



Notice/Agenda of March 2025 Regular BOT Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129)
1200 Amburn Road
Texas City, Texas 77591
Monday, March 31, 2025**

The March 2025 Regular BOT Meeting of the Board of Trustees of College of the Mainland will be held Monday, March 31, 2025, 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 Full Board Minutes of Monday, February 24, 2025
5. **Texas Mutual Check Presentation - Risk Management Program**
6. **Comments from the Community**
 - A. Students
 - B. Employees
 - C. Other Citizens
7. **Constituent Leader Activity Reports**
 - A. Faculty Senate - Candice Edmonston, President
 - B. Professional Council - Alisha Lyon, President
 - C. Classified Council - Sonia Kukuch, President
 - D. Student Government Association (SGA) - Maia Morales Morales, President
8. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
9. **Consideration of and Possible Action to Award Contract #23-47 for the Purchase and Installation of Furniture for Select Bond 2023 Projects, for a Not-to-Exceed Amount of \$5,905,038.95 to be Paid with 2023 Bond Funds**
10. **Consideration of and Possible Action to Approve Award of Contract #23-37 to CMT Technical Services (Paradigm Consultants, Inc.) for Special Inspection**

and Testing Services in Support of the Library Classroom Building Project for a Not-to-Exceed Amount of \$275,000

11. **Human Resources Items**
 - A. Appointment Nominations
 1. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Joan Bytheway to the Position of Faculty - Anatomy & Physiology and Biology, Science Department
 2. Consideration of and Possible Action to Approve the Appointment Nomination of Ana Lisa Garza to the Position of Director of Adult Education, Adult Education Department
 - B. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written
12. **Consideration of and Possible Action to Approve an Increase of \$65,462.10 to Contract #24-07 for Construction Services Awarded to Pogue Construction, for a Revised Contract Amount of \$2,114,462.10 to be Paid with Fund Balance**
13. **Consideration of and Possible Action to Approve an Increase to the Custodial Supply Contract #25-08 Awarded to Kleen Supply for an Additional \$51,000 to be Paid with Operating Funds**
14. **Consideration of and Possible Action to Approve Award of Contract #25-07 for Furnishings for the STEAM 4th Floor Buildout, for a Not-to-Exceed Amount of \$260,000 to be Paid with Fund Balance**
15. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the February 2025 Investment Report and Financial Reports
 - B. Consideration of and Possible Action to Accept the February 2025 Quarterly Investment Report
16. **Consideration of and Possible Action to Approve the Award of Contract #25-03 to Texas Veteran Security Services for an Amount Not-to-Exceed \$143,000 to be Paid from Operating Funds**
17. **Consideration of and Possible Action to Accept the 2024 Racial Profile Report**
18. **Consideration of and Possible Action to Approve an Increase to Contract #17-18 Awarded to Stewart Organization for Copier Hardware, Maintenance, and Print Services for an Amount Not-to-Exceed \$140,000 to be Paid from FY25 Operating Budget and Fund 52**
19. **Board Report**
20. **President's Report**
 - A. Updates
 1. 8-Week Advantage Update
 - B. Reminders/Announcements
 1. Board Meetings
April 2025 - Monday, April 28th
May 2025 - Wednesday, May 28th
June 2025 - Monday, June 23rd
July 2025 - Monday, July 28th
 2. Flock the Block - Free Community Event - Saturday, April 5th, 10:00 a.m. - 2:00 p.m., Parking Lot F
 3. Employee Recognition Dinner - Friday, April 11th, 5:00 p.m., COM Conference Center
 4. Asian American Pacific Islander Heritage Month Celebration - April 22nd, 12:30 p.m., COM Conference Center

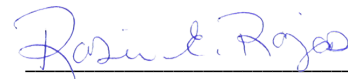
5. Dr. Warren Nichols' Retirement Scholarship Gala - Saturday, April 26th, 5:00 p.m. - 9:00 p.m., Doyle Center
give.com.edu/events/
 6. Groundbreaking Library Classroom Building (LCB) - Thursday, May 1st, 3:00 p.m. - 5:00 p.m.
 7. COM Graduation Ceremonies - Saturday, May 10th, 10:00 a.m. and 2:00 p.m., Abundant Life Christian Center
- C. Resignations and Retirement Report
D. Miscellaneous Updates
21. **Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act**
 22. **Consideration of and Possible Action on any Items Discussed in Closed Session**
 23. **Adjourn**

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, Thursday, March 27, 2025, 3:00 P.M..

Administration

President Warren Nichols, Ed.D.
Executive Vice President Helen Brewer, Ph.D.
Vice President David Wesse, Ph.D.



Rosie E. Rojas
Board Clerk



PRESIDENT'S OFFICE

Call to Order

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



PRESIDENT'S OFFICE

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

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



College of the Mainland
Board of Trustees
2023-2024

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

Dr. Verna J. Henson,
Trustee
7306 Heron Ln.
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vhenson@com.edu

Mrs. Dawn King,
Board Vice Chair
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832-860-0663
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Dr. Bill McGarvey,
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808 Buttonwood Dr.
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409-770-3537
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Mrs. Melissa Skipworth,
Board Secretary
1061 Misty Cliff
Dickinson, TX 77539
281-684-9146
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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: March 31, 2025
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 February 24, 2025."

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 2/24/25

**College of the Mainland Board of Trustees
Minutes of Monday, February 24, 2025
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 Kyle Dickson.

NOTE: Alan Waters passed away on February 19, 2025.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, January 27, 2025

Verna Henson moved the Board of Trustees approve the Full Board Minutes of Monday, January 27, 2025.

Melissa Skipworth seconded the motion; all voted in approval.

NOTE: Kyle Dickson arrived at 1:40 p.m.

Comments from the Community

No comments

Constituent Leader Activity Reports

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

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

Classified Council – Alexandra Gibbons, Vice President, updated the Board on classified employee activities.

Student Government Association (SGA) – Maia Morales Morales, Treasurer, updated the Board on student activities.

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

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

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Teclesha Blanchard to the Position of Director, Equal Opportunity and Title IX, President's Office

Melissa Skipworth moved the Board of Trustees approve the appointment of Teclesha Blanchard to the position of Director, Equal Opportunity and Title IX, President's Office. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Rachel Fano to the Position of Director of Nursing, Nursing Department

Bill McGarvey moved the Board of Trustees approve the appointment of Rachel Fano to the position of Director of Nursing, Nursing Department. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Clara Hamilton to the Position of Database Specialist and Prospect Researcher, COM Foundation & Resource Development Department

Bill McGarvey moved the Board of Trustees approve the appointment of Clara Hamilton to the position of Database Specialist and Prospect Researcher, COM Foundation & Resource Development Department. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Fred Hodges to the Position of Director, Student Engagement & Activities, Dean of Students Office

Verna Henson moved the Board of Trustees approve the appointment of Fred Hodges to the position of Director, Student Engagement & Activities, Dean of Students Office. Melissa Skipworth seconded the motion; all voted in approval.

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

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

New Position(s)

Consideration of and Possible Action to Approve the Financial Analyst Position for the Vice President for Fiscal Affairs Division

Melissa Skipworth moved the Board of Trustees approve the Financial Analyst position for the Vice President for Fiscal Affairs Division. Bill McGarvey seconded the motion; all voted in approval.

Payroll Software

Consideration of and Possible Action to Approve an Increase to Contract 25-04 for the Purchase of Workforce Now Time and Attendance Essential Time Software Module to be Paid with Funds from the Operating Budget

Bill McGarvey moved the Board of Trustees approve an increase to contract 25-04 for the purchase of Workforce Now Time and Attendance Essential Time software module to be paid with funds from the operating budget. Verna Henson seconded the motion; all voted in approval.

Policy

Consideration of and Possible Action to Adopt the Proposed Revisions to Local Policies as Presented

Melissa Skipworth moved the Board of Trustees adopt the proposed revisions to local policies as presented.

CAK(LOCAL) - Appropriations and Revenue Sources: Investments

CDE(LOCAL) - Accounting: Financial Ethics

DGC(LOCAL) - Employee Rights and Privileges: Employee Expression and Use of College Facilities

DHB(LOCAL) - Employee Standards of Conduct: Child Abuse and Neglect Reporting

EGA(LOCAL) - Academic Achievement: Grading and Credit

FFA(LOCAL) - Equal Educational Opportunity: Pregnant and Parenting Students

Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Proposed 2024-2027 Legacy of Excellence: A Future of Success Strategic Plan as Presented by the Administration

Verna Henson moved the Board of Trustees approve the proposed 2024-2027 Legacy of Excellence: A Future of Success Strategic Plan as presented by Administration. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the 2025-2026 Property/Casualty Insurance Renewals

Kyle Dickson moved the Board of Trustees approve the 2025-2026 Property and Casualty Insurance Renewals as stated in the 2025-2026 Proposal Analysis for an amount not to exceed \$2,400,000 to be paid from FY24-25 operating budget. Bill McGarvey seconded the motion; all voted in approval.

Financial Report(s)

Consideration of and Possible Action to Accept the January 2025 Investment and Financial Reports

Bill McGarvey moved the Board of Trustees accept the January 2025 Investment Report and the January 2025 Financial Reports. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Adopt the Resolution Supporting the Continued Investments in the Outcomes-Based Funding Model Established by House Bill 8

Verna Henson moved the Board of Trustees adopt the resolution supporting the continued investments in the Outcomes-Based Funding Model established by House Bill 8. Kyle Dickson seconded the motion; all voted in approval.

Board Report

Melissa Skipworth, Bill McGarvey and Don Gartman made statements regarding the passing of Trustee Alan Waters and his many years of service.

President's Report

Updates

Dr. Nichols let the Board know that Alan Waters had requested that there not be a service.

Rank and Promotion

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

James Mubiru – Associate Professor of Biology

Deane Schneider – Associate Professor of Business

Reminders/Announcements

Board Meetings

March 2025 – Monday, March 31st (Note: this is the 5th Monday of the month)

April 2025 – Monday, April 28th

May 2025 - **Wednesday**, May 28th

Black History Month Celebration, Tuesday, February 25th, 12:30 p.m., COM Conference Center

5th Annual Educate a Woman “Laughs for Lunch” Scholarship Luncheon, Friday, March 7th, 11:30 a.m. – 1:00 p.m., COM Conference Center

Empowering Women in STEM Panel – Thursday, March 13th, 12:30 p.m. - 1:30 p.m., STEM 120

Women’s History Month Celebration – “Moving Forward Together! Women Educating and Inspiring Generations” – Tuesday, March 25th, 12:30 p.m. – 1:30 p.m., COM Conference Center

GCIC Academic Symposium – Friday, March 28th, 9:00 a.m. – 2:30 p.m., Industrial Careers Building (ICB)

Mitchell Chuoke Jr. Plumbing Program Event - Friday, March 28th, 11:30 a.m. – 1:00 p.m., COM Doyle Family Administration Boardroom

Flock the Block – Free Community Event - Saturday, April 5th, 10:00 a.m. – 2:00 p.m., Parking Lot F

Dr. Warren Nichols’ Retirement Scholarship Gala – Saturday, April 26th, 5:00 p.m. – 9:00 p.m., Doyle Center

Groundbreaking Library Classroom Building (LCB) – Thursday, May 1st, 3:00 p.m. – 5:00 p.m.

Resignations and Retirement Report – included in board packet.

Adjournment at 2:36 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Don Gartman, Chair
Board of Trustees



PRESIDENT'S OFFICE

MEMO

To: Dr. Warren Nichols

From: Tige Cornelius

Date: March 3, 2025

Subject: BOT Agenda Item

Texas Mutual will present a check to the Board of Trustees in the amount of \$100,000 for their annual grant to our risk management program.

Comments from the Community

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

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



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

- A. Faculty Senate – Candice Edmonston, President
- B. Professional Council – Alisha Lyon, President
- C. Classified Council – Sonia Kukuch, President
- D. Student Government Association – Maia Morales Morales, President



Bond Update

College of the Mainland, 2023 Bond Program

March 31, 2025

Welding and Industrial Education Buildings

Completed Activities:

- Welding Building:
 - Structural steel for Addition
 - New RTU Installed
 - New roof for existing building

Project Milestones:

- Design Phase: July 2023 – Mar 2024
 - Bidding: Mar 2024 – May 2024
 - Construction Phase: June 2024 – Sep 2025
- Project is on Schedule

Ongoing/Upcoming Activities:

- Welding Building:
 - Welding booth upgrades
 - Replace electrical panels
- IE Building:
 - Classroom renovations
 - Exterior paint

Project Costs:

- Total Project Budget: \$15,788,882
 - Project Cost to Date: \$8,021,269
 - Total Construction Budget: \$12,372,216
 - Construction Cost to Date: \$6,985,458
- Project is in Budget

Welding and Industrial Education Buildings



New Roofing Welding Building



Welding Addition Structural Steel Installation



Structural Steel In Progress

Public Safety Careers

Completed Activities:

- Building slab poured for main classroom building
- Structural steel delivered, crane set

Project Milestones:

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

Ongoing/Upcoming Activities:

- Structural steel in progress
- Prep for firing range building slab pour

Project Costs:

- Total Project Budget: \$34,189,360
 - Project Cost to Date: \$3,814,780
 - Total Construction Budget: \$26,785,339
 - Construction Cost to Date: \$2,079,138
- Project is in Budget

Public Safety Careers



Forms and rebar for building slab



Crane delivery and set up



Grade Beam Footing at Firing Range Building

Corporate Training Center

Completed Activities:

- Building slab poured

Project Milestones:

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

Project is on Schedule

Ongoing/Upcoming Activities:

- Structural steel installation
- Hydronic underground piping on-going
- Parking lot slab pour

Project Costs:

- Total Project Budget: \$15,579,344
- Project Cost to Date: \$1,787,252
- Total Construction Budget: \$13,027,057
- Construction Cost to Date: \$1,044,162

Project is in Budget

Corporate Training Center



Building slab concrete pour



Concrete forms at Parking Lot



Underground hydronic piping

College Services Addition/Renovation

Completed Activities:

- Programming Meeting # 2

Project Milestones:

- Design Phase: Jan 2025 – Sep 2025
 - Bidding: Oct 2025 – Jan 2026
 - Construction Phase: May 2026 – Apr 2027 (Tentative)
- Project is on Schedule

Ongoing/Upcoming Activities:

- CMAR Procurement

Project Costs:

- Total Project Budget: \$9,047,373
 - Project Cost to Date: \$8,428
 - Total Construction Budget: \$7,000,000
 - Construction Cost to Date: \$0
- Project is in Budget



Library Classroom Building

Completed Activities:

- Lot D and Monticello design was presented at Feb BOT.
- Bids were received March 7.
- First design meeting for COMmons and Signage and Wayfinding package was held March 27 with executive leadership, students and employees. A survey was also sent out to capture the input of those who could not attend.

Ongoing/Upcoming Activities:

- Evaluation of bids are ongoing. Appears to be within budget.
- GMP will be presented for approval at the April BOT meeting.
- Groundbreaking on May 1

Project Milestones:

- Design Phase: Jul 2023 – Feb 2025
- Bidding: Feb 2025 – Mar 2025
- Construction Phase: Apr 2025 – Apr 2027
- Project is on Schedule

Project Costs:

- Total Project Budget: \$123,453,618*
- Project Cost to Date: \$4,747,707
- Total Construction Budget: \$99,546,407*
- Construction Cost to Date: \$0

Project scope is aligned with current budget

- * TPC and Construction Budget will be increased at time of GMP to incorporate additional scope

Infrastructure – Parking Lots and Underground Utilities

Completed Activities:

- Phase 1(Lot C) – Parking Lot available. Final punch list walk through completed February 12, 2025.
- Phase 2(Lot B) – Paving demolition is 100% complete. City water meter installation completed.
- Storm sewer connection from detention pond(at Lot C) to the city storm line is complete.

Ongoing/Upcoming Activities:

- Phase 1(Lot C) –Final punch list walk through scheduled February 12, 2025.
- Phase 2 (Lot B) Phase 2 –Domestic water line, fire water line, and storm sewer at 80% complete.
- Approximately 60% complete at the COMmons underground utilities.

Project Milestones:

- Phase 1 – Lot C and Underground Utilities:
 - Jul 2024 – Dec 2024
- Phase 2 – Lot B and Underground Utilities:
 - Dec 2024 – Apr 2025
- Phase 3 – Lot A and Lake Eckert Expansion:
 - Apr 2025 – Sep 2025

Project Costs:

- Total Project Budget: \$12,839,580
- Project Cost to Date: \$4,547,152
- Total Construction Budget: \$9,762,700
- Construction Cost to Date: \$4,065,221

Project is in Budget

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



Parking Lots A, B, C



Caulking - Parking Lot B



New 12" Water Line Service



Lighting - Parking Lot B

Infrastructure – Reroof of Student Center and Conference Center

Completed Activities:

- Conference Center:
 - Complete
- Student Center
 - Change Order # 1 Approved

Project Milestones:

- Design Phase: Complete
 - Bidding: Jul 2024 – Sep 2024
 - Construction Phase: Sep 2024 – Apr 2025
- Project is on Schedule

Ongoing/Upcoming Activities:

- Conference Center:
 - Punchlist
- Student Center
 - Started 3/15/2025

Project Costs:

- Total Project Budget: \$1,727,985
 - Project Cost to Date: \$1,570,622
 - Total Construction Budget: \$1,506,223
 - Construction Cost to Date: \$968,560
- Project is in Budget

Infrastructure – Fine Arts Electrical Upgrades

Completed Activities:

- Programming and Schematic Design Meeting # 1

Project Milestones:

- Design Phase: TBD
- Bidding: TBD
- Construction Phase: TBD

Ongoing/Upcoming Activities:

- Schematic Design

Project Costs:

- Total Project Budget: \$1,944,440
- Project Cost to Date: \$9,068
- Total Construction Budget: \$1,500,000
- Construction Cost to Date: \$0

Project is in Budget



Bond Campus Furniture

Completed Activities:

- + Bids received (2/17/2025)

Project Milestones:

- Design Phase: Apr 2024 – Sep 2024
- Bidding: Jan 2025 – Feb 2025
- Procurement: Jan 2025 – Mar 2025
- Installation Phase: Per Project

Ongoing/Upcoming Activities:

- Recommend award of vendor contracts at March BOT

Project Costs:

- Total Project Budget: \$TBD
- Project Cost to Date: \$304,897
- Total FF&E Budget: \$11,531,102
- Vendor Cost to Date: \$0

Project is under Budget



Questions?



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2025
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of award of Contract # 23-47: Furniture for select Bond 2023 projects

FUNDING SOURCE:

2023 Bond

PURPOSE

Contract with vendors to provide furniture and installation services for select Bond 2023 projects

PROPOSED MOTION:

"I move the Board of Trustees approve award of Contract # 23-47 for the purchase and installation of furniture for select Bond 2023 projects, for a not-to-exceed amount of \$ 5,905,038.95, to be paid with 2023 Bond Funds."

BACKGROUND:

From the proposals received in response to the Request for Proposals, three firms were selected as the best qualified to provide the selected furnishings:

Table with 4 columns: Vendor Name, Base contract amount, Owner Contingency, Purchase Order amount. Rows include J. Tyler, McCoy Rockford, and WRG.

The projects included are the Library Classroom Building, Public Safety (PSC), Corporate Training Center (CCEC), and Weld/IE buildings.

Attachments:

- 1. LAN Cover Letter
2. Vendor Proposal Summary



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

From: Lockwood, Andrews & Newnam (LAN)

Date: March 31, 2025

Re: Approval of award of Contract #23-47: Furniture for select Bond 2023 projects

Background:

A two (2) – step procurement method was used to solicit proposals for furnishings in support of the 2023 Bond construction and renovation projects including the Library Classroom Building (LCB), Public Safety (PSC), Corporate Training Center (CCEC), and Weld/IE buildings.

Request for Qualifications:

On November 8, 2024, co-operative dealers were issued a Request for Qualifications (RFQ). A total of eight (8) firms responded and were evaluated and ranked by the evaluation committee, comprised of COM and LAN personnel. The evaluation committee recommended the top six (6) ranked firms be advanced to step 2 of the procurement process.

The evaluation and ranking for RFQ # 23-47 were as follows:

Firm Name	Ranking	Score
J. Tyler	1	23
FMG	2	22
McCoy Rockford	3	18
WPS	3	18
WRG	5	17
Debner	6	16
Indeco	7	14
Pioneer	8	13

Request for Proposals:

On January 17, 2025, COM issued a Request for Proposals to the six (6) providers selected in Step 1 of the procurement process. Proposals were received on February 17, 2025, and were further evaluated and ranked by the evaluation committee.

Three (3) vendors were selected. Each provider is recommended to serve the college in their respective capacities relative to the item and manufacturer they represent and the size and complexity of each construction project under the Bond.

Therefore, it is recommended that the subject contract be awarded as follows:

Vendor	Proposed Contract Amount to be Awarded (includes Contingency)	General Category of Furnishings
J. Tyler	\$ 1,801,398.90	Offices
McCoy Rockford	\$ 954,174.85	Collaborative Areas, Lobbies
WRG	\$ 3,149,465.20	Classrooms
Total	\$ 5,905,038.95	

:
Each proposed contract amount includes time and material services and contingency for unforeseen requirements that may develop during the course of the project to be paid with 2023 Bond Funds.

Recommendation: LAN recommends the approval J. Tyler, McCoy Rockford, and WRG to provide and install the select furniture for the Bond 2023 projects indicated. We recommend this for the March 31, 2025, Board Meeting.



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

Vendor Proposal Summary

	J. Tyler	McCoy Rockford	WRG
WELD/IE			
Material Sub-total	\$ 84,857.54	\$ 50,570.93	\$ 108,745.09
Installation	\$ 4,244.00	\$ 6,224.62	\$ 8,956.51
Escalation	\$ 8,440.00	\$ 1,906.00	\$ -
Sub-total Item Cost	\$ 97,541.54	\$ 58,701.55	\$ 117,701.60
Potential Tariff at 12%	\$ 11,704.98	\$ 7,044.19	\$ 14,124.19
Owner Contingency at 10%	\$ 9,754.15	\$ 5,870.16	\$ 11,770.16
Potential Upholstery Tariff at 10%	\$ -	\$ -	\$ -
Trash Receptacles Contingency	N/A	\$ -	N/A
Sub-total Contingency Allowance	\$ 21,459.14	\$ 12,914.34	\$ 25,894.35
Grand Total Weld/IE	\$ 119,000.68	\$ 71,615.89	\$ 143,595.95
CCEC			
Material Sub-total	\$ 91,936.17	\$ 102,971.14	\$ 150,838.33
Installation	\$ 4,356.00	\$ 4,891.63	\$ 11,688.42
Escalation	\$ 18,159.00	\$ 533.42	\$ 16,252.68
Sub-total Item Cost	\$ 114,451.17	\$ 108,396.19	\$ 178,779.43
Potential Tariff at 12%	\$ 13,734.14	\$ 13,007.54	\$ 21,453.53
Owner Contingency at 10%	\$ 11,445.12	\$ 10,839.62	\$ 17,877.94
Potential Upholstery Tariff at 10%	\$ 11,445.12	\$ 10,839.62	\$ 17,877.94
Trash Receptacles Contingency	N/A	\$ 8,000.00	N/A
Sub-total Contingency Allowance	\$ 36,624.37	\$ 42,686.78	\$ 57,209.42
Grand Total CCEC	\$ 151,075.54	\$ 151,082.97	\$ 235,988.85
PSC			
Material Sub-total	\$ 183,676.30	\$ 44,258.75	\$ 324,179.87
Installation	\$ 12,800.00	\$ 3,631.63	\$ 24,801.00
Escalation	\$ 36,468.00	\$ 3,162.33	\$ 34,898.09

Sub-total Item Cost	\$ 232,944.30	\$ 51,052.71	\$ 383,878.96
Potential Tariff at 12%	\$ 27,953.32	\$ 6,126.33	\$ 46,065.48
Owner Contingency at 10%	\$ 23,294.43	\$ 5,105.27	\$ 38,387.90
Potential Upholstery Tariff at 10%	\$ 23,294.43	\$ 5,105.27	\$ 38,387.90
Trash Receptacles Contingency	N/A	\$ -	N/A
Sub-total Contingency Allowance	\$ 74,542.18	\$ 16,336.87	\$ 122,841.27
Grand Total PSC	\$ 307,486.48	\$ 67,389.58	\$ 506,720.23
	J. Tyler	McCoy Rockford	WRG
LCB			
Material Sub-total	\$ 686,980.33	\$ 408,218.97	\$ 1,424,044.61
Installation	\$ 34,074.31	\$ 18,488.95	\$ 134,605.64
Escalation	\$ 206,094.00	\$ 27,145.42	\$ 155,865.03
Sub-total Item Cost	\$ 927,148.64	\$ 453,853.34	\$ 1,714,515.28
Potential Tariff at 12%	\$ 111,257.84	\$ 54,462.40	\$ 205,741.83
Owner Contingency at 10%	\$ 92,714.86	\$ 45,385.33	\$ 171,451.53
Potential Upholstery Tariff at 10%	\$ 92,714.86	\$ 45,385.33	\$ 171,451.53
Trash Receptacles Contingency	N/A	\$ 65,000.00	N/A
Sub-total Contingency Allowance	\$ 296,687.56	\$ 210,233.07	\$ 548,644.89
Grand Total LCB	\$ 1,223,836.20	\$ 664,086.41	\$ 2,263,160.17

Blanket Purchase Order	J. Tyler	McCoy Rockford	WRG
Base contract amount	\$ 1,372,085.65	\$ 672,003.79	\$ 2,394,875.27
Owner Contingency	\$ 429,313.25	\$ 282,171.06	\$ 754,589.93
Total BPO Amount	\$ 1,801,398.90	\$ 954,174.85	\$ 3,149,465.20

Minute Order	
All - base contract amount	\$ 4,438,964.71
All- Owner Contingency amount	\$ 1,466,074.24
Total Minute Order Amount	\$ 5,905,038.95



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2025
Subject: Agenda Item: Approval of Contract 23-37 awarded to CMT Technical Services for LCB Construction Materials Testing Services in an amount not to exceed \$275,000

AGENDA ITEM DESCRIPTION:

Approval of contract award 23-37 to CMT Technical Services (Paradigm Consultants, Inc.) for Special Inspection & Testing Services in support of the Library Classroom Building Project

FUNDING SOURCE:

2023 Bond

PURPOSE

Provide Special Inspection & Testing Services for the Library Classroom Building Project.

PROPOSED MOTION:

“I move the Board of Trustees approve Contract 23-37 for Special Inspection & Testing Services, as presented for a not-to-exceed amount of \$275,000.”

BACKGROUND:

From the top five (5) ranked firms placed in the pool, CMT Technical Services (Paradigm Consultants, Inc.) 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 not-to-exceed amount of \$275,000 includes contingency funding in addition to the attached proposal.

Attachments:

1. LAN Cover Letter
2. CMT Technical Services (Paradigm Consultant, Inc.) Proposal, dated March 10, 2025



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

From: Lockwood, Andrews & Newnam (LAN)

Date: March 31, 2025

Re: Approval of Construction Materials Testing firm for the Library Classroom Building

Background: Similar to the pool of Architect & Engineering Services selected to support the various 2023 Bond construction projects, Special Inspection and Testing Agency 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) 23-37 for Special Inspection and Testing Agency Services, which includes Construction Materials Testing Services, on March 26, 2024. The RFQ was advertised to select a pool of professional services providers to provide these testing services. A total of nine (9) 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. 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 CMT serve as the consultant for the Library Classroom Building project.

The evaluation and ranking for RFQ # 23-37 were as follows:

Firm Name	Ranking	Score
Terracon Consultants, Inc.	1	94.75
Paradigm Consultants, Inc.	2	90.80
Ninyo & Moore	3	88.65
Alpha Testing, Inc.	4	85.11
Raba Kisner, Inc.	5	76.16
HTS, Inc. Consultants	6	73.08
Associated Testing Laboratories, Inc.	7	59.88
Geotech Engineering and Testing	8	59.50
Quartet Engineers Corporation	9	37.00

The attached CMT Technical Services proposal, dated March 10, 2025, outlines the scope and associated cost. These services are for a not-to-exceed amount of \$275,000, which includes a time and material estimate of \$252,604 and a \$22,396 owner contingency for unforeseen conditions, to be paid with 2023 Bond Funds.

Recommendation: LAN recommends the approval of CMT Technical Services to perform the Construction Materials Testing services for the Library Classroom Building. This scope includes the building, Lot D and the work along the north side of Monticello. We recommend this for the March 31, 2025 Board Meeting.



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

March 10, 2025
Proposal No.: P24-192

Ms. Paula Drnevich
Program Manager
Lockwood, Andrews & Newman, Inc.
2925 Briarpark Drive, Suite 400
Houston, TX 77042

**Construction Materials Testing Proposal for
College of the Mainland Library & Classroom Building
1200 Amburn Road
Texas City, Texas 77591**

Ms. Drnevich:

CMT Technical Services (Formerly Paradigm Consultants, Inc.) appreciates the opportunity to submit this construction materials testing proposal. This testing proposal presents our scope of services, unit rates, and **estimated cost of services**. The documentation available to develop this proposal was the plans and specifications provided. Please refer to the included Description of Services for scope details.

Project Description

The project consists of the new construction of a four-story Library & Classroom Building with Penthouse on spread footing foundations. The project also includes onsite paving and utilities.

Estimate Cost of Services

We estimate the cost of the services listed below to be \$252,604, as shown in the following cost summary and the enclosed Description and Estimated Cost of Services. This is not a lump sum estimate. **THE ACTUAL COST OF OUR SERVICES IS DEPENDENT ON THE SCOPE OF SERVICES ACTUALLY REQUESTED AS WELL AS THE CONTRACTOR'S SCHEDULE AND EFFICIENCY. THEREFORE, WE WILL ONLY CHARGE FOR THE ACTUAL SERVICES PERFORMED AT THE APPLICABLE RATE.**

Earthwork Testing	\$ 72,416
Foundation Monitoring	\$ 13,020
Concrete Testing	\$ 61,188
Post Tension Inspection	\$ 19,380
Structural Steel Inspections	\$ 32,400
Asphalt Testing	\$ 2,740
Masonry Testing	\$ 4,950
Project Management	\$ 46,510

Proposal Acceptance

If this proposal is acceptable, please sign this proposal. Your signature on this proposal authorizes our services and indicates your acceptance of the proposed scope and cost estimate. The construction schedule was not provided at the time of the submission.

Closing

Again, we appreciate the opportunity to work with you. If you need any additional information, please call.

Sincerely,



Phillip Nowak
Senior Project Manager
CMT Technical Services

Enc. Estimated Cost of Services
Description of Services

ASSUMPTIONS

- No standby time or re-testing was assumed in this proposal.
- Any variation of these assumptions will alter the cost of material testing.
- 5' of select fill assumed for the building pad.
- 20,000 square feet of select fill placed and tested per day.
- 100 linear feet of underground utility backfill placed and backfill tested per day.
- 27 trips for paving subgrade testing (lime placement observations, gradations and density testing).
- 4 slab on carton concrete placements.
- 19 elevated slab concrete placements.
- 19 column concrete placements.
- 10 concrete paving placements.
- 10 sidewalk concrete placements.
- 43 cylinder pickups when no other work is scheduled at 3 hours per trip.

EARTHWORK MONITORING AND TESTING

Representative samples of general area fill, structural fill, utility trench fill, and stabilized subgrade will be obtained and tested in the laboratory. The soils will be verified for specification compliance, and the optimum moisture/maximum dry density relations will be determined. The technician will also perform periodic field density testing of utility trench fill. The representative will also conduct field density testing at the specified frequency for structural fill and stabilized subgrade. We will also obtain periodic production samples of structural building pad fill to determine if the material meets project specifications.

FOUNDATION MONITORING

An engineering technician will monitor the foundation installation on a part-time basis. The technician will observe the bearing surface of the excavations and the reinforcing steel before placement of concrete while at the site for foundation concrete sampling. The technician will communicate with the geotechnical engineer when the excavation begins to discuss the conditions encountered.

CONCRETE MONITORING AND TESTING

An engineering technician will perform the monitoring and testing of the fresh concrete. He will also mold standard test cylinders during the concrete placement, pick up the specimens in the field, and deliver them to our laboratory to test for strength specification compliance. We will cast a set of four (4) cylinders for every 75 cubic yards of structural concrete and every 100 yards of concrete paving placed each day. Reinforcing steel will be inspected when requested.

LABORATORY TESTING

For elevated concrete placements, one cylinder will be tested at 3 days, one at 7 days, two at 28 days, and two will be held in reserve (56 days) for potential additional early breaks. For all other concrete, one will be tested at 7 days, two at 28 days, and one will be held in reserve (56 days) to determine compressive strength. We will provide sample curing and testing in accordance with standard procedures. We will report the test results of cylinders cast in connection with field inspection.

POST TENSION MONITORING

The monitoring of tendon placement and stability is critical to the performance of the post-tensioned concrete member. Our tech will inspect tendons prior to concrete placement. During concrete placements we will check tendons and notify the contractor immediately if any become damaged or moved out of position. He will also verify that adequate vibration is used to consolidate concrete around tendons and tendon bundles. During stressing operations he will monitor and record load and elongation of each tendon.

STRUCTURAL STEEL INSPECTION

A Certified Welding Inspector will provide a visual inspection of 100% of the field welds to determine compliance with applicable American Welding Society (AWS) D1.1 requirement. A daily report will be submitted outlining the areas inspected and identifying welds, which may fail to meet the AWS code. If necessary, a Certified Ultrasonic Inspector will perform an ultrasonic inspection of all full penetration welds

and submit appropriate reports.

HIGH-STRENGTH BOLTED CONNECTION TESTING

A Certified Welding Inspector will inspect the high strength steel bolted connections during erection to verify specification compliance. At least 10% of the connections, with not less than two bolts per connection, will be selected at random for testing. If any bolt is found to be improperly tightened, all bolts in the connection will be checked. A report will be prepared to present the examinations' findings, including identifying all connections examined, defects found, and disposition of each defect.

ASPHALT MONITORING AND TESTING

An engineering technician will assist the contractor in establishing a rolling pattern for the freshly placed asphaltic pavement and field density testing will be performed at the required frequency on the placement. He will obtain a sample of the delivered asphaltic concrete for laboratory testing to determine specification requirement. If required, cores of the in-place pavement will be obtained to determine thickness and density.

MASONRY INSPECTION

An engineering technician will provide full-time masonry inspection as outlined in the General Notes of the project drawings. He will verify reinforcing placement, grout placement in the appropriate cells, cast mortar cubes, and grout samples. He will deliver mortar and grout samples to our laboratory for testing. Formal reports will be issued presenting laboratory test results.

PROJECT MANAGEMENT

The Project Manager will process and submit technical reports to team members in a timely manner. The Project Manager will also attend progress meetings when testing is a regular discussion topic and any special meetings are required. The project manager will communicate immediately with the appropriate project team members if tests or inspections fail to meet specifications and assist with an efficient resolution.

NOTES:

1. A minimum of 4 hours will be invoiced for each trip.
2. Unless otherwise noted in the proposal, overtime for non-engineering personnel will be charged at 1.5 times the personnel rates. Overtime will be applicable for all hours before 6:00 a.m. and after 5:00 p.m., all hours over 6 hours per day, Monday through Friday, and all hours worked on weekends and holidays, unless otherwise agreed. In addition, expedited laboratory testing, which requires overtime to meet the construction schedule or contractor's request, will be charged at 1.5 times the listed rates.
3. Project management will be invoiced every month at a rate of one hour for every eight hours of field services provided. In addition, we will also invoice the Project Manager's time for meetings, site visits or any other time spent on the project other than standard reports and invoicing.
4. Administrative hours will be invoiced monthly at a minimum rate of .25 hours per engineering report.
5. Rates for field representatives and transportation charges are invoiced on a portal-to-portal basis.
6. A minimum of 24 hours advance notice is requested for scheduling or canceling field representatives or testing services. Work scheduled with less than 24 hours' notice will be serviced subject to available personnel. Work canceled with less than 4 hours' notice may be subject to the minimum charge if a field representative has been dispatched to the field.
7. Expenses such as consultant costs, delivery services, equipment rental, reproduction, subcontractor services, supplies, and travel, including airfare, car rental, and lodging, will be invoiced at Cost + 15%.
8. Invoices will be submitted monthly for work in progress and are due and payable upon receipt. Invoices not paid within 30 days of the invoice date will be subject to 1.5% interest per month.

Earthwork Monitoring and Testing	Est. Quar	Unit	Rate	Amount	Phase Total
Atterberg Limits	8	Each	\$66.00	\$528.00	
Percent Passing #200 Sieve	6	Each	\$55.00	\$330.00	
Moisture/Density Relation - Standard	10	Each	\$220.00	\$2,200.00	
Lime Determination (PI Method)	2	Each	\$315.00	\$630.00	
CSS Compressive Strength	2	Set of 4	\$284.00	\$568.00	
Field Technician, RT	726	Hour	\$60.00	\$43,560.00	
Field Technician, OT	154	Hour	\$90.00	\$13,860.00	
Nuclear Density Device	73	Day	\$60.00	\$4,380.00	
Vehicle Charge	106	Trip	\$60.00	\$6,360.00	
Earthwork Subtotal					\$72,416.00
Foundation Monitoring	Est. Quar	Unit	Rate	Amount	Phase Total
Field Technician, RT	150	Hour	\$60.00	\$9,000.00	
Field Technician, OT	0	Hour	\$90.00	\$0.00	
Compressive Strength Cylinders	140	Each	\$18.00	\$2,520.00	
Vehicle Charge	25	Trip	\$60.00	\$1,500.00	
Foundation Subtotal					\$13,020.00
Concrete Monitoring and Testing	Est. Quar	Unit	Rate	Amount	Phase Total
Field Technician, RT	613	Hour	\$60.00	\$36,780.00	
Field Technician, OT	94	Hour	\$90.00	\$8,460.00	
Compressive Strength Cylinders	496	Each	\$18.00	\$8,928.00	
Vehicle Charge	117	Trip	\$60.00	\$7,020.00	
Concrete Subtotal					\$61,188.00
Post-Tension Inspection	Est. Quar	Unit	Rate	Amount	Phase Total
Senior Field Representative, RT	228	Hour	\$75.00	\$17,100.00	
Senior Field Representative, OT	0	Hour	\$112.50	\$0.00	
Vehicle Charge	38	Trip	\$60.00	\$2,280.00	
Post-Tension Subtotal					\$19,380.00
Structural Steel Weld/Bolt Inspection	Est. Quar	Unit	Rate	Amount	Phase Total
Certified Welding Inspector, RT	240	Hour	\$125.00	\$30,000.00	
Vehicle Charge	40	Trip	\$60.00	\$2,400.00	
Structural Steel Subtotal					\$32,400.00
Asphalt Inspection	Est. Quar	Unit	Rate	Amount	Phase Total
Field Technician, RT	16	Hour	\$60.00	\$960.00	
Field Technician, OT	4	Hour	\$90.00	\$360.00	
Extraction/Gradation (TEX 210-F)	2	Each	\$210.00	\$420.00	
Mold Lab Specimens	2	Set of 3	\$90.00	\$180.00	
Bulk Specific Gravity of Lab Molded Samples	2	Set of 3	\$80.00	\$160.00	
Maximum Theoretical Specific Gravity	2	Each	\$100.00	\$200.00	
HVEEM Stability	2	Set of 3	\$110.00	\$220.00	
Nuclear Density Device	2	Day	\$60.00	\$120.00	
Vehicle Charge	2	Trip	\$60.00	\$120.00	
Asphalt Subtotal					\$2,740.00
Masonry Testing	Est. Quar	Unit	Rate	Amount	Phase Total
Field Technician, RT	35	Hour	\$60.00	\$2,100.00	
Field Technician, OT	0	Hour	\$90.00	\$0.00	
Compressive Strength Cubes	5	Set of 6	\$150.00	\$750.00	
Compressive Strength Prisms	5	Set of 4	\$300.00	\$1,500.00	
Vehicle Charge	10	Trip	\$60.00	\$600.00	
Masonry Subtotal					\$4,950.00
Project Management	Est. Quar	Unit	Rate	Amount	Phase Total
Project Engineer	10	Hour	\$175.00	\$1,750.00	
Project Manager	325	Hour	\$120.00	\$39,000.00	
Administrative	85	Hour	\$50.00	\$4,250.00	
PM Software (Subscription, Setup, Training, Tax)	1510	Hour	\$1.00	\$1,510.00	
Project Management Subtotal					\$46,510.00
TOTAL ESTIMATED TESTING COST					\$252,604.00



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2025
Subject: Recommendation – Faculty - Anatomy & Physiology and Biology (Replacement)

Presented for recommended approval to the Board of Trustees on March 31, 2025 and forwarded for recommended approval to 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. Joan Bytheway to the position of Faculty - Anatomy & Physiology and Biology, in the Science Department.”

PURPOSE

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

BACKGROUND

This position is replacing Dr. Jennifer Bieszke.

IMPLICATIONS

Financial: \$70,362 from budget 11-0-0000-1120-5100.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2025
Subject: Recommendation – Director of Adult Education (Replacement)

Presented for recommended approval to the Board of Trustees on March 31, 2025 and forwarded for recommended approval to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the appointment of Ana Lisa Garza to the position of Director of Adult Education, in the Adult Education Department.”

PURPOSE

The Director is responsible for the overall leadership and supervision of the Adult Education Department, including GED preparation, ESL, post-secondary transition and other basic academic skills instruction.

BACKGROUND

This position is replacing Josh Hayes.

IMPLICATIONS

Financial: \$96,190 from budget 11-0-0000-1401-5140.

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

ATTACHMENTS

1. Appointment Nomination

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2025
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on March 31, 2025.

MINUTE ORDER

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

PURPOSE

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

BACKGROUND

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

IMPLICATIONS

Financial:

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

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

Attachments

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Administrative Assistant III	Adult Education	Provides varied secretarial and office administrative assistance to the Adult Education department and associated professional staff.	Replacment for Margarita Wysbrod	Edith Sorto	\$45,546	\$36,437 - \$45,546 - \$54,656
2							
3							
4							
5							
6							
7							
8							



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2025
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of increase to Contract # 24-07: STEAM 4th Floor Shell Space Buildout

FUNDING SOURCE:

2018 Bond and Fund Balance Project

PURPOSE

Provide installation of steel reinforcement under roof to enable future completion of a building facade access system

PROPOSED MOTION:

“I move the Board of Trustees approve an increase of \$65,462.10 to Contract # 24-07 for construction services awarded to Pogue Construction, for a revised contract amount of \$2,114,462.10 , to be paid with Fund Balance.”

BACKGROUND:

On May 29, 2024, the Board approved award of the subject contract to Pogue Construction for the buildout of the 4th floor of the STEAM building for \$2,049,000.00. To support a planned façade access solution for building maintenance, structural steel will need to be added prior to the final phase of construction to the 4th floor for an additional \$65,462.10.as proposed by Change Order to the subject contract to be paid from Fund Balance. The procurement method for this project is in compliance with Government Code 2269.

Attachments:

1. All Steel Welding Proposal



POGUE - Pogue Construction Co., LP

PCI Breakdown

PCI #:PCI002

Cost associated with installing roof anchoring supports in areas with no ceilings in STEAM 4th floor.

College of the Mainland COM STEAM Shell Build Out Texas City, TX 77591	Project Code: 2065 Tel: Fax:
-------------------------------------------------------------------------------------	---------------------------------------------------------

<u>Company</u>	<u>Cost Code</u>	<u>Type</u>	<u>Description</u>	<u>Quoted Amount</u>
All Steel	077100	S	Structural Steel Supports	59,511.00
Pogue Construction Co., LP	990000	B	Fee	5,951.10

PCI Total Quoted Amount: 65,462.10

ESTIMATE

All Steel Welding LLC
220 Grand St
Channelview, TX 77530

gary@allsteelwelding.com
+1 (832) 694-3131
allsteelwelding.com



Bill to
POGUE CONSTRUCTION
575 N. Dairy Ashford, Suite 730
Houston, TX 77079

Ship to
POGUE CONSTRUCTION
575 N. Dairy Ashford, Suite 730
Houston, TX 77079

Estimate details

Estimate no.: 4083
Estimate date: 03/05/2025

#	Product or service	Description	Qty	Rate	Amount
1.		COM STEAM - Roof Anchors - Steel Supports			
2.	Material	NOTE: STEEL PRICING IS TO CHANGE. THE QUOTED PRICES ARE BASED ON CURRENT MARKET CONDITIONS AND MY VARY AT TIME OF PURCHASE.	1	\$12,849.00	\$12,849.00
3.	Transportation	PICK-UPS & DELIVERYS	4	\$300.00	\$1,200.00
4.	Miscellaneous Steel Work	Scope - Install roof anchor post supports per detail 17/S101 & 6/S101 AT (48) LOCATIONS Will not include Beam wrap around Will include: (1) Foreman (2) Certified Welder, Welding Truck with welding equipment, tool and Consumables (1) Iron worker Labor = \$225 per hour Estimated hours = 150	160	\$220.00	\$35,200.00
5.	Equipment Rental			\$2,500.00	\$2,500.00
6.	OH&P		51749	\$0.1499932	\$7,762.00
Total					\$59,511.00

Note to customer

FABRICATION EXCLUSION: ANY ALUMINUM; ANY STAINLESS, ANY TESTING; BOLTS FOR WOOD OR CONCRETE; BULB TEES; CAST IRON; CIVIL, DOWNSPOUTS, GUTTERS;

FLAGPOLES;FENCING;GAUGED
MATERIALS;GROUT;LOUVERS;MOCKUPS;FINISHES;ORNAMENTAL
ITEMS;SHIMS;SIGN
POSTS;SIMPSON ITEMS;SPECIAL COATINGS&FINISHES;STAIR
NOSINGS;STANDING SEAM ROOF;TIES & BRACKETS FOR OTHER
TRADES;UL & FM RATINGS;UNISTRUT.
(Erection Qualifications; GC to provide Elevation control all column
lines control are established prior to mobilization. Safe access and
regress for safe operation of equipment/crane through the building
and/or site is by others. Access to existing steel for new framing,
exposed and cleaned is required prior to mobilization UNO. G.C. will
provide traffic control and barricades where required/needed. G.C.
will provide safety cables per OSHA requirements when applicable
UNO. Exclusions :Shim Packs, Installing shims and shooting in
elevations at columns, On-site Layout of anchor rods and base plate
templates, Grout.)

Accepted date

Accepted by



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2025
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of contract 25-08 for Custodial Supplies

FUNDING SOURCE:

Operating Budget G/L: 11-0-0000-6106-5450

PURPOSE

To provide additional contract funding in support of custodial supplies as needed for campus wide facilities.

PROPOSED MOTION:

“I move the Board of Trustees approve an increase to the custodial supply contract #25-08 awarded to Kleen Supply for an additional \$51,000.00 be paid with operating funds.”

BACKGROUND:

Facilities uses Kleen Supply as the supplier for custodial supplies from Kleen Supply under a just in time delivery contract with Choice Partners. Average annual expenses have increased due to campus growth in enrollment, added programs and general price escalations. Therefore, an increase in expenditures of \$51,000.00 is estimated for the remainder of the fiscal year. This increase will change the current contract from \$99,000.00 to \$150,000.00. Kleen Supply Company is an awarded vendor of the state-cooperative Choice Partners, therefore, the competitive bid requirements per Texas Education Code (TEC) 44.031 have been met.

Attachments:

Choice Partners Contract



Choice Partners national purchasing cooperative offers quality, legal procurement and contract solutions to meet government purchasing requirements. We also meet all cooperative requirements of the **EDGAR/Uniform Guidance CFR 200!**

Dashboard

877.696.2122

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[Print Info.](#)

Kleen Supply Company

Contract Category:

Custodial Supplies and Services

Contract Partner:

Kleen Supply Company

Contract Number:

22/053KN-06

**Contract Terms:**

Initial Award Date:

September 21, 2022

1st Renewal Start Date:

September 21, 2023

2nd Renewal Start Date:

September 21, 2024

Current Expiration Date:

September 20, 2025

Renewal Options

Remaining: 1

Contract Partner Web Site:

<http://www.kleensupply>

Approved Market Area:

TX

Texas Regional Centers:

Region 4
Primary

CP Contract Manager:

Monique Francis

monique@choicepartners.org

713-316-4259

APPROVED PRODUCT OR SERVICE: Custodial and Janitorial Supplies MUST mention 22/053KN-06 when contacting the vendor

TO PLACE AN ORDER: Contact the vendor for all your pricing needs, stating you are using CP contract. Send PO directly to the Vendor, then upload the PO into the CP website at www.choicepartners.org/rebate-program

PRICING: Is according to the contract on file with CP.

Orders MUST be reported in the ORDER PORTAL

on the Choice Partners website. Reporting through the ORDER PORTAL will complete the legal compliance of your cooperative purchase AND make the sales dollars eligible for the CHOICE CA\$H Rebate Program from Choice Partners.

Freight Terms: FOB your dock

HUB Status: Yes

MWBE Status: No

SBE Status: No

VOB Status: No

DUE DILIGENCE: [Download](#)

ABOUT THIS PARTNER:

Kleen Supply company is a 3rd generation Family owned since 1971 based in Galveston Texas. HUB vendor that prides itself in customer service, reliable deliveries and a can do attitude.

CONTACT INFO

For SALES

Carlos Pena

2428 Church St

Galveston, Texas 77550

Phone : 409-762-0140

Fax : 409-762-0340
orders@kleensupply.com

For SALES
Carlos Pena
2428 Church St
Galveston, Texas 77550
Phone : 409-762-0140
Fax : 409-762-0340
ckleen154@cs.com



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PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2025
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of Contract # 25-07: Furnishings for STEAM 4th Floor Buildout

FUNDING SOURCE:

Fund Balance Project: 2025-23, Furniture, Fixtures and Equipment.

PURPOSE

Provide furnishings for STEAM 4th Floor Buildout in support of students and staff

PROPOSED MOTION:

I move the Board of Trustees to approve Contract # 25-07 for furnishings for the STEAM 4th Floor Buildout, in an amount not-to-exceed amount of \$260,000, to be paid with Fund Balance.

BACKGROUND:

A two (2) - step procurement method was used to solicit proposals for furnishings in support of the 2023 Bond construction and campus renovation projects. Therefore, the recommended for award of the STEAM 4th floor furnishings is based on the results of the same solicitation. It is recommended the subject contract be awarded as follows:

Table with 3 columns: Vendor Proposal Summary, J. Tyler, and WRG. Rows include STEAM 4th Floor, Material Sub-total, Installation, Sub-total Item Cost, Owner Contingency at 10%, and Total STEAM 4th Floor Furniture.

February 2025

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$52.5
Less pending I&S liability:	\$0
Net unrestricted cash:	<hr/> \$52.5
Minimum required cash :	\$8.2
Excess cash above minimum:	\$44.3

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$45.0

Actual: \$39.7

(88% earned at 50% of year)

Expense

Budget: \$45.0

Actual: \$23.4

(52% Spent at 50% of year)



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 13, 2025
Subject: Monthly Investment & Financial Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the February 2025 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 February 2025 Investment Report and the February 2025 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. February 2025 Investment Discussion & Report
2. February 2025 Revenue & Expense Summary
3. February 2025 Expense by Division Report



INVESTMENT REPORT
For the Month Ended February 2025

Investment discussion:

College of the Mainland earned \$276,990 for the month of February on its short-term investments in TexPool & Logic for a total of \$1,062,607 investment interest earned fiscal year to date. The College earned an additional \$2 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$1,062,609 interest for the fiscal year to date period ending December TexPool - \$665,228, Logic - \$397,379 and TFB - \$2.

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

Investment Compliance Statement:

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

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

A handwritten signature in blue ink, appearing to read 'D. Wesse', 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 February 2025

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 42,492,826	\$ 12,350,000	\$ 2,500,000	171,609	52,514,435	52,015,026	3.959%
Moody	41	30,028	-	-	100	30,128	30,031	4.009%
Totals		\$ 42,522,854	\$ 12,350,000	\$ 2,500,000	\$ 171,709	\$ 52,544,563	\$ 52,045,058	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of February 2025

Logic (Hilltop Securities) Investments for February 2025

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	\$ 1,547,557	\$ -	\$ 254,144	5,310	1,298,723	1,538,480	4.501%
COM Pre Bond 2023	46	\$ 29,462,573	\$ -	\$ 4,412,912	99,970	25,149,631	28,956,773	4.501%
Totals		\$ 31,010,130	\$ -	\$ 4,667,056	\$ 105,281	\$ 26,448,355	\$ 30,495,253	
Totals		\$ 73,532,983	\$ 12,350,000	\$ 7,167,056	\$ 276,990	\$ 78,992,918	\$ 82,540,311	



February 2025- Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2024-25 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	(6,671,828)	(6,212,056)	459,772	107%	(5,108,609)	(1,563,219)
Tuition-non-credit	(429,147)	(455,044)	(25,897)	94%	(390,790)	(38,357)
Exemptions and waivers	169,459	1,454,802	1,285,343	12%	1,414,020	(1,244,561)
Registration fees	(138,152)	(2,308,635)	(2,170,483)	6%	(2,292,037)	2,153,886
Other fees	283,681	(197,847)	(481,527)	-143%	(124,112)	407,792
Grant revenue	(45,026)	(145,552)	(100,527)	31%	(62,357)	17,331
Sales and service revenue	(20,537)	(55,066)	(34,529)	37%	(25,831)	5,295
Miscellaneous revenue	(231,031)	(528,567)	(297,537)	44%	(192,942)	(38,089)
TPEG transfer in/out	0	0	0	0%	0	0
<u>Totals for Operating revenue</u>	<u>(7,082,581)</u>	<u>(8,447,965)</u>	<u>(1,365,384)</u>	<u>84%</u>	<u>(6,782,659)</u>	<u>(299,922)</u>
Non-operating revenue						
State appropriation-Academic	(6,071,417)	(7,738,496)	(1,667,079)	78%	(5,803,872)	(267,545)
Property tax revenue	(25,894,683)	(26,525,693)	(631,010)	98%	(24,136,308)	(1,758,375)
Interest revenue	(664,539)	(1,404,824)	(740,285)	47%	(527,744)	(136,795)
FTZ reimbursement	0	(883,022)	(883,022)	0%	0	0
Renew & replace transfer out	0	0	0	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(32,630,639)</u>	<u>(36,552,035)</u>	<u>(3,921,397)</u>	<u>89%</u>	<u>(30,467,924)</u>	<u>(2,162,715)</u>
<u>Total Revenue</u>	<u>(39,713,219)</u>	<u>(45,000,000)</u>	<u>(5,286,781)</u>	<u>88%</u>	<u>(37,250,582)</u>	<u>(2,462,637)</u>



February 2025- Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Expense	Current <u>Actual</u>	2024-25 <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	3,940,758	8,558,126	4,617,368	46%	3,842,298	98,460
Admin full-time	1,063,793	2,123,029	1,059,236	50%	893,961	169,832
Professional full-time	4,153,237	9,153,285	5,000,049	45%	4,048,884	104,353
Classified full-time	2,184,207	4,353,439	2,169,232	50%	2,013,711	170,496
Part-time	1,984,171	3,691,157	1,706,987	54%	1,605,581	378,590
Salary increase	0	1,176,795	1,176,795	0%	0	0
Vacancy savings	0	(1,808,239)	(1,808,239)	0%	0	0
<u>Totals for Salary and wages</u>	<u>13,326,166</u>	<u>27,247,594</u>	<u>13,921,428</u>	<u>49%</u>	<u>12,404,435</u>	<u>921,731</u>
Benefits						
Benefits	2,469,167	4,467,658	1,998,491	55%	2,370,752	98,415
<u>Totals for Benefits</u>	<u>2,469,167</u>	<u>4,467,658</u>	<u>1,998,491</u>	<u>55%</u>	<u>2,370,752</u>	<u>98,415</u>
Operating expenses						
Contract services	2,403,513	4,420,305	2,016,791	54%	2,274,986	128,527
Legal	1,755	4,345	2,590	40%	281	1,474
Operations	353,968	958,082	604,115	37%	291,337	62,631
Utilities and Rent	1,268,191	2,891,090	1,622,899	44%	1,124,571	143,621
Postage, printing, and supplies	542,982	1,442,963	899,980	38%	526,371	16,611
Bank fees	53,608	90,100	36,492	59%	72,840	(19,233)
Capital outlay & leases	62,264	153,013	90,749	41%	30,420	31,843
Insurance	2,482,510	2,850,837	368,327	87%	2,578,305	(95,795)
Public rel, marketing and advert	96,792	239,804	143,011	40%	70,756	26,036
Misc.	376,465	543,859	167,394	69%	346,831	29,634
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>7,642,048</u>	<u>13,284,749</u>	<u>5,642,701</u>	<u>58%</u>	<u>7,316,699</u>	<u>325,348</u>



February 2025- Revenue and Expense Summary

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>23,437,380</u>	<u>45,000,000</u>	<u>21,562,620</u>	<u>52%</u>	<u>22,091,887</u>	<u>1,345,494</u>
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February 2025- Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2024-25 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>
Benefits						
Benefits	8,738	0	(8,738)	0%	899	7,839
<u>Totals for Benefits</u>	<u>8,738</u>	<u>0</u>	<u>(8,738)</u>	<u>0%</u>	<u>899</u>	<u>7,839</u>
Operating expenses						
Contract services	762,362	0	(762,362)	0%	601,830	160,532
Legal	0	0	0	0%	25,000	(25,000)
Operations	1,439	0	(1,439)	0%	6,945	(5,506)
Utilities and Rent	0	0	0	0%	1,150	(1,150)
Postage, printing, and supplies	57,547	0	(57,547)	0%	104,681	(47,134)
Capital outlay & leases	289,731	0	(289,731)	0%	212,804	76,927
Public rel, marketing and advert	75,717	0	(75,717)	0%	1,863	73,854
Misc.	589	0	(589)	0%	6,175	(5,586)
<u>Totals for Operating expenses</u>	<u>1,187,384</u>	<u>0</u>	<u>(1,187,384)</u>	<u>0%</u>	<u>960,447</u>	<u>226,937</u>
<u>Total Fund Bal</u>	<u>1,196,122</u>	<u>0</u>	<u>(1,196,122)</u>	<u>0%</u>	<u>961,346</u>	<u>234,776</u>



February 2025 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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	2,250	19,700	17,450	11%	2,271	(21)
Campus Police	402,344	846,888	444,543	48%	365,921	36,423
EVP-Academic & Student	235,789	887,514	651,726	27%	0	235,789
Gen Institution	319,732	402,034	82,302	80%	311,352	8,380
Human Resources	26	0	(26)	0%	0	26
Information Technology Serv	1,487,215	2,494,434	1,007,219	60%	1,455,904	31,311
Internal Audit	139,767	150,000	10,233	93%	41,445	98,322
OPEAR	304,994	489,317	184,323	62%	236,753	68,241
Presidents Office	329,708	676,023	346,315	49%	404,480	(74,772)
Self Study SACS	10,581	12,137	1,556	87%	500	10,081
Staff Attorney	151,533	327,689	176,156	46%	153,301	(1,768)
Totals for President	<u>3,383,939</u>	<u>6,305,738</u>	<u>2,921,798</u>	<u>54%</u>	<u>2,971,927</u>	<u>412,012</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	65,197	131,565	66,369	50%	54,663	10,533
Custodial Services	649,035	1,494,411	845,377	43%	597,423	51,612
Facilities	3,722,149	5,363,259	1,641,110	69%	3,525,822	196,327
Financial Services	412,203	794,093	381,890	52%	483,935	(71,732)
Grounds	199,309	530,085	330,775	38%	230,331	(31,021)
Human Resources	448,218	803,976	355,759	56%	359,895	88,322
Purchasing	186,287	338,649	152,362	55%	176,532	9,755
Records Mgmt	7,471	20,952	13,481	36%	7,237	234
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,808,239)	(1,808,239)	0%	0	0
Staff Benefits	650,928	3,826,214	3,175,286	17%	631,428	19,500



February 2025 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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>
Tax Admin	220,402	440,000	219,598	50%	176,024	44,379
Utilities	387,801	1,180,000	792,199	33%	528,067	(140,266)
Vehicle Operations	70,049	111,707	41,659	63%	64,831	5,218
VP College & Fin Svcs	151,077	284,324	133,247	53%	135,553	15,524
<u>Totals for VP Fiscal Affairs</u>	<u>7,170,125</u>	<u>13,201,347</u>	<u>6,031,223</u>	<u>54%</u>	<u>6,971,741</u>	<u>198,384</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	32,223	108,675	76,452	30%	41,740	(9,517)
Marketing and Communications	503,091	1,110,316	607,224	45%	377,699	125,392
VP Institutional Advancement	292,778	595,930	303,152	49%	339,827	(47,049)
<u>Totals for VP Institutional Advancement</u>	<u>828,092</u>	<u>1,814,921</u>	<u>986,829</u>	<u>46%</u>	<u>759,267</u>	<u>68,825</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	574,996	992,679	417,682	58%	527,339	47,658
Academic Planning	8,206	31,140	22,934	26%	96,644	(88,437)
Accting-Credit	57,552	85,979	28,427	67%	55,229	2,322
Adm-C.I.D.T.	42,014	73,971	31,957	57%	39,467	2,547
Adm-Cont Ed	248,535	432,047	183,512	58%	252,468	(3,933)
Adm-Ind Tech	0	8,000	8,000	0%	4,257	(4,257)
Adm-Instruct	30,325	54,816	24,491	55%	13,667	16,658
Adm-Math	32,513	5,543	(26,970)	587%	0	32,513
Adm-Perf & Vis Arts	38,065	62,967	24,902	60%	32,122	5,943
Adm-Pub Svc Ed	80,233	129,056	48,823	62%	51,961	28,271
Adm-Science	37,902	75,889	37,987	50%	35,800	2,102
Adm-Soc Sci	40,835	73,512	32,677	56%	40,369	466
Adult Education	50,885	154,834	103,950	33%	120,994	(70,110)
Allied Health Admin	4,253	9,322	5,069	46%	7,222	(2,969)
Allied Health CE	116,476	199,873	83,397	58%	17,453	99,023
Art	158,539	267,904	109,366	59%	141,360	17,178



February 2025 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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>
Art Gallery	14,740	6,549	(8,191)	225%	3,487	11,253
Biol & Nutrition	517,671	893,963	376,292	58%	454,981	62,690
C.I.S.	68,661	99,815	31,155	69%	58,287	10,374
CE-CAN Program	10,451	20,589	10,138	51%	8,307	2,144
CE-Dental	371	5,756	5,385	6%	0	371
Chemistry	110,742	173,818	63,076	64%	104,319	6,423
Child Develop	51,455	89,836	38,381	57%	49,712	1,743
Cmnty Theater	190,497	358,591	168,095	53%	182,869	7,628
Collegiate H.S.-CR	90,018	164,801	74,783	55%	86,977	3,042
Cosmetology	400,599	639,619	239,020	63%	396,747	3,852
Criminal Justice	815,678	1,721,808	906,131	47%	296,683	518,995
Culinary Arts	69,096	130,383	61,287	53%	35,610	33,486
Dean Cont Ed	113,251	206,725	93,474	55%	107,964	5,287
Dean Gen Ed	128,359	213,978	85,619	60%	117,019	11,340
Dean of Instruction-Workforce	107,025	216,770	109,745	49%	0	107,025
Dental Hygiene	160,855	426,975	266,120	38%	46,219	114,637
Distance Ed	231,420	418,501	187,081	55%	236,333	(4,913)
Drafting	0	0	0	0%	3,687	(3,687)
Dual Credit Dept	96,313	172,557	76,244	56%	95,549	764
Economics	53,687	88,193	34,506	61%	44,169	9,518
EMS-Credit	161,744	272,172	110,428	59%	119,108	42,636
Engineering	24,785	60,783	35,998	41%	19,285	5,500
Fire Tech	240,093	330,600	90,507	73%	193,151	46,942
Firearms Acad	7,437	40,150	32,713	19%	30,535	(23,098)
Foreign Lang	39,365	71,018	31,653	55%	37,587	1,778
Gen Bus-Credit	189,838	288,495	98,657	66%	167,027	22,811
Geology	48,372	88,072	39,700	55%	57,586	(9,214)
Government	238,210	368,109	129,899	65%	201,486	36,725



February 2025 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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>
Graphic Arts	99,214	107,010	7,797	93%	78,921	20,293
Health and PE Credit	84,608	145,879	61,271	58%	82,892	1,716
Health Info Mgmt	107,167	236,853	129,685	45%	125,128	(17,961)
Hist & Geog	209,100	360,323	151,223	58%	197,616	11,484
Humanities	110,830	177,262	66,432	63%	113,815	(2,985)
Instr Tech Department	158,061	263,097	105,037	60%	121,408	36,652
Instr Tech Lab Mgrs	0	0	0	0%	4,000	(4,000)
Law Enforcement	104,250	153,640	49,389	68%	94,042	10,209
Law Enforcemnt-NonCR	37,326	56,214	18,888	66%	39,597	(2,272)
LC Ctr Admin	55,892	110,612	54,721	51%	2,230	53,661
Library	446,580	766,613	320,034	58%	424,417	22,163
Massage Therapy	0	5,240	5,240	0%	250	(250)
Math	512,812	918,255	405,444	56%	462,945	49,867
Medical Assistant	51,395	102,108	50,712	50%	52,505	(1,110)
Music	98,165	307,712	209,547	32%	127,268	(29,103)
Networking	28,658	82,298	53,640	35%	54,146	(25,488)
Nursing Administration	220,512	573,252	352,739	38%	852,350	(631,838)
Nursing-AD	0	0	0	0%	132	(132)
Pharmacy Tech	54,687	95,523	40,835	57%	51,208	3,479
Philosophy	43,198	55,165	11,967	78%	32,849	10,349
Physics	57,416	93,632	36,216	61%	56,859	557
Process Tech	249,862	667,618	417,755	37%	265,231	(15,369)
Prof Develop Acad	0	0	0	0%	850	(850)
Program Development	50	0	(50)	0%	58,480	(58,430)
Psychology	233,280	382,654	149,374	61%	206,396	26,884
QEP	5,465	314	(5,150)	1738%	6,508	(1,043)
Radiography	127,019	213,741	86,722	59%	67,702	59,317
Safety-CR	45,697	105,981	60,284	43%	41,543	4,154



February 2025 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2024-25</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>
Senior Adult Dept	140,532	216,404	75,872	65%	138,624	1,908
Social Science Non CR	24,683	36,634	11,951	67%	21,980	2,703
Sociology	46,832	78,691	31,859	60%	42,222	4,610
Speaking,Reading,Writing	292,745	589,879	297,133	50%	265,652	27,093
Theater Arts-Credit	79,576	135,695	56,119	59%	77,436	2,139
Thermal Tech-NonCR	53,053	60,000	6,947	88%	49,275	3,779
VP Instruction	141,876	1,349,610	1,207,734	11%	182,392	(40,516)
Welding-Cred	232,055	421,457	189,403	55%	249,114	(17,060)
<u>Totals for VP Instruction</u>	<u>9,854,654</u>	<u>19,095,523</u>	<u>9,240,869</u>	<u>52%</u>	<u>9,239,017</u>	<u>615,637</u>
<u>Summary for VP Student Services</u>						
Admissions	222,142	407,513	185,371	55%	214,885	7,258
Advise Center	350,525	722,565	372,039	49%	305,801	44,725
Career & Placement	33,370	120,113	86,744	28%	46,775	(13,406)
Dean of Student Services	146,819	277,642	130,823	53%	0	146,819
Enrollment Mgmt	28,242	41,335	13,093	68%	31,043	(2,802)
Facilities & Student Recreat	56,848	187,510	130,662	30%	40,885	15,963
Judicial Affairs	113,537	306,742	193,205	37%	114,223	(686)
Multicultural Department	14,989	32,500	17,511	46%	11,346	3,643
Recruitment	356,313	749,274	392,961	48%	367,917	(11,604)
Stu Financial Svcs	321,842	605,283	283,441	53%	299,006	22,836
Stu Organizations	106,714	266,497	159,784	40%	165,989	(59,275)
Student Graduation	30,265	87,700	57,435	35%	36,767	(6,502)
Svcs-Disab Students	25,487	45,299	19,812	56%	24,532	955
Testing	184,287	349,794	165,508	53%	149,200	35,086
Veteran Affairs	106,611	186,827	80,217	57%	102,775	3,835
VP Student Services	102,580	195,876	93,296	52%	238,792	(136,211)
<u>Totals for VP Student Services</u>	<u>2,200,570</u>	<u>4,582,471</u>	<u>2,381,901</u>	<u>48%</u>	<u>2,149,935</u>	<u>50,635</u>



February 2025 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2024-25 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>
Totals for Expense	<u>23,437,380</u>	<u>45,000,000</u>	<u>21,562,620</u>	<u>52%</u>	<u>22,091,887</u>	<u>1,345,494</u>
Fund Bal by Division						
Summary for VP Fiscal Affairs						
Fund Balance - Institutional Support	345,776	0	(345,776)	0%	503,948	(158,173)
Fund Balance - Instruction	237,466	0	(237,466)	0%	123,064	114,402
Fund Balance - Oper & Maint	355,669	0	(355,669)	0%	98,690	256,980
Fund Balance - Student Services	257,211	0	(257,211)	0%	235,645	21,567
Totals for VP Fiscal Affairs	<u>1,196,122</u>	<u>0</u>	<u>(1,196,122)</u>	<u>0%</u>	<u>961,346</u>	<u>234,776</u>
Totals for Fund Bal	<u>1,196,122</u>	<u>0</u>	<u>(1,196,122)</u>	<u>0%</u>	<u>961,346</u>	<u>234,776</u>
Totals for Report	<u>24,633,502</u>	<u>45,000,000</u>	<u>20,366,498</u>		<u>23,053,232</u>	<u>1,580,270</u>



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 13, 2025
Subject: February 2025 Quarterly Investment Report

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the February 2025 Quarterly Investment Report.

PURPOSE

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

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees accept the February 2025 Investment Quarterly Report."

BACKGROUND

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

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

ATTACHMENTS

1. February 2025 Quarterly Investment Report



Quarterly Summary of Investments

Quarter Ending	COM Fund	Type	Beginning Book Balance	Beginning Market Value	Deposits	Withdrawals	Ending Book Balance	Ending Market Value
February 2025	11	TexPool-Operating	\$ 21,468,475	\$ 21,468,475	\$ 36,045,960	\$ 5,000,000	\$ 52,514,435	\$ 52,514,435
	41	TexPool-Moody	29,800	29,800	327	-	30,127	30,127
	45	Logic - Bond 2020	1,964,192	1,964,192	19,210	684,679	1,298,723	1,298,723
	46	Logic- Pre Bond 2023	12,021,228	12,021,228	25,177,179	12,048,775	25,149,631	25,149,631
Total investments all funds for quarter:			<u>\$ 35,483,695</u>	<u>\$ 35,483,695</u>	<u>\$ 61,242,675</u>	<u>\$ 17,733,454</u>	<u>\$ 78,992,915</u>	<u>\$ 78,992,915</u>

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

David Wesse
Vice President of Fiscal Affairs

Trudy Trochesset
Controller



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2025
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of contract 25-03 for Contract Security Services

FUNDING SOURCE:

Operating Budget

PURPOSE

To provide Security Services for the safety of our staff, students and community after hours, holidays, winter break, and spring break.

PROPOSED MOTION:

“I move the Board of Trustees approve award of contract 25-03 to Texas Veteran Security for Contract Security Services for an amount not-to-exceed \$143,000.00 to be paid from Operating Funds.”

BACKGROUND:

On February 20, 2025, six (6) proposals were received in response to a Request for Proposal (RFP). Based on the results of a best value analysis, the Chief of Police recommends the approval of the subject contract to Texas Veteran Security for a total not-to-exceed amount of \$143,000.00 to be paid from Operating Funds. The contract term will begin April 1, 2025, through August 31, 2026. Based on the above, this contract award recommendation is considered a competitive procurement in accordance with Texas Education Code 44.031.

Attachments:

Evaluation Summary

Texas Veteran Security Price List/Hourly Cost Breakdown

Texas Veteran Security Monthly Cost Breakdown

Supplier Scoring Summary

25-03 Addendum 1 - CONTRACT SECURITY SERVICES - Scoring Round

Supplier	Rank	Score	RFP/RFB	Purchase Price	Vendor Reputation	Extent Goods or Service	Vendor's Past Relations	Total long term cost to
		100		25.00	20.00	30.00	15.00	10.00
Texas Veteran Security	1	68.10	21.44	11.67	20.00	7.50	7.50	7.50
J&J Certified Protection Serv	2	62.50	25.00	10.00	12.50	7.50	7.50	7.50
Texas Security & Investigation	3	51.81	14.31	10.00	15.00	7.50	5.00	5.00
Good Guard Texas, Inc.	4	45.13	7.63	10.00	15.00	7.50	5.00	5.00
Universal Protection Service,	5	45.06	7.56	10.00	15.00	7.50	5.00	5.00
Blue Star Security, LLC	6	37.50	0.00	10.00	15.00	7.50	5.00	5.00



Tab 4: Criterion 4 - Price list

Texas Veteran Security LLC is committed to providing a comprehensive and cost-effective solution for the security services required by the college of Mainland. The cost provided below include all necessary elements for successful service delivery, including manpower, equipment, transportation, and management overhead. All Cost are based on a standard 8 hour shift for each security officer. Texas Veteran Security LLC includes 24/7 phone number to call supervisor on duty.

Cost Breakdown:

- **Security Armed officer regular Hourly Rate : \$ 32.50**
- **Security Armed officer Holiday Rate: \$32.50**

April 2025-256 hr 8hr shifts (\$8,320 reg.)

May 2025-240 hr reg 8 hrs shifts/ 24 hrs shift holiday (\$7,800 reg + \$780 holiday= \$8580 total)

June 2025-232 hr reg 8 hrs shifts/24 hrs shift holiday (\$7,540 reg. + \$780 holiday= \$8320 total) August

2025-248 hr reg 8 hrs shift (\$8,060 reg.)

Sept. 2025- 232 hrs reg 8 hrs shifts/ 24 hrs holiday shift (\$7,540 reg. + \$780 holiday = \$8,320 total)

Oct. 2025- 248 hrs reg 8 hrs shifts (\$8,060 reg.)

Nov. 2025- 248 hrs reg 8 hrs shifts/ 24 hrs holiday shift (\$8,060 reg. + \$780 holiday = \$8,320 total)

Dec. 2025- 544 hrs reg 8 hrs shifts/ 24 hrs holiday shift(\$17,680 reg. + \$780 holiday = \$18,460 total)

Jan. 2026- 232 hrs reg 8 hrs shifts/ 48 hrs holiday shift(\$7,540 reg. + \$1,560 holiday =\$9,100 total)

Feb. 2026- 224 hrs reg 8 hrs shifts(\$7,280 reg.)

Mar. 2026- 248 hrs reg 8 hrs shifts(\$8,060 reg.)

April 2026- 256 hrs reg 8 hrs shifts(\$8,320 reg.)

May 2026- 240 hrs reg 8 hrs shifts/ 24 hrs holiday shift (\$7,800 reg. + \$780 holiday = \$8,580 total)

June 2026- 232 hrs reg 8 hrs shifts/ 24 hrs holiday shift (\$7,540 reg. + \$780 holiday= \$8,320 total) July

2026- 240 hrs reg 8 hrs shifts/ 24 hrs holiday shift (\$7,800 reg. + \$780 holiday=\$8,580 total)

August 2026-248 hrs reg 8 shifts (\$8,060 reg.)

Total: \$142,740



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: March 31, 2025
Subject: Approval – 2024 Racial Profiling Report

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

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees accept the 2024 Racial Profile Report.

PURPOSE

The purpose of accepting the racial profiling report is to maintain compliance with the law.

BACKGROUND

Texas Occupation Code 1701.164 specifies that the Texas Commission on Law Enforcement collect incident-based data in accordance with the Texas Code of Criminal Procedure Article 2.131-2.138. Chief Administrators of law enforcement agencies that meet the criteria must submit racial profiling reports to their governing body as well as TCOLE annually.

IMPLICATIONS

Financial: N/A

Strategic Goal #4: Ensuring safety, security, and wellness initiatives for the COM community and its property to enable the pursuit of academic and professional goals.

Human Resources: N/A

Attachments

1. 2024 Racial Profiling Report
2. 2024 Racial Profiling Analysis

Racial Profiling Analysis Report

COLLEGE OF THE MAINLAND POLICE DEPARTMENT

01. Total Traffic Stops:	15	
02. Location of Stop:		
a. City Street	0	0.00%
b. US Highway	0	0.00%
c. County Road	0	0.00%
d. State Highway	0	0.00%
e. Private Property or Other	15	100.00%
03. Was Race known prior to Stop:		
a. NO	14	93.33%
b. YES	1	6.67%
04. Race or Ethnicity:		
a. Alaska/ Native American/ Indian	0	0.00%
b. Asian/ Pacific Islander	0	0.00%
c. Black	3	20.00%
d. White	10	66.67%
e. Hispanic/ Latino	2	13.33%
05. Gender:		
a. Female	8	53.33%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	1	6.67%
iv. White	7	46.67%
v. Hispanic/ Latino	0	0.00%
b. Male	7	46.67%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	2	13.33%
iv. White	3	20.00%
v. Hispanic/ Latino	2	13.33%
06. Reason for Stop:		
a. Violation of Law	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	

Racial Profiling Analysis Report

iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b. Pre-Existing Knowledge	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
c. Moving Traffic Violation	15	100.00%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	3	20.00%
iv. White	10	66.67%
v. Hispanic/ Latino	2	13.33%
d. Vehicle Traffic Violation	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
07. Was a Search Conducted:		
a. NO	15	100.00%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	3	20.00%
iv. White	10	66.67%
v. Hispanic/ Latino	2	13.33%
b. YES	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	

08. Reason for Search:

a. Consent	0	0.00%
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Racial Profiling Analysis Report

i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b. Contraband in Plain View	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
c. Probable Cause	0	0.00%
ii. Alaska/ Native American/ Indian	0	
i. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
d. Inventory	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
e. Incident to Arrest	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
99. Was Contraband Discovered:		
YES	0	0.00%
i. Alaska/ Native American/ Indian	0	
Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
ii. Asian/ Pacific Islander	0	
Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
iii. Black	0	

Racial Profiling Analysis Report

Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
iv. White	0	
Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
v. Hispanic/ Latino	0	
Finding resulted in arrest - YES	0	
Finding resulted in arrest - NO	0	
b. NO	0	0.00%
i. Alaska/ Native American/ Indian	0	
i. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
10. Description of Contraband:		
a. Drugs	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b. Currency	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
c. Weapons	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
d. Alcohol	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	

Racial Profiling Analysis Report

v. Hispanic/ Latino	0	
e. Stolen Property	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
f. Other	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
11. Result of Stop:		
a. Verbal Warning	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b. Written Warning	15	100.00%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	3	20.00%
iv. White	10	66.67%
v. Hispanic/ Latino	2	13.33%
c. Citation	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
d. Written Warning and Arrest	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	

Racial Profiling Analysis Report

e. Citation and Arrest	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
f. Arrest	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
12. Arrest Based On:		
a. Violation of Penal Code	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b. Violation of Traffic Law	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
c. Violation of City Ordinance	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
d. Outstanding Warrant	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	

Racial Profiling Analysis Report

13. Was Physical Force Used:

a. NO	15	100.00%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	3	20.00%
iv. White	10	66.67%
v. Hispanic/ Latino	2	13.33%
b. YES	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b 1. YES: Physical Force Resulting in Bodily Injury to Suspect	0	
b 2. YES: Physical Force Resulting in Bodily Injury to Officer	0	
b 3. YES: Physical Force Resulting in Bodily Injury to Both	0	

14. Total Number of Racial Profiling Complaints Received:

0

REPORT DATE COMPILED 01/10/2025

Racial Profiling Report | Full

Agency Name: COLLEGE OF THE MAINLAND POLICE DEPARTMENT

Reporting Date: 01/10/2025

TCOLE Agency Number: 167005

Chief Administrator: RODNEY W. MEYERS

Agency Contact Information:

Phone: (409) 933-8403

Email: rmeyers@com.edu

Mailing Address:

1200 N AMBURN RD

TEXAS CITY, TX 77591-2435

This Agency filed a full report

COLLEGE OF THE MAINLAND POLICE DEPARTMENT has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the COLLEGE OF THE MAINLAND POLICE DEPARTMENT from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the COLLEGE OF THE MAINLAND POLICE DEPARTMENT if the individual believes that a peace officer employed by the COLLEGE OF THE MAINLAND POLICE DEPARTMENT has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the COLLEGE OF THE MAINLAND POLICE DEPARTMENT who, after an investigation, is shown to have engaged in racial profiling in violation of the COLLEGE OF THE MAINLAND POLICE DEPARTMENT policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The COLLEGE OF THE MAINLAND POLICE DEPARTMENT has satisfied the statutory data audit requirements as prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: RODNEY MEYERS
Chief of Police

Date: 01/10/2025

Total stops: 15

Street address or approximate location of the stop

City street	0
US highway	0
County road	0
State highway	0
Private property or other	15

Was race or ethnicity known prior to stop?

Yes	1
No	14

Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	10
Hispanic / Latino	2

Gender

Female	8
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	7
Hispanic / Latino	0
Male	7
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	3
Hispanic / Latino	2

Reason for stop?

Violation of law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0
Preexisting knowledge	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Moving traffic violation	15
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	10
Hispanic / Latino	2
Vehicle traffic violation	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Was a search conducted?	
Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	15
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	10
Hispanic / Latino	2
Reason for Search?	
Consent	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

Hispanic / Latino	0
Contraband	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Probable	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Inventory	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Incident to arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Was Contraband discovered?

Yes 0

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

No 0

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Did the finding result in arrest?
(total should equal previous column)

Yes	0	No	0
Yes	0	No	0
Yes	0	No	0
Yes	0	No	0
Yes	0	No	0

Description of contraband

Drugs 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Weapons 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Currency 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Alcohol 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Stolen property 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Other 0

Alaska Native / American Indian 0

Asian / Pacific Islander 0

Black 0

White 0

Hispanic / Latino 0

Result of the stop

Verbal warning 0

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Written warning	15
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	10
Hispanic / Latino	2
Citation	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	0
Hispanic / Latino	0
Violation of Traffic Law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	15
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	3
White	10
Hispanic / Latino	2

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Comparative Analysis

- Use TCOLE's auto generated analysis
- Use Department's submitted analysis

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement



MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: March 31, 2025

Subject: Increase Contract 17-18 Copier Fleet & Maintenance

AGENDA ITEM DESCRIPTION:

Approval of increase to Contract 17-18 for copier Hardware, Maintenance, & Print Services awarded to Stewart Organization.

FUNDING SOURCE:

FY25 Operating Budget 11-0-0000-3516-5325

FY25 Fund 52 Budget 52-0-0000-5155-5930

PURPOSE

The purpose is to maintain a copier fleet capable of serving the business needs of employees and students.

PROPOSED MOTION:

"I move the Board of Trustees approve an increase to Contract 17-18 awarded to Stewart Organization for copier hardware, maintenance, & print services for an amount not to exceed \$140,000 to be paid from FY25 Operating Budget and Fund 52."

BACKGROUND:

On May 22, 2017 the Board approved Contract 17-18 for the purchase of Canon copier fleet to service students and employees from Stewart Organization. Stewart provides maintenance and toner on an annual basis. We anticipate the need to purchase copiers for additional offices and a contingency for the replacement of unserviceable systems. Stewart Organization is an approved and awarded vendor under the Department of Information (DIR) contract. Therefore, the competitive bid requirements as stated in the Texas Education Code 44.031 have been met.

ATTACHMENTS:

DIR Contract

[Home](#) >

Contract Number

DIR-CPO-5428

Contract Start Date: **12/19/24** ?Contract Term Date: **12/19/26** ?Contract Expiration Date: **12/19/29** ?

Vendor Information

[Canon U.S.A., Inc.](#)

Vendor ID: **1132561772501**HUB Type: **Non HUB** ?RFO: **DIR-CPO-TMP-583**Contract Status: **Active**

VENDOR CONTACT:

[Wendy Wang](#) ↗

Phone: 469-616-9334

[Vendor Website](#) ↗

DIR CONTACT:

[Jennifer Kim](#) ↗

Phone: (512) 475-4834

Contract Overview

Canon U.S.A., Inc. offers Managed Print Services, Printers, Copiers, 3D Printers, Scanning, Plotting and Facsimile Equipment and Related Services; Document Imaging Services/Solutions; Enterprise Content Management Products, Software and Service. The contract offers Canon brand products. Contracts may be used by state and local government, public education, other public entities in Texas, as well as public entities outside of the state. Resellers are available for this contract.

Contract Details & Ordering Information

[Products & Services](#)

Products & Services

This contract offers the following products and services. Please contact the Vendor for the latest information.

- Copiers
- Document Imaging Services
- Lease Agreement - Printers Copiers Scanners - MFP
- Maintenance - Printers Copiers Scanners - MFP
- Managed Document Output
- Managed Document Output Services
- Multifunction
- Printers
- Printers Copiers Scanners - MFP - Peripherals
- Printers Copiers Scanners - MFP - Supplies
- Scanners

MORE INFORMATION

[Vendor Website](#) 

Visit this Vendor's website to view the latest product, service, and pricing information.

About File Formats

Some documents on this page are in the PDF format. Please download the [Adobe Reader](#) in order to view these documents.



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Department of
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Contract Overview

Canon U.S.A., Inc. offers Managed Print Services, Printers, Copiers, 3D Printers, Scanning, Plotting and Facsimile Equipment and Related Services; Document Imaging Services/Solutions; Enterprise Content Management Products, Software and Service. The contract offers Canon brand products. Contracts may be used by state and local government, public education, other public entities in Texas, as well as public entities outside of the state. Resellers are available for this contract.

Contract Details & Ordering Information

[Products & Services](#)

[Commodity Codes](#)

[Brands](#)

[Contract Documents](#)

[How to Order](#)

Reseller Vendor Contacts

[Download Vendor List \(.CSV\)](#)

The Stewart Organization, Inc.	630812930	Non HUB	Mike Brasswell	P: (972) 652-3200 F:	2300 GATEWAY DRIVE IRVING, TX 75063	mike.braswell@stewartorg.com
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PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. 8-Week Advantage

B. Reminders/Announcements

1. Board Meetings

- a. April 2025 – Monday, April 28th
- b. May 2025 – Wednesday, May 28th
- c. June 2025 – Monday, June 23rd
- d. July 2025 – Monday, July 28th

2. Flock the Block – Free Community Event – Saturday, April 5th, 10:00 a.m. – 2:00 p.m., Parking Lot F
3. Employee Recognition Dinner (ERD) – Friday, April 11th, 5:00 p.m., COM Conference Center
4. Asian American Pacific Islander Heritage Month Celebration – April 22nd, 12:30 p.m., COM Conference Center
5. Dr. Warren Nichols' Retirement Scholarship Gala – Saturday, April 26th, 5:00 p.m. – 9:00 p.m., Doyle Center
6. Groundbreaking Library Classroom Building (LCB) – Thursday, May 1st, 3:00 p.m. – 5:00 p.m.
7. COM Graduation Ceremonies – Saturday, May 10th, 10:00 a.m. & 2:00 p.m., Abundant Life Christian Center

C. Resignations and Retirement Report

D. Miscellaneous Updates



8-Week Advantage Update
Dr. Helen Castellanos Brewer, Executive Vice President for
Academic and Student Affairs

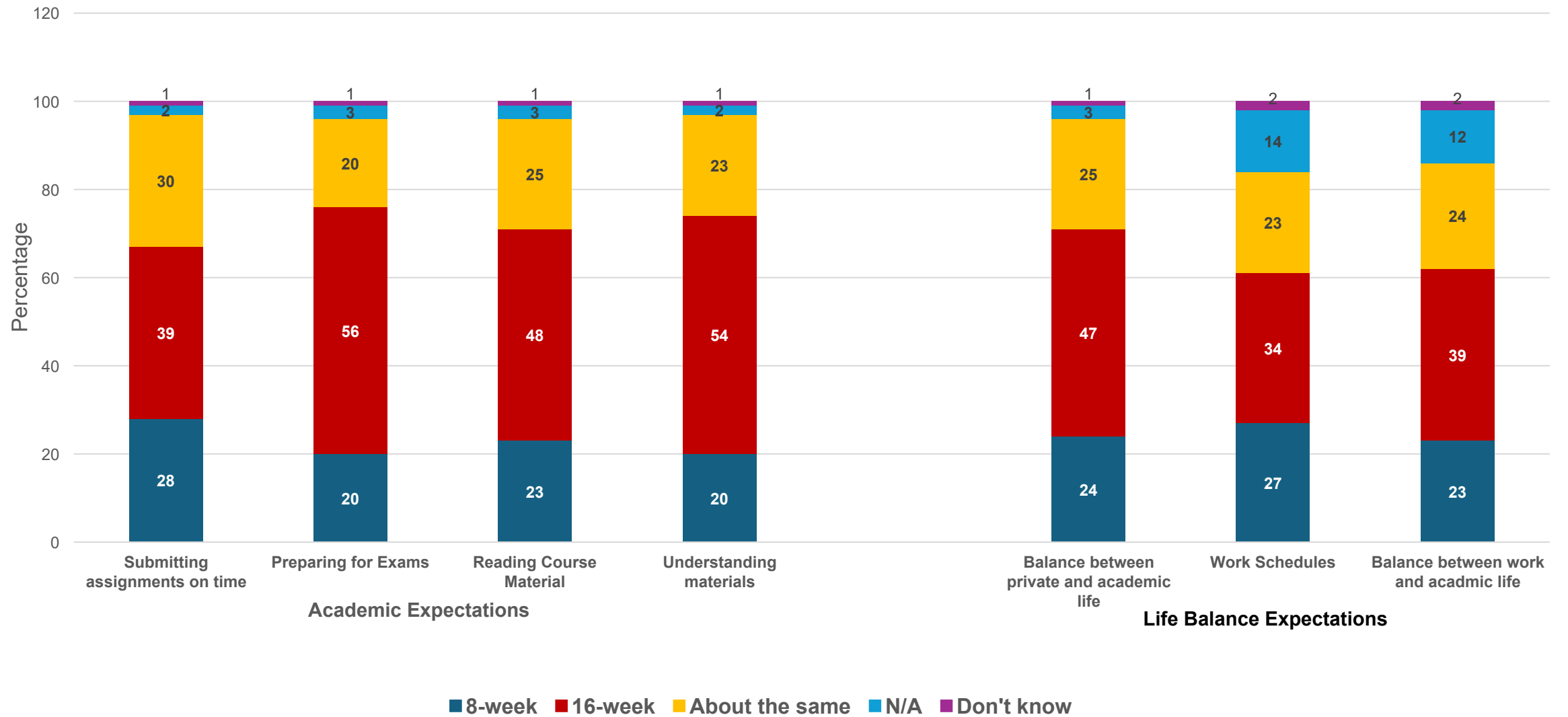


COM
College of the Mainland.

President's Report - 8 Week Advantage Update

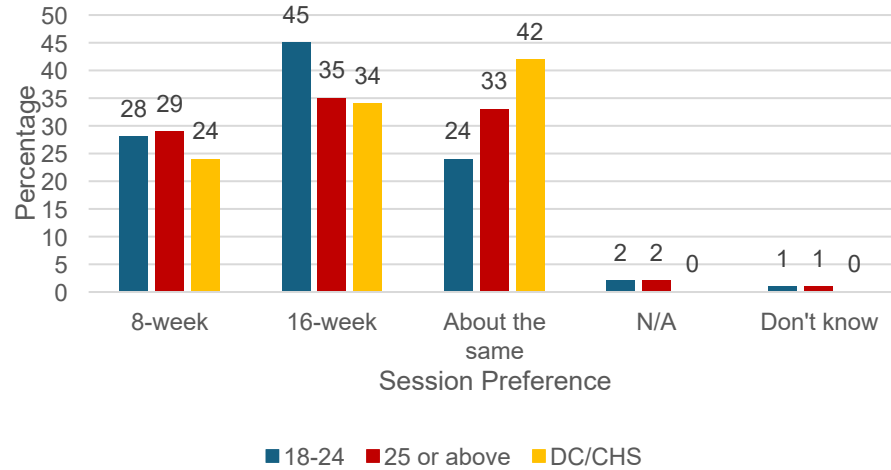
Board of Trustees
March 31, 2025

Student Scheduling Preferences: Summary

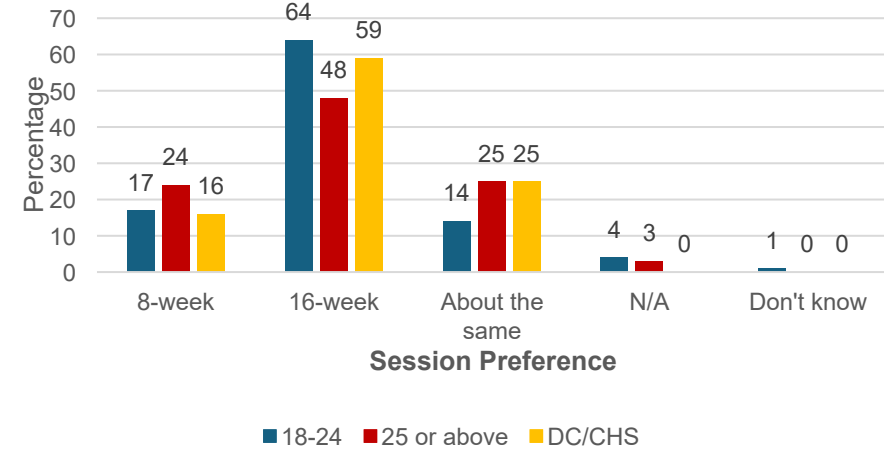


Session Preferences: Academic Expectations

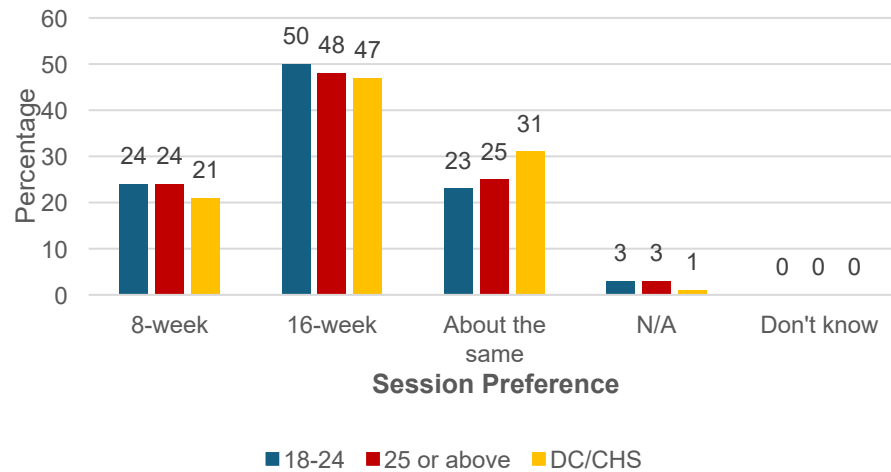
Submitting Assignments on Time



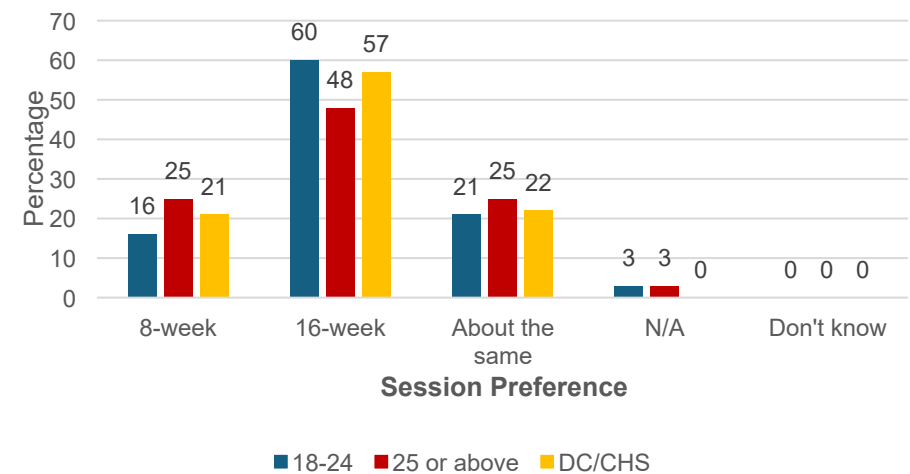
Preparing for Exams



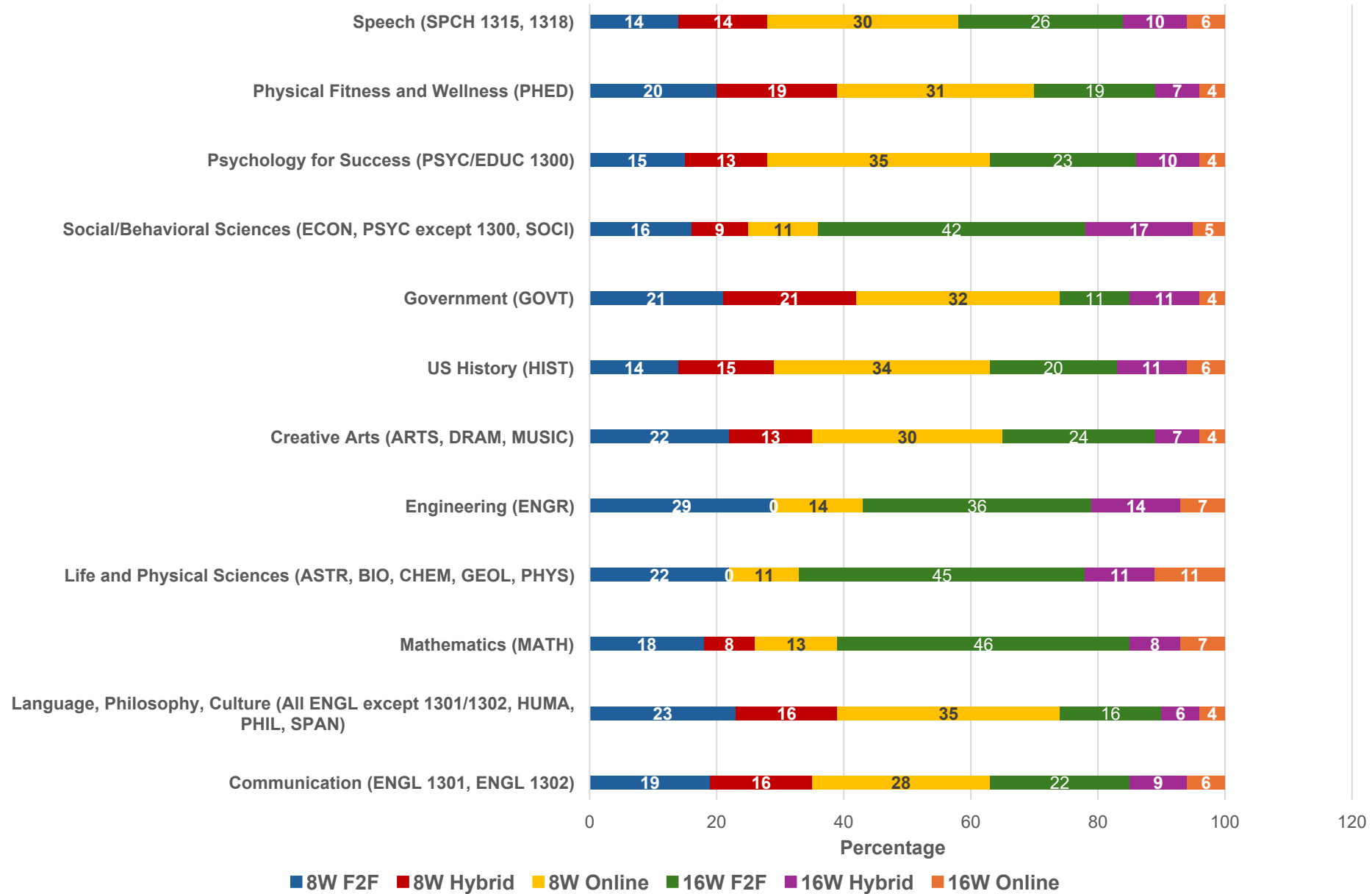
Reading Course Materials



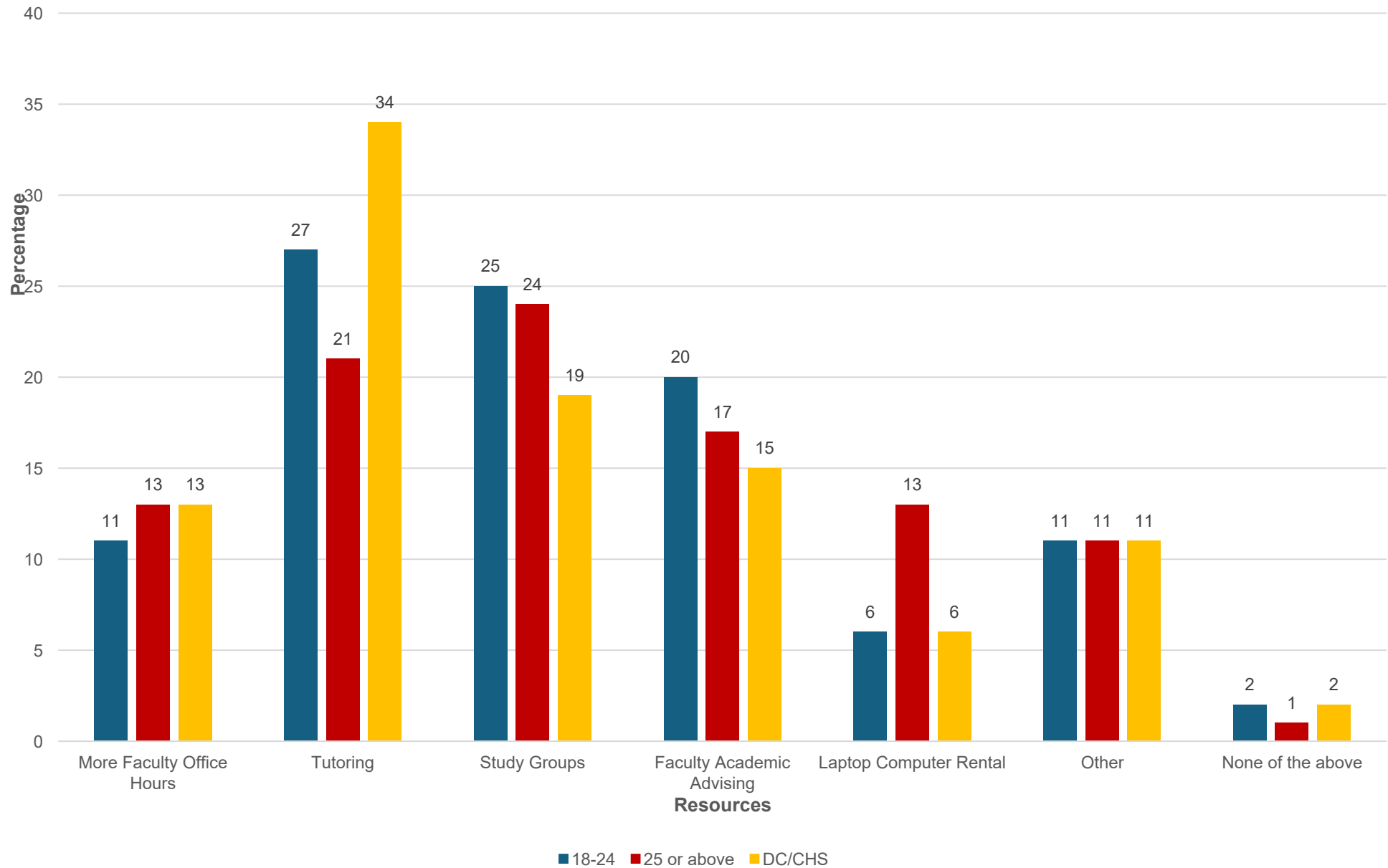
Understanding Materials



Preferred Schedule and Modality: Summary of All Students



Additional Resources Needed to Succeed in 8W Session



Summary of Comments

I take about 2 exams and 2 quizzes per week including about 15-20 different units

Instructors need to explain the material through pre-recorded lectures

Topic	Number of Comments	Details
Course structure/ instructional delivery	12	<ul style="list-style-type: none"> • Release all assignments at the beginning of term • Require study groups/ group assignments/ virtual meetings • Stop “cramming” so many assignments
Session preferences	9	<ul style="list-style-type: none"> • Give more options for 8 or 16 weeks for all subjects
Time & time management	22	<ul style="list-style-type: none"> • Too rushed, more time • Hard to retain material • Things due every day
Support Services	5	<ul style="list-style-type: none"> • Need F2F after hours advising • More tutoring

Organizing study groups in online courses would be helpful; I've tried to reach out to classmates but could never get anything together

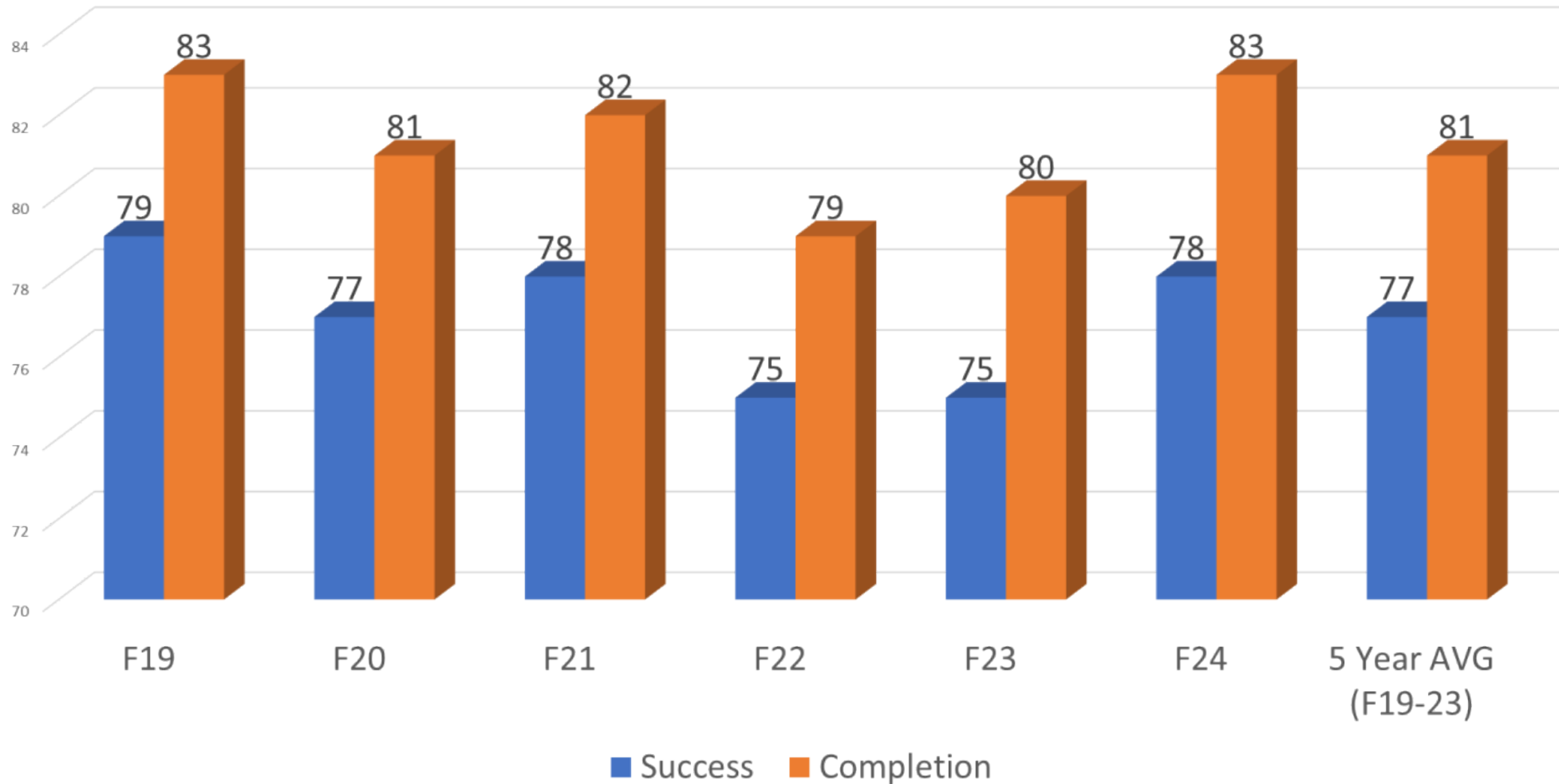
The problem with 8-week courses is there is always something due every day

Instructors need to stop cramming assignments into 8-weeks

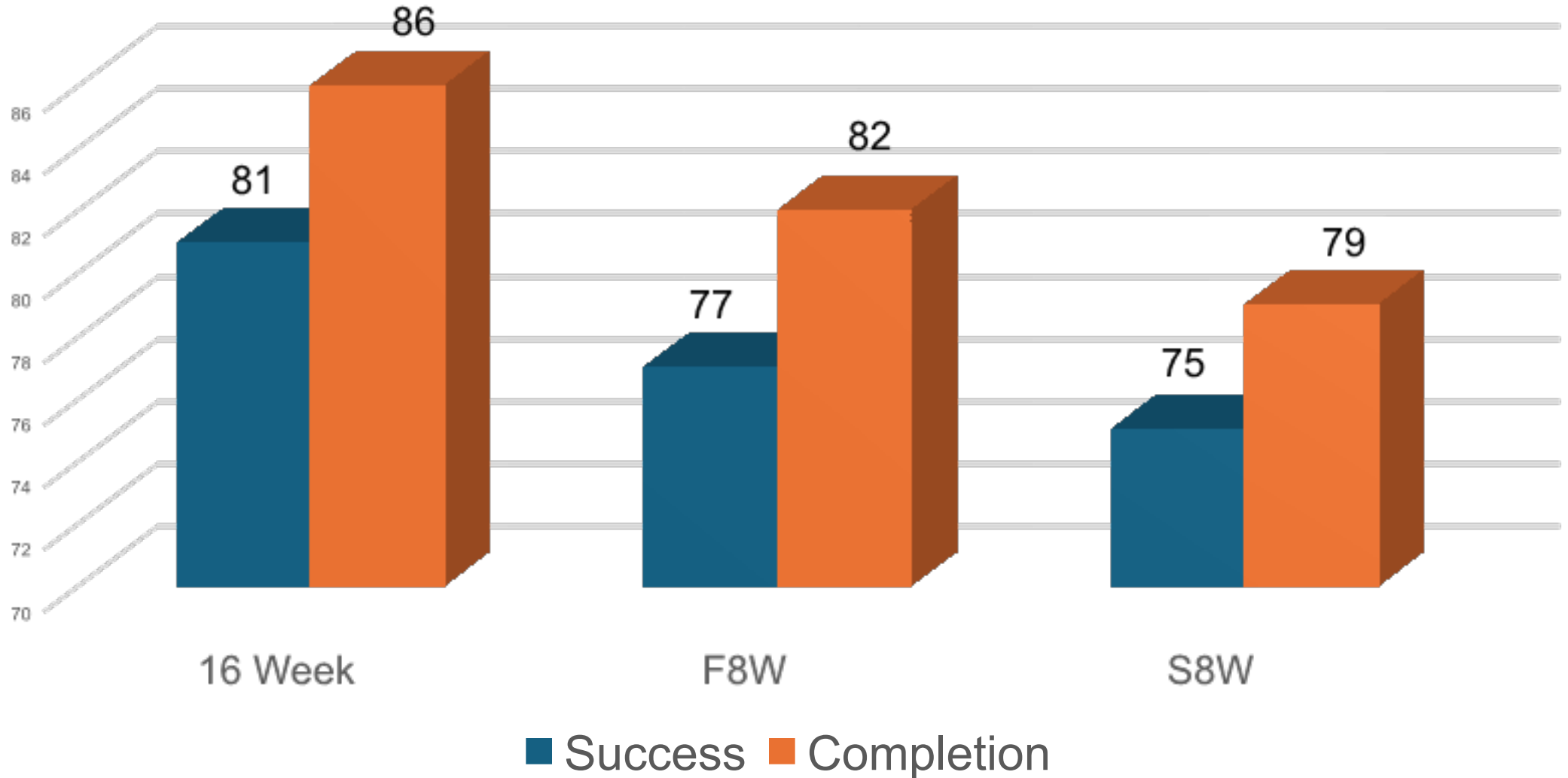
Release assignments early so I can get ahead when life gets busy

8 Week Sessions Student Performance Summary

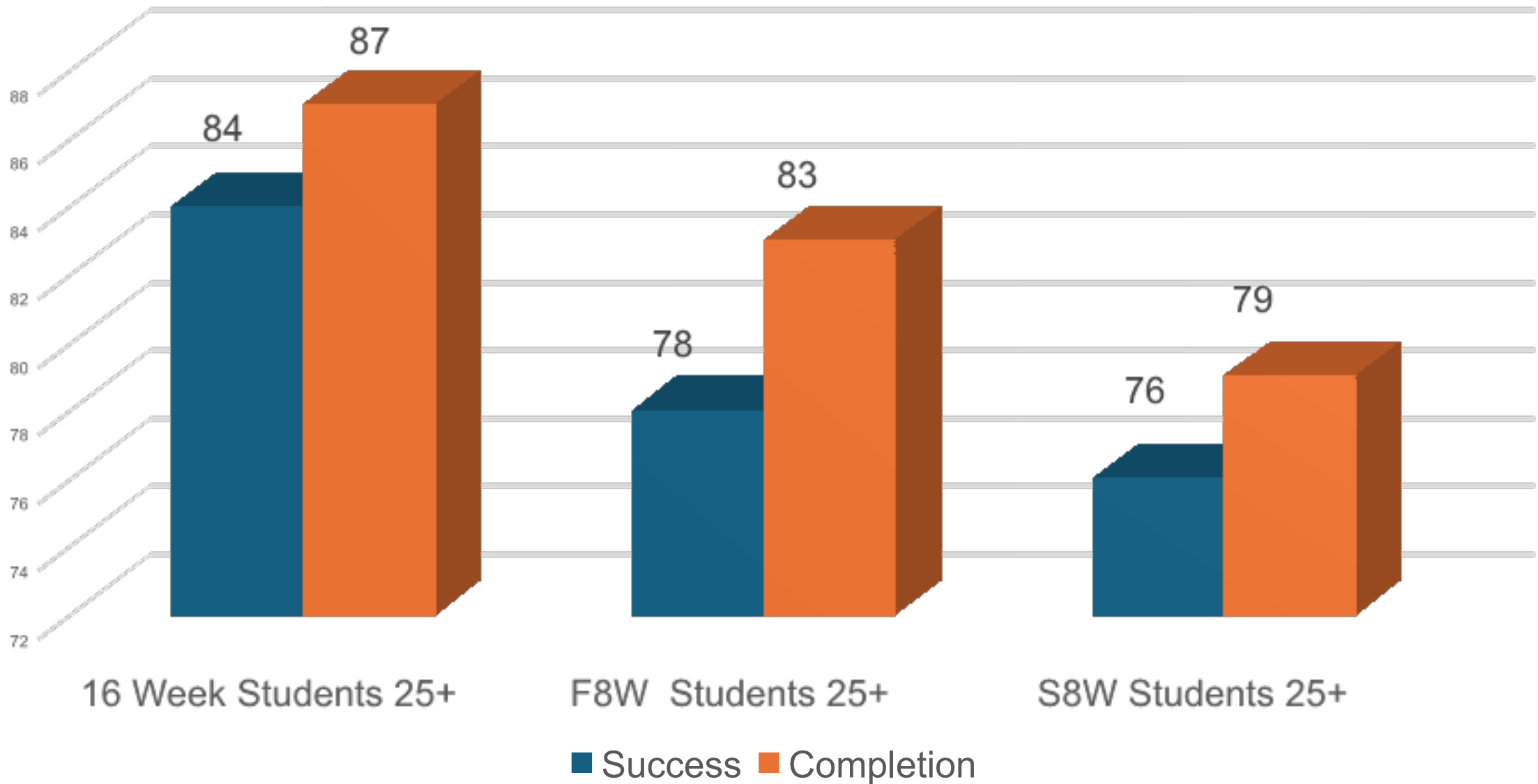
Institutional Outcomes – Fall to Fall Comparison



F24 Session Performance - Institutional



F24 Session Performance - 25+



Questions?



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Johnson	Jennifer	Administrative Officer	01/03/1999	03/14/2025	Retirement
Raines	Howard Scott	Enrollment Coach	10/10/2022	03/14/2025	Resignation



PRESIDENT'S OFFICE

Executive Session

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

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

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

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

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

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

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

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

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

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



PRESIDENT'S OFFICE

Possible Action on Agenda Items, Including Closed Session Matters

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