



Notice/Agenda of May 2025 Regular Board Meeting

**The Board of Trustees
College of the Mainland
Doyle Family Administration Boardroom (A129)
1200 Amburn Road
Texas City, Texas 77591
Wednesday, May 28, 2025**

The May 2025 Regular Board Meeting of the Board of Trustees of College of the Mainland will be held Wednesday, May 28, 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.

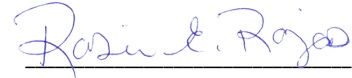
1. **Call to Order**
2. **Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Minutes**
 - A. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, April 28, 2025
5. **Comments from the Community**
 - A. Employees
 - B. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Professional Council - Alisha Lyon, President
 - B. Classified Council - Sonia Kukuch, President
7. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
8. **Consideration of and Possible Action to Approve the Amendment to the Cannon Design Contract 23-27 for Additional Design and Construction Administrative Services in the Amount of \$331,150**
9. **Consideration of and Possible Action to Approve Change Order 001 to Purchase Order #B0003181 Awarded to Terracon Consultants, Inc. for PSC Special Inspection & Testing Services, as Presented, in an Amount Not-to-Exceed \$114,500**
10. **Human Resources Items**
 - A. Appointment Nominations

1. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Belinda Aaron to the Position of Financial Analyst, Financial Services Department
2. Consideration of and Possible Action to Approve the Appointment Nomination of Karee Carter to the Position of Faculty - Nursing, Nursing Department
3. Consideration of and Possible Action to Approve the Appointment Nomination of Domingue Foster to the Position of Enrollment Coach, Dual Credit Department
- B. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written
11. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the April 2025 Investment Report and Financial Reports
12. **Board Report**
13. **President's Report**
 - A. Updates
 1. College of the Mainland Academic Master Plan 2024-2027
 2. Update on the Emergency Repairs to the Fine Arts Building
 - B. Reminders/Announcements
 1. Board Meetings
 - June 2025 - Monday, June 23rd
 - July 2025 - Monday, July 28th
 - August 2025 - Monday, August 25th
 - September 2025 - Monday, September 22nd
 2. Juneteenth Celebration - Tuesday, June 17th, 12:30 p.m., COM Conference Center
 3. Pride Celebration, Tuesday, June 24th, 12:30 p.m., STEAM 120
 - C. Resignations and Retirement Report
 - D. Miscellaneous Updates
14. **Consideration of and Possible Action to Adopt a Process for Filling the Vacancy in Single Member District Position 2 of the Board of Trustees by Appointment**
15. **Election of Board of Trustees Officers**
 - A. Board Chair
 - B. Board Vice Chair
 - C. Board Secretary
16. **Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act Section 551.074 - deliberation regarding personnel matters, and/or complaints against school personnel**
17. **Consideration of and Possible Action on any Items Discussed in Closed Session**
18. **Adjourn**

**If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board reserves the right to conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E, including but not limited to the following provisions; 1)Section 551.071-consultation with attorney, 2)Section 551.072-deliberation regarding real property, 3) Section 551.073-deliberation regarding prospective gifts, 4)Section 551.074-deliberation regarding personnel matters, and/or complaints against school personnel, 5)Section 551.082-deliberation regarding student*

disciplinary matters and/or complaints against personnel. 6)Section 551.087-deliberation regarding economic development negotiations, and/or 7)Section 551.089 – deliberation regarding security devices or security audits. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, Thursday, May 29, 2025, 3:00 P.M.



Rosie E. Rojas
Board Clerk

Administration

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



PRESIDENT'S OFFICE

Call to Order

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



PRESIDENT'S OFFICE

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

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



College of the Mainland
Board of Trustees
2025-2026

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

Ms. Wilma Green,
Trustee
7310 Plover Circle
Texas City, TX 77591
409- 939-0008
Greenwc8618@att.net

Ms. Kimberly Dodson,
Trustee
4204 Scenic Drive
Dickinson, TX 77539
832-284-2448
Kdodsonforcom@gmail.com

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

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

Mr. Kyle L. Dickson,
Trustee
2514 Pilgrim Estate Dr.
Texas City, TX 77590
713-256-2343
kdickson@murray-lobb.com



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: May 28, 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 April 28, 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 4/28/25

**College of the Mainland Board of Trustees
Minutes of Monday, April 28, 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 Verna Henson.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, March 31, 2025

Dawn King moved the Board of Trustees approve the Full Board Minutes of Monday, March 31, 2025. Bill McGarvey seconded the motion; all voted in approval.

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) – Mario Garza, President, 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.

Consideration of and Possible Action to Approve the GMP for Contract 23-34 for Vaughn Construction, in the Amount of \$101,854,219 for the Library & Learning Center Project

Bill McGarvey moved the Board of Trustees approve the GMP for contract 23-34 for Vaughn Construction in the amount of \$101,854,219 for the Library & Learning Center Project. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Programming Report and Scope Change for the College Services Building Project, as Presented and Attached

Melissa Skipworth moved the Board of Trustees approve the programming report and scope change for the College Services Building project for option 3, as presented and attached. Kyle Dickson seconded the motion; all voted in approval.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Jennifer Denison to the Position of Administrative Officer, Vice President for Academic Affairs Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Jennifer Denison to the position of Administrative Officer, Vice President for Academic Affairs Department. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Jeffrey English to the Position of Director of Career Services, Career Services Department

Bill McGarvey moved the Board of Trustees approve the appointment of Jeffrey English to the position of Director of Career Services, Career Services Department. Kyle Dickson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Jonathan Hua to the Position of Marketing Specialist, Marketing & Public Affairs Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Jonathan Hua to the position of Marketing Specialist, Marketing & Public Affairs Department. Kyle Dickson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Vanessa Murphy to the Position of EMS Clinical Coordinator & Full Time Faculty, Emergency Medical Services Department

Bill McGarvey moved the Board of Trustees approve the appointment of Vanessa Murphy to the position of EMS Clinical Coordinator & Full Time Faculty, Emergency Medical Services Department. Kyle Dickson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Frances Tyson to the Position of Faculty-Nursing, Nursing Department

Melissa Skipworth moved the Board of Trustees approve the appointment of Frances Tyson to the position of Faculty - Nursing, Nursing Department. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Proposed Revisions to COM Local Polices to Update Contact Information

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

DIAA(LOCAL) - Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence

FFDA(LOCAL) - Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence

FFDB(LOCAL) - Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics

Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Award of Contract 25-09 to Hunton Services for AC Rental Units Required at Mainland City Centre (MCC) for a Not-to-Exceed Amount of \$220,000

Kyle Dickson moved the Board of Trustees approve award of contract 25-09 to Hunton Services for a not-to-exceed amount of \$220,000. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Award of Contract 25-10 to Letsos for HVAC Mechanical, Electrical & Plumbing Services (MEP) in an Amount Not-to-Exceed \$210,000

Bill McGarvey moved the Board of Trustees approve award of contract 25-10 to Letsos Company Mechanical Contractors for a not-to-exceed amount of \$210,000. Kyle Dickson seconded the motion; all voted in approval.

Financial Report(s)

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

Kyle Dickson moved the Board of Trustees accept the March 2025 Investment Report and the March 2025 Financial Reports. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Confer the Honorary Title of President Emeritus upon Dr. Warren Nichols, Effective upon His Retirement Date of August 1, 2025

Kyle Dickson moved the Board of Trustees confer the honorary title of President emeritus upon Dr. Warren Nichols, effective upon his retirement date of August 1, 2025. Melissa Skipworth seconded the motion; all voted in approval.

Board Report

No Board Report this month.

President's Report

Updates

Reminders/Announcements

Board Meetings

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

June 2025 – Monday, June 23rd

BUDGET WORKSHOP- July 18th, 9:00 a.m.

July 2025 – Monday, July 28th

August 2025 -

Dr. Nichols On Campus Farewell – Tuesday, April 29th, COM Conference Center (B&C)

2:00 p.m. – 4:00 p.m.

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

Cinco de Mayo Event, Monday, May 5th, 12:30 p.m., COM Conference Center

COM Graduation Ceremonies – Saturday, May 10th, 10:00 a.m. and 2:00 p.m., Abundant Life Christian Center

Resignations and Retirement Report – included in board packet.

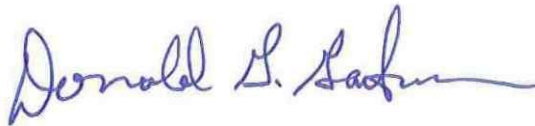
Consideration of and Possible Action to Approve the Contract for Dr. Helen Castellanos Brewer, COM President

Melissa Skipworth moved the Board of Trustees approve the contract for Dr. Helen Castellanos Brewer, COM President. Dawn King seconded the motion; all voted in approval.

Adjournment at 2:50 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Don Gartman, Chair
Board of Trustees

Comments from the Community

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

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



Bond Update

College of the Mainland, 2023 Bond Program

May 28, 2025

Welding and Workforce Education Buildings

Completed Activities:

- Welding Building:
 - Structural steel for addition is completed
- Workforce Education Building:
 - Exterior paint
 - Drywall for new locker rooms

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:
 - Masonry walls for addition – ongoing
 - Overhead plumbing for addition – ongoing
 - Electrical rough-in for addition - ongoing
 - Above ceiling electrical for existing building
 - Grinding and refinishing concrete floors in existing building
- Workforce Education Building:
 - Interior and exterior door frames
 - New Roof Top Units (RTUs) placed

Project Costs:

- Total Project Budget: \$15,104,670
 - Project Cost to Date: \$9,971,595
 - Total Construction Budget: \$12,372,216
 - Construction Cost to Date: \$8,507,193
- Project is in Budget

Welding and Workforce Education Buildings



Masonry walls at Welding Building Addition



Plumbing for Welding Building Addition



New RTUs for Industrial Workforce Bldg

Public Safety Careers

Completed Activities:

- 2nd Floor slab – Area A
- Training Tower slab
- Structural steel for Area A,
- Interior stairs installed

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:

- Exterior metal stud framing – Area A
- Training tower structural steel
- Overhead duct work
- Masonry work at firing range and vehicle bay
- Interior plumbing and Electrical Rough-in – Area A
- Burn Building Planning (Proposed Timeline):
 - May – July 2025: Lease Negotiation/Board Approval
 - July – Nov 2025: Design
 - Nov 2025 – Jan 2026: Subcontractor Bids
 - Mar 2026 – UTC: Construction

Project Costs:

- Total Project Budget: \$30,907,763
 - Project Cost to Date: \$7,000,504
 - Total Construction Budget: \$26,785,339
 - Construction Cost to Date: \$5,211,879
- Project is in Budget



Public Safety Careers



Overhead Mechanical Work



Masonry Walls at Shooting Range



Training Tower structural steel

Corporate Training Center

Completed Activities:

- Structural Steel
- Rough grade at building perimeter
- Site drainage

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:

- Exterior metal stud framing and sheathing
- Electrical and plumbing rough-in

Project Costs:

- Total Project Budget: \$14,791,197
 - Project Cost to Date: \$4,098,277
 - Total Construction Budget: \$13,007,057
 - Construction Cost to Date: \$3,107,555
- Project is in Budget

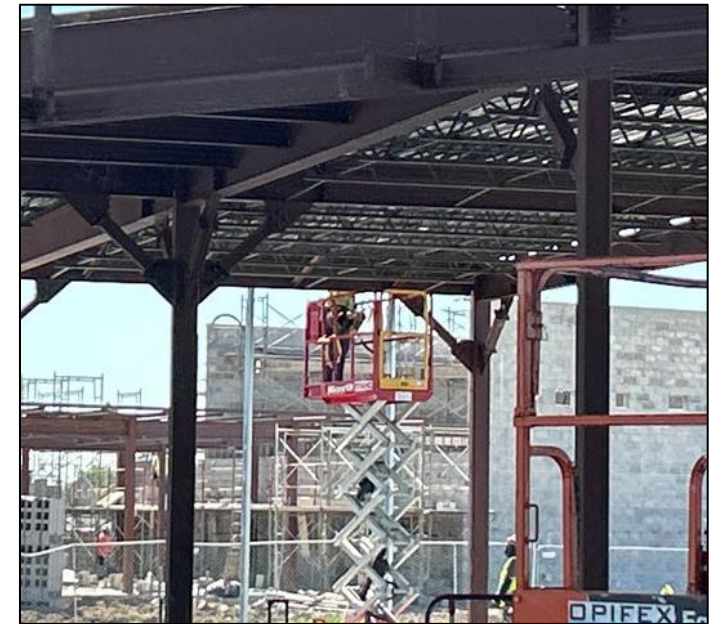
Corporate Training Center



Exterior sheathing



Exterior metal stud framing



Interior framing

College Services Building

Completed Activities:

- Programming Meeting # 2
- Board of Trustees approval for new building – April 2025

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:

- Schematic Design
- CMAR Procurement

Project Costs:

- Total Project Budget: \$12,547,373
 - Project Cost to Date: \$29,148
 - Total Construction Budget: \$10,500,000
 - Construction Cost to Date: \$0
- Project is in Budget



Library & Learning Center

Completed Activities:

- GMP was approved at April Board meeting. Contract has been executed and PO issued.
- Groundbreaking was held May 1
- Second COMmons and Signage/Wayfinding package design meeting was held April 30 and the third May 21.
- Vaughn has begun mobilizing on site as of May 12

Project Milestones:

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

Ongoing/Upcoming Activities:

- Weekly OAC meetings are held to coordinate Owner, Architect and Construction Manager.
- Vaughn continues to secure site and mobilize
- Proposal to add design scope of parking lot D East and lake fountains to Cannon's contract (using savings from GMP)
- COMmons, site lighting, wayfinding/signage and demo package currently in design. Future GMP amendment for this scope to be presented fall 2025.

Project Costs:

- Total Project Budget: \$ 129,811,536*
- Project Cost to Date: \$ 5,258,112.36
- Guaranteed Maximum Price: \$ 101,854,219* inc. Owner's Cont.
- Construction Cost to Date: \$ 0

Project is under budget

* TPC and GMP reflect increased scope of Parking Lot D, Cooling Tower Replacement and Monticello improvements (north side)



Library & Learning Center



Groundbreaking Ceremony



Groundbreaking Ceremony



More images coming soon!

Infrastructure – Parking Lots and Underground Utilities

Completed Activities:

- Phase 1(Lot C) – Complete
- Phase 2 (Lot B) – Complete (replace some palm trees under warranty)
- Water main tie-in was completed 5/14-15

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 – Oct 2025

Ongoing/Upcoming Activities:

- Approximately 98% complete at the COMmons underground utilities.
- Phase 3 (Lot A and Fred Taylor) Demolition started 4/14/2025, scheduled completion is 10/01/2025.

Project Costs:

- Total Project Budget: \$12,839,580
- Project Cost to Date: \$ 6,158,820
- Total Construction Budget: \$ 9,762,700
- Construction Cost to Date: \$ 5,909,407

Project is in Budget

Parking Lots A, B, C



Demolition – Lot A



Demolition – Fred Taylor



Underground utilities in COMmons

Infrastructure – Reroof of Student Center and Conference Center

Completed Activities:

- Conference Center:
 - Complete
- Student Center
 - In progress, scheduled completion May 23, 2025.

Project Milestones:

- Construction Phase: Sep 2024 – May 2025
- Project is on Schedule

Ongoing/Upcoming Activities:

- Student Center
 - Started 3/15/2025
 - Completion 5/23/2025

Project Costs:

- Total Project Budget: \$1,727,985
- Project Cost to Date: \$1,259,170
- Total Construction Budget: \$1,506,223
- Construction Cost to Date: \$1,210,677

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: \$ 12,668.31
- Total Construction Budget: \$1,500,000
- Construction Cost to Date: \$0

Project is in Budget



Bond Campus Furniture

Completed Activities:

- Vendor contract recommendations approved at March BOT
- Purchase orders issued to vendors

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:

- Weld/IE order being placed

Project Costs:

- Total FF&E Budget: \$11,531,102
- Total Furniture Project Budget: \$ 8,000,000
- Project Cost to Date: \$ 304,897
- 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: May 28, 2025
Subject: Approval of amendment to Cannon Design contract 23-27 for additional services in an amount not to exceed \$331,150.

AGENDA ITEM DESCRIPTION:

Approval of increase to Contract 23-27 for Architectural Services awarded to Cannon Design in the amount of \$331,150 for additional design and construction administration services.

FUNDING SOURCE:

2023 Bond

PURPOSE

Increase scope of Contract to provide the following Additional services:

- Design services for the addition of 2 fountains in Lake Eckert
- Full Design and Construction Administration Services for Parking Lot D East

PROPOSED MOTION:

“I move the Board of Trustees approve the amendment to the Cannon Design contract for additional services in the amount of \$331,150.”

BACKGROUND:

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

Parking Lot D East: This contract amendment includes the additional services necessary to design an additional parking lot where B11/firing range buildings currently sit. The scope includes all engineering to include civil, electrical, security, landscaping and other disciplines as required as identified in the G802 Contract Amendment #012. These are full design and construction services.

Fountains at Lake Eckert:

This contract amendment includes the additional design services necessary to design landscaping enhancement as identified in the G802 Contract Amendment # 012 for the addition of two fountains to Lake Eckert. This will improve the quality of the water and make maintenance easier. These are full design and construction services.

For each of these services, the decision to add this scope can be made by the Board of Trustees once the cost estimate is complete. Adding this scope to the LLC project will shorten the overall construction time and enable the parking lot to be complete at the same time as the LLC is complete since the CMAR will build the lot and install the fountains simultaneously with the rest of the work. If it is decided that the parking lot or the fountains will not be constructed, the costs of the construction administration and warranty phases will not be billed to COM. The fee for both of these design services is \$ 147,900.

Pavilion:

This contract amendment also includes an allowance for full design services, if COM elects, for the design of a pavilion as part of the COMmons design. This allowance is \$60,000.

Memorial Garden Water Feature:

This contract amendment also includes an allowance for full design services, if COM elects, for the design of a water feature at the Memorial Garden as part of the COMmons design. This allowance is \$97,000.

Additional survey work for COMmons:

This contract amendment also includes an allowance for additional survey needs, as required, for the COMmons design. This allowance is \$ 26,250.

The total contract adjustment for G802 #012 is \$ 331,150.

This overall increase to the Contract in the amount of \$ 331,150 will amend the current contract value of \$ 9,427,014 to \$ 9,758,164.

Attachments:

1. LAN Summary/Cover Letter
2. Cannon Design – G802 Contract Amendment # 012 Proposal for Parking Lot D East and Lake Eckert Fountains, dated 5.16.25

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

From: Lockwood, Andrews & Newnam (LAN)

Date: May 28, 2025

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

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

This contract amendment includes the additional scope of the following:

1. Full Design and Construction Services for Parking Lot D East
2. Full Design and Construction Services for the addition of two fountains to Lake Eckert
3. Allowance for full design and construction services of a pavilion as part of the COMmons design
4. Allowance for the design and construction services of a water feature as part of the Memorial Garden area of the COMmons design
5. Allowance for additional survey services, as needed, for the COMmons project

The attached G802 AIA Document, #012, outlines the scope and associated cost. These additional services will become a part of the Library & Learning Center project, increasing the Architect's fee by \$ 331,150. The Cannon Design contract will increase from \$ 9,427,014 to \$ 9,758,164.

Recommendation: LAN recommends the approval of AIA Document G802 #012 to incorporate the added scope increase to Cannon Design's contract. We recommend this for the May 28, 2025, Board Meeting.



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

DRAFT

AIA® Document G802™ - 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*

New Library and Classroom Building
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

AGREEMENT INFORMATION:

Date: July 25, 2023

AMENDMENT INFORMATION:

Amendment Number: AS-012
Date: May 16, 2025

OWNER: *(name and address)*

College of the Mainland
1200 Amburn Road,
Texas City, TX 7759

ARCHITECT: *(name and address)*

Cannon Design, Inc.
3737 Buffalo Speedway, Suite 1200
Houston, TX 77098

The Owner and Architect amend the Agreement as follows:

The original project scope shall be revised to include the following:

Lot D East and Lake Eckert Work:

The scope includes Design, Construction Documents (CD), Bidding/ GMP, Construction Administration (CA), and Warranty Period for a new parking lot to be located in the area currently occupied by the maintenance shed, firing range, and associated facilities (see Attachment A).

Under separate contract, COM is designing and coordinating the purchase and installation of two new fountains in Lake Eckert. Under this Amendment to the Professional Services Agreement, the design team will coordinate and document the power and data requirements to serve the two new fountains and coordinate with the other ongoing projects performing portions of the work.

The project budget may be increased to accommodate the scope of work. Meetings for this scope of work will be combined with planned COMmons meetings. CA and Warranty Phase meetings will be combined with the LLC (LCB) and COMmons CA and Warranty Phase meetings.

For the amended services noted above, the scope of work includes MEP Engineering, Civil Engineering, Landscape Architecture, Low Voltage/ Security, Signage Coordination, Design Architect Project Management and QA/QC. Included services, excluded services, and scope for each discipline are as follows and in Attachment A:

MEP Engineering:

- Additional new parking lot lighting and associated photometrics and power distribution
- Coordination of site utilities and power with civil, IT and landscape design teams
- Addition of two new fountains to the existing pond and associated power/controls coordination
- Expedited coordination with active projects in the areas that are otherwise not in the scope of this project in order to reduce net impact and cost of new infrastructure to support COMmons scope
- One additional site visit to verify requirements and design considerations for additional scope

Civil Engineering:

- Design services for storm sewer, detention design, parking lot design and striping
- Coordination with site lighting, security, landscape, signage and parking in new lot.
- Design of parking connector road from adjacent lots.

Survey:

- Topographic, existing features and utility location survey
- Areas to include the southeast corner of campus, northeast corner of campus, and along the north and west sides of Lake Eckert.
- Deliverable includes a consolidated campus survey from Amburn to the east campus drive, and from Emmett Lowry Expressway to Monticello Drive.

Landscape Architecture:

-The deliverables for this scope of work include a rendered planting plan for Client review, preliminary exhibits, and the integration of the new design into the COMmons project currently in design. The Landscape Architect will be responsible for the following items:

- Planting
- Irrigation
- Pedestrian circulation
- Pedestrian paving enhancements
- Tree protection
- Landscape demolition
- Coordination with Design Team and Owner on parking lot configuration.
- Locate directional signage.
- Pedestrian and landscape light locations and fixture selection from updated campus standards or ongoing COM projects.
- Warranty walk

Low Voltage and Security:

- Security Surveillance design for new Parking Lot D East.
- The Security surveillance design for Parking Lot D East will utilize a hybrid fiber cabling infrastructure, enabling future integration of wireless (Wi-Fi) capabilities.
- Setup Site plans showing security camera locations and associated data / fiber outlets.
- Cabling and conduit infrastructure to support security cameras and data outlets from nearest existing manholes.
- Poles and mounting coordination.
- Setup Site plans showing Water Features and associated data / fiber outlets.
- Coordinate with civil to ensure compatibility of conduit routing with grading, drainage, and existing underground infrastructure.
- Collaborate with the electrical team for shared use of poles and routing proximity to lighting systems and power sources.
- Coordinate with landscape and signage consultants to ensure proper placement, concealment, and maintenance access for technology.

Design Architect Project Management:

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

Signage Coordination:

- Sign scope parking lot signage placement and documentation utilizing COM's sign standards

Assumptions:

- Design materials, products, and systems will align with COM standards and those currently specified for the LCB to the greatest extent possible.
- Front end and technical specifications will be consistent with the current COM COMmons project.

Exclusions:

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

-Record document surveys of newly completed or ongoing work (Lots A and B, Utility work)

Supplemental Service: Memorial Garden Water Feature Design and Coordination

Fountains and water features require a specialty design consultant, which is requested for the Memorial Garden. The scope include Design Development, Construction Documentation and Construction Phase Services to be completed as part of the COMmons project. For the amended service the scope of work includes Plumbing and Electrical Engineering, Civil Engineering, Landscape Architecture, Low Voltage, Design Architect Project Management and QA/QC.

Design Architect Project Management:

- Design leadership to align with the overall campus and COMmons vision
- Project management oversight and review of consultant deliverables.
- QA/QC.
- Construction Administration Services (including meetings) and Warranty Period of the added scope aligned with the LCB project.
- Design, Construction Documentation, and Construction Administration.

Landscape Architect:

- Design Development for the additional scope of the proposed fountain to be located in the Zen/Memorial Garden area of the COMmons project currently in design.
 - Provide a maximum of 3 fountain design concepts.
 - Attend meetings with client and owner to review concept design (3 maximum).
 - Fountain location.
 - Sizing and layout.
 - Material selections.
 - Coordination with Design Team for utility locations and connection points.

Water Feature Specialty Designer Scope:

- Construction Documentation and Construction Phase Services
- 2-3 design options within allocated budget presented in two (2) design meetings.
- MEP design for fountain – Signed and sealed plans to be included in Construction Document set.
- Structural design for fountain – Signed and sealed plans to be included in Construction Document set.
- Vault sizing and location.
- Controls (to be coordinated with low voltage consultant).
- Coordination with civil engineer for water, sewer, and drainage.
- Coordination with project electrical engineer to provide power to the fountain/vault.
- Perform site visits at major fountain construction milestones (2 maximum).

Plumbing and Electrical Engineering:

- Coordination with fountain designer to provide power and supply water for the water feature.
- Documentation and Construction Administration for electrical and supply water requirements.

Civil Engineering:

- Coordination with fountain designer to provide stormwater and drainage system design for the water feature.
- Code analysis for requirements for water feature drainage.
- Documentation and Construction Administration for stormwater and drainage system design.

Low Voltage:

- Coordination with electrical engineer and fountain designer for water feature controls.
- Documentation and Construction Administration for controls.

Supplemental Service: Pavilion Design

Through the COMmons design workshops, an outdoor pavilion has been indicated as a desired campus amenity. The scope includes Design Development, Construction Documentation and Construction Phase Services to be completed

as part of the COMmons project. For the amended service the scope of work includes Plumbing and Electrical Engineering, Structural Engineering, Low Voltage, Design Architect Design and Project Management and QA/QC.

Design Architect Project Management:

- Design leadership to align with the overall campus and COMmons vision
- Project management oversight and review of consultant deliverables.
- QA/QC.
- Construction Administration Services (including meetings) and Warranty Period of the added scope aligned with the LCB project.
- Design, Construction Documentation, and Construction Administration.

Structural Engineering:

- Documentation and Construction Administration for structural system, hurricane, uplift for pavilion

Plumbing and Electrical Engineering:

- Documentation and Construction Administration for electrical, lighting, and supply water requirements.
- Lighting photometrics

Low Voltage Engineering:

- Wifi and security system coverage in pavilion
- AV hookup design
- Documentation and Construction Administration

Exclusions:

- Stage lighting design and installed AV systems (assumes hookups only for outdoors)

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

Compensation Adjustment:

- Lot D East and Lake Eckert Work - \$147,900
- Memorial Garden Water Feature Design and Coordination - \$97,000
- Pavilion Design and Construction - \$60,000
- Reimbursable survey consultant - \$26,250
- Total Compensation Adjustment - \$331,150

Schedule Adjustment:

The COMmons design schedule requests additional design time to produce the Design Development drawings, targeting July 25 for the Design Development deliverable. Owner approval of Design will be provided prior to advancing to the CD phase. CD approval will be provided prior to advancing to Bidding/ GMP and Construction Administration phases as applicable. The Construction Administration will be completed within the existing LLC (LCB) construction schedule.

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

SIGNATURES:

Cannon Design, Inc.

ARCHITECT (*Firm name*)

College of the Mainland

OWNER (*Firm name*)

SIGNATURE

Michael Corb, Principal
PRINTED NAME AND TITLE

May 16, 2025
DATE

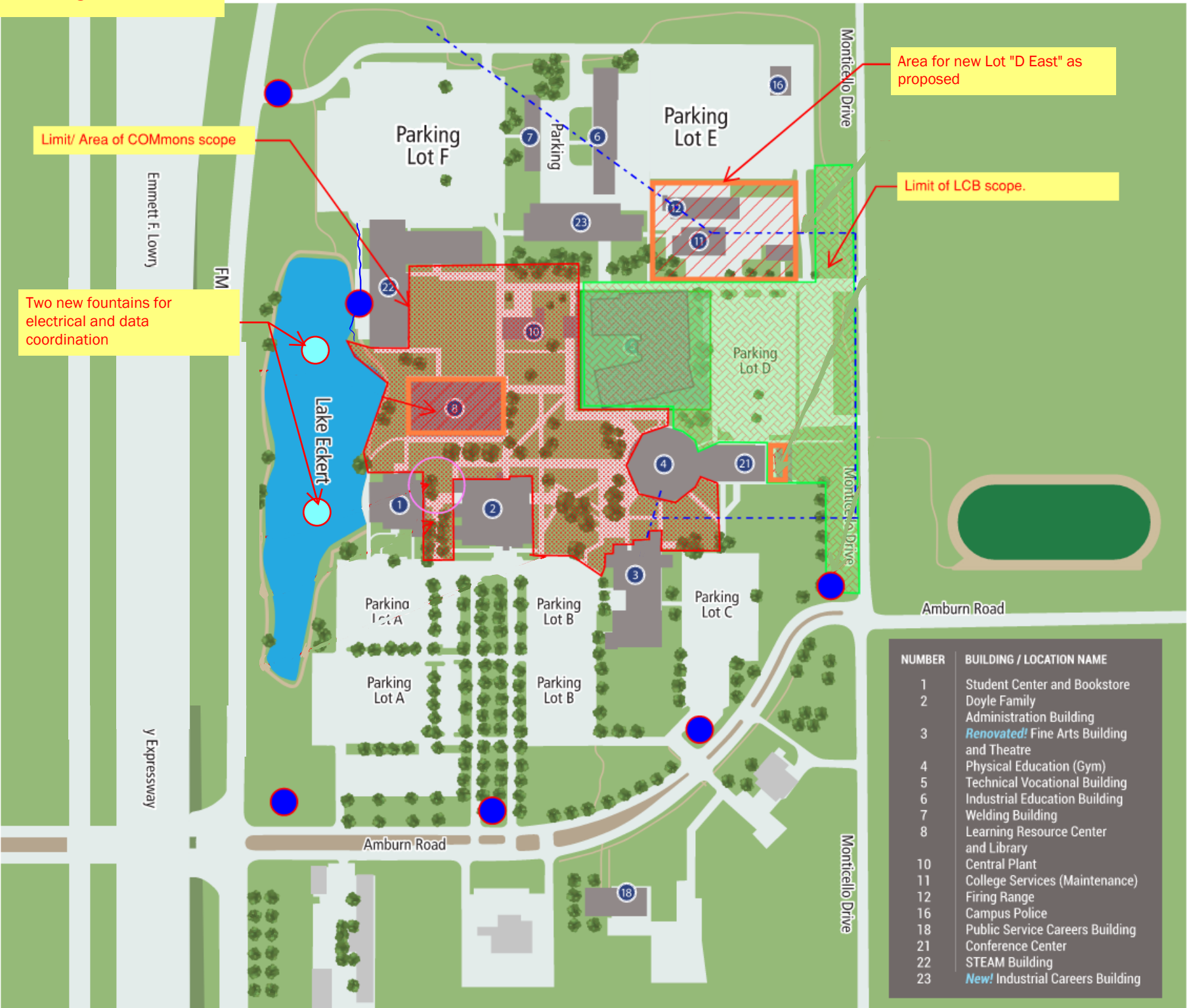
SIGNATURE

Dr. Warren Nichols, President
PRINTED NAME AND TITLE

DATE



ATTACHMENT A





PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees

From: Dr. Warren Nichols, President

Date: May 21, 2025

Subject: Agenda Item: Approval of Change Order 001 to Purchase Order # B0003181, awarded to Terracon Consultants, Inc for PSC Construction Materials Testing Services in an amount not to exceed \$114,500

AGENDA ITEM DESCRIPTION:

Approval of Change Order 001 to Purchase Order # B0003181 to Terracon Consultants, Inc. for Special Inspection & Testing Services in support of the Public Services Center 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 Change Order 001 to Purchase Order # B0003181 for Special Inspection & Testing Services, as presented.”

BACKGROUND:

Terracon Consultants, Inc. was awarded the contract for Construction Materials Testing for the PSC Project on October 17, 2024 in the amount of \$99,500.00. Change Order 001 increases the contract amount by \$15,000.00, for a total contract amount of \$114,500.00.

Attachments:

1. LAN Cover Letter
2. Terracon Consultants Inc. Proposal, dated May 15, 2025



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

From: Lockwood, Andrews & Newnam (LAN)

Date: May 21, 2025

Re: Approval of Change Order 001 for Construction Materials Testing for the Public Services Center Project

Background: Terracon Consultants, Inc. was awarded the contract for Construction Materials Testing for the PSC Project on October 17, 2024 in the amount of \$99,500.00. Change Order 001 increases the contract amount by \$15,000.00, for a total contract amount of \$114,500.00.

Recommendation: LAN recommends the approval of Change Order 001 for Terracon Consultants, Inc to continuing to perform the Construction Materials Testing services for the PSC Project. LAN recommends this for approval at the May 28, 2025 Board Meeting.

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

C.W. Scheibe, CCM, PMP
Program Manager, LAN
cwscheibe@lan-inc.com
mobile: (972) 890.3002



551 League City Parkway Ste F
League City, Texas 77573
P (281) 557-2900
Terracon.com

May 15, 2025

Lan Associates
3700 West Sam Houston Parkway South, Suite 400
Houston, TX 77042

Attention: C.W. Scheibe
E: cwscheibe@lan-inc.com

Subject: **Change Order Request No. 1**
Public Safety Careers Center (PSC)
1200 N Amburn Road, Texas City, Texas
Terracon Project No. 91241187

Dear Mr. Scheibe:

The purpose of this letter is to provide an update on our Materials Testing budget for the above referenced project.

ORIGINAL CONTRACT AMOUNT:	\$99,500.00
CHANGE ORDER REQUEST No. 1:	\$15,000.00
PROPOSED CONTRACT AMOUNT:	\$114,500.00

Terracon's current budget amount is \$99,500.00 and to date, we have billed \$98,500.00. This change order request is due to the remaining material testing services pertaining to the parking lot, utility testing, and structural steel observations. The structural steel inspections were budgeted for 96 hours of regular time, 16 trips totaling \$9,040.00. Currently we have 215.50 hours of regular time, 29.50 hours or overtime, and 40 trips totaling \$28,653.75. The concrete task was budgeted for \$16,910.00 currently it is at \$21,110.00 this was also due to extra regular time, overtime, and trips. We have 160-cylinders budgeted, currently we have made 234 cylinders. We have 14 cancelled services totaling \$5,670.00 for weather related events.

Therefore, Terracon would like to request funds in addition to the current budget amount. A request in the amount of \$15,000 to be able to cover the remaining materials testing services.

Sincerely,
Terracon Consultants, Inc.
(Registration No. F-3272)

Blaine Harvey
Project Manager

Edwin Vazquez Martinez, EIT
Materials Department Manager



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: May 28, 2025
Subject: Recommendation – Financial Analyst (New)

Presented for recommended approval to the Board of Trustees on May 28, 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. Belinda Aaron to the position of Financial Analyst, Financial Services Department.”

PURPOSE

The Financial Analyst is responsible for managing financial activities related to House Bill 8 (HB 8), insurance, asset management, and budgetary oversight. This position ensures financial compliance, prepares reports, and supports financial decision-making processes to optimize funding and expenditure management at the College of the Mainland.

BACKGROUND

This position is new position approved by the Board of Trustees.

IMPLICATIONS

Financial: \$87,446 from budget 11-0-0000-5112-5140.

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

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: May 28, 2025
Subject: Recommendation – Faculty - Nursing (Replacement)

Presented for recommended approval to the Board of Trustees on May 28, 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 Karee Carter to the position of Faculty - Nursing, Nursing Department.”

PURPOSE

Responsible for providing instruction within the appropriate department/program. Programs include potential assignments in the Associate Degree in Nursing program, Vocational Nursing program, and any additional programs in the COM Nursing Department. 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 orientation, instructional, and advisement activities as needed and assigned.

BACKGROUND

This is a replacement position for Deborah Biscoe-Ingram.

IMPLICATIONS

Financial: \$85,418 from budget 11-0-0000-1304-5100.

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: May 28, 2025
Subject: Recommendation – Enrollment Coach (Replacement)

Presented for recommended approval to the Board of Trustees on May 28, 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 Domingue Foster to the position of Enrollment Coach, Dual Credit Department.”

PURPOSE

Performs moderately complex work guiding students from connection to entry. Responsible for implementing recruitment and enrollment strategies and utilizing a caseload management approach to support students throughout the enrollment process. May provide services for special populations.

BACKGROUND

This position is replacement position for Scott Raines.

IMPLICATIONS

Financial: \$52,311 from budget 11-0-0000-4131-5140.

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: May 28, 2025
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on May 28, 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:

Director, Title V – Semillas Grant - \$87,446 from budget 32-0-5220-4199-5140

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

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Title V Director, Semillas Grant	Title V	Incumbent is responsible for the administration, implementation and management of Title V Hispanic Serving Institution Semillas grant operations, following federal guidelines. Implements and monitors program goals, develops strategies to institutionalize goals, informs senior leadership and college administration, and implements project management and evaluation.	New, Grant Funded Position	Christina Bergvall	\$87,446	\$64,775 - \$87,446 - \$110,116
2							
3							
4							
5							
6							
7							
8							

April 2025

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$48.4
Less pending I&S liability:	\$0
Net unrestricted cash:	<hr/> \$48.4
Minimum required cash :	\$8.2
Excess cash above minimum:	\$40.2

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$45.0

Actual: \$40.9

(91% earned at 67% of year)

Expense

Budget: \$45.0

Actual: \$30.5

(68% Spent at 67% of year)



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: May 19, 2025
Subject: Monthly Investment & Financial Reports

AGENDA ITEM DESCRIPTION:

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



INVESTMENT REPORT
For the Month Ended April 2025

Investment discussion:

College of the Mainland earned \$252,837 for the month of April on its short-term investments in TexPool & Logic for a total of \$1,602,926 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 \$1,602,928 interest for the fiscal year to date period ending March TexPool - \$1,036,522, Logic - \$566,404 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



April 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	(7,487,217)	(6,212,056)	1,275,161	121%	(5,892,893)	(1,594,324)
Tuition-non-credit	(489,185)	(455,044)	34,141	108%	(376,940)	(112,245)
Exemptions and waivers	184,042	1,454,802	1,270,760	13%	1,424,392	(1,240,350)
Registration fees	(158,656)	(2,308,635)	(2,149,979)	7%	(2,312,094)	2,153,437
Other fees	236,723	(197,847)	(434,570)	-120%	(154,000)	390,724
Grant revenue	(76,847)	(145,552)	(68,705)	53%	(90,882)	14,035
Sales and service revenue	(30,497)	(55,066)	(24,569)	55%	(35,540)	5,043
Miscellaneous revenue	(198,856)	(528,567)	(329,712)	38%	(213,127)	14,271
TPEG transfer in/out	0	0	0	0%	0	0
<u>Totals for Operating revenue</u>	<u>(8,020,493)</u>	<u>(8,447,965)</u>	<u>(427,472)</u>	<u>95%</u>	<u>(7,651,084)</u>	<u>(369,409)</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	(25,819,159)	(26,525,693)	(706,534)	97%	(23,750,027)	(2,069,132)
Interest revenue	(1,035,615)	(1,404,824)	(369,209)	74%	(908,652)	(126,963)
FTZ reimbursement	0	(883,022)	(883,022)	0%	(883,022)	883,022
Renew & replace transfer out	0	0	0	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(32,926,191)</u>	<u>(36,552,035)</u>	<u>(3,625,845)</u>	<u>90%</u>	<u>(31,345,574)</u>	<u>(1,580,617)</u>
<u>Total Revenue</u>	<u>(40,946,684)</u>	<u>(45,000,000)</u>	<u>(4,053,316)</u>	<u>91%</u>	<u>(38,996,657)</u>	<u>(1,950,026)</u>



April 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	5,192,775	8,558,126	3,365,352	61%	5,153,167	39,607
Admin full-time	1,423,180	2,123,029	699,849	67%	1,173,150	250,030
Professional full-time	5,510,895	9,153,285	3,642,391	60%	5,426,107	84,788
Classified full-time	2,908,911	4,353,439	1,444,528	67%	2,681,988	226,923
Part-time	2,923,785	3,691,157	767,373	79%	2,290,194	633,591
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>17,959,546</u>	<u>27,247,594</u>	<u>9,288,048</u>	<u>66%</u>	<u>16,724,607</u>	<u>1,234,939</u>
Benefits						
Benefits	3,283,772	4,467,658	1,183,886	74%	3,184,843	98,930
<u>Totals for Benefits</u>	<u>3,283,772</u>	<u>4,467,658</u>	<u>1,183,886</u>	<u>74%</u>	<u>3,184,843</u>	<u>98,930</u>
Operating expenses						
Contract services	3,122,134	4,414,306	1,292,172	71%	2,734,972	387,162
Legal	7,119	5,939	(1,180)	120%	281	6,838
Operations	440,159	954,775	514,617	46%	378,618	61,541
Utilities and Rent	1,765,456	2,891,290	1,125,834	61%	1,376,725	388,731
Postage, printing, and supplies	722,321	1,437,244	714,923	50%	686,548	35,773
Bank fees	88,525	90,100	1,575	98%	99,750	(11,226)
Capital outlay & leases	91,527	150,524	58,997	61%	58,976	32,551
Insurance	2,512,836	2,850,837	338,001	88%	2,607,695	(94,859)
Public rel, marketing and advert	158,981	252,566	93,585	63%	113,457	45,523
Misc.	429,017	546,817	117,800	78%	404,058	24,959
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>9,338,073</u>	<u>13,284,749</u>	<u>3,946,675</u>	<u>70%</u>	<u>8,461,081</u>	<u>876,993</u>



April 2025- Revenue and Expense Summary

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>30,581,391</u>	<u>45,000,000</u>	<u>14,418,609</u>	<u>68%</u>	<u>28,370,530</u>	<u>2,210,861</u>
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April 2025- Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Fund Bal	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>
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	1,209,479	0	(1,209,479)	0%	711,052	498,427
Legal	0	0	0	0%	35,000	(35,000)
Operations	4,212	0	(4,212)	0%	33,961	(29,748)
Utilities and Rent	0	0	0	0%	1,534	(1,534)
Postage, printing, and supplies	124,243	0	(124,243)	0%	144,732	(20,489)
Capital outlay & leases	289,731	0	(289,731)	0%	300,917	(11,185)
Public rel, marketing and advert	75,717	0	(75,717)	0%	15,981	59,736
Misc.	1,939	0	(1,939)	0%	9,950	(8,011)
<u>Totals for Operating expenses</u>	<u>1,705,321</u>	<u>0</u>	<u>(1,705,321)</u>	<u>0%</u>	<u>1,253,126</u>	<u>452,195</u>
<u>Total Fund Bal</u>	<u>1,714,059</u>	<u>0</u>	<u>(1,714,059)</u>	<u>0%</u>	<u>1,254,025</u>	<u>460,034</u>



April 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	5,531	19,700	14,169	28%	2,271	3,260
Campus Police	527,497	855,495	327,998	62%	462,908	64,589
EVP-Academic & Student	330,571	873,403	542,832	38%	39,416	291,155
Gen Institution	369,843	409,037	39,193	90%	354,091	15,752
Human Resources	26	0	(26)	0%	0	26
Information Technology Serv	1,789,404	2,508,019	718,616	71%	1,763,224	26,180
Internal Audit	249,634	150,000	(99,634)	166%	63,638	185,996
OPEAR	378,481	493,189	114,708	77%	277,456	101,025
Presidents Office	437,352	685,731	248,379	64%	526,839	(89,487)
Self Study SACS	10,581	12,137	1,556	87%	500	10,081
Staff Attorney	208,481	331,689	123,208	63%	198,783	9,698
<u>Totals for President</u>	<u>4,307,400</u>	<u>6,338,400</u>	<u>2,031,000</u>	<u>68%</u>	<u>3,689,126</u>	<u>618,275</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	84,623	132,989	48,366	64%	76,373	8,250
Custodial Services	861,550	1,496,263	634,713	58%	798,226	63,324
Facilities	4,185,095	5,372,447	1,187,352	78%	3,880,805	304,290
Financial Services	553,533	803,925	250,392	69%	636,614	(83,081)
Grounds	284,102	530,999	246,896	54%	287,993	(3,890)
Human Resources	574,932	810,837	235,905	71%	467,321	107,611
Purchasing	251,573	342,966	91,392	73%	235,960	15,613
Records Mgmt	7,901	20,952	13,051	38%	9,233	(1,332)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,808,239)	(1,808,239)	0%	0	0
Staff Benefits	756,080	3,510,926	2,754,846	22%	855,300	(99,220)



April 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	240,622	440,000	199,378	55%	195,634	44,988
Utilities	652,882	1,180,000	527,118	55%	614,198	38,683
Vehicle Operations	90,496	112,914	22,419	80%	85,896	4,599
VP College & Fin Svcs	201,340	280,872	79,533	72%	182,445	18,894
<u>Totals for VP Fiscal Affairs</u>	<u>8,744,729</u>	<u>12,918,201</u>	<u>4,173,473</u>	<u>68%</u>	<u>8,325,998</u>	<u>418,730</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	47,117	108,061	60,944	44%	72,150	(25,034)
Marketing and Communications	676,187	1,117,350	441,163	61%	548,014	128,173
VP Institutional Advancement	391,339	611,463	220,124	64%	424,071	(32,733)
<u>Totals for VP Institutional Advancement</u>	<u>1,114,642</u>	<u>1,836,874</u>	<u>722,231</u>	<u>61%</u>	<u>1,044,235</u>	<u>70,407</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	814,883	1,048,758	233,875	78%	695,832	119,051
Academic Planning	8,206	31,140	22,934	26%	166,125	(157,918)
Accting-Credit	86,779	104,421	17,642	83%	76,149	10,630
Adm-C.I.D.T.	56,567	74,380	17,814	76%	55,239	1,328
Adm-Cont Ed	337,862	434,391	96,529	78%	307,479	30,383
Adm-Ind Tech	0	8,000	8,000	0%	5,675	(5,675)
Adm-Instruct	45,736	55,494	9,758	82%	24,408	21,328
Adm-Math	43,771	6,498	(37,273)	674%	0	43,771
Adm-Perf & Vis Arts	49,559	63,756	14,197	78%	43,227	6,332
Adm-Pub Svc Ed	103,384	130,588	27,203	79%	78,708	24,677
Adm-Science	49,904	76,636	26,732	65%	46,804	3,100
Adm-Soc Sci	55,204	74,321	19,117	74%	53,307	1,897
Adult Education	70,305	155,521	85,216	45%	169,122	(98,817)
Allied Health Admin	6,612	9,358	2,746	71%	8,747	(2,135)
Allied Health CE	164,578	209,717	45,139	78%	41,442	123,136
Art	212,827	276,937	64,110	77%	189,428	23,399



April 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>
Art Gallery	19,557	6,691	(12,866)	292%	7,619	11,938
Biol & Nutrition	708,456	947,483	239,027	75%	600,271	108,185
C.I.S.	93,496	111,895	18,398	84%	80,175	13,321
CE-CAN Program	10,451	20,589	10,138	51%	14,195	(3,744)
CE-Dental	371	5,756	5,385	6%	0	371
Chemistry	149,533	190,640	41,107	78%	140,600	8,933
Child Develop	71,175	93,512	22,337	76%	70,820	355
Cmnty Theater	249,264	361,600	112,337	69%	241,822	7,441
Collegiate H.S.-CR	119,152	166,671	47,519	71%	116,213	2,939
Cosmetology	562,743	701,608	138,865	80%	533,917	28,826
Criminal Justice	1,076,846	1,801,471	724,624	60%	1,235,579	(158,733)
Culinary Arts	92,227	133,337	41,110	69%	45,089	47,138
Dean Cont Ed	152,531	208,854	56,322	73%	144,912	7,619
Dean Gen Ed	167,140	216,161	49,022	77%	178,539	(11,399)
Dean of Instruction-Workforce	145,801	218,771	72,970	67%	0	145,801
Dental Hygiene	235,232	445,966	210,734	53%	62,835	172,397
Distance Ed	300,197	422,711	122,514	71%	282,210	17,987
Drafting	0	0	0	0%	5,505	(5,505)
Dual Credit Dept	146,216	192,367	46,151	76%	124,734	21,482
Economics	73,242	93,168	19,926	79%	60,686	12,557
EMS-Credit	229,369	314,248	84,880	73%	155,979	73,390
Engineering	35,923	62,156	26,233	58%	26,178	9,745
Fire Tech	335,631	398,674	63,044	84%	273,936	61,695
Firearms Acad	23,500	40,150	16,650	59%	35,824	(12,324)
Foreign Lang	52,782	71,999	19,217	73%	50,127	2,655
Gen Bus-Credit	265,279	323,513	58,235	82%	221,230	44,048
Geology	67,122	92,656	25,534	72%	78,831	(11,709)
Government	316,917	386,620	69,703	82%	271,896	45,021



April 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	136,003	121,490	(14,513)	112%	111,030	24,972
Health and PE Credit	113,279	149,570	36,291	76%	110,743	2,536
Health Info Mgmt	146,779	249,656	102,877	59%	170,119	(23,339)
Hist & Geog	299,488	450,380	150,891	66%	271,217	28,271
Humanities	152,241	193,678	41,437	79%	145,199	7,042
Instr Tech Department	220,605	267,305	46,700	83%	184,135	36,471
Instr Tech Lab Mgrs	0	0	0	0%	4,086	(4,086)
Law Enforcement	144,036	172,711	28,674	83%	137,086	6,950
Law Enforcemnt-NonCR	50,814	62,859	12,045	81%	53,170	(2,357)
LC Ctr Admin	76,554	111,905	35,351	68%	3,949	72,604
Library	588,539	772,822	184,284	76%	548,336	40,202
Massage Therapy	0	5,240	5,240	0%	3,512	(3,512)
Math	716,954	958,764	241,810	75%	616,399	100,555
Medical Assistant	71,946	106,809	34,862	67%	68,662	3,284
Music	134,272	264,958	130,686	51%	177,004	(42,731)
Networking	45,226	98,299	53,073	46%	70,325	(25,100)
Nursing Administration	290,075	576,808	286,733	50%	326,189	(36,114)
Nursing-AD	0	0	0	0%	132	(132)
Pharmacy Tech	74,445	98,908	24,463	75%	67,355	7,089
Philosophy	62,381	67,612	5,231	92%	43,452	18,929
Physics	82,439	100,961	18,522	82%	78,741	3,698
Process Tech	330,854	696,243	365,389	48%	355,099	(24,244)
Prof Develop Acad	0	0	0	0%	850	(850)
Program Development	50	0	(50)	0%	75,004	(74,954)
Psychology	311,134	407,490	96,356	76%	275,080	36,054
QEP	6,527	346	(6,182)	1887%	8,589	(2,062)
Radiography	180,861	230,867	50,006	78%	96,708	84,152
Safety-CR	64,987	107,272	42,285	61%	55,604	9,383



April 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	190,457	235,193	44,736	81%	191,431	(974)
Social Science Non CR	32,641	39,998	7,357	82%	30,614	2,027
Sociology	63,393	82,749	19,356	77%	57,721	5,672
Speaking,Reading,Writing	397,412	595,717	198,305	67%	359,543	37,869
Theater Arts-Credit	108,017	142,726	34,709	76%	111,754	(3,737)
Thermal Tech-NonCR	72,512	75,412	2,900	96%	70,416	2,096
VP Instruction	184,216	617,375	433,159	30%	223,007	(38,791)
Welding-Cred	321,724	439,493	117,768	73%	328,748	(7,023)
<u>Totals for VP Instruction</u>	<u>13,477,192</u>	<u>19,290,797</u>	<u>5,813,605</u>	<u>70%</u>	<u>12,452,423</u>	<u>1,024,769</u>
<u>Summary for VP Student Services</u>						
Admissions	299,486	412,250	112,764	73%	280,517	18,969
Advise Center	470,428	730,630	260,202	64%	408,020	62,408
Career & Placement	33,639	120,113	86,475	28%	61,501	(27,863)
Dean of Student Services	186,777	280,252	93,475	67%	0	186,777
Enrollment Mgmt	39,833	41,541	1,708	96%	40,355	(522)
Facilities & Student Recreat	72,910	187,747	114,837	39%	77,465	(4,555)
Judicial Affairs	160,572	309,916	149,345	52%	142,880	17,692
Multicultural Department	19,126	32,500	13,374	59%	16,234	2,891
Recruitment	462,056	756,400	294,344	61%	484,369	(22,313)
Stu Financial Svcs	434,394	611,583	177,189	71%	394,543	39,851
Stu Organizations	144,668	258,766	114,098	56%	229,121	(84,453)
Student Graduation	46,508	87,700	41,192	53%	48,096	(1,588)
Svcs-Disab Students	34,267	45,956	11,689	75%	33,535	732
Testing	245,585	353,026	107,441	70%	211,176	34,409
Veteran Affairs	141,215	189,182	47,967	75%	135,695	5,521
VP Student Services	145,966	198,165	52,199	74%	295,241	(149,276)
<u>Totals for VP Student Services</u>	<u>2,937,428</u>	<u>4,615,728</u>	<u>1,678,299</u>	<u>64%</u>	<u>2,858,748</u>	<u>78,680</u>



April 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>30,581,391</u>	<u>45,000,000</u>	<u>14,418,609</u>	<u>68%</u>	<u>28,370,530</u>	<u>2,210,861</u>
Fund Bal by Division						
Summary for VP Fiscal Affairs						
Fund Balance - Institutional Support	404,267	0	(404,267)	0%	699,496	(295,229)
Fund Balance - Instruction	304,023	0	(304,023)	0%	182,490	121,532
Fund Balance - Oper & Maint	722,739	0	(722,739)	0%	115,958	606,781
Fund Balance - Student Services	283,031	0	(283,031)	0%	256,081	26,950
Totals for VP Fiscal Affairs	<u>1,714,059</u>	<u>0</u>	<u>(1,714,059)</u>	<u>0%</u>	<u>1,254,025</u>	<u>460,034</u>
Totals for Fund Bal	<u>1,714,059</u>	<u>0</u>	<u>(1,714,059)</u>	<u>0%</u>	<u>1,254,025</u>	<u>460,034</u>
Totals for Report	<u>32,295,451</u>	<u>45,000,000</u>	<u>12,704,549</u>		<u>29,624,555</u>	<u>2,670,895</u>



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. College of the Mainland Academic Mater Plan 2024-2027
2. Update on the Emergency Repairs to the Fine Arts Building

B. Reminders/Announcements

1. Board Meetings

- a. June 2025 – Monday, June 23rd
- b. July 2025 – Monday, July 28th
- c. August 2025 – Monday, August 25th
- d. September 2025 – Monday, September 22nd

2. Juneteenth Celebration – Tuesday, June 17th, 12:30 p.m., COM Conference Center

3. Pride Celebration, Tuesday, June 24th, 12:30 p.m., STEAM 120

C. Resignations and Retirement Report

D. Miscellaneous Updates

**College of the Mainland
Academic Master Plan
2024-2027**

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Executive Summary

College of the Mainland's (COM) 2024–2027 Academic Master Plan (AMP) presents a strategic vision focused on expanding access, enhancing student success, and aligning academic programs with industry needs. The prior AMP laid a strong foundation by broadening workforce training and modernizing facilities to better support learning. Building on recent achievements and addressing community needs, this plan prioritizes data-informed decision-making, innovative academic support, and strategic partnerships to prepare students for successful careers or further education.

The College of the Mainland Academic Master Plan for 2024-2027 aims to:

- Expand instruction and student services in alignment with COM's mission, vision, values, and strategic priorities as a comprehensive community college.
- Support enrollment, persistence, and student completion/transfer for both degree- and non-degree-seekers.
- Strengthen partnerships with K-12 schools, colleges and universities, businesses, and government organizations.
- Promote continuous improvement through evidence-based teaching and learning practices.
- Enhance college planning for curriculum development, course scheduling, resource allocation, technology upgrades, facilities, revenue diversification, and service expansion.
- Analyze the post-completion performance of both transfer and workforce students, using data on career placement, continued education, and earnings as key measures of institutional effectiveness and student success.
- Define strategies to achieve AMP goals.

Who We Are

The College of the Mainland (COM) plays a vital role in serving the educational and workforce development needs of Texas City and the broader Galveston County area. Established in 1966, COM provides critical training programs that align with the needs of regional industries such as healthcare, public service, petrochemical technology, and engineering while also preparing students for academic transfer to four-year institutions. The college's ongoing facility improvements, supported by both the 2018 and 2023 bond programs, ensure that students have access to modern learning environments that foster both career readiness and higher education aspirations. Through partnerships with local independent school districts—including Dickinson, Hitchcock, Santa Fe, Texas City, Friendswood ISD, and parts of Clear Creek ISD—COM offers dual-credit and early college programs, allowing high school students to earn college credit while preparing for university transfer or workforce training programs.

The College of the Mainland (COM) service area encompasses a diverse industry base, including petrochemical manufacturing, healthcare, maritime and port operations, aerospace, logistics, and public service. The region is home to major employers such as refineries and chemical plants along the Gulf Coast, hospitals and medical centers, the Port of Texas City, and NASA's Johnson Space Center. Additionally, growing industries in construction, education, and emergency services create ongoing demand for a skilled workforce. These sectors drive the local economy and require well-trained professionals to support expansion and innovation.

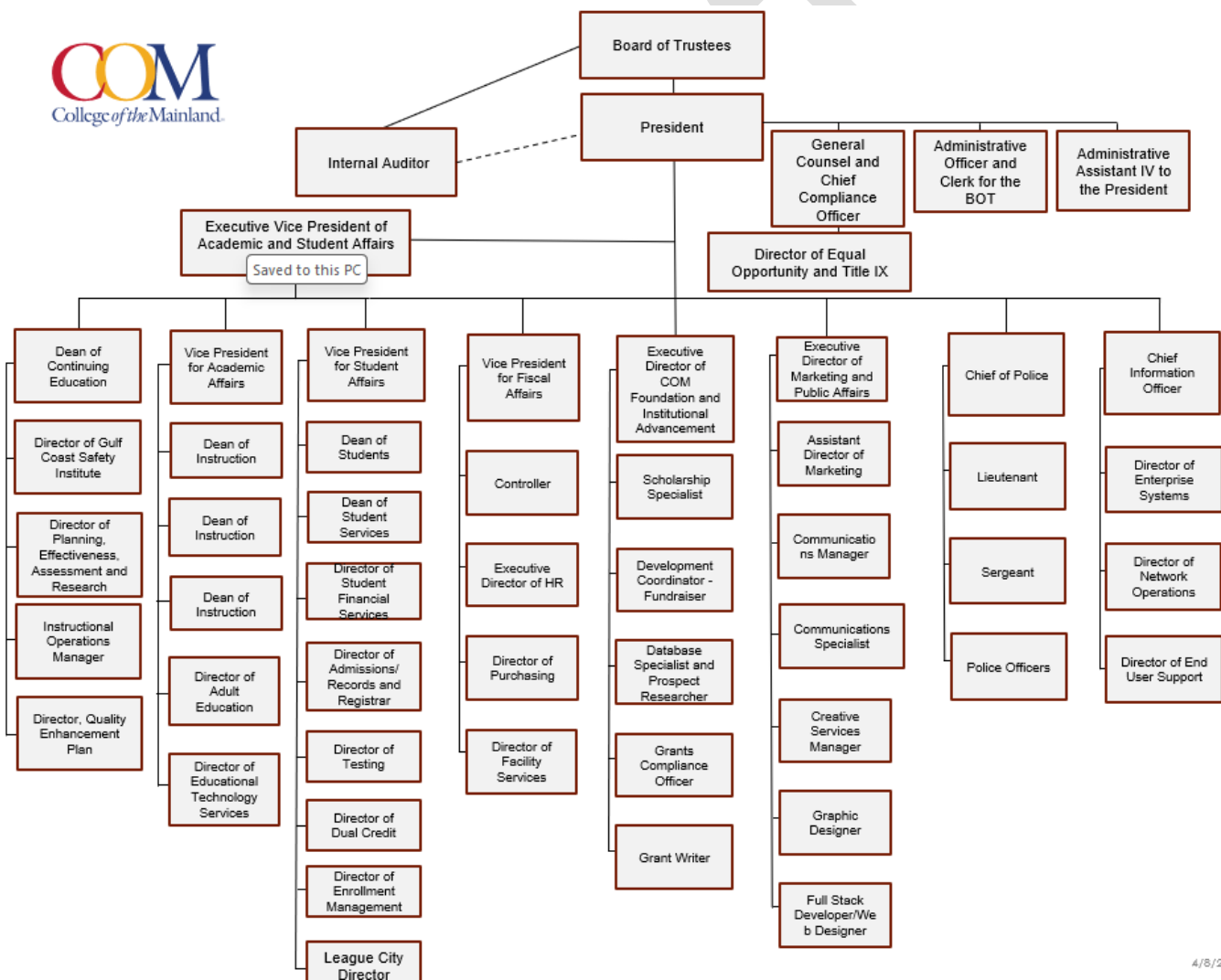
COM's commitment to workforce development is evident in its investment in new and expanded facilities that directly support industry needs while also strengthening academic pathways for students planning to continue their education. The new Public Safety Center will enhance training opportunities for law enforcement, fire protection, and emergency medical services, ensuring that first responders are well-equipped to serve the community. Furthermore, the new Corporate Training Center will provide dedicated space to support industry and community partners by offering customized training opportunities. At the same time, the new Library and Classroom Building has been designed to offer expanded classroom space for social and behavioral sciences, English, and humanities disciplines. Additionally, it features a large auditorium and enhanced study areas, benefiting both students and the broader community.

Beyond its role as an academic institution, COM serves as a hub for community engagement, economic development, and university transfer preparation. With a strong emphasis on academic excellence, COM provides students with the coursework and advising support needed to seamlessly transfer to universities, ensuring they can continue their education and achieve their long-term career goals. The combination of workforce training, university transfer programs, and modernized facilities underscores

COM's dedication to meeting the evolving needs of students, employers, and the local community, making it a cornerstone of opportunity, growth, and innovation for the residents of Texas City, La Marque, Dickinson, Hitchcock, Santa Fe, League City, Friendswood (partially), Bacliff, and San Leon.

Our Structure

Below is the College's organizational chart visually depicting leadership roles, departmental relationships, and reporting lines, helping faculty, staff, and stakeholders understand their responsibilities and points of contact. It also aids in planning by showing how different units collaborate to achieve institutional goals. This structure enhances communication and promotes operational effectiveness across the institution.



4/8/2025

College and Community Demographics

The analysis below of student demographics and economic disadvantage—defined by eligibility for the National School Lunch Program (NSLP), which provides free or

reduced-price meals to low-income families—across local Independent School Districts (ISDs) is essential for shaping the College’s academic programs and student support services. Furthermore, examining median household income and bachelor’s degree attainment rates within the service area provides valuable insights into the educational and economic challenges prospective students face. Understanding these trends enables COM to develop targeted initiatives that support college access, affordability, and completion, particularly for underrepresented and economically disadvantaged students.

Tables 1.1 and 1.2 present student demographics and economic disadvantage statistics across local Independent School Districts (ISDs) for the 2023–2024 academic year. Statewide, 62.2% of Texas public school students were classified as economically disadvantaged, a figure exceeded by half of COM’s service area and 75% of the College’s taxing district. Table 1.3 further highlights COM’s diverse student population, showcasing enrollment trends over the past three years.

Table 1.1 Independent school district demographics (Source: [Texas Education Agency](#))

2023-2024	District	African American	Hispanic	White	Asian	Other
Texas City ISD	Tax District	29.2	46.7	18.4	0.4	5.3
Hitchcock ISD	Tax District	37.9	36.3	21.3	0.6	3.9
Dickinson ISD	Tax District	15.2	52.6	26.9	1.8	3.5
Santa Fe ISD	Tax District	1.3	27.3	68.3	0.61	2.5
Friendswood ISD	Service District	1.8	21.5	64.8	6.6	5.3
Clear Creek ISD	Service District	7.7	34.8	43.5	8.6	5.4

Note: The city of La Marque is in Texas City ISD.

Table 1.2 Statistics in local independent school districts (Source: [Texas Education Agency](#))

2023-2024	District	Percent Economically Disadvantaged	SAT Average Score
Texas City ISD	Tax District	82.8	948
Hitchcock ISD	Tax District	82.6	914
Dickinson ISD	Tax District	66.5	965
Santa Fe ISD	Tax District	52.4	1030
Friendswood ISD	Service District	13.22	1175
Clear Creek ISD	Service District	37.3	1138

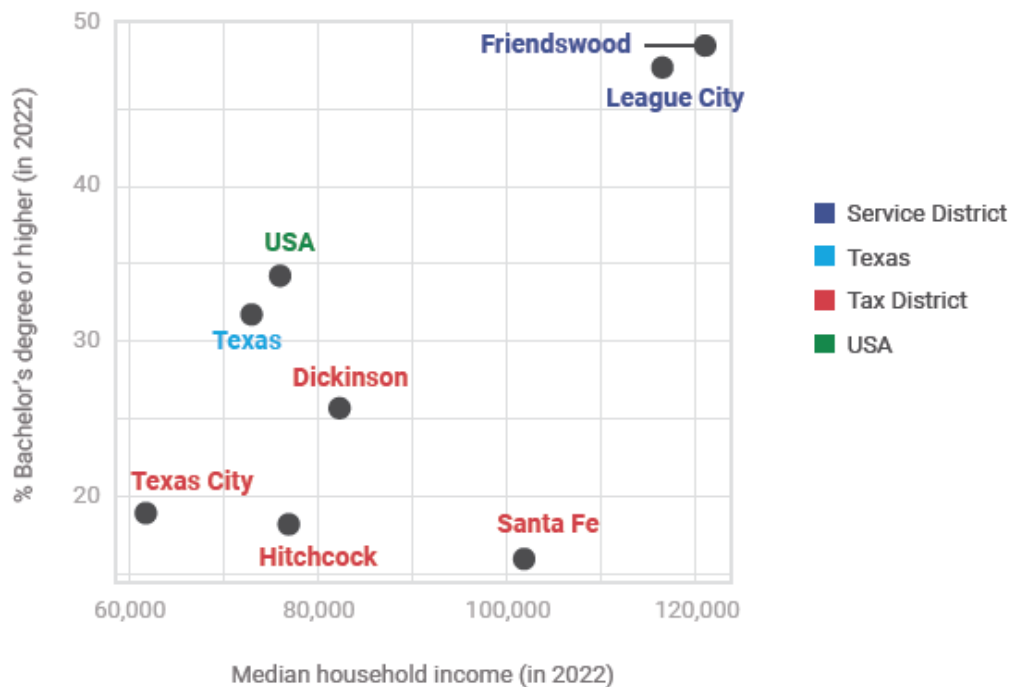
Table 1.3 COM three-year enrollment trends

Term	White	Black	Hispanic	Asian	American Indian/Alaskan Native	Native Hawaiian/Pacific Islander	Race Unknown	Mult-racial	Total
Fall 2022	1,759	666	1,639	142	23	2	118	135	4,484
Fall 2023	1,870	733	1,845	141	23	2	187	160	4,961
Fall 2024	1,929	916	2,071	146	30	8	212	186	5,498

Data Source: COM CBM001/OC1 Fall 2022, 2023, 2024 Accessed 01-31-25

The tables illustrate COM's diverse student population, while Figure 1.1 below highlights the correlation between degree attainment and median income underscoring the College's vital role in fostering its students' upward mobility and financial success. The figure also demonstrates additional support for the need for an Academic Master Plan that serves as the blueprint for the College to enhance our current programs and services and develop vital pathways to completion, via credit and continuing education pathways.

Figure 1.1 Median household income and bachelor's completion in service area (Source: U.S. Census Bureau)



Community College Impact

Since the 1970s, community colleges have played a crucial role in workforce development, offering occupational certificates, degree programs, and transfer pathways to four-year institutions under an open-admissions policy. As noted by the

data below, community colleges are key contributors to higher education and workforce development (Ma & Baum, 2016). In the U.S.:

- Over 50% of new healthcare professionals and nearly 80% of first responders graduate from community colleges (College Board, 2008).
- More than half of all African American, Asian, Pacific Islander, Hispanic, and Native American undergraduates attend community colleges.
- Almost 46% of bachelor's degree earners attended a community college at some point in their education.

The broad mission of a community college can confuse some students who are unsure if their pathway is to find employment or transfer to a four-year institution (Beach, 2011). Community colleges recognized this ambiguity and began to address this through guided pathways. The American Association of Community Colleges (AACC) and several partners began work on the Guided Pathways Project in 2015 (American Association of Community Colleges, n.d.). The project aimed to increase student completion of high-quality credentials, transfer, and job attainment in high-value career areas. The project endeavored to meet these goals by providing clear pathways through four dimensions – clarify paths to students' end goals, help students choose and enter a pathway, help students stay on a path, and ensure that students are learning (American Association of Community Colleges, n.d.). As a result, this project set a foundation to uniquely position community colleges to meet the expectations of the state and federal government. COM has recommitted to the Guided Pathways Project through the College's QEP, Commit to Complete. COM is committed to:

- Establishing clear academic and career pathways that provide students with structured course sequences, transfer guidance, and embedded credentials.
- Creating program maps for both full-time and part-time students to ensure flexibility and efficiency in degree completion.
- Utilizing meta-majors to help students explore academic options while staying on track toward degree attainment.
- Ensuring advisors and faculty receive training on how to use technology to monitor and guide students toward completion.
- Developing an institution-wide data dashboard that tracks enrollment, retention, and graduation trends, ensuring data transparency and accountability across all departments.

By implementing these strategies, College of the Mainland will create a sustainable, student-centered academic experience, improving persistence, retention, and completion rates while aligning with workforce demands.

The Plan

This plan positions COM as a leading comprehensive community college, dedicated to accessibility, academic success, and workforce readiness. By continuously improving student onboarding, expanding flexible learning models—including fully online programs, short-term and micro-credentials, and credit for prior learning—and strengthening strategic partnerships with ISDs, business and industry leaders, and higher education institutions, COM is committed to creating clear pathways that empower students to achieve their academic and professional goals.

Many individuals from across the College and community we serve worked collaboratively to develop this plan. During the Fall 2024 semester, input was gathered by academic affairs deans, student affairs, educational technology, Office of Planning, Effectiveness, Assessment, and Research (OPEAR), and continuing education to develop the foundational information for this document. Early in Spring 2025, the College solicited input, feedback, and recommendations from the board of trustees, COM faculty, and staff. The plan was further disseminated to students, businesses, and community partners for input and feedback throughout the month of February 2025. Input and feedback from key stakeholders were reviewed and incorporated into the final version of this AMP. (NOTE: Will add names and constituent groups when review and feedback has concluded.)

Serving Our Students

To support academic achievement and improve retention, completion, and transfer, the 2024–2027 Academic Master Plan emphasizes streamlined pathways and comprehensive support services. The initiatives and strategies identified in this section center around a strengthened Guided Pathways framework, defined meta-majors – a broad academic pathway that groups related fields of study under a general area of interest, and holistic academic support structures. By focusing on reducing excess credits and accelerating time to completion, COM is committed to equipping students with clear, efficient paths to reach their educational goals. Additionally, COM will enhance student success and retention through well-defined academic and workforce pathways, robust support systems, and proactive interventions.

Improve Student Enrollment and Onboarding

COM has improved the enrollment process but must continuously refine onboarding procedures—including application, advising, testing, financial aid, orientation, and registration—by committing to:

- Implement a Customer Relations Management System (CRM) to strengthen recruitment efforts and streamline the entire student journey, providing a more personalized and efficient experience for each student population.

- Develop Career Focused pathways with "credit for prior learning" that emphasize "career progression," connecting adult and continuing education on-ramps to credit certificate and degree programs.
- Provide early and on-going career guidance and exploration to students beyond the point of initial registration to support students' long-term academic and professional goals.
- Establish "easy to understand" meta-majors and clearly defined pathways to completion.
- Ensure meta-majors minimize extraneous credits when students change programs laterally and within a given meta-major.
- Leverage technology for a seamless experience by using data-informed insights and technology to simplify and automate the enrollment process, improving accessibility, reducing barriers, and ensuring a smoother onboarding experience from start to finish.

Enhance Online Learning and Accessibility

COM will empower faculty by creating a more dynamic and supportive online learning experience for students. Additionally, COM will enhance student access and ensure compliance with accessibility standards, fostering an inclusive learning environment through initiatives such as:

- Designing user-friendly interfaces for COM's learning management system (LMS) and related systems to address the needs of COM's diverse population of learners, such as:
 - Clear, intuitive navigation minimizes confusion and helps students locate coursework, assignments, and resources quickly.
 - The incorporation of videos, transcripts, and interactive elements to support diverse learning styles and varying levels of digital literacy.
- Partnering with student affairs to provide training on using digital tools effectively, ensuring all students can fully engage with online and hybrid courses.

These measures will align with COM's commitment to empowering all students to succeed.

Expanding Experiential Learning and Workforce Preparation

In alignment with COM's QEP, Commit to Complete, the College endeavors to embed more work experience into instruction through experiential learning. Experiential learning is essential for equipping students with the skills and experiences needed for career success. Experiential learning provides hands-on, real-world learning experiences that allow students to apply theoretical knowledge in practical settings. By emphasizing learning through direct experience, we can foster industry-relevant skills

and enhance students' understanding of workplace dynamics and current trends. Furthermore, experiential learning enhances outcomes for all students—whether workforce-bound or transfer-focused—by fostering critical thinking (Bhuttah et al., 2024; Miettinen, 2000). Experiential learning encompasses a range of activities, including internships, apprenticeships, research projects, co-ops, volunteering, field experiences, and hands-on projects. COM will increase the frequency and quality of experiential learning opportunities while streamlining access to them.

By focusing on immersive experiences, such as simulations, workshops, and project-based learning, continuing education courses can also provide opportunities for professional growth beyond traditional academic pathways. This approach is especially valuable as it bridges theoretical knowledge with practical application in a dynamic and flexible environment.

To achieve this, the College will:

- Offer student participation in career exploration events through experiential and service learning.
- Implement comprehensive support systems that include financial assistance, mentorship programs, and partnerships with diverse industries to ensure all students can participate.
- Increase paid employment opportunities for students like apprenticeships, cooperatives, internships, and clinicals.
- Expand partnership opportunities between COM programs and business and industry.
- Ensure implementation of effective advisory committee processes to support student learning and provide a highly skilled workforce for our local community.
- Provide workshops, peer mentoring, and resources to equip faculty with the skills needed to design and facilitate effective experiential learning opportunities.
- Increase frequency and quality of field experiences and academic research opportunities.
- Leverage shared resources in simulation technology tools like 3D virtual dissection software (e.g., Anatomage) to teach continuing education Allied Health students about human anatomy. These experiences provide skill acquisition in a practical, interactive environment to prepare for careers or further education in healthcare through Continuing Medical Education (CME).

Strengthen Transfer Pathways

Additionally, the College will provide clear transfer pathways by:

- Expanding embedded tutoring and supplemental instruction to support student success in key gateway and corequisite courses like Math and English.

- Developing co-enrollment programs with colleges and universities.
- Creating programmatic transfer maps to our top transfer institutions.
- Partnering with four-year institutions offer courses on COM's campus allowing students to complete their bachelor's degree at COM.
- Providing clearly defined stackable pathways from continuing education to credit.

Broaden Degree and Credential Opportunities

Lastly, COM will expand academic offerings to meet industry demands and student needs by:

- Creating additional Bachelor of Applied Arts and Science (BAAS) programs to provide cost-effective four-year degree options.
- Developing new workforce programs based on labor market data.
- Exploring micro-credentials and short-term certifications for upskilling and reskilling the workforce.
- Expanding distance education with fully online and hybrid programs.
- Enhancing military and veteran support services, including credit for prior learning and career-aligned pathways.
- Strengthening the Honors Program by providing rigorous coursework, research, and leadership development.
- Improving Adult Basic Education (ABE) pathways by integrating GED, ESL, and workforce preparation programs into structured credential pathways.
- Utilizing student feedback to refine course schedules and improve instructional support.
- Identifying benchmark courses to track instructional quality and student performance in subsequent courses.
- Monitoring post-completion student performance to measure institutional success for both transfer and workforce students.

Through these strategic initiatives, COM is committed to enhancing student success, expanding educational opportunities, and strengthening regional workforce development.

Serving Our People

In today's rapidly evolving educational landscape, supporting and cultivating outstanding faculty is essential for the success of higher education institutions. To achieve teaching excellence, colleges must invest in faculty development, provide robust support systems, and create a culture that values and rewards effective teaching. Both individual educators and institutional leadership play vital roles in this endeavor. Therefore, the College will:

- Enhance faculty training programs focused on effective teaching strategies, student engagement, and discipline-specific workshops, particularly for 8-week and hybrid courses.
- Establish a comprehensive mentoring program for new faculty, facilitating integration into the institution and promoting professional growth.
- Create spaces for faculty to discuss barriers to student success and share effective strategies for overcoming challenges.
- Create professional development programs that empower faculty and staff to identify and implement process improvements.
- Promote a mindset of innovation and adaptability, encouraging departments to pilot new approaches to teaching, learning, and student support.

In collaboration with academic and student affairs leadership, Educational Technology Services (Ed Tech) will offer workshops, webinars, and on-demand resources focusing on:

- Effective use of educational technology tools for student engagement.
- Strategies for designing hybrid and online courses to maximize learning outcomes.
- Best practices in integrating emerging technologies like AI and AR/VR.

To maximize student success in hybrid and online learning, COM will prioritize faculty development focused on optimized course delivery. EdTech, in collaboration with the faculty-led Distance Education Committee, will identify, pilot, and implement LMS enhancements that demonstrably improve student engagement, accessibility, and effective online pedagogy. Potential tools include gamification modules, integrated communication platforms, accessibility checkers, and analytics dashboards. The Distance Education Committee will also play a key role in developing and promoting best practices for online teaching.

Additionally, EdTech and Student Affairs will partner to develop and integrate engaging, accessible multimedia resources within the LMS, focusing on streamlined student onboarding and comprehensive support services. This collaboration will produce accessible video tutorials, interactive guides, and virtual workshops covering essential topics such as LMS navigation, financial aid access, advising connections, and campus resource utilization. This proactive approach empowers students with the knowledge and skills to thrive in online and hybrid learning.

COM is committed to leadership development as it ensures the continuous growth and sustainability of institutional excellence. By cultivating strong leaders at all levels, COM can foster a culture of innovation, collaboration, and student-centered decision-making.

Effective leadership development programs equip faculty and staff with the skills needed to navigate complex challenges, drive institutional improvements, and mentor future leaders. Investing in leadership development also enhances employee engagement and retention, strengthens succession planning, and promotes a shared vision for academic success. The College will:

- Implement a structured succession planning program to identify and develop future leaders within the college. This initiative will include mentorship opportunities, leadership training, and career development pathways to ensure continuity in key roles and institutional knowledge retention.
- Establish a comprehensive training program for newly appointed supervisors to enhance their leadership, communication, and management skills. The training will cover essential topics such as performance management, conflict resolution, employee engagement, and institutional policies to support their transition into leadership roles effectively.

Through these professional development opportunities, faculty and staff will be empowered to enhance their instructional practices, streamline processes, and drive innovation. Educational Technology Services will also provide ongoing support through one-on-one consultations and technical assistance, ensuring continuous growth and adaptability in teaching and learning.

Serving Our Community

COM is vital in supporting our community by collaborating with businesses, government agencies, and community organizations to identify workforce gaps and create relevant training programs. By developing programs and short-term training in high-demand fields, we can empower individuals in our community with skills that lead to well-paying jobs while boosting the local economy. COM is uniquely positioned to provide students with flexible scheduling, affordable tuition, and support services, ensuring access for working adults and underserved populations.

Identifying New Programs

As a vital educational institution in the Gulf Coast region, the College prioritizes programs that provide students with opportunities for a family-sustaining wage. COM has identified a family sustaining wage for the community we serve based on the MIT Living Wage Calculator (2025), as \$36.26 per hour or an annual income of \$75,420. COM is committed to aligning its academic programs with the demands of the local labor market to ensure graduates can secure stable, well-paying careers. To identify potential awards and credentials, the College relies on two key data sources. The first is LightCast, a labor market analysis software that provides insights into workforce trends. The second is the Gulf Coast Workforce Board's High-Skill High-Growth Occupations

(HSHG) list, which highlights credentials of value in the community and supports strong career trajectories, as outlined in HB8.

In addition to labor market demand and wage potential, several other factors impact the development of new academic programs, including:

Facilities and Equipment Requirements – Ensuring adequate infrastructure and technology to support new programs.

Funding Needs and Sources – Securing financial resources to sustain program operations.

Ability to Recruit Qualified Faculty – Hiring instructors with the necessary expertise and credentials.

Federal and State Policy and Regulations – Complying with accreditation standards and legislative mandates.

Community Impact – Evaluating how new programs contribute to regional economic and workforce development.

By considering these factors, the College ensures that its programs align with industry needs and provide students with meaningful, high-quality educational opportunities that lead to well-paying, in-demand careers.

Bachelor's Degree

COM is exploring the launch of a Bachelor of Applied Arts and Sciences (BAAS) in Operations Management to provide a seamless pathway for students in technical fields to complete a four-year degree and access family-sustaining wages. Many Associate of Applied Science (AAS) graduates face challenges transferring credits to traditional bachelor's programs due to misalignment with standard degree requirements. This program offers flexible entry points, allowing students from healthcare, industrial careers, information technology, and business to apply their existing credits without losing progress.

The BAAS in Operations Management equips students with leadership, management, and communication skills essential for career advancement while meeting labor market demands for high-paying jobs. With a focus on economic mobility, COM is committed to developing programs that support stable, well-paying careers and address local workforce needs. Its flexible structure makes higher education more accessible, particularly for working professionals seeking leadership roles.

Based on the data presented in Table 1.4, the College will explore the development of a Bachelor of Applied Arts and Sciences (BAAS) in Operations Management to meet the growing demand for skilled professionals in this field. Table 1.5 further supports this

initiative, listing Operations Managers as a high-skill, high-growth occupation in the Gulf Coast region. Both data sources identify General and Operations Managers as the fastest-growing management roles, emphasizing the need for educational programs that prepare students for career advancement. While the data also highlights other career fields with higher wage opportunities, the Operations Management program reaches a broader audience by offering a versatile skill set applicable across multiple industries.

Because Texas community colleges have a limited number of bachelor's degree offerings, COM is partnering with four-year institutions to develop co-enrollment and 2+2 pathways. Additionally, the College will collaborate with four-year institutions for students to complete their bachelor's degree close to home by offering partner institution courses on the COM campus. Some pathways identified for this initiative are education, criminal justice, and business. These initiatives enhance regional workforce development, address industry needs, and increase access to higher education. By expanding bachelor's degree options, COM provides a seamless transition for students beyond an associate degree. These partnerships reflect COM's commitment to student success and the local community's educational advancement.

Table 1.4 Fastest Growing Occupations – Bachelor’s Degree – Galveston, Brazoria, Harris Counties
(Source LightCast)

Occupation	2024 Jobs	2034 Jobs	Change in Jobs (2024- 2034)	% Change	2023 Median Hourly Earnings
Registered Nurses	55,874	61,955	6,080	11%	\$45.51
General and Operations Managers	90,759	95,246	4,486	5%	\$49.27
Software Developers	17,939	21,981	4,042	23%	\$61.80
Medical and Health Services Managers	10,578	13,494	2,916	28%	\$53.25
Financial Managers	13,581	15,605	2,024	15%	\$80.63
Accountants and Auditors	24,235	26,140	1,905	8%	\$39.88
Market Research Analysts and Marketing Specialists	9,417	11,059	1,642	17%	\$30.73
Human Resources Specialists	15,376	16,879	1,503	10%	\$30.82
Management Analysts	9,192	10,602	1,410	15%	\$43.08
Project Management Specialists	26,625	27,936	1,311	5%	\$47.32
Computer and Information Systems Managers	10,437	11,708	1,271	12%	\$80.16
Business Operations Specialists, All Other	13,912	15,131	1,220	9%	\$38.66
Data Scientists	4,674	5,860	1,186	25%	\$47.87
Construction Managers	13,029	13,928	899	7%	\$48.64
Logisticians	5,245	6,021	776	15%	\$35.18
Substance Abuse, Behavioral Disorder, and Mental Health Counselors	4,250	5,010	760	18%	\$28.21
Clinical Laboratory Technologists and Technicians	7,315	8,065	750	10%	\$25.38
Computer Systems Analysts	8,872	9,602	730	8%	\$55.48
Computer Occupations, All Other	10,643	11,363	720	7%	\$50.94
Managers, All Other	9,913	10,608	696	7%	\$66.66

Table 1.6 2023 High-Skill, High-Growth Occupations Excerpt: Management – Bachelor’s Degree
(Source: [Gulf Coast Workforce Board](#))

Management Occupations	2020 Jobs	2030 Jobs	Change in Jobs (2020-2030)	% Change	2021 Median Hourly Earnings
General and Operations Managers	56,142	68,281	12,139	21.6%	\$46.80
Marketing Managers	4,592	5,450	858	18.7%	\$61.23
Computer and Information Systems Managers	6,190	7,372	1,182	19.1%	\$76.66
Financial Managers	12,690	16,251	3,561	28.1%	\$73.10
Industrial Production Managers	4,360	5,233	873	20.0%	\$60.67
Purchasing Managers	2,036	2,424	388	19.1%	\$62.01
Human Resources Managers	2,918	3,481	563	19.3%	\$61.17
Construction Managers	19,223	23,445	4,222	22.0%	\$47.58
Architectural and Engineering Managers	5,445	6,480	1,035	19.0%	\$79.69
Medical and Health Service Managers	9,282	13,369	4,087	44.0%	\$49.93

Associate Degree and Short-Term Credentials

Based on the data presented in Table 1.7 and 1.8 below, there is a clear opportunity for the College to expand its existing medical imaging programs by offering a Diagnostic Medical Sonography pathway. This expansion would address the growing demand in the healthcare sector for qualified sonographers and provide students with a specialized career path in medical imaging. Additional identified opportunities to branch from the AAS Radiologic Technology Program for growth include:

- Offer a Limited-Scope Radiologic Technology training program. This program could also include additional training and certification opportunities in medical assisting, phlebotomy, and EKG technician partnering with COM’s current programs.
- Partner with our local Independent School Districts, which offer Imaging Programs, to offer a step-up program. This program allows high school students who graduate with a Limited-Scope Radiologic Technology license to step into a 12-month program to achieve Full-Scope Radiologic Technology licensure, certification, and registration. Seek JRCERT accreditation for this program.
- Offer advanced modality didactic training through COM’s continuing education department (24 hours of education). Courses could include CT, MRI, Mammography, Bone Density, Breast Sonography, Cardiac Interventional Radiography, Vascular Sonography, and Vascular Interventional Radiography.
- Offer advanced modality programs (didactic and clinical courses) leading to advanced modality certification by the American Registry of Radiologic Technologists (12-month program). Courses could include CT, MRI,

Mammography, Bone Density, Breast Sonography, Cardiac Interventional Radiography, Vascular Sonography, and Vascular Interventional Radiography.

- Offer a one-year full-time intensive Nuclear Medicine program for Registered Radiology Technologists who wish to earn a Nuclear Medicine credential (CNMT and/or RT (N))

Additionally, the data reveals a regional need for engineering technology programs. These fields are experiencing significant workforce shortages and present a valuable opportunity for the College to diversify its offerings and meet the needs of local industries.

Table 1.7 Fastest Growing Occupations – Associate Degree (Source: LightCast)

Occupation	2024 Jobs	2034 Jobs	Change in Jobs (2024-2034)	% Change	2023 Median Hourly Earnings
Paralegals and Legal Assistants	7,411	8,652	1,241	17%	\$29.31
Veterinary Technologists and Technicians	2,555	3,067	512	20%	\$18.32
Radiologic Technologists and Technicians	4,240	4,723	483	11%	\$37.71
Preschool Teachers, Except Special Education	8,050	8,530	481	6%	\$16.83
Physical Therapist Assistants	1,608	2,037	429	27%	\$37.18
Respiratory Therapists	2,635	3,036	401	15%	\$38.28
Dental Hygienists	1,620	1,954	334	21%	\$44.50
Diagnostic Medical Sonographers	1,787	2,109	321	18%	\$40.25
Web Developers	1,350	1,564	213	16%	\$45.75
Occupational Therapy Assistants	1,060	1,260	200	19%	\$35.34
Medical Equipment Repairers	1,659	1,846	187	11%	\$24.50
Web and Digital Interface Designers	904	1,091	187	21%	\$39.79
Computer Network Support Specialists	3,149	3,288	139	4%	\$27.89
Engineering Technologists and Technicians, Except Drafters, All Other	3,523	3,647	124	4%	\$35.61
Cardiovascular Technologists and Technicians	1,028	1,133	106	10%	\$22.33
Magnetic Resonance Imaging Technologists	717	821	104	14%	\$42.06
Life, Physical, and Social Science Technicians, All Other	1,252	1,355	103	8%	\$25.52
Chemical Technicians	2,750	2,843	93	3%	\$43.55

Environmental Science and Protection Technicians, Including Health	752	844	92	12%	\$23.37
Morticians, Undertakers, and Funeral Arrangers	342	398	56	16%	\$14.98

Table 1.8 2023 High-Skill, High-Growth Occupations Excerpt: Associate Degree
(Source: [Gulf Coast Workforce Board](#))

Occupations	2020 Jobs	2030 Jobs	Change in Jobs (2020-2030)	% Change	2021 Median Hourly Earnings
Paralegals and Legal Assistants	9,453	11,608	2,155	22.8%	\$28.55
Preschool Teachers, Except Special Education	7,882	9,896	2,014	25.6%	\$13.80
Dental Hygienists	3,401	4,405	1,004	29.5%	\$36.49
Radiologic Technologists and Technicians	4,541	5,458	917	20.2%	\$30.23
Calibration Technologists and Technician and Engineering Technologists	4,169	5,069	900	21.6%	\$28.36
Architectural and Civil Drafters	3,335	3,884	549	16.5%	\$28.97
Diagnostic Medical Sonographers	1,757	2,288	531	30.2%	\$37.04
Geological and Hydrologic Technicians	2,517	3,042	525	20.9%	\$36.77
Physical Therapist Assistants	1,443	1,955	512	35.5%	\$34.57
Electrical and Electronic Engineering Technologists and Technicians	2,943	3,437	494	16.8%	\$35.72
Industrial Engineering Technologists and Technicians	1,786	2,210	424	23.7%	\$29.57
Web Developers and Digital Interface Designers	2,036	2,417	381	18.7%	\$32.36
Civil Engineering Technologists and Technicians	1,914	2,229	295	15.3%	\$29.14
Electrical and Electronics Drafters	1,515	1,805	290	19.1%	\$29.45
Cardiovascular Technologists and Technicians	1,369	1,648	279	20.4%	\$22.60
Mechanical Engineering Technologists and Technicians	1,282	1,545	263	20.5%	\$29.19
Mechanical Drafters	1,776	1,950	174	9.8%	\$31.83

Continuing Education

COM is uniquely positioned to respond to the rapidly evolving knowledge and skills required for careers in our region. Several key factors contribute to this adaptability:

- **State-of-the-Art Facilities:** Community support through recent bond projects has provided modern facilities and equipment, enabling COM to offer high-quality, short-term skills training aligned with industry and community needs.

- **Industry Partnerships:** Workforce programs collaborate with local businesses to develop targeted upskilling programs that address workforce demands.
- **Educational Pathways:** COM works closely with ISD partners, community leaders, and industry stakeholders to create dynamic dual-credit programs, leading to workforce credentials and four-year college transfer opportunities.

Short-term credentials are essential to workforce development, especially in high-demand fields like logistics and healthcare (see Tables 1.9 and 1.10). These credentials often serve as a first step on a career pathway, providing individuals with the skills needed to enter the workforce quickly. Although starting wages may fall slightly below the family-sustaining threshold, they typically meet the self-sustaining wage identified by Workforce Solutions—\$19.65 per hour or \$40,880 annually. More importantly, these credentials offer industry-recognized training that improves employability. They lay a strong foundation for gaining work experience, increasing earnings over time, and pursuing further education or advanced certifications to support long-term career advancement and financial stability.

With the region’s extensive port network—including the Port of Galveston, Port of Texas City, and Port of Houston—there is a high demand for skilled professionals in transportation, warehousing, and logistics. Creating stackable credentials in these fields provides accessible, industry-aligned training, equipping individuals with relevant certifications, hands-on experience, and expertise in supply chain technologies. These programs will strengthen the region’s competitive advantage, attract businesses, and support economic growth by ensuring a skilled workforce.

The development of short-term credentials for Patient Care Technicians (PCTs) addresses workforce shortages at regional healthcare institutions, including the Texas Medical Center in Houston and UTMB in Galveston. With increasing demand for skilled healthcare professionals, developing a PCT program will provide flexible, affordable training in essential areas like phlebotomy, electrocardiography, and basic patient care. Graduates can earn industry-recognized certifications, ensuring they are job-ready to meet immediate staffing needs in hospitals, clinics, and long-term care facilities.

COM’s state-of-the-art facilities and strong employer partnerships position the College as a leader in micro-credential development. By collaborating with industry leaders and workforce development boards, COM can design flexible, responsive programs that address labor market needs. These initiatives help workers gain relevant competencies, keep businesses competitive, and drive economic growth across the region.

Table 1.9 Fastest Growing Occupations – Short-Term Credential (Source: LightCast)

Occupation	2024 Jobs	2034 Jobs	Change in Jobs (2024-2034)	% Change	2023 Median Hourly Earnings
Health Practitioner Support Technologists and Technicians	15,856	17,945	2,089	13%	\$20.82
Licensed Practical and Licensed Vocational Nurses	9,636	10,652	1,015	11%	\$28.65
First-Line Supervisors of Transportation and Material Moving Workers	12,360	13,103	743	6%	\$28.21
Computer Support Specialists	14,508	15,201	693	5%	\$27.22
Property, Real Estate, and Community Association Managers	7,564	8,102	538	7%	\$36.17
Food Service Managers	5,350	5,886	536	10%	\$32.81
Medical Records Specialists	3,838	4,332	493	13%	\$22.39
Miscellaneous Health Technologists and Technicians	4,078	4,565	486	12%	\$25.09
Transportation, Storage, and Distribution Managers	5,975	6,304	329	6%	\$48.25
Miscellaneous Health Practitioners and Technical Workers	833	997	164	20%	\$30.87
Health Information Technologists and Medical Registrars	694	827	132	19%	\$37.57
Emergency Medical Technicians and Paramedics	4,611	4,728	118	3%	\$21.68

Table 1.10 2023 High-Skill, High-Growth Occupations Excerpt: Short-Term Credential
(Source: [Gulf Coast Workforce Board](#))

Occupations	2020 Jobs	2030 Jobs	Change in Jobs (2020-2030)	% Change	2021 Median Hourly Earnings
Heavy and Tractor-Trailer Truck Drivers	47,719	57,614	9,895	20.7%	\$22.85
Medical Assistants	17,241	22,245	5,004	29.0%	\$17.67
Licensed Practical and Licensed Vocational Nurses	13,656	15,939	2,283	16.7%	\$24.48
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	8,761	10,651	1,890	21.6%	\$23.60
Food Service Managers	5,997	7,762	1,765	29.4%	\$29.06
Computer User Support Specialists	12,474	14,156	1,682	13.5%	\$23.26
Medical Dosimetrists, Medical Records Specialists, and Health Technologists	7,545	8,956	1,411	18.7%	\$21.33
Transportation, Storage, and Distribution Managers	3,784	4,547	763	20.2%	\$48.97
Surveying and Mapping Technicians	3,142	3,747	605	19.3%	\$22.55
Computer Numerically Controlled Tool Programmers	928	1,405	477	51.4%	\$29.58

Health Information Technologists, Medical Registrars, and Surgical Assistants	898	1,106	208	23.2%	\$30.52
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Implementation Strategy

To strengthen workforce readiness and expand educational opportunities, the College will take a strategic, data-informed approach to program implementation. As part of this initiative, COM will launch the BAAS in Operations Management and a short-term Radiography Technology credential in Fall 2026, followed by the Engineering Technology program in Fall 2027. Additionally, the College will develop a new bachelor's degree program in 2027, guided by real-time labor market data and industry feedback to ensure relevance to evolving workforce needs. The implementation timeline for the BAAS in Operations Management is as follows:

Activity	Date
Operations Management BAAS Program Development	Summer 2025
Curriculum Committee Approval	August 2025
SACSCOC Prospectus Submittal	September 1, 2025
Board Approval	September 2025
THECB Submittal	September 2025
BAAS Program Marketing Strategy Planning	Fall 2025
Course Development	Fall /Spring 2025
SACSCOC/THECB Approval	Winter 2025
BAAS Program Marketing	Spring 2026
Operations Management BAAS Start	Fall 2026

To further support lifelong learning and career advancement, the College will expand continuing education offerings with a focus on flexibility, responsiveness, and industry alignment. This includes micro-credentials, short-term training programs, and industry-recognized certifications in high-demand fields such as Artificial Intelligence, Machine Learning, and Project Management. By leveraging employer partnerships and labor market insights, continuing education will offer customized, cutting-edge programs that serve as fast-track solutions for skill development and workforce upskilling, ensuring students and professionals remain competitive in a rapidly changing job market.

Data-Informed Decision Making and Continuous Improvement

COM is committed to enhancing student success and retention through a data-informed approach. Moving forward, the Office of Planning, Effectiveness, Assessment, and Research (OPEAR) will expand its monitoring of key performance indicators (KPIs), including retention, graduation, course success, and transfer rates. Regularly analyzing these metrics will inform strategic improvements, ensuring that student support initiatives are targeted and impactful.

To foster a culture of continuous improvement, faculty and advisors will receive enhanced data reports and participate in regular presentations that provide actionable insights. A transparent, institution-wide data-sharing framework will empower all stakeholders to make informed decisions that align with COM's strategic goals. Additionally, structured feedback mechanisms will be implemented to collect input from students, faculty, and advisors, ensuring that academic and student support services remain responsive to evolving challenges and opportunities.

Enhancing Academic Program Review

As part of COM's commitment to academic excellence, the Academic Program Review (APR) process will be strengthened to ensure ongoing program evaluation and improvement. Future APR initiatives will establish a structured review cycle that enables the assessment of program effectiveness, track progress, and align academic offerings with institutional goals and workforce demands. These reviews will focus on identifying strengths, addressing challenges, and adapting programs to meet industry and educational trends.

Key performance indicators—including enrollment trends, retention rates, completion times, and faculty contributions—will serve as the foundation for evaluating program success. Additional assessments will examine curriculum relevance, student learning outcomes, resource allocation, and co-curricular opportunities. By synthesizing quantitative data with faculty and stakeholder insights, COM will develop targeted strategies to refine curriculum, enhance instructional quality, and strengthen student pathways. These initiatives will ensure that COM remains responsive, innovative, and well-positioned to support student achievement and workforce readiness in the years ahead.

Conclusion

COM is dedicated to providing accessible, high-quality education that meets the evolving needs of students, industries, and the community. Through state-of-the-art facilities, strategic partnerships, and a guided pathways framework, COM equips students with the skills necessary for academic and professional success. With a strong emphasis on workforce-aligned programs, dual-credit opportunities, micro-credentials, and seamless transfer pathways, the College prepares students for meaningful careers while driving regional economic growth.

COM continuously refines its programs through a data-informed, student-centered approach, enhancing retention, completion, and transfer rates. By integrating technology, experiential learning, and career-focused pathways, the College bridges education and workforce development. Expanding initiatives such as stackable credentials, short-term certifications, Bachelor of Applied Arts and Science (BAAS) programs, and co-enrollment agreements with four-year universities ensures students have clear, efficient pathways to career advancement and further education. Additionally, robust dual-credit partnerships with local independent school districts enable high school students to earn college credits, accelerating their transition to higher education and the workforce.

A commitment to faculty development and instructional excellence further strengthens student success. Investments in faculty training, mentorship, and innovative educational technology foster continuous improvement, creating engaging learning experiences. Expanded university partnerships provide greater access to academic advising, joint enrollment, and structured transfer pathways, streamlining students' transition to four-year institutions while minimizing credit loss. Dual-credit programs continue to be instrumental in easing the college transition, allowing students to gain early exposure to higher education and reduce barriers to degree completion.

Looking ahead, COM will enhance its role in workforce education, university transfer, and community engagement. By expanding industry collaborations, strengthening student support services, and enhancing articulation agreements, the College remains a key driver of economic mobility and workforce development. Through continued investment in dual-credit programs and partnerships with K-12 schools and higher education institutions, COM is committed to equipping students with the skills, credentials, and academic foundation needed to thrive in an evolving economy.

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PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Mena	Mariela	Sr Research Analyst	02/27/2023	05/16/2025	Resignation
Duvall	Jason	Assistant Professor - Math	08/12/2024	05/31/2025	Temporary Assignment Ended
Reid	Stephanie	Assistant Professor - Graphic Arts	08/12/2024	05/31/2025	Temporary Assignment Ended
Faillace	Richard	Assistant Professor - History	01/06/2025	05/31/2025	Temporary Assignment Ended
Schroeder	James	Learning Mgmt System Administrator	02/10/2016	05/23/2025	Resignation
Stebbins	Constance	Admin Assistant IV	04/03/2023	06/04/2025	Resignation
Rondeau	Sandra	Assistant Professor - Nursing	09/01/2010	08/31/2025	Retirement



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: May 28, 2025
Subject: Adoption of Process for Filling Vacancy on the Board of Trustees by Appointment

AGENDA ITEM DESCRIPTION:

Discussion and possible action to adopt a process for filling the vacancy in Single Member District Position 2 of the Board of Trustees by appointment.

Presented to the Board of Trustees on May 28, 2025.

PROPOSED MOTION:

“I move the Board of Trustees approve the process for filling the vacancy in SMD Position 2 by appointment.”

BACKGROUND

Single-member district Position 2 is currently vacant. Consistent with Board policy and applicable law, once a vacancy is created in a single-member district, the Board of Trustees shall first adopt a process for selecting and appointing a new trustee to fill the vacancy. Once the Board has adopted the process, it may begin accepting applications for consideration. The person appointed in single-member districts shall serve for the unexpired term. Tex. Const. Art. XVI, Sec. 27; Education Code 130.0822(i).

ATTACHMENTS

Proposed Procedures
Proposed Timeline



**BOARD OF TRUSTEE
VACANCY APPOINTMENT PROCEDURES**

1. The Board may direct the college President to publicize the vacancy in the local media through a news article or paid advertisement. Additionally, notice may be placed on the college website in a prominent location.
2. Interested candidates will submit an application for consideration of appointment by the Board of Trustees. The application shall be available on the college website.
3. The Board may set a deadline for receiving applications.
4. The Board shall review the applications and may select a number of candidates to be interviewed.
5. The Board may interview candidates at a regular or special called meeting. The Board may convene in closed session to interview and discuss the candidates to be brought forward for a vote of the Board.
6. In order for a recommended candidate to move forward as an appointed Trustee, an affirmative vote of the majority will be required in the form of a Board Resolution.

The person appointed in single-member districts shall serve for the unexpired term. Tex. Const. Art. XVI, Sec. 27; Education Code 130.0822(i).



Proposed Schedule for Appointment of Trustee to Fill Vacant SMD Position 2

- May 28** **BOT Meeting:** Board adopts process for filling vacancy in Position 2.
- June 1-13 Post notice for applications, if required – Newspaper and Website
- June 16 Final day to submit applications.
- June 16-22 Board members will receive copies of applications received for review.
- June 23** **BOT Meeting:** Board may convene in closed session to interview applicants and discuss merits of candidates. (Board may also choose to call special meeting to interview candidates.)
- Board returns to open session and votes on candidate.
- July 18 Board Workshop – Appointed Trustee sworn in before workshop and orientation.



Application for Consideration of Appointment to College of the Mainland Board of Trustees

General Information

Full Name (First, Middle, Last)

Permanent Residence Address- *do not include a PO Box or Rural Route* (Street, City, State, Zip)

Email Address

Telephone

Length of Continuous Residence in State

_____ Years

_____ Month(s)

Letter of Interest

Submit a letter of interest concerning your reasons for wishing to serve as a member of College of the Mainland Board of Trustees. Please include your responses to each of the following questions in your letter of interest:

1. Why are you seeking appointment to College of the Mainland Board of Trustees?
2. What do you believe is the function of the Board of Trustees?
3. If selected, how would you support the success of students who attend College of the Mainland?
4. If selected, how would you connect with residents across the service district so that you can represent them?
5. What do you believe should be among the highest priorities at College of the Mainland?
6. What do you believe are the greatest challenges facing College of the Mainland?

Activities and Work Experience

Attach a resume describing your experience and community service highlighting your business and/or education involvement. This may include service on education boards or boards associated with education.

Attestation and Authorization

By submitting this application, I affirm that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold and defend the Constitution and laws of this state. I have not been finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code.

By my signature below, I certify that all of the information in this application and in my resume is true. I understand that any false statements made herein may result in rejection of this application or, if I am ultimately appointed to the Board of Trustees, in my dismissal from the Board. I authorize any educational institution, employers, others, and their agents or employees referenced in this application or in my resume, to verify for the College the information contained in this application and in my resume, and I further release from liability such educational institutions, employers, or others from any liability for providing such verification for the College of the Mainland.

By my signature below, I also authorize College of the Mainland to make public my name as a candidate for appointment to the Board of Trustees.

Signature: _____ **Date:** _____

Return completed applications in person, via postal mail or through email to:

Office of the President
College of the Mainland
1200 N. Amburn Rd.
Texas City, Texas 77591
president@com.edu



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.