



Notice/Agenda of February Meeting

The Board of Trustees College of the Mainland

The February Meeting of the Board of Trustees of College of the Mainland will be held Monday, February 23, 2026, beginning at 1:30 PM in the

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

Mission: College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve.

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 Tuesday, January 27, 2026
 - B. Consideration of and Possible Action to Approve the Special Called Board Minutes of Thursday, February 12, 2026
5. **Comments from the Community**
 - A. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Faculty Senate - Mike Bell, President
 - B. Professional Council - Brad Denison, President
 - C. Student Government Association (SGA) - Connor Roberts, Vice President
7. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
8. **Consideration of and Possible Action to Approve the Guaranteed Maximum Price Amendment to Contract #23-48 for Tellepsen Builders for the Construction of the New Campus Services Building for a Not-to-Exceed Amount of \$10,961,329**
9. **Consideration of and Possible Acceptance of the 2025 Racial Profiling Report**
10. **Consideration of and Possible Action to Approve Eliminating the Annual Collegiate High School Program Fee for Students Eligible for the Financial Aid**

**for Swift Transfer (FAST) Program and Offer a Financial Assistance Program
for Non-FAST Students, Effective Fall 2026**

11. Policy

**A. Consideration of and Possible Action to Adopt the Proposed Revisions to COM
Local Policies as Presented**

1. BA (Local) - College District Governance
2. BAA (Local) - College District Governance: Board Legal Status
3. BAAA (Local) - Board Legal Status: Powers, Duties, Responsibilities
4. BBE (Local) - Board Members: Authority
5. BGC (Local) - Administrative Organization: Councils and Faculty Senates
6. CDB (Local) - Accounting: Inventories
7. CL (Local) - Facilities Planning
8. CM (Local) - Facilities Construction
9. CRB (Local) - Technology Resources: Artificial Intelligence
10. CS (Local) - Information Security
11. DC (Local) - Employment Practices
12. DGC (Local) - Employee Rights and Privileges: Employee Expression and
Use of College Facilities
13. DH (Local) - Employee Standards of Conduct
14. DHB (Local) - Employee Standards of Conduct: Child Abuse and Neglect
Reporting
15. DM (Local) - Termination of Employment
16. EFAA (Local) - Instructional Programs and Courses: Academic Courses
17. EFB (Local) - Curriculum Design: Degrees and Certificates
18. EGA (Local) - Academic Achievement: Grading and Credit
19. FB (Local) - Admissions
20. FC (Local) - Registration and Attendance
21. FLA (Local) - Student Rights and Responsibilities: Student Expression and
Use of College Facilities
22. FLB (Local) - Student Rights and Responsibilities: Student Conduct
23. FLBE (Local) - Student Conduct: Alcohol and Drug Use
24. GD (Local) - Community Expression and Use of College Facilities

12. Financial Report(s)

**A. Consideration of and Possible Action to Accept the January 2026 Investment
and Financial Reports**

13. Human Resources Items

A. Appointment Nominations

1. Consideration of and Possible Action to Approve the Appointment
Nomination of Maria Miranda-Copple to the Position of CE Allied Health
Coordinator, Health Information Management Department
2. Consideration of and Possible Action to Approve the Appointment
Nomination of Paul Rouleau to the Position of Building Systems and Energy
Manager, Facility Services Department

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

15. Board Report

16. President's Report

A. Updates

1. Rank and Promotion

B. Reminders/Announcements

1. Board Meetings
 - March 2026 - Monday, March 30, 2026
 - April 2026 - Monday, April 27, 2026
 - May 2026 - Monday, May 18, 2026
 - June 2026 - Monday, June 22, 2026
- C. Black History Month Event - Tuesday, February 24, 2026, 12:30 p.m., Conference Center
- D. Women's History Month Event - Tuesday, March 24, 2026, 12:30 p.m., Conference Center
- E. Flock the Block - Saturday, March 28, 2026, 10 a.m.-2 p.m., Parking Lot F
- F. Corporate Training Center Ribbon Cutting - Thursday, April 16, 2026, 3-5 p.m.
- G. Laughs for Lunch - Friday, April 17, 2026, 11:30 a.m.-1:00 p.m., Conference Center
- H. Resignations and Retirement Report
- I. Miscellaneous Updates
17. **Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act**
18. **Consideration of and Possible Action on any Items Discussed in Closed Session**
19. **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, Tuesday, February 17, 2026, 1:00 PM

Updated: Wednesday, February 18, 2026, 7:45 AM.



Leanne Downton
Board Liaison

Administration

President, Helen Brewer, Ph.D.
 Vice President for Fiscal Affairs, David Wesse, Ph.D.
 Vice President for Academic Affairs, Heather Rhodes, Ed.D.
 Vice President for Student Affairs, Michelle Brezina
 Vice President for Administrative Services, Michael McGee
 Vice President for Strategic Initiatives, Diane Burkett



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
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mskipworth@com.edu

Ms. Wilma Green,
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Mr. Kyle L. Dickson,
Board Vice Chair
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Dr. Bill McGarvey,
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Dr. Kimberly Dodson,
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Mr. Don Gartman,
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Ms. Patti Hanssard,
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MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: February 23, 2026
Subject: Full Board Minutes

AGENDA ITEM DESCRIPTION

Full Board Minutes presented for recommended acceptance to Board of Trustees.

PURPOSE

To ensure accuracy of the monthly minutes.

BACKGROUND

Minutes are brought forward every month for approval.

FUNDING SOURCE

N/A

PROPOSED MOTION

“I move the Board of Trustees approve the Full Board Minutes of January 27, 2026.”

ATTACHMENT(S)

1. Minutes of 1/27/26

**College of the Mainland Board of Trustees
Minutes of Monday, January 27, 2026
1:30 p.m., Doyle Family Administration Building**

Call to Order

Melissa Skipworth called the meeting to order at 1:30 p.m.

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

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present except Kyle Dickson and Don Gartman.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, December 8, 2025

Bill McGarvey moved the Board of Trustees approve the Full Board Minutes of Monday, December 8, 2025. Kimberly Dodson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Special Called Board Minutes of Wednesday, January 14, 2026

Patti Hanssard moved the Board of Trustees approve the Special Called Board Minutes of Wednesday, January 14, 2026. Wilma Clark Green seconded the motion; all voted in approval.

Comments from the Community

No comments

Constituent Leader Activity Reports

Professional Council – Brad Denison, President, updated the Board on professional employee activities.

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

Student Government Association (SGA) – Connor Roberts, Vice President, updated the board on student activities.

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

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

Consideration of and Possible Action to Approve Award of Contract 23-52 to RDLR Architects for Architectural Services for the Design of the Existing Public Safety Careers Building for a Not-to-Exceed Amount of 7.75% of the Final Cost of Work, Plus Any Reimbursable and Supplemental Services Approved by Owner

Patti Hanssard moved the Board of Trustees approve award of contract 23-52 to RDLR Architects for architectural services for the design of the existing Public Safety Careers Building for a not-to-exceed amount of 7.75% of the final cost of work, plus any reimbursable and supplemental services approved by owner. Kimberly Dodson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Construction Documents for the Campus Services Building Project, as Presented

Bill McGarvey moved the Board of Trustees approve the construction documents for the Campus Services Building project, as presented. Kimberly Dodson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the 2026-2027 Police Professional, Flood, Auto, Professional, General, Employee Benefit and Cyber/Privacy Insurance Renewals for a Not-to-Exceed Amount of \$106,587 to be Paid from the FY25-26 Operating Budget

Wilma Clark Green moved the Board of Trustees approve the 2026-2027 Police Professional, Food, Auto, Professional, General, Employee Benefit and Cyber/Privacy insurance renewals for a not-to-exceed amount of \$106,587 to be paid from the FY25-26 operating budget. Patti Hanssard seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the 2026-2027 Property and Casualty Insurance Renewals for a Not-to-Exceed Amount of \$2,610,000 to be Paid from the FY25-26 Operating Budget

Kimberly Dodson moved the Board of Trustees approve the 2026-2027 property and casualty insurance renewals for a not-to-exceed amount of \$2,610,000 to be paid from the FY25-26 operating budget. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve an Increase to Contract 25-01 to Weaver & Tidwell for Managed Services for the Office of Planning, Effectiveness, Assessment and Research (OPEAR) in the Amount of \$158,000

Bill McGarvey moved the Board of Trustees approve an increase to contract 25-01 to Weaver & Tidwell for managed services for the Office of Planning, Effectiveness, Assessment and Research (OPEAR) in the amount of \$158,000. Kimberly Dodson seconded the motion; all voted in approval.

Consideration of and Possible Action to Schedule the May 2026 Board of Trustees Meeting on Monday, May 18, 2026

Patti Hanssard moved the Board of Trustees schedule the May 2026 Board of Trustees meeting on Monday, May 18, 2026. Wilma Clark Green seconded the motion; all voted in approval.

Financial Report(s)

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

Wilma Clark Green moved the Board of Trustees accept the November 2025 and December 2025 Investment and Financial Reports. Kimberly Dodson seconded the motion; all voted in approval.

Consideration of and Possible Action to Accept the November 2025 Quarterly Investment Report

Bill McGarvey moved the Board of Trustees accept the November 2025 Quarterly Investment Report. Wilma Clark Green seconded the motion; all voted in approval.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Benjamin Ketcherside to the Position of RN-BSN Program Coordinator, Nursing Department

Wilma Clark Green moved the Board of Trustees approve the appointment of Benjamin Ketcherside to the position of RN-BSN Program Coordinator, Nursing Department. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Nancy Ramirez to the Position of Faculty-Math, Math Department

Kimberly Dodson moved the Board of Trustees approve the appointment of Nancy Ramirez to the position of Faculty-Math, Math Department. Patti Hanssard seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Amber Stevens to the Position of Dental Hygiene Program Director/Faculty, Dental Hygiene Department

Patti Hanssard moved the Board of Trustees approve the appointment of Amber Stevens to the position of Dental Hygiene Program Director/Faculty, Dental Hygiene Department. Wilma Clark Green seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Jeannie Knierim to the Position of Director of K-12 Partnerships, Dual Credit Department

Wilma Clark Green moved the Board of Trustees approve the appointment of Jeannie Knierim to the position of Director of K-12 Partnerships, Dual Credit Department. Patti Hanssard seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Sarah Plain to the Position of Testing Coordinator, Testing Services Department

Bill McGarvey moved the Board of Trustees approve the appointment of Sarah Plain to the position of Testing Coordinator, Testing Services Department. Kimberly Dodson seconded the motion; all voted in approval.

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

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

Board Report

Melissa Skipworth shared her appreciation for everyone who attended or participated in the MLK Parade on January 19th, noting how much the community enjoys seeing COM represented at events.

President's Report

Dr. Brewer thanked the faculty and staff for their hard work in ensuring students received the support needed to enroll in first 8-week term classes.

Dr. Brewer explained that the institution is now facing the expected 2025–2026 enrollment cliff, stemming from earlier declines in kindergarten enrollment. While enrollment trends are beginning to plateau, growth is expected as new programs are introduced.

Updates

Enrollment Update

Michelle Brezina, Vice President for Student Affairs and Enrollment Management, shared a spring enrollment update; currently up 1% from Spring 2025. Enrollment in the December 2025 Mini increased by 32% from December 2024 Mini.

Reminders/Announcements

Board Meetings

January 2026 - Monday, January 26, 2026

February 2026 - Monday, February 23, 2026

March 2026 - Monday, March 30, 2026

April 2026 - Monday, April 27, 2026

May 2026 – Monday, May 18, 2026

Rotarian Night at the COM Theatre - *Leader of the Pack* – February 12, 2026, COM Theatre

Black History Month Event - Tuesday, February 24, 2026, 12:30 p.m., Conference Center

Women's History Month Event - Tuesday, March 24, 2026, 12:30 p.m., Conference Center

Flock the Block - Saturday, March 28, 2026, 10 a.m.-2 p.m., Parking Lot F

GCIC Academic Symposium, Friday, April 10, 2026, 9 a.m.-2:30 p.m.

Corporate Training Center Ribbon Cutting - Thursday, April 16, 2026, 3-5 p.m.
Laughs for Lunch - Friday, April 17, 2026, 11:30 a.m.-1:00 p.m., Conference Center

Resignations and Retirement Report – included in board packet.
Miscellaneous

Adjournment at 2:54 p.m.



Kimberly D. Dodson, Ph.D.
Secretary, Board of Trustees



Melissa Skipworth
Chair, Board of Trustees



MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: February 23, 2026
Subject: Special Called Board Minutes

AGENDA ITEM DESCRIPTION

Special Called Board Minutes presented for recommended acceptance to Board of Trustees.

PURPOSE

To ensure accuracy of the monthly minutes.

BACKGROUND

Minutes are brought forward every month for approval.

FUNDING SOURCE

N/A

PROPOSED MOTION

“I move the Board of Trustees approve the Special Called Board Minutes of February 12, 2026.”

ATTACHMENT(S)

1. Minutes of 2/12/26

**College of the Mainland Board of Trustees
Special Called Minutes of Thursday, February 12, 2026
4:00 p.m., Doyle Family Administration Building**

Call to Order

Melissa Skipworth called the meeting to order at 4:00 p.m.

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

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present except Kimberly Dodson.

Consideration of and Possible Action to Approve the Submission of the Grant Application for the 2026 Body-Worn Cameras Criminal Justice Grant

Bill McGarvey moved the Board of Trustees approve the submission of the grant application for the 2026 Body-Worn Cameras Criminal Justice Grant. Don Gartman seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Submission of the Grant Application for the 2026 Vehicle Criminal Justice Grant

Don Gartman moved the Board of Trustees approve the submission of the grant application for the 2026 Vehicle Criminal Justice Grant. Wilma Clark Green seconded the motion; all voted in approval.

Adjournment at 4:05 p.m.



Kyle L. Dickson
Vice President, 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 – Mike Bell, President
- B. Professional Council – Brad Denison, President
- C. Student Government Association – Connor Roberts, Vice President



Bond Update

College of the Mainland, 2023 Bond Program

February 23, 2026

Welding and Workforce Education Buildings

Completed Activities:

- Welding Building
 - Substantially complete
 - Furniture installed
 - Certificate of Occupancy issued
- Workforce Education Building:
 - Substantially complete
 - Furniture installed
 - Certificate of Occupancy issued
 - New compressor installed

Ongoing/Upcoming Activities:

- HVAC TAB and Commissioning
- Permanent Signage
- Workforce Education Building :
 - Punchlist ongoing
 - Relocate data and A/V drops in classrooms
- Welding Building:
 - Punchlist ongoing

Project Milestones:

- Design Phase: July 2023 – Mar 2024
- Bidding: Mar 2024 – May 2024
- Construction Phase: June 2024 – Dec 2025

Project Costs:

- Project Cost to Date: \$14,429,175
- Total Project Budget: \$15,107,765
- Total Construction Budget: \$12,372,216
- Construction Cost to Date: \$ 11,617,351

Project is Under Budget



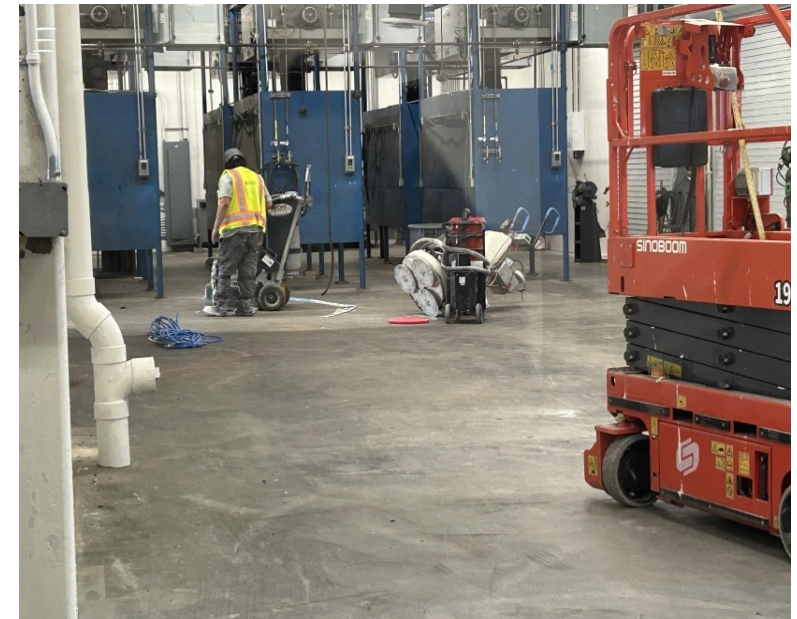
Welding and Workforce Education Buildings



Welding Addition - Landscape



Welding Addition – main corridor



Workforce Education Bldg – Welding Lab Renovation

Public Safety Careers

Completed Activities:

- Meeting with Santa Fe to discuss planning/zoning/permitting and develop a communications strategy.
 - Attendees:
 - City Manager
 - Community Services Manager
 - LAN
 - COM

Ongoing/Upcoming Activities:

- Irrigation and landscape
- Final interior paint
- Site Furnishing Installation (benches, bike rack, etc.)
- A/V Installation
- Burn Building:
 - Design to be completed by 2/13/2026
 - GMP Procurement – March 2026 BoT for approval

Project Milestones:

- Design Phase: July 2023 – June 2024
- Bidding: Aug 2024 – Oct 2024
- Construction Phase: Nov 2024 – Mar 2026
- Move In: Mar 2026 – May 2026

Project is on Schedule

Project Costs:

- Total Project Budget: \$29,208,109
- Project Cost to Date: \$24,483,027
- Total Construction Budget: \$26,785,339
- Construction Cost to Date: \$ 22,274,141

Project is Under Budget



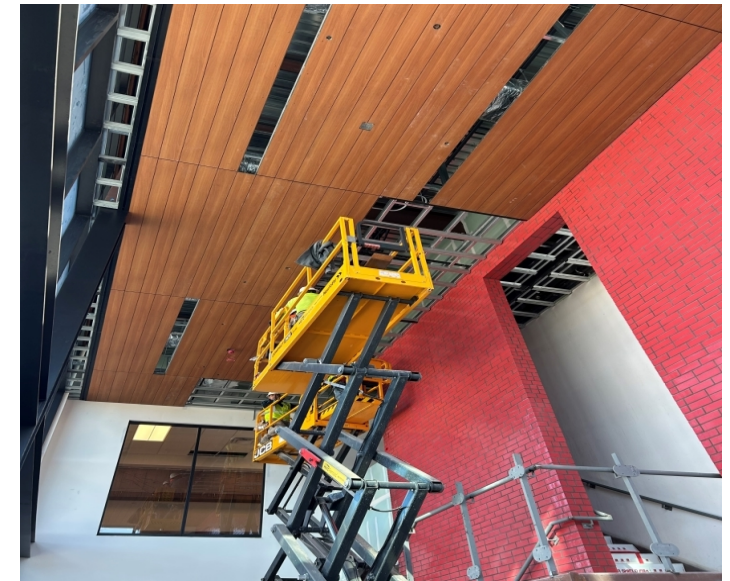
Public Safety Careers



Landscaping in progress



Shooting Range equipment installation



Area A – Ceiling Panels

Corporate Training Center

Completed Activities:

- Construction is complete
- Certificate of Occupancy issued
- HVAC Testing, Adjusting and Balancing
- Building Signage
- Furniture installation
- Move-in (2/16)

Ongoing/Upcoming Activities:

- Punchlist items
- HVAC Commissioning
- Contract Closeout
- Ribbon Cutting Ceremony (April 16, 2026)
- Computer purchase for labs and offices

Project Milestones:

- Design Phase: Oct 2023 – July 2024
- Bidding: Aug 2024 – Oct 2024
- Construction Phase: Nov 2024 – Dec 2025
- Move In: Dec 2025 - Feb 2026

Project is on Schedule

Project Costs:

- Total Project Budget: \$14,445,102
- Project Cost to Date: \$ 12,699,236
- Total Construction Budget: \$13,007,057
- Construction Cost to Date: \$ 11,359,146

Project is Under Budget

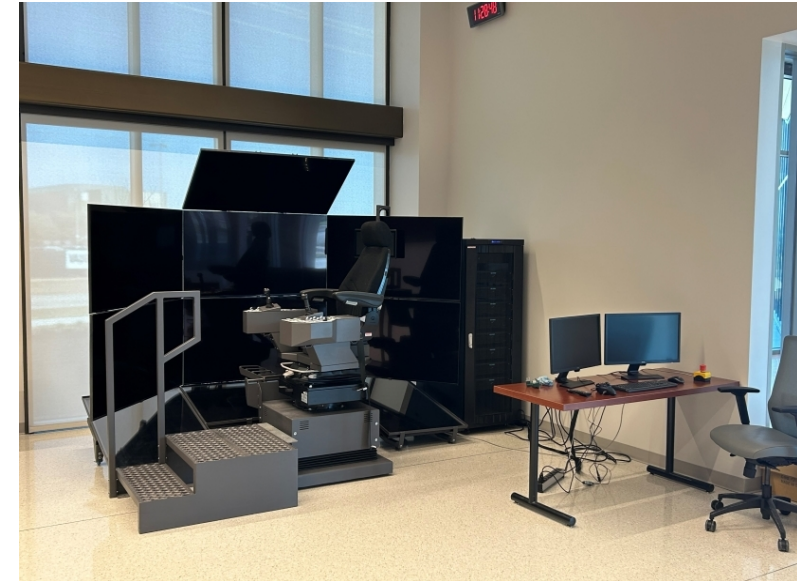
Corporate Training Center



Interior Furniture installed



Large Meeting Rooms



Simulation Lab

Campus Services Building

Completed Activities:

- Bids received

Project Milestones:

- Design Phase: Jan 2025 – Jan 2026
- Bidding: Jan 2026 – Feb 2026
- Construction Phase: Mar 2026 – Feb 2027
- Move In: Mar 2027 – May 2027

Project is on Schedule

Ongoing/Upcoming Activities:

- Submit drawings for permit review
- GMP for approval at Feb 2026 BoT Meeting

Project Costs:

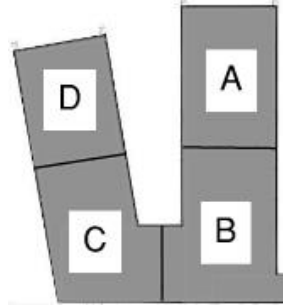
- Total Project Budget: \$12,547,373
- Project Cost to Date: \$ 623,846
- Total Construction Budget: \$10,800,000
- Construction Cost to Date: \$ 0

Project is in Budget

Library & Learning Center

Completed Activities:

- Building:
 - Topping out ceremony held for subs 1/23
 - Overhead MEP complete Areas A & B, level 1
 - Interior framing and CMU walls, all Areas, levels 1 and 2
 - Exterior skin steel east side of Areas A & B
 - Electrical ductbank to CUP
- Demolition: No update



Project Milestones:

- Design Phase: Jul 2023 – Feb 2025
- Bidding: Feb 2025 – Mar 2025
- Construction Phase: Apr 2025 – June 2027
- Move In: July 2027 – Aug 2027

Project is on Schedule

Project Scope:

- LLC Building, Parking Lot D and Central Plant Upgrades; Monticello landscaping
- COMmons, site lighting, wayfinding/signage
- Demolition of LRC, Firing range, Building 11 (College Services) and racquetball court

Ongoing/Upcoming Activities:

- Building:
 - Overhead MEP in progress Areas C & D, level 1 and Areas A & B, level 2.
 - Interior framing and CMU walls ongoing levels 3 and 4.
 - Installation of the electrical underground to CUP in progress
 - Construction and testing of mock-up continues

Project Costs:

- Total Project Budget: \$ 129,811,536
- Project Cost to Date: \$ 28,794,583
- Guaranteed Maximum Price: \$ 101,854,219
- Construction Cost to Date: \$ 21,795,814

Project is under budget

* TPC and GMP reflect increased scope of Parking Lot D, Cooling Tower Replacement and Monticello improvements (north side). Cost of remaining scope to be finalized Spring 2026.

Library & Learning Center (COMmons)

Completed Activities:

- COMmons 50% Construction Documents issued for budget estimate

Project Milestones:

- Design Phase: Jan 2025 – Jan 2026
- Bidding: Feb 2026 – Mar 2026
- Construction Phase: Nov 2026 – April 2028

Project is on Schedule

Ongoing/Upcoming Activities:

- COMmons 100% Construction Documents to be issued for bid mid-March for GMP

- COMmons package scope:
 - COMmons Reflection Garden
 - Site Lighting Signage and Wayfinding
 - Demolition of 4 buildings

Project Costs:

- Total COMmons Construction Budget: \$ 14,180,711
- Future GMP amendment for this scope to be presented spring 2026.

Library & Learning Center



CMU walls complete on 1st floor 1 st floor– Area A, B, C, D



Overhead mechanical, electrical and plumbing 1st floor



Last concrete pour for the structure, penthouse.

Infrastructure – Parking Lots and Underground Utilities

Completed Activities:

- Pond expansion complete.
- Lot A – Phase 1 complete
- Lot A – Phase 2 complete (opened 10/27/2025)
- Lot A – Cameras and open area by Amburn complete 12/22/2025

Project Milestones:

- Final completion – January 2026

Ongoing/Upcoming Activities:

- Final punch list items

Project Costs:

- Total Project Budget: \$12,839,580
- Project Cost to Date: \$ 9,582,481
- Total Construction Budget: \$ 9,762,700
- Construction Cost to Date: \$ 8,950,804

Project is under Budget

Infrastructure – Fine Arts Electrical Upgrades

Completed Activities:

- Electrical work completed December 30
- Makeup and costume area completed January 23
- Theatre area completed February 10

Project Milestones:

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

Ongoing/Upcoming Activities:

- Work schedule coordinated with COM staff
 - Final completion of electrical and classroom items
 - Theatre area punch list items ongoing; completion expected by February 17
- Construction OAC meetings continue

Project Costs:

- Total Project Budget: \$1,944,440
- Project Cost to Date: \$ 240,010
- Total Construction Budget: \$1,500,000
- Construction Cost to Date: \$ 123,260

Project is within Budget



Fine Arts Renovation



New restroom finishes.



New finishes in progress at wardrobe area.



New theater seating in progress

Bond Campus Furniture

Completed Activities:

- PSC Furniture order placed
- WELD_IE Furniture installed
- CTC Furniture installed

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:

- PSC Furniture Delivery and Installation – April 2026
- CSB Furniture Planning & Design

Project Costs:

- Total FF&E Budget: \$11,531,102
- Total Furniture Budget: \$ 8,000,000
- Purchase Order Total: \$ 5,905,039
- Project Cost to Date: \$ 340,880

Project is under Budget



Questions?



MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: Feb 23, 2026
Subject: Approval of Guaranteed Maximum Price for the new Campus Services Building

AGENDA ITEM DESCRIPTION

Approval of the Guaranteed Maximum Price for the construction of the new Campus Services Building.

PURPOSE

To obtain Board approval Guaranteed Maximum Price for the construction of the new Campus Services Building.

BACKGROUND

College of the Mainland (COM) selected the Construction Manager at Risk (CMAR) delivery method for the Campus Services Building Project, with Tellepsen Builders approved by the Board of Trustees on August 25, 2025. Project design was completed and received Board approval on January 26, 2026. Tellepsen Builders received all subcontractor bids on January 27, 2026, and submitted their Guaranteed Maximum Price (GMP) proposal to LAN on February 12, 2026. The proposed GMP is **\$10,961,329**.

The original construction budget for the project was **\$10,800,000**. Late in the design process, the Texas City Engineering Department required the addition of a 6-foot-high masonry wall along the southern property line adjacent to the residential neighborhood. This requirement pushed the construction cost slightly over the construction budget. However, LAN had included contingency allowances within the overall project budget to account for unforeseen conditions. As a result, while the construction portion increased, the overall project remains within the total approved budget.

FUNDING SOURCE

2023 Bond Funds

PROPOSED MOTION

"I move the Board of Trustees approve the GMP Amendment to Contract # 23-48 for Tellepsen Builders for a not-to-exceed amount of \$10,961,329.

ATTACHMENT(S)

1. LAN Cover Letter
2. GMP Report from Tellepsen Builders, dated February 11, 2026.



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

From: Lockwood, Andrews & Newnam (LAN)

Date: February 16, 2026

Re: Approval of the Guaranteed Maximum Price (GMP) Amendment to Contract # 23-48 (Campus Services Building) for Tellepsen Builders.

Background: College of the Mainland (COM) selected the Construction Manager at Risk (CMAR) delivery method for the Campus Services Building Project, with Tellepsen Builders approved by the Board of Trustees on August 25, 2025. Project design was completed and received Board approval on January 26, 2026.

Tellepsen Builders received all subcontractor bids on January 27, 2026, and submitted their Guaranteed Maximum Price (GMP) proposal to LAN on February 12, 2026. The proposed GMP is **\$10,961,329**.

The original construction budget for the project was **\$10,800,000**. Late in the design process, the Texas City Engineering Department required the addition of a 6-foot-high masonry wall along the southern property line adjacent to the residential neighborhood. This requirement pushed the construction cost slightly over the construction budget. However, LAN had included contingency allowances within the overall project budget to account for unforeseen conditions. As a result, while the construction portion increased, the overall project remains within the total approved budget.

Recommendation: LAN recommends that the COM Board of Trustees approve the GMP Amendment to Contract #23-48 for Tellepsen Builders in the amount of **\$10,961,329**, to be funded through the 2023 Bond Program.

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

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

TELLEPSEN ■

College of the Mainland Campus Services Building

Issue for GMP
GMP Report
February 11, 2026

**Executive
Summary**

Estimate

**Clarifications and
Assumptions**

List of Documents

Allowances

Contingency

Schedule

Site Logistics



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777 Benmar, Suite 400 Houston, TX 77060 (281) 447-8100



1. **Project Overview:**

The project consists of three new Pre-Engineered Metal Buildings to serve as the new operations Building for the College of the Mainland Texas City, Texas. The new buildings will serve as a purchasing, shipping and receiving center, as well as a facility services building for the College.

2. **Existing Site Conditions:**

The project is located on a green-field site.

3. **Project Milestone Summary:**

The Project

- Receive 100% CD Drawings January 7th,2026
- Submit GMP to LAN February 11th,2026
- Submit to the board of College of the Mainland February 23rd, 2026
- NTP followed by board approval
- Duration – 11 months to substantial completion (March 2026)

4. **Project Estimate Summary:**

The pricing is submitted as follows:

1. Tellepsen GMP Estimate	\$ 10,961,329
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This report represents our comprehensive report of quality, cost and time that is offered for review and comment.



February 16, 2026

Total Building Area (SF): 19,410

DESCRIPTION		UNIT	TOTAL
03 00 00 Concrete		\$20.61	\$400,000
04 00 00 Masonry		\$27.92	\$542,000
05 00 00 Metals		\$5.02	\$97,358
06 00 00 Wood, Plastics, and Composites		\$5.16	\$100,246
07 00 00 Thermal and Moisture Protection		\$28.40	\$551,251
08 00 00 Openings		\$29.57	\$573,870
09 00 00 Finishes		\$42.14	\$818,012
10 00 00 Specialties		\$18.67	\$362,410
11 00 00 Equipment		\$5.18	\$100,613
12 00 00 Furnishings		\$1.80	\$34,950
13 00 00 Special Construction		\$34.65	\$672,574
21 00 00 Fire Suppression		\$6.85	\$133,000
22 00 00 Plumbing		\$15.66	\$303,988
23 00 00 Heating, Ventilating, and Air Conditioning (HVAC)		\$53.96	\$1,047,363
26 00 00 Electrical		\$64.54	\$1,252,726
27 00 00 Communications		\$15.21	\$295,293
28 00 00 Electronic Safety and Security		\$2.51	\$48,763
31 00 00 Earthwork		\$20.81	\$403,900
32 00 00 Exterior Improvements		\$53.45	\$1,037,391
33 00 00 Utilities		\$24.68	\$479,057
Base Estimate Direct Cost		\$476.80	\$9,254,764
COH Permit and Plan Fee	0.37%	\$1.78	\$34,485
Performance Bond	0.82%	\$3.92	\$76,113
Builders Risk	0.35%	\$1.67	\$32,392
General Liability Insurance	0.80%	\$3.81	\$74,038
Subcontractor Default Insurance	1.50%	\$7.07	\$137,316
Warranty Allowance	0.10%	\$0.56	\$10,961
Contractor's Contingency	2.00%	\$9.91	\$192,401
Owner's Contingency	2.00%	\$9.91	\$192,401
General Conditions		\$36.76	\$713,457
Fee		\$12.52	\$243,000
Base Estimate Indirect Cost		\$87.92	\$1,706,565
Base Estimate Total Cost		\$564.73	\$10,961,329



February 16, 2026

Total Building Area (SF): 19,410

DESCRIPTION	QUANTITY	UNIT	TOTAL
03 00 00 Concrete			
03 30 00 Cast-in-Place Concrete			
03 00 10 Concrete Subcontractor			
030000.0100 Concrete Subcontractor - Building	1.00	ls	\$400,000.00
TOTAL: 03 00 10 Concrete Subcontractor			\$400,000
TOTAL: 03 30 00 Cast-in-Place Concrete			\$400,000
TOTAL: 03 00 00 Concrete			\$400,000
04 00 00 Masonry			
04 00 00 Masonry			
04 00 10 Masonry Subcontractor			
040000.0100 Building Committee Site wall	1.00	ls	\$100,000.00
040000.0100 Masonry Subcontractor	1.00	ls	\$442,000.00
TOTAL: 04 00 10 Masonry Subcontractor			\$542,000
TOTAL: 04 00 00 Masonry			\$542,000
TOTAL: 04 00 00 Masonry			\$542,000
05 00 00 Metals			
05 10 00 Structural Metal Framing			
05 00 10 Structural Steel Subcontractor			
050000.0110 Overhead door Supports/tracks	1.00	tn	\$10,825.00
050000.0110 Structural Steel Materials	1.00	tn	\$76,532.75
050000.0120 Structural Steel Erection	5.00	tn	\$2,000.00
TOTAL: 05 00 10 Structural Steel Subcontractor			\$97,358
TOTAL: 05 10 00 Structural Metal Framing			\$97,358
TOTAL: 05 00 00 Metals			\$97,358
06 00 00 Wood, Plastics, and Composites			
06 10 00 Rough Carpentry			
06 10 10 Rough Carpentry Subcontractor			
061105.0020 Rough Carpentry Subcontractor	1.00	ls	\$27,627.00
TOTAL: 06 10 10 Rough Carpentry Subcontractor			\$27,627
TOTAL: 06 10 00 Rough Carpentry			\$27,627
06 40 00 Architectural Woodwork			
06 40 10 Architectural Woodwork Subcontractor			
064113.0090 Architectural Woodwork Subcontractor	1.00	ls	\$72,619.00
TOTAL: 06 40 10 Architectural Woodwork Subcontractor			\$72,619
TOTAL: 06 40 00 Architectural Woodwork			\$72,619
TOTAL: 06 00 00 Wood, Plastics, and Composites			\$100,246
07 00 00 Thermal and Moisture Protection			
07 10 00 Dampproofing and Waterproofing			
07 10 10 Waterproofing and Sealants Subcontractor			
071113.0090 Waterproofing and Sealants Subcontractor	1.00	ls	\$129,064.00
TOTAL: 07 10 10 Waterproofing and Sealants Subcontractor			\$129,064
TOTAL: 07 10 00 Dampproofing and Waterproofing			\$129,064
07 20 00 Thermal Protection			
07 20 10 Thermal Insulation Subcontractor			
072110.0090 Thermal Insulation Subcontractor	1.00	ls	\$52,534.00
TOTAL: 07 20 10 Thermal Insulation Subcontractor			\$52,534



February 16, 2026

Total Building Area (SF): 19,410

DESCRIPTION	QUANTITY	UNIT	TOTAL
TOTAL: 07 20 00 Thermal Protection			\$52,534
07 40 00 Roofing and Siding Panels			
07 42 00 Metal Wall Panels Subcontractor			
074213.0050 Metal Wall Panels/Fascia 1 & 2 - Exterior Building - Berridge Product	2,150.00 sf	\$54.98	\$118,214
TOTAL: 07 42 00 Metal Wall Panels Subcontractor			\$118,214
07 42 00 Wall Panels			
074243.0120 Exterior Soffit	7,602.00 sf	\$67.66	\$514,329
074243.0120 Exterior Soffit - deduct per qualification - Berridge Product	7,602.00 sf	(\$34.58)	(\$262,890)
TOTAL: 07 42 00 Wall Panels			\$251,439
TOTAL: 07 40 00 Roofing and Siding Panels			\$369,653
TOTAL: 07 00 00 Thermal and Moisture Protection			\$551,251
08 00 00 Openings			
08 10 00 Doors and Frames			
08 09 00 Door Frames Hardware Subcontractor			
081213.0050 Door Opening Assembly Subcontractor/Supplier	24.00 ea	\$6,201.67	\$148,840
TOTAL: 08 09 00 Door Frames Hardware Subcontractor			\$148,840
TOTAL: 08 10 00 Doors and Frames			\$148,840
08 30 00 Specialty Doors and Frames			
08 32 15 Overhead and Coiling Door Subcontractor			
083310.0100 Overhead and Coiling Door Subcontractor	6.00 ea	\$21,038.33	\$126,230
TOTAL: 08 32 15 Overhead and Coiling Door Subcontractor			\$126,230
TOTAL: 08 30 00 Specialty Doors and Frames			\$126,230
08 40 00 Entrances, Storefronts, and Curtain Walls			
08 40 10 Glazing Subcontractor			
084000.0100 Exterior/Interior Storefront	1.00 ls	\$262,800.00	\$262,800
084000.0100 Storefront Doors	6.00 ea	\$6,000.00	\$36,000
TOTAL: 08 40 10 Glazing Subcontractor			\$298,800
TOTAL: 08 40 00 Entrances, Storefronts, and Curtain Walls			\$298,800
TOTAL: 08 00 00 Openings			\$573,870
09 00 00 Finishes			
09 20 00 Plaster and Gypsum Board			
09 20 10 Drywall Subcontractor			
092116.0005 Drywall Subcontractor	1.00 ls	\$534,705.00	\$534,705
TOTAL: 09 20 10 Drywall Subcontractor			\$534,705
TOTAL: 09 20 00 Plaster and Gypsum Board			\$534,705
09 30 00 Tiling			
09 30 10 Tile Subcontractor			
093013.0090 Tile Subcontractor	1.00 ls	\$71,041.00	\$71,041
TOTAL: 09 30 10 Tile Subcontractor			\$71,041
TOTAL: 09 30 00 Tiling			\$71,041
09 50 00 Ceilings			
09 51 00 Acoustical Ceiling Subcontractor			
095100.0100 ACT 1	4,831.00 sf	\$9.58	\$46,274
095100.0100 ACT 2	1,250.00 sf	\$13.36	\$16,706
095100.0100 ACT 3	679.00 sf	\$20.73	\$14,074
095100.0100 ACT 4	191.66 sf	\$13.36	\$2,561



February 16, 2026

Total Building Area (SF): 19,410

DESCRIPTION	QUANTITY	UNIT	TOTAL
TOTAL: 09 51 00 Acoustical Ceiling Subcontractor			\$79,615
TOTAL: 09 50 00 Ceilings			\$79,615
09 60 00 Flooring			
09 60 10 Flooring Subcontractor			
096000.0100 Concrete Flooring	9,635.00 sf	\$6.35	\$61,216
096000.0100 Concrete Flooring - deduct per qualification Ameripolish	9,635.00 sf	(\$2.55)	(\$24,553)
TOTAL: 09 60 10 Flooring Subcontractor			\$36,663
09 68 00 Carpeting			
096813.0085 Carpet/Rubber base	2,971.00 sf	\$8.89	\$26,413
TOTAL: 09 68 00 Carpeting			\$26,413
TOTAL: 09 60 00 Flooring			\$63,076
09 90 00 Painting and Coating			
09 90 10 Painting Subcontractor			
097100.0101 Painting/Wall covering Subcontractor	1.00 ls	\$69,575.00	\$69,575
TOTAL: 09 90 10 Painting Subcontractor			\$69,575
TOTAL: 09 90 00 Painting and Coating			\$69,575
TOTAL: 09 00 00 Finishes			\$818,012
10 00 00 Specialties			
10 10 00 Information Specialties			
10 14 00 Signage Subcontractor			
101416.0090 Signage Subcontractor	1.00 ls	\$25,000.00	\$25,000
TOTAL: 10 14 00 Signage Subcontractor			\$25,000
TOTAL: 10 10 00 Information Specialties			\$25,000
10 20 00 Interior Specialties			
10 21 10 Toilet Partitions and Accessories Subcontractor			
102113.0095 Toilet Partitions and Accessories Subcontractor	1.00 ls	\$35,000.00	\$35,000
TOTAL: 10 21 10 Toilet Partitions and Accessories Subcontractor			\$35,000
TOTAL: 10 20 00 Interior Specialties			\$35,000
10 70 00 Exterior Specialties			
10 73 00 Protective Covers			
107300.0100 Breezeway Canopy	2,868.00 sf	\$94.23	\$270,260
107300.0100 Car Port - ESV Canopy	1.00 ls	\$32,150.00	\$32,150
TOTAL: 10 73 00 Protective Covers			\$302,410
TOTAL: 10 70 00 Exterior Specialties			\$302,410
TOTAL: 10 00 00 Specialties			\$362,410
11 00 00 Equipment			
11 00 00 Equipment			
11 00 00 Equipment			
110800.0100 EQ07 - Car Lift	1.00 ea	\$12,588.00	\$12,588
110800.0100 EQ13 - Air Compressor	2.00 ea	\$5,964.00	\$11,928
110800.0100 EQ14 - Dust Collector	1.00 ea	\$2,322.00	\$2,322
110800.0100 EQ19 - Cardboard Baler	1.00 ea	\$38,967.54	\$38,968
110800.0100 EQ19 - Cardboard Baler - remove from scope	1.00 ea	(\$38,967.54)	(\$38,968)
TOTAL: 11 00 00 Equipment			\$26,838
TOTAL: 11 00 00 Equipment			\$26,838
11 20 00 Commercial Equipment			
11 24 00 Maintenance Equipment Subcontractor			



February 16, 2026

Total Building Area (SF): 19,410

DESCRIPTION	QUANTITY	UNIT	TOTAL
112400.0100 2,000 Gal Fuel Tank - Gas & diesel	1.00	ls	\$48,775.00
112400.0100 Loading Dock Bumpers	1.00	ls	\$3,000.00
TOTAL: 11 24 00 Maintenance Equipment Subcontractor			\$51,775
TOTAL: 11 20 00 Commercial Equipment			\$51,775
11 30 00 Residential Equipment			
11 30 00 Residential Equipment			
113013.0055 Residential equipment Subcontractor	1.00	ls	\$22,000.00
TOTAL: 11 30 00 Residential Equipment			\$22,000
TOTAL: 11 30 00 Residential Equipment			\$22,000
TOTAL: 11 00 00 Equipment			\$100,613
12 00 00 Furnishings			
12 20 00 Window Treatments			
12 21 00 Window Treatment Subcontractor			
122113.0075 Window Treatment Subcontractor	1.00	ls	\$34,950.00
TOTAL: 12 21 00 Window Treatment Subcontractor			\$34,950
TOTAL: 12 20 00 Window Treatments			\$34,950
TOTAL: 12 00 00 Furnishings			\$34,950
13 00 00 Special Construction			
13 30 00 Special Structures			
13 34 00 Fabricated Engineered Structures			
133419.0055 Pre-engineered Metal Building - Storage	6,549.29	sf	\$17.05
133419.0055 Pre-engineered Metal Building Facility Services	10,962.00	sf	\$51.17
133419.0055 WP-4 - Interior Wall Panel in storage building	1,408.00	sf	\$14.20
133419.0055 WP-4 - Interior Wall Panel in storage building - remove from scope	1,408.00	sf	(\$14.20)
TOTAL: 13 34 00 Fabricated Engineered Structures			\$672,574
TOTAL: 13 30 00 Special Structures			\$672,574
TOTAL: 13 00 00 Special Construction			\$672,574
21 00 00 Fire Suppression			
21 10 00 Water-Based Fire-Suppression Systems			
21 00 10 Fire Sprinkler Subcontractor			
211116.0090 Fire Sprinkler Subcontractor	1.00	ls	\$133,000.00
TOTAL: 21 00 10 Fire Sprinkler Subcontractor			\$133,000
TOTAL: 21 10 00 Water-Based Fire-Suppression Systems			\$133,000
TOTAL: 21 00 00 Fire Suppression			\$133,000
22 00 00 Plumbing			
22 00 00 Plumbing			
22 00 10 Plumbing Subcontractor			
220523.0090 Plumbing Subcontractor	1.00	ls	\$303,988.00
TOTAL: 22 00 10 Plumbing Subcontractor			\$303,988
TOTAL: 22 00 00 Plumbing			\$303,988
TOTAL: 22 00 00 Plumbing			\$303,988
23 00 00 Heating, Ventilating, and Air Conditioning (HVAC)			
23 00 00 Heating, Ventilating, and Air Conditioning (HVAC)			
23 00 00 HVAC Subcontractor			
230500.0100 BIM	22,000.00	ls	\$0.91
230500.0100 HVAC Subcontractor	22,000.00	ls	\$46.70
TOTAL: 23 00 00 HVAC Subcontractor			\$1,047,363



February 16, 2026

Total Building Area (SF): 19,410

DESCRIPTION	QUANTITY	UNIT	TOTAL
TOTAL: 23 00 00 Heating, Ventilating, and Air Conditioning (HVAC)			\$1,047,363
TOTAL: 23 00 00 Heating, Ventilating, and Air Conditioning (HVAC)			\$1,047,363
26 00 00 Electrical			
26 00 00 Electrical			
26 00 00 Electrical Subcontractor			
260000.0100 Electrical Subcontractor	22,000.00 sf	\$56.94	\$1,252,726
TOTAL: 26 00 00 Electrical Subcontractor			\$1,252,726
TOTAL: 26 00 00 Electrical			\$1,252,726
TOTAL: 26 00 00 Electrical			\$1,252,726
27 00 00 Communications			
27 00 00 Communications			
27 00 00 Communications Subcontractor			
270000.0050 Communications Subcontractor	21,374.00 ls	\$4.39	\$93,806
TOTAL: 27 00 00 Communications Subcontractor			\$93,806
27 40 00 Audio Visual Communications Subcontractor			
274000.0050 Audio Visual Sub Contractor	21,374.00 sf	\$0.33	\$7,109
TOTAL: 27 40 00 Audio Visual Communications Subcontractor			\$7,109
28 10 00 Security Subcontractor			
281000.0050 Security Subcontractor	21,374.00 sf	\$9.09	\$194,378
TOTAL: 28 10 00 Security Subcontractor			\$194,378
TOTAL: 27 00 00 Communications			\$295,293
TOTAL: 27 00 00 Communications			\$295,293
28 00 00 Electronic Safety and Security			
28 00 00 Electronic Safety and Security			
28 31 00 Fire Alarm Subcontractor			
283000.0100 Fire Alarm Subcontractor	21,374.00 sf	\$2.28	\$48,763
TOTAL: 28 31 00 Fire Alarm Subcontractor			\$48,763
TOTAL: 28 00 00 Electronic Safety and Security			\$48,763
TOTAL: 28 00 00 Electronic Safety and Security			\$48,763
31 00 00 Earthwork			
31 00 00 Sitework Subcontractor			
31 00 00 Sitework Subcontractor			
310000.0100 Earthwork Subcontractor	1.00 ls	\$350,676.00	\$350,676
TOTAL: 31 00 00 Sitework Subcontractor			\$350,676
TOTAL: 31 00 00 Sitework Subcontractor			\$350,676
31 05 00 Common Work Results for Earthwork			
31 05 00 Common Work Results for Earthwork			
310500.0070 Termite Control	1.00 ls	\$2,933.85	\$2,934
TOTAL: 31 05 00 Common Work Results for Earthwork			\$2,934
TOTAL: 31 05 00 Common Work Results for Earthwork			\$2,934
31 20 00 Earth Moving			
31 25 00 Erosion and Sedimentation Control Subcontractor			
312000.0100 Sediment Control Subcontractor	1.00 ls	\$20,000.00	\$20,000
TOTAL: 31 25 00 Erosion and Sedimentation Control Subcontractor			\$20,000
31 25 10 Erosion and Sedimentation Controls			
312500.0115 Construction Fencing - Temp Screening	2,163.57 lf	\$14.00	\$30,290



February 16, 2026

Total Building Area (SF): 19,410

DESCRIPTION	QUANTITY	UNIT	TOTAL
TOTAL: 31 25 10 Erosion and Sedimentation Controls			\$30,290
TOTAL: 31 20 00 Earth Moving			\$50,290
TOTAL: 31 00 00 Earthwork			\$403,900
32 00 00 Exterior Improvements			
32 10 00 Bases, Ballasts, and Paving			
32 13 00 Rigid Paving			
321313.0010 Concrete Subcontractor - Site	1.00	ls	\$662,212.00
TOTAL: 32 13 00 Rigid Paving			\$662,212
32 14 00 Unit Paving Subcontractor			
321413.0090 Unit Paver Subcontractor	3,250.00	sf	\$12.66
TOTAL: 32 14 00 Unit Paving Subcontractor			\$41,160
32 17 00 Pavement Marking Subcontractor			
321723.0050 Pavement Marking Subcontractor	1.00	ls	\$10,000.00
TOTAL: 32 17 00 Pavement Marking Subcontractor			\$10,000
TOTAL: 32 10 00 Bases, Ballasts, and Paving			\$713,372
32 30 00 Site Improvements			
32 31 00 Fences and Gates			
323113.0090 Exterior Fence/Gate/Operators scope	433.80	lf	\$298.66
TOTAL: 32 31 00 Fences and Gates			\$129,560
TOTAL: 32 30 00 Site Improvements			\$129,560
32 90 00 Planting			
32 90 00 Landscaping Subcontractor			
328000.0100 Landscaping Subcontractor	1.00	ls	\$214,459.00
328000.0100 Landscaping Subcontractor - VE Deduct	1.00	ls	(\$20,000.00)
TOTAL: 32 90 00 Landscaping Subcontractor			\$194,459
TOTAL: 32 90 00 Planting			\$194,459
TOTAL: 32 00 00 Exterior Improvements			\$1,037,391
33 00 00 Utilities			
33 00 00 Site Utilities			
33 00 10 Site Utility Subcontractor			
330000.0100 Combo for earthwork/utilities	1.00	ls	(\$20,000.00)
330000.0100 Site Utility Subcontractor	1.00	ls	\$499,057.00
TOTAL: 33 00 10 Site Utility Subcontractor			\$479,057
TOTAL: 33 00 00 Site Utilities			\$479,057
TOTAL: 33 00 00 Utilities			\$479,057





CLARIFICATIONS & ASSUMPTIONS

These clarifications and assumptions are to complement the information contained in the deliverable. They should be reviewed carefully to understand the accompanying information and the basis under which it was developed. Information included in this document that is ultimately accepted shall be incorporated into the Contract Documents. All values listed in this document are cost of work.

01 General Requirements

1. Our pricing is based on RDLR GMP Cost Estimation set dated December 19th, 2025.
2. We presume the building and site are free of any hazardous materials that would be encountered during construction. Our pricing does not include any costs for handling or abating hazardous materials. “§ 10.3.6 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all actual cost and expense thereby incurred.”
3. This Proposal includes a 2% Owners Contingency and a 2% Contractor Construction Contingency.
4. Parking Allowance has been excluded. This is to be provided by the Owner.
5. Pricing is based on standard working hours, and after-hours overtime is not included, except for inexcusable delay by Contractor, which is governed by Section 8.3.4 of the A-201.
6. Builders Risk Insurance has been carried.
7. Owner equipment furnish, install, and connection is excluded, to be by the Owner.
8. Payment and Performance Bond is included in this GMP.
9. This GMP does not include site dewatering.

02 Existing Conditions

1. With Earthwork. Clearing/Grubbing

03 Concrete

1. This proposal includes concrete foundation backfill with onsite spoils after foundation excavation.

04 Masonry

1. This proposal includes an allowance for all work detailed out in the Building Development Plan Review. (Not enough information to price accurately for the site masonry wall bordering the residential property. Reference email Trace sent 1/23/26)
2. This proposal excludes any CMU masonry walls at mechanic shop. (none shown)

05 Metals

1. All structural steel to be picked up by P.E.M.B trade partner. A \$70,700 Misc. Steel allowance is being carried for lintels, vanity supports, toilet partition supports, dock railing and dumpster gates.
2. This proposal includes an allowance for a pole support for the Alertus speaker system.
3. This proposal excludes spec section 05 73 00 – Decorative Metal Railings & spec section 05 73 11 – Decorative metal and glazed metal railings.
4. This proposal excludes the steel ESV with standing seam metal roof structure. Tellepsen has included a car port for this scope.

06 Woods, Plastics, and Composites

1. This proposal does not include AWI certifications.
2. This proposal excludes windowsills from the project.
3. This proposal includes an allowance for steel support for countertops.
4. This proposal includes FRP Paneling as plywood sheathing in the IDF rooms.





CLARIFICATIONS & ASSUMPTIONS

5. This proposal includes SSF-2 countertop was priced as Pomogranit- Terrazzo Rocky Road in lieu of what was specified due to not being able to receive pricing from the specified manufacturer.

07 Thermal and Moisture Protection

1. The GMP does not include spray applied fireproofing at any exposed ceiling areas.
2. Roof walk pads have been excluded as there are none shown in the drawings.
3. The ACM Fascia shown on the storage is excluded. Red Dot will provide their own manufactured Fascia, (see attachment for Fascia Detail)
4. This proposal excludes the Trespa panel for the soffit that is called out in the drawings and specs. Tellepsen has included a system of Berridge FW-12 Wood Look in our pricing.
5. This proposal includes Berridge FW-12 metal paneling for the exterior metal wall panels on the building façade.
6. This proposal includes firestopping carried out by trades.

08 Openings / Doors and Windows

1. N/A

09 Finishes

1. This proposal includes a joint firestop allowance for rated partition walls.
2. This proposal includes an allowance for sound attenuation blankets at specific walls. (Attachment at the end showing locations of where this condition occurs.
3. No slab depressions shown for tile on structural drawings. This proposal includes an allowance for tile slab depressions.
4. This proposal includes an allowance for specified carpet 2. Does not come made into a rug.
5. This proposal includes CONC-1 was priced as a Class A level 3 finish for polished concrete. This will include applying a polishing densifier and polish concrete sealer coat. : Consolideck LS, manufactured by PROSOCO,
6. This proposal includes CONC-2 was priced to use an auto scrubber to clean the floors, apply an approved concrete sealer and finish with a high-speed burnisher.

10 Specialties

1. This proposal includes a signage allowance of \$25,000 for exterior signs. Interior will be handled by LAN through fast signs..
2. Per drawing A-461 Unisex RR A.119 has grab bars marked as T1 (soap dispenser). We assume this to be a type and are quantifying mark T4 36" and 42" grab bars at these tags
3. Per drawing A-461 Unisex RR A.119 does not have mark T6 (Sanitary Napkin Disposal). We assume that this restroom should include this accessory as it is named Unisex
4. Per drawing A-461 M RR A.106 and W. RR A.104 show mark T7 (Coat hook) at each partition door. Partitions have manufacturer standard coat hooks that come included with each door. We assume these do not need to be included with the total quantities priced as it is redundancy.
5. Per drawing A-461 W. RR A.104 does not show mark T2 (ADA Mirror) at the sinks. It only shows mark TL-4 (which based off of the material legend on A.603 this is tile). We assume there to be mark T2 included at each sink in this restroom.
6. Per drawing A-461 W. RR A.104 does not show mark T1 (soap dispenser). We assume that this will include a single soap dispenser to match as it is shown in the M.RR A.106.
7. Per drawing A-461 M.RR B.103-3 shows mark T3 (Sanitary Napkin Disposal.) We assume this should not be included in this restroom.
8. Per drawing A-461 M.RR B.103-3 and W.RR B. 103-2 do not show mark T7 (Coat Hook). We assume these SHRR to include a coat hook to match the other SHRR shown in the drawings
9. This proposal includes an allowance of \$3000 for a mop and broom Holder.
10. This proposal includes an allowance of \$6,500 for an AED.





CLARIFICATIONS & ASSUMPTIONS

11. Canopies – Avadek has included a Trespa soffit, if Berridge FW-12 wood look is accepted, potential deduct could be offered for this scope. Painting pricing is based on standard two coat Kynar Finish. Some Exotic colors may require additional coats that may require additional pricing.
12. This Proposal includes a carport that deviates from RDLR design for the ESV Canopy.

11 Equipment

1. This proposal includes an allowance for loading dock bumpers.
2. This proposal includes an allowance of \$22,000 for equipment listed on sheet A-170, as clarified by College of the Mainland on 2/09/26 through email. Exclusive of AP11. AP11 is scheduled on the plumbing drawings as EDF-1.
3. Tellepsen is carrying an allowance for LG residential appliances as there is no spec for model numbers.

12 Furnishings

1. The proposal Excludes recessed walk off mats.
2. This proposal excludes the pallet racks shown on the equipment plan in the swing space.
3. See attached Excel spreadsheet for model number and manufacturer for Commercial equipment being priced.
4. This proposal excludes the charging stations for forklifts and carts. Tellepsen will supply power and outlets for these stations.
5. This proposal includes (35) Single Roll Manual MechoShades at exterior windows as directed, (21) Single Roll Motorized MechoShades at exterior windows as directed. (Power Plan and specs do not match).

13 Special Construction

Facilities & Purchasing Building

1. Red Dot is deviating from the Centria roof panel described in the drawings and specifications and is quoting an MBCI equivalent standing seam roof as described on this quote.
2. Red Dot is deviating from the FS TT-P-645 shop primer spec noted in the division 13 specifications and is quoting PEMB standard SSPC-15 Red Oxide Primer.
3. Red Dot is deviating from the simple saver PEMB roof insulation noted in the division 13 specifications and is quoting an equivalent system from Silvercote (Energy Saver)
4. Red Dot deviating from round gutters and downspouts and is quoting Red Dot standard profile gutters and downspouts
5. Red Dot is deviating from framing conditions shown in 8A/A-311 and 1/A-522. Standard purlin purlin and purlin roof ex

Due to lack of information some assumptions have been made. Any changes to this scope of work as written may incur additional costs.

1. Provide HSS tube in the following locations to serve as storefront header
 - a. Along BLDG A left endwall above storefront glass by others between grid lines Aa.1 and Ba
 - b. Along BLDG A back sidewall between grid lines 1a-CP.3
 - c. Along BLDG B back sidewall for the full length of the wall
 - d. Along BLDG B left endwall between grid lines Ab - Bb
 - e. Along BLDG B right endwall between grid lines Ab-Bb
2. BLDG A right endwall frame to be designed with interior modular columns at grid lines A.aa and A.ab
3. Provide decorative roof beams in BLDG A below soffit at each column spanning from grid lines 7a-8a
 - a. Provide rafter depth at grid line 7a sufficient to receive roof beams, so as to eliminate the need for additional columns
4. Accommodate additional dead load at all roof extensions for both buildings and in BLDG A between grid lines 7a-8a for soffit framing by others attached to the underside of the purlins





CLARIFICATIONS & ASSUMPTIONS

5. Note: for the wind bent located in bldg B at line Bb, column profile may vary from what is shown in architectural drawings and columns may be combined per Red Dot design to avoid having columns located in close proximity to one another. Column depths/widths to be minimized to suit furrou locations as shown on floorplan.

Storage Building:

1. Red Dot is deviating from the Centria roof panel described in the drawings and specifications and is quoting an MBCI equivalent standing seam roof as described on this quote.
- 2 This proposal excludes WP-4 shown on the interior face of the storage building.

-
2. Red Dot is deviating from the FS TT-P-645 shop primer spec noted in the division 13 specifications and is quoting PEMB standard SSPC-15 Red Oxide Primer.
 3. Red Dot is deviating from the simple saver PEMB roof insulation noted in the division 13 specifications and is quoting an equivalent system from Silvercote (Energy Saver)
 4. Red Dot deviating from round gutters and downspouts and is quoting Red Dot standard profile gutters and downspouts
 5. Tellepsen is carrying an allowance for WP-4 in the storage building.

14 Conveying Equipment

1. N/A

21 Fire Suppression

The GMP excludes fire protection for the exterior overhand soffits/canopy breezeway as the construction type is non-combustible and not scheduled for storage or ESV parking.

22 Plumbing

1. This proposal excludes the Dyson faucet/dryer specified to a standard lavatory faucet. Savings of \$18,953 to the project..
2. This proposal includes 40 PVC for the oil piping after the oil separator and CPVC chem waste for the sanitary piping before the oil separator. The CPVC chem waste pipe is more resistant to the potential oil waste than the PVC.

23 HVAC

1. This proposal includes Testing and Balancing By Owner.
- 2 This proposal includes an Open Source BMCS system using the JACE 9000 Controller from Tridium. Th system is in general compliance with the specifications, but it not one of the listed manufacturers. This substitution allows the utilization of the low complete HVAC subcontractor proposal bringing a savings of ~\$100,000 to the project.
- 3 This proposal is inclusive of several engineering ideas agreed to by all Team members. The approvals are noted in the email from Keegan Murphy on 2-10-26 title COM HVAC.

26 Electrical

1. The GMP Excludes any Overhead powerline work. This is assumed to be in TNMP scope of work.
2. This proposal includes a lighting deduction of (\$49,000)
3. This proposal includes a gear VE (Use SPS surge protectors and harmonic mitigating transformers in lieu





CLARIFICATIONS & ASSUMPTIONS

of BGA) – Deduct (\$15,000.00)

4. This proposal includes the removal of the Maxcell innerduct in technology raceways – Deduct (\$20,000.00)

27 Communications

1. The Rack mounted UPS systems shown on T-401 are to be provided by the owner.

28 Electronic Safety and Security

1. N/A

31 Earthwork

1. This proposal includes termite control @ a value of \$2,934

32 Exterior Improvements

1. This proposal includes Ameristar 6' tall Montage Industrial Majestic 2 rail Aluminum fence in lieu of Ameristar Montage Industrial Majestic 2 rail steel fence.
2. This proposal includes a VE allowance of \$20,000 reducing the base bid.

33 Utilities

1. This proposal excludes the 6" water meter vault and the 6" backflow preventer. (there is a keynote on the drawings but not called out on drawings).





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1/13/2026	C4.0	Utility Plan
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12/19/2025	L6.02	Irrigation Details
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1/13/2026	A-023	Site Sections & Details
1/13/2026	A-024	Site Details - Brick Fence @ Breezeway
1/13/2026	A-025	Site Plan - Esv Canopy
1/13/2026	A-111	Overall Dimension Plan - Zones A&B
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1/13/2026	A-131	Roof Plan
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1/13/2026	A-152	Reflected Ceiling Plan - Level 1 - Zone A
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12/11/2025	230517	Hvac Access Doors
1/13/2026	230548	Vibration Isolation
1/13/2026	230593	Testing, Balancing And Adjusting (Tab) Of Environ. Systems
12/11/2025	230594	Coordination Of Testing And Balancing
1/13/2026	230713	External Duct Insulation
1/13/2026	230719	Hvac Piping Insulation
12/11/2025	230800	Hvac Systems Technical Commissioning Requirements
1/13/2026	230933	Building Management And Control Systems
12/11/2025	231300	Facility Fuel-Storage Tanks – Place Holder
12/11/2025	232000	Mechanical Pipe And Pipe Fittings
1/13/2026	232300	Refrigerant Piping And Appurtenances
1/13/2026	233113	Ductwork
1/13/2026	233416	Fans
12/11/2025	233513	Wood Chip Exhaust System
12/11/2025	233713	Air Devices
1/13/2026	234100	Air Filtration
12/11/2025	236300	Air Cooled Condensing Unit
1/13/2026	236302	Modulating Air-Cooled Condensing Units
1/13/2026	237314	Air Handling Units W/ Modulating Hot Gas Reheat
1/13/2026	238216	Heating And Cooling Coils
1/13/2026	238219	Fan Coil Units
12/11/2025	238241	Electric Duct Heaters
<u>Division 26 – Electrical</u>		
12/11/2025	260105	Electrical Operating And Maintenance Manuals
12/11/2025	260500	Electrical General Provisions
12/11/2025	260508	Telecom Catv Voice Data Video Utility And Service Entrance





<u>DATE</u>	<u>NUMBER</u>	<u>TITLE</u>
12/11/2025	260509	Electrical Utility Coordination And Service Entrance
12/11/2025	260510	Electrical Contract Quality Control
12/11/2025	260512	Electrical Shop Drawings, Coordination Drawings, & Product Data
12/11/2025	260516	Excavating, Backfilling And Compacting For Electrical
12/11/2025	260519	Conductors And Connectors – 600 Volt
12/11/2025	260526	Electrical Grounding
12/11/2025	260533	Conduit Systems
12/11/2025	260535	Electrical Connections For Equipment
12/11/2025	260537	Electrical Boxes And Fittings
12/11/2025	260538	Electrical Floor Boxes And Fittings
12/11/2025	260540	Electrical Gutters And Wireways
12/11/2025	260550	Firestops
12/11/2025	280800	Electrical Commissioning
12/11/2025	260925	Electrical Contactors
12/11/2025	260945	Networked Lighting Controls
12/11/2025	261216	Energy Efficient Dry-Type Harmonic Mitigating Transformers
12/11/2025	261913	Combination Motor Controllers
12/11/2025	262416	Panelboards And Enclosures
12/11/2025	262425	Enclosed Switches And Circuit Breakers
12/11/2025	262430	Fuses
12/11/2025	262773	Wiring Devices
12/11/2025	263217	Service Entrance Manual Transfer Switch With Integrated Generator Quick Connects
12/11/2025	264300	Surge Protection Devices
12/11/2025	265113	Lighting Fixtures
12/11/2025	265600	Site Lighting

Division 27 – Communications

12/11/2025	270000	Communications
12/11/2025	270526	Telecommunications Grounding And Bonding
12/11/2025	270528	Interior Communication Pathway
12/11/2025	270543	Exterior Communication Pathway
12/11/2025	270553	Testing Administration Identification
12/11/2025	271100	Communication Cabinet And Equipment Room
12/11/2025	271300	Backbone And Riser Media Infrastructure
12/11/2025	271500	Horizontal Media Infrastructure
12/11/2025	272100	Data Comms And Network Equipment
12/11/2025	274100	Audio Video System





<u>DATE</u>	<u>NUMBER</u>	<u>TITLE</u>
		<u>Division 28 – Electronic Safety And Security</u>
		Operation And Maintenance (O&M) Manuals Of Electronic Safety And Security
12/11/2025	280100	Systems
12/11/2025	280500	Safety And Security Basic Materials, Methods And General Provisions
12/11/2025	280507	Shop Drawings, Coordination Drawings, & Product Data
12/11/2025	280510	Contract Quality Control
12/11/2025	281300	Access Control System
12/11/2025	282300	Digital Video Surveillance System (Dvss)
12/11/2025	284600	Fire Detection & Alarm System
		<u>Division 31 – Earthwork</u>
12/11/2025	310000	Earthwork Under Building Pad (Se)
12/11/2025	310000	Site Earthwork (Ce)
12/11/2025	311100	Clearing And Grubbing (Ce)
12/11/2025	312200	Grading (La)
12/11/2025	312313	Grading Excavation And Fill (Ce)
12/11/2025	312500	Erosion And Sedimentation Control (Ce)
12/11/2025	313116	Termite Control (Arch)
		<u>Division 32 - Exterior Improvements</u>
12/11/2025	321216	Asphaltic Concrete Pavement (Ce)
12/11/2025	321313	Portland Cement Concrete Paving (Ce)
12/11/2025	321313	Concrete Paving (La)
12/11/2025	321319	Concrete Pavement Joints (Ce)
12/11/2025	321373	Paving Joint Sealants (La)
12/11/2025	321373.19	Sitework Cast-In-Place Concrete (Ce)
12/11/2025	321413	Precast Concrete Unit Paving (La)
12/11/2025	321613	Concrete Curbs And Curb And Gutter (Ce)
12/11/2025	321623	Sidewalks (La)
12/11/2025	323119	Decorative Metal Fences And Gates (La)
12/11/2025	323300	Site Furnishings (La)
12/11/2025	328423	Underground Sprinklers (La)
12/11/2025	329119	Landscape Grading (La)
12/11/2025	329219	Seeding (La)
12/11/2025	329223	Sodding (La)
12/11/2025	329300	Plants (La)
		<u>Division 33 – Utilities</u>





<u>DATE</u>	<u>NUMBER</u>	<u>TITLE</u>
12/11/2025	330516	Utility Structures (Ce)
12/11/2025	330528	Trenching And Backfill For Utilities (Ce)
12/11/2025	331100	Water Distribution Systems (Ce)
12/11/2025	331113	Water Lines (Ce)
12/11/2025	331653	Traffic Paint Striping (Ce)
12/11/2025	333100	Sanitary Utility Sewerage Piping (Ce)
12/11/2025	334100	Storm Sewerage Systems (Ce)

Appendices

800000 Appendix A – Geotechnical Report

End Of Specifications





ALLOWANCES

Based on the completeness of the pricing received and the Documents prepared by RDLR and their consultants, Tellepsen has included allowances in our estimated direct cost of work.

ALLOWANCES

1. See below

1. Graphics Allowance – Exterior Monument Signs	\$ 25,000.00
TOTAL	\$25,000.00



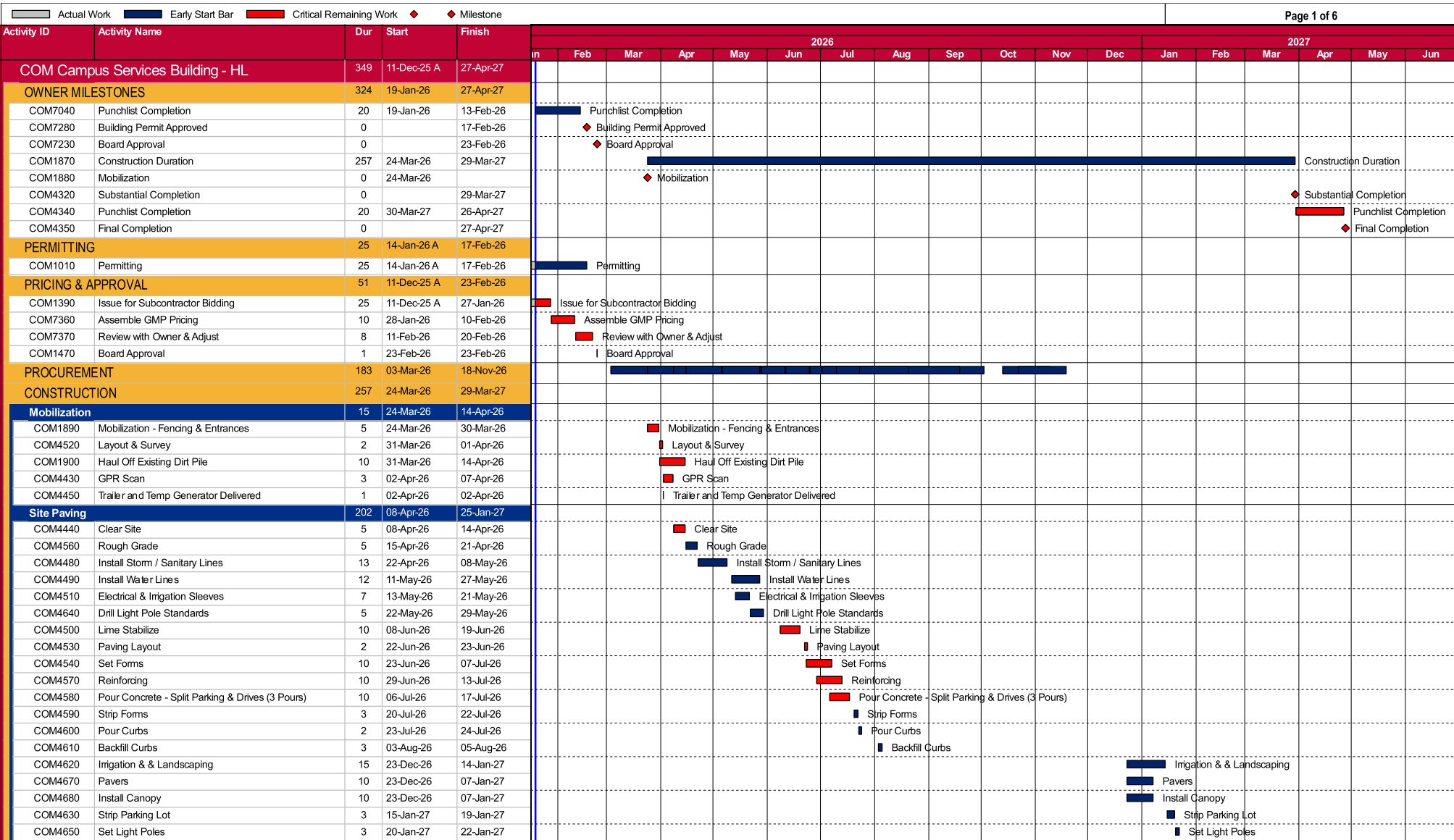


CONTINGENCIES

Based on the completeness of the information included in the Documents prepared BY RDLR and their consultants, Tellepsen recommends and has included a Construction Contingency of 2%.

1. Owner Contingency (2%)	\$192,401.00
2. Construction Contingency (2%)	\$192,401.00
Total Contingency	\$384,802.00





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College of the Mainland Campus Services Building



 Actual Work Early Start Bar Critical Remaining Work Milestone					2026												2027						
Activity ID	Activity Name	Dur	Start	Finish	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
COM4660	Tellepsen Completion List - Site/Paving	1	25-Jan-27	25-Jan-27																			
Foundation																							
COM1920	Building Pad/Fill - Fac / PSR	10	15-Apr-26	28-Apr-26																			
COM1930	Footings & Backfill - Facility & PSR	10	29-Apr-26	12-May-26																			
COM1950	Build Pad/Fill - Storage	4	29-Apr-26	04-May-26																			
COM1940	Install Gradebeams - Fac / PSR	5	13-May-26	19-May-26																			
COM7290	Footings - Storage	3	13-May-26	15-May-26																			
COM7300	Footings - Canopy	3	18-May-26	20-May-26																			
COM1960	Underground MEP - Fac / PSR	10	20-May-26	03-Jun-26																			
COM7340	Install Gradebeams - Storage	4	20-May-26	26-May-26																			
COM7330	Underground MEP - Storage	4	27-May-26	01-Jun-26																			
COM7350	Slab on Grade - Storage	4	02-Jun-26	05-Jun-26																			
COM1970	Slab on Grade - Facility / PSR	5	04-Jun-26	10-Jun-26																			
COM7320	Retaining Wall - Footing and Walls	8	08-Jun-26	17-Jun-26																			
Structure																							
COM1990	Mob Crane & Shakeout Steel	10	24-Jul-26	06-Aug-26																			
COM2030	PEMB - Facility	5	07-Aug-26	13-Aug-26																			
COM2040	PEMB - PSR	5	14-Aug-26	20-Aug-26																			
COM3120	PEMB & Siding & Doors - Storage	10	21-Aug-26	03-Sep-26																			
COM2180	PEMB - Storage	10	21-Aug-26	03-Sep-26																			
COM2010	Erect Structural Steel - Canopies	10	04-Sep-26	18-Sep-26																			
COM2020	Steel Detailing	5	04-Sep-26	11-Sep-26																			
COM2050	Pour SOG Leave Outs	5	04-Sep-26	11-Sep-26																			
COM2060	Hangers Facility	5	14-Sep-26	18-Sep-26																			
COM2090	Hangers PSR	5	21-Sep-26	25-Sep-26																			
COM2200	PEMB Complete	0		25-Sep-26																			
Facility Services																							
Core & Shell																							
COM1320	Metal Panels & Soffits	20	14-Sep-26	09-Oct-26																			
COM1330	Frame Exterior Walls	12	14-Sep-26	29-Sep-26																			
COM3070	Roofing Base Sheet	5	28-Sep-26	02-Oct-26																			
COM1040	Core & Shell MEP Rough in	50	28-Sep-26	08-Dec-26																			
COM3080	Canopy Rough In	10	28-Sep-26	09-Oct-26																			
COM1350	Sheathing	8	30-Sep-26	09-Oct-26																			
COM1290	Punched Windows	10	12-Oct-26	23-Oct-26																			
COM1420	HVAC Units - Set & Wire	15	12-Oct-26	30-Oct-26																			
COM3090	Canopy Ceiling	15	12-Oct-26	30-Oct-26																			
COM1030	Brick & CMU	40	26-Oct-26	22-Dec-26																			
COM3100	Trim Lighting	10	02-Nov-26	13-Nov-26																			
COM1860	Sitework & Landscaping	20	23-Dec-26	21-Jan-27																			
COM1140	Roofing Capsheet & Flashing	5	23-Dec-26	30-Dec-26																			
COM1340	Coiling Doors	5	23-Dec-26	30-Dec-26																			
COM3310	Conditioned Air	0		28-Dec-26																			
Electrical Room																							
COM2080	Layout & Frame Walls	4	21-Sep-26	24-Sep-26																			
COM2120	Pour Equipment Pad	2	25-Sep-26	28-Sep-26																			
COM2140	One side Interior	1	29-Sep-26	29-Sep-26																			

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College of the Mainland Campus Services Building



 Actual Work Early Start Bar Critical Remaining Work Milestone					2026												2027					
Activity ID	Activity Name	Dur	Start	Finish	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
COM2150	Finish Inside walls	3	30-Sep-26	02-Oct-26																		
COM2240	Layout Transformers & Equipment	1	05-Oct-26	05-Oct-26																		
COM2250	Paint	2	05-Oct-26	06-Oct-26																		
COM2280	Install Panels/Gutters	1	07-Oct-26	07-Oct-26																		
Buildout		108	14-Sep-26	16-Feb-27																		
COM2070	Layout Walls	5	14-Sep-26	18-Sep-26																		
COM2100	Frame MEP Priority Walls	5	21-Sep-26	25-Sep-26																		
COM2160	Topout MEP Priority Walls	3	28-Sep-26	30-Sep-26																		
COM2500	Door Frame Installation	5	28-Sep-26	02-Oct-26																		
COM2510	Frame Walls	10	28-Sep-26	09-Oct-26																		
COM2300	Rough In Overhead Plumbing	10	01-Oct-26	14-Oct-26																		
COM2210	Rough In Overhead Electrical	15	01-Oct-26	21-Oct-26																		
COM2220	Rough In Overhead Ductwork	15	01-Oct-26	21-Oct-26																		
COM2600	OH Rough for AV Equipment	5	12-Oct-26	16-Oct-26																		
COM2810	Blocking for Equipment/Accessories	5	12-Oct-26	16-Oct-26																		
COM2620	Millwork Pre Measure Required Areas	1	12-Oct-26	12-Oct-26																		
COM2630	Hard Ceilings and Furr Down Framing	10	12-Oct-26	23-Oct-26																		
COM2490	Fire Sprinkler Install	5	15-Oct-26	21-Oct-26																		
COM2540	Electrical Wall Rough in	15	15-Oct-26	04-Nov-26																		
COM2610	Plumbing Wall Rough in	10	15-Oct-26	28-Oct-26																		
COM2590	Insulation -Above Ceiling	10	22-Oct-26	04-Nov-26																		
COM2790	Rough In Overhead Security	15	22-Oct-26	11-Nov-26																		
COM2800	Rough In Telecom/Data	5	22-Oct-26	28-Oct-26																		
COM2820	Low Voltage Wall Rough in	10	22-Oct-26	04-Nov-26																		
COM2680	Rough In Overhead Fire Alarm	5	26-Oct-26	30-Oct-26																		
COM2690	Security Wall Rough in	10	26-Oct-26	06-Nov-26																		
COM3020	Hard Ceiling MEP Roughin	5	26-Oct-26	30-Oct-26																		
COM3000	Blocking for Wall Rails	5	29-Oct-26	04-Nov-26																		
COM3150	Hard Ceiling Light Fixtures	3	02-Nov-26	04-Nov-26																		
COM3110	Inspection Wall Cover Up	0		06-Nov-26																		
COM3130	Wall Insulation and Sound Batting	5	09-Nov-26	13-Nov-26																		
COM3140	Sheetrock Walls	10	09-Nov-26	20-Nov-26																		
COM3190	Tape, Float and Sand Walls	10	16-Nov-26	01-Dec-26																		
COM3330	Seal All Penetrations	5	23-Nov-26	01-Dec-26																		
COM3300	Prime Paint	10	24-Nov-26	09-Dec-26																		
COM3360	Seal Fire Penetrations Inspection	1	02-Dec-26	02-Dec-26																		
COM3820	Hang Doors and Hardware	8	02-Dec-26	11-Dec-26																		
COM3380	Hard Ceiling Cover up Inspection	0	03-Dec-26																			
COM3390	Sheetrock, Tape and Float - Hard ceilings	5	03-Dec-26	09-Dec-26																		
COM3350	Ceiling Grid Installation	8	10-Dec-26	21-Dec-26																		
COM3590	Paint Hard Ceilings	5	10-Dec-26	16-Dec-26																		
COM3660	Fire Alarm Devices - Trim out	3	11-Dec-26	15-Dec-26																		
COM3560	Light Fixture Installation	5	21-Dec-26	28-Dec-26																		
COM3570	HVAC drops in grid	5	21-Dec-26	28-Dec-26																		
COM3580	Fire Alarm Fixtures in grid	5	21-Dec-26	28-Dec-26																		
COM3600	Install/Adjust Sprinkler Drops	3	21-Dec-26	23-Dec-26																		
COM3650	Ceiling Tile Borders	3	22-Dec-26	24-Dec-26																		

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College of the Mainland Campus Services Building



 Actual Work Early Start Bar Critical Remaining Work Milestone					2026																								2027					
Activity ID	Activity Name	Dur	Start	Finish	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun												
COM3340	Millwork Installation	5	29-Dec-26	05-Jan-27																														
COM3750	Ceiling Grid Cover Inspection	0	29-Dec-26																															
COM3760	Drop Ceiling Tiles	5	29-Dec-26	05-Jan-27																														
COM7380	Light Fixture Installation Shop Area	7	29-Dec-26	07-Jan-27																														
COM3840	Install AV Equipment	15	31-Dec-26	21-Jan-27																														
COM3680	Install Plumbing at Millwork	5	06-Jan-27	12-Jan-27																														
COM4060	Touch up Wall for Final Paint	5	06-Jan-27	12-Jan-27																														
COM3400	Install Ceramic Tile - Floor & Wall	10	06-Jan-27	19-Jan-27																														
COM4140	Final Paint Walls	10	13-Jan-27	26-Jan-27																														
COM4150	Carpet & RF Flooring	5	14-Jan-27	20-Jan-27																														
COM4160	Trim MEP	5	14-Jan-27	20-Jan-27																														
COM4180	Install Equipment	3	15-Jan-27	19-Jan-27																														
COM3610	Set Plumbing Fixtures	5	20-Jan-27	26-Jan-27																														
COM1250	Interior Glazing	3	20-Jan-27	22-Jan-27																														
COM3690	Install Restroom Accessories	3	27-Jan-27	29-Jan-27																														
COM1210	Install Signage & Graphics	2	27-Jan-27	28-Jan-27																														
COM4360	Prep & Seal Floors	5	27-Jan-27	02-Feb-27																														
COM4250	Tellepsen Completion List - Facility Services	10	03-Feb-27	16-Feb-27																														
Purchasing, Shipping, Receiving		106	21-Sep-26	19-Feb-27																														
Core & Shell		74	21-Sep-26	06-Jan-27																														
COM7400	Roofing Base Sheet	10	21-Sep-26	02-Oct-26																														
COM7520	Frame Exterior Walls	8	30-Sep-26	09-Oct-26																														
COM7420	Core & Shell MEP Rough in	50	05-Oct-26	15-Dec-26																														
COM7540	Standing Seam Roof	10	05-Oct-26	16-Oct-26																														
COM7550	Sheathing	4	12-Oct-26	15-Oct-26																														
COM7410	Brick & CMU	40	16-Oct-26	14-Dec-26																														
COM7450	Punch Windows	10	16-Oct-26	29-Oct-26																														
COM7530	Install Colling Door	2	16-Oct-26	19-Oct-26																														
COM7440	Downspouts & Flashing	3	15-Dec-26	17-Dec-26																														
COM7460	Metal Panels	15	15-Dec-26	06-Jan-27																														
COM7470	HVAC Units - Set & Wire	15	15-Dec-26	06-Jan-27																														
COM7390	+	0		06-Jan-27																														
Electrical Room		13	28-Sep-26	14-Oct-26																														
COM2130	Layout & Frame Walls	4	28-Sep-26	01-Oct-26																														
COM2190	Pour Equipment Pad	2	02-Oct-26	05-Oct-26																														
COM2260	One side Interior	1	06-Oct-26	06-Oct-26																														
COM2290	Finish Inside walls	3	07-Oct-26	09-Oct-26																														
COM2380	Layout Transformers & Equipment	1	12-Oct-26	12-Oct-26																														
COM2390	Paint	2	12-Oct-26	13-Oct-26																														
COM2440	Install Panels/Gutters	1	14-Oct-26	14-Oct-26																														
Buildout		101	28-Sep-26	19-Feb-27																														
COM2110	Layout Walls	4	28-Sep-26	01-Oct-26																														
COM2170	Frame MEP Priority Walls	5	02-Oct-26	08-Oct-26																														
COM2640	Door Frame Installation	5	07-Oct-26	13-Oct-26																														
COM2650	Frame Walls	10	07-Oct-26	20-Oct-26																														
COM2310	Topout MEP Priority Walls	5	09-Oct-26	15-Oct-26																														
COM2360	Rough In Overhead Electrical	15	13-Oct-26	02-Nov-26																														

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College of the Mainland Campus Services Building



 Actual Work Early Start Bar Critical Remaining Work Milestone					2026												2027					
Activity ID	Activity Name	Dur	Start	Finish	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
COM2370	Rough In Overhead Mechanical	15	13-Oct-26	02-Nov-26																		
COM2450	Rough In Overhead Plumbing	10	16-Oct-26	29-Oct-26																		
COM2850	OH Rough for AV Equipment	5	21-Oct-26	27-Oct-26																		
COM2870	Millwork Pre Measure	1	21-Oct-26	21-Oct-26																		
COM2700	Electrical WaI Rough in	15	23-Oct-26	12-Nov-26																		
COM2860	Plumbing Wall Rough in	10	30-Oct-26	12-Nov-26																		
COM2830	Insulation - Above Ceiling	10	03-Nov-26	16-Nov-26																		
COM2840	Sprinkler Piping Adjustment	5	03-Nov-26	09-Nov-26																		
COM3030	Rough In Overhead Security	5	03-Nov-26	09-Nov-26																		
COM3040	Rough In Telecom/Data	5	03-Nov-26	09-Nov-26																		
COM3060	Low Voltage Wall Rough in	10	03-Nov-26	16-Nov-26																		
COM2880	Hard Ceilings and Furr Down Framing	5	03-Nov-26	09-Nov-26																		
COM2930	Rough In Overhead Fire Alarm	5	05-Nov-26	11-Nov-26																		
COM2940	Security WaI Rough in	8	05-Nov-26	16-Nov-26																		
COM3050	Blocking for Equipment/Accessories	5	06-Nov-26	12-Nov-26																		
COM3180	Hard Ceiling MEP Roughin	5	10-Nov-26	16-Nov-26																		
COM3170	Vacuum Wall Track	1	12-Nov-26	12-Nov-26																		
COM3160	Blocking for WaI Rails	1	13-Nov-26	13-Nov-26																		
COM3240	Inspection Wall Cover Up	0		16-Nov-26																		
COM3250	WaI Insulation and Sound Batting	5	17-Nov-26	23-Nov-26																		
COM3260	Sheetrock Walls	10	17-Nov-26	02-Dec-26																		
COM3270	Hard Ceiling Light Fixtures	3	17-Nov-26	19-Nov-26																		
COM3290	Tape, Float and Sand Walls	10	30-Nov-26	11-Dec-26																		
COM3450	Seal All Penetrations	2	03-Dec-26	04-Dec-26																		
COM3420	Prime Paint	10	09-Dec-26	22-Dec-26																		
COM3520	Seal Fire Penetrations Inspection	3	14-Dec-26	16-Dec-26																		
COM3620	Hard Ceiling Cover up Inspection	0	17-Dec-26																			
COM3630	Sheetrock, Tape and Float - Hard ceilings	5	17-Dec-26	23-Dec-26																		
COM3500	Ceiling Grid Installation	5	18-Dec-26	24-Dec-26																		
COM3770	Paint Hard Ceilings	3	24-Dec-26	29-Dec-26																		
COM3780	Lights on - Hard Ceiling	0	24-Dec-26																			
COM3920	Light Fixture Installation in Grid	5	28-Dec-26	04-Jan-27																		
COM3930	HVAC drops in grid	5	28-Dec-26	04-Jan-27																		
COM3940	Fire Alarm Fixtures in grid	5	28-Dec-26	04-Jan-27																		
COM3830	Fire Alarm Devices - Trim out	3	28-Dec-26	30-Dec-26																		
COM3950	Install/Adjust Sprinkler Drops	5	28-Dec-26	04-Jan-27																		
COM3980	Ceiling Tile Borders	3	30-Dec-26	04-Jan-27																		
COM3640	Install Ceramic Floor Tile	5	30-Dec-26	06-Jan-27																		
COM3490	Millwork Installation	10	05-Jan-27	18-Jan-27																		
COM4010	Ceiling Grid Cover Inspection	0	05-Jan-27																			
COM4020	Drop Ceiling Tiles	5	05-Jan-27	11-Jan-27																		
COM4070	Install AV Equipment	2	07-Jan-27	08-Jan-27																		
COM3790	Set Plumbing Fixtures	5	07-Jan-27	13-Jan-27																		
COM3700	LVT Flooring	5	08-Jan-27	14-Jan-27																		
COM3970	Install Restroom Accessories	3	14-Jan-27	18-Jan-27																		
COM4030	Install Div 10	5	15-Jan-27	21-Jan-27																		
COM4050	Hang Doors and Hardware	8	15-Jan-27	26-Jan-27																		

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Campus Services Building



 Actual Work Early Start Bar Critical Remaining Work Milestone					2026																								2027					
Activity ID	Activity Name	Dur	Start	Finish	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun												
COM3960	Install Plumbing at Millwork	5	19-Jan-27	25-Jan-27																														
COM4090	Touch up Wall for Final Paint	3	26-Jan-27	28-Jan-27																														
COM1240	Glass Handrails	10	27-Jan-27	09-Feb-27																														
COM1260	Interior Glazing	5	27-Jan-27	02-Feb-27																														
COM4190	Final Paint Walls	5	29-Jan-27	04-Feb-27																														
COM4210	Carpet Installation	5	01-Feb-27	05-Feb-27																														
COM4220	Trim MEP	5	01-Feb-27	05-Feb-27																														
COM4240	Install Equipment	3	02-Feb-27	04-Feb-27																														
COM1200	Install Signage & Graphics	5	05-Feb-27	11-Feb-27																														
COM4260	Tellepsen Completion List - PSR	10	08-Feb-27	19-Feb-27																														
Storage Building		25	04-Sep-26	09-Oct-26																														
COM2340	Electrical Rough In	5	04-Sep-26	11-Sep-26																														
COM2950	Rough In Overhead Security	4	14-Sep-26	17-Sep-26																														
COM2960	Rough In Telecom/Data	4	14-Sep-26	17-Sep-26																														
COM4120	Trim Electrical / Lights/Security & Data	5	18-Sep-26	24-Sep-26																														
COM4230	Prep & Seal Floors	3	25-Sep-26	29-Sep-26																														
COM4170	Fencing	3	30-Sep-26	02-Oct-26																														
COM4200	Tellepsen Completion List - Storage	5	05-Oct-26	09-Oct-26																														
Substantial Completion		44	27-Jan-27	29-Mar-27																														
COM4130	Air Balancing & Adjustment	10	27-Jan-27	09-Feb-27																														
COM4280	Owner Training	10	10-Feb-27	23-Feb-27																														
COM4270	Construction Scope Complete	0		19-Feb-27																														
COM4290	Tellepsen Schedule Contingency	16	22-Feb-27	15-Mar-27																														
COM4300	Final Inspections	5	16-Mar-27	22-Mar-27																														
COM4310	Punchlist	5	23-Mar-27	29-Mar-27																														
COM4330	Substantial Completion	0		29-Mar-27																														

Data Date	19-Jan-26
Run Date	30-Jan-26
Baseline	
Schedule No.	0001

**College of the Mainland
Campus Services Building**



TELLEPSEN ■

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777 Benmar, Suite 400 Houston, TX 77060 (281) 447-8100



MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: February 23, 2026
Subject: Approval – 2025 Racial Profiling Report

AGENDA ITEM DESCRIPTION

2025 Racial Profiling Report

PURPOSE

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

BACKGROUND

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

FUNDING SOURCE

N/A

PROPOSED MOTION

“I move the Board of Trustees accept the 2025 Racial Profile Report.”

ATTACHMENT(S)

1. 2025 Racial Profiling Report
2. 2025 Racial Profiling Analysis

Racial Profiling Report | Full

Agency Name: COLLEGE OF THE MAINLAND POLICE DEPT.
Reporting Date: 01/13/2026
TCOLE Agency Number: 167005

Chief Administrator: RODNEY W MEYERS

Agency Contact Information:
Phone: (409) 933-8546
Email: rmeyers@com.edu

Mailing Address:
1200 N AMBURN RD, TEXAS CITY, TX, 775912435

This Agency filed a full report

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

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

The COLLEGE OF THE MAINLAND POLICE DEPT. has satisfied the statutory data audit requirements as

prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: Rodney Meyers
Chief of Police

Date: 01/13/2026

Total stops: 16

Street address or approximate location of the stop

City street	0
US highway	0
County road	0
State highway	0
Private property or other	16

Was race or ethnicity known prior to stop?

Yes	0
No	16

Race / Ethnicity

Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	1
White	3
Hispanic / Latino	11

Gender

Female	7
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2
Hispanic / Latino	5
Male	9
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	1
White	1
Hispanic / Latino	6

Reason for stop?

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

Hispanic / Latino	0
Preexisting knowledge	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Moving traffic violation	16
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	1
White	3
Hispanic / Latino	11
Vehicle traffic violation	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Was a search conducted?	
Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	16
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	1
White	3
Hispanic / Latino	11
Reason for Search?	
Consent	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0

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

Was Contraband discovered?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
No	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Did the finding result in arrest?			
(total should equal previous column)			
Yes	0	No	0
Yes	0	No	0
Yes	0	No	0
Yes	0	No	0
Yes	0	No	0

Description of contraband	
Drugs	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Result of the stop	
Verbal warning	0

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Written warning	15
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	1
White	2
Hispanic / Latino	11
Citation	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0

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

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	16
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	1
White	3
Hispanic / Latino	11

Number of complaints of racial profiling

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

Comparative Analysis

Use TCOLE's auto generated analysis	<input type="checkbox"/>
Use Department's submitted analysis	<input type="checkbox"/>

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

Racial Profiling Analysis Report

COLLEGE OF THE MAINLAND POLICE DEPT.

01. Total Traffic Stops:	16	
02. Location of Stop:		
a. City Street	0	0.00%
b. US Highway	0	0.00%
c. County Road	0	0.00%
d. State Highway	0	0.00%
e. Private Property or Other	16	100.00%
03. Was Race known prior to Stop:		
a. NO	16	100.00%
b. YES	0	0.00%
04. Race or Ethnicity:		
a. Alaska/ Native American/ Indian	0	0.00%
b. Asian/ Pacific Islander	1	6.25%
c. Black	1	6.25%
d. White	3	18.75%
e. Hispanic/ Latino	11	68.75%
05. Gender:		
a. Female	7	43.75%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	2	12.50%
v. Hispanic/ Latino	5	31.25%
b. Male	9	56.25%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	6.25%
iii. Black	1	6.25%
iv. White	1	6.25%
v. Hispanic/ Latino	6	37.50%
06. Reason for Stop:		
a. Violation of Law	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	

Racial Profiling Analysis Report

iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b. Pre-Existing Knowledge	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
c. Moving Traffic Violation	16	100.00%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	6.25%
iii. Black	1	6.25%
iv. White	3	18.75%
v. Hispanic/ Latino	11	68.75%
d. Vehicle Traffic Violation	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
07. Was a Search Conducted:		
a. NO	16	100.00%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	6.25%
iii. Black	1	6.25%
iv. White	3	18.75%
v. Hispanic/ Latino	11	68.75%
b. YES	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
08. Reason for Search:		
a. Consent	0	0.00%

Racial Profiling Analysis Report

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

Racial Profiling Analysis Report

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

Racial Profiling Analysis Report

v. Hispanic/ Latino	0	
e. Stolen Property	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
f. Other	0	0.00%
i. Alaska/ Native American/ Indian	0	
i. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
11. Result of Stop:		
a. Verbal Warning	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b. Written Warning	15	93.75%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	6.67%
iii. Black	1	6.67%
iv. White	2	13.33%
v. Hispanic/ Latino	11	73.33%
c. Citation	1	6.25%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	0	0.00%
iii. Black	0	0.00%
iv. White	1	100.00%
v. Hispanic/ Latino	0	0.00%
d. Written Warning and Arrest	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	

Racial Profiling Analysis Report

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

Racial Profiling Analysis Report

13. Was Physical Force Used:

a. NO	16	100.00%
i. Alaska/ Native American/ Indian	0	0.00%
ii. Asian/ Pacific Islander	1	6.25%
iii. Black	1	6.25%
iv. White	3	18.75%
v. Hispanic/ Latino	11	68.75%
b. YES	0	0.00%
i. Alaska/ Native American/ Indian	0	
ii. Asian/ Pacific Islander	0	
iii. Black	0	
iv. White	0	
v. Hispanic/ Latino	0	
b 1. YES: Physical Force Resulting in Bodily Injury to Suspect	0	
b 2. YES: Physical Force Resulting in Bodily Injury to Officer	0	
b 3. YES: Physical Force Resulting in Bodily Injury to Both	0	

14. Total Number of Racial Profiling Complaints Received: 0

REPORT DATE COMPILED 01/13/2026



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
 From: Dr. Helen Brewer, President
 Date: February 23, 2026
 Subject: Collegiate High School Fees

AGENDA ITEM DESCRIPTION

Approval to eliminate the annual program fee for Collegiate High School students eligible for the Financial Aid for Student Transfer (FAST) program and establish a financial assistance program for families in need.

PURPOSE

To remove financial barriers that will prevent qualified students from participating in the Collegiate High School program, thereby expanding access to higher education for families with limited resources and reducing the financial burden on partnering ISDs.

BACKGROUND

Historically, Collegiate High School revenue relied on a \$31/credit hour fee and an annual \$2,700 student fee (paid by ISDs or parents). However, under the state's Financial Aid for Student Transfer (FAST) program, eligible students are exempt from the credit hour fee, as well as textbooks and material related costs. As some ISDs plan to cease covering the \$2,700 annual fee, the financial burden will be shifted to students, creating a barrier to enrollment for the 2026-2027 academic year.

To resolve this, COM recommends eliminating the \$2,700 annual fee for FAST-eligible students, in addition to offering a financial assistance program for families needing assistance paying the program fee. The state now reimburses the College at a rate of \$58.52/credit hour for these students, covering the original tuition plus a \$27.52 supplement. This increased state funding sufficiently offsets the loss of the student fee, allowing COM to remove costs for students and ISDs without negative financial impact.

Based on current enrollment of 249 total students, 146 are non-FAST eligible. There is an anticipated annual revenue as follows:

2025-2026 ENROLLMENT WITH PROPOSED FY2026-27 CHANGES							
	STUDENTS ENROLLED	ISD PAYMENTS		STUDENT FEE/CREDIT HOUR	CREDIT HOURS		TOTAL REVENUE
NON FAST REVENUE	103	\$2,700/YR	\$278,000.00	\$31.00	2890	\$89,590.00	\$367,590.00
FAST ELIGIBLE	146	\$0.00	\$ -	\$58.52	3951	\$231,212.52	\$231,212.52
							\$598,802.52

This amount will cover the Collegiate High School budget.

Collegiate High School has a surplus of grant funding from previous years, which can be used to support possible changes in Collegiate High School's enrollment mix. This recommendation will provide financial support to our Collegiate High School students and the surrounding ISD's while positively impacting Collegiate High School enrollment.

FUNDING SOURCE

Financial Aid for Student Transfer (FAST) funds.

PROPOSED MOTION

"I move the Board of Trustees approve the elimination the annual Collegiate High School program fee for FAST eligible students and offer a financial assistance program for non-FAST students based on need, effective Fall 2026."

ATTACHMENT(S)

1. N/A



MINUTE ORDER

To: Board of Trustees

From: Dr. Helen Brewer, President

Date: February 23, 2026

Subject: Recommendation to adopt revisions to COM Local Policies

AGENDA ITEM DESCRIPTION:

Discussion and possible action on the proposed revisions to COM Local Policies.

Presented and recommended for approval to the Board of Trustees on February 23, 2026.

PURPOSE

To consider the adoption of new and revised local policies to ensure compliance with current state and federal law and alignment with best practices in governance and district operations.

BACKGROUND

The Texas Association of School Boards (TASB) periodically reviews and updates its policy recommendations to reflect changes in state and federal law, administrative rules, and governance best practices. COM Administration has reviewed the proposed updates, made adjustments to these and other policies to align with COM practices, and recommends adoption to ensure the District's policy manual remains current and legally compliant.

FUNDING SOURCE

Not applicable

PROPOSED MOTION

Suggested motion: *“I move the Board of Trustees adopt revisions and additions to local policies as presented.”*

ATTACHMENTS

1. BA (Local) Delete *College District Governance*
2. BAA (Local) Draft/Final *College District Governance: Board Legal Status*
3. BAAA (Local) Add *Board Legal Status: Powers, Duties, Responsibilities*
4. BBE (Local) Draft/Final *Board Members: Authority*
5. BGC (Local) Draft/Final *Administrative Organization: Councils and Faculty Senates*
6. CDB (Local) Draft/Final *Accounting: Inventories*
7. CL (Local) Draft/Final *Facilities Planning*
8. CM (Local) Draft/Final *Facilities Construction*
9. CRB (Local) Add *Technology Resources: Artificial Intelligence*

ATTACHMENTS CONTINUED

10. CS (Local) Draft/Final *Information Security*
11. DC (Local) Draft/Final *Employment Practices*
12. DGC (Local) Draft/Final *Employee Rights and Privileges: Employee Expression and Use of College Facilities*
13. DH (Local) Draft/Final *Employee Standards of Conduct*
14. DHB (Local) Draft/Final *Employee Standards of Conduct: Child Abuse and Neglect Reporting*
15. DM (Local) Draft/Final *Termination of Employment*
16. EFAA (Local) Add with revisions/Draft/Final *Instructional Programs and Courses: Academic Courses*
17. EFB (Local) Draft/Final *Curriculum Design: Degrees and Certificates*
18. EGA (Local) Draft/Final *Academic Achievement: Grading and Credit*
19. FB (Local) Draft/Final *Admissions*
20. FC (Local) Draft/Final *Registration and Attendance*
21. FLA (Local) Draft/Final *Student Rights and Responsibilities: Student Expression and Use of College Facilities*
22. FLB (Local) Draft/Final *Student Rights and Responsibilities: Student Conduct*
23. FLBE (Local) Draft/Final *Student Conduct: Alcohol and Drug Use*
24. GD (Local) Draft/Final *Community Expression and Use of College Facilities*



FEBRUARY 2026 POLICY UPDATE

BBE(LOCAL) *Board Members: Authority.* Revisions to this policy address HB 4310 regarding Trustee access to records maintained by the college.

BGC(LOCAL) *Administrative Organization: Councils and Faculty Senates.* Revisions to this policy incorporate the legal requirements of SB 37 governing faculty senates. These statutory requirements impose various directives governing senates in areas such as membership and removal, officers, compensation, governing documents, senate meetings, and senate communications.

CDB(LOCAL) *Accounting: Inventories.* Reporting changes issued by the THECB now allow colleges flexibility to set the capitalization threshold for purposes of classifying individual capital assets. COM's policy reflects an increase to the threshold from \$5000 to \$10,000.

CL(LOCAL) *Facilities Planning.* Changes to this policy reflect recent legislation requiring colleges to designate certain private spaces by sex consistent with the bill's provisions. COM's designation of private spaces will not require modification.

CM(LOCAL) *Facilities Construction.* The threshold at which the Board is required to determine the project delivery/contract award method to be used for each construction contract is increased from \$50,000 to "at or above \$100,000" reflecting best practices to improve contracting efficiency and resource management.

CRB(LOCAL) *Technology Resources: Artificial Intelligence.* This new policy includes information related to AI use by employees and students and establishes parameters for its use.

DGC(LOCAL) *Employee Rights and Privileges: Employee Expression and Use of College Facilities.* Policy changes include mandated restrictions included in SB 2972 regulating expressive activities on college campuses including prohibition of certain expressive activities, and restrictive time, place, and manner prohibitions required by the bill.

DHB(LOCAL) *Employee Standards of Conduct: Child Abuse and Neglect Reporting.* This policy requires professional employees defined as "anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified" to report instances of child abuse or neglect to a law enforcement agency within **24 hours**.

EFAA(LOCAL) *Instructional Programs and Courses: Academic Courses.* This new policy relates to the process for the development and adoption of the college's core curriculum consistent with Texas Education Code 51.315.

EFB(LOCAL) *Curriculum Design: Degrees and Certificates.* This policy is modified to incorporate SB 37 provisions that require COM's President to develop procedures addressing a low-enrollment certificate program review.

FEBRUARY 2026 LOCAL POLICY UPDATES *CONT.*

FB(LOCAL) *Admissions.* The recommended revisions implement SB 37 by clarifying that the board must develop admission procedures in collaboration with the College President. The policy also incorporates SB 365 “Academic Fresh Start” legislation permitting the college to disregard course credits and grades earned 5 years prior to the start of the semester at the applicant’s election.

FLA(LOCAL) *Student Rights and Responsibilities: Student Expression and Use of College Facilities.* Policy changes include mandated restrictions included in SB 2972 regulating expressive activities on college campuses including prohibition of certain expressive activities, and restrictive time, place, and manner prohibitions required by the bill.

GD(LOCAL) *Community Expression and Use of College Facilities.* Policy changes include mandated restrictions included in SB 2972 regulating expressive activities on college campuses including prohibition of certain expressive activities, and restrictive time, place, and manner prohibitions required by the bill.

Revisions have also been made to policies BA, BAA, BAAA, CS, DC, DH, DM, EGA, FC, FLB, and FLBE reflecting non-substantive or technical changes. These can be viewed online on COM’s Online Policy Manual.

The Office of General Counsel is available to answer any questions regarding these changes along with any other policy or regulation inquiries. Please contact cbrasher1@com.edu for assistance.

For more information and to read the entire texts of these and other policies visit:

<https://pol.tasb.org/Home/Index/497>

~~The official title of the governing body of the College District shall be the College of the Mainland Board of Trustees, herein referred to as "the Board."~~

~~BOARD LEGAL STATUS COLLEGE DISTRICT GOVERNANCE
POWERS, DUTIES, RESPONSIBILITIES BOARD LEGAL STATUS~~

BAA
(LOCAL)

	<p>In addition to legal requirements, the Board shall have the powers, duties, and responsibilities enumerated below but shall be in no way limited to those listed. The Board shall:</p>
Policy	1. Act as the sole policy-making body of the College District.
Suggestions and Recommendations	2. Receive, consider, and act upon the suggestions and recommendations of its executive staff in matters pertaining to the function and operations of the College District.
Locations and Construction of Facilities	3. Select and locate sites for College District facilities, finance construction, and plan for necessary expansion to meet identified needs.
President of the College District	4. Select and evaluate the College President.
Faculty and Employee Election	5. Elect a faculty and other employees of the College District necessary to its operation and fix the compensation and manner of payment to the College President, faculty, and employees. It shall enter into contracts of employment, subject to the restrictions imposed by law.
Student Fees, Charges, and Rentals	6. Fix fees for matriculation, laboratories, library, gymnasium, and tuition on the recommendation of the College President.
Taxation, Bond, and Borrowing	7. Levy taxes, issue bonds, borrow funds and, in appropriate cases, pledge the assets of the College District as security for its debts, subject to restrictions imposed by the applicable statutes of the State of Texas and the general law, as it deems necessary or expedient for the operation of the College District.
Assessment of Property and Collection of Taxes	8. Cause the taxable property located in the College District to be levied, assessed, collected, and taxed in the manner prescribed by law.
Official Depository	9. Select and maintain an official depository bank, as required by law.
Budget	10. Approve or adopt an itemized budget on or before September 1st of each year.
Curriculum	11. Upon the recommendation of the College President, formulate and approve the curriculum of the College District, in cooperation with the Coordinating Board.

~~BOARD LEGAL STATUS COLLEGE DISTRICT GOVERNANCE~~
~~POWERS, DUTIES, RESPONSIBILITIES BOARD LEGAL STATUS~~

BAA
(LOCAL)

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| Expansion of Physical and Educational Facilities | 12. Plan for the necessary expansion to meet the physical and instructional needs of the College District, and secure the necessary funds and financing needs for such expansion. |
| Title to Property | 13. Receive and hold title to the property of the College District for the use and benefit of the College District. |
| Contracts and Suits | 14. Contract and be contracted with and sue and be sued (without waiving any immunity or defense accorded it by the law). |
| Gifts for Use of College District | 15. Receive gifts, grants, donations, and devices made for the use of the College District. |
| Disbursements of College District Funds | 16. Receive, approve, process, and pay all just claims against College District funds. |
| Management and Control of College District Property | 17. Control and maintain all property belonging to the College District through the College District administration and have the power to sell, convey, or otherwise dispose of the same subject to the requirements of law. |
| Vacancies in Office | 18. Fill vacancies that may occur on its Board or among its staff, faculty, or employees as the case may be, in the manner prescribed by law and the adopted policies of the Board. |
| Elections | 19. Conduct all elections for new Board members or revenue measures and canvass and certify the results of elections in the manner prescribed by law. Election of Board members for the College District shall continue to be held in odd-numbered years, as provided by this policy. |
| Disciplinary and Grievance Matters | 20. Review and hear any Level Three complaint forwarded to the Board by the College President, acting upon the appeal in accordance with policy GB(LOCAL). |
| Employment of Professional Consultants | 21. Employ professional consultants including but not limited to the fields of insurance, taxation, engineering, architecture, accounting, medicine, law, or other areas as it deems necessary or proper for the conduct of the affairs of the College District. |
| Athletics and Physical Training | 22. Formulate, authorize, or install, with the advice and recommendation of the College President, such programs of athletics, physical training, or related activities as it deems to be in the best interests of the College District. |
| Student Activities | 23. Formulate policies with respect to student activities, recreation, or social organizations on the recommendation of the College President. |

~~BOARD LEGAL STATUS COLLEGE DISTRICT GOVERNANCE~~
~~POWERS, DUTIES, RESPONSIBILITIES~~ BOARD LEGAL STATUS

BAA
(LOCAL)

~~Cooperation with the
Texas Commission
of Higher Education~~

~~24. Cooperate with and abide by the rules and regulations of the
Coordinating Board and any and all other state agencies
vested with the appropriate authority in the areas of authority.~~

~~Audit of College
District Accounts~~

~~25. Cause an annual audit of its accounts to be made and
distributed as required by law.~~

~~Governmental
Practices or Aid
Programs~~

~~Contract or participate with the federal, state, or any municipal
governmental organization in matters pertaining to financial or
other aid to its educational program or to the installation or
operation of any education program or training. The official title of
the governing body of the College District shall be the College of
the Mainland Board of Trustees, herein referred to as "the Board."~~

The official title of the governing body of the College District shall be the College of the Mainland Board of Trustees, herein referred to as "the Board."

BOARD LEGAL STATUS
POWERS, DUTIES, RESPONSIBILITIES

BAAA
(LOCAL)

In addition to legal requirements, the Board shall have the powers, duties, and responsibilities enumerated below but shall be in no way limited to those listed. The Board shall:

1. Act as the sole policy-making body of the College District.
2. Receive, consider, and act upon the suggestions and recommendations of its executive staff in matters pertaining to the function and operations of the College District.
3. Select and locate sites for College District facilities, finance construction, and plan for necessary expansion to meet identified needs.
4. Select and evaluate the College President.
5. Elect a faculty and other employees of the College District necessary to its operation and fix the compensation and manner of payment to the College President, faculty, and employees. It shall enter into contracts of employment, subject to the restrictions imposed by law.
6. Fix fees for matriculation, laboratories, library, gymnasium, and tuition on the recommendation of the College President.
7. Levy taxes, issue bonds, borrow funds and, in appropriate cases, pledge the assets of the College District as security for its debts, subject to restrictions imposed by the applicable statutes of the State of Texas and the general law, as it deems necessary or expedient for the operation of the College District.
8. Cause the taxable property located in the College District to be levied, assessed, collected, and taxed in the manner prescribed by law.
9. Select and maintain an official depository bank, as required by law.
10. Approve or adopt an itemized budget on or before September 1st of each year.
11. Upon the recommendation of the College President, formulate and approve the curriculum of the College District, in cooperation with the Coordinating Board.
12. Plan for the necessary expansion to meet the physical and instructional needs of the College District and secure the necessary funds and financing needs for such expansion.
13. Receive and hold title to the property of the College District for the use and benefit of the College District.

BOARD LEGAL STATUS
POWERS, DUTIES, RESPONSIBILITIES

BAAA
(LOCAL)

14. Contract and be contracted with and sue and be sued (without waiving any immunity or defense accorded it by the law).
15. Receive gifts, grants, donations, and devices made for the use of the College District.
16. Receive, approve, process, and pay all just claims against College District funds.
17. Control and maintain all property belonging to the College District through the College District administration and have the power to sell, convey, or otherwise dispose of the same subject to the requirements of law.
18. Fill vacancies that may occur on its Board or among its staff, faculty, or employees as the case may be, in the manner prescribed by law and the adopted policies of the Board.
19. Conduct all elections for new Board members or revenue measures and canvass and certify the results of elections in the manner prescribed by law. Election of Board members for the College District shall continue to be held in odd-numbered years, as provided by this policy.
20. Review and hear any Level Three complaint forwarded to the Board by the College President, acting upon the appeal in accordance with policy GB(LOCAL).
21. Employ professional consultants including but not limited to the fields of insurance, taxation, engineering, architecture, accounting, medicine, law, or other areas as it deems necessary or proper for the conduct of the affairs of the College District.
22. Formulate, authorize, or install, with the advice and recommendation of the College President, such programs of athletics, physical training, or related activities as it deems to be in the best interests of the College District.
23. Formulate policies with respect to student activities, recreation, or social organizations on the recommendation of the College President.
24. Cooperate with and abide by the rules and regulations of the Coordinating Board and any and all other state agencies vested with the appropriate authority in the areas of authority.
25. Cause an annual audit of its accounts to be made and distributed as required by law.

26. Contract or participate with the federal, state, or any municipal governmental organization in matters pertaining to financial or other aid to its educational program or to the installation or operation of any education program or training.

Board Authority

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

**Transacting
Business**

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. The affirmative vote of a majority of all Board members shall be required to transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

**Individual Authority
for Committing the
Board**

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]

**Individual Access to
Information**

An individual Board member, acting in the member's official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]

Limitations

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member shall not have access to information subject to attorney-client privilege unless the attorney-client relationship upon which the privilege is based applies to the member.

An individual member shall not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with ~~policies FJ(LEGAL)~~ and law and policy FJ(LOCAL).

Requests for
Records

Individual members shall seek access to records or request copies of records solely from the College President ~~or other designated custodian of records following the procedures found in Article I of the Bylaws.~~ [See Article I, Section 6 Bylaws of Board of Trustees].

~~When a custodian of records other than the College President provides access to records or copies of records to individual Board~~

	<p>members, the provider shall inform the College President of the records provided.</p> <p>A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should be provided or may file a request under the Public Information Act. [See GCA]</p>
Requests for Reports	<p>No individual Board member shall direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.</p> <p>Directives to the College President or other College District staff regarding the preparation of reports that will, in the opinion of the College President, require excessive staff time or expense shall be authorized by action of the Board.</p>
Confidentiality <u>Request to Redact</u> <u>Confidentiality Agreement</u>	<p><u>If requested by the Board member, information that is confidential under law shall be redacted from records provided to the Board member.</u></p> <p>At the time Board members are provided access to confidential records or to reports compiled from such records, the College President or other College District employee shall advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.</p> <p><u>The Board member shall sign a confidentiality agreement requiring that the confidential information remain undisclosed, be labeled as confidential, and be kept securely. The agreement must also require that any copies of the information or related notes be appropriately disposed of or retained as confidential consistent with the agreement. [See BBE Exhibit.]</u></p>
Referring Complaints	<p>If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member shall refer them to the College President or designee, who shall proceed according to appropriate Board policy. [See DGBA, FLD, and GB]</p> <p>When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.</p>
Staff Authority	<p>Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.</p>

Board Authority

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

**Transacting
Business**

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. The affirmative vote of a majority of all Board members shall be required to transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each action of the Board supported by the majority is binding on the whole Board.

**Individual Authority
for Committing the
Board**

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]

**Individual Access to
Information**

An individual Board member, acting in the member's official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, operations, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. [See GCA]

Limitations

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member shall not have access to information subject to attorney-client privilege unless the attorney-client relationship upon which the privilege is based applies to the member.

An individual member shall not have access to confidential student records unless the member is acting in the member's official capacity and has a legitimate educational interest in the records in accordance with law and policy FJ(LOCAL).

Requests for
Records

Individual members shall seek access to records or request copies of records solely from the College President following the procedures found in Article I of the Bylaws. [See Article I, Section 6 Bylaws of Board of Trustees].

A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should

BOARD MEMBERS
AUTHORITY

BBE
(LOCAL)

be provided or may file a request under the Public Information Act.
[See GCA]

Requests for
Reports

No individual Board member shall direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.

Directives to the College President or other College District staff regarding the preparation of reports that will, in the opinion of the College President, require excessive staff time or expense shall be authorized by action of the Board.

Confidentiality

*Request to
Redact*

If requested by the Board member, information that is confidential under law shall be redacted from records provided to the Board member.

*Confidentiality
Agreement*

At the time Board members are provided access to confidential records or to reports compiled from such records, the College President or other College District employee shall advise them of their responsibility to comply with confidentiality requirements and the College District's information security controls.

The Board member shall sign a confidentiality agreement requiring that the confidential information remain undisclosed, be labeled as confidential, and be kept securely. The agreement must also require that any copies of the information or related notes be appropriately disposed of or retained as confidential consistent with the agreement. [See BBE Exhibit.]

**Referring
Complaints**

If employees, students, or citizens bring a concern or complaint to an individual Board member, the Board member shall refer them to the College President who shall proceed according to appropriate Board policy. [See DGBA, FLD, and GB]

When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.

Staff Authority

Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.

College District faculty, staff, students, and administrators serve the College District and participate in governance through membership and involvement in College District-recognized academic, governance, and strategic planning committees and task forces.

Statement of Shared Governance at College of the Mainland

Shared governance in higher education refers to the structures and processes through which stakeholders have regular opportunities to include their voices in the discussion of important issues, policies, and major decisions. Shared governance at College of the Mainland encourages the good-faith commitment and engaged participation of stakeholder groups in a structured approach to initiating and considering issues that further the College District's mission and lead the College District toward achieving its strategic goals. [See BCG Regulation – Shared Governance]

Pursuant to state law, shared governance at College of the Mainland will not be construed to diminish the authority of the Board to make final decisions in the best interest of the institution, students, and taxpayers.

Establishment of Faculty Senate

Membership and the Role of Faculty Senate in Governance

~~In accordance with state law, the Board authorizes the creation of a faculty senate at College of the Mainland in conformance with the following statutory requirements:~~

- ~~1.—The faculty senate must:
 - ~~a.—Adequately represent each department of the institution;~~
 - ~~b.—Require the members to be full-time faculty; and~~
 - ~~c.—Limit the number of members to no more than 60, with at least two representatives from each department, including:
 - ~~(1)—One member from each department appointed by the College President; and~~
 - ~~(2)—The remaining members elected by a vote of the faculty of the member's respective department.~~~~~~
- ~~2.—The faculty senate's role is advisory only, and the faculty senate may not be delegated final decision-making authority on any matter.~~
- ~~3.—The faculty senate will represent the entire faculty of the College District and advise the College President and the administration regarding matters related to the general welfare of the College District.~~

**Membership and
Term Limits**

4. ~~The faculty senate may not issue any statement or publish a report using the College District's official seal, trademarks, or resources funded by the College District on any matter not directly related to the faculty senate's duties to advise the College President and the administration.~~
5. ~~Service on the faculty senate is an additional duty of the faculty member's employment. Members of the faculty senate are not entitled to compensation or reimbursement of expenses for their role as members of the faculty senate unless the expense is on behalf of and approved by the institution of higher education.~~

~~A member of the faculty senate appointed by the College President in accordance with Education Code 51.3522(b)(3)(A) may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.~~

~~A member of the faculty senate elected by a vote of the faculty of the member's respective department serves a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.~~

~~A faculty member serving on the faculty senate may be immediately removed from the senate for failing to conduct the member's responsibilities within the senate's parameters, failing to attend senate meetings, or engaging in other misconduct. A member of the faculty senate may be removed on the recommendation of the vice president for academic affairs and approval by the College President.~~
The faculty senate is the assembly of representatives of the full-time faculty at the College District. The faculty senate shall serve only in an advisory capacity.

Membership

Each academic unit of the College District shall be represented by ~~three~~ **two** members. One member shall be appointed by the College President, and the remaining members shall be elected by a vote of the faculty of the member's respective academic unit, in accordance with procedures established by the College President or designee. [See *BGC-A- Faculty Senate Regulation*]

Term Limits

Appointed
Faculty
Members

A member of the faculty senate appointed by the College President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.

ADMINISTRATIVE ORGANIZATION
COUNCILS AND FACULTY SENATES

BGC
(LOCAL)

<p><u>Elected Faculty Members</u></p>	<p><u>An elected member of the faculty senate shall serve a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.</u></p>
<p><u>Removal</u></p>	<p><u>A member of the faculty senate may be immediately removed from the faculty senate for:</u></p> <ol style="list-style-type: none"><u>1. Violating applicable law, College District policy or regulations, or the faculty senate governing documents;</u><u>2. Failing to attend meetings; or</u><u>3. Engaging in other similar misconduct.</u> <p><u>A member may be removed on recommendation of the provost and approval by the College President.</u></p>
<p>Officers</p>	<p>The College President<u>College President</u> shall appoint the faculty senate officers<u>a presiding officer</u> from the members of the faculty senate.</p> <p>The senate president shall to <u>preside over meetings of the</u> faculty senate meetings and represent the <u>faculty</u> senate in official communications with the institution's<u>College District</u> administration.</p>
<p>Faculty Senate Meetings, Agendas, and Broadcast</p>	<p>The faculty senate shall conduct official meetings when a quorum is present. A "quorum" is defined as half plus one of all faculty senators. These meetings must be open to the public and follow procedures set by the College President. The faculty senate shall broadcast over the internet live video and audio, as applicable, of each official meeting of the faculty senate if more than 50 percent of the members are in attendance.</p> <p>Not later than the seventh day before a meeting of the faculty senate, an agenda for the meeting with sufficient detail to indicate the items that are to be discussed or that will be subject to a vote shall be made available to the public on the College District's internet website.</p> <p>The names of the members in attendance must be recorded at a meeting in which the faculty senate conducts business related to a vote of no confidence regarding an institution administrator.</p>
<p>Freedom of Association</p>	<p>This policy may not be construed to limit a faculty member's right to freedom of association protected by the U.S. Constitution or the Texas Constitution. The College President shall also appoint an associate presiding officer and secretary from the membership.</p>

<u>Compensation</u>	<u>A faculty member shall not be compensated for service on the faculty senate.</u>
<u>Expense Reimbursement</u>	<u>A member of the faculty senate may be reimbursed for reasonable expenses made on behalf of the College District and approved by the College President or designee in accordance with administrative regulations.</u>
<u>Governing Documents</u>	<u>The faculty senate shall adopt a constitution, bylaws, or other governing documents consistent with law, this policy, and associated regulations, including the rules for establishing a quorum.</u>
<u>Faculty Senate Meetings</u>	<u>The College President shall develop regulations addressing faculty senate meeting procedures, in accordance with law.</u>
<u>Notice</u>	<u>No more than seven days before a meeting, the faculty senate shall post on the College District's website:</u> <u>1. An agenda for the meeting indicating the items that will be discussed or subject to a vote; and</u> <u>2. Any curriculum proposals that will be discussed or voted on at the meeting.</u>
<u>Open Meetings</u>	<u>Meetings at which a quorum is present shall be open to the public.</u>
<u>Meeting Broadcast</u>	<u>The faculty senate shall broadcast a meeting online in accordance with law if more than 50 percent of the faculty senate members are in attendance.</u>
<u>Recording Attendance</u>	<u>The faculty senate shall record the names of members in attendance at a meeting in which the faculty senate conducts business related to a vote of no confidence regarding a College District administrator or policies related to curriculum and academic standards.</u>
<u>Communications</u>	<u>The faculty senate shall not issue any statement or publish a report using the College District's official seal, trademark, or resources funded by the College District on any matter not directly related to the faculty senate's advisory duties.</u>
<u>Harmony with Law</u>	<u>Nothing in this policy or associated regulations may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the U.S. Constitution or Texas Constitution.</u>

College District faculty, staff, students, and administrators serve the College District and participate in governance through membership and involvement in College District-recognized academic, governance, and strategic planning committees and task forces.

Statement of Shared Governance at College of the Mainland

Shared governance in higher education refers to the structures and processes through which stakeholders have regular opportunities to include their voices in the discussion of important issues, policies, and major decisions. Shared governance at College of the Mainland encourages the good-faith commitment and engaged participation of stakeholder groups in a structured approach to initiating and considering issues that further the College District's mission and lead the College District toward achieving its strategic goals. [See BGC Regulation – *Shared Governance*]

Pursuant to state law, shared governance at College of the Mainland will not be construed to diminish the authority of the Board to make final decisions in the best interest of the institution, students, and taxpayers.

Faculty Senate

The faculty senate is the assembly of representatives of the full-time faculty at the College District. The faculty senate shall serve only in an advisory capacity.

Membership

Each academic unit of the College District shall be represented by two members. One member shall be appointed by the College President, and the remaining member shall be elected by a vote of the faculty of the member's respective academic unit, in accordance with procedures established by the College President or designee. [See BGC-A- *Faculty Senate Regulation*]

Term Limits

Appointed Faculty Members

A member of the faculty senate appointed by the College President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.

Elected Faculty Members

An elected member of the faculty senate shall serve a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.

Removal

A member of the faculty senate may be immediately removed from the faculty senate for:

1. Violating applicable law, College District policy or regulations, or the faculty senate governing documents;
2. Failing to attend meetings; or

ADMINISTRATIVE ORGANIZATION
COUNCILS AND FACULTY SENATES

BGC
(LOCAL)

3. Engaging in other similar misconduct.

A member may be removed on recommendation of the provost and approval by the College President.

Officers	The College President shall appoint a presiding officer from the members of the faculty senate to preside over faculty senate meetings and represent the faculty senate in communications with the College District administration. The College President shall also appoint an associate presiding officer and secretary from the membership.
Compensation	A faculty member shall not be compensated for service on the faculty senate.
Expense Reimbursement	A member of the faculty senate may be reimbursed for reasonable expenses made on behalf of the College District and approved by the College President or designee in accordance with administrative regulations.
Governing Documents	The faculty senate shall adopt a constitution, bylaws, or other governing documents consistent with law, this policy, and associated regulations, including the rules for establishing a quorum.
Faculty Senate Meetings	The College President shall develop regulations addressing faculty senate meeting procedures, in accordance with law.
<i>Notice</i>	No more than seven days before a meeting, the faculty senate shall post on the College District's website: <ol style="list-style-type: none">1. An agenda for the meeting indicating the items that will be discussed or subject to a vote; and2. Any curriculum proposals that will be discussed or voted on at the meeting.
<i>Open Meetings</i>	Meetings at which a quorum is present shall be open to the public.
<i>Meeting Broadcast</i>	The faculty senate shall broadcast a meeting online in accordance with law if more than 50 percent of the faculty senate members are in attendance.
<i>Recording Attendance</i>	The faculty senate shall record the names of members in attendance at a meeting in which the faculty senate conducts business related to a vote of no confidence regarding a College District administrator or policies related to curriculum and academic standards.
Communications	The faculty senate shall not issue any statement or publish a report using the College District's official seal, trademark, or resources

funded by the College District on any matter not directly related to the faculty senate's advisory duties.

Harmony with Law

Nothing in this policy or associated regulations may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the U.S. Constitution or Texas Constitution.

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be ~~\$5,000~~\$105,000.

The College President or designee shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

**Capitalization
Threshold**

The capitalization threshold for purposes of classifying individual capital assets shall be \$10,000.

The College President or designee shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

The Board shall determine and provide the facilities needed for the operation of the College District. The College President shall prepare for the Board statements of educational need, educational programs, and the educational specifications required to support the College District's needs and programs.

Maintenance of buildings and equipment shall be kept up to date to avoid increased cost and inconvenience or safety hazard.

Campus Planning

The College President is responsible for developing a long-range master campus plan addressing future needs, utilities, traffic, land use, and aesthetic quality.

Architecture and Interior Design

Original architecture shall be maintained, and any new additions shall be complimentary and compatible to existing architecture. All design elements of the campus shall be approved by the College President or designee.

Accessibility

All planning and design shall reflect accessibility and convenience of users.

Designation and Use of Private Spaces

~~The Board shall ensure that the College President, or appropriate staff as determined by the College President, designates private spaces in accordance with law. [See FG for student housing]~~

~~The College President shall develop administrative regulations to ensure compliance with law and policy regarding the use of private spaces in College District facilities.~~

Commented [CB1]: Recommendation to delete this language as it is not expressly mandated under SB 8.

The Learning Resources Center

The Board shall provide teachers and students with a Learning Resources Center to facilitate effective curriculum development, effective design and planning of learning tasks, and the effective accomplishment of learning work by students. The Learning Resources Center shall be supplied with appropriate human and other resources and shall serve as:

1. A depository for teaching-learning materials in book form and other printed forms for audio and video tapes, records, models, slides, movie films, other similar materials, and graphic and pictorial materials.
2. A center for the control, distribution, and maintenance of teaching and learning materials.
3. A center for the development of teaching and learning materials of various types.
4. A center for the control, distribution, and maintenance of teaching and learning equipment of various types.

College of the Mainland
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FACILITIES PLANNING

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(LOCAL)

5. A workplace for students and for teaching personnel. The center shall facilitate independent study.
6. The location of learning laboratories and graphics services.
7. A center for community service activities.

DATE ISSUED: 5/2/30/2023/2025
UPDATE 4550
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Adopted:

2 of 2

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6. The location of learning laboratories and graphics services.
7. A center for community service activities.

FACILITIES CONSTRUCTION

CM
(LOCAL)

Compliance with Law

The College President or designee shall establish procedures ensuring that all facilities within the College District comply with applicable laws and local building codes.

Construction Contracts

Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above ~~\$50~~\$100,000. To assist the Board, the College President shall recommend the project delivery/contract award method that the College President determines provides the best value to the College District. [See CM series]

~~For construction contracts valued at or above \$25,000, the College President shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the College President and consistent with law and policy. [See also CF]~~

Emergency Exception

In the event of a catastrophe, emergency, or natural disaster affecting the College District, the Board delegates to the ~~College President~~College President the authority to contract for the replacement, construction, or repair of College District equipment or facilities in accordance with law if emergency replacement, construction, or repair is necessary for the health and safety of College District students and staff. The ~~College President~~College President shall report to the Board at the next regular meeting any contract made under this authority.

Change Orders

Change orders permitted by law shall be approved by the Board or its designee prior to executing any changes in the approved plans or in the actual construction of the facility.

Project Administration

All construction projects shall be administered by the College President or designee.

The College President or designee shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The College District shall not make final payments for the construction or the supervision of construction until the work has been completed, and the College District has accepted the work.

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Final Payment

The College District shall not make final payments for the construction or the supervision of construction until the work has been completed, and the College District has accepted the work.

**AI Use by Employees
and Students**

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security.

A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy.
[See DH, DIA series, FFD series, FFE, FLB, and the FM series]

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The

procedures must address risk mitigation measures during the permitted use of the covered application and the documentation of those measures.

Reports

Effectiveness of Policies, Procedures, and Practices

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

Information Security Assessment

In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.

Security Incidents
By the College District

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach and Cybersecurity Incident Notification

Upon discovering or receiving notification of a breach of system security or a ~~security~~cybersecurity incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

By Vendors and Third Parties

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

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Posting Vacancies

The College President or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's ~~commit-~~
~~ment~~commitment to equal opportunity employment and to recruiting well-qualified candidates.

Eligibility for Internal Positions

Current College District employees may apply for any vacancy for which they have appropriate qualifications; however, an employee must occupy a position for at least 12 months before applying for another internal position, unless approved by the College President.

Applications

All applicants shall complete the online application provided by the College District. Information on applications shall be confirmed ~~be-~~
~~fore~~before a position is offered.

Employment of Contractual Personnel

The College President has sole authority to make ~~recommenda-~~
~~tions~~recommendations to the Board regarding the selection of contractual professional personnel.

The Board retains final authority for employment of contractual personnel, ~~including those serving as provost, associate provost, vice president, dean, or a similar position.~~ [See DCA]

Employment of Noncontractual Personnel

The Board delegates to the College President final authority to ~~em-~~
~~ploy and dismis~~employ noncontractual classified employees on an at-will basis. [See DCC]

Federally Funded Positions

Federally funded positions shall be governed by the terms and conditions of the federal grant or funding agreement. These positions shall be noncontractual positions.

Employment of Certain Law Enforcement Personnel

The College President or designee and the College District police department shall develop regulations, in accordance with law, for the employment of peace officers and telecommunicators. The regulations shall address:

1. The investigation of the applicant's background;
2. Medical and psychological examination and drug screening of the applicant;
3. The applicant's qualification to carry a firearm, if applicable;
4. A provisional hiring period applicable upon employment; and
5. The submission of any required forms to the Texas Commission on Law Enforcement (TCOLE).

**Criminal History
Background Checks**

Definitions

“Conviction” means a finding of guilt or acceptance by the court of a plea of guilty or no contest (nolo contendere).

“Security-sensitive positions” means positions that are described in Government Code 411.094 and Education Code 51.215. [See DC(LEGAL)]

Process

In accordance with law, the College District shall require criminal history background checks on all volunteers and applicants for employment, including employees under consideration for internal transfer or promotion.

Upon request, each volunteer and applicant for a security-sensitive position, including employees under consideration for internal transfer or promotion, shall be required to provide a complete set of fingerprints and other identifying information in order for the individual’s criminal history to be checked. The College District may deny employment, transfer, promotion, or approval to volunteer if the individual fails to provide the requested information for the criminal history check. [See DC(LEGAL)]

In accordance with law, the College District police chief shall be responsible for checking the criminal history record for an applicant in the College District police department, and the College District’s human resources director shall be responsible for checking the criminal history record for all other applicants.

The College District shall not employ a person or enlist a volunteer in a security-sensitive position if the individual has been convicted (including a probated sentence or deferred adjudication) of a felony or misdemeanor involving any type of sexual contact with a child or child abuse, including but not limited to, indecency with a child, injury to a child, or endangerment of a child.

The College District reserves the right to refuse to enlist a volunteer or employ a person in a security-sensitive position if the individual has been convicted (including a probated sentence or deferred adjudication) of any felony or a misdemeanor involving moral turpitude. Moral turpitude includes, but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled

substance defined in Chapter 481 of the Health and Safety Code;

5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

Individualized Assessment

The College District shall perform an individualized assessment of criminal history record information when determining a person's eligibility for employment in a specific position. The College District shall take into account a variety of factors, including the following:

1. The nature of the offense;
2. The age of the person when the crime was committed;
3. The date of the offense and how much time has elapsed;
4. The adjudication of the offense (e.g., whether the person was found guilty by a trier of fact, pled guilty, entered a no contest plea, or received deferred adjudication);
5. The nature and responsibilities of the job sought;
6. The accuracy of the person's disclosure of his or her criminal history during the selection process;
7. The effect of the conduct on the overall educational environment; and
8. Any further information provided by the person concerning his or her criminal history record.

Consent for Drug and Alcohol Testing

Any applicant or employee requested to submit to drug and/or alcohol testing must sign a consent form, included in the employment application, prior to being tested. Such consent will allow the laboratory to send the results to the College District to use in evaluating the applicant or employee for initial or continued employment.

Notice to Applicants

All positions shall require a criminal history background check. Some positions shall require pre-employment drug testing. Applicants shall be notified of these requirements through the human resources department.

Application Requirements

Before being considered for a position, an applicant must fully and truthfully complete an employment application and sign it by checking the signature box at the bottom of the online application, which provides the College District written consent to perform a

EMPLOYMENT PRACTICES

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criminal history background check and pre-employment drug testing, if appropriate. The applicant shall be required to disclose any prior conviction on the consent to perform background check form, as defined herein, or pending charges for any criminal offense other than a traffic ticket.

The College District shall terminate the employment process for any applicant who refuses to sign the consent form for the pre-employment criminal history background check and drug test.

Discrepancies in Criminal History Background Check

The College District shall have the right to deny or terminate employment or other relationships with a volunteer, applicant for employment, or employee if the individual fails to fully disclose his or her complete adult criminal history record as required, including any convictions where the applicant was tried as an adult before the age of 17.

Confidentiality

All information collected under these procedures shall be used for the exclusive purpose of evaluating the individual for employment or other relationship with the College District. The information shall remain confidential and shall not be released or otherwise disclosed except to persons involved in gathering and reviewing the information and as required by law. Any College District employee who releases information or causes information to be released in violation of this policy shall be subject to disciplinary action, up to and including termination.

Inaccurate or Incomplete Results

An applicant, employee, or volunteer who believes the results from his or her criminal history background check are inaccurate or incomplete shall be responsible for coordinating and following the procedures established by the reporting entity. The College District shall not be obligated to hold a position or an offer open.

Posting Vacancies	The College President or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates.
Eligibility for Internal Positions	Current College District employees may apply for any vacancy for which they have appropriate qualifications; however, an employee must occupy a position for at least 12 months before applying for another internal position, unless approved by the College President.
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EMPLOYMENT PRACTICES

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(LOCAL)

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2. The age of the person when the crime was committed;
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5. The nature and responsibilities of the job sought;
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EMPLOYMENT PRACTICES

DC
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An applicant, employee, or volunteer who believes the results from his or her criminal history background check are inaccurate or incomplete shall be responsible for coordinating and following the procedures established by the reporting entity. The College District shall not be obligated to hold a position or an offer open.

Note: For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

Academic Freedom

Faculty members are entitled to academic freedom in the conduct of research and teaching and are tasked with the associated responsibilities. To this end, the College District endorses the academic freedom principles set forth in the [Statement of Principles on Academic Freedom and Tenure \(PDF\)](#)¹ published by the Association of American Colleges and Universities and the American Association of University Professors.

The Board shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

Expressive Activities

Employees and employee organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.

EMPLOYEE RIGHTS AND PRIVILEGES
EMPLOYEE EXPRESSION AND USE OF COLLEGE FACILITIES

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(LOCAL)

2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.
1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president for college and financial services in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president for college and financial services or a law enforcement officer to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.

Distribution of Literature

5. Damaging or defacing property.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee, except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee.

Limitations on Content

Materials distributed by faculty and other instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this section.

Materials shall not be distributed by an employee on College District property if:

- ~~1. The materials are obscene;~~
- ~~2. The materials contain defamatory statements about public figures or others;~~
- ~~3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;~~
1. The materials are considered prohibited harassment [see DIA series and FFD series]; constitute prohibited speech, described above;
2. The materials constitute nonpermissible solicitation [see DHC]; or
3. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not materially and substantially disruptive to College District operations;
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not interfere with the rights of others; and
5. Does not violate local, state, or federal laws or College District policies and procedures.

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The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The ~~vice president for college and financial services~~vice president for fiscal college and financial services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by employees to employees or others in College District facilities and areas that are not considered common outdoor areas.

Use of Facilities and Grounds

The facilities and grounds of the College District may be made available to employees, when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees may be required to pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.

Requests to Use Facilities

To request permission to meet or host a speaker in College District facilities, interested employees shall file a written request with the ~~vice president for college and financial services~~vice president for fiscal college and financial services in accordance with administrative procedures.

The employees making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The ~~vice president for college and financial services~~vice president for fiscal services~~vice president for college and financial services~~ shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see DHC];

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	<p>4.—The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;</p> <p>5.4.—The applicant owes a monetary debt to the College District, and the debt is considered delinquent;</p> <p>6.—The proposed activity would disrupt or disturb the regular academic program;</p> <p>7.5.—The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property; or</p> <p>8.6. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.</p> <p>The vice president for college and financial services<u>vice president for fiscal services</u>vice president for college and financial services shall provide the applicant a written statement of the grounds for rejection if a request is denied.</p>
<p>Common Outdoor Area Exception Areas</p>	<p>Common outdoor areas are traditional public forums and are not subject to the approval procedures. Employees may engage in expressive activities in common outdoor areas, unless:</p> <p>9.—The person's conduct is unlawful;</p> <p>10.—The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;</p> <p>11.—The use would materially or substantially disrupt or disturb the regular academic program; or</p> <p>The use would result in damage to or defacement of property without prior approval, unless the activities constituted prohibited speech or conduct described above.</p>
<p>Announcements and Publicity</p>	<p>In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.</p>
<p>Identification</p>	<p>Employees and employee organizations <u>distributing materials on campus or</u> using College District facilities must provide identification when requested to do so by a College District representative <u>engaging in official duties</u>.</p>

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Violations	Failure to comply with <u>law or</u> this policy and associated procedures shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.
Interference with Expression	Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

¹ 1940 Statement of Principles on Academic Freedom and Tenure (PDF):
<https://www.aaup.org/file/1940%20Statement.pdf>

Note: For expression and use of College District facilities and grounds by students and registered student organizations, see FLA. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD. For use of the College District's internal mail system, see CHE.

Academic Freedom

Faculty members are entitled to academic freedom in the conduct of research and teaching and are tasked with the associated responsibilities. To this end, the College District endorses the academic freedom principles set forth in the [Statement of Principles on Academic Freedom and Tenure \(PDF\)](#)¹ published by the Association of American Colleges and Universities and the American Association of University Professors.

The Board shall address faculty academic freedom and the associated responsibilities in appropriate College District publications.

Complaints regarding alleged violations of the right to academic freedom shall be filed in accordance with DGBA(LOCAL).

Expressive Activities

Employees and employee organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech
and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.

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2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations, or interfere with a College District employee's or a peace officer's lawful performance of a duty.
1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president for college and financial services in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president for college and financial services or a law enforcement officer to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.

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5. Damaging or defacing property.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any employee, except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by an employee.

Materials distributed by faculty and other instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this section.

Limitations on Content

Materials shall not be distributed by an employee on College District property if:

1. The materials constitute prohibited speech, described above;
2. The materials constitute nonpermissible solicitation [see DHC]; or
3. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not materially and substantially disruptive to College District operations;
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not interfere with the rights of others; and
5. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The vice president for fiscal services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by employees to employees or others in College District facilities and areas that are not considered common outdoor areas.

**Use of Facilities and
Grounds**

The facilities and grounds of the College District may be made available to employees, when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting employees may be required to pay all expenses incurred by their use of the facilities in accordance with a fee schedule developed by the Board.

**Requests to Use
Facilities**

To request permission to meet or host a speaker in College District facilities, interested employees shall file a written request with the vice president for fiscal services in accordance with administrative procedures.

The employees making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The vice president for fiscal services shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the employees' use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see DHC];
4. The applicant owes a monetary debt to the College District, and the debt is considered delinquent;
5. The applicant has previously damaged College District property; or
6. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The vice president for fiscal services shall provide the applicant a written statement of the grounds for rejection if a request is denied.

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<i>Common Outdoor Areas</i>	Employees may engage in expressive activities in common outdoor areas without prior approval, unless the activities constituted prohibited speech or conduct described above.
Announcements and Publicity	In accordance with administrative procedures, all employees and employee organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.
Identification	Employees and employee organizations distributing materials on campus or using College District facilities must provide identification when requested to do so by a College District representative engaging in official duties.
Violations	Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, suspension of an employee's or employee organization's use of College District facilities and/or other disciplinary action in accordance with the College District's policies and procedures and the employee handbook.
Interference with Expression	Faculty, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

¹ 1940 Statement of Principles on Academic Freedom and Tenure (PDF): <https://www.aaup.org/file/1940%20Statement.pdf>

Employee Ethics and Conduct

College District employees shall affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty, which flourish where both freedom and responsibility are esteemed. In order to more adequately express the affirmation of personal professional responsibilities, College District employees shall hold themselves and each other accountable to the following Code of Professional Conduct and Ethics:

1. We shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, social station, or age.
2. We shall strive to help each student realize the student's full potential as a learner, scholar, and human being.
3. We shall, by example and action, encourage and defend the unfettered pursuit of truth by both colleagues* and the students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. We, recognizing the necessity of many roles in the educational enterprise, shall work in such a manner so as to enhance cooperation and collegiality among students, faculty, administrators, and nonacademic personnel.
5. We shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor that might damage, embarrass, or violate the privacy of any other person.
6. We shall maintain competence through continued professional development, demonstrate that competence through consistently adequate preparation and performance, and seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
7. We shall exercise the highest professional standards and make the most judicious and effective use of the College District's time and resources.
8. We, recognizing the needs and rights of others as embodied in the institution, shall fulfill the employment agreement both in spirit and in fact, give reasonable notice upon resignation, and neither accept tasks for which we are not qualified nor assign tasks to unqualified persons.

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9. We shall support the goals and ideals of the institution and act in public and private affairs in such a manner as to bring credit to the institution.
10. We shall not engage in sexual harassment of students or colleagues and shall adhere to the College District's policies that prohibit sexual misconduct.
11. We shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.
12. We shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.
13. We shall support the right of all to academic freedom and due process and shall defend and assist any individual accused of wrongdoing, incompetence, or other serious offense so long as the individual's innocence may be reasonably maintained.
14. We shall not support a colleague or an individual who is known to be persistently unethical or professionally incompetent.
15. We shall accept all the rights and responsibilities of citizenship, including participation in the formulation of public policy, always avoiding use of the privileges of one's public position for private or partisan advantage.

*For purposes of this policy, the term "colleague" shall refer to administrators, teachers, nonacademic personnel, and any other persons employed by the College District in the educational enterprise. [Reference: TCCTA, 1997]

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

All College District employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations

All College District employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or

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standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC, DIAA, and DM series]

**Misconduct by
Certain Law
Enforcement
Personnel**

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.

**Faculty Code of
Professional Ethics**

The faculty may propose a code of professional ethics provided it is reviewed and approved by the Board to ensure consistency with College District policies and applicable laws.

**Consensual
Relationships**

Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the College District prohibits any faculty member or employee from engaging in a romantic and/or sexual relationship with any student for whom the faculty member or employee has, or should reasonably expect to have in the future, academic or other responsibility (instructional, evaluative, formal advising, counseling, or supervisory).

Likewise, because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the College District prohibits any faculty member or employee from engaging in a romantic and/or sexual relationship with any employee whom that person supervises or evaluates in any way.

**Pre-existing
Relationships**

Exceptions to these prohibitions may be made in cases of pre-existing relationships or where the prohibition restricts educational opportunities or induces economic hardship for the student or subordinate. The pre-existing relationship must be disclosed promptly by the faculty member or supervisory employee to the head of the employee's unit or to the human resources department so that appropriate arrangements can be made. [See DH(REGULATION)]

**Safe Harbor
Provision**

A consensual relationship, which began prior to the adoption of this policy and which, as a consequence of the adoption of this policy, becomes a prohibited relationship must be reported immediately so that appropriate arrangements can be made. However, disciplinary action will not be taken against employees engaged in pre-existing relationships that were not prohibited prior to the adoption of this policy.

In keeping with this College District policy, if charges of sexual harassment are made, the existence of a consensual relationship in any of the contexts stated above shall not be a defense in any proceeding brought by the College District.

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Individuals who fail to report or otherwise violate this provision are subject to disciplinary action up to and including termination.

This provision is intended to be an addition to existing College District rules and regulations and does not alter or modify any existing College District rule or regulation.

Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

Record Retention

An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]

Personal Use

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Safety Requirements

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Tobacco and E-cigarettes

An employee shall not use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities, unless authorized by the College President or designee. [See FLBD]

An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.

Exception

Tobacco and e-cigarette use is permitted in private vehicles on College District property.

Alcohol and Drugs

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall be prohibited from using, possessing, controlling, storing, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on

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College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any performance-enhancing substance, including steroids.
5. Any designer drug.
6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

An employee need not be legally intoxicated to be considered “under the influence” of alcohol or a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, controls, stores, sells, transmits, distributes, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses ~~or possesses~~, possesses, or stores a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use;
3. Possesses or stores a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian;
4. Cultivates, possesses, transports, or sells hemp as authorized by law; or
5. Possesses, sells, or distributes Dextromethorphan.

With the prior consent of the Board or the College President, the alcohol provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

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State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Paraphernalia | The use, possession, control, storage, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.

Notice Each employee shall be given a copy of the College District's notice regarding a drug-free workplace. [See DI(EXHIBIT)]

Arrests, Indictments, Convictions, and Other Adjudications An employee shall notify the employee's immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.

Moral Turpitude Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

Professional Image All employees shall project a professional image to students, parents, visitors, and community members by dressing in a manner appropriate to their working environment, type of work performed, and occasion. Dress and grooming standards shall enhance the image the College District exhibits for the community it serves. Each College District employee shall wear and appropriately display the employee's nametag at all College District events that include the public, including but not limited to, an employment fair, student recruitment or registration, or when representing the College District off campus.

Each supervisor shall be responsible for monitoring compliance with this policy for each employee in the employee's department or division. Violations of this policy shall be immediately addressed

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with the employee in an appropriate manner. A supervisor may suggest that the employee dress more appropriately in the future or may request that the employee leave the workplace temporarily to change attire, depending upon the violation. An employee who continues to violate this policy shall be subject to disciplinary action.

At a minimum, dressing in a professional manner shall mean wearing clothing that is neat, clean, in good repair, fits properly, and is appropriate for the employee's work assignment. Sexually suggestive clothing, including revealing or tight-fitting garments, shall not be considered acceptable. Clothing or headgear adorned with racial slurs; lewd, obscene or derogatory words, statements, or pictures; or clothing with unprofessional symbols, phrases, or slogans, including clothing that advertises tobacco, alcohol products, sexual innuendo, or any controlled substance, shall be prohibited. For safety and health reasons, shoes shall be worn on campus at all times.

Employee Ethics and Conduct

College District employees shall affirm the inherent worth and dignity of all persons and the right of all persons to learn. Learning best occurs in an environment devoted to the pursuit of truth, excellence, and liberty, which flourish where both freedom and responsibility are esteemed. In order to more adequately express the affirmation of personal professional responsibilities, College District employees shall hold themselves and each other accountable to the following Code of Professional Conduct and Ethics:

1. We shall treat all persons with respect, dignity, and justice, discriminating against no one on any arbitrary basis such as ethnicity, creed, gender, disability, social station, or age.
2. We shall strive to help each student realize the student's full potential as a learner, scholar, and human being.
3. We shall, by example and action, encourage and defend the unfettered pursuit of truth by both colleagues* and the students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.
4. We, recognizing the necessity of many roles in the educational enterprise, shall work in such a manner so as to enhance cooperation and collegiality among students, faculty, administrators, and nonacademic personnel.
5. We shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor that might damage, embarrass, or violate the privacy of any other person.
6. We shall maintain competence through continued professional development, demonstrate that competence through consistently adequate preparation and performance, and seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.
7. We shall exercise the highest professional standards and make the most judicious and effective use of the College District's time and resources.
8. We, recognizing the needs and rights of others as embodied in the institution, shall fulfill the employment agreement both in spirit and in fact, give reasonable notice upon resignation, and neither accept tasks for which we are not qualified nor assign tasks to unqualified persons.

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9. We shall support the goals and ideals of the institution and act in public and private affairs in such a manner as to bring credit to the institution.
10. We shall not engage in sexual harassment of students or colleagues and shall adhere to the College District's policies that prohibit sexual misconduct.
11. We shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.
12. We shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.
13. We shall support the right of all to academic freedom and due process and shall defend and assist any individual accused of wrongdoing, incompetence, or other serious offense so long as the individual's innocence may be reasonably maintained.
14. We shall not support a colleague or an individual who is known to be persistently unethical or professionally incompetent.
15. We shall accept all the rights and responsibilities of citizenship, including participation in the formulation of public policy, always avoiding use of the privileges of one's public position for private or partisan advantage.

*For purposes of this policy, the term "colleague" shall refer to administrators, teachers, nonacademic personnel, and any other persons employed by the College District in the educational enterprise. [Reference: TCCTA, 1997]

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

All College District employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Violations

All College District employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or

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standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC, DIAA, and DM series]

**Misconduct by
Certain Law
Enforcement
Personnel**

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.

**Faculty Code of
Professional Ethics**

The faculty may propose a code of professional ethics provided it is reviewed and approved by the Board to ensure consistency with College District policies and applicable laws.

**Consensual
Relationships**

Because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the College District prohibits any faculty member or employee from engaging in a romantic and/or sexual relationship with any student for whom the faculty member or employee has, or should reasonably expect to have in the future, academic or other responsibility (instructional, evaluative, formal advising, counseling, or supervisory).

Likewise, because of the potential for abuse or the appearance of abuse and the inherent differential in authority, the College District prohibits any faculty member or employee from engaging in a romantic and/or sexual relationship with any employee whom that person supervises or evaluates in any way.

**Pre-existing
Relationships**

Exceptions to these prohibitions may be made in cases of pre-existing relationships or where the prohibition restricts educational opportunities or induces economic hardship for the student or subordinate. The pre-existing relationship must be disclosed promptly by the faculty member or supervisory employee to the head of the employee's unit or to the human resources department so that appropriate arrangements can be made. [See DH(REGULATION)]

**Safe Harbor
Provision**

A consensual relationship, which began prior to the adoption of this policy and which, as a consequence of the adoption of this policy, becomes a prohibited relationship must be reported immediately so that appropriate arrangements can be made. However, disciplinary action will not be taken against employees engaged in pre-existing relationships that were not prohibited prior to the adoption of this policy.

In keeping with this College District policy, if charges of sexual harassment are made, the existence of a consensual relationship in any of the contexts stated above shall not be a defense in any proceeding brought by the College District.

EMPLOYEE STANDARDS OF CONDUCT

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Individuals who fail to report or otherwise violate this provision are subject to disciplinary action up to and including termination.

This provision is intended to be an addition to existing College District rules and regulations and does not alter or modify any existing College District rule or regulation.

Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

Record Retention

An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]

Personal Use

Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Safety Requirements

All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Tobacco and E-cigarettes

An employee shall not use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities, unless authorized by the College President or designee. [See FLBD]

An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.

Exception

Tobacco and e-cigarette use is permitted in private vehicles on College District property.

Alcohol and Drugs

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall be prohibited from using, possessing, controlling, storing, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on

EMPLOYEE STANDARDS OF CONDUCT

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College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any performance-enhancing substance, including steroids.
5. Any designer drug.
6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

An employee need not be legally intoxicated to be considered "under the influence" of alcohol or a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, controls, stores, sells, transmits, distributes, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses, possesses, or stores a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use;
3. Possesses or stores a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian;
4. Cultivates, possesses, transports, or sells hemp as authorized by law; or
5. Possesses, sells, or distributes Dextromethorphan.

With the prior consent of the Board or the College President, the alcohol provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

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State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Paraphernalia

The use, possession, control, storage, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.

Notice

Each employee shall be given a copy of the College District's notice regarding a drug-free workplace. [See DI(EXHIBIT)]

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify the employee's immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or offense involving moral turpitude.

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

Professional Image

All employees shall project a professional image to students, parents, visitors, and community members by dressing in a manner appropriate to their working environment, type of work performed, and occasion. Dress and grooming standards shall enhance the image the College District exhibits for the community it serves. Each College District employee shall wear and appropriately display the employee's nametag at all College District events that include the public, including but not limited to, an employment fair, student recruitment or registration, or when representing the College District off campus.

Each supervisor shall be responsible for monitoring compliance with this policy for each employee in the employee's department or division. Violations of this policy shall be immediately addressed

EMPLOYEE STANDARDS OF CONDUCT

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(LOCAL)

with the employee in an appropriate manner. A supervisor may suggest that the employee dress more appropriately in the future or may request that the employee leave the workplace temporarily to change attire, depending upon the violation. An employee who continues to violate this policy shall be subject to disciplinary action.

At a minimum, dressing in a professional manner shall mean wearing clothing that is neat, clean, in good repair, fits properly, and is appropriate for the employee's work assignment. Sexually suggestive clothing, including revealing or tight-fitting garments, shall not be considered acceptable. Clothing or headgear adorned with racial slurs; lewd, obscene or derogatory words, statements, or pictures; or clothing with unprofessional symbols, phrases, or slogans, including clothing that advertises tobacco, alcohol products, sexual innuendo, or any controlled substance, shall be prohibited. For safety and health reasons, shoes shall be worn on campus at all times.

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

Reporting

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within ~~48~~²⁴ hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has reasonable cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

Oral Reports

As required by law, an oral report made to the Texas Department of Family and Protective Services (DFPS) is recorded.

Making a Report

Reports may be made to any of the following:

1. A ~~state or local~~ law enforcement agency, as defined by law;
2. The Child Protective Services (CPS) division of DFPS at (800) 252-5400 or the [Texas Abuse Hotline Website](#)¹;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the College

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

President or another College District staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

In accordance with law, an individual must provide the individual's name and telephone number. If the individual making the report is a professional, as defined by law, the individual must also provide the individual's business address and profession.

Confidentiality

The identity of a person making a report of suspected child abuse or neglect shall be kept confidential and shall be disclosed only in accordance with law and the rules of the investigating agency.

Immunity

A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.

Failure to Report

By failing to report suspicion of child abuse or neglect, an employee:

1. May be placing a child at risk of continued abuse or neglect;
2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and
3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.

It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.

**Responsibilities
Regarding
Investigations**

In accordance with law, College District officials shall be prohibited from:

1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;
2. Requiring a parent or College District employee be present during the interview; or
3. Coercing someone into suppressing or failing to report child abuse or neglect.

College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.

**Adverse
Employment Action
Prohibited**

The College District prohibits any adverse employment action, including termination or discrimination, against any employee who

EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

DHB
(LOCAL)

in good faith reports child abuse or neglect or participates in a related investigation.

Training

The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.

¹ Texas Abuse Hotline Website: <https://www.txabusehotline.org>

EMPLOYEE STANDARDS OF CONDUCT
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(LOCAL)

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A professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 24 hours after the professional first has reasonable cause to believe the abuse or neglect has occurred or may be occurring. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

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EMPLOYEE STANDARDS OF CONDUCT
CHILD ABUSE AND NEGLECT REPORTING

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Training

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TERMINATION OF EMPLOYMENT

DM
(LOCAL)

At-Will Employees

All College District employees who do not hold written employment contracts authorized by the Board are employed at-will and have no entitlement to continued employment.

The Board delegates to the College President final authority to dismiss noncontractual employees on an at-will basis. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the College District.

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Core Curriculum

The College District is responsible for the development of its core curriculum, subject to the approval of the College President and the Board.

General Education Curriculum Review

“General education curriculum” means a core curriculum and any other curriculum or competency all undergraduate students of the College District are required to complete before receiving an undergraduate degree.

Comprehensive Review

The Board shall comprehensively review the College District’s general education curriculum in accordance with Texas Education Code 51.315. every five years but may review it more frequently at the Board’s discretion. The Board shall consider the potential costs the curriculum may impose on students and ensure courses in the curriculum:

1. Are foundational and fundamental to a sound postsecondary education;
2. Are necessary to prepare students for civic and professional life;
3. Equip students for participation in the workforce and in the betterment of society;
4. Ensure a breadth of knowledge in compliance with applicable accreditation standards; and
5. Meet any other relevant criteria, as determined by the Board.

Review of Curriculum Changes

The College President or designee shall annually submit an update regarding any changes to the College District’s general education curriculum to the Board 45 days before submitting changes to the Coordinating Board, or July 15, whichever is earlier. The Board may overturn any decision regarding changes to the general education curriculum.

Advisory Committee

The Board may appoint a committee to assist in its review of the general education curriculum. Members of the committee may include full-time faculty, College District administrators, community leaders, industry representatives, and other individuals selected by the Board.

INSTRUCTIONAL PROGRAMS AND COURSES
ACADEMIC COURSES

EFAA
(LOCAL)

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Comprehensive Review

The Board shall comprehensively review the College District’s general education curriculum in accordance with Texas Education Code 51.315.

The Board shall determine the types of degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District and the associated recommended course sequences developed by the College District administration shall be described in the College District catalog and on the College District website.

Low-Enrollment
Certificate Program
Review

The College President shall develop procedures for reviewing certificate programs with low enrollment that may require consolidation or elimination. The criteria for review must require that certificate programs have specific industry data to substantiate workforce demand to avoid consideration for consolidation or elimination. The College President shall conduct a review once every five years.

The Board shall approve or deny any decision made by the College President to consolidate or eliminate a certificate program as a result of the review.

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The Board shall approve or deny any decision made by the College President to consolidate or eliminate a certificate program as a result of the review.

The College President shall establish the manner by which grades shall be determined and credit shall be awarded. These provisions shall include the methods for reporting student grades, the calculation of a student's grade point average (GPA), the classification of students based on credits earned, the transfer of credits, student standards of performance, grade appeal procedures, and any other relevant matters. The provisions shall be published in the College District catalog. [For class rank calculations and honors determinations, see EGB. For transfer of credit under the Academic Fresh Start program, see FB.]

Good Academic Standing

Students are expected to maintain a level of scholastic achievement that will allow them to meet the GPA requirement for graduation. Students failing to maintain good academic standing may be placed in academic warning, academic probation, or academic dismissal as appropriate. [See EGA(REGULATION)]

Appeal

Students who receive a notice of academic dismissal may appeal for good cause shown following the procedures outlined in EGA(REGULATION).

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Admissions
Generally

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

The Board, in collaboration with the College President shall develop procedures for student admissions, including any additional course admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.

Academic Fresh
Start

A resident of Texas may apply for admission and enroll as a student under the Academic Fresh Start program pursuant to the admissions procedures.

If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, shall not consider academic course credits or grades earned by the applicant 510 or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District shall disregard all course credits or grades earned during the 5 10 years prior to the student's enrollment and may not award any credit for those courses. [See EGA]

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If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, shall not consider academic course credits or grades earned by the applicant 5 or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District shall disregard all course credits or grades earned during the 5 years prior to the student's enrollment and may not award any credit for those courses. [See EGA]

REGISTRATION AND ATTENDANCE

FC
(LOCAL)

The ~~College President~~ College President shall develop procedures addressing registration and attendance requirements, including procedures for all excused absences consistent with applicable law. The registration and attendance procedures shall be published in the College District catalog, official bulletins, and other appropriate publications.

REGISTRATION AND ATTENDANCE

FC
(LOCAL)

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Note: For expression and use of College District facilities and grounds by employees and employee organizations, see DGC. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Expressive Activities

Students and student organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations,

or interfere with a College District employee's or a peace officer's lawful performance of a duty.

1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president for student affairs in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president for student affairs or a law enforcement officer, to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

Distribution of Literature

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

Limitations on Content	<p>Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.</p> <p>Materials shall not be distributed by students or registered student organizations on College District property if:</p> <ol style="list-style-type: none">1. The materials are obscene.2. The materials contain defamatory statements about public figures or others.3. The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.4.1. The materials are considered prohibited harassment. [See DIAA, DIAB, FFDA, and FFDB] constitute prohibited speech, described above.5.2. The materials constitute nonpermissible solicitation. [See FI]6.3. The materials infringe upon intellectual property rights of the College District. [See CT]
Time, Place, and Manner Restrictions	<p>Distribution of the materials shall be conducted in a manner that:</p> <ol style="list-style-type: none">1. Is not <u>materially and substantially</u> disruptive <u>to College District operations</u>; [See FLB]2. Does not impede reasonable access to College District facilities;3. Does not result in damage to College District property;4. Does not coerce, badger, or intimidate a person;5. Does not interfere with the rights of others; and6. Does not violate local, state, or federal laws or College District policies and procedures. <p>The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.</p> <p>The vice president for student affairs shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.</p> <p>Posting of Signs</p> <p>For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of</p>

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

hand-held sign; and “posting” shall be defined as any means used for displaying a sign.

Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the vice president for student affairs or designee. No object other than a sign may be posted on College District property.

Restrictions

A sign shall not be larger than 22 inches by 28 inches, unless authorized by the vice president for student affairs. A sign shall not be attached or posted:

1. To a shrub or plant;
2. To a tree, except by string to its trunk;
3. To a permanent sign installed for another purpose;
4. To a fence or chain or its supporting structure;
5. To a brick, concrete, or masonry structure;
6. To a statue, monument, or similar structure;
7. On or adjacent to a fire hydrant; or
8. In a College District building, except on a bulletin board designated for that purpose.

Removal

A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.

A sign posted in accordance with this section shall not be removed without permission from the vice president for student affairs, the student, or the registered student organization.

Disclaimer

Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.

Use of Facilities and Grounds

The facilities and grounds of the College District shall be made available to student clubs or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting student club or student organization shall not be required to pay a facility use fee so long as the use of the facility supports an educational benefit.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT EXPRESSION AND USE OF COLLEGE FACILITIES

FLA
(LOCAL)

Requests to Use
Facilities

To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations shall file a written request with the vice president for student affairs in accordance with administrative procedures.

The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Approval

The vice president for student affairs shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
- ~~4. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- ~~5.4.~~ The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- ~~6.~~ The ~~proposed activity would disrupt or disturb the regular academic program;~~
- ~~7.5.~~ ~~The proposed use would result in damage to or defacement of property or the~~ applicant has previously damaged College District property; or
- ~~8.6.~~ The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The vice president for student affairs shall provide the applicant a written statement of the grounds for rejection if a request is denied.

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<p>Common Outdoor Area Exception Areas</p>	<p>Common outdoor areas are traditional public forums and are not subject to the approval procedures. Students and student organizations may engage in expressive activities in common outdoor areas, unless:</p> <p>9. The person's conduct is unlawful;</p> <p>10. The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;</p> <p>11. The use would materially or substantially disrupt or disturb the regular academic program; or</p> <p>The use would result in damage to or defacement of property without prior approval, unless the activities constituted prohibited speech or conduct described above.</p>
<p>Antisemitic Speech</p>	<p>The College District prohibits speech that has the effect of inciting violence or harassing other students. Antisemitic speech that has the effect of inciting violence or harassment of other students is prohibited conduct.</p> <p>Prohibited conduct is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, age, veteran status, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program. [See FFDB]</p> <p>"Antisemitism" is defined as a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities.</p> <p>Students engaging in prohibited conduct may be subject to disciplinary action up to and including expulsion.</p>
<p>Announcements and Publicity</p>	<p>In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.</p>
<p>Identification</p>	<p>Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative <u>engaging in official duties</u>.</p>
<p>Violations of Policy</p>	<p>Failure to comply with <u>law or</u> this policy and associated procedures shall result in appropriate administrative action, including but not</p>

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limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

**Interference with
Expression**

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

Note: For expression and use of College District facilities and grounds by employees and employee organizations, see DGC. For expression and use of College District facilities and grounds by the community, including by nonstudents and organizations that are not registered student organizations, see GD.

Expressive Activities

Students and student organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech
and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations,

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or interfere with a College District employee's or a peace officer's lawful performance of a duty.

1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president for student affairs in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president for student affairs or a law enforcement officer, to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

**Distribution of
Literature**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any College District student or registered student organization [see FKC], except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by students or registered student organizations that is not sponsored by the College District.

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	<p>Materials distributed under the supervision of instructional personnel as a part of instruction or other authorized classroom activities shall not be governed by this policy.</p>
Limitations on Content	<p>Materials shall not be distributed by students or registered student organizations on College District property if:</p> <ol style="list-style-type: none">1. The materials constitute prohibited speech, described above.2. The materials constitute nonpermissible solicitation. [See FI]3. The materials infringe upon intellectual property rights of the College District. [See CT]
Time, Place, and Manner Restrictions	<p>Distribution of the materials shall be conducted in a manner that:</p> <ol style="list-style-type: none">1. Is not materially and substantially disruptive to College District operations; [See FLB]2. Does not impede reasonable access to College District facilities;3. Does not result in damage to College District property;4. Does not coerce, badger, or intimidate a person;5. Does not interfere with the rights of others; and6. Does not violate local, state, or federal laws or College District policies and procedures. <p>The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.</p> <p>The vice president for student affairs shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by students or registered student organizations to students or others in College District facilities and in areas that are not considered common outdoor areas.</p>
Posting of Signs	<p>For the purposes of this policy, “sign” shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and “posting” shall be defined as any means used for displaying a sign.</p> <p>Except for signs that violate the restrictions in this policy and administrative procedures, a student or registered student organization may publicly post a sign on College District property in common outdoor areas and in areas or locations designated by the vice president for student affairs or designee. No object other than a sign may be posted on College District property.</p>

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Restrictions	<p>A sign shall not be larger than 22 inches by 28 inches, unless authorized by the vice president for student affairs. A sign shall not be attached or posted:</p> <ol style="list-style-type: none">1. To a shrub or plant;2. To a tree, except by string to its trunk;3. To a permanent sign installed for another purpose;4. To a fence or chain or its supporting structure;5. To a brick, concrete, or masonry structure;6. To a statue, monument, or similar structure;7. On or adjacent to a fire hydrant; or8. In a College District building, except on a bulletin board designated for that purpose.
Removal	<p>A student or registered student organization shall remove each sign not later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended.</p> <p>A sign posted in accordance with this section shall not be removed without permission from the vice president for student affairs, the student, or the registered student organization.</p>
Disclaimer	<p>Materials distributed by a registered student organization must include a disclaimer indicating that the materials are not sponsored by the College District and do not represent the views of the College District or College District officials, faculty, or staff.</p>
Use of Facilities and Grounds	<p>The facilities and grounds of the College District shall be made available to student clubs or registered student organizations [see FKC] when such use does not conflict with use by, or any of the policies and procedures of, the College District. The requesting student club or student organization shall not be required to pay a facility use fee so long as the use of the facility supports an educational benefit.</p>
Requests to Use Facilities	<p>To request permission to meet or host a speaker in College District facilities, interested students or registered student organizations shall file a written request with the vice president for student affairs in accordance with administrative procedures.</p> <p>The students or the registered student organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.</p>

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Approval

The vice president for student affairs shall approve or reject the request in accordance with provisions and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the student's or registered student organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is under a disciplinary penalty or sanction prohibiting the use of the facility;
3. The proposed use includes nonpermissible solicitation [see FI];
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The applicant has previously damaged College District property; or
6. The proposed activity would constitute an unauthorized joint sponsorship with an outside group.

The vice president for student affairs shall provide the applicant a written statement of the grounds for rejection if a request is denied.

*Common
Outdoor Areas*

Students and student organizations may engage in expressive activities in common outdoor areas without prior approval, unless the activities constituted prohibited speech or conduct described above.

Antisemitic Speech

The College District prohibits speech that has the effect of inciting violence or harassing other students. Antisemitic speech that has the effect of inciting violence or harassment of other students is prohibited conduct.

Prohibited conduct is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, national origin, age, veteran status, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program. [See FFDB]

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"Antisemitism" is defined as a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities.

Students engaging in prohibited conduct may be subject to disciplinary action up to and including expulsion.

Announcements
and Publicity

In accordance with administrative procedures, all students and registered student organizations shall be given access on the same basis for making announcements and publicizing their meetings and activities.

Identification

Students or registered student organizations distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative engaging in official duties.

Violations of Policy

Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, confiscation of nonconforming materials, suspension of a student's or registered student organization's use of College District facilities, and/or other disciplinary action in accordance with the College District's discipline policies and procedures [see FM and FMA].

Interference with
Expression

Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures [see DH, FM, and FMA].

Appeals

Decisions made by the administration in accordance with this policy may be appealed in accordance with DGBA(LOCAL) or FLD(LOCAL), as applicable.

Publication

This policy and associated procedures must be posted on the College District's website and distributed in the student and employee handbooks and other appropriate publications. They must also be distributed to students at orientation.

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Definitions

Definitions of terms used in this policy shall be as follows.

Student

A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises

The “premises” of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of any event intended to be graded;
5. Substituting for another student, or permitting another student to substitute for oneself, to complete any event intended to be graded;
6. Falsifying documentation submitted for purposes of obtaining a grade or course credit; and
7. Altering the contents of a test or any assigned grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

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2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;

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6. Respect the rights and privileges of students, faculty, other College District staff, and others;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and
Local Law

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons
and Devices

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited, except firearms related to activities at the Lemuel B. Powell Memorial Firearms Training Center. [See CHF]

Drugs and Alcohol

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts

Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

Disruptions

"Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting
Others

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, FFE, and FFEFM as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

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Property	<p>The following behavior regarding property shall be prohibited:</p> <ol style="list-style-type: none">1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;2. Stealing from the College District or others; and3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
Directives	<p>Failure to comply with directives given by College District personnel and failure to provide identification when requested to do so by College District personnel shall be prohibited.</p>
Tobacco and E-cigarettes	<p>Use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]</p>
<i>Exception</i>	<p>Tobacco and e-cigarette use is permitted in private vehicles on College District property.</p>
Misuse of Technology	<p>The following behavior regarding misuse of technology shall be prohibited:</p> <ol style="list-style-type: none">1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;4. Using the internet or other electronic communications to threaten College District students, employees, or others;5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;6. Using electronic means to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, visitors, or others; and7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could

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threaten the safety of the College District, students, employees, visitors, or others.

Dishonesty

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

Gambling and Other Conduct

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

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Definitions

Definitions of terms used in this policy shall be as follows.

Student

A “student” shall mean an individual who is currently enrolled in the College District and any prospective or former student who has been accepted for admission or readmission to any component institution while on the premises of any component institution.

Premises

The “premises” of the College District is defined as all real property over which the College District has possession and control.

Scholastic Dishonesty

“Scholastic dishonesty” shall include, but not be limited to, cheating, plagiarism, and collusion.

“Cheating” shall include, but not be limited to:

1. Copying from another student’s test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of any event intended to be graded;
5. Substituting for another student, or permitting another student to substitute for oneself, to complete any event intended to be graded;
6. Falsifying documentation submitted for purposes of obtaining a grade or course credit; and
7. Altering the contents of a test or any assigned grades.

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

Disorderly Conduct

“Disorderly conduct” shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

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2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Responsibility

Each student shall be charged with notice and knowledge of, and shall be required to comply with, the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;

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6. Respect the rights and privileges of students, faculty, other College District staff, and others;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist the College District staff in maintaining safety, order, and discipline.

Prohibited Conduct

Federal, State, and
Local Law

Violations of federal, state, or local law or College District policies, procedures, or rules, including the student handbook shall be prohibited.

Prohibited Weapons
and Devices

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited, except firearms related to activities at the Lemuel B. Powell Memorial Firearms Training Center. [See CHF]

Drugs and Alcohol

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE.

Debts

Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.

Disruptions

"Disorderly conduct," as defined above, or disruptive behavior shall be prohibited.

Behavior Targeting
Others

The following behavior targeting others shall be prohibited:

1. Threatening another person, including a student or employee;
2. Intentionally, knowingly, or negligently causing physical harm to any person;
3. Engaging in conduct that constitutes harassment, sexual assault, dating violence, stalking, or bullying directed toward another person, including a student or employee; [See DIA series, FFD series, FFE, and FM as appropriate]
4. Hazing with or without the consent of a student; [See FLBC]
5. Initiations by organizations that include features that are dangerous, harmful, or degrading to the student, a violation of which also renders the organization subject to appropriate discipline; and
6. Endangering the health or safety of members of the College District community or visitors to the premises.

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Property	<p>The following behavior regarding property shall be prohibited:</p> <ol style="list-style-type: none">1. Intentionally, knowingly, or negligently defacing, damaging, misusing, or destroying College District property or property owned by others;2. Stealing from the College District or others; and3. Theft, sabotage, destruction, distribution, or other use of the intellectual property of the College District or third parties without permission.
Directives	<p>Failure to comply with directives given by College District personnel and failure to provide identification when requested to do so by College District personnel shall be prohibited.</p>
Tobacco and E-cigarettes	<p>Use of tobacco products or e-cigarettes on College District property without authorization shall be prohibited. [See FLBD]</p>
<i>Exception</i>	<p>Tobacco and e-cigarette use is permitted in private vehicles on College District property.</p>
Misuse of Technology	<p>The following behavior regarding misuse of technology shall be prohibited:</p> <ol style="list-style-type: none">1. Violating policies, rules, or agreements signed by the student regarding the use of technology resources;2. Attempting to access or circumvent passwords or other security-related information of the College District, students, or employees or uploading or creating computer viruses;3. Attempting to alter, destroy, disable, or restrict access to College District technology resources including but not limited to computers and related equipment, College District data, the data of others, or other networks connected to the College District's system without permission;4. Using the internet or other electronic communications to threaten College District students, employees, or others;5. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;6. Using electronic means to engage in or encourage illegal behavior or threaten the safety of the College District, students, employees, visitors, or others; and7. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could

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(LOCAL)

threaten the safety of the College District, students, employees, visitors, or others.

Dishonesty

The following behavior regarding dishonesty shall be prohibited:

1. Scholastic dishonesty, as defined above;
2. Making false accusations or perpetrating hoaxes regarding the safety of the College District, students, employees, or visitors;
3. Intentionally or knowingly providing false information to the College District; and
4. Intentionally or knowingly falsifying records, passes, or other College District-related documents.

Gambling and Other Conduct

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.

Discipline

A student shall be subject to discipline, including suspension, in accordance with FM and FMA if the student violates this policy:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities.

With the prior consent of the Board or the ~~College President~~College President, these provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Controlled Substances

No student shall possess, use, control, ~~store,~~ manufacture, transmit, distribute, sell, or attempt to possess, use, control, ~~store,~~ manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District property, in College District vehicles, or at College District-related activities:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

Exceptions

It shall not be considered a violation of this policy if the student:

1. Uses ~~or possesses,~~ possesses, or stores a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses or stores a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia | The use, possession, control, storage, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

Violation Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice Each student taking one or more classes for any type of academic credit except for continuing education units shall have access to a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Alcohol

A student shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, selling, or being under the influence of intoxicating beverages on College District property, in College District vehicles, and at College District-related activities. With the prior consent of the Board or the College President, these provisions may be waived with respect to a specific location on College District property or a specific event that is sponsored by the College District.

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

**Controlled
Substances**

No student shall possess, use, control, store, manufacture, transmit, distribute, sell, or attempt to possess, use, control, store, manufacture, transmit, distribute, sell, or be under the influence of, any of the following substances on College District property, in College District vehicles, or at College District-related activities:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
3. Any performance-enhancing substance, including steroids.
4. Any designer drug.
5. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

Exceptions

It shall not be considered a violation of this policy if the student:

1. Uses, possesses, or stores a controlled substance or drug authorized by a licensed physician through a prescription specifically for that student's use;
2. Possesses or stores a controlled substance or drug that a licensed physician has prescribed for the student's child or other individual for whom the student is a legal guardian;
3. Cultivates, possesses, transports, or sells hemp as authorized by law; or
4. Possesses, sells, or distributes Dextromethorphan.

STUDENT CONDUCT
ALCOHOL AND DRUG USE

FLBE
(LOCAL)

Paraphernalia

The use, possession, control, storage, manufacture, transmission, distribution, or sale of paraphernalia related to any prohibited substance is prohibited.

Violation

Students who violate this policy shall be subject to appropriate disciplinary action. [See FM and FMA] Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice

Each student taking one or more classes for any type of academic credit except for continuing education units shall have access to a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

Note: For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

Expressive Activities

Community members and community organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations,

or interfere with a College District employee's or a peace officer's lawful performance of a duty.

1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president for college and financial services in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president for college and financial services or a law enforcement officer to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

Use of Facilities

The grounds and facilities of the College District shall be available to community members and organizations, including College District-support organizations and others in a manner that will best serve the mission of the College District.

The College District's general purpose classrooms, LRC Auditorium, Tech-VOC Auditorium, Fine Arts Auditorium, Gym, Bennie Matthews Commons within the Student Center, and Conference Center shall be available for use when such use is for educational, recreational, civic, or social activities and the use does not conflict with any of the policies and procedures of the College District.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

GD
(LOCAL)

In keeping with its mission, first consideration for use of College District facilities shall be given to training, planning, consulting, meetings, and educational events sponsored or hosted by the College District or the College of the Mainland Foundation. Space for such events may be reserved a year in advance.

Second consideration shall be given to educational, recreational, and/or cultural events sponsored by non-College District groups or organizations as well as special events such as banquets, weddings, showers, receptions, and family celebrations. Space for such events may be reserved not more than six months in advance.

Reservations

~~All reservations must be made no less than two weeks prior to the event. Reservations will be honored on a first-come, first-served basis and shall not be canceled or displaced by subsequent reservations.~~
Requests to Use Facilities

To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the office designated by the College President two weeks in advance of the event.

The community members or organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Management of all facilities shall be under the general control and supervision of the College President, subject to the terms and provisions of this policy and other rules and regulations.

~~Application for use of College District facilities shall be made to the office designated by the College President.~~

Alcohol

The consumption of alcoholic beverages shall be allowed in the Conference Center and other areas as approved by the College President, and must follow the laws of the state of Texas, the rules and regulations of the Texas Alcoholic Beverage Commission, and the College District approval process as specified in facility guidelines. [See DH and FLBE]

Fees

A fee sufficient to cover the cost of overhead, which is inclusive of administrative services, janitorial services, utilities, security, technology, and other appropriate costs, shall be charged for the use of College District facilities.

The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable administrative, personnel costs for supervision, custodial services, food services, security, and technology services.

Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.

The College President shall have the authority to waive any and all fees for events that advance the mission of the College District and serve a business purpose.

Approval

Requests for community use of College District facilities shall be considered on a first-come, first-served basis in accordance with provisions set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community ~~member's~~members' or organization's use of the facility.

Approval shall not be granted when the official has reasonable grounds to believe that: the use would be prohibited conduct, described above, or that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
- ~~1.~~—The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;
- ~~2.1.~~—~~The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;~~
- ~~3.~~—The applicant owes a monetary debt to the College District and the debt is considered delinquent;
- ~~4.2.~~—~~The proposed activity would disrupt or disturb the regular academic program;~~ or
- ~~5.3.~~—~~The proposed use would result in damage to or defacement of property or the~~ applicant has previously damaged College District property.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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(LOCAL)

<p>Common Outdoor Area Exception</p> <p>Common outdoor areas are traditional public forums and are not subject to the approval procedures.</p> <p><u>Community Designated Public Forums</u></p>	<p><u>The Board shall designate common outdoor areas where community members and organizations may engage in expressive activities in common outdoor areas, unless:</u></p> <p>6.—The person’s conduct is unlawful;</p> <p>7.—The use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;</p> <p>8.—The use would materially or substantially disrupt or disturb the regular academic program; or</p> <p><u>The use would result in damage to or defacement of property, without prior approval, in expressive activities that do not constitute prohibited speech or conduct. Those areas will be published on the College District website and in other appropriate publications.</u></p>
<p>Emergency Use</p>	<p>In case of emergencies or disasters, the College President<u>College President</u> may authorize the use of College District facilities by civil defense, health, or emergency service authorities.</p>
<p>Vendor Solicitation on Campus</p>	<p>Vendor solicitation is prohibited on College District property except as authorized at CFE(LOCAL). For purposes of this policy, “vendor” is defined as a seller of goods and services.</p>
<p>Off-Campus Use of College District Property</p>	<p>College District property shall not be taken off campus for personal use without appropriate approval.</p>
<p>Dissemination of External Publications</p>	<p>For purposes of this policy, external publications are defined to include newspapers, magazines, leaflets, and flyers. This policy shall not apply to College District publications.</p> <p>Policy guidelines are as follows:</p> <p>1.—Publications that are defined as commercial speech (i.e., advertising) while constitutionally protected, do not enjoy the same protection afforded political speech. Since the College District is not a commercial entity, the College District does not encourage purely commercial publications but may allow their dissemination.</p> <p>2.—Publications that are judged to be obscene shall not be disseminated. The criteria to be used in deciding whether material is obscene was developed by the U.S. Supreme Court in <u>Miller vs. California (1973)</u>:</p> <p>a.—Whether the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest;</p>

Any person requesting the distribution of publications shall submit a written request and obtain permission from the vice president for fiscal affairs or designee prior to distribution in order to receive the guidelines regarding dissemination of literature

Limitations on Content

Time, Place, and Manner Restrictions

~~b. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and~~

~~c. Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.~~

~~[In Pope vs. Illinois (1987), the Court ruled that local standards may be employed when considering (a) and (b) above, but a national standard should be used in determining (c).]~~

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

Materials shall not be distributed by a community member or organization on College District property if:

1. The materials constitute prohibited speech, described above;
2. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
3. The materials infringe upon intellectual property rights of the College District [see CT].

Distribution of materials shall be conducted in a manner that:

1. Is not materially and substantially disruptive to College District operations [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

Political Signs on Campus

The ~~vice president for college and financial services~~vice president for college and financial services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.

~~This provision addresses signs that are free-standing, temporary endorsements of a political candidate or issue.~~

~~Political signs meeting the following criteria shall be allowed on campus:~~

- ~~1. The size of the signs must not exceed 24 inches x 24 inches.~~
- ~~2. The placement of signs must not obstruct the view of motorists traveling on roadways around the College District.~~
- ~~3. Except on polling days, signs must be placed on the northeast corner of Amburn Road and Monticello or on the southeast or southwest corner of Amburn Road and FM 1764.~~
- ~~4. On polling days, signs may be placed within legal limits near the designated walkway to the polling place from the parking lots and removed after the polls have closed.~~
- ~~5. All signs must be removed within five calendar days after an election.~~

~~Signs are permitted in a common outdoor area subject to administrative procedures.~~

Posting of Signs

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization unless the posting qualifies as a permitted campaign-related use or is in a common outdoor area subject to administrative procedures.

Exception

A College District support organization may post a sign in College District facilities with prior approval of the vice president for college and financial services in accordance with the procedures developed for that purpose.

Identification

A community member or organization distributing materials on campus or using College District facilities shall provide

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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(LOCAL)

Violations of Policy	<u>identification when requested to do so by a College District representative engaging in official duties.</u> Failure to comply with <u>law or</u> this policy and associated procedures regarding community use of College District facilities or dissemination of external publications shall result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.
Interference with Expression	Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]
Appeals	Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.

Note: For expression and use of College District facilities and distribution of literature by students and registered student organizations, see FLA. For expression and use of College District facilities by employees and employee organizations, see DGC. For use of the College District's internal mail system, see CHE.

Expressive Activities

Community members and community organizations may engage in expressive activities in accordance with this policy. "Expressive activities" means any speech or expressive conduct protected by the First Amendment to the U.S. Constitution or by Texas Constitution Article I, Section 8, and includes assemblies, protests, speeches, the distribution of written material, the carrying of signs, and the circulation of petitions.

Prohibited Speech
and Conduct

The term "expressive activities" does not include the following speech and conduct, which is prohibited on College District facilities and grounds and through the use of College District technology and networks:

1. Defamatory statements about public figures or others;
2. Prohibited harassment [see DIAA, DIAB, FFDA, and FFDB];
3. Incitement to imminent lawless or disruptive activity;
4. Obscenity; or
5. Threats to engage in unlawful activity.

The following conduct is also prohibited:

1. Engaging in unlawful conduct.
2. Engaging in expressive activities that materially and substantially disrupt College District operations at any time, including from 10:00 p.m. to 8:00 a.m. and during the last two weeks of each semester or term.
3. Engaging in expressive activities that materially and substantially disrupt College District operations by inviting speakers to speak on campus or by using drums or other percussive instruments during the last two weeks of a semester or term.
4. Using a sound amplification device while engaging in expressive activities during class hours, between 10:00 p.m. to 8:00 a.m., and during the last two weeks of each semester or term to intimidate others, interfere with campus operations,

or interfere with a College District employee's or a peace officer's lawful performance of a duty.

1. Camping or erecting tents or other living accommodations, with the exception of reasonable use and modifications of assigned College District housing consistent with administrative regulations. This prohibition applies to shelters that are erected for the purpose of residing within the shelter. It does not apply to other shelters that are erected on a temporary basis to provide protection from the weather or, with approval granted by the vice president for college and financial services in accordance with administrative procedures, for special events.
2. Wearing a disguise or other means of concealing a person's identity while engaging in expressive activities with the intent, as determined by the vice president for college and financial services or a law enforcement officer to:
 - a. Obstruct the enforcement of law or College District policies and regulations by avoiding identification;
 - b. Intimidate others; or
 - c. Interfere with a College District employee's or a peace officer's lawful performance of a duty.
3. Lowering the College District's U.S. or Texas flag with the intent to raise another nation's flag or the flag representing an organization or group of people.
4. Engaging in expressive activities in a manner that would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts.
5. Damaging or defacing property.

Use of Facilities

The grounds and facilities of the College District shall be available to community members and organizations, including College District-support organizations and others in a manner that will best serve the mission of the College District.

The College District's general purpose classrooms, LRC Auditorium, Tech-VOC Auditorium, Fine Arts Auditorium, Gym, Bennie Matthews Commons within the Student Center, and Conference Center shall be available for use when such use is for educational, recreational, civic, or social activities and the use does not conflict with any of the policies and procedures of the College District.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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(LOCAL)

In keeping with its mission, first consideration for use of College District facilities shall be given to training, planning, consulting, meetings, and educational events sponsored or hosted by the College District or the College of the Mainland Foundation. Space for such events may be reserved a year in advance.

Second consideration shall be given to educational, recreational, and/or cultural events sponsored by non-College District groups or organizations as well as special events such as banquets, weddings, showers, receptions, and family celebrations. Space for such events may be reserved not more than six months in advance.

Requests to Use
Facilities

To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the office designated by the College President two weeks in advance of the event.

The community members or organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.

Management of all facilities shall be under the general control and supervision of the College President, subject to the terms and provisions of this policy and other rules and regulations.

Alcohol

The consumption of alcoholic beverages shall be allowed in the Conference Center and other areas as approved by the College President, and must follow the laws of the state of Texas, the rules and regulations of the Texas Alcoholic Beverage Commission, and the College District approval process as specified in facility guidelines. [See DH and FLBE]

Fees

A fee sufficient to cover the cost of overhead, which is inclusive of administrative services, janitorial services, utilities, security, technology, and other appropriate costs, shall be charged for the use of College District facilities.

The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable administrative, personnel costs for supervision, custodial services, food services, security, and technology services.

Fees shall not be charged when College District buildings are used for public meetings sponsored by state or local governmental agencies.

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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	<p>The College President shall have the authority to waive any and all fees for events that advance the mission of the College District and serve a business purpose.</p>
Approval	<p>Requests for community use of College District facilities shall be considered on a first-come, first-served basis in accordance with provisions set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community members' or organization's use of the facility.</p> <p>Approval shall not be granted when the official has reasonable grounds to believe that the use would be prohibited conduct, described above, or that:</p> <ol style="list-style-type: none">1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;1. The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;2. The applicant owes a monetary debt to the College District and the debt is considered delinquent; or3. The applicant has previously damaged College District property.
Designated Public Forums	<p>The Board shall designate common outdoor areas where community members and organizations may engage, without prior approval, in expressive activities that do not constitute prohibited speech or conduct. Those areas will be published on the College District website and in other appropriate publications.</p>
Emergency Use	<p>In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.</p>
Vendor Solicitation on Campus	<p>Vendor solicitation is prohibited on College District property except as authorized at CFE(LOCAL). For purposes of this policy, "vendor" is defined as a seller of goods and services.</p>
Off-Campus Use of College District Property	<p>College District property shall not be taken off campus for personal use without appropriate approval.</p>
Distribution of Literature	<p>Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the College District shall not be sold, circulated, distributed, or posted on any College District premises by any community member or</p>

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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organization, including a College District support organization except in accordance with this policy.

The College District shall not be responsible for, nor shall the College District endorse, the contents of any materials distributed by a community member or organization.

Limitations on
Content

Materials shall not be distributed by a community member or organization on College District property if:

1. The materials constitute prohibited speech, described above;
2. The materials constitute unauthorized solicitation [see Use of College District Facilities, above]; or
3. The materials infringe upon intellectual property rights of the College District [see CT].

Time, Place, and
Manner Restrictions

Distribution of materials shall be conducted in a manner that:

1. Is not materially and substantially disruptive to College District operations [see FLB];
2. Does not impede reasonable access to College District facilities;
3. Does not result in damage to College District property;
4. Does not coerce, badger, or intimidate a person;
5. Does not interfere with the rights of others; and
6. Does not violate local, state, or federal laws or College District policies and procedures.

The distributor shall clean the area around which the literature was distributed of any materials that were discarded or leftover.

The vice president for college and financial services shall designate times, locations, and means by which materials that are appropriate for distribution, as provided in this policy, may be made available or distributed by community members or organizations to others in College District facilities and in areas that are not considered common outdoor areas.

Posting of Signs

For the purposes of this policy, "sign" shall be defined as a billboard, decal, notice, placard, poster, banner, or any kind of hand-held sign; and "posting" shall be defined as any means used for displaying a sign.

No signs may be posted on College District property by a community member or organization unless the posting qualifies as

COMMUNITY EXPRESSION AND USE OF COLLEGE FACILITIES

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(LOCAL)

	a permitted campaign-related use or is in a common outdoor area subject to administrative procedures.
Exception	A College District support organization may post a sign in College District facilities with prior approval of the vice president for college and financial services in accordance with the procedures developed for that purpose.
Identification	A community member or organization distributing materials on campus or using College District facilities shall provide identification when requested to do so by a College District representative engaging in official duties.
Violations of Policy	Failure to comply with law or this policy and associated procedures shall result in appropriate administrative action, including but not limited to, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.
Interference with Expression	Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]
Appeals	Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable.
Publication	This policy and associated procedures must be posted on the College District's website and distributed in the employee and student handbooks and other appropriate publications.



MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: February 23, 2026
Subject: Monthly Investment & Financial Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the January 2026 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.

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.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees accept the January 2026 Investment Report and Financial Reports."

ATTACHMENT(S):

1. January 2026 Investment Discussion & Report
2. January 2026 Revenue & Expense Summary



INVESTMENT REPORT
For the Month Ended January 2026

Investment discussion:

College of the Mainland earned \$171,540 for the month of January on its short-term investments in TexPool & Logic for a total of \$825,426 investment interest earned fiscal year to date. The College earned an additional \$1. fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$825,427 interest for the fiscal year to date period ending January TexPool - \$500,317, Logic - \$325,109 and TFB - \$1.

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

Investment Compliance Statement:

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

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

A handwritten signature in blue ink, appearing to read 'D. Wesse', positioned above a horizontal line.

David Wesse
Vice President of Fiscal Affairs
College of the Mainland

A handwritten signature in blue ink, appearing to read 'Freda Davis', positioned above a horizontal line.

Freda Davis
Controller
College of the Mainland



January 2026 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Revenue	Current <u>Actual</u>	2025-26 <u>Budget</u>	Budget <u>Remaining</u>	Budget <u>Pct.YTD</u>	Prior Year to <u>Actual</u>	Curr. vs Prior <u>Year to Year</u>
Operating revenue						
Tuition-credit	(6,874,971)	(7,819,778)	(944,807)	88%	(6,639,679)	(235,292)
Tuition-non-credit	(485,170)	(601,700)	(116,530)	81%	(387,430)	(97,739)
Exemptions and waivers	198,339	172,570	(25,769)	115%	163,026	35,313
Registration fees	(124,692)	(162,700)	(38,008)	77%	(137,916)	13,223
Other fees	250,987	(914,500)	(1,165,487)	-27%	294,350	(43,362)
Grant revenue	(31,026)	(96,700)	(65,674)	32%	(39,989)	8,963
Sales and service revenue	(16,684)	(59,000)	(42,316)	28%	(14,791)	(1,893)
Miscellaneous revenue	(127,075)	(275,500)	(148,425)	46%	(138,848)	11,773
<u>Totals for Operating revenue</u>	<u>(7,210,292)</u>	<u>(9,757,308)</u>	<u>(2,547,016)</u>	<u>74%</u>	<u>(6,901,277)</u>	<u>(309,016)</u>
Non-operating revenue						
State appropriation-Academic	(4,328,930)	(8,408,692)	(4,079,762)	51%	(3,680,619)	(648,310)
Property tax revenue	(12,888,766)	(26,891,000)	(14,002,234)	48%	(17,201,840)	4,313,074
Interest revenue	(500,317)	(1,520,000)	(1,019,683)	33%	(492,930)	(7,388)
FTZ reimbursement	0	(923,000)	(923,000)	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(17,718,013)</u>	<u>(37,742,692)</u>	<u>(20,024,679)</u>	<u>47%</u>	<u>(21,375,389)</u>	<u>3,657,376</u>
<u>Total Revenue</u>	<u>(24,928,305)</u>	<u>(47,500,000)</u>	<u>(22,571,695)</u>	<u>52%</u>	<u>(28,276,666)</u>	<u>3,348,361</u>



January 2026 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Expense	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Faculty full-time	3,311,342	9,176,548	5,865,206	36%	3,312,648	(1,306)
Admin full-time	987,712	2,182,578	1,194,866	45%	876,599	111,113
Professional full-time	3,390,879	9,674,044	6,283,165	35%	3,490,781	(99,902)
Classified full-time	1,866,606	4,677,872	2,811,266	40%	1,823,722	42,884
Part-time	2,383,851	3,636,039	1,252,188	66%	1,611,627	772,224
Salary increase	0	954,151	954,151	0%	0	0
Vacancy savings	0	(1,698,986)	(1,698,986)	0%	0	0
<u>Totals for Salary and wages</u>	<u>11,940,390</u>	<u>28,602,246</u>	<u>16,661,856</u>	<u>42%</u>	<u>11,115,377</u>	<u>825,013</u>
Benefits						
Benefits	1,809,106	4,730,762	2,921,656	38%	2,054,024	(244,918)
<u>Totals for Benefits</u>	<u>1,809,106</u>	<u>4,730,762</u>	<u>2,921,656</u>	<u>38%</u>	<u>2,054,024</u>	<u>(244,918)</u>
Operating expenses						
Contract services	2,638,202	4,961,079	2,322,877	53%	2,132,281	505,921
Legal	5,899	12,000	6,101	49%	1,755	4,144
Operations	238,674	1,021,321	782,646	23%	226,067	12,607
Utilities and Rent	962,560	2,972,465	2,009,905	32%	1,143,062	(180,502)
Postage, printing, and supplies	402,780	1,472,290	1,069,510	27%	457,042	(54,262)
Bank fees	66,666	96,100	29,434	69%	44,828	21,838
Capital outlay & leases	90,316	121,899	31,583	74%	55,308	35,008
Insurance	54,197	2,856,397	2,802,200	2%	62,342	(8,145)
Public rel, marketing and advert	142,467	479,537	337,069	30%	91,539	50,928
Misc.	322,693	482,196	159,503	67%	356,146	(33,453)
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>4,924,454</u>	<u>14,165,634</u>	<u>9,241,180</u>	<u>35%</u>	<u>4,570,369</u>	<u>354,086</u>



January 2026 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>18,673,950</u>	<u>47,498,642</u>	<u>28,824,692</u>	<u>39%</u>	<u>17,739,770</u>	<u>934,181</u>
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Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Professional full-time	28,196	0	(28,196)	0%	0	28,196
<u>Totals for Salary and wages</u>	<u>28,196</u>	<u>0</u>	<u>(28,196)</u>	<u>0%</u>	<u>0</u>	<u>28,196</u>
Benefits						
Benefits	4,689	1,358	(3,331)	345%	8,738	(4,049)
<u>Totals for Benefits</u>	<u>4,689</u>	<u>1,358</u>	<u>(3,331)</u>	<u>345%</u>	<u>8,738</u>	<u>(4,049)</u>
Operating expenses						
Contract services	408,008	0	(408,008)	0%	729,382	(321,374)
Postage, printing, and supplies	125,156	0	(125,156)	0%	51,665	73,491
Capital outlay & leases	339,673	0	(339,673)	0%	206,895	132,778
Public rel, marketing and advert	0	0	0	0%	60,573	(60,573)
Misc.	6,000	0	(6,000)	0%	415	5,585
<u>Totals for Operating expenses</u>	<u>878,837</u>	<u>0</u>	<u>(878,837)</u>	<u>0%</u>	<u>1,048,930</u>	<u>(170,094)</u>
<u>Total Fund Bal</u>	<u>911,721</u>	<u>1,358</u>	<u>(910,363)</u>	<u>67127%</u>	<u>1,057,668</u>	<u>(145,947)</u>



January 2026 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Expense by Division</u>						
<u>Summary for President</u>						
Board of Trustees	10,004	19,700	9,696	51%	2,250	7,754
Campus Police	432,986	886,399	453,413	49%	338,275	94,712
COM Foundation	23,694	101,868	78,174	23%	31,760	(8,066)
EVP-Academic & Student	33,404	4,678	(28,726)	714%	186,305	(152,901)
General Counsel	175,160	341,873	166,713	51%	132,891	42,269
General Institution	199,593	388,340	188,747	51%	220,863	(21,270)
Human Resources	0	0	0	0%	26	(26)
Information Technology Serv	1,517,840	2,595,414	1,077,574	58%	1,368,601	149,239
Institutional Advancement	233,673	532,725	299,052	44%	247,709	(14,036)
Internal Audit	169,285	150,000	(19,285)	113%	63,586	105,699
Presidents Office	277,351	752,909	475,558	37%	268,686	8,665
Self Study SACS	12,173	13,233	1,060	92%	10,581	1,592
Totals for President	<u>3,085,164</u>	<u>5,787,140</u>	<u>2,701,976</u>	<u>53%</u>	<u>2,871,533</u>	<u>213,631</u>
<u>Summary for VP Academic Affairs</u>						
Academic Planning & Innovation	0	113,573	113,573	0%	8,206	(8,206)
Accounting-Credit	52,184	84,670	32,485	62%	44,750	7,434
Adult Education	70,190	153,361	83,171	46%	49,820	20,370
Allied Health	4,502	9,527	5,025	47%	3,549	952
Art	140,391	280,552	140,161	50%	132,165	8,225
Art Gallery	12,905	6,490	(6,415)	199%	11,062	1,843
Biol & Nutrition	498,547	1,018,567	520,021	49%	430,625	67,922
C.I.D.T. Admin	34,393	73,779	39,386	47%	35,335	(942)
C.I.S.	49,904	86,590	36,686	58%	57,050	(7,146)
Chemistry	97,540	186,813	89,273	52%	91,807	5,733



January 2026 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2025-26</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>
Cosmetology	354,395	618,232	263,836	57%	333,437	20,958
CPR	2,561	73	(2,489)	3531%	0	2,561
Criminal Justice	641,496	1,726,588	1,085,092	37%	702,283	(60,787)
Culinary Arts	93,084	129,121	36,037	72%	55,757	37,327
Dean of General Education	97,717	218,579	120,861	45%	108,868	(11,151)
Dean of Instruction Workforce	98,867	220,509	121,643	45%	85,492	13,375
Dental Hygiene	231,662	346,362	114,699	67%	128,776	102,887
Distance Ed	178,200	422,093	243,893	42%	198,722	(20,522)
Economics	44,983	86,099	41,116	52%	45,803	(820)
Education	50,555	96,432	45,876	52%	43,776	6,780
EMS-Credit	259,938	350,666	90,728	74%	131,609	128,330
Engineering	34,341	81,116	46,775	42%	19,445	14,896
English	481,296	1,053,866	572,570	46%	491,758	(10,461)
Fire Tech	269,632	348,936	79,304	77%	197,768	71,864
Firearms Acad	2,702	40,150	37,448	7%	7,437	(4,734)
Foreign Lang	50,669	87,808	37,138	58%	32,806	17,864
General Business-Credit	183,103	292,007	108,905	63%	157,544	25,559
Geology	44,650	90,063	45,413	50%	39,308	5,342
Government	217,575	388,522	170,947	56%	202,690	14,885
Graphic Arts	79,134	161,594	82,460	49%	78,565	569
Health and PE Credit	73,746	147,725	73,979	50%	70,853	2,892
Health Info Mgmt	94,769	229,430	134,661	41%	85,665	9,105
Hist & Geog	185,858	379,552	193,694	49%	174,928	10,930
Humanities	25,167	13,270	(11,897)	190%	21,396	3,771
Humanities Admin	27,094	54,753	27,659	49%	25,496	1,599
industrial Technology Admin	0	8,000	8,000	0%	0	0
Instructional Technology	117,561	322,944	205,383	36%	128,666	(11,104)
Law Enforcement	97,141	206,634	109,493	47%	86,955	10,186



January 2026 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2025-26</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>
Library	420,636	791,691	371,055	53%	391,232	29,404
Math	431,849	999,937	568,088	43%	432,949	(1,100)
Math Admin	27,609	58,376	30,768	47%	27,102	506
Medical Assistant	49,516	105,082	55,566	47%	42,273	7,243
Music	84,830	293,915	209,085	29%	82,571	2,260
Networking	33,469	84,104	50,635	40%	23,081	10,388
Nursing Admin	187,690	573,279	385,588	33%	194,437	(6,747)
Occupational Safety	39,173	107,318	68,145	37%	38,074	1,098
Perf & Visual Arts Admin	30,370	63,716	33,347	48%	30,192	177
Pharmacy Tech	48,265	94,520	46,254	51%	45,866	2,399
Philosophy	47,420	57,186	9,766	83%	37,378	10,042
Physics	55,080	101,854	46,775	54%	47,823	7,257
Process Technology	206,901	673,136	466,235	31%	212,587	(5,686)
Program Development	0	0	0	0%	50	(50)
Psychology	210,225	392,855	182,631	54%	205,330	4,895
Public Service Ed Admin	39,094	124,233	85,138	31%	65,162	(26,067)
QEP	2,658	158	(2,500)	1682%	4,933	(2,275)
Radiography	170,057	270,571	100,513	63%	104,012	66,046
Science Admin	30,868	74,714	43,846	41%	31,657	(788)
Social Science Admin	33,400	75,443	42,043	44%	34,401	(1,001)
Sociology	44,516	82,297	37,781	54%	38,659	5,857
Speech	99,898	176,421	76,523	57%	95,274	4,624
Student Theater	168,164	392,429	224,265	43%	149,846	18,318
Surgical Technician	98,944	48,143	(50,801)	206%	0	98,944
Theater Arts-Credit	67,042	201,395	134,353	33%	62,182	4,859
VP Academic Affairs	183,731	1,535,799	1,352,067	12%	119,728	64,003
Welding	231,208	435,473	204,264	53%	192,971	38,238



January 2026 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Totals for VP Academic Affairs</u>	<u>8,041,068</u>	<u>17,949,086</u>	<u>9,908,018</u>	<u>45%</u>	<u>7,229,939</u>	<u>811,129</u>
<u>Summary for VP Administrative Services</u>						
COM-League City	44,165	111,558	67,393	40%	46,392	(2,227)
Custodial Services	480,415	1,495,701	1,015,286	32%	540,091	(59,676)
Facilities	1,071,556	5,709,761	4,638,205	19%	1,198,365	(126,808)
Grounds	202,705	672,167	469,462	30%	161,393	41,312
Human Resources	310,005	787,805	477,800	39%	382,567	(72,562)
Utilities	505,488	1,280,000	774,512	39%	378,531	126,957
Vehicle Operations	45,601	111,953	66,352	41%	40,320	5,281
VP Administrative Services	73,058	156,255	83,197	47%	0	73,058
<u>Totals for VP Administrative Services</u>	<u>2,732,994</u>	<u>10,325,201</u>	<u>7,592,207</u>	<u>26%</u>	<u>2,747,659</u>	<u>(14,665)</u>
<u>Summary for VP Fiscal Affairs</u>						
Business Office	403,164	884,461	481,297	46%	341,352	61,812
Central Mail Delivery	51,611	133,836	82,225	39%	53,863	(2,252)
OPEAR	238,065	582,724	344,659	41%	272,144	(34,080)
Purchasing	166,602	344,332	177,730	48%	155,085	11,517
Records Management	3,731	20,952	17,221	18%	4,309	(578)
Reimb from Other Funds	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,698,986)	(1,698,986)	0%	0	0
Staff Benefits	326,897	4,202,705	3,875,807	8%	534,030	(207,133)
Tax Admin	122,893	591,000	468,107	21%	110,201	12,692
VP Fiscal Affairs	185,631	292,356	106,725	63%	123,878	61,753
<u>Totals for VP Fiscal Affairs</u>	<u>1,498,594</u>	<u>5,043,731</u>	<u>3,545,137</u>	<u>30%</u>	<u>1,594,862</u>	<u>(96,268)</u>
<u>Summary for VP Strategic Initiatives</u>						
Allied Health-NonCr	41,203	270,920	229,717	15%	97,753	(56,550)
Certified Nursing Assistant	3,186	11,145	7,959	29%	8,492	(5,307)



January 2026 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current</u> <u>Actual</u>	<u>2025-26</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>
Continuing Education	95,611	488,005	392,395	20%	233,863	(138,253)
Dental Assistant-NonCr	879	5,759	4,880	15%	371	508
Industrial-NonCr	70,914	30,257	(40,657)	234%	41,924	28,990
Law Enforcemnt-NonCR	3,987	38,667	34,680	10%	30,471	(26,483)
Lifelong Learning	125,199	179,444	54,245	70%	115,666	9,532
Marketing and Communications	476,776	1,251,517	774,741	38%	442,943	33,833
Massage Therapy	0	5,240	5,240	0%	0	0
VP Strategic Initiatives	48,973	156,474	107,501	31%	0	48,973
<u>Totals for VP Strategic Initiatives</u>	<u>866,728</u>	<u>2,437,429</u>	<u>1,570,701</u>	<u>36%</u>	<u>971,484</u>	<u>(104,757)</u>
<u>Summary for VP Student Affairs</u>						
Admissions	191,314	405,876	214,561	47%	183,861	7,454
Advisement Center	363,109	735,541	372,431	49%	297,189	65,920
Career Services	37,392	124,240	86,848	30%	33,320	4,072
Collegiate H.S.-CR	73,063	158,742	85,679	46%	75,266	(2,203)
Dean of Continuing Education	95,326	210,823	115,498	45%	94,454	871
Dean of Student Services	29,507	176,036	146,529	17%	122,435	(92,928)
Dean of Students	116,340	260,596	144,255	45%	90,871	25,469
Disability Services	21,684	46,631	24,948	47%	21,242	442
Dual Credit Dept	48,565	169,313	120,748	29%	80,808	(32,243)
Enrollment Management	227,270	583,023	355,753	39%	296,440	(69,170)
Facilities & Student Recreat	36,098	178,889	142,790	20%	50,889	(14,791)
Financial Aid	342,695	619,284	276,589	55%	269,630	73,065
Multicultural Department	12,478	32,500	20,022	38%	12,227	252
Office of Veterans Success	91,646	189,181	97,535	48%	89,062	2,584
Recruitment	67,492	264,998	197,506	25%	0	67,492
Student Graduation	44,365	87,700	43,335	51%	30,265	14,100
Student Help Center	29,816	41,351	11,535	72%	21,639	8,177



January 2026 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 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>
Student Life	104,176	254,675	150,499	41%	90,376	13,800
Testing	137,856	375,319	237,464	37%	137,116	740
Tutoring Center	250,657	598,625	347,968	42%	245,529	5,128
VP Student Affairs	128,553	442,713	314,160	29%	81,674	46,879
<u>Totals for VP Student Affairs</u>	<u>2,449,402</u>	<u>5,956,055</u>	<u>3,506,652</u>	<u>41%</u>	<u>2,324,293</u>	<u>125,110</u>
<u>Totals for Expense</u>	<u>18,673,950</u>	<u>47,498,642</u>	<u>28,824,692</u>	<u>39%</u>	<u>17,739,770</u>	<u>934,181</u>

Fund Bal by Division

Summary for VP Fiscal Affairs

Fund Balance - Oper & Maint	180,119	0	(180,119)	0%	355,669	(175,550)
Fund Balance-Academic	109,499	0	(109,499)	0%	233,140	(123,641)
Fund Balance-Institutional	430,663	0	(430,663)	0%	321,831	108,832
Fund Balance-Instruction	191,440	1,358	(190,082)	14095%	147,028	44,412
<u>Totals for VP Fiscal Affairs</u>	<u>911,721</u>	<u>1,358</u>	<u>(910,363)</u>	<u>67127%</u>	<u>1,057,668</u>	<u>(145,947)</u>
<u>Totals for Fund Bal</u>	<u>911,721</u>	<u>1,358</u>	<u>(910,363)</u>	<u>67127%</u>	<u>1,057,668</u>	<u>(145,947)</u>
<u>Totals for Report</u>	<u>19,585,672</u>	<u>47,500,000</u>	<u>27,914,328</u>		<u>18,797,438</u>	<u>788,234</u>

January 2026

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$41.5
Less pending I&S liability:	\$2.9
Net unrestricted cash:	<hr/> \$38.6
Minimum required cash :	\$8.2
Excess cash above minimum:	\$30.4

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget: \$47.5

Actual: \$25

(63% earned at 42% of year)

Expense

Budget: \$47.5

Actual: \$18.7

(40% Spent at 42% of year)



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer
Date: February 23, 2026
Subject: CE Allied Health Coordinator (Replacement)

AGENDA ITEM DESCRIPTION

Presented for recommended approval to the Board of Trustees on February 23, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

BACKGROUND

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

FUNDING SOURCE

CE Allied Health Coordinator - \$65,699 from budget 11-0-0000-1307-5140

PROPOSED MOTION

"I move the Board of Trustees approve the appointment of Maria Miranda-Copple to the position of CE Allied Health Coordinator, Health Information Management Department."

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer
Date: February 23, 2026
Subject: Building Systems and Energy Manager (Replacement)

AGENDA ITEM DESCRIPTION

Presented for recommended approval to the Board of Trustees on February 23, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

BACKGROUND

The Building Systems & Energy Manager oversees the safe, reliable, and efficient performance of all mechanical, control, energy, and automation systems. This role leads the coordination of internal teams and external partners, manages preventive and corrective maintenance programs, and optimizes energy and utility consumption through data-driven strategies.

FUNDING SOURCE

Building Systems and Energy Manager - \$87,446 from budget 11-0-0000-6101-5140

PROPOSED MOTION

"I move the Board of Trustees approve the appointment of Paul Rouleau to the position of Building Systems and Energy Manager, Facility Services Department."

ATTACHMENTS

1. Appointment Nomination



MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: February 23, 2026
Subject: Non-Contractual Positions Hiring Report

AGENDA ITEM DESCRIPTION

Presented for recommended acceptance of Non-Contractual Positions Hiring Report.

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.

FUNDING SOURCE

TRIO, SSS, Administrative Assistant III– \$45,358 from budget 32-0-3090-4199-5160

PROPOSED MOTION

“I move the Board of Trustees to accept the Non-Contractual Positions Hiring Report as written.”

ATTACHMENT(S)

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	TRIO Student Support Services, Admin Assistant III	TRIO, Student Support Services	Incumbent is responsible for providing a variety of administrative support duties to ensure the success of planning, organizing, and executing the operations of the day-to-day program services within the TRIO Student Support Services department.	Replacement for Mayra Morales.	Samantha Levige	\$45,358	\$36,437 - \$45,546 - \$54,656
2							
3							
4							
5							
6							
7							
8							



Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Helen Brewer

- a. Updates
 - 1. Rank and Promotion
- b. Reminders/Announcements
 - 1. Board Meetings
 - a. March 2026 – Monday, March 30, 2026
 - b. April 2026 – Monday, April 27, 2026
 - c. May 2026 – Monday, May 18, 2026
 - d. June 2026 – Monday, June 22, 2026
 - 2. Black History Month Event – Tuesday, February 24, 2026, 12:30 p.m., Conference Center
 - 3. Women's History Month Event – Tuesday, March 24, 2026, 12:30 p.m., Conference Center
 - 4. Flock the Block – Saturday, March 28, 2026, 10 a.m.-2 p.m., Parking Lot F
 - 5. Corporate Training Center Ribbon Cutting – Thursday, April 16, 2026, 3-5 p.m.
 - 6. Laughs for Lunch – Friday, April 17, 2026, 11:30 a.m.-1:00 p.m., Conference Center
- c. Resignations and Retirement Report
- d. Miscellaneous Updates



President's Updates Rank and Promotion

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

Gwendolynn Barbee-Yow – Associate Professor of English



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Separation Reason
Rushing	Donette Christina	Enrollment Coach	01/01/1999	03/31/2026	Retirement
Dehart	Mary	Instructional Operations	05/23/1997	06/30/2026	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.