



Notice/Agenda of August 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, August 26, 2024**

The August 2024 Regular Board Meeting of the Board of Trustees of College of the Mainland will be held Monday, August 26, 2024, beginning at 1:30 PM in the

Doyle Family Administration Boardroom (A129)
1200 Amburn Road
Texas City, Texas 77591

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

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

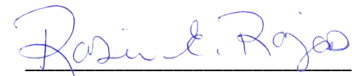
1. **Call to Order**
2. **Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Minutes**
 - A. Consideration of and Possible Action to Approve the Minutes of the July 19, 2024 Budget Workshop Meeting
 - B. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, July 22, 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. Student Government Association - Mario Garza, President
7. **Introducing the Phoenix Business Accelerator, Presentation by Kristin Edwards, Economic Development Director, City of Texas City**
8. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
9. **Human Resources Items**
 - A. Appointment Nominations

1. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Jose Cantu to the Position of Vice President for Student Affairs, Division of Academic and Student Affairs
 2. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Tanya Ingram to the Position of Dean of Students, Division of Academic and Student Affairs.
- B. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written
- C. Consideration of and Possible Acceptance of the Retirement Date of August 1, 2025 Submitted by Dr. Warren R. Nichols, Jr., President
10. **Consideration of and Possible Action to Approve Award of Contract 24-16 to RDW Group, Inc. for Website Design for an Amount Not-to-Exceed \$160,000 (\$80,000 to be Paid from Fund Balance and \$80,000 to be Paid from Marketing and Public Affairs)**
11. **Consideration of and Possible Action to Approve Contract 23-27 (Cannon Design) Amendment for Additional Services to Provide:**
 1. **Design and Estimating Services for the Cooling Tower Replacement Project in the Central Utility Plant, through 100% Design Development Phase**
 2. **Full Design and Construction Services for Parking Lot D, and**
 3. **Full Design Services for Monticello Landscaping Enhancement for All Teams to Implement and Construction Services for the LCB Portion of the Monticello Enhancement, which is the North Frontage of Monticello. These additional Services will Become a Part of the Library Classroom Building Project. The Architect's Fee will be Increased by \$390,160, Increasing the Cannon Design Contract from \$7,585,089 to \$7,975,249**
12. **Consideration of and Possible Action to Approve the Guaranteed Maximum Price #1 (MEP) for Contract 23-30 for Durotech, Inc. for the Public Safety Careers Center Project for a Not-to-Exceed Amount of \$6,208,573 for the Purchase of All Electrical and Mechanical Equipment to be Paid with 2023 Bond Funds**
13. **Consideration of and Possible Action to Approve Contract 23-42 to Smith Seckman Reid, Inc. Facilities Commissioning Consultants for MEP Commissioning Services for the Library Classroom Building Project for a Not-to-Exceed Amount of \$200,000, which Includes a Time and Material Estimate of \$185,000 and a \$15,000 Owner Contingency for Unforeseen Conditions to be Paid with 2023 Bond Funds**
14. **Consideration of and Possible Action to Approve Contract 23-43 to Smith Seckman Reid, Inc. Consultants for Building Envelope Consulting and Commissioning Services for the Library Classroom Building Project for a Not-to-Exceed Amount of \$124,240, which Includes a Time and Material Estimate of \$109,240 and a \$15,000 Owner Contingency for Unforeseen Conditions to be Paid with 2023 Bond Funds**
15. **Consideration of and Possible Action to Approve Award of Contract 23-44 to TADCO Roofing, LLC for the Construction Services to Reroof the Conference Center and Student Center Buildings for a Not-to-Exceed Amount of \$1,126,223 to be Paid with 2023 Bond Funds**
16. **Consideration of and Possible Action to Approve the Contract Amendment of Change Order 001 to Add the Scope of Parking Lot D and Associated Landscaping, Lighting and Security Cameras and Other Accessories as Designed by the Architect to Contract 23-34 CMAR Services (Vaughn Construction, LLC) for the Library Classroom Building. This Change Order**

- Does Not Increase the Cost of Preconstruction Services. The Associated Cost of Work for this Additional Scope will be Added to the Project when the Guaranteed Maximum Price, Identifying this Additional Cost, is Submitted**
17. **Consideration of and Possible Action to Adopt the College of the Mainland "Fiscal Analysis and Budget" as Presented by the Administration for Academic/Fiscal Year 2024-2025**
 18. **Consideration of and Possible Action to Accept the Workers' Compensation Insurance Renewal Proposal from TASB Risk Management in the Amount of \$133,835**
 19. **Consideration of and Possible Action to Approve the Renewal of Contract 20-01 for Custodial & Maintenance Services with IQS for an Amount Not-to-Exceed \$1,273,277 to be Paid from FY25 Operating Budget**
 20. **Consideration of and Possible Action to Approve the Renewal of Contract 23-15 for Grounds Maintenance and Landscaping Services with Beck Landscaping for an Amount Not-to-Exceed \$385,000 to be Paid from FY25 Operating Budget**
 21. **Tax Rate Item(s)**
 - A. Consideration of and Possible Action to Propose a Maintenance and Operations Tax Rate of .1427/100 and an Interest and Sinking Rate of .1244/100 for a Total Rate of .2671/100 for the 2025 Tax Year
NOTE: Roll Call Vote Required
 - B. Consideration of and Possible Action on Tax Rate and Approval of the Date of September 23, 2024 to Adopt a Tax Rate for 2025
 22. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the July 2024 Investment and Financial Reports
 23. **Consideration of and Possible Acceptance of the Presidential Search Firm Agreement, Submitted by the Association of Community College Trustees (ACCT)**
 24. **Board Report**
 25. **President's Report**
 - A. Updates
 1. Enrollment Update - Dr. Helen Brewer
 - B. Reminders/Announcements
 1. Board Meetings
September 2024 - Monday, September 23rd
October 2024 - Monday, October 28th
December 2024 - Monday, December 9th
January 2025 - Monday, January 25th
 2. Hispanic Heritage Month Kickoff, Tuesday, September 10th, 12:30 p.m. - 1:30 p.m., LRC Breezeway
 3. Constitution Day, Tuesday, September 17th, 12:30 p.m., COM Conference Center
 - C. Resignations and Retirement Report
 - D. Miscellaneous Updates
 26. **Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act**
 27. **Consideration of and Possible Action on any Items Discussed in Closed Session**
 28. **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, August 22, 2024, 3:00 P.M.



Rosie E. Rojas
Board Clerk

Administration

President Warren Nichols, Ed.D.
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,
Trustee
#1 South Pintail Street
La Marque, TX 77568
409-655-5055
awaters1@com.edu

Mrs. Dawn King,
Board Vice Chair
P.O. Box 1105
Dickinson, TX 77539
832-860-0663
dking4@com.edu

Dr. Verna J. Henson,
Trustee
7306 Heron Ln.
Texas City, TX 77591
409- 995-0948
vhenson@com.edu

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

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

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



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: August 26, 2024
Subject: BOT Workshop 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 BOT Workshop Minutes of July 19, 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 7/19/24

College of the Mainland Board of Trustees
Minutes of Friday, July 19, 2024
9:00 a.m., Doyle Family Administration Building

Call to Order

Don Gartman called the meeting to order at 9:00 a.m.

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present, except Alan Waters and Dawn King.

NOTE: Dawn King arrived at 9:18 a.m.

Presentation from RBC Capital Markets – Clarence Grier

Clarene Grier, RBC Capital Markets, presented information to the Board regarding the general market & COM's debt.

Discussion of College Budget 2024-2025

Dr. Nichols presented an overview of the budget process. Dr. Wesse presented an overview of the proposed budget.

Break 10:36 a.m.

Open 10:52 a.m.

Upon reconvening, Dr. Wesse reviewed the college's funding model. Senior leadership will meet this afternoon to discuss the proposed pay increase for the employees.

Adjournment to Closed or Executive Session Pursuant to Texas Government Code of the Open Meetings Act

Consideration of and Possible Action on Any Items Discussed in Closed Session

Adjournment at 11:04 a.m.



Melissa Skipworth, Secretary
Board of Trustees



Don Gartman, Chair
Board of Trustees



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: August 26, 2024
Subject: Full Board Minutes

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

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the Full Board Minutes of July 22, 2024."

PURPOSE

To ensure accuracy of the monthly minutes.

BACKGROUND

Minutes are brought forward every month for approval.

IMPLICATIONS

Financial: N/A

Strategic Goal #1: Strategic Goal #5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

Human Resources: N/A

Attachments

1. Minutes of 7/22/24

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

Call to Order

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

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

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present, except Alan Waters and Verna Henson.

Note: Verna Henson arrived at 1:39 p.m.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, June 24, 2024

Bill McGarvey moved the Board of Trustees approve the Full Board Minutes of Monday, June 24, 2024. Dawn King seconded the motion; all voted in approval.

Comments from the Community

No comments this month.

Constituent Leader Activity Reports

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

Classified Council – Sonia Kukuch, President, updated the Board on classified employee 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 Jonathon Cooper to the Position of Faculty – Process Technology, Process Technology Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Jonathon Cooper to the position of Faculty - Process Technology, Process Technology Department. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Lenora Dawson to the Position of Faculty – Process Technology, Process Technology Department

Bill McGarvey moved the Board of Trustees approve the appointment of Lenora Dawson to the position of Faculty – Process Technology, Process Technology Department. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Marcial Cavazos to the Position of Faculty - Communication, Humanities Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Marcial Cavazos to the position of Faculty - Communication, Humanities Department. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Monique Suarez to the Position of Faculty - English, Humanities Department

Verna Henson moved the Board of Trustees approve the appointment of Monique Suarez to the position of Faculty - English, Humanities Department. Bill McGarvey 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. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Contract 23-37 to Ninyo & Moore Geotechnical & Environmental Sciences Consultants for Special Inspection and Testing Agency Services for Parking Lot A, B, C and Underground Utilities Project for a Not-to-Exceed of \$161,445, which Includes a Time and Material Estimate of \$146,445 and a \$15,000 Owner Contingency for Unforeseen Conditions to be Paid with 2023 Bond Funds

Melissa Skipworth moved the Board of Trustees approve Contract #23-37 to Ninyo & Moore Geotechnical & Environmental Sciences Consultants for special inspection and testing agency services for the Parking Lot A, B, C and underground utilities project for a not-to-exceed amount of \$161,445, which includes a time and material estimate of \$146,445 and a \$15,000 owner contingency for unforeseen conditions to be paid with 2023 Bond Funds. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Granting of a 75' Drainage Easement to the City of Texas City at the Public Service Careers (PSC) Building and Corporate & Continuing Education Center (CCEC) Project Site Finding that the Easement will be Used by the City in Carrying Out a Purpose that Benefits the Public Interest of the College

Bill McGarvey moved the Board of Trustees approve the granting of a 75' drainage easement to the City of Texas City at the Public Service Careers building and Corporate and Continuing Education Center project site finding that the easement will be used by the city in carrying out a purpose that benefits the public interest of the College. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Construction Documents for the New Corporate & Continuing Education Center Project, as Presented and Attached

Bill McGarvey moved the Board of Trustees approve the construction documents for the new Corporate & Continuing Education Center Project, as presented and attached. Kyle Dickson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve a Contract Increase in the Amount of \$24,874.13 to Contract 22-10 Awarded to D2L for a Revised Total Amount Not-to-Exceed \$421,510.59 to be Paid Using Title V Grant Funds

Melissa Skipworth moved the Board of Trustees approve a contract increase in the amount of \$24,874.13 to contract 22-10 awarded to D2L for a revised total contract amount not-to-exceed \$421,510.59 to be paid using Title V Grant funds. Verna Henson seconded the motion; all voted in approval.

Financial Report(s)

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

Kyle Dickson moved the Board of Trustees accept the June 2024 Investment Report and the June 2024 Financial Reports. Bill McGarvey seconded the motion; all voted in approval.

Board Report

No Board Report this month.

President's Report

Updates

Reminders/Announcements

Board Meetings

August 2024 – Monday, August 26th

September 2024 – Monday, September 23rd

October 2024 – Monday, October 28th
December 2024 – Monday, December 9th
Resignations and Retirement Report
Miscellaneous

Executive Session 2:47 p.m.

Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act

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

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.

Consideration of and Possible Action to Accept the Texas School Safety Junior College Audit Report

Discussion of Personnel Issue

Open Session 3:22 p.m.

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

Consideration of and Possible Action to Accept the Texas School Safety Junior College Audit Report

Kyle Dickson moved the Board of Trustees accept the Texas School Safety Junior College Audit Report. Verna Henson seconded the motion; all voted in approval.

Adjournment at 3:23 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. Student Government Association – Mario Garza, President

INTRODUCING THE PHOENIX BUSINESS ACCELERATOR

Kristin Edwards,
Economic Development Director



Texas City
EST. 1911

TEXAS CITY ECONOMIC DEVELOPMENT CORPORATION

Mark Ciavaglia, Chair

Directors – Mayor Dedrick Johnson, Randy Dietel, Teresa Poston, Phil Roberts

ECONOMIC DEVELOPMENT STAFF

Jon Branson, Executive Director of Management Services

Kristin Edwards, Economic Development Director

Ariel Callis, Economic Development Project Manager



Texas City
EST. 1911



Location: 607 6th Street (in Downtown Texas City)



Texas City
EST. 1911

SUPPORTING OUR SMALL BUSINESS COMMUNITY

The Phoenix Business Accelerator was established pursuant to the Economic Development Corporation's Strategic Plan. The Phoenix features low-cost office space paired with business programming to assist new businesses in their goals.

The goal of the facility is to support new businesses (those in their first three years of operation) as they rise from a dream to a reality.

We are proudly partnering with the Houston Cannon to provide additional networking and training opportunities to our clients!



Texas City
EST. 1911

OFFICE SPACE - OPTIONS AVAILABLE



**Enterprise Office ideal for 2-3 employees
\$450/month**



**Cubby space for single employees
\$150/month**



What does the Phoenix offer its clients?

Clients of the Phoenix Business Accelerator will benefit from low-cost office space, mailing room use, conference room use, printing privileges and more!



We have space for five enterprise offices and 10 cubby users – lots of potential collaboration!



What does the Phoenix offer its clients?

Clients of the Phoenix Business Accelerator will get first-row invites to the Small Business Success Series, a collaborative effort to provide operational knowledge from local and regional subject matter experts.



TEXAS CITY-LA MARQUE
CHAMBER OF COMMERCE



SMALL BUSINESS DEVELOPMENT CENTER
TEXAS GULF COAST NETWORK
UNIVERSITY OF HOUSTON | BAUER



Texas City
EST. 1911

Small Business Success Series Presents:

Canva 101

Tuesday, July 2 @ 5:30 p.m.
Holland Meeting Room
Moore Memorial Public Library

Registration Required

Use the QR Code, visit the Info Desk in-person, or call (409) 643-5977 to sign up



20
24



SMALL BUSINESS SUCCESS SERIES CYBERSECURITY FOR SMALL BUSINESSES

TUESDAY, AUGUST 20 AT 5:30 p.m.

MOORE MEMORIAL PUBLIC LIBRARY
1701 9TH AVENUE NORTH
TEXAS CITY, TX 77590

FREE REGISTRATION



IS YOUR BUSINESS PROTECTED?
LEARN TIPS TO PROTECT YOUR CUSTOMERS
AND YOUR BUSINESS FROM CYBER ATTACKS.



Texas City

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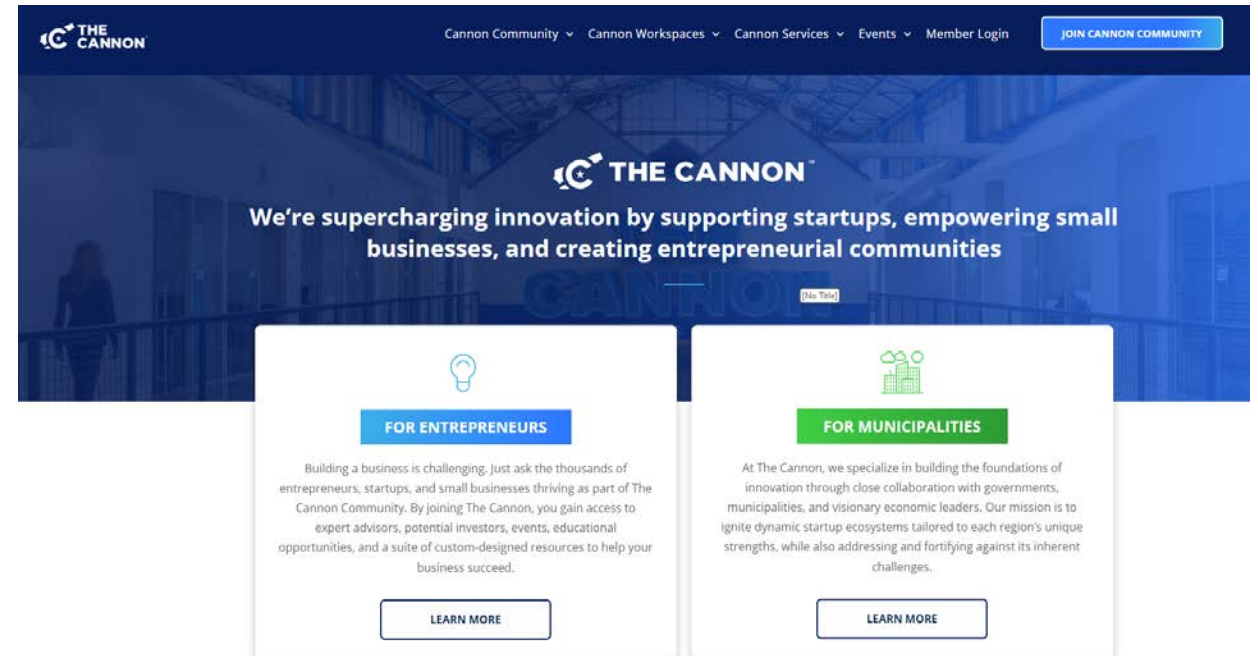


TEXAS CITY-LA MARQUE
CHAMBER OF COMMERCE

What does the Phoenix offer its clients?

Digital membership:

For those businesses who want to learn more about the Phoenix without committing to an office lease, digital memberships are available for \$50/month which will allow users to utilize the Cannon's online education tools and be part of our online network.



Texas City
EST. 1911

You're invited to our Grand Opening!

The Phoenix will officially open its doors in September 2024. Please join us at our grand opening ceremony when the finalized date is announced.

Contact us:

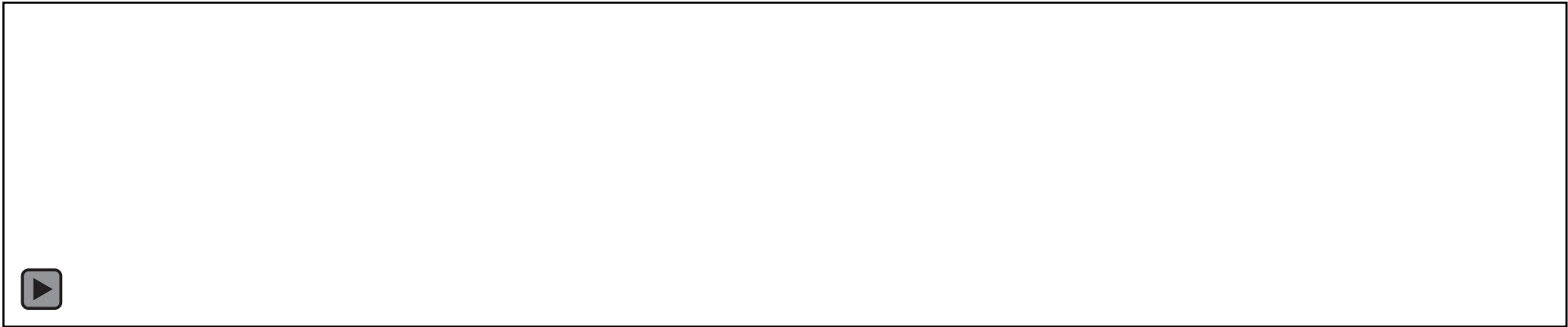
Phoenix@TexasCityTX.GOV

Ariel Callis – 409-934-1293

Kristin Edwards – 409-739-7538



Texas City
EST. 1911



Bond Update

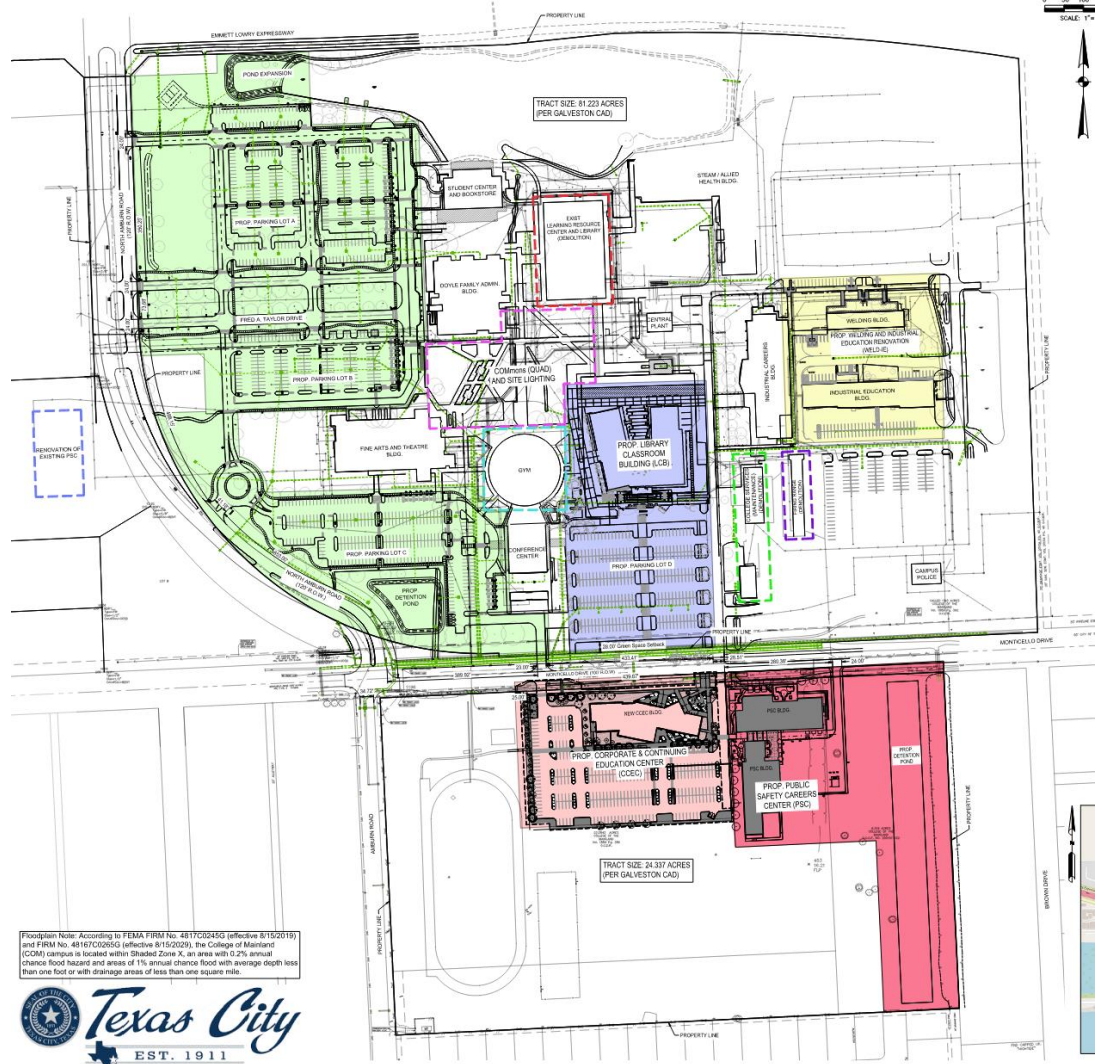
College of the Mainland, 2023 Bond Program
Board Meeting

August 26, 2024



Overall Campus Master Plan- City agreements:

- impact fees
- water meter and backflow preventer locations
- parking count (return front of Lot A to lawn and Lot D as fits)
- driveways and pedestrian crossings across Monticello
- detention
- COM granted easement



Disclaimer Note: According to FEMA FIRM No. 4817C0245G (effective 8/15/2019) and FIRM No. 48167C0265G (effective 8/15/2020), the College of Mainland (COM) campus is located within Shaded Zone X, an area with 0.2% annual chance flood hazard and areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile.





Overall Campus Master Plan- City agreements:

Development of Monticello

- City expects to widen Monticello in the future.
- City has allowed each project to distribute the required number of trees along Monticello in a coordinated design.
- Design of this landscape concept is recommended to be in LCB project. Each project will implement the design in a designated area along Monticello. This should minimize the cost impact of this overall and on each project.

Library Classroom Building (LCB)

Architect: Cannon Design

Contractor/CMAR: Vaughn Const

Completed Activities:

- Design Development – Workshop # 4 was held July 15 and Workshop # 5 (page turn) was held August 21
- Met with City on July 17
- Project approved at City Development Meeting on July 22
- Interior Graphics workshop held July 26
- VE Discussion- held August 5
- Ext. signage coordination mtg held Aug 5

Ongoing/Upcoming Activities:

- Design Development Phase completes end of August
- Consider additional scope:
 - Cooling tower replacement
 - Parking Lot D
 - Monticello landscape design

Project Milestones:

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

Project Cost:

- Total Project Budget: \$ 123,453,618
- Project Cost to Date: \$ 2,158,515.93
- Total Construction Cost: \$ 99,546,407
- Construction Cost to Date: \$ 0.00
- Project scope is aligned with current Budget



Library Classroom Building (LCB)

Architect: Cannon Design

Contractor/CMAR: Vaughn Const

Upcoming Activities:

- Recommendation for Building Envelope consultant is SSR, in accordance with RFQ 23-43. Recommendation is on the Aug 26 BOT meeting agenda.
- Recommendation for MEP Commissioning consultant is SSR, in accordance with RFQ 23-42. Recommendation is on the Aug 26 BOT meeting agenda.
 - Using different arms of same firm should result in better coordination and efficiency and therefore more reasonable cost.

Redesign to IBC 2024 Code:

- City has directed that this project be designed under the new IBC 2024 code recently published on August 15
- This will have impact on the building design. Design Development will be completed under IBC 2021 current code. New code will be implemented beginning Construction Document phase in September.
 - Likely will have a cost impact. Team is still determining the impact and will provide update
- City will be using a third-party consulting firm to review the drawings for permit and to perform inspections during construction. Fire Marshal will do their own review and inspections.

Public Safety Careers Center (PSC)

Architect: RDLR Architects

CMAR: Durotech, Inc.

Completed Activities:

- Furniture Planning Meeting # 3 (8/8/2024)
- Permit review
- GMP # 1 – MEP Early Procurement Package: \$6,208,573 (approx. **\$500K under** estimate) – August BoT for approval

Project Milestones:

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

Ongoing/Upcoming Activities:

- Burn Building – Santa Fe FD finalizing purchase of new property
- Submit Planning Development Application for Training Tower
- Procure professional service consultants (Building Envelope, MEP Commissioning, HVAC TAB)
- GMP # 2 Procurement – October BoT for Approval

Project Cost:

- Total Project Budget: \$34,189,359.65
- Project Cost to Date: \$1,386,078.54
- Total Construction Cost: \$25,870,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget



Welding Building & Industrial Ed (WELD_IE)

Architect: Joiner Architects

CMAR: Pogue Construction

Completed Activities:

- Permits approved and pulled
- Contractor mobilized
- ACM Sampling/Testing – None Detected
- Submitted 10 Day Demolition Notification
- Move/Cleared out Welding Building
- Welding Building Renovation

Ongoing/Upcoming Activities:

- Demolition/renovation of Welding Building
- Establish temporary cooling for the IE Lab

Project Milestones:

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

Project Cost:

- Total Project Budget: \$ 15,715,720.67
- Project Cost to Date: \$ 922,289.72
- 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:

- Furniture Planning Meeting # 3 (8/8/2024)
- Submitted plans for permit review (8/6/2024)
- Finalize V/E list

Project Milestones:

- Design Phase: Oct 2023 – Jul 2024
- Bidding: Aug 2024 – Oct 2024
- Construction Phase: Oct 2024- Nov 2025

Ongoing/Upcoming Activities:

- Procure professional service consultants (Building Envelope, MEP Commissioning, HVAC TAB)
- Procurement / GMP – Oct BoT Meeting for approval

Project Cost:

- Total Project Budget: \$15,652,505.57
- Project Cost to Date: \$ 551,106.85
- Total Construction Cost: \$13,000,000.00
- Construction Cost to Date: \$0.00
- Project is in Budget

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

Completed Activities:

- Construction Permit acquired
- Broaddus Construction Contract executed. Bonds and Insurance executed.
- Communication regarding parking lot closures and contractor activities sent via Marketing
- Preconstruction meeting held
- Demo and utilities subcontractors – Pre-installation meeting held
- Concrete demolition at Parking Lot C – Complete

Ongoing/Upcoming Activities:

- Mobilization started July 2, 2024 -Construction trailer, fencing, etc. ongoing
- Phase 1 – Parking Lot C and Underground Utilities
July 2, 2024 – Nov 16, 2024
- Phase 2 – Parking Lot A
Nov 17, 2024 - May 15, 2025
- Phase 3 – Parking Lot B
May 16, 2025 – Sept 12, 2025

Project Milestones:

- Design Phase(Parking Lots):Completed Apr 2024
- GC Procurement (CSP): Apr 2024–Jun 2024
- Construction Permit Ready for Issued: June 17, 2024
- Construction Plumbing Permit Ready for Issued: July 30, 2024
- Construction Fire Line Permit Ready for Issued: Aug 14, 2024
- Construction Phase: July 2024 – Sep 2025
 - Parking Lot C Jul 2024 – Nov 2024
 - Fire Water Line installation Aug 2024 – Oct 2024

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

COM Parking Lots ABC
Broaddus Construction
Site Logistics Plan
June 26th, 2024

PROJECT PHASES:

Phase 1 - Parking Lot C and
Underground Utilities
From 7/2/24 through 11/16/24

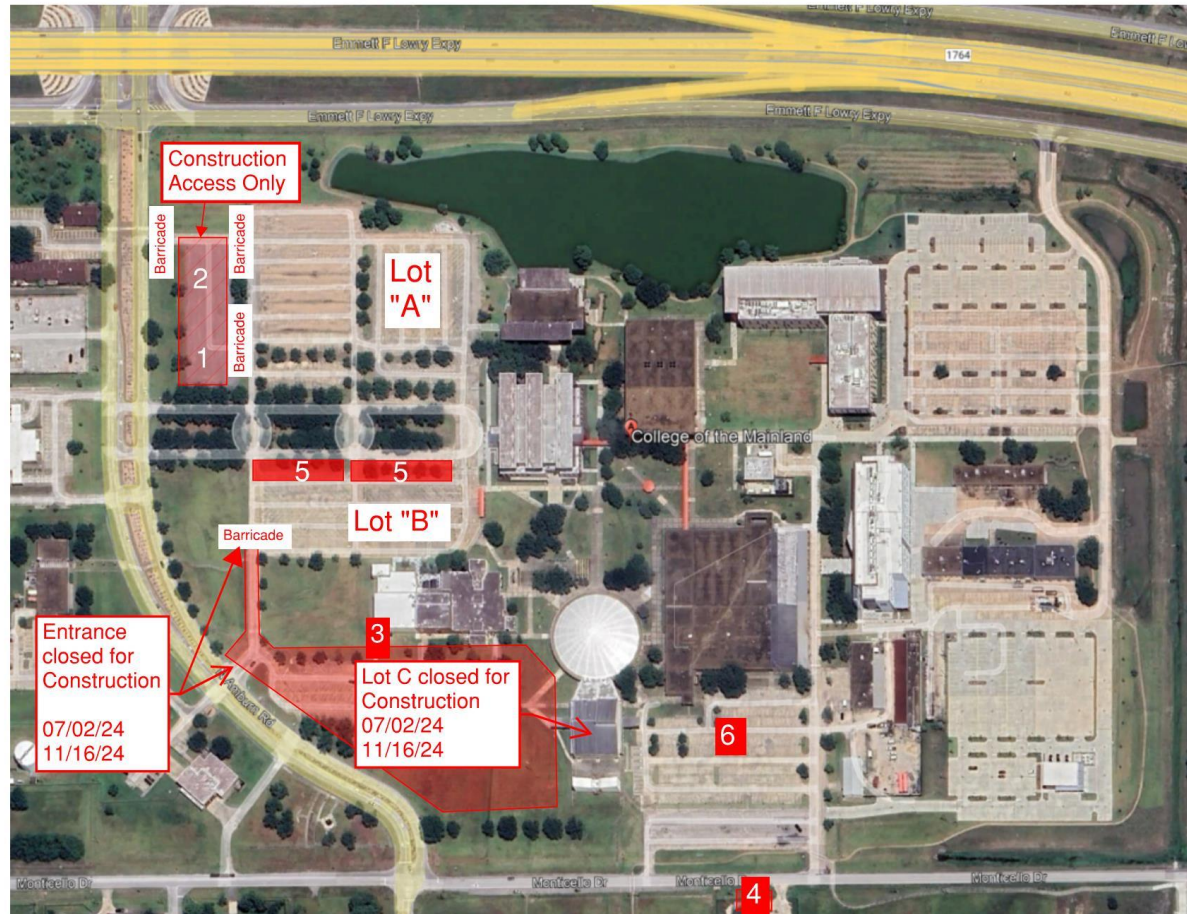
Phase 2 - Parking Lot A
From 11/17/24 through 5/15/25

Phase 3 - Parking Lot B
From 5/16/25 through 9/12/25

LEGEND:

- 1 - Construction Material Storage
From 07/02/24
To 09/12/25
- 2 - Construction parking only
From 07/02/24
To 09/12/25
- 3 - Construction Trailer
From 07/02/24
To 09/12/25
- 4 - Additional construction parking.
From 07/02/24
To 09/12/25
- 5 - Area to be closed for utility work
From TBD
To TBD
- 6 - Parking Lot D
Closed from 4/1/25
to 6/1/27

Overall Plan Phase 1



Infrastructure – COMmons and Site Lighting

A/E: TBD

Contractor: TBD

Completed Activities:

- Conceptual design was presented at BOT in July.
- Exterior lighting standards meeting held July 24 with all projects and COM
- Portion of site lighting (safety issue) to be done as part of Weld/IE project by allowance. Should begin within 3 weeks.

Project Milestones:

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

Ongoing/Upcoming Activities:

- Project is on hold until adjacent projects are developed further.
- Design is being coordinated with Memorial Garden design

Project Cost:

- Total Project Budget: \$ 8,600,000*
- Project Cost to Date: \$ 37,500.00
- 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 – Reroof of Student Ctr and Conf Ctr

A/E: Joiner Architects

Contractor: TBD

Ongoing Activities:

- Re-roof of Student Center and Conference Center:
- Contract with architect executed and design completed and issued for competitive bidding to co-ops only on July 25
 - Pre-bid was held August 6
 - Bids were due August 15
 - Recommendation to BOT on August 26 agenda
 - Anticipated Notice to Proceed – Sept 9
 - Substantial Completion target – Mid Dec 2024

Project Milestones:

- Design Phase: Complete
- GC Procurement (CSP): Ongoing
- Construction Phase: Sept 2024 to Dec 2024

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

- * Budgets are for ALL infrastructure- deferred maintenance – buildings projects

Infrastructure – Deferred Maintenance – Buildings – Cooling Tower Replacement

A/E: Cannon/Cleary Zimmerman

Contractor: TBD

Ongoing Activities:

Cooling Tower Replacement:

- Cannon/CZ has prepared proposal for design through DD phase only to more fully identify scope and more accurate pricing. Recommend adding this to the LCB project since that team is already familiar with the CUP and is doing the electrical upgrade (absorbed scope with no cost)
- Replacement of the cooling tower will be scheduled based on best timing
- Recommendation to add this to Cannon's contract is on August 26 BOT agenda

Project Milestones:

- Design Phase: Complete
- GC Procurement (CSP): Ongoing
- Construction Phase: Sept to Dec 2024

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

- * Budgets are for ALL infrastructure- deferred maintenance – buildings projects

Infrastructure – Deferred Maintenance – Buildings – Fine Arts Electrical/Door Upgrade

A/E: RDLR/DBR

Contractor: TBD

Ongoing Activities:

Fine Arts Electrical Upgrade and Door/Hardware renovation:

- COM has asked LAN to get a proposal from RDLR/DBR for this work
- Team met on-site for a scope walk-through on August 5

Project Milestones:

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

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

- * Budgets are for ALL infrastructure- deferred maintenance – buildings projects

Infrastructure – Campus Wayfinding, Signage

A/E: TBD

Contractor: TBD

Completed Activities:

- Initial coordination discussion held May 2
- Meeting to review exterior project signage was held August 5 with COM and each team

Project Milestones:

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

Ongoing/Upcoming Activities:

- Meeting to review exterior project signage with executive leadership is scheduled for September 4 with COM and each team
- 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 committee Meeting # 3 – held July 19
- Furniture Meeting # 4 (Committee and each project) – held August 8

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 Rodeo – Sept. 4 and 5

Project Cost:

- Total Project Budget: \$ TBD
- Project Cost to Date: \$ 65,945.16
- 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: August 26, 2024
Subject: Recommendation – Vice President for Student Affairs (Replacement)

Presented for recommended approval to the Board of Trustees on August 26, 2024 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Dr. Jose Cantu to the position of Vice President for Student Affairs, Division of Academic and Student Affairs.”

PURPOSE

The position provides leadership and overall direction to the following functions in the institution: Admissions and Records, Advising, Financial Aid, Student Success Services, Veterans Services and other student success initiatives. This position is responsible for overseeing the development of student success goals and objectives ensuring effective collaboration and coordination among all departments to meet new and on-going initiatives in achieving the College’s mission.

BACKGROUND

This is a replacement position for Dr. Helen Brewer.

IMPLICATIONS

Financial: \$151,166 from budget 11-0-0000-5150-5120.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: August 26, 2024
Subject: Recommendation – Dean of Students (Replacement)

Presented for recommended approval to the Board of Trustees on August 26, 2024 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Dr. Tanya Ingram to the position of Dean of Students, Division of Academic and Student Affairs.”

PURPOSE

The Dean of Students is responsible for creating programming and activities that encourage a safe environment for students that is conducive to learning, contributes to their intellectual, emotional, academic development. Offers student growth and professional development opportunities through increased classroom, campus, and community engagement initiatives. Provides leadership and effective management over policy reviews and ensures compliance with all applicable regulations and guidelines.

BACKGROUND

This is a replacement position for Dr. Marita Esposito.

IMPLICATIONS

Financial: \$115,391 from budget 11-0-0000-4123-5120.

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

ATTACHMENTS

1. Appointment Nomination

MINUTE ORDER

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

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

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees accept the *Non-Contractual Positions Hiring Report as written.*”

PURPOSE

The *Non-Contractual Positions Hiring Report* is being presented to the Board of Trustees for review and acceptance.

BACKGROUND

Notwithstanding Board policy DC (Local) which states that the Board delegates to the College President final authority to employ and dismiss non-contractual classified employees on an at-will basis, based on recommendations from the staff the persons listed on the attached Non-Contractual Positions Hiring Report is recommended for employment.

IMPLICATIONS

Financial:

Administrative Assistant IV - \$50,101 from budget 11-0-0000-3401-5160

Assistant Professor – Graphic Arts - \$47,150 from budget code 11-0-0000-1215-5100

Police Officer - \$54,297 from budget code 11-0-0000-5151-5160

Assistant Professor - English - \$59,013 from budget code 11-0-0000-1102-5100

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

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Administrative Assistant IV	Continuing Education	Performs general administrative support to the Continuing Education Dean to ensure efficient department operation and act as a point of contact for internal and external stakeholders and constituents within assigned areas of responsibility.	Replacing Nicole Butler	Michelle Stepka	\$50,101	\$40,081 - \$50,101 - \$60,121
2	Assistant Professor - Graphic Arts (Full Time Temporary Faculty)	Fine Arts	Perform Graphic Arts Program instruction due to increased enrollment.	New, Full Time Temporary Assignment	Stephanie Reid	\$47,150	\$38,023 - \$49,430 - \$60,836
3	Police Officer	Campus Police	Provides safety and security for staff, students and visitors. Performs law enforcement duties in controlling and analyzing crime scenes, establishing order at traffic accidents and identifying and enforcing parking violations.	Replacement for Chase Beard	Justin Day	\$54,297	\$43,437 - \$54,297 - \$65,156
4	Assistant Professor - English (Full Time Temporary Faculty)	Humanities	Responsible for providing instruction within the Humanities Department. Develop and revise curriculum and coursework. Provide scheduled office hours for student consultation, and maintain open and consistent communications with students. Attend Department meetings and other mandatory College events. Participate in mandatory College training and professional development.	Replacement of a prior temporary faculty, Monique Suarez.	Matthew Mayo	\$59,013	\$45,395 - \$59,013 - \$72,628
5							
6							
7							
8							



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren R. Nichols Jr., President
Date: August 26, 2024
Subject: President's retirement acceptance

Presented for recommended acceptance to the Board of Trustees on August 26, 2024 and forwarded for recommended acceptance to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees accept the retirement date of August 1, 2025 submitted by Dr. Warren R. Nichols Jr., President."

PURPOSE

Begin the Presidential Search process.

BACKGROUND

In order for the Board of Trustees to move forward with a Presidential search, an acceptance of his retirement is required.

IMPLICATIONS

N/A

ATTACHMENTS

1. Retirement Letter
2. COM Policy BFD (LOCAL)



July 22, 2024

Dear Chairman Gartman and Members of the Board,

After months of consideration, I have made the decision to retire from College of the Mainland effective August 1, 2025, ending a 42-year full time employment with community colleges.

The common saying is that if you love the job you have, you will never "work" a day in your life. While I have certainly worked a few of those days and years, I have never regretted or been more satisfied than when I served as a faculty member, administrator, or leader at a community college.

As a first-generation college student, I was blessed with the opportunity to attend and graduate from a community college with an Associate Degree in Law Enforcement. The support and focus from the community college faculty and staff led me to Arlington Police Department where I served for 10 years. I truly believe attending that community college changed my life and impacted my future career as a community college leader. I owe so much to that college and the colleges I have worked for over the past 40 plus years. My overall goal as a community college professional has focused on providing others with the same opportunity to achieve their goals. My passion for community colleges and what they deliver to our students and our community will never cease to exist. We are the true pathway for every person, regardless of their current situation, to achieve their dreams.

I will hold in my heart with gratitude and a sense of humility all the opportunities that have been afforded to me by College of the Mainland and the communities we serve. Serving College of the Mainland and the surrounding communities over the past 7 plus years has been a true honor and privilege, allowing me to work directly with faculty, staff, administrators, board members, community leaders, and most importantly, our students.

When I meet with job candidates about College of the Mainland, I tell them how fortunate we are to work at COM. Due to the diligence of an excellent Board of Trustees, COM is in great financial shape with outstanding facilities. COM has experienced record enrollment growth every semester since COVID due to the care and attention our students receive from faculty, staff, and administrators. Our community has and continues to support COM with their resources and partnerships.

So, why retire and what will I do next? Good question and why it has taken so much time to come to this decision. My passion is still there, but I recognize that stepping aside now will allow another individual to bring new ideas and perhaps a different but better vision for what lies ahead for COM.

Respectfully,

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

Warren R. Nichols, Ed.D.

College of the Mainland
084503

CHIEF EXECUTIVE OFFICER
RETIREMENT OR RESIGNATION

BFD
(LOCAL)

RESIGNATION

The College President may resign at any time mutually agreeable with the Board.



PRESIDENT'S OFFICE

MINUTE ORDER

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

AGENDA ITEM DESCRIPTION:

Approval of contract 24-16 for Website Design

FUNDING SOURCE:

Fund Balance Project: 2023-23
Operating Funds Budget GL# 11-0-0000-5146-5300

PURPOSE

Design and development of a new COM website

PROPOSED MOTION:

“I move the Board of Trustees approve award of contract 24-16 to RDW Group, Inc for Website Design for an amount not-to-exceed \$160,000.00 (\$80,000.00 to be paid from Fund Balance and \$80,000.00 to be paid from Marketing and Public Affairs).”

BACKGROUND:

On June 25, 2024, eight (8) proposals were received in response to a Request for Proposal (RFP). Based on the results of a best value analysis, the Executive Director of Marketing recommends the approval of the subject contract to RDW Group, Inc in an amount of \$145,290.00 plus a 10% contingency for a total not-to-exceed amount of \$160,000.00 (in which \$80,000.00 is to be paid from Fund Balance, and \$80,000.00 is to be paid from Marketing and Public Affairs). Based on the above, this contract award recommendation is considered a competitive procurement in accordance with Texas Education Code 44.031.

Attachments:

Evaluation Summary

Supplier Scoring Summary

24-16 Website Design - Scoring Round

Supplier	Rank		Score						
	Rank	Score	RFP	Purchase Price	Vendor Reputation	Quality of Vendors Goods	Extent Goods or Services	Total long term cost to customer	Any other relevant factors
		100	40.00	25.00	5.00	5.00	10.00	15.00	
RDW Group	1	70.00	15.00	23.44	5.00	5.00	7.50	14.06	
Bluespark	2	65.46	38.90	12.50	1.88	1.56	5.00	5.63	
Blue People LLC	3	63.44	40.00	9.38	1.56	1.88	5.00	5.63	
Yoodle LLC	4	63.30	33.30	14.06	2.81	2.19	4.38	6.56	
Modern Campus USA Inc	5	58.75	32.50	12.50	1.88	1.88	4.38	5.63	
Fastspot	6	48.20	5.70	21.88	4.38	3.44	4.38	8.44	
Exemplifi LLC	7	44.96	23.40	9.38	1.56	1.25	3.75	5.63	
Carnegie	8	30.31	0.00	17.19	2.81	2.19	2.50	5.63	



PRESIDENT'S OFFICE

MINUTE ORDER

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

AGENDA ITEM DESCRIPTION:

Approval of increase to Contract 23-27 for Architectural Services awarded to Cannon Design.

FUNDING SOURCE:

2023 Bond

PURPOSE

Increase scope of Contract to provide the following Additional services:

- Design and estimating services for the Cooling Tower Replacement project in the Central Utility Plant, through 100% Design Development phase
- Full Design and Construction Administration Services for Parking Lot D
- Full Design Services for Monticello landscaping enhancement for the full length of Monticello owned by COM and Construction Administration Services for the LCB portion of the Monticello enhancement (the north frontage of Monticello).

PROPOSED MOTION:

- **“I move the Board of Trustees approve the contract amendment for additional services to provide: 1. design and estimating services for the Cooling Tower Replacement project in the Central Utility Plant, through 100% Design Development phase, 2. Full Design and Construction Services for Parking Lot D, and 3. Full Design Services for Monticello landscaping enhancement for all teams to implement and Construction Services for the LCB portion of the Monticello enhancement which is the north frontage of Monticello. These additional services will become a part of the Library Classroom Building project. The Architect’s fee will be increased by \$390,160, increasing the Cannon Design contract from \$7,585,089 to \$7,975,249.**

BACKGROUND:

On July 24, 2023, the Board of Trustees approved award of the subject contract to Cannon Design as the Architect for the design of the Library Classroom Building project. At the March 27, 2024 Board of Trustees meeting, the Board approved combining the Academic Classroom Building with the Library Classroom Building into a single building construction project.

Cooling Tower Replacement: This contract amendment includes the additional services necessary to evaluate the existing conditions, provide recommendations, design the Cooling Tower Replacement through 100% Design Development phase, and provide construction estimates as identified in the G802 Contract Amendment #005 for a fee increase of \$ 42,210. The LCB team is already performing work within the Central Plant and is familiar with it, making this an efficient choice for COM.

Parking Lot D: This contract amendment includes the additional services necessary to redesign the replacement of Parking Lot D. The scope includes all engineering to include civil, electrical, security, landscaping and other disciplines as required as identified in the G802 Contract Amendment #006. These are full design and construction services for a fee increase of \$ 196,450. The decision to add this scope to the LCB team will shorten the overall

construction time and enable the parking lot to be complete at the same time as the LCB is complete since the CMAR will build this lot simultaneously.

Monticello Drive Landscape Enhancements:

This contract amendment includes the additional design services necessary to design landscaping enhancement as identified in the G802 Contract Amendment # 006 and its Attachment A. The design will be given to each team to develop their respective area and include in their construction. The Architect will provide Construction Administration and Warranty services for the LCB portion only. The City of Texas City's landscaping requirements require more trees to be planted than can be reasonably accommodated within each of the construction projects bordering Monticello. The City has agreed that some of the trees required at each project can instead be planted along Monticello Drive from the intersection at Amburn to the eastern edge of the COM property. This will meet the City requirements as well as develop Monticello as part of the COM Campus and provide a campus feel to that roadway. These services will be for a fee increase of \$151,500.

The overall increase to the Contract in the amount of \$390,160 will amend the current contract value of \$7,585,089 to \$ 7,975,249.

Attachments:

1. LAN Summary/Cover Letter
2. Cannon Design – G802 Contract Amendment # 005 Proposal for the Cooling Tower Replacement, dated 8.16.24
3. Cannon Design – G802 Contract Amendment # 006 Proposal for Parking Lot D and Monticello enhancement (and its associated Attachment A), dated 8.16.24



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

From: Lockwood, Andrews & Newnam (LAN)

Date: August 26, 2024

Re: Approval of increase to Contract 23-27 for Architectural Services awarded to Cannon Design

Background: On July 24, 2023, the Board of Trustees approved award of the subject contract to Cannon Design as the Architect for the Library Classroom Building project. At the March 27, 2024 Board of Trustees meeting, the Board approved combining the Academic Classroom Building with the Library Classroom Building into a single building construction project.

This contract amendment includes the additional scope of :

1. Design and estimating services for the Cooling Tower Replacement project in the Central Utility Plant, through 100% Design Development phase
2. Full Design and Construction Services for Parking Lot D
3. Full Design Services for Monticello landscaping enhancement for all teams to implement and Construction Services for the LCB portion of the Monticello enhancement.

The attached G802 AIA Documents, #005 and #006, outline the scope and associated cost. These additional services will become a part of the Library Classroom Building project, increasing the Architect's fee by \$390,160. The Cannon Design contract will increase from \$7,585,089 to \$7,975,249.

Recommendation: LAN recommends the approval of AIA Document G802 #005 and AIA Document G802 #006 to incorporate the added scope increase to Cannon Design's contract. We recommend this for the August 26, 2024 Board Meeting.

A handwritten signature in blue ink, appearing to read 'P Drnevich', is positioned above the typed name.

Paula J. Drnevich, AIA, LEED AP, REFP
Program Manager, LAN
pjdrnevich@lan-inc.com
mobile: (281) 384.8233



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
New Library and Classroom Building
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

AGREEMENT INFORMATION:
Date: July 25, 2023

AMENDMENT INFORMATION:
Amendment Number: AS-005
Date: August 16, 2024

OWNER: *(name and address)*
College of the Mainland
1200 Amburn Road,
Texas City, TX 7759

ARCHITECT: *(name and address)*
Cannon Design, Inc.
3737 Buffalo Speedway, Suite 1200
Houston, TX 77098

The Owner and Architect amend the Agreement as follows:

The original project scope shall be revised to include design only for the replacement of two (2) existing campus cooling towers and associated system components in the central plant. This will necessitate additional MEP engineering, structural engineering, Design Architect Project Management, and cost estimating services. Included services are as follows:

MEP Engineering

- Visit site and study the existing condenser water loop, pumps, piping, controls and electrical systems.
- Perform calculations to size and select replacement cooling towers to match central plant needs.
- Produce final Design Development documents for the new cooling towers and their associated hydronic, controls and electrical systems.

Structural Engineering

- Visit the site and document the size and layout and condition of the steel framing supporting the cooling towers.
- Review drawings for the proposed new cooling towers and verify whether or not the cooling towers will fit on the existing steel framing.
- Perform structural analysis and calculations as required to verify the capacity of the existing steel portion of the structure to accommodate the proposed new cooling towers. Note: information on the existing concrete piers and foundations are not available and will not be evaluated as part of the scope of services for this project.
- If analysis indicates that the existing steel portion of the structure can safely accommodate the intended improvements without strengthening, engineer will document these findings in a letter report.
- If analysis indicates that the existing structure cannot safely accommodate the intended improvements without strengthening, engineer will make recommendations to modify the location and/or character of the proposed improvements to avoid over-stressing the existing structure and to avoid the need for strengthening.

Design Architect Project Management

- Project management oversight and review of MEP, structural engineering, and cost estimating deliverables.

Other design disciplines, included civil engineering are not anticipated or included in this Additional Service.

The revised scope of services included in this Additional Service request will provide design detailing to a 100% complete Design Development level of detail. The scope of services will also include providing sufficient detail to the CMAR, Vaughn Construction, to provide a 100% Design Development cost estimate for the work with reconciliation with the Architect's third party cost consultant, Vermeulens. Should the cost of work be acceptable to COM, a subsequent Additional Service request will be provided to advance the design to Construction Documents through Construction Administration.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:
MEP Engineering, Cleary Zimmermann (\$19,110).
Structural Engineering, Walter P Moore (\$10,600)
Cost Estimating, Vermeulens (\$7,500)
Architecture Project Management, CannonDesign (\$5,000)

Schedule Adjustment:
The project schedule will not be revised as a result of these Additional Services.

All of the other terms and conditions contained in the AIA B101 -2017 Standard Form of Agreement between Owner and Architect executed between the parties and dated the 25th day of July in the year 2023, shall remain valid and in full force and effect.

SIGNATURES:

Cannon Design, Inc.

ARCHITECT (*Firm name*)

College of the Mainland

OWNER (*Firm name*)

SIGNATURE

Michael Corb, Principal

PRINTED NAME AND TITLE

August 16, 2024

DATE

SIGNATURE

Dr. Warren Nichols, President

PRINTED NAME AND TITLE

DATE



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
New Library and Classroom Building
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

AGREEMENT INFORMATION:
Date: July 25, 2023

AMENDMENT INFORMATION:
Amendment Number: AS-006
Date: August 16, 2024

OWNER: *(name and address)*
College of the Mainland
1200 Amburn Road,
Texas City, TX 7759

ARCHITECT: *(name and address)*
Cannon Design, Inc.
3737 Buffalo Speedway, Suite 1200
Houston, TX 77098

The Owner and Architect amend the Agreement as follows:
The original project scope shall be revised to include the following:

Lot D Replacement:

The scope of work is to provide a redesign and replacement of the existing Lot D. The limit of the work area is noted in Attachment A. The scope is inclusive of Design, Construction Documents (CD), Bidding/ GMP, Construction Administration (CA), and Warranty Period. The project budget will be increased to accommodate the scope of work. Scope includes six (6) total design meetings - Up to three (3) meetings with COM and up to three (3) meetings with Texas City. COM and Texas City meetings respectively are assumed to be combined with the Monticello Drive Enhancements meetings. CA and Warranty Phase meetings will be combined with the LCB CA and Warranty Phase meetings.

The scope of work includes MEP Engineering, Civil Engineering, Landscape Architecture, Security, Design Architect Project Management and QA/QC, and Cost Estimating services. Included services, excluded services, and scope for each discipline are as follows and as noted in Attachment A:

MEP Engineering

-New parking Lot D lighting. Scope includes analysis and design of the lighting systems, controls, and power distribution.

Civil Engineering

-Removal and replacement of Parking Lot "D" including main entry from Monticello Drive, new access roadway to Lot "C" from Lot D. Scope includes redesign of adjacent walkways between the gym and conference center along with those alongside the main drive (refer to Attachment A). A new storm system, including Lot bioswales will be designed to drain the proposed new lot and roadway to a connection location within the current campus storm system and detention designed by others.

-Includes permitting application and submission to Texas City. Submission includes one initiation submission, one comment and review with Texas City and one final re-submission (if required). Submissions will be combined with LCB submissions.

Landscape Architecture

-Redesign Parking Lot D and area between the proposed LCB and the existing gymnasium. Design to be consistent with concurrent COM Bond project parking lot landscape design.

-Rendered planting plan of scope of work area.

-The Landscape Architect will be responsible for the following items:

1. Planting
2. Irrigation
3. Pedestrian Circulation - Connections of proposed or existing re-routed pathways to existing pathways.
4. Pedestrian Paving Enhancements
5. Tree Protection
6. Landscape Demolition
7. Locate directional signage. Signage design/ graphics to be provided by Owner.
8. Pedestrian and landscape light locations and fixture selection. (Electrical engineering by others).

-Site lighting and furnishings will be those currently specified under the LCB and/ or other 2024 COM Bond projects.

Security

- Security Surveillance design for the Parking Lot D.
- Setup Site plans showing security camera locations and associated data / fiber outlets.
- Cabling and conduit infrastructure to support security cameras and data outlets.
- Poles and mounting coordination.

Design Architect Project Management

- Project management oversight and review of consultant deliverables.
- QA/QC.
- Construction Administration Services (including meetings) and Warranty Period of the added scope aligned with the LCB project.
- Design, Construction Documentation, and Construction Administration of new added site monument sign.

Cost Estimating

- One 50% CD phase estimate with reconciliation with the CMAR.

Graphics

- New Lot D Monument sign only. Services include design (based on existing COM standards), up to three (3) coordination meetings with Owner and fabricator and final artwork for the sign.
- Design materials, products, and systems will align with COM standards and those currently specified for the LCB to the greatest extent possible.
- Front end and technical specifications will be consistent with the current COM LCB project.

Exclusions

- Site survey
- Environmental studies and assessments
- Geotechnical engineering
- EV charging stations
- Variance requests
- Structural engineering
- Wireless system design / coverage of the parking lot.
- Stormwater systems beyond the limit of work noted in Attachment A.
- Signage beyond standard directional and code required signage.

Monticello Drive Enhancements:

The scope of work is to provide landscaping enhancement along sections of Monticello Drive. The limit of the work area is noted in Attachment A. The scope is inclusive of Design and Construction Documents (CD), Bidding/ GMP, Construction Administration (CA), and Warranty Period. The project budget will be increased to accommodate the scope of work. Scope includes six (6) total design meetings - Up to three (3) meetings with COM and up to three (3) meetings with Texas City. COM and Texas City meetings respectively are assumed to be combined with the Lot D meetings. CA and Warranty Phase meetings will be combined with the LCB CA and Warranty Phase meetings.

The scope of work includes Civil Engineering, Landscape Architecture, and Design Architect Project Management and QA/QC. Included services, excluded services, and scope for each discipline are as follows and as noted in Attachment A:

Landscape Architecture

- The documentation for this scope shall be in a separate bid package from Lot D. The Landscape Architect will be responsible for the following items:
 1. Planting
 2. Irrigation

3. Sidewalks
4. Pedestrian and landscape light locations and fixture location (Electrical engineering by others).
5. Coordination with Design Team's for adjacent projects (CCEC, PSC, Parking Lot C).

Civil Engineering

-Design of stormwater piping of the existing ditches along the frontage of the College Campus properties along Monticello where needed, with emphasis to the east. Stormwater piping design of these ditches will include design for and provide drainage inlets in their pertinent locations, while re-grading of the ROW from the existing roadway to the edge of ROW on both sides of the roadway. Once the grading and drainage is accomplished, provide and make connections for pedestrian and bike ways through this newly developed city ROW with paths to the campus.

Design Architect Project Management

- Project management oversight and review of consultant deliverables.
- QA/QC.
- Coordination of front end and technical specifications aligned with the LCB project.

Exclusions:

- Site / site utility survey. Site survey of affected area to be provided by others.
- Geotechnical engineering
- Environmental studies and assessments
- Variance requests
- Structural engineering
- Cost Estimating
- Premitting submissions
- Site and Monticello Drive lighting
- Monticello Drive redesign and crosswalk design.
- Underground MEP utilities design/ relocation and coordination with utility providers.
- Digital signage, wireless and security services.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Lot D - \$196,450
 Monticello Drive Enhancements - \$151,500
 Total Compensation Adjustment - \$347,950

Schedule Adjustment:

The project schedule will not be revised as a result of these Additional Services. Lot D and Monticello Drive Enhancements Design and CD schedules will align with the LCB CD schedule (ie final CD February 2025). Lot D and Monticello Drive Enhancements Bidding/GMP, Construction Administration and Warranty phase schedules will align with the corresponding LCB phase schedules. Owner approval of Design will be provided prior to advancing to the CD phase. CD approval will be provided prior to advancing to Bidding/ GMP and Construction Administration phases as applicable.

All of the other terms and conditions contained in the AIA B101 -2017 Standard Form of Agreement between Owner and Architect executed between the parties and dated the 25th day of July in the year 2023, shall remain valid and in full force and effect.

SIGNATURES:

Cannon Design, Inc.

ARCHITECT (*Firm name*)

College of the Mainland

OWNER (*Firm name*)

SIGNATURE

Michael Corb, Principal
PRINTED NAME AND TITLE

August 16, 2024
DATE

SIGNATURE

Dr. Warren Nichols, President
PRINTED NAME AND TITLE

DATE





PRESIDENT'S OFFICE

MINUTE ORDER

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

AGENDA ITEM DESCRIPTION:

Approval of Guaranteed Maximum Price (GMP) # 1 (Mechanical, Electrical, and Plumbing) for Contract # 23-30 for Durotech, Inc. for the Public Safety Careers Center (PSC) Project

FUNDING SOURCE:

2023 Bond

PURPOSE

To procure mechanical and electrical equipment for the Public Safety Careers Center Project.

PROPOSED MOTION:

“I move the Board of Trustees approve Guaranteed Maximum Price # 1 (MEP) for Contract 23-30 for Durotech, Inc. for the Public Safety Careers Center Project for a not-to-exceed amount of \$6,208,573.00 for the purchase of all electrical and mechanical equipment to be paid with 2023 Bond Funds.”

BACKGROUND:

COM elected to use CM at Risk (CMAR) as the contracting method for the Public Safety Careers Center Project. Durotech, Inc was selected and approved as the CMAR by the Board of Trustees on October 23, 2023. Design was completed and approved by the Board of Trustees on June 24, 2024. Currently, the construction industry is experiencing long lead-times for some mechanical and electrical equipment. To keep the project schedule, Durotech recommended procuring the equipment ahead of the final GMP so that it can be manufactured and delivered so as to not delay the completion of the project. Durotech received all subcontractor bids on July 19, 2024 and provided their GMP to LAN on August 8, 2024. The GMP provided by Durotech for GMP # 1 (MEP) is \$6,208,573, which includes all Mechanical, Electrical, and Plumbing work associated with the project.

Total Construction Budget:	\$25,870,019
GMP # 1 (MEP)	\$6,208,573
GMP # 2 (Final GMP) Estimate:	\$19,661,446
Total Construction Estimate:	\$25,870,019

GMP # 2, which will include the remainder of the cost for the project, will be bid out at the end of August and brought to the Board of Trustees for approval at the October 28, 2024 regular Board Meeting.

Attachments:

1. LAN Cover Letter
2. GMP # Proposal Summary from Durotech, Inc, dated August 7, 2024



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

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

From: Lockwood, Andrews & Newnam (LAN)

Date: August 13, 2024

Re: Approval of Guaranteed Maximum Price (GMP) # 1 for the Mechanical, Electrical, and Plumbing (MEP) Package to Contract # 23-30 (Public Safety Careers Center) for Durotech Inc.

Background: COM elected to use CM at Risk (CMAR) as the contracting method for the Public Safety Careers Center Project. Durotech, Inc was selected and approved as the CMAR by the Board of Trustees on October 23, 2023. Design was completed and approved by the Board of Trustees on June 24, 2024.

Currently, the construction industry is experiencing long lead-times for some mechanical and electrical equipment. To keep the project schedule, Durotech recommended procuring the equipment ahead of the final GMP so that it can be manufactured and delivered so as to not delay the completion of the project.

Durotech received all subcontractor bids on July 19, 2024 and provided their GMP to LAN on August 8, 2024. The GMP provided by Durotech for GMP # 1 (MEP) is \$6,208,573, which includes all Mechanical, Electrical, and Plumbing work associated with the project.

GMP # 2, which will include the remainder of the cost for the project, will be bid out at the end of August and brought to the Board of Trustees for approval at the October 28, 2024 regular Board Meeting.

Total Construction Budget:	\$25,870,019
GMP # 1 (MEP)	\$6,208,573
GMP # 2 (Final GMP) Estimate:	\$19,661,446
Total Construction Estimate:	\$25,870,019

Recommendation: LAN recommends the COM Board of Trustees approve GMP # 1 (MEP) for Durotech, Inc in the amount of \$6,208,573 to be paid with 2023 Bond Funds.

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



PROJECT: COM - Public Safety Careers (MEP Package)
LOCATION: 1200 N. Amburn Rd., Texas City, TX 77591
OWNER: College of the Mainland
ARCHITECT: RDLR Architects
DATE: August 07, 2024

OWNER TOPSHEET

SECTION	DESCRIPTION	LABOR	MATERIAL	SUB-BIDS	TOTAL	REMARKS
DIV 01	GENERAL REQUIREMENTS					
01 21 00	OWNER'S CONTINGENCY ALLOWANCE	-	-	122,942	122,942	ALLOWANCE (2% of COW)
01 21 01	CM CONTINGENCY ALLOWANCE	-	-	122,942	122,942	ALLOWANCE (2% of COW)
	SUB TOTAL - DIV 01 GENERAL REQUIREMENTS	-	-	245,884	245,884	
DIV 22	PLUMBING					
22 00 00	PLUMBING	-	-	820,000	820,000	
	SUB TOTAL - DIV 22 PLUMBING	-	-	820,000	820,000	
DIV 23	HVAC					
23 00 00	HVAC	-	-	2,578,204	2,578,204	
23 00 10	HVAC FILTER CHANGES	-	-	7,214	7,214	
	SUB TOTAL - DIV 23 HVAC	-	-	2,585,418	2,585,418	
DIV 25	INTEGRATED AUTOMATION					
25 00 00	INTEGRATED AUTOMATION CONTROL	-	-	0	0	IN 23 00 00
	SUB TOTAL - DIV 25 INTEGRATED AUTOMATION	-	-	0	0	
DIV 26	ELECTRICAL					
26 00 00	ELECTRICAL	-	-	1,789,598	1,789,598	
26 00 05	ROUGH IN/BACK BOXES - LOW VOLTAGE	-	-	72,140	72,140	
26 41 00	LIGHTNING PROTECTION	-	-	71,229	71,229	
	SUB TOTAL - DIV 26 ELECTRICAL	-	-	1,932,967	1,932,967	
	SUBTOTAL - COST OF WORK	-	-	5,584,269	5,584,269	
	BUILDING PERMIT - TEXAS CITY				13,077	
	AGC FEES				9,459	
	BUILDER'S RISK INSURANCE				-	TO BE INCLUDED IN PACKAGE 02
	INSURANCE GL/UMBRELLA				37,251	
	P & P BONDS				57,785	
	TOTAL - COST OF WORK ITEMS				5,701,842	
	GENERAL CONDITIONS				269,697	4.73%
	CM FEE				175,563	2.94%
	PRECONSTRUCTION FEE				-	
	TOTAL - BASE BID				6,147,102	
	DESIGN CONTINGENCY				61,471	ALLOWANCE (1% of Total)
	TOTAL - BASE BID + DESIGN CONTINGENCY				6,208,573	



PRESIDENT'S OFFICE

MINUTE ORDER

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

AGENDA ITEM DESCRIPTION:

Approval of Contract # 23-42: MEP Commissioning Services for the Library Classroom Building Project

FUNDING SOURCE:

2023 Bond

PURPOSE

Provide MEP Commissioning Services for the Library Classroom Building Project.

PROPOSED MOTION:

“I move the Board of Trustees approve Contract # 23-42 to SSR Facilities Commissioning Consultants for MEP Commissioning Services for the Library Classroom Building Project for a not-to-exceed amount of \$200,000, which includes a time and material estimate of \$185,000 and a \$15,000 owner contingency for unforeseen conditions to be paid with 2023 Bond Funds.”

BACKGROUND:

Similar to the pool of Architect & Engineering Services selected to support the various 2023 Bond construction projects, MEP Commissioning Services must also be selected in accordance with Texas Government Code 2254 on the basis of demonstrated competence and qualifications. Therefore, COM published a Request for Qualifications (RFQ) 23-42 for MEP Commissioning Services on May 14, 2024. The RFQ was advertised to select a pool of professional services providers to provide MEP Commissioning Services. A total of sixteen (16) firms responded to the RFQ and were evaluated and ranked by the evaluation committee, comprising of COM and LAN personnel. The evaluation committee recommended the top five (5) ranked firms be placed in the pool of qualified professional service providers. From the top five (5) ranked firms placed in the pool, Smith, Seckman, Reid (SSR) Facilities Commissioning Consultant was selected as the best qualified to provide the requested professional services for the Library Classroom Building Project due to their experience with recent projects of similar size, scope, and complexity.

The evaluation and ranking for RFQ # 23-42 were as follows:

Firm Name	Ranking	Score
Wylie Engineering	1	88.91
Campos Engineering, Inc.	2	87.25
Smith, Seckman, Reid (SSR)	3	86.40
Bernhard TME	4	85.40
WSP USA Buildings Inc	5	85.01
Command Commissioning, LLC	6	83.25
EMA Engineering & Consulting	7	82.96
Infinity MEP+S Consultants	8	77.33
EXP U.S. Services Inc	9	73.74
NV5 Consultants, Inc	10	72.10
Bath Engineering Group, LLC	11	71.62
Terracon Consultants, Inc	12	69.05
PBK Architects, Inc	13	64.73
TAB Technologies, LLC	14	61.25
JonesDBR Engineering Company, LLC	15	54.53
CSI Engineering Inc	16	46.00

Each firm within the pool consisting of the top 5 ranked firms may be recommended to serve the college in their respective capacities relative to the size and complexity of each construction project under the Bond. Therefore, it is recommended that Smith, Seckman, Reid (SSR) Facilities Commissioning serve as the consultant for the Library Classroom Building project.

Attachments:

1. SSR Facilities Commissioning – MEP Commissioning Proposal, dated August 15, 2024



August 15, 2024

Ms. Paula J. Drnevich
Program Manager
LAN Planning, Engineering, Program Management
2925 Briarpark Drive, Suite 400
Houston, TX 77042-3720

**RE: Library & Classroom Building
Commissioning Services**
College of the Mainland
Texas City, Texas

Dear Paula:

Thank you for the opportunity to provide this proposal for commissioning services. We understand that this project is a Library and Classroom Building (LCB), including a new approximately 160,480 GSF facility that consists of a library, a 299-seat auditorium, forty-two classrooms, and faculty office space and student study/collaboration/lounge spaces, a new parking lot and associated site /landscaping. The budget for construction is approximately \$99,546,407. Further, we understand the facility is estimated to be completed by August 2027. Our proposal is based on the 90% Design Development Set "For Quality Review Only", dated September 13, 2024, prepared by CannonDesign, and its subconsultant's.

COMMISSIONING SERVICES

Below is a summary briefly describing the commissioning scope we are offering per specification. Our commissioning scope includes commissioning; Division 22 – Plumbing, Domestic hot water generation, thermostatic control, pumping, boosting, and circulation; Division 23 – HVAC, Air Systems, Hydronic Systems, Building Automation Systems (BAS-Controls); Division 26 – Electrical Systems, Interior and Exterior Lighting Systems, Lighting Systems Controls, Emergency Lighting System. Further detail and explanation of the tasks included in the scope is provided in the attached "Appendix A".

SCOPE

We propose the following scope:

- Preparation of a construction phase Cx plan including project specific installation checklists (Pre-Functional Checklists - PFCs) and Functional Performance Test procedures (FPTs)
- A review of the shop drawings on the equipment to be commissioned
- Attend OAC project meetings virtually once a month for the duration of the construction

- phase and hold additional Cx meetings as needed
- A review of the contractor executed equipment start-up procedures for equipment to be commissioned
- Site trips to spot check the contractor completion of the PFCs and for directing the contractor in the execution of the FPTs. We will document the performance of the systems.
- Coordinating all commissioning activities with the design and construction team
- Tracking the process by maintaining a master issues list.
- Issue a project commissioning status report to the team monthly.
- Review of the Test and Balance report and spot checking the accuracy of the report
- Preparing a final commissioning report documenting all commissioning activities
- Opposed season functional testing
- Review the status of the Owner training requirements and document that the requirements of the contract documents were followed
- Observe systems training for the O&M staff
- Follow-up on outstanding issues noted in execution of all required commissioning activities

FEE

Our fee for the Commissioning scope as described in this proposal is a lump sum of **One Hundred Eighty-Five Thousand Dollars (\$185,000)**. The costs for travel over the course of the project, mailing, printing of Cx reports, etc. are included. The schedule of payment will be broken down into the following phases:

Construction phase Cx Plan/PFCs/FPTs	\$61,050
Site visits, Meetings, Reviews (shop drawings), PFC verification, review of start-up, review of training, observe systems training, functional testing (FPT).	\$115,625
Final Report	\$3,700
Opposed Season/Post occupancy follow-up	<u>\$4,625</u>
Total Fee	\$185,000
Retesting Allowance – Five (5) trips	\$12,500

Although we do not anticipate sales tax or use tax to be applied to the scope of these services, should they be assessed, it is agreed the value of the taxes will be reimbursed to SSR in addition to the fee quoted above.

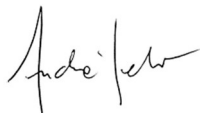
When given notice to proceed on the project, we will execute a copy of the Standard Agreement included in the RFQ to serve as our formal agreement.

Stipulations

- **Retesting** – One (1) trip for retesting is included in this proposal. Site visits for functional testing will only be scheduled with the contractors' written assurance that the equipment is operating and has been fully tested prior to our arrival. SSRcx will expect reimbursement for all costs, including labor and travel expenses, for trips that exceed the allowance above made in association with failed or incomplete tests, or the contractor not being ready to test. Allowance for five (5) retesting trips included at the rate of \$2,500/trip.
- **Services After Substantial Completion/Occupancy** - The fee provided is based on the construction team completing all systems to be commissioned, including all T&B and all aspects of the HVAC controls prior to substantial completion and occupancy. Any functional testing or re-checking of incomplete installation of systems required after substantial completion and/or occupancy is included as an allowance of five (5) trips at the rate of \$2,500/trip.

Paula, we are willing to work with you in any way to develop a scope that meets your needs. The scope we have offered here is a comprehensive scope that addresses all items we discussed this week. If you are satisfied with this proposal, please sign one copy of this letter, initial the front page of each attachment, and return it to us. In the event we do not receive a signed copy of this letter, and we are authorized to begin work, we will assume the terms and conditions of this proposal have been accepted by you unless you have presented us with an alternative written agreement within 30 days of such authorization. If you have any questions, or require further information, or require further scope options, please contact me at 713.705.5831 or by email, alehr@ssr-inc.com.

Sincerely,



Andre Lehr, CxA+BE, BECxP, LEED AP BD+C
Principal, BD, Client Relationship Manager



William (Billy) J. Schlageter, Jr, P.E., CxA, EMP,
LEED AP, CEA, CEM
Principal, Houston Region Commissioning

cc: Jim Seckel, Ali McDonald – SSR, Inc.

ACCEPTED: Cx scope for \$185,000

Authorized Agent:
LAN

Date

Appendix A to SSRcx Proposal Letter Dated August 13, 2024

Library & Classroom Building

Commissioning Services

College of the Mainland
Texas City, Texas 77591

Integrated Building Commissioning

This proposal assumes an integrated building commissioning method will be utilized. This proposal is contingent upon utilizing the Contractors performing the construction to the greatest extent possible to demonstrate the installed work is compliant with the contract documents and design intent and it assumes the Contractors will assist in performance demonstration and testing.

Equipment and Systems to be Commissioned:

Mechanical Equipment and Systems

- HVAC and Heating Hot Water System including hot water pumps
- All Air Handling Systems including AHUs, VFDs, and supporting equipment
- All Fan Coil Units and Split Systems
- All Unit Heaters, Duct Mounted Coils
- All Exhaust Fans, Stairwell and Elevator Shaft Fans
- A sampling of 20% all VAV & terminal boxes.
- All HVAC Controls associated with the above

Plumbing Equipment and Systems

- The Domestic Hot Water Heaters and associated recirculation pumps
- Thermostatic Mixing Valve
- Domestic Booster System
- Sump Pumps/Ejectors

Electrical Equipment and Systems

- The VFDs, Motor Control Panels/Motor Starters for all commissioned equipment
- The Fire Alarm System – All typical interface functions with HVAC systems, smoke evac, security, doors, emergency power will be witnessed for each distinct sequence. Fire alarm devices will be witnessed to ensure correct alarm notification, labeling of device, activation of general alarm, etc. (20% Sampling)
- The Lighting Control System (20% Sampling)
- Site Lighting Controls (20% Sampling)
- Theater Stage Sound and Lighting Controls (20% Sampling)
- Security System and Access Controls (20% Sampling)
- CCTV system (20% Sampling)
- Paging (20% Sampling)
- A-V System (20% Sampling)
- White boards, Class Rm Tech, Conf. Rm Tech. (20% Sampling)
- All Egress Lighting
- Elevator Interface w/ emergency system and fire alarm system

Construction Phase Scope

1. **Commissioning Plan** – We will prepare a construction phase commissioning plan that will describe the process that will be followed. This plan will include project specific PFCs and FPTs. The plan will define the process of how commissioning will be executed. The Plan will be

distributed to the Commissioning Team for review and comment. The Commissioning Plan will be used by SSRCx to execute the commissioning process. The plan will:

- a. **Commissioning Overview** - Include a brief overview of the commissioning process. This overview will address the construction, acceptance, occupancy, and operational phases of commissioning.
- b. **List of Equipment and Systems** - Describe the equipment and systems to be commissioned. We will develop a log listing the equipment and systems to be commissioned. The log will indicate the systems each piece of equipment is a part of, what part of the building the equipment/systems serves and the related systems that interface with the equipment/system. We will use this log to provide input and direction to the scheduling of completion of systems and to track completion of the commissioning process.
- c. **Team Roles** - Describe the roles of the Commissioning Team members. The team members traditionally include the Owner, Design Professionals, Contractors, and Commissioning Authority. This team will commission the building. The Contractors complete the work and demonstrate its performance (under the direction of the Commissioning Authority), and the Commissioning Authority develops procedures for demonstrating installation and operation based on the contract documents. The Commissioning Authority will document completion in interim reports, review items that require follow-up and will document the final status in the final Commissioning Report. The Owner will occupy and operate and maintain the final product.
- d. **Management and Communication** - Describe the management, communication and reporting of the commissioning process.
- e. **Deliverables** - List the expected work products of commissioning.
- f. **Commissioning Milestones** - List the key commissioning process milestones.
- g. **Start-up** - The commissioning plan will contain a matrix defining all start-up requirements of the construction documents. The commissioning specification requires the contractor to develop a start-up and initial systems checkout plan. Their plan will be a description of how the manufacturer's start-up process interfaces with the initial commissioning pre-functional testing procedures. It will describe how the sub-elements of a system must be completed and started prior to functional testing complete systems.
- h. **Installation checklists** - Include Pre-Functional Checklists (PFC) for each piece of equipment and system in the scope of commissioning work. The PFCs are used to document the installation of the equipment and systems in accordance with the design requirements. The construction phase checklists, developed from the requirements of the plans and specifications, combine the installation requirements for a piece of equipment and break the requirements down into categories. For example, an A/C unit PFC will address the installation clearance, serviceability, coil piping arrangements, electrical connections, duct and plenum connections, insulation, labeling, filters, control component rough-in, etc. all in one checklist. The Contractors shall notify SSRCx that the work is installed as specified as the work progresses. These PFCs will be prepared by SSRCx and completed by the installing Contractors. SSRCx's Commissioning Authority will spot check the subcontractor's documentation for accuracy. We will require the subs to fully execute all PFCs prior to functional testing.
- i. **Functional Testing** - Include Functional Performance Test Procedures (FPTs). These procedures define what are acceptable results of the tests to be performed so to quantify what is expected for each system and piece of equipment. The construction phase tests will be a series of written procedures developed from the contract document requirements. These FPTs will describe how the systems will be tested to demonstrate they operate per design. The tests will include temperature controls, safety and alarms, air volume control, operation on normal and emergency power. The tests will also include the transfer of power, humidity control, normal and emergency power distribution,

fire alarm system and its interface with the HVAC system, smoke evacuation system, elevators, fire sprinkler system and fire pump, etc. The FPTs will be developed for each piece of equipment and system listed to be commissioned. The Contractors will be asked to review the FPTs to confirm the tests only require them to demonstrate items in the contract scope.

- j. **Training** - List the training required in the contract scope. Where the contract scope requires detailed training plans, scheduling and coordination of training with the owner's needs/staff schedules, these items will be listed. SSR's Commissioning Authority will monitor and verify training that has been received by the operations staff.
- k. **Operation and Maintenance Manuals** - List the O&M documentation required per the contract scope. Where the contract scope requires detailed format of these documents, specific submission requirements, availability for owner training, etc., these items will be listed.
- l. **Opposed Season Testing and Warranty Reviews** - List the opposed season and warranty items that are required and define the process by which the execution of these activities will be monitored.

Only electronic copies of the commissioning plan will be provided.

2. **OAC meetings** – We will attend one project team meeting per month throughout the construction phase (24 months).
3. **Commissioning Meetings** – We will conduct a kick-off meeting and commissioning planning and execution meetings.
 - a. Kick-off meeting - After the project is in the construction phase, we will conduct a kick-off meeting with the design and construction team to discuss the commissioning scope and review the commissioning plan. The construction team will be asked to review the commissioning plan, checklists and test procedures to ensure that they reflect fairly and accurately the requirements of the design documents. The purpose of this review will be to obtain buy-in from the contractors that they realize the commissioning process is only a tool that helps document they have met their contractual requirements for installation and completion of systems and preparation of the owner for occupancy. During the kick-off meeting we will coordinate our requirements for shop drawings so that we can efficiently review them as the shops are being cycled through the contractors and design team. We will also coordinate other review requirements such as the T&B execution plan, final T&B report, and the contractor's training execution plan. We will confirm protocols to be used in managing and following the commissioning process. We will establish tentative schedules for commissioning team meetings emphasizing meetings will only be used to facilitate the process and will not become a burden to the team members.
 - b. Commissioning planning and execution meetings - Meetings will occur on an as needed basis and will be scheduled to coincide with regular site visits to observe the work and to functionally test the systems.
 - c. We will prepare agendas, attendance lists, arrange for meeting facilities, and notify in a timely manner participants for each commissioning event. We will act as chair at all commissioning events and monitor execution of all agenda items. We will prepare minutes of every commissioning event and send copies to all commissioning team members and attendees.
4. **Scheduling** – We will participate with the Contractors in scheduling activities required for the commissioning process. The Commissioning Plan, which includes the PFCs and the FPTs, identifies the construction activities that must be completed for the commissioning to be scheduled. We would ask that these activities be included in the construction schedule (if they are already not included).

- 5. Shop drawing Reviews** – We will review the HVAC temperature controls, shop drawings, the air handling unit, shop drawings and other shop drawings as needed to develop the functional testing procedures.

This proposal includes only one review per the above for each system/piece of equipment being commissioned.

- 6. Site Visits** – Site visits will be used to assist the Contractor in planning and scheduling commissioning activities, to observe start-up activities, to execute installation checklists (PFCs) and conducting functional performance testing (FPTs), to monitor training, to provide systems training, to conduct opposed season testing and the warranty meeting as well as other commissioning activities.
- 7. Installation Checklists** – We will provide Pre-Functional Checklists (PFC) for each piece of equipment and system in the scope of commissioning work. The PFCs are used to document that the installation of the equipment and systems are in accordance with the design requirements. The Contractors shall notify SSRCx that the work is installed as specified as the work progresses. These PFCs will be completed by the installing Contractors as the work is completed. SSRCx will observe installation during site visits and check that PFCs are completed as required. We will require the contractor to complete installation and all PFCs prior to functional testing.
- 8. Master Issues Log** – A Master Issues Log (MIL) will be utilized to track commissioning related items that require on-going attention. Any scope items that will require attention by the construction team or the design team will be included and will be monitored until they are appropriately addressed. The MIL will be updated and included in each interim field report.
- 9. Troubleshooting** – We will participate in limited troubleshooting and conflict resolution. We will assist the Contractors in determining the cause(s) of non-compliant performance of individual pieces of equipment and cross-discipline systems. We will follow up corrective work with documentation of proper performance. We will not perform repeated visits to attempt to commission incomplete work.

Acceptance Phase Scope

- 10. Equipment and Systems Start-up** – We will monitor the execution of the start-up plan as prepared and executed by the subcontractors and manufacturers, and we will witness equipment, subsystem, and system start-up and testing of major systems.
- 11. Test and Balance of HVAC Systems** – We will review the HVAC test and balance report. We will verify the accuracy of the T&B report by having the T&B subcontractor demonstrate samples of their findings so that we can witness and document the report data included in their report is accurate. We have not included the scope required of the T&B subcontractor for these days of verification. Note: This assumes the T&B process is complete prior to functional testing.
- 12. Functional Testing** – We will expect the Contractors to verify in writing the items listed in the PFCs are complete and equipment and systems are ready for FPTs prior to scheduling functional testing activities. We will require trend information from the HVAC control system documenting systems are ready to test prior to scheduling testing. We will proceed once the Contractor has provided this assurance and documentation. We will direct the execution of the functional testing as described in the commissioning plan. The contractor shall execute the testing, and we shall document the results of the testing. We will organize the testing of the systems, starting with sub-systems, then systems, then integrated system testing (for example, pump operation, then other

component equipment operation, then chilled water system operation). We will document the performance noted.

13. Training – We will document training has been conducted in accordance with the requirements of the contract. We will review the training plan to determine if the training as proposed will be delivered at the appropriate time to the required owner personnel. We will review the training plan and document execution for the following:

- a. A description of the general purpose of the equipment or system.
- b. That the O&M manuals are used during the training process.
- c. The following operational modes are addressed in training:
 1. Start-up
 2. Normal operation
 3. Shutdown
 4. Unoccupied operation
 5. Seasonal changeover
 6. Manual operation
 7. Controls set-up and programming
 8. Trouble shooting
 9. Alarms
 10. Adjustments and optimizing methods for energy conservation
 11. Relevant health and safety issues
- d. A description of how this equipment/system interacts with other building systems
 1. Adjustments and optimizing methods for energy conservation
 2. Relevant health and safety issues
- e. Special maintenance and replacement sources

14. Operation and Maintenance Manuals – We will document the O&Ms that have been delivered to the owner for systems and equipment within the commissioning scope.

15. Final Commissioning Report – This report will document all commissioning activities. The report will be furnished in electronic format. It shall include:

- An executive summary – Summarizing the process and the results of the Cx process
- A history of the deficiencies noted and how they were resolved
- System performance tests and evaluations
- A summary of the design review and submittal processes
- A summary of the O&M documentation and training process

Only electronic copies of the final report will be provided.

Post Occupancy Phase Scope

16. Opposed Season/Peak Performance Testing - Provide follow-up testing for seasonal performance. Coordinate required seasonal or deferred testing and deficiency corrections and provide the final testing documentation for the commissioning record.

Stipulations

It is assumed the following documents will be provided to SSRCx at no cost to SSRCx:

- Electronic and paper copies of all construction documents, specifications, all addenda, and scope changes of any kind issued throughout the term of the contract. The plans shall be half size plans.
- All RFIs related to the equipment to be commissioned.

- Electronic and paper copies of all A/E approved shop drawings related to the equipment to be commissioned
- Electronic copies of all A/E approved operations and maintenance manuals related to the equipment to be commissioned to be used in the preparation of the systems manual
- All start-up documentation related to the equipment to be commissioned. This includes start-up forms proposed to be used and completed documentation.
- Construction schedules and all revisions issued throughout to term of the contract
- Final test and balance report
- Training plans, training schedules, attendance sheets, individual training class agendas, handouts, etc.
- Project directory of commissioning team contacts

Exclusions

It is assumed the following equipment will be excluded by SSRCx as these systems are not identified as a part of this project:

- Design Phase Commissioning Services (i.e. Cx Design Review, Specification creation).
- All fire and fire/smoke dampers should be tested by the TAB Contractor.
- Water Softener Systems
- Fire and Jockey Pump
- Dry Pipe and Pre-Action Systems
- Automatic Sprinkler System zone controls and alarms
- All Normal Power Switchboards, Distribution Panelboards and Panelboards with buss ratings greater than 400A
- Any Emergency Power System including generators, paralleling gear, transfer switches, remote annunciation, etc.
- Any UPS systems.

END OF APPENDIX A



PRESIDENT'S OFFICE

MINUTE ORDER

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

AGENDA ITEM DESCRIPTION:

Approval of Contract # 23-43: Building Envelope Consulting Services for the Library Classroom Building Project

FUNDING SOURCE:

2023 Bond

PURPOSE

Provide Building Envelope Consulting Services for the Library Classroom Building Project.

PROPOSED MOTION:

“I move the Board of Trustees approve Contract 23-43 to Smith Seckman Reid Consultants for Building Envelope Consulting and Commissioning Services for the Library Classroom Building Project for a not-to-exceed amount of \$124,240, which includes a time and material estimate of \$109,240 and a \$15,000 owner contingency for unforeseen conditions to be paid with 2023 Bond Funds.”

BACKGROUND:

Similar to the pool of Architect & Engineering Services selected to support the various 2023 Bond construction projects, Building Envelope Consulting Services must also be selected in accordance with Texas Government Code 2254 on the basis of demonstrated competence and qualifications. Therefore, COM published a Request for Qualifications (RFQ) 23-43 for Building Envelope Consulting Services on May 14, 2024. The RFQ was advertised to select a pool of professional services providers to provide Building Envelope Consulting Services. A total of ten (10) firms responded to the RFQ and were evaluated and ranked by the evaluation committee, comprising of COM and LAN personnel. The evaluation committee recommended the top five (5) ranked firms be placed in the pool of qualified professional service providers. From the top five (5) ranked firms placed in the pool, Smith, Seckman, Reid (SSR) Consultant was selected as the best qualified to provide the requested professional services for the Library Classroom Building Project due to their experience with recent projects of similar size, scope, and complexity.

The evaluation and ranking for RFQ # 23-43 were as follows:

Firm Name	Ranking	Score
Amtech Solutions, Inc.	1	88.10
Smith, Seckman, Reid (SSR), Inc	2	81.75
Terracon Consultants, Inc.	3	78.66
Armko Industries, Inc.	4	77.53
Wiss, Janney, Elstner Associates, Inc.	5	77.08
Allana Buick & Bers, Inc.	6	66.75
PBK Architects	7	64.25
Walker Consultants, Inc.	8	63.72
Raba Kistner, Inc.	9	63.29
ECS Southwest, LLP	10	62.97

Each firm within the pool consisting of the top 5 ranked firms may be recommended to serve the college in their respective capacities relative to the size and complexity of each construction project under the Bond. Therefore, it is recommended that Smith, Seckman, Reid (SSR) serve as the Building Envelope consultant for the Library Classroom Building project.

Attachments:

1. SSR – Building Envelope Commissioning Proposal, dated August 13, 2024



August 13, 2024

Paula Drnevich, AIA, LEED AP
Program Manager
LAN
Cell: 281.384.8233
PJDrnevich@lan-inc.com

**RE: Proposal – Building Envelope Commissioning (BECx)
College of The Mainland
Library & Classroom Building**

Paula:

Thank you for the opportunity to submit this proposal for Building Envelope Commissioning services. The scope of work is based on our discussions with LAN, Cannon Design and the information provided including the construction schedule from Vaughn. The scope may be adjusted as needed to meet your project specific needs.

All work is to be performed by building envelope specialists.

PROJECT DESCRIPTION

We understand the project to include the following parameters and documents:

- Size: Approx. 160,480 GSF New Construction
- B & A-3 Occupancy, 2024 IBC Type IIB Construction
- Air Infiltration rate less than 0.25 cfm/ft-sq @ 75Pa (ASTM E799)
- # Floors: 4 plus Penthouse
- Building enclosure systems: Metal wall panels, composite stone panels, glazed aluminum curtainwall, hybrid membrane and vegetative roof assemblies.
- Current Status: Design Development.
- Enclosure construction duration: 7 months

SCOPE OF SERVICES

Building envelope systems include those responsible for creating environmental separation between interior and exterior spaces, such as roof, wall, fenestration, and waterproofing systems. SSR proposes the following scope to verify the building envelope assembly regarding air, moisture, and thermal control against the Owner's Project Requirements.

Design Phase

1. Perform three (3) building envelope commissioning reviews of DD and CD-level drawings and specifications for system performance, constructability, commissionability, serviceability, and addressing owner requirements (including common issues).
2. Participate in a conference call after each design review to answer questions regarding our review comments or review written responses from the design team.
3. Update a common building envelope commissioning process specification defining the contractors' roles and responsibilities for the commissioning process and coordinate its inclusion in the project manual.
4. Develop a building envelope commissioning testing specification to consolidate and coordinate the designer of record's envelope testing and procedures for its inclusion in the project manual. Assist in developing the test procedures.
5. Develop a Building Envelope Commissioning Plan describing the roles and responsibilities of the envelope commissioning team and how the commissioning process will be executed.

Construction Phase

6. Perform one (1) commissioning review of pertinent building envelope contractor submittals. Ideally, submittals will be reviewed concurrently with the designer of record for their consideration.
7. Conduct a Building Envelope Commissioning Kickoff Meeting at the project site to review the commissioning process, and roles and responsibilities with the envelope commissioning team.
8. Participate in up to five (5) pre-installation conference calls for primary envelope systems.
9. Conduct twenty-two (22) building envelope site visits to observe building construction progress of and review material and system installation. Installation will be reviewed against the design drawings and specifications, system manufacturer's requirements, and project shop drawings. Following each site visit provide a detailed report with photographs documenting the observations for use by the project team.
10. Attend up to eight (8) building enclosure coordination meeting on-site with the project team. When possible, these meetings will be conducted in combination with site visits.
11. Conduct four (4) building envelope commissioning site visits to verify or witness functional performance testing performed by the contractor. Testing procedures and results will be reviewed against the project requirements. The exact testing scope is not yet developed but is anticipated to include assembly tests for air and water leakage resistance. Following each site visit, provide a written report with photographs documenting the observations for use by the project team.
12. Maintain a building envelope Master Issues Log (MIL) to track issues found throughout the commissioning process and verify resolution.
13. Complete and issue a Final Building Envelope Commissioning Report

Warranty Phase

14. Conduct one (1) site visit and meeting during the warranty phase approximately 8-10 months after substantial completion during the warranty phase. The meeting will review envelope issues with the construction and facility operations teams and assign action items for resolution prior to the completion of the warranty period.

Items Provided by Others

1. Contractor to provide written responses including photographs for resolution of BECx MIL items.
2. Access to the interior and exterior sides of the test areas including equipment and operators. This includes lifts, swing stages, and/or scaffolding and trained operators as necessary.

SCHEDULE

SSRCx is prepared to begin the scope of work described above immediately.

FEE SUMMARY

SSR proposes the scope of services described above for the lump sum fee of **One-Hundred Nine Thousand, Two Hundred and Forty Dollars (\$109,240)**. Anticipated expenses are included. A breakdown of the fee is as follows:

Design Phase	\$ 15,060
Construction Phase	\$ 90,910
Warranty Phase	\$ 3,270
BECx Total	\$ 109,240

STIPULATIONS

Although we do not anticipate sales tax or use tax to be applied to the scope of these services, should they be assessed, it is agreed the value of the taxes will be reimbursed to SSR in addition to the fee quoted above.

No retesting is included in this proposal. Site visits for functional testing will only be scheduled with the contractors' written assurance that the equipment is operating and has been fully tested prior to our arrival. SSR will expect reimbursement for all costs, including labor and travel expenses, for trips made in association with failed or incomplete tests, or the contractor not being ready to test. This will be considered an add service negotiated on a per site visit basis.

This Scope of Services and the deliverables related to this scope contain information that should not be reproduced, copied, or used without the written consent of SSR. Any infringement may be subject to legal action. The services of SSR shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing professionals performing similar services in the same locality, and under the same or similar circumstances and conditions.

SSR Building Envelope is not the designer of record of envelope systems. This third-party commissioning scope does not change or alter the responsibilities of the Owner, Architect, or Construction Managers regarding their own QC or CA responsibilities. SSR does not have the authority to approve, reject, or direct work. Observations and documentation are for project team use and consideration as decided by the appropriate project team member with authority, not SSR.

If you are satisfied with this proposal, please sign one copy, initial each page, initial next to each service selected, and return to us. In the event we do not receive a signed copy of this letter, and we are authorized to begin work, we will assume the terms and conditions of this proposal have been accepted by you unless you have presented us with an alternative written agreement within 30 days of such authorization.

If you have any questions or require further information, please contact Bart Tate at 409-789-1559 or btate@ssr-inc.com.

Sincerely,



Bart Tate, RRO
Building Enclosure Regional Manager
Smith Seckman Reid, Inc.



Greg Isaacs, PE, BECxP, CxA+BE
Principal, Building Enclosure Engineer
Smith Seckman Reid, Inc.

ACCEPTED: Building Envelope Commissioning

Authorized Agent

Date



PRESIDENT'S OFFICE

MINUTE ORDER

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

AGENDA ITEM DESCRIPTION:

Approval of award of Contract #23-44 for the Conference Center and Student Center Reroof Project (Infrastructure)

FUNDING SOURCE:

2023 Bond

PURPOSE

Provide construction services to reroof the Conference Center and Student Center buildings using COM 2023 Infrastructure – Deferred Maintenance Bond funds.

PROPOSED MOTION:

“I move the Board of Trustees approve award of Contract #23-44 to TADCO Roofing, LLC for the construction services to reroof the Conference Center and Student Center buildings for a not-to-exceed amount of \$1,126,223.00 to be paid with 2023 Bond funds.

BACKGROUND:

On August 15, 2024, seven (7) responses were received in response to a Request for Proposal (RFP) for the Reroof of the Conference Center and Student Center buildings. The Respondents were evaluated according to the published scoring criteria outlined in the RFP. Based on the evaluation results, it is the recommendation to award the subject contract to TADCO Roofing, LLC for the Reroof of the Conference Center and Student Center buildings. The subject procurement is in accordance with the Texas Government Code 2269.

Attachments:

1. LAN Summary/Cover Letter
2. RFP #23-44 Evaluation Results



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

From: Lockwood, Andrews & Newnam (LAN)

Date: August 26, 2024

Re: RFP # 23-44, CSP for the Reroof of the Student Center and Conference Center Project – Evaluation Committee Results and Recommendation

Background: On August 15, 2024, seven (7) responses were received in response to a Request for Proposal (RFP) for the Reroof of the Conference Center and Student Center buildings. The Respondents were evaluated according to the published scoring criteria outlined in the RFP. Based on the evaluation results, it is the recommendation to award the subject contract to TADCO Roofing, LLC for the Reroof of the Conference Center and Student Center buildings. The Owner's budget for the Cost of Work was \$900,000.

Firm Name	Ranking	Score
TADCO Roofing, LLC	1	90.34
F.W. Walton, Inc	2	78.20
ARGIO Roofing & Construction, LLC	3	74.00
Brazos Urethane, Inc.	4	61.80
Roofing Solutions, LLC	5	50.40
PRC Roofing Co., Inc.	6	46.20
Texas Liqui Tech Services, Inc.	7	42.28

Recommendation: Based on the evaluation results, it is the recommendation to award the subject contract to TADCO Roofing, LLC for the Reroof of the Conference Center and Student Center buildings.

A handwritten signature in blue ink that reads "C.W. Scheibe".

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



RFP # 23-44, The Reroof of the Student Center and Conference Center Project

Proposal Date and Time: 08/15/2024 at 2:00 P.M. and 3:00 P.M.

Recorded By: Paula J. Drnevich

Architect/Engineer: Joiner Architects

Program Manager: Lockwood, Andrews & Newnam, Inc.

Competitive Sealed Proposal Evaluation

	Point Value (total/each)	F. W. Walton	Argio	Tadco	Roofing Solutions	Brazos Urethane	PRC	Texas LiquiTech
1. Proposal	40							
Base Proposal and Owner Selected Alternates		\$ 1,154,782	\$ 1,166,097	\$ 1,126,223	\$ 1,189,500	\$ 1,223,468	\$ 1,255,000	\$ 1,458,227
Spread from Low	\$ 97,245.00	\$ 28,559.00	\$ 39,874.00	\$ -	\$ 63,277.00	\$ 97,245.00	\$ 128,777.00	\$ 332,004.00
Percentage Above Low		2.54%	3.54%	0.00%	5.62%	8.63%	11.43%	29.48%
Cost Factor		88.00%	81.00%	100.00%	65.50%	37.00%	15.50%	0.75%
Points Awarded		35.20	32.40	40.00	26.20	14.80	6.20	0.30
2. Evaluation Survey of Company References and Project Contacts	10							
Points Awarded		2.00	2.00	3.24	0.00	2.00	2.00	4.18
3. History of Company Performance	10							
Points Awarded		8.60	7.80	9.10	5.60	9.60	7.00	7.40
4. Similar Company Project Experience and Qualifications	20							
Points Awarded		16.20	16.00	19.40	9.60	17.60	15.00	15.80
5. Similar Individual Personnel Project Experience and Qualifications	20							
Points Awarded		16.20	15.80	18.60	9.00	17.80	16.00	14.60
Total:	100	78.20	74.00	90.34	50.40	61.80	46.20	42.28
Rank		2	3	1	5	4	6	7



PRESIDENT'S OFFICE

MINUTE ORDER

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

AGENDA ITEM DESCRIPTION:

Approval of increase to Contract 23-34 for Construction Manager at Risk (CMAR) Services awarded to J.T. Vaughn Construction, LLC.

FUNDING SOURCE:

2023 Bond

PURPOSE

Additional scope to add the scope of Parking Lot D and associated landscaping, lighting and security cameras and other accessories as designed by the Architect to this Contract. This Change Order does not increase the cost of Preconstruction Services. The associated Cost of Work for this additional scope will be added to the project when the Guaranteed Maximum Price, identifying this additional cost, is submitted.

PROPOSED MOTION:

“I move the Board of Trustees approve the contract amendment of Change Order 001 to add the scope of Parking Lot D and associated landscaping, lighting and security cameras and other accessories as designed by the Architect to Contract 23-34 CMAR Services (Vaughn Construction, LLC) for the Library Classroom Building. This Change Order does not increase the cost of Preconstruction Services. The associated Cost of Work for this additional scope will be added to the project when the Guaranteed Maximum Price, identifying this additional cost, is submitted.

BACKGROUND:

On December 11, 2023, the Board of Trustees approved award of the subject contract to Vaughn Construction as the Construction Manager at Risk for the Library Classroom Building project. At the March 27, 2024 Board of Trustees meeting, the Board approved combining the Academic Classroom Building with the Library Classroom Building into a single building construction project.

This contract amendment includes the additional scope of Parking Lot D to the contract, per Change Order 001. This Change Order does not amend the current contract pre-construction cost. The Change Order costs will be included in the GMP when presented for approval.

Attachments:

1. LAN Summary/Cover Letter
2. Vaughn Construction – AIA G701 Change Order 001



**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: August 26, 2024

Re: Approval of increase to Contract 23-34 for Construction Manager at Risk (CMAR) Services awarded to J.T.Vaughn Construction, LLC (AIA Document G701)

Background: On December 11, 2023, the Board of Trustees approved award of the subject contract to Vaughn Construction as the Construction Manager at Risk for the Library Classroom Building project. At the March 27, 2024 Board of Trustees meeting, the Board approved combining the Academic Classroom Building with the Library Classroom Building into a single building construction project. This contract amendment includes the additional scope of Parking Lot D to the contract, per Change Order 001, AIA Document G701. This Change Order does not amend the current contract pre-construction cost. The Change Order costs will be included in the GMP when presented for approval.

Recommendation: LAN recommends the approval of AIA Document G701 to incorporate the added scope increase to Vaughn Construction's contract. We recommend this for the August 26, 2024 Board Meeting.

A handwritten signature in blue ink, appearing to read 'P Drnevich'.

Paula J. Drnevich, AIA, LEED AP, REFP
Program Manager, LAN
pjdrnevich@lan-inc.com
mobile: (281) 384.8233



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Library Classroom Buildingl

CONTRACT INFORMATION:
Contract For: Preconstruction Services
and General Construction - GMP
PO # B0002998 - Contract 23-34
Date: December 11, 2023

CHANGE ORDER INFORMATION:
Change Order Number: 001

Date: August 26, 2024

OWNER: *(Name and address)*
College of the Mainland
1200 N Amburn Rd
Texas City, TX 77591

ARCHITECT: *(Name and address)*
Cannon Design
3737 Buffalo Speedway, Suite 1200
Houston, TX 77098

CONTRACTOR: *(Name and address)*
J.T. Vaughn Construction, LLC
10355 Westpark Drive
Houston, TX 77042

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The scope of Parking Lot D and associated landscaping, lighting and security cameras and other accessories as designed by the Architect is added to this Contract. This Change Order does not increase the cost of Preconstruction Services. The associated Cost of Work for this additional scope will be added to the project when the Guaranteed Maximum Price, identifying this additional cost, is submitted.

The original Preconstruction Fee of \$100,000 is unchanged.

The original Cost of Work of \$91,398,695 will be amended as needed to include this additional scope when the GMP is submitted.

The original Guaranteed Maximum Price was	\$	0.00
The net change by previously authorized Change Orders	\$	0.00
The Guaranteed Maximum Price prior to this Change Order was	\$	0.00
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$	0.00
The new Guaranteed Maximum Price including this Change Order will be	\$	0.00

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be : No change from A133

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Cannon Design

ARCHITECT *(Firm name)*

J.T. Vaughn Construction

CONTRACTOR *(Firm name)*

College of the Mainland

OWNER *(Firm name)*

SIGNATURE

Michael Corb, AIA

PRINTED NAME AND TITLE

Education Practice Leader

DATE

SIGNATURE

Danny Thompson

PRINTED NAME AND TITLE

CEO

DATE

SIGNATURE

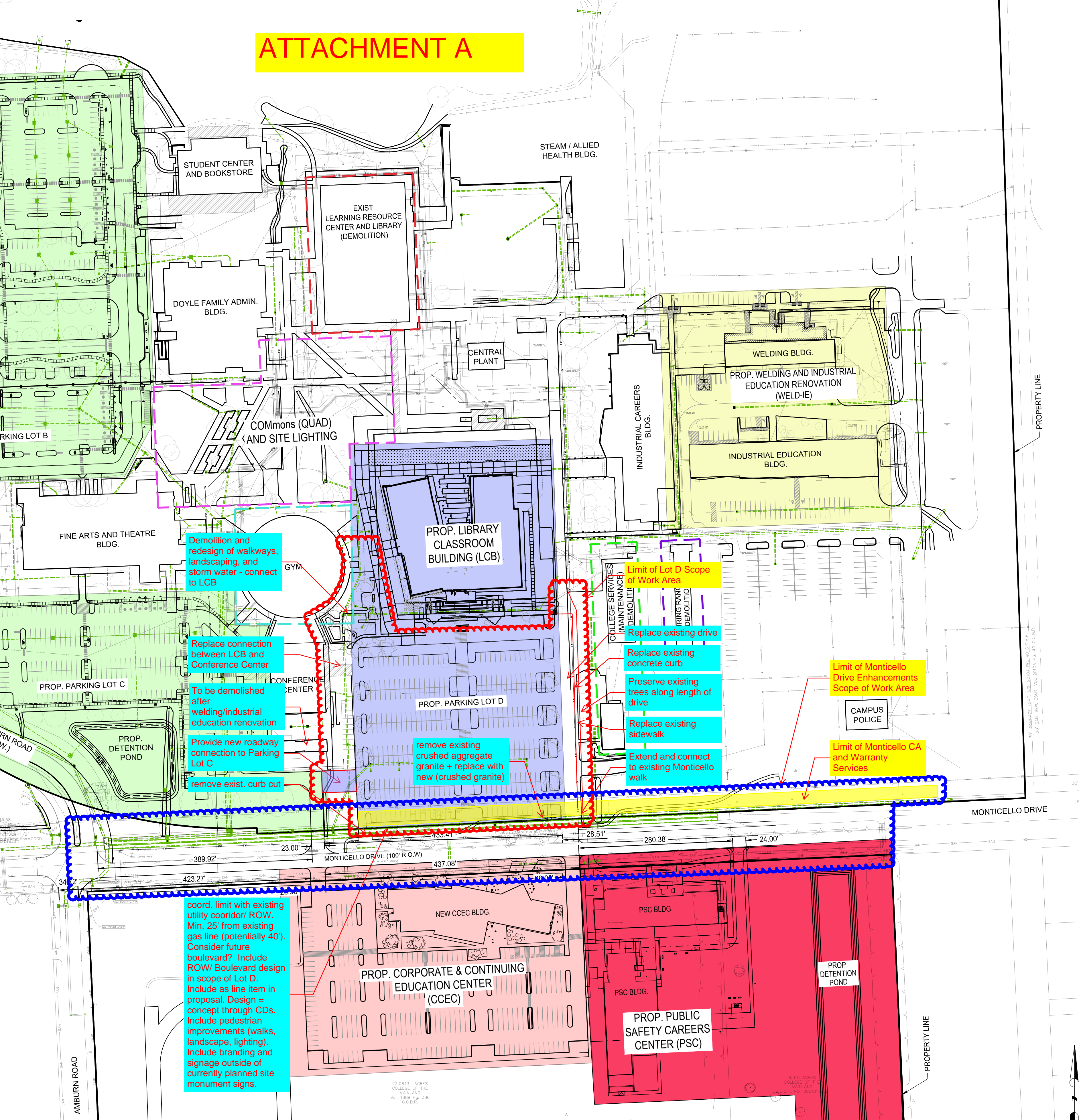
Dr. Warren Nichols

PRINTED NAME AND TITLE

President

DATE

ATTACHMENT A



Demolition and redesign of walkways, landscaping, and storm water - connect to LCB

Replace connection between LCB and Conference Center

To be demolished after welding/industrial education renovation

Provide new roadway connection to Parking Lot C

remove exist. curb cut

remove existing crushed aggregate granite + replace with new (crushed granite)

Limit of Lot D Scope of Work Area

Replace existing drive

Replace existing concrete curb

Preserve existing trees along length of drive

Replace existing sidewalk

Extend and connect to existing Monticello walk

Limit of Monticello Drive Enhancements Scope of Work Area

Limit of Monticello CA and Warranty Services

coord. limit with existing utility corridor/ ROW. Min. 25' from existing gas line (potentially 40'). Consider future boulevard? Include ROW/ Boulevard design in scope of Lot D. Include as line item in proposal. Design = concept through CDs. Include pedestrian improvements (walks, landscape, lighting). Include branding and signage outside of currently planned site monument signs.



Minute Order

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: August 26, 2024
Subject: Adoption FY 2024-2025 Operating Budget

AGENDA ITEM DESCRIPTION:

Discussion and possible action on the College of the Mainland “Fiscal Analysis and Budget”. Presented for recommended adoption to the Board of Trustees on August 26, 2024.

FUNDING SOURCE:

FY2024 Operating Budget from Tuition, fees and Ad Valorem Taxes

PURPOSE

As stated in Board policy CC(Local), "Upon adoption by the Board, the budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the College President or designee who shall ensure that funds are expended in accordance with the adopted budget. Upon recommendation by the College President, Board approval shall be required to authorize fund-to-fund budget transfers and amendments to the budget. Budget transfers within a fund shall require approval by the College President or designee."

PROPOSED MOTION:

“I move the Board of Trustees adopt the College of the Mainland “Fiscal Analysis and Budget” as presented by the administration for Academic/Fiscal Year 2024-2025.”

BACKGROUND:

This budget was prepared under the direction of the President with input from stakeholders at the college. Budgeted funds of \$45,000,000 for operation of the College (Fund 11) during fiscal year 2025.

ATTACHMENTS

1. 2024-2025 “Proposed Budget”



2024-2025 FISCAL ANALYSIS AND OPERATING BUDGET

Presented by Dr. Warren Nichols, President

Board of Trustees:
Donald G. Gartman, Chair
Dawn King, Vice Chair
Melissa Skipworth, Secretary
Kyle Dickson
Dr. Verna Henson
Dr. William McGarvey
Alan Waters

**College of the Mainland
2024-2025 Budget
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PRESIDENT'S OFFICE

Letter to the Board of Trustees and Citizens of College of the Mainland's Taxing District

Dear Chairman Gartman, Trustees and Citizens:

On behalf of the administration, faculty and staff of College of the Mainland, I would like to thank you for your continued leadership and oversight of the financial resources afforded our college to best serve our students and community.

This past year has been an exciting time for COM, and this excitement will be soaring to new heights with the passing of our 2023 general obligation bond. With our new bond comes endless new opportunities to further expand and grow our aging facilities into next generation learning spaces. We are eager to see how this investment will better serve the growing needs of our students and community.

While the state-of-the-art facilities are truly worthwhile, at the forefront of COM's growth we eagerly usher in a range of new programs that will prepare the workforce of the future. We now have an opportunity to expand into the high demand sectors of hospitality/tourism, transportation/logistics and aerospace/aviation. This trajectory will surely position COM to provide a dynamic and engaging learning experience for tomorrow's learners and leaders.

As we move into the new 2024-2025 academic year, there is much on the horizon as we continue advancing the student experience through a variety of innovative and dynamic learning opportunities to meet the unique needs of every student.

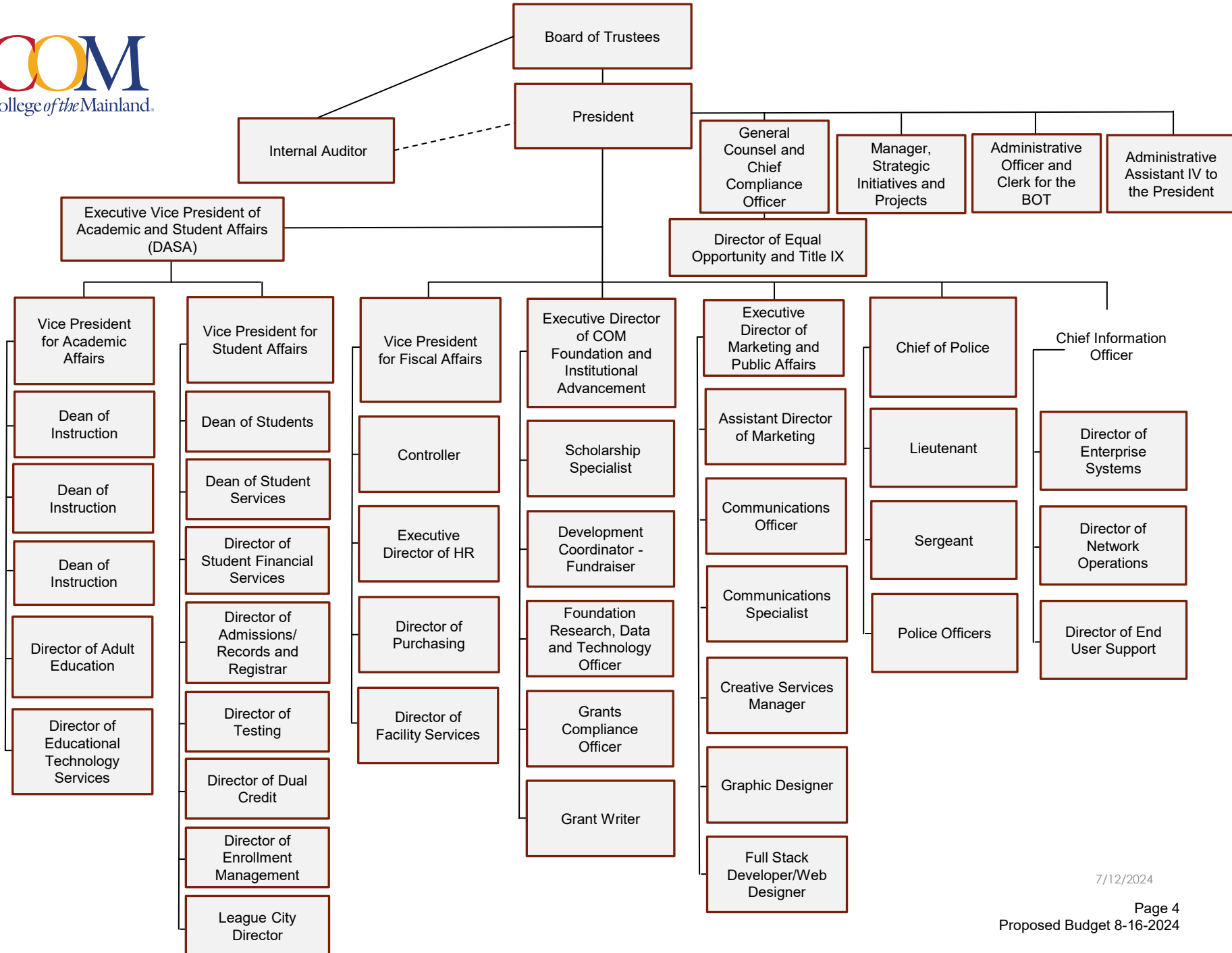
After a detailed analysis and collaboration from every sector of the college, COM's administration is recommending a budget that:

- Will not raise tuition.
- Enacts our new academic masterplan.
- Delivers exceptional student service.
- Continues to provide tuition-free college through Promise, now available to students in all COM taxing districts.

We pledge to remain diligent by reviewing and evaluating all expenses to be good stewards of our taxing district funds. This budget is evidence that College of the Mainland is continuing to grow, evolve and take the necessary steps to enhance its image and reputation as a higher learning institution focused on Student Success, Employee Fulfillment and Exemplary Facilities.

Sincerely,

Warren Nichols, Ed. D.
President



College of the Mainland 2024-2025 Budget College Profile

In 1935 petitions for the creation of a junior college district, in Galveston County, were presented to the State Board of Education. These petitions were signed by no less than 10% of the qualified tax-paying voters of the proposed district. On September 20, 1935, the State Board of Education authorized the establishment of the new junior college district. However, concerns over the location and funding of the college delayed its establishment, with the College of the Mainland opening in 1967. For the creation of the College of the Mainland, the original 1935 approval was judged still valid.

Since 1967, College of the Mainland has constructed pathways for student success by providing two-year associate degrees, four-year bachelor's degrees, transfer credits, and certificates. Steadfast in its support to the mainland community, COM has also become a critical hub for leaders and organizations to envision and plan for future growth. Further developing these collaborative efforts is central to COM's strategic plan.

Pipelines for Student Success

Meta-majors and Guided Pathways offer clearly defined and intentional educational avenues so that students can quickly and purposefully complete their academic journey. COM has also expanded its Opening Doors Promise Scholarship initiative to now serve all its taxing districts. The program offers local high school graduates an opportunity to obtain a high-quality education at COM tuition and fees free.

Laying the Foundation for the Future

The College has expanded geographically and now operates multiple learning centers – COM Main Campus and COM League City. COM's newest educational facility Mainland City Centre, which currently houses its Lifelong Learning and Cosmetology programs, will soon introduce a new Culinary Arts program in the fall.

With the recent passing of the 2023 bond, this will allow for further expansion and growth of facilities and programs to better serve the growing needs of our students and community. Currently catering to high-demand industry sectors, COM is looking to begin expansion into the three other high-demand sectors of hospitality/tourism, transportation/logistics, and aerospace/aviation.

New Programs on the Horizon

Several new programs have recently launched or are on the horizon. Most notably, the College has expanded its allied health offerings to include Radiology and Dental Hygiene programs. Additionally, we are excited to have launched our new Mitchell Chuoke Jr. Plumbing Program to ensure that COM students are ready to fulfill jobs in the fast-growing plumbing industry. Also coming down the pipeline are programs in Computer Numerical Control, Culinary Arts, and Surgical Technology.

For every student looking to advance their education, from pursuing high school equivalency, workforce education, transferring to a four-year university, or looking to add to their existing education, COM is committed to providing an open and accessible experience for all.

College of the Mainland
2024-2025 Budget
Organizational Units of the College

President's Office: The College President is the Chief Executive and Administrative Officer for the Board of Trustees. The Office of the President is responsible for providing leadership, planning and oversight for all divisions and activities of the College through his direct reports (Student Services, Instruction, Fiscal Affairs, Police Department, Marketing, Information Technology, Staff Attorney, Foundation, and Resource Development).

Fiscal Affairs: This unit is responsible for leading the institution in assessing, advising, and implementing budgetary policies. This unit is responsible for ensuring the College maintains a positive cash balance and complies with relevant financial regulations. This unit also manages facilities, grounds, maintenance, purchasing, and human resources.

Foundation & Resource Development: This unit is responsible for designing and implementing comprehensive institutional advancement programs including annual campaigns, corporate and foundation relations, major gifts and gift planning, endowment, capital campaigns, and alumni and constituent relations efforts.

Information Technology: This unit is responsible for the leadership and coordination of the information technology (IT) services of the college and has primary responsibility for short and long-range planning of the college's technical infrastructure. IT is also responsible for the maintenance, integrity, and reliable delivery of campus data.

Marketing and Communications: This area includes public relations, advertising, social media, publications, videos, photography, and the College website.

Police Department: This department provides security for College facilities and assistance to students, visitors, faculty, and staff 24 hours a day, seven days a week. COM Police Department officers regularly patrol the campus & parking lots.

Executive Vice President Academic and Student Affairs: The Executive Vice President Academic and Student Affairs is responsible for providing leadership, planning and oversight for Instruction and Student Services.

Academic Affairs: This unit is responsible for educational policy and academic programs for academic transfer, workforce development, and other education delivery. Instruction is also responsible for performing all necessary functions related to the collection, interpretation, and use of institutional data for planning, assessment, and decision making.

Student Affairs: The staff in the Student Services Division strives to help students succeed both in and out of the classroom. Offices which provide support to our students include Academic Advising, Academic Records, Counseling and Disability Services, Career Services, Student Success Center, Financial Aid, Veterans Affairs, the Testing Center, and Student Life and Recreation.

College of the Mainland
2024-2025 Budget
Overall Budget Approach / Principles

Goals of Budget

- Comply with all state laws relative to the budget process and output.
- Provide Board of Trustees information for oversight.
- Transparency in the budget creation process.
- Fund implementation of strategic plan goals. Those goals are:
 - Student Success
 - Employee Fulfillment
 - Exemplary Facilities
- Create a budget process where each employee has two voices - one voice from a vice president and another voice from an employee council member.
- Serves as a basis and structure to document the College's expenditure priorities and procedures.
- Assure a balanced budget.

Process of Creating Budget

- The President and President's direct reports submit and discuss a list of prioritized budget requests.
- Typically, this group, by consensus in an open forum, selects projects for funding.
- Develops budget organization, consisting of:
 - General Operating – Basic needs for college operations (Fund 11) and
 - A means to provide non-recurring, but necessary expenditures; to provide the College with contingency funds and projects that are "more capital in nature" (Fund Balance)
- Addresses points of emphasis from the Board of Trustees

Budget Planning: Institutional Emphasis

- A culture of requesting only what a department needs and can justify meeting the strategic goals of student success, employee fulfillment, and exemplary facilities.
- A culture of reviewing program or department requests to determine appropriate funding.
- A culture where if a department does not utilize budgeted funds, the funds will revert to College areas that are growing or placed into a fund balance account.

College of the Mainland 2024-2025 Budget Strategic Goals

The administration for the College of the Mainland has developed, and is in the process of implementing, a strategic plan for the next three-year cycle. This plan will focus on three key goals:

- Student success is our top priority. College of the Mainland will be the college of choice for our community.
- Create an environment that retains and attracts administrators, faculty, and staff committed to serving our students.
- Provide a safe, aesthetic environment conducive to learning, while addressing the workforce needs of local business and industry. Improve and expand existing facilities to enhance the learning environment. Develop next generation learning environments using the master facility plan as the foundation. The college will bring next generation learning to campus.

Within the framework of these goals, the College's administration has developed measurable outcomes. The focus of the 2024-2025 Budget is to assure that every dollar allocated helps the College obtain one or more of the three strategic goals of student success, employee fulfillment, and exemplary facilities.

College of the Mainland
2024-2025 Budget
Operating Budget Assumptions and Highlights

- The College has cash to support its operations.
 - At the start of the 2024-2025 fiscal year, the College’s administration anticipates having a net cash and cash equivalent balance of \$21.9 million.
 - The administration has proposed fund balance items of \$4.1 million.
 - College policy requires setting aside no less than 16.7% of the operating budget and accounts receivable for cash reserves. The proposed reserve amount totals \$8.2 million.
 - Subtracting the \$4 million in fund balance encumbrances and \$8.2 million in reserves from the anticipated cash balance of \$21.9 gives COM’s Board of Trustees access to \$9.7 million in unencumbered cash as of the beginning of the 2024-2025 fiscal year.
- This proposed 2024-2025 Budget has anticipated revenues of about \$ million. This is an increase compared to the budgeted 2023-2024 revenues of \$42 million. The College benefits from increased property tax revenues due to new taxable properties being added, interest on bank deposits, and foreign trade zone (FTZ) fees.
- COM budgets tuition revenues flat.
- The operating budget for 2024-2025 is \$4 million. This budget is a \$ million increase from 2023-2024. Pay increases, insurance, and other operational costs are the primary drivers of this increase.
- Recommendations from the President’s Cabinet were a key element the President used in developing this budget. The President hosted the annual day-long budget event, where the president’s direct reports convened and “pitched” funding needs. Based on this information, the President formulated this year’s budget. Every spending request is related to one of the three strategic goals of student success, employee opportunities, and improved facilities.
- The administration of the College is not proposing an increase in tuition for the 2024-2025 fiscal year. The College has the third lowest tuition cost in the state and has not increased tuition in at least 13 years.
- The administration of the College is not proposing an increase in maintenance and operations Ad Valorem taxes for the 2024-2025 fiscal year. Because of this action, the College will continue one of the three longest “no increase streaks” among Texas Community Colleges.
- The administration will continue to notify the Board of Trustees of all classified full-time new hires and all supplemental payments.
- The administration of the College anticipates no increase in benefit expenses. The State of Texas did not increase health insurance costs.
- Because of the new facilities opening from the 2018 bond election, for the fiscal year 2024-2025, the College anticipates increased custodial services and insurance costs.

- This budget reflects wage savings from unfilled vacancies from continuing operations.
- The College’s administration anticipates increased costs from increased educational opportunities for our students. Specifically, these costs are due to expanded course section offerings and implementing the corequisite model, pathways initiative, and other initiatives. Over the long term, the administration foresees covering these expenses from increased tuition and fee revenue and additional state appropriations.
- The administration plans to identify and prioritize college needs in safety, facilities, maintenance, and educational programming. The College’s administration will promptly inform the Board of Trustees of these needs.
- The administration of the College is proposing that the Board of Trustees review and approve the list of non-recurring projects at the end of this book. The resources for these projects will come from the College’s excess cash reserves.

College of the Mainland

2024-2025 Budget

Budget Process

Legal Requirements

The budget process produced a document that meets the requirements of Policy CC (Legal). Specifically, the administration of the College complies with the following: “The governing board of each institution, including each college district, shall approve on or before September 1 of each year an itemized budget covering the operation of the institution for the fiscal year beginning on September 1 of each year. Education Code 51.0051, 19 TAC 13.42(a)” The budget shall include:

1. general revenue, local funds, and estimated institutional funds
2. detail by department for current and prior year
3. a summary by functional categories for current and prior year
4. a summary of the instructional budget by college or school for the current and preceding year
5. a summary by amount and method of finance for each listed informational item in the general appropriation act
6. a budget prepared within the limits of revenue available

Process for Creating Budget

The College’s administration assesses the Board of Trustees priorities and elements of the strategic plan.

Process is divided into two phases:

- Create a continuous operation budget
- Create a non-recurring budget consisting of equipment, contract services, or capital expenditures

Recurring Budget Process

Review existing operating budget; determine if all necessary operational expenses are covered.

Identify areas of unspent funds to not roll forward and all new spending requirements (program closing, leases, bond payments, are examples). Use this information to create a “beginning operating budget.”

A “beginning operating budget” is the initial budget allocation that is provided to the President’s direct reports and subsequently the organization managers. It is used to develop the first draft of each unit’s budget.

Create a schedule of projected revenues. This projection includes tuition, fees, state appropriation, property taxes, and other revenue.

Subtract amount of “roll forward operating budget” from projected revenues.

If excess revenues exist, request a prioritized list of needs from all President’s direct reports. Each request must tie to one of the College’s strategic goals.

If excess revenues does not exist; identify and create a prioritized list of cost reductions tied to strategic goals.

Steps if additional funds exist to add to the operating budget:

- Gather additional spending requests from each presidential direct report. Understand each request needs to support a strategic goal.
- Once requests are updated into the budget system, each of the President's direct reports reviews his or her own request for accuracy.
- The President then reviews each request.
- The President's cabinet is convened and each of the President's direct reports explains and clarifies the support for each request.
- The cabinet has a preliminary discussion on potential salary increases.
- If the President is agreeable, draft budget is created. If the President and/or cabinet deem necessary, additional items are discussed.
- The President reviews options and determines amount to budget for salary increases.
- Budget proposals are discussed in open forum where the President's direct reports make his or her recommendations for budget increases.

Non-recurring Budget Process

- Each of the President's direct reports creates a separate budget for non-recurring operational expenditures.
- Create a prioritized list identifying all non-recurring operational needs.
- Non-recurring expenditures are typically equipment, contract services, or capital items.
- Have the President's direct reports identify projects important to fund.
- Request Board of Trustee approval on separate non-recurring budget.

Additional Budget Elements

- The administration's recommended budget is typically presented to Board of Trustees during July for review, explanation, and consideration.
- Public comment is welcomed during Board of Trustee's meetings.
- If deemed necessary, the Trustees may call a special meeting to discuss the budget.
- The budget is presented for approval during the August meeting.
- Budget must be adopted before September 1st of the fiscal year.
- If needs arise or are discovered during the fiscal year, the administration may request from the Board spending from fund balance.
- During the fiscal year, the College's administration will notify the Board of Trustees of year-to-date revenues and expenditures. The Administration may request the Board of Trustees to revise the budget upward or downward, if necessary to respond to the College District's needs.

**College of the Mainland
2024-2025 Budget
Priorities Funded in this Budget**

College-wide

- Funding to help COM manage the enrollment growth since the end of the COVID-19 pandemic.

Mandatory

- Provides Information Technology with additional personnel and resources to meet increasing security and usage demands.

Increasing Student Success

- COM will continue to implement the corequisite model and pathways initiative, or Finish Faster Initiative, to help our students complete college preparation courses simultaneously with credit courses.
- The instructional department will hire additional tutors, faculty, and adjunct instructors.
- The College will provide additional dollars for instruction where the College can add course sections, so no student is turned away.
- The Academic Master Plan identified strategies to increase student success. These strategies include:
 - Expand the centralized tutoring center.
 - Open an office for prior learning experience credit.
 - Implement guaranteed course schedules for students to improve the timely completion of their programs.
- The budget will fund technology tools. This funding will emphasize spending time with students from the point of entry through graduation or transfer with improved career and major exploration, degree planning, early warning, and ongoing communications with students and faculty.
- Student Affairs will optimize efficiency and increase customer service to manage student services' inquiries with an inbound call center for Admissions and Records and Financial Aid and outbound support to prospective students that positively impact enrollment decisions.

Expanding Employee Opportunities

- The FY 2024-2025 budget provides funds for a 4% salary increase (5% Classified).
- COM continues to fund health and dental insurance for employees.
- COM continues to fund Professional Development to help faculty improve their skills.

Improved Facilities

- Continue progressing on projects funded from the 2023 bond election.
- Utilize fund balance to cover non-recurring facilities expenses.
- Utilize fund balance to supplement engineering costs related to the nearly completed Science, Technology, Engineering, Arts and Math (STEAM) building.

**College of the Mainland
2024-2025 Budget
Future Financial Plans**

Short Term Financial Plans (1 to 2-Year Horizon)

- Invest some of the College's excess unrestricted cash reserves in facilities or operational improvements.
- Continue to increase the capital asset balance by over \$250 million from a base year of 2023. This increase is from projects funded by the College's fund balance and the 2023 voter approved general obligation bonds. These items are prioritized in the College's facilities master plan.
- Manage the long-term debt funded by voter-approved general obligation bonds of \$250 million.
- Keep unrestricted cash balance higher than board-required minimum reserves.

Intermediate Term Planning (2 To 5-Year Horizon)

- Continue to invest excess cash reserves in facilities or operational improvements.
- Manage the increased capital assets at the College funded by the amount received from maintenance tax notes and voter-approved general obligation bond proceeds.
- Manage the long-term debt by amount from voter-approved general obligation bonds.
- The unrestricted cash reserves balance will remain higher than the minimum required reserves.
- Increase revenues from property taxes due to expanded taxing district and increased property valuations.
- Increase revenues from debt service taxes due to voter-approved general obligation bonds.
- Increase expenses due to increased enrollment.
- Keep tuition low; third lowest in Texas.
- Have tuition funded entirely from location-based scholarships (Promise and Pell Grants).

**College of the Mainland
2024-2025 Budget
Unrestricted Revenues**

Unrestricted Funds Definition

Unrestricted funds are resources derived from student tuition and fees, state appropriations, and sales and services of educational departments. These resources are used for transactions relating to the educational and general operations of the College and may be used at the discretion of the governing board to meet current expenses for any purpose. These resources include renewal and replacement funds derived from a student fee and auxiliary enterprises, which are substantially self-supporting activities that provide services for students, faculty, and staff.

Tuition and Fees – Unrestricted Operating Revenues (Fund 11)

The amount (cost) per credit hour times the number of credit hours charged to a student for taking a course at the College. This is self-generated revenue for the College.

Property Taxes – Unrestricted Operating Revenues (Fund 11)

The valuation of property in the district is determined by the County Tax Assessor. College of the Mainland District levies property taxes at a rate per \$100 of assessed valuation.

State Appropriation – Unrestricted Operating Revenues (Fund 11)

The budgeted revenue from state appropriations is the amount of funds authorized by the Texas legislature. Institutions are primarily funded from the State of Texas based on College performance. A contact hour is a standard unit of measure that represents an hour of scheduled academic or technical instruction given to students during a semester (example: a three-credit hour English class meets for three hours per week for 16 weeks. three credit hours (times) 16 weeks = 48 contact hours). State appropriations will be based on student success accountability measures.

Miscellaneous Revenues – Unrestricted Operating Revenues (Fund 11)

This category includes revenues from interest on cash reserves, indirect cost reimbursement from grants, and sales of educational supplies (notably cosmetology).

Auxiliary Enterprises – Unrestricted Operating Revenues (Funds 21 and 22)

A functional category which includes revenues of enterprises that furnish goods or services to students, faculty, staff, or incidentally to the public and charge a fee directly related to, although not necessarily equal to, the cost of the goods or services. Major auxiliary funds include the bookstore, vending service, and student activities fees.

Renewal and Replacement Fee – Self-Restricted Operating Revenues (Fund 52)

These funds are primarily used for maintenance, construction or the purchase of equipment.

**College of the Mainland
2024-2025 Budget
Projected Unrestricted Cash Balance**

Estimated 8/31/2024 cash balance	\$21,900,000
Fund Balance request (pending board approval)	-\$4,065,000
Contingent total cash balance @ 8/31/2024	\$17,835,000
Less mandatory reserves	-\$8,200,000
Contingent estimated excess cash	<u>\$9,635,000</u>

College of the Mainland
2024-25 Budget
Projected Revenues

	Budget 2024-2025	Budget 2023-2024	Budget 2022-2023	Actual 2022-23
Tuition & fees	8,993,911	8,226,000	6,875,000	6,887,126
Other operating	1,125,000	700,000	951,000	1,206,606
Total operating	<u>10,118,911</u>	<u>8,926,000</u>	<u>7,826,000</u>	<u>8,093,732</u>
State appropriations	7,738,496	7,738,496	6,649,121	6,649,122
ad valorem & other	26,525,693	25,032,183	23,751,572	23,763,027
Other non-operating	1,496,900	1,184,307	984,307	1,812,328
Total non-operating	<u>35,761,089</u>	<u>33,954,986</u>	<u>31,385,000</u>	<u>32,224,477</u>
Less: transfers	(880,000)	(830,000)	(1,011,000)	(915,279)
Less: COVID-19 Contingency	-	-	-	-
Gross unrestricted revenues	<u>45,000,000</u>	<u>42,050,986</u>	<u>38,200,000</u>	<u>39,402,930</u>
Operations budget	<u>45,000,000</u>	<u>42,000,000</u>	<u>38,000,000</u>	<u>38,200,000</u>
Amt to fund balance	-	50,986	200,000	1,202,930

**College of the Mainland
2024-25 Budget**

Itemized List of Changes in Expenditures from Prior Year

Type	Mgr.	Description	Total
Operations	President	External Auditor Contract Increase	6,000
		Professional Development	6,000
		Tax Rate Advertising	700
		External Legal Fee Variance	(12,135)
		Student & Cyber Security Insurance	32,000
		SACSCOC Fee Increase	1,900
		Licenses and Renewals Increase	107,817
		External Security Services	71,595
		Dues & Subscriptions Increase	1,850
	VPFA	Custodial Contract Services	104,057
		Grounds Contract Increase	59,354
		Insurance Adjustment	284,389
		Lease Agreement Increases	305,677
		Appraisal Fees	168,365
		Tax Collection Fees	39,004
Operations Total			1,176,573
Personnel	President	Graphic Designer	84,095
		VPAA	Clinical Coordinator
		Clinical Specialist	68,805
		Two Part Time Dentists	22,880
	VPFA	Benefit adjustment	48,430
		4% Proposed Salary Increase (Classified 5%)	1,300,551
	VPSA	Academic Advisor	68,805
		Student Conduct Officer	75,685
Student Life Specialist II		62,550	
Personnel Total			1,823,427
Grand Total			3,000,000

**College of the Mainland
2024-25 Budget
Budget Information by Expense Summary**

	2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
<u>Salary</u>				
Faculty full-time	8,558,133	7,963,058	7,519,717	7,388,799
Admin full-time	2,123,028	1,802,001	1,613,876	1,761,601
Professional full-time	9,153,284	8,390,070	7,698,881	7,632,708
Classified full-time	4,353,438	4,227,727	4,073,981	3,616,713
Part-time	3,516,097	3,554,927	3,598,884	3,383,827
Stipends	167,550	167,550	183,550	175,593
Salary increase	1,176,795	1,017,724	570,000	0
Vacancy savings	-1,808,239	-1,587,628	-1,467,116	0
Reimbursements from other funds	-309,649	-309,649	-303,442	0
HEERF funds	0	0	-456,144	0
<u>Totals for Salary</u>	<u>26,930,437</u>	<u>25,225,780</u>	<u>23,032,187</u>	<u>23,959,241</u>
<u>Benefits</u>				
Benefits	4,467,658	4,411,113	4,282,634	4,416,509
<u>Totals for Benefits</u>	<u>4,467,658</u>	<u>4,411,113</u>	<u>4,282,634</u>	<u>4,416,509</u>
<u>Expense</u>				
HEERF funds	0	0	0	77,229
Contract services	4,291,843	3,881,495	3,182,979	3,358,398
Legal	4,050	24,520	25,020	5,360
Operations	706,727	525,765	474,809	459,356
Travel & pro development	364,797	373,588	356,003	186,698
Utilities and rent	1,346,491	1,362,391	1,550,391	1,122,555
Consumables, postage, and printing	1,425,901	1,325,827	1,150,617	1,045,566
Bank fees	90,100	90,100	90,100	90,281
Capital outlay	264,088	337,591	307,466	179,167
Insurance	2,850,837	2,557,348	1,992,977	2,445,512
Public relations and advertising	263,481	272,203	271,503	210,084
Advocacy	1,000	1,000	1,000	0
Miscellaneous	450,694	383,904	341,262	413,743
Leases	1,541,896	1,227,375	941,052	1,039,652
<u>Totals for Expense</u>	<u>13,601,905</u>	<u>12,363,107</u>	<u>10,685,179</u>	<u>10,633,601</u>
<u>Totals for Report:</u>	<u>45,000,000</u>	<u>42,000,000</u>	<u>38,000,000</u>	<u>39,009,351</u>

College of the Mainland
2024-25 Budget
Budget Information by Divison Lead

Divison Lead	2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
President	5,793,674	5,165,750	4,970,239	5,153,444
Exec VP Academic & Student Affairs	905,089	0	0	0
Exec VP - VP Academic Affairs	18,382,951	18,127,953	17,042,616	18,069,147
Exec VP - VP Student Affairs	4,447,104	4,197,214	3,880,347	4,196,986
Institutional Advancement	671,551	666,903	623,859	739,925
VP Fiscal Affairs	14,799,631	13,842,180	11,482,939	10,849,849
Totals:	<u>45,000,000</u>	<u>42,000,000</u>	<u>38,000,000</u>	<u>39,009,351</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Lead Then Department Group

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
<u>President</u>					
ATT	General Counsel	311,060	185,633	171,951	153,750
COP	Campus Police	801,279	717,431	695,833	651,965
ITS	Information Technology Services	2,411,633	2,293,510	2,235,462	2,211,443
MRK	Marketing and Communications	1,064,678	903,902	861,134	854,837
PRS	President's Office	1,205,024	1,065,274	1,005,859	1,281,449
	<u>Totals:</u>	<u>5,793,674</u>	<u>5,165,750</u>	<u>4,970,239</u>	<u>5,153,444</u>
<u>Exec VP Academic & Student Affairs</u>					
EVP	Exec VP Academics & Student Affairs	905,089	0	0	0
	<u>Totals:</u>	<u>905,089</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Exec VP - VP Academic Affairs</u>					
ADE	Adult Education	149,186	194,037	193,977	201,548
AHT	Allied Health	9,100	12,000	12,000	11,298
BCE	Business & Computer Education	526,024	566,098	489,943	965,553
CAN	CAN	11,102	16,368	11,280	39,757
CED	Continuing Education	845,835	847,345	968,133	1,011,274
CHS	Collegiate High School	151,375	145,553	139,657	165,633
COS	Cosmetology	502,120	481,377	524,657	771,941
CPR	CPR	0	0	2,310	6,421
DCE	Dean Continuing Education	192,679	132,158	133,991	158,993
DEN	Dental	5,756	5,756	10,656	10,863
DET	Distance Ed	631,311	619,872	609,483	625,629
DGE	Dean Gen Ed	199,738	379,679	184,453	218,122
DIW	Dean Instruction Workforce	203,233	0	0	0
HUM	Humanities	1,129,030	1,154,007	1,072,159	1,587,227
ITT	Industrial Tech	1,058,879	1,023,646	984,884	1,127,016
LIB	Library	728,063	704,735	642,712	755,175
MSC	Math	784,359	638,620	623,142	919,243
NRS	Nursing	2,003,500	2,022,831	1,975,573	2,161,891
OPR	OPEAR	475,031	456,539	439,623	364,902
PDA	Professional Dev Academy	0	9,000	9,000	366
PGM	Program Development	0	231,937	244,565	229,570
PSC	Public Service Careers	1,108,521	1,162,279	1,000,229	1,605,522
PVA	Performing/Visual Arts	999,111	956,526	950,824	1,153,888
SCN	Science	1,232,804	1,117,192	1,052,469	1,514,390
SOC	Social & Behavioral Science	1,173,934	1,070,383	1,029,082	1,499,197
TTC	Tutoring Center	557,393	614,608	640,079	440,317
VPA	VP Academic Affairs	3,704,867	3,565,407	3,097,735	523,411
	<u>Totals:</u>	<u>18,382,951</u>	<u>18,127,953</u>	<u>17,042,616</u>	<u>18,069,147</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Lead Then Department Group

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
<u>Exec VP - VP Student Affairs</u>					
ADM	Admissions	503,267	480,638	419,024	495,209
CSD	Career Services Dept	114,833	111,998	114,022	88,621
DCD	Dual Credit Department	159,061	161,527	135,558	162,657
DOS	Dean of Students	285,900	204,013	192,731	226,920
DSS	Dean of Student Services	262,301	0	0	0
EMD	Enrollment Management	704,626	741,829	573,140	672,808
OVS	Veterans Affairs	170,832	163,836	166,248	158,510
SFA	Student Financial Aid	567,152	571,715	552,180	624,889
SLT	Student Life	472,767	457,783	427,851	475,183
SSC	Student Success Center	715,413	689,327	654,061	672,642
TST	Testing	311,678	310,625	350,590	329,588
VPS	VP Student Affairs	179,274	303,923	294,942	289,959
	<u>Totals:</u>	<u>4,447,104</u>	<u>4,197,214</u>	<u>3,880,347</u>	<u>4,196,986</u>
<u>Institutional Advancement</u>					
ADV	Institutional Advancement	566,173	562,156	520,852	630,592
FNT	COM Foundation Dept	105,378	104,747	103,007	109,333
	<u>Totals:</u>	<u>671,551</u>	<u>666,903</u>	<u>623,859</u>	<u>739,925</u>
<u>VP Fiscal Affairs</u>					
CT	Custodial Services	1,482,975	1,401,924	304,775	285,378
FIN	Business Office	4,707,056	4,751,196	3,724,019	2,438,358
FST	Facility Services	6,592,617	5,905,255	6,068,195	6,557,636
GRO	Grounds	524,477	463,200	109,800	134,980
HRT	Human Resources	766,247	685,503	660,535	726,582
PUR	Purchasing	437,150	419,378	403,338	462,241
VPF	VP Fiscal Affairs	289,109	215,724	212,277	244,674
	<u>Totals:</u>	<u>14,799,631</u>	<u>13,842,180</u>	<u>11,482,939</u>	<u>10,849,849</u>
	<u>Totals:</u>	<u>45,000,000</u>	<u>42,000,000</u>	<u>38,000,000</u>	<u>39,009,351</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Area: 1-President					
Department Group: ATT-General Counsel					
Department: 5158-General Counsel					
5120	ADM-Full time	142,921	113,573	110,260	116,881
5140	PRO-Full time	100,038	0	0	0
5160	CLA-Full time	50,101	44,425	34,056	4,000
5220	Emp Ben LOC-Health	0	0	0	5,859
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	772
5223	Emp Ben LOC-Life	0	0	0	1,642
5245	Emp Ben LOC-ORP	0	0	0	3,857
5246	Emp Ben LOC-TRS	0	0	0	160
5261	Emp Ben LOC-Medicare	0	0	0	1,705
5263	Emp Ben LOC-Wrk Comp	0	0	0	580
5264	Emp Ben LOC-Unempl	0	0	0	363
5331	Prof Svcs-Legal	0	12,135	12,635	4,035
5461	Supp-Office	500	500	500	107
5502	Dues & Subscriptions	16,000	13,500	13,500	11,980
5590	Prof Development	1,500	1,500	1,000	1,464
Dept 5158-General Co Totals		<u>311,060</u>	<u>185,633</u>	<u>171,951</u>	<u>153,750</u>
Department Group: COP-Campus Police					
Department: 5151-Campus Police					
5140	PRO-Full time	213,953	218,336	209,873	224,632
5142	PRO-Stipends	8,400	8,400	8,400	9,026
5160	CLA-Full time	375,206	358,570	345,435	259,683
5162	CLA-Stipends	21,240	21,240	21,240	19,217
5163	CLA-Overload/overtime	300	300	300	10,824
5165	CLA-Part time	62,000	62,000	62,000	2,300
5220	Emp Ben LOC-Health	0	0	0	39,399
5221	Emp Ben LOC-Dental	0	0	0	2,787
5222	Emp Ben LOC-Disab	0	0	0	3,354
5223	Emp Ben LOC-Life	0	0	0	3,372
5245	Emp Ben LOC-ORP	0	0	0	47
5246	Emp Ben LOC-TRS	0	0	0	22,167
5261	Emp Ben LOC-Medicare	0	0	0	7,754
5263	Emp Ben LOC-Wrk Comp	0	0	0	2,670
5264	Emp Ben LOC-Unempl	0	0	0	1,669
5320	Maint & Repair Svcs	8,205	12,975	12,975	0
5325	Comp/Software Lic Renew/Mai	4,770	0	0	0
5332	Professional Svcs-Oth	71,920	325	325	16,141
5461	Supp-Office	375	375	375	365
5462	Supp-Other	9,088	9,088	9,088	4,947
5502	Dues & Subscriptions	8,391	8,391	8,391	7,870
5512	Insur-Prof Liability	13,705	13,705	13,705	12,616
5570	Printing&Reproduction	550	550	550	647
5640	Trvel Wrk Rel-Employe	3,176	3,176	3,176	478
Dept 5151-Campus Pol Totals		<u>801,279</u>	<u>717,431</u>	<u>695,833</u>	<u>651,965</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: ITS-Information Technology Services					
Department: 3516-Information Technology Serv					
5120	ADM-Full time	125,460	120,635	114,552	124,071
5140	PRO-Full time	687,131	659,838	665,419	611,298
5160	CLA-Full time	269,309	297,121	239,575	269,362
5165	CLA-Part time	19,463	19,463	19,463	15,969
5220	Emp Ben LOC-Health	0	0	0	69,238
5221	Emp Ben LOC-Dental	0	0	0	4,344
5222	Emp Ben LOC-Disab	0	0	0	6,362
5223	Emp Ben LOC-Life	0	0	0	6,086
5246	Emp Ben LOC-TRS	0	0	0	41,600
5247	Emp Ben LOC-TSA	0	0	0	208
5261	Emp Ben LOC-Medicare	0	0	0	14,805
5263	Emp Ben LOC-Wrk Comp	0	0	0	5,030
5264	Emp Ben LOC-Unempl	0	0	0	3,144
5300	Cont Svcs-Pd Cntractr	66,000	66,000	66,000	50,900
5320	Maint & Repair Svcs	0	0	0	38,969
5325	Comp/Software Lic Renew/Mai	1,029,505	921,688	933,688	811,645
5332	Professional Svcs-Oth	5,250	5,250	5,250	2,026
5370	Utilities-Telephone	63,891	63,891	51,891	45,061
5371	Cent Tele-Trunk Chrg	45,000	45,000	45,000	40,712
5374	Cent Tel-Misc Phone Exp	30,000	30,000	30,000	2,301
5420	Supp-Cmp Hardwr<\$5000	31,100	31,100	31,100	44,330
5421	Supp-Cmp Softwr<\$5000	19,000	19,000	19,000	0
5461	Supp-Office	800	800	800	203
5502	Dues & Subscriptions	150	150	150	60
5570	Printing&Reproduction	6,000	6,000	6,000	0
5590	Prof Development	6,000	0	0	0
5640	Trvel Wrk Rel-Employe	7,574	7,574	7,574	3,719
	Dept 3516-Informatio Totals	<u>2,411,633</u>	<u>2,293,510</u>	<u>2,235,462</u>	<u>2,211,443</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: MRK-Marketing and Communications					
Department: 5146-Marketing and Communications					
5140	PRO-Full time	646,613	466,988	426,136	459,753
5160	CLA-Full time	46,850	65,699	63,783	60,596
5163	CLA-Overload/overtime	0	0	0	158
5165	CLA-Part time	0	0	0	5,253
5220	Emp Ben LOC-Health	0	0	0	31,986
5221	Emp Ben LOC-Dental	0	0	0	1,954
5222	Emp Ben LOC-Disab	0	0	0	3,499
5223	Emp Ben LOC-Life	0	0	0	856
5246	Emp Ben LOC-TRS	0	0	0	21,793
5247	Emp Ben LOC-TSA	0	0	0	68
5261	Emp Ben LOC-Medicare	0	0	0	7,425
5263	Emp Ben LOC-Wrk Comp	0	0	0	2,558
5264	Emp Ben LOC-Unempl	0	0	0	1,599
5300	Cont Svcs-Pd Cntractr	7,580	9,580	9,580	4,436
5325	Comp/Software Lic Renew/Mai	35,000	0	0	32,100
5420	Supp-Cmp Hardwr<\$5000	6,000	64,835	64,835	0
5421	Supp-Cmp Softwr<\$5000	4,000	44,000	44,000	0
5461	Supp-Office	400	400	400	143
5462	Supp-Other	9,200	16,200	16,200	6,556
5470	Food-Catering	0	0	0	127
5502	Dues & Subscriptions	13,000	9,000	9,000	15,147
5550	Postage & Delivery	0	0	0	1,988
5570	Printing&Reproduction	85,535	9,000	9,000	9,697
5600	Publ Relations&Advert	210,000	210,700	210,700	183,254
5640	Trvel Wrk Rel-Employe	500	7,500	7,500	3,762
5660	Multi-trip Mileage-Employee	0	0	0	129
	Dept 5146-Marketing Totals	<u>1,064,678</u>	<u>903,902</u>	<u>861,134</u>	<u>854,837</u>
Department Group: PRS-President's Office					
Department: 5104-Board of Trustees					
5461	Supp-Office	0	0	0	59
5502	Dues & Subscriptions	5,700	5,700	5,400	0
5570	Printing&Reproduction	0	0	0	80
5641	Trvel Wrk Rel-Non-Emp	14,000	14,000	14,000	0
	Dept 5104-Board of T Totals	<u>19,700</u>	<u>19,700</u>	<u>19,400</u>	<u>139</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 5107-Gen Institution					
5330	Prof Svcs-Audit	82,500	76,500	76,500	107,851
5331	Prof Svcs-Legal	0	0	0	1,325
5332	Professional Svcs-Oth	4,015	4,015	4,015	3,650
5462	Supp-Other	0	0	0	559
5470	Food-Catering	20,000	20,000	20,000	22,738
5500	Bank Fees-Credit Card	84,000	84,000	84,000	83,569
5502	Dues & Subscriptions	57,379	55,529	55,529	59,163
5505	HEERF funds	0	0	0	77,229
5508	TRS Pension Surcharge	46,000	46,000	0	51,288
5512	Insur-Prof Liability	56,440	56,440	56,440	55,235
5514	Insurance-Other	50,000	18,000	18,000	16,347
5515	Advocacy Due	1,000	1,000	1,000	0
5600	Publ Relations&Advert	700	0	0	0
Dept 5107-Gen Instit Totals		<u>402,034</u>	<u>361,484</u>	<u>315,484</u>	<u>478,954</u>
Department: 5106-Internal Audit					
5300	Cont Svcs-Pd Cntractr	150,000	150,000	150,000	0
5330	Prof Svcs-Audit	0	0	0	149,974
Dept 5106-Internal A Totals		<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>149,974</u>
Department: 5105-Presidents Office					
5120	ADM-Full time	352,478	338,922	329,050	356,293
5122	ADM-Stipends	30,450	30,450	30,450	30,450
5140	PRO-Full time	162,608	72,271	70,166	77,662
5160	CLA-Full time	48,231	49,361	47,923	45,384
5163	CLA-Overload/overtime	600	600	600	0
5165	CLA-Part time	0	5,463	7,000	0
5220	Emp Ben LOC-Health	0	0	0	17,056
5221	Emp Ben LOC-Dental	0	0	0	1,043
5222	Emp Ben LOC-Disab	0	0	0	1,976
5223	Emp Ben LOC-Life	0	0	0	8,913
5246	Emp Ben LOC-TRS	0	0	0	5,138
5247	Emp Ben LOC-TSA	0	0	0	66,000
5261	Emp Ben LOC-Medicare	0	0	0	7,479
5263	Emp Ben LOC-Wrk Comp	0	0	0	2,327
5264	Emp Ben LOC-Unempl	0	0	0	1,486
5352	Rent-Vehicles	1,500	1,500	1,500	0
5461	Supp-Office	1,250	1,250	1,250	648
5462	Supp-Other	200	200	200	109
5470	Food-Catering	1,000	1,000	0	394
5502	Dues & Subscriptions	6,800	6,800	6,800	6,625
5570	Printing&Reproduction	336	336	336	263
5595	Dues&Subscrip-Bdget Sweep A	700	700	700	0
5640	Trvel Wrk Rel-Employe	15,000	15,000	15,000	8,181
5641	Trvel Wrk Rel-Non-Emp	0	0	0	130
Dept 5105-Presidents Totals		<u>621,153</u>	<u>523,853</u>	<u>510,975</u>	<u>637,557</u>
Department: 5103-Self Study SACS					
5332	Professional Svcs-Oth	0	0	0	4,500
5502	Dues & Subscriptions	12,137	10,237	10,000	10,237
5550	Postage & Delivery	0	0	0	88
Dept 5103-Self Study Totals		<u>12,137</u>	<u>10,237</u>	<u>10,000</u>	<u>14,825</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

	2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Dept. Lead 1-President Totals	<u>5,793,674</u>	<u>5,165,750</u>	<u>4,970,239</u>	<u>5,153,444</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Area: 2-Exec VP Academic & Student Affairs					
Department Group: EVP-Exec VP Academics & Student Affairs					
Department: 5159-EVP of Academic & Student Affairs					
5120	ADM-Full time	215,000	0	0	0
5140	PRO-Full time	160,805	0	0	0
5145	PRO-Part time	30,000	0	0	0
5165	CLA-Part time	84,394	0	0	0
5325	Comp/Software Lic Renew/Mai	8,000	0	0	0
5351	Rent-Facilities	8,300	0	0	0
5440	Supp-Instructional	45,704	0	0	0
5461	Supp-Office	10,530	0	0	0
5462	Supp-Other	45,000	0	0	0
5463	Supp-Testing	13,075	0	0	0
5470	Food-Catering	15,325	0	0	0
5502	Dues & Subscriptions	39,938	0	0	0
5570	Printing&Reproduction	6,940	0	0	0
5590	Prof Development	101,509	0	0	0
5600	Publ Relations&Advert	43,253	0	0	0
5622	Special Proj & Svcs	6,000	0	0	0
5640	Trvel Wrk Rel-Employe	71,316	0	0	0
	Dept 5159-EVP of Aca Totals	<u>905,089</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Dept. Lead 2-Exec VP Ac Totals	<u>905,089</u>	<u>0</u>	<u>0</u>	<u>0</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

2024-25 Budget 2023-24 Budget 2022-23 Budget 2022-23 Actual

Area: 3-Exec VP - VP Academic Affairs

Department Group: ADE-Adult Education

Department: 1401-Adult Education

5105	FAC-Part time	0	0	0	1,227
5140	PRO-Full time	100,040	96,193	93,391	98,994
5160	CLA-Full time	45,546	89,744	91,486	69,805
5165	CLA-Part time	0	0	0	6
5220	Emp Ben LOC-Health	0	0	0	14,034
5221	Emp Ben LOC-Dental	0	0	0	899
5222	Emp Ben LOC-Disab	0	0	0	1,176
5223	Emp Ben LOC-Life	0	0	0	808
5246	Emp Ben LOC-TRS	0	0	0	7,177
5247	Emp Ben LOC-TSA	0	0	0	10
5261	Emp Ben LOC-Medicare	0	0	0	2,474
5263	Emp Ben LOC-Wrk Comp	0	0	0	866
5264	Emp Ben LOC-Unempl	0	0	0	541
5440	Supp-Instructional	0	0	0	236
5461	Supp-Office	1,000	1,000	1,000	274
5462	Supp-Other	0	0	0	224
5470	Food-Catering	2,600	2,600	2,600	1,939
5570	Printing&Reproduction	0	0	0	678
5590	Prof Development	0	4,500	4,500	0
5600	Publ Relations&Advert	0	0	1,000	180
Dept 1401-Adult Educ Totals		<u>149,186</u>	<u>194,037</u>	<u>193,977</u>	<u>201,548</u>

Department Group: AHT-Allied Health

Department: 1317-Allied Health

5102	FAC-Stipends	8,000	8,000	8,000	8,000
5245	Emp Ben LOC-ORP	0	0	0	264
5261	Emp Ben LOC-Medicare	0	0	0	113
5263	Emp Ben LOC-Wrk Comp	0	0	0	38
5264	Emp Ben LOC-Unempl	0	0	0	24
5461	Supp-Office	1,100	1,500	1,000	942
5570	Printing&Reproduction	0	0	0	110
5590	Prof Development	0	2,500	1,500	1,090
5600	Publ Relations&Advert	0	0	1,500	717
Dept 1317-Allied Hea Totals		<u>9,100</u>	<u>12,000</u>	<u>12,000</u>	<u>11,298</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

	2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual	
<u>Department Group: BCE-Business & Computer Education</u>					
Department: 1103-Accounting-Credit					
5100	FAC-Full time	59,935	57,630	55,951	59,308
5103	FAC-Overload/overtime	0	0	0	3,479
5105	FAC-Part time	0	0	0	38,540
5220	Emp Ben LOC-Health	0	0	0	7,288
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	392
5223	Emp Ben LOC-Life	0	0	0	487
5245	Emp Ben LOC-ORP	0	0	0	167
5246	Emp Ben LOC-TRS	0	0	0	2,974
5247	Emp Ben LOC-TSA	0	0	0	287
5261	Emp Ben LOC-Medicare	0	0	0	1,354
5263	Emp Ben LOC-Wrk Comp	0	0	0	486
5264	Emp Ben LOC-Unempl	0	0	0	304
5325	Comp/Software Lic Renew/Mai	1,000	1,000	500	0
5420	Supp-Cmp Hardwr<\$5000	0	0	500	0
5440	Supp-Instructional	160	160	160	49
5570	Printing&Reproduction	0	0	0	77
5600	Publ Relations&Advert	0	0	700	486
	Dept 1103-Accounting Totals	<u>61,095</u>	<u>58,790</u>	<u>57,811</u>	<u>116,023</u>
Department: 3204-Adm-C.I.D.T.					
5102	FAC-Stipends	8,000	8,000	8,000	0
5160	CLA-Full time	56,469	54,297	52,713	49,922
5220	Emp Ben LOC-Health	0	0	0	5,154
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	369
5223	Emp Ben LOC-Life	0	0	0	264
5246	Emp Ben LOC-TRS	0	0	0	2,235
5261	Emp Ben LOC-Medicare	0	0	0	747
5263	Emp Ben LOC-Wrk Comp	0	0	0	268
5264	Emp Ben LOC-Unempl	0	0	0	168
5461	Supp-Office	1,060	1,060	1,060	1,260
5470	Food-Catering	0	0	0	184
5570	Printing&Reproduction	100	100	100	80
5590	Prof Development	0	6,000	6,000	2,684
5622	Special Proj & Svcs	1,000	1,000	1,000	361
	Dept 3204-Adm-C.I.D. Totals	<u>66,629</u>	<u>70,457</u>	<u>68,873</u>	<u>64,041</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1107-C.I.S.					
5100	FAC-Full time	65,943	63,407	61,560	65,254
5103	FAC-Overload/overtime	0	0	0	1,077
5105	FAC-Part time	0	0	0	30,162
5220	Emp Ben LOC-Health	0	0	0	3,725
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	431
5246	Emp Ben LOC-TRS	0	0	0	3,150
5247	Emp Ben LOC-TSA	0	0	0	222
5261	Emp Ben LOC-Medicare	0	0	0	1,398
5263	Emp Ben LOC-Wrk Comp	0	0	0	463
5264	Emp Ben LOC-Unempl	0	0	0	289
5440	Supp-Instructional	250	250	250	0
5461	Supp-Office	100	100	100	5
5470	Food-Catering	0	0	0	174
5600	Publ Relations&Advert	0	0	700	0
Dept 1107-C.I.S. Totals		<u>66,293</u>	<u>63,757</u>	<u>62,610</u>	<u>106,695</u>
Department: 1213-Drafting					
5100	FAC-Full time	0	66,955	55,950	68,633
5103	FAC-Overload/overtime	0	0	0	3,274
5105	FAC-Part time	0	0	0	10,310
5220	Emp Ben LOC-Health	0	0	0	3,725
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	455
5223	Emp Ben LOC-Life	0	0	0	563
5246	Emp Ben LOC-TRS	0	0	0	3,280
5261	Emp Ben LOC-Medicare	0	0	0	1,162
5263	Emp Ben LOC-Wrk Comp	0	0	0	392
5264	Emp Ben LOC-Unempl	0	0	0	245
5325	Comp/Software Lic Renew/Mai	0	0	2,153	0
5440	Supp-Instructional	0	300	300	206
5461	Supp-Office	0	75	75	0
5600	Publ Relations&Advert	0	0	250	0
Dept 1213-Drafting Totals		<u>0</u>	<u>67,330</u>	<u>58,728</u>	<u>92,590</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1104-Gen Bus-Credit					
5100	FAC-Full time	208,157	176,368	118,051	138,322
5102	FAC-Stipends	0	0	0	8,000
5103	FAC-Overload/overtime	0	0	0	8,705
5104	FAC-Summer	0	0	0	8,284
5105	FAC-Part time	0	0	0	104,124
5220	Emp Ben LOC-Health	0	0	0	7,091
5221	Emp Ben LOC-Dental	0	0	0	460
5222	Emp Ben LOC-Disab	0	0	0	863
5223	Emp Ben LOC-Life	0	0	0	1,795
5245	Emp Ben LOC-ORP	0	0	0	1,108
5246	Emp Ben LOC-TRS	0	0	0	8,183
5247	Emp Ben LOC-TSA	0	0	0	465
5261	Emp Ben LOC-Medicare	0	0	0	3,832
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,284
5264	Emp Ben LOC-Unempl	0	0	0	802
5440	Supp-Instructional	160	160	160	72
5570	Printing&Reproduction	25	25	25	50
5600	Publ Relations&Advert	0	0	1,400	1,073
Dept 1104-Gen Bus-Cr Totals		<u>208,342</u>	<u>176,553</u>	<u>119,636</u>	<u>294,513</u>
Department: 1215-Graphic Arts					
5100	FAC-Full time	65,943	63,407	61,560	65,254
5103	FAC-Overload/overtime	0	0	0	9,875
5104	FAC-Summer	0	0	0	8,032
5105	FAC-Part time	0	0	0	60,157
5220	Emp Ben LOC-Health	0	0	0	5,154
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	431
5223	Emp Ben LOC-Life	0	0	0	538
5245	Emp Ben LOC-ORP	0	0	0	4,324
5246	Emp Ben LOC-TRS	0	0	0	1,946
5247	Emp Ben LOC-TSA	0	0	0	152
5261	Emp Ben LOC-Medicare	0	0	0	2,036
5263	Emp Ben LOC-Wrk Comp	0	0	0	688
5264	Emp Ben LOC-Unempl	0	0	0	430
5325	Comp/Software Lic Renew/Mai	1,500	1,500	1,500	1,079
5440	Supp-Instructional	1,275	1,200	1,200	74
5461	Supp-Office	425	125	125	461
5462	Supp-Other	0	0	0	145
5570	Printing&Reproduction	150	150	150	0
Dept 1215-Graphic Ar Totals		<u>69,293</u>	<u>66,382</u>	<u>64,535</u>	<u>161,121</u>
Department: 1204-Management					
5105	FAC-Part time	0	0	0	19,430
5246	Emp Ben LOC-TRS	0	0	0	566
5247	Emp Ben LOC-TSA	0	0	0	69
5261	Emp Ben LOC-Medicare	0	0	0	282
5263	Emp Ben LOC-Wrk Comp	0	0	0	93
5264	Emp Ben LOC-Unempl	0	0	0	58
Dept 1204-Management Totals		<u>0</u>	<u>0</u>	<u>0</u>	<u>20,498</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1216-Networking					
5100	FAC-Full time	54,372	57,630	51,551	60,882
5103	FAC-Overload/overtime	0	0	0	7,308
5105	FAC-Part time	0	0	0	31,788
5220	Emp Ben LOC-Health	0	0	0	3,725
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	419
5223	Emp Ben LOC-Life	0	0	0	187
5245	Emp Ben LOC-ORP	0	0	0	2,171
5246	Emp Ben LOC-TRS	0	0	0	815
5247	Emp Ben LOC-TSA	0	0	0	201
5261	Emp Ben LOC-Medicare	0	0	0	1,451
5263	Emp Ben LOC-Wrk Comp	0	0	0	480
5264	Emp Ben LOC-Unempl	0	0	0	300
5420	Supp-Cmp Hardwr<\$5000	0	4,999	4,999	0
5440	Supp-Instructional	0	200	200	0
5600	Publ Relations&Advert	0	0	1,000	0
Dept 1216-Networking Totals		<u>54,372</u>	<u>62,829</u>	<u>57,750</u>	<u>110,072</u>
Department Group: CAN-CAN					
Department: 1319-CAN					
5105	FAC-Part time	0	0	0	31,766
5247	Emp Ben LOC-TSA	0	0	0	413
5261	Emp Ben LOC-Medicare	0	0	0	461
5263	Emp Ben LOC-Wrk Comp	0	0	0	152
5264	Emp Ben LOC-Unempl	0	0	0	95
5440	Supp-Instructional	5,622	9,688	5,800	1,243
5463	Supp-Testing	5,000	5,000	5,000	4,625
5512	Insur-Prof Liability	480	480	480	0
5590	Prof Development	0	1,200	0	1,002
Dept 1319-CAN Totals		<u>11,102</u>	<u>16,368</u>	<u>11,280</u>	<u>39,757</u>
Department Group: CED-Continuing Education					
Department: 1307-Allied Health CE					
5100	FAC-Full time	79,854	70,583	221,357	0
5102	FAC-Stipends	0	0	4,000	0
5105	FAC-Part time	0	0	0	24,010
5140	PRO-Full time	69,700	62,287	0	57,096
5222	Emp Ben LOC-Disab	0	0	0	388
5223	Emp Ben LOC-Life	0	0	0	83
5246	Emp Ben LOC-TRS	0	0	0	2,874
5247	Emp Ben LOC-TSA	0	0	0	103
5261	Emp Ben LOC-Medicare	0	0	0	1,177
5263	Emp Ben LOC-Wrk Comp	0	0	0	389
5264	Emp Ben LOC-Unempl	0	0	0	243
5440	Supp-Instructional	10,000	40,306	7,980	7,816
5461	Supp-Office	340	490	490	389
5463	Supp-Testing	13,616	23,616	5,778	10,314
5512	Insur-Prof Liability	576	576	576	0
5570	Printing&Reproduction	300	300	100	0
5590	Prof Development	0	1,200	1,000	988
Dept 1307-Allied Hea Totals		<u>174,386</u>	<u>199,358</u>	<u>241,281</u>	<u>105,870</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1217-Bus Ed-NonCR					
5502	Dues & Subscriptions	0	0	0	2,100
Dept 1217-Bus Ed-Non Totals		<u>0</u>	<u>0</u>	<u>0</u>	<u>2,100</u>
Department: 3401-Cont Education					
5140	PRO-Full time	190,434	187,544	223,113	178,515
5160	CLA-Full time	135,541	192,996	182,887	162,853
5165	CLA-Part time	0	0	0	2,243
5220	Emp Ben LOC-Health	0	0	0	22,818
5221	Emp Ben LOC-Dental	0	0	0	1,684
5222	Emp Ben LOC-Disab	0	0	0	2,367
5223	Emp Ben LOC-Life	0	0	0	2,034
5246	Emp Ben LOC-TRS	0	0	0	14,847
5247	Emp Ben LOC-TSA	0	0	0	60
5261	Emp Ben LOC-Medicare	0	0	0	5,173
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,753
5264	Emp Ben LOC-Unempl	0	0	0	1,095
5325	Comp/Software Lic Renew/Mai	0	0	0	52,783
5461	Supp-Office	500	500	500	975
5462	Supp-Other	0	0	0	169
5470	Food-Catering	0	0	0	1,007
5500	Bank Fees-Credit Card	6,100	6,100	6,100	5,950
5502	Dues & Subscriptions	0	0	0	7,000
5550	Postage & Delivery	0	0	0	1,529
5570	Printing&Reproduction	1,000	1,000	1,000	127
5590	Prof Development	0	3,200	3,200	1,548
5600	Publ Relations&Advert	0	0	16,843	1,732
5640	Trvel Wrk Rel-Employe	0	0	0	91
5660	Multi-trip Mileage-Employee	0	0	0	82
5932	Cap Out-Softwr>\$5000	65,396	35,090	35,090	0
Dept 3401-Cont Educa Totals		<u>398,971</u>	<u>426,430</u>	<u>468,733</u>	<u>468,435</u>
Department: 1208-HVAC-NonCR					
5100	FAC-Full time	0	0	0	1,835
5105	FAC-Part time	0	0	0	126,887
5246	Emp Ben LOC-TRS	0	0	0	1,033
5247	Emp Ben LOC-TSA	0	0	0	1,444
5261	Emp Ben LOC-Medicare	0	0	0	1,867
5263	Emp Ben LOC-Wrk Comp	0	0	0	618
5264	Emp Ben LOC-Unempl	0	0	0	389
5325	Comp/Software Lic Renew/Mai	0	2,300	1,300	2,850
5332	Professional Svcs-Oth	0	800	3,000	0
5335	Maint & Repair Svcs	3,000	3,700	2,500	2,500
5440	Supp-Instructional	0	18,500	18,500	14,405
5461	Supp-Office	0	0	0	158
5462	Supp-Other	0	200	200	84
5463	Supp-Testing	1,950	1,250	1,250	0
5570	Printing&Reproduction	0	0	0	469
5600	Publ Relations&Advert	0	0	500	0
Dept 1208-HVAC-NonCR Totals		<u>4,950</u>	<u>26,750</u>	<u>27,250</u>	<u>154,539</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 5119-LC Ctr Admin					
5140	PRO-Full time	82,356	0	0	0
5165	CLA-Part time	20,000	20,000	20,000	3,356
5247	Emp Ben LOC-TSA	0	0	0	44
5261	Emp Ben LOC-Medicare	0	0	0	49
5263	Emp Ben LOC-Wrk Comp	0	0	0	16
5264	Emp Ben LOC-Unempl	0	0	0	10
5461	Supp-Office	800	800	800	393
5462	Supp-Other	0	0	0	36
Dept 5119-LC Ctr Adm Totals		<u>103,156</u>	<u>20,800</u>	<u>20,800</u>	<u>3,904</u>
Department: 2112-Lifelong Learning					
5105	FAC-Part time	0	0	0	73,308
5140	PRO-Full time	75,161	72,270	70,165	74,475
5160	CLA-Full time	51,337	49,363	87,530	41,902
5165	CLA-Part time	23,224	35,724	35,724	33,238
5220	Emp Ben LOC-Health	0	0	0	12,232
5221	Emp Ben LOC-Dental	0	0	0	645
5222	Emp Ben LOC-Disab	0	0	0	783
5223	Emp Ben LOC-Life	0	0	0	424
5246	Emp Ben LOC-TRS	0	0	0	4,793
5247	Emp Ben LOC-TSA	0	0	0	922
5261	Emp Ben LOC-Medicare	0	0	0	3,118
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,096
5264	Emp Ben LOC-Unempl	0	0	0	685
5320	Maint & Repair Svcs	300	300	300	0
5335	Maint & Repair Svcs	0	0	0	570
5440	Supp-Instructional	1,200	1,200	1,200	7,517
5461	Supp-Office	1,150	1,150	1,150	1,093
5570	Printing&Reproduction	12,000	12,000	12,000	18,168
5590	Prof Development	0	2,000	2,000	1,204
5660	Multi-trip Mileage-Employee	0	0	0	253
Dept 2112-Lifelong L Totals		<u>164,372</u>	<u>174,007</u>	<u>210,069</u>	<u>276,426</u>
Department Group: CHS-Collegiate High School					
Department: 1227-Collegiate H.S.-CR					
5140	PRO-Full time	100,038	96,190	91,732	98,942
5160	CLA-Full time	51,337	49,363	47,925	45,386
5220	Emp Ben LOC-Health	0	0	0	8,878
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	990
5223	Emp Ben LOC-Life	0	0	0	1,817
5246	Emp Ben LOC-TRS	0	0	0	5,990
5261	Emp Ben LOC-Medicare	0	0	0	2,117
5263	Emp Ben LOC-Wrk Comp	0	0	0	719
5264	Emp Ben LOC-Unempl	0	0	0	449
Dept 1227-Collegiate Totals		<u>151,375</u>	<u>145,553</u>	<u>139,657</u>	<u>165,633</u>

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Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: COS-Cosmetology					
Department: 1301-Cosmetology					
5100	FAC-Full time	395,983	377,831	427,878	377,834
5102	FAC-Stipends	12,000	12,000	12,000	11,500
5103	FAC-Overload/overtime	0	0	0	13,136
5105	FAC-Part time	0	0	0	187,922
5160	CLA-Full time	42,912	41,261	38,994	37,905
5165	CLA-Part time	8,100	0	0	0
5220	Emp Ben LOC-Health	0	0	0	32,286
5221	Emp Ben LOC-Dental	0	0	0	2,086
5222	Emp Ben LOC-Disab	0	0	0	2,774
5223	Emp Ben LOC-Life	0	0	0	2,373
5245	Emp Ben LOC-ORP	0	0	0	1,948
5246	Emp Ben LOC-TRS	0	0	0	21,062
5247	Emp Ben LOC-TSA	0	0	0	575
5261	Emp Ben LOC-Medicare	0	0	0	8,943
5263	Emp Ben LOC-Wrk Comp	0	0	0	3,038
5264	Emp Ben LOC-Unempl	0	0	0	1,899
5325	Comp/Software Lic Renew/Mai	1,735	1,735	1,735	0
5335	Maint & Repair Svcs	0	0	0	617
5420	Supp-Cmp Hardwr<\$5000	0	0	0	427
5430	Supp-Furn&Equip<\$5000	0	0	0	713
5440	Supp-Instructional	30,000	30,000	26,000	27,438
5461	Supp-Office	2,500	2,500	2,000	1,967
5462	Supp-Other	0	0	0	1,696
5470	Food-Catering	0	0	0	410
5500	Bank Fees-Credit Card	0	0	0	762
5502	Dues & Subscriptions	0	0	0	5,428
5507	Licensing & Cert-Student	3,500	3,500	2,000	3,250
5570	Printing&Reproduction	150	150	150	0
5590	Prof Development	0	5,000	5,000	2,813
5600	Publ Relations&Advert	0	0	1,000	832
Dept 1301-Cosmetolog Totals		<u>496,880</u>	<u>473,977</u>	<u>516,757</u>	<u>751,634</u>
Department: 1571-Massage Therapy					
5105	FAC-Part time	0	0	0	18,241
5247	Emp Ben LOC-TSA	0	0	0	237
5261	Emp Ben LOC-Medicare	0	0	0	265
5263	Emp Ben LOC-Wrk Comp	0	0	0	88
5264	Emp Ben LOC-Unempl	0	0	0	55
5440	Supp-Instructional	5,040	7,200	7,200	1,421
5461	Supp-Office	200	200	200	0
5600	Publ Relations&Advert	0	0	500	0
Dept 1571-Massage Th Totals		<u>5,240</u>	<u>7,400</u>	<u>7,900</u>	<u>20,307</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: CPR-CPR					
Department: 1322-CPR					
5105	FAC-Part time	0	0	0	2,030
5246	Emp Ben LOC-TRS	0	0	0	24
5247	Emp Ben LOC-TSA	0	0	0	19
5261	Emp Ben LOC-Medicare	0	0	0	29
5263	Emp Ben LOC-Wrk Comp	0	0	0	10
5264	Emp Ben LOC-Unempl	0	0	0	6
5440	Supp-Instructional	0	0	2,310	4,303
Dept 1322-CPR Totals		<u>0</u>	<u>0</u>	<u>2,310</u>	<u>6,421</u>
Department Group: DCE-Dean Continuing Education					
Department: 3402-Dean Cont Educaton					
5120	ADM-Full time	127,310	122,413	124,246	144,120
5160	CLA-Full time	61,669	0	0	0
5220	Emp Ben LOC-Health	0	0	0	3,725
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	816
5223	Emp Ben LOC-Life	0	0	0	1,459
5246	Emp Ben LOC-TRS	0	0	0	5,162
5261	Emp Ben LOC-Medicare	0	0	0	2,108
5263	Emp Ben LOC-Wrk Comp	0	0	0	692
5264	Emp Ben LOC-Unempl	0	0	0	432
5461	Supp-Office	1,000	400	400	134
5570	Printing&Reproduction	200	200	200	0
5590	Prof Development	0	5,000	5,000	0
5640	Trvel Wrk Rel-Employe	2,500	4,145	4,145	0
Dept 3402-Dean Cont Totals		<u>192,679</u>	<u>132,158</u>	<u>133,991</u>	<u>158,993</u>
Department Group: DEN-Dental					
Department: 1321-Dental					
5105	FAC-Part time	0	0	0	3,570
5247	Emp Ben LOC-TSA	0	0	0	46
5261	Emp Ben LOC-Medicare	0	0	0	52
5263	Emp Ben LOC-Wrk Comp	0	0	0	17
5264	Emp Ben LOC-Unempl	0	0	0	11
5332	Professional Svcs-Oth	2,000	2,000	6,900	600
5440	Supp-Instructional	3,180	3,180	3,180	6,512
5512	Insur-Prof Liability	576	576	576	0
5570	Printing&Reproduction	0	0	0	55
Dept 1321-Dental Totals		<u>5,756</u>	<u>5,756</u>	<u>10,656</u>	<u>10,863</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: DET-Distance Ed					
Department: 1110-Distance Ed					
5140	PRO-Full time	330,958	318,229	323,072	292,564
5160	CLA-Full time	0	0	0	24,962
5220	Emp Ben LOC-Health	0	0	0	18,168
5221	Emp Ben LOC-Dental	0	0	0	1,638
5222	Emp Ben LOC-Disab	0	0	0	1,953
5223	Emp Ben LOC-Life	0	0	0	1,092
5246	Emp Ben LOC-TRS	0	0	0	13,058
5261	Emp Ben LOC-Medicare	0	0	0	4,640
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,538
5264	Emp Ben LOC-Unempl	0	0	0	961
5325	Comp/Software Lic Renew/Mai	57,777	57,777	57,777	13,545
5461	Supp-Office	300	300	300	232
5462	Supp-Other	0	0	0	82
5502	Dues & Subscriptions	0	0	0	1,120
5590	Prof Development	0	4,000	2,000	2,398
5622	Special Proj & Svcs	1,270	1,120	1,120	0
Dept 1110-Distance E Totals		<u>390,305</u>	<u>381,426</u>	<u>384,269</u>	<u>377,951</u>
Department: 3504-Instr Tech Department					
5140	PRO-Full time	127,771	122,857	117,144	126,371
5160	CLA-Full time	107,805	103,659	100,640	70,346
5220	Emp Ben LOC-Health	0	0	0	14,466
5221	Emp Ben LOC-Dental	0	0	0	965
5222	Emp Ben LOC-Disab	0	0	0	1,356
5223	Emp Ben LOC-Life	0	0	0	261
5246	Emp Ben LOC-TRS	0	0	0	8,204
5261	Emp Ben LOC-Medicare	0	0	0	2,925
5263	Emp Ben LOC-Wrk Comp	0	0	0	984
5264	Emp Ben LOC-Unempl	0	0	0	615
5461	Supp-Office	300	300	300	0
5462	Supp-Other	4,630	4,630	4,630	6,149
5570	Printing&Reproduction	0	0	0	20
5590	Prof Development	0	6,500	2,000	2,115
5610	Royalty/License Pymts	500	500	500	319
5930	Cap Out-Furn&Eq>\$5000	0	0	0	12,582
Dept 3504-Instr Tech Totals		<u>241,006</u>	<u>238,446</u>	<u>225,214</u>	<u>247,678</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: DGE-Dean Gen Ed					
Department: 3109-Dean Gen Ed					
5120	ADM-Full time	127,619	242,870	110,075	119,320
5140	PRO-Full time	0	0	0	11,040
5160	CLA-Full time	67,324	123,864	61,433	60,977
5220	Emp Ben LOC-Health	0	0	0	9,652
5221	Emp Ben LOC-Dental	0	0	0	417
5222	Emp Ben LOC-Disab	0	0	0	1,304
5223	Emp Ben LOC-Life	0	0	0	581
5246	Emp Ben LOC-TRS	0	0	0	7,921
5261	Emp Ben LOC-Medicare	0	0	0	2,830
5263	Emp Ben LOC-Wrk Comp	0	0	0	952
5264	Emp Ben LOC-Unempl	0	0	0	595
5461	Supp-Office	500	500	500	133
5462	Supp-Other	100	100	100	25
5502	Dues & Subscriptions	0	0	0	160
5570	Printing&Reproduction	0	650	650	0
5590	Prof Development	0	5,000	5,000	2,126
5640	Trvel Wrk Rel-Employe	4,195	6,695	6,695	89
Dept 3109-Dean Gen E Totals		<u>199,738</u>	<u>379,679</u>	<u>184,453</u>	<u>218,122</u>
Department Group: DIW-Dean Instruction Workforce					
Department: 3110-Dean-Instruction Workforce					
5120	ADM-Full time	132,139	0	0	0
5160	CLA-Full time	65,699	0	0	0
5461	Supp-Office	500	0	0	0
5462	Supp-Other	100	0	0	0
5570	Printing&Reproduction	650	0	0	0
5640	Trvel Wrk Rel-Employe	4,145	0	0	0
Dept 3110-Dean-Instr Totals		<u>203,233</u>	<u>0</u>	<u>0</u>	<u>0</u>
Department Group: HUM-Humanities					
Department: 1102-Acad Succ Re/Wr					
5100	FAC-Full time	724,566	789,816	612,841	751,444
5102	FAC-Stipends	8,000	8,000	8,000	9,000
5103	FAC-Overload/overtime	0	0	0	33,332
5104	FAC-Summer	0	0	0	28,040
5105	FAC-Part time	0	0	0	74,792
5220	Emp Ben LOC-Health	0	0	0	45,308
5221	Emp Ben LOC-Dental	0	0	0	3,391
5222	Emp Ben LOC-Disab	0	0	0	4,837
5223	Emp Ben LOC-Life	0	0	0	3,566
5245	Emp Ben LOC-ORP	0	0	0	-15
5246	Emp Ben LOC-TRS	0	0	0	35,768
5247	Emp Ben LOC-TSA	0	0	0	243
5261	Emp Ben LOC-Medicare	0	0	0	11,947
5263	Emp Ben LOC-Wrk Comp	0	0	0	4,304
5264	Emp Ben LOC-Unempl	0	0	0	2,690
5300	Cont Svcs-Pd Cntractr	0	73,920	73,920	85,904
5332	Professional Svcs-Oth	98,768	0	0	0
Dept 1102-Acad Succ Totals		<u>831,334</u>	<u>871,736</u>	<u>694,761</u>	<u>1,094,551</u>

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Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1125-Foreign Lang					
5100	FAC-Full time	65,943	63,407	61,560	65,254
5104	FAC-Summer	0	0	0	14,400
5220	Emp Ben LOC-Health	0	0	0	3,725
5221	Emp Ben LOC-Dental	0	0	0	104
5222	Emp Ben LOC-Disab	0	0	0	431
5223	Emp Ben LOC-Life	0	0	0	922
5245	Emp Ben LOC-ORP	0	0	0	2,629
5261	Emp Ben LOC-Medicare	0	0	0	1,132
5263	Emp Ben LOC-Wrk Comp	0	0	0	382
5264	Emp Ben LOC-Unempl	0	0	0	239
Dept 1125-Foreign La Totals		<u>65,943</u>	<u>63,407</u>	<u>61,560</u>	<u>89,218</u>
Department: 1109-Humanities					
5100	FAC-Full time	24,863	0	58,025	24,603
5103	FAC-Overload/overtime	0	0	0	2,755
5104	FAC-Summer	0	0	0	2,400
5105	FAC-Part time	0	0	0	8,870
5220	Emp Ben LOC-Health	0	0	0	1,490
5221	Emp Ben LOC-Dental	0	0	0	41
5222	Emp Ben LOC-Disab	0	0	0	163
5223	Emp Ben LOC-Life	0	0	0	115
5245	Emp Ben LOC-ORP	0	0	0	58
5246	Emp Ben LOC-TRS	0	0	0	1,120
5247	Emp Ben LOC-TSA	0	0	0	115
5261	Emp Ben LOC-Medicare	0	0	0	561
5263	Emp Ben LOC-Wrk Comp	0	0	0	185
5264	Emp Ben LOC-Unempl	0	0	0	116
Dept 1109-Humanities Totals		<u>24,863</u>	<u>0</u>	<u>58,025</u>	<u>42,592</u>
Department: 3101-Humanities Admin					
5160	CLA-Full time	44,345	54,297	52,714	49,922
5165	CLA-Part time	0	8,100	0	0
5220	Emp Ben LOC-Health	0	0	0	3,725
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	369
5223	Emp Ben LOC-Life	0	0	0	792
5246	Emp Ben LOC-TRS	0	0	0	2,235
5261	Emp Ben LOC-Medicare	0	0	0	811
5263	Emp Ben LOC-Wrk Comp	0	0	0	268
5264	Emp Ben LOC-Unempl	0	0	0	168
5325	Comp/Software Lic Renew/Mai	468	468	468	930
5440	Supp-Instructional	500	500	500	143
5461	Supp-Office	3,500	3,500	3,500	2,155
5462	Supp-Other	300	300	300	615
5570	Printing&Reproduction	150	150	150	40
5590	Prof Development	0	13,750	13,750	3,241
5600	Publ Relations&Advert	0	0	1,000	82
5640	Trvel Wrk Rel-Employe	0	0	0	1,943
Dept 3101-Humanities Totals		<u>49,263</u>	<u>81,065</u>	<u>72,382</u>	<u>67,784</u>

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Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1111-Philosophy					
5100	FAC-Full time	24,863	0	0	24,603
5103	FAC-Overload/overtime	0	0	0	6,878
5104	FAC-Summer	0	0	0	12,000
5105	FAC-Part time	0	0	0	18,662
5220	Emp Ben LOC-Health	0	0	0	1,490
5221	Emp Ben LOC-Dental	0	0	0	41
5222	Emp Ben LOC-Disab	0	0	0	163
5223	Emp Ben LOC-Life	0	0	0	115
5246	Emp Ben LOC-TRS	0	0	0	2,369
5247	Emp Ben LOC-TSA	0	0	0	41
5261	Emp Ben LOC-Medicare	0	0	0	902
5263	Emp Ben LOC-Wrk Comp	0	0	0	300
5264	Emp Ben LOC-Unempl	0	0	0	185
Dept 1111-Philosophy Totals		<u>24,863</u>	<u>0</u>	<u>0</u>	<u>67,749</u>
Department: 1112-Speech					
5100	FAC-Full time	118,950	137,799	185,431	141,813
5103	FAC-Overload/overtime	0	0	0	4,560
5104	FAC-Summer	0	0	0	10,080
5105	FAC-Part time	0	0	0	44,110
5220	Emp Ben LOC-Health	0	0	0	11,013
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	937
5223	Emp Ben LOC-Life	0	0	0	336
5246	Emp Ben LOC-TRS	0	0	0	7,771
5247	Emp Ben LOC-TSA	0	0	0	4
5261	Emp Ben LOC-Medicare	0	0	0	2,799
5263	Emp Ben LOC-Wrk Comp	0	0	0	963
5264	Emp Ben LOC-Unempl	0	0	0	602
5332	Professional Svcs-Oth	13,814	0	0	0
Dept 1112-Speech Totals		<u>132,764</u>	<u>137,799</u>	<u>185,431</u>	<u>225,333</u>
Department Group: ITT-Industrial Tech					
Department: 3205-Adm-Ind Tech					
5102	FAC-Stipends	8,000	8,000	8,000	8,000
5246	Emp Ben LOC-TRS	0	0	0	320
5261	Emp Ben LOC-Medicare	0	0	0	116
5263	Emp Ben LOC-Wrk Comp	0	0	0	38
5264	Emp Ben LOC-Unempl	0	0	0	24
Dept 3205-Adm-Ind Te Totals		<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	<u>8,498</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1230-Industrial Tech					
5100	FAC-Full time	71,465	68,716	66,715	70,718
5103	FAC-Overload/overtime	0	0	0	778
5104	FAC-Summer	0	0	0	2,640
5160	CLA-Full time	25,668	0	0	22,692
5220	Emp Ben LOC-Health	0	0	0	6,302
5221	Emp Ben LOC-Dental	0	0	0	397
5222	Emp Ben LOC-Disab	0	0	0	168
5223	Emp Ben LOC-Life	0	0	0	1,671
5246	Emp Ben LOC-TRS	0	0	0	3,983
5261	Emp Ben LOC-Medicare	0	0	0	1,449
5263	Emp Ben LOC-Wrk Comp	0	0	0	478
5264	Emp Ben LOC-Unempl	0	0	0	299
5440	Supp-Instructional	700	1,000	1,000	0
5461	Supp-Office	680	680	680	567
5470	Food-Catering	0	0	0	183
5590	Prof Development	0	1,500	1,500	1,053
5600	Publ Relations&Advert	0	0	1,000	953
5640	Trvel Wrk Rel-Employe	0	0	0	1,457
Dept 1230-Industrial Totals		<u>98,513</u>	<u>71,896</u>	<u>70,895</u>	<u>115,788</u>
Department: 1219-Process Tech					
5100	FAC-Full time	527,246	456,054	424,680	303,299
5103	FAC-Overload/overtime	0	0	0	17,674
5105	FAC-Part time	0	0	0	88,344
5160	CLA-Full time	36,277	0	48,380	33,318
5220	Emp Ben LOC-Health	0	0	0	22,999
5221	Emp Ben LOC-Dental	0	0	0	1,445
5222	Emp Ben LOC-Disab	0	0	0	2,250
5223	Emp Ben LOC-Life	0	0	0	2,512
5245	Emp Ben LOC-ORP	0	0	0	319
5246	Emp Ben LOC-TRS	0	0	0	15,487
5247	Emp Ben LOC-TSA	0	0	0	932
5261	Emp Ben LOC-Medicare	0	0	0	6,377
5263	Emp Ben LOC-Wrk Comp	0	0	0	2,143
5264	Emp Ben LOC-Unempl	0	0	0	1,339
5320	Maint & Repair Svcs	0	0	0	715
5325	Comp/Software Lic Renew/Mai	0	8,000	8,000	0
5335	Maint & Repair Svcs	10,000	10,000	10,000	0
5440	Supp-Instructional	6,500	6,500	6,500	-253
5461	Supp-Office	1,750	1,750	1,750	1,735
5462	Supp-Other	600	600	600	39
5470	Food-Catering	0	0	0	485
5502	Dues & Subscriptions	0	0	0	1,000
5570	Printing&Reproduction	20	16	20	0
5590	Prof Development	0	3,000	3,000	731
5600	Publ Relations&Advert	0	0	1,000	907
5640	Trvel Wrk Rel-Employe	0	0	0	2,752
Dept 1219-Process Te Totals		<u>582,393</u>	<u>485,920</u>	<u>503,930</u>	<u>506,549</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1218-Welding					
5100	FAC-Full time	247,726	238,198	231,259	245,135
5103	FAC-Overload/overtime	0	0	0	41,883
5105	FAC-Part time	0	0	0	51,431
5160	CLA-Full time	15,547	49,832	0	12,499
5165	CLA-Part time	27,945	57,945	57,945	19,296
5220	Emp Ben LOC-Health	0	0	0	17,191
5221	Emp Ben LOC-Dental	0	0	0	647
5222	Emp Ben LOC-Disab	0	0	0	1,713
5223	Emp Ben LOC-Life	0	0	0	2,677
5245	Emp Ben LOC-ORP	0	0	0	5,005
5246	Emp Ben LOC-TRS	0	0	0	10,296
5247	Emp Ben LOC-TSA	0	0	0	241
5261	Emp Ben LOC-Medicare	0	0	0	3,848
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,785
5264	Emp Ben LOC-Unempl	0	0	0	1,116
5335	Maint & Repair Svcs	1,100	1,500	1,500	0
5440	Supp-Instructional	76,905	109,605	109,605	79,342
5461	Supp-Office	200	200	200	178
5462	Supp-Other	550	550	550	494
5470	Food-Catering	0	0	0	161
5502	Dues & Subscriptions	0	0	0	273
5600	Publ Relations&Advert	0	0	1,000	970
Dept 1218-Welding Totals		<u>369,973</u>	<u>457,830</u>	<u>402,059</u>	<u>496,181</u>

Department Group: LIB-Library

Department: 3503-Library					
5140	PRO-Full time	298,929	287,432	286,267	288,098
5160	CLA-Full time	190,600	183,269	125,411	168,429
5165	CLA-Part time	43,000	43,000	36,000	39,911
5220	Emp Ben LOC-Health	0	0	0	32,490
5221	Emp Ben LOC-Dental	0	0	0	1,770
5222	Emp Ben LOC-Disab	0	0	0	2,735
5223	Emp Ben LOC-Life	0	0	0	2,921
5245	Emp Ben LOC-ORP	0	0	0	3,267
5246	Emp Ben LOC-TRS	0	0	0	15,391
5247	Emp Ben LOC-TSA	0	0	0	190
5261	Emp Ben LOC-Medicare	0	0	0	7,384
5263	Emp Ben LOC-Wrk Comp	0	0	0	2,479
5264	Emp Ben LOC-Unempl	0	0	0	1,550
5325	Comp/Software Lic Renew/Mai	28,335	27,435	26,035	25,329
5430	Supp-Furn&Equip<\$5000	0	0	0	152
5440	Supp-Instructional	2,750	2,750	3,750	1,800
5460	Supp-from Media Svcs	100	100	100	82
5461	Supp-Office	2,700	2,700	3,100	2,829
5462	Supp-Other	1,700	2,700	2,700	886
5502	Dues & Subscriptions	98,264	92,824	96,824	94,649
5570	Printing&Reproduction	120	120	120	145
5590	Prof Development	0	4,500	4,500	1,835
5622	Special Proj & Svcs	5,062	1,402	1,402	0
5640	Trvel Wrk Rel-Employe	0	0	0	562
5905	Cap Out-Library Books	56,503	56,503	56,503	60,291
Dept 3503-Library Totals		<u>728,063</u>	<u>704,735</u>	<u>642,712</u>	<u>755,175</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: MSC-Math					
Department: 1114-Math					
5100	FAC-Full time	700,646	608,553	592,825	619,473
5102	FAC-Stipends	8,000	8,000	8,000	8,000
5103	FAC-Overload/overtime	0	0	0	53,304
5104	FAC-Summer	0	0	0	40,999
5105	FAC-Part time	0	0	0	86,642
5160	CLA-Full time	51,333	0	0	0
5220	Emp Ben LOC-Health	0	0	0	36,381
5221	Emp Ben LOC-Dental	0	0	0	2,620
5222	Emp Ben LOC-Disab	0	0	0	3,741
5223	Emp Ben LOC-Life	0	0	0	5,187
5245	Emp Ben LOC-ORP	0	0	0	7,351
5246	Emp Ben LOC-TRS	0	0	0	21,143
5247	Emp Ben LOC-TSA	0	0	0	441
5261	Emp Ben LOC-Medicare	0	0	0	10,076
5263	Emp Ben LOC-Wrk Comp	0	0	0	3,877
5264	Emp Ben LOC-Unempl	0	0	0	2,423
5300	Cont Svcs-Pd Cntractr	0	16,448	16,448	14,748
5332	Professional Svcs-Oth	21,736	0	0	0
5421	Supp-Cmp Softwr<\$5000	464	439	439	460
5440	Supp-Instructional	1,200	1,200	1,200	724
5461	Supp-Office	980	980	980	1,241
5502	Dues & Subscriptions	0	0	0	178
5590	Prof Development	0	3,000	3,000	234
5600	Publ Relations&Advert	0	0	250	0
Dept 1114-Math Totals		<u>784,359</u>	<u>638,620</u>	<u>623,142</u>	<u>919,243</u>
Department Group: NRS-Nursing					
Department: 1304-Nursing					
5100	FAC-Full time	1,304,509	0	0	0
5325	Comp/Software Lic Renew/Mai	1,800	0	0	0
5421	Supp-Cmp Softwr<\$5000	46,425	0	0	0
5440	Supp-Instructional	30,925	0	0	0
5461	Supp-Office	3,000	0	0	0
5463	Supp-Testing	80,398	0	0	0
Dept 1304-Nursing Totals		<u>1,467,057</u>	<u>0</u>	<u>0</u>	<u>0</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 3104-Nursing Administration					
5100	FAC-Full time	0	1,377,266	0	1,248,157
5102	FAC-Stipends	13,640	13,640	13,640	13,580
5103	FAC-Overload/overtime	0	0	0	29,921
5104	FAC-Summer	0	0	0	644
5105	FAC-Part time	0	0	0	54,608
5140	PRO-Full time	294,686	281,962	199,687	290,174
5142	PRO-Stipends	0	0	12,000	0
5145	PRO-Part time	22,000	22,000	22,000	27,476
5160	CLA-Full time	151,662	103,660	100,642	83,425
5165	CLA-Part time	20,000	20,000	20,000	17,834
5220	Emp Ben LOC-Health	0	0	0	91,322
5221	Emp Ben LOC-Dental	0	0	0	5,653
5222	Emp Ben LOC-Disab	0	0	0	10,105
5223	Emp Ben LOC-Life	0	0	0	11,164
5245	Emp Ben LOC-ORP	0	0	0	2,983
5246	Emp Ben LOC-TRS	0	0	0	65,171
5247	Emp Ben LOC-TSA	0	0	0	802
5261	Emp Ben LOC-Medicare	0	0	0	25,054
5263	Emp Ben LOC-Wrk Comp	0	0	0	8,490
5264	Emp Ben LOC-Unempl	0	0	0	5,306
5325	Comp/Software Lic Renew/Mai	0	1,800	1,800	0
5332	Professional Svcs-Oth	12,864	12,864	0	11,774
5335	Maint & Repair Svcs	0	0	1,800	0
5421	Supp-Cmp Softwr<\$5000	0	46,425	18,000	21,796
5440	Supp-Instructional	0	30,925	30,925	24,097
5461	Supp-Office	0	3,000	3,000	2,309
5462	Supp-Other	0	0	0	53
5463	Supp-Testing	0	80,398	80,398	83,475
5470	Food-Catering	0	0	0	652
5502	Dues & Subscriptions	18,591	18,591	31,455	7,745
5512	Insur-Prof Liability	0	0	6,500	0
5570	Printing&Reproduction	2,000	2,000	2,000	893
5590	Prof Development	0	7,300	8,500	8,953
5600	Publ Relations&Advert	0	0	5,135	0
5622	Special Proj & Svcs	1,000	1,000	1,000	1,409
5660	Multi-trip Mileage-Employee	0	0	0	6,237
Dept 3104-Nursing Ad Totals		<u>536,443</u>	<u>2,022,831</u>	<u>558,482</u>	<u>2,161,262</u>
Department: 1302-Nursing-AD					
5100	FAC-Full time	0	0	1,060,749	0
5140	PRO-Full time	0	0	70,164	0
5660	Multi-trip Mileage-Employee	0	0	0	629
Dept 1302-Nursing-AD Totals		<u>0</u>	<u>0</u>	<u>1,130,913</u>	<u>629</u>
Department: 1303-Nursing-VN					
5100	FAC-Full time	0	0	286,178	0
Dept 1303-Nursing-VN Totals		<u>0</u>	<u>0</u>	<u>286,178</u>	<u>0</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
<u>Department Group: OPR-OPEAR</u>					
Department: 5144-OPEAR					
5140	PRO-Full time	308,430	318,338	293,422	224,586
5165	CLA-Part time	28,000	0	0	0
5220	Emp Ben LOC-Health	0	0	0	9,631
5221	Emp Ben LOC-Dental	0	0	0	804
5222	Emp Ben LOC-Disab	0	0	0	1,312
5223	Emp Ben LOC-Life	0	0	0	1,772
5246	Emp Ben LOC-TRS	0	0	0	8,378
5261	Emp Ben LOC-Medicare	0	0	0	3,211
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,078
5264	Emp Ben LOC-Unempl	0	0	0	674
5325	Comp/Software Lic Renew/Mai	118,951	112,951	112,951	100,980
5332	Professional Svcs-Oth	12,000	12,000	12,000	5,920
5461	Supp-Office	500	500	500	0
5462	Supp-Other	5,100	2,500	2,500	2,645
5502	Dues & Subscriptions	0	8,200	8,200	0
5570	Printing&Reproduction	675	50	50	0
5640	Trvel Wrk Rel-Employe	1,375	2,000	10,000	3,911
Dept 5144-OPEAR Totals		<u>475,031</u>	<u>456,539</u>	<u>439,623</u>	<u>364,902</u>
<u>Department Group: PDA-Professional Dev Academy</u>					
Department: 5126-Prof Develop Acad					
5440	Supp-Instructional	0	2,000	2,000	366
5470	Food-Catering	0	2,000	2,000	0
5622	Special Proj & Svcs	0	5,000	5,000	0
Dept 5126-Prof Devel Totals		<u>0</u>	<u>9,000</u>	<u>9,000</u>	<u>366</u>
<u>Department Group: PGM-Program Development</u>					
Department: 1141-Program Development					
5140	PRO-Full time	0	178,712	177,775	151,789
5160	CLA-Full time	0	44,425	47,925	33,174
5220	Emp Ben LOC-Health	0	0	0	14,020
5221	Emp Ben LOC-Dental	0	0	0	862
5222	Emp Ben LOC-Disab	0	0	0	687
5223	Emp Ben LOC-Life	0	0	0	632
5246	Emp Ben LOC-TRS	0	0	0	7,518
5261	Emp Ben LOC-Medicare	0	0	0	2,584
5263	Emp Ben LOC-Wrk Comp	0	0	0	914
5264	Emp Ben LOC-Unempl	0	0	0	571
5440	Supp-Instructional	0	5,000	13,600	45
5461	Supp-Office	0	800	1,000	1,017
5462	Supp-Other	0	0	0	487
5502	Dues & Subscriptions	0	0	0	9,500
5570	Printing&Reproduction	0	0	0	100
5590	Prof Development	0	3,000	4,265	3,603
5600	Publ Relations&Advert	0	0	0	931
5640	Trvel Wrk Rel-Employe	0	0	0	1,136
Dept 1141-Program De Totals		<u>0</u>	<u>231,937</u>	<u>244,565</u>	<u>229,570</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: PSC-Public Service Careers					
Department: 3301-Adm-Pub Svc Ed					
5102	FAC-Stipends	8,000	8,000	8,000	8,000
5160	CLA-Full time	98,506	86,909	85,085	79,932
5220	Emp Ben LOC-Health	0	0	0	7,450
5221	Emp Ben LOC-Dental	0	0	0	690
5222	Emp Ben LOC-Disab	0	0	0	591
5223	Emp Ben LOC-Life	0	0	0	297
5246	Emp Ben LOC-TRS	0	0	0	3,899
5261	Emp Ben LOC-Medicare	0	0	0	1,398
5263	Emp Ben LOC-Wrk Comp	0	0	0	468
5264	Emp Ben LOC-Unempl	0	0	0	292
5440	Supp-Instructional	0	0	0	234
5461	Supp-Office	4,764	4,764	3,500	3,348
5462	Supp-Other	0	0	0	81
5570	Printing&Reproduction	0	0	0	2,740
5590	Prof Development	0	5,935	5,935	8,247
5600	Publ Relations&Advert	0	0	1,000	0
5640	Trvel Wrk Rel-Employe	0	0	0	651
5660	Multi-trip Mileage-Employee	0	0	0	182
Dept 3301-Adm-Pub Sv Totals		<u>111,270</u>	<u>105,608</u>	<u>103,520</u>	<u>118,500</u>
Department: 1305-Criminal Justice					
5100	FAC-Full time	71,462	68,713	66,384	70,705
5103	FAC-Overload/overtime	0	0	0	2,316
5104	FAC-Summer	0	0	0	5,280
5220	Emp Ben LOC-Health	0	0	0	3,725
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	467
5223	Emp Ben LOC-Life	0	0	0	1,623
5246	Emp Ben LOC-TRS	0	0	0	3,132
5261	Emp Ben LOC-Medicare	0	0	0	1,154
5263	Emp Ben LOC-Wrk Comp	0	0	0	376
5264	Emp Ben LOC-Unempl	0	0	0	235
5440	Supp-Instructional	0	0	150	0
5600	Publ Relations&Advert	0	0	200	0
Dept 1305-Criminal J Totals		<u>71,462</u>	<u>68,713</u>	<u>66,734</u>	<u>89,358</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1306-EMS-Credit					
5100	FAC-Full time	149,690	145,513	141,274	149,751
5103	FAC-Overload/overtime	0	0	0	5,962
5105	FAC-Part time	0	0	0	123,052
5220	Emp Ben LOC-Health	0	0	0	7,655
5221	Emp Ben LOC-Dental	0	0	0	690
5222	Emp Ben LOC-Disab	0	0	0	990
5223	Emp Ben LOC-Life	0	0	0	2,102
5246	Emp Ben LOC-TRS	0	0	0	9,466
5247	Emp Ben LOC-TSA	0	0	0	440
5261	Emp Ben LOC-Medicare	0	0	0	4,053
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,338
5264	Emp Ben LOC-Unempl	0	0	0	837
5300	Cont Svcs-Pd Cntractr	4,900	4,900	0	7,698
5332	Professional Svcs-Oth	10,098	7,300	7,800	6,500
5335	Maint & Repair Svcs	1,005	1,005	505	0
5440	Supp-Instructional	9,300	9,300	10,800	6,420
5461	Supp-Office	0	0	0	48
5462	Supp-Other	12,500	12,500	13,000	11,075
5470	Food-Catering	0	0	0	278
5502	Dues & Subscriptions	0	0	0	3,348
5570	Printing&Reproduction	600	600	800	695
Dept 1306-EMS-Credit Totals		<u>188,093</u>	<u>181,118</u>	<u>174,179</u>	<u>342,398</u>
Department: 1308-Fire Tech					
5100	FAC-Full time	79,522	76,463	63,270	76,065
5105	FAC-Part time	0	0	0	216,126
5220	Emp Ben LOC-Health	0	0	0	5,859
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	347
5223	Emp Ben LOC-Life	0	0	0	1,033
5246	Emp Ben LOC-TRS	0	0	0	3,760
5247	Emp Ben LOC-TSA	0	0	0	2,416
5261	Emp Ben LOC-Medicare	0	0	0	4,163
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,403
5264	Emp Ben LOC-Unempl	0	0	0	877
5335	Maint & Repair Svcs	36,750	36,750	20,750	30,209
5350	Rent-Equip & Other	10,000	10,000	8,000	2,875
5351	Rent-Facilities	26,600	34,900	9,900	6,131
5430	Supp-Furn&Equip<\$5000	8,800	8,800	9,000	3,062
5440	Supp-Instructional	10,500	10,500	9,000	9,985
5461	Supp-Office	0	0	214	0
5462	Supp-Other	0	0	0	633
5463	Supp-Testing	1,040	1,040	1,040	1,265
5470	Food-Catering	0	0	0	406
5502	Dues & Subscriptions	0	0	0	955
5570	Printing&Reproduction	375	375	175	829
Dept 1308-Fire Tech Totals		<u>173,587</u>	<u>178,828</u>	<u>121,349</u>	<u>368,744</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1310-Firearms Acad					
5105	FAC-Part time	0	0	0	396
5145	PRO-Part time	0	0	0	40,314
5246	Emp Ben LOC-TRS	0	0	0	12
5247	Emp Ben LOC-TSA	0	0	0	525
5261	Emp Ben LOC-Medicare	0	0	0	590
5263	Emp Ben LOC-Wrk Comp	0	0	0	195
5264	Emp Ben LOC-Unempl	0	0	0	122
5325	Comp/Software Lic Renew/Mai	250	250	250	0
5440	Supp-Instructional	39,900	40,200	39,700	41,438
Dept 1310-Firearms A Totals		<u>40,150</u>	<u>40,450</u>	<u>39,950</u>	<u>83,592</u>
Department: 1315-Health Info Mgmt					
5100	FAC-Full time	149,131	151,234	146,829	155,639
5105	FAC-Part time	0	0	0	8,436
5140	PRO-Full time	0	0	52,188	0
5160	CLA-Full time	46,668	44,873	39,612	31,933
5220	Emp Ben LOC-Health	0	0	0	11,532
5221	Emp Ben LOC-Dental	0	0	0	760
5222	Emp Ben LOC-Disab	0	0	0	1,236
5223	Emp Ben LOC-Life	0	0	0	1,893
5245	Emp Ben LOC-ORP	0	0	0	6,399
5246	Emp Ben LOC-TRS	0	0	0	1,529
5247	Emp Ben LOC-TSA	0	0	0	73
5261	Emp Ben LOC-Medicare	0	0	0	2,845
5263	Emp Ben LOC-Wrk Comp	0	0	0	958
5264	Emp Ben LOC-Unempl	0	0	0	599
5421	Supp-Cmp Softwr<\$5000	8,000	8,000	8,000	7,990
5440	Supp-Instructional	1,000	700	700	498
5461	Supp-Office	300	0	0	0
5462	Supp-Other	0	0	0	550
5470	Food-Catering	0	0	0	258
5502	Dues & Subscriptions	3,670	3,670	0	3,320
Dept 1315-Health Inf Totals		<u>208,769</u>	<u>208,477</u>	<u>247,329</u>	<u>236,448</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1311-Law Enforcement					
5105	FAC-Part time	0	0	0	36,012
5140	PRO-Full time	97,306	194,278	70,162	40,342
5220	Emp Ben LOC-Health	0	0	0	974
5221	Emp Ben LOC-Dental	0	0	0	17
5222	Emp Ben LOC-Disab	0	0	0	82
5223	Emp Ben LOC-Life	0	0	0	58
5245	Emp Ben LOC-ORP	0	0	0	308
5246	Emp Ben LOC-TRS	0	0	0	542
5247	Emp Ben LOC-TSA	0	0	0	308
5261	Emp Ben LOC-Medicare	0	0	0	1,097
5263	Emp Ben LOC-Wrk Comp	0	0	0	367
5264	Emp Ben LOC-Unempl	0	0	0	229
5440	Supp-Instructional	2,000	2,610	1,610	5,967
5462	Supp-Other	515	515	515	555
5470	Food-Catering	0	0	0	584
5502	Dues & Subscriptions	0	0	0	360
5570	Printing&Reproduction	1,250	1,250	1,000	390
Dept 1311-Law Enforc Totals		<u>101,071</u>	<u>198,653</u>	<u>73,287</u>	<u>88,192</u>
Department: 1312-Law Enfrcmnt-NonCR					
5105	FAC-Part time	0	0	0	40,395
5140	PRO-Full time	37,580	0	0	40,342
5220	Emp Ben LOC-Health	0	0	0	974
5221	Emp Ben LOC-Dental	0	0	0	17
5222	Emp Ben LOC-Disab	0	0	0	82
5223	Emp Ben LOC-Life	0	0	0	58
5245	Emp Ben LOC-ORP	0	0	0	308
5246	Emp Ben LOC-TRS	0	0	0	39
5247	Emp Ben LOC-TSA	0	0	0	229
5261	Emp Ben LOC-Medicare	0	0	0	1,160
5263	Emp Ben LOC-Wrk Comp	0	0	0	388
5264	Emp Ben LOC-Unempl	0	0	0	242
5440	Supp-Instructional	600	600	800	800
5462	Supp-Other	0	0	250	145
5570	Printing&Reproduction	250	250	250	0
Dept 1312-Law Enfrcm Totals		<u>38,430</u>	<u>850</u>	<u>1,300</u>	<u>85,179</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1316-Medical Assistant					
5100	FAC-Full time	66,748	64,180	60,919	66,008
5102	FAC-Stipends	2,000	2,000	2,000	2,000
5165	CLA-Part time	15,695	22,421	22,421	9,159
5220	Emp Ben LOC-Health	0	0	0	3,725
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	436
5223	Emp Ben LOC-Life	0	0	0	546
5246	Emp Ben LOC-TRS	0	0	0	2,720
5247	Emp Ben LOC-TSA	0	0	0	119
5261	Emp Ben LOC-Medicare	0	0	0	1,125
5263	Emp Ben LOC-Wrk Comp	0	0	0	370
5264	Emp Ben LOC-Unempl	0	0	0	232
5440	Supp-Instructional	6,400	6,000	6,000	4,098
5462	Supp-Other	0	0	0	31
5470	Food-Catering	0	0	0	219
5502	Dues & Subscriptions	1,599	1,599	0	2,099
Dept 1316-Medical As Totals		<u>92,442</u>	<u>96,200</u>	<u>91,340</u>	<u>93,232</u>
Department: 1313-Pharmacy Tech					
5100	FAC-Full time	76,447	73,507	71,366	75,648
5102	FAC-Stipends	2,000	2,000	2,000	2,000
5103	FAC-Overload/overtime	0	0	0	1,678
5105	FAC-Part time	0	0	0	472
5165	CLA-Part time	3,000	0	0	0
5220	Emp Ben LOC-Health	0	0	0	5,859
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	500
5223	Emp Ben LOC-Life	0	0	0	622
5246	Emp Ben LOC-TRS	0	0	0	3,173
5247	Emp Ben LOC-TSA	0	0	0	6
5261	Emp Ben LOC-Medicare	0	0	0	1,096
5263	Emp Ben LOC-Wrk Comp	0	0	0	383
5264	Emp Ben LOC-Unempl	0	0	0	239
5440	Supp-Instructional	1,800	4,800	4,800	4,069
5463	Supp-Testing	0	3,075	3,075	0
5470	Food-Catering	0	0	0	354
5502	Dues & Subscriptions	0	0	0	3,435
Dept 1313-Pharmacy T Totals		<u>83,247</u>	<u>83,382</u>	<u>81,241</u>	<u>99,879</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: PVA-Performing/Visual Arts					
Department: 3103-Adm-Perf&Vis Arts					
5102	FAC-Stipends	8,000	8,000	8,000	8,000
5160	CLA-Full time	47,890	46,048	47,284	37,894
5220	Emp Ben LOC-Health	0	0	0	3,680
5221	Emp Ben LOC-Dental	0	0	0	259
5222	Emp Ben LOC-Disab	0	0	0	244
5223	Emp Ben LOC-Life	0	0	0	232
5245	Emp Ben LOC-ORP	0	0	0	264
5246	Emp Ben LOC-TRS	0	0	0	2,261
5261	Emp Ben LOC-Medicare	0	0	0	707
5263	Emp Ben LOC-Wrk Comp	0	0	0	246
5264	Emp Ben LOC-Unempl	0	0	0	154
5420	Supp-Cmp Hardwr<\$5000	0	0	0	1,840
5461	Supp-Office	565	565	565	564
5590	Prof Development	0	8,500	8,500	2,004
5600	Publ Relations&Advert	0	0	1,000	0
Dept 3103-Adm-Perf&V Totals		<u>56,455</u>	<u>63,113</u>	<u>65,349</u>	<u>58,349</u>
Department: 1116-Art					
5100	FAC-Full time	215,371	207,088	201,055	213,119
5103	FAC-Overload/overtime	0	0	0	2,280
5104	FAC-Summer	0	0	0	5,280
5105	FAC-Part time	0	0	0	17,338
5165	CLA-Part time	5,433	5,433	5,433	2,368
5220	Emp Ben LOC-Health	0	0	0	14,737
5221	Emp Ben LOC-Dental	0	0	0	1,034
5222	Emp Ben LOC-Disab	0	0	0	938
5223	Emp Ben LOC-Life	0	0	0	1,008
5245	Emp Ben LOC-ORP	0	0	0	2,350
5246	Emp Ben LOC-TRS	0	0	0	6,378
5247	Emp Ben LOC-TSA	0	0	0	170
5261	Emp Ben LOC-Medicare	0	0	0	3,376
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,154
5264	Emp Ben LOC-Unempl	0	0	0	721
5332	Professional Svcs-Oth	2,520	2,520	2,520	1,404
5335	Maint & Repair Svcs	200	0	0	0
5440	Supp-Instructional	6,092	6,092	6,092	5,543
5461	Supp-Office	150	150	125	181
5462	Supp-Other	460	460	460	23
5570	Printing&Reproduction	100	100	100	0
5642	COM Vehicle Use	0	0	25	0
Dept 1116-Art Totals		<u>230,326</u>	<u>221,843</u>	<u>215,810</u>	<u>279,402</u>
Department: 2203-Art Gallery					
5332	Professional Svcs-Oth	1,600	1,600	1,600	0
5461	Supp-Office	50	50	50	41
5462	Supp-Other	2,150	2,150	2,150	33
5514	Insurance-Other	800	700	700	700
5570	Printing&Reproduction	1,250	1,250	1,250	0
Dept 2203-Art Galler Totals		<u>5,850</u>	<u>5,750</u>	<u>5,750</u>	<u>774</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 2204-Community Theater					
5100	FAC-Full time	56,889	0	88,508	56,294
5140	PRO-Full time	139,761	134,385	130,471	138,300
5160	CLA-Full time	45,802	44,040	52,715	51,935
5165	CLA-Part time	4,500	4,500	4,500	1,267
5220	Emp Ben LOC-Health	0	0	0	19,110
5221	Emp Ben LOC-Dental	0	0	0	1,000
5222	Emp Ben LOC-Disab	0	0	0	1,620
5223	Emp Ben LOC-Life	0	0	0	1,060
5246	Emp Ben LOC-TRS	0	0	0	10,327
5247	Emp Ben LOC-TSA	0	0	0	16
5261	Emp Ben LOC-Medicare	0	0	0	3,514
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,218
5264	Emp Ben LOC-Unempl	0	0	0	761
5300	Cont Svcs-Pd Cntractr	1,485	1,485	1,485	0
5325	Comp/Software Lic Renew/Mai	7,050	7,050	6,750	2,733
5332	Professional Svcs-Oth	29,000	29,000	29,000	34,065
5461	Supp-Office	330	330	300	308
5462	Supp-Other	440	440	400	0
5480	Theater-Costume Exp	14,850	14,850	13,500	12,768
5481	Theater-Oth Prod Exp	17,050	17,050	15,500	18,714
5570	Printing&Reproduction	4,200	4,200	4,000	5,991
5610	Royalty/License Pymts	16,400	16,400	16,400	9,964
Dept 2204-Community Totals		<u>337,757</u>	<u>273,730</u>	<u>363,529</u>	<u>370,965</u>
Department: 1117-Music					
5100	FAC-Full time	227,610	204,395	222,396	235,739
5103	FAC-Overload/overtime	0	0	0	8,095
5105	FAC-Part time	0	0	0	44,238
5165	CLA-Part time	6,000	6,000	6,000	6,036
5220	Emp Ben LOC-Health	0	0	0	13,301
5221	Emp Ben LOC-Dental	0	0	0	707
5222	Emp Ben LOC-Disab	0	0	0	1,425
5223	Emp Ben LOC-Life	0	0	0	2,683
5245	Emp Ben LOC-ORP	0	0	0	7,624
5246	Emp Ben LOC-TRS	0	0	0	3,482
5247	Emp Ben LOC-TSA	0	0	0	304
5261	Emp Ben LOC-Medicare	0	0	0	4,201
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,412
5264	Emp Ben LOC-Unempl	0	0	0	882
5325	Comp/Software Lic Renew/Mai	1,500	1,500	1,500	2,940
5332	Professional Svcs-Oth	3,700	3,700	3,700	1,700
5335	Maint & Repair Svcs	3,410	2,500	2,500	2,030
5352	Rent-Vehicles	600	600	600	0
5440	Supp-Instructional	6,500	5,000	5,000	3,750
5461	Supp-Office	240	240	240	364
5462	Supp-Other	150	150	150	0
5502	Dues & Subscriptions	0	0	0	570
5570	Printing&Reproduction	500	500	500	0
5600	Publ Relations&Advert	0	0	525	0
5641	Trvel Wrk Rel-Non-Emp	150	150	150	0
Dept 1117-Music Totals		<u>250,360</u>	<u>224,735</u>	<u>243,261</u>	<u>341,483</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1118-Theater Arts-Credit					
5100	FAC-Full time	109,388	159,880	50,350	65,633
5105	FAC-Part time	0	0	0	17,887
5220	Emp Ben LOC-Health	0	0	0	4,854
5221	Emp Ben LOC-Dental	0	0	0	138
5222	Emp Ben LOC-Disab	0	0	0	369
5223	Emp Ben LOC-Life	0	0	0	203
5246	Emp Ben LOC-TRS	0	0	0	2,803
5247	Emp Ben LOC-TSA	0	0	0	83
5261	Emp Ben LOC-Medicare	0	0	0	1,151
5263	Emp Ben LOC-Wrk Comp	0	0	0	401
5264	Emp Ben LOC-Unempl	0	0	0	250
5300	Cont Svcs-Pd Cntractr	0	0	0	2,708
5332	Professional Svcs-Oth	2,700	1,200	1,200	1,000
5440	Supp-Instructional	1,150	1,150	1,150	918
5461	Supp-Office	75	75	75	56
5570	Printing&Reproduction	50	50	50	0
5640	Trvel Wrk Rel-Employe	0	0	0	442
5641	Trvel Wrk Rel-Non-Emp	5,000	5,000	4,300	4,019
Dept 1118-Theater Ar Totals		<u>118,363</u>	<u>167,355</u>	<u>57,125</u>	<u>102,915</u>
Department Group: SCN-Science					
Department: 3105-Adm-Science					
5160	CLA-Full time	51,335	49,361	47,550	35,277
5165	CLA-Part time	14,700	14,700	5,500	12,689
5220	Emp Ben LOC-Health	0	0	0	3,034
5221	Emp Ben LOC-Dental	0	0	0	259
5222	Emp Ben LOC-Disab	0	0	0	266
5223	Emp Ben LOC-Life	0	0	0	76
5246	Emp Ben LOC-TRS	0	0	0	1,628
5247	Emp Ben LOC-TSA	0	0	0	41
5261	Emp Ben LOC-Medicare	0	0	0	766
5263	Emp Ben LOC-Wrk Comp	0	0	0	256
5264	Emp Ben LOC-Unempl	0	0	0	160
5461	Supp-Office	3,000	4,230	4,230	2,118
5462	Supp-Other	0	0	0	15
5570	Printing&Reproduction	100	100	100	160
5590	Prof Development	0	5,800	7,000	1,988
5600	Publ Relations&Advert	0	0	1,000	0
Dept 3105-Adm-Scienc Totals		<u>69,135</u>	<u>74,191</u>	<u>65,380</u>	<u>58,733</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1120-Biol & Nutrition					
5100	FAC-Full time	595,412	504,855	487,024	519,498
5102	FAC-Stipends	8,000	8,000	8,000	8,000
5103	FAC-Overload/overtime	0	0	0	41,412
5104	FAC-Summer	0	0	0	29,112
5105	FAC-Part time	0	0	0	61,035
5160	CLA-Full time	40,081	41,748	39,467	38,353
5165	CLA-Part time	0	0	0	175
5220	Emp Ben LOC-Health	0	0	0	44,205
5221	Emp Ben LOC-Dental	0	0	0	2,172
5222	Emp Ben LOC-Disab	0	0	0	3,717
5223	Emp Ben LOC-Life	0	0	0	2,437
5245	Emp Ben LOC-ORP	0	0	0	9
5246	Emp Ben LOC-TRS	0	0	0	26,879
5247	Emp Ben LOC-TSA	0	0	0	396
5261	Emp Ben LOC-Medicare	0	0	0	9,842
5263	Emp Ben LOC-Wrk Comp	0	0	0	3,367
5264	Emp Ben LOC-Unempl	0	0	0	2,105
5325	Comp/Software Lic Renew/Mai	0	0	10,881	0
5335	Maint & Repair Svcs	29,447	17,881	0	8,075
5440	Supp-Instructional	60,000	49,000	49,000	39,085
5570	Printing&Reproduction	400	400	400	225
5600	Publ Relations&Advert	0	0	250	0
Dept 1120-Biol & Nut Totals		<u>733,340</u>	<u>621,884</u>	<u>595,022</u>	<u>840,099</u>
Department: 1121-Chemistry					
5100	FAC-Full time	142,924	137,427	133,424	141,429
5103	FAC-Overload/overtime	0	0	0	5,978
5104	FAC-Summer	0	0	0	8,904
5105	FAC-Part time	0	0	0	23,388
5220	Emp Ben LOC-Health	0	0	0	7,450
5221	Emp Ben LOC-Dental	0	0	0	690
5222	Emp Ben LOC-Disab	0	0	0	935
5223	Emp Ben LOC-Life	0	0	0	546
5245	Emp Ben LOC-ORP	0	0	0	5,158
5246	Emp Ben LOC-TRS	0	0	0	903
5247	Emp Ben LOC-TSA	0	0	0	11
5261	Emp Ben LOC-Medicare	0	0	0	2,609
5263	Emp Ben LOC-Wrk Comp	0	0	0	863
5264	Emp Ben LOC-Unempl	0	0	0	539
5325	Comp/Software Lic Renew/Mai	200	600	600	149
5440	Supp-Instructional	6,000	11,000	11,000	5,092
5570	Printing&Reproduction	75	75	75	0
5600	Publ Relations&Advert	0	0	250	0
Dept 1121-Chemistry Totals		<u>149,199</u>	<u>149,102</u>	<u>145,349</u>	<u>204,644</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1122-Geology					
5100	FAC-Full time	71,462	68,713	50,845	44,507
5103	FAC-Overload/overtime	0	0	0	18,859
5104	FAC-Summer	0	0	0	4,212
5105	FAC-Part time	0	0	0	15,855
5220	Emp Ben LOC-Health	0	0	0	2,182
5221	Emp Ben LOC-Dental	0	0	0	201
5222	Emp Ben LOC-Disab	0	0	0	273
5223	Emp Ben LOC-Life	0	0	0	126
5245	Emp Ben LOC-ORP	0	0	0	1
5246	Emp Ben LOC-TRS	0	0	0	2,985
5247	Emp Ben LOC-TSA	0	0	0	116
5261	Emp Ben LOC-Medicare	0	0	0	1,211
5263	Emp Ben LOC-Wrk Comp	0	0	0	401
5264	Emp Ben LOC-Unempl	0	0	0	250
5325	Comp/Software Lic Renew/Mai	0	0	0	149
5352	Rent-Vehicles	800	1,600	1,600	0
5440	Supp-Instructional	5,673	4,873	2,720	2,700
5570	Printing&Reproduction	100	100	100	99
5641	Trvel Wrk Rel-Non-Emp	555	580	580	0
Dept 1122-Geology Totals		<u>78,590</u>	<u>75,866</u>	<u>55,845</u>	<u>94,127</u>
Department: 1135-Health and PE Credit					
5100	FAC-Full time	125,878	121,036	117,511	124,562
5103	FAC-Overload/overtime	0	0	0	2,394
5104	FAC-Summer	0	0	0	9,600
5105	FAC-Part time	0	0	0	17,261
5220	Emp Ben LOC-Health	0	0	0	12,442
5221	Emp Ben LOC-Dental	0	0	0	690
5222	Emp Ben LOC-Disab	0	0	0	392
5223	Emp Ben LOC-Life	0	0	0	586
5246	Emp Ben LOC-TRS	0	0	0	5,682
5247	Emp Ben LOC-TSA	0	0	0	167
5261	Emp Ben LOC-Medicare	0	0	0	2,023
5263	Emp Ben LOC-Wrk Comp	0	0	0	738
5264	Emp Ben LOC-Unempl	0	0	0	461
5440	Supp-Instructional	750	750	750	827
5570	Printing&Reproduction	100	100	100	0
5600	Publ Relations&Advert	0	0	250	0
Dept 1135-Health and Totals		<u>126,728</u>	<u>121,886</u>	<u>118,611</u>	<u>177,825</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1123-Physics					
5100	FAC-Full time	71,462	68,713	66,712	70,715
5105	FAC-Part time	0	0	0	51,780
5220	Emp Ben LOC-Health	0	0	0	3,725
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	467
5223	Emp Ben LOC-Life	0	0	0	580
5246	Emp Ben LOC-TRS	0	0	0	4,941
5247	Emp Ben LOC-TSA	0	0	0	-10
5261	Emp Ben LOC-Medicare	0	0	0	1,782
5263	Emp Ben LOC-Wrk Comp	0	0	0	588
5264	Emp Ben LOC-Unempl	0	0	0	367
5440	Supp-Instructional	4,250	5,450	5,450	3,682
5570	Printing&Reproduction	100	100	100	0
Dept 1123-Physics Totals		<u>75,812</u>	<u>74,263</u>	<u>72,262</u>	<u>138,962</u>
Department Group: SOC-Social & Behavioral Science					
Department: 3106-Adm-Soc Sci					
5102	FAC-Stipends	8,000	8,000	8,000	8,000
5160	CLA-Full time	56,471	54,299	52,717	49,925
5220	Emp Ben LOC-Health	0	0	0	3,725
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	369
5223	Emp Ben LOC-Life	0	0	0	264
5246	Emp Ben LOC-TRS	0	0	0	2,555
5261	Emp Ben LOC-Medicare	0	0	0	914
5263	Emp Ben LOC-Wrk Comp	0	0	0	307
5264	Emp Ben LOC-Unempl	0	0	0	192
5440	Supp-Instructional	1,495	1,495	1,495	1,818
5461	Supp-Office	2,450	3,500	3,500	2,068
5465	Supp-from Media Svcs	0	100	100	0
5570	Printing&Reproduction	350	350	350	0
5590	Prof Development	0	8,039	8,039	5,169
Dept 3106-Adm-Soc Sc Totals		<u>68,766</u>	<u>75,783</u>	<u>74,201</u>	<u>75,651</u>
Department: 1210-Child Develop					
5100	FAC-Full time	65,943	63,407	61,560	65,254
5103	FAC-Overload/overtime	0	0	0	1,824
5220	Emp Ben LOC-Health	0	0	0	7,288
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	431
5223	Emp Ben LOC-Life	0	0	0	200
5246	Emp Ben LOC-TRS	0	0	0	2,683
5261	Emp Ben LOC-Medicare	0	0	0	857
5263	Emp Ben LOC-Wrk Comp	0	0	0	322
5264	Emp Ben LOC-Unempl	0	0	0	201
5300	Cont Svcs-Pd Cntractr	0	4,416	0	4,416
5332	Professional Svcs-Oth	17,128	0	0	0
Dept 1210-Child Deve Totals		<u>83,071</u>	<u>67,823</u>	<u>61,560</u>	<u>83,821</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1124-Economics					
5100	FAC-Full time	71,953	69,186	67,170	71,201
5103	FAC-Overload/overtime	0	0	0	4,651
5104	FAC-Summer	0	0	0	13,200
5105	FAC-Part time	0	0	0	4,019
5220	Emp Ben LOC-Health	0	0	0	4,059
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	471
5223	Emp Ben LOC-Life	0	0	0	336
5245	Emp Ben LOC-ORP	0	0	0	2,939
5246	Emp Ben LOC-TRS	0	0	0	161
5261	Emp Ben LOC-Medicare	0	0	0	1,343
5263	Emp Ben LOC-Wrk Comp	0	0	0	447
5264	Emp Ben LOC-Unempl	0	0	0	279
5660	Multi-trip Mileage-Employee	0	0	0	74
Dept 1124-Economics Totals		<u>71,953</u>	<u>69,186</u>	<u>67,170</u>	<u>103,525</u>
Department: 1126-Government					
5100	FAC-Full time	285,955	274,957	265,664	282,926
5103	FAC-Overload/overtime	0	0	0	10,982
5104	FAC-Summer	0	0	0	21,840
5105	FAC-Part time	0	0	0	50,106
5220	Emp Ben LOC-Health	0	0	0	22,025
5221	Emp Ben LOC-Dental	0	0	0	1,379
5222	Emp Ben LOC-Disab	0	0	0	1,870
5223	Emp Ben LOC-Life	0	0	0	2,515
5246	Emp Ben LOC-TRS	0	0	0	14,652
5261	Emp Ben LOC-Medicare	0	0	0	5,037
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,756
5264	Emp Ben LOC-Unempl	0	0	0	1,098
5660	Multi-trip Mileage-Employee	0	0	0	1,104
Dept 1126-Government Totals		<u>285,955</u>	<u>274,957</u>	<u>265,664</u>	<u>417,290</u>
Department: 1127-Hist&Geog					
5100	FAC-Full time	260,849	194,073	188,416	201,604
5103	FAC-Overload/overtime	0	0	0	12,168
5104	FAC-Summer	0	0	0	17,280
5105	FAC-Part time	0	0	0	73,008
5220	Emp Ben LOC-Health	0	0	0	15,055
5221	Emp Ben LOC-Dental	0	0	0	1,063
5222	Emp Ben LOC-Disab	0	0	0	1,352
5223	Emp Ben LOC-Life	0	0	0	2,826
5245	Emp Ben LOC-ORP	0	0	0	2,412
5246	Emp Ben LOC-TRS	0	0	0	7,664
5247	Emp Ben LOC-TSA	0	0	0	241
5261	Emp Ben LOC-Medicare	0	0	0	4,280
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,460
5264	Emp Ben LOC-Unempl	0	0	0	912
5300	Cont Svcs-Pd Cntractr	0	26,832	26,832	26,516
5332	Professional Svcs-Oth	27,554	0	0	0
5660	Multi-trip Mileage-Employee	0	0	0	2,985
Dept 1127-Hist&Geog Totals		<u>288,403</u>	<u>220,905</u>	<u>215,248</u>	<u>370,826</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1129-Psychology					
5100	FAC-Full time	299,093	287,589	278,968	278,198
5103	FAC-Overload/overtime	0	0	0	13,781
5104	FAC-Summer	0	0	0	34,560
5105	FAC-Part time	0	0	0	42,286
5220	Emp Ben LOC-Health	0	0	0	17,560
5221	Emp Ben LOC-Dental	0	0	0	908
5222	Emp Ben LOC-Disab	0	0	0	1,763
5223	Emp Ben LOC-Life	0	0	0	542
5246	Emp Ben LOC-TRS	0	0	0	13,829
5247	Emp Ben LOC-TSA	0	0	0	305
5261	Emp Ben LOC-Medicare	0	0	0	5,300
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,770
5264	Emp Ben LOC-Unempl	0	0	0	1,107
5300	Cont Svcs-Pd Cntractr	10,320	10,320	10,320	2,208
5660	Multi-trip Mileage-Employee	0	0	0	1,156
Dept 1129-Psychology Totals		<u>309,413</u>	<u>297,909</u>	<u>289,288</u>	<u>415,273</u>
Department: 1130-Sociology					
5100	FAC-Full time	66,373	63,820	55,951	0
5105	FAC-Part time	0	0	0	29,165
5246	Emp Ben LOC-TRS	0	0	0	584
5247	Emp Ben LOC-TSA	0	0	0	190
5261	Emp Ben LOC-Medicare	0	0	0	423
5263	Emp Ben LOC-Wrk Comp	0	0	0	140
5264	Emp Ben LOC-Unempl	0	0	0	87
5300	Cont Svcs-Pd Cntractr	0	0	0	2,208
5660	Multi-trip Mileage-Employee	0	0	0	14
Dept 1130-Sociology Totals		<u>66,373</u>	<u>63,820</u>	<u>55,951</u>	<u>32,811</u>
Department Group: TTC-Tutoring Center					
Department: 3505-Instructional Support Labs					
5160	CLA-Full time	0	35,899	129,984	22,437
5165	CLA-Part time	0	0	0	4,586
5220	Emp Ben LOC-Health	0	0	0	4,278
5221	Emp Ben LOC-Dental	0	0	0	98
5222	Emp Ben LOC-Disab	0	0	0	184
5223	Emp Ben LOC-Life	0	0	0	33
5246	Emp Ben LOC-TRS	0	0	0	1,412
5247	Emp Ben LOC-TSA	0	0	0	79
5261	Emp Ben LOC-Medicare	0	0	0	393
5263	Emp Ben LOC-Wrk Comp	0	0	0	145
5264	Emp Ben LOC-Unempl	0	0	0	90
Dept 3505-Instructio Totals		<u>0</u>	<u>35,899</u>	<u>129,984</u>	<u>33,735</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1140-Tutoring Center					
5140	PRO-Full time	341,820	342,518	269,946	239,231
5145	PRO-Part time	70,000	100,000	100,000	46,812
5160	CLA-Full time	75,742	36,930	34,973	33,928
5165	CLA-Part time	49,081	75,511	82,511	22,919
5220	Emp Ben LOC-Health	0	0	0	21,752
5221	Emp Ben LOC-Dental	0	0	0	1,724
5222	Emp Ben LOC-Disab	0	0	0	1,827
5223	Emp Ben LOC-Life	0	0	0	840
5246	Emp Ben LOC-TRS	0	0	0	11,016
5247	Emp Ben LOC-TSA	0	0	0	885
5261	Emp Ben LOC-Medicare	0	0	0	4,898
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,625
5264	Emp Ben LOC-Unempl	0	0	0	1,016
5421	Supp-Cmp Softwr<\$5000	16,000	16,000	16,000	15,000
5461	Supp-Office	2,000	2,000	1,200	1,183
5470	Food-Catering	1,200	1,200	1,200	734
5502	Dues & Subscriptions	1,200	1,200	0	800
5570	Printing&Reproduction	350	350	265	287
5590	Prof Development	0	3,000	3,000	105
5600	Publ Relations&Advert	0	0	1,000	0
Dept 1140-Tutoring C Totals		<u>557,393</u>	<u>578,709</u>	<u>510,095</u>	<u>406,582</u>
Department Group: VPA-VP Academic Affairs					
Department: 1325-Academic Planning & Innovation					
5140	PRO-Full time	113,573	0	0	0
5461	Supp-Office	0	300	0	0
5462	Supp-Other	0	500	0	0
5570	Printing&Reproduction	0	100	0	0
5590	Prof Development	0	8,000	0	0
Dept 1325-Academic P Totals		<u>113,573</u>	<u>8,900</u>	<u>0</u>	<u>0</u>
Department: 1326-Culinary Arts					
5100	FAC-Full time	76,293	0	0	0
5332	Professional Svcs-Oth	900	900	0	0
5335	Maint & Repair Svcs	3,000	3,000	0	0
5421	Supp-Cmp Softwr<\$5000	2,400	2,400	0	0
5440	Supp-Instructional	36,000	36,000	0	0
5461	Supp-Office	1,700	500	0	0
5502	Dues & Subscriptions	3,100	3,100	0	0
5514	Insurance-Other	260	260	0	0
5570	Printing&Reproduction	1,300	500	0	0
5590	Prof Development	0	1,500	0	0
Dept 1326-Culinary A Totals		<u>124,953</u>	<u>48,160</u>	<u>0</u>	<u>0</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1324-Dental Hygiene					
5100	FAC-Full time	257,651	128,973	0	74,804
5140	PRO-Full time	68,805	0	0	0
5145	PRO-Part time	22,880	0	0	0
5220	Emp Ben LOC-Health	0	0	0	5,368
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	494
5223	Emp Ben LOC-Life	0	0	0	105
5246	Emp Ben LOC-TRS	0	0	0	3,804
5261	Emp Ben LOC-Medicare	0	0	0	1,043
5263	Emp Ben LOC-Wrk Comp	0	0	0	337
5264	Emp Ben LOC-Unempl	0	0	0	210
5335	Maint & Repair Svcs	5,000	5,000	0	0
5440	Supp-Instructional	28,339	28,339	0	0
5461	Supp-Office	1,000	1,000	0	141
5470	Food-Catering	400	0	0	0
5502	Dues & Subscriptions	0	0	0	771
5570	Printing&Reproduction	500	500	0	0
5590	Prof Development	0	1,500	0	0
5600	Publ Relations&Advert	0	0	0	682
Dept 1324-Dental Hyg Totals		<u>384,575</u>	<u>165,312</u>	<u>0</u>	<u>88,104</u>
Department: 1142-Engineering					
5100	FAC-Full time	52,772	0	0	17,679
5220	Emp Ben LOC-Health	0	0	0	931
5221	Emp Ben LOC-Dental	0	0	0	86
5222	Emp Ben LOC-Disab	0	0	0	117
5223	Emp Ben LOC-Life	0	0	0	406
5246	Emp Ben LOC-TRS	0	0	0	707
5261	Emp Ben LOC-Medicare	0	0	0	261
5263	Emp Ben LOC-Wrk Comp	0	0	0	85
5264	Emp Ben LOC-Unempl	0	0	0	53
5440	Supp-Instructional	5,000	5,000	0	0
5570	Printing&Reproduction	100	100	0	0
Dept 1142-Engineerin Totals		<u>57,872</u>	<u>5,100</u>	<u>0</u>	<u>20,325</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 1323-Radiography					
5100	FAC-Full time	170,891	0	0	0
5103	FAC-Overload/overtime	0	0	0	1,171
5140	PRO-Full time	0	174,039	0	0
5246	Emp Ben LOC-TRS	0	0	0	48
5261	Emp Ben LOC-Medicare	0	0	0	17
5263	Emp Ben LOC-Wrk Comp	0	0	0	6
5264	Emp Ben LOC-Unempl	0	0	0	4
5335	Maint & Repair Svcs	10,300	10,000	0	0
5440	Supp-Instructional	1,800	0	0	2,439
5461	Supp-Office	500	300	300	720
5462	Supp-Other	900	900	0	0
5570	Printing&Reproduction	0	0	0	144
5590	Prof Development	0	1,500	1,500	161
5600	Publ Relations&Advert	0	0	0	977
5640	Trvel Wrk Rel-Employe	0	0	0	1,128
5641	Trvel Wrk Rel-Non-Emp	500	500	0	0
5660	Multi-trip Mileage-Employee	0	0	0	235
Dept 1323-Radiograph Totals		<u>184,891</u>	<u>187,239</u>	<u>1,800</u>	<u>7,050</u>
Department: 5149-VP Instruction					
5105	FAC-Part time	2,544,619	2,606,301	2,606,301	0
5120	ADM-Full time	151,254	152,148	144,306	156,477
5140	PRO-Full time	75,160	154,620	147,854	159,056
5220	Emp Ben LOC-Health	0	0	0	14,737
5221	Emp Ben LOC-Dental	0	0	0	793
5222	Emp Ben LOC-Disab	0	0	0	1,867
5223	Emp Ben LOC-Life	0	0	0	1,765
5245	Emp Ben LOC-ORP	0	0	0	5,164
5246	Emp Ben LOC-TRS	0	0	0	6,362
5261	Emp Ben LOC-Medicare	0	0	0	4,461
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,515
5264	Emp Ben LOC-Unempl	0	0	0	947
5461	Supp-Office	500	500	500	402
5462	Supp-Other	4,239	49,239	49,239	22,613
5470	Food-Catering	0	10,025	10,025	730
5502	Dues & Subscriptions	0	2,138	2,138	3,192
5570	Printing&Reproduction	400	400	400	0
5590	Prof Development	0	0	0	1,125
5592	Prof Dev-PDA-Instruct	0	12,241	12,241	0
5595	Dues&Subscrip-Bdget Sweep A	6,264	31,264	31,264	0
5600	Publ Relations&Advert	0	40,253	0	0
5639	Trvel-Budget Sweep Account	52,567	52,567	52,667	0
5640	Trvel Wrk Rel-Employe	4,000	39,000	39,000	26,726
Dept 5149-VP Instruc Totals		<u>2,839,003</u>	<u>3,150,696</u>	<u>3,095,935</u>	<u>407,932</u>
Dept. Lead 3-Exec VP - Totals		<u>18,382,951</u>	<u>18,127,953</u>	<u>17,042,616</u>	<u>18,069,147</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Area: 4-Exec VP - VP Student Affairs					
Department Group: ADM-Admissions					
Department: 4102-Admissions					
5140	PRO-Full time	236,641	227,540	219,882	219,866
5160	CLA-Full time	86,325	86,417	32,461	63,187
5165	CLA-Part time	47,000	47,000	11,000	10,328
5220	Emp Ben LOC-Health	0	0	0	20,245
5221	Emp Ben LOC-Dental	0	0	0	1,474
5222	Emp Ben LOC-Disab	0	0	0	1,930
5223	Emp Ben LOC-Life	0	0	0	424
5246	Emp Ben LOC-TRS	0	0	0	13,047
5261	Emp Ben LOC-Medicare	0	0	0	4,327
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,443
5264	Emp Ben LOC-Unempl	0	0	0	902
5461	Supp-Office	2,800	2,800	2,800	2,054
5462	Supp-Other	920	920	920	0
5502	Dues & Subscriptions	0	0	0	1,545
5570	Printing&Reproduction	0	0	4,000	393
5622	Special Proj & Svcs	1,500	1,500	1,500	0
5640	Trvel Wrk Rel-Employe	0	0	0	658
Dept 4102-Admissions Totals		<u>375,186</u>	<u>366,177</u>	<u>272,563</u>	<u>341,823</u>
Department: 4124-Student Graduation					
5332	Professional Svcs-Oth	0	0	0	2,925
5350	Rent-Equip & Other	8,500	8,500	8,500	1,953
5351	Rent-Facilities	30,000	27,480	27,480	25,448
5461	Supp-Office	850	250	250	305
5506	Graduation Expenses	40,100	32,600	32,600	23,550
5570	Printing&Reproduction	8,250	5,250	5,250	9,552
Dept 4124-Student Gr Totals		<u>87,700</u>	<u>74,080</u>	<u>74,080</u>	<u>63,733</u>
Department: 4111-Student Help Center					
5165	CLA-Part time	37,781	37,781	65,781	85,525
5247	Emp Ben LOC-TSA	0	0	0	943
5261	Emp Ben LOC-Medicare	0	0	0	1,240
5263	Emp Ben LOC-Wrk Comp	0	0	0	411
5264	Emp Ben LOC-Unempl	0	0	0	257
5461	Supp-Office	800	800	800	488
5462	Supp-Other	800	800	4,800	789
5570	Printing&Reproduction	500	500	500	0
5622	Special Proj & Svcs	500	500	500	0
Dept 4111-Student He Totals		<u>40,381</u>	<u>40,381</u>	<u>72,381</u>	<u>89,653</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: CSD-Career Services Dept					
Department: 4154-Career Services					
5140	PRO-Full time	73,704	70,869	72,893	72,933
5165	CLA-Part time	34,914	34,914	34,914	0
5220	Emp Ben LOC-Health	0	0	0	7,288
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	482
5223	Emp Ben LOC-Life	0	0	0	341
5246	Emp Ben LOC-TRS	0	0	0	2,917
5261	Emp Ben LOC-Medicare	0	0	0	943
5263	Emp Ben LOC-Wrk Comp	0	0	0	350
5264	Emp Ben LOC-Unempl	0	0	0	219
5325	Comp/Software Lic Renew/Mai	2,500	2,500	2,500	2,564
5461	Supp-Office	750	1,050	1,050	0
5462	Supp-Other	1,965	1,365	1,365	38
5570	Printing&Reproduction	1,000	1,300	1,300	201
	Dept 4154-Career Ser Totals	<u>114,833</u>	<u>111,998</u>	<u>114,022</u>	<u>88,621</u>
Department Group: DCD-Dual Credit Department					
Department: 4133-Dual Credit Dept					
5102	FAC-Stipends	5,820	5,820	5,820	5,820
5140	PRO-Full time	90,944	87,446	62,888	79,812
5160	CLA-Full time	50,358	48,422	47,011	44,521
5165	CLA-Part time	0	3,000	3,000	0
5220	Emp Ben LOC-Health	0	0	0	7,091
5221	Emp Ben LOC-Dental	0	0	0	440
5222	Emp Ben LOC-Disab	0	0	0	857
5223	Emp Ben LOC-Life	0	0	0	1,526
5245	Emp Ben LOC-ORP	0	0	0	96
5246	Emp Ben LOC-TRS	0	0	0	5,302
5261	Emp Ben LOC-Medicare	0	0	0	1,964
5263	Emp Ben LOC-Wrk Comp	0	0	0	650
5264	Emp Ben LOC-Unempl	0	0	0	406
5461	Supp-Office	2,100	3,000	3,000	799
5462	Supp-Other	0	0	0	230
5470	Food-Catering	1,775	1,775	1,775	3,255
5570	Printing&Reproduction	4,000	4,000	4,000	5,801
5600	Publ Relations&Advert	0	3,000	3,000	2,411
5622	Special Proj & Svcs	4,064	5,064	5,064	641
5640	Trvel Wrk Rel-Employe	0	0	0	743
5660	Multi-trip Mileage-Employee	0	0	0	292
	Dept 4133-Dual Credi Totals	<u>159,061</u>	<u>161,527</u>	<u>135,558</u>	<u>162,657</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
<u>Department Group: DOS-Dean of Students</u>					
Department: 4123-Dean of Students					
5120	ADM-Full time	137,424	129,571	122,236	132,911
5140	PRO-Full time	75,685	0	0	0
5160	CLA-Full time	57,771	64,422	60,775	59,179
5220	Emp Ben LOC-Health	0	0	0	8,694
5221	Emp Ben LOC-Dental	0	0	0	681
5222	Emp Ben LOC-Disab	0	0	0	1,233
5223	Emp Ben LOC-Life	0	0	0	1,189
5246	Emp Ben LOC-TRS	0	0	0	7,966
5261	Emp Ben LOC-Medicare	0	0	0	2,842
5263	Emp Ben LOC-Wrk Comp	0	0	0	956
5264	Emp Ben LOC-Unempl	0	0	0	597
5325	Comp/Software Lic Renew/Mai	0	0	0	5,750
5332	Professional Svcs-Oth	5,770	5,770	5,470	0
5461	Supp-Office	1,750	1,750	1,750	591
5462	Supp-Other	5,000	0	0	1,163
5502	Dues & Subscriptions	0	0	0	510
5570	Printing&Reproduction	2,500	2,500	2,500	60
5590	Prof Development	0	0	0	9
5622	Special Proj & Svcs	0	0	0	40
5640	Trvel Wrk Rel-Employe	0	0	0	2,525
5660	Multi-trip Mileage-Employee	0	0	0	24
Dept 4123-Dean of St Totals		<u>285,900</u>	<u>204,013</u>	<u>192,731</u>	<u>226,920</u>
<u>Department Group: DSS-Dean of Student Services</u>					
Department: 4146-Dean of Student Services					
5140	PRO-Full time	205,514	0	0	0
5160	CLA-Full time	45,997	0	0	0
5461	Supp-Office	1,000	0	0	0
5462	Supp-Other	200	0	0	0
5570	Printing&Reproduction	1,300	0	0	0
5640	Trvel Wrk Rel-Employe	8,290	0	0	0
Dept 4146-Dean of St Totals		<u>262,301</u>	<u>0</u>	<u>0</u>	<u>0</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: EMD-Enrollment Management					
Department: 4131-Enrollment Management					
5140	PRO-Full time	628,442	662,685	493,484	522,130
5160	CLA-Full time	44,794	40,794	39,606	37,508
5220	Emp Ben LOC-Health	0	0	0	39,607
5221	Emp Ben LOC-Dental	0	0	0	2,983
5222	Emp Ben LOC-Disab	0	0	0	3,709
5223	Emp Ben LOC-Life	0	0	0	1,993
5245	Emp Ben LOC-ORP	0	0	0	1,571
5246	Emp Ben LOC-TRS	0	0	0	21,957
5261	Emp Ben LOC-Medicare	0	0	0	8,051
5263	Emp Ben LOC-Wrk Comp	0	0	0	2,708
5264	Emp Ben LOC-Unempl	0	0	0	1,692
5461	Supp-Office	2,290	2,290	1,290	1,236
5462	Supp-Other	1,000	1,000	0	586
5470	Food-Catering	3,000	6,300	8,000	210
5570	Printing&Reproduction	8,540	12,200	12,200	6,135
5600	Publ Relations&Advert	0	0	0	432
5622	Special Proj & Svcs	16,560	16,560	18,560	17,614
5640	Trvel Wrk Rel-Employe	0	0	0	2,114
5660	Multi-trip Mileage-Employee	0	0	0	572
Dept 4131-Enrollment Totals		<u>704,626</u>	<u>741,829</u>	<u>573,140</u>	<u>672,808</u>
Department Group: OVS-Veterans Affairs					
Department: 4137-Veterans Affairs					
5140	PRO-Full time	129,966	124,968	129,051	102,665
5160	CLA-Full time	37,266	35,268	33,797	32,414
5185	Stu Worker-100% Local	1,400	1,400	1,400	0
5220	Emp Ben LOC-Health	0	0	0	10,027
5221	Emp Ben LOC-Dental	0	0	0	733
5222	Emp Ben LOC-Disab	0	0	0	861
5223	Emp Ben LOC-Life	0	0	0	1,164
5246	Emp Ben LOC-TRS	0	0	0	5,720
5261	Emp Ben LOC-Medicare	0	0	0	1,913
5263	Emp Ben LOC-Wrk Comp	0	0	0	667
5264	Emp Ben LOC-Unempl	0	0	0	417
5461	Supp-Office	1,200	1,000	1,000	1,578
5570	Printing&Reproduction	1,000	1,200	1,000	351
Dept 4137-Veterans A Totals		<u>170,832</u>	<u>163,836</u>	<u>166,248</u>	<u>158,510</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: SFA-Student Financial Aid					
Department: 4113-Financial Aid					
5140	PRO-Full time	377,655	365,491	351,337	376,134
5160	CLA-Full time	101,697	97,786	92,405	89,832
5185	Stu Worker-100% Local	75,000	94,138	94,138	81,046
5220	Emp Ben LOC-Health	0	0	0	32,656
5221	Emp Ben LOC-Dental	0	0	0	2,172
5222	Emp Ben LOC-Disab	0	0	0	3,150
5223	Emp Ben LOC-Life	0	0	0	2,369
5246	Emp Ben LOC-TRS	0	0	0	19,479
5261	Emp Ben LOC-Medicare	0	0	0	6,828
5263	Emp Ben LOC-Wrk Comp	0	0	0	2,674
5264	Emp Ben LOC-Unempl	0	0	0	1,430
5332	Professional Svcs-Oth	8,000	9,500	9,500	1,144
5461	Supp-Office	1,100	800	800	1,095
5462	Supp-Other	3,000	3,000	3,000	21
5502	Dues & Subscriptions	0	0	0	1,561
5570	Printing&Reproduction	700	1,000	1,000	592
5600	Publ Relations&Advert	0	0	0	2,706
Dept 4113-Financial Totals		<u>567,152</u>	<u>571,715</u>	<u>552,180</u>	<u>624,889</u>
Department Group: SLT-Student Life					
Department: 4134-Facilities and Student Recreat					
5140	PRO-Full time	62,550	0	0	0
5165	CLA-Part time	68,000	68,000	68,000	65,452
5246	Emp Ben LOC-TRS	0	0	0	168
5247	Emp Ben LOC-TSA	0	0	0	796
5261	Emp Ben LOC-Medicare	0	0	0	949
5263	Emp Ben LOC-Wrk Comp	0	0	0	314
5264	Emp Ben LOC-Unempl	0	0	0	196
5320	Maint & Repair Svcs	0	7,200	7,200	0
5332	Professional Svcs-Oth	7,000	7,000	7,000	5,000
5335	Maint & Repair Svcs	9,000	0	0	8,074
5352	Rent-Vehicles	900	1,200	1,200	390
5430	Supp-Furn&Equip<\$5000	0	0	0	4,074
5461	Supp-Office	0	565	565	198
5462	Supp-Other	29,740	30,000	28,500	20,355
5470	Food-Catering	400	0	0	71
5502	Dues & Subscriptions	0	0	0	879
5570	Printing&Reproduction	0	1,175	1,175	0
5630	Stu Develop & Events	500	0	0	0
5640	Trvel Wrk Rel-Employe	100	0	0	25
5642	COM Vehicle Use	0	500	500	0
Dept 4134-Facilities Totals		<u>178,190</u>	<u>115,640</u>	<u>114,140</u>	<u>106,941</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 4138-Multicultural Events					
5332	Professional Svcs-Oth	10,300	32,500	12,500	1,150
5352	Rent-Vehicles	200	0	0	0
5462	Supp-Other	2,500	0	0	4,600
5470	Food-Catering	15,000	0	0	11,319
5570	Printing&Reproduction	0	0	0	387
5620	Schshps&Awards-Stdnts	1,200	0	0	0
5622	Special Proj & Svcs	1,300	0	0	273
5630	Stu Develop & Events	2,000	0	0	0
Dept 4138-Multicultu Totals		<u>32,500</u>	<u>32,500</u>	<u>12,500</u>	<u>17,729</u>
Department: 4115-Student Organizations					
5140	PRO-Full time	125,159	176,224	170,960	181,259
5160	CLA-Full time	90,973	87,474	84,306	80,408
5220	Emp Ben LOC-Health	0	0	0	22,187
5221	Emp Ben LOC-Dental	0	0	0	1,724
5222	Emp Ben LOC-Disab	0	0	0	1,793
5223	Emp Ben LOC-Life	0	0	0	875
5246	Emp Ben LOC-TRS	0	0	0	11,361
5261	Emp Ben LOC-Medicare	0	0	0	3,816
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,302
5264	Emp Ben LOC-Unempl	0	0	0	814
5461	Supp-Office	300	300	300	382
5462	Supp-Other	350	50	50	0
5470	Food-Catering	5,000	0	0	4,901
5570	Printing&Reproduction	0	300	300	165
5622	Special Proj & Svcs	15,000	15,000	15,000	11,904
5630	Stu Develop & Events	25,295	30,295	30,295	27,301
5640	Trvel Wrk Rel-Employe	0	0	0	321
Dept 4115-Student Or Totals		<u>262,077</u>	<u>309,643</u>	<u>301,211</u>	<u>350,513</u>
Department Group: SSC-Student Success Center					
Department: 4103-Advisement Center					
5140	PRO-Full time	666,126	627,028	595,359	545,848
5145	PRO-Part time	0	19,600	19,600	0
5165	CLA-Part time	1,133	1,133	1,133	0
5220	Emp Ben LOC-Health	0	0	0	39,735
5221	Emp Ben LOC-Dental	0	0	0	2,290
5222	Emp Ben LOC-Disab	0	0	0	3,636
5223	Emp Ben LOC-Life	0	0	0	1,044
5245	Emp Ben LOC-ORP	0	0	0	2,970
5246	Emp Ben LOC-TRS	0	0	0	18,804
5261	Emp Ben LOC-Medicare	0	0	0	7,676
5263	Emp Ben LOC-Wrk Comp	0	0	0	2,620
5264	Emp Ben LOC-Unempl	0	0	0	1,637
5461	Supp-Office	915	915	915	1,461
5462	Supp-Other	5,000	0	0	0
5570	Printing&Reproduction	750	750	750	577
5640	Trvel Wrk Rel-Employe	0	0	0	1,106
Dept 4103-Advisement Totals		<u>673,924</u>	<u>649,426</u>	<u>617,757</u>	<u>629,404</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 4119-Disability Services					
5160	CLA-Full time	41,289	39,701	36,104	35,346
5220	Emp Ben LOC-Health	0	0	0	3,367
5221	Emp Ben LOC-Dental	0	0	0	316
5222	Emp Ben LOC-Disab	0	0	0	214
5223	Emp Ben LOC-Life	0	0	0	38
5246	Emp Ben LOC-TRS	0	0	0	1,456
5261	Emp Ben LOC-Medicare	0	0	0	527
5263	Emp Ben LOC-Wrk Comp	0	0	0	175
5264	Emp Ben LOC-Unempl	0	0	0	109
5461	Supp-Office	150	150	150	60
5462	Supp-Other	25	25	25	44
5502	Dues & Subscriptions	0	0	0	85
5570	Printing&Reproduction	25	25	25	0
5640	Trvel Wrk Rel-Employe	0	0	0	1,501
Dept 4119-Disability Totals		<u>41,489</u>	<u>39,901</u>	<u>36,304</u>	<u>43,238</u>

Department Group: TST-Testing

Department: 4136-Testing					
5140	PRO-Full time	140,164	141,744	189,803	145,873
5160	CLA-Full time	84,064	80,831	72,737	69,817
5165	CLA-Part time	41,450	41,450	41,450	25,499
5220	Emp Ben LOC-Health	0	0	0	10,303
5221	Emp Ben LOC-Dental	0	0	0	1,080
5222	Emp Ben LOC-Disab	0	0	0	1,099
5223	Emp Ben LOC-Life	0	0	0	1,250
5245	Emp Ben LOC-ORP	0	0	0	2,970
5246	Emp Ben LOC-TRS	0	0	0	5,649
5247	Emp Ben LOC-TSA	0	0	0	139
5261	Emp Ben LOC-Medicare	0	0	0	3,583
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,184
5264	Emp Ben LOC-Unempl	0	0	0	740
5461	Supp-Office	1,200	1,200	1,200	1,921
5462	Supp-Other	0	0	0	33
5463	Supp-Testing	44,200	44,200	44,200	58,106
5502	Dues & Subscriptions	0	0	0	227
5570	Printing&Reproduction	600	1,200	1,200	115
Dept 4136-Testing Totals		<u>311,678</u>	<u>310,625</u>	<u>350,590</u>	<u>329,588</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: VPS-VP Student Affairs					
Department: 5150-VP Student Services					
5120	ADM-Full time	151,166	149,198	142,022	153,459
5140	PRO-Full time	0	72,272	70,167	74,377
5220	Emp Ben LOC-Health	0	0	0	11,013
5221	Emp Ben LOC-Dental	0	0	0	690
5222	Emp Ben LOC-Disab	0	0	0	1,307
5223	Emp Ben LOC-Life	0	0	0	608
5245	Emp Ben LOC-ORP	0	0	0	5,064
5246	Emp Ben LOC-TRS	0	0	0	2,975
5261	Emp Ben LOC-Medicare	0	0	0	3,079
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,094
5264	Emp Ben LOC-Unempl	0	0	0	684
5325	Comp/Software Lic Renew/Mai	7,497	7,497	7,497	7,500
5332	Professional Svcs-Oth	4,021	16,850	17,150	0
5352	Rent-Vehicles	100	100	100	406
5371	Cent Tele-Trunk Chrg	0	0	0	1,440
5461	Supp-Office	800	800	800	2,045
5462	Supp-Other	0	0	0	2,585
5470	Food-Catering	0	0	0	11,586
5502	Dues & Subscriptions	0	4,600	4,600	3,424
5570	Printing&Reproduction	870	870	870	0
5590	Prof Development	0	600	600	607
5595	Dues&Subscrip-Bdget Sweep A	4,000	4,000	4,000	0
5622	Special Proj & Svcs	2,820	2,820	2,820	1,862
5639	Trvel-Budget Sweep Account	4,000	31,000	31,000	0
5640	Trvel Wrk Rel-Employe	4,000	13,316	13,316	4,154
	Dept 5150-VP Student Totals	<u>179,274</u>	<u>303,923</u>	<u>294,942</u>	<u>289,959</u>
	Dept. Lead 4-Exec VP - Totals	<u>4,447,104</u>	<u>4,197,214</u>	<u>3,880,347</u>	<u>4,196,986</u>

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Area: 4-Institutional Advancement					
Department Group: ADV-Institutional Advancement					
Department: 5142-Institutional Advancement					
5120	ADM-Full time	137,424	136,323	129,785	140,217
5140	PRO-Full time	353,149	339,565	329,799	348,400
5145	PRO-Part time	0	0	0	20,544
5220	Emp Ben LOC-Health	0	0	0	30,270
5221	Emp Ben LOC-Dental	0	0	0	1,724
5222	Emp Ben LOC-Disab	0	0	0	3,072
5223	Emp Ben LOC-Life	0	0	0	3,230
5245	Emp Ben LOC-ORP	0	0	0	4,627
5246	Emp Ben LOC-TRS	0	0	0	14,434
5247	Emp Ben LOC-TSA	0	0	0	267
5261	Emp Ben LOC-Medicare	0	0	0	6,963
5263	Emp Ben LOC-Wrk Comp	0	0	0	2,444
5264	Emp Ben LOC-Unempl	0	0	0	1,527
5325	Comp/Software Lic Renew/Mai	31,500	25,000	0	10,056
5461	Supp-Office	900	900	900	522
5462	Supp-Other	1,125	2,125	2,125	1,062
5502	Dues & Subscriptions	8,300	2,300	2,300	4,996
5570	Printing&Reproduction	500	3,500	3,500	110
5590	Prof Development	5,400	0	0	3,668
5595	Dues&Subscrip-Bdget Sweep A	0	16,368	16,368	0
5600	Publ Relations&Advert	0	0	0	450
5622	Special Proj & Svcs	575	10,575	10,575	8,681
5639	Trvel-Budget Sweep Account	0	19,000	19,000	0
5640	Trvel Wrk Rel-Employe	25,500	6,500	6,500	22,619
5660	Multi-trip Mileage-Employee	1,800	0	0	709
Dept 5142-Institutio Totals		566,173	562,156	520,852	630,592
Department Group: FNT-COM Foundation Dept					
Department: 5145-COM Foundation Dept					
5160	CLA-Full time	49,692	59,729	57,989	48,944
5220	Emp Ben LOC-Health	0	0	0	4,599
5221	Emp Ben LOC-Dental	0	0	0	296
5222	Emp Ben LOC-Disab	0	0	0	366
5223	Emp Ben LOC-Life	0	0	0	77
5246	Emp Ben LOC-TRS	0	0	0	2,379
5261	Emp Ben LOC-Medicare	0	0	0	764
5263	Emp Ben LOC-Wrk Comp	0	0	0	266
5264	Emp Ben LOC-Unempl	0	0	0	166
5325	Comp/Software Lic Renew/Mai	12,918	21,418	21,418	8,121
5461	Supp-Office	568	400	400	34
5462	Supp-Other	1,800	0	0	1,798
5470	Food-Catering	24,000	0	0	19,909
5502	Dues & Subscriptions	3,000	0	0	9,452
5550	Postage & Delivery	200	0	0	87
5570	Printing&Reproduction	3,200	3,200	3,200	5,188
5622	Special Proj & Svcs	10,000	20,000	20,000	6,887
Dept 5145-COM Founda Totals		105,378	104,747	103,007	109,333
Dept. Lead 4-Institutio Totals		671,551	666,903	623,859	739,925

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		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Area: 6-VP Fiscal Affairs					
Department Group: CT-Custodial Services					
Department: 6106-Custodial Svcs					
5160	CLA-Full time	87,248	133,254	162,105	129,560
5165	CLA-Part time	0	0	68,220	2,734
5220	Emp Ben LOC-Health	0	0	0	13,308
5221	Emp Ben LOC-Dental	0	0	0	1,034
5222	Emp Ben LOC-Disab	0	0	0	906
5223	Emp Ben LOC-Life	0	0	0	1,126
5246	Emp Ben LOC-TRS	0	0	0	11,034
5247	Emp Ben LOC-TSA	0	0	0	36
5261	Emp Ben LOC-Medicare	0	0	0	2,074
5263	Emp Ben LOC-Wrk Comp	0	0	0	707
5264	Emp Ben LOC-Unempl	0	0	0	442
5300	Cont Svcs-Pd Cntractr	1,273,277	1,169,220	0	0
5320	Maint & Repair Svcs	4,800	1,800	1,800	0
5450	Supp-Maintenance	117,000	97,000	72,000	122,417
5462	Supp-Other	650	650	650	0
Dept 6106-Custodial Totals		<u>1,482,975</u>	<u>1,401,924</u>	<u>304,775</u>	<u>285,378</u>
Department Group: FIN-Business Office					
Department: 1999-Benefit Allocation					
5100	FAC-Full time	0	155,716	0	0
5299	Employee Benefits	0	0	0	2,992
5299	Employee Benefits	0	0	0	15,378
5299	Employee Benefits	0	0	0	22,024
5299	Employee Benefits	0	0	0	52,211
5299	Employee Benefits	0	0	0	1,099,720
5299	Employee Benefits	0	0	0	2,287
Dept 1999-Benefit AI Totals		<u>0</u>	<u>155,716</u>	<u>0</u>	<u>1,194,612</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 5112-Business Office					
5120	ADM-Full time	132,607	127,507	121,229	131,144
5140	PRO-Full time	155,774	222,003	281,027	228,419
5160	CLA-Full time	421,131	457,800	442,000	421,195
5163	CLA-Overload/overtime	200	400	1,400	20
5165	CLA-Part time	23,500	17,500	16,000	23,243
5220	Emp Ben LOC-Health	0	0	0	51,280
5221	Emp Ben LOC-Dental	0	0	0	3,655
5222	Emp Ben LOC-Disab	0	0	0	5,439
5223	Emp Ben LOC-Life	0	0	0	8,533
5245	Emp Ben LOC-ORP	0	0	0	3,094
5246	Emp Ben LOC-TRS	0	0	0	30,860
5247	Emp Ben LOC-TSA	0	0	0	302
5261	Emp Ben LOC-Medicare	0	0	0	12,204
5263	Emp Ben LOC-Wrk Comp	0	0	0	4,100
5264	Emp Ben LOC-Unempl	0	0	0	2,563
5461	Supp-Office	1,200	1,000	1,500	882
5462	Supp-Other	800	1,000	2,000	0
5502	Dues & Subscriptions	0	0	1,000	0
5570	Printing&Reproduction	1,400	200	0	425
5590	Prof Development	4,600	1,800	0	744
5640	Trvel Wrk Rel-Employe	0	2,800	0	2,470
Dept 5112-Business O Totals		<u>741,212</u>	<u>832,010</u>	<u>866,156</u>	<u>930,572</u>
Department: 9103-Reimb from Other Funds					
5191	Reimbursements from other fu	-309,649	-309,649	-303,442	0
Dept 9103-Reimb from Totals		<u>-309,649</u>	<u>-309,649</u>	<u>-303,442</u>	<u>0</u>
Department: 9102-Salary Savings					
5190	Vacnt Psitons	-1,808,239	-1,587,628	-1,467,116	0
5192	HEERF funds	0	0	-456,144	0
Dept 9102-Salary Sav Totals		<u>-1,808,239</u>	<u>-1,587,628</u>	<u>-1,923,260</u>	<u>0</u>
Department: 9101-Staff Benefits					
5199	Proposed Salary Increase	1,176,795	1,017,724	570,000	0
5220	Emp Ben LOC-Health	2,653,280	2,653,280	2,576,000	0
5221	Emp Ben LOC-Dental	82,400	82,400	80,000	0
5222	Emp Ben LOC-Disab	107,777	107,777	104,638	0
5223	Emp Ben LOC-Life	178,620	178,620	173,417	0
5245	Emp Ben LOC-ORP	244,110	244,110	237,000	0
5246	Emp Ben LOC-TRS	583,370	574,740	558,000	0
5247	Emp Ben LOC-TSA	111,217	111,217	107,978	4,650
5261	Emp Ben LOC-Medicare	311,163	311,163	302,100	0
5263	Emp Ben LOC-Wrk Comp	120,000	94,046	91,307	0
5264	Emp Ben LOC-Unempl	75,000	52,524	50,994	0
5265	Emp Ben LOC-Acad Reg	0	515	500	0
Dept 9101-Staff Bene Totals		<u>5,643,732</u>	<u>5,428,116</u>	<u>4,851,934</u>	<u>4,650</u>
Department: 5111-Tax Admin					
5340	Prop Tax Apprais Fees	360,000	191,635	191,635	308,524
5341	Prop Tax Collect Fees	80,000	40,996	40,996	0
Dept 5111-Tax Admin Totals		<u>440,000</u>	<u>232,631</u>	<u>232,631</u>	<u>308,524</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: FST-Facility Services					
Department: 6101-Facilities					
5140	PRO-Full time	248,410	155,083	149,951	159,582
5160	CLA-Full time	341,178	316,179	289,623	257,138
5163	CLA-Overload/overtime	10,000	10,000	10,000	209
5165	CLA-Part time	25,000	25,000	25,000	21,367
5220	Emp Ben LOC-Health	0	0	0	32,536
5221	Emp Ben LOC-Dental	0	0	0	2,359
5222	Emp Ben LOC-Disab	0	0	0	2,976
5223	Emp Ben LOC-Life	0	0	0	2,876
5246	Emp Ben LOC-TRS	0	0	0	34,494
5261	Emp Ben LOC-Medicare	0	0	0	6,602
5263	Emp Ben LOC-Wrk Comp	0	0	0	2,255
5264	Emp Ben LOC-Unempl	0	0	0	1,409
5300	Cont Svcs-Pd Cntractr	353,496	353,496	1,179,496	1,464,923
5320	Maint & Repair Svcs	10,000	10,000	10,000	9,786
5325	Comp/Software Lic Renew/Mai	15,000	0	0	10,982
5332	Professional Svcs-Oth	15,000	15,000	15,000	0
5350	Rent-Equip & Other	5,000	5,000	5,000	0
5351	Rent-Facilities	1,466,996	1,161,323	900,000	1,002,828
5450	Supp-Maintenance	80,000	95,000	95,000	36,568
5461	Supp-Office	500	500	500	495
5462	Supp-Other	8,950	8,950	8,950	7,552
5502	Dues & Subscriptions	7,500	0	0	6,371
5510	Insuran-Bldg Contents	2,600,000	2,315,611	1,750,000	2,240,293
5511	Insurance-Flood	80,000	100,000	100,000	74,508
5514	Insurance-Other	32,000	35,000	30,000	29,400
5570	Printing&Reproduction	1,782	1,782	1,782	90
5590	Prof Development	7,500	0	0	0
5600	Publ Relations&Advert	0	0	0	492
5660	Multi-trip Mileage-Employee	0	0	0	42
5910	Capital Outlay-Bldg	0	0	0	6,450
Dept 6101-Facilities Totals		<u>5,308,312</u>	<u>4,607,924</u>	<u>4,570,302</u>	<u>5,414,583</u>
Department: 6103-Utilities					
5380	Utilities-Electricity	1,000,000	1,000,000	1,042,000	915,756
5381	Utilities-Natural Gas	85,000	100,000	180,000	32,973
5382	Utilities-Water&Sewer	95,000	95,000	175,000	78,688
Dept 6103-Utilities Totals		<u>1,180,000</u>	<u>1,195,000</u>	<u>1,397,000</u>	<u>1,027,417</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 5125-Vehicle Operations					
5160	CLA-Full time	51,335	49,361	47,923	45,384
5220	Emp Ben LOC-Health	0	0	0	7,288
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	336
5223	Emp Ben LOC-Life	0	0	0	420
5246	Emp Ben LOC-TRS	0	0	0	3,899
5261	Emp Ben LOC-Medicare	0	0	0	604
5263	Emp Ben LOC-Wrk Comp	0	0	0	244
5264	Emp Ben LOC-Unempl	0	0	0	152
5300	Cont Svcs-Pd Cntractr	2,700	2,700	2,700	1,104
5320	Maint & Repair Svcs	270	270	270	591
5450	Supp-Maintenance	34,000	34,000	34,000	38,856
5513	Insurance-Vehicles	16,000	16,000	16,000	16,413
Dept 5125-Vehicle Op Totals		<u>104,305</u>	<u>102,331</u>	<u>100,893</u>	<u>115,636</u>
Department Group: GRO-Grounds					
Department: 6105-Grounds					
5160	CLA-Full time	50,005	48,082	46,682	45,353
5220	Emp Ben LOC-Health	0	0	0	3,725
5221	Emp Ben LOC-Dental	0	0	0	345
5222	Emp Ben LOC-Disab	0	0	0	327
5223	Emp Ben LOC-Life	0	0	0	706
5246	Emp Ben LOC-TRS	0	0	0	3,894
5261	Emp Ben LOC-Medicare	0	0	0	739
5263	Emp Ben LOC-Wrk Comp	0	0	0	244
5264	Emp Ben LOC-Unempl	0	0	0	152
5300	Cont Svcs-Pd Cntractr	424,472	365,118	43,118	66,015
5450	Supp-Maintenance	50,000	50,000	20,000	13,480
Dept 6105-Grounds Totals		<u>524,477</u>	<u>463,200</u>	<u>109,800</u>	<u>134,980</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department Group: HRT-Human Resources					
Department: 5113-Human Resources					
5140	PRO-Full time	510,754	438,451	363,209	445,808
5160	CLA-Full time	68,330	65,702	115,976	60,408
5165	CLA-Part time	11,635	0	0	12,208
5220	Emp Ben LOC-Health	0	0	0	24,321
5221	Emp Ben LOC-Dental	0	0	0	1,695
5222	Emp Ben LOC-Disab	0	0	0	3,211
5223	Emp Ben LOC-Life	0	0	0	1,753
5246	Emp Ben LOC-TRS	0	0	0	20,537
5247	Emp Ben LOC-TSA	0	0	0	159
5261	Emp Ben LOC-Medicare	0	0	0	7,374
5263	Emp Ben LOC-Wrk Comp	0	0	0	2,523
5264	Emp Ben LOC-Unempl	0	0	0	1,577
5325	Comp/Software Lic Renew/Mai	79,000	79,000	79,000	67,866
5332	Professional Svcs-Oth	45,250	47,750	53,100	38,908
5461	Supp-Office	2,100	2,100	2,100	1,627
5462	Supp-Other	2,000	2,000	2,000	294
5470	Food-Catering	1,400	1,000	0	557
5502	Dues & Subscriptions	21,000	21,000	21,000	14,561
5570	Printing&Reproduction	600	600	600	302
5590	Prof Development	9,350	4,050	0	0
5600	Publ Relations&Advert	7,328	16,050	16,050	7,167
5640	Trvel Wrk Rel-Employe	2,500	7,800	7,500	6,374
5656	Trvel Wrk Rel-Interview	5,000	0	0	7,352
Dept 5113-Human Reso Totals		<u>766,247</u>	<u>685,503</u>	<u>660,535</u>	<u>726,582</u>
Department Group: PUR-Purchasing					
Department: 5128-Cntrl Mail Deliv					
5160	CLA-Full time	79,620	73,339	113,642	64,365
5165	CLA-Part time	10,500	10,500	10,500	0
5220	Emp Ben LOC-Health	0	0	0	9,271
5221	Emp Ben LOC-Dental	0	0	0	420
5222	Emp Ben LOC-Disab	0	0	0	480
5223	Emp Ben LOC-Life	0	0	0	356
5246	Emp Ben LOC-TRS	0	0	0	2,887
5261	Emp Ben LOC-Medicare	0	0	0	986
5263	Emp Ben LOC-Wrk Comp	0	0	0	348
5264	Emp Ben LOC-Unempl	0	0	0	217
5320	Maint & Repair Svcs	1,422	1,422	1,422	718
5335	Maint & Repair Svcs	4,570	0	0	0
5340	Prop Tax Apprais Fees	1,230	0	0	0
5461	Supp-Office	3,200	6,200	6,200	482
5550	Postage & Delivery	22,200	25,000	25,000	42,249
Dept 5128-Cntrl Mail Totals		<u>122,742</u>	<u>116,461</u>	<u>156,764</u>	<u>122,779</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

		2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
Department: 5123-Purchasing					
5140	PRO-Full time	248,991	239,414	230,924	246,342
5160	CLA-Full time	49,767	47,853	0	43,998
5165	CLA-Part time	3,650	13,650	13,650	0
5220	Emp Ben LOC-Health	0	0	0	19,891
5221	Emp Ben LOC-Dental	0	0	0	1,379
5222	Emp Ben LOC-Disab	0	0	0	1,953
5223	Emp Ben LOC-Life	0	0	0	1,754
5246	Emp Ben LOC-TRS	0	0	0	11,824
5261	Emp Ben LOC-Medicare	0	0	0	4,117
5263	Emp Ben LOC-Wrk Comp	0	0	0	1,419
5264	Emp Ben LOC-Unempl	0	0	0	887
5461	Supp-Office	500	500	500	784
5462	Supp-Other	200	0	0	306
5470	Food-Catering	0	0	0	170
5502	Dues & Subscriptions	2,200	0	0	825
5570	Printing&Reproduction	600	0	0	0
5590	Prof Development	7,000	0	0	0
5600	Publ Relations&Advert	1,500	1,500	1,500	1,959
5640	Trvel Wrk Rel-Employe	0	0	0	1,854
Dept 5123-Purchasing Totals		<u>314,408</u>	<u>302,917</u>	<u>246,574</u>	<u>339,462</u>
Department Group: VPF-VP Fiscal Affairs					
Department: 5109-Records Mgmt					
5300	Cont Svcs-Pd Cntractr	10,952	17,280	17,280	17,552
5351	Rent-Facilities	10,000	3,672	3,672	5,245
Dept 5109-Records Mg Totals		<u>20,952</u>	<u>20,952</u>	<u>20,952</u>	<u>22,797</u>
Department: 5108-VP Fiscal Affairs					
5120	ADM-Full time	190,226	168,841	166,115	186,708
5160	CLA-Full time	61,335	0	0	0
5162	CLA-Stipends	0	0	0	9,000
5220	Emp Ben LOC-Health	0	0	0	6,666
5221	Emp Ben LOC-Dental	0	0	0	316
5222	Emp Ben LOC-Disab	0	0	0	748
5223	Emp Ben LOC-Life	0	0	0	1,363
5245	Emp Ben LOC-ORP	0	0	0	5,491
5246	Emp Ben LOC-TRS	0	0	0	360
5261	Emp Ben LOC-Medicare	0	0	0	2,721
5263	Emp Ben LOC-Wrk Comp	0	0	0	939
5264	Emp Ben LOC-Unempl	721	721	700	587
5331	Prof Svcs-Legal	4,050	12,385	12,385	0
5461	Supp-Office	300	300	300	57
5462	Supp-Other	150	150	150	0
5502	Dues & Subscriptions	1,275	1,275	1,275	652
5570	Printing&Reproduction	0	1,000	1,000	0
5590	Prof Development	3,200	3,200	3,200	4,070
5600	Publ Relations&Advert	700	700	0	691
5640	Trvel Wrk Rel-Employe	6,200	6,200	6,200	1,508
Dept 5108-VP Fiscal Totals		<u>268,157</u>	<u>194,772</u>	<u>191,325</u>	<u>221,877</u>
Dept. Lead 6-VP Fiscal Totals		<u>14,799,631</u>	<u>13,842,180</u>	<u>11,482,939</u>	<u>10,849,849</u>

College of the Mainland
2024-25 Budget
Budget Information by Department Detail

	2024-25 Budget	2023-24 Budget	2022-23 Budget	2022-23 Actual
<u>Totals:</u>	<u>45,000,000</u>	<u>42,000,000</u>	<u>38,000,000</u>	<u>39,009,351</u>

**College of the Mainland
2024-25 Budget
Budgeted Lease Payments**

<u>Lessor Name</u>	<u>Property Address</u>	<u>College Purpose</u>	<u>Annual Lease Amount</u>	<u>Sq Ft</u>	<u>Term Date</u>
BT & Sons Holdings, LLC	1411 West Main St, League City, TX 77573	Dual Credit addition	380,380	27,570	8/31/2031
JMK5 West Main, LLC	10000 E.F. Lowry Expressway, Texas City, TX 77591	Cosmetology/ Lifelong Learning	445,376	35,288	8/14/2031
567 Fuse, LLC	1501 Amburn Rd, Suite 11, Bldg C, Texas City, TX 77591	CMAR Offices - LAN	49,661	2,956	4/30/2029
JMK5 West Main, LLC	10000 E.F. Lowry Expressway, Texas City, TX 77591	Culinary School	298,238	14,850	1/3/2033
			1,173,655		

**College of the Mainland
2024-2025 Budget
Restricted Revenues**

Restricted Funds Definition

Restricted funds include resources the College is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties.

Grant Funded Operations – Restricted Revenues (Funds 31, 32, 33, or 34)

Revenues received from another government agency, such as the state or federal government or private sources, are usually externally restricted to a specific purpose. The Pell Grant program is one of the College's federal grants. A grant may provide an indirect cost recovery fee paid by grants and contracts to cover general and administrative services.

Federal Student Financial Aid– Restricted Revenues (Fund 31)

Financial aid from the federal government helps students pay for education expenses at the College. Pell Grants, loans and work-study are types of federal student aid. Students must complete the Free Application for Federal Student Aid (FAFSA) to apply for this aid.

State Employee Health Insurance Supplement– Restricted Revenues (Fund 55)

The State of Texas subsidizes the cost of annual premiums for health insurance benefits. The State's contribution per full-time employee generally ranges from \$625 to \$1,223 per month depending upon coverage selected by the employee for the year. The State only subsidizes employees with certain job duties and excludes grounds and custodial employees.

College of the Mainland 2024-2025 Budget Travel Philosophy

Student Services Travel

Student Services travel ensures continuous improvement in Student Affairs governance and compliance with state and federal regulatory agencies, professional development and training, and professional networking at various local, state, and national conferences and professional organizations.

Instruction Travel

Travel funded for Instruction falls into two categories: (1) travel funded by professional development and (2) travel funded from the Vice President for Instruction (VPI) budget in support of activities related to the mission, vision, and values of the College.

The Professional Development Process

Process for Allocating Funds: Faculty members and staff members complete a Professional Development Plan at the beginning of the academic year, in conjunction with their Department Chair/supervisor. All activities funded through professional development must relate to one of the professional development goals on the Professional Development Plan, which in turn must support the strategic goals of the College.

While not all professional development involves travel, much of the discipline-specific development experiences do.

Purposes of Faculty Professional Development: Among the many reasons that faculty professional development (often involving travel) is vital to instructional effectiveness are the following:

- Faculty are ethically obligated to stay current in their fields to continue to maintain expertise in their teaching disciplines.
- Some faculty and instructional staff serve on regional, statewide, and national professional organization committees.
- Faculty must stay abreast of technology-enhanced teaching strategies to use technology to its maximum advantage and to learn to teach in an online environment.
- One of the criteria on which faculty are evaluated annually is the nature and extent of their professional development during the preceding academic year.

Travel by faculty or instructional staff related to the mission, vision, and values of the College, but not necessarily to an individual's professional development goals, is funded via the VPI travel funds. In addition, the VPI, as liaison to the Texas Higher Education Coordinating Board (THECB), and as accreditation liaison to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), must travel to meetings hosted by THECB and SACSCOC or related to key accreditation requirements (such as institutional effectiveness). Travel funded via these funds directly supports activities pertinent to staying abreast of key College processes and requirements.

**College of the Mainland
2024-25 Budget
Renewal and Replacement Funds (Fund 52)**

Qualifying Purchases

Qualifying purchases are typically items with over one year in life. These purchases must follow purchasing procedures. Qualifying items include, but are not limited to:

- Monthly payments on revenue bonds or maintenance tax notes.
- Instructional equipment (non-consumable) with life greater than one year (no matter the cost) such as scientific lab equipment, and cosmetology equipment.
- Expenditures required to meet American with Disabilities Act (ADA). These costs typically include chairs or desks required to address an employee's medical concern.
- Cost to get a large capital expenditure up to its intended use which may include contract services and training. An example of a large capital expenditure would be expansion of Ellucian or training for new equipment or software.
- Cost for special facilities equipment and accommodations to support increased enrollment whereby the current facility is not adequate to support classroom requirements (i.e. temporary buildings, air conditioning, generators, portable restroom units, and waste disposal).

Prohibited Cost

Prohibited costs for Fund 52 are:

- Salaries (except short-term employees necessary to get a large capital expenditure up to its intended use).
- Consumables (supplies, copies, fuel, utilities) and other similar recurring cost.
- Lease payments.
- Travel and consultants (except for training necessary to get a large capital expenditure up to its intended use).

Requires written VP of Fiscal Affairs approval (email is acceptable).

College of the Mainland
2024-2025 Budget
Renewal and Replacement (Fund 52)

	Budget FY24-25	Budget FY23-24	Budget FY22-23	Actual FY22-23
Revenues				
Renewal & Replacement (Facility Fee)	791,000	840,000	830,000	869,003
<u>Total Revenue</u>	<u>791,000</u>	<u>840,000</u>	<u>830,000</u>	<u>869,003</u>
Expenses				
Contingency Funds	150,000	175,000	120,000	113,395
Fiscal Affairs - Major Repairs/Equipment	350,000	350,000	345,000	345,000
Human Resources - ADA Requests	7,000	10,000	10,000	-
Student Services	35,000	40,000	75,000	-
Instruction Enhancement	40,000	40,000	70,000	37,700
Informational Technology	75,000	60,000	125,000	103,598
<u>Total Non-Operating</u>	<u>657,000</u>	<u>675,000</u>	<u>745,000</u>	<u>599,693</u>

College of the Mainland
2024-25 Budget
Auxiliary Operations (Fund 21 and Fund 22)

Auxiliary Funds

An auxiliary fund that exists primarily to furnish services to students, faculty, and staff. Auxiliary funds are essentially self-supporting activities which provide non-instructional support.

- **Fund 21** – consists of bookstore commission revenue. Provides coverage for miscellaneous expenses related to the operations of the bookstore location.

- **Fund 22** – consists of revenue from:
 - Vending – revenue from vending machine commission.

 - Lifelong Learning Travel – revenue from extended travel commission. Provides coverage for miscellaneous expenses related to the operations of Lifelong Learning.

 - Student Activity – revenue from Student Services Fees from student class registration. Provides coverage of student activity and student organization expenses.

Each auxiliary fund will normally establish an auxiliary fund balance which may be used for the following purposes: unbudgeted expenditures, equipment and furnishings replacements, and new acquisitions of equipment and furnishings, as approved by the President in consultation with the Vice President of Fiscal Affairs.

College of the Mainland
2024-2025 Budget
Auxiliary Revenues (Funds 21 and 22)

	Budget FY24-25	Budget FY23-24	Budget FY22-23	Actual FY22-23
Revenues				
Bookstore Commission (Fund 21)	80,000	60,000	75,000	104,388
Other (Fund 22)	-	-	-	222
Vending (Fund 22)	2,500	3,000	4,000	2,780
Lifelong Learning (Fund 22)	52,000	52,000	30,000	46,659
<u>Total Operating</u>	134,500	115,000	109,000	154,048
Expenses (Fund 22)				
President's Discretionary	80,000	70,000	70,000	114,741
Lifelong Learning Supplies/Travel/Enrichment	45,000	45,000	27,500	11,523
Miscellaneous	-	-	1,500	-
<u>Total Non-Operating</u>	125,000	115,000	99,000	126,264
<u>Amount to Fund Balance</u>	9,500	-	10,000	27,784

2024-2025 Budget Student Life (Fund 22)

	Budget FY24-25	Budget FY23-24	Budget FY22-23	Actual FY22-23
Revenues				
Student Service Fees	188,000	181,000	181,000	175,575
<u>Total Operating</u>	<u>188,000</u>	<u>181,000</u>	<u>181,000</u>	<u>175,575</u>
Expenses				
Stipends	14,000	8,000	8,000	8,360
Benefits	750	900	500	555
Rent-Vehicles	2,500	-	-	2,595
Supplies - Office/Other	500	10,000	500	5,787
Miscellaneous	17,500	40,000	20,000	37,805
Printing & Reproduction	-	1,000	-	1,543
Student Events	30,000	40,000	73,035	41,443
Student Organization	76,529	35,000	25,000	32,118
<u>Total Non-Operating</u>	<u>141,779</u>	<u>134,900</u>	<u>127,035</u>	<u>130,205</u>
<u>Amount to Fund Balance</u>	<u>46,221</u>	<u>46,100</u>	<u>53,965</u>	<u>45,370</u>

6/5/2024

College of the Mainland 2024-25 Budget Outstanding Debt

In November 2019, 67% of the voters of the taxing district approved the sale of \$162.5 million of bonds for “(i) construction, renovation, acquisition and equipment for school buildings for the College and the purchase of the necessary sites for school buildings and (ii) paying all costs associated with the issuance of the Bonds.”

In October 2017, the College of the Mainland issued \$16.2 million (\$15.3 million in par-amount) in maintenance tax notes to upgrade facilities.

In May 2021, area voters approved refunding the remaining balance of the maintenance tax debt obligation from the maintenance and operation account to the interest and sinking account.

In May 2023, area voters approved the sale of \$250 million of bonds for “(i) construction, renovation, acquisition and equipment for school buildings for the College and (ii) paying all costs associated with the issuance of the Bonds.”

In September 2023, the College of the Mainland entered into a note purchase agreement with Frost Bank in an amount not to exceed \$100 million. The funds drawn from the note purchase agreement will be used for purposes of the approved \$250 million May 2023 voted bond authorization. The College entered into this agreement to provide interim funding of 2023 bond projects while maintaining flexibility to issue long-term fixed-rate bonds in the future.

The College has assigned ratings of “Aa3” and “AA-” by Moody’s and S&P Global ratings, respectively.

The status of the College’s bond debt as of 7/10/2024 is listed below:

Bond issue	Purpose	Date issue	Revenue source	Par-amount issued	Outstanding par-amount
Series 2023 Limited Tax Revolving Note Program	Construction, renovation, acquisition, and equipment for school buildings	Sep-2023	Direct annual ad valorem tax (Voter Approved)	100,000,000 1 st Draw – Oct-2023 \$25,000,000	25,000,000
Series 2021 Limited Tax General Obligation Refunding Bond	Refund Maintenance Tax Notes Series 2017 issue for renovating and equipping various existing college facilities	Aug-2021	Direct annual ad valorem tax (Voter Approved)	12,005,000	10,945,000
Series 2020 Limited Tax General Obligation Bonds	Construction, renovation, acquisition, and equipment for school buildings	Mar-2020	Direct annual ad valorem tax (Voter Approved)	66,625,000	61,065,000
Series 2019 Limited Tax General Obligation Bonds	Construction, renovation, acquisition, and equipment for school buildings	Feb-2019	Direct annual ad valorem tax (Voter Approved)	89,930,000	78,250,000
				268,560,000	175,260,000

College of the Mainland
2024-2025 Budget
Anticipated Future Obligations for the College

General Obligation Bonds

In May 2023, the voters of our taxing district approved the sale of \$250 million in general obligation bonds for the implementation of the College's Facilities Master Plan the sale and repayment of these bonds will not affect the College's operating budget.

Title V Grant

The College of the Mainland was awarded a Title V Grant in the Fall of 2020 for a period of five years. The goal of this grant is for COM to increase overall full-time equivalent (FTE) enrollment as well as fall-to-fall retention rates and three-year graduation rates for Hispanic students. Additionally, the grant funds efforts to increase the number of COM students applying for financial aid and declaring STEM majors.

The grant award included funding for several new positions and included a commitment to institutionalize these positions by the grant's completion in October 2025. These positions include a STEM Success Coach (\$55,000) and an Engineering Faculty/Curriculum Designer (\$67,000). As part of the 2024-2025 Budget, COM will fund 50% of these salaries.

The College was awarded a second Title V Grant in the Fall of 2022 for a period of five years. The goal of this grant is to improve enrollment and retention trends for underrepresented students and to foster a sense of inclusion for students, families, and community members. Additionally, the grant will strengthen student support services surrounding experiential learning, workforce programs, and mental health to increase educational outcomes and post-graduation success.

The grant award included funding for several new positions and included a commitment to institutionalize two of these positions by the grant completion in October 2027. These positions include a Community Outreach Coordinator (\$65,300) and a Career Experiential Coordinator (\$58,500).

**College of the Mainland
2024-2025 Budget
Basis of Accounting**

Accounting Basis for Budget

The budget for the College is prepared on a modified cash basis of accounting whereby all revenues are recorded when earned and all expenses are recorded when they have been reduced to a legal or contractual obligation to pay. Non-cash transactions such as accruals and depreciation are not included in this budget.

The approach for preparing the budget differs from the approach to preparing basic financial statements of the College in that the College's financial statements have been prepared on the accrual basis of accounting.

College of the Mainland

2024-2025 Budget

Financial Policies

Adopting Financial Policies

The Board of Trustees for the College of the Mainland sets financial policies. Policy BE states: “the board shall adopt such rules, regulations, and bylaws it deems advisable not inconsistent with Education Code 130.082. Education Code 130.082(d).”

Long Term Financial Planning

The College administration has a long-term financial planning process in place. The basis of this planning process begins with the College administration’s strategic plan and facilities master plan. From these plans, the administration of the College determines the operational and capital needs of the College in both the near- and long-term time horizon. The College then determines its capacity to fund the various projects and accesses reserves, one-time revenues, or the bond market.

Multi-Year Capital Planning

The administration of the College places a high emphasis on the importance of infrastructure, technology, and major equipment demands. The College uses its strategic plan, facilities master plan, and the operating budget process to determine capital needs. Identified projects with security and safety are placed in the highest priority. The remaining projects are prioritized on a cost-benefit basis and funded accordingly.

Establishing Tuition and Fees

Policy FD states, “the governing board of a junior college district may set and collect with respect to a public junior college in the district any amount of tuition, rentals, rates, charges, or fees the board considers necessary for the efficient operation of the college.” The College of the Mainland’s administration places an emphasis on keeping tuition and fees affordable for students and yet sufficient enough to fund quality education.

Debt Management

It is the policy of the College to establish and maintain well-defined debt management guidelines for issuing new debt as well as managing outstanding debt to sustain a strong debt management program providing the lowest available borrowing costs and greatest management flexibility. The College plans to only use the following debt instruments:

1. General obligation bonds (voted)
2. Maintenance tax notes (non-voted)
3. Revenue bonds (non-voted)
4. Lease revenue bonds (non-voted, subject to annual appropriations)

The College will not use alternative methods of financial management products such as interest rate swaps, derivatives, etc., in connection with the outstanding debt and bonds issued under the College’s Debt Management Procedures.

Appropriate Level of Unrestricted Fund Balance in the General Fund

The College of the Mainland strives to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures." The College's administration, for financial management purposes, does not consider all financial liabilities in calculating its unrestricted fund balance. For example, the College's net pension liability is not a legal obligation, and the Texas Retirement System (SCRS) does not have recourse to collect the College's net pension liability. The Governmental Accounting Standards Board (GASB 68) requires the College to book this liability. The College administration uses cash reserves less liabilities to assess the College's financial health and ability to meet short-term financial obligations. College of the Mainland annual budgets seek to maintain, throughout each fiscal year, unrestricted and unallocated cash reserves of at least 16.7% of budgeted total annual expenses plus total accounts payable.

Comprehensive Risk Management Program

College of the Mainland has developed a comprehensive risk management program that identifies, reduces, or minimizes risk to its property, interests, students, and employees. The College has secured the services of a risk management consultant. The risk management consultant assists the College with identifying and evaluating risk exposures and identifying the most cost efficient and effective way to insure possible damage. The College works to provide a well-rounded combination of preventative and control measures.

Grants Policy

The College of the Mainland has a current Grants Compliance Manual in place. The Grants Compliance Manual is comprised of verbiage from the OMB Uniform Guidance. The College ensures compliance with a grantor's terms and stipulations by meeting all conditions for the funding, as well as any legal requirements.

College of the Mainland
2024-2025 Budget
Glossary of Terms

Academic Support - An expense classification that includes support services related to the institution's primary missions: instruction, research, and public service. Examples of areas included are libraries, computing support, and academic administration.

Account - A descriptive heading under which similar financial transactions are grouped.

Accrual Basis - The basis of accounting under which revenues are recognized when earned and expenses are recognized when they become a legal obligation or liability.

Achievement Indicators - Objectives identified to measure accomplishments in completing strategic goals.

Ad Valorem - In proportion to value - basis for property tax levy.

Annual Budget - The Board of Trustees approved version of the total budget for a given fiscal year.

Annual FTE (student) - Total credit hours divided by 30.

Appropriation - A legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.

Assessed Value - Valuation set on real estate or other property as the basis for levying taxes.

Auxiliary Enterprise - An expense functional category which includes all expenses of enterprises that furnish good or services to students, faculty, staff, or incidentally to the public and charge a fee directly related to, although not necessarily equal to, the cost of the goods or services.

Bond - A written promise to pay a specific sum of money, called the face value or principal amount, at a specified date (or dates) in the future and with the periodic interest at a rate specified in the bond.

Budget Adjustment ("Fund Balance Request") - Any approved change after the formal adoption of the budget by the Board of Trustees.

Building Fund - Accounting fund in which the revenues and expenditures are collected for major capital acquisitions, large construction projects, and renewal/replacement projects.

Capital Equipment - Tangible personal property with an acquisition cost of \$5,000 or more, including but not limited to tax, freight and installation cost. The equipment has a useful life of one year or more and is not disposable or consumable.

Certified Assessed Value (property tax) - The certified property value as determined by the county's chief appraiser.

Contact Hour - A standard unit of measure that represents an hour of scheduled academic and technical instruction given to students during a semester.

Contingency - A budgeted reserve set aside for emergency or unanticipated expenditures or revenue shortfalls.

Credit Hours - The number of hours a class meets per week during the term.

Current Funds - The accounting fund in which the general operations of the District are recorded. It is broken down into Unrestricted Current Funds, Auxiliary Current Funds, and Restricted Current Funds.

Debt Service Fund - The accounting fund in which payment of principal and interest on borrowed funds, such as bonds, is recorded.

Debt Service Requirements - The amount of the current period's principal and interest related to long-term debt obligations.

Encumbrances - Purchase orders, contracts, salaries, or other commitments related to unperformed contracts for goods or services.

Fiscal Year - A 12-month period specified for recording financial transactions. College of the Mainland's District's fiscal year starts September 1 and ends on the following August 31.

Fixed Assets - Land, building, machinery, furniture, and other equipment that the District intends to hold or continue in use over a long period of time.

Full-time Equivalent (FTE-Employee) - Part-time and hourly positions expressed as a fraction of Full-Time Positions (2,080 hours per year).

Fund Accounting - An accounting methodology where revenues and expenses are grouped into similar categories based on the source of funding and restrictions on expenditure. Each fund is self-balancing and segregated from the other funds.

Fund Balance - The difference between assets and liabilities reported in a governmental fund.

General Fees - Fees collected that may be used for any purpose deemed appropriate by the governing body.

G.O. (General Obligation) Bonds - Bonds in which the full faith and credit of the College are pledged. The bonds require approval by election by the District taxpayers.

Goals - A set of criteria to be achieved within a certain period.

Governing Board - The District Governing Board (also referred to as the Board of Trustees) is a seven-member governing board that is elected at large by the voters of Mainland Galveston County. The Board of Trustees manages and governs the District, provides policy direction, establishes goals, and appoints the faculty and staff. The Board of Trustees is also responsible for the levy, assessment, and collection of taxes, the issuance of bonds, the adoption of an annual budget, the execution of contracts, and the performance of an annual audit.

Grant - Funding received from another entity such as the state or federal government or private foundation, usually externally restricted to a specific purpose.

Indirect Cost Recovery - Fee charged to grants and contracts to cover general and administrative services.

Institutional Support - An expense classification that includes central executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming, legal services, fiscal operations, administrative data processing, space management, employee personnel records, and safety and security.

Levy - To impose taxes, assessments, or service charges.

Mandatory Transfers - Transfers made to satisfy a binding legal agreement related to the financing of educational facilities, such as amounts for debt retirement, interest, and required provisions for renewals and replacements of plant not financed from other sources; and grant agreements with federal government agencies, donors, and other organizations to match gifts and grants to loan and other funds.

Mission Statement - A broad direction based on the needs of the community and District.

Natural Classification of Expenses - Grouping that relates to how the expenses are incurred (i.e. salary, benefits, office supplies).

Non-mandatory Transfers - Transfers from current funds group to other fund groups at the discretion of the governing board.

Non Operating - Revenues or expenses for activities not directly related to the basic service performed by the entity. For an educational institution that would be activities not related to instruction, research or public service or the administration of the activities.

Operating Budget - Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled.

Organizational Manager - The person responsible for monitoring expenditures in a cost center.

Original Budget - The budget as approved by the Board of Trustees.

Plant Operations and Maintenance - Operation and maintenance of physical facilities.

Property Taxes - The valuation of property in the District is determined by the County Tax Assessor. College of the Mainland District levies property taxes at a rate per \$100 of assessed valuation.

Proposed Budget - The initial spending plan for the fiscal year presented to the Board of Trustees before approval.

Public Service - An expense classification that includes funds spent on activities that are for non-instructional services for individuals or groups external to the College.

Quality Enhancement Plan – a component of the reaffirmation process required by the Southern Association of Colleges and Schools Commission on Colleges. The plan is designed to enhance student learning by fostering a scholarly community and developing learned students within an environment that promotes intellectual inquiry.

Refunding Bonds - Bonds issued to pay off currently outstanding bonds.

Revenue Bonds - Bonds whose repayment is guaranteed from revenues generated by a specific revenue-generating entity associated with the purpose of the bonds.

Revised Budget - Original budget adjusted for any year-to-date budget adjustments.

Roll Forward Budget - The initial budget allocations given to the President's direct reports and subsequently to the organization managers. It is used to develop the first draft of budgets by function.

Semester FTE - Total credit hours divided by 15.

Student Fees - Includes laboratory fees, application fees, transcript fees, and similar charges not covered by tuition.

Student Services - An expense classification that includes activities which provide direct support services to students other than academic support services. These activities may include registration and records, financial aid, counseling, placement testing, career placement assistance, and student activities.

Supplemental Requests - Additional items requested above the initial base allocation.

Tuition - The amount (cost) per credit hour times the number of credit hours charged to a student for taking a course at the College.

Unrestricted funds - The resources derived from student tuition and fees, state appropriations, and sales and services of educational departments. These resources are used for transactions relating to the educational and general operations of the College, and may be used at the discretion of the governing board to meet current expenses for any purpose.

**College of the Mainland
2024-25 Budget
Fund Balance Requests and Ongoing Projects**

Status	Division	Dept	Project #	Item Requested	Description	Estimated Amount
Prior	VPFA	FAC	2024-31	STEAM Roof Access System		210,000
Prior	PRES	MRK	2023-23	COM Webpage		80,000
Prior	PRES	ITS	2024-01	ITS Unidata to SQL Migration		360,000
Prior	EVP	VPSA	2024-18	Call Center Services		221,000
Prior	EVP	VPSA-EM	2022-59	Customer Relations Management (CRM)		75,000
Prior	EVP	VPSA-SSC	2023-45	Student Success Software		59,822
Prior	EVP	VPSA-SSC	2020-34	Interpreter Services		50,000
Prior	EVP	VPAA	2022-40	Adjunct Reserves		53,647
Prior	EVP	VPAA-ITE	2024-27	Course Management Software - 3 year		75,685
Prior	VPFA	FAC	2024-41	STEAM Shell Space Buildout		191,810
Prior	VPFA	FAC	2024-42	Administration projects: Admin Shell Space Buildout, VP Suite Renovation, Marketing Suite new offices.		550,000
Total Prior						1,926,964
Status	Division	Dept	Project #	Item Requested	Description	Estimated Amount
Current	PRES	MRK	NEW	Screen management for campus monitors		13,636
Current	EVP	OPEAR	NEW	SQL Migration OPEAR Analytics & Consulting		20,625
Current	EVP	VPAA-ARTS	NEW	Photography Studio Equipment		10,000
Current	EVP	VPSA-SSC	NEW	Student Success Software - Add'l Module 2 yrs.		46,706
Current	EVP	VPAA-NRS	NEW	JET Grant Match		17,500
Current	EVP	VPAA-RAD	NEW	JRCERT Site visit		6,000
Current	EVP	VPAA-NRS	NEW	Nursing Program Development Consulting, Curriculum Implementation Workshop, and ANCC Contact Hour Archived for 6 years		17,595
Current	EVP	VPAA-SURG	NEW	Surg Tech start up cost		299,800
Current	EVP	VPAA-SURG	NEW	Surg Tech Accreditation Application		5,000
Current	EVP	VPAA-NRS	NEW	AAS RN Program Site Visit Evaluator Fee/person/x 3 days		7,875
Current	EVP	VPAA-NRS	NEW	RN to BSN Program Initial Accreditation Fee		3,250
Current	EVP	VPAA-CUL	NEW	Culinary Arts Program FF&E (furniture, fixtures & equipment)		55,000
Current	PRES	ATT	NEW	ATIXA Conference Attendance		3,500
Current	PRES	ITS	NEW	Load Balancers		80,000
Current	PRES	ITS	NEW	Copiers		18,000
Current	PRES	ITS	NEW	Network Switches		68,000
Current	PRES	ITS	NEW	Backup/DR		55,000
Current	PRES	ITS	NEW	Door Access Control		350,000
Current	PRES	ITS	NEW	User Lifecycle Management		10,000
Current	PRES	ITS	NEW	Education Technology Refresh		62,000
Current	VPFA	HRT	NEW	Payroll/Applicant Tracking Software		50,000
Current	VPFA	HRT	NEW	360 Review		5,000
Current	VPFA	FAC	NEW	FF&E (furniture, fixtures & equipment) and misc. services required to complete 4 projects: STEAM 4 buildout, Admin Shell Space Buildout, VP Suite Renovation, Marketing Suite new offices.		534,500
Current	VPFA	FAC	NEW	Replace Waste Services Dumpcart		25,000
Current	VPFA	FAC	NEW	Replace Maintenance Golf Cart		19,500
Current	VPFA	FAC	NEW	Funds to provide necessary annual preventive maintenance on a variety of MEP and other systems of newly constructed buildings		162,500
Current	VPAA	PRO	NEW	Media Specialist -temporary w/benefits		75,685
Current	VPFA	FAC	NEW	Records moving locations and digitalization fees		65,000
Current	PRES	PRES	NEW	COM Presidential Search		100,000
Total New						2,173,036
Total						4,100,000

College of the Mainland
2024-2025 Budget
Proposed Ad Valorem Taxes Calendar Year 2025

	Proposed 2025 M&O Rate	Proposed 2025 I&S Rate	Proposed 2025 Total Tax Rate
Certified Adjusted Taxable Value	16,351,452,029	16,749,552,373	
Tax Rate	0.1427	0.1244	0.2671
 College Revenues	 23,345,043	 20,836,538	 44,181,581
 Sample Home Value	 200,000	 200,000	 200,000
Less 20% Exemptions	(40,000)	(40,000)	(40,000)
Taxable Value	160,000	160,000	160,000
Ad Valorem Tax	228.32	199.04	427.36

Proposed Tax Rate for 2025

Proposed 2025 M&O Tax Rate	Proposed 2025 I&S Tax Rate	Proposed 2025 Total Tax Rate
0.1427	0.1244	0.2671

2024 M&O Tax Rate	2024 I&S Tax Rate	2024 Total Tax Rate
0.1441	0.1244	0.2685

2025 Total Tax Rate Reduction
0.0014

College of the Mainland

2024-25 Budget

Projected Revenues

	Budget	Budget	Budget	Actual
	2024-2025	2023-2024	2022-2023	2022-23
Tuition & fees	8,993,911	8,226,000	6,875,000	6,887,126
Other operating	1,125,000	700,000	951,000	1,206,606
<u>Total operating</u>	<u>10,118,911</u>	<u>8,926,000</u>	<u>7,826,000</u>	<u>8,093,732</u>
State appropriations	7,738,496	7,738,496	6,649,121	6,649,122
ad valorem & other	26,525,693	25,032,183	23,751,572	23,763,027
Other non-operating	1,496,900	1,184,307	984,307	1,812,328
<u>Total non-operating</u>	<u>35,761,089</u>	<u>33,954,986</u>	<u>31,385,000</u>	<u>32,224,477</u>
<u>Less: transfers</u>	(880,000)	(830,000)	(1,011,000)	(915,279)
<u>Less: COVID-19 Contingency</u>	-	-	-	-
<u>Gross unrestricted revenues</u>	<u>45,000,000</u>	<u>42,050,986</u>	<u>38,200,000</u>	<u>39,402,930</u>
<u>Operations budget</u>	<u>45,000,000</u>	<u>42,000,000</u>	<u>38,000,000</u>	<u>38,200,000</u>
<u>Amt to fund balance</u>	-	50,986	200,000	1,202,930



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Warren Nichols, President
Date: July 25, 2024
Subject: Workers' Compensation Renewal for 2024-2025

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

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees accept the Workers' Compensation Insurance Renewal Proposal from TASB Risk Management in the amount of \$133,835.00."

FUNDING SOURCE

11-0-0000-9101-5261 Insurance from unrestricted funds

PURPOSE

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

BACKGROUND

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

ATTACHMENT

1. Workers' Compensation Contribution & Coverage Summary (CCS) September 1, 2024 – August 31, 2025



College of the Mainland

Contribution & Coverage Summary (CCS) Participation Period: 9/1/2024 through 8/31/2025

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

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

Coverage	Limit	Deductible	Contribution
Violent Acts	\$250,000	\$0	No Cost
Workers' Comp Fully Funded	Statutory	Statutory	\$133,835
Total Contribution			\$133,835

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



College of the Mainland

Workers' Compensation – Fully Funded

Participation Period: 9/1/2024 through 8/31/2025

Total Workers' Compensation – Fully Funded Contribution: \$133,835

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

Classification	Estimated Payroll	Net Annual Rate	Estimated Contribution
7380 - BUS DRIVERS	\$0	0.02361600	\$0
7720 - POLICE OFFICER	\$652,719	0.02942461	\$19,206
8810 - CLERICAL OFFICE EMPLOYEES	\$5,076,970	0.00154856	\$7,862
8868 - PROFESSIONAL/ADMINISTRATON	\$19,916,872	0.00418128	\$83,278
9101 - ALL OTHERS	\$758,380	0.03097260	\$23,489
Total	\$26,404,941		\$133,835

Estimated Contribution	\$133,835
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Workers' Compensation – Fully Funded Provisions

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

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

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

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



Program Coordinators

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

Current Program Coordinators

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

Program Coordinator Updates

Program	Name	Title	E-mail

If accepting this proposal electronically, you may scan and email this page to tasbrmf@tasbrmf.org to provide Program Coordinator updates.



Contribution & Coverage Summary General Provisions

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

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

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

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

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

Fund Member Authorization:

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

Authorized Signature

08-05-2024

Date

Warren Nichols

Printed Name

President

Title



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: August 26, 2024
Subject: Renew Contract 20-01 - Custodial & Maintenance Services

AGENDA ITEM DESCRIPTION:

Approval of contract renewal 20-01 for Custodial & Maintenance Services

FUNDING SOURCE:

2025 Operating Budget: 11-0-0000-6106-5300

PURPOSE:

The purpose is to provide necessary daily support for campus-wide facilities custodial and maintenance operations.

PROPOSED MOTION:

“I move the Board of Trustees approve the renewal of contract 20-01 for Custodial & Maintenance services with IQS for an amount not to exceed \$1,273,277 to be paid from FY25 Operating Budget.”

BACKGROUND:

On August 28, 2023, the Board approved a contract to IQS for Facilities Custodial & Maintenance Services in the amount of \$1,169,220. On September 25, 2023, the Board approved an increase of \$61,000 to provide additional services due to attrition of COM custodial staff, for a revised total of \$1,230,220. The contract renewal cost for 2024-2025 includes additional funds to support the new Culinary Arts program as well as contingency for special events, facilities rentals, and special projects.

IQS was an awarded contractor based on a competitive proposal process and continues to provide COM with exemplary services. IQS is also an awarded vendor under the Buyboard contract, therefore this contract renewal request complies with Texas Educational Code 44.031 and meets all competitive bidding requirements. Based on the above, it is the recommendation to approve award of subject contract in an amount not-to-exceed \$1,273,277 for a contract period of September 1, 2024 – August 31, 2025.

Attachment: IQS Renewal Proposal



phone 713-640-9484
fax 713-640-9894
12705 S Kirkwood Ste 214
Stafford TX 77477

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

Dear Mr. Bacon:

As per our discussion, IQS, Inc would like to continue our working relationship with you and College of the Mainland. As agreed, the pricing for September 1, 2024 - August 31, 2025 will be \$1,273,277.

Thank you for your continued support.

Best regards,

A handwritten signature in black ink that reads "David Vallejo". The signature is written in a cursive style with a large initial "D".

David Vallejo

IQS, Inc.



PRESIDENT'S OFFICE

MINUTE ORDER

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

AGENDA ITEM DESCRIPTION:

Approval of contract renewal 23-15 for Grounds Maintenance & Landscaping Services

FUNDING SOURCE:

2025 Operating Budget: 11-0-0000-6105-5300

PURPOSE:

The purpose is to provide necessary weekly maintenance and seasonal care for campus-wide turf management, irrigation, planting areas, and shrubs pruning as well as priority landscape improvement projects for all campus sites and leased locations.

PROPOSED MOTION:

"I move the Board of Trustees approve the renewal of contract 23-15 for Grounds Maintenance & Landscaping services with Beck Landscaping for an amount not exceeding \$385,000 to be paid from FY25 Operating Budget."

BACKGROUND:

On August 28, 2023, the Board approved an annual 2023-24 contract in the amount of \$325,000. On February 26, 2024, the Board approved an increase of \$45,000 to fund landscape improvement projects, for a revised total of \$370,000. The estimated cost for the 2024-2025 renewal is \$385,000 which includes both scheduled maintenance as well as contingency funds for seasonal upgrades and special projects.

Selection of Beck Landscaping was based on a competitive proposal process in accordance with Texas Education Code 44.031 Therefore, it is the recommendation to approve renewal of the subject contract in an amount not-to-exceed \$385,000 for a contract period of September 1, 2024 – August 31, 2025.

Attachment: Beck Landscaping Renewal Proposal



GROUNDS MAINTENANCE AND LANDSCAPING SERVICES PROPOSAL

September 1, 2024 - August 31, 2025

COLLEGE OF THE MAINLAND- 1200 N. AMBURN ROAD, 77591

TO ALSO INCLUDE 40 ACRE PLOT WITH WALKING TRAIL ADJACENT TO MONTICELLO DRIVE AND N. AMBURN ROAD, 2 - 3 ACRE PLOT NEAR PUBLIC PLOT NEAR PUBLIC SERVICES BLDG. ADJACENT TO N. AMBURN ROAD AND LEAGUE CITY CAMPUS ON FM 518.

Description - Labor	Price / Rate	Weeks	Hours per Week	Est Total Hours	Est Monthly Cost	Est Total Cost
Labor - Supervisor	\$ 157.00 hr.	52	2.75	143	\$ 1,870.92	\$ 22,451.00
Labor - General (turf management)	\$ 38.00 hr.	52	134	6968	\$ 22,065.33	\$ 264,784.00
Labor - Chemical Applicator	\$ 38.00 hr.	52	10	520	\$ 1,646.67	\$ 19,760.00
Labor - General (landscape beds management)	\$ 38.00 hr.	52	8	416	\$ 1,317.33	\$ 15,808.00

Description - Irrigation Quarterly Maint.	Price / Rate	Qrts	Hrs. Per Qrt	Est Total Hours	Est Monthly Cost	Est Total Cost
Labor - Irrigation Tech	\$ 81.00 hr.	4	15	60	\$ 405.00	\$ 4,860.00
Labor - Supervisor	\$ 157.00 hr.	4	10	40	\$ 523.33	\$ 6,280.00

Description - Irrigation Repair	Price / Rate	Weeks	Est Total Hours	Est Monthly Cost	Est Total Cost
Labor - Irrigation Tech	\$ 81.00 hr.		*As Needed	\$ -	\$ -
Repair Materials *	\$ - * AT COST, PLUS 30%			\$ -	\$ -

Description - Landscaping Materials	Price / Rate	Annual	Qty. Per Year	Est Total Yards	Est Monthly Cost	Est Total Cost
Premium Hardwood Mulch	\$ 165.00 yd.	1	150	150	\$ 2,062.50	\$ 24,750.00
Seasonal Flowers	\$ 55.00 flat	1	100	100	\$ 458.33	\$ 5,500.00
Misc. Plant Replacements	\$ 55.00 each	1	100	100	\$ 458.33	\$ 5,500.00

Description - Debris Disposal, Tools, Staking	Price / Rate	Annual	Qty. Per Year	Est Total	Est Monthly Cost	Est Total Cost
Debris Disposal	\$ 349.50 load	1	20	20	\$ 582.50	\$ 6,990.00
Staking	\$ 3,367.00 all	1	1	1	\$ 280.58	\$ 3,367.00
Small Tools- as needed for full service	\$ 4,950.00 all	1	1	1	\$ 412.50	\$ 4,950.00
Grand Totals					\$ 32,083.33	\$ 385,000.00

PLAN FOR SERVICES

Rates Include Turf Management, Shrubs and Plant Bed Management, Irrigation Systems Management and Maintenance.

Labor Rate for Supervisor: Performed by Brian Beck, who holds a bachelor's degree in landscape architecture.

providing progress reports to the COM Facilities Director.

A 6 man labor crew will be onsite with Supervision on Friday / Saturday, weather permitting.

College of the Mainland will provide mowers, fuel for mowers, and all maintenance required (mowers only). Beck will provide all weed eaters, edgers, trimming tools, trash bags, backpack sprayers, etc. as needed for annual service contract.

COM will provide all needed chemicals needed for application. Beck will provided labor & tools to apply all chemicals.



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols
Date: August 26, 2024
Subject: Tax Rate Discussion of Proposed Tax Rate for 2025

Discussion and possible action to propose a Tax Rate for 2025. Presented for recommended approval to the Board of Trustees on August 26, 2024.

PURPOSE

State law requires the Board of Trustees to propose a tax rate. The purpose is to propose a tax rate that provides the college with the necessary funds to meet funding requirements set forth in the budget.

PROPOSED MOTION:

Suggested Motion: (ROLL CALL VOTE IS REQUIRED)

"I move the Board of Trustees propose a maintenance and operations tax rate of .1427/100 and an interest and sinking rate of .1244/100 for a total rate of .2671/100 for the 2025 tax year."

BACKGROUND

Calculations provided by the Galveston County Tax Assessor and Collector from certified property values.

ATTACHMENT(S):

1. Tax Rate Calculation Worksheet

2024 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

College of the Mainland

409-935-8261

Taxing Unit Name

Phone (area code and number)

1200 Amburn Road, Texas City, Texas 77591

www.com.edu

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$ 18,807,381,973
2.	Prior year tax ceilings. Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$ 1,996,373,107
3.	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$ 16,811,008,866
4.	Prior year total adopted tax rate.	\$ 0.268500 /\$100
5.	Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value. A. Original prior year ARB values: \$ 546,751,759 B. Prior year values resulting from final court decisions: -\$ 468,286,575 C. Prior year value loss. Subtract B from A. ³	\$ 78,465,184
6.	Prior year taxable value subject to an appeal under Chapter 42, as of July 25. A. Prior year ARB certified value: \$ 0 B. Prior year disputed value: -\$ 0 C. Prior year undisputed value. Subtract B from A. ⁴	\$ 0
7.	Prior year Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 78,465,184

¹ Tex. Tax Code §26.012(14)
² Tex. Tax Code §26.012(14)
³ Tex. Tax Code §26.012(13)
⁴ Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 16,889,474,050
9.	Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2024. Enter the prior year value of property in deannexed territory. ⁵	\$ 0
10.	<p>Prior year taxable value lost because property first qualified for an exemption in the current year. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freepport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value.</p> <p>A. Absolute exemptions. Use prior year market value: \$ 35,264,010</p> <p>B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value: + \$ 102,660,492</p> <p>C. Value loss. Add A and B. ⁶</p>	\$ 137,924,502
11.	<p>Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year. Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year.</p> <p>A. Prior year market value: \$ 2,567,346</p> <p>B. Current year productivity or special appraised value: - \$ 7,840</p> <p>C. Value loss. Subtract B from A. ⁷</p>	\$ 2,559,506
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 140,484,008
13.	Prior year captured value of property in a TIF. Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 805,809,850
14.	Prior year total value. Subtract Line 12 and Line 13 from Line 8.	\$ 15,943,180,192
15.	Adjusted prior year total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 42,807,438
16.	Taxes refunded for years preceding the prior tax year. Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. ⁹	\$ 290,640
17.	Adjusted prior year levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$ 43,098,078
18.	<p>Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹</p> <p>A. Certified values: \$ 19,267,390,396</p> <p>B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ _____</p> <p>C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0</p> <p>D. Tax increment financing: Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. ¹² - \$ 983,038,266</p> <p>E. Total current year value. Add A and B, then subtract C and D.</p>	\$ 18,284,352,130

⁵ Tex. Tax Code §26.012(15)
⁶ Tex. Tax Code §26.012(15)
⁷ Tex. Tax Code §26.012(15)
⁸ Tex. Tax Code §26.03(c)
⁹ Tex. Tax Code §26.012(13)
¹⁰ Tex. Tax Code §26.012(13)
¹¹ Tex. Tax Code §26.012, 26.04(c-2)
¹² Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	<p>Total value of properties under protest or not included on certified appraisal roll. ¹³</p> <p>A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴..... \$ <u>938,025,918</u></p> <p>B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵..... + \$ <u>0</u></p> <p>C. Total value under protest or not certified. Add A and B. \$ <u>938,025,918</u></p>	
20.	<p>Current year tax ceilings. Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the home- steads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling pro- vision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step. ¹⁶</p>	\$ <u>2,472,825,675</u>
21.	<p>Current year total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷</p>	\$ <u>16,749,552,373</u>
22.	<p>Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed. ¹⁸</p>	\$ <u>0</u>
23.	<p>Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for the current year. ¹⁹</p>	\$ <u>398,100,344</u>
24.	<p>Total adjustments to the current year taxable value. Add Lines 22 and 23.</p>	\$ <u>398,100,344</u>
25.	<p>Adjusted current year taxable value. Subtract Line 24 from Line 21.</p>	\$ <u>16,351,452,029</u>
26.	<p>Current year NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰</p>	\$ <u>0.263573</u> /\$100
27.	<p>COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. ²¹</p>	\$ _____ /\$100

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	<p>Prior year M&O tax rate. Enter the prior year M&O tax rate.</p>	\$ <u>0.144100</u> /\$100
29.	<p>Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i>.</p>	\$ <u>16,889,474,050</u>

¹³ Tex. Tax Code §26.01(c) and (d)
¹⁴ Tex. Tax Code §26.01(c)
¹⁵ Tex. Tax Code §26.01(d)
¹⁶ Tex. Tax Code §26.012(6)(B)
¹⁷ Tex. Tax Code §26.012(6)
¹⁸ Tex. Tax Code §26.012(17)
¹⁹ Tex. Tax Code §26.012(17)
²⁰ Tex. Tax Code §26.04(c)
²¹ Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	Total prior year M&O levy. Multiply Line 28 by Line 29 and divide by \$100	\$ 24,337,732
31.	<p>Adjusted prior year levy for calculating NNR M&O rate.</p> <p>A. M&O taxes refunded for years preceding the prior tax year. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2023. This line applies only to tax years preceding the prior tax year..... + \$ 166,546</p> <p>B. Prior year taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0..... - \$ 1,159,235</p> <p>C. Prior year transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0</p> <p>D. Prior year M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function..... \$ -992,689</p> <p>E. Add Line 30 to 31D.</p>	\$ 23,345,043
32.	Adjusted current year taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 16,351,452,029
33.	Current year NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.142770 /\$100
34.	<p>Rate adjustment for state criminal justice mandate.²³</p> <p>A. Current year state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0</p> <p>B. Prior year state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies..... - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0.000000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
35.	<p>Rate adjustment for indigent health care expenditures.²⁴</p> <p>A. Current year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose. \$ 0</p> <p>B. Prior year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose..... - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0.000000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.000000 /\$100

²³ [Reserved for expansion]
²⁴ Tex. Tax Code §26.044
²⁵ Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	<p>Rate adjustment for county indigent defense compensation. ²⁵</p> <p>A. Current year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose. \$ 0</p> <p>B. Prior year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose. \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0.000000 /\$100</p> <p>D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100. \$ 0.000000 /\$100</p> <p>E. Enter the lesser of C and D. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
37.	<p>Rate adjustment for county hospital expenditures. ²⁶</p> <p>A. Current year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. \$ 0</p> <p>B. Prior year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0.000000 /\$100</p> <p>D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100. \$ 0.000000 /\$100</p> <p>E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
38.	<p>Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.</p> <p>A. Amount appropriated for public safety in the prior year. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year. \$ 0</p> <p>B. Expenditures for public safety in the prior year. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year. \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0.000000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
39.	<p>Adjusted current year NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.</p>	\$ 0.142770 /\$100
40.	<p>Adjustment for prior year sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero.</p> <p>A. Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent. \$ 0</p> <p>B. Divide Line 40A by Line 32 and multiply by \$100. \$ 0.000000 /\$100</p> <p>C. Add Line 40B to Line 39.</p>	\$ 0.142770 /\$100
41.	<p>Current year voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below.</p> <p>Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p>- or -</p> <p>Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$ 0.154191 /\$100

²⁵ Tex. Tax Code §26.0442
²⁶ Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	<p>Disaster Line 41 (D41): Current year voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</p> <p>2) the third tax year after the tax year in which the disaster occurred</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ 0.000000 /\$100
42.	<p>Total current year debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year, and (4) are not classified in the taxing unit's budget as M&O expenses.</p> <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.²⁸</p> <p>Enter debt amount \$ 22,600,200</p> <p>B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0</p> <p>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0</p> <p>D. Subtract amount paid from other resources - \$ 0</p> <p>E. Adjusted debt. Subtract B, C and D from A.</p>	\$ 22,600,200
43.	Certified prior year excess debt collections. Enter the amount certified by the collector. ²⁹	\$ 1,801,167
44.	Adjusted current year debt. Subtract Line 43 from Line 42E.	\$ 20,799,033
45.	<p>Current year anticipated collection rate.</p> <p>A. Enter the current year anticipated collection rate certified by the collector.³⁰ 99.82 %</p> <p>B. Enter the prior year actual collection rate..... 99.82 %</p> <p>C. Enter the 2022 actual collection rate. 99.84 %</p> <p>D. Enter the 2021 actual collection rate. 99.67 %</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.³¹</p>	99.82 %
46.	Current year debt adjusted for collections. Divide Line 44 by Line 45E.	\$ 20,836,538
47.	Current year total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 16,749,552,373
48.	Current year debt rate. Divide Line 46 by Line 47 and multiply by \$100.	\$ 0.124400 /\$100
49.	Current year voter-approval tax rate. Add Lines 41 and 48.	\$ 0.278591 /\$100
D49.	<p>Disaster Line 49 (D49): Current year voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.</p>	\$ 0.000000 /\$100

²⁷ Tex. Tax Code §26.042(a)
²⁸ Tex. Tax Code §26.012(7)
²⁹ Tex. Tax Code §26.012(10) and 26.04(b)
³⁰ Tex. Tax Code §26.04(b)
³¹ Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	\$ 0.000000 /\$100

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	Taxable Sales. For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ 0
52.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November of the prior year. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 0
53.	Current year total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 16,749,552,373
54.	Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$ 0.000000 /\$100
55.	Current year NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.263573 /\$100
56.	Current year NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November of the prior tax year.	\$ 0.263573 /\$100
57.	Current year voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.278591 /\$100
58.	Current year voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$ 0.278591 /\$100

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$ 0
60.	Current year total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 16,749,552,373
61.	Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$ 0.000000 /\$100

³² Tex. Tax Code §26.041(d)

³³ Tex. Tax Code §26.041(i)

³⁴ Tex. Tax Code §26.041(d)

³⁵ Tex. Tax Code §26.04(c)

³⁶ Tex. Tax Code §26.04(c)

³⁷ Tex. Tax Code §26.045(d)

³⁸ Tex. Tax Code §26.045(i)

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
62.	Current year voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ 0.278591 /\$100

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value.³⁹ The Foregone Revenue Amount for each year is equal to that year’s adopted tax rate subtracted from that year’s voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year’s current total value.⁴⁰ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate that was used must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042;⁴¹
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴² or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴³

Individual components can be negative, but the overall rate will be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴⁴

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	Year 3 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2023 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100	\$ 0.280042 /\$100 \$ 0.000000 /\$100 \$ 0.280042 /\$100 \$ 0.268500 /\$100 \$ 0.011542 /\$100 \$ 15,818,862,790 \$ 1,825.813
64.	Year 2 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2022 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100	\$ 0.272916 /\$100 \$ 0.000000 /\$100 \$ 0.272916 /\$100 \$ 0.267620 /\$100 \$ 0.005296 /\$100 \$ 14,750,319,229 \$ 781.176
65.	Year 1 Foregone Revenue Amount. Subtract the 2021 unused increment rate and 2021 actual tax rate from the 2021 voter-approval tax rate. Multiply the result by the 2021 current total value A. Voter-approval tax rate (Line 67) B. Unused increment rate (Line 66) C. Subtract B from A D. Adopted Tax Rate E. Subtract D from C F. 2021 Total Taxable Value (Line 60) G. Multiply E by F and divide the results by \$100	\$ 0.278019 /\$100 \$ 0.000000 /\$100 \$ 0.278019 /\$100 \$ 0.267700 /\$100 \$ 0.010319 /\$100 \$ 12,949,818,665 \$ 1,336.291
66.	Total Foregone Revenue Amount. Add Lines 63G, 64G and 65G	\$ 0 /\$100
67.	2024 Unused Increment Rate. Divide Line 66 by Line 21 of the <i>No-New-Revenue Rate Worksheet</i> . Multiply the result by 100	\$ 0.000000 /\$100
68.	Total 2024 voter-approval tax rate, including the unused increment rate. Add Line 67 to one of the following lines (as applicable): Line 49, Line 50 (counties), Line 58 (taxing units with additional sales tax) or Line 62 (taxing units with pollution)	\$ 0.278591 /\$100

³⁹ Tex. Tax Code §26.013(b)
⁴⁰ Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)
⁴¹ Tex. Tax Code §526.04(c)(2)(A) and 26.042(a)
⁴² Tex. Tax Code §526.0501(a) and (c)
⁴³ Tex. Local Gov’t Code §120.007(d)
⁴⁴ Tex. Local Gov’t Code §120.007(d)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴ This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

Line	De Minimis Rate Worksheet	Amount/Rate
69.	Adjusted current year NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	0.142770
70.	Current year total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 16,749,552,373
71.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 70 and multiply by \$100.	\$ 0.002985 /\$100
72.	Current year debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.124400 /\$100
73.	De minimis rate. Add Lines 69, 71 and 72.	\$ 0.000000 /\$100

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁹

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
74.	2023 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.268500 /\$100
75.	Adjusted 2023 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2023 and the taxing unit calculated its 2023 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2023 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2023 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2023, complete form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2023 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. ⁵⁰ Enter the final adjusted 2023 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2023 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0.000000 /\$100
76.	Increase in 2023 tax rate due to disaster. Subtract Line 75 from Line 74.	\$ 0.000000 /\$100
77.	Adjusted 2023 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 15,943,180,192
78.	Emergency revenue. Multiply Line 76 by Line 77 and divide by \$100.	\$ 0
79.	Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 16,351,452,029
80.	Emergency revenue rate. Divide Line 78 by Line 79 and multiply by \$100. ⁵¹	\$ 0.000000 /\$100

⁴³ Tex. Tax Code §26.04(c)(2)(B)

⁴⁴ Tex. Tax Code §26.012(B-a)

⁴⁵ Tex. Tax Code §26.063(a)(1)

⁴⁶ Tex. Tax Code §26.042(b)

⁴⁷ Tex. Tax Code §26.042(f)

⁴⁸ Tex. Tax Code §26.42(c)

⁴⁹ Tex. Tax Code §26.42(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
81.	Current year voter-approval tax rate, adjusted for emergency revenue. Subtract Line 80 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 68 (taxing units with the unused increment rate).	\$ 0.278591 /\$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.263573 /\$100
 As applicable, enter the current year NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
 Indicate the line number used: 26

Voter-approval tax rate. \$ 0.278591 /\$100
 As applicable, enter the current year voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 68 (adjusted for unused increment), or Line 81 (adjusted for emergency revenue).
 Indicate the line number used: 49

De minimis rate. \$ 0.000000 /\$100
 If applicable, enter the current year de minimis rate from Line 73.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit’s certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵²

print here ▶ Cheryl E Johnson, PCC, CTOP
 Printed Name of Taxing Unit Representative

sign here ▶ _____ Date

⁵² Tex. Tax Code §§26.04(c-2) and (d-2)



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: August 26, 2024

Subject: Approval of the date to adopt a Tax Rate for 2025.

AGENDA ITEM DESCRIPTION:

Discussion and possible action on Tax Rate and Approval of the date to adopt a Tax Rate for 2025.

FUNDING SOURCE:

N/A

PURPOSE

State law requires the Board of Trustees to discuss the tax rate before voting and adopting the tax rate. State law requires the Board of Trustees to approve the date that the Board will adopt the tax rate.

PROPOSED MOTION:

Suggested Motion: "I move the Board of Trustees approve to set the date to adopt the 2025 tax rate on September 23, 2024."

BACKGROUND:

Per Chapter 26 of the Texas Property Tax Code, the Board of Trustees must provide public notice of the date of tax rate adoption and the opportunity for public comment.

July 2024

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$34.1
Less pending I&S liability:	<u>(\$10.2)</u>
Net unrestricted cash:	\$23.9
Minimum required cash :	\$8.2
Excess cash above minimum:	\$15.7

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$42.0

Actual: \$42.8

(102% earned at 92% of year)

Expense

Budget: \$42.0

Actual: \$38.2

(91% Spent at 92% of year)



PRESIDENT'S OFFICE

MINUTE ORDER

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

AGENDA ITEM DESCRIPTION:

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



INVESTMENT REPORT
For the Month Ended July 2024

Investment discussion:

College of the Mainland earned \$253,378 for the month of July on its short-term investments in TexPool & Logic for a total of \$2,474,469 investment interest earned fiscal year to date. The College earned an additional \$4 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$2,474,473 interest for the fiscal year to date period ending June TexPool - \$1,406,218, Logic - \$1,068,251 and TFB - \$4.

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 'David Wesse', positioned above 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', positioned above a horizontal line.

Trudy Trochesset
Controller
College of the Mainland



TexPool Investments for July 2024

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 35,664,643	\$ -	\$ 1,750,000	160,443	34,075,086	35,427,883	5.434%
Moody	41	29,173	-	-	132	29,305	29,178	5.419%
Totals		\$ 35,693,816	\$ -	\$ 1,750,000	\$ 160,575	\$ 34,104,391	\$ 35,457,060	

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

Logic (Hilltop Securities) Investments for July 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	\$ 2,341,039	\$ -	\$ -	10,743	2,351,782	2,341,039	5.403%
COM Pre Bond 2023	46	\$ 18,250,559	\$ -	\$ 927,677	81,776	17,404,658	17,820,412	5.403%
Totals		\$ 20,591,598	\$ -	\$ 927,677	\$ 92,519	\$ 19,756,440	\$ 20,161,451	
Totals		\$ 56,285,414	\$ -	\$ 2,677,677	\$ 253,094	\$ 53,860,831	\$ 55,618,512	



July 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	(6,122,103)	(5,927,997)	194,106	103%	(5,238,824)	(883,280)
Tuition-non-credit	(461,491)	(1,176,000)	(714,509)	39%	(475,256)	13,764
Exemptions and waivers	1,452,820	1,248,000	(204,820)	116%	1,272,119	180,701
Registration fees	(2,308,877)	(2,095,017)	213,860	110%	(2,437,270)	128,393
Other fees	(184,529)	(154,000)	30,529	120%	(185,261)	733
Grant revenue	(145,552)	(152,000)	(6,448)	96%	(154,838)	9,286
Sales and service revenue	(52,736)	(995,000)	(942,264)	5%	(65,167)	12,431
Miscellaneous revenue	(545,194)	(269,000)	276,194	203%	(1,068,887)	523,694
TPEG transfer in/out	0	465,000	465,000	0%	0	0
<u>Totals for Operating revenue</u>	<u>(8,367,663)</u>	<u>(9,056,014)</u>	<u>(688,351)</u>	<u>92%</u>	<u>(8,353,385)</u>	<u>(14,279)</u>
Non-operating revenue						
State appropriation-Academic	(7,738,496)	(7,738,496)	0	100%	(6,017,455)	(1,721,041)
Property tax revenue	(24,445,725)	(25,032,183)	(586,458)	98%	(23,400,105)	(1,045,620)
Interest revenue	(1,404,824)	(469,000)	935,824	300%	(1,159,140)	(245,684)
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>(34,472,067)</u>	<u>(32,943,986)</u>	<u>1,528,081)</u>	<u>105%</u>	<u>(31,124,421)</u>	<u>(3,347,645)</u>
<u>Total Revenue</u>	<u>(42,839,730)</u>	<u>(42,000,000)</u>	<u>839,730)</u>	<u>102%</u>	<u>(39,477,806)</u>	<u>(3,361,924)</u>



July 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	7,064,333	7,963,058	898,725	89%	6,799,665	264,668
Admin full-time	1,590,280	1,802,001	211,721	88%	1,636,402	(46,122)
Professional full-time	7,486,106	8,390,070	903,964	89%	6,999,286	486,820
Classified full-time	3,683,326	4,227,727	544,401	87%	3,281,476	401,849
Part-time	3,302,569	3,629,529	326,960	91%	2,862,244	440,325
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>23,126,614</u>	<u>25,442,481</u>	<u>2,315,867</u>	<u>91%</u>	<u>21,579,073</u>	<u>1,547,541</u>
Benefits						
Benefits	4,251,216	4,411,113	159,897	96%	4,012,689	238,527
<u>Totals for Benefits</u>	<u>4,251,216</u>	<u>4,411,113</u>	<u>159,897</u>	<u>96%</u>	<u>4,012,689</u>	<u>238,527</u>
Operating expenses						
Contract services	3,737,096	4,117,017	379,921	91%	3,002,250	734,845
Legal	8,231	28,558	20,326	29%	5,360	2,871
Operations	548,519	713,298	164,779	77%	527,235	21,284
Utilities and Rent	2,052,063	2,562,504	510,440	80%	1,973,213	78,851
Postage, printing, and supplies	969,664	1,459,849	490,185	66%	968,341	1,323
Bank fees	119,472	90,100	(29,372)	133%	73,704	45,768
Capital outlay & leases	107,395	118,475	11,080	91%	58,810	48,585
Insurance	2,602,944	2,557,423	(45,521)	102%	2,355,113	247,831
Public rel, marketing and advert	172,860	276,596	103,736	62%	183,291	(10,430)
Misc.	504,615	532,236	27,621	95%	470,690	33,925
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>10,822,859</u>	<u>12,146,406</u>	<u>1,323,547</u>	<u>89%</u>	<u>9,618,007</u>	<u>1,204,852</u>



July 2024 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>38,200,689</u>	<u>42,000,000</u>	<u>3,799,311</u>	<u>91%</u>	<u>35,209,769</u>	<u>2,990,920</u>
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July 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%	121,271	(121,271)
<u>Totals for Salary and wages</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>121,271</u>	<u>(121,271)</u>
Benefits						
Benefits	12,094	0	(12,094)	0%	17,643	(5,549)
<u>Totals for Benefits</u>	<u>12,094</u>	<u>0</u>	<u>(12,094)</u>	<u>0%</u>	<u>17,643</u>	<u>(5,549)</u>
Operating expenses						
Contract services	900,784	0	(900,784)	0%	730,323	170,461
Legal	40,000	0	(40,000)	0%	11,821	28,179
Operations	33,961	0	(33,961)	0%	1,000	32,961
Utilities and Rent	3,190	0	(3,190)	0%	0	3,190
Postage, printing, and supplies	265,455	0	(265,455)	0%	442,003	(176,548)
Capital outlay & leases	421,713	0	(421,713)	0%	2,505,905	(2,084,192)
Public rel, marketing and advert	15,981	0	(15,981)	0%	169,821	(153,840)
Misc.	9,580	0	(9,580)	0%	24,909	(15,329)
<u>Totals for Operating expenses</u>	<u>1,690,664</u>	<u>0</u>	<u>(1,690,664)</u>	<u>0%</u>	<u>3,885,782</u>	<u>(2,195,118)</u>
<u>Total Fund Bal</u>	<u>1,702,758</u>	<u>0</u>	<u>(1,702,758)</u>	<u>0%</u>	<u>4,024,696</u>	<u>(2,321,937)</u>



July 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	634,426	788,580	154,154	80%	600,365	34,061
EVP-Academic & Student	97,887	8,304	(89,583)	1179%	0	97,887
Gen Institution	407,737	361,484	(46,253)	113%	333,002	74,735
Information Technology Serv	2,172,608	2,435,884	263,276	89%	2,050,625	121,983
Internal Audit	149,345	150,000	655	100%	91,335	58,010
OPEAR	364,122	475,802	111,679	77%	348,916	15,206
Presidents Office	711,687	636,459	(75,229)	112%	578,725	132,963
Self Study SACS	500	10,237	9,737	5%	14,825	(14,325)
Staff Attorney	270,850	316,254	45,404	86%	141,067	129,783
<u>Totals for President</u>	<u>4,811,462</u>	<u>5,202,703</u>	<u>391,241</u>	<u>92%</u>	<u>4,158,860</u>	<u>652,603</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	107,225	131,256	24,032	82%	115,533	(8,308)
Custodial Services	1,227,176	1,420,738	193,561	86%	254,500	972,676
Facilities	4,494,318	4,698,624	204,306	96%	5,032,984	(538,666)
Financial Services	875,838	936,387	60,550	94%	848,151	27,687
Grounds	433,416	472,879	39,463	92%	111,644	321,772
Human Resources	658,958	642,300	(16,658)	103%	669,346	(10,388)
Purchasing	321,003	344,407	23,404	93%	311,924	9,079
Records Mgmt	14,573	20,952	6,379	70%	22,195	(7,622)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,587,628)	(1,587,628)	0%	0	0
Staff Benefits	1,165,239	2,342,860	1,177,621	50%	1,088,281	76,957
Tax Admin	303,256	232,631	(70,625)	130%	263,489	39,767



July 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	948,926	1,195,000	246,074	79%	874,404	74,521
Vehicle Operations	113,009	114,847	1,838	98%	102,986	10,023
VP College & Fin Svcs	254,665	217,687	(36,978)	117%	221,082	33,583
<u>Totals for VP Fiscal Affairs</u>	<u>10,917,602</u>	<u>10,873,290</u>	<u>(44,312)</u>	<u>100%</u>	<u>9,916,521</u>	<u>1,001,081</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	94,592	123,152	28,560	77%	104,000	(9,409)
Marketing and Communications	842,349	972,773	130,424	87%	775,320	67,029
VP Institutional Advancement	533,129	606,793	73,664	88%	581,117	(47,988)
<u>Totals for VP Institutional Advancement</u>	<u>1,470,070</u>	<u>1,702,719</u>	<u>232,649</u>	<u>86%</u>	<u>1,460,438</u>	<u>9,632</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	974,886	1,088,634	113,747	90%	995,769	(20,883)
Academic Planning	166,125	185,427	19,302	90%	0	166,125
Accting-Credit	104,115	102,103	(2,013)	102%	96,223	7,892
Adm-C.I.D.T.	76,184	80,763	4,579	94%	58,719	17,465
Adm-Cont Ed	385,067	409,307	24,240	94%	411,477	(26,410)
Adm-Ind Tech	7,804	8,470	667	92%	7,790	13
Adm-Instruct	37,696	77,068	39,372	49%	62,535	(24,839)
Adm-Math	5,148	9,426	4,279	55%	0	5,148
Adm-Perf & Vis Arts	59,259	70,275	11,016	84%	53,163	6,095
Adm-Pub Svc Ed	110,255	130,194	19,939	85%	109,276	980
Adm-Science	58,243	82,390	24,147	71%	52,487	5,755
Adm-Soc Sci	72,427	83,889	11,462	86%	69,738	2,689
Adult Education	224,877	234,835	9,958	96%	184,872	40,005
Allied Health Admin	13,581	12,592	(989)	108%	10,594	2,987
Allied Health CE	70,688	219,011	148,323	32%	94,425	(23,737)
Art	260,632	271,392	10,760	96%	252,078	8,554
Art Gallery	17,474	26,803	9,328	65%	774	16,701



July 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>
Biol & Nutrition	815,545	823,223	7,678	99%	742,579	72,966
Bus Ed-NonCR	0	0	0	0%	2,100	(2,100)
C.I.S.	108,977	106,802	(2,175)	102%	94,704	14,272
CE-CAN Program	20,899	30,183	9,284	69%	34,177	(13,278)
CE-CPR	0	0	0	0%	4,119	(4,119)
CE-Dental	0	5,756	5,756	0%	10,781	(10,781)
Chemistry	195,154	199,450	4,296	98%	180,893	14,261
Child Develop	91,458	93,942	2,484	97%	77,514	13,944
Cmnty Theater	332,958	309,255	(23,704)	108%	346,179	(13,221)
Collegiate H.S.-CR	159,409	166,202	6,793	96%	151,732	7,677
Cosmetology	726,999	722,537	(4,462)	101%	673,012	53,987
Criminal Justice	1,630,027	1,859,920	229,893	88%	79,948	1,550,079
Culinary Arts	69,129	131,074	61,945	53%	0	69,129
Dean Cont Ed	198,664	215,195	16,530	92%	147,726	50,938
Dean Gen Ed	276,124	411,639	135,516	67%	201,190	74,934
Dean of Instruction-Workforce	6,335	860	(5,475)	737%	0	6,335
Dental Hygiene	101,088	186,296	85,207	54%	80,523	20,565
Distance Ed	390,111	425,538	35,427	92%	345,029	45,081
Drafting	7,324	73,799	66,476	10%	85,339	(78,016)
Dual Credit Dept	167,011	182,652	15,640	91%	148,888	18,123
Economics	90,659	85,836	(4,823)	106%	88,159	2,500
EMS-Credit	221,979	269,831	47,852	82%	295,500	(73,520)
Engineering	39,182	9,876	(29,306)	397%	18,674	20,508
Fire Tech	424,743	406,256	(18,486)	105%	353,276	71,466
Firearms Acad	40,107	42,920	2,813	93%	78,498	(38,391)
Foreign Lang	72,117	71,748	(369)	101%	72,228	(111)
Gen Bus-Credit	294,018	324,877	30,859	91%	249,645	44,373
Geology	109,863	111,594	1,731	98%	80,311	29,552



July 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>
Government	383,045	374,706	(8,339)	102%	359,828	23,217
Graphic Arts	154,509	143,902	(10,607)	107%	138,586	15,923
Health and PE Credit	155,559	155,031	(528)	100%	153,879	1,680
Health Info Mgmt	237,226	245,908	8,681	96%	217,656	19,570
Hist & Geog	387,935	315,894	(72,041)	123%	319,905	68,030
Humanities	184,672	210,134	25,461	88%	198,357	(13,684)
Instr Tech Department	254,848	267,492	12,644	95%	227,167	27,681
Instr Tech Lab Mgrs	4,086	36,874	32,788	11%	29,341	(25,255)
Law Enforcement	189,959	290,723	100,764	65%	76,608	113,352
Law Enforcemnt-NonCR	73,354	33,214	(40,140)	221%	78,038	(4,683)
LC Ctr Admin	13,042	22,084	9,042	59%	3,600	9,442
Library	729,457	772,931	43,474	94%	694,333	35,125
Management	0	0	0	0%	20,499	(20,499)
Massage Therapy	3,574	7,400	3,826	48%	19,110	(15,536)
Math	853,132	853,226	94	100%	802,502	50,630
Medical Assistant	92,184	106,671	14,488	86%	85,400	6,784
Music	242,004	304,240	62,236	80%	314,031	(72,026)
Networking	93,388	103,562	10,174	90%	97,816	(4,428)
Nursing Administration	436,998	580,683	143,685	75%	1,992,219	(1,555,220)
Nursing-AD	0	0	0	0%	560	(560)
Nursing-VN	0	0	0	0%	0	0
Pharmacy Tech	94,556	101,390	6,834	93%	92,410	2,146
Philosophy	63,306	31,144	(32,162)	203%	53,187	10,120
Physics	104,799	104,888	89	100%	116,054	(11,255)
Process Tech	504,986	558,752	53,766	90%	441,757	63,228
Prof Develop Acad	850	9,000	8,150	9%	366	484
Program Development	90,693	100,016	9,323	91%	210,680	(119,987)
Psychology	398,012	384,897	(13,115)	103%	361,018	36,994



July 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>
QEP	11,712	691	(11,021)	1695%	0	11,712
Radiography	155,800	323,617	167,817	48%	5,803	149,997
Safety-CR	77,539	82,800	5,261	94%	104,435	(26,896)
Senior Adult Dept	259,299	264,591	5,292	98%	244,350	14,949
Social Science Non CR	45,731	17,051	(28,680)	268%	37,343	8,388
Sociology	84,896	80,995	(3,900)	105%	27,657	57,238
Speaking,Reading,Writing	497,595	634,699	137,104	78%	372,231	125,364
Theater Arts-Credit	147,597	201,080	53,483	73%	97,962	49,635
Thermal Tech-NonCR	103,499	176,701	73,203	59%	130,936	(27,438)
VP Instruction	315,291	949,652	634,361	33%	353,889	(38,598)
Welding-Cred	435,318	551,636	116,319	79%	445,996	(10,679)
<u>Totals for VP Instruction</u>	<u>17,114,790</u>	<u>19,758,113</u>	<u>2,643,324</u>	<u>87%</u>	<u>16,028,151</u>	<u>1,086,638</u>
<u>Summary for VP Student Services</u>						
Admissions	385,548	413,877	28,328	93%	309,844	75,705
Advise Center	570,806	619,926	49,120	92%	576,751	(5,945)
Career & Placement	86,092	124,535	38,443	69%	81,600	4,492
Enrollment Mgmt	56,891	61,056	4,165	93%	71,260	(14,368)
Facilities & Student Recreat	108,204	119,251	11,048	91%	83,918	24,285
Judicial Affairs	198,137	227,462	29,325	87%	209,320	(11,183)
Multicultural Department	24,850	32,500	7,650	76%	17,376	7,473
Recruitment	638,385	623,768	(14,617)	102%	613,309	25,077
Stu Financial Svcs	530,201	626,929	96,728	85%	568,514	(38,313)
Stu Organizations	316,226	348,857	32,632	91%	321,773	(5,548)
Student Graduation	59,590	57,364	(2,225)	104%	63,733	(4,143)
Svcs-Disab Students	45,884	47,154	1,270	97%	39,354	6,530
Testing	293,949	338,783	44,834	87%	285,669	8,280
Veteran Affairs	181,483	193,549	12,066	94%	141,975	39,507



July 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	390,521	628,164	237,643	62%	261,403	129,117
<u>Totals for VP Student Services</u>	<u>3,886,766</u>	<u>4,463,175</u>	<u>576,409</u>	<u>87%</u>	<u>3,645,799</u>	<u>240,967</u>
<u>Totals for Expense</u>	<u>38,200,689</u>	<u>42,000,000</u>	<u>3,799,311</u>	<u>91%</u>	<u>35,209,769</u>	<u>2,990,920</u>

Fund Bal by Division

Summary for VP Fiscal Affairs

Fund Balance - Academic Support	0	0	0	0%	8,801	(8,801)
Fund Balance - Institutional Support	739,226	0	(739,226)	0%	913,797	(174,571)
Fund Balance - Instruction	385,818	0	(385,818)	0%	287,718	98,100
Fund Balance - Oper & Maint	271,726	0	(271,726)	0%	2,675,871	(2,404,145)
Fund Balance - Student Services	305,988	0	(305,988)	0%	138,508	167,480
<u>Totals for VP Fiscal Affairs</u>	<u>1,702,758</u>	<u>0</u>	<u>(1,702,758)</u>	<u>0%</u>	<u>4,024,696</u>	<u>(2,321,937)</u>
<u>Totals for Fund Bal</u>	<u>1,702,758</u>	<u>0</u>	<u>(1,702,758)</u>	<u>0%</u>	<u>4,024,696</u>	<u>(2,321,937)</u>
<u>Totals for Report</u>	<u>39,903,448</u>	<u>42,000,000</u>	<u>2,096,552</u>		<u>39,234,464</u>	<u>668,983</u>



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren R. Nichols Jr., President
Date: August 26, 2024
Subject: Acceptance of the Presidential Search Firm Agreement

Presented for recommended acceptance to the Board of Trustees on August 26, 2024 and forwarded for recommended acceptance to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees accept the Presidential Search Firm Agreement, submitted by the Association of Community College Trustees (ACCT)."

PURPOSE

To assist with the Presidential search for the replacement of Dr. Warren R. Nichols Jr., President.

BACKGROUND

In order for the Board of Trustees to move forward with a Presidential search, an acceptance of the search firm agreement submitted by ACCT is required.

FUNDING SOURCE:

\$49,500 to be paid for out of 2024-2025 fund balance

ATTACHMENTS

1. ACCT Presidential Search Contract
2. ACCT Presidential Search Proposal
3. ACCT Draft Presidential Search Timeline



**Proposal Submitted to
College of the Mainland, TX**

To Assist with the Presidential Search

August 15, 2024

Submitted by:

Julie Golder, J.D.
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acctsearches.org



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ORGANIZATIONAL PROFILE

Founded in 1972, the Association of Community College Trustees (ACCT) is a national nonprofit educational association based in Washington, DC that represents more than 6,500 board members who govern over 1,200 community, technical, and junior colleges. ACCT helps to strengthen the capacity of these institutions to accomplish their missions through effective board leadership, education, training, advocacy at local, state, and national levels, and exemplary search services.

With over 50 years of experience as the only national nonprofit organization dedicated to providing services to community college boards, ACCT has successfully completed over 750 searches for chief executive officers, including chancellors and presidents. Focusing on two-year public community and technical colleges, we are uniquely able to provide comprehensive search assistance, recruitment of a diverse and high-quality pool of candidates, and guidance on an efficacious process to the Board of Trustees, Search Committee, and the College.

As the leading national association that serves community college governing boards, ACCT has the built-in capacity to conduct a comprehensive national recruitment endeavor to bring the most qualified leaders to College of the Mainland. Our full range of services— education, training, conferences, consultations, and advocacy—enables us to build sustainable, collaborative relationships with board members and understand their institutions from multiple perspectives, thereby strengthening our ability to assist in identifying an institution’s new leader.

ACCT Searches has a highly qualified team of experts dedicated to supporting the Presidential search for College of the Mainland. ACCT is unlike other organizations in that we use a team approach for conducting all searches. The ACCT Searches team brings a powerful combination of a keen understanding of community and technical colleges and hands-on experience in higher education leadership. Furthermore, ACCT Searches prides itself on ensuring that its team is accessible to the governing boards, candidates, and community members throughout its searches, with a high degree of responsiveness to any questions or concerns.

QUALIFICATIONS AND EXPERIENCE

College of the Mainland will have access to our leading national expertise and understanding of best practices. We will work closely with the Board of Trustees and Search Committee to meet the unique needs of the College’s Presidential search. Identifying competitive candidates who are well-suited for the institution and its distinct culture is essential. Our recruitment is customized to meet the needs of the College. ACCT will leverage our full arsenal of resources and our vast network of current and former leaders in community, state, and technical colleges around the nation for the search.

ACCT's consistently cited strengths include:

- ACCT's ability to attract high-quality candidates—particularly those who might not respond to an advertisement—from both two- and four-year colleges/districts/systems.
- ACCT's reputation for professionalism and equity ensure that a national pool of candidates will be broadly inclusive and diverse.
- ACCT's unique position within the national community college culture gives ACCT a clear advantage in providing a highly effective recruitment effort.
- ACCT has a proven record of recruitment of minority and female candidates.
- ACCT's structured search practice ensures both internal and external constituents that the process is open and fair, and that the final candidate selected is the best from a national field.

ACCT is the only nonprofit professional search consulting organization that:

- Focuses exclusively on the community college sector.
- Has a 45-plus year history of providing these services to governing boards of community colleges, state systems, and districts throughout the country.
- Has completed over 750 successful searches for executive officers including college presidents, chancellors, campus presidents, vice presidents, and deans.
- Provides comprehensive in-depth background and reference reports on candidates.
- As a national association, has an extensive community college national network.

Networking Capacity and Additional Resources

ACCT boasts an extensive database of over 16,500 community college and university administrators. Our personnel frequent national higher education events, including but not limited to: our own two national conferences, the ACCT Leadership Congress and the National Legislative Summit, both attended by hundreds of presidents and board members annually; the American Association of Community Colleges Annual Convention; the National Conference on Race and Ethnicity in American Higher Education; and the American Council on Education's Annual Meeting, where staff continuously network and often present sessions.

Successful Placements

ACCT has facilitated numerous community college executive searches that have yielded successful placements. Our organization is deeply committed to working with institutions to ensure that a placement is made that meets the College's standards and expectations for future leadership. Successful searches include:

2024 to Date

- Dr. Lori Barber, President – College of Eastern Idaho, ID
- Dr. Stephen Benson, President – Paris Junior College, TX

- Dr. Reggie Browning, Vice President of Administrative Services/Chief Financial Officer – Piedmont Community College, NC
- Dr. Kristine Di Memmo, Vice President of Business Services – Riverside City College, CA
- Catherine English, Executive Director of the PCC Foundation – Piedmont Community College, NC
- Dr. Jonathan Fuentes, President – Clovis Community College, NM
- Dr. Robert Gonzalez, President – Oxnard College, VCCCD, CA
- Dr. Ken Ingle, President – Alamance Community College, NC
- Dr. Tyrone Jackson, President – Southeast Arkansas College, AR
- Dr. Greg Little, President – Midlands Technical College, SC
- Dr. Paula Livingston, Vice President of Academic Affairs – Estrella Mountain Community College, MCCCDC, AZ
- Dr. Claudia Lourido-Habib, President – Ventura College, VCCCD, CA
- Dr. Bryan Newton, President – Glen Oaks Community College, MI
- Dr. Maria Pharr, President – Pitt Community College, NC
- Dr. Michael Rodgers, President – Wilkes Community College, NC
- Dr. Joanne Russell, Vice President of Academic Affairs – Mesa Community College, MCCCDC, AZ
- Dr. David Sam, President – Bermuda College, Bermuda
- Dr. Linda Sue Warner, President – San Carlos Apache College, AZ
- Dr. Vicky Wood, President – Trident Technical College, SC

2023

- Dr. Nicole Albo-Lopez, Vice Chancellor of Educational Programs and Institutional Effectiveness – Los Angeles Community College District, CA
- Dr. Lisa Armour, Executive Vice Chancellor and Provost – Maricopa County Community College District, AZ
- Dr. Kevin Brockbank, Chancellor – Community Colleges of Spokane, WA
- Dr. Levy Brown, Provost and Vice President of Academic Affairs – Connecticut State Community College, CT
- Mario Castillo, Chancellor – Lone Star College, TX
- Dr. Chemene Crawford, President – Everett Community College, WA
- Dr. Amy Diaz, President – GateWay Community College, MCCCDC, AZ
- Dr. Patrena Elliott, President – Halifax Community College, NC
- Dr. Margaret Ford Fisher, Interim President – Houston Community College, TX
- Anita Hanson, President – Fond du Lac Tribal and Community College, MN
- Dr. Tiffany Hernandez, President – Glendale Community College, MCCCDC, AZ
- Dr. Damon Kennedy, President – Midland College, TX
- Dr. Jim Lancaster, Vice Chancellor of Workforce Development and Adult Education – Los Angeles Community College District, CA

- Dr. Kenneth Lawson, President – Columbia Gorge Community College, OR
- Dr. Kathleen Linaker, President – Riverland Community College, MN
- Peter Lindstrom, Provost and Vice President of Academic Affairs – Community College of Denver, CO
- Dr. Alfred McQuarters, President – Los Angeles Trade-Technical College, LACCD, CA
- Dr. Claire Oliveros, President – Riverside City College, RCCD, CA
- Charles Sasaki, President/Superintendent – Ohlone College, CA
- Dr. Kristina Scott, Vice President of Student Affairs – South Mountain Community College, MCCCDC, AZ
- Dr. Jayda Spillers, Chancellor – Northwest Louisiana Technical Community College, LCTCS, LA
- Dr. Alexander Stewart, President – Sandhills Community College, NC

2022

- Dr. Suzanne Ames, President – Peninsula College, WA
- Dr. Kim Armstrong, President – Clovis Community College, SCCCDC, CA
- Dr. Kevin Beardmore, President – Southeast New Mexico College, NM
- Dr. Alison Buckley, President – SUNY Ulster, NY
- Dr. Stephanie Bulger, President – Lane Community College, OR
- Dr. Cheryl Calhoun, Provost & Vice President of Instruction – Arapahoe Community College, CO
- Dr. Melissa Curtis, Vice President of Student Success – Howard Community College, MD
- Dr. Richard Daniel, President – South Mountain Community College, MCCCDC, AZ
- Dr. Marilyn Flores, Superintendent/President – Río Hondo College, CA
- Dr. Eric Heiser, President – Coconino Community College, AZ
- Chad Lashua, Vice President of Business Services – Gogebic Community College, MI
- Lin Hillis, Vice President of Talent, Inclusion, and Workplace Culture – Kentucky Community and Technical College System, KY
- Dr. James Lemerond, President – Bellingham Technical College, WA
- Dr. Laura McCullough, President/CEO – Maysville Community and Technical College, KCTCS, KY
- Dr. Susan Mills, Vice Chancellor of Educational Services and Strategic Planning – Riverside Community College District, CA
- Dr. Carl Moore, Vice President of Teaching and Learning – Howard Community College, MD
- Dr. Derek Moore, President – New Mexico Junior College, NM
- Dr. Pamela Monaco, President – Ocean County College, NJ
- Dr. Annebelle Nery, President – Santa Ana College, RSCCD, CA
- Dr. Katricia Pierson, President – Crowder College, MO
- Dr. Minita Ramirez, President – Laredo College, TX
- Dr. Dennis Rittle, President – NorthWest Arkansas Community College, AR

- Dr. Jennifer Sabourin, Vice President of Student Services and Athletics – Gogebic Community College, MI
- Dr. George Stalliard, Vice President of Finance and Operations – Lane Community College, OR
- Quintin Taylor, Chancellor – River Parishes Community College, LCTCS, LA

2021

- Dr. Sunem Beaton-Garcia, President – Chippewa Valley Technical College, WI
- Dr. Augustine Boakye, President – Essex County College, NJ
- Dr. Randall Esters, Chancellor – Louisiana Delta Community College, LCTCS, LA
- Tammy Few, Vice Chancellor, Human Resources and Employee Relations – Riverside Community College District, CA
- Dr. Glendon Forgey, President – Frank Phillips College, TX
- Dr. Michael Gavin, President – Delta College, MI
- Dr. Chato Hazelbaker, President – Northland Pioneer College, AZ
- Dr. Peter Jordan, President – Dutchess Community College, SUNY, NY
- Dr. Stacey Moore, President – York Technical College, SC
- Dr. Deidre Peaslee, President – Saint Paul College, MN
- Ms. Kate Smith, President – Rio Salado College, Maricopa Community Colleges, AZ
- Dr. Ricardo Solis, President – South Texas College, TX
- Dr. Vincent Solis, President – Brazosport College, TX
- Dr. Thomas Striplin, President – Eastern West Virginia Community and Technical College, WV

SCOPE OF WORK

The role of the ACCT Searches Team is, in part, to facilitate the development of consensus throughout the search. Our process builds confidence in the outcome and ensures the quality of the work performed by engaging the Search Committee in every step. The ACCT search process is designed to respond to the selection and support services needed by College of the Mainland. As the national organization for community college governing boards throughout the country, we are positioned to have a deep and broad knowledge of both established and emerging leaders throughout the country. Additionally, our recruitment covers the region and state.

Search Organization and Planning

ACCT will...

- Work closely with the Board of Trustees to assess organizational culture and the future direction of the institution, outline an overall process, and provide expert search guidance and best practice national standards in search services.
- Assist the College in forming a Search Committee (if helpful).

- Provide expert guidance to the Board of Trustees and Search Committee throughout the search process.
- Provide orientation to the members of the Search Committee on their roles and responsibilities, as well as the search process itself.
- Maintain the confidential nature of the selection process.
- Perform all duties as outlined in the search timeline and take all necessary steps to begin as soon after the award as is reasonably practicable.
- Work closely and consistently communicate with the Board of Trustees and Search Committee members on all phases of the search process.
- Provide progress reports that can be shared with the College community.
- Work closely with the College on arrangements for meetings, interviews, campus visits, websites, etc.
- The College is responsible for posting notice for all meetings when notice is required per local regulation.

Search Committee Development

ACCT will...

- Advise the Board of Trustees on the selection and appointment of members of the Search Committee.
- Facilitate initial meeting of the Search Committee to introduce members to each other and familiarize them with their roles and responsibilities. ACCT will share a special guide it has developed with ground rules and best practices for Search Committee engagement in the search process.
- Assist the Board of Trustees and Search Committee in identifying applicants that best meet the position criteria and qualifications for a short list.
- Coordinate candidates' participation in the interview process.
- Assist with the development of an interview format and candidate questions.

Institutional Analysis and Profile Review

ACCT will...

- Facilitate open public forums to gather information from constituents regarding the challenges and opportunities facing the institution, as well as the ideal characteristics, skills, competencies, and abilities of candidates for the Presidential position.
- Use an online survey instrument to gather additional information from constituents (optional).
- Utilize information from research, interviews, and discussions with the Board of Trustees and key internal and external constituencies to help develop a comprehensive Presidential Profile.
- Assist in developing an inclusive search process which will engage College constituents.
- Assist the Board of Trustees in the development of criteria for selection.

Marketing and Advertising Strategy

ACCT will...

- Provide advertising and marketing guidance regarding the position and the search process.
- Assist with the development and placement of print and online advertisements in *The Chronicle of Higher Education* along with other state and national media, publications, and websites.
- Work with the public information/human relations office to design a web page for the College website containing important information about the search.
- Prominently feature the position and place a link on acctsearches.org, a dedicated national search website.
- Nationally broadcast the position electronically to a diverse community of over 16,500 community college and university administrators, as well as government, military, and business and industry leaders who have shown interest in community college leadership.
- Utilize social media for professionals, such as LinkedIn.

Recruitment of Candidate Pool

ACCT will...

- Work to identify excellent candidates representing diverse backgrounds through a broad marketing and communication strategy, including, but not limited to, personal recruitment, social media, and national advertising.
- Directly contact potential candidates and strengthen the pool by recruiting candidates who have a proven track record of success and who fit the Presidential Profile.
- Prominently feature the position and actively recruit at national gatherings/meetings including the American Association of Community Colleges (AACC) Annual Meeting and Presidents' Academy, American Council on Education (ACE) Fellows Program, African American Presidents' Roundtable, National Conference on Race and Ethnicity in American Higher Education (NCORE), and other appropriate higher education gatherings, conferences, and meetings.
- Solicit nominations and applications through outreach to higher education leaders and ACCT's large database of potential candidates.
- Determine interest and seek nominations through direct correspondence to presidents, chancellors, and senior staff at community and technical colleges.
- Feature the search on the College website and the ACCT dedicated searches website for the duration of the search.

Facilitation of Application Review by Search Committee Members

ACCT will...

- Utilize a confidential application review portal customized to the needs of the search, which will allow Search Committee members to securely access applications anywhere and at any time during the review period.

- Provide Search Committee members with individual portal log-in credentials to ensure the confidentiality of the review process.
- Provide technical assistance with a high level of responsiveness.

Candidate Evaluation and Screening

ACCT will...

- Facilitate the discussion with the Search Committee in the review and evaluation of applications and the selection of semifinalist candidates.
- Provide the first review of applicant curriculum vitae and resumes, and forward to the Search Committee.
- Facilitate interviews of top candidates with the Board of Trustees.
- Provide assistance in semifinalist and finalist interviewing (semifinalists can interview in-person or via videoconference). This includes working with the institution on logistics and assisting the Board of Trustees and Search Committee on the drafting of appropriate interview questions.
- Conduct webcam tests with all candidates prior to videoconference interviews (optional). ACCT has a guide that can be shared with candidates on preparing for videoconference interviews.
- Assist with logistics and facilitate campus visits for candidates selected as finalists.
- Assist the Board of Trustees with a site visit to the final candidate's current campus.
- Provide oral in-depth reference reports on final candidates to the Board of Trustees.

Facilitation of Appointment

ACCT will...

- Work with the Board of Trustees to present candidates to the public.
- Work with the Board of Trustees to extend job offer to the top candidate or successive top candidates.
- Work with the Board of Trustees to negotiate, facilitate, and finalize the offer acceptance for the hiring of the new President.
- Provide expert advice and a plan for successful transition of the new President.

Our promise to College of the Mainland: ACCT will work with the Board of Trustees until a placement is made. In the event the search does not result in a successful placement, or the selected candidate's employment is terminated for cause within one year for reasons that should have been identified by ACCT during the search assignment, ACCT will redo the search one time with no additional search fee. However, the College will be responsible for travel costs, reference reports, etc. that are involved with the subsequent search. Any additional searches beyond the one redone search specified above must be mutually agreed upon between ACCT and College and will incur additional search fees, plus travel costs, reference report costs, etc.

ACCT will neither recruit nor invite, for a minimum period of three years, candidates that we have successfully placed.

Reference Reports

In-depth summary reference reports are developed on all final candidates and presented orally to the Board of Trustees. In conducting in-depth reference checks, ACCT's reference consultants will speak directly with individuals who are now, or who have been in the recent past, in a particularly good position to observe and evaluate the candidate's performance. In-depth summary reference reports include information obtained from supervisors, direct reports, and colleagues from current and previous institutions, and include individuals who are not on the candidate's own list. Candidates' qualifications and achievements are examined in relation to the specified requirements of the position. These references and evaluations are combined to provide frank, objective appraisals.

Responsive Communication

One of ACCT's primary ingredients for success in the search process is communication. Regular progress reports are drafted by the ACCT Searches Team on behalf of the Board of Trustees and distributed by the Search Liaison to internal and external constituents via the College website. The ACCT Searches Team also communicates with the Board of Trustees Chair by telephone on a regular basis.

ACCT will notify applicants of their status at each step in the process and will notify semifinalists and finalists of their selection. Candidates selected as semifinalists and who will be interviewed are contacted and their formal permission to contact references is obtained.

At the completion of the search, all the semifinal candidates receive a personal thank you, and members of the Board of Trustees receive an evaluation form with which they provide feedback on ACCT's search services. ACCT handles all contact with the candidates until a final candidate is selected. Formal rejection letters are generally not sent until the successful conclusion of the search. At the completion of the search, all applicants are informed about the outcome.

Confidentiality

ACCT understands that maintaining sensitivity and confidentiality is a critical part of a successful search, and we emphasize its importance throughout the search process. All individuals involved in the provision of search services for ACCT, including search and reference consultants, are pledged to honor the ACCT confidentiality policies, to respect the confidentiality of College information, and to protect each candidate's personal and professional goals and current position. In an ACCT search, unless mandated by state Sunshine or Open Information laws, the confidentiality of a candidate is maintained until the candidate agrees to return to the institution as a finalist.

Candidate Recruitment

ACCT has a broad scope of experience successfully conducting a range of executive level searches. We will work to identify excellent candidates representing diverse ethnic and cultural backgrounds through a broad advertising and communication strategy. ACCT will advise the College with marketing strategies and recommends that College of the Mainland utilize the following national recruitment activities:

- **Personal Recruitment:** One-to-one confidential outreach to outstanding candidates including prominent community college leaders by ACCT. ACCT has longstanding relationships with the American Indian Higher Education Consortium, the National Council on Black American Affairs, the National Community College Hispanic Council, the American Association of Women in Community Colleges, and the American Council on Education's Center for Advancement of Racial and Ethnic Equity and Office of Women in Higher Education.
- **National Advertisements:** The Chronicle of Higher Education, Community College Week, Asian Pacific Careers, the AACC Times, Hispanic Outlook in Higher Education, Diverse Issues in Higher Education, and Asian Week.
- **Web Listings:** The announcement of the position would also appear on the internet via ACCT's and the College's home pages, and various educational job posting sites. ACCT will also broadcast the search via email to an extensive database of over 16,500 higher education leaders.

ACCT ensures that its recruitment strategies are respectful to the confidentiality of all potential candidates as well as the institutions involved.

Engaging Passive Applicants vs. Active Applicants

ACCT is focused on actively recruiting a highly competitive and diverse candidate pool. Some of the best candidates do not apply unless they are privately encouraged to review the position profile and submit an application. Recruitment is a multi-faceted approach, advertising in national publications is important, but one-to-one outreach is as important, or perhaps even more important, to cultivating a strong, rich, diverse, and competitive applicant pool.

COMMITMENT TO DIVERSITY IN THE SEARCH PROCESS

ACCT is deeply committed to fostering the advancement of community colleges, in part, by applying principles of equity and diversity within their organizations and promoting these values within member colleges.

This responsibility can be achieved best when colleges are governed and led by individuals who are attuned to the fact that programs designed for a multicultural student population can help them overcome an environment where discrimination and poverty can serve as deterrents to social and educational mobility, and economic prosperity.

Community colleges are the most diverse and inclusive segment of higher education in the United States. These colleges serve a larger proportion of women, African Americans, Asian/Pacific Islanders, Hispanics/Latinos, Native Americans, LGBTQ students and students with disabilities than any other segment of higher education. Therefore, community colleges are uniquely positioned to foster an environment that honors, respects, and embraces the variety of students attending the nation's colleges and universities. And as such, they have been entrusted with creating educational environments that are safe, respectful, and responsive; and, where the potential of students can be attained at the highest level possible.

ACCT will work to identify excellent candidates representing diverse professional, ethnic, and cultural backgrounds through a broad marketing and communication strategy, including but not limited to personal recruitment, social media outreach, and national advertising. The pools we work to generate are competitive and diverse, and provide real choice to the Search Committee and Board of Trustees.

ACCT is also prepared to provide training to the Search Committee and the Board of Trustees on unconscious bias in the search process, highlighting strategies for how Committee members can recognize and reduce the effects of such cognitive biases when evaluating and interviewing candidates.

TECHNICAL APPROACH

The ACCT Searches Team will work with the Board of Trustees to provide a plan that is customized to the needs of College of the Mainland's Presidential search.

	Tasks	ACCT Services/Deliverables	Activities
<u>College of the Mainland Board of Trustees</u>	<ol style="list-style-type: none"> 1. Define process for conducting search 2. Review and approve Presidential Profile 3. Conduct final interviews, review background information, visit campus of final candidate 4. Select, negotiate contract, and make appointment of new President 	<ol style="list-style-type: none"> 1. Assist in defining steps, timeline, approach for search, and be available to the Board of Trustees 2. Coordinate calendar of activities with the Board of Trustees 3. Keep Board of Trustees Chair informed 4. Provide Board of Trustees with draft Presidential Profile 5. Provide search advice 6. Provide contract & compensation advice/information 7. Provide extensive background information – oral report 8. Provide advice on public/press announcements 	<ol style="list-style-type: none"> 1. Board of Trustees Meeting 2. Issue a report to the College 3. Approve Presidential Profile 4. Receive regular reports at meetings of the Board of Trustees 5. Conduct final stage of search, including interviews of finalists, campus visit of final candidate (optional) 6. Negotiate contracts 7. Make appointments
<u>College of the Mainland Internal Constituents</u>	<ol style="list-style-type: none"> 1. Provide input on Presidential Profile 2. Make nominations 3. Participate in open public forums for final candidates 	<ol style="list-style-type: none"> 1. Prepare draft Presidential Profile 2. Accept nominations and comments by email from all College constituencies 3. Provide advice on format and visit of final candidates 4. Prepare monthly progress report to keep the College informed 	<ol style="list-style-type: none"> 1. Hold public open forums 2. Post Presidential Profile and contact information on College's and ACCT's web pages 3. Host campus visits 4. Provide input to Board of Trustees on all candidates
<u>Search Committee</u>	<ol style="list-style-type: none"> 1. Review the Presidential Profile 2. Review applications, interview candidates and recommend candidates to Board of Trustees 3. Maintain confidentiality 	<ol style="list-style-type: none"> 1. Work closely with the Board of Trustees/Search Committee 2. Provide search process training 3. Provide format for reviewing, rating, and discussing all applications 4. Recommend semifinalists 5. Assist with interview questions 	<ol style="list-style-type: none"> 1. Review and rate confidential applications 2. Select semifinal candidates 3. Interview semifinal candidates (confidential interviews; conducted in-person or via videoconference)
<u>Search Liaison</u>	<ol style="list-style-type: none"> 1. Assist with preparation for all tasks in coordination with ACCT Searches Team 2. Arrange all meetings 3. Distribute progress reports 4. Coordinate visits to campus 5. Provide support to the Board of Trustees Chair and full Board of Trustees 	<ol style="list-style-type: none"> 1. Provide guidance on all aspects of the search 2. Maintain regular contact with the Search Liaison and work closely in preparation of correspondence, reports, files 3. Communicate with all candidates or follow up on nominations 4. Process applications 	<ol style="list-style-type: none"> 1. Handle logistics for all meetings and visits to the campus 2. Distribute regular progress reports 3. Post position on web page 4. Post advertisements 5. Assist with travel for all candidates

ACCT SEARCHES TEAM

ACCT Searches has a highly qualified team of experts dedicated to supporting College of the Mainland in its Presidential search.

Principal



Julie Golder, J.D., Vice President of Search Services, has led over 100 senior executive searches for community and technical colleges throughout the country. Julie provides oversight for ACCT's searches, assists with recruitment efforts, manages reference reports, and provides support to ACCT's Search Consultants. Before joining ACCT, Julie served as a law clerk for the U.S. Senate Finance Committee. She received a Bachelor of Arts in communications from the University of Central Florida and a Juris Doctor from the University of Montana's School of Law.

Lead Search Consultant

The role of the ACCT Search Consultant is, in part, to facilitate the development of consensus throughout the search. The ACCT Search Consultant responds to the support services needed for the Presidential search for College of the Mainland, tailoring the process to accommodate individual circumstances. The Consultant works closely with the Board of Trustees and Search Committee to outline an overall process, set a timeline, and keep all constituencies consistently informed.

The ACCT Search Consultant will make three visits to the College. These three on-site visits typically cover 4-5 days total. Site visits to the institution for a Presidential search may include:

- Initial meeting with the Board of Trustees for guidance on process, timeline, etc.
- Facilitation of an initial meeting of the Search Committee to orient members to each other and to their roles and responsibilities.
- Conducting open forums: gathering information from interviews and discussions with key internal and external constituencies to help develop a comprehensive Presidential Profile.
- Facilitation of discussion in reviewing applications and selection of semifinalists.
- Provision of assistance in semifinalist and finalist interviewing, i.e. facilitation of interviews of top candidates with the Board of Trustees.
- Preparing/presenting a candidate summary report and evaluation and recommending those candidates most clearly qualified. Summary reference reports are developed on all final candidates and are presented orally to the Board of Trustees.

ACCT maintains a team of expert consultants to assist with executive search services.

ACCT Searches Support Staff

Cindy Lopez, Director of Search Services and Tribal College Initiatives, leads and supports searches and manages day-to-day office operations, ensuring timeliness and quality in the provision of search documents and processes. In addition, Cindy leads our Governance Leadership Institutes for Tribal Colleges and developing grant supported leadership workshops for aspiring community college presidents. Cindy is an experienced educator, manager and higher education reform program leader and is fluent in Spanish.

Prior to returning to ACCT, where she previously worked from 2015-17, Cindy was the Executive Director of Network Engagement at Achieving the Dream. She also worked for the University of Oklahoma, the University of Los Andes, and the World Bank. She received her Associate of Arts from Cottey College, a Bachelor of Arts from Mount Vernon College and a Master of Arts degree from Johns Hopkins School of Advanced International Studies, DC.

Nicole Cennamo, M.A., Board Services Associate, provides wide-ranging support for ACCT's executive searches. Prior to joining ACCT, she worked for the Community College Research Center and the New York State Education Department. Nicole holds a Master of Arts in Education Policy from Columbia University and a Bachelor of Arts in Political Science from The George Washington University.

Zachrey G. Sims, M.A.T., Search Services Associate, provides wide-ranging support for ACCT's executive searches. Prior to joining ACCT, he served as assistant to the editor for the Journal of Peace Education. Zach holds a Master of Teaching and a Bachelor of Arts in History from James Madison University.

Andrew Laine, J.D., Association Counsel, provides support on preparing search proposals and contracts, as well as managing vendor certification requirements, tracking search agreement deliverables, and overseeing execution of search services contracts. Prior to joining ACCT, Andrew served as a legislative fellow with the Council of the District of Columbia. He received a Juris Doctor from The George Washington University Law School and Bachelor of Arts in Political Science from the State University of New York at Geneseo.

Thomas L. Wright, CPA, oversees accounting and finance within ACCT, develops the annual fiscal budget and provides analyses of investments and capital. Prior to joining ACCT, Thomas served as the Director of Finance for the American Council on Education. He received his Master of Business Administration from Emory University and his Bachelor of Science from Washington University in St. Louis. Thomas is a licensed CPA in the state of Illinois.

Reference Consultants

ACCT also maintains a seasoned team of reference consultants to assist with confidential reference checks and background investigations. In-depth summary reference reports are developed on all final candidates and presented orally to the Board of Trustees. ACCT's reference consultants will speak directly with individuals who are now, or who have been in the recent past, in a particularly good position to observe and evaluate the candidate's performance.

FEE STRUCTURE

ACCT's fee and expense structure is cost-effective and considers the ethical and judicious use of public funds. **ACCT's total search fee is \$49,500, including all consultant travel expenses, for a comprehensive, full-service search, and provision of all services outlined in this proposal.**

Detailed Services Included in the ACCT Search Fee:

- **Search Approach Services**
 - All services outlined in proposal.
- **Recruiting Services**
 - Provide one-on-one, focused recruiting of high-caliber candidates.
 - National communications strategy and advertising campaign, national exposure of the Presidential search on the ACCT Searches website: acctsearches.org. **Cost of placing advertisements is not included in ACCT search fee**; see "Possible Additional Expenses" table below.
 - Prominent promotion of the search at national higher education meetings.
 - Promotion on professional social media sites such as LinkedIn.
- **ACCT Searches Team Accessibility**
 - Experienced ACCT Searches Team.
 - Three site visits by the ACCT Search Consultant to the College (either in-person or virtually, at the discretion of the College).
 - Unlimited availability on an ongoing basis (telephone, email, etc.).
 - Videoconferencing as requested.
- **Technical Assistance**
 - Process candidate applications.
 - Assist with search organization and timeline development.
 - Develop candidate recruitment, evaluation, screening, interviewing, and site visit materials.
 - Develop search process materials for each step in the search.
 - Work closely with College employees.
 - Group applications into 3 groups: "A" applicants, "B" applicants, and "C" applicants (if desired by the College).

- Upon the request of the College: administer an EEO survey. College must make this request and provide the survey language.
- **Background Reference Reports**
 - Provide oral in-depth summary reference reports on up to three (3) final candidates.
 - Provide up to three (3) candidate credit, civil, and criminal background reports using HireRight.

Not included in ACCT’s Search Fee:

- **The cost of advertising and placing ads**
- **Candidate travel expenses**

Possible Additional Search Expenses

Depending on the search process decisions of the Board of Trustees, the following are **possible additional** search expenses managed by the College (not included in the base ACCT search fee):

Activity	Estimated Costs
Semifinal Candidate Travel: Six to Eight Semifinal Candidates at \$500-700 each (no cost if using video)	\$3,000-7,000
Final Candidate Travel: Three to Four Final Candidates/Spouses at \$500-700 each	\$1,500-3,500
Position Announcements (Advertising): National Regional/Local	\$5,000-9,000 \$1,000
Search Committee Incidentals: Refreshments/Meetings, etc. Travel Reimbursement Hotel Meeting Space for Candidate Interviews	\$500 \$200 \$700
Visit to Final Candidate's Current Institution	\$700

CONTINUING SUPPORT FOR NEW PRESIDENTS

ACCT is committed to the success of the new President of College of the Mainland even after the search is completed. To support a successful tenure, ACCT will reach out to the Board of Trustees Chair for three-month and six-month “check-ups” to assess how the new President is meeting the expectations of the Board of Trustees and College, as well as determine how ACCT can potentially be of further support in establishing an effective Board of Trustees-CEO relationship.

ACCT also offers an optional transitional retreat service, three to four months into the tenure of a new President. This transitional retreat is designed to provide the Board of Trustees with valuable information on Presidential onboarding best practices.

SERVICE GUARANTEE

The ACCT search process is designed to respond to the selection and support services needed for executive searches for College of the Mainland. The process ensures a commitment to integrity, confidentiality, and clear communication. The Board of Trustees and Search Committee can be assured that ACCT’s search process is comprehensive and works to meet the needs of the College and community. Thank you for allowing ACCT to submit this proposal to College of the Mainland. If you have any questions on the proposal, please contact:

Julie Golder, J.D., Vice President of Search Services
Association of Community College Trustees
1101 17th Street NW, Suite 300
Washington, DC 20036
(202) 384-5816 (Mobile) | jgolder@acct.org

AGREEMENT between the
Association of Community College Trustees
and
College of the Mainland

For the sum of \$49,500 for the Association of Community College Trustees (“ACCT”) total search fee, *including all consultant travel expenses*, ACCT agrees to provide comprehensive search services to assist the Board of Trustees (“Board”) of College of the Mainland (“College”), TX in its search for a new President.

The process will begin on or about September 3, 2024.

Services to be provided by ACCT staff/consultant(s) include: candidate recruitment; processing of candidate applications; In-Depth Summary Reference Reports on up to three final candidates (presented orally); HireRight credit, civil, and criminal background reports on up to three final candidates; technical assistance; and preparation of candidate review materials. The College has the option of Consultant facilitation of meetings and interviews via interactive video teleconference sessions. Up to three on-site visits by the Consultant to facilitate meetings in-person are included in the search fee.

Any goods or services purchased independently by the College in furtherance of the search, including, but not limited to, advertising position announcements, profile brochure/letter regional mailings, etc., are not included in the search services fee and are the sole responsibility of the College. Upon the request of the College, ACCT can administer an EEO survey. The College must make this request and provide the survey language. The College is responsible for posting notice for all meetings when notice is required per local regulation.

All individuals involved in the process of selecting the President of College of the Mainland are expected to honor the Confidentiality Policies (attached as page 3 of this Agreement) and to respect the confidentiality of the candidates’ personal and professional goals and current positions.

CANCELLATION. Either party may cancel this Agreement with thirty (30) days’ written notice to the other party. If instituted, the College would reimburse only those charges incurred by ACCT on behalf of the College up to that point in time.

SEARCH GUARANTEE. In the event the search does not result in a successful placement, or the selected candidate’s employment is terminated for cause within one year for reasons that should have been identified by ACCT during the search assignment, ACCT will redo the search one time with no additional search fee. However, the College will be responsible for travel costs, reference report costs, etc. that are involved with the subsequent search. Any additional searches beyond the one redone search specified above must be mutually agreed upon between ACCT and College and will incur additional search fees, plus travel costs, reference report costs, etc.

INDEMNITY AND HOLD HARMLESS, THIRD PARTY LITIGATION. Notwithstanding anything herein to the contrary and to the extent permitted by law, each party shall defend, indemnify, and hold the other party, its directors, officers, agents, representatives, employees and assigns (herein referred to cumulatively as “Indemnitees”), harmless from and against claims for bodily injury or death to any person and damage to property of Indemnitees or others and all reasonable costs and expenses (including without

limitation court costs, reasonable attorney’s fees, accountant’s fees and expert fees) to the extent the same is caused by the intentional or negligent action or negligent inaction of such party, its directors, officers, agents, representatives, employees and assigns. The foregoing indemnity shall not be construed to indemnify any Indemnitee to the extent that any claim or expense is caused by the Indemnitee’s negligent action or negligent inaction.

ELECTRONIC SIGNATURES. The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include signatures transmitted via DocuSign or other electronic signature services or systems, faxed versions of an original signature, or electronically scanned and transmitted versions (e.g., via Portable Document Format (PDF)) of an original signature.

FEE. Fee is to be paid in two increments, as follows: \$24,750 to be invoiced by October 10, 2024 and \$24,750 to be invoiced by March 10, 2025.

College of the Mainland

Association of Community College Trustees

Signature

Signature

Donald Gartman



Jee Hang Lee

Name

Chair Board of Trustees

President & CEO

Title

Date

8/20/2024

Date

AGREEMENT between
College of the Mainland
and the
Association of Community College Trustees

CONFIDENTIALITY POLICIES

All individuals involved in the process of selecting the President of College of the Mainland are expected to honor the following policies and to respect the confidentiality of candidates' personal and professional goals and current position.

1. The College is committed to conducting an open and equitable search process that conforms to the College's EEO regulations, and to meet the spirit of EEO, as well as the legal requirements of the state.
2. The official spokesperson for the search is the Board Chair or the Chair of the Search Committee. Other individuals should not discuss the search with members of the press or College constituency groups. Regular progress reports will be sent to all interested groups and the media.
3. All candidate files are considered confidential and must be maintained and reviewed in a manner that ensures that candidates' identities are not divulged.
4. Information on whether or not an individual is a candidate and candidates' status at each stage of the search is considered confidential.
5. All information contained in semifinal and final candidates' background and reference reports is considered confidential.
6. The identity of candidates is not to be divulged to the press, to members of College constituency groups, and to the community, unless and until the candidates are invited to come to the College for open interviews as final candidates.

DRAFT

College of the Mainland, TX

Draft – Sample Presidential Search Timeline

October 2024	Regular or called meeting of the Board of Trustee to approve the presidential search process in principle, review the timeline, and appoint the Presidential Search Committee.
November 14, 2024	ACCT Search Consultant facilitates a series of in-person open Public Forums (Administrators, Staff, Faculty, Students, Community members invited to attend) to solicit feedback to inform the development of the draft Presidential Profile. Presidential Search Announcement with electronic survey distributed (approximately 10 days prior to the forum date) to solicit feedback to assist with the development of the Presidential Profile.
November 15, 2024	Presidential Search Committee Meeting #1: Training and Orientation; Committee receives Draft Presidential Profile and reviews and edits the draft Presidential Profile. (Approximately a 2 – 3 hour meeting). The Board of Trustees to discuss, edit and finalize the Presidential Profile. (1-hour called meeting to occur after Search Committee Meeting #1).
Week of Nov. 18 2024	Presidential Profile is posted on com.edu and ACCT websites. ACCT and Search Consultant conduct targeted local, state-wide, and national one-to-one recruitment of highly competitive and diverse candidates. Advertisements placed.
January 22, 2025	Target Date for Receipt of Applications. Position open until filled.
Jan. 24. – Feb. 6, 2025	Presidential Search Committee members review and rate the confidential applications using ACCT’s secure web portal.
February 13, 2025	Presidential Search Committee Meeting #2: Presidential Search Committee meets to discuss and select approximately 7 – 9 confidential semifinalists. (5 – 6 hour meeting).
February 26 - 27, 2025	Search Committee Meeting #3: Presidential Search Committee meets for confidential semifinalist interviews. (Two-day Interview process via video or in-person). Search Committee deliberates and selects 3 - 4 finalists and forwards recommendations to the Board of Trustees).
Week of March 10, 2025	Finalists visit the College for tours, participate in public forums, meet with Direct Reports, etc. Finalists interview with the Board of Trustees. During deliberations, ACCT provides oral in-depth reference reports on final candidates.
Week of March 17, 2025	Board of Trustees meets to select a sole finalist. [Option: Board members visit #1 candidate’s institution.] Board negotiates contract and then announces the sole finalist. Board waits 21 days to vote formally.
April 2025	Board meeting and formal vote: New President of College of the Mainland is announced (21 days after the announcement of the sole finalist)
July 1, 2025	Start date for next President of College of the Mainland or as agreed upon by the president-Elect and the Board of Trustees.



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. Enrollment Update – Dr. Helen Brewer

B. Reminders/Announcements

1. Board Meetings

- a. September 2024 – Monday, September 23rd
- b. October 2024 – Monday, October 28th
- c. December 2024 – Monday, December 9th
- d. January 2025 – Monday, January 25th

2. Hispanic Heritage Month Kickoff, Tuesday, September 10th, 12:30 p.m. – 1:30 p.m., LRC Breezeway

3. Constitution Day, Tuesday, September 17th, 12:30 p.m., Conference Center

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
Cruz	Andrea	Barber Faculty	09/07/2023	07/18/2024	Deceased
Davis, Ph.D.	Richard	Manager, Strategic Initiatives & Projects	08/18/2014	08/02/2024	Resignation
Bieszke, Ph.D.	Jennifer	Faculty Doctoral	09/01/2013	08/09/2024	Resignation
Funes	Katia	TRIO SSS Academic Advisor	09/01/2022	08/16/2024	Resignation
Trochesset	Robin	Accounting Specialist II - Cashier	11/08/2011	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.