



Notice/Agenda of June 2024 Regular Board Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129)
1200 Amburn Road
Texas City, Texas 77591
Monday, June 24, 2024**

The June 2024 Regular Board Meeting of the Board of Trustees of College of the Mainland will be held Monday, June 24, 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, May 29, 2024**
5. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Professional Council - Alisha Lyon, President
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 Eduardo Gonzalez to the Position of Facilities Services Manager, Facility Services Department
 2. Consideration of and Possible Action to Approve the Appointment Nomination of Jordan Patterson to the Position of CE Allied Health Coordinator, Continuing Education Department
 - B. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written

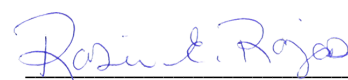
9. **Consideration of and Possible Action to Approve the Construction Documents for the New Public Safety Careers Center Project, as Presented and Attached**
10. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the May 2024 Investment and Financial Reports
 - B. Consideration of and Possible Acceptance of the May 2024 Quarterly Investment Report
11. **Board Report**
12. **President's Report**
 - A. Updates
 1. Summer 2024 and Fall 2024 Enrollment Update(s)
 2. SACS Update
 3. Promise Program Update
 4. Academic Master Plan Update
 5. Culinary Arts Update
 - B. Reminders/Announcements
 1. Board Meetings
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. COM's Pride Month Celebration, Tuesday, June 25th, COM Conference Center, 12:30 p.m. - 1:30 p.m.
 3. COM's 4th of July Celebration - Tuesday, July 2nd, LRC Breezeway, Noon
 4. **Board Budget Workshop** - Friday, July 19th, 9:00 a.m. - Noon
 - C. Resignations and Retirement Report
 - D. Miscellaneous Updates
13. **Adjournment to a closed or executive session pursuant to the Texas Government Code of the Open Meetings Act**
14. **Consideration of and Possible Action on any Items Discussed in Closed Session**
15. **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, June 20, 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.
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409-739-2618
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Mr. Alan L. Waters,
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Mrs. Dawn King,
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Dr. Verna J. Henson,
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Dr. Bill McGarvey,
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Mr. Kyle L. Dickson,
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2514 Pilgrim Estate Dr.
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dickson@murray-lobb.com



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: June 24, 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 May 29, 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 5/29/24

College of the Mainland Board of Trustees
Minutes of Wednesday, May 29, 2024
1:30 p.m., Doyle Family Administration Building

Call to Order

Don Gartman called the meeting to order at 1:31 p.m.

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

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present, except Alan Waters, Verna Henson & Dawn King.

NOTE: Dawn King arrived at 1:35 p.m.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, April 22, 2024

Melissa Skipworth moved the Board of Trustees approve the Full Board Minutes of Monday, April 22, 2024.

Kyle Dickson seconded the motion; all voted in approval.

Comments from the Community

Students – Mario Garza spoke to the Board regarding the policy revisions to COM(Local) policy FLA & approval of SB17.

Citizens – Elias Ramirez spoke to the Board regarding the policy revision to COM(Local) policy FLA & approval of SB17.

Constituent Leader Activity Reports

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

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

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

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

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

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Tyese Dunn to the Position of Financial Aid Generalist, Student Financial Services Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Tyese Dunn to the position of Financial Aid Generalist, Student Financial Services Department. Bill McGarvey seconded the motion; all voted in approval.

New Position Approval

Consideration of and Possible Action to Approve the Director of Quality Enhancement Plan Position, Division of Academic and Student Affairs

Bill McGarvey moved the Board of Trustees approve the Director of Quality Enhancement Plan position, Division of Academic and Student Affairs. Melissa Skipworth seconded the motion; all voted in approval.

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

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

General Counsel Items

Policy

FLA(LOCAL) - Student Rights and Responsibilities; Student Expression and Use of College Facilities Consideration of and Possible Action to Approve the Revisions to COM Local Policy FLA

Bill McGarvey moved the Board of Trustees approve the revisions to COM Local Policy FLA. Dawn King seconded the motion; all voted in approval.

SB17 Certification of Compliance

Consideration of and Possible Action to Authorize Board Chair, Donald Gartman, to Certify Compliance with SB17 on Behalf of the Board

Kyle Dickson moved the Board of Trustees authorize Board Chair, Donald Gartman, to certify compliance with SB17 on behalf of the Board. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Award of Contract 24-15 to BHA Technologies for Ellucian Unidata to SQL Migration for an Amount Not-to-Exceed \$360,000 to be Paid from Fund Balance

Kyle Dickson moved the Board of Trustees approve award of contract 24-15 to BHA Technologies for Ellucian Unidata to SQL Migration for an amount not-to-exceed \$360,000 to be paid from Fund Balance. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Award of Contract 24-07 to Pogue Construction for the Classroom Buildout of the 4th Floor of the STEAM Building for a Contract Amount Not-to-Exceed \$2,049,000 to be Paid with \$1,857,190 in 2018 Bond Funds and \$191,810 Fund Balance

Kyle Dickson moved the Board of Trustees approve award of contract 24-07 to Pogue Construction for the classroom buildout of the 4th floor of the STEAM Building for a contract amount not-to-exceed \$2,049,000 to be paid with \$1,857,190 in 2018 Bond Funds and \$191,810 Fund Balance. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Guaranteed Maximum Price for Construction Services per Contract #23-31 Awarded to Pogue Construction Company, LP for the Welding Building, Industrial Education Building, Physical Education Racquet Ball Court, Doyle Family Administration Building VP Suite, Shell Space and Marketing Suite Renovation Projects for a Not-to-Exceed Amount of \$13,195,176 for Construction Services to be Paid with \$12,396,258 from 2023 Bond Funds and the Remaining \$798,918 from Fund Balance

Bill McGarvey moved the Board of Trustees approve the Guaranteed Maximum Price for construction services per contract 23-31 awarded to Pogue Construction Company, LP for the Welding Building, Industrial Education Building, Physical Education Racquet Ball Court, Doyle Family Administration Building VP Suite, Shell Space and Marketing Suite renovation projects for a not-to-exceed amount of \$13,195,176 for construction services to be paid with \$12,396,258 from 2023 Bond Funds and the remaining \$798,918 from Fund Balance. Kyle Dickson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Award of Contract 23-40 to Broaddus Construction, LLC for the Construction of Parking Lots A, B, C and Underground Utilities for a Not-to-Exceed Amount of \$9,762,700 to be Paid with 2023 Bond Funds

Bill McGarvey moved the Board of Trustees approve award of contract 23-40 to Broaddus Construction, LLC for the construction of Parking Lots A, B, C and underground utilities for a not-to-exceed amount of \$9,762,700 to be paid with 2023 Bond Funds. Kyle Dickson seconded the motion; all voted in approval.

Financial Report(s)

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

Melissa Skipworth moved the Board of Trustees accept the April 2024 Investment Report and the April 2024 Financial Reports. Bill McGarvey seconded the motion; all voted in approval.

Board Report

Kyle Dickson shared an incident with his vehicle and a student.

Melissa Skipworth announced Family Fun Fest in Santa Fe on June 29th, Tombrella Park, 11:00 a.m.

Mrs. Skipworth also congratulated the staff & faculty for a great graduation this month.

Bill McGarvey thought COM's Cinco de Mayo event was great!

President's Report

Updates

Summer 2024 and Fall 2024 Enrollment Update(s)

Ana Lisa Garza updated the Board on the Summer 2024 and Fall 2024 enrollments.

Culinary Arts Update

Dr. Nichols updated the Board on the Culinary Arts Program.

Reminders/Announcements

Board Meetings

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

COM's Juneteenth Celebration, Tuesday, June 18th, 12:30 – 1:30 p.m., COM Conference Center – History of the Black Cowboy 1865

Reminder: COM will be closed on Wednesday, June 19th in observance of Juneteenth

COM's Pride Month Celebration, Tuesday, June 25th, 12:30 – 1:30 p.m., COM Conference Center

COM's 4th of July Celebration – Tuesday, July 2nd, Noon, LRC Breezeway

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

Resignations and Retirement Report

Miscellaneous

Dr. Nichols disclosed that the elevators were repaired under the emergency provisions in place for such occurrences.

Adjournment at 3:22 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Don Gartman, Chair
Board of Trustees

Comments from the Community

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

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



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

A. Professional Council – Alisha Lyon, President

Bond Update

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

June 24, 2024



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



Library Classroom Building (LCB)

Architect: Cannon Design

Contractor/CMAR: Vaughn Const

Completed Activities:

- Design Development – Workshop # 1 was held April 23
- Design Development – Workshop # 2 was held May 22
- Acoustic STC review meeting: June 14
- Design Development – Workshop # 3 scheduled for June 17/18

Project Milestones:

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

Ongoing/Upcoming Activities:

- VE Discussion: June 27
- Design Development – Workshop # 4 scheduled for July 15

Project Cost:

- Total Project Budget: \$ 123,453,618
- Project Cost to Date: \$ 1,611,000.06
- Total Construction Cost: \$ 99,546,407
- Construction Cost to Date: \$ 0.00
- Project scope is aligned with current Budget

Public Safety Careers Center (PSC)

Architect: RDLR Architects

CMAR: Durotech, Inc.

Completed Activities:

- 50% CD Estimate –
 - Cost of Work = \$23,890,665
 - Total w/ fees and contingencies = \$27,356,744
- V/E Session # 2

Project Milestones:

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

Ongoing/Upcoming Activities:

- 95% CD Page Turn with COM Facilities
- 100% CD Completion – 6/18/2024
- Texas City Development Board approval
- Submit for permit
- Subcontractor bids (6/22 – 7/17)

Project Cost:

- Total Project Budget: \$34,493,359.65
- Project Cost to Date: \$1,181,314.32
- Total Construction Cost: \$24,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget



Welding Building & Industrial Ed (WELD_IE)

Architect: Joiner Architects

CMAR: Pogue Construction

Completed Activities:

- GMP approved at May BoT meeting
- 100% CDs submitted for permit

Project Milestones:

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

Ongoing/Upcoming Activities:

- GMP Exhibit in legal review
- Texas City permit review ongoing
- Preconstruction meeting (6/14)
- Mobilization/Construction start date – pending permit approval
- Furniture design alignment meetings

Project Cost:

- Total Project Budget: \$ 17,941,882.00
- Project Cost to Date: \$ 859,314.72
- Total Construction Cost: \$ 12,372,216.00
- Construction Cost to Date: \$ 0.00
- Project is in Budget



Corporate & Continuing Ed Center (CCEC)

Architect: Kirksey Architecture

CMAR: Tellepsen

Completed Activities:

- 100% DD Estimate –
 - Cost of Work = \$11,199,335
 - Total w/ fees and contingencies = \$13,945,246
- V/E presentation to COM leadership.
 - Savings realized (\$800K)

Ongoing/Upcoming Activities:

- Construction Document Phase
- V/E Exercise # 2
- 50% CD - Estimate
- 50% CD - LAN Design Quality Review
- Furniture design alignment meetings

Project Milestones:

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

Project Cost:

- Total Project Budget: \$13,807,344.24
- Project Cost to Date: \$ 474,713.70
- Total Construction Cost: \$10,600,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget



Infrastructure – Parking lots A, B and C, and Deferred Maintenance – Underground Utilities

A/E: Fittz & Shipman

Contractor: Broaddus Construction

Completed Activities:

- Submitted for Permit review
- BOT approved award of contract to Broaddus Construction May 29, 2024
- Contract executed

Project Milestones:

- Design Phase(Parking Lots):Completed Apr 2024
- GC Procurement (CSP): Apr 2024–Jun 2024
- Construction Phase: Jun 2024 –Oct 2025 (pending permit approval)

Ongoing/Upcoming Activities:

- Construction start date – pending permit approval
 - Anticipating to receive permit June 21-28

Project Cost:

- Total Project Budget: \$ 13,000,000*
- Project Cost to Date: \$ 377,608.65
- Total Construction Budget: \$ 10,400,000
- Construction Cost to Date: \$ 0.00
- Project is in Budget

* Combined TPC for both Parking lots and Deferred Maintenance- Utilities



Infrastructure – COMmons and Site Lighting

A/E: TBD

Contractor: TBD

Completed Activities:

- Conceptual design is ongoing. Received input from COM staff May 15, 2024.

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.
- Design is being coordinated with Memorial Garden design
- Portion of site lighting (safety issue) to be done as part of Weld/IE project by allowance

Project Cost:

- | | |
|------------------------------|---------------|
| • Total Project Budget: | \$ 8,600,000* |
| • Project Cost to Date: | \$ 16,500.00 |
| • Total Construction Budget: | \$ 6,880,000 |
| • Construction Cost to Date: | \$ 0.00 |
| • Project is in Budget | |

* Combined TPC for COMmons upgrades and Campus Site Lighting



Infrastructure – Deferred Maintenance - Buildings

A/E: Various to be identified

Contractor: TBD

Completed Activities:

- List of scope of work has been identified and being planned based on best timing/priority.
- The recommended architect has been selected for the roofs.
- Recommended the replacement of the cooling in December 2025.
- Architect contract for reroof executed

Project Milestones:

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

Ongoing/Upcoming Activities:

- Reroof design ongoing (Aug 2024 completion).
- Notify co-op roof contractors for CSP.
- Cooling Tower replacement – Architect preparing proposal for design (up to DD phase)

Project Cost:

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

Infrastructure – Campus Wayfinding, Signage

A/E: TBD

Contractor: TBD

Completed Activities:

- Initial coordination discussion held May 2

Project Milestones:

- Design Phase: June 2024 – June 2026
- Bid Package: Various
- Supplier Procurement (CSP): Various
- Construction Phase: Per project

Ongoing/Upcoming Activities:

- Continue coordination and planning for project elements

Project Cost:

- Total Project Budget: \$ 1,700,000
- Project Cost to Date: \$ 0.00
- Total Construction Cost: \$ 1,360,000
- Construction Cost to Date: \$ 0.00
- Project is in Budget

Campus Furniture Planning

A/E: Cannon Design Furniture Studio

Contractor: TBD

Completed Activities:

- Furniture Planning Kick-off Meeting held April 29
- Survey to students regarding existing furniture standards, what works, what doesn't, sent week of May 6

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:

- Furniture Planning – Meetings with each Project's User Groups to be held May 15 and May 16.

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

Questions





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: June 24, 2024
Subject: Recommendation – Facilities Services Manager (New)

Presented for recommended approval to the Board of Trustees on June 24, 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 Eduardo Gonzalez to the position of Facilities Services Manager, Facility Services Department.”

PURPOSE

The Facilities Services Manager effectively manages various facets of day-to-day operations and maintenance by leveraging exceptional communication, technical, organizational, leadership and customer service skills; Focus areas include quality assurance, customer satisfaction, project coordination and management, and assisting the Director with department initiatives, annual budget development and contractor and staff performance evaluations.

BACKGROUND

This is a new position approved by the Board of Trustees March 27, 2024.

IMPLICATIONS

Financial: \$87,124 from budget 11-0-0000-6101-5140.

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: June 24, 2024
Subject: Recommendation – CE Allied Health Coordinator (Replacement)

Presented for recommended approval to the Board of Trustees on June 24, 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 Jordan Patterson to the position of CE Allied Health Coordinator, Continuing Education Department.”

PURPOSE

Responsible for coordinating Allied Health (AH) continuing education (CE) programs, including the coordination and oversight of the American Heart Association Training Center (AHA TC).

BACKGROUND

This is a replacement position for Danielle Kemendo.

IMPLICATIONS

Financial: \$69,699 from budget 11-0-1040-1307-5140.

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

ATTACHMENTS

1. Appointment Nomination

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: June 24, 2024
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

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

Graduation & Transfer Coordinator - \$54,311 from budget 32-0-5220-4199-5140

Faculty – Math (Full Time Temporary Position) - \$67,750 from budget 11-0-0000-1114-5100

Police Dispatcher - \$52,885 from budget 11-0-0000-5151-5160

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	Graduation & Transfer Coordinator	Student Success Center	This position will provide support services for all students enrolled in transfer programs. Additionally, this position will lead a focused committee to increase the number of students graduating within 3 years by connecting with students close to completion and determining what supports each student needs. This position will also track students to determine transfers and success rates of students post-graduation.	New grant position	Connor Jennings	\$54,311	\$47,781 - \$59,726 - \$71,672
2	Faculty - Math (Full Time Temporary Position)	Math & Computer Science	Responsible for providing instruction within the Math Program. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation.	Full Time Temporary Position	Jason R. Duval, Ph.D.	\$67,750	\$54,129 - \$70,362 - \$86,603
3	Police Dispatcher	Campus Police	Provides TCOLE certified TLETS operations, police/emergency radio dispatching, TAC responsibilities, phone call routing, maintenance of daily logs, Omnigo reporting operations, state audits management, data entry duties, crime statistics management, emergency mass notification system operations, operation of the dispatch office, administrative assistant duties required for the operation of the department, and the completion of assignments issued by supervisors.	Replacing Charlene Schmitt	Nicole Butler	\$52,885	\$43,437 - \$54,297 - \$65,156
4							
5							
6							
7							
8							



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: June 24, 2024
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of the Construction Documents for the new Public Safety Careers Center Project.

FUNDING SOURCE:

2023 Bond

PURPOSE

Approve the Construction Documents for the new Public Safety Careers Center Project, allowing RDLR Architects to complete the Design Phase and proceed to the Procurement Phase.

PROPOSED MOTION:

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

BACKGROUND:

RDLR Architects began design for the new Public Safety Careers Center Project on August 8, 2023. RDLR presented the completed Construction Documents to the 2023 Bond Steering Committee on June 10, 2024. LAN and the Bond Steering Committee recommend approval of the Construction Documents so that RDLR can complete design and proceed to procurement.

Attachments:

1. LAN Summary/Cover Letter
2. 100% 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: June 12, 2024

Re: Construction Document Approval for the new Public Safety Careers Center Project

RDLR Architects began design on August 8, 2023. Construction Documents was completed and presented to the 2023 Bond Steering Committee on June 10, 2024.

LAN has reviewed the 100% Construction Documents. Based on our review and feedback from the Steering Committee, LAN recommends COM approve the 100% Construction Documents, as presented, allowing RDLR to complete the design phase and move on to the Procurement Phase.

A handwritten signature in blue ink that reads "C.W. Scheibe". The signature is written in a cursive, flowing style.

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

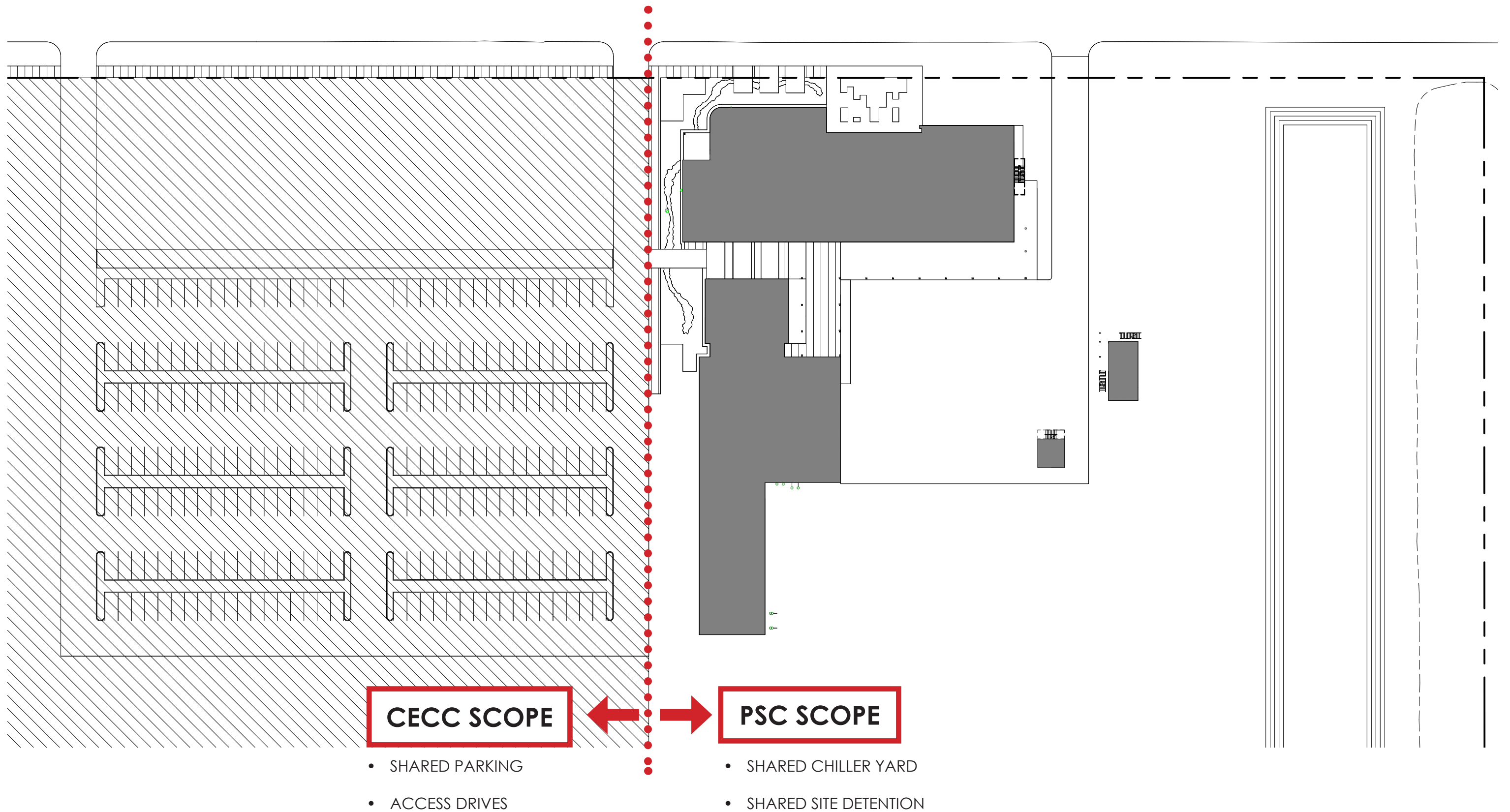


COLLEGE OF THE MAINLAND

PUBLIC SAFETY CAREERS BUILDING

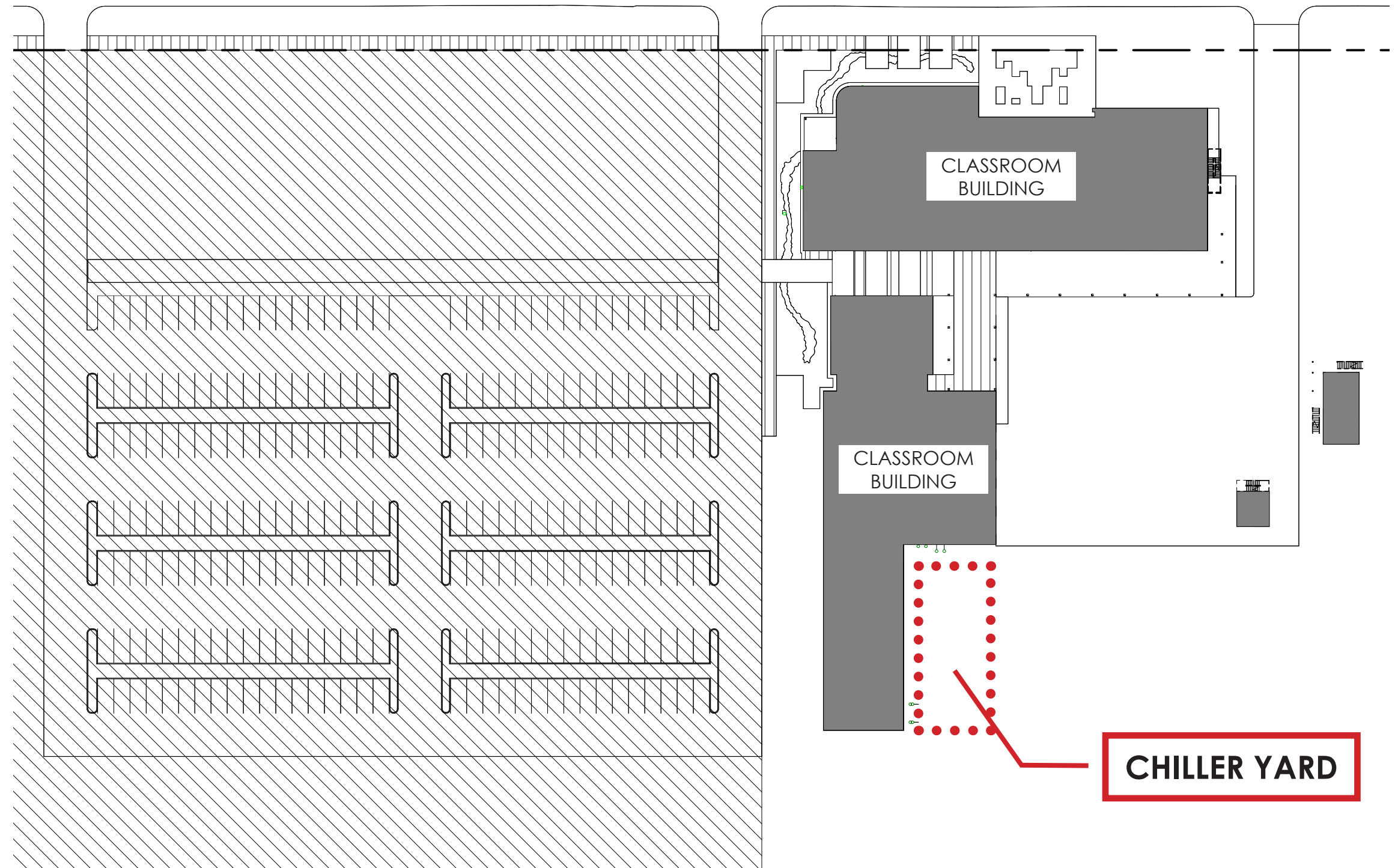


PROJECT SCOPE DIVISION



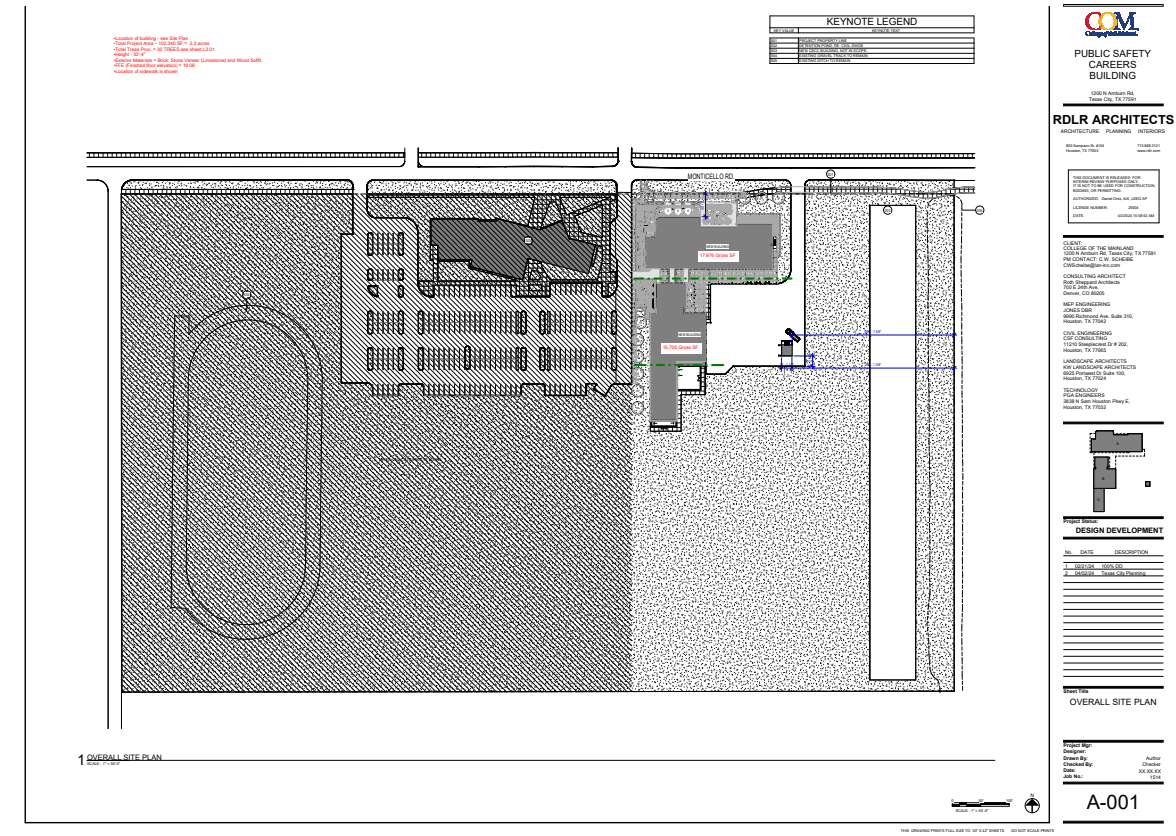
CENTRAL CHILLER YARD

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



PLANNING UPDATES

- Texas City Development Application and documents have been submitted and are awaiting approval.



CITY OF TEXAS CITY

Engineering & Planning
7800 E. F. Lowry Expy
Texas City, Texas 77591
409.643.5936

DEVELOPMENT APPLICATION

APPLICATION TYPE PLEASE CHECK APPROPRIATE BOX BELOW

- | | | |
|---|--|--|
| <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Replat | <input type="checkbox"/> Subdivision Master Plan |
| <input type="checkbox"/> Detailed Site Plan | <input type="checkbox"/> Minor Plat | <input type="checkbox"/> ROW Abandonment |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Sixth Street Revitalization |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Vacating Plat | <input type="checkbox"/> Mobile Food Unit |

See appropriate checklist and fee schedule for minimum submittal requirements for each application

PROPERTY INFORMATION

Project Name: _____
 Project Address or Location: _____
 Legal Description: _____
 Proposed No. of Lots: _____ Gross Acreage: _____
 Existing Zoning: _____ Proposed Zoning: _____
 Existing Use: _____ Proposed Use: _____

APPLICANT & OWNER INFORMATION

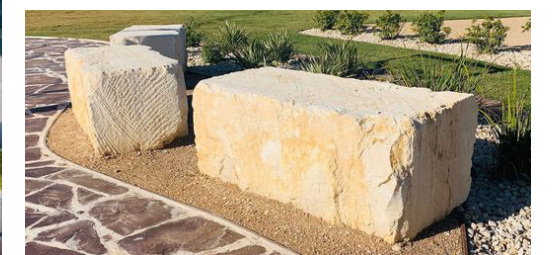
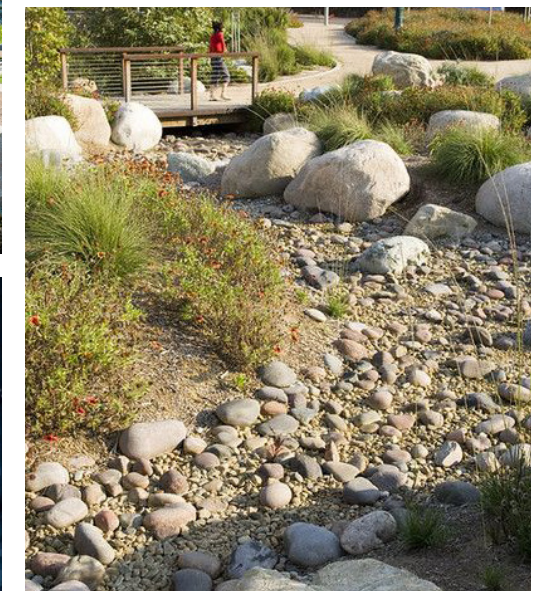
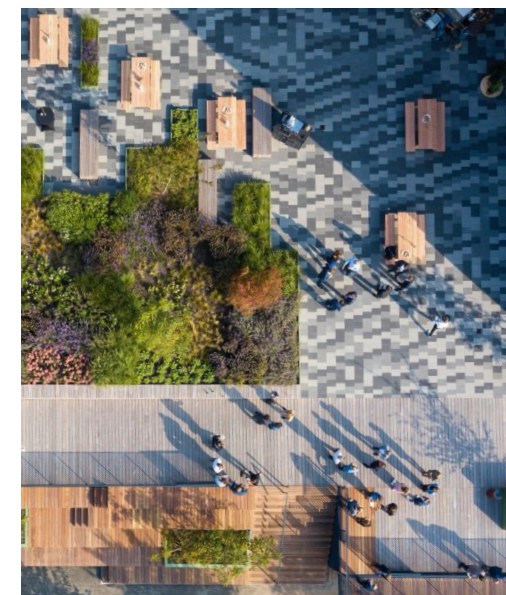
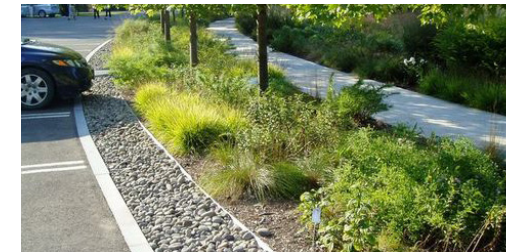
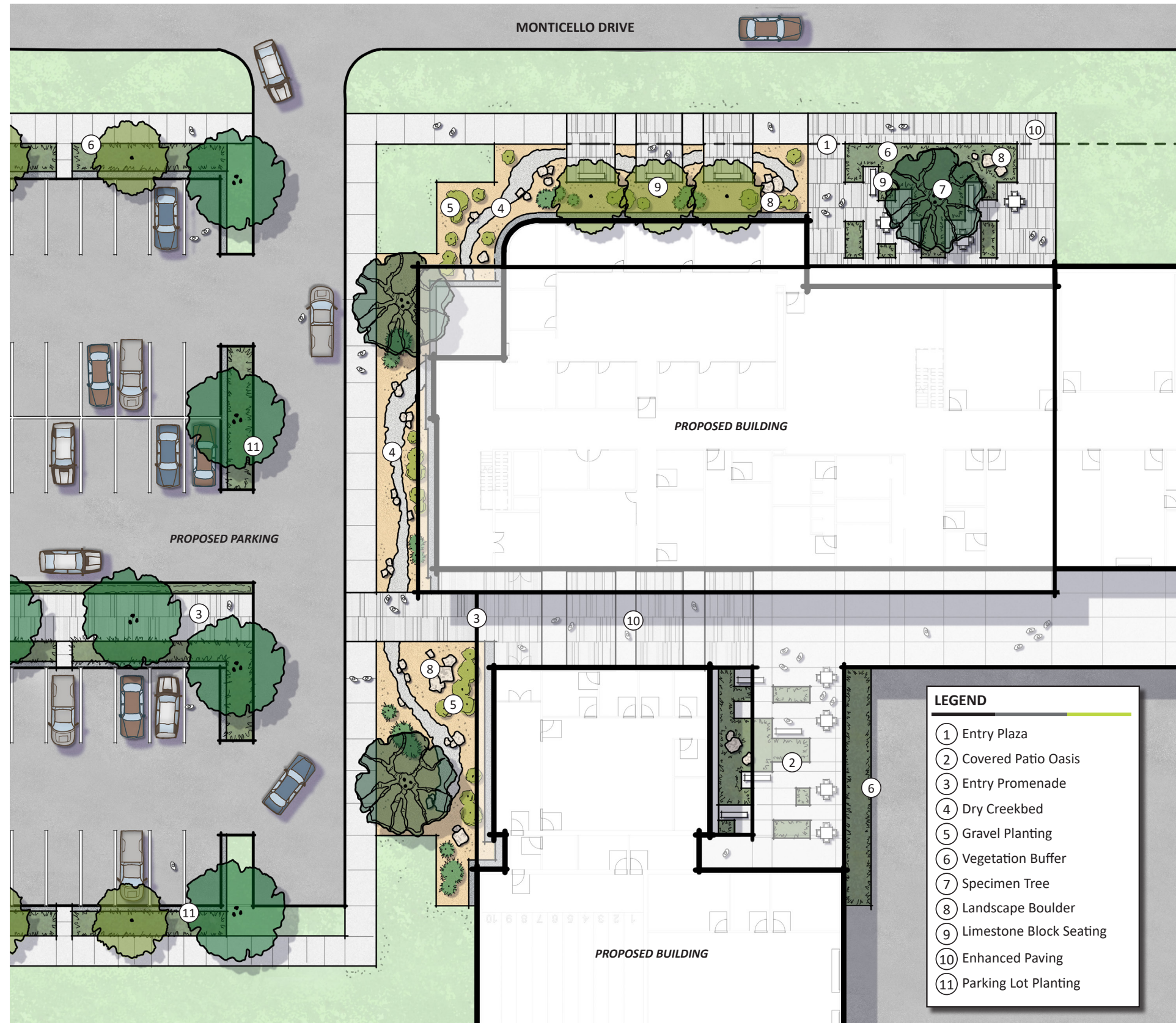
Name of Applicant: _____
(print or type)
 Signature: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____ Ph: _____ Fax: _____

Name of Property Owner: _____
(print or type)
 Signature: _____ Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail: _____ Ph: _____ Fax: _____
(The property owner may submit a notarized letter of authorization in lieu of a signed application)

For Department Use Only

Date Received: _____ Fee Paid: \$ _____
 Accepted by: _____

LANDSCAPE DESIGN



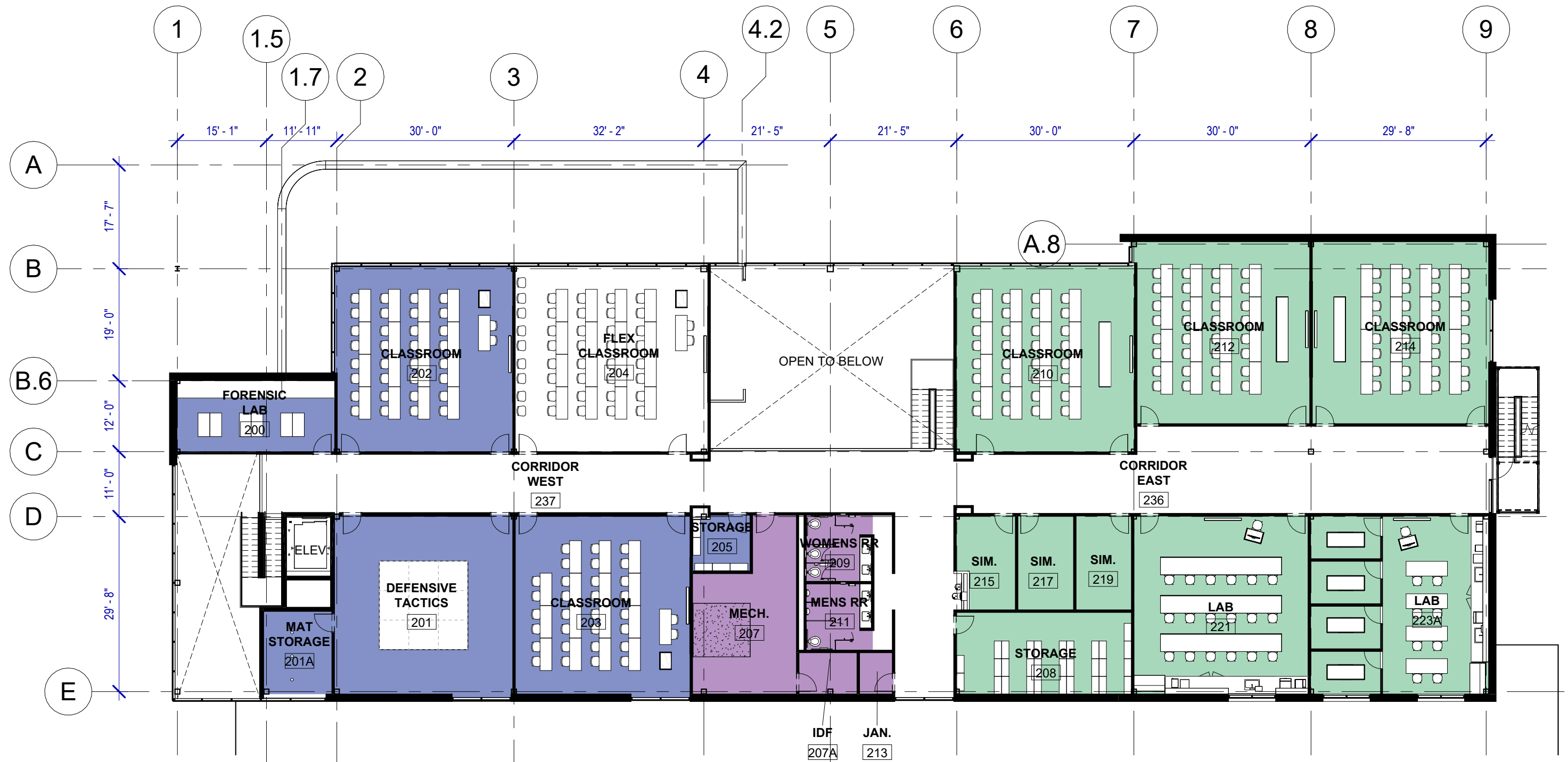
FLOOR PLAN



CLASSROOM BUILDING - LEVEL 1

- FIRE TECHNOLOGY
- SHARED/SUPPORT
- ADMIN

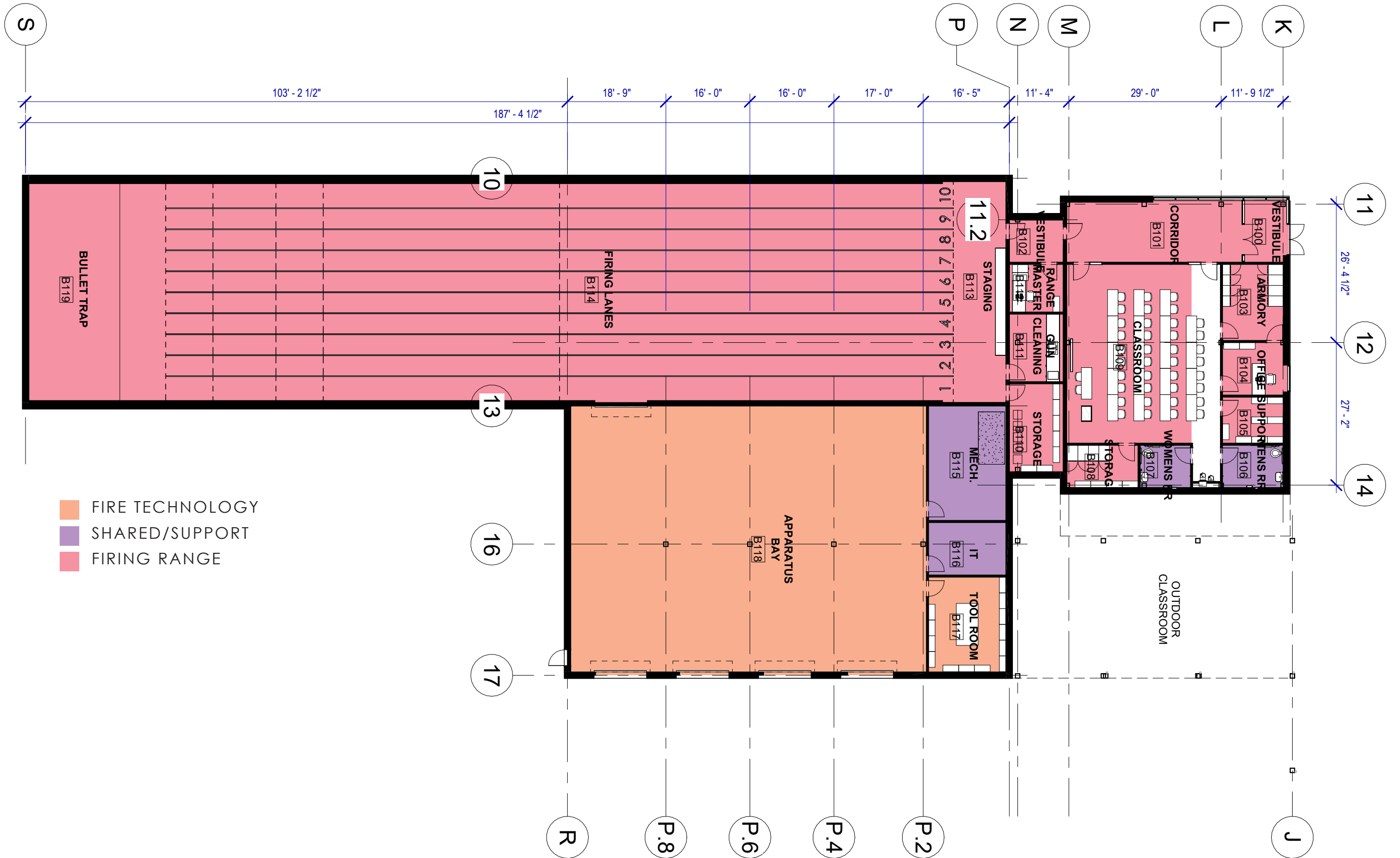
FLOOR PLAN



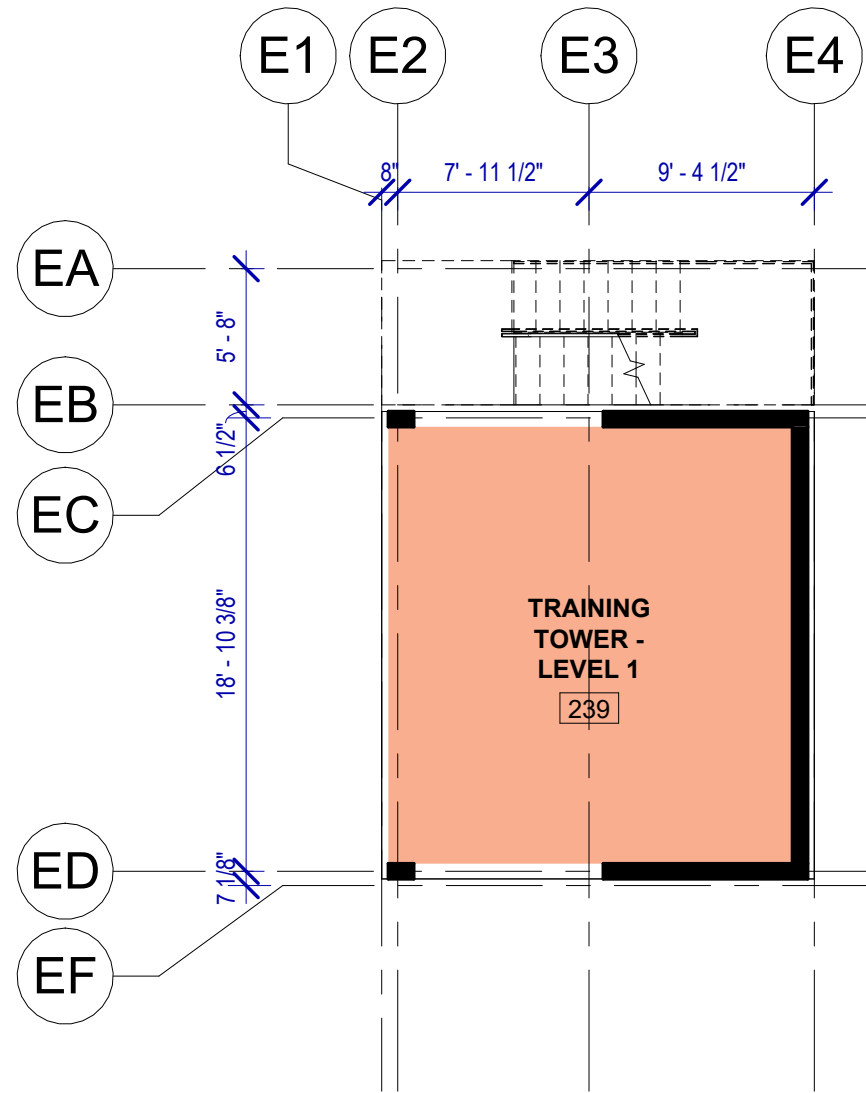
CLASSROOM BUILDING AREA A - LEVEL 2

- EMS
- SHARED/SUPPORT
- LAW ENFORCEMENT

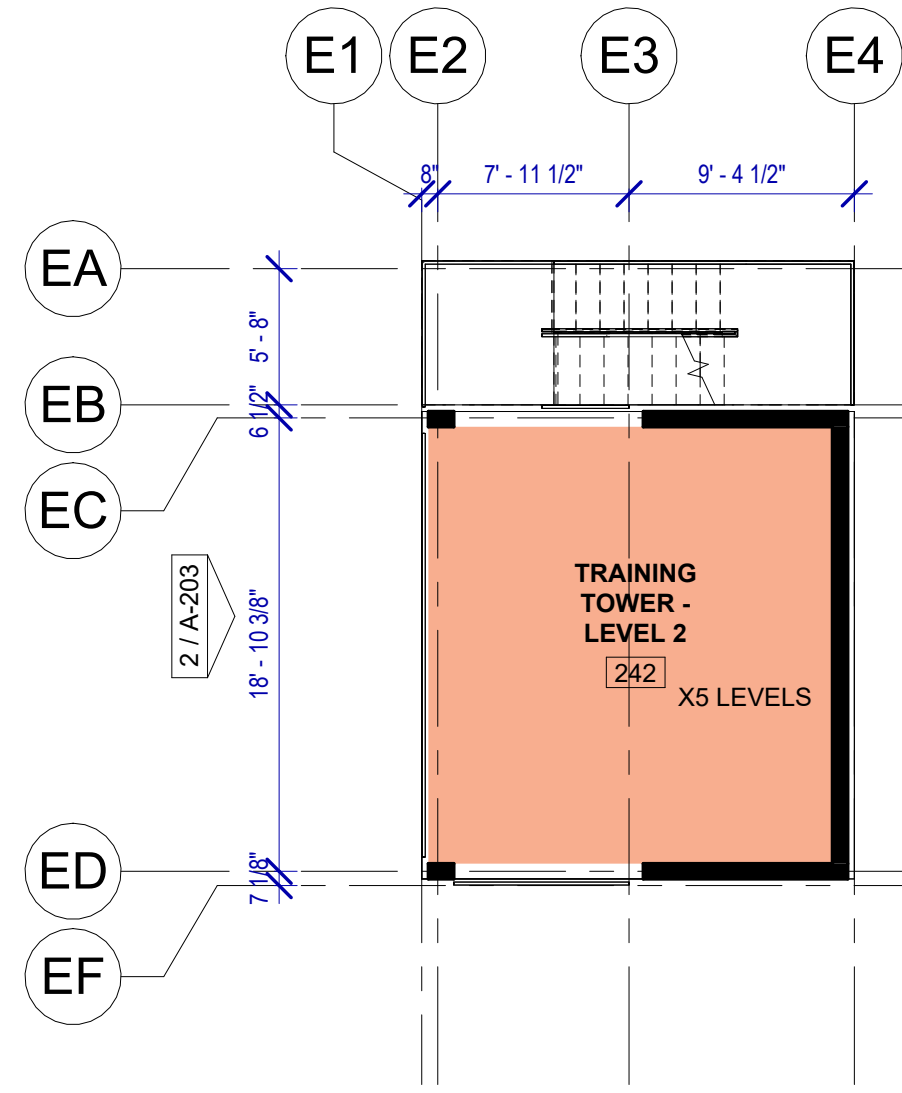
FLOOR PLAN



FLOOR PLAN



TRAINING TOWER - LEVEL 1



TRAINING TOWER - LEVEL 2-5

 FIRE TECHNOLOGY

ENTRY



EXTERIOR - FROM MONITCELLO DR.



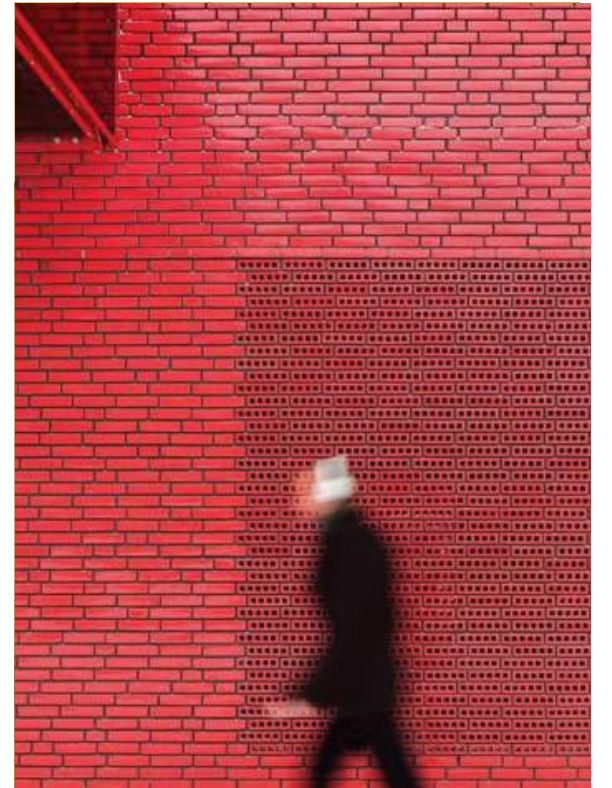
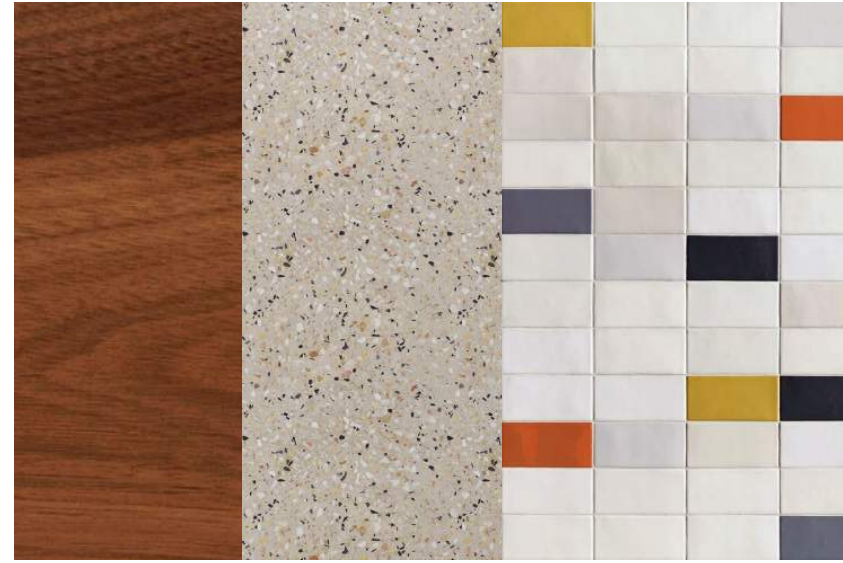
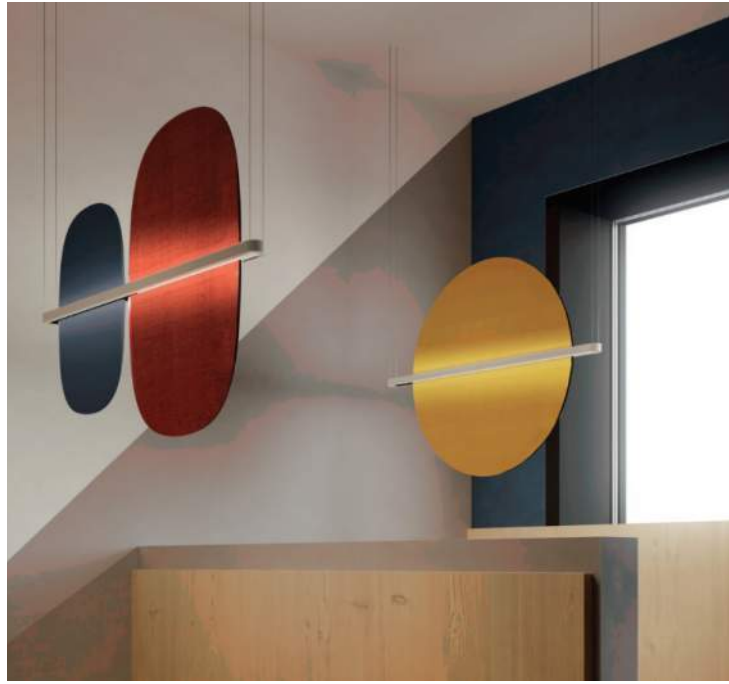
OUTDOOR BREAK AREA



TOWER



INTERIOR VISION BOARD



LOBBY INTERIORS SCHEME



COMMONS INTERIOR SCHEME



BUDGET

NO.		DESCRIPTION	Quantity	Unit	Unit Cost	COM - PUBLIC SERVICES CENTER			Remarks
						EXECUTIVE SUMMARY			
					SD ESTIMATE R2	DD ESTIMATE	50% CD ESTIMATE		
A.		CLASSROOM BUILDING & SHOOTING RANGE	48,093	SF	482.85	21,668,504	22,180,346	23,221,710	
B.		TRAINING TOWER	1,904	SF	351.38	507,258	543,956	668,955	
C.		BURN BUILDING	N/A	SF	-	464,454	494,774		REMOVED FROM PROJECT
		SUB TOTAL - COST OF WORK ITEMS				22,640,216	23,219,076	23,890,665	
		BUILDING PERMIT FEES - TEXAS CITY				55,954	55,777	55,373	
		AGC FEES				22,074	22,029	21,928	
		BUILDER'S RISK INSURANCE				226,251	225,687	303,056	
		GL/UMBRELLA INSURANCE				165,883	165,352	164,140	
		P & P BOND				202,891	202,295	200,934	
		SUB TOTAL				23,313,269	23,890,217	24,636,097	
		GENERAL CONDITIONS	4.73%	LS		1,102,718	1,130,007	1,165,287	
		CM FEE	2.94%	LS		717,830	735,595	758,561	
		TOTAL COST				25,133,817	25,755,819	26,559,945	
		Design Contingency	2.00%	%		1,885,036	1,287,791	531,199	
		Materials Escalation Contingency	1.00%	%		628,345	515,116	265,599	
		TOTAL (w/ Contingencies)				27,647,198	27,558,726	27,356,744	(201,982)

DUROTECH
BUILDERS OF INTEGRITY

PROJECT: COM - PUBLIC SERVICES CENTER
LOCATION: 1200 N. AMBURN RD., TEXAS CITY, TEXAS 77591
OWNER: COLLEGE OF THE MAINLAND
ARCHITECT: RDLR ARCHITECTS
DATE: 21-Nov-23
UPDATED: 28-May-24

VE ITEMS

NO.	DESCRIPTION	Quantity	Unit	Unit Cost	COM - PUBLIC SERVICES CENTER			Remarks
					EXECUTIVE SUMMARY			
					SD ESTIMATE R2	DD ESTIMATE	50% CD ESTIMATE	
	POTENTIAL COST SAVING ITEMS:			<u>A/R</u>				**Deducts include all markups above**
#1	Remove Metering in MSD	\$ (16,829)		A			(16,829)	Accepted* *Pending COM Final Approval
#2	Aluminum Conductors for Sizes #3 and Larger	\$ (33,885)		A			(33,885)	Accepted* *Pending COM Final Approval
#3	Metal Clad Cable in Walls in Lieu of Conduit and Wire	\$ (12,394)		A			(12,394)	Accepted* *Pending COM Final Approval
#4	Fire Training Gear Wash Extractor and Drying Cabinet by Owner (FFE)	\$ (33,885)		R			Rejected	Rejected
#5	SCBA Cleaning System by Owner (FFE)	\$ (7,164)		A			(7,164)	Accepted by COM
#6	Cascade Bottle Filling System by Owner (FFE)	\$ (28,427)		A			(28,427)	Accepted by COM
#7a	Reduce Range Safety Wall Panels to the 3 YD Shooting Li	\$ (193,306)		R			Rejected	Rejected
#7b	Range Safety Wall Pads to 3YD Line, AWP from 3YD to 50YD Line	\$ (110,440)		A			(110,440)	Accepted by COM/RDLR
#8	2.5 lbs./cf Mineral Wool (SAFB or Equal) acoustical insulation in lieu of 6 lbs./cf Mineral Fiber Batts	\$ (204,694)		A			(204,694)	Accepted by RLDR
#9	Stockpile Excavated Dirt on Site for Use by Others in Lieu of Haul Off	\$ (56,855)		R			Rejected	Rejected
#10	Delete Stain/Dye for Polished Concrete Areas	\$ (12,349)		R			Rejected	Rejected
#11	Delete Wall Coverings WC 2/3 at Offices Only, Add Paint	\$ (52,509)		A			(52,509)	Accepted by RLDR
#12	Delete Painting of the Training Tower. Paint Steel Only	\$ (23,437)		A			(23,437)	Accepted by RLDR
#13	Delete Lightning Protection @ Academic/Range Building	\$ (59,844)		A			(59,844)	Accepted Pending COM Final Approval
#14	Delete Lightning Protection @ Training Tower	\$ (21,148)		A			(21,148)	Accepted Pending COM Final Approval
#15a	Large Format Burnished Block in Lieu of Limestone	\$ (195,336)		R			Rejected	Rejected
#15b	Acme Stone in Lieu of UK Stone	\$ (45,484)		A			(45,484)	Accepted by RDLR
#16	Delete 2,850 SF of Aluminum Canopy and Related WD1 Soffit. Outdoor Learning Area to Remain.	\$ (341,795)		A			(341,795)	Accepted by RDLR
#17	Delete Running Man Pro Target System	\$ (28,427)		A			(28,427)	Accepted by RDLR
#18	Delete Fixed Lateral Target System	\$ (73,911)		A			(73,911)	Accepted by RDLR
	TOTAL COST w/ Cost Saving Alternates				27,647,198	27,558,726	26,296,355	(1,262,371)

THANK YOU

RDLR

May 2024

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$36.8
Less pending I&S liability:	<u>(\$10.2)</u>
Net unrestricted cash:	\$26.6
Minimum required cash :	\$8.2
Excess cash above minimum:	\$18.4

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$42.0

Actual: \$39.7

(95% earned at 75% of year)

Expense

Budget: \$42.0

Actual: \$31.9

(76% Spent at 75% of year)



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: June 7, 2024
Subject: Monthly Investment & Financial Reports

AGENDA ITEM DESCRIPTION:

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



INVESTMENT REPORT
For the Month Ended May 2024

Investment discussion:

College of the Mainland earned \$274,368 for the month of May on its short-term investments in TexPool & Logic for a total of \$1,968,615 investment interest earned fiscal year to date. The College earned an additional \$3 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$1,968,618 interest for the fiscal year to date period ending April TexPool - \$1,085,588, Logic - \$883,027 and TFB - \$3.

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



TexPool Investments for May 2024

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 40,228,914	\$ -	\$ 3,650,000	175,800	36,754,715	38,870,069	5.427%
Moody	41	28,916	-	-	131	29,047	28,920	5.417%
Totals		\$ 40,257,830	\$ -	\$ 3,650,000	\$ 175,931	\$ 36,783,761	\$ 38,898,989	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of April 2024

Logic (Hilltop Securities) Investments for May 2024

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2020	45	\$ 2,464,843	\$ -	\$ 145,359	11,193	2,330,678	2,431,255	5.421%
COM Pre Bond 2023	46	\$ 19,330,513	\$ -	\$ 853,478	87,243	18,564,278	18,949,789	5.421%
Totals		\$ 21,795,356	\$ -	\$ 998,837	\$ 98,437	\$ 20,894,956	\$ 21,381,045	
Totals		\$ 62,053,186	\$ -	\$ 4,648,837	\$ 274,367	\$ 57,678,717	\$ 60,280,034	



May 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	(6,128,291)	(5,927,997)	200,294	103%	(5,213,883)	(914,408)
Tuition-non-credit	(427,497)	(1,176,000)	(748,503)	36%	(413,836)	(13,661)
Exemptions and waivers	1,446,146	1,248,000	(198,146)	116%	1,258,566	187,580
Registration fees	(2,309,800)	(2,095,017)	214,783	110%	(2,420,096)	110,295
Other fees	(170,147)	(154,000)	16,147	110%	(160,025)	(10,122)
Grant revenue	(90,882)	(152,000)	(61,118)	60%	(134,973)	44,091
Sales and service revenue	(37,360)	(995,000)	(957,640)	4%	(37,575)	215
Miscellaneous revenue	(217,610)	(269,000)	(51,390)	81%	(919,245)	701,635
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(7,935,441)</u>	<u>(9,056,014)</u>	<u>(1,120,573)</u>	<u>88%</u>	<u>(8,041,066)</u>	<u>105,625</u>
Non-operating revenue						
State appropriation-Academic	(5,803,872)	(7,738,496)	(1,934,624)	75%	(4,754,123)	(1,049,749)
Property tax revenue	(24,145,645)	(25,032,183)	(886,538)	96%	(22,769,725)	(1,375,920)
Interest revenue	(908,652)	(469,000)	439,652	194%	(867,794)	(40,858)
FTZ reimbursement	(883,022)	(534,307)	348,715	165%	(547,722)	(335,301)
Renew & replace transfer out	0	830,000	830,000	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(31,741,191)</u>	<u>(32,943,986)</u>	<u>(1,202,795)</u>	<u>96%</u>	<u>(28,939,363)</u>	<u>(2,801,827)</u>
<u>Total Revenue</u>	<u>(39,676,632)</u>	<u>(42,000,000)</u>	<u>(2,323,368)</u>	<u>94%</u>	<u>(36,980,430)</u>	<u>(2,696,202)</u>



May 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	5,839,135	7,963,058	2,123,923	73%	5,628,254	210,881
Admin full-time	1,307,444	1,802,001	494,557	73%	1,338,933	(31,489)
Professional full-time	6,089,503	8,390,070	2,300,567	73%	5,747,256	342,247
Classified full-time	3,020,787	4,227,727	1,206,940	71%	2,648,178	372,609
Part-time	2,669,182	3,619,075	949,893	74%	2,307,853	361,329
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>18,926,051</u>	<u>25,432,027</u>	<u>6,505,976</u>	<u>74%</u>	<u>17,670,473</u>	<u>1,255,578</u>
Benefits						
Benefits	3,697,974	4,411,113	713,139	84%	3,299,427	398,547
<u>Totals for Benefits</u>	<u>3,697,974</u>	<u>4,411,113</u>	<u>713,139</u>	<u>84%</u>	<u>3,299,427</u>	<u>398,547</u>
Operating expenses						
Contract services	3,050,540	4,123,404	1,072,865	74%	2,704,802	345,738
Legal	281	20,608	20,326	1%	4,035	(3,754)
Operations	517,549	720,152	202,603	72%	461,245	56,305
Utilities and Rent	1,587,726	2,590,076	1,002,350	61%	1,576,778	10,948
Postage, printing, and supplies	770,693	1,443,720	673,028	53%	810,909	(40,216)
Bank fees	99,982	90,100	(9,882)	111%	58,056	41,926
Capital outlay & leases	62,834	114,525	51,691	55%	54,664	8,170
Insurance	2,607,695	2,557,423	(50,272)	102%	2,175,471	432,224
Public rel, marketing and advert	121,949	280,706	158,757	43%	132,244	(10,295)
Misc.	460,273	525,795	65,522	88%	406,765	53,508
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>9,279,522</u>	<u>12,156,860</u>	<u>2,877,338</u>	<u>76%</u>	<u>8,384,969</u>	<u>894,553</u>



May 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>31,903,546</u>	<u>42,000,000</u>	<u>10,096,454</u>	<u>76%</u>	<u>29,354,869</u>	<u>2,548,678</u>
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May 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%	95,318	(95,318)
<u>Totals for Salary and wages</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>95,318</u>	<u>(95,318)</u>
Benefits						
Benefits	899	0	(899)	0%	13,627	(12,728)
<u>Totals for Benefits</u>	<u>899</u>	<u>0</u>	<u>(899)</u>	<u>0%</u>	<u>13,627</u>	<u>(12,728)</u>
Operating expenses						
Contract services	794,279	0	(794,279)	0%	527,365	266,915
Legal	40,000	0	(40,000)	0%	5,619	34,381
Operations	33,961	0	(33,961)	0%	1,000	32,961
Utilities and Rent	2,920	0	(2,920)	0%	0	2,920
Postage, printing, and supplies	183,172	0	(183,172)	0%	364,564	(181,392)
Capital outlay & leases	431,533	0	(431,533)	0%	1,685,924	(1,254,391)
Public rel, marketing and advert	15,981	0	(15,981)	0%	162,117	(146,136)
Misc.	9,950	0	(9,950)	0%	24,239	(14,289)
<u>Totals for Operating expenses</u>	<u>1,511,796</u>	<u>0</u>	<u>(1,511,796)</u>	<u>0%</u>	<u>2,770,826</u>	<u>(1,259,030)</u>
<u>Total Fund Bal</u>	<u>1,512,695</u>	<u>0</u>	<u>(1,512,695)</u>	<u>0%</u>	<u>2,879,771</u>	<u>(1,367,077)</u>



May 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	2,300	19,700	17,400	12%	0	2,300
Campus Police	511,665	773,303	261,638	66%	497,412	14,253
EVP-Academic & Student	59,676	3,583	(56,093)	1666%	0	59,676
Gen Institution	375,667	361,484	(14,183)	104%	273,132	102,534
Information Technology Serv	1,886,118	2,401,783	515,665	79%	1,822,311	63,807
Internal Audit	128,730	150,000	21,270	86%	80,501	48,229
OPEAR	298,512	470,575	172,063	63%	322,365	(23,853)
Presidents Office	594,073	607,699	13,626	98%	475,144	118,929
Self Study SACS	500	10,237	9,737	5%	14,825	(14,325)
Staff Attorney	223,038	309,556	86,519	72%	116,361	106,677
Totals for President	<u>4,080,279</u>	<u>5,107,920</u>	<u>1,027,642</u>	<u>80%</u>	<u>3,602,052</u>	<u>478,227</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	86,034	127,861	41,827	67%	98,442	(12,408)
Custodial Services	945,179	1,416,009	470,830	67%	215,652	729,527
Facilities	4,023,114	4,674,415	651,301	86%	4,407,249	(384,134)
Financial Services	710,588	913,404	202,816	78%	689,745	20,843
Grounds	323,223	470,466	147,243	69%	98,326	224,897
Human Resources	527,368	624,909	97,541	84%	560,534	(33,166)
Purchasing	266,271	334,464	68,193	80%	254,875	11,395
Records Mgmt	11,899	20,952	9,053	57%	21,220	(9,321)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,587,628)	(1,587,628)	0%	0	0
Staff Benefits	971,789	3,099,362	2,127,573	31%	888,300	83,489
Tax Admin	303,256	232,631	(70,625)	130%	263,489	39,767



May 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	765,076	1,195,000	429,924	64%	696,218	68,858
Vehicle Operations	97,978	111,872	13,894	88%	88,157	9,821
VP College & Fin Svcs	206,999	210,389	3,390	98%	163,255	43,744
<u>Totals for VP Fiscal Affairs</u>	<u>9,238,774</u>	<u>11,534,456</u>	<u>2,295,682</u>	<u>80%</u>	<u>8,445,463</u>	<u>793,311</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	85,078	121,533	36,455	70%	96,873	(11,794)
Marketing and Communications	622,271	953,439	331,168	65%	601,197	21,074
VP Institutional Advancement	462,638	595,333	132,695	78%	468,974	(6,336)
<u>Totals for VP Institutional Advancement</u>	<u>1,169,987</u>	<u>1,670,305</u>	<u>500,318</u>	<u>70%</u>	<u>1,167,044</u>	<u>2,944</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	805,063	1,065,419	260,356	76%	811,927	(6,864)
Academic Planning	166,125	185,427	19,302	90%	0	166,125
Accting-Credit	87,137	98,933	11,796	88%	79,144	7,994
Adm-C.I.D.T.	62,604	78,462	15,858	80%	46,870	15,734
Adm-Cont Ed	337,125	398,914	61,789	85%	343,461	(6,335)
Adm-Ind Tech	6,385	8,342	1,957	77%	6,374	11
Adm-Instruct	29,020	75,498	46,478	38%	48,428	(19,409)
Adm-Perf & Vis Arts	48,915	68,431	19,516	71%	42,446	6,469
Adm-Pub Svc Ed	89,488	123,786	34,299	72%	90,280	(793)
Adm-Science	52,634	81,140	28,506	65%	40,810	11,824
Adm-Soc Sci	60,360	81,912	21,552	74%	57,883	2,478
Adult Education	189,737	236,644	46,907	80%	156,455	33,282
Allied Health CE	51,884	215,900	164,016	24%	77,249	(25,365)
Art	215,774	264,285	48,511	82%	207,790	7,984
Art Gallery	10,625	25,975	15,350	41%	750	9,876
Biol & Nutrition	679,596	800,821	121,224	85%	607,012	72,584
Bus Ed-NonCR	0	0	0	0%	2,100	(2,100)



May 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>
C.I.S.	91,376	104,399	13,024	88%	79,502	11,874
Chemistry	159,313	194,687	35,375	82%	146,830	12,483
Child Develop	78,473	91,241	12,768	86%	62,771	15,701
Cmnty Theater	269,129	300,824	31,695	89%	274,314	(5,185)
Collegiate H.S.-CR	131,774	160,849	29,075	82%	124,026	7,748
Cosmetology	607,582	704,204	96,622	86%	560,236	47,347
Criminal Justice	1,389,221	1,810,609	421,388	77%	63,973	1,325,248
Culinary Arts	47,946	123,443	75,497	39%	0	47,946
Dean Cont Ed	163,563	210,033	46,470	78%	128,682	34,881
Dean Gen Ed	214,070	400,802	186,732	53%	166,633	47,437
Dental Hygiene	75,100	179,224	104,124	42%	66,607	8,493
Distance Ed	315,098	428,741	113,644	73%	285,076	30,021
Drafting	6,414	73,690	67,275	9%	71,828	(65,414)
Dual Credit Dept	139,419	179,072	39,653	78%	118,713	20,706
Economics	69,226	83,307	14,081	83%	68,672	553
EMS-Credit	179,477	264,858	85,381	68%	240,332	(60,855)
Engineering	39,272	8,819	(30,453)	445%	15,381	23,891
Fire Tech	331,901	400,816	68,915	83%	301,762	30,139
Firearms Acad	36,623	42,915	6,292	85%	71,360	(34,737)
Foreign Lang	56,679	69,572	12,893	81%	56,020	659
Gen Bus-Credit	248,949	318,660	69,711	78%	207,957	40,992
Geology	91,886	108,985	17,099	84%	64,664	27,221
Government	308,345	361,293	52,948	85%	289,296	19,049
Graphic Arts	126,623	139,965	13,342	90%	114,065	12,558
Health and PE Credit	126,060	149,824	23,763	84%	124,333	1,727
Health Info Mgmt	210,902	238,908	28,007	88%	171,700	39,201
Hist & Geog	328,913	302,872	(26,041)	109%	261,614	67,299
Humanities	159,364	207,033	47,670	77%	155,440	3,923



May 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	208,740	246,398	37,659	85%	172,113	36,626
Instr Tech Lab Mgrs	4,086	36,787	32,702	11%	20,917	(16,831)
Law Enforcement	157,752	287,459	129,707	55%	60,778	96,973
Law Enforcemnt-NonCR	59,968	32,167	(27,801)	186%	71,301	(11,333)
LC Ctr Admin	4,604	20,944	16,340	22%	2,060	2,544
Library	606,891	756,824	149,933	80%	582,651	24,240
Management	0	0	0	0%	18,622	(18,622)
Massage Therapy	3,512	7,400	3,888	47%	16,703	(13,191)
Math	694,896	831,186	136,290	84%	653,071	41,825
Medical Assistant	77,395	103,779	26,384	75%	71,162	6,233
Music	202,612	298,554	95,942	68%	277,842	(75,230)
Networking	90,777	102,139	11,362	89%	84,474	6,304
Nursing Administration	356,291	566,881	210,590	63%	1,663,067	(1,306,776)
Nursing-AD	0	0	0	0%	560	(560)
Nursing-VN	0	0	0	0%	0	0
Pharmacy Tech	76,447	98,287	21,840	78%	75,890	557
Philosophy	48,866	29,656	(19,210)	165%	40,345	8,521
Physics	87,792	102,337	14,545	86%	94,285	(6,493)
Process Tech	404,762	544,275	139,513	74%	358,650	46,113
Prof Develop Acad	850	9,000	8,150	9%	366	484
Psychology	315,764	372,385	56,620	85%	294,512	21,252
QEP	9,630	507	(9,123)	1900%	0	9,630
Radiography	117,641	303,597	185,956	39%	2,148	115,493
Safety-CR	63,264	80,169	16,906	79%	82,991	(19,727)
Senior Adult Dept	216,295	257,622	41,327	84%	200,682	15,612
Social Science Non CR	35,044	15,896	(19,147)	220%	28,517	6,527
Sociology	65,758	78,356	12,598	84%	22,563	43,196
Speaking,Reading,Writing	412,698	621,198	208,500	66%	312,718	99,980



May 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>
Theater Arts-Credit	123,435	195,873	72,438	63%	85,860	37,575
Thermal Tech-NonCR	84,812	164,740	79,927	51%	96,550	(11,738)
VP Instruction	256,749	1,000,507	743,757	26%	292,718	(35,968)
Welding-Cred	366,332	541,594	175,262	68%	375,130	(8,798)
<u>Totals for VP Instruction</u>	<u>14,048,832</u>	<u>19,176,053</u>	<u>5,127,222</u>	<u>73%</u>	<u>12,970,014</u>	<u>1,078,818</u>
<u>Summary for VP of Instruction</u>						
Allied Health Admin	9,772	12,482	2,710	78%	8,803	969
CE-CAN Program	17,566	30,022	12,455	59%	28,157	(10,591)
CE-CPR	0	0	0	0%	3,416	(3,416)
CE-Dental	0	5,756	5,756	0%	8,003	(8,003)
Program Development	83,853	101,095	17,243	83%	174,522	(90,669)
<u>Totals for VP of Instruction</u>	<u>111,191</u>	<u>149,355</u>	<u>38,164</u>	<u>74%</u>	<u>222,901</u>	<u>(111,710)</u>
<u>Summary for VP Student Services</u>						
Admissions	318,703	405,021	86,319	79%	248,942	69,760
Advise Center	464,591	601,089	136,499	77%	463,689	901
Career & Placement	69,361	121,660	52,299	57%	67,561	1,801
Enrollment Mgmt	46,108	45,622	(486)	101%	54,268	(8,160)
Facilities & Student Recreat	91,798	118,479	26,681	77%	72,012	19,786
Judicial Affairs	163,371	222,465	59,094	73%	171,036	(7,665)
Multicultural Department	21,931	32,500	10,569	67%	14,231	7,700
Recruitment	541,593	606,641	65,049	89%	482,654	58,939
Stu Financial Svcs	441,959	613,632	171,673	72%	468,333	(26,374)
Stu Organizations	275,134	340,441	65,308	81%	268,436	6,698
Student Graduation	58,120	70,008	11,888	83%	51,840	6,280
Svcs-Disab Students	38,379	45,628	7,249	84%	31,626	6,753
Testing	242,993	331,210	88,217	73%	221,872	21,121
Veteran Affairs	150,403	187,979	37,576	80%	115,713	34,689



May 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	330,041	619,535	289,493	53%	215,181	114,861
<u>Totals for VP Student Services</u>	<u>3,254,483</u>	<u>4,361,910</u>	<u>1,107,427</u>	<u>75%</u>	<u>2,947,394</u>	<u>307,089</u>
<u>Totals for Expense</u>	<u>31,903,546</u>	<u>42,000,000</u>	<u>10,096,454</u>	<u>76%</u>	<u>29,354,869</u>	<u>2,548,678</u>

Fund Bal by Division

Summary for VP Fiscal Affairs

Fund Balance - Academic Support	0	0	0	0%	5,625	(5,625)
Fund Balance - Institutional Support	738,996	0	(738,996)	0%	974,203	(235,207)
Fund Balance - Instruction	256,383	0	(256,383)	0%	247,990	8,393
Fund Balance - Oper & Maint	245,601	0	(245,601)	0%	1,545,906	(1,300,305)
Fund Balance - Student Services	271,715	0	(271,715)	0%	106,048	165,667
<u>Totals for VP Fiscal Affairs</u>	<u>1,512,695</u>	<u>0</u>	<u>(1,512,695)</u>	<u>0%</u>	<u>2,879,771</u>	<u>(1,367,077)</u>
<u>Totals for Fund Bal</u>	<u>1,512,695</u>	<u>0</u>	<u>(1,512,695)</u>	<u>0%</u>	<u>2,879,771</u>	<u>(1,367,077)</u>
<u>Totals for Report</u>	<u>33,416,241</u>	<u>42,000,000</u>	<u>8,583,759</u>		<u>32,234,640</u>	<u>1,181,601</u>



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: June 7, 2024
Subject: May 2024 Quarterly Investment Report

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the May 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 May 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

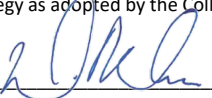
1. May 2024 Quarterly Investment Report



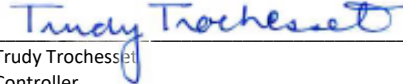
Quarterly Summary of Investments

Quarter Ending	COM Fund	Type	Beginning Book Balance	Beginning Market Value	Deposits	Withdrawals	Ending Book Balance	Ending Market Value
May 2024	11	TexPool-Operating	\$ 46,748,006	\$ 46,748,006	\$ 556,708	\$ 10,550,000	\$ 36,754,714	\$ 36,754,714
	41	TexPool-Moody	28,662	28,662	384	-	29,046	29,046
	45	Logic - Bond 2020	3,084,751	3,084,751	36,434	790,507	2,330,678	2,330,678
	46	Logic- Pre Bond 2023	21,674,223	21,674,223	277,817	3,387,761	18,564,279	18,564,279
Total investments all funds for quarter:			<u>\$ 71,535,642</u>	<u>\$ 71,535,642</u>	<u>\$ 871,343</u>	<u>\$ 14,728,268</u>	<u>\$ 57,678,717</u>	<u>\$ 57,678,717</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 Trochesse
 Controller



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. Summer 2024 and Fall 2024 Enrollment Update(s)
2. SACS Update
3. Promise Program Update
4. Academic Master Plan Update
5. Culinary Arts Update

B. Reminders/Announcements

1. Board Meetings

- a. July 2024 – Monday, July 22nd
- b. August 2024 – Monday, August 26th
- c. September 2024 – Monday, September 23rd
- d. October 2024 – Monday, October 28th
- e. December 2024 – Monday, December 9th

2. COM's Pride Month Celebration, Tuesday, June 25th, COM Conference Center, 12:30 p.m. – 1:30 p.m.

3. COM's 4th of July Celebration – Tuesday, July 2nd, LRC Breezeway, Noon

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

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
Rosenfield	Patricia	Payroll Supervisor	05/03/2010	07/31/2024	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.