



Notice/Agenda of April Meeting

The Board of Trustees College of the Mainland

The April Meeting of the Board of Trustees of College of the Mainland will be held Monday, April 27, 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 BOT Workshop Minutes of Monday, March 30, 2026
 - B. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, March 30, 2026
5. **Comments from the Community**
 - A. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Professional Council - Brad Denison, President
 - B. Student Government Association (SGA) - Connor Roberts, Vice President
7. **Program Spotlight - Welding**
 - A. Ricardo Brown - Welding Faculty
8. **Student Spotlight**
 - A. Leonardo Paredes, Advanced Level Welding Certificate
9. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
10. **Consideration of and Possible Action to Approve Award of Contract 26-04 for the Job Order Contract (JOC) & Trades Services for a Not-to-Exceed Amount of \$750,000 Annually**

11. **Consideration of and Possible Action to Approve Award of Contract 26-09 to Stewart Organization for Copier Hardware, Maintenance, and Print Services for a Not-to-Exceed Amount of \$150,000**
12. **Consideration of and Possible Action to Approve the New Associate of Applied Science Degree in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)**
13. **Policy**
 - A. Consideration of and Possible Action to Adopt the Proposed Revisions to COM Local Policies as Presented
 1. BGC (Local) - Administrative Organization: Councils and Faculty Senates
 2. CG (Local) - Safety Program
 3. DEB (Local) - Compensation and Benefits: Fringe Benefits
 4. DJ (Local) - Assignment, Work Load, and Schedules
 5. DLC (Local) - Employee Performance: Promotion and Demotion
14. **Financial Report(s)**
 - A. Consideration of and Possible Action to Accept the March 2026 Investment and Financial Reports
15. **Human Resources Items**
 - A. Appointment Nominations
 1. Consideration of and Possible Action to Approve the Appointment Nomination of Martin Navarro to the Position of Veterans Coordinator & School Certifying Official, Office for Veteran Success
 2. Consideration of and Possible Action to Approve the Appointment Nomination of Gissel Viramontes to the Position of Enrollment Coach, Strategic Enrollment Management Department
16. **Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written**
17. **Board Report**
18. **President's Report**
 - A. Updates
 1. 8-Week Advantage Update
 2. Rank and Promotion
 - B. Reminders/Announcements
 1. Board Meetings
 - May 2026 - Monday, May 18, 2026
 - June 2026 - Monday, June 22, 2026
 - July 2027 - Monday, July 27, 2026
 - C. Cinco de Mayo Event - Tuesday, May 5, 2026, 12:30-1:30 p.m., Conference Center
 - D. COM Graduation - Saturday, May 9, 2026, 10 a.m. & 2 p.m., Abundant Life Christian Center
 - E. BOT Budget Workshop/Retreat - Friday, May 15, 2026, 9:30 a.m., Corporate Training Center
 - F. Juneteenth Celebration - Thursday, June 18, 2026, 12:30 p.m., Conference Center
 - G. Resignations and Retirement Report
 - H. Miscellaneous Updates
19. **Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act**
20. **Consideration of and Possible Action on any Items Discussed in Closed Session**

21. 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, April 21, 2026, 5:00 PM.



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
mskipworth@com.edu

Ms. Wilma Green,
Trustee
wilma.green@com.edu

Mr. Kyle L. Dickson,
Board Vice Chair
kdickson1@com.edu

Dr. Bill McGarvey,
Trustee
bmcgarvey@com.edu

Dr. Kimberly Dodson,
Board Secretary
kimberly.dodson@com.edu

Mr. Don Gartman,
Trustee
d.gartman@com.edu

Ms. Patti Hanssard,
Trustee
patti.hanssard@com.edu



MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: April 27, 2026
Subject: Board Workshop Minutes

AGENDA ITEM DESCRIPTION

Board Workshop 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 Board Workshop Minutes of March 30, 2026.”

ATTACHMENT(S)

1. Minutes of 3/30/26

College of the Mainland Board of Trustees
BOT Workshop Minutes of Monday, March 30, 2026
12:00 p.m., Doyle Family Administration Building

Call to Order

Melissa Skipworth called the meeting to order at 12:00 p.m.

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present except for Patti Hanssard, who joined the meeting at 12:02 p.m.

Facilities Discussion

Mike McGee, Vice President for Administrative Services, updated the Board on area beautification, energy conservation, operational continuity, facility usage and fee schedule, and the Monticello culvert and roadway project.

Old Public Service Careers Building Update

Mike McGee provided the Board with an update on the status of the old Public Service Careers building. The planning process has been collaborative, involving the leads from the Culinary Arts and Cosmetology programs.

Program Spotlight – Process Technology

Derrick Lewis, Industrial Careers Chair, shared details about the Process Technology program, including how it originated. Dennis Link, Adjunct, was acknowledged for founding the Process Technology program at COM.

Patti Hanssard stated that her son graduated from COM's Process Technology program and thanked Derrick Lewis and Dennis Link for their support of the program.

Don Gartman and Melissa Skipworth expressed their gratitude to Derrick Lewis, Dennis Link, and their team for their commitment to the program.

Student Spotlight

Keshaundia Quinn shared why she chose the Process Technology program at COM, discussed her experiences in the program, and explained that her plan is to pursue a Bachelor of Applied Science degree in Process Technology at COM this fall.

Derrick Lewis received a certificate from the Office of the Governor of Texas, recognizing the college's leadership in integrating the industry-defined Chemical/Refining Process Technician skill standards into its Associate of Applied Science Degree in Process Technology.

Adjournment at 12:37 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: April 27, 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 March 30, 2026.”

ATTACHMENT(S)

1. Minutes of 3/30/26

**College of the Mainland Board of Trustees
Minutes of Monday, March 30, 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.

Minutes

Consideration of and Possible Action to Approve the BOT Workshop Minutes of Monday, February 23, 2026

Patti Hanssard moved the Board of Trustees approve the BOT Workshop Minutes of Monday, February 23, 2026. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, February 23, 2026

Kimberly Dodson moved the Board of Trustees approve the Full Board Minutes of Monday, February 23, 2026. Wilma Clark Green seconded the motion; all voted in approval.

Comments from the Community

No comments

Constituent Leader Activity Reports

Faculty Senate – Mike Bell, President, updated the Board on faculty activities.

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) – Abrielle Serona, Secretary, updated the board on student activities.

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

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

Consideration of and Possible Action to Approve Contract 23-54 to Whitley Penn for Construction Manager at Risk Auditing Services for All 2023 Bond Projects for a Not-to-Exceed Amount of \$126,000

Don Gartman moved the Board of Trustees approve contract 23-54 to Whitley Penn for Construction Manager at Risk auditing services for all 2023 bond projects for a not-to-exceed amount of \$126,000. Bill McGarvey seconded the motion; all voted in approval.

Discussion of and Possible Action to Approve the Award of Contract 23-53 to Tellepsen Builders for Construction Manager at Risk Services for the Existing Public Service Careers Building Addition and Renovation Project for a Not-to-Exceed Amount of \$20,000 for Pre-Construction Services, Plus Construction Management Fee of 2.45% of the Actual Cost of Work and General Conditions Fee of 6.15% of the Actual Cost of Work

Patti Hanssard moved the Board of Trustees approve the award of contract 23-53 to Tellepsen Builders for Construction Manager at Risk services for the existing Public Service Careers building addition and renovation project for a not-to-exceed amount of \$20,000 for pre-construction services, plus construction management fee of 2.45% of the actual cost of work and general conditions fee of 6.15% of the actual cost of work. Bill McGarvey seconded the motion; all voted in approval.

Financial Report(s)

Consideration of and Possible Action to Accept the February 2026 Investment and Financial Reports

Bill McGarvey moved the Board of Trustees accept the February 2026 Investment and Financial Reports. Kyle Dickson seconded the motion; all voted in approval.

Consideration of and Possible Action to Accept the February 2026 Quarterly Investment Report

Don Gartman moved the Board of Trustees accept the February 2026 Quarterly Investment Report. Bill McGarvey seconded the motion; all voted in approval.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Ruth Sturhan to the Position of Dental Hygiene Clinical Coordinator/Faculty, Dental Hygiene Department

Bill McGarvey moved the Board of Trustees approve the appointment of Ruth Sturhan to the position of Dental Hygiene Clinical Coordinator, Dental Hygiene Department. Kimberly Dodson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Elizabeth Hansen to the Position of Examiner, Testing Services

Kimberly Dodson moved the Board of Trustees approve the appointment of Elizabeth Hansen to the position of Examiner, Testing Services. Patti Hanssard seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Brittney Hunt to the Position of Enrollment Coach, Continuing Education Department

Wilma Clark Green moved the Board of Trustees approve the appointment of Brittney Hunt to the position of Enrollment Coach, Continuing Education Department. Don Gartman seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Gabriela Martinez to the Position of Payroll Coordinator, Human Resources Department

Bill McGarvey moved the Board of Trustees approve the appointment of Gabriela Martinez to the position of Payroll Coordinator, Human Resources Department. Kyle Dickson seconded the motion; all voted in approval.

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

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

Board Report

Bill McGarvey recognized Kimberly Dodson who was awarded the Academy of Criminal Justice Sciences - John Howard Award, for lifetime achievement in criminal justice research. Melissa Skipworth acknowledged Dr. Dodson for her award and her contributions to the prison system.

Bill McGarvey congratulated Diane Burkett, Vice President for Strategic Initiatives, for being recognized as a 2026 Women of Influence honoree.

Bill McGarvey and Melissa Skipworth congratulated COM faculty and staff on a successful Flock the Block event.

President's Report

Updates

Dr. Brewer thanked the Marketing Department, along with all faculty, staff and volunteers, for their hard work in making the Flock the Block event a success.

Dr. Brewer reminded the Board of the BOT Budget Workshop/Retreat on May 15, 2026.

The Bachelor of Applied Science degree has been approved by SACSCOC and will be launched in fall 2026.

Dr. Brewer shared that Derrick Lewis, Industrial Careers Chair, was recognized by Office of the Governor of Texas for integrating the industry skill standards into COM's Associate of Applied Science degree in Process Technology.

Dr. Brewer announced that Mary Dehart, Instructional Operations Manager, will retire in June and took the opportunity to acknowledge her hard work and dedication to COM.

Reminders/Announcements

Board Meetings

April 2026 - Monday, April 27, 2026

May 2026 – Monday, May 18, 2026

June 2026 – Monday, June 22, 2026

GCIC Academic Symposium - Friday, April 10, 2026, 9 a.m.-2:30 p.m., ICB & LRC-131

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

Asian American Pacific Islander Heritage Month Event - Tuesday, April 21, 2026, 12:30-1:30 p.m., Conference Center

Cinco de Mayo Event - Tuesday, May 5, 2026, 12:30-1:30 p.m., Conference Center

COM Graduation - Saturday, May 9, 2026, 10 a.m. & 2 p.m., Abundant Life Christian Center

Resignations and Retirement Report – included in board packet.

Miscellaneous

Executive Session 2:10 p.m.

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

Open Session 2:44 p.m.

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

No action was taken in closed session.

Adjournment at 2:44 p.m.



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



Melissa Skipworth
Chair, Board of Trustees

Comments from the Community

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

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



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

- A. Professional Council – Brad Denison, President
- B. Student Government Association – Connor Roberts, Vice President



Welding Program

Ricardo Brown, Welding Faculty

College of the Mainland | Additions & Renovations

WELDING BUILDING & INDUSTRIAL EDUCATION BUILDING



WELDING CERTIFICATE AND ASSOCIATES PROGRAM

Program Coordinator: Victor Woods

Welding Faculty: Ricardo Brown (Presenter)

WELDING CAREER

- **About the Career**
Welders are skilled workers who join metal parts using specialized techniques. They are in high demand, especially in manufacturing industries. Employment for welders, cutters, solderers, and brazers in the Gulf Coast are expected to grow.
- Welders can work in several industries, including:
 - Oil and gas
 - Construction
 - Manufacturing
 - Power plants
 - Energy exploration
 - Maritime industry



Certificate

- **CERTIFICATE:**
The Welding Technology Program prepares students for a career in welding through hands-on, real-world welding training. Welding instruction is provided with carbon steel, stainless steel plate and pipe in all positions using GTAW, SMAW, GMAW and FCAW processes along with PAC (plasma arc cutting) and Oxy-fuel operations. After completing the Welding, Multiple Processes course, students may qualify to work as SMAW helpers or tacker



ASSOCIATES

After completing the AAS Welding degree consist of 60 credit hours. students must show they can successfully perform a bend test on a 6G 2-inch carbon steel pipe. This test combines the skills learned throughout the program and prepares students for real job qualification tests. It serves as the final assessment for the degree.

Graduation Requirements

To earn a Certificate or Associate of Applied Science in Welding Technology, students must:

- Complete all required courses
 - Have an overall GPA of at least 2.0
 - Earn a grade of “C” or higher in every course
-

HIGHLIGHTS

- This coming Summer 2026, three Dual Credit students and one Collegiate High School student will graduate with both their high school diploma and an Entry-Level Certificate in Welding.
- In 2023, our program competed at a welding competition hosted by Alvin Community College, where our students earned First Place in GTAW on Pipe.
- Over the past three years, we have maintained an 80% completion rate across both the Certificate and Associate of Applied Science (AAS) programs, reflecting the strength and consistency of our training and student support.



QUESTIONS?



Student Spotlight

Leonardo Paredes

Advanced Level Welding Certificate Student



Bond Update

College of the Mainland, 2023 Bond Program

April 17, 2026

Welding and Workforce Education Buildings

Completed Activities:

- Welding Building
- Workforce Education Building:

Project Milestones:

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

Ongoing/Upcoming Activities:

- Permanent Signage
- Workforce Education Building :
 - Punchlist ongoing
- Welding Building:
 - Punchlist ongoing

Project Costs:

- Project Cost to Date: \$14,963,090
- Total Project Budget: \$15,034,880
- Total Construction Budget: \$12,372,216
- Construction Cost to Date: \$ 11,634,128

Project is Under Budget

Public Safety Careers

Completed Activities:

- Fire Marshal and Texas City Final Inspections
- Substantial Completion (3/18/2026)

Project Milestones:

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

Project is on Schedule

Ongoing/Upcoming Activities:

- Punchlist items
- Furniture Install starts on 4/13/2026

Project Costs:

- Total Project Budget: \$30,455,740
- Project Cost to Date: \$28,202,938
- Total Construction Budget: \$26,785,339
- Construction Cost to Date: \$ 25,919,670

Project is Under Budget

Public Safety Careers



Indoor Firing Range



View from Monticello Dr



Furniture Installation

Corporate Training Center

Completed Activities:

- Grand Opening (April 16, 2026)

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

Ongoing/Upcoming Activities:

- Contract Closeout
- Warranty phase

Project Costs:

- Total Project Budget: \$14,507,033
- Project Cost to Date: \$13,739,493
- Total Construction Budget: \$13,007,057
- Construction Cost to Date: \$ 12,343,788

Project is Under Budget

Campus Services Building

Completed Activities:

- Executed GMP

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:

- Permit review
- Project kick-off meeting (TBD)
- Notice to Proceed with construction when permit is ready
- Groundbreaking Ceremony (April 23, 2026)

Project Costs:

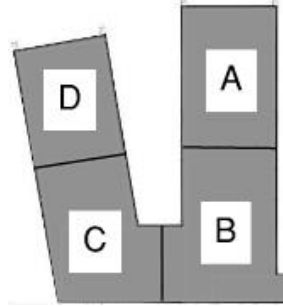
- Total Project Budget: \$12,624,564
- Project Cost to Date: \$ 700,787
- Total Construction Budget: \$10,961,329
- Construction Cost to Date: \$ 20,000

Project is in Budget

Library & Learning Center

Completed Activities:

- Building:
 - Overhead MEP complete all Areas, level 1
 - Ductwork tested Areas A & B, level 1
 - Interior framing and CMU walls, all Areas, levels 1, 2 and 3
 - In-wall MEP, all Areas, level 1 complete
 - Curtainwall glazing Areas A & B
 - Exterior skin steel west sides of Areas C & D
 - New cooling towers have been set



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 all Areas, levels 2, 3 & 4
 - Interior framing and CMU walls ongoing, all Areas, level 4
 - In-wall MEP, all Areas, levels 2 and 3
 - Curtainwall glazing Areas C & D
 - Roofing
 - Electrical terminations from existing equipment within CUP is ongoing
 - Final tie-in of new cooling towers is ongoing

Project Costs:

- Total Project Budget: \$ 129,811,536
- Project Cost to Date: \$ 50,690,238
- Guaranteed Maximum Price: \$ 101,854,219
- Construction Cost to Date: \$ 43,227,529

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 100% Construction Documents issued for bid March 20 for GMP

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:

- GMP approval June BOT

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

Project Costs:

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

Library & Learning Center



Exterior glazing in progress on the East elevation.



Overhead mechanical in progress throughout all floors.



Penthouse louvers placed, metal panel installation in progress.

Infrastructure – Parking Lots and Underground Utilities

Completed Activities:

- Project is complete
- Project is in Warranty phase

Project Milestones:

- Warranty period through December 22, 2026

Ongoing/Upcoming Activities:

Project Costs:

- Total Project Budget: \$12,839,580
- Project Cost to Date: \$10,159,936
- Total Construction Budget: \$ 9,762,700
- Construction Cost to Date: \$ 9,579,734

Project is under Budget

Infrastructure – Fine Arts Electrical Upgrades

Completed Activities:

- Substantially complete as of February 12
- Majority of punch list items completed over spring break

Project Milestones:

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

Ongoing/Upcoming Activities:

- Final work is being coordinated
- Project close-out

Project Costs:

- Total Project Budget: \$1,944,440
- Project Cost to Date: \$1,163,938
- Total Construction Budget: \$1,070,227
- Construction Cost to Date: \$1,028,641

Project is within Budget

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 13, 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

Existing PSC Addition & Renovation

Completed Activities:

- Programming Meeting # 3 (April 20)
- CMAR Approved at March BoT Meeting

Project Milestones:

- Design Phase: Jan 2026 – Oct 2026
- Bidding: Multiple Phases/GMPs
- Construction Phase: Sep 2026 – July 2027
- Move In: July 2027 – August 2027

Project is on Schedule

Ongoing/Upcoming Activities:

- Schematic Design

Project Costs:

- Total Project Budget: \$ TBD
- Project Cost to Date: \$ 42,995
- Total Construction Budget: \$ TBD
- Construction Cost to Date: \$ 0

Project is in Budget



Questions?



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: April 27, 2026
Subject: Award of Contract 26-04: Job Order & Trade Services Contract

AGENDA ITEM DESCRIPTION:

Approval of contract 26-04 for Job Order Contract (JOC) & Trade Services in the amount not-to-exceed \$750,000.00 annually.

FUNDING SOURCE:

FY Operating Budget 11-0-0000-6101-5300

PURPOSE

To provide a pool of resources to support Facilities with on-call services for minor construction and common trades as needed.

PROPOSED MOTION:

“I move the Board of Trustees approve the contract 26-04 for the Job Order Contract (JOC) & Trades services for a not to exceed amount of \$750,000.00 annually.”

BACKGROUND

On October 23, 2025, a Request for Proposal was issued seeking proposals for general contractors and various trade service providers to support as needed Facility services with minor construction, maintenance and repairs by issuance of individual task orders. Each proposal response was evaluated based on a best value analysis. As a result, a total of nine (9) vendors is recommended to be placed in a pool of respondents with a minimum score of 70 provided below:

Crescent Engineering Co, Inc.	100
JTP Painting Services LLC	100
Letsos Company	99.5
Coastal Electrical Services	97.0
Mitchell Chuoke Plumbing	95.0
Generocity Services Inc.	91.5
Southern Brothers Properties LLC	84.0
LMC Corporation	83.5
McCune Electrical Service	74.5

Awarded vendors of the pool will further provide project pricing based on individual tasks identified by Facilities. The sum of all individual task orders will not exceed \$750,000.00 annually. This amount is based on historical spending patterns and anticipated projects. The initial contract term will begin May 1, 2026, through April 30, 2028, with three additional one (1) year annual renewal options for a total contract term of not more than five (5) years. Annual expenses anticipated to exceed the estimated annual amount of \$750,000.00 will be presented to the Board for additional approval.

ATTACHMENTS

Scoring Evaluation Summary

Supplier Scoring Summary

26-04 Addendum 1 - Job Order Contract (JOC) & Maintenance Trades - Scoring Round

Supplier	Rank	Score	CSP	Pricing (JOC & Maintenance)	Vendor's Experience & History	Quality of products/services	Vendor's safety record	Financial Capability	Location in Texas	Vendor's past relationships
	100		10.00	20.00	40.00	5.00	5.00	5.00	15.00	
Crescent Engineering Co, Inc.	1	100.00	10.00	20.00	40.00	5.00	5.00	5.00	15.00	
JTP PAINTING SERVICES LLC	2	100.00	10.00	20.00	40.00	5.00	5.00	5.00	15.00	
Letsos Company	3	99.50	10.00	20.00	40.00	4.50	5.00	5.00	15.00	
Coastal Electrical Services	4	97.00	10.00	20.00	40.00	3.00	4.00	5.00	15.00	
Mitchell Chuoke Plumbing, Inc.	5	95.00	10.00	20.00	40.00	5.00	5.00	5.00	10.00	
Generocity Services Inc.	6	91.50	10.00	20.00	40.00	4.00	4.50	5.00	8.00	
SOUTHERN BROTHERS PROPERTIES L	7	84.00	10.00	20.00	40.00	4.00	4.00	5.00	1.00	
LMC Corporation	8	83.50	10.00	17.50	40.00	5.00	5.00	5.00	1.00	
McCune Electrical Service	9	74.50	10.00	15.00	37.50	1.00	5.00	5.00	1.00	
American Mechanical Services o	10	68.50	10.00	8.00	35.00	1.50	3.50	5.00	5.50	
ABC Restoration, Inc.	11	59.50	10.00	3.00	32.50	4.50	3.50	5.00	1.00	
Chemtron RiverBend	12	59.50	10.00	14.00	25.00	1.00	3.50	5.00	1.00	
Prism Electric	13	50.50	10.00	10.50	18.00	1.00	5.00	5.00	1.00	
Prestige	14	50.00	10.00	9.50	18.00	4.50	4.00	3.00	1.00	
Crowned Eagle Construction	15	48.50	10.00	3.00	25.00	1.00	4.00	4.50	1.00	
Star Service, Inc. - Houston	16	48.00	10.00	5.50	20.00	1.50	5.00	5.00	1.00	
General Commercial Solutions,	17	47.00	10.00	5.50	22.50	1.00	2.00	5.00	1.00	
Rob Pelletier Construction, Inc	18	28.50	10.00	3.00	5.50	1.00	3.00	5.00	1.00	
GC Commercial Construction, LLC	19	27.50	10.00	2.00	7.50	1.00	1.00	5.00	1.00	



MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: April 27, 2026
Subject: Award of Contract 26-09: Campus Copier Fleet for \$150,000.00

AGENDA ITEM DESCRIPTION

Approval of Contract 26-09 for Copier Hardware, Maintenance, & Print Services in the amount of \$150,000.00

PURPOSE

To provide and maintain a copier fleet capable of serving the business needs of employees and students.

BACKGROUND

Stewart Organization currently provides copier fleet, maintenance and print services to the college on an annual basis. We anticipate the need to purchase copiers for additional offices and a contingency for the replacement of unserviceable systems. Stewart Organization is an approved and awarded vendor under the Department of Information (DIR) contract. Therefore, the competitive bid requirements as stated in the Texas Education Code 44.031 and Government Code 791 have been met.

FUNDING SOURCE

FY26 Operating Budget 11-0-0000-3516-5325
Fund Balance 11-0-6000-5999-5930 Project #2026-05
Fund 52 Contingency Funds 52-0-0000-5155-5930
2023 Bond Funds

PROPOSED MOTION

"I move the Board of Trustees approve award of Contract 26-09 to Stewart Organization for copier hardware, maintenance, & print services for an amount not to exceed \$150,000.00."

ATTACHMENT(S)

DIR Contract

[Home](#) >

Contract Number

DIR-CPO-5428

Contract Start Date: **12/19/24** ?

Contract Term Date: **12/19/26** ?

Contract Expiration Date: **12/19/29** ?

Vendor Information

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

Vendor ID: **1132561772501**

RFO: **DIR-CPO-TMP-583**

Contract Status: **Active**

VENDOR CONTACT:

[Wendy Wang](#) 

Phone: 469-616-9334

[Vendor Website](#) 

DIR CONTACT:

[Jacqueline Torres](#) 

Phone: (512) 475-4588

Provide Feedback

Contract Overview

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

Contract Details & Ordering Information

[Products & Services](#)



Products & Services

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

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

MORE INFORMATION

[Vendor Website](#) 

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

About File Formats

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Contract Overview

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The Stewart Organization, Inc.	6308129 30	Non HUB	Mike Brasswell	P: (972) 652-3200 F:	2300 GATEWAY DRIVE IRVING, TX 75063	mike.brasw ell@stewar torg.com
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MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: April 27, 2026
Subject: Approval of New Credit Program

AGENDA ITEM DESCRIPTION

Approval of the new Associate of Applied Science degree in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR).

PURPOSE

COM is seeking to establish a new Associate of Applied Science degree in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR).

BACKGROUND

The proposed AAS in HVACR is designed to address a documented and sustained workforce demand in the Gulf Coast region. HVACR mechanics and installers are identified as high-skill, high-growth occupations, with regional projections indicating continued employment growth over the next decade. The region's economic reliance on climate control and mechanical systems, combined with evolving technologies, has increased the need for highly trained technicians. This program will provide stackable credentials aligned with industry needs, preparing students for immediate employment and career advancement in a critical workforce sector.

FUNDING SOURCE

The College of the Mainland is in excellent financial condition. Our expenditures support our strategic goals that are derived from our strategic plan. Our track record of successful audits with no negative findings, as well as investment grade ratings from Moody's and S&P Global demonstrate our financial strength.

The financial resources to initiate the Program have already been procured through COM's annual budgeting process. A funded budget will be included in the 2026-2027 fiscal year pending Board of Trustee approval.

There are 3 sources of funding for community colleges in the state of Texas. Beyond tuition and fees, and the state appropriations, there is an ad valorem tax that supports the difference between operating costs and revenue. College of the Mainland has continuously been able to balance its operating budget.

Revenues	FY27	FY28	FY29	FY30	FY31
Tuition Revenue	\$66,990	\$ 150,150	\$ 170,940	\$ 170,940	\$ 170,940
Course Lab Fees					
State Appropriation		63,000	225,000	225,000	225,000
Local Appropriation	6,844				
Total Revenues	66,990	213,150	395,940	395,940	395,940
Less: Expenses					
Full-Time Faculty			68,000	70,040	72,141
Part-Time (2)Adjuncts	12,544	12,920	13,308	13,707	14,118
Benefit Costs	-	-	19,040	19,611	20,200
Direct Oper. Expense	19,100	19,482	19,872	20,269	20,674
Software	5,000	5,100	5,202	5,306	5,412
Equipment		50,000			
Total Direct Expenses	36,644	87,502	125,422	128,933	132,546
<i>Grant/Endowment Funding [Potential]</i>		<i>50,000</i>			
Net Revenue (After Direct Cost)	\$30,346	\$175,648	\$270,518	\$267,007	\$263,394

PROPOSED MOTION

“I move the Board of Trustees approve the new Associates of Applied Science in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR).”

ATTACHMENT(S)

1. Prospectus for AAS in HVACR



April 2026

New Program Substantive Change

Associate of Applied Science in Heating, Ventilation, Air Conditioning, and Refrigeration

Contact:

Dr. Heather Rhodes

Vice President of Academic Affairs

hrhodes1@com.edu

409-933-8259

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ABSTRACT

College of the Mainland (COM) offers an array of workforce and transfer programs to meet the needs of our community. These programs provide students with the ability to earn short-term credentials and associate degrees. Additionally, the college has one bachelor's degree in nursing and will start the second bachelor's in operations management in Fall 2026. The comprehensive list of our program offerings can be found in Appendix A.

Proposed Change

The proposed Associate of Applied Science (AAS) in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) includes embedded Level 1 and Level 2 Certificates as stackable credentials. These certificates are part of the same program pathway and are not separate standalone program submissions. This program is designed in accordance with the Texas Higher Education Coordinating Board's (THECB) guidance on new program development for community and technical colleges. The HVACR Program Advisory Committee supports and approves the development of this degree.

Initial Date of Implementation: The College proposes that courses in the degree plan begin in Fall 2026.

Projected Number of Students: The projected number of students admitted into the certificate and degree is 20 per cohort. A new cohort will begin each semester.

Projected Life of the Change: The program is designed to be ongoing, offering continual growth in student enrollment.

Primary Target Audience or Market: The primary target audience includes:

- Traditional high school students (Dual Enrollment)
- Recent high school graduates
- Adult learners
- Workers looking for a career change

Institutional Strengths to Undertake the Proposed New Program: College of the Mainland has many strengths to undertake this new program:

- The support of the community through Advisory Committee participation
- The support of local industry
- Adequate classroom and facilities
- Highly qualified faculty to teach and coordinate the program

Need For Change

The proposed AAS in HVACR is designed to address a documented and sustained workforce demand in the Gulf Coast region. Regional labor market data indicate that HVACR mechanics and installers are classified as high-skill, high-growth occupations requiring post-secondary training at the certificate or associate degree level.

The data in Table 1 from Workforce Solutions Gulf Coast region identify HVACR and related skilled trades as priority occupations within the region's targeted workforce sectors, reflecting employer demand for technically trained workers with specialized competencies. This designation underscores the critical need for educational pathways that prepare individuals for entry into and advancement within these occupations. Complementing this designation, regional labor market projections in Table 2 from LightCast, labor market analysis software, demonstrate continued growth in HVACR. Employment for HVACR mechanics and installers is projected to grow by approximately 13 percent over the next decade.

The Gulf Coast region's economic base—including petrochemical manufacturing, maritime operations, construction, healthcare facilities, and commercial services—relies heavily on climate control, refrigeration systems, and mechanical maintenance. As infrastructure expands and existing systems age, the demand for skilled HVACR technicians continues to increase. Additionally, evolving technologies in energy efficiency, automation, and environmental control systems require workers with advanced technical training beyond entry-level skills.

The proposed program directly responds to this workforce need by providing students with stackable credentials, including Level I and Level II certificates leading to the AAS degree. The curriculum is aligned with regional employer expectations and informed by advisory committee input, ensuring that graduates possess the technical, safety, and troubleshooting competencies required for immediate employment.

By aligning with regional workforce priorities and documented labor market demand, the program will contribute to meeting employer needs, supporting economic development, and advancing the college's mission to provide workforce-relevant education. Graduates of the program will be prepared for employment in this high-demand occupation and will have opportunities for career advancement within a growing and essential industry sector.

Regional Labor Market Data

Occupation Title	2022 Jobs	2032 Projected Jobs	Projected Growth (2022–2032)	Annual Openings	Median Hourly Wage 2023
Heating, Air Conditioning, and Refrigeration Mechanics & Installers	7,414	8,836	19.2%	1,422	\$26.06
Maintenance & Repair Workers, General	30,750	35,832	16.7%	5,117	\$19.41

Table 1 –2025 High-Skill High-Growth Occupations – Workforce Solutions – Gulf Coast Region
 Source: <https://www.wrksolutions.com/regional-economic-data/high-skill-high-growth-careers>

Occupation	2023 Jobs	2033 Projected Jobs	Projected Growth (2022–2032)	Annual Openings	Median Hourly Wage 2024
HVAC Mechanics & Installers	6,026	6,780+	13%	754	\$28.19

Table 2 – Fastest Growing Skilled Trade Occupations – associate degree/certificate level (<https://data.lightcast.io>)
 Source: LightCast – Galveston, Brazoria, and Harris Counties

COM Mission and Goals:

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 Vision of College of the Mainland is to be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse and global environment.

The HVACR program aligns with the mission and vision of the College as it equips students with the technical skills essential for career advancement while meeting labor market demands for high-paying jobs. With a focus on economic mobility, COM is committed to developing programs that support stable, well-paying careers and address local workforce needs. Its flexible structure makes higher education more accessible, particularly for working professionals seeking leadership roles.

Faculty Involvement in Planning and Approval:

The Department Chair of the Industrial Careers Department led the development of the HVACR program. The Industrial Careers Department Chair, and the Instructional Dean worked with an Advisory Committee comprised of industry leaders, local employers, and faculty with expertise in HVACR to ensure the program met industry needs and academic standards as noted in Appendix B (Advisory Committee Meeting minutes).

The College's Instructional Assessment Committee (Appendix C) and Curriculum Committee (Appendix D), which are both faculty-driven, reviewed and approved of the program.

Evidence of the Legal Authority for the Change:

College of the Mainland requires that all new programs receive approval from the COM Board of Trustees and the THECB The following documentation can be found in the Appendices:

- Appendix E: COM Board Minutes – Documentation will be updated upon approval. The anticipated date of Board approval is April 2026.
- Appendix F: THECB Planning Notification Form.

Program Curriculum

Curriculum

Course	Title	SCH
HART 1301	Basic Electricity for HVAC	3
HART 1307	Refrigeration Principles	3
HART 1341	Residential Air Conditioning	3
HART 1445	Gas and Electric Heating	4
TECM 1343	Technical Algebra and Trigonometry	3
HART 2431	Advanced Electricity for HVAC	4
HART 2442	Commercial Refrigeration	4
HART 2443	Industrial Air Conditioning	4
HART 2436	Air Conditioning Troubleshooting	4
HART 2334	Advanced Air Conditioning Controls	3
HART 1356	EPA Certification Preparation	3
HART 2338	Air Conditioning Installation and Startup	3
HART 2382	Cooperative Education - Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	3

Projected Schedule

Level I Certificate (Two Semesters Program)

Semester #1						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
HART 1301	Basic Electricity for HVAC	2	3		80	3
HART 1341	Residential Air Conditioning	2	3		80	3
HART 1307	Refrigeration Principles	2	3		80	3
HART 1445	Gas and Electric Heating	3	3		96	4

Level II Certificate (3 Semesters Program)

Semester #1						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SC H
TECM 1343	Technical Algebra and Trigonometry	3	0		48	3
HART 1301	Basic Electricity for HVAC	2	3		80	3
HART 1341	Residential Air Conditioning	2	3		80	3
HART 1307	Refrigeration Principles	2	3		80	3

Semester #2						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SC H
HART 1445	Gas and Electric Heating	3	3		96	4
HART 2431	Advanced Electricity for HVAC	3	3		96	4
HART 2442	Commercial Refrigeration	3	3		96	4

Semester #3						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SC H
HART 2443	Industrial Air Conditioning	3	3		96	4
HART 2436	Air Conditioning Troubleshooting	3	3		96	4
HART 2334	Advanced A/C Controls	2	3		80	3

AAS HVACR (Four Semesters Program)

Semester #1						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
TECM 1343	Technical Algebra and Trigonometry	3	0		48	3
HART 1301	Basic Electricity for HVAC	2	3		80	3
HART 1341	Residential Air Conditioning	2	3		80	3
HART 1307	Refrigeration Principles	2	3		80	3
SPCH 1315 or SPCH 1321	Public Speaking or Business and Professional Communication	3			48	3

Semester #2						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
					0	
HART 1445	Gas and Electric Heating	3	3		96	4
HART 2431	Advanced Electricity for HVAC	3	3		96	4
HART 2442	Commercial Refrigeration	3	3		96	4
ENGL 1301	Composition I	3	0		48	3

Semester #3						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
HART 2443	Industrial Air Conditioning	3	3		96	4
HART 2436	Air Conditioning Troubleshooting	3	3		96	4
HART 2334	Advanced A/C Controls	2	3		80	3
PHYS 1401 or PHYS 1410	College Physics I or Applied Physics	3	3		96	4

Semester #4						
Course	Name	Lecture Hours	Lab Hours	Ext Hours	Contact Hours	SCH
HART 1356	EPA Certification Preparation	3	0		48	3
HART 2338	Air Conditioning Installation and startup	2	3		80	3

HART 2382 or POFT 1300	Cooperative Education - Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician or Career Exploration and Planning	3		3	240	3
PHIL 2306 or HUMA 1301	Introduction To Ethics or Introduction to The Humanities I	3	0		48	3
PSYC 2301 or SOCI 1301	General Psychology or Introduction to sociology	3	0		48	3

Program Specific Goals and Specific Learning Outcomes for the program

Program-Level Outcomes will be assessed annually and documented through the Office of Planning, Effectiveness, Analytics and Research (OPEAR). This is a new degree; therefore, the program learning outcomes will not be measured until one full cohort of the HVACRHVAC curriculum has been completed.

Program Specific Goals approved by the Assessment Committee are as follows:

Program Outcome (PLO)	Measurement/Method of Assessment	Achievement Targets
Outcome 1: Students will demonstrate the ability to safely troubleshoot, repair and maintain HVACR systems in a residential setting.	<ul style="list-style-type: none"> ○ Content Delivery/Course Alignment <ul style="list-style-type: none"> ▪ Residential Air Conditioning ▪ HART 1301 ○ Assessment <ul style="list-style-type: none"> ▪ Perform Trouble shooting and repair techniques on already installed A/C systems. ▪ Perform AC system maintenance. 	<p>75% of students will score 75% or better through hands on lab assessment.</p> <p>75% of students will score 75% or better through hands-on lab assessment.</p>
Outcome 2: Students will demonstrate the ability to install and troubleshoot complex electrical control device	<ul style="list-style-type: none"> ○ Content Delivery/Course Alignment <ul style="list-style-type: none"> ▪ Advanced Air Conditioning Controls ▪ HART 2334 ○ Assessment <ul style="list-style-type: none"> ▪ Perform trouble shooting techniques on electrical control devices. 	<p>75% of students will score 75% or better through hands on a lab assessment.</p>

	<ul style="list-style-type: none"> ▪ Show the ability to install electrical control devices. 	75% of students will score 75% or better through hands-on lab assessment.
<p>Outcome 3: Students will effectively demonstrate professional and workplace skills, including communication, teamwork, and project completion.</p>	<ul style="list-style-type: none"> ○ Content Delivery/Course Alignment <ul style="list-style-type: none"> ▪ Air Conditioning Troubleshooting ▪ HART 2334 ○ Assessment <ul style="list-style-type: none"> ▪ use of electrical test equipment to diagnose air conditioning control circuits in a team setting <ul style="list-style-type: none"> ▪ Students will document and explain the test diagnoses via team oral presentation and report 	<p>75% of students will score 75% or better on a hands-on assessment.</p> <p>75% of students will receive a grade of 75% or better on the final presentation and report</p>

Course Description and Learning Outcomes

All the HVACR courses: **CIP code 47.0201**

HART 1301 – Electricity For HVAC (4 SCH) (80 contact hours)

Principles of electricity as required by HVACR, including proper use of test equipment, electrical circuits, and component theory and operation.

Course Outcomes:

Demonstrate knowledge of basic principles of electricity, electrical current, circuitry, and air conditioning devices; apply Ohm's law to electrical calculations; perform electrical continuity, voltage, and current tests with appropriate meters; and demonstrate electrical safety.

HART 1307 – Refrigeration Principles (4 SCH) (80 contact hours)

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components, and safety.

Course Outcomes:

Identify refrigeration components; explain operation of the basic refrigeration cycle and heat transfer; demonstrate proper application and/or use of tools, test equipment, and safety procedures.

HART 1341 – Residential Air Conditioning (4 SCH) (80 contact hours)

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

Course Outcomes:

Identify various types of system applications; perform charging, recovery, and evacuation procedures of an installed system; perform component and part diagnostics and replacement; and perform system maintenance.

HART 1445 – Gas and Electric Heating (4 SCH) (80 contact hours)

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

Course Outcomes:

Identify different types of gas furnaces; identify and describe component operation of gas furnaces; service and troubleshoot gas furnaces; perform safety inspections on gas and electric heating systems; identify unsafe operation of gas furnaces; identify and discuss component operation of electric heating systems; and service and troubleshoot electric heating systems.

TECM 1343 – Technical Algebra and Trigonometry (3 SCH) (48 contact hours)

Algebraic and trigonometric applications used in technical/industrial settings.

Course Outcomes:

Solve linear, quadratic, and simultaneous equations used in technical/industrial applications; manipulate exponents; solve right and oblique triangles; convert polar and rectangular vectors; and add and subtract vectors.

HART 2431 – Advanced Electricity for HVAC (4 SCH) (80 contact hours)

Advanced electrical instruction and skill building in installation and servicing of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution motors, motor controls, and application of solid-state devices.

Course Outcomes:

Apply the principles and theory of power distribution; describe the theory, operation, and protection of electric motors; identify the application of solid-state devices; troubleshoot electric motors and controls.

HART 2442 - Commercial Refrigeration (4 SCH) (80 contact hours)

Theory and practical application in the maintenance of commercial refrigeration; medium, and low temperature applications and ice machines.

Course Outcomes:

Explain and apply medium and low temperature systems operation; explain and apply ice machine and packaged refrigeration system operation; explain application and conversion procedures of refrigerants related to specific systems.

HART 2443 - Industrial Air Conditioning (4 SCH) (80 contact hours)

A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity.

Course Outcomes:

Explain the sequence of operation for industrial systems and their accessories; identify components relative to industrial systems including chilled water systems; troubleshoot systems; and perform program maintenance procedures.

HART 2436 - Air Conditioning Troubleshooting (4 SCH) (80 contact hours)

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

Course Outcomes:

Test and diagnose components, systems, and accessories, complete applicable documentation.

HART 2334 – Advance Air Conditioning Controls (3 SCH) (80 contact hours)

Theory and application of electrical control devices, electromechanical controls, and/or pneumatic controls.

Course Outcomes:

Install and troubleshoot complex electrical control devices; control circuits; apply A/C control concepts; and analyze the effects of smart energy networks and how they interface with HVACR control systems.

HART 2382 - Cooperative Education - Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician (3 SCH) (240 Hours)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Course Outcomes:

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

HART 2338 – Air Conditioning Installation and Startup (3 SCH) (64 contact hours)

A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

Course Outcomes:

Install air conditioning equipment and evaluate system performance; demonstrate disposal and recycling of materials; demonstrate bending and cutting technique for system piping; and install equipment and ductwork according to industry standards and any applicable building codes to maximize efficiency.

HART 1356 - EPA Recovery Certification Preparation (3 SCH) (48 Contact Hours)

Certification training for HVACR refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVACR and refrigeration systems.

Course Outcomes

Define refrigerant recovery, recycle, and reclaim terms; explain refrigerant recovery, recycle, and reclaim procedures; analyze refrigerant recovery, recycle, and reclaim operations; identify Type I, Type II, and Type III appliances; examine and utilize Section 608 of the Clean Air Act of 1990 Refrigerant, Recovery, Recycle, and Reclaim.

Admissions and Graduation Requirements

COM is an open enrollment college, and students will not have any requirements to meet prior to enrolling.

The COM Enrollment Coaches will work with the student through the enrollment process. Once the student has applied, submitted required documents, tested (if necessary), supplied transcripts (if necessary), they are moved to our registration systems and are able to meet with an advisor. All first time in college students (FTIC's) have a hold and must meet with an advisor to register. Returning and transfer students are encouraged but not required to meet with an advisor to register. Since the program will not have pre-requisites, once they complete the steps to enrollment that pertains to them, they will meet with an advisor if they are an FTIC or register on their own if they are returning or a transfer student.

Before a degree is conferred, students must have:

- Completed all of COM's entrance requirements.
- Completed all course requirements for the degree being conferred with a minimum grade of "C" in all courses.
- Completion of at least 25% of earned credit hours must be earned at COM, however at least 50% of the required specialized courses for a degree must be completed at COM.
- Clear all holds and financial obligations to COM.

Planned Method of Delivery

This program will be delivered face-to-face, online and hybrid formats.

Location of the Program

The HVACR program will be taught at the College of the Mainland main campus: 1200 Amburn Road, Texas City, Texas 77591.

Compliance with Standard 10.7

The credit hour determination is referenced in the College of the Mainland catalog (Appendix G). The College determines credit hours for courses and programs using the commonly accepted practice in Texas higher education developed by the THECB - the Academic Course Guide Manual (ACGM), the Career and Technical Education Guidelines, and the Workforce Education Curriculum Manual (WECM).

Administrative Oversight

Direct oversight of the program will be provided by the Department Chair and a Program Coordinator. This Program Coordinator will also be a faculty member with dedicated administrative time. The Department Chair reports to the Dean. This program is under the Instructional Division of the College and ultimately reports to the Vice President for Academic Affairs.

Compressed Timeframes

Not applicable

Faculty Qualifications

Faculty Roster

The faculty roster form can be found in Appendix H.

Adequate Faculty

The faculty roster reflects the qualified faculty to develop the program. During the first year part-time faculty will provide instruction, and a full-time faculty member will be hired as the need arises most likely in the second or third year of the program. This is documented with COM Board Policy DJ Assignment, Workload (Local) (Appendix I).

Resources

Library Resources

COM's Library utilizes LibGuides, a web 2.0 content management and publishing system, to promote library resources and content available to faculty and students. An HVACR LibGuide, Appendix J, has been created to assist students in obtaining discipline specific learning resources. In lieu of TextShare, which has discontinued support for colleges, the Library has proactively identified two college-funded programs to ensure students continue to have access to affordable, high-quality learning resources.

Featured eBooks include

Core HVACR Textbooks

“Fundamentals of HVACR” — Carter Stanfield & David Skaves

A comprehensive textbook that covers heating, ventilation, air conditioning and refrigeration basics, written in clear, digestible units with visual aids—excellent as the backbone text for theory and practice.

“Principles of Heating, Ventilating, and Air Conditioning” — ASHRAE

An authoritative textbook based on the ASHRAE Handbook – Fundamentals, covering system principles, design, psychrometrics, heat transfer, and practical HVAC engineering concepts. It’s ideal for more technical or engineering-oriented courses.

“Heating, Ventilation, and Air Conditioning: A Residential and Light Commercial Text & Lab Book” — Cecil Johnson

Great for hands-on learners, this text blends theory with practical lab competencies, including electricity, refrigeration basics, controls, heat pumps, safety, etc.

“Modern Refrigeration and Air Conditioning”

A classic technical reference text used in many HVAC programs that thoroughly covers refrigeration cycles, components, and system operation.

“HVAC Fundamentals” — Samuel C. Sugarman

Focuses on how systems operate, components, controls, heat flow, and performance—great as a field-oriented reference.

“Audel HVAC Fundamentals” — James E. Brumbaugh

A well-liked hands-on guide offering depth on installation, maintenance, and troubleshooting—useful in labs and real-world scenarios.

Electrical & Control Systems

Look for **“Electricity, Electronics, and Control Systems for HVAC”**

Textbooks focusing on electrical systems and controls common in HVAC equipment (often used in apprenticeships).

“Ugly’s Electrical References”

A pocket guide great for student reference on electrical basics.

Blueprint Reading & Duct Calculations

Essential for system layout and design courses.

Hydronic Heating Systems & Boiler Application Guides

International Mechanical Code / NEC (National Electrical Code)

Awareness of Resources

At COM, every credit course (regardless of delivery mode) has an online Desire to Learn (D2L) shell. Faculty may request a virtual librarian for their course who will deliver messages about the library and course specific resources. Librarians are available for library instruction sessions held in the classroom or at the Learning Resource Center/Library.

The College of the Mainland Library icon can be found on the home page under Get Connected – Online Resources. Within the website is an abundance of resources to assist students, including the 24/7 Ask a Librarian.

COM Library

The screenshot shows the COM Library website interface. At the top, there are four navigation tabs: "Articles & Media" (orange), "Books & eBooks" (blue), "About COM Library" (green), and "Guides" (grey). Below the tabs is a red banner with the text "Real People. Real Help. 24/7." and "Get Real Help 24/7!". A blue arrow points from the text "Ask from the bottom right corner of every library page" to a "Ask a Librarian" button. To the right of the banner is a search section titled "Search for Articles, Books & More" with a search icon and a "Go!" button. Below the search section is a "Today's Hours" section showing "7:30am - 8pm" and a "More Hours" button. At the bottom left is a "Get Started" section with icons for "A-Z Databases", "Cite Sources", "Textbook Checkout", "Book a Study Space", "Help", "Research Tutorial", "Top Tips", and "Home Access". At the bottom right is a "Check Out What's New!" section with a "More News" button.

The COM Library is included as part of the New Student Orientation.

Mary's NEW STUDENT ORIENTATION

4 CAMPUS RESOURCES

Unlocked →

COM Library

Welcome to the COM Library—your go-to spot for research, resources, academic and leisure resources and more! With 304 databases at your fingertips, you can explore books, eBooks, articles, streaming media, and primary sources—all in one place. Use OneSearch to find what you need quickly and enjoy the bonus of auto-generated citations to save you time.

Need to study or do research from home? No problem! Log in with your school account to access thousands of resources anytime, anywhere. Plus, our library offers expert services to help you ace your research and boost your study game.

The resources are yours—make the most of them!

- Library Services
- Collections
- Policies

Visit the library on the first floor of the Learning Resources Center, building 8, open Monday–Friday, 7:30 AM–8 PM, and Saturday, 9 AM–1 PM.

The Library will be included in the campus tours. Tours are available at 11:00 and 2:00 p.m. daily.

Schedule a Campus Visit

- Campus Map
- Maps and Directions
- Emergency Contact
- Information Request
- Visit COM

Individual Visit

Experience our campus firsthand with a campus visit, designed to give prospective students a comprehensive overview of our facilities and resources. Visits are offered year-round and are conducted on a one-on-one basis, allowing for a fun and informative experience.

Individual campus visits are available on the following days, subject to availability:

Workday fees available from 11:00 a.m. and 2:00 p.m.

During the visit, you'll spend approximately one and a half hours exploring our campus, including visits to key areas such as our on-site resources, Student Center, and Gym Facility. Plus, you'll have the opportunity for discussions with an Enrollment Coach, who can provide valuable insights into our academic programs and support services. Come discover the opportunities that await you at our campus!

[SCHEDULE AN INDIVIDUAL CAMPUS VISIT](#)

You will receive a confirmation email when it is booked.

Group Visit and High School Visit

We also offer group visits for schools looking to introduce their students to College of the Mainland college life.

Group visits can be scheduled as follows:

- Visits may be scheduled on any Friday from 9:00 a.m. – 4:00 p.m.
- Please register online at least two weeks in advance for a visit.
- Large groups will be split into multiple groups for the visit.
- One chaperone per every 30 participants is preferred.

[SCHEDULE A GROUP CAMPUS VISIT](#)

See the COM Difference

[LEARN MORE](#)

Every semester and term, the Library Director provides and opportunity for FT and PT faculty to embed a Librarian in their D2L course shells.

Availability of Resources

COM's library ensures that all students have access to library materials and resources. Both traditional and distance education students have access to the library homepage, online databases, research guides, and information about how to use the library. Off campus students can login to online resources with their COM ID and last name via the library proxy server which authenticates them as licensed users.

COM's library staff are available by email, phone, text, in person, or live chat during work hours. There are virtual librarians available to students 24/7.

Student Support Programs and Services

Students enrolled in this program will be afforded the same support services as other college students enrolled in credit courses: academic advising; admission and registration; career services; counseling and disability services; financial aid; student life activities; IT help desk; clubs and organizations; gymnasium; bookstore; testing center; and tutoring center. Once enrolled in the program, students will have formal and informal opportunities to work with program faculty/advisors/mentors.

Student Support and Instructions on the LMS

D2L LMS support is provided via Quack the Code Video Series and the D2L Homepage, online resources, email support, and FAQs. The FAQs are provided to all new students (Appendix K).

Physical Resources

Adequacy of Physical Facilities and Equipment

The Program will be in the COM main campus, 1200 Amburn Road, Texas City, Texas. Specifically, the Industrial Careers Building (ICB) will host the program's classes and labs.

Program Specific Equipment and Space Needed or Currently Available for the Program

No additional equipment will be required. The main computer classroom will be in ICB 308 and the HVACR lab will be ICB 125.

ICB 308 – Computer Classroom

- 951 sq. ft.
- 24 Computers with MS Office and Internet Access
- Data Projector with Instructor Computer

- Wall writing surface

ICB 125 – HVACR Lab.

- 2,004 sq. ft.
- Instructor computer
- Data Projector with instructor computer
- Wall writing surface
- HVACR equipment and instruments:
 - Industrial and residential refrigerators for training
 - Amatrol AC trainer T7082
 - Residential and industrial compressors trainers
 - Amatrol Commercial refrigeration training unit T105
 - Amatrol Refrigerant recovery and charging unit trainer for R-143a and R-410a
 - Amatrol Minisplit troubleshooting system T7130
 - Amatrol Refrigeration installation system trainer T7200
 - Amatrol Heat pump troubleshooting system T7100
 - Furnace and AC training unit TU 208
 - Residential window units trainers
 - Amatrol Electrical fabrication trainer T7021
 - Oxygen Acetylene welding & fabrication station
 - Single phase compressor control trainer TU 521
 - Residential evaporator and air handler unit trainer
 - Vacuum pumps, copper lines, scales, meters wiring, refrigerant, and tools

Faculty Office Space

Faculty office space will have a desk, two receiving chairs, computer, phone and access to a printer. All computers will have access to Outlook, Microsoft Office and D2L.

Additionally, adjunct faculty members will have access to shared office spaces within the industrial careers department office suite. These offices are intended to provide a professional and welcoming environment where adjunct instructors can meet with students, hold office hours, and engage in academic planning and support. The availability of these workspaces reinforces the program's emphasis on faculty accessibility and student success.

Facilities Impact

The proposed change will not have an impact on facilities and equipment currently used by existing programs at COM.

Financial Resources

The College of the Mainland is in excellent financial condition. Our expenditures support our strategic goals that are derived from our strategic plan. Our track record of successful audits with no negative findings, as well as investment grade ratings from Moody's and S&P Global demonstrate our financial strength.

The financial resources to initiate the Program have already been procured through COM's annual budgeting process. A funded budget will be included in the 2026-2027 fiscal year pending Board of Trustee approval.

There are 3 sources of funding for community colleges in the state of Texas. Beyond tuition and fees, and the state appropriations, there is an ad valorem tax that supports the difference between operating costs and revenue. College of the Mainland has continuously been able to balance its operating budget.

Program Budget

Revenues	FY27	FY28	FY29	FY30	FY31
Tuition Revenue	\$66,990	\$ 150,150	\$ 170,940	\$ 170,940	\$ 170,940
Course Lab Fees					
State Appropriation		63,000	225,000	225,000	225,000
Local Appropriation	6,844				
Total Revenues	66,990	213,150	395,940	395,940	395,940
Less: Expenses					
Full-Time Faculty			68,000	70,040	72,141
Part-Time (2)Adjuncts	12,544	12,920	13,308	13,707	14,118
Benefit Costs	-	-	19,040	19,611	20,200
Direct Oper. Expense	19,100	19,482	19,872	20,269	20,674
Software	5,000	5,100	5,202	5,306	5,412
Equipment		50,000			
Total Direct Expenses	36,644	87,502	125,422	128,933	132,546
<i>Grant/Endowment Funding [Potential]</i>		<i>50,000</i>			
Net Revenue (After Direct Cost)	\$30,346	\$175,648	\$270,518	\$267,007	\$263,394

Additional Budget Resources

No resources are needed for contractual or support service for the Program.

Contingency Plan

The College retains a percentage of the total operating costs, in excess of required amount set forth by the Board of Trustees, for use in continuity of operations, and is in a strong financial position.

Institutional Evaluation and Assessment Process

COM maintains an academic program assessment process managed by the Office of Planning, Effectiveness, Assessment, and Research (OPEAR) and guided by the Institutional Assessment Committee, a representative body of faculty and staff. The Academic Assessment Sub-Committee, comprised of faculty, establishes protocols and expectations for (1) assessment of learning outcomes for its educational programs, and (2) the assessment of the general education core curriculum as prescribed by the THECB.

The purpose of the assessment of the academic programs and the general education core curriculum is intended to demonstrate the extent to which COM graduates attain the expected learning outcomes established for the discipline(s) through targeted data collection and analysis. Results of the outcomes assessment process informs improvements and changes in instruction that ensure effective delivery of the skills, competencies, and behaviors COM graduates are expected to attain through their program of study.

COM operates on an annual assessment cycle, though not all outcomes are assessed (specific data collected) each year, all outcomes are expected to be assessed at least once every three years. Additional data, including licensure and certification examination results are used to complement and triangulate COM's internal assessment process. Moreover, student achievement data is also reviewed as part of the program assessment process and is disaggregated for each program of study to determine if there are groups of students not progressing at the same level as other students.

THECB Annual Review

THECB has an annual review of the number of graduates produced by degree programs. The standard:

- fewer than 25 graduates in five years for undergraduate programs

The THECB may recommend closure of a program that has been on the Low-Producing Program list for three or more consecutive years. College of the Mainland does not have any program on the Low-Producing Program list.

APPENDICES

Appendix A – Program List

Bachelor of Applied Science

Operations Management

Bachelor of Science

Nursing – RN to BSN (51.3801)

Associate of Arts

Business FOS (52.0101)

Criminal Justice FOS (43.0104)

English FOS (23.0101)

General Studies (24.0102)

Music FOS (50.0901)

Theatre - Performance (50.0501)

Theatre - Technical (50.0501)

Visual Arts (50.0702)

Associate of Arts in Teaching

Leading to Initial Texas Teacher Certification – EC-6 (13.1210)

Leading to Initial Texas Teacher Certification – 4-8, EC-12 Spec Ed (13.1203)

Leading to Initial Texas Teacher Certification – 8-12, EC-12, other than Spec Ed (13.1205)

Associate of Science

Computer Science (11.0101)

Chemical Engineering FOS (14.0701)

Engineering FOS (14.0101)

Mathematics (27.0101)

Natural Science (30.1801)

Enhanced Skills Certificate (Level III certificate)

Fire EMT Basic (43.0201)

Associate of Applied Science

Accounting (52.0301)
Business Administration with Emphasis in Entrepreneurship (52.0201)
Business Administration with Emphasis in Management (52.0201)
Business Administration with Emphasis in Marketing (52.0201)
Cosmetology Instructor (12.0413)
Criminal Justice (43.0104)
Culinary Arts (12.0503)
Dental Hygiene (51.0602)
Fire Technology (43.0201)
Graphic Design/Web Design (11.0801)
Health Information Management (51.0707)
Information Technology – Cloud Computing (11.1003)
Information Technology- Cybersecurity (11.1003)
Instrumentation and Electrical Technology (15.0404)
LVN to RN Transition (51.3801)
Medical Assisting (51.0801)
Nursing (ADN) (51.3801)
Occupational Safety and Health Technology (15.0701)
Petrochemical Process Technology (41.0301)
Pharmacy Technician (51.0805)
Radiologic Technology (51.0911)
Surgical Technology (51.0909)
Welding Technology (48.0508)

Occupational Skills Awards

Barber to Cosmetology Crossover (12.04.01)
Basic Emergency Medical Technician (Dual Credit Only) (51.0904)
Networking Fundamentals (11.0901)
Robotic Process Automation (11.0301)
SQL Server Database Fundamentals (11.0201)
Occupational Skills Award: Cyber Security Fundamentals (11.1003)

Level I Certificates

Professional Bookkeeper (52.0301)
Entrepreneurship (52.0201)
Management (52.0201)
Marketing (52.0201)

Cosmetology High School Operator (12.0401)
Professional Cook (12.0503)
Fire Academy (43.0203)
Fire Officer (43.0201)
Graphic Design (11.0801)
Web Design (11.0801)
Cybersecurity (11.1003)
Pharmacy Technician (51.0805)
Advanced Level Welding (48.0508)
Entry Level Welding (48.0508)
Advanced Level Welding (48.0508)
Entry Level Welding (48.0508)
Occupational Safety and Health Technology (15.0701)
Instrumentation and Electrical Technology (15.0404)
Advanced Emergency Medical Technician (51.01904)
Barbering (12.0402)
Cosmetology Operator (12.0401)
Esthetic Specialty (12.0409)
Networking (11.0901)
Programming (11.0201)
Robotic Process Automation (11.0301)

Level II Certificates

Vocational Nursing (51.3901)
Paramedic (51.0904)
Medical Coding (51.0713)
Instrumentation and Electrical Technology (15.0404)
Medical Assisting (51.0801)
Limited Medical Radiologic Technologist (51.0911)

Appendix B – Advisory Committee Meeting Minutes



HVAV Advisory Committee Minutes

Please note: Minutes should document committee member input and ongoing action resulting from committee recommendations over time. Committee members must meeting annually (within a 12-month period).

CHAIRPERSON: Derrick Lewis		
MEETING DATE: 03/24/2026	MEETING TIME: 10-11AM	MEETING PLACE: Microsoft Teams
RECORDER: Patricia England		PREVIOUS MEETING:

MEMBERS: (P = Present)

	Name (List all members)	Title	Business Affiliation
P	Jimmy Painter	Adjunct	College of the Mainland
P	David Wilson	Owner	Wilson Mechanical LLC.
P	Gregory Phariss	Adjunct	College of the Mainland
P	Adrian Corral	Service/Sales Account Mgr.	Letsos Company

OTHERS PRESENT:

	Name	Title	Business Affiliation
P	Dr. Victor Vega	Workforce Dean	College of the Mainland
P	Derrick Lewis	PTEC/WLDG/Safety Chair	College of the Mainland
P	Julie Kellagher	Executive Administrative Assistant	College of the Mainland

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approved Minutes from Last Meeting	First Meeting	D. Lewis
	N/A	
Old Business: (Discuss action from previous committee recommendations.)		
Introduction:	Everyone introduces themselves	D. Lewis
New Business:	We are starting a new HVAC program with a level 1 & 2 certificate and AAS Degree.	
Discuss new program	<ul style="list-style-type: none"> • This will help students move into higher positions. • Classes are stackable. Academic classes are required by the state. • The EPA certification preparation has new A2L refrigerant that's mildly flammable. The EPA licenses 608 you obtain will cover, however there is a safety course the EPA would like students to take as part as your 608 licenses. A2L has specific tools, equipment, fittings. • Not to get confused with what has already been in field like R22, R410. Most commercial, industrial, medical and auto reverting to A2L. • ACCA Organization has the test. Colleges teaching on older systems, not what is needed with new A2l systems. Need to make sure lab is equipped with newer equipment. 	D. Lewis/A. Corral
Final Thoughts/Comments	We will make adjustments to add new safety precautions for A2L.	D. Lewis

Appendix C - Instructional Assessment Committee Minutes



Assessment Committee Meeting Minutes

Date: February 26, 2026

Location: ICB-121

Attendees: Joan Bytheway, Savannah Davis, Nathan Goldman, Mark Greenwalt, Andrew Gregory, Jim Griffiths, Derrick Lewis, Lauren McElyea, Sarissa Ryan, James Tabor, Lydia Wardell

Guests: Kim Farson, Victor Vega

Non-Attendees: Stephanie Dilissio, Kermit Harris, Tanya Ingram

Welcome

Program Assessment Plan Reviews – HVAC AAS

Presenter: Derrick Lewis

Highlights:

- 3 program outcomes outlined and explained
- Stackable credentials – level 1 and level 2 certifications build into AAS
- Math course in 1st semester to assist students with electrical courses required
- Internship has an “or” option to help students avoid difficulty in finding paid internships
- Students can obtain level 1 certificate and gain employment; however higher salaries are available with level 2 certificate and the AAS
- Credits can transfer back into the BAS Operations Management beginning fall of 2026
 - Joan Bytheway - Motion to approve
 - Jim Griffiths – 2nd
 - Unanimously approved

Adjournment:

Andrew Gregory adjourned the meeting.

Minutes Approved via electronic vote 3/4/2026

-kf 20260227

Appendix D – Curriculum Committee Minutes

Curriculum Committee Online Voting Minutes, March 19, 2026

Online Email:

Present	Last Name	First Name	
Voting Members			
✓	Ana Lisa	Garza	Adult Education
✓	Lisa	Homburg	Allied Health
✓	Deane	Schneider	Business
✓	Cheramie	Hopper	Fine Arts
✓	Courtney	Pugh	Humanities
✓	Beth	Darden	Human Services Careers
✓	Rico	Brown	Industrial Technology
✓	Theophilus	Boye	Math & Computer Sciences
✓	Stephanie	Griggs	Nursing
✓	Gary	Staudt	Public Service Careers
✓	Carol	Connor	Science & Engineering
✓	Will	Bryerton	Social Behavioral Science
Non-Voting Members			
✓	Mary	Dehart	Instructional Operations Manager
✓	Rebecca	Montz	Instructional Dean
✓	Robert	Castro	Co-Chair Faculty
✓	Rocky	Barney	Instructional Dean
✓	Victor	Vega	Instructional Dean
Guests			
✓	Lewis	Derrick	Industrial Careers

The online electronic vote was called to order by co-chair, Robert Castro, sent approximately Thursday, March 19, 2026, 11:42 AM

Review and Approval of Minutes

The Curriculum Committee online voting minutes, March 19, 2026 were approved online by committee members on Wednesday, March 25, 2026.

Online Voting Email

From: Castro, Robert <rcastr@com.edu>

Sent: Thursday, March 19, 2026 11:42 AM

To: Garza, Ana Lisa <agarza47@com.edu>; Homburg, Lisa <lhomburg@com.edu>; Schneider, Deane <dschneider@com.edu>; Hopper, Cheramie <chopper@com.edu>; Pugh, Courtney <chill3@com.edu>; Darden, Bethany <bdarden1@com.edu>; Brown, Ricardo <RBrown@com.edu>; Boye, Theophilus

<tboye@com.edu>; Griggs, Stephanie <sgriggs2@com.edu>; Staudt, Gary <gstaudt@com.edu>; Connor, Carol <cconnor2@com.edu>; Bryerton, Will <wbryerton@com.edu>

Cc: Dehart, Mary <MDehart@com.edu>; Vega-Vasquez, Victor <yvega2@com.edu>; Barney, Rocky <rbarney@com.edu>; Montz, Rebecca <rmontz@com.edu>; Lewis, Derrick <dlewis22@com.edu>

Subject: Curriculum Committee Electronic Vote -Level One Certificate, Level Two Certificate, and Associate of Applied Science in Heating Ventilation Air Conditioning (HVAC)

Curriculum Committee Voting Members,

We have a Voting item that needs to be approved by the Curriculum Committee Voting Members. We are sending this email to all voting members, so the Program could be approved before the 26 -27 catalog; therefore, the item needs to be voted on by the end of the week.

As Curriculum Chairs, we have the authority to request a vote outside of meetings when necessary. Please refer to the Curriculum Committee Handbook if you have any questions or concerns regarding this policy.

The voting item is for the:

- **New Degree/Certificate: Level One and Two Certificate, and Associate of Applied Science in Heating and Ventilation Air Conditioning**
- **Department: Industrial Careers**
- **Program Coordinator: Derrick Lewis**
- **New Courses: Course Title SCH**
 - **HART 1301 Basic Electricity for HVAC 3**
 - **HART 1307 Refrigeration Principles 3**
 - **HART 1341 Residential Air Conditioning 3**
 - **HART 1445 Gas and Electric Heating 4**
 - **TECM 1343 Technical Algebra and Trigonometry 3**
 - **HART 2431 Advanced Electricity for HVAC 4**
 - **HART 2442 Commercial Refrigeration 4**
 - **HART 2443 Industrial Air Conditioning 4**
 - **HART 2436 Air Conditioning Troubleshooting 4**
 - **HART 2334 Advanced Air Conditioning Controls 3**
 - **HART 1356 EPA Certification Preparation 3**
 - **HART 2338 Air Conditioning Installation and Startup 3**
 - **HART 2382 Cooperative Education - Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician 3**

It is also posted in the Content Unit under the 2025–2026 folder, and available in the Announcements section. Additionally, we have created a subfolder titled "**2026 March Email Voting Items.**"

This email is being sent as an official Voting requirement to all voting members, and a Read Receipt option has been enabled. We ask that voting members simply respond with the "Yes or No" vote on the item. If a "No" vote is made, please inform us of the correction that needs to be made prior to voting deadline.

Thank you for your patience and assistance with this important business.

- The deadline for Curriculum Committee Email Voting on the new Level One and Two Certificate, and Associate of Applied Science in Heating and Ventilation Air Conditioning is **Friday, March 20, 2026.**
- **Email Attachments:**
 - HVAC Level 1 Level 2 and AAS Curriculum Change Form
 - HVAC Degree Plan Change Form Vega Feb 27
 - HVAC Level 1 Certificate
 - HVAC Level 2 Certificate
 - HVAC Associate of Applied Science

Robert Castro and Beth Darden



Online Vote

Yes	No		Last Name	First Name	Department
✓			Ana Lisa	Garza	Adult Education
✓			Lisa	Homburg	Allied Health
✓			Deane	Schneider	Business
✓			Hopper	Cheramie	Fine Arts
✓			Courtney	Pugh	Humanities
✓			Beth	Darden	Human Services Careers
✓			Rico	Brown	Industrial Technology
✓			Theophilus	Boye	Math & Computer Sciences
✓			Stephanie	Griggs	Nursing
✓			Gary	Staudt	Public Service Careers
✓			Carol	Connor	Science & Engineering
✓			Will	Bryerton	Social Behavioral Science

Respectfully submitted,

Lisa Homburg

Appendix E - Board of Trustee Meeting Minutes – *Pending April
27th Meeting*

Appendix F – THECB Planning Notification Form- Pending Approval

Planning Notification - Institution

Institution Planning Notification

<p>ID PTFZE5HU</p> <p>Institution * College of the Mainland Community College District</p> <p>Proposed CIP Code * <small>You DO NOT need to enter the decimal *.*</small> 15050100</p> <p>Degree Level * Associate</p> <p>Proposed Degree Program Title (e.g. Psychology) * <small>Select a title using the drop down menu or type in a unique degree title.</small> Heating, Venting, Air Conditioning (HVAC) Technician</p> <p>Anticipated Date of Full Proposal Submission * 3/31/2026</p> <p style="text-align: center;">*</p>	<p>Request Type Planning Notification</p> <p>FICE 007096</p> <p>CIP Code Name Heating, Ventilation , Air Conditioning and Refrigeration Technology/Technician</p> <p>Proposed Degree Designation (e.g. MA) * AAS</p>
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Certification of Approval

Certification of Approval *
 I certify that this planning notification has been approved by the Chief Academic Officer or designee.

<p>Submitter Name * Mary Dehart</p> <p>Proposal Contact Name * <small>Proposal contact will receive labor market information when sent by THECB staff.</small> Dr. Heather Rhodes</p>	<p>Submitter Email * mdehart@com.edu</p> <p>Proposal Contact Email * hrhodes1@com.edu</p>
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Appendix G – Compliance Standard 10.7

Registration

When students meet all admissions requirements, they are eligible to register for classes. Registration periods for regularly scheduled classes are listed in the College Academic Calendar, which is posted online and published in the Catalog. Specific times, dates and class information are posted separately in WebAdvisor prior to each registration period. Early registration is encouraged to ensure the best selection of classes and times. All currently enrolled eligible students, full or part-time, may register and pay for classes through the College's website or in person.

Schedule Disclaimer

COM will determine when courses are to be offered, class enrollments, and locations and reserves the right, when necessary, to cancel classes, change instructors, and otherwise alter the published schedule. No charge to the student will be made for changes due to canceled classes. To replace a canceled class, the student may add classes online or see an advisor.

Guaranteed Schedule

COM offers a guaranteed schedule which makes scheduling in advance easier. Students will know when a class will be scheduled, and it is guaranteed that the class will run. Certain core classes will not be canceled due to low enrollment as long as that class is part of the guaranteed schedule. The guaranteed schedule is set up on a fall semester, spring semester, and summer semester basis. See an advisor for additional details.

Student Course Load

The standard course load for a student (not employed full-time) during a regular 16-week semester is five college courses, or a course load not to exceed 18 credit hours. The maximum course load for an 8-week session is 11 credit hours. However, this varies with each student, and an advisor should be consulted to make this choice. The maximum course load for a student during the summer is 16 credit hours for the 10-week session and 8 credit hours for the 5-week session. Only under exceptional circumstances will a student be permitted to register for more than the standard course load. Students wishing to take a course load above 18 hours must get approval from the Vice President for Academic Affairs or the Vice President for Student Affairs on a case-by-case basis.

Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately 15 weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution, including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

Course Prerequisites and Co-requisites

Course prerequisites and co-requisites must be met regardless of TSI status. Relevant course prerequisites must be met before students will be allowed to begin courses requiring prerequisites.

Classification of Students

Part-time: A student carrying fewer than 12 credit hours in a fall, spring, or summer semester

Full-time: A student carrying 12 or more credit hours in a fall, spring, or summer semester

Freshman: A student who has earned fewer than 30 credit hours

Sophomore: A student who has earned 30 or more credit hours

Special: A student enrolled in credit courses who is not seeking a certificate or degree

Course Numbers

Each course number has a distinct meaning. If the course number begins with a 1, the course is freshman level; if the course number begins with a 2, the course is sophomore level. The second digit indicates the credit hours. The third and fourth numbers indicate the type and course sequence.

Changes in Student Schedule

Prior to registering for classes, students should carefully plan a schedule that follows their degree plan and identified pathway. When it is necessary to add and/or drop courses during the registration period, students can make these changes online; however, students cannot drop developmental or co-requisite courses during this period without the assistance of an Academic Advisor. After the registration period ends, course changes must be processed through an Academic Advisor.

Withdrawal from All Classes

Students planning to withdraw from the College must see an Academic Advisor. Students officially withdrawing from all classes at once will be assigned the status of "WX" so that these drops will not count against the six drop limit. Withdrawal is not considered official unless it is initiated by the student.

Withdrawal from a Class

Student planning to officially withdraw from a class after the registration period ends must see an Advisor. The following guidelines determine grades for an official withdrawal:

1. When a student withdraws before Census Day (as indicated on the Academic Calendar), the course will not appear on the student's permanent record.
2. When a student withdraws after Census Day (as indicated on the Academic Calendar) but before "W" day, a grade of "W" will appear on the student's permanent record.

Instructor-Initiated Drop

When, in the judgment of the instructor, a student has been absent enough times so that it is unlikely the outcomes of the course will be achieved, the instructor may drop the student by notifying the Admissions and Records Office. The student will receive a grade of "W" for that course.

Six Drop Rule

By State law, all students enrolling for the first time at any Texas public college or university after Fall 2007 will be limited to six course

Appendix H – Faculty Roster

Faculty Roster Form

Qualifications of Full-Time and Part-Time Faculty

Name of Institution: College of the Mainland

Name of Primary Department, Academic Program, or Discipline: Industrial Careers

	2	3	4
NAME (F, P)	COURSES TAUGHT Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual] Note – for substantive change prospectuses/applications, list the courses to be taught, not historical teaching assignments	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, Including Institution & Major List specific graduate coursework, if needed	OTHER QUALIFICATIONS & COMMENTS Related to Courses Taught
Jimmie Painter	<ul style="list-style-type: none"> • HART-1001 Basic Electricity for HVAC • HART-1038 Air Conditioning Level I • HART-1005 Air Conditioning Level II • HART-2036 Air Conditioning Level III 	<ul style="list-style-type: none"> • Jimmie Painter was in The US Army • Jimmie Painter attended Rice Aviation school and graduated with Airframe and power plant certification. • Jimmie Painter has over 20 years of experience in the field of HVAC 	<ul style="list-style-type: none"> • Is a master HVAC Technician
Gregory Phariss	<ul style="list-style-type: none"> • HART-1001 Basic Electricity for HVAC • HART-1038 Air Conditioning Level I • HART-1005 Air Conditioning Level II • HART-2036 Air Conditioning Level III 	<ul style="list-style-type: none"> • Gregory Phariss Has a bachelor's degree from San Jacinto College South. • Gregory Phariss has over 20 years of experience in the HVAC field. 	<ul style="list-style-type: none"> • Is a master HVAC Technician

Department Chair Duties (HVACR)

Responsibilities include:

- Faculty supervision and evaluation
- Course scheduling and staffing
- Oversight of program assessment and student outcomes
- Ensuring compliance with SACSCOC and THECB requirements
- Advisory committee coordination
- Budget oversight

The Department Chair meets all institutional and SACSCOC qualifications, including appropriate academic credentials and industry experience.

Coordinator Duties (HVACR)

- Develop/revise new HVACR Associate Degree curriculum.
- Understands the principles and practices of teaching.
- Prepare and revise curriculum and coursework as needed.
- Meet classes as scheduled.
- Detailed knowledge of the material taught in the specific course in the program area.

- Must have excellent oral and written communication skills to communicate effectively with a diverse, multicultural college community.
- Basic computer literacy sufficient to perform job duties.
- Knowledge of student engagement techniques, learning styles, retention strategies, and learning-centered philosophy.
- Experience with or willingness to learn the latest teaching/learning technologies and online instruction.

Complete all instruction-related paperwork (e.g., textbook requests, incomplete grade contracts, etc.) in a timely fashion, i.e., by the deadline given by the supervisor.

Define and practice a clear communication policy with students (i.e., maintain office hours for student consultation and return student emails and phone calls).

Serve on committees as needed and assigned.

Participate in student advisement and mentoring activities as needed and assigned.

Adhere to the college academic calendar (e.g., concerning submission of grades, attendance at mandatory events, and required contact hours in courses taught).

Other duties as appropriate to the position.

Education/Training/Experience

Associate degree in HVACR or a closely related field and three (3) years of industry-related work experience OR extensive experience in the field can be considered in lieu of education.

Appendix I – COM Board Policy Faculty Load

Local Policy DJ – Assignment, Workload, and Schedules

In addition to the time spent in the classroom or laboratory, a faculty member's total commitment to the College District shall also include preparation for class meetings, laboratory sessions, online course management, student consultation, committee responsibilities, advisement, professional development, and service to the community.

The standard teaching load for a full-time faculty member is 15 credit hours per semester or 18 contact hours per week per semester. The traditional configuration is five courses, each having a value of three contact hours per week and three credit hours per semester, but the number of courses and the credit and contact hours per course may vary. Equivalency for each discipline shall be determined by the chief academic officer as appropriate to the program areas in which a faculty member works. Full-time faculty members may teach noncredit courses and may participate in special assignments as part of their workloads with the approval of the chief academic officer.

Faculty members shall schedule office hours at times most convenient for students, as approved by the Department Chairperson. Upon approval by the Department Chairperson, each faculty member shall post his or her office hours at the beginning of each semester. Faculty members shall not schedule office hours during the College District's college hour.

The minimum number of office hours per week shall be seven and one-half hours per week during the fall and spring semesters and three hours per week during any summer session. Full-time faculty members teaching online courses may provide one virtual office hour per week for each online section taught to fulfill the above requirements.

Department Chairs are responsible for reviewing and monitoring courses to ensure compliance with this policy.

A faculty member taking a leave of absence shall work with his or her Department Chairperson to find a qualified substitute. The substitute shall be compensated by the College District in accordance with current policies and administrative regulations. Overload assignments shall be no more than a one-course equivalency. A faculty member may teach one-course overload as approved by the Department Chairperson. A two-course overload may be permitted on an emergency basis and upon approval of the chief academic officer. When compelling student need is demonstrated, the chief academic officer may approve a faculty member to teach an overload with fewer than ten students enrolled.

A faculty member who teaches the overload may be compensated prorata with the approval of the chief academic officer. Full-time faculty not on contract during the

summer semesters may teach a class with fewer than ten students on a prorata basis with the approval of the chief academic officer.

All requests for release time or compensation shall be approved by the chief academic officer and the College President.

Appendix J – Library Guide

COM Library

Articles & Media

Books & eBooks

About COM Library

Guides

HVAC

Search this Guide

The best books, eBooks, articles and open access resources for HVAC.

Introduction

HVAC

Books & eBooks From the Guide

Latest News

Industry Guides

Books & eBooks

Articles

Media

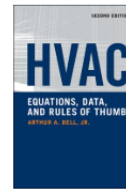
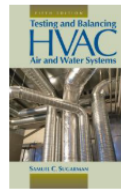
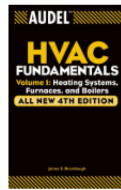
Open Access

Need Help? Questions Welcome!

At COM Library questions are welcome! Ask us a question, chat with us, book a librarian, help yourself with our Knowledge base, or send us comments. We're here to help!



Books & eBooks From the Guide



Latest News

- [RectorSeal Acquires Duck-Strip Cable](#)
- [Helix Earth Secures Funding for Energy Efficiency and Humidity Management](#)

Library

Do you need help?
Real People. Real Help. 24/7.

Appendix K – Student Support and Instructions on the LMS

1. Quack the Code Video Series (Found Under Future Students)

Our “Quack the Code” video series covers the most common D2L issues students encounter, including step-by-step instructions for the Online Learner Workshop (OLW). The playlist is shared via D2L announcements at the start of each semester, including 8-week sessions—and is also distributed to faculty to embed in their courses. Moving forward, this playlist will be included by default in our D2L course templates. It’s hosted on our [COM EdTech YouTube channel](#), which also houses additional in-house help videos, like the Conquering Hybrid Learning playlist. A link is available under Student Resources located in the LMS navigation menus. To the right are just a sample of the 17 videos in Quack the Code: Tech Tips at COM.

2. D2L Homepage Access (No Login Required to enter D2L Homepage)

D2L linked on the COM homepage under “Get Connected – Online Resources,” allowing students to access the platform without prior instruction.

Students log in using their COM credentials and gain access to course shells as soon as they are enrolled. They can also find D2L Brightspace in the Single Sign-on (COM LOGIN).

Once in D2L:

- FAQs can be found on the landing page
- Students can enroll in the Online Learner Workshop under Discover
- “Getting started resources for learners” can be found under Brightspace Resources

3. Support Email

- a. Students can email de_suport@com.edu for help

4. All online and hybrid sections provide a link to the Online Learner Workshop, whether viewed through Self Service or Navigate. The comment reads: “Students new to online learning at COM can register for the Online Learner Workshop on Demand module. Learn how to access the training at <https://www.youtube.com/watch?v=xXKGTEp9xJg>.”

5. Advisors

- a. A list of Frequently Asked Questions is provided to all new students when they meet with their Advisor.
- b. After initial meeting with students, Advisors send a reminder to the new students: “Brightspace Desire to Learn (D2L) is COM’s online learning platform. You will want to check this daily. Your classes will appear in your D2L account on the first day of classes. Having issues accessing your class or notice content missing? Submit a ticket here.”

Frequently asked questions provided in New Student Packet from Advising.

Starting Fall 2022 COM's online learning platform is changing to D2L Brightspace on August 22.

To help you find everything you need to succeed online we've compiled a list of common questions and their answers below.

Where do I go to access D2L Brightspace at COM? You can access COM's online classes at <http://com.brightspace.com>. You can also access D2L by going to COM's homepage at <http://www.com.edu>, scroll down to the bottom of the page, and click on the button for D2L Brightspace.

How do I access my classes? When you log into your COM account on D2L Brightspace you can find your classes on your homepage under the "My Courses" section. When you hover over your classes, you'll see a button appearing in the top right that has 3 dots. Clicking on this will give you the option to pin the class to the top of your course list. This should allow you to control what order you view your class list.

What browser should I use for my classes on D2L Brightspace? You can choose from Firefox, Chrome, Safari, and Edge as all these browsers are supported. Internet Explorer is not supported.

Can I access my online classes on my phone? Whether you're on Apple or Android you can find the app called **Brightspace Pulse** in the app store of your choice, install it, select COM as your learning provider, and sign in with your COM login to access your classes on the go.

How do I get help when things don't work right? On your D2L homepage you will find a Navigation Bar at the top of the screen. On that Navigation Bar is a drop-down menu labeled "COM Tech Support". On that drop down you can click "DE Support Request" to open a page that will allow you to submit a trouble ticket to our Distance Education Support Team here at COM.

When can I access my classes on Brightspace? Students will have access to their courses on the First Day of Classes unless an instructor has made the course available earlier.

How can I receive Brightspace announcements and alerts in my email? Once you're logged in to Brightspace, click your name in the top right corner of the screen. Then click "Notifications". From here you can scroll down and click the check boxes on any of the available options. Once you have selected your desired alert notifications click the Save button at the bottom left of the screen.

I'm logged into Brightspace and don't see my current courses (after the start date of the course). Scroll down and find the "My Courses" section. Use the left and right arrows to find the correct term and select it. If you still are not seeing your classes, please put in a ticket with our support staff who will help you quickly. You can also get help directly from D2L Brightspace at <http://edtech.com.edu/introduction-to-d2l-solve/>.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: April 27, 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 April 27, 2026.

PURPOSE

To adopt updated policies to align with current practices and procedures.

BACKGROUND

Included in the revisions to BGC policy are references to two regulations addressing revisions to the president's current shared governance structure and updates to clarify and address shared governance principles consistent with SB 37. CG policy has been updated to align with current behavioral intervention and threat assessment practices. DEB updates items related to employee compensation and benefits, while DJ policy clarifies matters related to faculty assignments, workloads, and scheduling. DLC policy has been revised to include references to the current procedures related to the faculty performance ranking system.

FUNDING SOURCE

Not applicable

PROPOSED MOTION

"I move the Board of Trustees adopt the revisions to local policies as presented."

ATTACHMENT(S)

1. BGC (Local) Draft/Final - *Administrative Organization: Councils and Faculty Senates*
2. CG (Local) Draft/Final - *Safety Program*
3. DEB (Local) Draft/Final - *Compensation and Benefits: Fringe Benefits*
4. DJ (Local) Draft/Final - *Assignment, Work Load, and Schedules*
5. DLC (Local) Draft/Final- *Employee Performance: Promotion and Demotion*

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-A \(REGULATION\)\]](#)

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-B \(REGULATION\)\]](#)

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

3. Engaging in other similar misconduct.

A member may be removed on recommendation of the vice president for academic affairs 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.

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

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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.

Enterprise Risk Management

The enterprise risk management policy of the College District is to identify, mitigate, and manage risk across the College District. This includes evaluating the risks associated with activities and operations of the organization; developing a means of controlling, reducing, or eliminating those risks, as well as financing these efforts. These risks include natural disasters, illnesses, injury, and loss of property resulting from unsafe practices and conditions as well as the financial costs of these losses. The strategies of the College District's enterprise risk management programs are to mitigate risk, especially through avoidance of losses, reduce the chance of loss, or move assets to prevent risk impacts. College District risk management officials work with stakeholders to define what risks are acceptable and what must be addressed through direct action.

Key enterprise risk management officials serve as the organizational experts in risk identification and remediation, loss control and investigation, and management of claims and as key resources for compliance with federal, state, and local regulations to accomplish the College District's mission to empower its diverse communities for success.

Implementation of the risk management strategy for the College District is accomplished through a series of programs, plans, and procedures including, but not limited to, the following:

- Emergency Management;
- Environmental Health and Safety;
- Liability Insurance;
- Property/Casualty Insurance;
- Transportation Management;
- Workers' Compensation
- [Integrated Behavioral Intervention and Threat Assessment Team](#)

Comprehensive Safety Program

The College District shall take reasonable precautions for the safety of the students, employees, visitors, and others having business with the College District by promoting and developing an aggressive prevention and safety education program for students and personnel employed by the College District. The College President shall delegate the responsibility for developing the total safety program to a competent, professional staff person.

All personnel shall be actively aware of the accident-causing probabilities within their total environment throughout their working day.

Sign Policy

No signs shall be posted on the glass doors in any building on campus due to blockage of sight lines that could be potential safety hazards. This policy will be followed by all groups wanting to post information at the College District. All signs on glass doors shall be removed.

Behavioral Intervention and Threat Assessment Threat Assessment Team

The College District is committed to providing a safe environment for its students, employees, and visitors. To promote such an environment, the College District strictly prohibits threats or acts of violence by or against members of the College District community. This policy creates a Behavioral Intervention and Threat Assessment Team ~~threat assessment team (TAT)~~ (CARE), which shall be responsible for implementing the College District's assessment, intervention, and action protocol in individual cases.

~~CARE~~ The TAT shall take a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose a threat to the safety and well-being of the College District community. The CARE Team ~~TAT~~ is charged with developing comprehensive, fact-based assessments of students, employees, or other individuals who may present a threat to the College District, and is empowered to take timely and appropriate action, consistent with College District policy and applicable law. The CARE Team ~~TAT~~ shall collaborate with local and state law enforcement agencies, mental health agencies, and others as necessary to expedite the assessment and intervention when an individual's behavior may present a threat to the safety of the College District community.

~~The TAT shall be composed of the following College District employees:~~

- ~~• Chief of Police;~~
- ~~• Vice President for Student Affairs;~~
- ~~• Vice President for Instruction and/or Faculty Member;~~
- ~~• Executive Director of Human Resources;~~
- ~~• Staff Attorney;~~
- ~~• Director of Student Success Center; and~~
- ~~• Dean of Students.~~

Identifying Abnormal or Troubling Behavior	<p>Other individuals may serve on the committee as appropriate for individual situations.</p> <p>The CARE TAT shall <u>Team shall</u> coordinate the development of guidance for students, and employees, and visitors that will assist them in recognizing abnormal or troubling behaviors that are a cause for concern including, but not limited to, depression, substance abuse, psychotic symptoms, serious academic or employment performance problems, or threats to the health or safety of self or another person. Guidance from appropriate College District resources will encourage students and employees to reporting of <u>troubling behaviors, and to refer individuals for help.</u> This guidance shall be communicated through various channels to members of the College District community.</p> <p>The responsibilities identified in this policy are intended to supplement—not supersede—education, prevention, and disciplinary programs of other College District departments and units.</p>
Reporting Abnormal or Troubling Behavior	<p>Members of the College District community are responsible for reporting threats or acts of violence and abnormal or troubling behavior to the CARE Team TAT and providing all available information concerning the nature of the behavior and the individual.</p> <p>Reports and referrals under this policy shall be handled discreetly to protect the confidentiality of individuals and in accordance with all federal and state laws and other College District policies.</p> <p>Employees who are identified as engaging in threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process. Students who are identified as engaging in threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process.</p>
Threat Assessment Cooperation and Coordination of Effort	<p>All members of the College District community are expected to cooperate fully with members of the CARE Team TAT. After referring an individual for assessment to the CARE Team TAT, referring supervisors or faculty members shall contact and consult with the CARE Team TAT before taking any action toward the individual (e.g., disciplinary action) that may trigger or escalate the individual's behavior. In the event that the CARE Team TAT disagrees with the proposed action because it interferes with efforts to reduce the risk of violence, the action should be deferred. Disagreements between the supervisors (or dean) and the CARE</p>

	<p>TeamTAT on the decision to take action against the subject shall be resolved by the College President or his/her delegate.</p>
<p>CARE Team Threat Assessment Records</p>	<p>The CARE TeamTAT shall maintain confidential records of all cases for legal and security purposes. The records shall not be part of a subject's academic, medical, mental health, or employment records, if any exist at the College District.</p>
<p>Responsibilities</p>	<p>It is the responsibility of every College District employee and student to take any threat (or threatening behavior) or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in this policy.</p> <p>Supervisors are responsible for communicating the policy to all employees under their supervision and, ensuring that facilities are as safe as feasible, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats. See CG(Regulation).</p>

Enterprise Risk Management

The enterprise risk management policy of the College District is to identify, mitigate, and manage risk across the College District. This includes evaluating the risks associated with activities and operations of the organization; developing a means of controlling, reducing, or eliminating those risks, as well as financing these efforts. These risks include natural disasters, illnesses, injury, and loss of property resulting from unsafe practices and conditions as well as the financial costs of these losses. The strategies of the College District's enterprise risk management programs are to mitigate risk, especially through avoidance of losses, reduce the chance of loss, or move assets to prevent risk impacts. College District risk management officials work with stakeholders to define what risks are acceptable and what must be addressed through direct action.

Key enterprise risk management officials serve as the organizational experts in risk identification and remediation, loss control and investigation, and management of claims and as key resources for compliance with federal, state, and local regulations to accomplish the College District's mission to empower its diverse communities for success.

Implementation of the risk management strategy for the College District is accomplished through a series of programs, plans, and procedures including, but not limited to, the following:

- Emergency Management;
- Environmental Health and Safety;
- Liability Insurance;
- Property/Casualty Insurance;
- Transportation Management;
- Workers' Compensation
- Integrated Behavioral Intervention and Threat Assessment Team

Comprehensive Safety Program

The College District shall take reasonable precautions for the safety of the students, employees, visitors, and others having business with the College District by promoting and developing an aggressive prevention and safety education program for students and personnel employed by the College District. The College President shall delegate the responsibility for developing the total safety program to a competent, professional staff person.

All personnel shall be actively aware of the accident-causing probabilities within their total environment throughout their working day.

Sign Policy

No signs shall be posted on the glass doors in any building on campus due to blockage of sight lines that could be potential safety hazards. This policy will be followed by all groups wanting to post information at the College District. All signs on glass doors shall be removed.

**Behavioral
Intervention and
Threat Assessment**

The College District is committed to providing a safe environment for its students, employees, and visitors. To promote such an environment, the College District strictly prohibits threats or acts of violence by or against members of the College District community. This policy creates a Behavioral Intervention and Threat Assessment Team (CARE), which shall be responsible for implementing the College District's assessment, intervention, and action protocol in individual cases.

CARE shall take a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose a threat to the safety and well-being of the College District community. The CARE Team is charged with developing comprehensive, fact-based assessments of students, employees, or other individuals who may present a threat to the College District, and is empowered to take timely and appropriate action, consistent with College District policy and applicable law. The CARE Team shall collaborate with local and state law enforcement agencies, mental health agencies, and others as necessary to expedite the assessment and intervention when an individual's behavior may present a threat to the safety of the College District community.

Identifying
Abnormal or
Troubling Behavior

The CARE Team shall coordinate the development of guidance for students, employees, and visitors that will assist them in recognizing abnormal or troubling behaviors that are a cause for concern including, but not limited to, depression, substance abuse, psychotic symptoms, serious academic or employment performance problems, or threats to the health or safety of self or another person. Guidance from appropriate College District resources will encourage reporting of troubling behaviors. This guidance shall be communicated through various channels to members of the College District community.

The responsibilities identified in this policy are intended to supplement—not supersede—education, prevention, and disciplinary programs of other College District departments and units.

SAFETY PROGRAM

CG
(LOCAL)

Reporting Abnormal
or Troubling
Behavior

Members of the College District community are responsible for reporting threats or acts of violence and abnormal or troubling behavior to the CARE Team and providing all available information concerning the nature of the behavior and the individual.

Reports and referrals under this policy shall be handled discreetly to protect the confidentiality of individuals and in accordance with all federal and state laws and other College District policies.

Employees who are identified as engaging in threatening language or behavior may be required, as a condition of continued employment, to participate in a mental health evaluation as part of a threat assessment process. Students who are identified as engaging in threatening language or behavior may be required, as a condition of continued enrollment, to participate in a mental health evaluation as part of a threat assessment process.

Threat Assessment
Cooperation and
Coordination of
Effort

All members of the College District community are expected to cooperate fully with members of the CARE Team. After referring an individual for assessment to the CARE Team, referring supervisors shall contact and consult with the CARE Team before taking any action toward the individual (e.g., disciplinary action) that may trigger or escalate the individual's behavior. In the event that the CARE Team disagrees with the proposed action because it interferes with efforts to reduce the risk of violence, the action should be deferred. Disagreements between the supervisors and the CARE Team on the decision to take action against the subject shall be resolved by the College President or his/her delegate.

CARE Team
Records

The CARE Team shall maintain confidential records of all cases for legal and security purposes. The records shall not be part of a subject's academic, medical, mental health, or employment records, if any exist at the College District.

Responsibilities

It is the responsibility of every College District employee and student to take any threat (or threatening behavior) or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in this policy.

Supervisors are responsible for communicating the policy to all employees under their supervision and ensuring that all employees are aware of how to report potential threats. See CG(Regulation).

COMPENSATION AND BENEFITS
FRINGE BENEFITS

DEB
(LOCAL)

In addition to benefits provided by law, the Board, within the limits of the resources available to it, shall make provisions for employee benefits. The benefit package shall include:

1. Health, life, disability, and dental insurance on the cafeteria plan. [See CKD(LOCAL)]
2. Leaves and absences. [See DEC(LOCAL)]
3. Vacation and holidays. [See DED(LOCAL)]
4. Faculty sabbaticals. [See DEC(LOCAL)]
5. College credit tuition reimbursement. [See DEB(REGULATION)-A]
6. Continuing education tuition reimbursement. [See DEB(REGULATION)-B]
7. 50 plus or community education reimbursement. [See DEB(REGULATION)-B]
- ~~8. Dependent insurance or TSA. [See CKD(LOCAL)] This does not exit any longer.~~
- 9.8. Academic regalia. The College District shall help defray the cost of either the purchase or rental of academic regalia of up to \$75 per individual. Arrangements shall be made through the College District bookstore.
- 10.9. Wellness activity scheduling. Wellness activities should be scheduled in ~~such a way that the time is split between the employee and employer~~ in accordance with the following:
 - a. Time off for participation in wellness activities shall be limited to one and one-half hours per week.
 - b. Supervisors are responsible for approving time off to participate in wellness activities and for ensuring that the number of participants for a single work area at any given time will not limit workflow.
 - c. Employees may participate in only one scheduled activity per day.
 - d. Any wellness activity sessions that cannot be scheduled to equally divide the time shall be submitted to the College President employee's supervisor for approval.
 - e. Documenting activities shall be as follows:
 - (1) Classes. Instructors are to maintain attendance records.

Commented [CB1]: Hi Andrea/Mike. I'm not sure I understand this. What does time split between employee and employer mean?

COMPENSATION AND BENEFITS
FRINGE BENEFITS

DEB
(LOCAL)

- (2) ~~Recreation flex-Wellness Activity timeTime~~ ~~A sign-in/sign-out sheet shall shall~~ be ~~provided~~ tracked through the scanning of COM badge at the front desk in the physical education lobby.
- (3) Well-being seminars and the like. Sign-in sheets shall be available.

10. Retiree health insurance. Health and life insurance shall be provided for employees who retire from the College District. Benefits shall be administered in accordance with approved College District regulations.

11. Gym membership and locker usage remain free of charge to employees who retire from the College District.

**Board Review of
Benefits**

Benefits provided by the College District shall be reviewed periodically and amended, as necessary, by the Board upon recommendation of the College President.

COMPENSATION AND BENEFITS
FRINGE BENEFITS

DEB
(LOCAL)

In addition to benefits provided by law, the Board, within the limits of the resources available to it, shall make provisions for employee benefits. The benefit package shall include:

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COMPENSATION AND BENEFITS
FRINGE BENEFITS

DEB
(LOCAL)

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**Board Review of
Benefits**

Benefits provided by the College District shall be reviewed periodically and amended, as necessary, by the Board upon recommendation of the College President.

ASSIGNMENT, ~~WORK LOAD~~WORKLOAD, AND SCHEDULES

DJ
(LOCAL)

	<p>All employees shall be subject to assignment and reassignment by the College President at any time. An employee may apply for and be granted a lateral transfer to a position of equal grade and salary as that of his or her current position.</p>
TRAINING AND INFORMATION SESSIONS	<p>All employees shall attend scheduled training and information sessions as required.</p>
FACULTY SCHEDULES	<p>Full-time faculty shall be required to work no less than 40 hours per week. This shall include working on campus or at an approved teaching site or alternate location for a minimum of 30 hours per week. Faculty schedules shall be approved by the department chairperson and shall be subject to review and revision by the dean.</p>
REQUIRED ATTENDANCE AT GRADUATION CEREMONY	<p>All full-time faculty and professional staff members shall be required to participate in the annual graduation ceremony, in addition to their regular scheduled workday. A full-time faculty or professional staff member who does not attend and participate in the graduation ceremony may be subject to disciplinary action.</p>
EXCEPTION	<p>Prior approval for an exception to the graduation ceremony attendance requirement may <u>be</u> granted by the College President or designee. An employee who is granted an exception to the attendance requirement shall use four hours of leave, as appropriate.</p>
REQUIRED ATTENDANCE AT CONVOCATION	<p>All employees shall be required to attend the College District's convocation meeting each semester, in addition to their regularly scheduled workday.</p>
EMPLOYEE JOB SITES	<p>An employee's job site shall be the main campus or other learning centers within the College District, including the online course management system, as assigned.</p>
TELECOMMUTING	<p>Upon prior written approval from the College President, eligible employees shall be permitted to telecommute or work from alternate locations on a temporary or as-needed basis. Primary considerations shall include the needs of the College District, efficient and flexible utilization of the workforce, productivity, and security of information.</p> <p>An eligible employee who receives permission to telecommute must follow the guidelines set forth in a written agreement. The College President shall have the authority to discontinue, limit, or change the telecommuting agreement at any time.</p> <p>A telecommuting agreement shall not change the nature of the employee relationship or terms and conditions of employment.</p>

ASSIGNMENT, ~~WORKLOAD~~WORKLOAD, AND SCHEDULES

DJ
(LOCAL)

NON-FACULTY WORK
LOAD

All non-faculty personnel shall have a normal workload of 40 hours per week.

FACULTY WORKLOAD

In addition to the time spent in the classroom or laboratory, a faculty member's total commitment to the College District shall also include preparation for class meetings, laboratory sessions, online course management, student consultation, committee responsibilities, advisement, professional development, and service to the community.

The standard teaching load for a full-time faculty member is 15 credit hours per semester or ~~28~~18 contact hours ~~per week~~ per semester. The traditional configuration is five courses, each having a value of three contact hours per week and three credit hours per semester, but the number of courses and the credit and contact hours per course may vary. Equivalency for each discipline shall be determined by the chief academic officer as appropriate to the program areas in which a faculty member works. Full-time faculty members may teach noncredit courses and may participate in special assignments as part of their workloads with the approval of the chief academic officer.

Faculty members shall schedule office hours at times most convenient for students, as approved by the department chairperson. Upon approval by the department chairperson, each faculty member shall post his or her ~~office hours on campus~~ schedule at the beginning of each semester. Faculty members shall not schedule office hours during the College District's college hour.

The minimum number of office hours per week shall be seven and one-half hours per week during the fall and spring semesters and three hours per week during any summer session. ~~Full-time faculty members teaching online courses may provide one virtual office hour per week for each online section taught to fulfill the above requirements~~

Department chairs are responsible for reviewing and monitoring courses to ensure compliance with this policy.

A faculty member taking a leave of absence shall work with his or her department chairperson to find a qualified substitute. The substitute shall be compensated by the College District in accordance with current policies and administrative regulations. Overload assignments shall be no more than a one-course equivalency. A faculty member may teach one-course overload as approved by the department chairperson. A two-course overload may be permitted on an emergency basis and upon approval of the chief academic officer. When compelling student need is

demonstrated, the chief academic officer may approve a faculty member to teach an overload with fewer than ten students enrolled.

A faculty member who teaches the overload may be compensated pro_rata with the approval of the chief academic officer. Full-time faculty not on contract during the summer semesters may teach a class with fewer than ten students on a pro_rata basis with the approval of the chief academic officer.

All requests for release time or compensation shall be approved by the chief academic officer and the College President.

ADJUNCT FACULTY
WORKLOAD

Adjunct faculty may teach a maximum of 12 contact hours during the fall and/or spring semesters and no more than one course in each summer session. Exceptions to the maximum limits must be approved by the chief academic officer. Adjunct faculty may teach a class with fewer than ten students on a pro_rata basis with the approval of the chief academic officer.

An adjunct faculty member shall provide a minimum of one hour per week, other than class time, to be available for students and other faculty members.

TEMPORARY FULL-
TIME FACULTY

Teaching and other assignments of temporary full-time faculty shall be the same as those for full-time faculty. ~~Temporary full-time faculty positions shall not be tenure track positions.~~ The employee shall be assigned benefits, and his or her salary shall be administered in accordance with the faculty pay schedule.

WORKLOAD
SUPPORT

Each educational department shall provide appropriate support and resources for its adjunct faculty members. See DJ (Regulation).

ASSIGNMENT, WORKLOAD, AND SCHEDULES

DJ
(LOCAL)

All employees shall be subject to assignment and reassignment by the College President at any time. An employee may apply for and be granted a lateral transfer to a position of equal grade and salary as that of his or her current position.

TRAINING AND
INFORMATION
SESSIONS

All employees shall attend scheduled training and information sessions as required.

FACULTY SCHEDULES

Full-time faculty shall be required to work on campus or at an approved teaching site or alternate location for a minimum of 30 hours per week. Faculty schedules shall be approved by the department chairperson and shall be subject to review and revision by the dean.

REQUIRED
ATTENDANCE AT
GRADUATION
CEREMONY

All full-time faculty and professional staff members shall be required to participate in the annual graduation ceremony, in addition to their regular scheduled workday. A full-time faculty or professional staff member who does not attend and participate in the graduation ceremony may be subject to disciplinary action.

EXCEPTION

Prior approval for an exception to the graduation ceremony attendance requirement may be granted by the College President or designee. An employee who is granted an exception to the attendance requirement shall use four hours of leave, as appropriate.

REQUIRED
ATTENDANCE AT
CONVOCATION

All employees shall be required to attend the College District's convocation meeting each semester, in addition to their regularly scheduled workday.

EMPLOYEE JOB SITES

An employee's job site shall be the main campus or other learning centers within the College District.

TELECOMMUTING

Upon prior written approval from the College President, eligible employees shall be permitted to telecommute or work from alternate locations on a temporary or as-needed basis. Primary considerations shall include the needs of the College District, efficient and flexible utilization of the workforce, productivity, and security of information.

An eligible employee who receives permission to telecommute must follow the guidelines set forth in a written agreement. The College President shall have the authority to discontinue, limit, or change the telecommuting agreement at any time.

A telecommuting agreement shall not change the nature of the employee relationship or terms and conditions of employment.

ASSIGNMENT, WORKLOAD, AND SCHEDULES

DJ
(LOCAL)

NON-FACULTY WORK
LOAD

All non-faculty personnel shall have a normal workload of 40 hours per week.

FACULTY WORKLOAD

In addition to the time spent in the classroom or laboratory, a faculty member's total commitment to the College District shall also include preparation for class meetings, laboratory sessions, online course management, student consultation, committee responsibilities, advisement, professional development, and service to the community.

The standard teaching load for a full-time faculty member is 15 credit hours per semester or 288 contact hours per semester. The traditional configuration is five courses, each having a value of three contact hours per week and three credit hours per semester, but the number of courses and the credit and contact hours per course may vary. Equivalency for each discipline shall be determined by the chief academic officer as appropriate to the program areas in which a faculty member works. Full-time faculty members may teach noncredit courses and may participate in special assignments as part of their workloads with the approval of the chief academic officer.

Faculty members shall schedule office hours at times most convenient for students, as approved by the department chairperson. Upon approval by the department chairperson, each faculty member shall post his or her on campus schedule at the beginning of each semester. Faculty members shall not schedule office hours during the College District's college hour.

The minimum number of office hours per week shall be seven and one-half hours per week during the fall and spring semesters and three hours per week during any summer session.

Department chairs are responsible for reviewing and monitoring courses to ensure compliance with this policy.

A faculty member taking a leave of absence shall work with his or her department chairperson to find a qualified substitute. The substitute shall be compensated by the College District in accordance with current policies and administrative regulations. Overload assignments shall be no more than a one-course equivalency. A faculty member may teach one-course overload as approved by the department chairperson. A two-course overload may be permitted on an emergency basis and upon approval of the chief academic officer. When compelling student need is demonstrated, the chief academic officer may approve a faculty member to teach an overload with fewer than ten students enrolled.

ASSIGNMENT, WORKLOAD, AND SCHEDULES

DJ
(LOCAL)

A faculty member who teaches the overload may be compensated pro rata with the approval of the chief academic officer. Full-time faculty not on contract during the summer semesters may teach a class with fewer than ten students on a pro rata basis with the approval of the chief academic officer.

All requests for release time or compensation shall be approved by the chief academic officer and the College President.

ADJUNCT FACULTY
WORKLOAD

Adjunct faculty may teach a maximum of 12 contact hours during the fall and/or spring semesters and no more than one course in each summer session. Exceptions to the maximum limits must be approved by the chief academic officer. Adjunct faculty may teach a class with fewer than ten students on a pro rata basis with the approval of the chief academic officer.

An adjunct faculty member shall provide a minimum of one hour per week, other than class time, to be available for students and other faculty members.

TEMPORARY FULL-
TIME FACULTY

Teaching and other assignments of temporary full-time faculty shall be the same as those for full-time faculty. The employee shall be assigned benefits, and his or her salary shall be administered in accordance with the faculty pay schedule.

WORKLOAD
SUPPORT

Each educational department shall provide appropriate support and resources for its adjunct faculty members. See DJ (Regulation).

Faculty Rank and Promotion

Faculty Hired Prior to ~~the Adoption of this Policy~~ May 22, 2023

College of the Mainland recognizes four distinct faculty ranks: ~~including:~~ Instructor, Assistant Professor, Associate Professor, and Professor.

Faculty with the rank of Professor will retain the rank of Professor. Faculty with the rank of Associate Professor may choose to accept automatic promotion to Professor or may apply for promotion to Professor and, if granted, receive a one-time merit payment. Associate professors who choose automatic promotion are not eligible for the one-time merit payment.

~~Faculty with the rank of Assistant Professor for 4-6 years may apply for Associate Professor. Faculty holding the rank of Assistant Professor for 7 or more years may apply for Professor who have received at least three sequential annual performance evaluations of meets or exceeds expectations while holding the rank of Assistant Professor may apply for Associate Professor. Faculty who have received at least six sequential annual performance evaluations of meets or exceeds expectations while holding the rank of Assistant Professor may apply for Associate Professor or Professor. Faculty members promoted to Associate Professor must receive three additional sequential annual performance reviews of meets or exceeds expectations before applying for promotion to Professor.~~

~~New Faculty Ranking~~ Faculty Hired after May 22, 2023

Newly hired faculty with no prior postsecondary teaching experience will begin at the rank of Instructor. Newly hired faculty with at least one academic year teaching experience will begin at the rank of Assistant Professor. Newly hired faculty with two years part-time postsecondary teaching experience will begin at the rank of Assistant Professor.

Employment as a graduate teaching assistant is considered part-time teaching experience if the graduate assistant was an Instructor of Record.

Promotion Eligibility

Assistant Professor

Faculty with the rank of Instructor will be promoted to Assistant Professor automatically after one academic year of full-time employment at COM with performance evaluation[s] of meets or exceeds expectations.

Associate Professor

Faculty may apply for promotion to Associate Professor after receiving at least three sequential annual performance evaluations

~~of meets or exceeds expectations while holding the rank of Assistant Professor. three years of full-time employment at the Assistant Professor rank with performance evaluation[s] of meets or exceeds expectations.~~

Professor

Faculty may apply for promotion to Full Professor after receiving at least three sequential annual performance evaluations of meets or exceeds expectations while holding the rank of Associate Professor. ~~three years of full-time employment at the Associate Professor rank with performance evaluation[s] of meets or exceeds expectations.~~

Promotion Portfolio and Review

Portfolio Criteria

A faculty member applying for promotion shall submit a portfolio to the Standing Rank and Promotion Committee by September 1. The portfolio must describe the faculty member's teaching philosophy, teaching effectiveness, service to College of the Mainland, and professional development, and must include evidence supporting the descriptions. The descriptions and evidence should focus on the faculty member's activity since any prior promotion. Supporting evidence should be no more than seven years old.

Additional guidelines for the portfolio are found in DLC (Regulation) which include a standardized evaluation portfolio and rubric to evaluate the four portfolio criteria.

No faculty member may apply for promotion within one calendar year of the date they submitted a previous application.

Standing Rank and Promotion Committee

The Faculty Senate President, ~~after consulting with the Instructional Deans and Vice President for Instruction,~~ shall recruit faculty members representing the various instructional areas to serve on a five-member Standing Rank and Promotion Committee (SRPC). ~~The committee shall be comprised of five members~~ Three committee members must hold the rank of Professor, one may hold the rank of Associate Professor or higher, and one may hold the rank of Assistant Professor or higher. One committee member must hold the rank of Professor, three may hold the rank of

Associate Professor or higher, and one may hold the rank of Assistant Professor or higher. In selecting committee members, preference should be given to faculty members with higher ranks.
Department chairpersons shall not serve on the SRPC.

Additionally, the Faculty Senate President shall recruit three faculty members ~~that~~who shall serve as SRPC reserve members.

The SRPC members and reserve members must be approved by the College President annually.

The SRPC members shall serve staggered two-year terms. Two members of the initial SRPC shall serve a one-year term, and the Faculty Senate President shall determine which members will serve the abbreviated term.

Rank and Promotion Committee

Each portfolio shall be reviewed by a unique Rank and Promotion Committee (RPC) consisting of the following seven members:

The candidate's department chairperson or program director.

If possible, one faculty member shall be chosen from the candidate's discipline, or, if this is not possible, from the candidate's department. This faculty member shall be chosen by the applicant, in consultation with the appropriate Dean.

The five-member SRPC.

The candidate's department chairperson or program director shall serve as the RPC chairperson. If the promotion applicant is a department chair, the applicant's direct supervisor will serve as the RPC's chair. The applicant's dean may not be present during RPC meetings unless the dean is also the RPC chair. The Vice President for Academic Affairs shall maintain appropriate records of each promotion application. See DLC (Regulation & Exhibit).~~The candidate's Dean, while not a member of RPC, shall serve as the RPC coordinator and is responsible for processing the committee's requests, maintaining appropriate records, and monitoring the progress of the RPC's evaluation. The Dean may be present for meetings of the RPC but may not be present during the RPC's final deliberations or vote.~~

~~The RPC may request clarification or additional documentation from the candidate. The candidate's Department Chair shall notify the candidate of such a request and the candidate shall have one calendar week, excluding holidays, in which to provide the requested information.~~

ADMINISTRATIVE REVIEW

Upon completion of the RPC's review of the candidate's portfolio, the RPC's voting results and any appropriate documentation shall be forwarded to the appropriate Dean, the Vice President for ~~Instruction~~Academic Affairs, and the College President. The College President shall make the final decision, notify the candidate of the decision, and include the list of faculty promotions in his Board of Trustees report.

DENIAL

Should a candidate's application for promotion be denied, the candidate may submit a new portfolio in one year. A faculty member may reapply annually until promotion is granted. In order to promote continuous improvement, the candidate's department chair shall be responsible for reviewing the results of the RPC's review with the candidate. The RPC's anonymous voting results, comments, and any appropriate documentation shall be delivered to the candidate. If the candidate's promotion is denied by the President, the President, or his designee, shall meet with the candidate and/or the department chair to provide formative feedback intended to improve the candidate's next application.

Denial of promotion does not imply revocation of a faculty member's tenure. The rank and promotion process does not affect faculty annual performance reviews or the post-tenure review process.

EMPLOYEE PERFORMANCE
PROMOTION AND DEMOTION

DLC
(LOCAL)

Faculty Rank and Promotion

College of the Mainland recognizes four distinct faculty ranks: Instructor, Assistant Professor, Associate Professor, and Professor.

Faculty Hired Prior to May 22, 2023

Faculty with the rank of Professor will retain the rank of Professor. Faculty with the rank of Associate Professor may choose to accept automatic promotion to Professor or may apply for promotion to Professor and, if granted, receive a one-time merit payment. Associate professors who choose automatic promotion are not eligible for the one-time merit payment.

Faculty who have received at least three sequential annual performance evaluations of meets or exceeds expectations while holding the rank of Assistant Professor may apply for Associate Professor. Faculty who have received at least six sequential annual performance evaluations of meets or exceeds expectations while holding the rank of Assistant Professor may apply for Associate Professor or Professor. Faculty members promoted to Associate Professor must receive three additional sequential annual performance reviews of meets or exceeds expectations before applying for promotion to Professor.

Faculty Hired after May 22, 2023

Newly hired faculty with no prior postsecondary teaching experience will begin at the rank of Instructor. Newly hired faculty with at least one academic year teaching experience will begin at the rank of Assistant Professor. Newly hired faculty with two years part-time postsecondary teaching experience will begin at the rank of Assistant Professor.

Employment as a graduate teaching assistant is considered part-time teaching experience if the graduate assistant was an Instructor of Record.

Promotion Eligibility

Assistant Professor

Faculty with the rank of Instructor will be promoted to Assistant Professor automatically after one academic year of full-time employment at COM with performance evaluation[s] of meets or exceeds expectations.

Associate Professor

Faculty may apply for promotion to Associate Professor after receiving at least three sequential annual performance evaluations of meets or exceeds expectations while holding the rank of Assistant Professor.

**Promotion Portfolio
and Review**

Professor

Faculty may apply for promotion to Full Professor after receiving at least three sequential annual performance evaluations of meets or exceeds expectations while holding the rank of Associate Professor.

Portfolio Criteria

A faculty member applying for promotion shall submit a portfolio to the Standing Rank and Promotion Committee by September 1. The portfolio must describe the faculty member's teaching philosophy, teaching effectiveness, service to College of the Mainland, and professional development, and must include evidence supporting the descriptions. The descriptions and evidence should focus on the faculty member's activity since any prior promotion. Supporting evidence should be no more than seven years old.

Additional guidelines for the portfolio are found in DLC (Regulation) which include a standardized evaluation portfolio and rubric to evaluate the four portfolio criteria.

No faculty member may apply for promotion within one calendar year of the date they submitted a previous application.

Standing Rank and Promotion Committee

The Faculty Senate President, shall recruit faculty members representing the various instructional areas to serve on a five-member Standing Rank and Promotion Committee (SRPC). One committee member must hold the rank of Professor, three may hold the rank of Associate Professor or higher, and one may hold the rank of Assistant Professor or higher. In selecting committee members, preference should be given to faculty members with higher ranks. Department chairpersons shall not serve on the SRPC.

Additionally, the Faculty Senate President shall recruit three faculty members who shall serve as SRPC reserve members.

The SRPC members and reserve members must be approved by the College President annually.

The SRPC members shall serve staggered two-year terms. Two members of the initial SRPC shall serve a one-year term, and the Faculty Senate President shall determine which members will serve the abbreviated term.

Rank and Promotion Committee

Each portfolio shall be reviewed by a unique Rank and Promotion Committee (RPC) consisting of the following seven members:

The candidate's department chairperson or program director.

If possible, one faculty member shall be chosen from the candidate's discipline, or, if this is not possible, from the candidate's department. This faculty member shall be chosen by the applicant, in consultation with the appropriate Dean.

The five-member SRPC.

The candidate's department chairperson or program director shall serve as the RPC chairperson. If the promotion applicant is a department chair, the applicant's direct supervisor will serve as the RPC's chair. The applicant's dean may not be present during RPC meetings unless the dean is also the RPC chair. The Vice President for Academic Affairs shall maintain appropriate records of each promotion application. See DLC (Regulation & Exhibit).

ADMINISTRATIVE REVIEW

Upon completion of the RPC's review of the candidate's portfolio, the RPC's voting results and any appropriate documentation shall be forwarded to the appropriate Dean, the Vice President for Academic Affairs, and the College President. The College President shall make the final decision, notify the candidate of the decision, and include the list of faculty promotions in his Board of Trustees report.

DENIAL

Should a candidate's application for promotion be denied, the candidate may submit a new portfolio in one year. A faculty member may reapply annually until promotion is granted.

In order to promote continuous improvement, the candidate's department chair shall be responsible for reviewing the results of the RPC's review with the candidate. The RPC's anonymous voting results, comments, and any appropriate documentation shall be delivered to the candidate. If the candidate's promotion is denied by the President, the President, or his designee, shall meet with the candidate and/or the department chair to provide formative feedback intended to improve the candidate's next application.

Denial of promotion does not imply revocation of a faculty member's tenure. The rank and promotion process does not affect faculty annual performance reviews or the post-tenure review process.



MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: April 27, 2026
Subject: Monthly Investment & Financial Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the March 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 March 2026 Investment Report and Financial Reports."

ATTACHMENT(S):

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



INVESTMENT REPORT
For the Month Ended March 2026

Investment discussion:

College of the Mainland earned \$234,589 for the month of March on its short-term investments in TexPool & Logic for a total of \$1,276,112 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 \$1,276,113 interest for the fiscal year to date period ending March TexPool - \$815,291, Logic - \$460,822 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 'David Wesse', positioned above a horizontal line.

David Wesse
Vice President of Fiscal Affairs
College of the Mainland

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

Freda Davis
Controller
College of the Mainland



TexPool Investments for March 2026

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	53,612,488.99	5,000,000.00	-	177,272.17	58,789,761.16	57,005,304.22	3.732%
Totals		53,612,488.99	5,000,000.00	-	177,272.17	58,789,761.16	57,005,304.22	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of March 2026

Logic (Hilltop Securities) Investments for March 2026

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2020	45	190,571.30	-	-	612.98	191,184.28	190,571.30	3.788%
COM Pre Bond 2023	46	22,878,422.90	-	7,502,427.07	56,703.39	15,432,699.22	17,627,685.31	3.788%
Totals		23,068,994.20	-	7,502,427.07	57,316.37	15,623,883.50	17,818,256.61	
Totals		76,681,483.19	5,000,000.00	7,502,427.07	234,588.54	74,413,644.66	74,823,560.83	

Unrestricted Fund (Unaudited)

Summary of Revenue

	<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>
Operating revenue						
Tuition-credit	(6,865,736)	(7,819,778)	(954,042)	88%	(7,722,817)	857,082
Tuition-non-credit	(558,331)	(601,700)	(43,369)	93%	(563,742)	5,411
Exemptions and waivers	208,965	172,570	(36,395)	121%	205,226	3,739
Registration fees	(123,578)	(162,700)	(39,123)	76%	(161,242)	37,665
Other fees	(144,487)	(209,500)	(65,013)	69%	(218,963)	74,476
Grant revenue	(84,615)	(96,700)	(12,085)	88%	(119,207)	34,593
Sales and service revenue	(27,919)	(59,000)	(31,081)	47%	(52,603)	24,684
Miscellaneous revenue	(160,463)	(275,500)	(115,037)	58%	(434,100)	273,638
<u>Totals for Operating revenue</u>	<u>(7,756,162)</u>	<u>(9,052,308)</u>	<u>(1,296,146)</u>	<u>86%</u>	<u>(9,067,448)</u>	<u>1,311,286</u>
Non-operating revenue						
State appropriation-Academic	(6,387,035)	(8,408,692)	(2,021,657)	76%	(7,906,253)	1,519,219
Property tax revenue	(26,021,608)	(26,891,000)	(869,392)	97%	(25,653,775)	(367,833)
Interest revenue	(815,291)	(1,520,000)	(704,709)	54%	(1,652,787)	837,495
FTZ reimbursement	0	(923,000)	(923,000)	0%	(1,029,265)	1,029,265
FAST - HB8	362,178	(705,000)	(1,067,178)	-51%	(163,613)	525,792
<u>Totals for Non-operating revenue</u>	<u>(32,861,756)</u>	<u>(38,447,692)</u>	<u>(5,585,936)</u>	<u>85%</u>	<u>(36,405,693)</u>	<u>3,543,937</u>
<u>Total Revenue</u>	<u>(40,617,918)</u>	<u>(47,500,000)</u>	<u>(6,882,082)</u>	<u>86%</u>	<u>(45,473,141)</u>	<u>4,855,224</u>



March 2026 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

Summary of Expense	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>
Salary and wages						
Faculty full-time	4,641,357	9,176,548	4,535,191	51%	7,730,379	(3,089,022)
Admin full-time	1,376,360	2,182,578	806,217	63%	2,147,388	(771,027)
Professional full-time	4,737,735	9,674,044	4,936,309	49%	8,272,864	(3,535,129)
Classified full-time	2,613,565	4,677,872	2,064,306	56%	4,352,841	(1,739,276)
Part-time	3,481,726	3,606,039	124,313	97%	5,154,450	(1,672,724)
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>16,850,743</u>	<u>28,572,246</u>	<u>11,721,503</u>	<u>59%</u>	<u>27,657,922</u>	<u>(10,807,178)</u>
Benefits						
Benefits	2,463,392	4,730,762	2,267,370	52%	4,414,329	(1,950,937)
<u>Totals for Benefits</u>	<u>2,463,392</u>	<u>4,730,762</u>	<u>2,267,370</u>	<u>52%</u>	<u>4,414,329</u>	<u>(1,950,937)</u>
Operating expenses						
Contract services	3,297,859	4,959,837	1,661,978	66%	4,573,136	(1,275,276)
Legal	23,553	12,000	(11,553)	196%	52,222	(28,669)
Operations	426,092	1,049,876	623,784	41%	746,805	(320,713)
Utilities and Rent	1,374,565	2,970,965	1,596,400	46%	2,574,977	(1,200,412)
Postage, printing, and supplies	616,376	1,471,265	854,890	42%	1,327,700	(711,324)
Bank fees	132,010	96,100	(35,910)	137%	131,801	209
Capital outlay & leases	127,801	121,899	(5,902)	105%	127,009	792
Insurance	2,537,676	2,856,137	318,461	89%	2,599,602	(61,926)
Public rel, marketing and advert	148,252	479,586	331,334	31%	236,476	(88,224)
Misc.	344,902	487,618	142,716	71%	578,206	(233,304)
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>9,029,086</u>	<u>14,195,634</u>	<u>5,166,548</u>	<u>64%</u>	<u>12,947,934</u>	<u>(3,918,848)</u>



March 2026 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>28,343,221</u>	<u>47,498,642</u>	<u>19,155,421</u>	<u>60%</u>	<u>45,020,185</u>	<u>(16,676,964)</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	55,056	0	(55,056)	0%	10,950	44,106
Totals for Salary and wages	<u>55,056</u>	<u>0</u>	<u>(55,056)</u>	<u>0%</u>	<u>10,950</u>	<u>44,106</u>
Benefits						
Benefits	8,890	1,358	(7,532)	655%	184,795	(175,904)
Totals for Benefits	<u>8,890</u>	<u>1,358</u>	<u>(7,532)</u>	<u>655%</u>	<u>184,795</u>	<u>(175,904)</u>
Operating expenses						
Contract services	775,758	0	(775,758)	0%	1,598,694	(822,936)
Operations	0	0	0	0%	7,976	(7,976)
Utilities and Rent	0	0	0	0%	10,409	(10,409)
Postage, printing, and supplies	139,894	0	(139,894)	0%	314,586	(174,692)
Capital outlay & leases	466,953	0	(466,953)	0%	595,123	(128,170)
Public rel, marketing and advert	0	0	0	0%	80,000	(80,000)
Misc.	6,000	0	(6,000)	0%	2,314	3,686
Totals for Operating expenses	<u>1,388,606</u>	<u>0</u>	<u>(1,388,606)</u>	<u>0%</u>	<u>2,609,101</u>	<u>(1,220,495)</u>
Total Fund Bal	<u>1,452,552</u>	<u>1,358</u>	<u>(1,451,194)</u>	<u>106947%</u>	<u>2,804,845</u>	<u>(1,352,293)</u>



March 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	10,084	19,700	9,616	51%	9,817	268
Campus Police	714,032	905,807	191,775	79%	811,178	(97,146)
COM Foundation	38,955	103,377	64,422	38%	62,390	(23,435)
EVP-Academic & Student	33,404	4,678	(28,726)	714%	439,002	(405,598)
General Counsel	250,605	348,691	98,086	72%	325,280	(74,674)
General Institution	270,206	388,340	118,134	70%	571,616	(301,410)
Human Resources	0	0	0	0%	26	(26)
Information Technology Serv	1,764,015	2,623,718	859,704	67%	2,417,844	(653,829)
Institutional Advancement	301,615	540,988	239,373	56%	597,629	(296,013)
Internal Audit	169,285	150,000	(19,285)	113%	338,812	(169,527)
Presidents Office	374,440	766,888	392,448	49%	746,568	(372,129)
Self Study SACS	12,173	13,233	1,060	92%	10,581	1,592
<u>Totals for President</u>	<u>3,938,815</u>	<u>5,865,421</u>	<u>1,926,606</u>	<u>67%</u>	<u>6,330,742</u>	<u>(2,391,927)</u>
<u>Summary for VP Academic Affairs</u>						
Academic Planning & Innovation	0	113,573	113,573	0%	8,199	(8,199)
Accounting-Credit	80,529	96,194	15,665	84%	134,545	(54,016)
Adult Education	99,045	156,688	57,643	63%	123,949	(24,904)
Allied Health	6,206	9,601	3,395	65%	9,580	(3,374)
Art	196,430	290,624	94,195	68%	324,621	(128,191)
Art Gallery	19,353	6,768	(12,585)	286%	33,244	(13,892)
Biol & Nutrition	704,600	1,078,875	374,275	65%	1,094,659	(390,059)
C.I.D.T. Admin	47,806	76,330	28,524	63%	83,359	(35,553)
C.I.S.	72,052	95,945	23,893	75%	136,220	(64,168)
Chemistry	132,870	196,606	63,736	68%	237,995	(105,124)



March 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	506,989	683,041	176,052	74%	874,399	(367,410)
CPR	2,561	73	(2,489)	3531%	4,295	(1,734)
Criminal Justice	916,733	1,785,353	868,620	51%	1,644,161	(727,428)
Culinary Arts	144,712	171,752	27,041	84%	158,702	(13,990)
Dean of General Education	137,542	222,865	85,323	62%	243,984	(106,442)
Dean of Instruction Workforce	139,526	225,004	85,478	62%	220,610	(81,084)
Dental Hygiene	342,377	383,704	41,327	89%	402,649	(60,272)
Distance Ed	232,264	428,653	196,389	54%	429,702	(197,438)
Economics	65,396	92,066	26,670	71%	123,540	(58,144)
Education	74,179	100,456	26,278	74%	107,047	(32,868)
EMS-Credit	366,580	419,133	52,553	87%	431,677	(65,097)
Engineering	48,949	83,446	34,497	59%	61,695	(12,746)
English	713,828	1,103,641	389,813	65%	1,221,446	(507,618)
Fire Tech	388,757	434,915	46,157	89%	521,273	(132,515)
Firearms Acad	10,017	40,150	30,133	25%	35,888	(25,871)
Foreign Lang	72,072	96,437	24,365	75%	93,513	(21,441)
General Business-Credit	260,993	321,814	60,820	81%	403,350	(142,356)
Geology	64,552	95,544	30,993	68%	105,366	(40,814)
Government	299,302	414,009	114,707	72%	505,240	(205,938)
Graphic Arts	115,070	182,490	67,420	63%	214,195	(99,125)
Health and PE Credit	106,224	156,930	50,706	68%	187,202	(80,978)
Health Info Mgmt	138,833	244,777	105,943	57%	224,655	(85,821)
Hist & Geog	276,217	408,793	132,576	68%	465,807	(189,590)
Humanities	34,419	16,483	(17,936)	209%	55,704	(21,285)
Humanities Admin	37,664	56,141	18,477	67%	64,523	(26,859)
industrial Technology Admin	0	8,000	8,000	0%	0	0
Instructional Technology	165,822	329,251	163,429	50%	324,091	(158,269)
Law Enforcement	120,027	214,434	94,407	56%	245,472	(125,446)



March 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	523,914	804,343	280,429	65%	792,158	(268,244)
Math	612,784	1,046,229	433,445	59%	1,129,115	(516,330)
Math Admin	38,744	60,258	21,515	64%	64,764	(26,021)
Medical Assistant	72,390	111,867	39,477	65%	125,066	(52,675)
Music	123,038	309,657	186,619	40%	208,844	(85,806)
Networking	44,511	93,952	49,441	47%	67,628	(23,117)
Nursing Admin	267,783	583,614	315,831	46%	437,368	(169,585)
Nursing-VN	125	0	(125)	0%	0	125
Occupational Safety	54,491	109,223	54,731	50%	100,248	(45,756)
Perf & Visual Arts Admin	41,321	65,563	24,242	63%	72,469	(31,148)
Pharmacy Tech	68,514	102,529	34,015	67%	110,039	(41,525)
Philosophy	66,767	67,293	527	99%	98,662	(31,895)
Physics	81,941	111,938	29,997	73%	133,121	(51,180)
Process Technology	305,290	707,648	402,358	43%	520,345	(215,055)
Program Development	0	0	0	0%	50	(50)
Psychology	297,839	418,651	120,812	71%	468,877	(171,038)
Public Service Ed Admin	54,713	128,413	73,701	43%	135,404	(80,692)
QEP	3,190	190	(3,000)	1682%	8,657	(5,467)
Radiography	247,186	317,757	70,572	78%	325,251	(78,065)
Science Admin	43,627	76,323	32,696	57%	76,580	(32,953)
Social Science Admin	46,817	77,058	30,241	61%	80,961	(34,144)
Sociology	62,961	88,114	25,154	71%	102,109	(39,148)
Speech	143,482	191,703	48,221	75%	250,263	(106,781)
Student Theater	223,983	405,501	181,518	55%	364,885	(140,902)
Surgical Technician	152,671	73,538	(79,133)	208%	0	152,671
Theater Arts-Credit	99,064	206,592	107,528	48%	152,130	(53,065)
VP Academic Affairs	264,524	810,906	546,382	33%	302,844	(38,319)
Welding	349,648	456,708	107,060	77%	492,902	(143,254)



March 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>11,431,811</u>	<u>18,266,130</u>	<u>6,834,319</u>	<u>63%</u>	<u>18,177,293</u>	<u>(6,745,482)</u>
<u>Summary for VP Administrative Services</u>						
COM-League City	61,710	113,800	52,090	54%	103,313	(41,603)
Custodial Services	788,316	1,500,971	712,655	53%	1,458,592	(670,276)
Facilities	3,898,267	5,732,913	1,834,646	68%	5,215,382	(1,317,115)
Grounds	305,359	674,823	369,464	45%	486,866	(181,507)
Human Resources	446,665	800,355	353,690	56%	832,837	(386,171)
Utilities	672,404	1,280,000	607,596	53%	975,061	(302,657)
Vehicle Operations	69,135	114,683	45,548	60%	127,066	(57,931)
VP Administrative Services	102,287	158,296	56,009	65%	0	102,287
<u>Totals for VP Administrative Services</u>	<u>6,344,143</u>	<u>10,375,841</u>	<u>4,031,698</u>	<u>61%</u>	<u>9,199,115</u>	<u>(2,854,972)</u>
<u>Summary for VP Fiscal Affairs</u>						
Business Office	548,752	901,576	352,824	61%	850,934	(302,181)
Central Mail Delivery	80,684	136,831	56,147	59%	126,865	(46,181)
OPEAR	283,567	586,406	302,838	48%	503,664	(220,096)
Purchasing	225,620	351,574	125,954	64%	378,006	(152,386)
Records Management	5,089	20,952	15,863	24%	11,312	(6,223)
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	360,950	3,582,471	3,221,521	10%	826,555	(465,605)
Tax Admin	266,808	591,000	324,192	45%	461,024	(194,217)
VP Fiscal Affairs	259,772	300,662	40,890	86%	322,009	(62,236)
<u>Totals for VP Fiscal Affairs</u>	<u>2,031,242</u>	<u>4,462,838</u>	<u>2,431,595</u>	<u>46%</u>	<u>3,480,368</u>	<u>(1,449,126)</u>
<u>Summary for VP Strategic Initiatives</u>						
Allied Health-NonCr	58,602	272,047	213,444	22%	255,915	(197,313)
Certified Nursing Assistant	7,533	11,292	3,758	67%	15,161	(7,628)



March 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	115,347	490,901	375,554	23%	389,276	(273,928)
Dental Assistant-NonCr	879	5,759	4,880	15%	4,399	(3,520)
Industrial-NonCr	108,140	31,496	(76,644)	343%	137,613	(29,473)
Law Enforcemnt-NonCR	5,582	38,762	33,180	14%	70,164	(64,582)
Lifelong Learning	184,826	184,726	(100)	100%	295,885	(111,059)
Marketing and Communications	584,103	1,261,908	677,806	46%	1,016,284	(432,181)
Massage Therapy	0	5,240	5,240	0%	0	0
VP Strategic Initiatives	98,877	161,947	63,070	61%	0	98,877
<u>Totals for VP Strategic Initiatives</u>	<u>1,163,889</u>	<u>2,464,077</u>	<u>1,300,188</u>	<u>47%</u>	<u>2,184,697</u>	<u>(1,020,808)</u>
<u>Summary for VP Student Affairs</u>						
Admissions	265,007	414,497	149,490	64%	458,764	(193,757)
Advisement Center	521,435	757,128	235,692	69%	703,658	(182,223)
Career Services	51,307	95,891	44,584	54%	61,379	(10,072)
Collegiate H.S.-CR	102,913	162,826	59,913	63%	175,342	(72,429)
Dean of Continuing Education	134,036	214,927	80,891	62%	231,329	(97,293)
Dean of Student Services	51,996	178,195	126,198	29%	244,837	(192,841)
Dean of Students	163,267	266,171	102,904	61%	260,687	(97,420)
Disability Services	30,415	47,921	17,505	63%	50,802	(20,387)
Dual Credit Dept	60,656	170,428	109,772	36%	214,439	(153,783)
Enrollment Management	307,954	593,137	285,183	52%	672,316	(364,362)
Facilities & Student Recreat	54,180	179,173	124,994	30%	105,332	(51,153)
Financial Aid	482,537	633,083	150,546	76%	660,851	(178,314)
Multicultural Department	15,298	32,500	17,202	47%	29,413	(14,115)
Office of Veterans Success	113,089	192,013	78,924	59%	207,228	(94,139)
Recruitment	121,541	270,786	149,245	45%	0	121,541
Student Graduation	50,107	87,700	37,593	57%	74,593	(24,485)
Student Help Center	39,779	41,681	1,902	95%	71,554	(31,775)



March 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	154,221	259,582	105,361	59%	224,828	(70,607)
Testing	183,406	379,690	196,284	48%	380,605	(197,199)
Tutoring Center	359,302	610,177	250,874	59%	610,281	(250,979)
VP Student Affairs	170,855	476,831	305,976	36%	207,952	(37,097)
<u>Totals for VP Student Affairs</u>	<u>3,433,303</u>	<u>6,064,336</u>	<u>2,631,033</u>	<u>57%</u>	<u>5,646,190</u>	<u>(2,212,888)</u>
<u>Totals for Expense</u>	<u>28,343,203</u>	<u>47,498,642</u>	<u>19,155,439</u>	<u>60%</u>	<u>45,018,406</u>	<u>(16,675,204)</u>

Fund Bal by Division

Summary for VP Fiscal Affairs

Fund Balance - Oper & Maint	512,890	0	(512,890)	0%	914,557	(401,668)
Fund Balance-Academic	109,499	0	(109,499)	0%	402,126	(292,627)
Fund Balance-Auxiliary	0	0	0	0%	3,409	(3,409)
Fund Balance-Institutional	594,302	0	(594,302)	0%	921,632	(327,330)
Fund Balance-Instruction	228,511	1,358	(227,153)	16825%	539,204	(310,693)
Fund Balance-Student Services	7,350	0	(7,350)	0%	23,917	(16,567)
<u>Totals for VP Fiscal Affairs</u>	<u>1,452,552</u>	<u>1,358</u>	<u>(1,451,194)</u>	<u>106947%</u>	<u>2,804,845</u>	<u>(1,352,293)</u>
<u>Totals for Fund Bal</u>	<u>1,452,552</u>	<u>1,358</u>	<u>(1,451,194)</u>	<u>106947%</u>	<u>2,804,845</u>	<u>(1,352,293)</u>
<u>Totals for Report</u>	<u>29,795,754</u>	<u>47,500,000</u>	<u>17,704,246</u>		<u>47,823,251</u>	<u>(18,027,497)</u>

March 2026

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$58.8
Less pending I&S liability:	\$0
Net unrestricted cash:	<hr/> \$58.8
Minimum required cash :	\$8.2
Excess cash above minimum:	\$50.6

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget:	\$47.5
Actual:	\$40.6

Expense

Budget:	\$47.5
Actual:	\$28.3



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer
Date: April 27, 2026
Subject: Veterans Coordinator & School Certifying Official (Replacement)

AGENDA ITEM DESCRIPTION

Presented for recommended approval to the Board of Trustees on April 27, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

BACKGROUND

This leadership position will draw on an extensive knowledge of available resources about Veterans' benefits and educational applications in addition to assisting student Veterans and dependents in applying for available programs and benefits. Will demonstrate a knowledge of current federal and state legislation relating to benefits for military service Veterans and their dependents in addition to developing programs and activities with other agencies rendering services to Veterans, establishing and maintaining satisfactory relationships with Veterans, Veteran groups, and government agencies. The Veterans Coordinator/School Certifying Official is responsible for the effective administration of all federal veteran and State of Texas Hazlewood Exemption programs in a timely and accurate manner.

FUNDING SOURCE

Veterans Coordinator & School Certifying Official - \$62,526 from budget 11-0-0000-4137-5140

PROPOSED MOTION

"I move the Board of Trustees approve the appointment of Martin Navarro to the position of Veterans Coordinator & School Certifying Official, Office for Veteran Success."

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer
Date: April 27, 2026
Subject: Enrollment Coach (Replacement)

AGENDA ITEM DESCRIPTION

Presented for recommended approval to the Board of Trustees on April 27, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

BACKGROUND

Performs moderately complex work advising students from connection to entry. Responsible for implementing recruitment and enrollment strategies and utilizing a caseload management approach to support students throughout the enrollment process.

FUNDING SOURCE

Enrollment Coach - \$50,104 from budget 11-0-0000-4131-5140

PROPOSED MOTION

"I move the Board of Trustees approve the appointment of Gissel Viramontes to the position of Enrollment Coach, Strategic Enrollment Management Department."

ATTACHMENTS

1. Appointment Nomination



MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer, President
Date: April 27, 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

Student Help Center Specialist – \$44,654 from budget 11-0-0000- 4102-5160

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	Student Help Center Specialist	Admissions & Records	The Student Help Center Specialist serves as a front-line resource, providing customer service and direct support to staff, community members, prospective and current students. This position also performs college administrative and clerical activities when needed, and provides supervision to part-time Student Help Center staff.	Replacement for Daisy Montgomery	Juliana Arenas Purvinis	\$44,654	\$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. 8-Week Advantage Update
 - 2. Rank and Promotion

- b. Reminders/Announcements
 - 1. Board Meetings
 - a. May 2026 – Monday, May 18, 2026
 - b. June 2026 – Monday, June 22, 2026
 - c. July 2026 – Monday, July 27, 2026
 - 2. Cinco de Mayo Event – Tuesday, May 5, 2026, 12:30-1:30 p.m., Conference Center
 - 3. COM Graduation – Saturday, May 9, 2026, 10 a.m. & 2 p.m., Abundant Life Christian Center
 - 4. BOT Budget Workshop/Retreat – Friday, May 15, 2026, 9:30 a.m., Corporate Training Center
 - 5. Juneteenth Celebration – Thursday, June 18, 2026, 12:30 p.m., Conference Center

- c. Resignations and Retirement Report

- d. Miscellaneous Updates



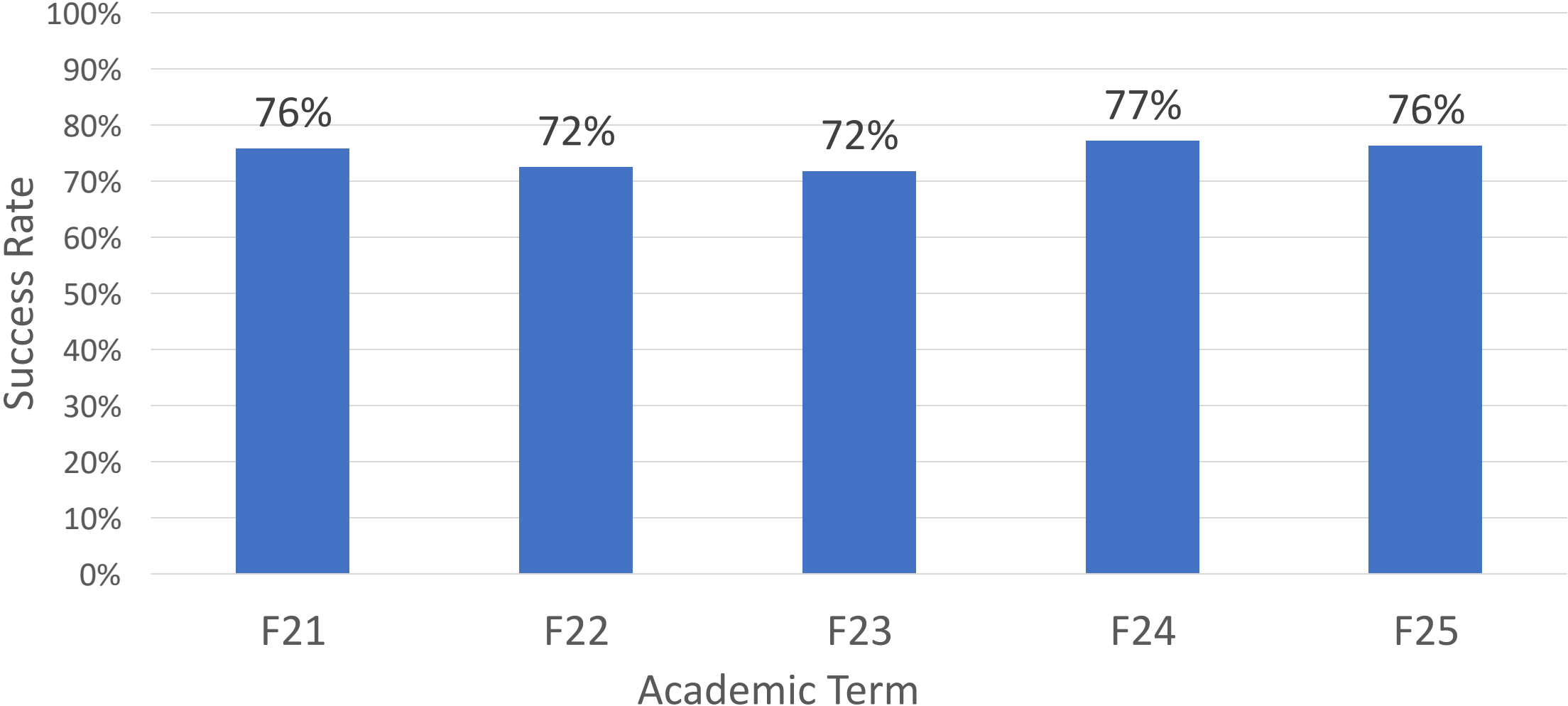
8 Week Advantage Data Summary

Spring 2026

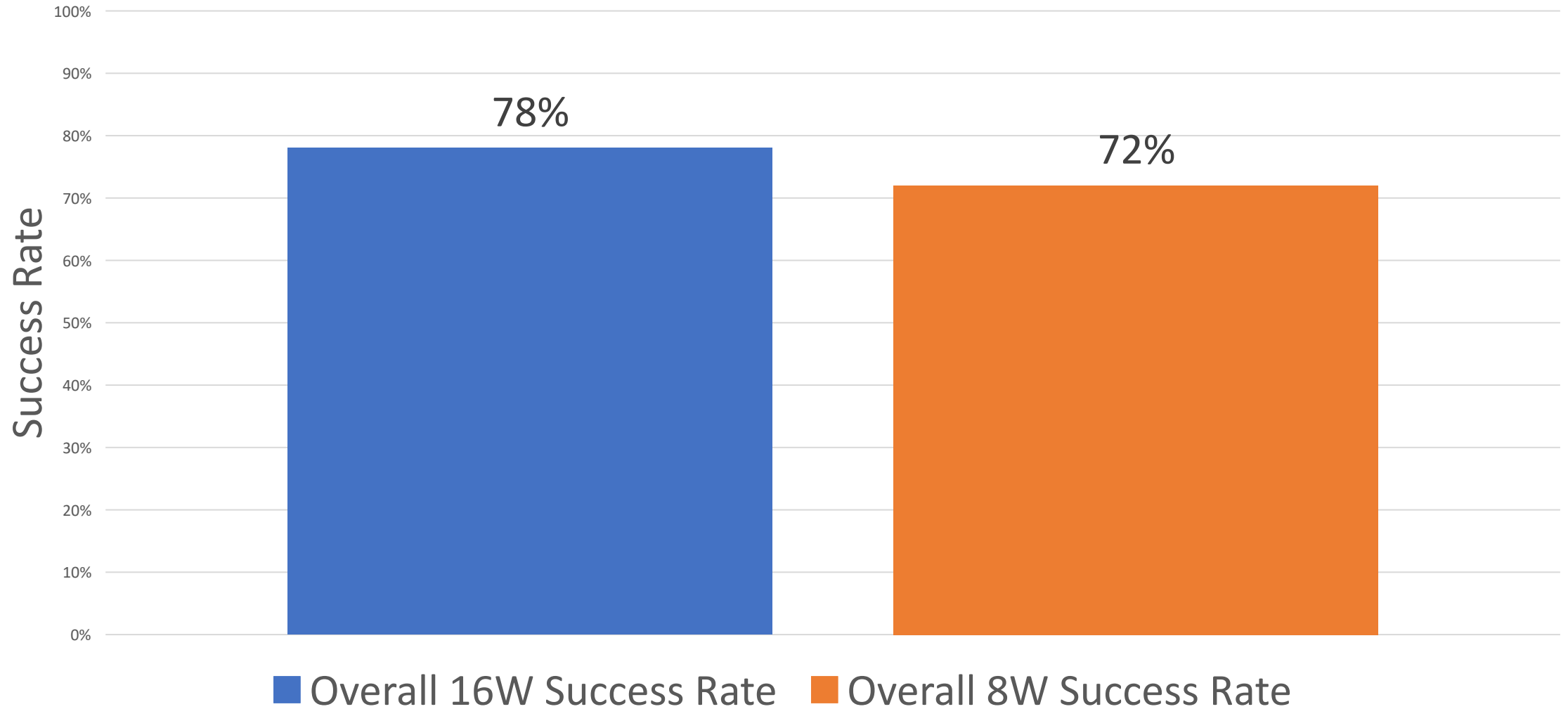
- Instituted Fall 2024
- Conversion of General Education Courses from 16- to 8-Week Session
- Trellis Foundation & Talent Strong Texas Strategy
 - Improved outcomes (e.g., graduation, time to completion, success)
 - Increased focus
 - Flexible start dates and scheduling
 - Work/school/life balance
- 8-Week Advantage (8WA) Data:
 - Success = A-C
 - Comparing 16W vs 8W courses in F25 semester only
 - * Indicates statistical significance ($p < 0.5$)

THE COM **8-WEEK** ADVANTAGE

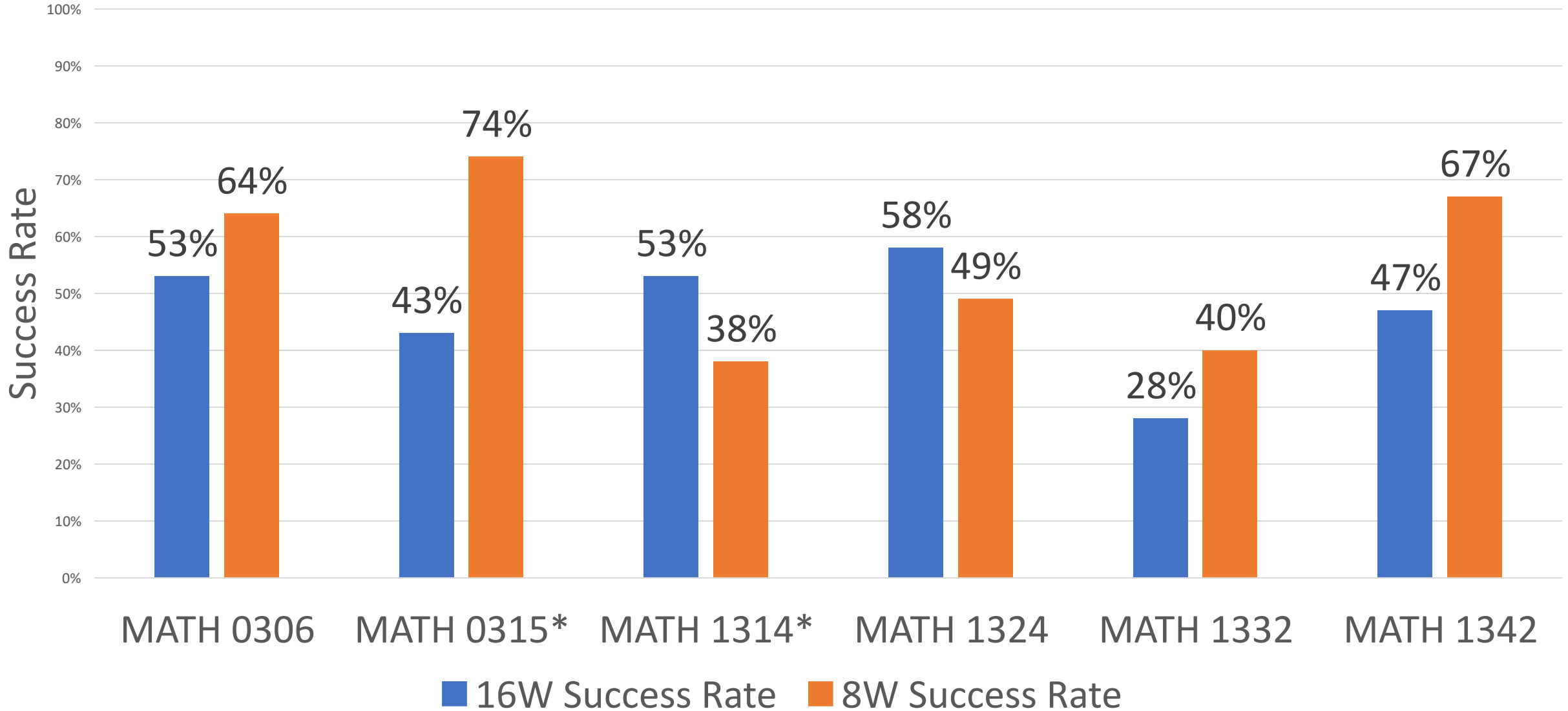
Longitudinal Performance--8WA (Fall Only) Success Rate



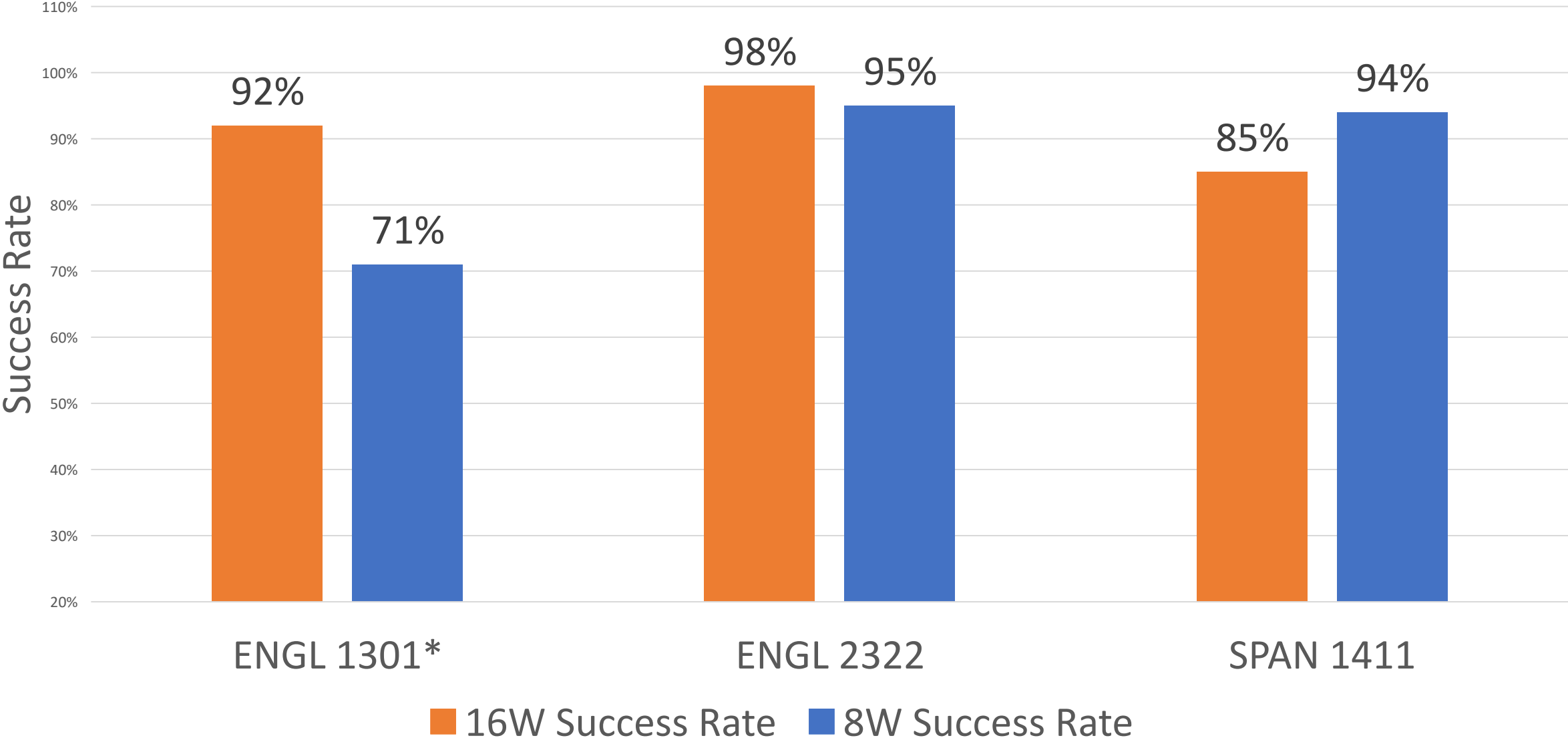
F25 8WA – Only Courses Offered in **Both** Sessions*



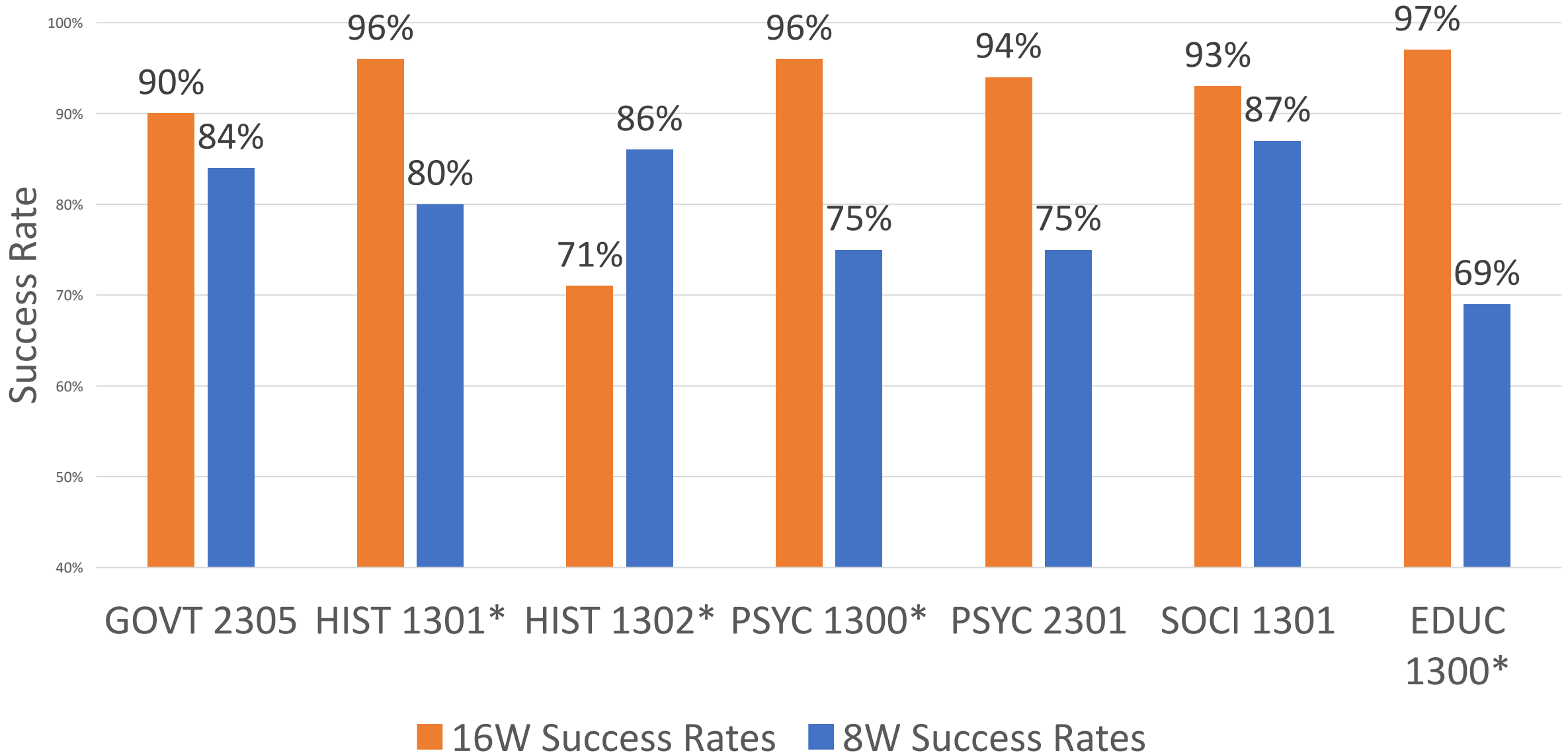
F25 8WA Mathematics



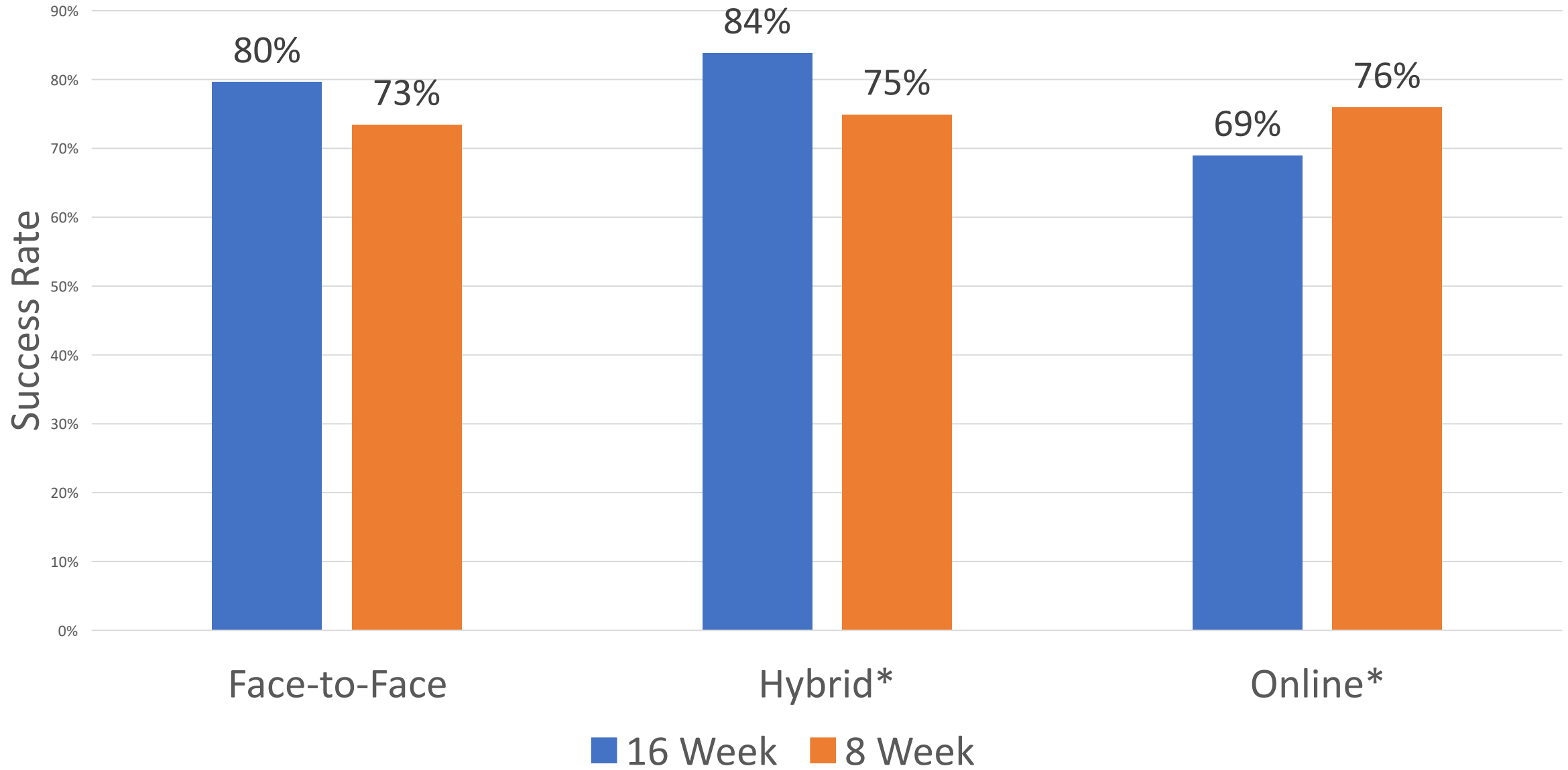
F25 8WA Humanities



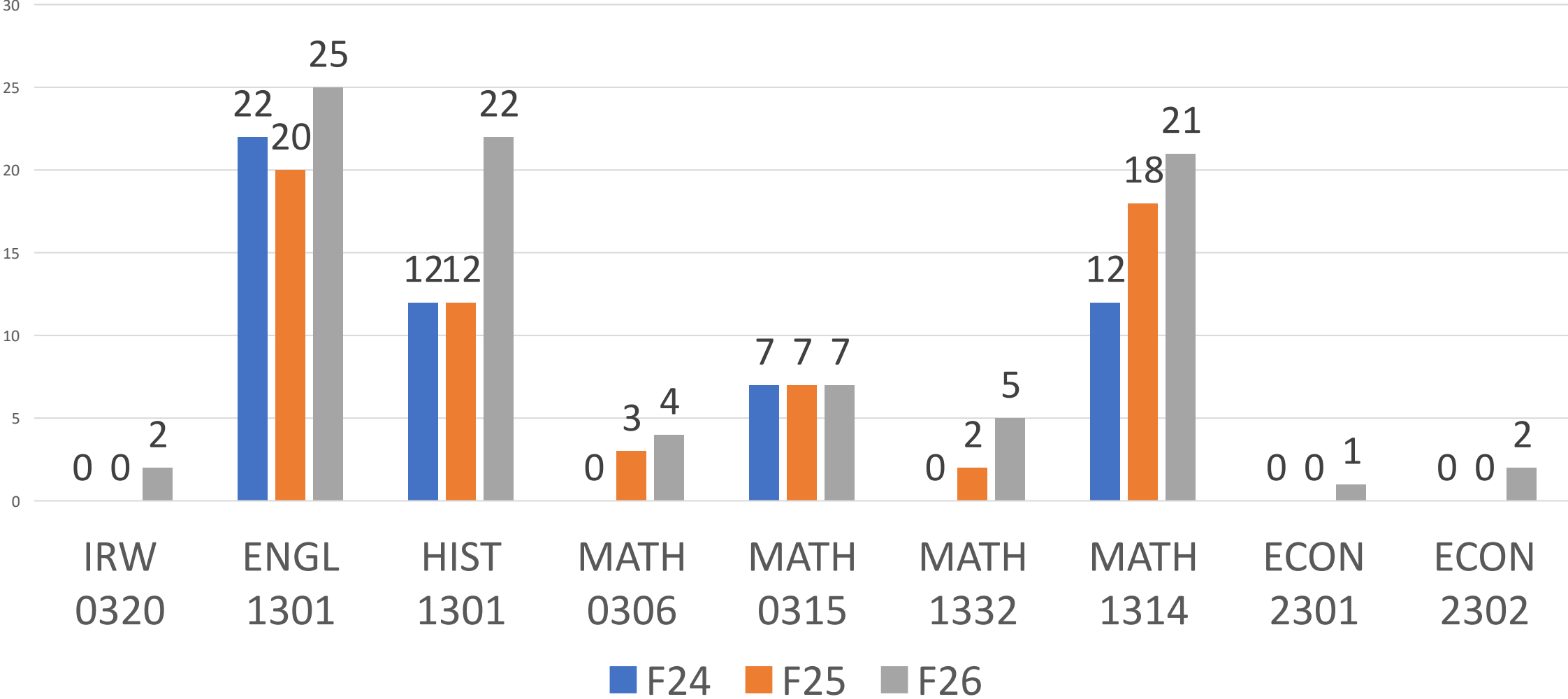
F25 8WA Social and Behavioral Sciences



8WA Success Rate by Modality



16 Week Sections Offered



Summary

- 8WA gave mixed results for student success
- Increased number of 16W sections for Spring '26 and Fall '26
- Providing 16- and 8-week options maintains 8WA goals:
 - Flexible Scheduling
 - Work/Life Balance
- Continuing to monitor for impact on other metrics (completion, transfer, etc.)

Acknowledgement - 8WA Data Team

Will Breyerton, Alisha Lyon, Bailey Rhodes, Brian Anderson, Shinya Wakao, Kenyatha Loftis, Shani Johnson, Victor Vega, Christina Bergvall, Leslie Richardson, Alan Bigos, Rocky Barney



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:

Dr. Sandra Coleman – Professor of Math



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Separation Reason
Byers	Courtney	Director, TRIO UB (Interim)	09/11/2023	04/02/2026	Resignation
Palmer	Phillip	Community Events Coordinator	01/05/2026	04/02/2026	Resignation
Ritta	Grace	Student Life Specialist II	01/02/2025	04/17/2026	Resignation
Bergvall	Christina	Director, Title V	01/16/2015	04/24/2026	Resignation
Ramos	Sonia	Director, Student Accounts	10/15/2024	04/24/2026	Resignation
Glowacki	Diane	Grant Accountant	06/08/2022	04/30/2026	Retirement
Griffiths	James	Faculty – Math	01/11/2016	05/31/2026	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.