



## **Notice/Agenda of July 2025 Regular Board Meeting**

### **The Board of Trustees College of the Mainland**

The July 2025 Regular Board Meeting of the Board of Trustees of College of the Mainland will be held Monday, July 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, Texas Pledge & 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, June 23, 2025
  - B. Consideration of and Possible Action to Approve the Special Called Minutes of July 18, 2025
  - C. Consideration of and Possible Action to Approve the BOT Budget Workshop Minutes of July 18, 2025
5. **Comments from the Community**
  - A. Other Citizens
6. **Constituent Leader Activity Reports**
  - A. Faculty Senate - Candice Edmonston, President
  - B. Professional Council - Alisha Lyon, President
  - C. Classified Council - Alexandria Gibbons, Vice President
7. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
8. **Consideration of and Possible Action to Approve the Schematic Design for the New College Services Building, as Presented**
9. **Consideration of and Possible Action to Approve the Amendment to Contract 23-43 for an Increase of \$72,800 for Additional Consulting Services for Smith Seckman Reid (SSR), Inc., as Presented**
10. **Consideration of and Possible Action to Approve Change Order 01 to Contract 23-46 to RDLR Architects to Increase the Scope and Cost of Architectural Services in the Amount of \$304,000 for the College Services Building**

11. **Consideration of and Possible Action to Approve a Utility Easement with Texas New Mexico Power, for the New Public Safety Careers Building, as Presented**
12. **Consideration of and Possible Action to Approve Resolution 2025.07.28 Adopting the Prevailing Wages**
13. **Consideration of and Possible Action to Approve Award of Contract 25-13 to Emerson for I&E Equipment and Supplies in the Amount of \$233,095.20, as Presented**
14. **Human Resources Items**
  - A. Appointment Nominations
    1. Consideration of and Possible Action to Approve the Appointment Nomination of Dr. Melih Arat to the Position of Faculty - Business, Business Department
    2. Consideration of and Possible Action to Approve the Appointment Nomination of Trevor Hill to the Position of Faculty - Nursing, Nursing Department
    3. Consideration of and Possible Action to Approve the Appointment Nomination of Michael McIntosh to the Position of Assistant Professor of Theatre and Theatre Coordinator, Fine Arts Department
    4. Consideration of and Possible Action to Approve the Appointment Nomination of Amber Stevens to the Position of Dental Hygiene Clinical Coordinator/Faculty, Dental Hygiene Department
  - B. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written
15. **Re-Appointment List(s)**
  - A. Consideration of and Possible Action to Approve the 2025-2026 Faculty Re-Appointment List
  - B. Consideration of and Possible Action to Approve the 2025-2026 Professional Re-Appointment List
16. **Consideration of and Possible Action to Accept the Workers' Compensation Insurance Renewal Proposal from TASB Risk Management in the Amount of \$133,615**
17. **Financial Report(s)**
  - A. Consideration of and Possible Action to Accept the June 2025 Investment Report and Financial Reports
18. **Board Report**
19. **President's Report**
  - A. Updates
    1. Enrollment Update
  - B. Reminders/Announcements
    1. Board Meetings  
August 2025 - Monday, August 25, 2025  
September 2025 - Monday, September 22, 2025  
October 2025 - Monday, October 27, 2025  
December 2025 - Monday, December 8, 2025
    2. Fall 2025 Convocation, Monday, August 11, 2025, 9:00 a.m., Conference Center
    3. Fall 2025 Classes Begin (16-Week and 1st 8-Week) - Monday, August 18, 2025

4. Community Giving Pickleball Tournament, Saturday, August 30, 2025, 8 a.m.-3 p.m., Absolute Volleyball Academy (380 Green Wing St., Webster, TX 77598)
5. Community Meet and Greet with Dr. Brewer, Thursday, September 25, 2025, 3-5 p.m., Doyle Family Administration Building Boardroom, RM 129
- C. Resignations and Retirement Report
- D. Miscellaneous Updates
20. **Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act  
Section 551.089 - deliberation regarding security devices or security audits**
21. **Consideration of and Possible Action on any Items Discussed in Closed Session**
22. **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, July 24, 2025, 3:00 P.M.

### ***Administration***

President Helen Brewer, Ph.D.  
Vice President for Fiscal Affairs, David Wesse, Ph.D.  
Vice President for Academic Affairs, Heather Rhodes, Ed.D.  
Interim Vice President for Student Affairs, Michelle Brezina



Leanne Downton  
Board Liaison



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

Mrs. Melissa Skipworth,  
Board Chair  
1061 Misty Cliff  
Dickinson, TX 77539  
281-684-9146  
[mskipworth@com.edu](mailto:mskipworth@com.edu)

Ms. Wilma Green,  
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[Greenwc8618@att.net](mailto:Greenwc8618@att.net)

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Board Vice Chair  
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808 Buttonwood Dr.  
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[wmcgarvey@gmail.com](mailto:wmcgarvey@gmail.com)

Dr. Kimberly Dodson,  
Board Secretary  
4204 Scenic Drive  
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832-284-2448  
[Dodsonkdj@gmail.com](mailto:Dodsonkdj@gmail.com)

Mr. Don Gartman,  
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2538 Quaker Dr.  
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[d.gartman@com.edu](mailto:d.gartman@com.edu)

Ms. Patti Hanssard,  
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Hitchcock, TX 77563  
409-739-4494  
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## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 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 June 23, 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 6/23/25

**College of the Mainland Board of Trustees  
Minutes of Monday, June 23, 2025  
1:30 p.m., Doyle Family Administration Building**

**Call to Order**

Melissa Skipworth called the meeting to order at 1:47 p.m.

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

**Roll Call & Determination of Quorum**

Roll call indicated that all Trustees were present.

**Minutes**

**Consideration of and Possible Action to Approve the Special Called Board Minutes of Wednesday, May 28, 2025**

Don Gartman moved the Board of Trustees approve the Special Called Board Minutes of Wednesday, May 28, 2025. Bill McGarvey seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Full Board Minutes of Wednesday, May 28, 2025**

Bill McGarvey moved the Board of Trustees approve the Full Board Minutes of Wednesday, May 28, 2025. Don Gartman 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 senate activities.

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

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

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

**COMmons – Presentation by Cannon Design**

**Human Resources Items**

**Appointment Nominations**

**Consideration of and Possible Action to Approve the Appointment Nomination of Marcelo Angulo to the Position of Site Manager (League City), Vice President for Student Affairs Department**

Don Gartman moved the Board of Trustees approve the appointment of Marcelo Angulo to the position of Site Manager (League City), Vice President for Student Affairs Department. Bill McGarvey seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Appointment Nomination of Kathryn Clark to the Position of Academic Advisor, Student Success Center**

Don Gartman moved the Board of Trustees approve the appointment of Kathryn Clark to the position of Academic Advisor, Student Success Center. Bill McGarvey seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Appointment Nomination of Alexis Lopez to the Position of Academic Advisor, Student Success Center**

Bill McGarvey moved the Board of Trustees approve the appointment of Alexis Lopez to the position of Academic Advisor, Student Success Center. Don Gartman seconded the motion; all voted in approval.

**Consideration of and Possible Acceptance of the Non-Contractual Positions**

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

## **Consideration of and Possible Action to Update Required Signatories for COM Bank Accounts, as Required by Each Banking Institution**

Bill McGarvey moved the Board of Trustees remove Donald G. Gartman, former Board Chair, as an authorized signatory on COM bank accounts, as required by each banking institution. Further, Bill McGarvey moved that Melissa Skipworth, Board Chair, and Kimberly Dodson, Board Secretary, shall be added as authorized signatories on College of the Mainland bank accounts and that David Wesse, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, shall retain signatory authority, as required by each banking institution. Don Gartman seconded the motion; all voted in approval.

## **Financial Report(s)**

### **Consideration of and Possible Action to Accept the May 2025 Investment and Financial Reports**

Don Gartman moved the Board of Trustees accept the May 2025 Investment Report and the May 2025 Financial Reports. Bill McGarvey seconded the motion; all voted in approval.

### **Consideration of and Possible Action to Accept the May 2025 Quarterly Investment Report**

Bill McGarvey moved the Board of Trustees accept the May 2025 Quarterly Investment Report. Don Gartman seconded the motion; all voted in approval.

## **Consideration of and Possible Action to Set the Date for the December Board of Trustees Meeting on Monday, December 8, 2025**

Don Gartman moved the Board of Trustees set the date for the December Board of Trustees meeting on Monday, December 8, 2025, 1:30 p.m. Bill McGarvey seconded the motion; all voted in approval.

## **Board Report**

Melissa Skipworth and Kim Dodson attended the Dickinson ISD Foundation meet and greet.

## **President's Report**

### **Updates**

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

The Academic Master Plan was provided to the Board.

### **Reminders/Announcements**

#### **Board Meetings**

June 2025 – Monday, June 23<sup>rd</sup>

**BUDGET WORKSHOP-** July 18<sup>th</sup>, 9:00 a.m.

July 2025 – Monday, July 28<sup>th</sup>

August 2025 – Monday, August 25<sup>th</sup>

September 2025 – Monday, September 22<sup>nd</sup>

October 2025 – Monday, October 27<sup>th</sup>

**Pride Celebration, Tuesday, June 24<sup>th</sup>, 12:30 p.m., STEAM 120**

**July 4<sup>th</sup> Celebration, Tuesday, July 1<sup>st</sup>, 11:30 a.m., COM Student Center**

**Fall 2025 Convocation, Monday, August 11<sup>th</sup>, 9:00 a.m., COM Conference Center**

**Resignations and Retirement Report – included in board packet.**

**Dr. Nichols thanked the board for 8.5 good years. Don Gartman thanked Dr. Nichols. Bill McGarvey also thanked Dr. Nichols. Melissa Skipworth stated that Dr. Nichols turned the campus around. Kyle Dickson gave Dr. Nichols a thumbs up and great job!**

**Executive Session 2:41 p.m.**

**Melissa Skipworth read the paragraph allowing the Board to move into executive session.**

**Open Session 3:50 p.m.**

**Consideration of and Possible Action on the Adoption of a Resolution to Appoint Patti Hanssard to Serve the Remaining Term of Trustee, Position 2, College of the Mainland Board of Trustees.**

Don Gartman moved the Board of Trustees approve the Resolution to Appoint Patti Hanssard as Trustee to Position 2 as presented. Bill McGarvey seconded the motion; all voted in approval.

**Adjournment at 3:53 p.m.**



Kimberly Dodson, Secretary  
Board of Trustees



Melissa Skipworth, Chair  
Board of Trustees



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: Special Called 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 Special Called Board Minutes of July 18, 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 7/18/25

**College of the Mainland Board of Trustees  
Special Called Minutes of Friday, July 18, 2025  
8:45 a.m., Doyle Family Administration Building**

**Call to Order**

Melissa Skipworth called the meeting to order at 8:45 a.m.

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

**Roll Call & Determination of Quorum**

Roll call indicated that all Trustees were present.

**Consideration of and Possible Action to Approve the Swearing-In of Newly Appointed Board of Trustee Member**

Bill McGarvey moved the Board of Trustees approve the swearing-in of the newly appointed Board of Trustee member. Don Gartman seconded the motion; all voted in approval.

**Certification of Appointment**

Chris Brasher, COM General Counsel & Chief Compliance Officer, distributed the Certificate of Appointment to Patti Hanssard, Position 2.

**Statement of Appointed Officer**

Chris Brasher, COM General Counsel & Chief Compliance Officer, distributed the Statement of Appointed Official to Patti Hanssard, Position 2.

**Oath of Office**

**The Oath of Office will be Administered to Patti Hanssard, Position 2**

Marsha Banda, Notary, administered the Oath of Office to Patti Hanssard, Position 2

**Adjournment at 8:50 a.m.**



Kimberly Dodson, Secretary  
Board of Trustees



Melissa Skipworth, Chair  
Board of Trustees



## **MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: BOT Workshop Minutes

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

### **MINUTE ORDER**

Motion to be acted upon: "I move the Board of Trustees approve the BOT Workshop Minutes of July 18, 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 7/18/25

**College of the Mainland Board of Trustees  
Budget Workshop Minutes of Friday, July 18, 2025  
9:00 a.m., Doyle Family Administration Building**

**Call to Order**

Melissa Skipworth called the meeting to order at 9:00 a.m.

**Roll Call & Determination of Quorum**

Roll call indicated that all Trustees were present.

**Discussion of College Budget 2025-2026**

Dr. Wesse presented an overview of the proposed 2025-2026 budget. Morgan Page from Weaver & Tidwell presented House Bill 8 information.

Break 10:24 a.m.

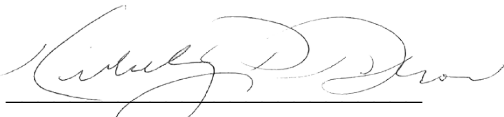
Open 10:46 a.m.

Upon reconvening, the Board of Trustees began their annual training.

**Annual Board Training**

Chris Brasher, General Counsel & Chief Compliance Officer, introduced Izzy Anderson from the Law Firm of Spalding, Nichols, Lamp, Langlois, to provide the annual training to the Board of Trustees.

**Adjournment at 12:30 p.m.**



Kimberly Dodson, Secretary  
Board of Trustees



Melissa Skipworth, Chair  
Board of Trustees

## Comments from the Community

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

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



PRESIDENT'S OFFICE

## Constituents Leader Activity Reports

- A. Faculty Senate – Candice Edmonston, President
- B. Professional Council – Alisha Lyon, President
- C. Classified Council – Alexandria Gibbons, Vice President



# Bond Update

College of the Mainland, 2023 Bond Program

July 28, 2025

# 2023 Bond Projects



# Welding and Workforce Education Buildings

## Completed Activities:

- Welding Building:
  - Interior framing for addition
- Workforce Education Building:
  - New transformer installed
  - Interior drywall

## 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:
  - Interior/Exterior door installation
  - Plumbing fixture installation
  - Ductwork installation
- Workforce Education Building:
  - Interior and exterior door installation

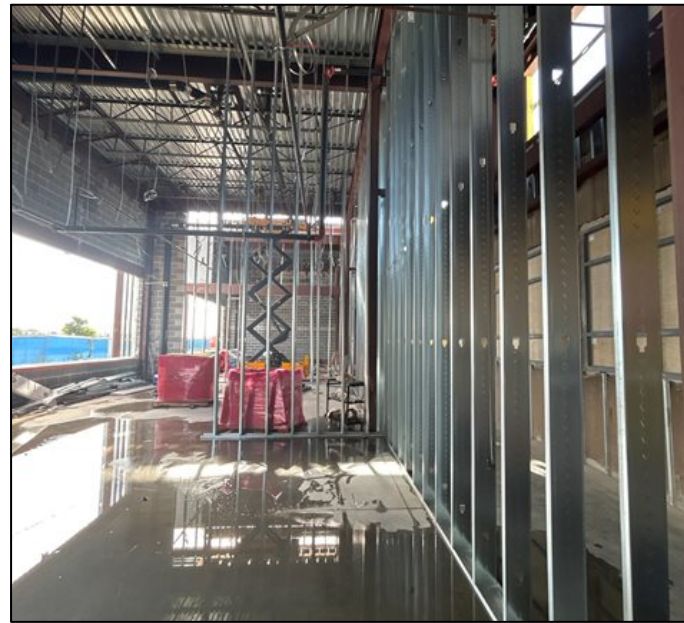
## Project Costs:

- Total Project Budget: \$15,104,670
  - Project Cost to Date: \$11,705,428
  - Total Construction Budget: \$12,372,216
  - Construction Cost to Date: \$10,162,516
- Project is in Budget

# Welding and Workforce Education Buildings



*Brick complete at Welding Building Addition*



*Interior framing at Welding Building Addition*

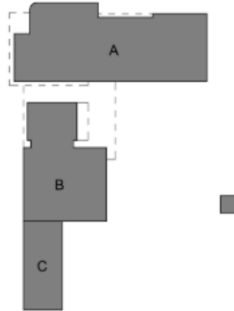


*Renovated welding booths*

# Public Safety Careers

## Completed Activities:

- Roofing – Area A
- Chiller installation



## 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:

- Roofing – Area B/C
- Chiller - factory start-up (7/30)
- Exterior brick
- Interior framing and drywall – Area A
- Window installation
- Burn Building Planning (Proposed Timeline):

- May – Aug 2025: Lease Negotiation/Board Approval
- Aug – Dec 2025: Design
- Dec 2025 – Jan 2026: Subcontractor Bids
- Mar 2026 – UTC: Construction

## Project Costs:

- Total Project Budget: \$30,907,763
  - Project Cost to Date: \$13,503,777
  - Total Construction Budget: \$26,785,339
  - Construction Cost to Date: \$11,646,167
- Project is in Budget

# Public Safety Careers



*Interior framing at Area A*



*Brick work at Area A*

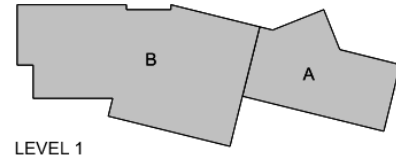


*Chillers installed at the central plant*

# Corporate Training Center

## Completed Activities:

- Roof
- Exterior sheathing and waterproofing
- Brick and stone – Area A
- Interior framing



## 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:

- Insulation and drywall installation ongoing
- Glass installation ongoing
- Masonry work ongoing – Area B
- Ductwork insulation ongoing
- Air handler factory start-up (7/30)

## Project Costs:

- Total Project Budget: \$14,791,197
  - Project Cost to Date: \$5,478,830
  - Total Construction Budget: \$13,007,057
  - Construction Cost to Date: \$4,591,403
- Project is in Budget

# Corporate Training Center



*Masonry along front of building*



*Glass installation*



*Drywall installation ongoing*

# College Services Building

## Completed Activities:

- Board of Trustees approval for new building – April 2025
- Pre-bid Conference – 7/7/2025

## Project Milestones:

- Design Phase: Jan 2025 – Sep 2025
  - Bidding: Nov 2025 – Jan 2026
  - Construction Phase: Mar 2026 – Feb 2027
- Project is on Schedule

## Ongoing/Upcoming Activities:

- Schematic Design Review – Board Approval (July 2025)
- CMAR Procurement:
  - Bids due – 7/29/2025
  - Board Approval – 8/25/2025

## Project Costs:

- Total Project Budget: \$12,547,373
- Project Cost to Date: \$46,882
- Total Construction Budget: \$10,500,000
- Construction Cost to Date: \$0

Project is in Budget



# Library & Learning Center

## Completed Activities:

- Exterior asbestos sampling on buildings to be demolished (firing range, B11, LRC, racquetball court) completed July 1 and 2.
- Building pad complete. Aggregate piers complete.
- Site camera is functional  
Leanne – add link here 😊



## Project Milestones:

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

## Ongoing/Upcoming Activities:

- COMmons, site lighting, wayfinding/signage and demo package currently in design. Meetings held July 9 and July 23 to further develop design. 50% CD page turn to be scheduled for mid-August. Future GMP amendment for this scope to be presented fall 2025 with bid award spring 2026. Coordination of a 'phase 1' signage package is ongoing
- Footings scheduled to begin early August.
- Site utilities to begin mid to late August.
- Tower crane foundation installation scheduled for August.

## Project Costs:

- Total Project Budget: \$ 129,811,536\*
- Project Cost to Date: \$ 12,652,965.96
- Guaranteed Maximum Price: \$ 101,854,219\* inc. Owner's Cont.
- Construction Cost to Date: \$ 7,059,343.30

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



*Building footprint excavation complete*



*Engineered backfill near completion*



*Stone column piers in progress*

# Infrastructure – Parking Lots and Underground Utilities

## Completed Activities:

- Phase 1(Lot C) – Complete
- Phase 2 (Lot B) – Complete (replace some palm trees under warranty)

## 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:

- Phase 3 (Lot A and Fred Taylor) Demolition started 4/14/2025, scheduled completion is 10/01/2025.
  - Grading in progress.
  - Underground utilities for Fred Taylor section 95% complete. Expect to turn over Fred Taylor by Aug 1
  - Storm drain 80% complete.
  - Site electrical conduit 80% complete.

## Project Costs:

- Total Project Budget: \$12,839,580
- Project Cost to Date: \$ 6,635,859.45
- Total Construction Budget: \$ 9,762,700
- Construction Cost to Date: \$ 6,072,777.57

Project is in Budget



# Parking Lots A, B, C



*Fred Taylor Drive stabilized mixed base materials complete*



*Fred Taylor Drive graded and ready for concrete crew*



*Storm drain pipe in progress at Lot A*

# Infrastructure – Reroof of Student Center and Conference Center

## Completed Activities:

- Conference Center:
  - Complete
- Student Center
  - Roof complete, added scope complete July 2025.

## Project Milestones:

- Construction Phase: Sep 2024 – July 2025  
Project Schedule slide due to weather.

## Ongoing/Upcoming Activities:

- Student Center
  - Started 3/15/2025
  - Completion delayed, due to weather
    - Roofing complete
    - Roof Hatch and Ladder in fabrication
    - Interior repairs to student area late-July

## Project Costs:

- Total Project Budget: \$1,727,985
- Project Cost to Date: \$1,288,280
- Total Construction Budget: \$1,506,223
- Construction Cost to Date: \$1,239,572

Project is in Budget

# Infrastructure – Fine Arts Electrical Upgrades

## Completed Activities:

- Programming and Schematic Design Meeting # 1
- 50% Construction Document review meeting held May 21. Construction documents completed July 16.
- RFP for General Contractor proposals issued July 17.

## Project Milestones:

- Design Phase: Nov 2024 – July 2025
- Bidding: Aug 2025-Sept 2025
- Construction Phase: Oct 2025 – Feb 2026

## Ongoing/Upcoming Activities:

- Schedule for work coordinated with COM staff. Theatre area to begin mid-November; electrical to begin Dec 6. Work will be complete by Jan 2, 2026.
- Bids will be received August 7. Expect to bring recommended General Contractor to August BOT for approval

## Project Costs:

- Total Project Budget: \$1,944,440
- Project Cost to Date: \$ 81,243.31
- Total Construction Budget: \$1,500,000
- Construction Cost to Date: \$0

Project is in Budget



# Infrastructure – Fine Arts Electrical Upgrades



*Scope of work in Fine Arts building*



*Theatre seating to be renovated*



# Bond Campus Furniture

## Completed Activities:

- Vendor contract recommendations approved at March BOT
- Purchase orders issued to vendors
- WELD/IE order placed

## 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:

- Corporate Training Center furniture order to be placed

## Project Costs:

- Total FF&E Budget: \$11,531,102
- Total Furniture Project Budget: \$ 8,000,000
- Purchase Order Total: \$ 5,905,038.95 \*
- Project Cost to Date: \$ 325,100
- Vendor Cost to Date: \$ 0

Project is under Budget

\* Includes owner and possible tariff contingencies



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# Questions?



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: Schematic Design for the new College Services Building

**AGENDA ITEM DESCRIPTION:**

Approval of Schematic Design for the new College Services Building

**FUNDING SOURCE:**

2023 Bond

**PURPOSE**

Approve the Schematic Design for the new College Services Building, allowing RDLR Architects to proceed to the Design Development Phase.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve the Schematic Design for the new College Services Building, as presented and attached.**

**BACKGROUND:**

RDLR Architects began design for the College Services Addition and Renovation Project on January 24, 2025. The Board of Trustees approved the Programming Report at the April 23, 2025 Board Meeting. At the same meeting, the Board approved a scope change for the project. The scope change included building a new facility in lieu of an addition and renovation to the existing Public Services Center.

RDLR presented the Schematic Design to the 2023 Bond Steering Committee on July 14, 2025. LAN and the Bond Steering Committee recommend approval of the Schematic Design presentation so that RDLR can proceed to the next phase of design, the Design Development phase.

**Attachments:**

- 1. Schematic Design Presentation for the new College Services Building**
- 2. LAN Recommendation Letter**



To: Dr. Helen Brewer, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: July 16, 2024

Re: Schematic Design Approval for the new College Services Building (CSB) Project

RDLR Architects began design for the College Services Addition and Renovation Project on January 24, 2025. The Board of Trustees approved the Programming Report at the April 23, 2025 Board Meeting. At the same meeting, the Board approved a scope change for the project. The scope change included building a new facility in lieu of an addition and renovation to the existing Public Services Center.

RDLR presented the Schematic Design to the 2023 Bond Steering Committee on July 14, 2025. LAN and the Bond Steering Committee recommend approval of the Schematic Design presentation so that RDLR can proceed to the next phase of design, the Design Development phase.

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

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



# COLLEGE OF THE MAINLAND - COLLEGE SERVICES NEW CONSTRUCTION

PREPARED FOR THE COLLEGE OF THE MAINLAND

MONTICELLO ST.

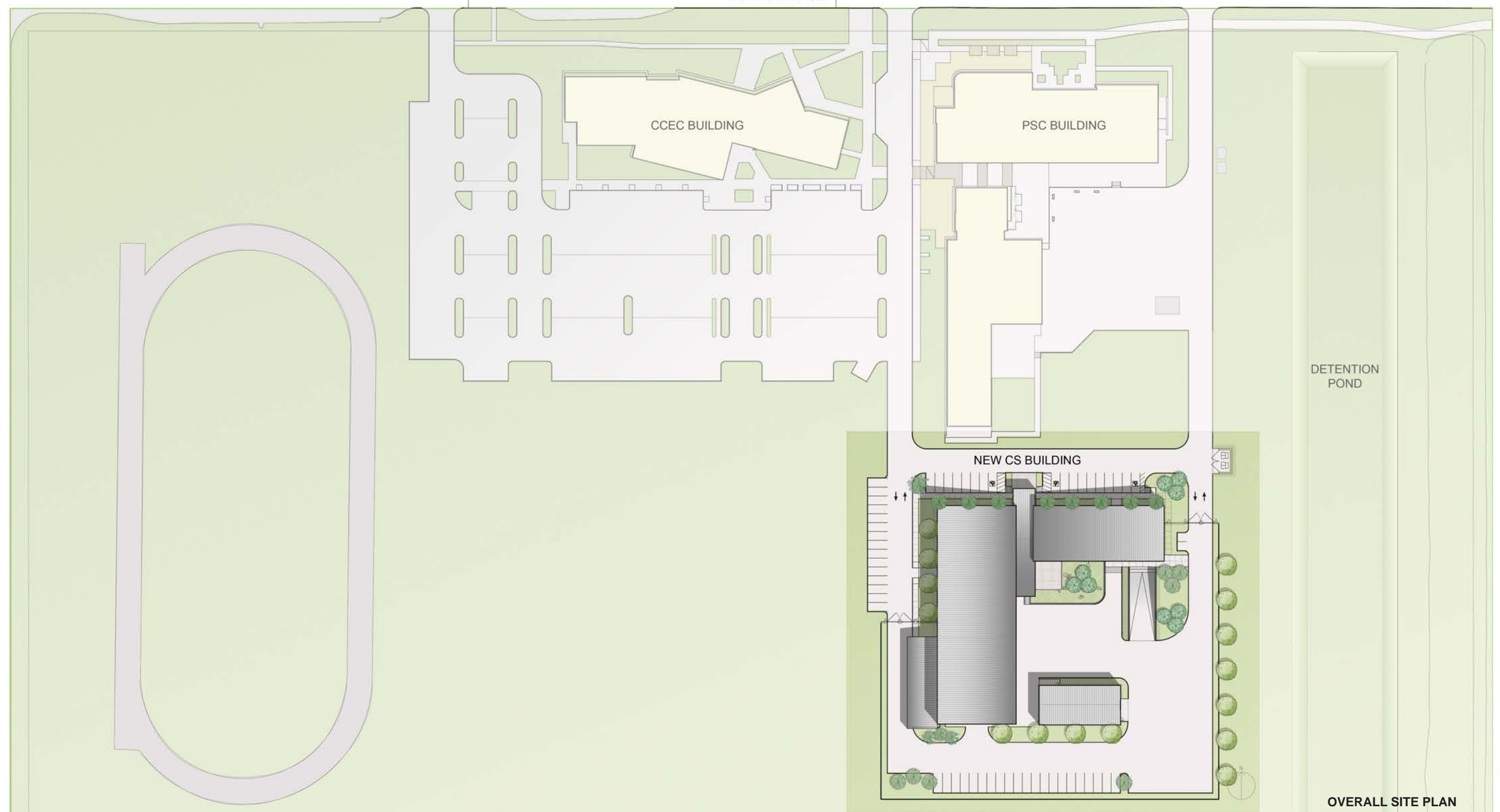
CCEC BUILDING

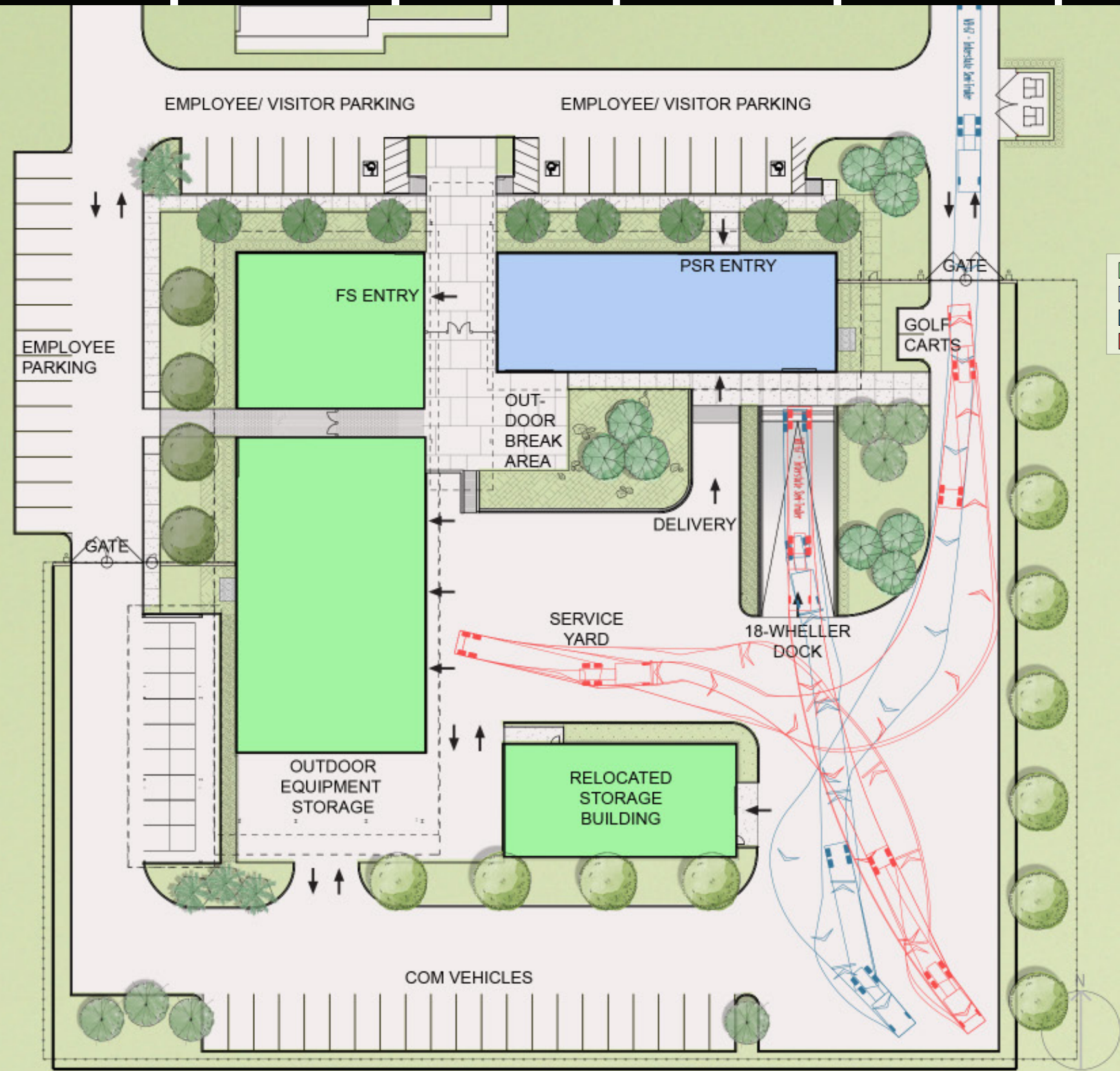
PSC BUILDING

DETENTION POND

NEW CS BUILDING

OVERALL SITE PLAN





- LEGEND:
- FACILITY SERVICES
  - PURCHASING, SHIPPING, & RECEIVING
  - 18-WHEELER INGRESS
  - 18-WHEELER EGRESS

ENLARGED SITE PLAN



LEGEND:

- FACILITY SERVICES
- PURCHASING, SHIPPING, & RECEIVING
- SHARED SPACES
- SUPPORT SPACES

FLOOR PLAN



AERIAL PERSPECTIVE

PUBLIC SAFETY CAREERS BUILDING



CORPORATE TRAINING CENTER BUILDING



NEW COLLEGE SERVICES BUILDING



NORTH-WEST PERSPECTIVE



NORTH-EAST PERSPECTIVE



NORTH BREEZEWAY PERSPECTIVE



OUTDOOR BREAK AREA PERSPECTIVE

END





PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

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

**FUNDING SOURCE:**

2023 Bond

**PURPOSE**

Increase scope of Contract to provide the building envelope testing services during construction.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve the contract amendment for additional services to Contract # 23-43 for SSR Consultants, as presented.”**

**BACKGROUND:**

On August 26, 2024, the Board of Trustees approved the award of the subject contract to SSR Consultants for the building envelope commissioning for the Library & Learning Center. This additional service is to increase the scope of the contract to include testing of the exterior building envelope, including:

- Mock-up testing
- Window testing
- Water leakage testing
- Air barrier testing
- Whole building air tightness testing
- Roof infrared survey

These tests will identify any potential leak issues so that they can be addressed during construction.

The total contract adjustment for this additional service is \$ 72,800. This increase to the Contract in the amount of \$72,800 will amend the current contract value of \$ 124,240 to \$197,040.

**Attachments:**

1. LAN Summary/ Cover Letter
2. SSR – Building Envelope Commissioning Testing Proposal, dated July 1, 2025



To: Dr. Helen Brewer, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: July 28, 2025

Re: Approval of increase to Building Envelope Testing firm contract for the Library & Learning Center

**Background:** On August 26, 2024, the Board of Trustees approved the award of the subject contract to SSR Consultants for the building envelope commissioning for the Library & Learning Center. This additional service is to increase the scope of the contract to include testing of the exterior building envelope, including:

- Mock-up testing
- Window testing
- Water leakage testing
- Air barrier testing
- Whole-building air tightness testing
- Roof infrared survey

These tests will identify any potential leak issues so that these can be addressed during construction.

The total contract adjustment for this additional service is \$ 72,800. This increase to the Contract in the amount of \$72,800 will amend the current contract value of \$ 124,240 to \$197,040, to be paid with 2023 Bond Funds.

**Recommendation:** LAN recommends the approval of this increase to SSR Consultants contract to perform Building Envelope Testing Services for the Library & Learning Center. We recommend this for the July 28, 2025 Board Meeting.

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



July 1, 2025

Paula Drnevich, AIA, LEED AP  
Program Manager  
LAN  
Cell: 281.384.8233  
[PJDrnevich@lan-inc.com](mailto:PJDrnevich@lan-inc.com)

**RE: Proposal – Building Envelope Testing  
College of The Mainland  
Library & Classroom Building**

Paula:

Thank you for the opportunity to submit this proposal for testing services. The scope of work is based on our recent discussions with LAN, Cannon Design and Vaughn regarding the testing scope defined in section 019119 and clarifications discussed in our coordination meeting on June 4, 2025. This scope of work can be modified as needed

**Building Enclosure Commissioning (BECx) Testing**

Building envelope systems include those responsible for creating environmental separation between interior and exterior spaces such the roof, walls, and window systems. SSR proposes to perform the following testing services to verify enclosure regarding air, moisture, and thermal control.

1. Mock-Up Testing

Perform testing during one (1) mobilization for one (1) day at the project site by two building enclosure specialists. An additional mobilization has been budgeted for retesting if needed.

Testing will be performed in general accordance with the following test procedures:

- Static water penetration testing at three (3) locations in general accordance with *ASTM E1105 – Standard Test Method for Field Determination of Water Penetration of Installed Exterior Windows, Skylights, Doors, and Curtain Walls, by Uniform or Cyclic Static Air Pressure Difference*. Using an interior chamber to create the specified air pressure differential across the test specimen, SSR will apply water to the exterior face of the test specimen with a calibrated spray rack while reviewing the readily accessible interior surfaces for water leakage.
- Perform qualitative air leakage testing in general accordance with *ASTM E 1186 - Standard Practices for Air Leakage Site Detection in Building Envelopes and Air Barrier Systems*. Testing to be performed utilizing chamber pressurization with leak detection fluid.

2. Window Testing

Perform testing at approximately 5%, 50% and 90% completion of window installation. Each mobilization includes two (2) days at the project site by three building enclosure specialists.



Testing mobilizations will be performed in general accordance with the following test procedures:

- Perform air leakage tests at one (1) location in general accordance with *ASTM E 783 – Standard Method for Field Measurement of Air Leakage Through Installed Exterior Windows and Doors* and *ASTM E1105 – Standard Test Method for Field Determination of Water Penetration of Installed Exterior Windows, Skylights, Doors, and Curtain Walls, by Uniform or Cyclic Static Air Pressure Difference*. Using an interior chamber, create the specified air pressure differential across the test specimen and measure leakage across the test specimen. SSR will perform up to three (3) tests.
- Perform static water penetration testing at three (3) locations in general accordance with *ASTM E1105 – Standard Test Method for Field Determination of Water Penetration of Installed Exterior Windows, Skylights, Doors, and Curtain Walls, by Uniform or Cyclic Static Air Pressure Difference*. Using an interior chamber to create the specified air pressure differential across the test specimen, SSR will apply water to the exterior face of the test specimen with a calibrated spray rack while reviewing the readily accessible interior surfaces for water leakage. A portion of these test will incorporate with window perimeter interface with air barrier. SSR will perform up to nine (9) tests.

3. Water Leakage Testing

Perform water leakage testing a building system transition including louver perimeter and roof to wall interfaces in general accordance with *AAMA 501.2, Quality Assurance and Diagnostic Water Leakage Field Check of Installed Storefronts, Curtain Walls and Sloped Glazing Systems*. Water is sprayed onto the exterior face of the test specimens with a Type B-25 spray nozzle as required by the test method. During testing, the interior face of the test area is inspected for water leakage. SSR will perform testing up to 100 linear feet of building area during one (1) mobilization.

4. Air Barrier Testing

Perform adhesion and air leakage testing of the installed air barrier system. This testing will be conducted during our normal site visits defined in our existing scope of work.

- Perform qualitative air leakage testing in general accordance with *ASTM E 1186 - Standard Practices for Air Leakage Site Detection in Building Envelopes and Air Barrier Systems*. Testing to be performed utilizing chamber pressurization with leak detection fluid. Sample locations will be identified during our Pre-Test Panning Meeting. SSR will perform up to ten (10) tests.
- Perform adhesion testing in general accordance with *ASTM D 4541 - Standard Test Method for Pull-Off Strength of Coatings Using Portable Adhesion Testers*. SSR will perform ten (10) tests, including a mock-up to verify air barrier adhesion to various substrates.

5. Whole Building Air Tightness Testing

Perform testing during one (1) mobilization for two (2) days at the project site by two building enclosure specialists.

Convene a pre-test conference call to review the project status, project requirements, items required for testing, testing procedures and processes, parties required for testing, assistance required, etc. The pre-test conference call will be scheduled approximately one (1) month prior to testing.

Conduct testing to determine whole building air leakage rate by fan pressurization, per ASTM E 779. The air leakage of the entire building shall not exceed 0.25 cfm/sf under a pressure differential of 75 Pa. Testing will be performed in general accordance with the following test procedures:

- Whole Building Air Tightness Testing - ASTM E779 – *Standard Test Method for Determining Air Leakage Rate by Fan Pressurization*. The purpose of this test is to quantify air tightness of the building envelope. Blower doors will be installed to pressurize and depressurize the building. Air flow meters will be used to measure air leakage across the building envelope through cycles of pressurization. Infrared thermography, non-toxic smoke tracers, and visual review will be performed throughout testing for diagnostics to help identify any leakage paths.
- Perform a thermographic survey of the building enclosure during the whole building air leakage test in accordance with ASTM C1060 *Standard Practice for Thermographic Inspection*.

6. Roof Infrared Survey

Conduct an infrared survey of the completed roof assembly in general accordance with *ASTM C1153 – Standard Practice for Location of Wet Insulation in Roofing Systems Using Infrared Imaging*. Testing will be conducted approximately six months after substantial completion. In order to reduce the effects of solar radiation, the survey will be performed during the evening hours after sunset. On the morning after the infrared survey, thermal anomalies will be further investigated to verify the presence or absence of entrapped moisture in the roof system. Verification will be performed using a moisture probe and by directing the installing roof contractor to create and immediately repair core test cuts for the documentation of existing conditions.

**FEE SUMMARY**

SSR proposes the scope of services described above for the lump sum fee of **Seventy -Two Thousand, Eight Hundred Dollars (\$72,800)**. Anticipated expenses are included. A breakdown of the fee is as follows:

Task		Fee
1.	Mock-Up Testing	\$ 6,400
2.	Window Testing	\$ 29,000
3.	Water Leakage Testing	\$ 6,400
4.	Air Barrier Testing	**
5.	Whole Building Air Leakage Testing	\$ 26,000
6.	Roof Infrared Survey	\$ 5,000
<b>TOTAL</b>		<b>\$ 72,800</b>

\*\* Note: Testing will be performed during our normal site visit at no additional cost.

**STIPULATIONS**

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

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

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

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

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

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

Sincerely,



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



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

**ACCEPTED: Building Envelope Testing**

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Date



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: Change Order increasing scope and cost of Architect Services in the amount of \$304,000 for College Services Building (CSB).

**AGENDA ITEM DESCRIPTION:**

Approval of Change Order 01 to Contract 23-46: Increase in Architectural Service fees in the amount of \$304,000 based on change in scope for CSB for a total maximum amount of \$964,000 including reimbursables.

**FUNDING SOURCE:**

2023 Bond

**PURPOSE**

Provide Architectural Services for new construction, renovations, and additions to existing facilities for 2023 Bond projects.

**PROPOSED MOTION:**

**“I move the Board of Trustees approve Change Order 01 to contract 23-46 to RDLR Architects, as presented.**

**BACKGROUND:**

Contract 23-46 was approved by the Board of Trustees at the October 28, 2024, Regular Board Meeting. At the time of approval, the project consisted of an addition and renovation to the existing Public Service Center (PSC) building so it could be converted to the College Services Building. The architect's approved fee was 8% of the Final Cost of Work based on a construction budget of \$7M.

The Board of Trustees approved a change to the project scope at the April 28, 2025, Board Meeting. The scope change included building a new College Services Building in lieu of an addition and renovation to the existing PSC. Due to the scope change, the new construction budget was set at \$10.8M. As a result, the contract and purchase order amount need to be increased for architectural fees. The architect fee will remain 8% of the Final Cost of Work but will be based on the revised construction budget of \$10.8M.

The Contract to be used for Architectural Services Change Order will be the AIA G802 – Amendment to the Professional Services Agreement.

**Attachments:**

1. LAN Summary/Cover Letter



To: Dr. Helen Brewer, President, College of the Mainland (COM)

From: Lockwood, Andrews & Newnam (LAN)

Date: July 10, 2025

Re: Change Order 01 to Contract 23-46 for RDLR Architects for Architectural Services for the new College Services Building (CSB)

Contract 23-46 was approved by the Board of Trustees at the October 28, 2024 Regular Board Meeting. At the time of approval, the project consisted of an addition and renovation to the existing Public Service Center (PSC) building so it could be converted to the College Services Building. The architect's approved fee was 8% of the Final Cost of Work based on a construction budget of \$7M.

The Board of Trustees approved a change to the project scope at the April 28, 2025, Board Meeting. The scope change included building a new College Services Building in lieu of an addition and renovation to the existing PSC. Due to the scope change, the new construction budget was set at \$10.8M. As a result, the contract and purchase order amount need to be increased for architectural fees. The architect fee will remain 8% of the Final Cost of Work, but will be based on the revised construction budget of \$10.8M.

The Contract to be used for Architectural Services Change Order will be the AIA G802 – Amendment to the Professional Services Agreement.

LAN recommends COM accept the proposed change and approve the change order to Contract 23-46.

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

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



# AIA® Document G802® – 2017

## Amendment to the Professional Services Agreement

**PROJECT:** *(name and address)*

College Services Building

College of the Mainland  
1200 N Amburn  
Texas City, Texas 77591

**AGREEMENT INFORMATION:**

Date:  
12-04-2024

**AMENDMENT INFORMATION:**

Amendment Number:  
001  
Date:  
07-01-2025

**OWNER:** *(name and address)*

College of the Mainland  
1200 N Amburn  
Texas City, TX 77591

**ARCHITECT:** *(name and address)*

RDLR Architects  
800 Sampson St #104, Houston, TX  
77003

The Owner and Architect amend the Agreement as follows:

The following modifications shall be made to AIA B101-2017, Standard Form of Agreement Between Owner and Architect, dated December 4, 2024. The initial Contract scope was to perform design services for an addition and renovation to the existing Public Services Center. On April 28, 2025, the Board of Trustees approved the change of scope to build a new facility in lieu of an addition and renovation to the existing PSC.

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

**Compensation Adjustment:**

Increase compensation from \$560,000.00 by \$304,000.00 to \$864,000.00  
Original budget for the Cost of Work during Design for Architecture = \$7,000,000.00  
Original Compensation for the Cost of Work during Design for Architecture at eight percent (8%) = \$560,000.00  
Updated Cost of Work for Architecture = \$10,800,000.00  
Updated Compensation for the Cost of Work for Architecture at eight percent (8%) = \$864,000.00  
Total Compensation for Architecture = \$864,000.00  
Reimbursable Allowance remains unchanged at \$100,000.00  
Total Contract Amount (Architectural Design Services plus Reimbursable Allowance) = \$964,000.00

**Schedule Adjustment:**

Zero (0) days

ARCHITECT *(Signature)*

BY: Daniel Ortiz, Principal

*(Printed name, title, and license number if required)*

6/25/25  
Date

OWNER *(Signature)*

BY: Dr. Helen Brewer, President

*(Printed name and title)*

Date



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: Grant a utility easement to Texas New Mexico Power for the new Public Safety Careers Building.

**AGENDA ITEM DESCRIPTION:**

Approval of a utility easement to Texas New Mexico Power for the Public Safety Careers building in the amount of \$10.00.

**FUNDING SOURCE:**

2023 Bond

**PURPOSE**

To grant a utility easement to Texas New Mexico Power for electric distribution lines and communication lines and appurtenant equipment for the Public Safety Careers building project

**PROPOSED MOTION:**

**“I move the Board of Trustees the utility easement with Texas New Mexico Power, as presented.**

**BACKGROUND:**

The new Public Safety Careers building was approved as part of the 2023 Bond. To supply permanent power to the new facility, Texas New Mexico Power requires College of the Mainland to grant a utility easement.

**Attachments:**

**None**

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

### **EASEMENT AND RIGHT-OF-WAY**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in consideration of Ten Dollars (\$10.00), and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and the covenants hereinafter set forth, DR. HELEN BREWER, PRESIDENT OF COLLEGE OF THE MAINLAND (whether one or more persons, "Grantor"), hereby grants, sells, conveys, and warrants to Texas-New Mexico Power Company, a Texas corporation, and its successors, assigns, lessees and tenants (collectively, "Grantee"), a perpetual easement and right-of-way ("Easement") for electric distribution lines and communication lines and appurtenant equipment, fixtures, and facilities in, on, over, under, and across a tract of land located in Galveston County, Texas, together with all and singular the rights and appurtenances thereto in any wise belonging, each of which tract of land and Easement area ("Easement Area") are described in the attached Exhibit A, which includes a field note description and plat. Exhibit A is incorporated herein.

Grantor grants Grantee the right, now and in the future, to install, place, construct, reconstruct, operate, maintain, alter, improve, upgrade, extend, inspect, patrol, protect, repair, remove, replace, and relocate electric transmission lines and communication lines and appurtenant equipment, fixtures, and facilities within the Easement Area, including, without limitation, a variable number and sizes of poles, towers, structures, crossarms, anchors, guys, foundations, above and below ground supporting structures, grounding systems, insulators, transformers, underbuilt facilities, hardware, wires, cable, conductors and circuits at one or more voltage capacities, and all other appurtenant equipment, fixtures and facilities, made of wood, metal, concrete and other materials.

Grantor grants Grantee the right, in Grantee's discretion, now and in the future, to cut down, trim, remove, and otherwise control, using chemical treatments, herbicides or growth regulators and other means, any and all trees, shrubs, brush and vegetation situated within the Easement Area. Grantor also grants Grantee the right, in Grantee's discretion, now and in the future, to cut down, trim, remove, and otherwise control, using chemical treatments, herbicides or growth regulators and other means, portions of trees, overhanging branches, roots, shrubs, brush and vegetation extending into the Easement Area that are rooted on lands outside of the Easement Area when in the opinion of Grantee such trees, shrubs, brush or other vegetation may create a hazard or safety concern or interfere with or disturb Grantee's facilities, its exercise of rights hereunder, its use of the Easement Area, or its ingress or egress to, from, over, across, along and upon the Easement Area.

Grantor grants Grantee the right to conduct surveys and geotechnical, archeological, historical, environmental and other studies on, in and under the Easement Area.

Grantor reserves the right to cultivate crops, pasture, construct fences of reasonable heights (so long as Grantee installs adequate gates at reasonable intervals such that Grantee's rights of access,

ingress and egress are not impaired or interfered with), install roads or otherwise use the lands encumbered by this Easement, so long as such use (a) does not damage Grantee's facilities, (b) does not impair, interfere with or disturb Grantee's facilities, its exercise of rights hereunder, its use of the Easement Area, or its ingress or egress to, from, over, across, along and upon the Easement Area, and (b) meets the requirements of all applicable laws and regulations, including, without limitation, the National Electrical Safety Code and the Texas Health and Safety Code. Grantee may, at Grantor's cost and expense, remove any tree, landscaping, building, structure, improvement, equipment, or obstruction placed, constructed, or installed within, under, or over the Easement Area, and re-grade any alterations of the grade, elevation or contour in the Easement Area. Grantor shall pay to Grantee the costs and expenses of Grantee incurred in connection with such removal and/or re-grading within fifteen (15) days after demand therefor.

Grantor expressly reserves all oil, gas, and other minerals owned by Grantor, in, on, and under the Easement Area; provided, however, that that Grantor shall not be permitted to drill or excavate for oil, gas or other minerals on the surface of the Easement Area, but Grantor may extract oil, gas, or other minerals from and under the Easement Area by directional drilling or other means which do not interfere with or disturb Grantee's facilities, Grantee's use of the Easement Area, or the exercise of Grantee's rights granted herein.

**Compliance with Lone Star Infrastructure Protection Act** - Grantor represents and warrants that it does not meet any of the ownership, control, or headquarters criteria listed in Lone Star Infrastructure Protection Act, Chapter 113 of the Texas Business & Commerce Code, as added by Act of June 18, 2021, 87th Leg., R.S., Ch. 975 (S.B. 2116) (relating to China, Iran, North Korea, Russia, and any other country designated by the Texas governor as a threat to critical infrastructure).

Any and all electric transmission lines, communication lines, equipment, fixtures, and facilities, and parts thereof, installed or placed within the Easement Area by or on behalf of Grantee shall remain the exclusive property of Grantee.

No failure or delay by Grantee to exercise any of the rights granted herein, nor any removal of any facilities from the Easement Area, shall constitute an abandonment, waiver or termination of any of the rights granted herein.

This Easement contains the entire agreement, expressed or implied, between Grantor and Grantee. This Easement shall inure to the benefit of and be binding on Grantor and Grantee and their respective successors, assigns, heirs, executors, personal representatives, administrators, lessees, tenants, and licensees. This Easement and the rights granted to Grantee herein are assignable, in whole or in part, by Grantee, and Grantee shall be released and discharged of obligations with respect to the assigned interest which accrue after the date of assignment.

Grantor warrants and shall forever defend the Easement unto Grantee against anyone lawfully claiming or to claim the same or any part thereof, by through or under Grantor, but not otherwise.

This Easement, and any dispute or claim between Grantor and Grantee arising out of or in any way connected with this Easement, shall be governed, construed and enforced in accordance with the

substantive laws of the State of Texas, without regard to conflict of law rules that would direct application of the laws of another jurisdiction.

This Easement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

**GRANTOR:**

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Dr. Helen Brewer, President of College of the Mainland

**ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ §

§

COUNTY OF \_\_\_\_\_ §

Before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and who acknowledged to me that he/she executed the instrument for the purposes and considerations expressed in it.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Notary Public, State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

Notary ID No.: \_\_\_\_\_

GRANTEE:

TEXAS-NEW MEXICO POWER COMPANY

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ §

§

COUNTY OF \_\_\_\_\_ §

Before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and who acknowledged to me that he/she executed the instrument for the purposes and considerations expressed in it, doing so as \_\_\_\_\_ of Texas-New Mexico Power Company, a Texas corporation, and on its behalf.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Notary Public, State of \_\_\_\_\_

Printed Name: \_\_\_\_\_

Notary ID No.: \_\_\_\_\_

**AFTER RECORDING, RETURN TO:**

Texas-New Mexico Power Company  
577 North Garden Ridge Road  
Lewisville, Texas 75067  
Attn: [\_\_\_\_\_]

EXHIBIT "A"

PAGE 1 OF 2  
METES AND BOUNDS

COLLEGE OF THE MAINLAND  
TNMP COMPANY  
16' WIDE ELECTRIC SERVICE EASEMENT  
GALVESTON COUNTY, TEXAS

**BEING** a 0.051 acre tract of land situated in the S.F. Austin League - Survey No. 4, Abstract No. 2, Galveston County, Texas and being a part of and out of LOT 1 COLLEGE OF THE MAINLAND PSC & CCEC SUBDIVISION as per the map or plat thereof recorded at Galveston County Clerk's File No. 2024041330, said 0.051 acre parcel being more fully described by metes and bounds as follows;

**COMMENCING** at an "X" in concrete found at the northeast corner of LOT 1 COLLEGE OF THE MAINLAND PSC & CCEC SUBDIVISION;

**THENCE** South 87°21'03" West, with the north line of said LOT 1, same being the south line of Monticello Drive (100' right of way), a distance of 232.67 feet to the **PLACE OF BEGINNING**;

**THENCE** South 01°43'21" West, a distance of 138.52 feet to a point for corner;

**THENCE** North 88°16'39" West, a distance of 16.00 feet to a point for corner;

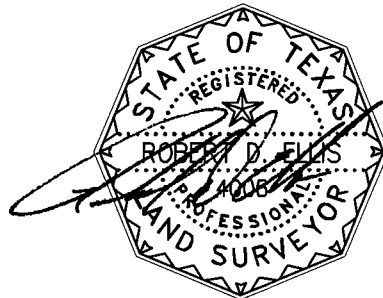
**THENCE** North 01°43'21" East, a distance of 137.29 feet to a point in the said south line of Monticello Drive;

**THENCE** North 87°21'03" East, with the said south line of Monticello Drive, a distance of 16.05 feet to the **PLACE OF BEGINNING** of the herein described tract;

**CONTAINING:** 0.051 acres, (2,206 square feet) of land, more or less.

**BASIS OF BEARING:** Grid North, Texas State Coordinate System NAD83, Texas South Central Zone.

THIS PROPERTY DESCRIPTION HAS BEEN PREPARED BASED ON A SURVEY MADE ON THE GROUND UNDER THE DIRECTION OF ROBERT D. ELLIS REGISTERED PROFESSIONAL LAND SURVEYOR REG. NO. 4006 DATED JULY 1, 2025 AS DEPICTED ON SURVEY PLAT ATTACHED HERETO AND TO WHICH REFERENCE IS HEREBY MADE.

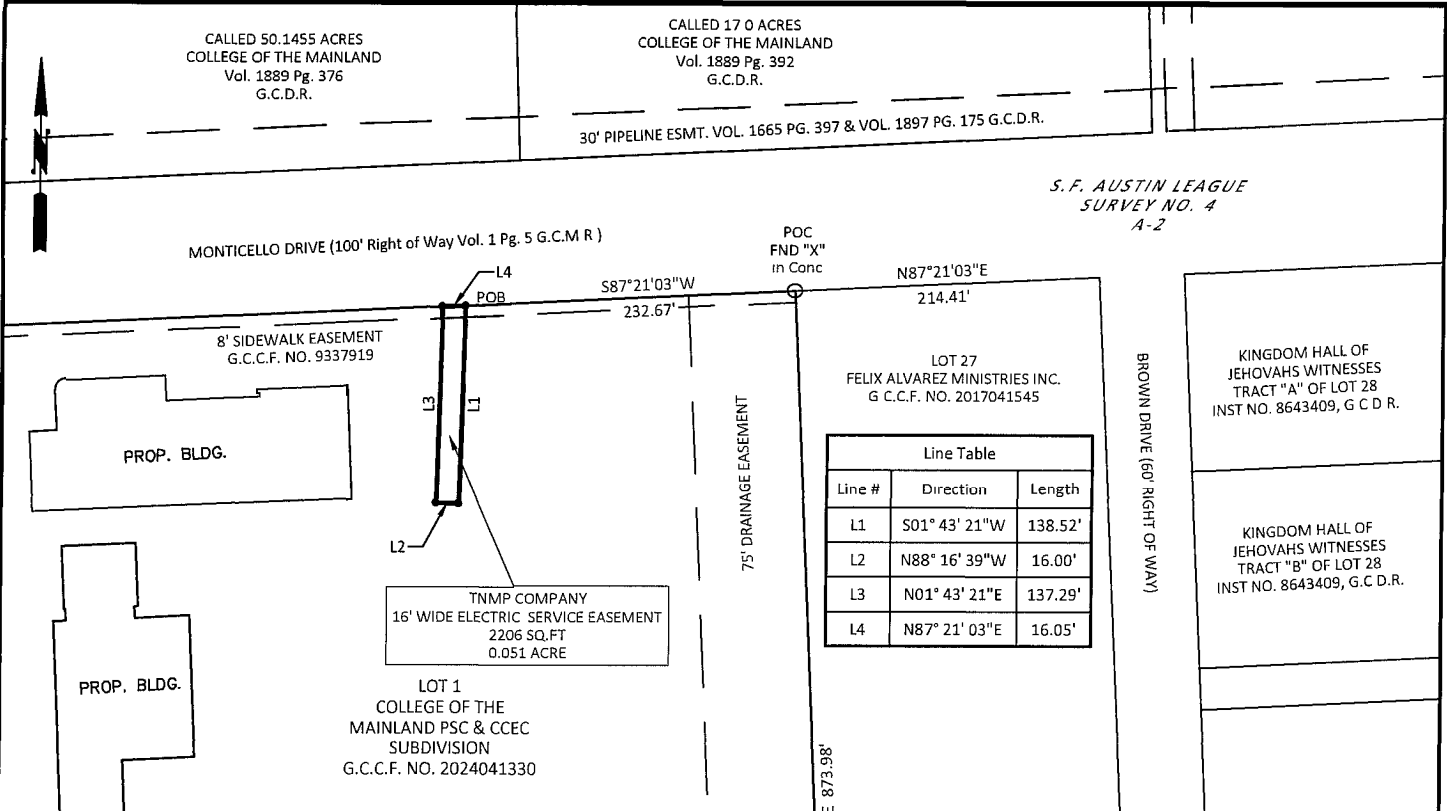


COLLEGE OF THE MAINLAND  
TNMP COMPANY  
16' WIDE ELECTRIC SERVICE EASEMENT

BEING A 0.051 ACRE TRACT LOCATED IN THE  
S.F. AUSTIN LEAGUE SURVEY NO. 4 A-2  
GALVESTON COUNTY, TEXAS

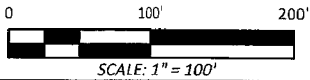
*Ellis Surveying Services, LLC.*  
2805 25th Avenue North  
Texas City, TX 77590  
Tel: (409) 938-8700 Fax (866) 678-7685  
Texas Firm Reg. No. 100340-00

PROJ. NO. P3174 DATE: 7/1/2025



NOTES:  
 1) Basis of Bearing: Grid North Texas State  
 Coordinate System, NAD83, South Central Zone

**LEGEND**  
 POB - POINT OF BEGINNING  
 POC - POINT OF COMMENCEMENT  
 GCCF - GALVESTON COUNTY CLERK'S FILE



Ellis Surveying Services, LLC.  
 2805 25th Avenue North  
 Texas City, TX 77590  
 Tel: (409) 938-8700 Fax (866) 678-7685  
 Texas Firm Reg. No. 100340-00

**EXHIBIT "A"**

PAGE 2 OF 2 SURVEY EXHIBIT

**COLLEGE OF THE MAINLAND  
 TNMP COMPANY  
 16' WIDE ELECTRIC SERVICE EASEMENT**

BEING A 0.051 ACRE TRACT LOCATED IN THE  
 S.F. AUSTIN LEAGUE SURVEY NO. 4 A-2  
 GALVESTON COUNTY, TEXAS

PROJ. NO. P3174 DATE: 7/1/2025



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: Recommendation to approve Resolution adopting Prevailing Wage Rates

### **AGENDA ITEM DESCRIPTION:**

Discussion and possible action on the proposed Resolution to adopt the Prevailing Wage Rates setting the minimum hourly wages paid to construction workers engaged in public works on COM projects.

Presented and recommended for approval to the Board of Trustees on July 28, 2025.

### **PROPOSED MOTION:**

**Suggested motion:** *“I move the Board of Trustees approve Resolution 2025.07.28 adopting the Prevailing Wages.”*

### **ATTACHMENT**

Resolution 2025.07.28

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF  
COLLEGE OF THE MAINLAND  
2025.07.28**

The Board of Trustees of College of the Mainland (“COM”) hereby makes the following findings in connection with COM public works/construction facilities projects:

1. Texas Government Code Chapter 2258 requires governmental entities, including COM, to adopt Prevailing Wage Rates setting the minimum hourly wages paid to be paid to construction workers engaged in public works projects in COM; and
2. PBK Architects, Inc., on behalf of public-school entities in the Texas Gulf Coast area, has conducted a survey of Prevailing Wage Rates for school construction trades in accordance with the requirements of Texas Government Code Chapter 2258. The results of such survey are attached as Exhibit “A.”

BE IT, THEREFORE, RESOLVED that College of the Mainland hereby adopts the Prevailing Wages reflected in Exhibit A for use on all COM facilities projects.

Passed at a duly called and posting meeting of the COM Board of Trustees on the \_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
Melissa Skipworth  
Chair, Board of Trustees  
College of the Mainland

Attest:

\_\_\_\_\_  
Kimberly Dodson  
Secretary, Board of Trustees  
College of the Mainland



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: Award of Contract 25-13 for an amount of \$233,095.20

**AGENDA ITEM DESCRIPTION:**

Approval to award contract 25-13: I&E Equipment & Supplies in the amount of \$233,095.20

**FUNDING SOURCE:**

***Title V – Pathways Grant Funds.***

**PURPOSE:**

Provide training/repair on the use of leading industry Electrical and instrumentation equipment.

**PROPOSED MOTION: *"I move the Board of Trustees approve award of contract 25-13 to Emerson, as presented."***

**BACKGROUND:**

On June 6, 2025, The Southern Association of Colleges Commission on Colleges (SACSCOC) approved the new I&E Program at the College of The Mainland. Instrumentation and Electrical (I&E) classes are designed to prepare students for careers in industrial automation, process control, and electrical maintenance fields that require a strong foundation in both theory and hands-on skills. To effectively train students, access to specialized equipment is essential. Tools such as programmable logic controller (PLC) trainers, multimeters, signal generators, and control panels help bridge the gap between classroom theory and real-world applications. Research shows that students retain significantly more information through active, hands-on learning than through reading or lectures alone.

I&E	\$168,651.00
Supplies	\$64,444.20
NTE Amount:	\$233,095.20

This Purchase recommendation from Emerson is considered a Sole Source provider for this equipment in accordance with Texas education Code 44.031.

Attachments:

1. Emerson Proposal
2. Emerson Sole Source Affidavit



Submit your PO to:  
**Emerson LLLP**  
1100 W Louis Henna Blvd  
Building 1  
Round Rock  
TX 78681-7430  
UNITED STATES

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COLLEGE OF THE MAINLAND  
1200 N AMBURN RD  
TEXAS CITY, TX, 77591-2435, US

**Reference:** College of the Mainland Inventory  
Quote

**Project:**

**Date:** 14-Jul-25

**Emerson Proposal:** 22294303 **Ver:**4

**Expiration Date:** 13-Aug-25

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**To:** Magee, Angela

**Phone:**

**Fax:**

**Email:** Amagee1@com.edu

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**From:** Brent Galloway - Salesperson

**Phone:** 713-829-5672

**Fax:**

**Email:** Brent.Galloway@Emerson.com

Caleb Schneider - Inside Sales

**Phone:** 800-522-6277

**Fax:**

**Email:** Gulf.FlowCSC@Emerson.com

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## Summary Of Understanding

### Table Of Contents

1. Commercial Summary
2. Detailed Item Summary
3. Terms & Conditions

**Commercial Summary**

**Expiration Date:** 13-Aug-25

**Ultimate Destination:**

**Shipping Terms:** Inco2020: CPT (Origin)

**Payment Terms:** Payment due in 30 days

**Freight Terms:** Freight & Handling

**Lead Time:** 4 weeks AROCO

Cust Line	Item	Qty	Units	Description	Unit Price (USD)	Extended Price (USD)
1.1	5	Each	MICRO MOTION ELITE CORIOLIS METER, 1/10 INCH (DN2), 316L STAINLESS STEEL CMFS010M313NZAMECZZUK <b>Ship From:</b> MICRO MOTION INC 7070 WINCHESTER CIR 80301 BOULDER CO UNITED STATES	5,713.50	28,567.50	
1.2	5	Each	MICRO MOTION 4700 FIELD MOUNT TRANSMITTER 4700I12ABMAZZAZZ <b>Ship From:</b> MICRO MOTION INC 7070 WINCHESTER CIR 80301 BOULDER CO UNITED STATES	1,486.50	7,432.50	
2.1	5	Each	ROSEMOUNT 8705 FLANGED MAGNETIC FLOW METER SENSOR, 1/2 INCH (DN15) 8705TSA005C1M0B3 <b>Ship From:</b> MICRO MOTION INC C/O PROTRANS INTERNATIONAL INC 12425 ROJAS DR DOCK DOORS 55-57 79928-5201 EL PASO TX UNITED STATES	2,600.50	13,002.50	
2.2	5	Each	ROSEMOUNT 8732E MAGNETIC FLOW METER TRANSMITTER 8732EMT1A1M4 <b>Ship From:</b> MICRO MOTION INC C/O PROTRANS INTERNATIONAL INC 12425 ROJAS DR DOCK DOORS 55-57 79928-5201 EL PASO TX UNITED STATES	2,428.00	12,140.00	
3	1	Each	IMP-TARIFF-F:SURCHARGE <b>Ship From:</b>	3,301.70	3,301.70	

**TOTAL PRICE (USD) 64,444.20**  
 (NOTE: Taxes not included)

**Detailed Item Summary**

Cust Line	Item	Qty	Units	Description	Unit Price (USD)	Extended Price (USD)
1.1	5	Each		MICRO MOTION ELITE CORIOLIS METER, 1/10 INCH (DN2), 316L STAINLESS STEEL	5,713.50	28,567.50
				<b>CMFS010M313NZAMECZZUK</b>		
				CMFS010M MICRO MOTION ELITE CORIOLIS METER, 1/10 INCH (DN2), 316L STAINLESS STEEL		
			313	Process Connections: 1/2-inch CL150 ASME B16.5 F316/F316L Weld neck flange Raised face		
			N	Case Options: Standard case (300-Series Stainless Steel)		
			Z	Electronics Interface: Other Electronic Interface		
			A	Conduit Connections: No gland		
			M	Approvals: Micro Motion Standard (no approval, without CE/EAC markings)		
			E	Language: English installation manual		
			C	Calibration Options: 0.10% mass flow and 0.002 g/cc density calibration		
			Z	Measurement Application Software: No measurement application software		
			Z	Factory Options: Standard product		
			UK	Special Tests and Certificates: 4700 Integral Mount Aluminum Housing		
			Qty			
			5			
1.2	5	Each		MICRO MOTION 4700 FIELD MOUNT TRANSMITTER	1,486.50	7,432.50
				<b>4700I12ABMAZZAZZ</b>		
				4700 MICRO MOTION 4700 FIELD MOUNT TRANSMITTER		
			I	Mounting: Integral mount transmitter (polyurethane-painted aluminum housing)		
			1	Power: 18 to 100 VDC and 85 to 265 VAC; self switching		
			2	Display: Backlit graphic display		
			A	Output Hardware Board: Configurable Outputs		
			B	Conduit Connections: 1/2-inch NPT - no gland		
			MA	Approvals: Micro Motion Standard (no approval)		
			A	Revision: Revision A		
			Z	Transmitter Option 1: Standard		
			Z	Transmitter Option 2: Standard		
			Z	Factory Option: Standard		
			A	Output Channel A Assignment: Channel A: 4-20mA/HART, FO, DO Configurable		
			Z	Output Channel B Assignment: Channel Off		
			Z	Output Channel C Assignment: Channel Off		
			Qty			
			5			
2.1	5	Each		ROSEMOUNT 8705 FLANGED MAGNETIC FLOW METER SENSOR, 1/2 INCH (DN15)	2,600.50	13,002.50
				<b>8705TSA005C1M0B3</b>		
				8705005 ROSEMOUNT 8705 FLANGED MAGNETIC FLOW METER SENSOR, 1/2 INCH (DN15)		
			T	Lining Material: PTFE		
			S	Electrode Material: 316L Stainless Steel		
			A	Electrode Type: 2 Measurement Electrodes - Standard		
			C	Flange Type and Material: Slip-On, Raised-Face, Carbon Steel		
			1	Flange Rating: ASME B16.5, Class 150 (1/2" thru 24"); AWWA Class D (30" & 36")		
			M0	Coil Housing Configuration: Sealed, Welded Housing with Field Replaceable Terminal Block/Socket Module		
			B3	Mounting Configuration: Integral Mount with 8732 Transmitter		
			Qty			
			5			

Cust Line	Item	Qty	Units	Description	Unit Price (USD)	Extended Price (USD)
	2.2	5	Each	ROSEMOUNT 8732E MAGNETIC FLOW METER TRANSMITTER	2,428.00	12,140.00
				<b>8732EMT1A1M4</b>		
				8732E ROSEMOUNT 8732E MAGNETIC FLOW METER TRANSMITTER		
				M Transmitter Class: Revision 4 Electronics		
				T Transmitter Mount: Integral Field Mount		
				1 Transmitter Power Supply: AC Power Supply (90 to 250VAC, 50-60Hz)		
				A Outputs: 4-20mA; Digital HART; Scalable Pulse		
				1 Conduit Entry: 1/2-14 NPT		
				M4 Display Option: Local Operator Interface		
				Qty		
				5		
	3	1	Each	IMP-TARIFF-F:SURCHARGE	3,301.70	3,301.70

### **International Trade Compliance**

The present quotation, the acceptance of an order under this quotation and the fulfilment of any contractual obligations as a consequence of the quotation, are subject to all current applicable import, export control and sanctions laws, regulations, orders and requirements, including those of the United States where applicable. However, such laws and regulations may be amended from time to time including during the processing of an order. If Emerson (The Company) should fail to receive any necessary or advisable licenses, authorizations or approvals, even arising from inaction by any relevant government authority, or if any such licenses, authorizations or approvals are denied or revoked, or if there is a change in any applicable laws, regulations, orders or requirements that would prohibit the Company from fulfilling any order, or would in the reasonable judgement of the Company otherwise expose the Company to a risk of liability under such laws, regulations, orders or requirements if it fulfilled the order, the Company shall be relieved without penalty of all obligations with respect to any order resulting from this quotation.

### **Product Material Compliance**

For orders destined for installation in the European Union, some products on this order may be considered out of scope from European Directive 2011/65/EC. For more information on EU RoHS, EU REACH, and other laws which regulate product material content, please refer to <http://www.emerson.com/compliance> for up-to-date product information.

### **Terms & Conditions**

This quote is offered subject to the terms and conditions agreement between the parties. If no agreement exists, then this quote shall be subject to Emerson Automation Solutions' terms and conditions of sale, a copy of which can be found at the following :

[LLL P USA General TC US](#)

### **Material Selection**

Emerson Automation Solutions provides a variety of products with various options and configurations including materials of construction that can be expected to perform well in a wide range of applications. The product information presented is intended as a guide for the purchaser to make an appropriate selection for the application. It is the purchaser's sole responsibility to make a careful analysis of all process parameters (such as all chemical components, temperature, pressure, flow rate, contaminants, etc.), when specifying materials and options and for the particular application. Emerson Automation Solutions is not in a position to evaluate or guarantee the compatibility of the process fluid or other process parameters with the materials and options selected.



Submit your PO to:  
**Emerson LLLP**  
1100 W Louis Henna Blvd  
Building 1  
Round Rock  
TX 78681-7430  
UNITED STATES

---

CHEVRON PHILLIPS CHEMICAL CO LP  
1400 JEFFERSON RD  
PASADENA, TX, 77506-0792, US

**Reference:** College of the Mainland Inventory  
Quote

**Project:**

**Date:** 15-Jul-25

**Emerson Proposal:** 22335222 **Ver:**6

**Expiration Date:** 14-Aug-25

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**To:** Angela Magee

**Phone:**

**Mobile:**

**Email:** mageea@cpchem.com

---

**From:** Daniel Wiklund - Inside Sales

**Phone:** 800-999-9307

**Mobile:**

**Email:** Daniel.Wiklund@Emerson.com

Tom Garry - Salesperson

**Phone:**

**Mobile:**

**Email:** Thomas.Garry@Emerson.com

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## Summary Of Understanding

### Table Of Contents

1. Commercial Summary
2. Detailed Item Summary
3. Terms & Conditions

**Commercial Summary**

**Expiration Date:** 14-Aug-25  
**Ultimate Destination:** United States

**Shipping Terms:**  
**Payment Terms:** Payment due in 60 days  
**Freight Terms**

**Lead Time:** 6 Weeks ARO

Cust Line	Item	Qty	Units	Description	Unit Price (USD)	Extended Price (USD)
	1.1	10	Each	Rosemount Coplanar Transmitter 3051CD3A02A1AS5M5 <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	1,960.29	19,602.90
	1.2	10	Each	Rosemount 305 Integral Manifold 0305RC52B11B4 <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	734.23	7,342.30
	2	5	Each	Guided Wave Radar 5302HA1S1V5AE00500RBNAM1 <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	3,426.06	17,130.30
	3	5	Each	Guided Wave Radar 5302HA1S1V5AE00500RBNAM1 <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	3,426.06	17,130.30
	4	5	Each	Radar Level Transmitter 3408A1SHA1NA1N1ZZSBAM6 <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	2,047.56	10,237.80
	5	5	Each	Radar Level Transmitter 3408A1SHA1NA1N1ZZSBAM6 <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	2,047.56	10,237.80
	6	5	Each	Vibrating Fork Liquid Level Switch / -40...302 DEG F (-40...150 DEG C) 2120D1DV1NAAA0000 <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	398.73	1,993.65
	7	5	Each	Vibrating Fork Liquid Level Switch / -40...302 DEG F (-40...150 DEG C) 2120D1DV1NAAA0000 <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	398.73	1,993.65
	8	10	Each	Rosemount 644 Temperature Transmitter 644HANAJ2B4M5 <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	1,068.30	10,683.00
	9	10	Each	Rosemount 3144P Temperature Transmitter 3144PD1A1NAM5B4 <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	1,295.05	12,950.50
	10	10	Each	Rosemount 214C Temperature Sensor 214CRTSMB1S4E0057SLAR1C1TB <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	185.26	1,852.60
	11	10	Each	Rosemount 114C Thermowell 114CE0040TAB2SC017A <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	99.83	998.30
	12	10	Each	Rosemount 214C Temperature Sensor 214CTJSMT1SUE0057SLAR1C1TB <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	177.67	1,776.70
	13	10	Each	Rosemount 214C Temperature Sensor 214CTKAKT1SUE0057SLAR1C1TB <b>Ship From:</b> ROSEMOUNT INC. 6021 Innovation Blvd 55379-4676 Shakopee MN UNITED STATES	183.12	1,831.20
	14	10	Each	BASE TREX PLATFORM TRELHPNA9S1SR <b>Ship From:</b> ROSEMOUNT INC. 8200 MARKET BOULEVARD 55317 CHANHASSEN MN UNITED STATES	5,289.00	52,890.00

**TOTAL PRICE 168,651.00**  
**(USD)**  
 (NOTE: Taxes not included)

**Detailed Item Summary**

Cust Line	Item	Qty	Units	Description	Unit Price (USD)	Extended Price (USD)
1.1	10	Each		Rosemount Coplanar Transmitter	1,960.29	19,602.90
				<b>3051CD3A02A1AS5M5</b>		
				3051C Rosemount Coplanar Transmitter		
				D Measurement Type: Differential		
				3 Pressure Range: -1000 to 1000 inH2O (2.5 bar)		
				A Transmitter Output: 4-20 mA with Digital Signal Based on HART Protocol		
				0 Process Flange Type   Flange Material   Drain Vent: Alternate Process Connection		
				2 Isolating Diaphragm: 316L SST		
				A O-Ring: Glass-filled PTFE		
				1 Sensor Fill Fluid: Silicone		
				A Housing Material   Conduit Entry Size: Aluminum   1/2-14 NPT		
				S5 Manifold Assembly: Assemble to Rosemount 305 Integral Manifold		
				M5 Display and Interface Options: LCD Display		
				Qty Primary Tag Calibration		
				Type		
				1 NAME 0 to 1000 IN H2O		
				1 NAME 0 to 1000 IN H2O		
				1 NAME 0 to 1000 IN H2O		
				1 NAME 0 to 1000 IN H2O		
				1 NAME 0 to 1000 IN H2O		
				1 NAME 0 to 1000 IN H2O		
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				1 NAME 0 to 1000 IN H2O		
				1 NAME 0 to 1000 IN H2O		
				1 NAME 0 to 1000 IN H2O		
				Assemble To Item 1.1		
1.2	10	Each		Rosemount 305 Integral Manifold	734.23	7,342.30
				<b>0305RC52B11B4</b>		
				0305 Rosemount 305 Integral Manifold		
				R Manufacturer: Rosemount Inc.		
				C Manifold Style: Coplanar		
				5 Manifold Type: 5-Valve		
				2 Materials of Construction: 316/316L SST		
				B Process Connection Style: 1/2-14 NPT female		
				1 Packing Material: PTFE		
				1 Valve Seat: Integral		
				B4 Mounting Bracket: SST Mounting Bracket for 2-inch pipe mount with series 300 SST bolts		
				Assemble To Item 1.1		

Cust Line	Item	Qty	Units	Description	Unit Price (USD)	Extended Price (USD)
2	5	Each		Guided Wave Radar	3,426.06	17,130.30
				<b>5302HA1S1V5AE00500RBNAM1</b>		
				5300 Guided Wave Radar		
				2 Transmitter Type: Liquid Level and Interface Transmitter		
				H Signal Output: 4-20 mA with HART communication		
				A Housing Material: Polyurethane-covered Aluminum		
				1 Conduit / Cable Threads: 1/2 - 14 NPT		
				S Operating Temperature and Pressure: - 15 psig (-1bar) to 754 psig (52 bar) at 302 deg F (150 deg C)		
				1 Material of Construction; Process Connection/ Probe: 316/316L/EN 1.4404		
				V Sealing O-ring Material: FKM		
				5A Probe Type   Probe Length Limits: Flexible Single Lead with weight   Min: 3'4" (1m); Max: 164' (50m)		
				E Probe Length Units: English (feet, inches)		
				005 Probe Length (feet / meters): "feet" if English Units, "meters" if Metric Units. Min value is 1. (ie. 1-164 ft, 1-50 m)		
				00 Probe Length (inches / cm): (0 in, 0 cm)   Not Applicable   (Use when ordering Spare Transmitter Head)		
				RB Process Connection Size / Type: 1 in. NPT thread		
				NA Hazardous Locations Certifications: No Hazardous Locations Certifications		
				M1 Display Type: Integral digital display		
3	5	Each		Guided Wave Radar	3,426.06	17,130.30
				<b>5302HA1S1V5AE00500RBNAM1</b>		
				5300 Guided Wave Radar		
				2 Transmitter Type: Liquid Level and Interface Transmitter		
				H Signal Output: 4-20 mA with HART communication		
				A Housing Material: Polyurethane-covered Aluminum		
				1 Conduit / Cable Threads: 1/2 - 14 NPT		
				S Operating Temperature and Pressure: - 15 psig (-1bar) to 754 psig (52 bar) at 302 deg F (150 deg C)		
				1 Material of Construction; Process Connection/ Probe: 316/316L/EN 1.4404		
				V Sealing O-ring Material: FKM		
				5A Probe Type   Probe Length Limits: Flexible Single Lead with weight   Min: 3'4" (1m); Max: 164' (50m)		
				E Probe Length Units: English (feet, inches)		
				005 Probe Length (feet / meters): "feet" if English Units, "meters" if Metric Units. Min value is 1. (ie. 1-164 ft, 1-50 m)		
				00 Probe Length (inches / cm): (0 in, 0 cm)   Not Applicable   (Use when ordering Spare Transmitter Head)		
				RB Process Connection Size / Type: 1 in. NPT thread		
				NA Hazardous Locations Certifications: No Hazardous Locations Certifications		
				M1 Display Type: Integral digital display		
4	5	Each		Radar Level Transmitter	2,047.56	10,237.80
				<b>3408A1SHA1NA1N1ZZSBAM6</b>		
				3408 Radar Level Transmitter		
				A Profile: Standard Monitoring and Control Applications		
				1 Measurement Type: Liquid Level Measurement		
				S Performance Class: Standard   +/-2mm		
				H Signal Output: 4-20 mA with HART 7		
				A Housing Material: Aluminum		
				1 Conduit / Cable Threads: 1/2 - 14 NPT   Blind Plug in Aluminium		
				NA Hazardous Locations Certifications: None		
				1 Material of Construction: 316/316L/EN 1.4404   PTFE Lens		
				N Process Connection Type: NPT Thread		
				1 Process Connection Size: 1-in.		
				ZZ Process Connection Rating: None (Spare Transmitter Electronics, threaded connections)		
				SBA Antenna Type Operating Temperature & Pressure: Lens Antenna   PTFE seal   -15 ... 363 psig (-1 ... 25 bar)   -76... 392 °F (-60 ... 200 °C)		
				M6 Display Type: Graphical LCD Display		

Cust Line	Item	Qty	Units	Description	Unit Price (USD)	Extended Price (USD)
5	5	5	Each	Radar Level Transmitter	2,047.56	10,237.80
				<b>3408A1SHA1NA1N1ZZSBAM6</b>		
				3408 Radar Level Transmitter		
				A Profile: Standard Monitoring and Control Applications		
				1 Measurement Type: Liquid Level Measurement		
				S Performance Class: Standard   +/-2mm		
				H Signal Output: 4-20 mA with HART 7		
				A Housing Material: Aluminum		
				1 Conduit / Cable Threads: 1/2 - 14 NPT   Blind Plug in Aluminium		
				NA Hazardous Locations Certifications: None		
				1 Material of Construction: 316/316L/EN 1.4404   PTFE Lens		
				N Process Connection Type: NPT Thread		
				1 Process Connection Size: 1-in.		
				ZZ Process Connection Rating: None (Spare Transmitter Electronics, threaded connections)		
				SBA Antenna Type Operating Temperature & Pressure: Lens Antenna   PTFE seal   -15 ... 363 psig (-1 ... 25 bar)   -76... 392 °F (-60 ... 200 °C)		
				M6 Display Type: Graphical LCD Display		
6	5	5	Each	Vibrating Fork Liquid Level Switch / -40...302 DEG F (-40...150 DEG C)	398.73	1,993.65
				<b>2120D1DV1NAAA0000</b>		
				2120 Vibrating Fork Liquid Level Switch / -40...302 DEG F (-40...150 DEG C)		
				D Materials of Construction: Process Connection/Fork: 316/316L Stainless Steel (1.4401/1.4404) dual certified		
				1D Process Connection Size / Type: 1-in. NPT Thread		
				V Electronic Type: Relay (DPCO)		
				1 Surface Finish: Standard surface finish		
				NA Product Certifications: No Hazardous Locations Certifications		
				A Housing: Glass Filled Nylon, M20 conduits/cable threads		
				A Fork Length: Standard length 1.7-in. (44 mm)		
				0000 Specific Extended Fork Length: Factory default length (only if Fork Length A or H is selected)		
7	5	5	Each	Vibrating Fork Liquid Level Switch / -40...302 DEG F (-40...150 DEG C)	398.73	1,993.65
				<b>2120D1DV1NAAA0000</b>		
				2120 Vibrating Fork Liquid Level Switch / -40...302 DEG F (-40...150 DEG C)		
				D Materials of Construction: Process Connection/Fork: 316/316L Stainless Steel (1.4401/1.4404) dual certified		
				1D Process Connection Size / Type: 1-in. NPT Thread		
				V Electronic Type: Relay (DPCO)		
				1 Surface Finish: Standard surface finish		
				NA Product Certifications: No Hazardous Locations Certifications		
				A Housing: Glass Filled Nylon, M20 conduits/cable threads		
				A Fork Length: Standard length 1.7-in. (44 mm)		
				0000 Specific Extended Fork Length: Factory default length (only if Fork Length A or H is selected)		

Cust Line	Item	Qty	Units	Description	Unit Price (USD)	Extended Price (USD)
8	10	Each		Rosemount 644 Temperature Transmitter	1,068.30	10,683.00
				<b>644HANAJ2B4M5</b>		
				644 Rosemount 644 Temperature Transmitter		
				H Transmitter Type and Measurement Configuration: DIN A Head Mount - Single Sensor Input		
				A Transmitter Output: 4-20 mA with digital signal based on HART protocol		
				NA Product Certifications: No Hazardous Location Approval		
				J2 Enclosure Options   Material   Conduit Entry Size: Universal Junction Box, 3 entries   Aluminum   1/2-14 NPT		
				B4 Mounting Bracket: 316 SST U-bolt Mounting Bracket, 2-in pipe mount		
				M5 Display and Interface Options: LCD Display		
				Qty Primary Tag Calibration		
				Type		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
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				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
9	10	Each		Rosemount 3144P Temperature Transmitter	1,295.05	12,950.50
				<b>3144PD1A1NAM5B4</b>		
				3144P Rosemount 3144P Temperature Transmitter		
				D1 Housing Style   Material   Conduit Entry Size: Field Mount, Dual-Compartment Housing   Aluminum   1/2-14 NPT		
				A Transmitter Output: 4-20 mA with digital signal based on HART protocol		
				1 Measurement Configuration: Single Sensor		
				NA Product Certifications: No Approval		
				B4 Mounting Bracket: "U" Mounting Bracket for 2-inch pipe mounting - All SST		
				M5 Display: LCD Display		
				Qty Primary Tag Calibration		
				Type		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
				1 NAME 0 to 100 DEG C 14		
10	10	Each		Rosemount 214C Temperature Sensor	185.26	1,852.60
				<b>214CRTSMB1S4E0057SLAR1C1TB</b>		
				214C Rosemount 214C Temperature Sensor		
				RT Sensor Type: RTD Thin-film, PT100, $\alpha = 0.00385$ , -50 to 450 °C		
				SM Sensor Sheath Material: 321 SST		
				B1 Sensor Accuracy: Class B per IEC 60751		
				S4 Sensor Wire Configuration: Single, 4-Wire		
				E Dimension Units: US Customary/English Units (inches)		
				0057 Sensor Insertion Length (L): xxx.x inches, 0 to 078.5 inches in 0.25" increments. Example: 0020 = 2" or 0150 = 15"		
				SL Sensor Mounting Style (Fittings and Adapters): Spring Loaded Adapter		
				AR1 Connection Head: Rosemount Aluminum		
				C1 Conduit Entry: 1/2 inch NPT		
				TB Terminal Block: Terminal Block		

Cust Line	Item	Qty	Units	Description	Unit Price (USD)	Extended Price (USD)
11	10	Each		Rosemount 114C Thermowell	99.83	998.30
				<b>114CE0040TAB2SC017A</b>		
				114C Rosemount 114C Thermowell		
				E Dimensional Units: English Units		
				0040 Immersion Length (U): XXX.X in, 1/4" increments from 0.5" to 100". Example: 0005 for 0.5" or 0062 for 6.25"		
				T Mounting Style: Threaded		
				AB Process Connections: 3/4 - 14 ANPT		
				2 Stem Style: Tapered Stem		
				SC Thermowell Material: 316/ 316L Dual Rated		
				017 Head Length (H): XX.X in, 1/4" increments from 1.75" to 11.25". Example: 020 = 2" or 042 = 4.25"		
				A Instrument Connection: 1/2"-14 ANPT		
12	10	Each		Rosemount 214C Temperature Sensor	177.67	1,776.70
				<b>214CTJSMT1SUE0057SLAR1C1TB</b>		
				214C Rosemount 214C Temperature Sensor		
				TJ Sensor Type: Thermocouple Type J, -40 to 760°C (-40 to 1400° F)		
				SM Sensor Sheath Material: 321 SST		
				T1 Sensor Accuracy: Class 1 per IEC 60584		
				SU Sensor Wire Configuration: Single, Ungrounded		
				E Dimension Units: US Customary/English Units (inches)		
				0057 Sensor Insertion Length (L): xxx.x inches, 0 to 078.5 inches in 0.25" increments. Example: 0020 = 2" or 0150 = 15"		
				SL Sensor Mounting Style (Fittings and Adapters): Spring Loaded Adapter		
				AR1 Connection Head: Rosemount Aluminum		
				C1 Conduit Entry: 1/2 inch NPT		
				TB Terminal Block: Terminal Block		
13	10	Each		Rosemount 214C Temperature Sensor	183.12	1,831.20
				<b>214CTKAKT1SUE0057SLAR1C1TB</b>		
				214C Rosemount 214C Temperature Sensor		
				TK Sensor Type: Thermocouple Type K, -40 to 1200°C (-40 to 2192° F)		
				AK Sensor Sheath Material: Alloy 600		
				T1 Sensor Accuracy: Class 1 per IEC 60584		
				SU Sensor Wire Configuration: Single, Ungrounded		
				E Dimension Units: US Customary/English Units (inches)		
				0057 Sensor Insertion Length (L): xxx.x inches, 0 to 078.5 inches in 0.25" increments. Example: 0020 = 2" or 0150 = 15"		
				SL Sensor Mounting Style (Fittings and Adapters): Spring Loaded Adapter		
				AR1 Connection Head: Rosemount Aluminum		
				C1 Conduit Entry: 1/2 inch NPT		
				TB Terminal Block: Terminal Block		
14	10	Each		Base Trex Platform	5,289.00	52,890.00
				<b>TREXHPNA9S1SR</b>		
				TREX Base Trex Platform		
				L Communication Module:: (L) Device Communicator Plus communication module		
				H Applications:: (H) HART Application		
				P Power Module Type:: (P) Rechargeable Li-Ion Power Module		
				NA Product Certifications:: (NA) No Approval		
				9 Radio Options:: (9) None		
				S1 Support:: (S1) Standard Support (1 Year)		
				S Options_S:: Carrying Case (Soft)		
				R Options_R:: Radar Master App		
				TREX DEVICE COMMUNICATOR PLUS MODULE INCLUDES BUILT-IN LOAD RESISTOR.		

### **International Trade Compliance**

The present quotation, the acceptance of an order under this quotation and the fulfillment of any contractual obligations as a consequence of the quotation, are subject to all current applicable import, export control and sanctions laws, regulations, orders and requirements, including those of the United States where applicable. However, such laws and regulations may be amended from time to time including during the processing of an order. If Emerson (The Company) should fail to receive any necessary or advisable licenses, authorizations or approvals, even arising from inaction by any relevant government authority, or if any such licenses, authorizations or approvals are denied or revoked, or if there is a change in any applicable laws, regulations, orders or requirements that would prohibit the Company from fulfilling any order, or would in the reasonable judgement of the Company otherwise expose the Company to a risk of liability under such laws, regulations, orders or requirements if it fulfilled the order, the Company shall be relieved without penalty of all obligations with respect to any order resulting from this quotation.

### **Product Material Compliance**

For orders destined for installation in the European Union, some products on this order may be considered out of scope from European Directive 2011/65/EC. For more information on EU RoHS, EU REACH, and other laws which regulate product material content, please refer to <http://www.emerson.com/compliance> for up-to-date product information.

### **Terms & Conditions**

This quote is offered subject to the terms and conditions agreement between the parties. If no agreement exists, then this quote shall be subject to Emerson Automation Solutions' terms and conditions of sale, a copy of which can be found at the following :

[LLL P USA General TC US](#)

### **Material Selection**

Emerson Automation Solutions provides a variety of products with various options and configurations including materials of construction that can be expected to perform well in a wide range of applications. The product information presented is intended as a guide for the purchaser to make an appropriate selection for the application. It is the purchaser's sole responsibility to make a careful analysis of all process parameters (such as all chemical components, temperature, pressure, flow rate, contaminants, etc.), when specifying materials and options and for the particular application. Emerson Automation Solutions is not in a position to evaluate or guarantee the compatibility of the process fluid or other process parameters with the materials and options selected.

# SOLE SOURCE AFFIDAVIT

Compliance with Texas Education Code 44.031 is not required for purchases that are available from only one source, including: An item for which competition is precluded because of a patent, copyright, secret process, or monopoly. The item is a film, manuscript, or book. The item is a utility service, including electricity, gas, or water. The item is a captive replacement part or component for equipment. The sole source exception does not apply to mainframe data processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

1. My name is (Print Name) Brent Galloway  
I am over the age of 18, have never been convicted of a felony and am competent to make this affidavit.  
I am authorized to sign contracts for the following company or firm:

Company: Emerson  
Address: 6005 Regardale Road  
City, State, Zip Code: Houston, TX. 77072  
Telephone Number: ( 713 ) 829-5672  
Fax Number: ( ) \_\_\_\_\_  
E-mail Address: brent.galloway@emerson.com

2. The above named company or firm is the sole source of the following item(s) and no other company or firm in the United States of America sells or distributes the products listed below:

SEE ATTACHED PROPOSALS #22294303 & # 22335222

3. Competition in providing the above named item(s) is precluded due to:

- A patent
- A copyright
- A secret process
- A monopoly
- It is a film
- It is a manuscript
- It is a book
- It is a utility service, including electricity, gas, or water
- It is a captive replacement part or component for equipment

4. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above named item(s) or product(s) because of exclusive distribution or marketing rights.

Brent Galloway  
Signature of Authorized Official

Field Sales  
Title of Authorized Official

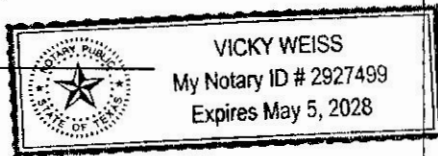
6-27-2025  
Date

### NOTARY USE ONLY

Subscribed and Sworn to before me this 27<sup>th</sup> day of June, 2025. State of Texas, County of Harris.

Brent Galloway  
Signature of Applicant

Vicky Weiss  
Signature of Notary Public



### COM USE ONLY

Datatel ID Number: \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved Return to Using \_\_\_\_\_  
Department

Director of Purchasing Signature \_\_\_\_\_

Date \_\_\_\_\_

---

**From:** Galloway, Brent [EMR/MSOL/HSTN] <[Brent.Galloway@Emerson.com](mailto:Brent.Galloway@Emerson.com)>  
**Sent:** Wednesday, July 2, 2025 2:18 PM  
**To:** Lewis, Derrick <[dlewis22@com.edu](mailto:dlewis22@com.edu)>  
**Subject:** RE: Sole Source Form for COM

[External email: Use caution with links and attachments]

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Hello Derrick,

Please see the notarized form. Emerson is a direct supplier of the instruments that were quoted. In other areas of the US and Canada we may use partners for sales and distribution.

Thank you and best regards,

Brent Galloway | Flow -Account Manager | Automation Solutions  
Emerson | 6005 Rogerdale Road  
Houston, Texas | 77072 | USA  
Cell 713-829-5672  
800-522-6277  
Micro Motion Coriolis Flow and Density  
Rosemount Magnetic and Vortex  
Flexim Clamp-on Ultrasonic  
[brent.galloway@emerson.com](mailto:brent.galloway@emerson.com)

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**From:** Galloway, Brent [EMR/MSOL/HSTN] <[Brent.Galloway@Emerson.com](mailto:Brent.Galloway@Emerson.com)>

**Sent:** Thursday, June 19, 2025 8:49 AM

**To:** England, Patricia <[PEngland@com.edu](mailto:PEngland@com.edu)>; Magee, Angela <[amagee1@com.edu](mailto:amagee1@com.edu)>; Wiklund, Daniel J [EMR/MSOL/SHAK] <[Daniel.Wiklund@Emerson.com](mailto:Daniel.Wiklund@Emerson.com)>; MMICST, Gulf [EPM/BOU/MMI] <[gulf.flowcsc@emerson.com](mailto:gulf.flowcsc@emerson.com)>

**Cc:** Lewis, Derrick <[dlewis22@com.edu](mailto:dlewis22@com.edu)>; Solis, Mariana [EMR/MSOL/SJO] <[mariana.solis@emerson.com](mailto:mariana.solis@emerson.com)>; Kellagher, Julie <[jkellagher@com.edu](mailto:jkellagher@com.edu)>; Vega-Vasquez, Victor <[vvega2@com.edu](mailto:vvega2@com.edu)>

**Subject:** RE: Sole Source Form for COM

[External email: Use caution with links and attachments]

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Hi Patricia,

I was looking at this form a little closer. I am not sure that I completely understand the intent of this sole source affidavit. I may not be the correct person to sign this . And I see it requires a Notary Pubic for verification. Emerson (and its business units) are the only company that offers the quoted equipment (New) directly to our customers. We do have Impact partners that sell other Emerson equipment for other Emerson business units.

Is the Sole Source Affidavit required to issue a purchase order for the quoted equipment?

Thanks, and best regards,

Brent Galloway | Flow -Account Manager | Automation Solutions  
Emerson | 6005 Rogerdale Road  
Houston,Texas | 77072 | USA  
Cell 713-829-5672  
800-522-6277  
Micro Motion Coriolis Flow and Density  
Rosemount Magnetic and Vortex  
Flexim Clamp-on Ultrasonic



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: July 28, 2025  
Subject: Recommendation – Faculty - Business (Replacement)

Presented for recommended approval to the Board of Trustees on July 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. Melih Arat to the position of Faculty - Business, Business Department.”**

**PURPOSE**

College of the Mainland is currently seeking to fill a Full-time in person Business faculty position. Responsible for providing instruction within the Business and Accounting Department – Business Administration program. Prepare, develop, and revise curriculum and coursework. Provide scheduled office hours for student consultation. Serves on College committees as needed and assigned. Participate in student-oriented instructional and advisement activities as needed and assigned.

**BACKGROUND**

This is a replacement position for Joseph Achinapura.

**IMPLICATIONS**

Financial: \$70,362 from budget 11-0-0000-1104-5100.

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. Helen Brewer  
Date: July 28, 2025  
Subject: Recommendation – Faculty – Nursing (Replacement)

Presented for recommended approval to the Board of Trustees on July 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 Trevor Hill 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 Karen Bell.

**IMPLICATIONS**

Financial: \$84,030 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. Helen Brewer  
Date: July 28, 2025  
Subject: Recommendation – Assistant Professor of Theatre and Theatre Coordinator  
(Replacement)

Presented for recommended approval to the Board of Trustees on July 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 Michael McIntosh to the position of Assistant Professor of Theatre and Theatre Coordinator, Fine Arts Department.”**

**PURPOSE**

Responsible for providing instruction within the appropriate department/program. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation. Serves on College committees as needed and assigned. Participate in student oriented instructional and advisement activities as needed and assigned.

**BACKGROUND**

This is a replacement position for H. Russ Brown.

**IMPLICATIONS**

Financial: \$81,686 from budget 11-0-0000-2204-5100.  
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. Helen Brewer  
Date: July 28, 2025  
Subject: Recommendation – Dental Hygiene Clinical Coordinator/ Faculty (New)

Presented for recommended approval to the Board of Trustees on July 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 Amber Stevens to the position of Dental Hygiene Clinical Coordinator/Faculty, Dental Hygiene Department.”**

**PURPOSE**

The Dental Hygiene Clinical Coordinator/Faculty is responsible for a variety of administrative, coordination, and instructional duties that support the Program Director in achieving the program’s goals and outcomes.

**BACKGROUND**

This is a new position approved in the 2024/2025 budget.

**IMPLICATIONS**

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

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

**ATTACHMENTS**

1. Appointment Nomination

## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report  
Presented for recommended acceptance to Board of Trustees on July 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:

Title V Activity Coordinator - \$49,108 from budget 32-0-5214-4199-5140

Anatomy & Physiology Faculty (Temporary Assignment) - \$64,640 from budget 11-0-0000-1120-5100

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

##### Attachments

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Title V Activity Coordinator	Title V	Incumbent is responsible for the administration, implementation and management of all on campus cultural student and faculty programming and support occurring under the Title V Pasos grant.	Replacement for Sasha Garcia	Mayra Morales	\$49,108	\$47,781 - \$59,726 - \$71,672
2	Antomy & Physiology Faculty ( FT Temporary Assignment)	Scienc & Engineering	Responsible for providing instruction within the Biology Program. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation. Participate in student orientated instructional and advisement activities as needed and assigned.	New Full Time Temporary Faculty	Dr. Ahmed Alhumairi	\$64,640	\$54,129 - \$70,362 - \$86,603
3							
4							
5							
6							
7							
8							



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: Recommendation – Approval of 2025-2026 Faculty Re-Appointment List

Presented for recommended approval to the Board of Trustees on July 28, 2025 and forwarded for recommended approval to the Board of Trustees on the same date.

### MINUTE ORDER

**Motion to be acted upon: “I move the Board of Trustees approve the 2025-2026 Faculty Re-Appointment List.”**

### PURPOSE

The purpose of the motion is to renew the listed Faculty employee contracts for the 2025-2026 academic year.

### BACKGROUND

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

### IMPLICATIONS

Financial: None

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

Human Resources: Re-Appointment of Approved 2025-2026 Faculty Employees.

### ATTACHMENT

2025-2026 Faculty Re-Appointment Lists



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: Recommendation – Approval of 2025-2026 Professional Re-Appointment List

Presented for recommended approval to the Board of Trustees on July 28, 2025 and forwarded for recommended approval to the Board of Trustees on the same date.

### MINUTE ORDER

**Motion to be acted upon: “I move the Board of Trustees approve the 2025-2026 Professional Re-Appointment List.”**

### PURPOSE

The purpose of the motion is to renew the listed professional employee contracts for the 2025-2026 academic year.

### BACKGROUND

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

### IMPLICATIONS

Financial: None

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

Human Resources: Re-Appointment of Approved 2025-2026 Professional Employees.

### ATTACHMENT

2025-2026 Professional Re-Appointment Lists



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 28, 2025  
Subject: Workers' Compensation Renewal for 2025-2026

Presented for recommended acceptance to the Board of Trustees on July 28, 2025

**MINUTE ORDER**

**Motion to be acted upon:** *"I move the Board of Trustees accept the Workers' Compensation Insurance Renewal Proposal from TASB Risk Management in the amount of \$133,615.00."*

**FUNDING SOURCE**

11-0-0000-9101-5263 Insurance from unrestricted funds

**PURPOSE**

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

**BACKGROUND**

In accordance with COM policy CKE (LEGAL) – The college district shall extend workers' compensation benefits to its employees as stated in *Labor Code 504.011*. The 2024-2025 contribution was \$133,835.

**ATTACHMENT**

1. Workers' Compensation Contribution & Coverage Summary (CCS) September 1, 2025 – August 31, 2026



June 20, 2025

Michael McGee

College of the Mainland

Dear Michael McGee,

The TASB Risk Management Fund is pleased to provide the following proposal for renewing coverage with the Fund for the coming year. The proposal reflects the Fund's ongoing commitment to the risk-sharing partnership among its more than 1,000 members.

The Fund is the oldest and largest governmental risk pool serving Texas public schools. A 21-member board comprised of school board members, superintendents, and administrators from member districts governs the Fund. The Fund's board of trustees ensures the Fund remains financially strong and responsive to member needs. Fund programs and coverages continue to respond to the risks shared by Fund members and reflect the challenges Fund members face today.

The coverage proposal on the following pages includes terms and contribution amounts for the programs in which your organization participates. A summary of changes and updates to the Fund's Coverage Agreements is included in this proposal. You can also access coverage agreements on the Fund's website.

Please review all terms, provisions, and features of this renewal proposal. When ready, you may accept this renewal proposal by signing the Contribution & Coverage Summary (CCS) and returning it by email to me or [TASBRMF@tasbrmf.org](mailto:TASBRMF@tasbrmf.org). You may also complete the electronic acceptance using the link in the renewal email sent to the designated Program Contact. All provisions and terms of this CCS, including contribution amounts, are offered by the Fund in total as indicated only; if not accepted by the member in total, please contact your underwriter for other pricing and options.

**Please note that if you take no action, coverage will automatically renew under the terms of this renewal proposal. If you wish to terminate coverage, the Fund must receive written notice of termination at least 30 days prior to your renewal date.** If you are unsure of your plans to renew or have questions about this renewal proposal or any aspect of your Fund membership, please contact Rosa Brown or any member of TASB's Underwriting or Marketing teams at 800.482.7276.

Thank you for your membership in the TASB Risk Management Fund and participation with all Fund members. The Fund is proud to be your partner in managing risk and serving the students and staff in your community.



**TASB Risk Management Fund**  
P.O. Box 301, Austin, Texas 78767-0301 • 800-482-7276  
12007 Research Blvd., Austin, Texas 78759-2439 • [tasbrmf.org](http://tasbrmf.org)

*Administered by the Texas Association of School Boards*

Sincerely,  
Rosa Brown  
Senior Risk Management Consultant  
Division of Risk Management Marketing & Strategic Partnerships  
Texas Association of School Boards, Inc.

TASB Risk Management Fund  
12007 Research Blvd., Austin, Texas 78759-2439  
P.O. Box 301, Austin, Texas 78767-0301  
Toll-Free: 800.482.7276 | Austin area: 1 (512) 505-2810

CC:

# Fund Members' Conference

**APRIL 26-28, 2026**

Kalahari Resorts and Conventions  
Round Rock, Texas

Don't miss the Fund's premier event for learning, networking, and everything risk management. Registration coming soon!

- Timely and Relevant Topics
- Networking Opportunities
- One Complimentary Hotel Stay at the Kalahari Resort per eligible Fund member, based on availability.



Nominations Open for the Fund

## Excellence Awards

Help recognize innovative risk strategies-nominate a Fund member today! The Fund will celebrate award recipients with:

- \$5,000 toward their risk management programs
- Recognition at the 2026 Fund Members' Conference

Scan to Learn More





**College of the Mainland**

**Contribution & Coverage Summary (CCS)**  
**Participation Period: 9/1/2025 through 8/31/2026**

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

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

<b>Coverage</b>	<b>Limit</b>	<b>Deductible</b>	<b>Contribution</b>
<b>Violent Acts</b>	\$250,000	\$0	<b>No Cost</b>
<b>Workers' Comp Fully Funded</b>	Statutory	Statutory	<b>\$133,615</b>
<b>Total Contribution</b>			<b>\$133,615</b>

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

**All provisions and terms of this CCS, including contribution amounts, are offered by the Fund in total as indicated only; if not accepted by the member in total, please contact your underwriter for other options and updated pricing.**



## College of the Mainland

### Workers' Compensation – Fully Funded

**Participation Period: 9/1/2025 through 8/31/2026**

**Total Workers' Compensation – Fully Funded Contribution: \$133,615**

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

Classification	Estimated Payroll	Net Annual Rate	Estimated Contribution
7380 - BUS DRIVERS	\$0	0.01932600	\$0
7720 - POLICE OFFICER	\$326,098	0.02295016	\$7,484
8810 - CLERICAL OFFICE EMPLOYEES	\$4,671,113	0.00217400	\$10,155
8868 - PROFESSIONAL/ADMINISTRATON	\$21,923,755	0.00446871	\$97,971
9101 - ALL OTHERS	\$556,253	0.03236836	\$18,005
<b>Total</b>	<b>\$27,477,219</b>		<b>\$133,615</b>

<b>Estimated Contribution</b>	<b>\$133,615</b>
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### Workers' Compensation – Fully Funded Provisions

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

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

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

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



## Program Coordinators

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

### Current Program Coordinators

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

### Program Coordinator Updates

Program	Name	Title	E-mail

If accepting this proposal electronically, you may scan and email this page to [tasbrmf@tasbrmf.org](mailto:tasbrmf@tasbrmf.org) to provide Program Coordinator updates.



## Contribution & Coverage Summary General Provisions

**Coverage:** This CCS, the Fund’s corresponding coverage agreements and their endorsements, the Fund Member’s questionnaire, the Interlocal Participation Agreement (IPA), and the documents incorporated by reference into any of those documents, all for this Participation Period, outline the coverage terms and limits.

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

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

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

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

**Fund Member Authorization:**

I have read, approved, and agreed to this Contribution and Coverage Summary (CCS) and certify that this information is correct. I affirm that I am duly authorized to approve this CCS and understand that my signature below contractually binds the entity I represent to this CCS and any other coverage-related or Fund participation agreements.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: July 10, 2025  
Subject: Monthly Investment & Financial Reports

### **AGENDA ITEM DESCRIPTION:**

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



**INVESTMENT REPORT**  
**For the Month Ended June 2025**

**Investment discussion:**

College of the Mainland earned \$284,958 for the month of June on its short-term investments in TexPool & Logic for a total of \$2,124,228 investment interest earned fiscal year to date. The College earned an additional \$3 fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$2,124,231 interest for the fiscal year to date period ending May TexPool - \$1,363,359, Logic - \$760,869 and TFB - \$3.

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

**Investment Compliance Statement:**

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





## June 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>
<b>Operating revenue</b>						
Tuition-credit	(7,726,996)	(6,212,056)	1,514,940	124%	(6,148,706)	(1,578,290)
Tuition-non-credit	(556,890)	(455,044)	101,846	122%	(478,558)	(78,332)
Exemptions and waivers	202,563	1,454,802	1,252,239	14%	1,448,754	(1,246,191)
Registration fees	(160,611)	(2,308,635)	(2,148,024)	7%	(2,312,128)	2,151,517
Other fees	241,663	(197,847)	(439,510)	-122%	(179,954)	421,618
Grant revenue	(86,296)	(145,552)	(59,256)	59%	(140,396)	54,100
Sales and service revenue	(35,388)	(55,066)	(19,678)	64%	(45,084)	9,697
Miscellaneous revenue	(310,260)	(528,567)	(218,308)	59%	(536,524)	226,264
TPEG transfer in/out	0	0	0	0%	0	0
<b><u>Totals for Operating revenue</u></b>	<b><u>(8,432,214)</u></b>	<b><u>(8,447,965)</u></b>	<b><u>(15,750)</u></b>	<b><u>100%</u></b>	<b><u>(8,392,596)</u></b>	<b><u>(39,618)</u></b>
<b>Non-operating revenue</b>						
State appropriation-Academic	(6,071,417)	(7,738,496)	(1,667,079)	78%	(7,738,496)	1,667,079
Property tax revenue	(25,197,975)	(26,525,693)	(1,327,718)	95%	(24,374,388)	(823,587)
Interest revenue	(1,362,235)	(1,404,824)	(42,590)	97%	(1,244,381)	(117,854)
FTZ reimbursement	0	(883,022)	(883,022)	0%	(883,022)	883,022
Renew & replace transfer out	0	0	0	0%	0	0
<b><u>Totals for Non-operating revenue</u></b>	<b><u>(32,631,627)</u></b>	<b><u>(36,552,035)</u></b>	<b><u>(3,920,409)</u></b>	<b><u>89%</u></b>	<b><u>(34,240,287)</u></b>	<b><u>1,608,660)</u></b>
<b><u>Total Revenue</u></b>	<b><u>(41,063,841)</u></b>	<b><u>(45,000,000)</u></b>	<b><u>(3,936,159)</u></b>	<b><u>91%</u></b>	<b><u>(42,632,883)</u></b>	<b><u>1,569,042)</u></b>



## June 2025- Revenue and Expense Summary

### Unrestricted Fund (Unaudited)

#### Summary of Expense

	<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>
<b>Salary and wages</b>						
Faculty full-time	6,490,133	8,558,126	2,067,994	76%	6,447,232	42,901
Admin full-time	1,767,151	2,123,029	355,878	83%	1,448,862	318,289
Professional full-time	6,904,649	9,153,285	2,248,636	75%	6,779,955	124,695
Classified full-time	3,630,067	4,353,439	723,373	83%	3,350,060	280,007
Part-time	3,860,979	3,686,532	(174,447)	105%	3,020,992	839,986
Salary increase	0	1,176,795	1,176,795	0%	0	0
Vacancy savings	0	(1,808,239)	(1,808,239)	0%	0	0
<b><u>Totals for Salary and wages</u></b>	<b><u>22,652,978</u></b>	<b><u>27,242,968</u></b>	<b><u>4,589,990</u></b>	<b><u>83%</u></b>	<b><u>21,047,100</u></b>	<b><u>1,605,878</u></b>
<b>Benefits</b>						
Benefits	4,091,808	4,467,658	375,849	92%	3,863,381	228,428
<b><u>Totals for Benefits</u></b>	<b><u>4,091,808</u></b>	<b><u>4,467,658</u></b>	<b><u>375,849</u></b>	<b><u>92%</u></b>	<b><u>3,863,381</u></b>	<b><u>228,428</u></b>
<b>Operating expenses</b>						
Contract services	3,799,967	4,429,429	629,462	86%	3,268,095	531,872
Legal	31,982	6,314	(25,669)	507%	281	31,701
Operations	588,982	917,327	328,345	64%	541,191	47,791
Utilities and Rent	2,155,331	2,881,616	726,285	75%	1,739,102	416,229
Postage, printing, and supplies	961,425	1,427,542	466,117	67%	874,475	86,950
Bank fees	115,031	90,179	(24,852)	128%	110,399	4,632
Capital outlay & leases	105,966	179,691	73,725	59%	100,182	5,785
Insurance	2,513,020	2,850,837	337,817	88%	2,607,695	(94,675)
Public rel, marketing and advert	190,722	271,343	80,621	70%	147,912	42,810
Misc.	495,874	544,746	48,872	91%	490,243	5,631
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<b><u>Totals for Operating expenses</u></b>	<b><u>10,958,300</u></b>	<b><u>13,289,374</u></b>	<b><u>2,331,074</u></b>	<b><u>82%</u></b>	<b><u>9,879,574</u></b>	<b><u>1,078,726</u></b>



## June 2025- Revenue and Expense Summary

### Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>37,703,087</u>	<u>45,000,000</u>	<u>7,296,913</u>	<u>84%</u>	<u>34,790,055</u>	<u>2,913,032</u>
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Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2024-25 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b>Benefits</b>						
Benefits	827	0	(827)	0%	12,094	(11,267)
<b><u>Totals for Benefits</u></b>	<b><u>827</u></b>	<b><u>0</u></b>	<b><u>(827)</u></b>	<b><u>0%</u></b>	<b><u>12,094</u></b>	<b><u>(11,267)</u></b>
<b>Operating expenses</b>						
Contract services	1,366,076	0	(1,366,076)	0%	811,933	554,144
Legal	0	0	0	0%	40,000	(40,000)
Operations	6,102	0	(6,102)	0%	33,961	(27,859)
Utilities and Rent	0	0	0	0%	3,190	(3,190)
Postage, printing, and supplies	204,637	0	(204,637)	0%	199,361	5,276
Capital outlay & leases	289,731	0	(289,731)	0%	421,713	(131,982)
Public rel, marketing and advert	75,717	0	(75,717)	0%	15,981	59,736
Misc.	2,314	0	(2,314)	0%	9,950	(7,636)
<b><u>Totals for Operating expenses</u></b>	<b><u>1,944,577</u></b>	<b><u>0</u></b>	<b><u>(1,944,577)</u></b>	<b><u>0%</u></b>	<b><u>1,536,089</u></b>	<b><u>408,488</u></b>
<b><u>Total Fund Bal</u></b>	<b><u>1,945,405</u></b>	<b><u>0</u></b>	<b><u>(1,945,405)</u></b>	<b><u>0%</u></b>	<b><u>1,548,183</u></b>	<b><u>397,222</u></b>



## June 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>
<b><u>Expense by Division</u></b>						
<b><u>Summary for President</u></b>						
Board of Trustees	5,681	19,700	14,019	29%	2,300	3,382
Campus Police	656,758	862,801	206,042	76%	578,969	77,790
EVP-Academic & Student	423,974	822,222	398,248	52%	78,219	345,756
Gen Institution	434,673	409,037	(25,636)	106%	392,651	42,022
Human Resources	26	0	(26)	0%	0	26
Information Technology Serv	2,112,447	2,520,817	408,370	84%	2,013,630	98,817
Internal Audit	296,694	150,000	(146,694)	198%	128,730	167,964
OPEAR	459,050	496,259	37,209	93%	333,988	125,062
Presidents Office	544,300	692,737	148,437	79%	651,407	(107,107)
Self Study SACS	10,581	12,137	1,556	87%	500	10,081
Staff Attorney	264,571	335,701	71,129	79%	244,270	20,302
<b><u>Totals for President</u></b>	<b><u>5,208,755</u></b>	<b><u>6,321,410</u></b>	<b><u>1,112,655</u></b>	<b><u>82%</u></b>	<b><u>4,424,662</u></b>	<b><u>784,093</u></b>
<b><u>Summary for VP Fiscal Affairs</u></b>						
Central Mail	103,749	134,385	30,636	77%	96,746	7,003
Custodial Services	1,145,008	1,498,287	353,279	76%	1,046,201	98,807
Facilities	4,689,893	5,384,796	694,903	87%	4,250,832	439,061
Financial Services	708,291	811,548	103,257	87%	773,816	(65,525)
Grounds	365,552	531,995	166,443	69%	353,782	11,770
Human Resources	705,723	817,067	111,344	86%	590,228	115,495
Purchasing	316,090	346,750	30,660	91%	291,745	24,345
Records Mgmt	9,328	20,952	11,624	45%	13,232	(3,904)
Reimbursement	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,808,239)	(1,808,239)	0%	0	0
Staff Benefits	983,177	3,218,489	2,235,312	31%	1,061,425	(78,248)



## June 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	350,823	440,000	89,177	80%	303,256	47,567
Utilities	738,081	1,180,000	441,919	63%	775,644	(37,563)
Vehicle Operations	108,116	114,220	6,104	95%	103,546	4,570
VP College & Fin Svcs	252,482	282,890	30,408	89%	229,756	22,726
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>10,476,314</u></b>	<b><u>12,663,489</u></b>	<b><u>2,187,175</u></b>	<b><u>83%</u></b>	<b><u>9,890,208</u></b>	<b><u>586,106</u></b>
<b><u>Summary for VP Institutional Advancement</u></b>						
COM Foundation Dept	56,950	108,061	51,110	53%	89,658	(32,708)
Marketing and Communications	820,506	1,123,887	303,381	73%	745,580	74,926
VP Institutional Advancement	485,255	616,907	131,652	79%	497,572	(12,317)
<b><u>Totals for VP Institutional Advancement</u></b>	<b><u>1,362,711</u></b>	<b><u>1,848,855</u></b>	<b><u>486,144</u></b>	<b><u>74%</u></b>	<b><u>1,332,810</u></b>	<b><u>29,901</u></b>
<b><u>Summary for VP Instruction</u></b>						
Acad Succ Re/Wr	1,043,160	1,058,929	15,768	99%	877,674	165,486
Academic Planning	8,206	31,140	22,934	26%	166,125	(157,918)
Accting-Credit	109,411	106,073	(3,338)	103%	96,410	13,001
Adm-C.I.D.T.	70,211	76,318	6,107	92%	69,534	677
Adm-Cont Ed	360,841	434,100	73,259	83%	362,335	(1,494)
Adm-Ind Tech	0	8,000	8,000	0%	7,094	(7,094)
Adm-Instruct	55,217	61,536	6,319	90%	32,843	22,374
Adm-Math	54,587	7,364	(47,223)	741%	0	54,587
Adm-Perf & Vis Arts	62,060	66,699	4,640	93%	53,895	8,164
Adm-Pub Svc Ed	122,099	136,928	14,829	89%	100,722	21,378
Adm-Science	64,295	77,483	13,188	83%	57,468	6,827
Adm-Soc Sci	68,470	76,216	7,746	90%	65,908	2,562
Adult Education	97,373	157,070	59,697	62%	210,843	(113,470)
Allied Health Admin	8,131	9,395	1,264	87%	10,638	(2,508)
Allied Health CE	207,310	213,491	6,181	97%	59,872	147,438
Art	264,204	281,680	17,477	94%	237,275	26,929



## June 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	25,403	6,836	(18,567)	372%	15,203	10,200
Biol & Nutrition	884,809	957,270	72,461	92%	743,985	140,824
C.I.S.	115,678	112,932	(2,746)	102%	101,699	13,979
CE-CAN Program	13,521	20,589	7,068	66%	20,039	(6,518)
CE-CPR	1,661	0	(1,661)	0%	0	1,661
CE-Dental	3,306	5,756	2,450	57%	0	3,306
Chemistry	189,943	192,116	2,173	99%	178,106	11,837
Child Develop	91,926	94,637	2,711	97%	84,405	7,521
Cmnty Theater	304,531	364,430	59,899	84%	299,720	4,811
Collegiate H.S.-CR	147,628	168,313	20,685	88%	144,742	2,886
Cosmetology	708,835	711,325	2,491	100%	664,170	44,665
Criminal Justice	1,328,455	1,817,482	489,027	73%	1,500,084	(171,629)
Culinary Arts	118,945	134,396	15,452	89%	57,146	61,799
Dean Cont Ed	191,073	210,747	19,674	91%	181,014	10,060
Dean Gen Ed	205,884	217,980	12,096	94%	245,354	(39,470)
Dean of Instruction-Workforce	184,090	220,514	36,424	83%	0	184,090
Dental Hygiene	295,048	453,927	158,878	65%	87,095	207,953
Distance Ed	379,360	428,468	49,108	89%	343,599	35,762
Drafting	0	0	0	0%	7,324	(7,324)
Dual Credit Dept	180,770	193,991	13,220	93%	152,974	27,796
Economics	97,415	94,179	(3,236)	103%	79,790	17,625
EMS-Credit	318,932	318,640	(292)	100%	194,757	124,175
Engineering	47,857	62,837	14,980	76%	39,182	8,676
Fire Tech	433,657	402,169	(31,488)	108%	375,498	58,159
Firearms Acad	35,445	40,150	4,705	88%	39,952	(4,506)
Foreign Lang	70,915	72,715	1,800	98%	62,353	8,562
Gen Bus-Credit	336,576	327,517	(9,059)	103%	274,360	62,215
Geology	84,295	93,540	9,245	90%	101,665	(17,370)



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>
Government	404,072	392,188	(11,884)	103%	345,070	59,002
Graphic Arts	180,879	122,754	(58,125)	147%	141,379	39,500
Health and PE Credit	141,880	151,545	9,665	94%	137,997	3,883
Health Info Mgmt	186,116	252,109	65,993	74%	224,000	(37,884)
Hist & Geog	386,737	457,953	71,216	84%	359,095	27,642
Humanities	199,536	195,913	(3,624)	102%	175,307	24,229
Instr Tech Department	279,099	271,261	(7,838)	103%	231,481	47,618
Instr Tech Lab Mgrs	0	0	0	0%	4,086	(4,086)
Law Enforcement	200,997	175,029	(25,968)	115%	178,872	22,126
Law Enforcemnt-NonCR	57,737	63,188	5,451	91%	66,877	(9,140)
LC Ctr Admin	83,918	113,151	29,234	74%	5,077	78,841
Library	694,235	780,343	86,108	89%	670,316	23,919
Massage Therapy	0	5,240	5,240	0%	3,574	(3,574)
Math	931,892	967,068	35,177	96%	764,039	167,853
Medical Assistant	95,185	107,836	12,651	88%	84,037	11,148
Music	173,938	266,733	92,795	65%	225,847	(51,909)
Networking	59,848	98,866	39,018	61%	93,388	(33,540)
Nursing Administration	371,957	577,777	205,820	64%	395,497	(23,541)
Pharmacy Tech	92,162	100,643	8,481	92%	83,760	8,402
Philosophy	82,295	68,390	(13,904)	120%	56,586	25,709
Physics	103,830	101,894	(1,935)	102%	95,784	8,045
Process Tech	410,309	701,276	290,967	59%	450,375	(40,066)
Prof Develop Acad	0	0	0	0%	850	(850)
Program Development	50	0	(50)	0%	90,693	(90,643)
Psychology	383,916	411,348	27,432	93%	357,408	26,507
QEP	7,590	377	(7,213)	2011%	10,671	(3,080)
Radiography	236,556	239,839	3,283	99%	139,527	97,029
Safety-CR	84,611	108,104	23,492	78%	69,729	14,883



June 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	231,982	237,910	5,927	98%	231,951	31
Social Science Non CR	44,115	40,282	(3,833)	110%	41,778	2,337
Sociology	82,239	83,521	1,282	98%	75,776	6,463
Speaking,Reading,Writing	499,951	601,301	101,350	83%	453,959	45,992
Theater Arts-Credit	132,846	143,239	10,393	93%	136,889	(4,043)
Thermal Tech-NonCR	103,374	84,449	(18,926)	122%	95,617	7,757
VP Instruction	232,522	621,545	389,023	37%	285,680	(53,157)
Welding-Cred	407,850	442,823	34,974	92%	399,169	8,681
<b><u>Totals for VP Instruction</u></b>	<b><u>16,975,759</u></b>	<b><u>19,511,773</u></b>	<b><u>2,536,014</u></b>	<b><u>87%</u></b>	<b><u>15,584,991</u></b>	<b><u>1,390,769</u></b>
<b><u>Summary for VP Student Services</u></b>						
Admissions	378,445	416,421	37,976	91%	350,676	27,769
Advise Center	584,869	738,382	153,513	79%	515,608	69,261
Career & Placement	48,056	120,113	72,057	40%	76,195	(28,139)
Dean of Student Services	216,154	281,610	65,456	77%	0	216,154
Enrollment Mgmt	53,575	42,139	(11,436)	127%	51,701	1,874
Facilities & Student Recreat	87,465	188,010	100,545	47%	99,395	(11,929)
Judicial Affairs	214,995	312,888	97,892	69%	180,087	34,909
Multicultural Department	28,346	32,500	4,154	87%	24,752	3,594
Recruitment	567,113	762,053	194,940	74%	588,318	(21,205)
Stu Financial Svcs	540,379	617,598	77,219	87%	482,841	57,538
Stu Organizations	185,187	261,165	75,978	71%	294,730	(109,544)
Student Graduation	73,765	87,700	13,935	84%	58,540	15,226
Svcs-Disab Students	42,728	46,565	3,837	92%	41,844	884
Testing	311,434	355,941	44,507	87%	268,458	42,975
Veteran Affairs	174,745	191,264	16,519	91%	165,178	9,567
VP Student Services	172,291	200,124	27,833	86%	359,062	(186,770)
<b><u>Totals for VP Student Services</u></b>	<b><u>3,679,547</u></b>	<b><u>4,654,473</u></b>	<b><u>974,926</u></b>	<b><u>79%</u></b>	<b><u>3,557,384</u></b>	<b><u>122,163</u></b>



June 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>
<b><u>Totals for Expense</u></b>	<b><u>37,703,087</u></b>	<b><u>45,000,000</u></b>	<b><u>7,296,913</u></b>	<b><u>84%</u></b>	<b><u>34,790,055</u></b>	<b><u>2,913,032</u></b>
<b><u>Fund Bal by Division</u></b>						
<b><u>Summary for VP Fiscal Affairs</u></b>						
Fund Balance - Institutional Support	455,923	0	(455,923)	0%	739,226	(283,303)
Fund Balance - Instruction	383,244	0	(383,244)	0%	273,718	109,527
Fund Balance - Oper & Maint	788,209	0	(788,209)	0%	245,871	542,338
Fund Balance - Student Services	318,029	0	(318,029)	0%	289,368	28,660
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>1,945,405</u></b>	<b><u>0</u></b>	<b><u>(1,945,405)</u></b>	<b><u>0%</u></b>	<b><u>1,548,183</u></b>	<b><u>397,222</u></b>
<b><u>Totals for Fund Bal</u></b>	<b><u>1,945,405</u></b>	<b><u>0</u></b>	<b><u>(1,945,405)</u></b>	<b><u>0%</u></b>	<b><u>1,548,183</u></b>	<b><u>397,222</u></b>
<b><u>Totals for Report</u></b>	<b><u>39,648,491</u></b>	<b><u>45,000,000</u></b>	<b><u>5,351,509</u></b>		<b><u>36,338,238</u></b>	<b><u>3,310,254</u></b>

June 2025

# Monthly Financial Report

# Cash Situation

*(in millions)*

Gross cash balance at the end of month:	\$42.8
Less pending I&S liability:	\$7.1
Net unrestricted cash:	<hr/> \$35.7
Minimum required cash :	\$8.2
Excess cash above minimum:	\$27.5

# Unaudited Operations

## Year to Date *(in millions)*

### Revenues

Budget: \$45.0

Actual: \$41.0

(91% earned at 83% of year)

### Expense

Budget: \$45.0

Actual: \$37.7

(84% Spent at 83% of year)



PRESIDENT'S OFFICE

## Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Helen Brewer

A. Updates

1. Enrollment Update

B. Reminders/Announcements

1. Board Meetings

a. August 2025 – Monday, August 25, 2025

b. September 2025 – Monday, September 22, 2025

c. October 2025 – Monday, October 27, 2025

d. December 2025 – Monday, December 8, 2025

2. Fall 2025 Convocation, Monday, August 11, 2025, 9:00 a.m., COM Conference Center

3. Fall 2025 Classes Begin (16-Week and 1<sup>st</sup> 8-Week) – Monday, August 18, 2025

4. Community Giving Pickleball Tournament, Saturday, August 30, 2025, 8 a.m.-3 p.m., Absolute Volleyball Academy (380 Green Wing St., Webster, TX 77598)

5. Community Meet and Greet with Dr. Brewer, Thursday, September 25, 2025, 3-5 p.m., Doyle Family Administration Building Boardroom, RM 129

C. Resignations and Retirement Report

D. Miscellaneous Updates



PRESIDENT'S OFFICE

**Resignations & Retirements**

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Lerma	Liana	Administrative Assistant IV	06/15/2023	06/30/2025	Termination
Patterson	Jordan	CE Allied Health Coordinator	07/24/2024	07/01/2025	Resignation
McGaskey	Colleen	Payroll Specialist	01/10/2024	07/03/2025	Resignation
Brown	Harold Russell	Professor	09/01/2015	07/03/2025	Resignation
Bauer	Blanca	Director, Planning, Effectiveness, Assessment & Research	06/03/2024	07/11/2025	Resignation
Hamilton	Clara	Database Specialist & Prospect Researcher	02/17/2025	07/18/2025	Resignation
Ornelas-Conti	Rose	Program Coordinator I	05/09/2012	07/23/2025	Resignation
Pryor	Judy	Administrative Assistant III	04/01/2002	08/31/2025	Retirement
Switoyus	Carol	Faculty Masters	09/01/2017	08/31/2025	Retirement



PRESIDENT'S OFFICE

## **Possible Action on Agenda Items, Including Closed Session Matters**

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