p>
Combined Leave for Spouses	<p>When both spouses are employed by the College District, the College District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The College District shall limit military caregiver leave to a combined total of 26 weeks.</p>
Intermittent or Reduced Schedule Leave	<p>The College District shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.</p>
Certification of Leave	<p>When an employee requests leave, the employee shall provide certification, in accordance with FMLA regulations, of the need for leave.</p>
Fitness-for-Duty Certification	<p>In accordance with administrative regulations, when an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification.</p>
Personal Leave	<p>Each full-time employee shall earn 24 hours of paid leave per fiscal year to conduct personal business in accordance with administrative regulations.</p> <p>Personal leave shall be noncumulative.</p>
Request for Personal Leave	<p>The employee shall submit a written request for use of personal leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an</p>

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

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employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or College District operations.

Earned compensatory time shall be used before any available personal leave.

Vacation

Each full-time employee in a position normally requiring 12 months of service and employed after June 30, 2012, shall earn vacation leave at the rate of eight hours per calendar month. After completing seven years of continuous service with the College District, each eligible employee shall earn vacation leave at the rate of 10 hours per calendar month.

Each employee hired on or before June 30, 2012, shall continue to earn vacation leave in accordance with the following:

1. Each full-time employee in a position normally requiring 12 months of service shall accumulate vacation leave at the rate of one and two-thirds day (13.3 hours) per calendar month of service, which shall equal 20 working days of vacation leave per year.
2. Each other benefits-eligible employee who is not employed on a full-time basis shall earn vacation leave on a prorated basis.

Earned, unused vacation leave may be rolled over from one fiscal year to the next up to a maximum of 240 accrued hours at the end of any fiscal year. All accrued vacation leave over 240 hours shall be forfeited if not used by the end of the fiscal year unless an employee is prevented from taking vacation leave for the convenience of the College District. Exceptions to the forfeiture of vacation leave shall only be granted by the College President upon recommendation by the appropriate vice president. The maximum payout for accrued vacation leave shall be limited to 240 hours. An employee terminated for cause shall not be eligible to receive a payout for accrued vacation leave.

Request for
Vacation Leave

An employee shall submit a written request for use of vacation leave to the employee's immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny vacation leave, the supervisor or designee shall consider the effect of the employee's absence on the educational program or College District operations.

The College District shall not approve vacation for more leave hours than have been accumulated. Any unapproved use of vacation leave or use beyond accumulated and available paid vacation leave shall result in deductions from the employee's pay.

COMPENSATION AND BENEFITS
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Earned compensatory time shall be used before any available vacation leave.

Development Leave	A faculty member [see definition at DEC(LEGAL) Development Leaves of Absence] may be granted faculty development leave for study, research, writing, field observations, or other suitable purpose.
Eligibility	<p>To qualify for development leave, a faculty member must serve at least three consecutive academic years performing full-time academic duty as an instructor or as an assistant, associate, or full professor, or an equivalent rank. The work need not include teaching.</p> <p>Alternatively, the faculty member may qualify for development leave as an administrator if the faculty member has had significant administrative duties relating to the operation of the College District for more than four years.</p>
Application	<p>A committee elected by the general faculty membership shall review all applications for development leave.</p> <p>The College President shall determine which applications will be presented to the Board for approval. Applications for an academic year must be presented to the Board no later than the May meeting of the previous academic year. [See DEC(REGULATION) "Application and Approval Procedures for Development Leave"]</p> <p>The College President shall inform the applicants of the final determination by the Board.</p>
Duration and Compensation	Development leave shall be for one academic year at one-half of the faculty member's regular salary or for one-half academic year at full regular salary.
<i>Exception</i>	If the faculty member qualifies for development leave as an administrator, the Board may grant development leave at the faculty member's full, regular salary for one year.
Outside Employment	A faculty member granted development leave is prohibited from accepting employment with another employer without permission of the Board.
Return to Work	The faculty member must agree to return to the College District following the conclusion of the development leave to serve for a period equal to the amount of time the faculty member received for development leave and if not, to repay the College District for any benefits paid to or on behalf of the faculty member during the leave period.

COMPENSATION AND BENEFITS
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Report	Upon returning from development leave, the faculty member must report to the Board in writing regarding whether the purpose of the leave was fulfilled with a description regarding the manner in which it was fulfilled or if it was not fulfilled, the reasons why the leave was not fulfilled.
Bereavement Leave	An employee shall be granted up to 24 hours of paid bereavement leave upon the death of a member of the employee's immediate family. The employee shall provide appropriate documentation. Bereavement leave shall be noncumulative.
Emergency Leave	An employee shall be granted up to five days of paid emergency leave upon the occurrence of a disaster, as declared by a federal or state official or the College President as authorized by the Board, on the employee's primary residence in accordance with administrative regulations. Emergency leave shall be noncumulative.
Request for Emergency Leave	The employee shall submit a written request for use of emergency leave to the employee's immediate supervisor or designee in accordance with administrative regulations.
Workers' Compensation	<hr/> Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the College District's contribution to health insurance. <hr/>
	An absence due to a work-related injury or illness shall be designated as FMLA leave.
Paid Leave Offset	The College District shall permit the option for paid leave offset in conjunction with workers' compensation income benefits. An eligible employee may elect in writing to use available partial-day increments of paid leave to make up the difference between the employee's income benefits and the pre-injury wage. The employee may choose to discontinue use of the available paid leave in partial-day increments at any time. [See CKE]
Court Appearances	Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the College District and shall not be deducted from the employee's pay or leave balance.

The College District shall offer distance education courses and programs in accordance with:

- Applicable law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for ~~Academic-Degree and Certificate Programs and Credit Courses Offered Electronically~~Distance Education;
- ~~Policies~~Principles, policies, and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); and
- College District policies and procedures.

The College President shall develop procedures to implement this policy.

The College District shall offer distance education courses and programs in accordance with:

- Applicable law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for Distance Education;
- Principles, policies, and guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); and
- College District policies and procedures.

The College President shall develop procedures to implement this policy.

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

Course Load

The standard course load for a student for the fall or spring semester shall not exceed 18 semester credit hours (SCH). The standard course load for an eight-week session is 11 SCH. ~~shall be six-eight SCH.~~ The standard course load for a three-week mini-session shall be three-six SCH.

The standard student course load for the summer semester shall be eight SCH for each five-week session or 16 SCH for the full ~~ten~~10-week summer session.

Only under exceptional circumstances will a student be permitted to register for more than the standard course load. Students wishing to take a course load above the standard course load must get approval, on a case-by-case basis by any one of the following: ~~from the~~ Executive Vice President for Academic and Student Affairs, Vice President ~~f~~For Academic Affairsinstruction, Vice President ~~f~~For Student Affairsservices, or Dean of Instruction, or Dean of Student Services.

**Limitation on
Number of Dropped
Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

Exceptions ~~for~~
Good Cause

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
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6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student;
7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with law, to significantly affect the student's ability to participate in coursework.

*Exception for
Reenrolled
Students*

A qualifying reenrolled student may drop a seventh course in accordance with law.

*Exception for
Course Dropped
During a
Bachelor's
Program
Dual Credit or
Dual Enrollment
Course*

[A course dropped by a student while pursuing a bachelor's degree that the student ultimately earned may not be counted toward the limit on the number of dropped courses.](#)

[A dual credit or dual enrollment course dropped by a student before graduating from high school may not be counted toward the limit on the number of dropped courses.](#)

*COVID-19
Pandemic*

A course dropped by a student during the 2020 spring or summer semester or the 2020--21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

Procedures

The College President shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.

Course Load

The standard course load for a student for the fall or spring semester shall not exceed 18 semester credit hours (SCH). The standard course load for an eight-week session is 11 SCH. The standard course load for a three-week mini-session shall be three-six SCH.

The standard student course load for the summer semester shall be eight SCH for each five-week session or 16 SCH for the full 10-week summer session.

Only under exceptional circumstances will a student be permitted to register for more than the standard course load. Students wishing to take a course load above the standard course load must get approval, on a case-by-case basis by any one of the following: the Executive Vice President for Academic and Student Affairs, Vice President for Academic Affairs, Vice President for Student Affairs, Dean of Instruction, or Dean of Student Services.

**Limitation on
Number of Dropped
Courses**

A College District student shall not be permitted to drop more than six courses taken while enrolled at the College District or another public institution of higher education. For the limit to apply:

1. The student must be permitted to drop the course without receiving a grade or being penalized academically;
2. The student's transcript must indicate or will indicate the student was enrolled in the course; and
3. The student must not have dropped the course to withdraw from the College District.

Exceptions

Good Cause

A student shall be permitted to exceed the limit on the number of dropped courses for any of the following reasons:

1. A severe illness or other debilitating condition that affects the student's ability to satisfactorily complete a course;
2. The care of a sick, injured, or needy person if providing that care affects the student's ability to satisfactorily complete a course;
3. The death of a member of the student's family as defined by law;
4. The death of a person who has a sufficiently close relationship to the student as defined by law;
5. The student's active military duty service;
6. The active military service of a member of the student's family or a person who has a sufficiently close relationship to the student;

INSTRUCTIONAL ARRANGEMENTS
COURSE LOAD AND SCHEDULES

ECC
(LOCAL)

7. A change in the student's work schedule that is beyond the student's control and affects the student's ability to satisfactorily complete the course; or
8. A disaster declared by the governor that prevents or limits in-person course attendance for a period determined by the College District, in accordance with law, to significantly affect the student's ability to participate in coursework.

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Students*

A qualifying reenrolled student may drop a seventh course in accordance with law.

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Dual Enrollment
Course*

A dual credit or dual enrollment course dropped by a student before graduating from high school may not be counted toward the limit on the number of dropped courses.

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Pandemic*

A course dropped by a student during the 2020 spring or summer semester or the 2020-21 academic year because of a bar or limit on in-person course attendance due to the COVID-19 pandemic may not be counted toward the limit on the number of dropped courses.

Procedures

The College President shall develop procedures to implement this policy and shall publish the procedures in the College District catalog.

Note: For complaints of discrimination, harassment, and retaliation on the basis of a protected characteristic, see FFDA and FFDB.

**Diversity, Equity,
and Inclusion
Initiatives**

Except as required by federal law, the College District shall not:

1. Compel, require, induce, or solicit any person to provide a diversity, equity, and inclusion statement or give preferential consideration to any person based on the provision of a diversity, equity, and inclusion statement;
2. Give preference on the basis of race, sex, color, ethnicity, or national origin to a participant in any College District function; or
3. Require as a condition of enrolling at the College District or performing any College District function any person to participate in diversity, equity, and inclusion training that references race, color, ethnicity, gender identity, or sexual orientation, unless it was developed by an attorney and approved in writing by the College District's general counsel and the Coordinating Board for the sole purpose of ensuring compliance with any applicable court order or state or federal law.

Exceptions

The prohibitions do not apply to:

1. Academic course instruction;
2. Scholarly research or a creative work by College District employees or students;
3. An activity of a student organization registered with or recognized by the College District;
4. Guest speakers or performers on short-term engagements;
5. A policy, practice, procedure, program, or activity to enhance student academic achievement or postgraduate outcomes that is designed and implemented without regard to race, sex, color, or ethnicity;
6. Data collection; or
7. Student recruitment or admissions.

Note: For related information on diversity, equity, and inclusion initiatives, see BG for diversity, equity, and inclusion

offices, CFE for contractor discipline, DAA for employees, and DH for employee discipline.

Note: For complaints of discrimination, harassment, and retaliation on the basis of sex or gender, see FFDA. For all other discrimination, harassment, and retaliation complaints related to this policy, see FFDB.

Procedures

The College President or designee shall develop procedures addressing protections and accommodations, consistent with law, for students who are pregnant or parenting, including procedures addressing early registration and leaves of absence.

Liaison

The College President shall designate a pregnant and parenting students liaison for current or incoming students at the institution who are the parents or guardians of children younger than 18 years of age. The liaison shall provide the students information regarding support services and other available resources and serve as the point of contact for a student requesting a protection or accommodation under Education Code 51.982. The liaison's contact information shall be included in the procedures described above.

Publication

The procedures and the liaison's contact information shall be published in the student and employee handbooks and posted on the College District's website.

Note: This policy addresses complaints of sex and gender discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting students. For additional legally referenced material relating to discrimination, harassment, and retaliation, see [FA\(LEGAL\)](#) and [FAA\(LEGAL\)](#). For sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting employees, see DIAA.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender, including gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Definitions

Discrimination against a student is defined as conduct directed at a student on the basis of sex that adversely affects the student.

Sex or Gender
Discrimination

Sexual Harassment

Sex discrimination includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. The College District is committed to the principle that the working environment of its employees and the educational environment for students should be free from inappropriate conduct of a sexual or gender-based nature by employees, students, or third parties. Sexual and gender-based misconduct is unprofessional and shall not be tolerated and is expressly prohibited. Individuals who engage in such conduct shall be subject to disciplinary action up to and including separation from the College District.

By an Employee

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct (i.e., quid pro quo sexual harassment); or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from

the College District's educational program or activities (i.e., hostile environment).

<i>By Another Student or Others</i>	Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program or activities.
<i>Sexual Violence</i>	Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.
<i>Dating Violence</i>	"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
<i>Domestic Violence</i>	"Domestic violence" means violence committed by: <ul style="list-style-type: none">• A current or former spouse or intimate partner of the victim;• A person with whom the victim shares a child in common;• A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;• Any other member of the victim's family as defined by state law;• Any other current or former member of the victim's household as defined by state law;• A person in a dating relationship with the victim as defined by state law; or• Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.
<i>Stalking</i>	"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault as defined by law; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household; destroying the student's property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student's spouse or partner; or encouraging others to engage in these behaviors.

Gender-Based
Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

FFDA
(LOCAL)

Prohibited Conduct	In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.
Complainant	In this policy, the term “complainant” refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District’s educational program or activity.
Respondent	In this policy, the term “respondent” refers to a person who is alleged to have committed prohibited conduct.
Confidential Employee	A “confidential employee” is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.
Reporting Procedures	A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.
Student Report	<p>Any student who believes that the student has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator, the College President<u>College President</u>, or another employee, or submit the report electronically through the College District’s website. A report against the College President<u>College President</u> may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct.</p> <p>A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.</p> <p>It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.</p>
<i>Exception</i>	Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
SEX AND SEXUAL VIOLENCE

FFDA
(LOCAL)

Employee Report	<p>Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately notify the Title IX coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the College President or designee.</p> <p>A report against the College President<u>College President</u> must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<i>Exceptions</i>	
Disclosure at Event	<p>A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct unless the person has the authority to institute corrective measures on behalf of the College District.</p>
Employee Subject to Confidentiality Rules	<p>Absent the student's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.</p>
Peace Officer	<p>A College District peace officer who received information regarding the incident from a student who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the student's name, phone number, address, or other information that may directly or indirectly reveal the student's identity.</p>
Prior Report	<p>A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.</p>
Anonymous Report	<p>A report may be made anonymously online. Many who choose this option are third-party reporters or just want to document the incident. Depending on the information provided, the College District's ability to respond may be limited.</p>
Amnesty	<p>The College District encourages the reporting of incidents that violate this policy and/or regulation. The use of alcohol or drugs shall not be a deterrent to reporting an incident. When conducting</p>

the investigation, the College District's primary focus shall be addressing the alleged misconduct and not on alcohol and drug violations that may be discovered or disclosed. The College District does not condone underage drinking; however, the College District shall extend limited amnesty from punitive sanctioning in the case of drug or alcohol use to the parties, witnesses, and others who report incidents, provided that they are acting in good faith in such capacity. The College District may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX coordinator or the deputy Title IX coordinators. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended and related state and federal laws:

Title IX Coordinator: ~~Dr. Sarah David, Director of Institutional Equity~~
~~Dr. Sarah David, Director of Institutional Equity~~
[Title IX Coordinator](#)

Address: ~~1200 Amburn Road, Texas City, TX 77591~~
~~1200~~
[Amburn Road, Texas City, TX 77591](#)

Telephone: ~~(409) 933-8413~~
~~(409) 933-8413~~

Email: ~~Title IX Coordinator email~~¹
~~Title IX Coordinator email~~²

Webpage: ~~Title IX/Sexual Misconduct webpage~~³
~~Title IX/Sexual Misconduct webpage~~⁴

Responsible Employees

All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

Consolidate Reports

When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.

Advisor

Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.

Conflict of Interest Prohibited

No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.

Training

A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an

informal resolution process shall receive training as required by law and College District procedures.

Days

“Days” shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”

Extension of Timelines

Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.

Investigation of the Report

The College District may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall assess any request not to investigate and immediately authorize or undertake an investigation and notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint. If the complaint does not rise to the level of a policy violation, the appropriate parties shall be notified.

If the Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District policies, the Title IX coordinator shall refer the complaint for consideration under the appropriate policy.

Request Not to Investigate

The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.

Formal Complaint

To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.

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Notice to Parties	<p>The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.</p> <p>If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.</p>
Informal Resolution	<p>The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution within ten<u>10</u> days. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.</p>
Formal Resolution	<p>If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation.</p>
Supportive Measures	<p>If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; housing and dining modifications; temporary removal from an education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.</p>
College District Investigation	<p>The investigation may be conducted by the Title IX coordinator or designee or by a third party designated by the College District, such as an attorney.</p>

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The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

At least ~~ten~~10 days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.

Criminal or
Regulatory
Investigation

If a law enforcement agency notifies the College District that a criminal investigation has been initiated, the College District may confer with the agency, as appropriate. The existence of a criminal investigation does not eliminate the College District's responsibility to conduct a prompt, thorough, and impartial investigation and shall not cause a material delay in the College District's duty to promptly investigate a complaint. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.

**Concluding the
Investigation**

Absent extenuating circumstances, a request by a law enforcement agency to delay its investigation may be granted to the extent it does not adversely impact the College District's duty to promptly and fairly conduct its own investigation and/or institute necessary interim measures to mitigate or prevent further harm.

The investigation shall be completed within a reasonable time, not to exceed 30 days from the date of the report.

The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.

Notification of the
Report

The Title IX coordinator shall provide the investigation report, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the parties promptly following receipt. Either party may appeal the outcome as described below.

**College District
Action**

The Title IX coordinator shall submit the investigation report and any response from the parties to the ~~dean of students~~dean of

~~students~~ promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.

~~The dean of students~~The dean of students or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed ~~ten~~10 days, following the receipt of the investigation report. The hearing shall be conducted in accordance with law and College District procedures.

After the hearing, the ~~dean of students~~dean of students or designee shall determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using a preponderance of the evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the ~~dean of students~~dean of students or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. ~~The dean of students~~The dean of students or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.

Disciplinary or
Corrective Action

If the ~~dean of students~~dean of students or designee determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action including, but not limited to, reprimand, probation, suspension, and expulsion, reasonably calculated to address the conduct.

Examples of disciplinary or corrective action may include:

- Implementing the disciplinary measures described in FM for students or DH and DM series for employees;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the party who engaged in prohibited conduct;
- Permitting the students involved to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;

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- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and
- Taking other actions described in College District regulations.

Exception

The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if both parties consent, and if the complaint does not allege sexual assault, informal resolution may be pursued. In no event may a student be required to resolve a complaint of sexual harassment by an employee directly with the employee.

Improper Conduct

If the ~~dean of students~~dean of students or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Dismissal of Complaint

Mandatory Dismissal

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Permissive Dismissal

Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

Notice of Dismissal

Upon dismissal of a complaint, the Title IX coordinator or the ~~dean of students~~dean of students or designee shall provide the parties written notice of the dismissal.

Confidentiality

To the greatest extent possible, consistent with law, the College District shall respect the privacy of the parties, a person who makes a report, and witnesses. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.

Retaliation

The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this

policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAA, as appropriate.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Failure to Report and False Claims

An employee who fails to make a required report or a student or employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.

Appeal

Discipline or
Corrective Action

Students

Suspension

If the ~~dean of students~~dean of students or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the ~~College President~~College President. A conference with the College President shall be scheduled within ~~ten~~10 days of the notice of determination.

Expulsion

~~If the dean of students~~If the dean of students or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the ~~College President~~College President to schedule an expulsion hearing before the Board.

Other Action

If the ~~dean of students~~dean of students or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the ~~dean of students~~dean of students or designee shall inform the student that the student may appeal the determination to the College President within ~~ten~~10 days.

Employee

Suspension
Without Pay or
Termination of
Contract
Employees

~~If the dean of students~~If the dean of students or designee determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the ~~dean of students~~dean of students or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA.

Other Action

~~If the dean of students~~If the dean of students or designee determines that the employee committed prohibited conduct that

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	warrants other discipline or corrective action, the dean of students <u>dean of students</u> or designee shall inform the employee that the employee may appeal the determination within ten <u>10</u> days in accordance with DGBA.
Other Appeals	All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]
Complaints Filed with OCR	A party shall be informed of the party's right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).
Records Retention	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment, College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

¹ ~~Title IX Coordinator email: <mailto:TitleIX@com.edu>~~

² ~~Title IX Coordinator email: <mailto:TitleIX@com.edu>~~

³ ~~Title IX/Sexual Misconduct webpage: <https://www.com.edu/titleix>~~

⁴ ~~Title IX/Sexual Misconduct webpage: <https://www.com.edu/titleix>~~

Note: This policy addresses complaints of sex and gender discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting students. For additional legally referenced material relating to discrimination, harassment, and retaliation, see FA(LEGAL) and FAA(LEGAL). For sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, and retaliation targeting employees, see DIAA.

**Statement of
Nondiscrimination**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender, including gender identity and gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Definitions

Discrimination against a student is defined as conduct directed at a student on the basis of sex that adversely affects the student.

Sex or Gender
Discrimination

Sexual Harassment

Sex discrimination includes all forms of sexual and gender-based misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. The College District is committed to the principle that the working environment of its employees and the educational environment for students should be free from inappropriate conduct of a sexual or gender-based nature by employees, students, or third parties. Sexual and gender-based misconduct is unprofessional and shall not be tolerated and is expressly prohibited. Individuals who engage in such conduct shall be subject to disciplinary action up to and including separation from the College District.

By an Employee

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct (i.e., quid pro quo sexual harassment); or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from

the College District's educational program or activities (i.e., hostile environment).

<i>By Another Student or Others</i>	Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program or activities.
<i>Sexual Violence</i>	Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability.
<i>Dating Violence</i>	"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
<i>Domestic Violence</i>	"Domestic violence" means violence committed by: <ul style="list-style-type: none">• A current or former spouse or intimate partner of the victim;• A person with whom the victim shares a child in common;• A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;• Any other member of the victim's family as defined by state law;• Any other current or former member of the victim's household as defined by state law;• A person in a dating relationship with the victim as defined by state law; or• Any other person who acts against the victim in violation of the family violence laws of this state or the jurisdiction where the conduct occurs.
<i>Stalking</i>	"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

Examples

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; rape; sexual assault as defined by law; sexual battery; sexual coercion; and other sexually motivated conduct, communications, or contact.

Examples may also include forms of dating violence, domestic violence, or stalking, such as physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household; destroying the student's property; threatening to commit suicide or homicide if the student ends the relationship; tracking the student; attempting to isolate the student from friends and family; threatening a student's spouse or partner; or encouraging others to engage in these behaviors.

Gender-Based
Harassment

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

Examples

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

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Prohibited Conduct	In this policy, the term “prohibited conduct” includes discrimination, harassment, dating violence, domestic violence, stalking, and retaliation as described by this policy, even if the behavior does not rise to the level of unlawful conduct.
Complainant	In this policy, the term “complainant” refers to an applicant for admission or a student who is alleged to have experienced prohibited conduct. The term also includes a former student who is alleged to have experienced prohibited conduct while participating, or attempting to participate, in the College District’s educational program or activity.
Respondent	In this policy, the term “respondent” refers to a person who is alleged to have committed prohibited conduct.
Confidential Employee	A “confidential employee” is a person who holds a professional license requiring confidentiality, such as a counselor or medical provider, who is supervised by such a person, or a person who is a nonprofessional counselor or advocate designated in administrative procedures as a confidential source.
Reporting Procedures	A victim of prohibited conduct has the right to report the incident to the College District and to receive a prompt and equitable resolution of the report.
Student Report	<p>Any student who believes that the student has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to the Title IX coordinator, the College President, or another employee, or submit the report electronically through the College District’s website. A report against the College President may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct.</p> <p>A victim of a crime has the right to choose whether to report the crime to law enforcement, to be assisted by the College District in reporting the crime to law enforcement, or to decline to report the crime to law enforcement.</p> <p>It is important that a victim of prohibited conduct go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after the incident.</p>
<i>Exception</i>	Absent consent or unless required by law, a student designated in administrative regulations as a student advocate to whom another student may speak confidentially concerning prohibited conduct may not disclose any communication made by the other student.

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Employee Report	<p>Any College District employee who suspects or receives notice that a student or group of students has or may have experienced prohibited conduct, regardless of when or where the incident occurred, shall immediately notify the Title IX coordinator and shall take any other steps required by this policy. Additionally, the employee may report to the College President or designee.</p> <p>A report against the College President must also be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
<i>Exceptions</i>	
Disclosure at Event	<p>A person who received the information solely from a disclosure at a sexual harassment, sexual assault, dating violence, or stalking public awareness event sponsored by a postsecondary educational institution or by a student organization affiliated with the institution is not required to report the prohibited conduct unless the person has the authority to institute corrective measures on behalf of the College District.</p>
Employee Subject to Confidentiality Rules	<p>Absent the student's consent, or unless required by law, a confidential employee shall only be required to disclose the type of incident reported and may not disclose information that would violate the student's expectation of privacy. If multiple confidential employees receive information about the same alleged incident, then only one report disclosing the type of incident must be submitted.</p>
Peace Officer	<p>A College District peace officer who received information regarding the incident from a student who chooses to complete a pseudonym form as described by law shall only be required to disclose the type of incident reported and may not disclose the student's name, phone number, address, or other information that may directly or indirectly reveal the student's identity.</p>
Prior Report	<p>A person who has either learned of an incident of prohibited conduct during the course of the College District's review or process, or has confirmed with the person or office overseeing the review or process that the incident has been previously reported, is not required to report the prohibited conduct.</p>
Anonymous Report	<p>A report may be made anonymously online. Many who choose this option are third-party reporters or just want to document the incident. Depending on the information provided, the College District's ability to respond may be limited.</p>
Amnesty	<p>The College District encourages the reporting of incidents that violate this policy and/or regulation. The use of alcohol or drugs shall not be a deterrent to reporting an incident. When conducting the investigation, the College District's primary focus shall be</p>

addressing the alleged misconduct and not on alcohol and drug violations that may be discovered or disclosed. The College District does not condone underage drinking; however, the College District shall extend limited amnesty from punitive sanctioning in the case of drug or alcohol use to the parties, witnesses, and others who report incidents, provided that they are acting in good faith in such capacity. The College District may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

Title IX Coordinator Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX coordinator or the deputy Title IX coordinators. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended and related state and federal laws:

Title IX Coordinator: Dr. Sarah David, Title IX Coordinator

Address: 1200 Amburn Road, Texas City, TX 77591

Telephone: (409) 933-8413

Email: [Title IX Coordinator email](#)¹

Webpage: [Title IX/Sexual Misconduct webpage](#)²

Responsible Employees All employees, with the exception of confidential employees, are designated as responsible employees for purposes of compliance with Title IX.

Consolidate Reports When the allegations underlying two or more reports arise out of the same facts or circumstances, the College District may consolidate the reports.

Advisor Each party to the complaint may be assisted by an advisor of the party's choice who may participate in the proceedings in a manner consistent with College District procedures.

Conflict of Interest Prohibited No person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall have a conflict of interest or bias.

Training A person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator of an informal resolution process shall receive training as required by law and College District procedures.

Days "Days" shall mean College District business days, unless otherwise noted. In calculating timelines under this policy, the day a

document is filed is “day zero.” The following business day is “day one.”

**Extension of
Timelines**

Timelines established by this policy and associated procedures may be subject to a limited extension if good cause, as defined in this policy and College District regulations, exists. The College District shall promptly provide written notice to the parties of an extension and the reason for the extension.

**Investigation of the
Report**

The College District may request, but shall not require, a written report. If a report is made orally, the Title IX coordinator or designee shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the Title IX coordinator shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the Title IX coordinator shall promptly offer supportive measures to the complainant. The Title IX coordinator shall assess any request not to investigate and immediately authorize or undertake an investigation and notify the parties to the complaint of the allegations and the formal and informal options for resolution of the complaint. If the complaint does not rise to the level of a policy violation, the appropriate parties shall be notified.

If the Title IX coordinator determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy but may constitute a violation of other College District policies, the Title IX coordinator shall refer the complaint for consideration under the appropriate policy.

*Request Not to
Investigate*

The complainant may request that the College District not investigate the allegations. If the complainant requests that the allegations not be investigated, in deciding whether to initiate the investigation, the College District must consider the factors described by law and any other factors the College District considers relevant.

The College District shall promptly notify the complainant of the decision regarding whether it will conduct the investigation. If the College District decides not to investigate the allegations, the College District shall take reasonable steps to protect the health and safety of the College District community.

Formal Complaint

To be considered a formal complaint under Title IX, the complainant or the Title IX coordinator must sign the written report.

Notice to Parties

The notice to the parties must describe the allegations and the formal and informal options for resolution of the complaint. The notice must state that the respondent is presumed not responsible until a determination regarding responsibility is made. The notice

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must also include information regarding the option to select an advisor, the opportunity to inspect and review evidence, and the prohibition on knowingly making false statements or submitting false information during the investigation and any ensuing proceedings.

If the allegations are subsequently amended, the College District shall provide an updated notice reflecting the new allegations.

Informal Resolution	The College District may offer to the parties a process for the informal resolution of a formal complaint as defined by law. If the parties voluntarily agree in writing to participate in informal resolution of the complaint, the Title IX coordinator shall determine within three days if informal resolution is appropriate for the complaint. If the Title IX coordinator determines that informal resolution is appropriate, then the Title IX coordinator or designee may facilitate that resolution within 10 days. If the Title IX coordinator does not determine informal resolution to be appropriate, then the complaint will be subject to the formal resolution process. This process is not available in situations where an employee is alleged to have sexually harassed a student.
Formal Resolution	If the complaint is not subject to the informal resolution process, the Title IX coordinator shall authorize or undertake an investigation.
Supportive Measures	If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the Title IX coordinator shall promptly provide supportive measures intended to address prohibited conduct, protect the safety of the parties and others, and protect the parties from retaliation prior to the completion of the investigation. Examples of possible supportive measures include academic accommodations, such as extensions of deadlines or other course-related adjustments and modifications of class schedules; housing and dining modifications; temporary removal from an education program or activity in accordance with law; counseling; health services; campus escort services; mutual restrictions on contact between the parties; and increased security and monitoring of certain areas of the campus.
College District Investigation	<p>The investigation may be conducted by the Title IX coordinator or designee or by a third party designated by the College District, such as an attorney.</p> <p>The investigation may consist of personal interviews with the complainant, the respondent, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.</p>

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The parties shall be provided an equal opportunity to present witnesses and evidence and to inspect and review any directly related evidence obtained by the College District so that the parties may meaningfully respond during the investigation process. The parties expected to participate in an investigative interview or other meeting shall be provided written notice in enough time to prepare to participate.

At least 10 days prior to the completion of the investigation report, the College District must send each party and the party's advisor evidence subject to inspection and review. The parties may submit a written response for consideration by the investigator.

Criminal or
Regulatory
Investigation

If a law enforcement agency notifies the College District that a criminal investigation has been initiated, the College District may confer with the agency, as appropriate. The existence of a criminal investigation does not eliminate the College District's responsibility to conduct a prompt, thorough, and impartial investigation and shall not cause a material delay in the College District's duty to promptly investigate a complaint. Any delay under this provision shall constitute good cause for an extension of timelines established by this policy and associated procedures.

**Concluding the
Investigation**

Absent extenuating circumstances, a request by a law enforcement agency to delay its investigation may be granted to the extent it does not adversely impact the College District's duty to promptly and fairly conduct its own investigation and/or institute necessary interim measures to mitigate or prevent further harm.

The investigation shall be completed within a reasonable time, not to exceed 30 days from the date of the report.

The investigator shall prepare a written report of the investigation. The investigation report shall be filed with the Title IX coordinator within five days following the completion of the investigation.

Notification of the
Report

The Title IX coordinator shall provide the investigation report, within the extent permitted by the Family Educational Rights and Privacy Act (FERPA) or other law, to the parties promptly following receipt. Either party may appeal the outcome as described below.

**College District
Action**

The Title IX coordinator shall submit the investigation report and any response from the parties to the dean of students promptly after receipt of the parties' response but no later than the expiration of the parties' deadline to respond.

The dean of students or designee shall summon the parties for a hearing to be held within a reasonable time, not to exceed 10 days, following the receipt of the investigation report. The hearing shall

be conducted in accordance with law and College District procedures.

After the hearing, the dean of students or designee shall determine, based on the results of the investigation, whether each individual allegation of misconduct occurred using a preponderance of the evidence standard and determine the appropriate disciplinary or corrective action. In making the determination, the dean of students or designee shall evaluate all relevant evidence objectively and shall not make credibility assessments based on a person's status as the complainant, the respondent, or a witness. The dean of students or designee shall create a written determination regarding responsibility in accordance with law and College District procedures within five days following the hearing and submit the determination to the parties simultaneously.

Disciplinary or
Corrective Action

If the dean of students or designee determines that prohibited conduct occurred, the College District shall promptly respond by taking appropriate disciplinary or corrective action including, but not limited to, reprimand, probation, suspension, and expulsion, reasonably calculated to address the conduct.

Examples of disciplinary or corrective action may include:

- Implementing the disciplinary measures described in FM for students or DH and DM series for employees;
- Providing a training program for those involved in the complaint;
- Providing a comprehensive education program for the College District community;
- Providing counseling for the victim and the party who engaged in prohibited conduct;
- Permitting the students involved to drop a course in which they both are enrolled without penalty;
- Conducting follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred;
- Involving students in efforts to identify problems and improve the College District climate;
- Increasing staff monitoring of areas where prohibited conduct has occurred;
- Reaffirming the College District's policy against discrimination and harassment; and

- Taking other actions described in College District regulations.

Exception

The College District shall minimize attempts to require a complainant to resolve the problem directly with the person who engaged in the harassment; however, if both parties consent, and if the complaint does not allege sexual assault, informal resolution may be pursued. In no event may a student be required to resolve a complaint of sexual harassment by an employee directly with the employee.

Improper Conduct

If the dean of students or designee determines that improper conduct occurred that did not rise to the level of prohibited conduct, the College District may take disciplinary action in accordance with College District policy and procedures or other corrective action reasonably calculated to address the conduct.

Dismissal of Complaint

Mandatory Dismissal

An allegation presented as a formal complaint under Title IX is subject to the mandatory dismissal procedures under law.

Permissive Dismissal

Any complaint may be dismissed at any time on request of a complainant. The Title IX coordinator must first assess the request in accordance with this policy at Request Not to Investigate, above.

A complaint may also be dismissed if specific circumstances prevent the College District from gathering evidence sufficient to reach a determination as to the complaint or allegations.

Notice of Dismissal

Upon dismissal of a complaint, the Title IX coordinator or the dean of students or designee shall provide the parties written notice of the dismissal.

Confidentiality

To the greatest extent possible, consistent with law, the College District shall respect the privacy of the parties, a person who makes a report, and witnesses. Limited disclosures may be necessary to carry out the purposes of this policy and associated regulations and to comply with applicable law.

Retaliation

The College District prohibits retaliation against any person for the purpose of interfering with a right or privilege under this policy; the complainant; or a person who, in good faith, makes a report or complaint, serves as a witness, or otherwise participates or refuses to participate in an investigation, proceeding, or hearing under this policy. This prohibition does not apply to discipline of a person who perpetrated or assists in the perpetration of the prohibited conduct.

A person who is alleged to have experienced retaliation may pursue a claim under this policy or policy DIAA, as appropriate.

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Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
Failure to Report and False Claims	An employee who fails to make a required report or a student or employee who intentionally makes a false claim, offers a false statement, or refuses to cooperate with a College District investigation regarding prohibited conduct shall be subject to appropriate disciplinary action.
Appeal	If the dean of students or designee determines that a student committed prohibited conduct that warrants a suspension, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President. A conference with the College President shall be scheduled within 10 days of the notice of determination.
Discipline or Corrective Action	
<i>Students</i>	
Suspension	
Expulsion	If the dean of students or designee determines that the student committed prohibited conduct that warrants expulsion, the official shall forward the determination and all evidence collected during the investigation and hearing to the College President to schedule an expulsion hearing before the Board.
Other Action	If the dean of students or designee determines that the student committed prohibited conduct that warrants other discipline or corrective action, the dean of students or designee shall inform the student that the student may appeal the determination to the College President within 10 days.
<i>Employee</i>	
Suspension Without Pay or Termination of Contract Employees	If the dean of students or designee determines that a contract employee committed prohibited conduct that warrants suspension without pay or termination mid-contract, the dean of students or designee shall inform the employee in writing of the determination, and a Board hearing shall be scheduled in accordance with DMAA.
Other Action	If the dean of students or designee determines that the employee committed prohibited conduct that warrants other discipline or corrective action, the dean of students or designee shall inform the employee that the employee may appeal the determination within 10 days in accordance with DGBA.
Other Appeals	All other appeals related to this policy may be submitted through the applicable grievance policy beginning at the appropriate level. [See DGBA(LOCAL) for employees, FLD(LOCAL) for students, and GB(LOCAL) for community members]

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Complaints Filed with OCR	A party shall be informed of the party's right to file a complaint with the U.S. Department of Education Office for Civil Rights (OCR).
Records Retention	Retention of records shall be in accordance with the College District's records retention procedures. [See CIA]
Access to Policy, Procedures, and Related Materials	Information regarding this policy and any accompanying procedures, as well as relevant educational and resource materials concerning the topics discussed in this policy, shall be distributed to applicants for admission and employment, College District employees, students, and parents or guardians of dual credit students in compliance with law and in a manner calculated to provide easy access and wide distribution, such as through electronic distribution and inclusion in the employee and student handbooks and other major College District publications. Information regarding the policy, procedures, and related materials and any materials used to train a person designated as the Title IX coordinator, a deputy Title IX coordinator, an investigator, a decision-maker, or a facilitator shall also be prominently published on the College District's website on a dedicated page accessible through a clear link on the homepage, taking into account applicable legal requirements. Copies of the policy and procedures shall be readily available at the College District's administrative offices and shall be distributed to a student who makes a report.

¹ Title IX Coordinator email: <mailto:TitleIX@com.edu>

² Title IX/Sexual Misconduct webpage: <https://www.com.edu/titleix>

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Definitions

Definitions of terms used in this policy shall be as follows.

Student A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises The “premises” of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty “Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of any event intended to be graded;
5. Substituting for another student, or permitting another student to substitute for oneself, to complete any event intended to be graded;
6. Falsifying documentation submitted for purposes of obtaining a grade or course credit; and
7. Altering the contents of a test or any assigned grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

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2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;

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6. Respect the rights and privileges of students, faculty, other College District staff, and others;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and
Local Law

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons
and Devices

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited, except firearms related to activities at the Lemuel B. Powell Memorial Firearms Training Center. [See CHF]

Drugs and Alcohol

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts

Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

Disruptions

"Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting
Others

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, and FFE as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

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Property	<p>The following behavior regarding property shall be prohibited:</p> <ol style="list-style-type: none">1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;2. Stealing from the College District or others; and3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
Directives	<p>Failure to comply with directives given by College District personnel and failure to provide identification when requested to do so by College District personnel shall be prohibited.</p>
Tobacco and E-cigarettes	<p>Use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]</p>
<i>Exception</i>	<p>Tobacco and e-cigarette use is permitted in private vehicles on College District property.</p>
Misuse of Technology	<p>The following behavior regarding misuse of technology shall be prohibited:</p> <ol style="list-style-type: none">1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;4. Using the internet or other electronic communications to threaten College District students, employees, or others;5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;6. Using email or websites electronic means to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, visitors, or others; and7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could

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threaten the safety of the College District, students, employees, visitors, or others.

Dishonesty

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

Gambling and Other Conduct

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

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3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

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4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of any event intended to be graded;
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PUBLIC INFORMATION PROGRAM
REQUESTS FOR INFORMATION

GCB
(LOCAL)

Requests for public information shall be made to the College District by one of the following methods:

1. Hand delivery;
2. U.S. mail to ~~1200 Amburn Road, Texas City, TX 77591~~ 1200 Amburn Road, Texas City, TX 77591; or
- ~~3. Email at piarequests@com.edu.~~
3. Email at piarequests@com.edu.

Nonbusiness Days

The College President may designate a day on which the College District's administrative offices are closed or operating with minimal staffing as a nonbusiness day for purposes of compliance with the Texas Public Information Act (PIA). The College President may designate at most 10 nonbusiness days each calendar year.

**Suspension of
Public Information
During a
Catastrophe**

In the event a catastrophe, as defined by law, significantly impacts the College District such that the catastrophe directly causes the inability of the College District to comply with the requirements of the ~~Texas Public Information Act (PIA)~~, PIA, the Board shall suspend the applicability of the PIA to the College District for the time permitted by law and provide the required notices to the attorney general and the public. The Board shall extend an initial suspension period as necessary in accordance with law. [See GCB(LEGAL)]

**Charging for
Personnel Time**

In addition to other labor charges permitted by, and in accordance with law, the College District shall charge a requestor for additional personnel time spent producing information for the requestor after College District personnel have collectively spent:

1. Thirty-six hours of time during the College District's fiscal year; or
2. Fifteen hours of time during a one-month period.

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PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 22, 2024
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

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

FUNDING SOURCE:

2023 Bond

PURPOSE

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

PROPOSED MOTION:

“I move the Board of Trustees approve the Design Development 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 Design Development to the 2023 Bond Steering Committee on April 8, 2024. LAN and the Bond Steering Committee recommend approval of the Design Development presentation so that Kirksey can proceed to the next phase of design, the Construction Document phase.

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: April 11, 2024

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

Kirksey Architecture began design on September 26, 2023. Design Development was presented to the 2023 Bond Steering Committee on April 8, 2024.

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

CW Scheibe

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**NEW CORPORATE
AND CONTINUING
EDUCATION CENTER
COLLEGE OF THE
MAINLAND**

FINISHES PRESENTATION

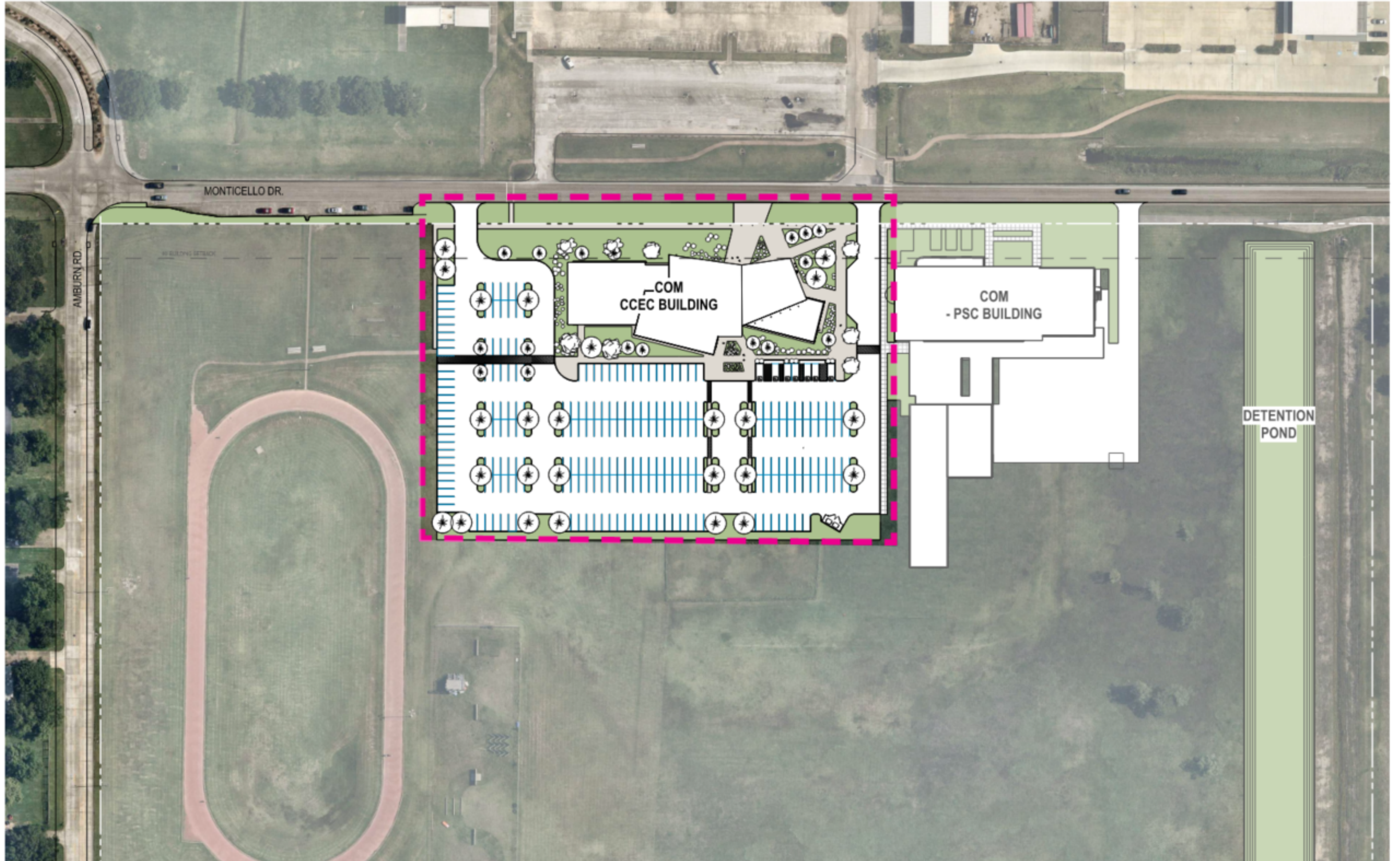
Bond Steering Committee

DESIGN DEVELOPMENT

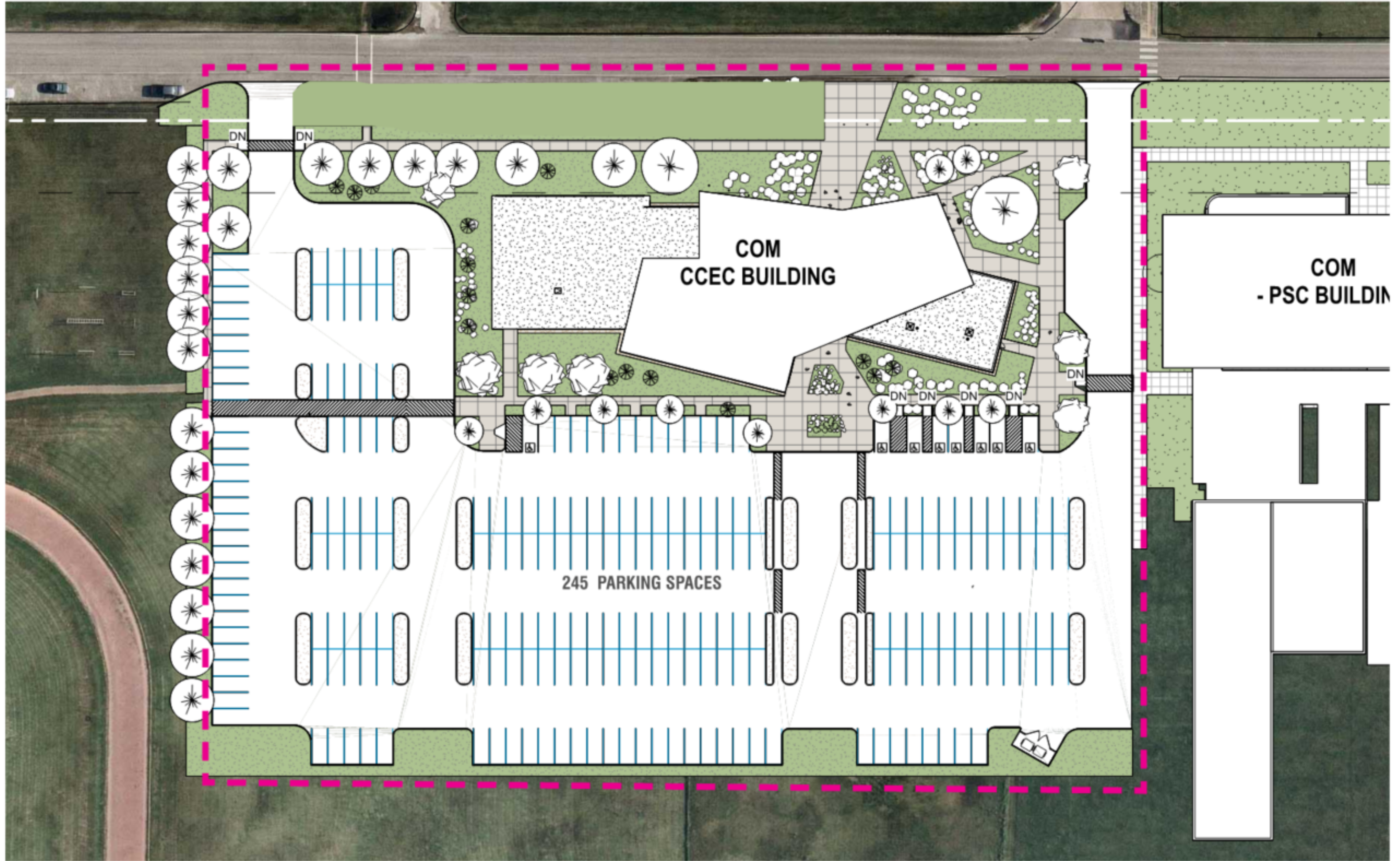
April 8TH, 2024

TEXAS CITY | TEXAS

NEW CORPORATE AND CONTINUING EDUCATION CENTER



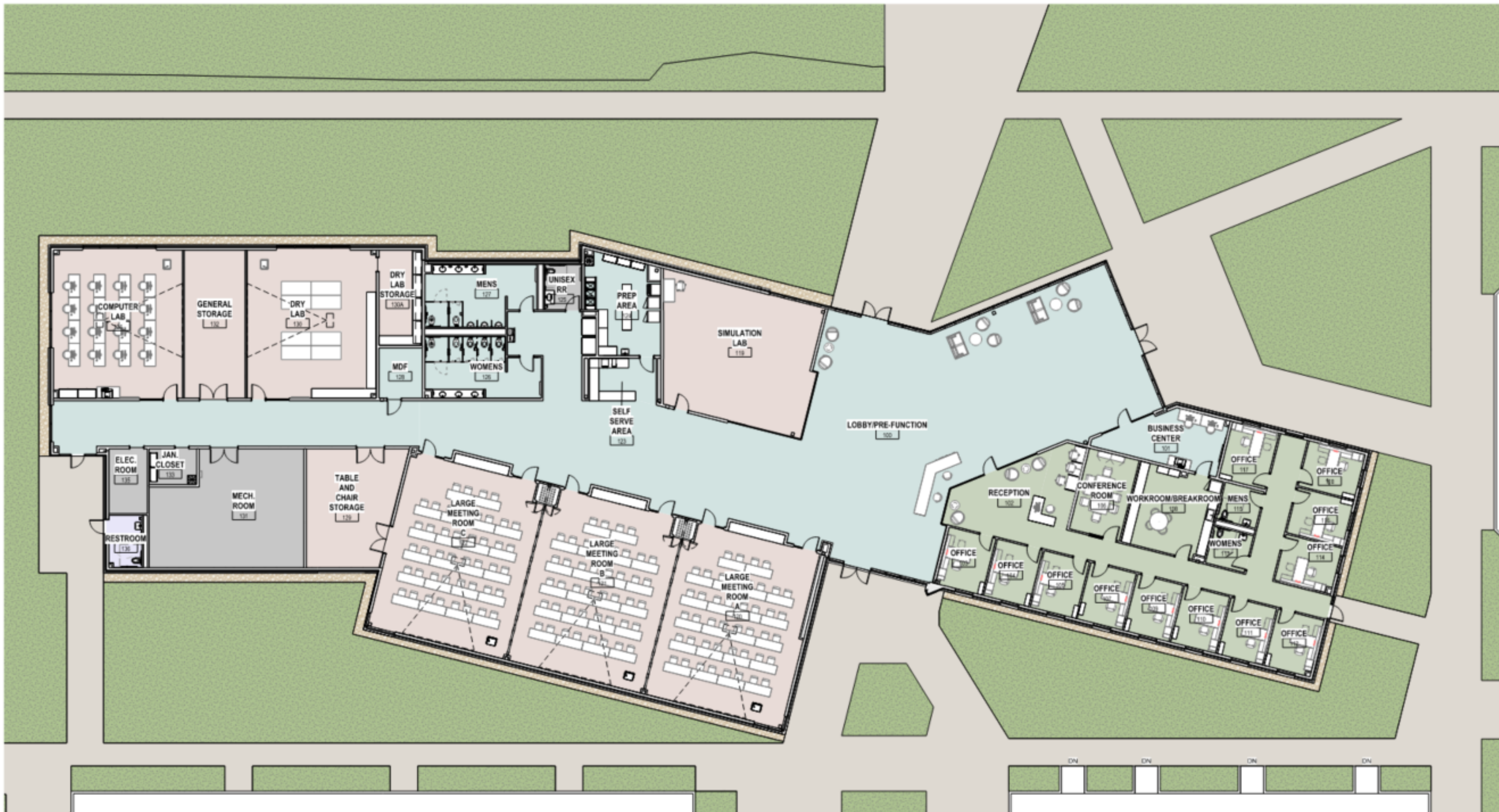
DETENTION
POND



COM
- PSC BUILDING

COM
CCEC BUILDING

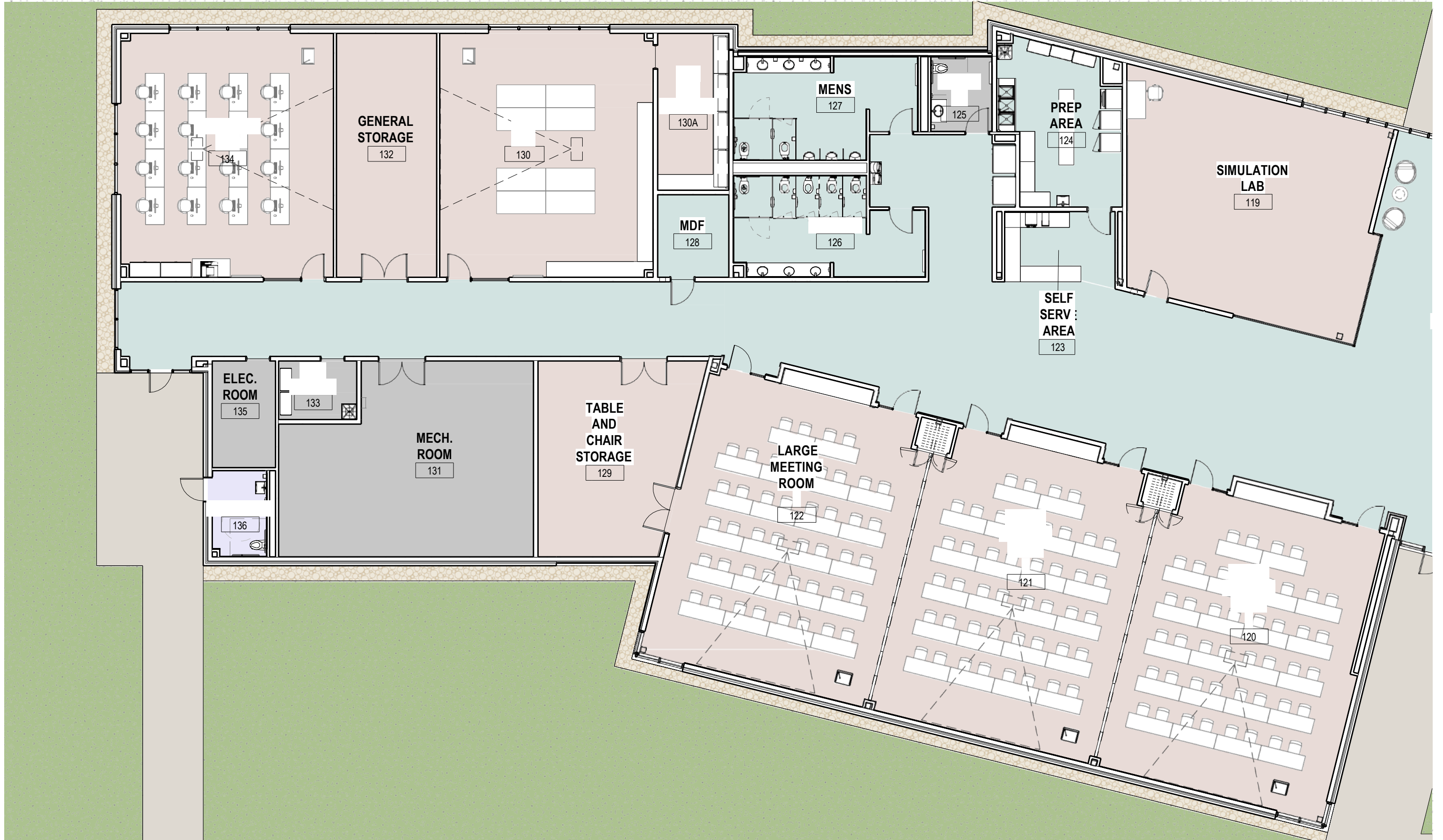
245 PARKING SPACES



NEW CORPORATE AND CONTINUING EDUCATION CENTER

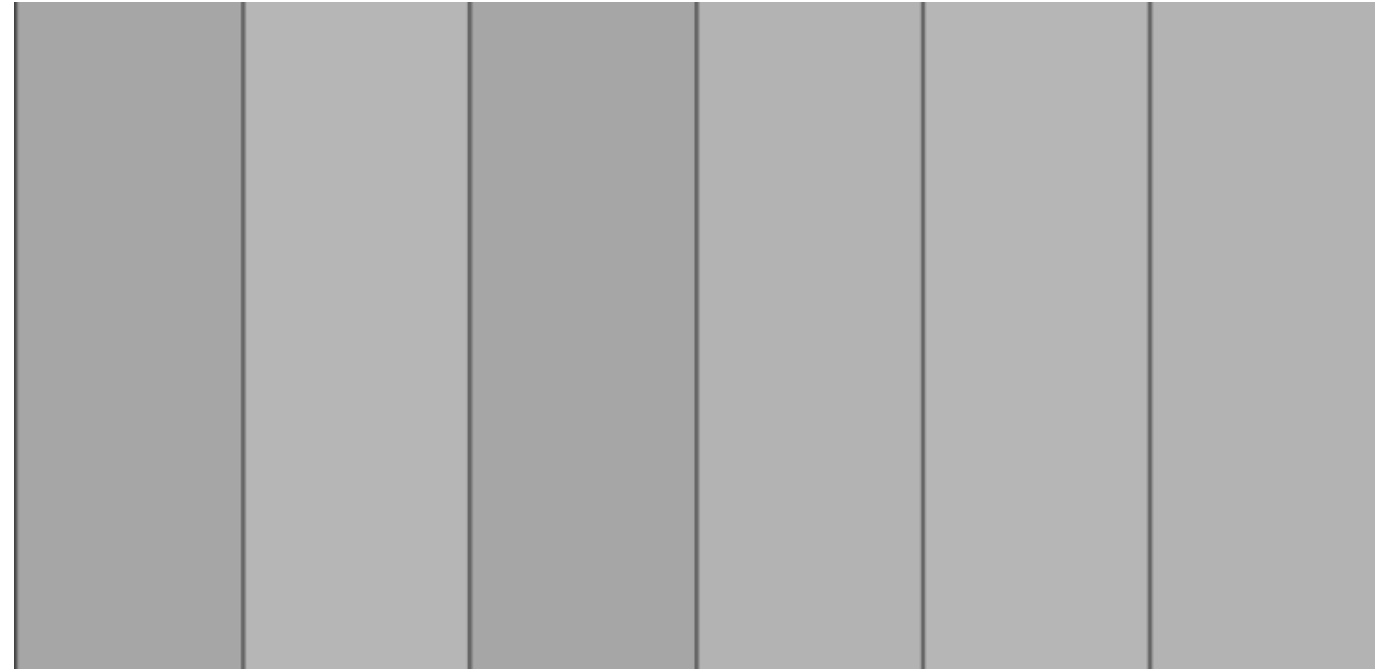


NEW CORPORATE AND CONTINUING EDUCATION CENTER

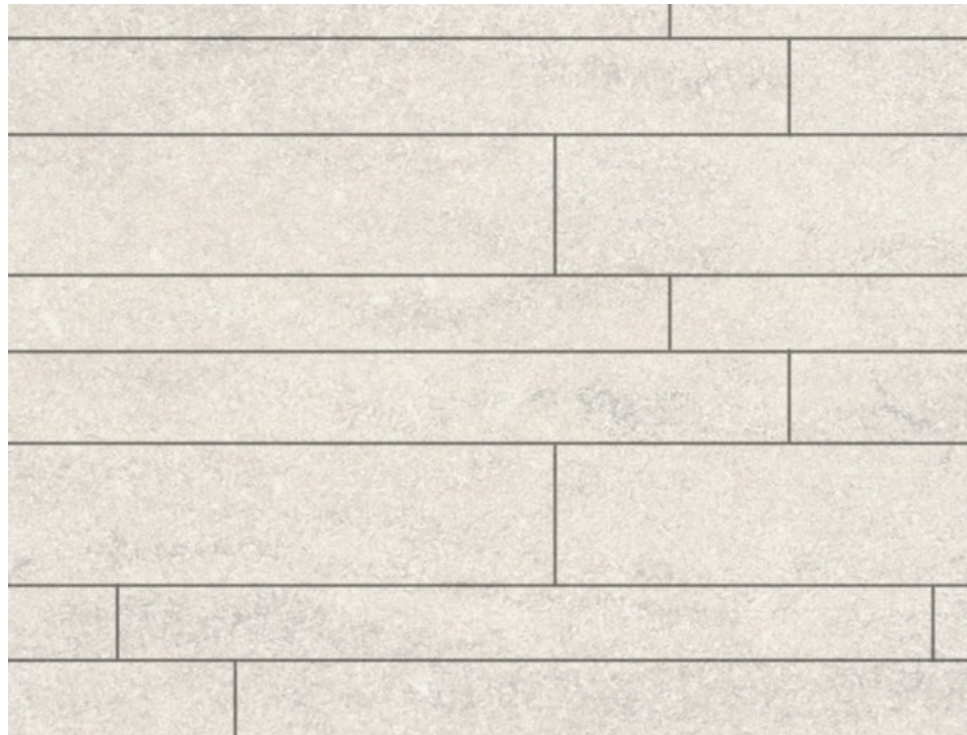




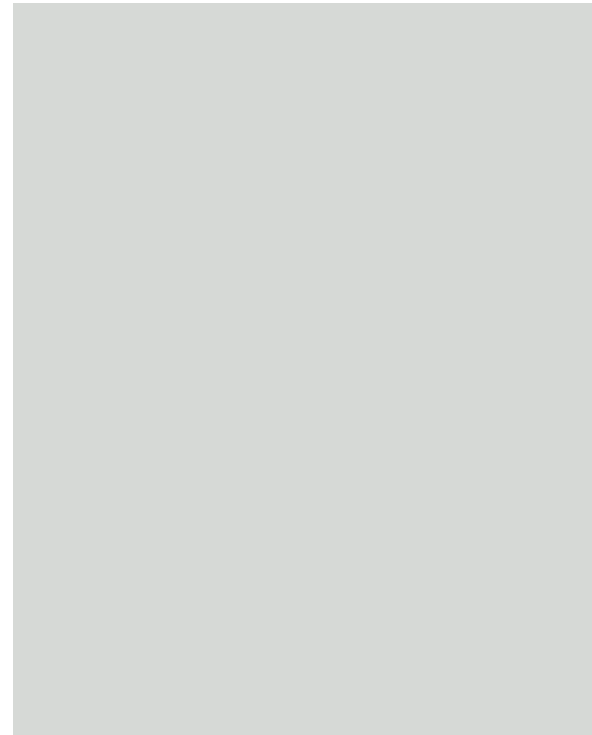
WALNUT WOOD SOFFIT



SIDING PANELS



LIMESTONE WALL



CLEAR GLASS



MULLIONS



TERRACOTTA BRICK



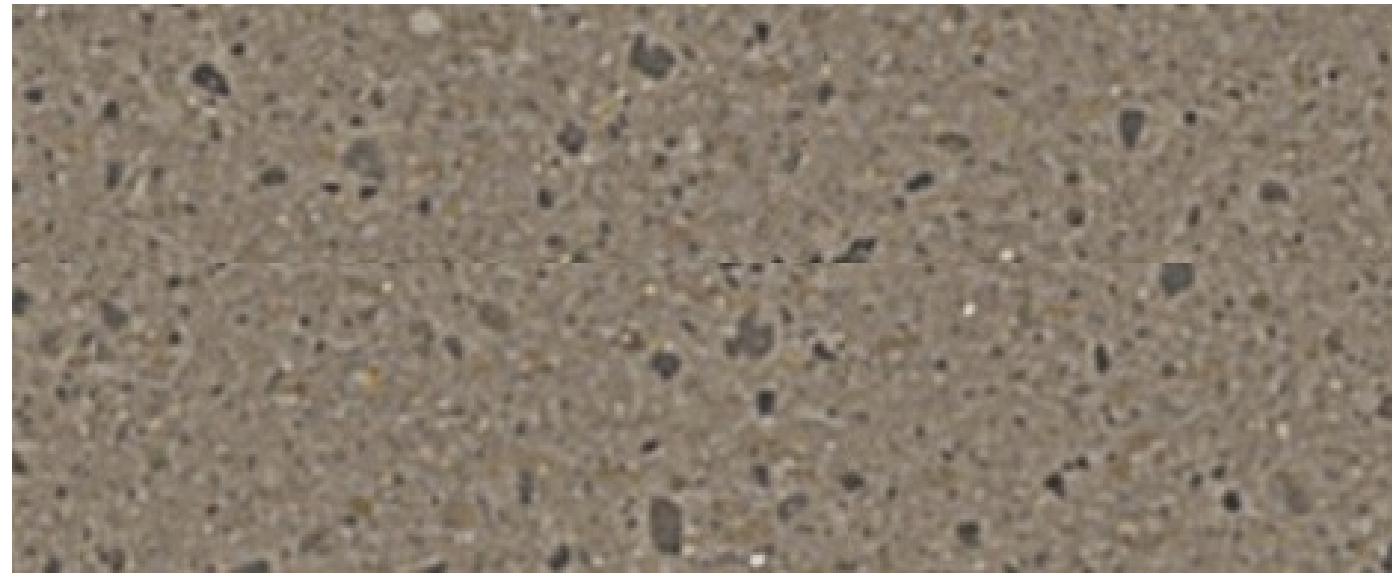








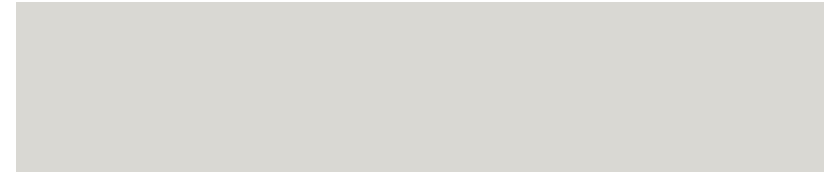




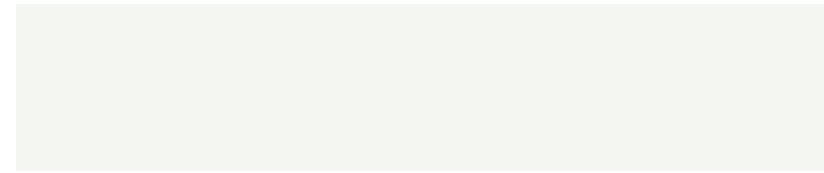
CONCRETE FLOOR



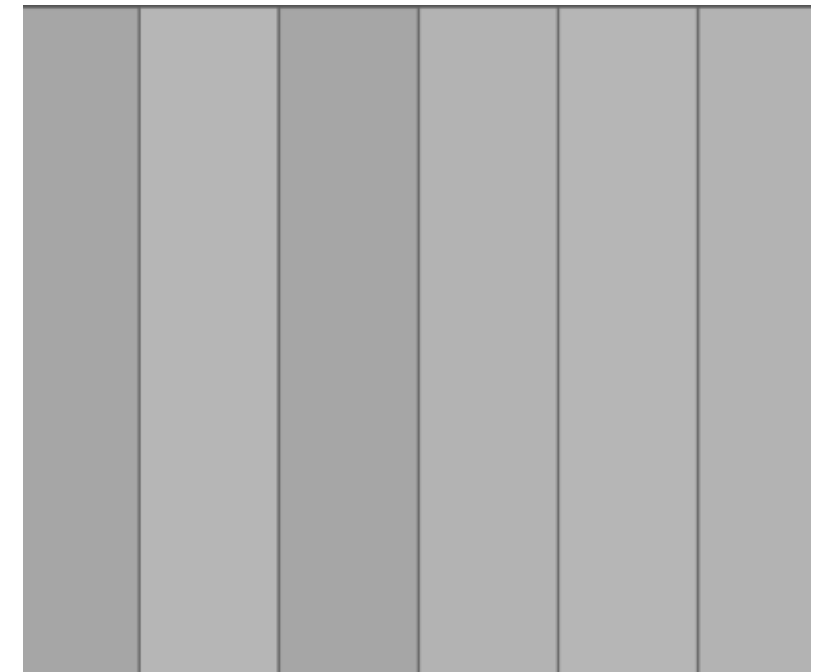
BLUE ACCENT PAINT



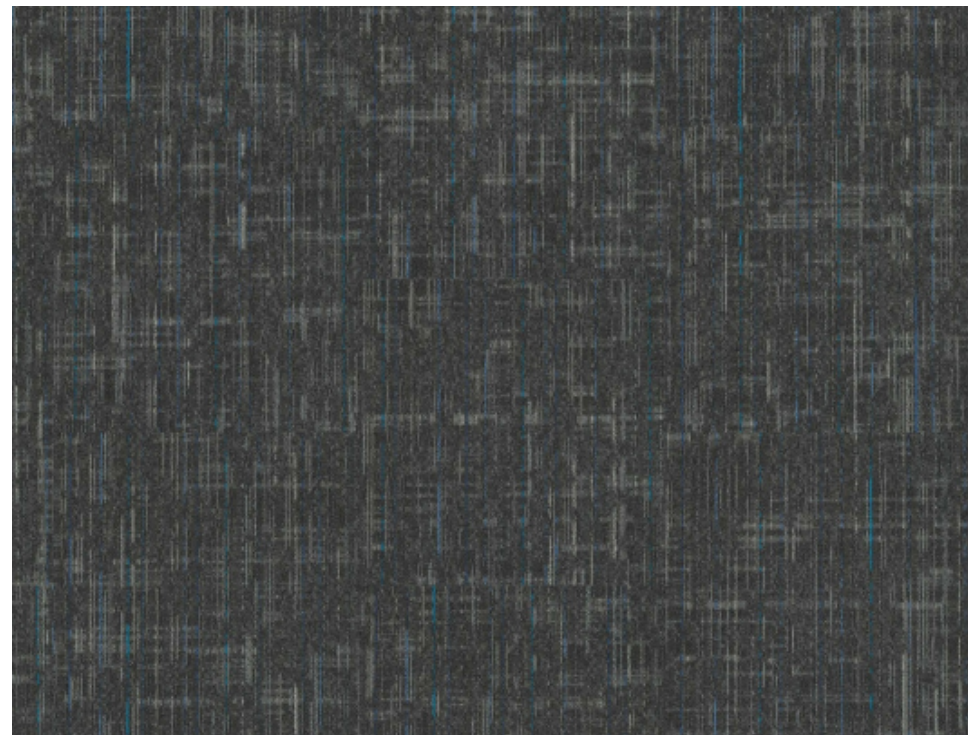
WALL PAINT



CEILING PAINT



INTERIOR SIDING PANELS



ADMIN CARPET



DOOR WOOD LAMINATE



COUNTERTOPS



GRAY WALLCOVERING



ACOUSTICAL WOOD CEILING



























THANK YOU



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 22, 2024
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of final Construction Documents for the Welding Building Addition/Renovation & Industrial Education Building Renovation Project

FUNDING SOURCE:

2023 Bond

PURPOSE

Approve the final Construction Documents for the Welding Building Addition/Renovation & Industrial Education Building Renovation Project as presented by Joiner Architects.

PROPOSED MOTION:

“I move the Board of Trustees approve the final Construction Documents for the Welding Building Addition/Renovation & Industrial Education Building Renovation, as presented and attached.”

BACKGROUND:

Joiner Architects began design for the Welding Building Addition/Renovation and Industrial Education Renovation Projects on August 8, 2023. Joiner presented the final Construction Documents to the Bond Steering Committee on April 8, 2024. LAN and the COM Administration recommend approval of the final Construction Documents so that Joiner Architects can submit for permit and Pogue Construction can proceed to the bidding phase.

Attachments:

1. LAN Cover Letter
2. Construction Document 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: April 11, 2024

Re: Final Construction Document Approval for the Welding Building Addition/Renovation & Industrial Education Building Renovation Project

Background: The Design Development Presentation was approved by the COM Board of Trustees on October 23, 2023. Joiner Architects moved to the next phase of design (Construction Document). Joiner Architects presented their final Construction Documents to the Bond Steering Committee on April 8, 2024. The Bond Steering Committee recommended approval.

LAN has reviewed the final Construction Documents and recommends COM approve the documents, allowing Joiner Architects to submit for permit and Pogue Construction to proceed to subcontractor bidding phase.

CW Scheibe

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Program Manager, LAN
cwscheibe@lan-inc.com
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MISCELLANEOUS RENOVATIONS & ADDITIONS

- WELDING BUILDING**
- INDUSTRIAL EDUCATION BUILDING**
- PHYSICAL EDUCATION BUILDING**
- DOYLE FAMILY ADMINISTRATION BUILDING**



Anticipated Project Schedule



PROCUREMENT

Construction Documents Issued for Bidding/Guaranteed Maximum Price	April 12, 2024
First Advertisement	April 13, 2024
Pre-Proposal Meeting (Tentative)	April 17, 2024
Second Advertisement	April 20, 2024
Receipt of Subcontractor Pricing/Bid Day	May 1, 2024
Guaranteed Maximum Price Submitted to Program Manager	May 10, 2024
Guaranteed Maximum Price Presented to Steering Committee	May 13, 2024
Guaranteed Maximum Price Board Minute Order Due to COM	May 15, 2024
Present Guaranteed Maximum Price & Amendment to the Board of Trustees	May 29, 2024

CONSTRUCTION PHASE

Bonds/Insurance Submitted, Notice to Proceed Issued, & Construction Begins	June 3, 2024
Substantial Completion	August 3, 2025

PUNCH LIST/CLOSEOUT

Punch List & Project Closeout Complete	November 3, 2025
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WARRANTY PHASE

Warranty Phase Complete	August 3, 2026
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Site Aerial Image



1 **SITE PLAN**
SCALE: 1" = 20'

2 **ACCESSIBLE PARKING SIGN**
SCALE: 3/4" = 1'-0"

3 **PAINTED PARKING SYMBOL**
SCALE: 3/4" = 1'-0"

4 **PLAN DETAIL**
SCALE: 1/8" = 1'-0"

5 **CMU SCREEN WALL SEC.**
SCALE: 1/2" = 1'-0"

6 **NOT USED**

7 **NOTES**

GENERAL SITE NOTES:

- ALL EXISTING ITEMS IN THE WAY OF NEW CONSTRUCTION ARE TO BE REMOVED/RELOCATED AS REQUIRED BY THE OWNER UNLESS SHOWN OTHERWISE.
- CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING PERMITS AND FOR NOTIFICATION OF ALL AUTHORIZED INSPECTORS, SUPERINTENDENTS, OR PERSONS IN CHARGE OF PRIVATE OR PUBLIC UTILITIES AFFECTED BY HIS OPERATIONS PRIOR TO STARTING WORK.
- GENERAL CONTRACTOR SHALL CALL 1-800-344-8371 OR 1-800-469-8344 TO LOCATE ALL UNDERGROUND PRIORITY SERVICE LINES PRIOR TO ANY UNDERGROUND WORK. GC SHALL ALSO HIRE AN INDEPENDENT UTILITY LOCATING COMPANY TO LOCATE ALL OTHER ON-SITE UTILITIES PRIOR TO ANY UNDERGROUND WORK.
- CONTRACTOR TO FIELD VERIFY ALL BOUNDARY AND TOPOGRAPHIC INFORMATION PRIOR TO BEGINNING WORK. USE LINE LOCATOR SERVICE BEFORE BEGINNING TRENCHING OR DIGGING WHEN U.G. UTILITIES ARE SUSPECTED. CONTRACTOR SHALL REPAIR ALL UTILITIES DAMAGED DUE TO FAILURE TO LOCATE AT NO ADDITIONAL COST.
- CONTRACTOR TO PROTECT ALL EXISTING SIDEWALKS AND DRIVEWAYS IN PUBLIC STREET RIGHTS-OF-WAY OR DRIVEWAYS DAMAGED OR REMOVED DURING CONSTRUCTION SHALL BE REPLACED TO LOCAL STANDARDS. ALL OTHER CURBS, SIDEWALKS AND DRIVEWAYS NOT TO BE REMOVED, WHICH ARE DAMAGED BY CONSTRUCTION SHALL BE REPLACED IN ACCORDANCE WITH THE DETAILS CONTAINED IN THESE PLANS.
- CONTRACTOR TO CONDUCT DEMOLITION TO MINIMIZE INTERFERENCE WITH BUILDING EQUIPMENT OR OPERATIONS. SEQUENCING OF CONSTRUCTION SHALL BE COORDINATED WITH ARCHITECT / OWNER PRIOR TO COMMENCING.
- CONTRACTOR SHALL NOTIFY ARCHITECT OF EXISTING ITEMS NOT SHOWN ON SITE PLAN IN AREAS OF WORK THAT MAY CONFLICT WITH NEW WORK.
- REMOVE DEMOLISHED MATERIALS, TOOLS, AND EQUIPMENT FROM SITE AS WORK PROGRESSES. UPON COMPLETION OF WORK, LEAVE SITE IN A CONDITION ACCEPTABLE TO THE ARCHITECT.
- CONTRACTOR SHALL REMOVE AND PROPERLY DISPOSE OF DEMOLISHED MATERIAL ON A REGULAR BASIS. NO MATERIALS ARE TO BE BURNED OR BURIED ON SITE.
- ALL ITEMS REMOVED/RELOCATED DURING DEMOLITION SHALL REMAIN SOLE PROPERTY OF OWNER. CONTRACTOR SHALL DISPOSE OF / RELOCATE PER OWNER'S SPECIFICATION.
- CONTRACTOR SHALL PROTECT ALL EXISTING ITEMS DURING DEMOLITION THAT ARE NOT SCHEDULED FOR ALLOCATION.
- CONTRACTOR TO COORDINATE DEMOLITION OF EXISTING FACILITIES, PAVING, LANDSCAPING, ETC. WITH OWNER AND ARCHITECT.
- CONTRACTOR UNDERSTANDS THAT BUILDING WILL REMAIN FUNCTIONAL DURING THE PROGRESS OF THE WORK. COORDINATE WITH OWNER AND ARCHITECT TEMPORARY PARTITIONS REQUIRED TO SECURE CONSTRUCTION AREAS.
- CONTRACTOR SHALL NOTIFY OWNER AND ARCHITECT A MINIMUM OF 48 HOURS PRIOR TO SERVICES BEING INTERRUPTED DURING THE PROGRESS OF THE WORK.
- NO PONDING AT CONCRETE FLATWORK/PAVING PERMITTED.
- SEE SPECIFICATIONS FOR SOIL/FILL REQUIREMENTS.
- MAX. CHANGE IN ELEVATION = ALL THRESHOLDS TO BE 1/4" TO 1/2".
- RE: CIVIL FOR ADDITIONAL SITE DIMENSIONS, SIGNS, PAVEMENT MARKINGS, RAISING, ETC.
- OWNER IS RESPONSIBLE FOR TAP FEES.
- GC TO SLOPE ALL ON-SITE PEDESTRIAN ROUTES/SIDE WALKS UP TO 2% DRAINING SLOPE (MAX.) NO EXCEPTIONS. PROVIDE LEVEL SURFACE AT ALL DOORS W/ SLOPES NOT EXCEEDING 2% FOR A DISTANCE OF 3' MIN. IN ALL DIRECTIONS. ALL VEHICLE LOADING AREAS SHALL BE LEVEL W/ SURFACE SLOPES OF NOT MORE THAN 2% IN ALL DIRECTIONS. COORDINATE W/ CIVIL & NOTIFY ARCHITECT OF ANY DISCREPANCIES PRIOR TO FORMING/POURING CONCRETE. CONTRACTOR TO REMOVE & REPLACE ALL NON-CORRECT ROUTES AT NO ADDITIONAL EXPENSE TO THE OWNER.
- GC TO COORDINATE & ENSURE ALL REQUIRED UTILITIES ARE LOCATED & FUNCTIONING PRIOR TO CONSTRUCTION. GC SHALL BE SOLELY RESPONSIBLE FOR FILING ALL DOCUMENTS & NOTIFICATION FOR ALL AGENCIES NECESSARY FOR CONNECTION AND/OR INSTALLATION OF SAID SERVICES.
- CONTRACTOR TO PRELIMINARY LAY PROPOSED BUILDING ATION OUT ONCE LAD OUT REVIEW WITH ARCHITECT BEFORE PROCEEDING. COORDINATE ALL DIMENSIONS & REVIEW ANY DISCREPANCIES BEFORE STARTING ANY WORK. CONTRACTOR IS RESPONSIBLE FOR HIS OWN HORIZONTAL AND VERTICAL CONTROL. REFERENCE POINTS AND CONSTRUCTION STAKES ARE INCIDENTAL TO THE PROJECT.
- REPAIR ALL DAMAGE TO SITE & VEGETATION ONCE CONSTRUCTION IS COMPLETE - 800' ALL AREAS AFFECTED BY CONSTRUCTION.

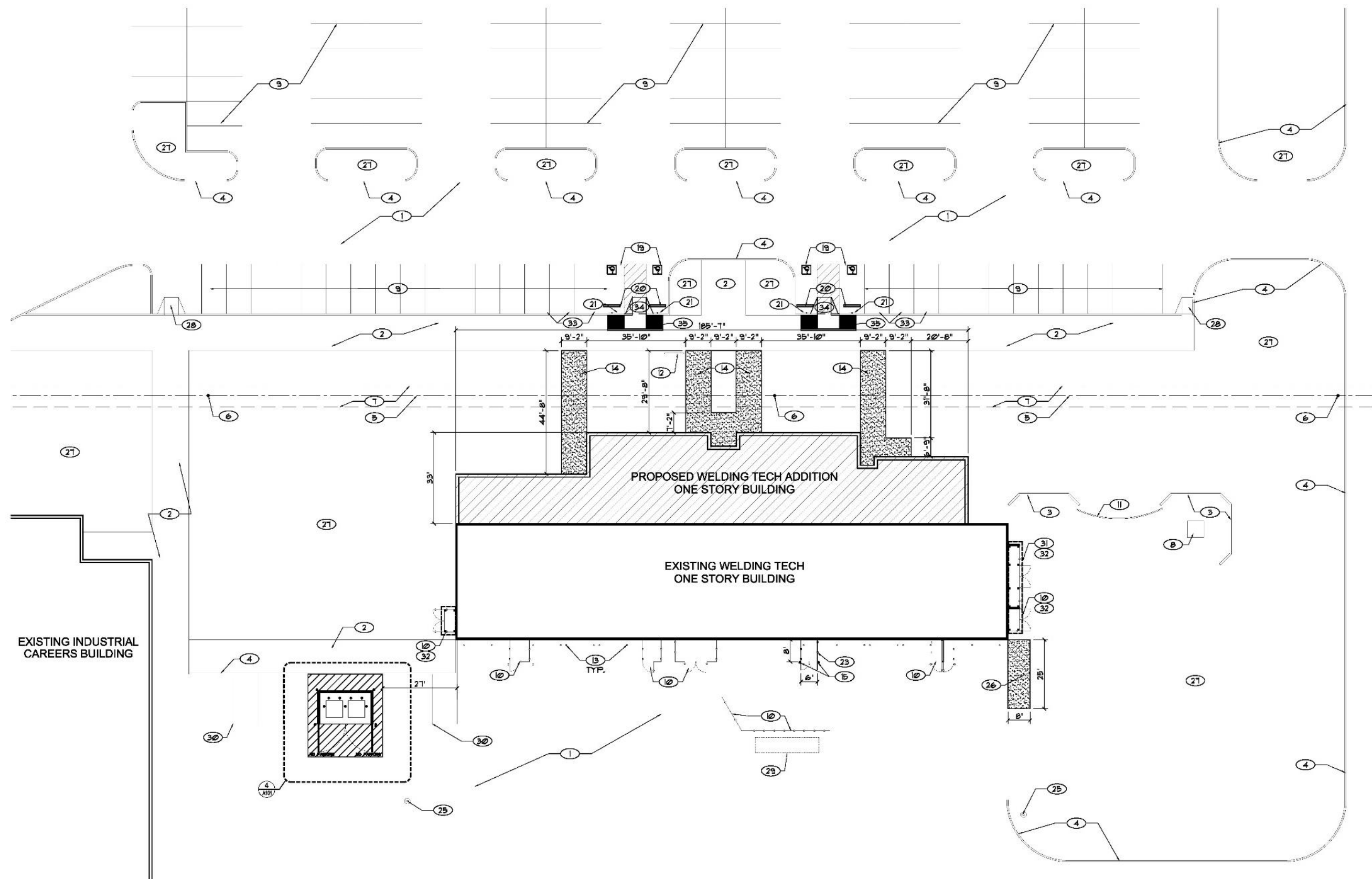
KEYED NOTES:

- EXISTING CONCRETE PAVING.
- EXISTING CONCRETE SIDEWALK.
- EXISTING CONCRETE TILT-UP SCREEN WALL - MAB, COAT ALL SURFACES, CLEAN GLASS.
- EXISTING CONCRETE CURBS.
- EXISTING OVERHEAD POWER LINES.
- EXISTING POWER POLES.
- EXISTING ELECTRICAL BASEMENT.
- EXISTING ELECTRICAL TRANSFORMER.
- EXISTING PAINTED PARKING STRIPES.
- EXISTING CHAIN LINK FENCE/GATE.
- EXISTING GLASS BLOCK SCREEN WALL - MAB, COAT ALL SURFACES, CLEAN GLASS.
- EXISTING SIGNAGE.
- EXISTING STEEL BOLLARD (PAINT ALL YELLOW).
- NEW CONCRETE SIDEWALK (RE: A402).
- NEW 6" x 6" PAINTED STEEL PIPE BOLLARD (RE: A402).
- NEW 6" HIGH X 18" WIDE PAINTED STEEL BUNG GATES & GATE HARDWARE (RE: A402).
- NEW 2' TALL "NO PARKING" PAVEMENT MESSAGE (COLOR YELLOW).
- NEW DIAGONAL 4" WIDE PAINTED STRIPES # 18' O.C. (COLOR YELLOW).
- NEW PAINTED INTERNATIONAL ACCESSIBLE PARKING SYMBOL (RE: 3/A401).
- NEW CONCRETE WHEEL STOP (RE: CIVIL).
- NEW ACCESSIBLE POLE MOUNTED SIGNAGE (RE: 3/A401).
- DUMPSTER / RECYCLE BIN (N.C.).
- NEW 6" HIGH GALVANIZED CHAIN LINK FENCE/GATES WITH PRIVACY SLATS TO MATCH EXISTING (RE: A402).
- NEW 6" HIGH CMU DUMPSTER SCREEN WALL.
- EXISTING LIGHT POLE.
- NEW CONCRETE FLATWORK (RE: CIVIL).
- EXISTING LAWN AREA (RE: LANDSCAPE PLAN).
- EXISTING ACCESSIBLE RAMPP.
- EXISTING DUMPSTER.
- NEW 4' PAVING STALL STRIPING.
- REMOVE/REPLACE CMU CHAIN LINK FENCE/GATES (RE: A402) WITH PRIVACY SLATS TO MATCH EXISTING.
- DEMOL EXISTING BLEED ROOF STRUCTURE & REPLACE WITH ALUMINUM CANOPY SYSTEM.
- PAINTED PARKING STALL DESIGNATION - VISITOR OR POLICE (VERIFY W/ OWNER).
- DEMOL EXISTING RAMP, REPAIR PAVEMENT, PREP FOR PAINTING.
- NEW CONCRETE ACCESSIBLE RAMPP.

1 **SITE PLAN**
SCALE: 1" = 20'

6 **NOT USED**

7 **NOTES**



GENERAL DEMOLITION NOTES:

1. CONTRACTOR SHALL PROTECT ALL EXISTING ITEMS DURING DEMOLITION THAT ARE NOT SCHEDULED FOR ALTERATION.
2. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FOR DEMOLITION AND PERFORM ALL WORK IN ACCORDANCE WITH APPLICABLE AUTHORITIES HAVING JURISDICTION.
3. CONTRACTOR SHALL CONDUCT DEMOLITION TO MINIMIZE INTERFERENCE TO ADJACENT BLDG. AREAS.
4. CONTRACTOR SHALL DEMOLISH IN AN ORDERLY AND CAREFUL MANNER. DO NOT REMOVE EXISTING SUPPORTING STRUCTURAL MEMBERS/STAIRS. CONTRACTOR SHALL BE RESPONSIBLE FOR SAFETY AND SUPPORT OF EXISTING STRUCTURE, AND IF ANY SUPPORTING MEMBER IS REMOVED/DAMAGED BY DEMOLITION CONTRACTOR ASSUMES LIABILITY FOR SUCH MOVEMENT, SETTLEMENT, DAMAGE, OR INJURY.
5. REMOVE DEMOLISHED MATERIALS, TOOLS, AND EQUIPMENT FROM BLDG. AS WORK PROGRESSES. UPON COMPLETION OF WORK LEAVE BLDG. IN A CLEAN AND ACCEPTABLE CONDITION TO THE SATISFACTION OF THE ARCHITECT AND OWNER.
6. ALL ITEMS REMOVED/RELOCATED DURING DEMOLITION SHALL REMAIN SOLE PROPERTY OF OWNER. CONTRACTOR SHALL DISPOSE/RELOCATE PER OWNER'S SPECIFICATION OR DIRECTIVE.
7. UTILITY SERVICES TO THE BUILDING SHALL NOT BE INTERRUPTED DURING BUSINESS HOURS UNLESS APPROVED BY OWNER WITHIN 48 HOURS PRIOR TO THE EVENT.
8. ALL FURNITURE, SHELVING, WELDING MATERIAL & EQUIPMENT IN AREAS OF DEMOLITION CONSTRUCTION SHALL BE REMOVED BY OWNER UNDO.
9. CONTRACTOR SHALL TEMPORARILY DISCONNECT, STUB-OFF, & CAP ALL EXISTING UTILITY SERVICES SCHEDULED FOR REMOVAL WITHIN AREAS OF DEMOLITION.
10. CONTRACTOR SHALL SUBMIT DEMOLITION & REMOVAL PROCEDURES AND PROVIDE A PROJECT SCHEDULE FOR ARCHITECT'S APPROVAL.
11. ALL CUTTING AND PATCHING REQUIRED AS A RESULT OF ANY WORK WITHIN THE SCOPE OF THIS PROJECT SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE PROJECT MANUAL AND ALL LOCAL CODES / STANDARDS.
12. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO THE START OF ANY DEMOLITION WORK. CONTRACTOR TO NOTIFY ARCHITECT OF ANY DISCREPANCIES BETWEEN DEMOLITION PLAN AND EXISTING CONDITIONS PRIOR TO ANY WORK BEING PROCEEDED WITH ANY WORK AFFECTED BY THE DISCREPANCIES. CONTRACTOR TO REMOVE ALL ITEMS IN THE WAY OF NEW CONSTRUCTION WHETHER SHOWN OR NOT. THE GREATER AMOUNT OF WORK SHALL GOVERN IN ALL INSTANCES.
13. CONTRACTOR SHALL REMOVE EXISTING FLOORING MATERIALS IN DEMOLITION AREAS THAT ARE TO RECEIVE NEW FLOORING AND REPAIR ALL SUBFLOORS TO ACCEPTABLE INSTALLATION LIMITS FOR NEW FINISH FLOORING.
14. REFER TO PLUMBING DRAWINGS FOR EXTENT OF SLAB DEMOLITION ASSOCIATED WITH LOCATIONS OF NEW PLUMBING FIXTURES AND SERVICE LINES.
15. CONTRACTOR TO NOTIFY ARCHITECT OF ANY DISCREPANCIES BETWEEN DEMOLITION PLAN AND REVISED FLOOR PLAN IMMEDIATELY, PRIOR TO PROCEEDING WITH ANY WORK AFFECTED BY THE DISCREPANCIES. CONTRACTOR TO REMOVE ALL ITEMS IN THE WAY OF NEW CONSTRUCTION WHETHER SHOWN OR NOT. THE GREATER AMOUNT OF WORK SHALL GOVERN IN ALL INSTANCES.
16. THE OWNER HAS THE RIGHT OF SALVAGE AND FIRST REFUSAL TO ALL FIXTURES, EQUIPMENT, AND BUILDING SYSTEMS & MATERIALS REMOVED AS PART OF THE DEMOLITION WORK. REFER TO MEET DRAWINGS FOR ADDITIONAL DEMOLITION SCOPE.
17. GENERAL CONTRACTOR SHALL PROTECT AND PRESERVE EXISTING MATERIALS TO REMAIN THAT ARE ADJACENT TO DEMOLITION AREAS. G.C. IS RESPONSIBLE FOR DAMAGE THAT OCCURS TO EXISTING AREAS TO REPAIR, PATCH AND REPAIR ADJACENT AREAS TO MATCH NEW WORK.
18. TERMINATION OF WORK AT AREAS ADJACENT TO NEW CONSTRUCTION SHALL BE CUT NEATLY AND ACCURATELY AS REQUIRED FOR THE INSTALLATION OF NEW WORK. REPAIR DAMAGE OF ANY WORK TO REMAIN AS REQUIRED FOR LIKE NEW APPEARANCE.
19. GENERAL CONTRACTOR SHALL REMOVE ALL EXISTING ITEMS NOT NOTED TO BE DEMOLISHED THAT WOULD PROHIBIT THE COMPLETION OF ANY WORK. STORE, PROTECT AND REINSTALL TO ORIGINAL LOCATIONS AND ORIGINAL CONDITION OR AS DIRECTED BY OWNER/ARCHITECT.
20. IT IS NOT THE INTENT OF THE DOCUMENTS TO INDICATE THE QUANTITY, TYPE OR VOLUME OR ANY AMOUNT OF DEMOLITION WORK. THE GENERAL CONTRACTOR AND ALL SUB-CONTRACTORS ARE RESPONSIBLE FOR DETERMINING THE EXACT QUANTITY OF WORK.
21. PROVIDE TEMPORARY FIRE EXTINGUISHERS IN ACCORDANCE WITH THE IBC AND/OR IFC AND IN AREAS REQUIRED BY THE FIRE MARSHAL DURING THE DEMOLITION & CONSTRUCTION PHASE OF THE PROJECT.
22. ALL EXISTING STRUCTURAL MEMBERS ARE TO REMAIN AND BE PROTECTED DURING THE DEMOLITION PROCESS.
23. THE DRAWINGS DO NOT INDICATE ALL AREAS, COMPONENTS, AND APPURTENANCES THAT REQUIRE DEMOLITION, CUTTING, OR PATCHING. THE G.C. IS RESPONSIBLE FOR THE IDENTIFICATION AND EXACT LOCATION OF ALL WORK ACTIVITY TO OCCUR FOR THE COMPLETION OF THE PROJECT.
24. THE G.C. AND ALL SUB CONTRACTORS ARE REQUIRED TO REVIEW ALL OF THE CONTRACT DOCUMENTS AND TO VISIT THE SITE TO DETERMINE THE EXACT SCOPE OF WORK PERTAINING TO THEIR TRADE. THE OWNER AND THE ARCHITECT WILL NOT BE RESPONSIBLE FOR ADDITIONAL CHANGES IN THE WORK IF THE ENTIRE SCOPE COULD HAVE BEEN DETERMINED BY A COMPLETE REVIEW OF ALL OF THE DOCUMENTS AND/OR A SITE VISIT. THE OWNER AND THE ARCHITECT WILL NOT BE RESPONSIBLE IF THE G.C. OR SUB-CONTRACTORS REVIEWED PARTIAL OR INCOMPLETE DOCUMENTS AND DID NOT INSPECT EXISTING CONDITIONS PRIOR TO THE BID DATE.
25. G.C. SHALL VERIFY THE EXISTING CONDITION AND FUNCTION OF EXISTING SYSTEMS THAT ARE TO REMAIN WITH THE OWNER AND THE ARCHITECT. IDENTIFY SYSTEMS FOR PROPER OPERATION PRIOR TO THE COMMENCEMENT OF THE WORK. NOTIFY THE OWNER AND THE ARCHITECT WILL ASSURE THAT SYSTEMS ARE PROPERLY FUNCTIONING IF NOTIFICATION IS NOT RECEIVED. THE G.C. WILL BE RESPONSIBLE FOR THE PROPER FUNCTION OF THE EXISTING SYSTEMS TO REMAIN AT THE COMPLETION OF THE WORK.
26. THE G.C. SHALL VERIFY ALL AREAS OF DEMOLITION THAT ARE REQUIRED FOR THE COMPLETE INSTALLATION OF A NEW FIRE SPRINKLER SYSTEM AND CORRELATE WITH THE LATEST EDITION OF NFPA. ALL DEMOLISHED AREAS SHALL BE PATCHED, REPAIRED, AND FINISHED TO MATCH ADJACENT SURFACES.
27. THE REMOVAL OF EXISTING SYSTEMS OR THE INSTALLATION OF NEW SYSTEMS THAT PENETRATE NEW OR EXISTING WALLS, ANY EXISTING OR NEW HOLES CREATED BY CONSTRUCTION ACTIVITIES SHALL BE SEALED.
28. REMOVE ALL TILE MUD BEDS AT RENOVATED AREAS.
29. CONTRACTOR SHALL REMOVE EXISTING CEILING AND LIGHT FIXTURES IN DEMOLITION AREAS THAT ARE TO RECEIVE NEW CEILING / LIGHT FIXTURES. REPAIR ALL SUBSTRATE TO ACCEPTABLE INSTALLATION LIMITS FOR NEW FINISHED CEILING. REMOVE / STORE / REINSTALL WALL CEILING MOUNTED TECHNOLOGY DEVICES / GRILLES / REGISTERS / ETC. PER MEET DRAWINGS. ALL TECHNOLOGY AND FIRE ALARM DEVICES SHALL BE REMOVED BY A SUB-CONTRACTOR LICENSED TO REPAIR THE WORK.
30. REMOVE ALL ABANDONED OR NO LONGER USED WIRING, CABLES, DATA, CONDUITS, PIPING, ETC. FROM AREA ABOVE CEILING (SEE MEET DRAWINGS).
31. REMOVE PAINT FROM BOTTOM OF ALL ROOF DECKS. CLEAN & PREP. FOR NEW PAINT OR SPRAYED ON ACoustICAL INSULATION.
32. CLEAN & PREP. ALL EXPOSED STRUCTURAL BEAMS & STEEL FRAMING TO RECEIVE NEW PAINT.

2 KEYED NOTES

(D) REMOVE EXISTING CHU WALL.

(E) REMOVE EXISTING WINDOW SYSTEM AND HORIZ. LOUVER BLINDS.

(F) REMOVE EXISTING HOLLOW METAL DOOR & DOOR FRAME.

(G) REMOVE EXISTING HOLLOW METAL STOREFRONT.

(H) REMOVE EXISTING COILING OVERHEAD DOOR COMPONENTS.

(I) REMOVE EXISTING BOLLARD.

(J) REMOVE EXISTING LOCKERS.

(K) REMOVE EXISTING PLUMBING FIXTURE.

(L) REMOVE EXISTING CHAIN LINK FENCE & GATE.

(M) REMOVE EXISTING TOILET PARTITIONS GRAB BARS & TOILET ACCESSORIES.

(N) OWNER SHALL REMOVE EXISTING FREE STANDING METAL CABINETS, SHELVING, FURNITURE, CASES, TNS & ELECTRONIC EQUIPMENT, TOOLS & WELDING MATERIAL.

(O) REMOVE EXISTING WALL MOUNTED MARKER BOARDS.

(P) REMOVE EXISTING FLOOR FINISH & WALL BASE.

(Q) EXISTING WELDING BOOTHS TO REMAIN. REMOVE / REPLACE ARTICULATING ARMS.

(R) EXISTING ELECTRICAL PANELS TO REMAIN (RE. ELEC).

(S) EXISTING CHAIN LINK FENCE & GATE TO REMAIN.

(T) SAUCUT & REMOVE PORTION OF CONCRETE TILT-UP WALL FROM SILL TO FINISHED FLOOR (RE. STRUCTURAL).

(U) REMOVE ALL ABANDONED COMPRESSED AIR & WATER PIPING AND ELECTRICAL CONDUITS (RE. REPAIR LIGHTING).

(V) REMOVE ALL INTERIOR SIGNAGE, TYPICAL.

(W) CLEAN ALL WALLS, FLOORS, STEEL STRUCTURAL MEMBERS & BOTTOM OF ROOF DECK, AND PREPARE SURFACES TO RECEIVE NEW FINISHES AS SCHEDULED.

(X) REMOVE EXISTING CONCRETE TILT-UP WALL PANELS, FINISH GLASS BLOCK, CONCRETE SLAB, PLASTER SCOFFIT & ROOF IN ITS ENTIRETY (RE. STRUCTURAL).

(Y) REMOVE EXISTING CEILING SYSTEM LIGHT FIXTURES, TECHNOLOGY DEVICES, FIRE ALARM DEVICES, HVAC GRILLES, REGISTERS, ETC. (RE. MEET).

(Z) EXISTING WATER CLOSETS, URINALS & LAVATORIES TO BE REUSED.

(AA) EXISTING BOLLARDS TO REMAIN. REPAIR.

(AB) EXISTING FIRE EXTINGUISHER CABINET TO REMAIN.

(AC) EXISTING FIRE EXTINGUISHER TO REMAIN.

(AD) REMOVE EXISTING PAPER TOILET DISPENSER.

(AE) EXISTING LADDER TO REMAIN. REPAIR.

(AF) EXISTING DEFIBRILLATOR TO REMAIN.

(AG) SAUCUT AND REMOVE CONCRETE LANDING FROM PAVING TO ENTRANCE DOORS.

(AH) REMOVE EXISTING PLASTIC CURTAINS & ROD.

(AI) EXISTING DOWNSPOUTS TO REMAIN.

3 GENERAL NOTES

(BB) REMOVE / REPLACE CHAIN-LINK FENCE, GATES, PRIVACY SLATE.

(CC) EXISTING PLASTER CEILINGS TO REMAIN. PAINT.

(CD) DEMO PLASTER CEILING / FRAMING.

(CE) DEMO ALL TRIP HAZARDOUS.

(CF) REMOVE WALK-OFF MATS.

(CG) RETAIN STEEL COLUMN AT RACK. REPAINT PLATE TO FLOOR. REPAIR.

(CH) DEMOLISH CONCRETE BEAMS IN CENTER OF FLOOR. REPAIR LEVEL AND PREP FOR SCHEDULED MATERIAL.

1 DEMOLITION PLAN

SCALE: 1/8" = 1'-0"

LEGEND:
===== ITEMS TO BE DEMOLISHED

WELDING TECH. RENOVATIONS & ADDITION

COLLEGE OF THE MAINLAND

1500 Amphlett Road
Texas City, Texas 77591

JOINER

ARCHITECTS

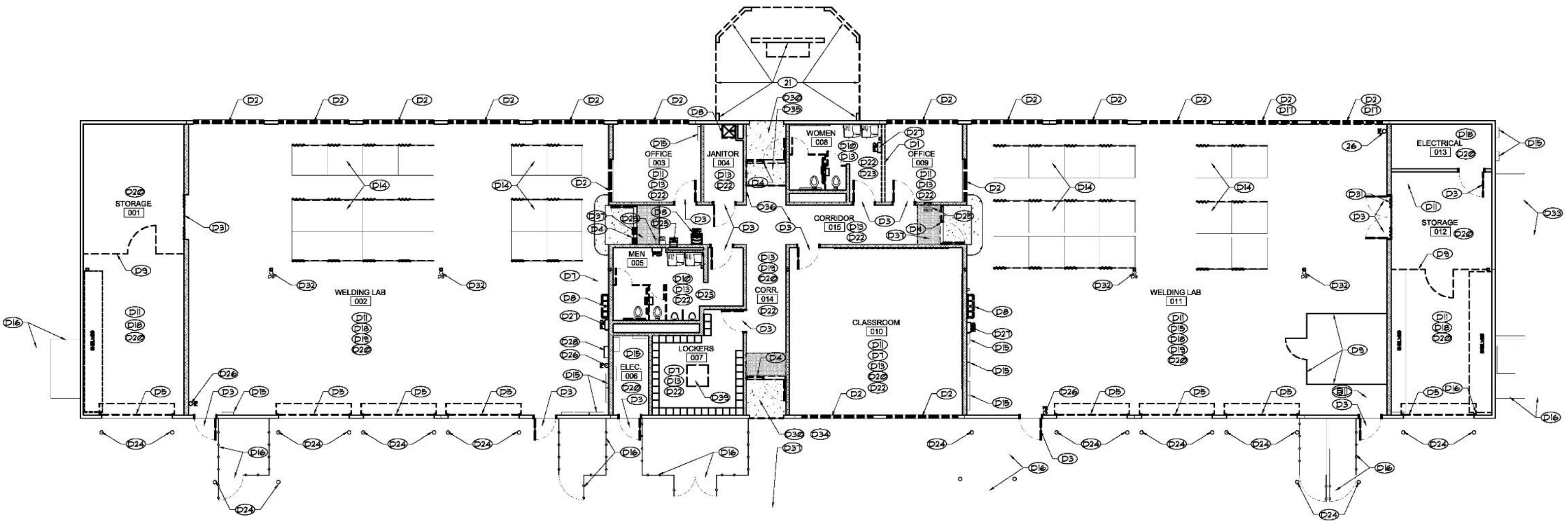
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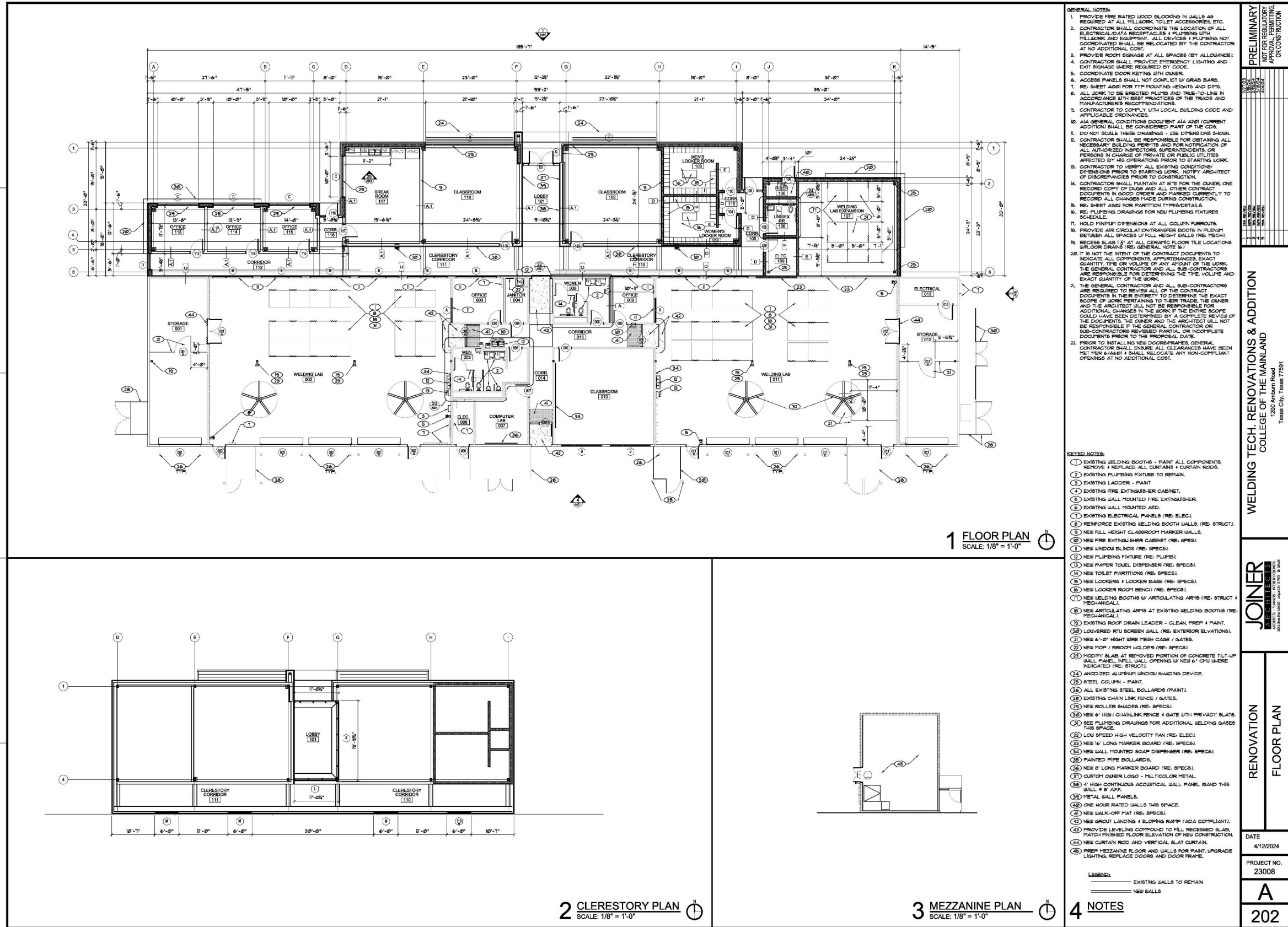
PROJECT NO: 23008

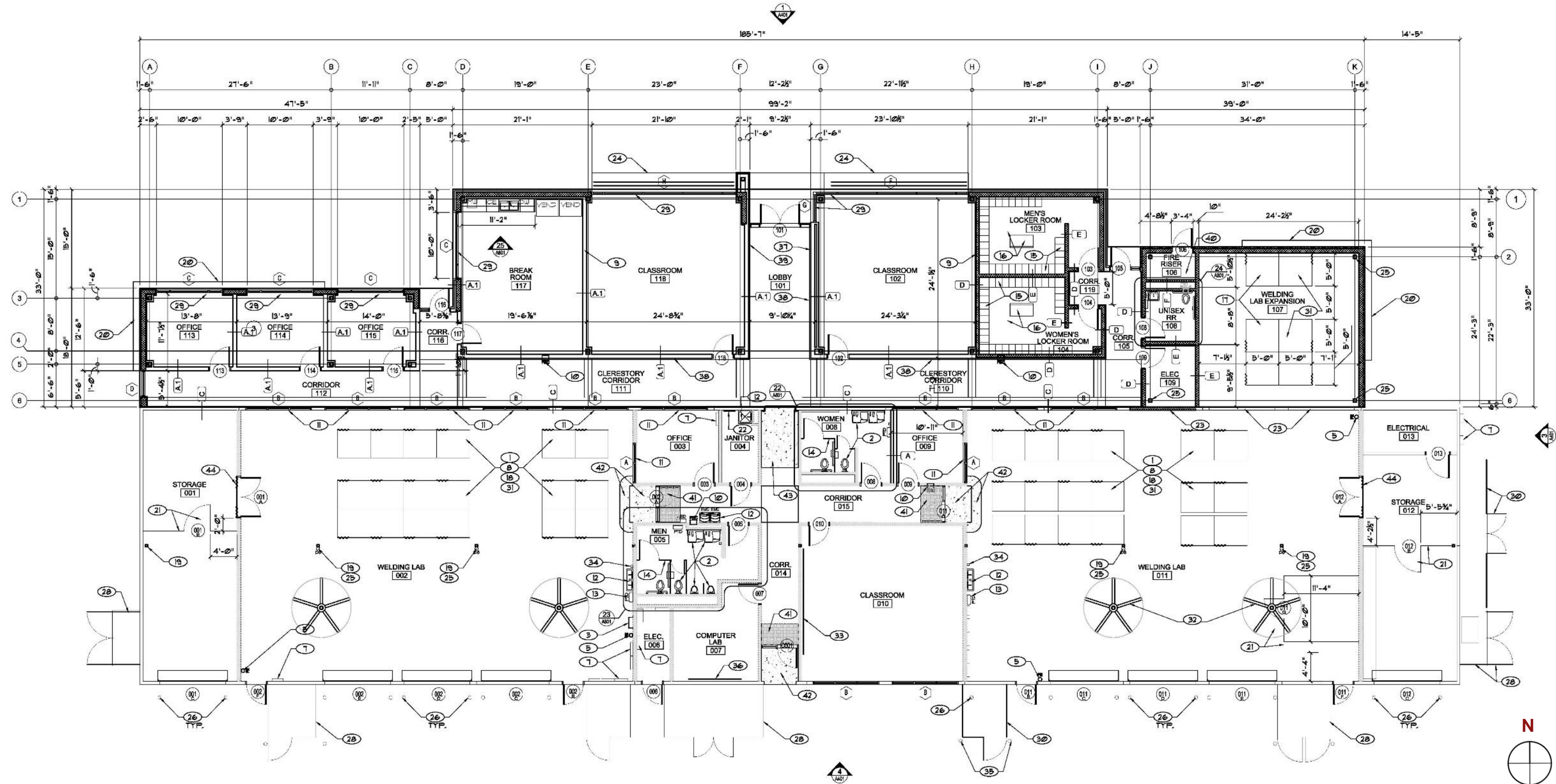
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DEMOLITION FLOOR PLAN

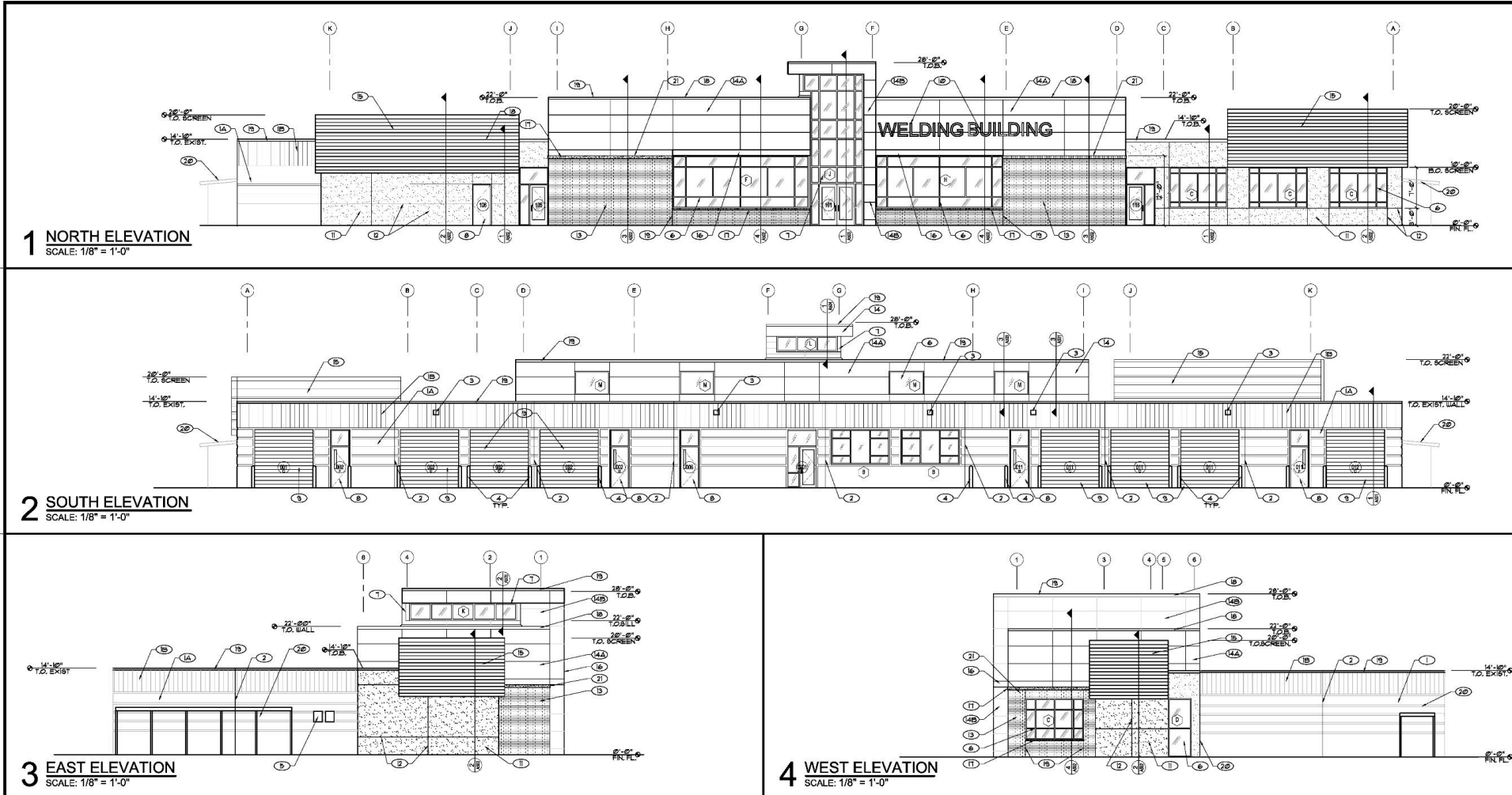






WELDING/INDUSTRIAL EDUCATION/PHYSICAL ED/DOYLE ADMIN RENOVATIONS & ADDITIONS

95% CONSTRUCTION DOCUMENT PRESENTATION // 4.8.24



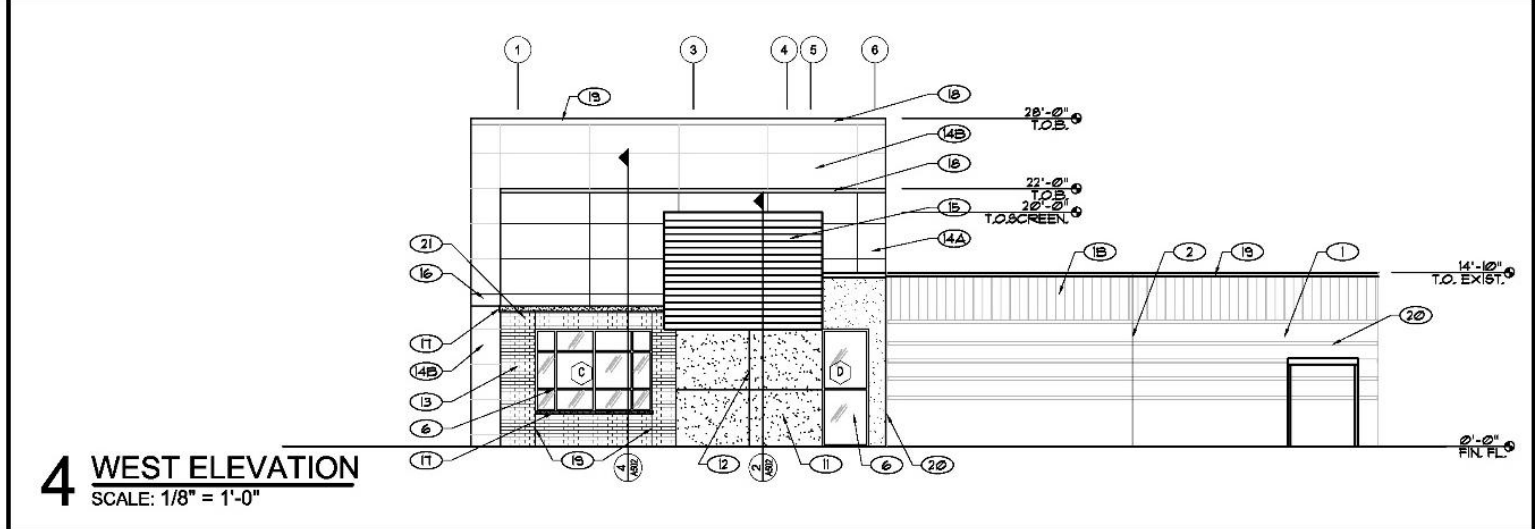
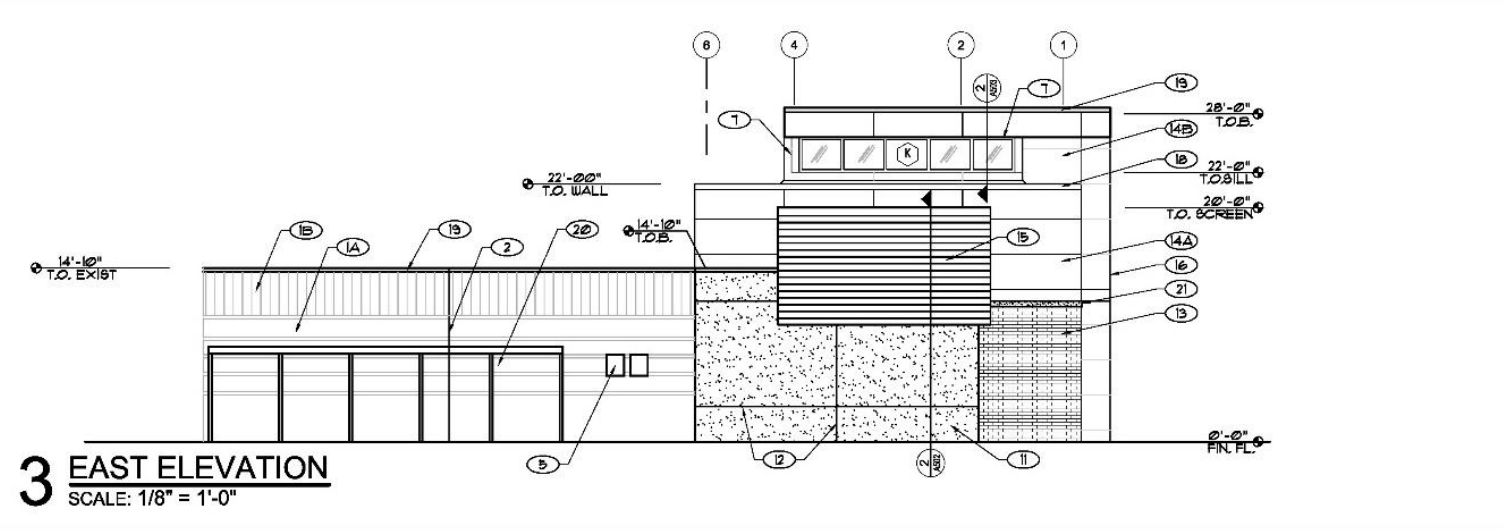
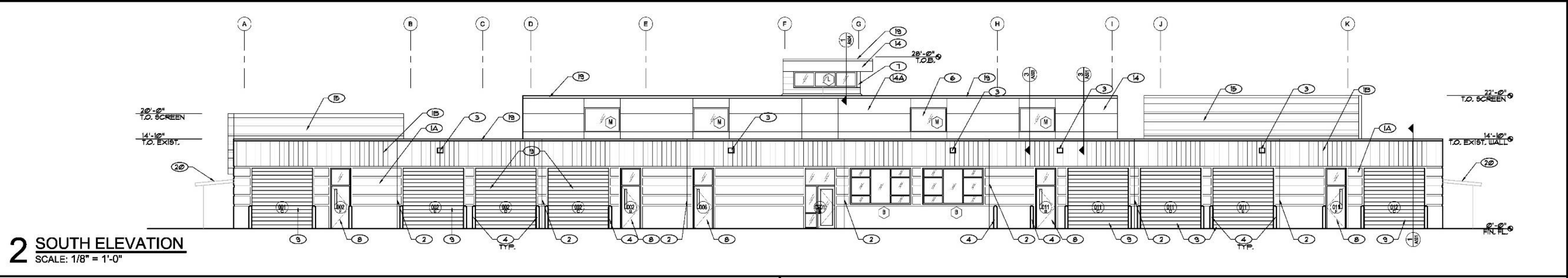
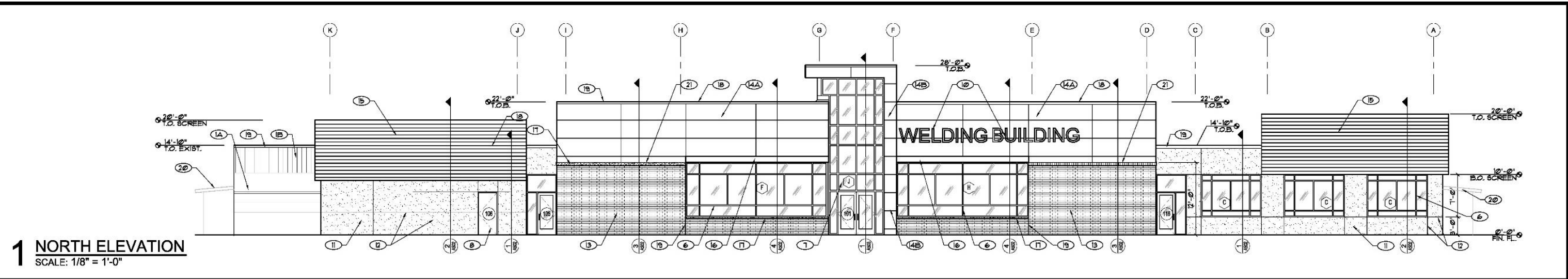
GENERAL NOTES:

- GENERAL CONTRACTOR TO COORDINATE LOCATIONS OF LOUVERS, VENTS, LIGHT FIXTURES, SECURITY CAMERAS & OTHER WALL PENETRATIONS W/ MEPT & ARCH PRIOR TO INSTALLATION.
- ALL NEW EXTERIOR DOORS/FRAMES AND GLASS TO BE DESIGNED FOR 94 MPH WIND ZONE.
- PROVIDE MULTIPLE ROOF EDGE FASCIA COLORS TO MATCH FINISHING WALL FINISH.
- ALL STEEL SCOLLARDS ARE TO BE PAINTED.
- POWER WASH ALL EXISTING CONCRETE TILT-UP WALL PANELS PRIOR TO APPLICATION OF NEW COATING.
- COAT ALL EXISTING CONCRETE TILT-UP WALL PANELS. COLORS AS SCHEDULED BY ARCHITECT.
- REMOVE BEALANT AT ALL EXISTING TILT-UP CONCRETE WALL PANEL JOINTS CLEAN & PREP ALL JOINTS & INSTALL NEW JOINT BEALANT & BACKER ROD.
- REPAIR ALL CRACKS / SPALLING CONCRETE WITH ABANDONED UTILITY PENETRATIONS IN ALL EXISTING TILT-UP CONCRETE PANELS PRIOR TO PAINTING.
- FIELD VERIFY ALL OPENING SIZES IN EXISTING TILT-UP CONCRETE PANELS PRIOR TO FABRICATION & INSTALLATION OF NEW DOORS AND WINDOWS.
- SOME FINISHES NOT SHOWN FOR CLARITY.
- BUILDING ADDITION VERTICAL SURFACES TO CONSIST OF BRICK VENEER TWO COLORS OF INSULATED METAL METAL WALL PANELS, PLASTER AND LOUVERED RTU SCREEN WALLS. ALL COLORS MATCH SURROUNDING BUILDINGS.
- NEW WATERPROOF CONCRETE MASONRY COATINGS WITH COLORS MATCHING SURROUNDING BUILDINGS ON ALL EXISTING VERTICAL CONCRETE SURFACES.
- NEW EXTERIOR ELECTRICAL DEVICES & LED LIGHTING.

KEYED NOTES:

- EXISTING CONCRETE TILT-UP WALL (APPLY NEW COATING):
A. COLOR 1: GRAY
B. COLOR 2: BEIGE
- REMOVE & REPLACE ALL EXISTING CONCRETE TILT-UP WALL PANEL JOINTS WITH NEW BEALANT & BACKER ROD.
- REPLACE EXISTING ROOF SCUPPER W/ ROOFING REVISIONS
- PAINT SCOLLARD (PAINT).
- EXISTING ELECTRICAL PANELS & CONDUIT (PAINT).
- DARK BRONZE ANOD. ALUM. STOREFRONT / WINDOW SYSTEM.
- DARK BRONZE ALUM. CURTAIN WALL SYSTEM.
- HOLLOW METAL DOOR & FRAME (PAINT AS SCHED.).
- INSULATED COILING OVERHEAD DOOR (AS SCHED.).
- WHITE FACED LIT-CHANNEL LETTERING PER COM STANDARDS. VERIFY EXACT WORDING WITH OWNER.
- CEMENT PLASTER FINISH (GRAY).
- CEMENT PLASTER HORIZ. & VERT. REVEAL JOINT.
- KING SIZE BRICK VENEER.
- PREFINISHED INSULATED METAL WALL PANEL SYSTEM (2 COLORS):
A. COLOR 1: GRAY
B. COLOR 2: BEIGE
- PREFINISHED ALUM. LOUVER SCREEN WALL ON STEEL FRAMING (GRAY).
- DARK BRONZE ANOD. ALUM. WINDOW CANOPY.
- CAST STONE TRIM.
- NEW SECURITY CAMERA (RE: TECH).
- PRE-FINISHED METAL FASCIA (MULTIPLE COLORS).
- MASONRY CONTROL JOINT.
- EXPANSION JOINT.
- NEW PREFINISHED ALUMINUM CANOPY.
- CAST STONE.

PRELIMINARY NOT FOR REGULATORY APPROVAL PERMITTING OR CONSTRUCTION
WELDING TECH. RENOVATIONS & ADDITION COLLEGE OF THE MAINLAND 1500 Amphlett Road Torrance City, Texas 77591
JOINER ARCHITECTURE 10000 W. 10th Street, Suite 100 Denver, CO 80202
EXTERIOR ELEVATIONS
DATE 4/12/2024
PROJECT NO. 23008
A 401



WELDING BUILDING

Construction Phasing Plan

LEGEND:



PHASE I (JULY 2024 – MARCH 2025)

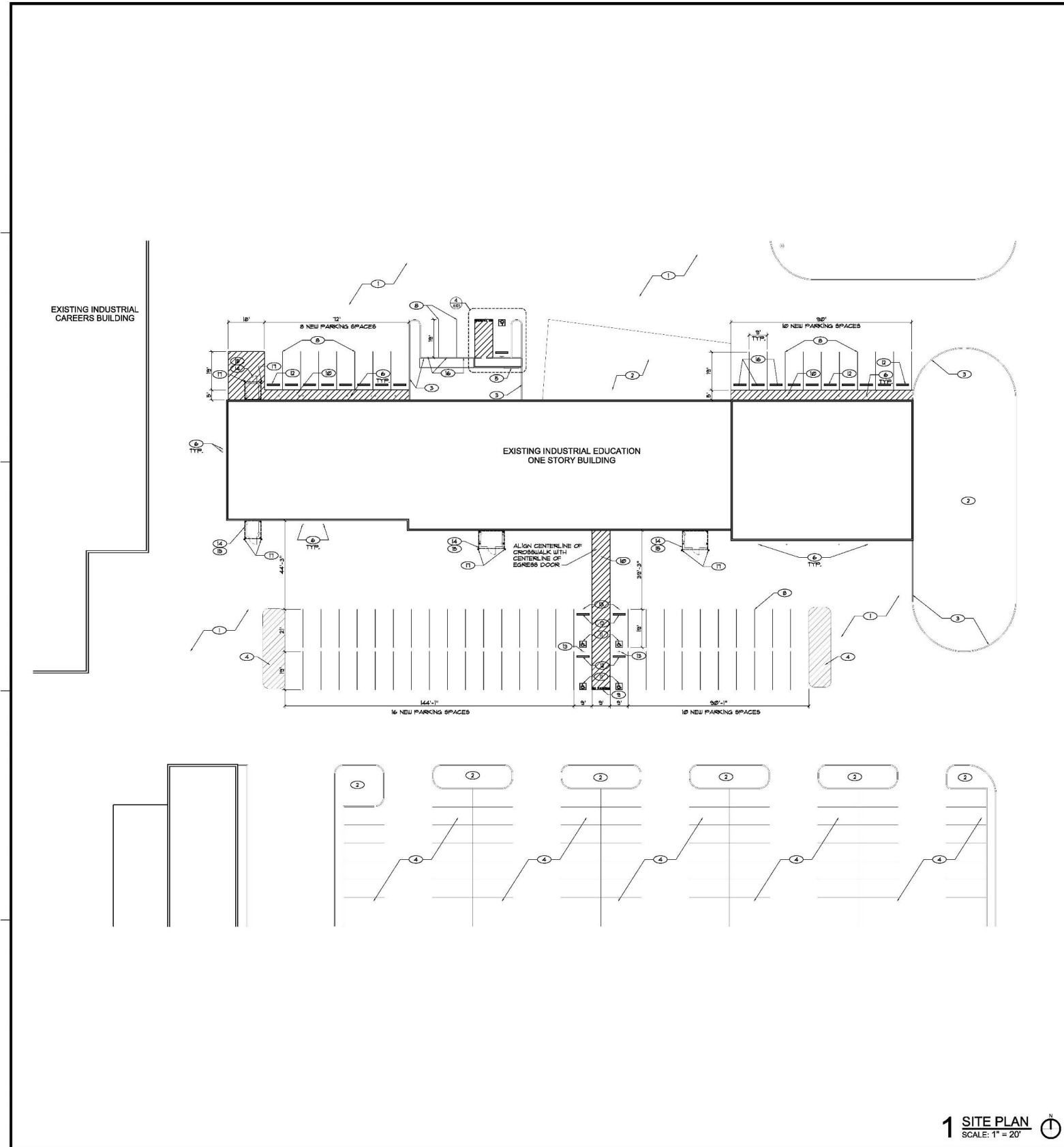


PHASE II (JULY 2024 – DECEMBER 2024)

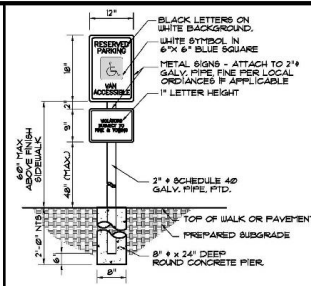


PHASE IV (MAY 2025 – JULY 2025)

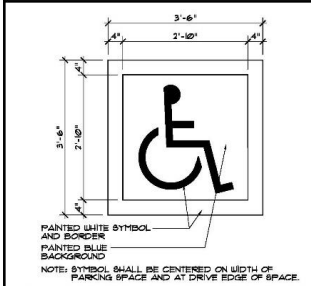




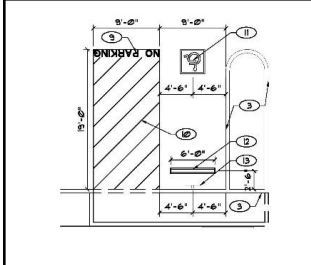
1 SITE PLAN
SCALE: 1" = 20'



2 ACCESSIBLE PARKING SIGN
SCALE: 3/4" = 1'-0"



3 PAINTED PARKING SYMBOL
SCALE: 3/4" = 1'-0"



4 PLAN DETAIL
SCALE: 1/8" = 1'-0"

5 NOT USED

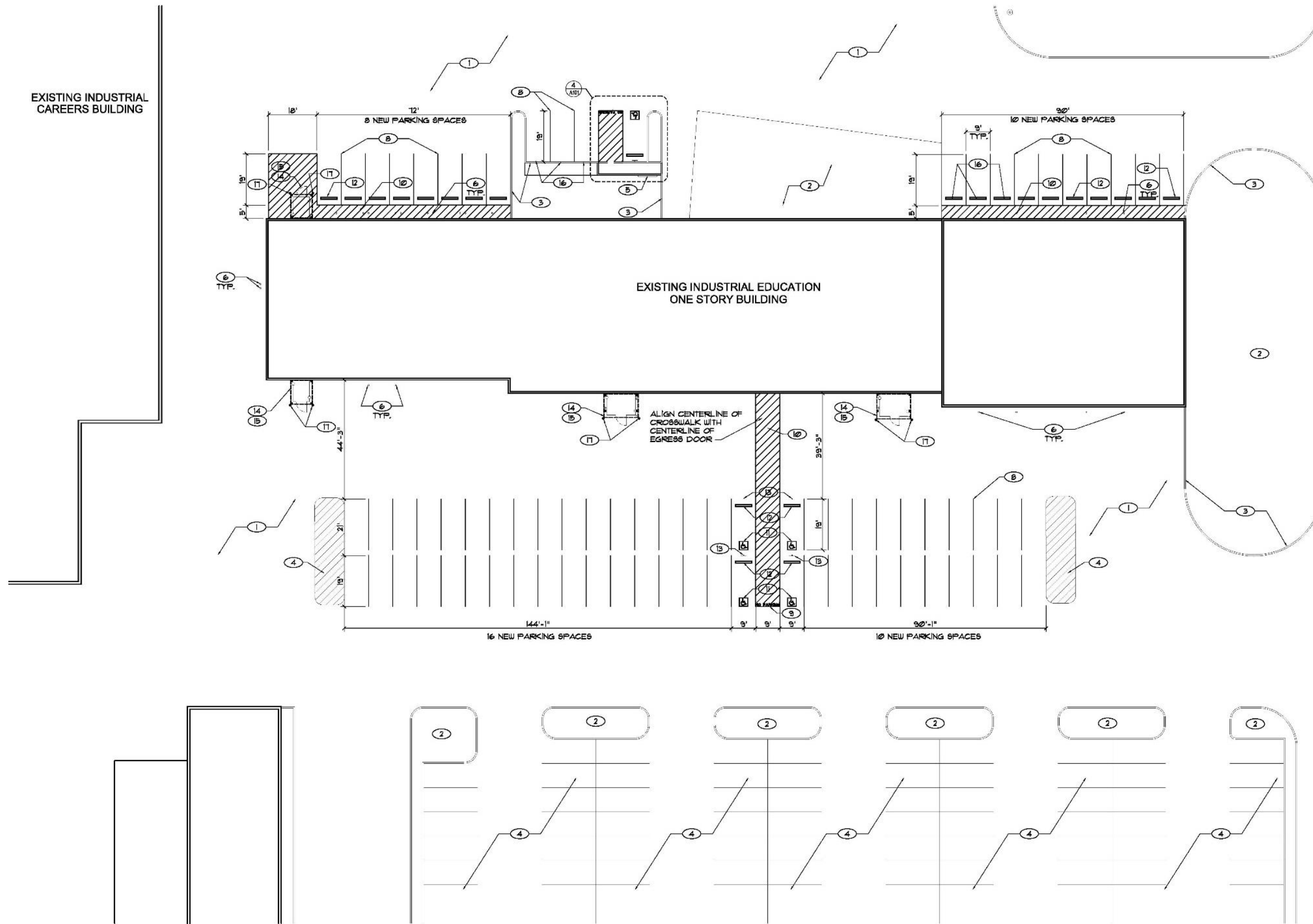
- GENERAL SITE NOTES:**
- ALL EXISTING ITEMS IN THE WAY OF NEW CONSTRUCTION ARE TO BE REMOVED/RELOCATED AS REQUIRED BY THE ARCHITECT UNLESS SHOWN OTHERWISE.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING PERMITS AND FOR NOTIFICATION OF ALL AUTHORIZED INSPECTORS, SUPERINTENDENTS, OR PERSONS IN CHARGE OF PRIVATE OR PUBLIC UTILITIES AFFECTED BY HIS OPERATIONS PRIOR TO STARTING WORK.
 - GENERAL CONTRACTOR SHALL CALL 1-800-344-8371 OR 1-800-649-8544 TO LOCATE ALL UNDERGROUND PRIMARY SERVICE LINES PRIOR TO ANY UNDERGROUND WORK. GC SHALL ALSO HIRE AN INDEPENDENT UTILITY LOCATING COMPANY TO LOCATE ALL OTHER ON-SITE UTILITIES PRIOR TO ANY UNDERGROUND WORK.
 - CONTRACTOR TO FIELD VERIFY ALL BOUNDARY AND TOPOGRAPHIC INFORMATION PRIOR TO BEGINNING WORK. USE LINE LOCATOR SERVICE BEFORE BEGINNING TRENCHING OR DIGGING WHEN UG UTILITIES ARE SUSPECTED. CONTRACTOR SHALL NOTIFY ALL UTILITIES DAMAGED DUE TO FAILURE TO LOCATE AT NO ADDITIONAL COST.
 - CONTRACTOR TO PROTECT ALL EXISTING SIDEWALKS AND SHALL BE RESPONSIBLE FOR REPAIRING ANY DAMAGED AREAS CAUSED BY NEW CONSTRUCTION. EXISTING CURBS, SIDEWALKS, AND DRIVEWAYS IN PUBLIC STREET RIGHTS-OF-WAY OR EASEMENTS DAMAGED OR REMOVED DURING CONSTRUCTION SHALL BE REPLACED TO LOCAL STANDARDS. ALL OTHER CURBS, SIDEWALKS AND DRIVEWAYS NOT SHOWN TO BE REMOVED, WHICH ARE DAMAGED BY CONSTRUCTION SHALL BE REPLACED IN ACCORDANCE WITH THE DETAILS CONTAINED IN THESE PLANS.
 - CONTRACTOR TO CONDUCT DEMOLITION TO MINIMIZE INTERFERENCE TO BUILDING EQUIPMENT OR OPERATIONS. BEGINNING OF CONSTRUCTION SHALL BE COORDINATED WITH ARCHITECT / OWNER PRIOR TO COMMENCING.
 - CONTRACTOR SHALL NOTIFY ARCHITECT OF EXISTING ITEMS NOT SHOWN ON SITE PLAN IN AREAS OF WORK THAT MAY CONFLICT WITH NEW WORK.
 - REMOVE DEMOLISHED MATERIALS, TOOLS, AND EQUIPMENT FROM SITE AS WORK PROGRESSES. UPON COMPLETION OF WORK, LEAVE SITE IN A CONDITION ACCEPTABLE TO THE ARCHITECT.
 - CONTRACTOR SHALL REMOVE AND PROPERLY DISPOSE OF DEMOLISHED MATERIAL ON A REGULAR BASIS. NO MATERIALS ARE TO BE BURNED OR BURIED ON SITE.
 - ALL ITEMS REMOVED/RELOCATED DURING DEMOLITION SHALL REMAIN SOLE PROPERTY OF OWNER. CONTRACTOR SHALL DISPOSE OF / RELOCATE PER OWNER'S SPECIFICATION.
 - CONTRACTOR SHALL PROTECT ALL EXISTING ITEMS DURING DEMOLITION THAT ARE NOT SCHEDULED FOR ALTERATION.
 - CONTRACTOR TO COORDINATE DEMOLITION OF EXISTING UTILITIES, PAVING, LANDSCAPING, ETC. WITH OWNER AND ARCHITECT.
 - CONTRACTOR UNDERSTANDS THAT BUILDING WILL REMAIN FUNCTIONAL DURING THE PROGRESS OF THE WORK. COORDINATE WITH OWNER AND ARCHITECT TEMPORARY PARTITIONS REQUIRED TO SECURE CONSTRUCTION AREAS.
 - CONTRACTOR SHALL NOTIFY OWNER AND ARCHITECT A MINIMUM OF 48 HOURS PRIOR TO SERVICES BEING INTERRUPTED DURING THE PROGRESS OF THE WORK.
 - NO PONDING AT CONCRETE FLOOR/PAVING PERMITTED.
 - SEE SPECIFICATIONS FOR SOIL/FILL REQUIREMENTS.
 - MAX CHANGE IN ELEVATION * ALL THRESHOLDS TO BE 1/4" TO 1/2".
 - REF. CIVIL FOR SITE DIMENSIONS, SIGNS, PAVEMENT MARKINGS, RAMP, ETC.
 - OWNER IS RESPONSIBLE FOR TAP FEES.
 - GO TO SLOPE TO ALL ON-SITE PEDESTRIAN ROUTES/SIDE WALKS W/ 2% CROSS SLOPE & 5% RUNNING SLOPE (MAX) - NO EXCEPTIONS. PROVIDE LEVEL SURFACE AT ALL DOORS W/ SLOPES NOT EXCEEDED FOR A DISTANCE OF 8' FROM IN ALL DIRECTIONS. ALL VEHICLE LOADING AREAS SHALL BE LEVEL W/ SURFACE SLOPES OF NOT MORE THAN 2% IN ALL DIRECTIONS. COORDINATE W/ CIVIL & NOTIFY ARCHITECT OF ANY DISCREPANCIES PRIOR TO FORMING/POURING CONCRETE. CONTRACTOR TO REMOVE & REPLACE ALL NONCONFORMANT ROUTES AT NO ADDITIONAL EXPENSE TO THE OWNER.
 - GO TO COORDINATE & ENSURE ALL REQUIRED UTILITIES ARE PROVIDED & FUNCTIONING PRIOR TO CONNECTION. GC SHALL BE SOLELY RESPONSIBLE FOR FILING ALL DOCUMENTS & NOTIFICATION FOR ALL AGENCIES NECESSARY FOR CONNECTION AND/OR INSTALLATION OF SAID SERVICES.
 - REPAIR ALL DAMAGE TO SITE & VEGETATION ONCE CONSTRUCTION IS COMPLETE & SOO ALL AREAS AFFECTED BY CONSTRUCTION.
- KEYED NOTES:**
- EXISTING CONCRETE PAVING.
 - EXISTING LAWN AREA (RE-LANDSCAPE PLAN).
 - EXISTING CONCRETE CURB.
 - EXISTING PAINTED PARKING STRIPES.
 - EXISTING SIGNAGE.
 - EXISTING STEEL BOLLARDS (PAINT ALL YELLOW).
 - NEW CUT AND REMOVE CONCRETE PAVING & CURB AS NECESSARY TO PROVIDE A UTILITY TRENCH TO EXTEND THE EXISTING FIRE LINE TO NEW FIRE RISER ROOM. WHEN INSTALLATION OF NEW FIRE LINE IS COMPLETE INFL. TRENCH AND PROVIDE CONCRETE PAVING PATCH (REF. CIVIL).
 - NEW 4" WIDE, 18" LONG PAINTED PAVEMENT STRIPES (COLOR YELLOW).
 - NEW 12" TALL "NO PARKING" PAVEMENT MESSAGE (COLOR YELLOW).
 - NEW DIAGONAL 4" WIDE PAINTED STRIPES # 18" O.C. (COLOR YELLOW).
 - NEW PAINTED INTERNATIONAL ACCESSIBLE PARKING SYMBOL (REF. 2/A&B).
 - NEW CONCRETE WHEEL STOP (REF. CIVIL).
 - NEW ACCESSIBLE POLE MOUNTED PARKING SIGNAGE (REF. 2/A&B).
 - EXISTING CHAIN LINK FENCE/GATE.
 - DEM. EXISTING SHED ROOF STRUCTURE & REPLACE W/ PREPARED ALUMINUM CANOPY SYSTEM.
 - PAINTED PARKING STALL DESIGNATION VISITOR OR POLICE (VERIFY W/ OWNER).
 - NEW PAINTED PIPE BOLLARD * CANOPY COLUMNS.

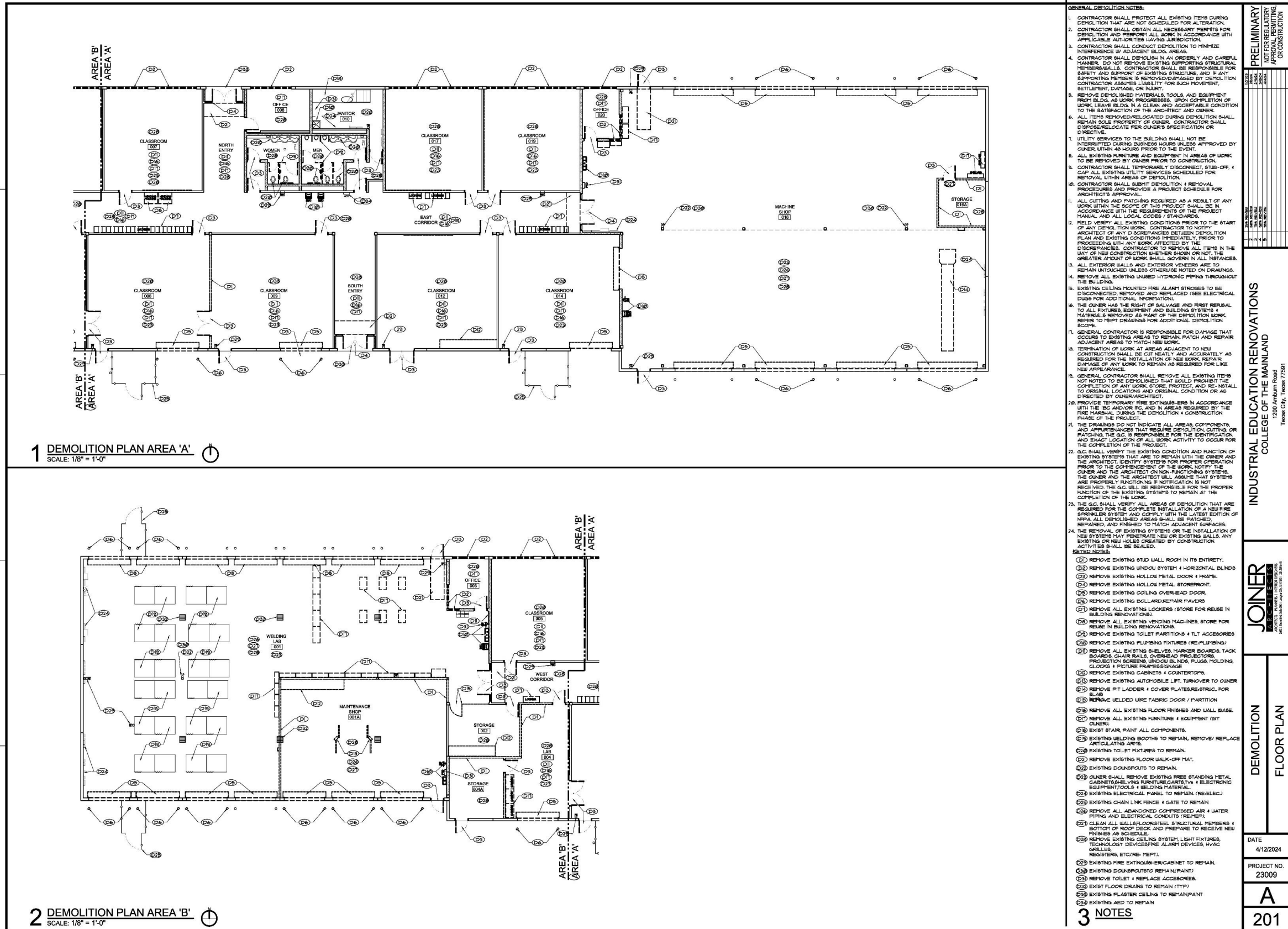
6 NOTES

PRELIMINARY NOT FOR REGULATORY APPROVAL PERMITTING OR CONSTRUCTION
INDUSTRIAL EDUCATION RENOVATIONS COLLEGE OF THE MAINLAND 1200 Annapolis Road Tomball, Texas 77591
JOINER ARCHITECTS 10000 Katy Road, Suite 1000 Houston, Texas 77054
SITE PLAN
DATE 4/12/2024
PROJECT NO. 23009
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101

INDUSTRIAL EDUCATION BUILDING

Site Plan

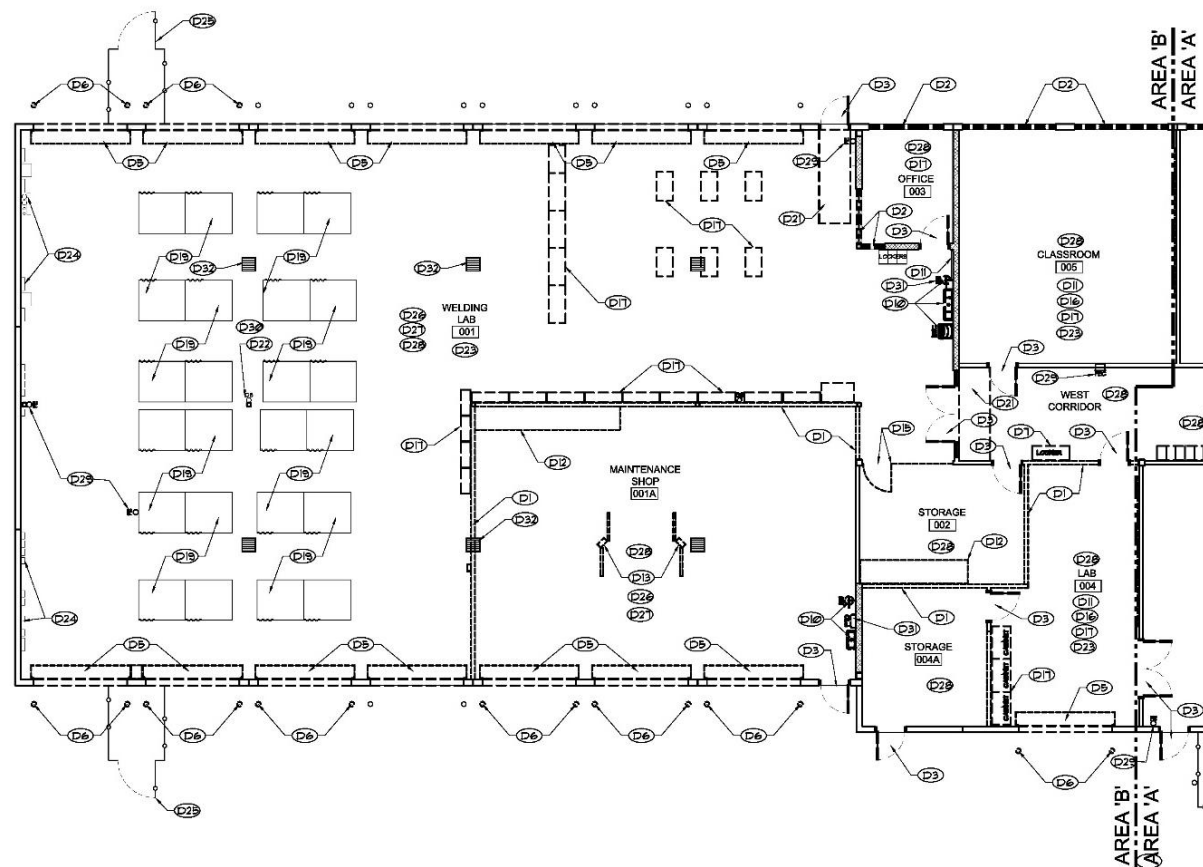
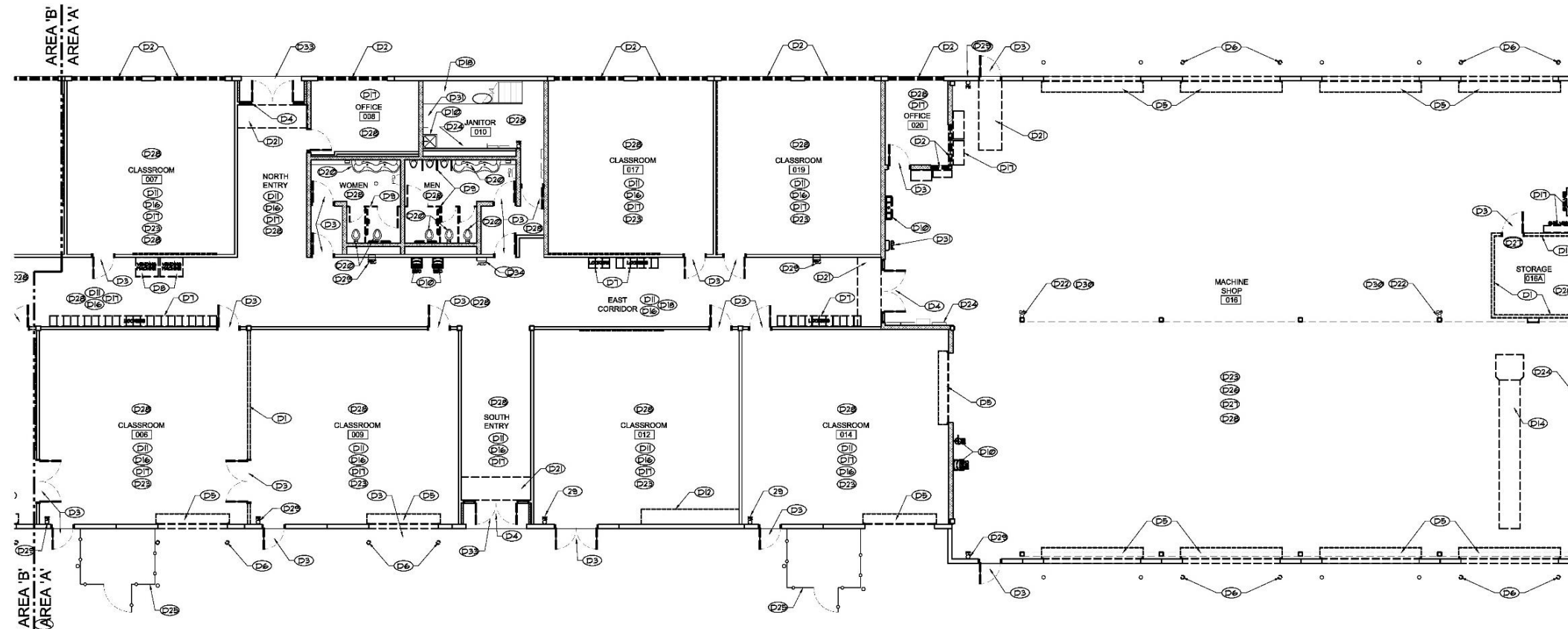


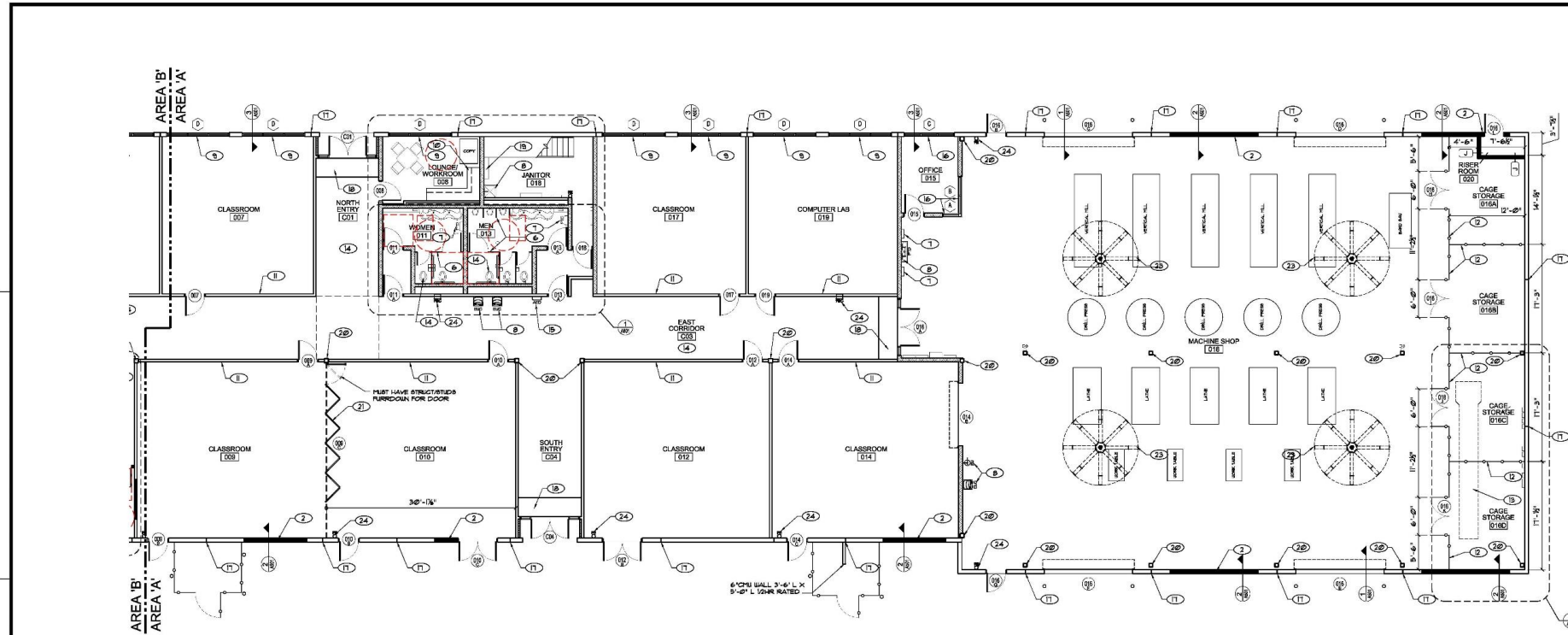


DATE	4/12/2024
PROJECT NO.	23009
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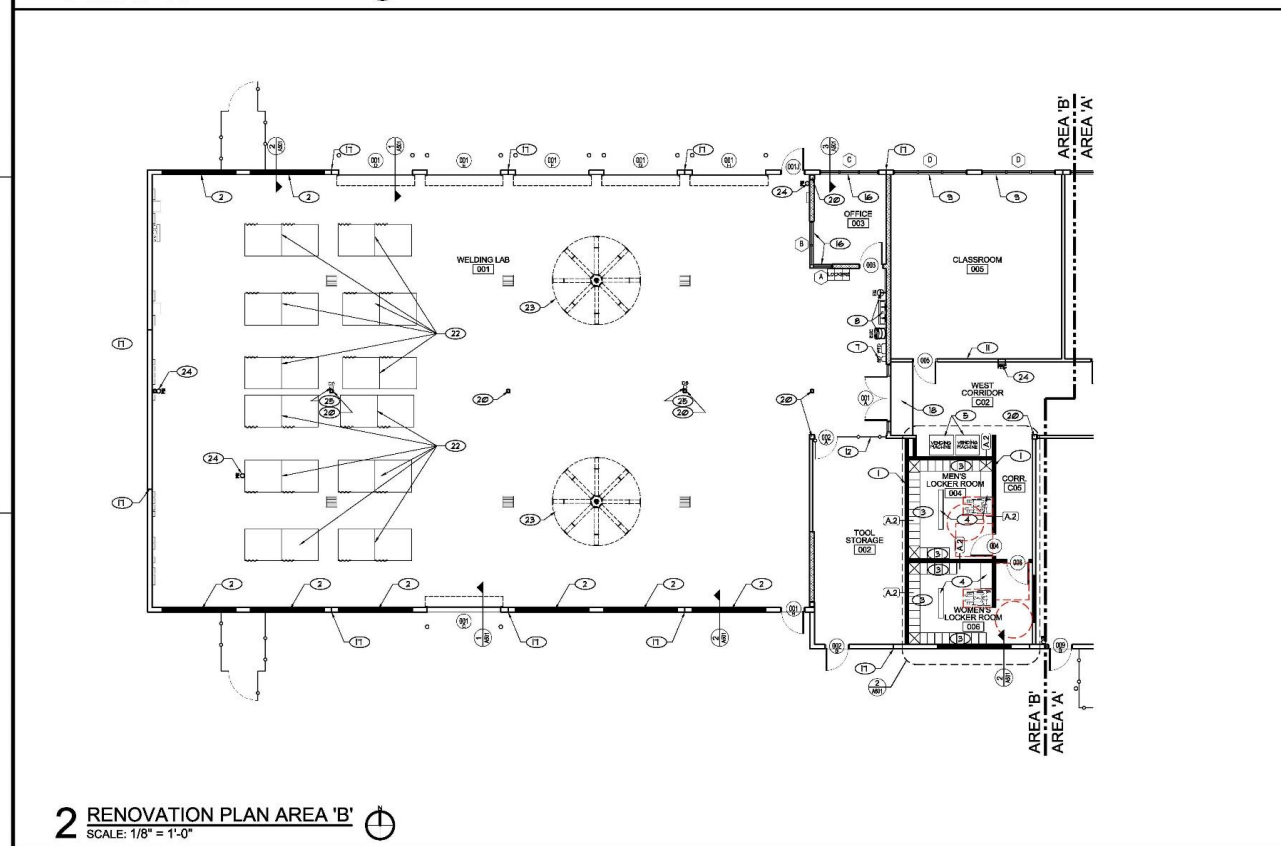
INDUSTRIAL EDUCATION BUILDING

Demolition Floor Plan

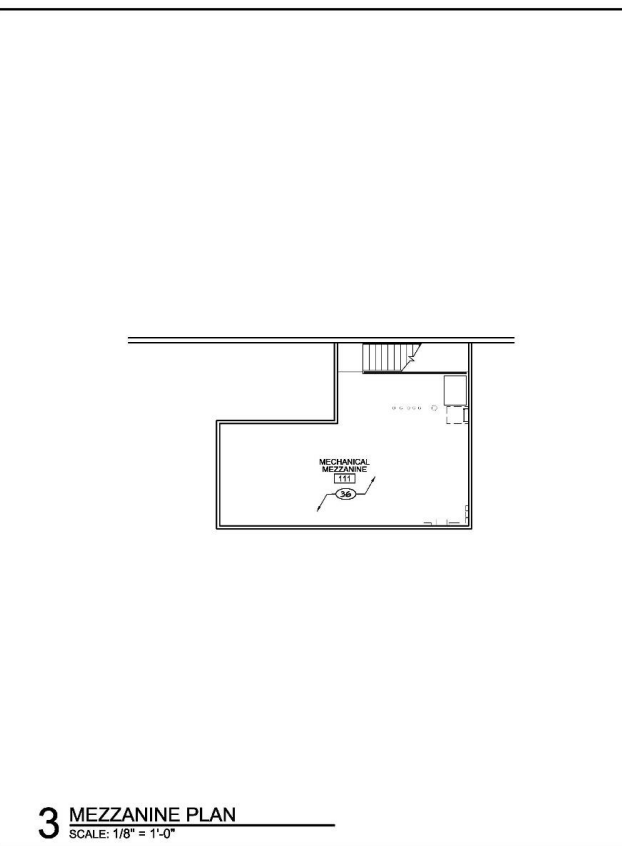




1 RENOVATION PLAN AREA 'A'
SCALE: 1/8" = 1'-0"



2 RENOVATION PLAN AREA 'B'
SCALE: 1/8" = 1'-0"



3 MEZZANINE PLAN
SCALE: 1/8" = 1'-0"

- GENERAL NOTES:**
1. PROVIDE FIRE RATED WOOD BLOCKING IN WALLS AS REQUIRED AT ALL MILLWORK, TOILET ACCESSORIES, ETC.
 2. CONTRACTOR SHALL COORDINATE THE LOCATION OF ALL ELECTRICAL, DATA RECEPTACLES & PLUMBING WITH MILLWORK AND EQUIPMENT. ALL DEVICES & PLUMBING NOT COORDINATED SHALL BE RELOCATED BY THE CONTRACTOR AT NO ADDITIONAL COST.
 3. PROVIDE ROOF SIGNAGE AT ALL SPACES (BY ALLOWANCE).
 4. CONTRACTOR SHALL PROVIDE EFFICIENCY LIGHTING AND EXIT SIGNAGE WHERE REQUIRED BY CODE.
 5. COORDINATE DOOR KEYING WITH OWNER.
 6. ACCESS PANELS SHALL NOT CONFLICT W/ GRAB BARS.
 7. RE: SHEET A801 FOR TYP MOUNTING HEIGHTS AND DIMS.
 8. ALL WORK TO BE EXECUTED IN ACCORDANCE WITH THE TRADE AND MANUFACTURER'S RECOMMENDATIONS.
 9. CONTRACTOR TO COMPLY WITH LOCAL BUILDING CODE AND APPLICABLE ORDINANCES.
 10. AIA GENERAL CONDITIONS DOCUMENT A191 (CURRENT EDITION) SHALL BE CONSIDERED PART OF THE CDB.
 11. DO NOT SCALE THESE DRAWINGS - USE DIMENSIONS SHOWN.
 12. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING PERMITS AND FOR NOTIFICATION OF ALL AUTHORIZED INSPECTORS, SUPERINTENDENTS, OR PERSONS IN CHARGE OF PRIVATE OR PUBLIC UTILITIES AFFECTED BY HIS OPERATIONS PRIOR TO STARTING WORK.
 13. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS. DIMENSIONS PRIOR TO STARTING WORK. NOTIFY ARCHITECT OF DISCREPANCIES PRIOR TO CONSTRUCTION.
 14. CONTRACTOR SHALL MAINTAIN AT SITE FOR THE OWNER ONE RECORDED COPY OF DWGS AND ALL OTHER CONTRACT DOCUMENTS IN GOOD ORDER AND MARKED CURRENTLY TO RECORD ALL CHANGES MADE DURING CONSTRUCTION.
 15. RE: SHEET A802 FOR PARTITION TYPES/DETAILS.
 16. RE: PLUMBING DRAWINGS FOR NEW PLUMBING FIXTURES SCHEDULE.
 17. HOLD MINIMUM DIMENSIONS AT ALL COLUMN HURDLES.
 18. PROVIDE AIR CIRCULATION/TRANSFER BOOTHS IN PLenum BETWEEN ALL SPACES W/ FULL HEIGHT WALLS (RE: MECH).
 19. RECESS SLAB 1/2" AT ALL CERAMIC FLOOR TILE LOCATIONS W/ FLOOR DRAWING (RE: GENERAL NOTE 8).
 20. IT IS NOT THE INTENT OF THE CONTRACT DOCUMENTS TO INDICATE ALL COMPONENTS, APPURTENANCES, EXACT QUANTITY, TIME OR VOLUME OF ANY AMOUNT OF THE WORK. THE GENERAL CONTRACTOR AND ALL SUB-CONTRACTORS ARE RESPONSIBLE FOR DETERMINING THE TIME, VOLUME AND EXACT QUANTITY OF THE WORK.
 21. THE GENERAL CONTRACTOR AND ALL SUB-CONTRACTORS ARE REQUIRED TO REVIEW ALL OF THE CONTRACT DOCUMENTS IN THEIR ENTIRETY TO DETERMINE THE EXACT SCOPE OF WORK PERTAINING TO THEIR TRADE. THE OWNER AND THE ARCHITECT WILL NOT BE RESPONSIBLE FOR ADDITIONAL CHANGES IN THE WORK IF THE ENTIRE SCOPE COULD HAVE BEEN DETERMINED BY A COMPLETE REVIEW OF THE DOCUMENTS. THE OWNER AND THE ARCHITECT WILL NOT BE RESPONSIBLE IF THE GENERAL CONTRACTOR OR SUB-CONTRACTORS REVIEWED PARTIAL OR INCOMPLETE DOCUMENTS PRIOR TO THE PROPOSAL DATE.
 22. PRIOR TO INSTALLING NEW DOORS/FRAMES, GENERAL CONTRACTOR SHALL ENSURE ALL CLEARANCES HAVE BEEN MET (RE: A802) & SHALL RELOCATE ANY NON-COMPLIANT OPENINGS AT NO ADDITIONAL COST.

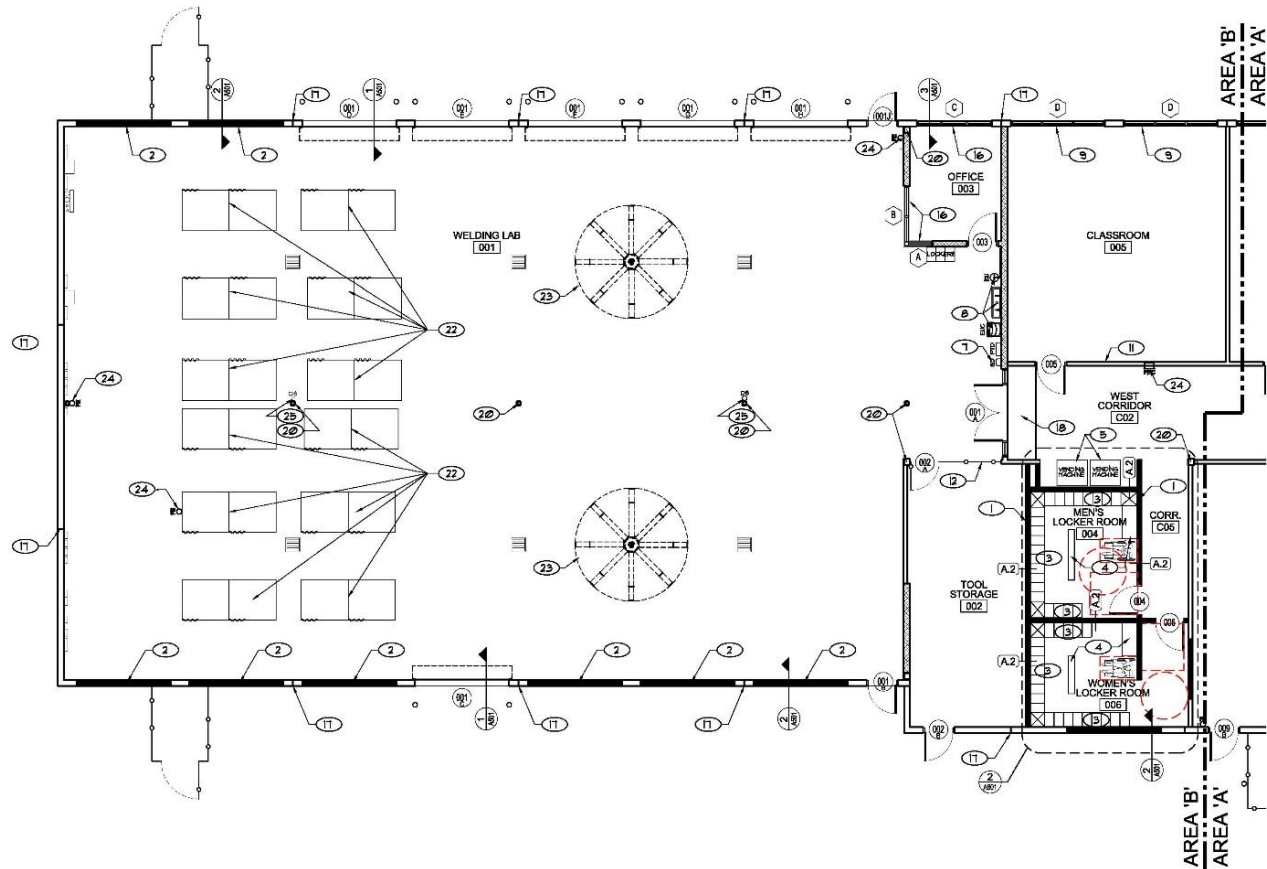
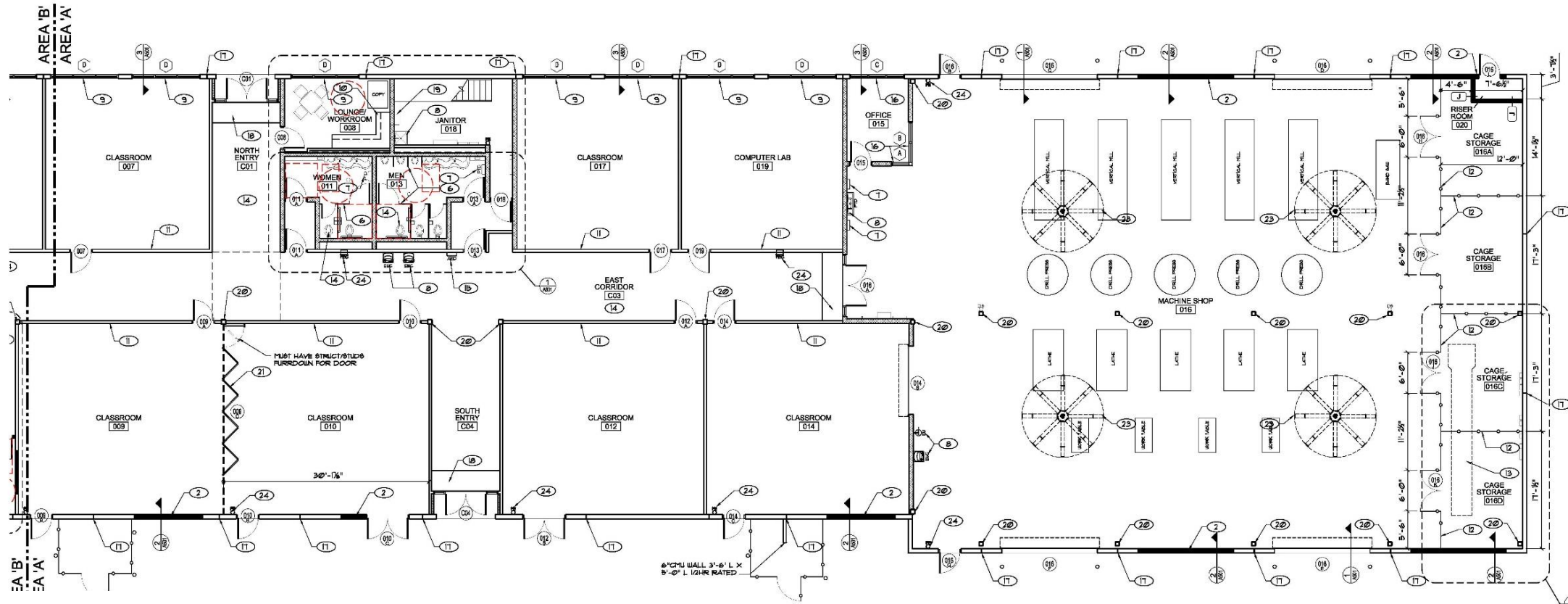
- KEYED NOTES:**
- 1) NEW PARTITION AS SCHEDULED.
 - 2) INFILL WALL OPENING (RE: 2/A801).
 - 3) RELOCATED LOCKERS (RE: A801).
 - 4) NEW ADA BENCH (RE: SPECS).
 - 5) RELOCATED VENDING MACHINES - BY OWNER.
 - 6) NEW TOILET PARTITIONS (RE: SPECS).
 - 7) NEW TOILET ACCESSORIES (RE: SPECS).
 - 8) NEW PLUMBING FIXTURES (RE: PLUMB).
 - 9) NEW WINDOW ROLLER SHADES (RE: SPECS).
 - 10) NEW CABINETS & COUNTERTOPS (RE: A801).
 - 11) NEW FULL HEIGHT VINYL MARKER WALL.
 - 12) NEW WIRE PARTITION & GATES - 6'-0" H.
 - 13) INFILL FLOOR PIT AND PIPE RAIL IMBEDS (RE-STRUCTURAL).
 - 14) EXISTING PLUMBING FIXTURE TO REMAIN.
 - 15) EXISTING AED TO REMAIN.
 - 16) NEW HORIZONTAL LOUVER WINDOW BLINDS.
 - 17) REMOVE & REPLACE CONCRETE TILT-UP WALL EXPANSION JOINT BACKER ROD & SEALANT.
 - 18) NEW WALK OFF MAT.
 - 19) SEE PLUMBING DWGS FOR ADDNL WELDING GASES & COMPRESSORS THIS SPACE.
 - 20) EXISTING STEEL COLUMN - PAINT (TYP).
 - 21) NEW FOLDING ACOUSTICAL PARTITION (RE: A801).
 - 22) NEW ARTICULATING ARM AT EXISTING BUILDING BOOTH. PAINT BOOTHS (ALL COMPONENTS); RE: MECH.
 - 23) LOW SPEED HIGH VOLUME FANS (RE: MECH).
 - 24) EXISTING REC TO REMAIN.
 - 25) EXISTING ROOF DOOR SPOUT - PAINT (TYP).
 - 26) FRESH MEZZANINE FLOOR AND WALLS FOR PAINT. UPGRADE LIGHTING, REPLACE DOORS AND DOOR FRAME.

4 NOTES

PRELIMINARY NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION	
INDUSTRIAL EDUCATION RENOVATIONS COLLEGE OF THE MAINLAND 1500 Anniversary Road Texas City, Texas 77591	JOINER ARCHITECTS 1500 ANNIVERSARY ROAD TEXAS CITY, TEXAS 77591
RENOVATION	FLOOR PLAN
DATE 4/12/2024	PROJECT NO. 23009
A	
202	

INDUSTRIAL EDUCATION BUILDING

Floor Plan



GENERAL NOTES:

- GENERAL CONTRACTOR TO COORDINATE LOCATIONS OF LOUVERS, VENTS, LIGHT FIXTURES, SECURITY CAMERAS & OTHER WALL PENETRATIONS w/ MEPT & ARCH PRIOR TO INSTALLATION.
- ALL NEW EXTERIOR DOORS/FRAMES AND GLASS TO BE DESIGNED FOR 34 MPH WIND ZONE.
- ALL EXISTING STEEL BOLLARDS ARE TO BE PAINTED.
- POWER WASH ALL CONCRETE TILT-UP WALL PANELS TO REMOVE DIRT, DUST, OIL, GREASE STAINS & MILDEW PRIOR TO APPLICATION OF NEW MASONRY COATINGS.
- PREP, PRIME & COAT ALL CONCRETE WALL PANELS, COLORS AS SCHEDULED.
- BUILDING ADDITION VERTICAL SURFACES TO CONSIST OF BRICK, VENEER, TWO COLORS OF INSULATED METAL WALL PANELS, PLASTER, AND LOUVERED RTU SCREEN WALLS. ALL COLORS TO MATCH SURROUNDING BUILDINGS.
- NEW INTERIOR CONCRETE MASONRY COATINGS WITH COLORS MATCHING SURROUNDING BUILDINGS ON ALL EXISTING VERTICAL CONCRETE SURFACES.
- NEW EXTERIOR DOORS, WINDOWS, AND INSULATED MOTORIZED OVERHEAD COILING DOORS.
- NEW EXTERIOR ELECTRICAL DEVICES & LED LIGHTING.

KEYED NOTES:

- EXISTING CONCRETE TILT-UP WALL (APPLY NEW COATINGS)
 - A: COLOR 1 - GRAY
 - B: COLOR 2 - BRICK
- EXISTING METAL CAP FLASHING.
- EXISTING ROOF SCUPPER.
- EXISTING BOLLARD (PAINT).
- EXISTING ELECTRICAL BOX & CONDUIT (PAINT).
- NEW SEALANT & BACKER ROD AT PANEL JOINT.
- NEW LIGHT FIXTURE (RE: ELEC).
- NEW SECURITY CAMERA (RE: TECH).
- NEW ANOD. ALUM. WINDOW SYSTEM (AS SCHED).
- NEW HOLLOW METAL DOOR & FRAME (PAINT AS SCHED).
- NEW HOLLOW METAL STOREFRONT (PAINT AS SCHED).
- NEW INSULATED COILING OVERHEAD DOOR (AS SCHED).
- NEW SIGNAGE (AS SCHED).
- NEW PLASTER STUD INFILL & REMOVED OVERHEAD DOOR. PROVIDE HORIZONTAL PLASTER REVEAL TO ALIGN WITH EXISTING CRY SITS.
- EXISTING VERTICAL-HORIZONTAL CONCRETE TILT-UP PANEL REVEALS.

1 NORTH ELEVATION - EAST END
SCALE: 3/16" = 1'-0"

2 NORTH ELEVATION - EAST END
SCALE: 3/16" = 1'-0"

3 EAST ELEVATION
SCALE: 3/16" = 1'-0"

4 WEST ELEVATION
SCALE: 3/16" = 1'-0"

5 NOTES

PRELIMINARY NOT FOR CONSTRUCTION APPROVAL PERMITTING OR CONSTRUCTION
INDUSTRIAL EDUCATION RENOVATIONS COLLEGE OF THE MAINLAND 1500 Amphlett Road Tomball, TX 77375
JOINER ARCHITECTS 1500 Amphlett Road Tomball, TX 77375
RENOVATIONS BUILDING ELEVATIONS
DATE 4/12/2024
PROJECT NO. 23009
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403

LEGEND:



PHASE II (JULY 2024 – DECEMBER 2024)



PHASE III (JANUARY 2025 – MAY 2025)



N





50% CD Budget SUMMARY

Weld Tech & Industrial Education Building

March 15, 2024

BASE BUDGET

CLIENT's REPORTED BUDGET	<u>\$13,000,000</u>
50% CD BUDGET	<u>\$11,865,690</u>
OVER/UNDER	<u>-\$1,134,310</u>

COST PER SF

PROJECT AMOUNT	<u>\$330.52</u>	
POGUE 50% CD ESTIMATED BUDGET TOTAL	<table border="1"><tr><td>\$330.52</td></tr></table>	\$330.52
\$330.52		

PHYSICAL EDUCATION BUILDING

Site Plan

ADD ALTERNATE NO. 1



1 PIPE BOLLARD
SCALE: 1/4" = 1'-0"

2 SIDEWALK TURNDOWN
SCALE: 1 1/2" = 1'-0"

3 SIDEWALK EXPANSION JOINT DTL
SCALE: 1 1/2" = 1'-0"

4 SIDEWALK COLD JOINT
SCALE: 1 1/2" = 1'-0"

5 CURB DTL.
SCALE: 1 1/2" = 1'-0"

6 CONCRETE DETAIL
SCALE: 1 1/2" = 1'-0"

7 SITE PLAN
SCALE: 1" = 20'

8 NOTES

GENERAL SITE NOTES:

- ALL EXISTING ITEMS IN THE WAY OF NEW CONSTRUCTION ARE TO BE REMOVED/RELOCATED AS REQUIRED BY THE ARCHITECT UNLESS SHOWN OR NOT.
- CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING PERMITS AND FOR NOTIFICATION OF ALL AUTHORIZED INSPECTORS, SUPERINTENDENTS, OR PERSONS IN CHARGE OF PRIVATE OR PUBLIC UTILITIES AFFECTED BY HIS OPERATIONS PRIOR TO STARTING WORK.
- GENERAL CONTRACTOR SHALL CALL 1-800-344-8371 OR 1-800-649-8484 TO LOCATE ALL UNDERGROUND UTILITY SERVICE LINES PRIOR TO ANY UNDERGROUND WORK. GC SHALL ALSO HIRE AN INDEPENDENT UTILITY LOCATING COMPANY TO LOCATE ALL OTHER ON-SITE UTILITIES PRIOR TO ANY UNDERGROUND WORK.
- CONTRACTOR TO FIELD VERIFY ALL BOUNDARY AND TOPOGRAPHIC INFORMATION PRIOR TO BEGINNING WORK. USE LINE LOCATOR SERVICE BEFORE BEGINNING TRENCHING OR DIGGING WHEN UG UTILITIES ARE SUSPECTED. CONTRACTOR SHALL REPAIR ALL UTILITIES DAMAGED DUE TO FAILURE TO LOCATE AT NO ADDITIONAL COST.
- CONTRACTOR TO PROTECT ALL EXISTING SIDEWALKS AND SHALL BE RESPONSIBLE FOR REPAIRING ANY DAMAGED AREAS CAUSED BY NEW CONSTRUCTION. EXISTING CURBS, SIDEWALKS, AND DRIVEWAYS IN PUBLIC STREET RIGHTS-OF-WAY OR EASEMENTS DAMAGED OR REMOVED DURING CONSTRUCTION SHALL BE REPLACED TO LOCAL STANDARDS. ALL OTHER CURBS, SIDEWALKS AND DRIVEWAYS NOT SHOWN TO BE REMOVED, WHICH ARE DAMAGED BY CONSTRUCTION SHALL BE REPLACED IN ACCORDANCE WITH THE DETAILS CONTAINED IN THESE PLANS.
- CONTRACTOR TO CONDUCT DEMOLITION TO MINIMIZE INTERFERENCE TO BUILDING EQUIPMENT OR OPERATIONS. BEGINNING OF CONSTRUCTION SHALL BE COORDINATED WITH ARCHITECT / OWNER PRIOR TO COMMENCEMENT.
- CONTRACTOR SHALL NOTIFY ARCHITECT OF EXISTING ITEMS NOT SHOWN ON SITE PLAN IN AREAS OF WORK THAT MAY CONFLICT WITH NEW WORK.
- REMOVE DEMOLISHED MATERIALS, TOOLS, AND EQUIPMENT FROM SITE AS WORK PROGRESSES. UPON COMPLETION OF WORK, LEAVE SITE IN A CONDITION ACCEPTABLE TO THE ARCHITECT.
- CONTRACTOR SHALL REMOVE AND PROPERLY DISPOSE OF DEMOLISHED MATERIAL ON A REGULAR BASIS. NO MATERIALS ARE TO BE BURNED OR BURIED ON SITE.
- ALL ITEMS REMOVED/RELOCATED DURING DEMOLITION SHALL REMAIN SOLE PROPERTY OF OWNER. CONTRACTOR SHALL DISPOSE OF / RELOCATE PER OWNER'S SPECIFICATION.
- CONTRACTOR SHALL PROTECT ALL EXISTING ITEMS DURING DEMOLITION THAT ARE NOT SCHEDULED FOR ALTERATION.
- CONTRACTOR TO COORDINATE DEMOLITION OF EXISTING FACILITIES, PAVING, LANDSCAPING, ETC. WITH OWNER AND ARCHITECT.
- CONTRACTOR UNDERSTANDS THAT BUILDING WILL REMAIN FUNCTIONAL DURING THE PROGRESS OF THE WORK. COORDINATE WITH OWNER AND ARCHITECT TEMPORARY PARTITIONS REQUIRED TO SECURE CONSTRUCTION AREAS.
- CONTRACTOR SHALL NOTIFY OWNER AND ARCHITECT A MINIMUM OF 48 HOURS PRIOR TO SERVICES BEING INTERRUPTED DURING THE PROGRESS OF THE WORK.
- NO PONDING AT CONCRETE FLATWORK/PAVING PERMITTED.
- SEE SPECIFICATIONS FOR SOIL/PAVEMENT REQUIREMENTS.
- MAX CHANGE IN ELEVATION = ALL THRESHOLDS TO BE 1/4" TO 1/2".
- RE: CIVIL FOR SITE DIMENSIONS, SIGNS, PAVEMENT MARKINGS, RAMP, ETC.
- OWNER IS RESPONSIBLE FOR TAP FEES.
- GC TO SLOPE ALL ON-SITE PEDESTRIAN ROUTES/SIDE WALKS UP 2% CROSS-SLOPE & 1% RUNNING SLOPE (MAX) - NO EXCEPTIONS. PROVIDE LEVEL SURFACE AT ALL DOORS W/ SLOPES NOT EXCEEDING 1/4" FOR A DISTANCE OF 8' FROM IN ALL DIRECTIONS. ALL VEHICLE LOADING AREAS SHALL BE LEVEL W/ SURFACE SLOPES OF NOT MORE THAN 1% IN ALL DIRECTIONS. COORDINATE W/ CIVIL & NOTIFY ARCHITECT OF ANY DISCREPANCIES PRIOR TO FORMING/POURING CONCRETE. CONTRACTOR TO REMOVE & REPAIR ALL NONCOMPLIANT ROUTES AT NO ADDITIONAL EXPENSE TO THE OWNER.
- GC TO COORDINATE & ENSURE ALL REQUIRED UTILITIES ARE PROVIDED & FUNCTIONING PRIOR TO CONSTRUCTION. GC SHALL BE SOLELY RESPONSIBLE FOR FILING ALL DOCUMENTS & NOTIFICATION FOR ALL AGENCIES NECESSARY FOR CONNECTION AND/OR INSTALLATION OF SAID SERVICES.
- REPAIR ALL DAMAGE TO SITE & VEGETATION ONCE CONSTRUCTION IS COMPLETE & SOO ALL AREAS AFFECTED BY CONSTRUCTION.

KEYED NOTES:

- NEW CONCRETE DRIVEWAY.
- EXISTING LAWN AREA - HYDROMULCH AREAS AFFECTED BY CONSTRUCTION.
- NEW PAINTED PIPE BOLLARD.
- REMOVE EXISTING WHEEL STOP, PREP FOR NEW DRIVEWAY.

PRELIMINARY
NOT FOR REGULATORY
APPROVAL PERMITS
OR CONSTRUCTION

PHYS. EDUCATION BUILDING RENOVATION
COLLEGE OF THE MAINLAND
1500 Amphlett Road
Texas City, Texas 77062

JOINER
ARCHITECTS
1500 AMPHLETT ROAD, SUITE 300
TEXAS CITY, TEXAS 77062

SITE PLAN

DATE
4/12/2024

PROJECT NO.
24006

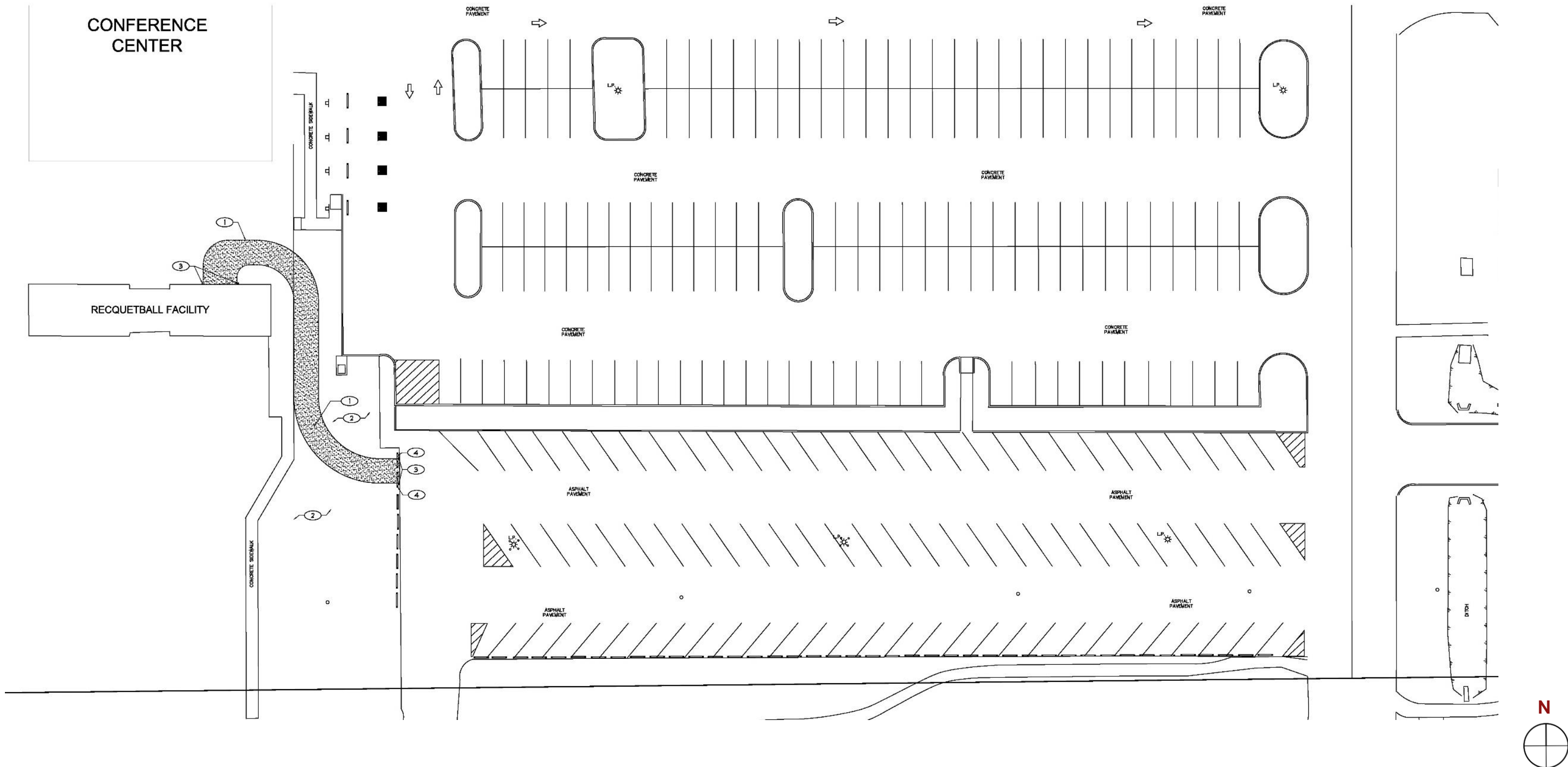
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101

PHYSICAL EDUCATION BUILDING

Site Plan

ADD ALTERNATE NO. 1



PHYSICAL EDUCATION BUILDING

Floor Plans

ADD ALTERNATE NO. 1



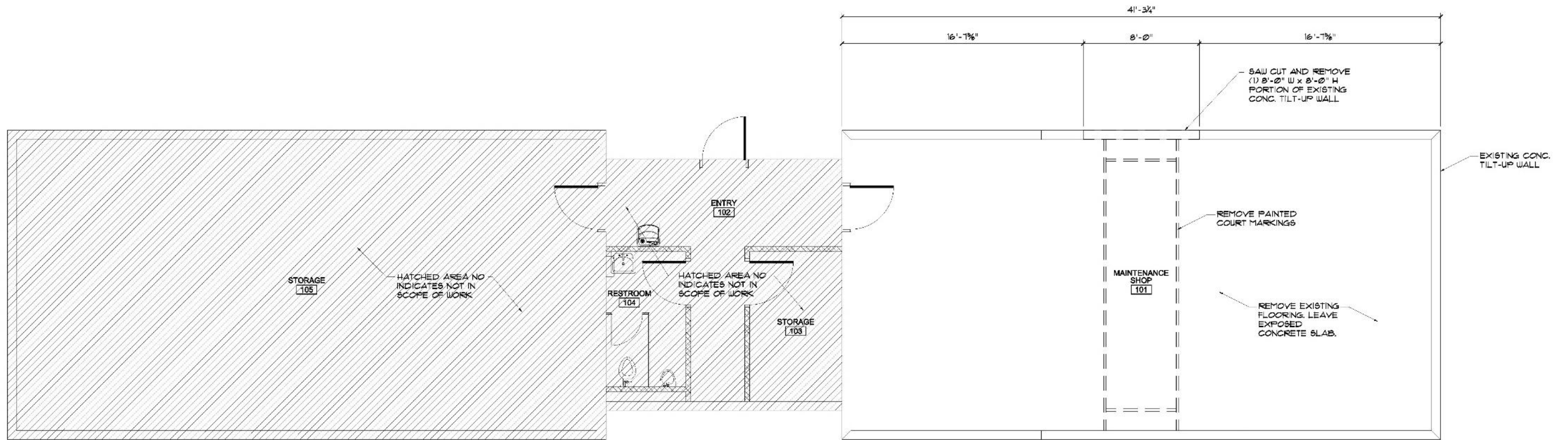
<p>1 DEMOLITION PLAN SCALE: 1/4" = 1'-0"</p>		<p>GENERAL DEMOLITION NOTES:</p> <ol style="list-style-type: none"> CONTRACTOR SHALL PROTECT ALL EXISTING ITEMS DURING DEMOLITION THAT ARE NOT SCHEDULED FOR ALTERATION. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FOR DEMOLITION AND REPORT ALL WORK IN ACCORDANCE WITH APPLICABLE AUTHORITIES HAVING JURISDICTION. CONTRACTOR SHALL CONDUCT DEMOLITION TO MINIMIZE INTERFERENCE W/ ADJACENT BLDG AREAS. CONTRACTOR SHALL DEMOLISH IN AN ORDERLY AND CAREFUL MANNER. DO NOT REMOVE EXISTING SUPPORTING STRUCTURAL MEMBERS. CONTRACTOR SHALL BE RESPONSIBLE FOR SAFETY AND SUPPORT OF EXISTING STRUCTURE, AND IF ANY SUPPORTING MEMBER IS REMOVED/DAMAGED BY DEMOLITION CONTRACTOR ASSUMES LIABILITY FOR SUCH MOVEMENT, SETTLEMENT, DAMAGE OR INJURY. REMOVE DEMOLISHED MATERIALS, TOOLS, AND EQUIPMENT FROM BLDG. AS WORK PROGRESSES. UPON COMPLETION OF WORK, LEAVE BLDG. IN A CLEAN AND ACCEPTABLE CONDITION TO THE SATISFACTION OF THE ARCHITECT AND OWNER. UTILITY SERVICES TO THE BUILDING SHALL NOT BE INTERRUPTED DURING BUSINESS HOURS UNLESS APPROVED BY OWNER WITHIN 48 HOURS PRIOR TO THE EVENT. ALL CUTTING AND PATCHING REQUIRED AS A RESULT OF ANY WORK WITHIN THE SCOPE OF THIS PROJECT SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE PROJECT MANUAL AND ALL LOCAL CODES / STANDARDS. FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO THE START OF ANY DEMOLITION WORK. CONTRACTOR TO NOTIFY ARCHITECT OF ANY DISCREPANCIES BETWEEN DEMOLITION PLAN AND EXISTING CONDITIONS IMMEDIATELY PRIOR TO PROCEEDING WITH ANY WORK AFFECTED BY THE DISCREPANCIES. CONTRACTOR TO REMOVE ALL ITEMS IN THE WAY OF NEW CONSTRUCTION WHETHER SHOWN OR NOT. THE GREATER AMOUNT OF WORK SHALL GOVERN IN ALL INSTANCES. GENERAL CONTRACTOR IS RESPONSIBLE FOR DAMAGE THAT OCCURS TO EXISTING AREAS TO REPAIR, PATCH AND REPAIR ADJACENT AREAS TO MATCH NEW WORK. IT IS NOT THE INTENT OF THE DOCUMENTS TO INDICATE THE QUANTITY, TYPE OR VOLUME OF ANY AMOUNT OF DEMOLITION WORK. THE GENERAL CONTRACTOR AND ALL SUB-CONTRACTORS ARE RESPONSIBLE FOR DETERMINING THE EXACT QUANTITY OF WORK. PROVIDE TEMPORARY FIRE EXTINGUISHERS IN ACCORDANCE WITH THE IBC AND/OR FIC AND IN AREAS REQUIRED BY THE FIRE MARSHAL DURING THE DEMOLITION & CONSTRUCTION PHASE OF THE PROJECT. THE DRAWINGS DO NOT INDICATE ALL AREAS, COMPONENTS AND APPURTENANCES THAT REQUIRE DEMOLITION, CUTTING OR PATCHING. THE GC IS RESPONSIBLE FOR THE IDENTIFICATION AND EXACT LOCATION OF ALL WORK ACTIVITY TO OCCUR FOR THE COMPLETION OF THE PROJECT. THE GC AND ALL SUB CONTRACTORS ARE REQUIRED TO REVIEW ALL OF THE CONTRACT DOCUMENTS AND TO VISIT THE SITE TO DETERMINE THE EXACT SCOPE OF WORK PERTAINING TO THEIR TRADE. THE OWNER AND THE ARCHITECT WILL NOT BE RESPONSIBLE FOR ADDITIONAL CHANGES IN THE WORK IF THE ENTIRE SCOPE COULD HAVE BEEN DETERMINED BY A COMPLETE REVIEW OF ALL OF THE DOCUMENTS AND/OR A SITE VISIT. THE OWNER AND THE ARCHITECT WILL NOT BE RESPONSIBLE IF THE GC OR SUB-CONTRACTORS REVIEWED PARTIAL OR INCOMPLETE DOCUMENTS AND DID NOT INSPECT EXISTING CONDITIONS PRIOR TO THE BID DATE. GC SHALL VERIFY THE EXISTING CONDITION AND FUNCTION OF EXISTING SYSTEMS THAT ARE TO REMAIN WITH THE OWNER AND THE ARCHITECT. NOTIFY ARCHITECT FOR PROPER OPERATION PRIOR TO THE COMMENCEMENT OF THE WORK. NOTIFY THE OWNER AND THE ARCHITECT ON NON-FUNCTIONING SYSTEMS. THE OWNER AND THE ARCHITECT ASSUMES THAT SYSTEMS ARE PROPERLY FUNCTIONING IF NOTIFICATION IS NOT RECEIVED. THE GC WILL BE RESPONSIBLE FOR THE PROPER FUNCTION OF THE EXISTING SYSTEMS TO REMAIN AT THE COMPLETION OF THE WORK.
<p>2 RENOVATION PLAN SCALE: 1/4" = 1'-0"</p>		<p>GENERAL RENOVATION NOTES:</p> <ol style="list-style-type: none"> ALL WORK TO BE ERECTED PLUMB AND TRUE-TO-LINE IN ACCORDANCE WITH BEST PRACTICES OF THE TRADE AND MANUFACTURER'S RECOMMENDATIONS. CONTRACTOR TO COMPLY WITH LOCAL BUILDING CODE AND APPLICABLE ORDINANCES. ALL GENERAL CONDITIONS DOCUMENT (AIA A201) CURRENT ADDITIONS SHALL BE CONSIDERED PART OF THE GC'S. DO NOT SCALE THESE DRAWINGS - USE DIMENSIONS SHOWN. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING PERMITS AND FOR NOTIFICATION OF ALL AUTHORIZED INSPECTORS, SUPERINTENDENTS, OR PERSONS IN CHARGE OF PRIVATE OR PUBLIC UTILITIES AFFECTED BY HIS OPERATIONS PRIOR TO STARTING WORK. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS/ DIMENSIONS PRIOR TO STARTING WORK. NOTIFY ARCHITECT OF DISCREPANCIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL MAINTAIN AT SITE FOR THE OWNER ONE RECORD COPY OF DWGS AND ALL OTHER CONTRACT DOCUMENTS IN GOOD ORDER AND MARKED CURRENTLY TO RECORD ALL CHANGES MADE DURING CONSTRUCTION. CLEAN, PREP AND PAINT ALL WALLS, DOOR & DOOR FRAME. CLEAN, PREP AND SEAL CONCRETE SLAB.
<p>3 DOOR TYPES SCALE: 1/4" = 1'-0"</p>	<p>4 NOTES</p>	

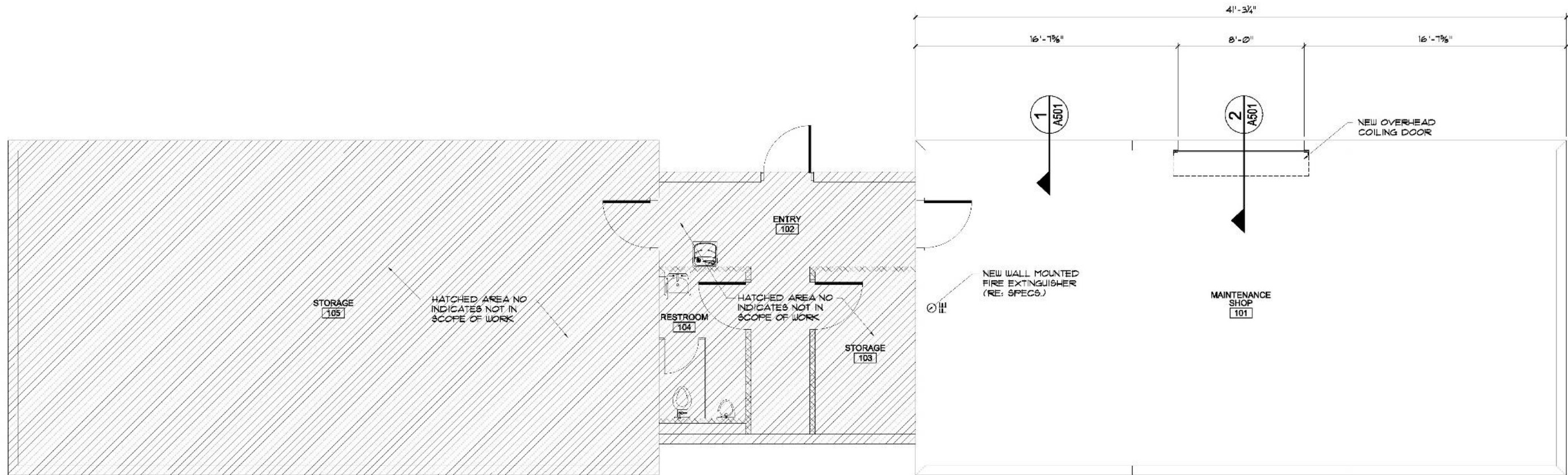


WELDING/INDUSTRIAL EDUCATION/PHYSICAL ED/DOYLE ADMIN RENOVATIONS & ADDITIONS

95% CONSTRUCTION DOCUMENT PRESENTATION // 4.8.24

<p>PRELIMINARY NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION</p>
<p>PHYS. EDUCATION BUILDING RENOVATION COLLEGE OF THE MAINLAND 1500 Annapolis Road Texas City, Texas 77062</p>
<p>JOINER ARCHITECTS 1500 ANAPOLIS ROAD, SUITE 300 TEXAS CITY, TEXAS 77062</p>
<p>DEMOLITION / RENOVATION FLOOR PLANS</p>
<p>DATE 4/12/2024</p>
<p>PROJECT NO. 24006</p>
<p>A</p>
<p>201</p>

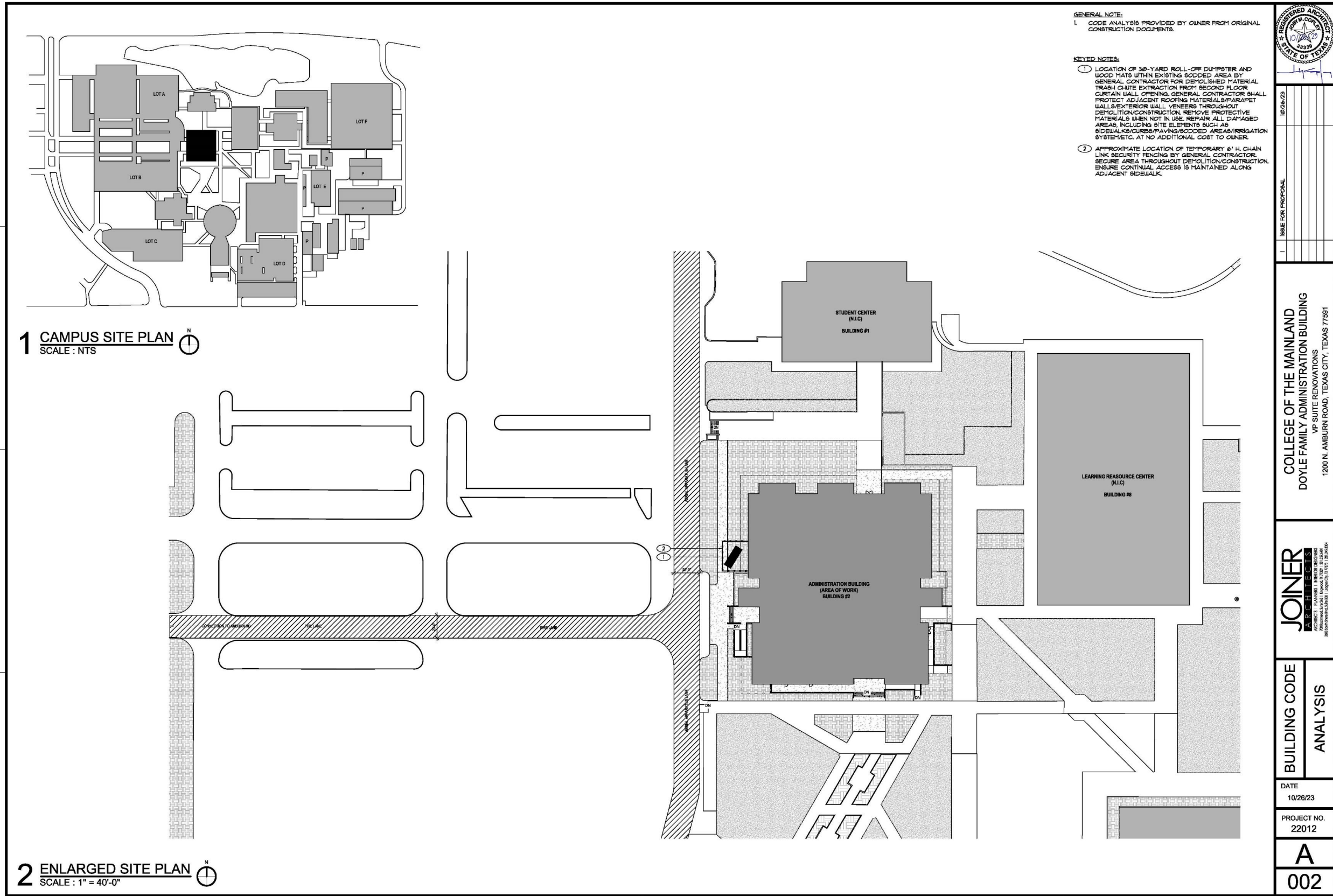


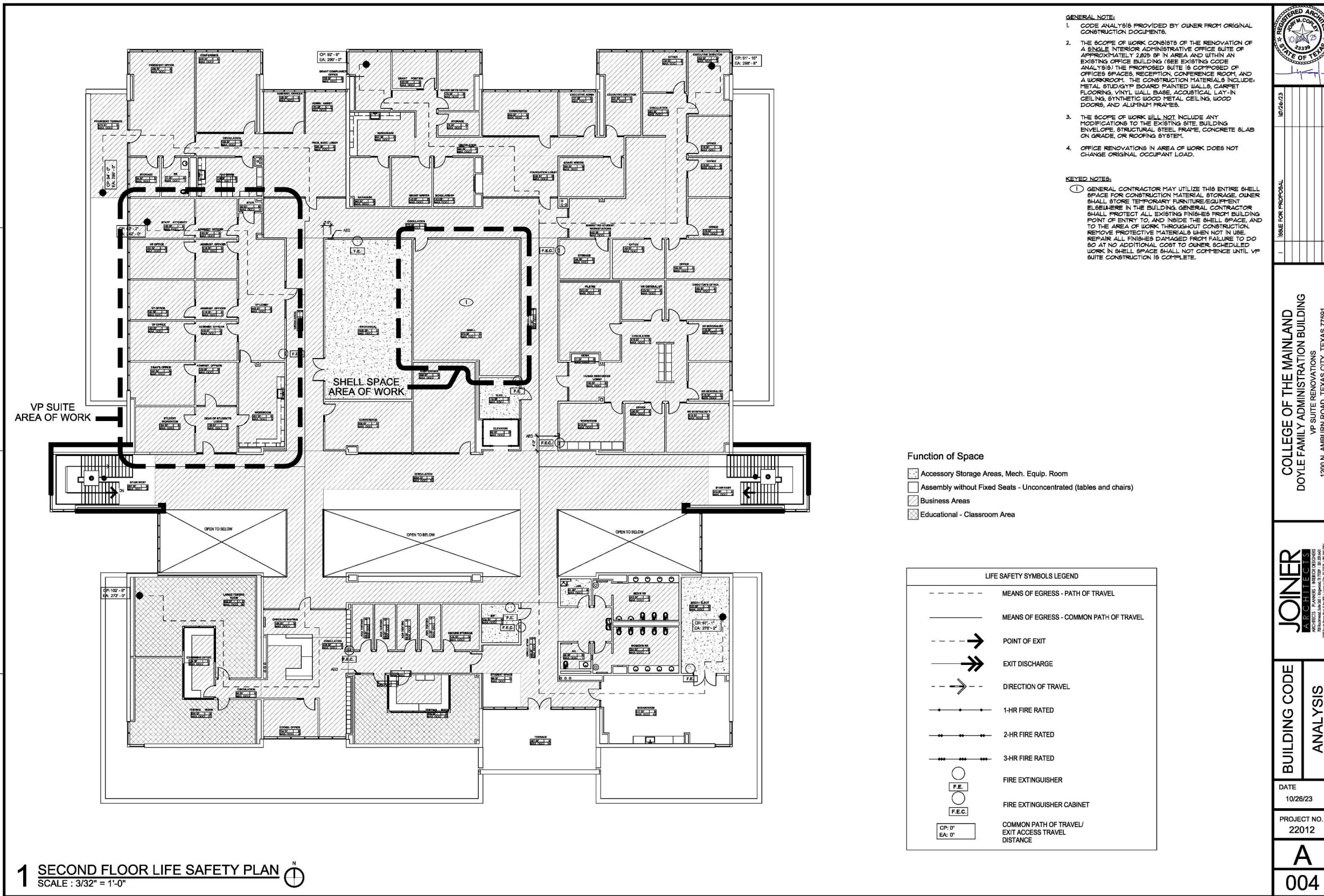


DOYLE FAMILY ADMINISTRATION BUILDING

Site Plan

ADD ALTERNATE NO. 2





GENERAL NOTES:

1. CODE ANALYSIS PROVIDED BY OWNER FROM ORIGINAL CONSTRUCTION DOCUMENTS.
2. THE SCOPE OF WORK CONSISTS OF THE RENOVATION OF A SINGLE INTERIOR ADMINISTRATIVE OFFICE SUITE OF APPROXIMATELY 2,829 SF IN AREA AND WITHIN AN EXISTING OFFICE BUILDING (SEE EXISTING CODE ANALYSIS). THE PROPOSED SUITE IS COMPOSED OF OFFICE SPACES, RECEPTION, CONFERENCE ROOM, AND A WORKROOM. THE CONSTRUCTION MATERIALS INCLUDE: METAL STUD/GYP BOARD PAINTED WALLS, CARPET FLOORING, VINYL WALL BASE, ACOUSTICAL LAT-IN CEILING, SYNTHETIC WOOD METAL CEILING, WOOD DOORS, AND ALUMINUM FRAMES.
3. THE SCOPE OF WORK WILL NOT INCLUDE ANY MODIFICATIONS TO THE EXISTING SITE, BUILDING ENVELOPE, STRUCTURAL STEEL FRAME, CONCRETE SLAB ON GRADE, OR ROOFING SYSTEM.
4. OFFICE RENOVATIONS IN AREA OF WORK DOES NOT CHANGE ORIGINAL OCCUPANT LOAD.

KEYED NOTES:

① GENERAL CONTRACTOR MAY UTILIZE THIS ENTIRE SHELL SPACE FOR CONSTRUCTION MATERIAL STORAGE. OWNER SHALL STORE TEMPORARY FURNITURE/EQUIPMENT ELSEWHERE IN THE BUILDING. GENERAL CONTRACTOR SHALL PROTECT ALL EXISTING FINISHES FROM BUILDING POINT OF ENTRY TO, AND INSIDE THE SHELL SPACE, AND TO THE AREA OF WORK THROUGHOUT CONSTRUCTION. REMOVE PROTECTIVE MATERIALS WHEN NOT IN USE. REPAIR ALL FINISHES DAMAGED FROM FAILURE TO DO SO AT NO ADDITIONAL COST TO OWNER. SCHEDULED WORK IN SHELL SPACE SHALL NOT COMMENCE UNTIL VP SUITE CONSTRUCTION IS COMPLETE.

Function of Space

- Accessory Storage Areas, Mech. Equip. Room
- Assembly without Fixed Seats - Unconcentrated (tables and chairs)
- Business Areas
- Educational - Classroom Area

LIFE SAFETY SYMBOLS LEGEND

- MEANS OF EGRESS - PATH OF TRAVEL
- MEANS OF EGRESS - COMMON PATH OF TRAVEL
- POINT OF EXIT
- EXIT DISCHARGE
- DIRECTION OF TRAVEL
- 1-HR FIRE RATED
- 2-HR FIRE RATED
- 3-HR FIRE RATED
- FIRE EXTINGUISHER
- FIRE EXTINGUISHER CABINET
- COMMON PATH OF TRAVEL/ EXIT ACCESS TRAVEL DISTANCE

1 SECOND FLOOR LIFE SAFETY PLAN
SCALE: 3/32" = 1'-0"

REGISTERED ARCHITECT
STATE OF TEXAS

10/26/23

COLLEGE OF THE MAINLAND
DOYLE FAMILY ADMINISTRATION BUILDING
VP SUITE RENOVATIONS
1200 N. AMBURN ROAD, TEXAS CITY, TEXAS 77581

JOINER ARCHITECTS
2000 Westpark Drive, Suite 100, Houston, Texas 77058
Tel: 281.486.1000 | Fax: 281.486.1001 | www.joinerarchitects.com

BUILDING CODE ANALYSIS

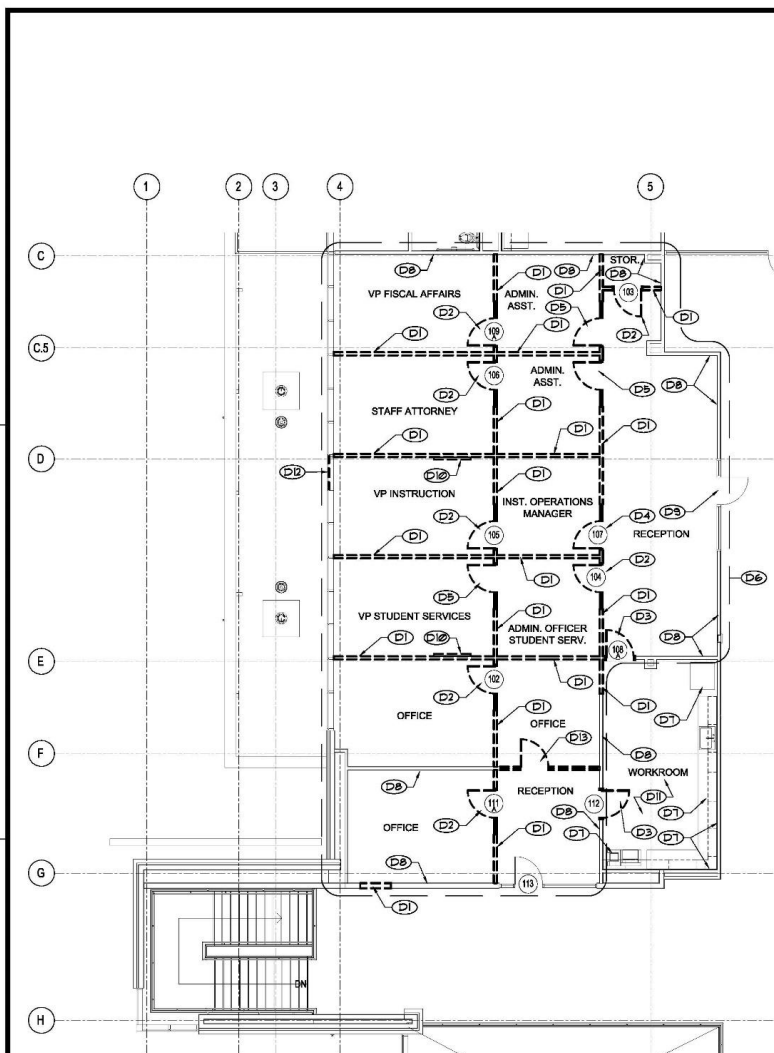
DATE: 10/26/23
PROJECT NO.: 22012

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DOYLE FAMILY ADMINISTRATION BUILDING

ADD ALTERNATE NO. 2

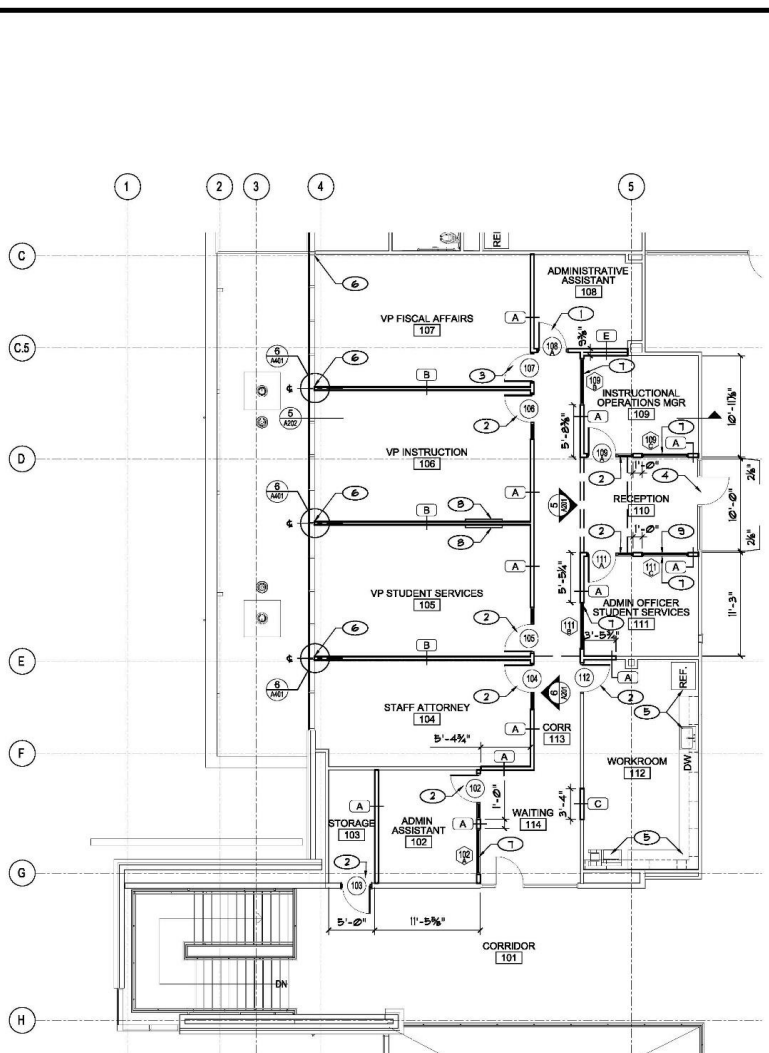
VP Suite Floor Plans



1 DEMOLITION FLOOR PLAN
SCALE: 1/8" = 1'-0"

- GENERAL DEMOLITION NOTES:**
- CONTRACTOR SHALL PROTECT ALL EXISTING ITEMS DURING DEMOLITION THAT ARE NOT SCHEDULED FOR ALTERATION.
 - CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FOR DEMOLITION AND CONSTRUCTION. G.C. SHALL PERFORM IN ACCORDANCE WITH APPLICABLE AUTHORITIES HAVING JURISDICTION.
 - CONTRACTOR SHALL DEMOLISH IN AN ORDERLY AND CAREFUL MANNER. PREVENT MOVEMENT OF EXISTING ROOF STRUCTURES. DO NOT REMOVE EXISTING SUPPORTING STRUCTURAL MEMBERS/WALLS. CONTRACTOR SHALL BE RESPONSIBLE FOR SAFETY AND SUPPORT OF EXISTING STRUCTURE IF ANY SUPPORTING MEMBER IS REMOVED/DAMAGED BY DEMOLITION AND ASSUMES LIABILITY FOR SUCH MOVEMENT, SETTLEMENT, DAMAGE, OR INJURY.
 - CONTRACTOR SHALL SUBMIT DEMOLITION & REMOVAL PROCEDURES AND PROJECT SCHEDULE FOR ARCHITECT'S APPROVAL.
 - ALL CUTTING AND PATCHING REQUIRED AS A RESULT OF ANY WORK WITHIN THE SCOPE OF THIS PROJECT SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE PROJECT MANUAL.
 - CONTRACTOR SHALL REMOVE EXISTING FLOORING MATERIALS IN DEMOLITION AREAS THAT ARE TO RECEIVE NEW FLOORING AND REPAIR ALL SUBFLOORS TO ACCEPTABLE INSTALLATION PRIOR TO INSTALLING NEW FINISH FLOORING.
 - CONTRACTOR SHALL NOTIFY ARCHITECT OF ANY DISCREPANCIES REGARDING EXISTING CONDITIONS, DRAWINGS & SPECIFICATION IMMEDIATELY, PRIOR TO PROCEEDING WITH ANY WORK AFFECTED BY THE DISCREPANCIES.
 - MATERIALS TO BE SALVAGED AND REUSED ARE: PLASTIC LAMINATE FACED WOOD DOORS & HARDWARE, HOLLOW METAL DOOR/WINDOW FRAMES, SYNTHETIC WOOD METAL CEILING, 2x2 ACOUSTICAL CEILING TILE, 2x4 ACOUSTICAL CEILING TILE, LIGHT FIXTURES, AND MECHANICAL GRILLES/REGISTERS.
 - EXISTING WINDOW SHADES WITHIN FURROOFS AT EXTERIOR WINDOWS TO REMAIN AS-IS. PROTECT THROUGHOUT CONSTRUCTION.
 - UTILITY SERVICES SHALL NOT BE INTERRUPTED DURING BUSINESS HOURS UNLESS APPROVED BY OWNER 12 HOURS PRIOR TO INTERRUPTION.
 - ALL EQUIPMENT STORED BY OWNER IN AREA OF DEMOLITION SHALL BE RELOCATED BY CONTRACTOR.
- DEMOLITION KEYED NOTES:**
- REMOVE SECTION OF EXISTING METAL STUD & DRYWALL PARTITION. REPAIR ANY DAMAGES TO SLAB, ADJACENT WALLS TO REMAIN, AND CURTAIN WALL WHERE PRESENT. REMOVE AND/OR RELOCATE ALL PLUMBING/CONDUIT/WIRE/DEVICES WHERE INDICATED IN ELECTRICAL/TECHNOLOGY DUGS.
 - EXISTING DOOR FRAME, HARDWARE, AND SIDE LITES (IF PRESENT) TO BE CAREFULLY REMOVED AND SALVAGED FOR REINSTALLATION.
 - EXISTING DOOR FRAME, AND HARDWARE TO BE CAREFULLY REMOVED AND SALVAGED FOR REINSTALLATION. REVISE HARDWARE TO LEFT HAND.
 - EXISTING DOOR AND HARDWARE TO BE CAREFULLY REMOVED AND SALVAGED FOR REINSTALLATION IN NEW FRAME. DISCARD ALUMINUM FRAME.
 - EXISTING DOOR FRAME, HARDWARE, AND SIDE LITES TO BE DEMOLISHED. SALVAGE DOOR/HARDWARE - TURN OVER TO OWNER.
 - REMOVE ALL CEILING, FLOORING AND WALL BASE IN AREA OF RENOVATION. PREPARE SURFACES FOR NEW FINISHES.
 - EXISTING CASEWORK/EQUIPMENT TO REMAIN. PROTECT THROUGHOUT CONSTRUCTION.
 - EXISTING WALLS TO REMAIN. PREPARE SURFACES FOR SCHEDULED FINISH.
 - EXISTING DOOR/WINDOW TO REMAIN. PROTECT THROUGHOUT CONSTRUCTION.
 - EXISTING 4' WIDE MARKERBOARD TO BE REMOVED AND RELOCATED.
 - EXISTING FLOORING/BASE/CEILING FINISHES THIS SPACE TO REMAIN UNDO. PROTECT THROUGHOUT CONSTRUCTION. REMOVE 12' HIGH X 3' WIDE CURTAIN WALL GLAZING SECTION TO CREATE OPENING TO BE USED BY GENERAL CONTRACTOR FOR DEMOLISHED MATERIAL TRASH CHUTE EXTRACTION. REFLACE GLAZING PANEL TO WEATHER-TIGHT CONDITION AT THE COMPLETION OF DEMOLITION/CONSTRUCTION. PROVIDE TEMPORARY WEATHER PROTECTION DURING USE OF OPENING. GENERAL CONTRACTOR SHALL PROTECT ADJACENT ROOFING MATERIALS/PARAPET WALLS/EXTERIOR WALL VENEERS THROUGHOUT DEMOLITION/CONSTRUCTION. REMOVE PROTECTIVE MATERIALS WHEN NOT IN USE. REPAIR ALL DAMAGED AREAS FROM FAILURE TO DO SO AT NO ADDITIONAL COST TO OWNER.
 - EXISTING ALUM DOOR FRAME/GLAZING TO BE DEMOLISHED. RELOCATE DOOR HARDWARE TO DOOR 102A.

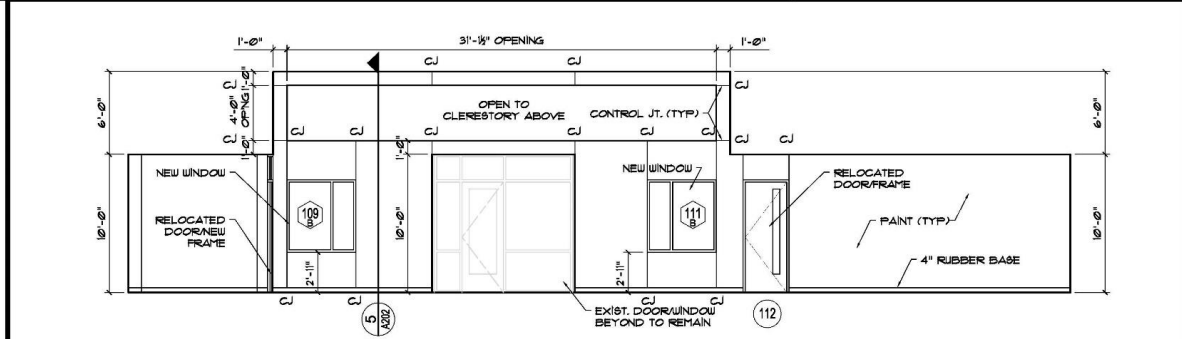
2 DEMOLITION NOTES



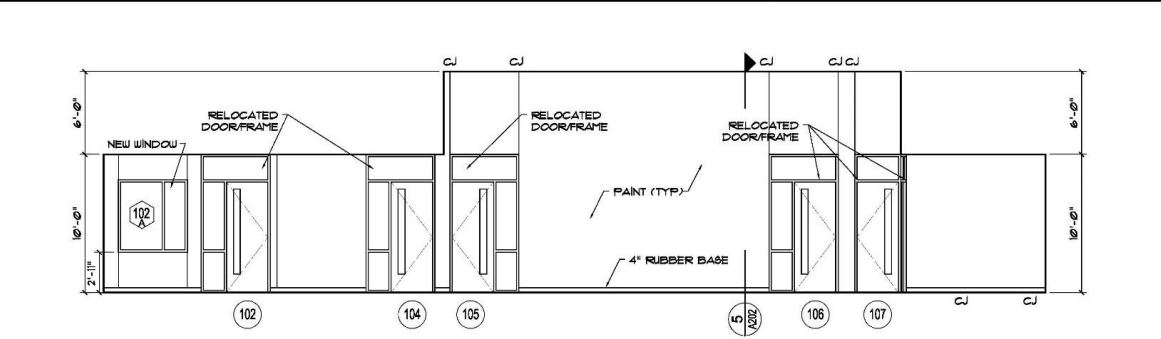
3 FLOOR PLAN
SCALE: 1/8" = 1'-0"

- GENERAL NOTES:**
- ACOUSTICALLY SEAL PARTITIONS AT EXISTING CURTAIN WALL MULLIONS.
 - RE: SHEET A201 FOR TYPICAL MOUNTING HEIGHTS AND DIMENSIONS.
 - ALL WORK TO BE ERRECTED PLUMB AND TRUE-TO-LINE IN ACCORDANCE WITH BEST PRACTICES OF THE TRADE AND MANUFACTURER'S RECOMMENDATIONS.
 - CONTRACTOR TO COMPLY WITH LOCAL BUILDING CODE AND APPLICABLE ORDINANCES.
 - STANDARD AIA GENERAL CONDITIONS DOCUMENT A1A A201 (CURRENT ADDITION) SHALL BE CONSIDERED PART OF THE CONSTRUCTION DOCUMENTS.
 - DO NOT SCALE THESE DRAWINGS - USE DIMS SHOWN.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING PERMITS AND FOR NOTIFICATION OF ALL AUTHORIZED INSPECTORS, SUPERINTENDENTS, OR PERSONS IN CHARGE OF PRIVATE OR PUBLIC UTILITIES AFFECTED BY HIS OPERATIONS PRIOR TO STARTING WORK.
 - CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS/ DIMENSIONS PRIOR TO STARTING WORK. NOTIFY ARCHITECT OF DISCREPANCIES PRIOR TO CONSTRUCTION.
 - THE CONTRACTOR SHALL MAINTAIN AT SITE FOR THE OWNER ONE RECORD COPY OF DRAWINGS AND ALL OTHER CONTRACT DOCUMENTS IN GOOD ORDER AND MARKED CURRENTLY TO RECORD ALL CHANGES MADE DURING CONSTRUCTION. THESE DOCUMENTS SHALL READ CLEARLY AND BE COMPLETE AT THE END OF THE PROJECT. THE DOCUMENTS SHALL BE TURNED OVER TO THE OWNER AT THE END OF THE PROJECT. CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE RECORD SET.
 - RE: SHEET A301 FOR PARTITION TYPES.
 - SOUND TRANSMISSION BETWEEN OFFICES TO BE ACHIEVED BY THE SPECIFIED PARTITION TYPES/APPROPRIATE UL DESIGN. PARTITIONS TO EXTEND TO DECK WITH ACOUSTICAL CAVITY INSULATION, MEMBRANE SOUND BARRIER, PLENUM RETURN AIR HOODS, SEALED PARTITION TRACKS AT FLOOR-HEAD AND SEAL AT CURTAIN WALLS.
 - NEW FINISHES TO INCLUDE PAINTED GYPSUM BOARD WALLS, VINYL WALL BASE, PORCELAIN TILE BASE, CARPET FLOORING, AND ACOUSTICAL CEILING GRID/TILE UTILIZING SALVAGED TILE WHERE POSSIBLE (RE: FINISH SCHEDULE).
 - REMOVE/RELOCATE ALL EXISTING ROOM SIGNAGE TO NEW DOOR LOCATIONS. PROVIDE ROOM SIGNAGE AT NEW SPACES (BY ALLOW).
 - COORDINATE DOOR KEYING WITH OWNER. ALL HARDWARE MODIFICATIONS REQ'D FOR RE-HANDING/ETC. BY ALLOWANCE.
 - CONSTRUCTION MATERIALS MAY BE ROUTED THROUGH BUILDING ONLY AT TIMES DESIGNATED BY OWNER. ALL ROUTES SHALL BE PROTECTED AND REPAIRED IF DAMAGED AT NO ADDITIONAL COST TO OWNER. TEMPORARY PROTECTION MATERIALS SHALL BE REMOVED DAILY.
 - AREA OF WORK SHALL NOT BE OCCUPIED DURING CONSTRUCTION.
- KEYED NOTES:**
- REINSTALLED DOOR IN NEW FRAME, RELOCATE HARDWARE FROM RECEPTION OFFICE.
 - REINSTALLED DOOR FRAME/HARDWARE.
 - REINSTALLED DOOR/HARDWARE IN NEW FRAME.
 - EXISTING DOOR/WINDOW TO REMAIN. PROTECT THROUGHOUT CONSTRUCTION.
 - EXISTING CASEWORK/EQUIPMENT TO REMAIN. PROTECT THROUGHOUT CONSTRUCTION.
 - ACOUSTICAL SEAL AT CURTAIN WALL.
 - NEW WINDOW.
 - RELOCATED 4' WIDE EXISTING MARKERBOARD.
 - 8' HIGH CHAIR RAIL BELOW WINDOW THIS WALL.

4 NOTES



5 INTERIOR ELEVATION
SCALE: 3/16" = 1'-0"



6 INTERIOR ELEVATION
SCALE: 3/16" = 1'-0"

REGISTERED ARCHITECT
STATE OF TEXAS
10/26/23

ISSUE FOR PROPOSAL

COLLEGE OF THE MAINLAND
DOYLE FAMILY ADMINISTRATION BUILDING
VP SUITE RENOVATIONS
1200 N. AMBURN ROAD, TEXAS CITY, TEXAS 77581

JOINER ARCHITECTS
2805 Westwood, Suite 100, Houston, TX 77025
281.466.1000

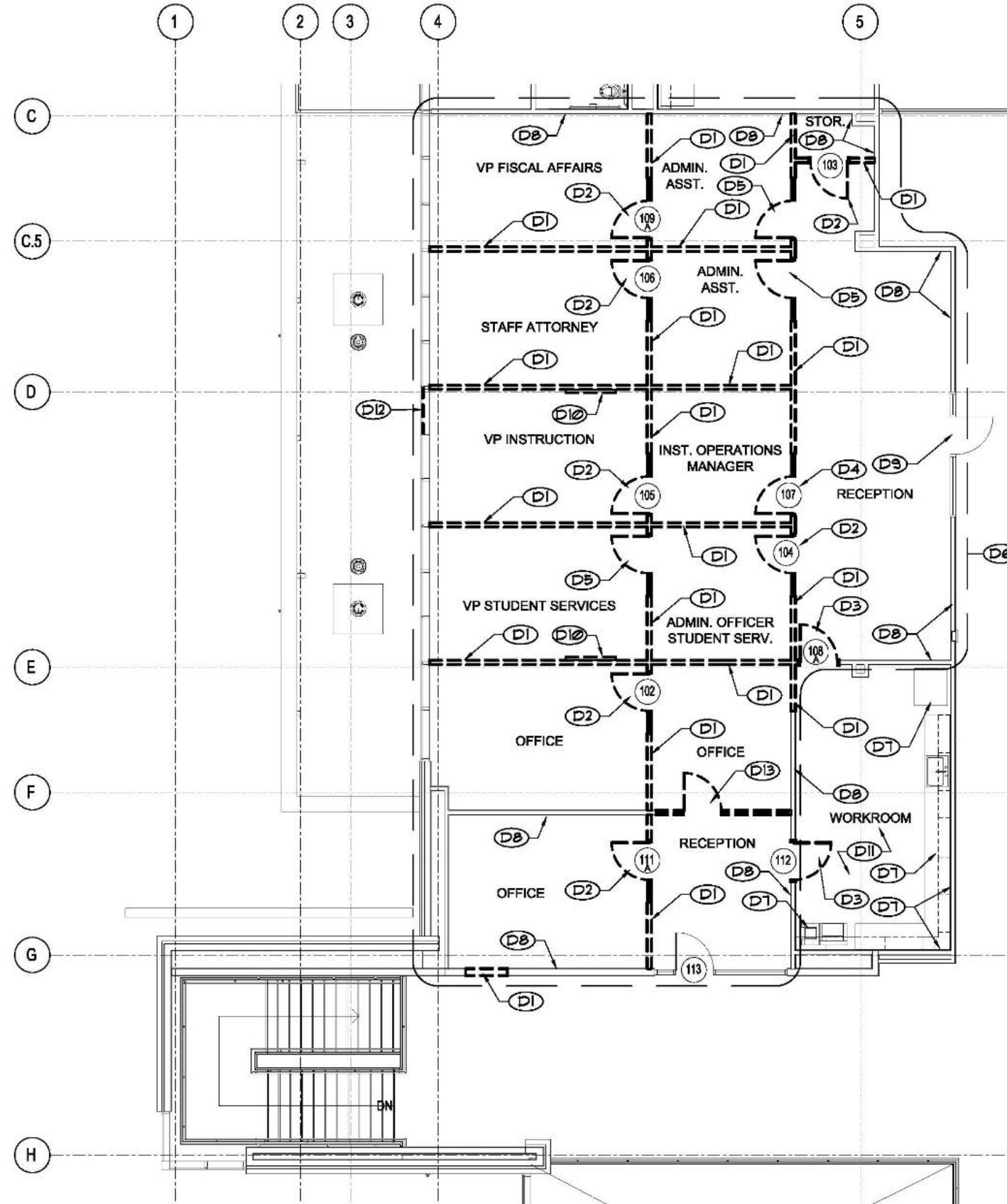
FLOOR PLANS

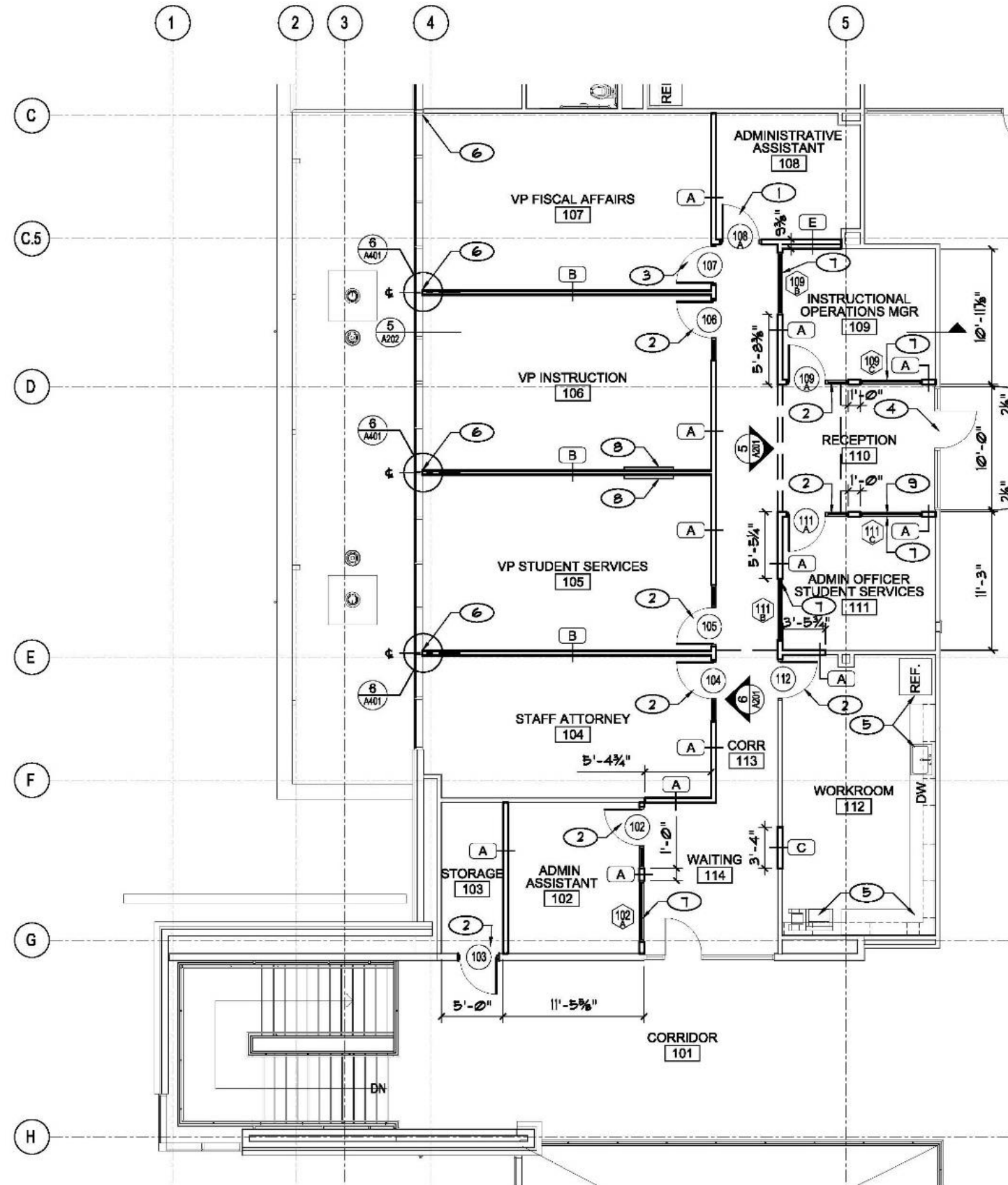
DATE: 10/26/23
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WELDING/INDUSTRIAL EDUCATION/PHYSICAL ED/DOYLE ADMIN RENOVATIONS & ADDITIONS

95% CONSTRUCTION DOCUMENT PRESENTATION // 4.8.24





DOYLE FAMILY ADMINISTRATION BUILDING

ADD ALTERNATE NO. 2

Shell Space Floor Plans



<p>1 DEMOLITION FLOOR PLAN SCALE: 1/8" = 1'-0"</p>	<p>GENERAL DEMOLITION NOTES:</p> <ol style="list-style-type: none"> CONTRACTOR SHALL PROTECT ALL EXISTING ITEMS DURING DEMOLITION THAT ARE NOT SCHEDULED FOR ALTERATION. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS FOR DEMOLITION AND CONSTRUCTION. G.C. SHALL PERFORM IN ACCORDANCE WITH APPLICABLE AUTHORITIES HAVING JURISDICTION. CONTRACTOR SHALL DEMOLISH IN AN ORDERLY AND CAREFUL MANNER, PREVENT MOVEMENT OF EXISTING ROOF STRUCTURES. DO NOT REMOVE EXISTING SUPPORTING STRUCTURAL MEMBERS/WALLS. CONTRACTOR SHALL BE RESPONSIBLE FOR SAFETY AND SUPPORT OF EXISTING STRUCTURE IF ANY SUPPORTING MEMBER IS REMOVED/DAMAGED BY DEMOLITION AND ASSUMES LIABILITY FOR SUCH MOVEMENT, SETTLEMENT, DAMAGE, OR INJURY. CONTRACTOR SHALL SUBMIT DEMOLITION & REMOVAL PROCEDURES AND PROJECT SCHEDULE FOR ARCHITECT'S APPROVAL. ALL CUTTING AND PATCHING REQUIRED AS A RESULT OF ANY WORK WITHIN THE SCOPE OF THIS PROJECT SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE PROJECT MANUAL. CONTRACTOR SHALL REPAIR ALL SUBFLOORS TO ACCEPTABLE INSTALLATION PRIOR TO INSTALLING NEW FINISH FLOORING. CONTRACTOR SHALL NOTIFY ARCHITECT OF ANY DISCREPANCIES REGARDING EXISTING CONDITIONS, DRAWINGS & SPECIFICATION IMMEDIATELY, PRIOR TO PROCEEDING WITH ANY WORK AFFECTED BY THE DISCREPANCIES. MATERIALS TO BE SALVAGED AND REUSED ARE: 2X2 ACOUSTICAL CEILING TILE, LIGHT FIXTURES, AND MECHANICAL GRILLES/REGISTERS. UTILITY SERVICES SHALL NOT BE INTERRUPTED DURING BUSINESS HOURS UNLESS APPROVED BY OWNER 12 HOURS PRIOR TO INTERRUPTION. ALL EQUIPMENT STORED BY CONTRACTOR IN AREA OF DEMOLITION SHALL BE RELOCATED BY CONTRACTOR. <p>DEMOLITION KEYED NOTES:</p> <ol style="list-style-type: none"> REMOVE SECTION OF EXISTING METAL STUD & DRYWALL PARTITION TO ACCOMMODATE NEW CONSTRUCTION. REPAIR ANY DAMAGES TO SLAB AND ADJACENT WALLS TO REMAIN. REMOVE AND/OR RELOCATE ALL PIPING/CONDUIT WIRE/DEVICES WHERE INDICATED IN ELECTRICAL/TECHNOLOGY DIAGS. REMOVE ALL 2X2 LAY-IN CEILING GRID IN SPACE. PREPARE SURFACES FOR NEW FINISHES. STORE AND REUSE EXISTING CEILING TILE. NO EXISTING FLOORING OR WALL BASE PRESENT. EXISTING WALLS TO REMAIN. PREPARE SURFACES FOR SCHEDULED FINISH. EXISTING DOOR/FRAME/HARDWARE TO REMAIN. PROTECT THROUGHOUT CONSTRUCTION. REMOVE EXISTING ART WALL SYSTEM THIS WALL. TURN OVER TO OWNER IF SALVAGEABLE. LIMIT OF DEMOLITION AND CONSTRUCTION. <p>2 DEMOLITION NOTES</p>	<p>3 FLOOR PLAN SCALE: 1/8" = 1'-0"</p>	<p>GENERAL NOTES:</p> <ol style="list-style-type: none"> RE-SHEET A301 FOR TYPICAL MOUNTING HEIGHTS AND DIMENSIONS. ALL WORK TO BE ERRECTED PLUMB AND TRUE-TO-LINE IN ACCORDANCE WITH BEST PRACTICES OF THE TRADE AND MANUFACTURER'S RECOMMENDATIONS. CONTRACTOR TO COMPLY WITH LOCAL BUILDING CODE AND APPLICABLE ORDINANCES. STANDARD AIA GENERAL CONDITIONS DOCUMENT AIA A201 (CURRENT ADDITION) SHALL BE CONSIDERED PART OF THE CONSTRUCTION DOCUMENTS. DO NOT SCALE THESE DRAWINGS - USE DIMS SHOWN. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BUILDING PERMITS AND FOR NOTIFICATION OF ALL AUTHORIZED INSPECTORS, SUPERINTENDENTS, OR PERSONS IN CHARGE OF PRIVATE OR PUBLIC UTILITIES AFFECTED BY HIS OPERATIONS PRIOR TO STARTING WORK. CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS/ DIMENSIONS PRIOR TO STARTING WORK. NOTIFY ARCHITECT OF DISCREPANCIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL MAINTAIN AT SITE FOR THE OWNER, ONE RECORD COPY OF DRAWINGS AND ALL OTHER CONTRACT DOCUMENTS IN GOOD ORDER AND MARKED CURRENTLY TO RECORD ALL CHANGES MADE DURING CONSTRUCTION. THESE DOCUMENTS SHALL READ CLEARLY AND BE COMPLETE AT THE END OF THE PROJECT. THE DOCUMENTS SHALL BE TURNED OVER TO THE OWNER AT THE END OF THE PROJECT. CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE RECORD SET. RE-SHEET A301 FOR PARTITION TYPES. SOUND TRANSMISSION BETWEEN OFFICES TO BE ACHIEVED BY THE SPECIFIED PARTITION TYPES/APPROPRIATE UL DESIGN PARTITIONS TO EXTEND TO DECK WITH ACOUSTICAL CAVITY INSULATION, MEMBRANE SOUND BARRIER, FLENUM RETURN AIR HOODS, SEALED PARTITION TRACKS AT FLOOR-HEAD AND SEAL AT CURTAIN WALLS. NEW FINISHES TO INCLUDE PAINTED GYPSUM BOARD WALLS, VINYL WALL BASE, CARPET FLOORING, AND ACOUSTICAL CEILING GRID/TILE UTILIZING SALVAGED TILE WHERE POSSIBLE (REF. FINISH SCHEDULE). PROVIDE ROOM SIGNAGE AT NEW SPACES (BY ALLOW). COORDINATE DOOR KEYING WITH OWNER. ALL HARDWARE BY ALLOWANCE. CONSTRUCTION MATERIALS MAY BE ROUTED THROUGH BUILDING ONLY AT TIMES DESIGNATED BY OWNER. ALL ROUTES SHALL BE PROTECTED AND REPAIRED IF DAMAGED AT NO ADDITIONAL COST TO OWNER. TEMPORARY PROTECTION MATERIALS SHALL BE REMOVED DAILY. AREA OF WORK SHALL NOT BE OCCUPIED DURING CONSTRUCTION. <p>KEYED NOTES:</p> <ol style="list-style-type: none"> CONCEAL EXISTING STRUCTURAL TUBE COLUMN WITHIN GYPSUM BOARD/METAL STUD FURRING. 1/2" PAINTED GYP 120/3-5/8" METAL STUD CEILING FURRODOWN SUSPENDED FROM STRUCTURE (REF. 1/A401). WINDOW GLAZING FILM (REF. 6/FPEC). <p>4 NOTES</p>
<p>5 INTERIOR ELEVATION SCALE: 3/16" = 1'-0"</p>	<p>6 INTERIOR ELEVATION SCALE: 3/16" = 1'-0"</p>	<p>7 INTERIOR ELEVATION SCALE: 3/16" = 1'-0"</p>	

10/26/23

ISSUE FOR PROPOSAL

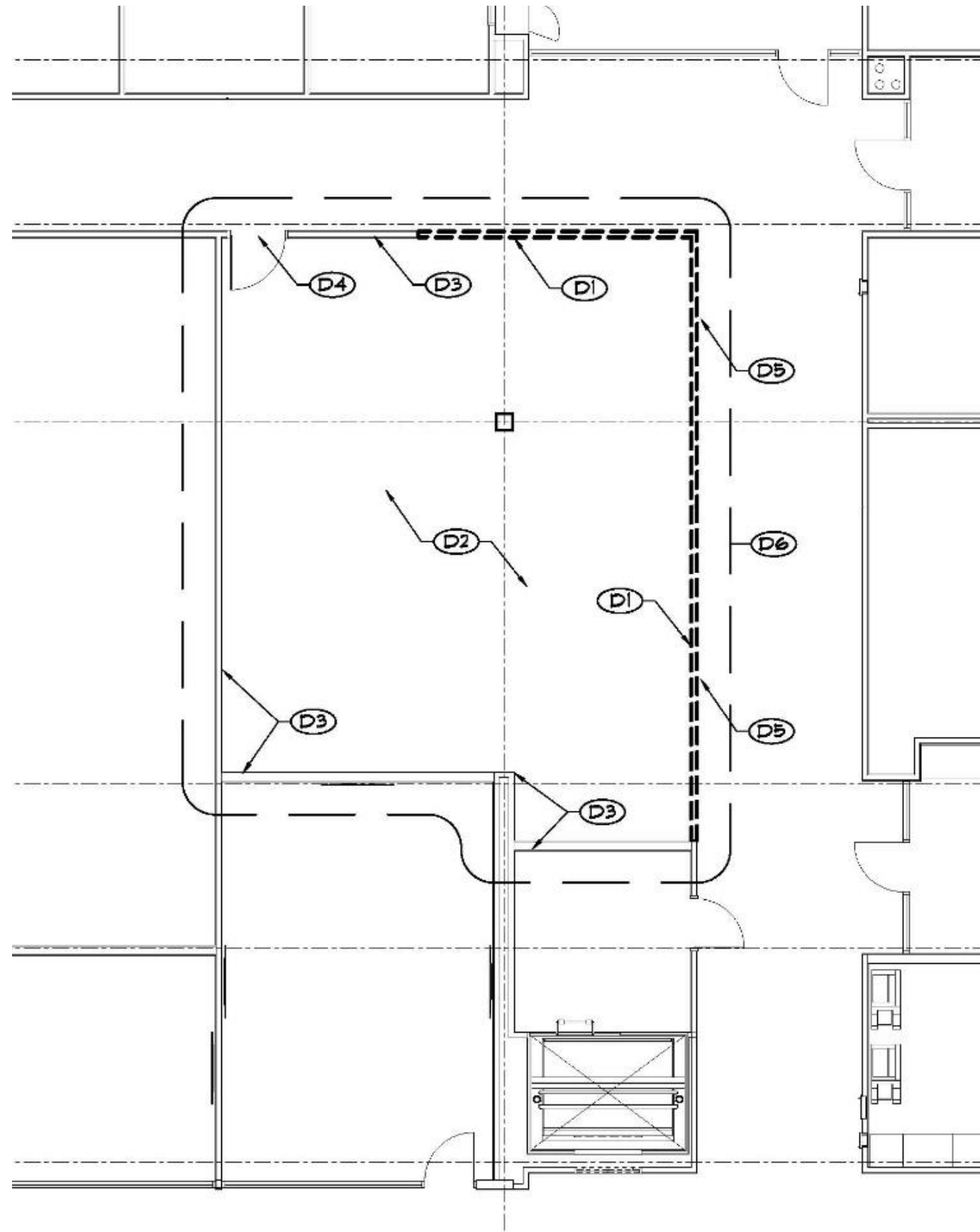
COLLEGE OF THE MAINLAND
DOYLE FAMILY ADMINISTRATION BUILDING
SHELL SPACE BUILDOUT
1200 N. AMBURN ROAD, TEXAS CITY, TEXAS 77581

JOINER ARCHITECTS
2000 Westheimer Road, Suite 1000, Houston, TX 77056
Tel: 281.486.4646 | Fax: 281.486.4647 | Email: info@joinerarchitects.com

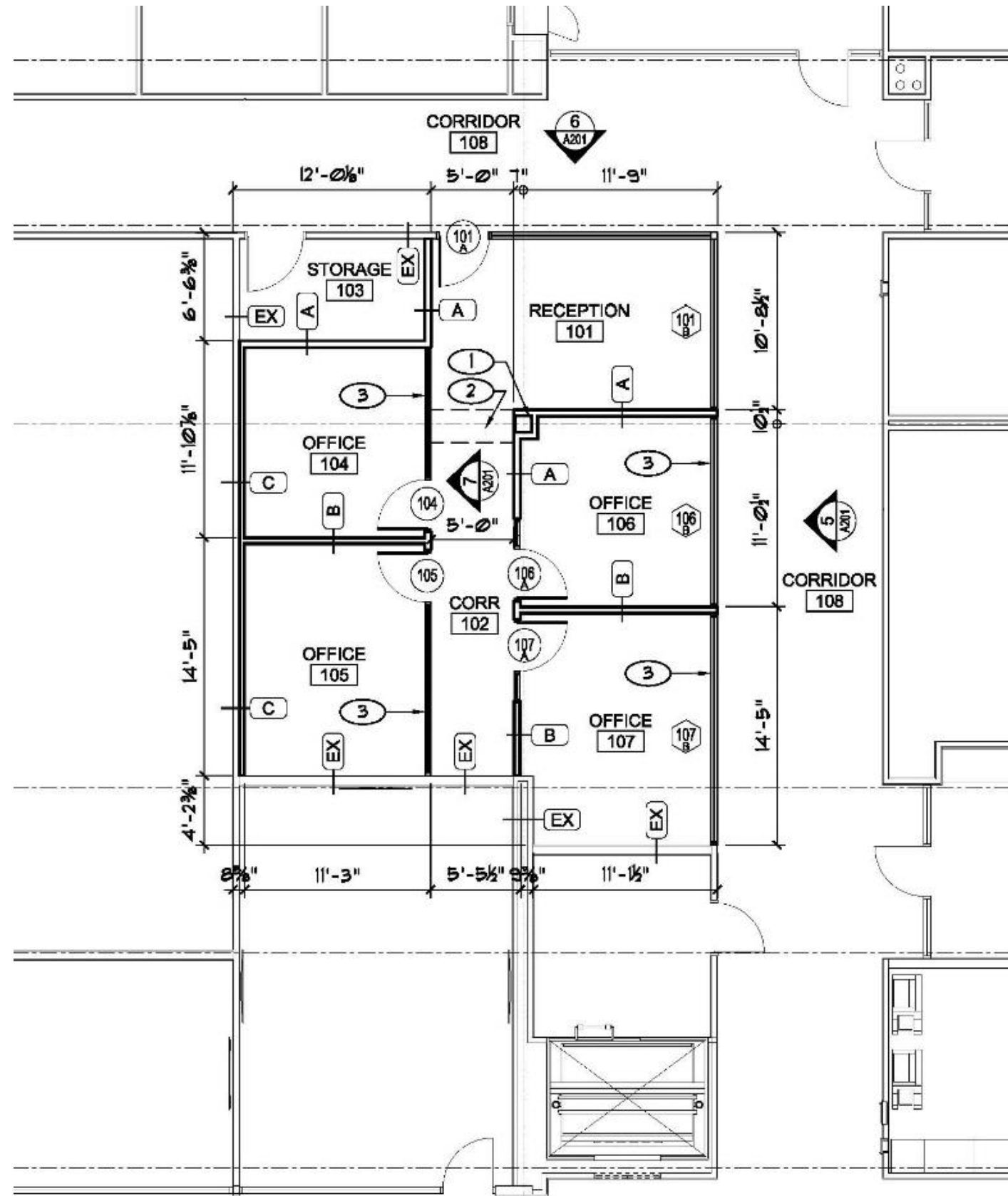
FLOOR PLANS

DATE: 10/26/2023
PROJECT NO.: 23011
A
201

ADD ALTERNATE NO. 2



WELDING/INDUSTRIAL EDUCATION/PHYSICAL ED/DOYLE ADMIN RENOVATIONS & ADDITIONS



Questions?....

THANK YOU

JOINER
ARCHITECTS



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 22, 2024
Subject: Cooperate Purchase Award: Lathes and Mills

AGENDA ITEM DESCRIPTION:

Approval of Cooperative Purchase for Lathes and Mills for the Continuing Education Industrial Workforce Program.

FUNDING SOURCE:

Texas Reskilling and Upskilling through Education (TRUE) Grant Funds and 2023 Bond Funds

PURPOSE

Replace outdated lathes and mills for the Continuing Education Industrial Workforce Program.

PROPOSED MOTION:

“I move the Board of Trustees approve the purchase of new lathes and mills from AGEducational Solutions for a not-to-exceed amount of \$357,688.00 to be paid with \$178,844.00 Texas Reskilling and Upskilling through Education (TRUE) Grant Funds and the remaining \$178,844.00 from 2023 Bond Funds.”

BACKGROUND:

In total, six new lathes and six new mills will be purchased for a total cost of \$357,688.00. The TRUE Grant will provide the funding for half of the new lathes and mills (\$178,844.00) and 2023 Bond funds will provide funding for the other half (\$178,844.00) as part of the Welding Building Addition/Renovation & Industrial Education Building Renovation Project.

Attachments:

1. AGEducational Solutions Proposal



AG Educational Furniture & Training Equipment
 P. O. Box 170849 Spartanburg, SC 29301
 Phone: (864) 256-0621

Date: April 11, 2024	Quotation	Quote # SG-240411-001
Prepared for: Kermit Harris College of the Mainland 1200 N Amburn Rd Texas City, TX. 77591 kharris13@com.edu		
		Ph. 409-933-8146 Fx.
Delivery: 120 - 140 Days A.R.O	FOB: Destination	Terms: Net 30 Days
CAT:	File Name:	TIPS Vendor ID: 9677 TIPS Contract #: 230501
Qty	Module	Description
		Unit
		Extended

PRICES FIRM FOR 90 DAYS FROM DATE OF QUOTATION
 AFTER 90 DAYS CUSTOMER MUST CONTACT US FOR
 CURRENT PRICES

OSS Jet Machining Solutions

2	JT9-892467	JET E 144OVS -Lathe - JT9-892467	\$ 27,699.00	\$ 55,398.00
2	JT9-892453	JET E 144OVS - Lathe - JT9-892453	\$ 24,499.00	\$ 48,998.00
2	JT9-892468	JET E 144OVS Lathe - JT9-892468	\$ 29,199.00	\$ 58,398.00
6	JT9-894321	JET EVS-949 Mill - JT9-894321	\$ 30,499.00	\$ 182,994.00
2	INSTALL	Installation (2 days) 2 person onsite place & level, setup, commissioning and instructor training for the 12 units	\$ 2,000.00	\$ 4,000.00

1 Additional year of warranty on the 12 units
 3 Year JET warranty included (warranty sheet sent separately)

TES TIPS Vendor ID 9677
 TIPS Contract #230501

Sub Total	\$ 349,788.00
Extended 1 Year Warranty	\$ 4,000.00
Freight	\$ 3,900.00
Total:	\$ 357,688.00

23-39 CE Weld Machines Quote Comparison

	<u>MSC</u> TXMAS-18-51V08	<u>AGEducational Solutions</u> TIPS #230501	<u>Advanced Technologies Consultants</u> TIPS #210902
LATHE Item 1:	14x40 W/CLLT CLSR CSS EVS LATHE W/ACURT 300S	JET E 144OVS - Lathe- JT9-892467	E-144OVS With ACU-RITE 303 CSS DRO With Collet Closer
Price:	\$26,192.58	\$27,699.00	\$26,192.58
QTY:	2	2	2
Total:	\$52,385.16	\$55,398.00	\$52,385.16
LATHE Item 2:	14x40 14x40 CSS DRO EVS LATHE W/ACURT 300S	JET E 144OVS - Lathe- JT9-892453	E-144OVS With ACU-Rite 303 CSS DRO
Price:	\$21,851.86	\$24,499.00	\$24,183.18
QTY:	2	2	2
Total:	\$43,703.72	\$48,998.00	\$48,366.36
LATHE Item 3:	14X40 W/TPR ATCH/CLSR EVS LATHE W/ACURT 300S	JET E 144OVS - Lathe- JT9-892468	E-144OVS With ACU-Rite 303 CSS DRO With Taper Attachment and Collet Closer
Price:	\$28,405.98	\$29,199.00	\$28,405.98
QTY:	2	2	2
Total:	\$56,811.96	\$58,398.00	\$56,811.96
MILL Item 1:	9x49 3-AXIS DRO SERVO EVS MILL W/ACU-RITE 300S	JET EVS-949 Mill - JT9-894321	EVS-949 Mill with 3-Axis ACU-RITE 303 (Quill) DRO and Servo X, Y, Z-Axis Powerfeeds and USA Air Powered Draw Bar
Price:	\$32,396.05	\$30,499.00	\$37,719.00
QTY:	6	6	6
Total:	\$194,376.30	\$182,994.00	\$226,314.00
Warranty	3 YR Manufacturer Warranty (Additional YR Warranty Not Available)	3 YR MANUFACTURER (+ 1 YR additional Warranty)	3 YR Manufacturer Warranty (+ 1 YR additional Warranty)
Price:	\$0.00	\$4,000.00	\$0.00
Installation	No Installation Available	(2 days)	(5 days)
Price:		\$4,000.00	\$12,700.00
Instructor Training	No Training Available	Included in Installation Cost	
Price:		\$0	\$5,000.00
Shipping & Handling	NO COST		
Price:	\$0	\$3,900.00	\$1,550.00
Grand Total:	\$347,277.14	\$357,688.00	\$403,127.48

March 2024

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$42.4
Less pending I&S liability:	<u>(\$10.2)</u>
Net unrestricted cash:	\$32.2
Minimum required cash :	\$8.2
Excess cash above minimum:	\$24.0

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$42.0

Actual: \$37.8

(90% earned at 58% of year)

Expense

Budget: \$42.0

Actual: \$25.2

(60% Spent at 58% of year)



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 12, 2024
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

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



INVESTMENT REPORT
For the Month Ended March 2024

Investment discussion:

College of the Mainland earned \$313,158 for the month of March on its short-term investments in TexPool & Logic for a total of \$1,410,428 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 \$1,410,430 interest for the fiscal year to date period ending March TexPool - \$727,450 Logic - \$682,978 and TFB - \$2.

Investments in the TexPool & Logic investment pools remain more profitable than the 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



March 2024 - Revenue and Expense Summary

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	(5,109,959)	(5,927,997)	(818,038)	86%	(4,579,346)	(530,614)
Tuition-non-credit	(382,449)	(1,176,000)	(793,551)	33%	(336,042)	(46,406)
Exemptions and waivers	1,414,923	1,248,000	(166,923)	113%	1,180,773	234,150
Registration fees	(2,289,490)	(2,095,017)	194,473	109%	(2,097,300)	(192,190)
Other fees	(129,189)	(154,000)	(24,811)	84%	(122,093)	(7,097)
Grant revenue	(66,866)	(152,000)	(85,134)	44%	(113,878)	47,011
Sales and service revenue	(27,641)	(995,000)	(967,359)	3%	(26,653)	(988)
Miscellaneous revenue	(201,298)	(269,000)	(67,702)	75%	(908,614)	707,316
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(6,791,969)</u>	<u>(9,056,014)</u>	<u>(2,264,045)</u>	<u>75%</u>	<u>(7,003,152)</u>	<u>211,183</u>
Non-operating revenue						
State appropriation-Academic	(5,803,872)	(7,738,496)	(1,934,624)	75%	(3,490,791)	(2,313,081)
Property tax revenue	(24,531,870)	(25,032,183)	(500,313)	98%	(23,251,133)	(1,280,737)
Interest revenue	(726,571)	(469,000)	257,571	155%	(554,969)	(171,601)
FTZ reimbursement	0	(534,307)	(534,307)	0%	(547,722)	547,722
Renew & replace transfer out	0	830,000	830,000	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(31,062,312)</u>	<u>(32,943,986)</u>	<u>(1,881,674)</u>	<u>94%</u>	<u>(27,844,615)</u>	<u>(3,217,697)</u>
<u>Total Revenue</u>	<u>(37,854,281)</u>	<u>(42,000,000)</u>	<u>(4,145,719)</u>	<u>90%</u>	<u>(34,847,767)</u>	<u>(3,006,514)</u>



March 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Expense	Current <u>Actual</u>	2023-24 <u>Budget</u>	Budget <u>Remaining</u>	Budget <u>Pct.YTD</u>	Prior Year to <u>Actual</u>	Curr. vs Prior <u>Year to Year</u>
Salary and wages						
Faculty full-time	4,495,625	7,963,058	3,467,433	56%	4,397,383	98,242
Admin full-time	1,040,199	1,802,001	761,802	58%	1,042,096	(1,897)
Professional full-time	4,719,733	8,390,070	3,670,337	56%	4,506,130	213,603
Classified full-time	2,343,724	4,227,727	1,884,003	55%	2,000,573	343,151
Part-time	1,951,373	3,710,429	1,759,056	53%	1,718,827	232,546
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>14,550,654</u>	<u>25,523,381</u>	<u>10,972,727</u>	<u>57%</u>	<u>13,665,008</u>	<u>885,646</u>
Benefits						
Benefits	2,692,796	4,411,113	1,718,317	61%	2,655,201	37,595
<u>Totals for Benefits</u>	<u>2,692,796</u>	<u>4,411,113</u>	<u>1,718,317</u>	<u>61%</u>	<u>2,655,201</u>	<u>37,595</u>
Operating expenses						
Contract services	2,500,595	4,021,782	1,521,187	62%	2,155,371	345,224
Legal	281	20,608	20,326	1%	0	281
Operations	344,993	789,630	444,638	44%	307,065	37,928
Utilities and Rent	1,282,130	2,591,926	1,309,796	49%	1,261,113	21,017
Postage, printing, and supplies	588,221	1,477,959	889,738	40%	579,321	8,900
Bank fees	76,970	90,100	13,130	85%	48,789	28,181
Capital outlay & leases	54,903	84,853	29,950	65%	88,091	(33,188)
Insurance	2,607,695	2,557,423	(50,272)	102%	2,187,950	419,745
Public rel, marketing and advert	87,522	282,099	194,577	31%	72,102	15,420
Misc.	372,185	458,774	86,589	81%	320,340	51,845
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>7,915,496</u>	<u>12,065,506</u>	<u>4,150,010</u>	<u>66%</u>	<u>7,020,143</u>	<u>895,353</u>



March 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>25,158,946</u>	<u>42,000,000</u>	<u>16,841,054</u>	<u>60%</u>	<u>23,340,352</u>	<u>1,818,594</u>
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March 2024 - Revenue and Expense Summary

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%	69,366	(69,366)
<u>Totals for Salary and wages</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>69,366</u>	<u>(69,366)</u>
Benefits						
Benefits	899	0	(899)	0%	10,793	(9,894)
<u>Totals for Benefits</u>	<u>899</u>	<u>0</u>	<u>(899)</u>	<u>0%</u>	<u>10,793</u>	<u>(9,894)</u>
Operating expenses						
Contract services	626,006	0	(626,006)	0%	321,026	304,980
Legal	30,000	0	(30,000)	0%	5,619	24,381
Operations	30,158	0	(30,158)	0%	17,850	12,308
Utilities and Rent	1,534	0	(1,534)	0%	0	1,534
Postage, printing, and supplies	111,110	0	(111,110)	0%	287,945	(176,835)
Capital outlay & leases	300,917	0	(300,917)	0%	1,239,073	(938,157)
Public rel, marketing and advert	6,736	0	(6,736)	0%	59,792	(53,056)
Misc.	4,580	0	(4,580)	0%	2,730	1,850
<u>Totals for Operating expenses</u>	<u>1,111,040</u>	<u>0</u>	<u>(1,111,040)</u>	<u>0%</u>	<u>1,934,035</u>	<u>(822,994)</u>
<u>Total Fund Bal</u>	<u>1,111,939</u>	<u>0</u>	<u>(1,111,939)</u>	<u>0%</u>	<u>2,014,194</u>	<u>(902,254)</u>



March 2024 - Expense by Division Report

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	2,271	19,700	17,429	12%	0	2,271
Campus Police	413,137	760,916	347,779	54%	389,913	23,224
EVP-Academic & Student	19,710	0	(19,710)	0%	0	19,710
Gen Institution	322,769	361,484	38,715	89%	232,270	90,498
Information Technology Serv	1,579,538	2,374,827	795,289	67%	1,547,775	31,763
Internal Audit	58,985	150,000	91,015	39%	30,733	28,253
OPEAR	252,520	467,739	215,218	54%	278,476	(25,956)
Presidents Office	465,873	587,166	121,293	79%	371,731	94,141
Self Study SACS	500	10,237	9,737	5%	3,588	(3,088)
Staff Attorney	176,067	304,611	128,544	58%	90,179	85,889
<u>Totals for President</u>	<u>3,291,370</u>	<u>5,036,679</u>	<u>1,745,310</u>	<u>65%</u>	<u>2,944,664</u>	<u>346,705</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	64,149	125,025	60,877	51%	83,806	(19,657)
Custodial Services	694,643	1,411,997	717,354	49%	171,997	522,645
Facilities	3,765,382	4,655,283	889,901	81%	3,910,597	(145,215)
Financial Services	568,029	893,656	325,628	64%	535,133	32,896
Grounds	257,518	468,447	210,929	55%	82,019	175,499
Human Resources	406,597	613,456	206,859	66%	456,208	(49,611)
Purchasing	205,525	326,647	121,122	63%	200,449	5,076
Records Mgmt	9,233	20,952	11,719	44%	14,474	(5,241)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,587,628)	(1,587,628)	0%	0	0
Staff Benefits	660,948	3,691,892	3,030,944	18%	673,289	(12,342)
Tax Admin	195,634	232,631	36,997	84%	181,901	13,733



March 2024 - Expense by Division Report

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>
Utilities	607,050	1,195,000	587,950	51%	559,494	47,556
Vehicle Operations	75,736	109,286	33,549	69%	70,761	4,975
VP College & Fin Svcs	158,767	205,669	46,902	77%	128,143	30,624
<u>Totals for VP Fiscal Affairs</u>	<u>7,669,210</u>	<u>12,052,663</u>	<u>4,383,454</u>	<u>64%</u>	<u>7,068,271</u>	<u>600,939</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	58,473	112,232	53,759	52%	64,026	(5,553)
Marketing and Communications	451,954	938,109	486,155	48%	441,370	10,584
VP Institutional Advancement	386,742	593,009	206,267	65%	363,421	23,321
<u>Totals for VP Institutional Advancement</u>	<u>897,169</u>	<u>1,643,350</u>	<u>746,181</u>	<u>55%</u>	<u>868,817</u>	<u>28,352</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	616,671	990,586	373,915	62%	637,522	(20,851)
Academic Planning	112,090	180,081	67,991	62%	0	112,090
Accting-Credit	65,714	83,923	18,209	78%	61,140	4,574
Adm-C.I.D.T.	47,305	76,175	28,871	62%	36,257	11,048
Adm-Cont Ed	277,103	388,157	111,054	71%	258,449	18,654
Adm-Ind Tech	4,966	8,257	3,291	60%	4,957	9
Adm-Instruct	17,998	74,229	56,231	24%	35,824	(17,826)
Adm-Perf & Vis Arts	37,507	66,979	29,473	56%	30,989	6,517
Adm-Pub Svc Ed	66,712	111,849	45,137	60%	69,428	(2,715)
Adm-Science	41,180	79,318	38,138	52%	38,546	2,634
Adm-Soc Sci	46,623	80,372	33,749	58%	41,292	5,331
Adult Education	145,498	223,998	78,500	65%	127,841	17,657
Allied Health CE	28,123	208,742	180,619	13%	57,856	(29,733)
Art	165,163	250,359	85,197	66%	162,173	2,990
Art Gallery	5,697	25,841	20,144	22%	733	4,964
Biol & Nutrition	530,352	745,507	215,155	71%	481,259	49,093
Bus Ed-NonCR	0	0	0	0%	2,100	(2,100)



March 2024 - Expense by Division Report

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>
C.I.S.	69,206	89,034	19,828	78%	63,300	5,906
Chemistry	122,503	177,972	55,468	69%	113,114	9,390
Child Develop	56,813	74,848	18,035	76%	50,748	6,065
Cmnty Theater	214,399	293,861	79,462	73%	219,698	(5,299)
Collegiate H.S.-CR	101,488	156,842	55,354	65%	96,944	4,545
Cosmetology	463,411	619,054	155,644	75%	429,947	33,464
Criminal Justice	1,056,522	110,401	(946,121)	957%	51,064	1,005,458
Culinary Arts	38,259	121,842	83,584	31%	0	38,259
Dean Cont Ed	126,164	206,146	79,983	61%	89,240	36,924
Dean Gen Ed	144,311	392,423	248,112	37%	128,668	15,643
Dental Hygiene	54,434	176,051	121,618	31%	52,296	2,137
Distance Ed	267,817	420,945	153,127	64%	214,769	53,048
Drafting	4,596	71,017	66,421	6%	57,709	(53,113)
Dual Credit Dept	110,698	175,470	64,771	63%	86,997	23,701
Economics	52,429	77,304	24,875	68%	54,013	(1,585)
EMS-Credit	139,570	232,914	93,343	60%	180,929	(41,358)
Engineering	22,732	7,881	(14,851)	288%	12,154	10,578
Fire Tech	233,147	303,937	70,789	77%	213,363	19,784
Firearms Acad	35,505	42,117	6,613	84%	45,754	(10,249)
Foreign Lang	43,858	68,023	24,164	64%	44,294	(436)
Gen Bus-Credit	193,202	274,377	81,174	70%	162,217	30,986
Geology	68,192	96,112	27,920	71%	46,325	21,867
Government	236,359	331,586	95,227	71%	227,606	8,753
Graphic Arts	95,635	112,005	16,371	85%	86,369	9,266
Health and PE Credit	96,822	141,425	44,604	68%	96,408	414
Health Info Mgmt	148,327	227,974	79,647	65%	131,610	16,717
Hist & Geog	231,057	272,029	40,972	85%	204,233	26,823
Humanities	124,405	171,009	46,603	73%	120,093	4,312



March 2024 - Expense by Division Report

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 Department	144,160	240,148	95,988	60%	133,552	10,608
Instr Tech Lab Mgrs	4,000	36,787	32,788	11%	13,189	(9,189)
Law Enforcement	116,029	249,183	133,155	47%	44,742	71,287
Law Enforcemnt-NonCR	46,539	21,561	(24,979)	216%	56,421	(9,882)
LC Ctr Admin	2,853	20,925	18,072	14%	1,075	1,778
Library	479,549	744,109	264,560	64%	451,907	27,642
Management	0	0	0	0%	14,870	(14,870)
Massage Therapy	250	7,400	7,150	3%	12,158	(11,908)
Math	538,487	767,835	229,348	70%	516,132	22,355
Medical Assistant	60,498	101,537	41,039	60%	55,159	5,339
Music	151,757	268,661	116,904	56%	200,268	(48,511)
Networking	62,235	91,874	29,638	68%	67,764	(5,529)
Nursing Administration	291,915	2,163,013	1,871,098	13%	1,279,477	(987,562)
Nursing-AD	132	0	(132)	0%	526	(394)
Nursing-VN	0	0	0	0%	0	0
Pharmacy Tech	59,200	90,806	31,606	65%	59,208	(8)
Philosophy	38,151	20,418	(17,733)	187%	32,166	5,985
Physics	65,448	95,391	29,943	69%	72,126	(6,678)
Process Tech	308,714	504,950	196,236	61%	283,785	24,930
Prof Develop Acad	850	9,000	8,150	9%	366	484
Psychology	240,701	349,557	108,856	69%	238,388	2,313
QEP	7,548	384	(7,164)	1965%	0	7,548
Radiography	77,992	293,487	215,495	27%	158	77,835
Safety-CR	48,687	77,707	29,019	63%	65,419	(16,731)
Senior Adult Dept	162,908	229,326	66,417	71%	151,474	11,434
Social Science Non CR	26,297	9,549	(16,749)	275%	22,266	4,032
Sociology	49,982	72,243	22,261	69%	17,005	32,977
Speaking,Reading,Writing	312,875	610,797	297,922	51%	251,013	61,862



March 2024 - Expense by Division Report

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>
Theater Arts-Credit	96,829	185,154	88,326	52%	72,223	24,605
Thermal Tech-NonCR	60,729	131,473	70,744	46%	70,848	(10,119)
VP Instruction	201,877	1,909,786	1,707,909	11%	227,001	(25,124)
Welding-Cred	289,731	512,320	222,589	57%	296,425	(6,694)
<u>Totals for VP Instruction</u>	<u>10,707,487</u>	<u>18,854,355</u>	<u>8,146,868</u>	<u>57%</u>	<u>10,033,337</u>	<u>674,150</u>
<u>Summary for VP of Instruction</u>						
Allied Health Admin	7,926	12,219	4,294	65%	6,680	1,246
CE-CAN Program	10,396	22,522	12,125	46%	20,875	(10,479)
CE-CPR	0	0	0	0%	3,012	(3,012)
CE-Dental	0	5,756	5,756	0%	55	(55)
Program Development	66,748	88,222	21,474	76%	133,083	(66,335)
<u>Totals for VP of Instruction</u>	<u>85,070</u>	<u>128,719</u>	<u>43,649</u>	<u>66%</u>	<u>163,704</u>	<u>(78,634)</u>
<u>Summary for VP Student Services</u>						
Admissions	248,758	396,188	147,430	63%	190,535	58,223
Advise Center	355,495	586,662	231,166	61%	349,496	5,999
Career & Placement	54,097	119,347	65,250	45%	54,184	(87)
Enrollment Mgmt	36,295	41,228	4,933	88%	40,574	(4,279)
Facilities & Student Recreat	68,639	117,403	48,764	58%	54,565	14,074
Judicial Affairs	125,497	215,030	89,533	58%	135,024	(9,527)
Multicultural Department	15,207	32,500	17,293	47%	8,323	6,884
Recruitment	432,899	592,338	159,438	73%	365,352	67,548
Stu Financial Svcs	349,951	603,107	253,156	58%	361,039	(11,088)
Stu Organizations	194,453	332,694	138,240	58%	215,249	(20,796)
Student Graduation	36,767	74,080	37,313	50%	27,858	8,909
Svcs-Disab Students	29,189	43,788	14,600	67%	23,154	6,035
Testing	174,604	325,320	150,716	54%	167,305	7,299
Veteran Affairs	120,456	181,784	61,328	66%	95,821	24,635



March 2024 - Expense by Division Report

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>
VP Student Services	266,334	622,767	356,432	43%	173,082	93,252
<u>Totals for VP Student Services</u>	<u>2,508,641</u>	<u>4,284,234</u>	<u>1,775,593</u>	<u>59%</u>	<u>2,261,559</u>	<u>247,082</u>
<u>Totals for Expense</u>	<u>25,158,946</u>	<u>42,000,000</u>	<u>16,841,054</u>	<u>60%</u>	<u>23,340,352</u>	<u>1,818,594</u>
<u>Fund Bal by Division</u>						
<u>Summary for VP Fiscal Affairs</u>						
Fund Balance - Academic Support	0	0	0	0%	4,950	(4,950)
Fund Balance - Institutional Support	620,329	0	(620,329)	0%	710,487	(90,157)
Fund Balance - Instruction	128,708	0	(128,708)	0%	216,489	(87,781)
Fund Balance - Oper & Maint	115,958	0	(115,958)	0%	1,018,628	(902,671)
Fund Balance - Student Services	246,944	0	(246,944)	0%	63,640	183,304
<u>Totals for VP Fiscal Affairs</u>	<u>1,111,939</u>	<u>0</u>	<u>(1,111,939)</u>	<u>0%</u>	<u>2,014,194</u>	<u>(902,254)</u>
<u>Totals for Fund Bal</u>	<u>1,111,939</u>	<u>0</u>	<u>(1,111,939)</u>	<u>0%</u>	<u>2,014,194</u>	<u>(902,254)</u>
<u>Totals for Report</u>	<u>26,270,885</u>	<u>42,000,000</u>	<u>15,729,115</u>		<u>25,354,545</u>	<u>916,340</u>



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: April 12, 2024
Subject: February 2024 Quarterly Investment Report

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the February 2024 Quarterly Investment Report.

PURPOSE

To report to the Board of Trustees the College's current cash balance. To report to the Board of Trustees the quarterly investments for the College.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees accept the February 2024 Investment Quarterly Report."

BACKGROUND

The investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the PFIA under Education Code 51.0032 and Government Code 2256.023.

In accordance with COM policy CDA (LOCAL) – Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all District funds and District accounts.

ATTACHMENTS

1. February 2024 Quarterly Investment Report



Quarterly Summary of Investments

Quarter Ending	COM Fund	Type	Beginning Book Balance	Beginning Market Value	Deposits	Withdrawals	Ending Book Balance	Ending Market Value
February 2024	11	TexPool-Operating	\$ 13,249,039	\$ 13,249,039	\$ 35,598,967	\$ 2,100,000	\$ 46,748,006	\$ 46,748,006
	41	TexPool-Moody	28,283	28,283	379	-	28,662	28,662
	45	Logic - Bond 2020	4,559,800	4,559,800	57,129	1,532,178	3,084,751	3,084,751
	46	Logic- Pre Bond 2023	23,689,552	23,689,552	310,313	2,325,642	21,674,223	21,674,223
Total investments all funds for quarter:			<u>\$ 41,526,674</u>	<u>\$ 41,526,674</u>	<u>\$ 35,966,788</u>	<u>\$ 5,957,820</u>	<u>\$ 71,535,642</u>	<u>\$ 71,535,642</u>

I certify that the attached listing constitutes all investments currently owned by the College of the Mainland District as of the date indicated and all of these investments and investing procedures conform to the "Public Funds Investment Act" as amended by House Bill 2459 of the 74th Texas Legislature. Furthermore, these same investments are in compliance with the College of the Mainland's Investment Policy and Strategy as adopted by the College of the Mainland's Board of Trustees.

David Wesse
Vice President of Fiscal Affairs

Trudy Trocheset
Controller



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

B. Reminders/Announcements

1. Board Meetings

- a. May 2024 – **Wednesday**, May 29th
- b. June 2024 – Monday, June 24th
- c. July 2024 – Monday, July 22nd
- d. August 2024 – Monday, August 26th
- e. September 2024 – Monday, September 23rd
- f. October 2024 – Monday, October 28th
- g. December 2024 – Monday, December 9th

2. **Board Budget Workshop** - Friday, July 19th, 10:00 a.m. – Noon

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

4. May 2024 Graduation – Saturday, May 11th, please arrive by 9:00 a.m. *(Note: There will be two (2) ceremonies; the 2nd ceremony will start at 2:00 p.m., we expect the end time to be 4:00 p.m.)*

C. Resignations and Retirement Report

D. Miscellaneous Updates



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Andrews	Valerie	Assistant Professor - Nursing	01/10/2022	04/04/2024	Resignation
Smith	Carol	Faculty - Health Information Mgmt	01/10/2022	05/11/2024	Resignation
Kupsa	Karen	Faculty - Process Technology	08/22/2016	12/31/2024	Retirement



PRESIDENT'S OFFICE

Executive Session

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

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

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

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

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

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

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

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

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

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



PRESIDENT'S OFFICE

Possible Action on Agenda Items, Including Closed Session Matters

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