



## **Notice/Agenda of May Meeting**

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

The May Meeting of the Board of Trustees of College of the Mainland will be held Monday, May 18, 2026, beginning at 1:30 PM in the

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

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

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. **Call to Order**
2. **Pledge of Allegiance, Texas Pledge & Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Minutes**
  - A. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, April 27, 2026
5. **Comments from the Community**
  - A. Other Citizens
6. **Constituent Leader Activity Reports**
  - A. Faculty Senate - Mike Bell, President
  - B. Professional Council - Brad Denison, President
  - C. Classified Council - Alexandria Gibbons, President
7. **Program Spotlight - Associate of Science in Natural Science**
  - A. Dr. Rocky Barney, Dean of Instruction
8. **Student Spotlight**
  - A. Cesia Cubias - Associate of Science in Natural Science
9. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
10. **Consideration of and Possible Action to Approve the Increase to Contract 25-01 to Weaver and Tidwell for Reconciliation Services of Endowment Trust Funds as Outlined in the Attached Statement of Work in the Amount of \$20,000**
11. **Financial Report(s)**

- A. Consideration of and Possible Action to Accept the April 2026 Investment and Financial Reports
- 12. Human Resources Items**
  - A. Appointment Nominations
    - 1. Consideration of and Possible Action to Approve the Appointment Nomination of Leslie Peirsol to the Position of Radiologic Technology Clinical Coordinator/Faculty, Radiologic Technology Department
    - 2. Consideration of and Possible Action to Approve the Appointment Nomination of Kirsten Schafman to the Position of Faculty - History, Social and Behavioral Sciences Department
    - 3. Consideration of and Possible Action to Approve the Appointment Nomination of Russell Zakes to the Position of STEM Success Coach, Tutoring Center
    - 4. Consideration of and Possible Action to Approve the Appointment Nomination of Agueda Jimenez to the Position of Marketing Specialist, Marketing & Public Affairs Department
    - 5. Consideration of and Possible Action to Approve the Appointment Nomination of Diana Nores to the Position of Director of Continuing Education, Continuing Education Department
    - 6. Consideration of and Possible Action to Approve the Appointment Nomination of Shundra Miles-Thomas to the Position of Assistant Controller, Financial Services Department
- 13. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report as Written**
- 14. Board Report**
- 15. President's Report**
  - A. Updates
  - B. Reminders/Announcements
    - 1. Board Meetings
      - June 2026 - Monday, June 22, 2026
      - July 2026 - Monday, July 27, 2026
      - August 2026 - Monday, August 24, 2026
  - C. Juneteenth Celebration - Thursday, June 18, 2026, 12:30 p.m., Conference Center
  - D. Resignations and Retirement Report
  - E. Miscellaneous Updates
- 16. Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act**
- 17. Consideration of and Possible Action on any Items Discussed in Closed Session**
- 18. Adjourn**

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, Tuesday, May 12, 2026, 5:00 PM

Reposted Wednesday, May 13, 2026, 1:20 PM.



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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  
[mkipworth@com.edu](mailto:mkipworth@com.edu)

Ms. Wilma Green,  
Trustee  
[wilma.green@com.edu](mailto:wilma.green@com.edu)

Mr. Kyle L. Dickson,  
Board Vice Chair  
[kdickson1@com.edu](mailto:kdickson1@com.edu)

Dr. Bill McGarvey,  
Trustee  
[bmcgarvey@com.edu](mailto:bmcgarvey@com.edu)

Dr. Kimberly Dodson,  
Board Secretary  
[kimberly.dodson@com.edu](mailto:kimberly.dodson@com.edu)

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

Ms. Patti Hanssard,  
Trustee  
[patti.hanssard@com.edu](mailto:patti.hanssard@com.edu)



## **MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: May 18, 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 April 27, 2026.”

### **ATTACHMENT(S)**

1. Minutes of 4/27/26

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

**Call to Order**

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

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

**Roll Call & Determination of Quorum**

Roll call indicated that all Trustees were present.

**Minutes**

**Consideration of and Possible Action to Approve the BOT Workshop Minutes of Monday, March 30, 2026**

Patti Hanssard moved the Board of Trustees approve the BOT Workshop Minutes of Monday, March 30, 2026. Wilma Clark Green seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Full Board Minutes of Monday, March 30, 2026**

Bill McGarvey moved the Board of Trustees approve the Full Board Minutes of Monday, March 30, 2026. Kimberly Dodson seconded the motion; all voted in approval.

**Comments from the Community**

**No comments**

**Constituent Leader Activity Reports**

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

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

**Program Spotlight – Welding**

Ricardo Brown, Welding Faculty, shared details about the COM Welding program.

**Student Spotlight**

Leonardo Paredes spoke about his experience in the COM Welding program and shared that he will graduate in May, with plans to pursue a career at a chemical plant.

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

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

**NOTE:** Kyle Dickson exited the meeting at 1:56 p.m.

**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**

Bill McGarvey moved the Board of Trustees approve the award of contract 26-04 for the Job Order Contract (JOC) & trades services for a not-to-exceed amount of \$750,000 annually. Don Gartman seconded the motion; all voted in approval.

**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**

Don Gartman moved the Board of Trustees approve the award of contract 26-09 to Stewart Organization for copier hardware, maintenance, and print services for a not-to-exceed amount of \$150,000. Patti Hanssard seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the New Associate of Applied Science Degree in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR)**

Wilma Clark Green moved the Board of Trustees approve the new Associate of Applied Science degree in Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR). Kimberly Dodson seconded the motion; all voted in approval.

**Policy**

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

Bill McGarvey moved the Board of Trustees adopt the proposed revisions to COM local polices: BGC, CG, DEB, DJ, and DLC as presented. Wilma Clark Green seconded the motion; all voted in approval.

**Financial Report(s)**

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

Wilma Clark Green moved the Board of Trustees accept the March 2026 Investment and Financial Reports. Kimberly Dodson seconded the motion; all voted in approval.

**Human Resources Items**

**Appointment Nominations**

**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**

Kimberly Dodson moved the Board of Trustees approve the appointment of Martin Navarro to the position of Veterans Coordinator & School Certifying Official, Office for Veteran Success. Wilma Clark Green seconded the motion; all voted in approval.

**Consideration of and Possible Action to Approve the Appointment Nomination of Gissel Viramontes to the Position of Enrollment Coach, Strategic Enrollment Management Department**

Wilma Clark Green moved the Board of Trustees approve the appointment of Gissel Viramontes to the position of Enrollment Coach, Strategic Enrollment Management Department. Bill McGarvey seconded the motion; all voted in approval.

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

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

**Board Report**

Melissa Skipworth noted that she, Bill McGarvey, and Don Gartman attended the Employee Recognition Dinner and acknowledged the planning committee's hard work.

**President's Report**

**Updates**

**8-Week Advantage Update**

Dr. Heather Rhodes, Vice President for Academic Affairs, provided an update on the 8-Week Advantage data summary.

## **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

## **Reminders/Announcements**

### **Board Meetings**

May 2026 – Monday, May 18, 2026

June 2026 – Monday, June 22, 2026

July 2026 – Monday, July 27, 2026

**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**

**BOT Budget Workshop/Retreat – Friday, May 15, 2026, 9:30 a.m., Corporate Training Center**

**Juneteenth Celebration – Thursday, June 18, 2026, 12:30 p.m., Conference Center**

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

Dr. Brewer shared the list of the following retirements and resignations:

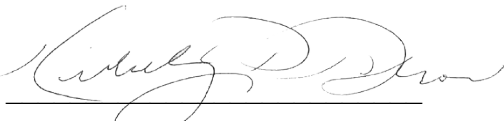
Resignations: Courtney Byers, Phillip Palmer, Grace Ritta, Christina Bergvall, Sonia Ramos

Retirements: Diane Glowacki, James Griffiths

### **Miscellaneous**

Dr. Brewer expressed appreciation to the planning committee for their outstanding work on the Employee Recognition Dinner.

Adjournment at 2:40 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. Faculty Senate – Mike Bell, President
- B. Professional Council – Brad Denison, President
- C. Classified Council – Alexandria Gibbons, President



## **Associate of Science in Natural Science**

Presented by Dr. Rocky Barney, Dean of Instruction, on behalf of  
Sheena Abernathy, Professor/ Department Chair for Science &  
Engineering



# Associate of Science in Natural Science

Presented by Dr. Rocky Barney, Dean of Instruction, on behalf of  
Sheena Abernathy, Professor and Department Chair for Science & Engineering

# Associate of Science in Natural Science

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- The Natural Science A.S. degree allows students to explore the natural world through scientific inquiry and hands-on learning.
- Students earning an A.S. in Natural Science may continue bachelor's level studies in biology, chemistry, geology, environmental science, or physics, which can lead to careers in education, research, and many other fields.



# Program Highlights

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- Program consists of 60 hours, and graduates transfer Core-complete.
- Experiential learning (e.g., fieldwork, hands-on labs) and access to cutting edge technologies (Syndaver,  $^1\text{H}$ -NMR, Infrared spectrometer)
- Students can focus on the following areas :
  - Biology
  - Chemistry
  - Geology
  - Environmental Science
  - Physics

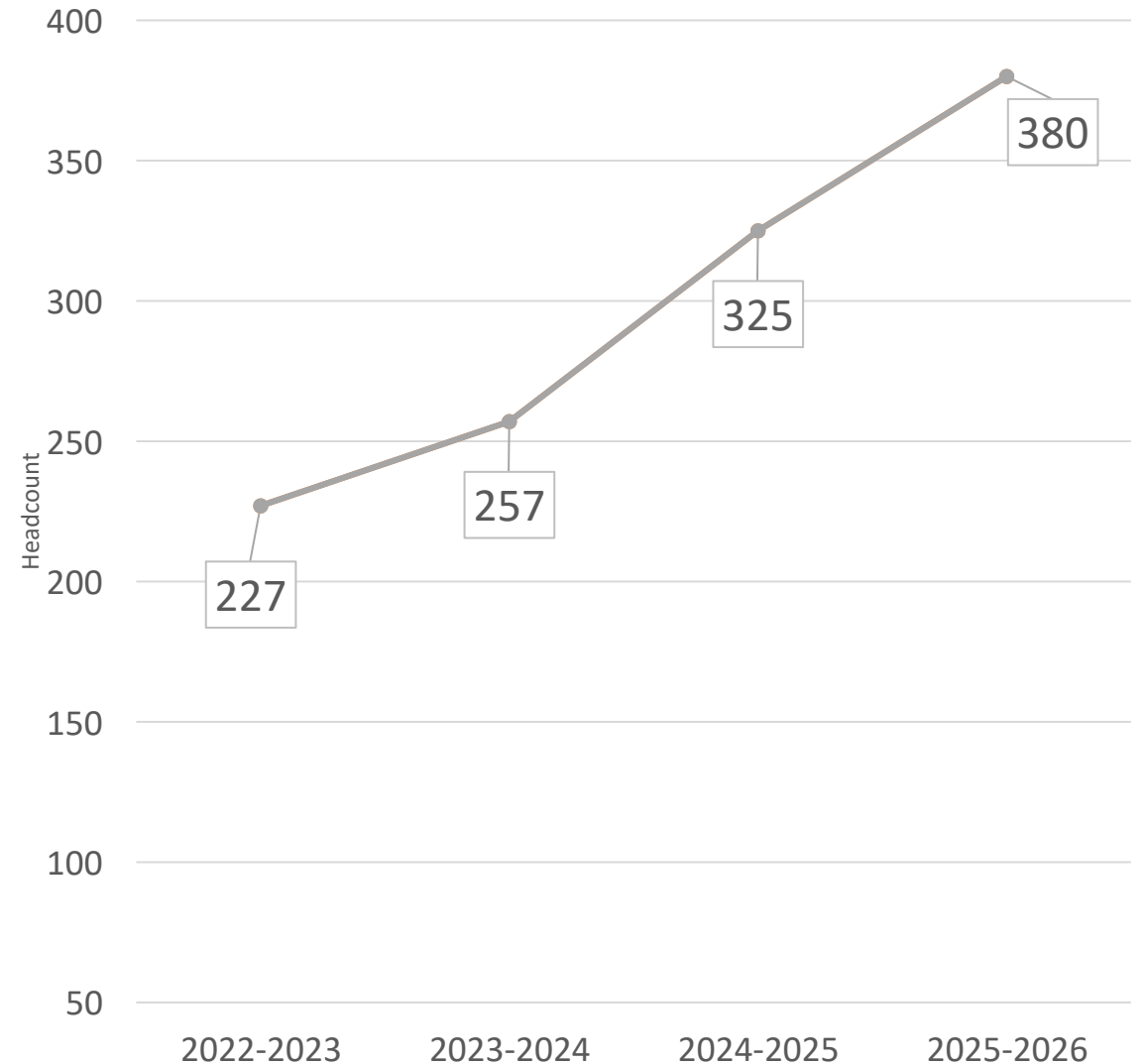


# Program Highlights

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- 48 graduates since 2022
- 380 declared Natural Science majors (2025-2026)
- One of the fastest growing majors at COM (67% growth since 2022)
- Majority of A.S. Natural Science graduates enroll in bachelor's programs related to the biological sciences
- Primary transfer schools: UHCL, Texas A&M, UH-Main, UT-Austin

Natural Science--Declared Majors



# Questions?



# **Student Spotlight**

Cesia Cubias

Associate of Science, Natural Science



# Bond Update

College of the Mainland, 2023 Bond Program

May 18, 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
  - HVAC Testing, Adjusting, and Balancing
  - Building Commissioning
- Welding Building:
  - Punchlist ongoing
  - HVAC Testing, Adjusting, and Balancing
  - Building Commissioning

## 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:

- Partial Furniture Install (4/13/2026)

## 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
- HVAC Testing, Adjusting, and Balancing
- Building Commissioning
- Move-in starts 5/20/2026
- Final Furniture Install starts on 5/25/2026
- Grand Opening / Ribbon Cutting Ceremony (6/11/2026 – tentative)

## Project Costs:

- Total Project Budget: \$30,455,740
- Project Cost to Date: \$28,501,504
- Total Construction Budget: \$26,785,339
- Construction Cost to Date: \$26,172,332

Project is Under Budget



# 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:

- HVAC Testing, Adjusting, and Balancing
- Building Commissioning
- Contract Closeout
- Warranty phase

## Project Costs:

- Total Project Budget: \$14,507,033
- Project Cost to Date: \$13,750,421
- Total Construction Budget: \$13,007,057
- Construction Cost to Date: \$12,343,788

Project is Under Budget

# Campus Services Building

## Completed Activities:

- Groundbreaking Ceremony (April 23, 2026)
- Construction Materials Testing Consultant Contract – Executed
- Building Envelope Consultant Contract - Executed

## 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 (2<sup>nd</sup> round)
- Project kick-off meeting (TBD)
- Notice to Proceed with construction when permit is ready

## Project Costs:

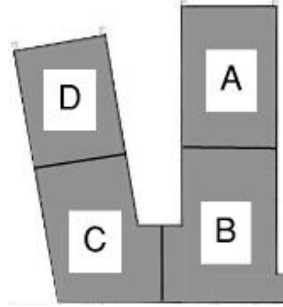
- Total Project Budget: \$12,624,564
- Project Cost to Date: \$ 714,951
- Total Construction Budget: \$10,961,329
- Construction Cost to Date: \$ 20,000

Project is in Budget

# Library & Learning Center

## Completed Activities:

- Building:
  - Overhead MEP complete all Areas, levels 1 & 2
  - Fire sprinklers complete, all Areas, all levels
  - Interior framing and CMU walls, all Areas, all levels
  - In-wall MEP, all Areas, levels 1 & 2 complete



## 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 3 & 4
  - In-wall MEP, all Areas, levels 3 and 4
  - Curtainwall glazing, all Areas 95% complete
  - Roofing 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: \$ 47,591,537

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



*Exterior glazing in progress on the East elevation.*



*Overhead mechanical in progress throughout all floors.*



*Penthouse louvers placed, metal panel installation in progress.*

# 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:

- Bids being reviewed and GMP compiled
- Bids Due – 5/28/2026
- GMP approval at the July BOT
  
- COMmons package scope:
  - COMmons Reflection Garden
  - Site Lighting Signage and Wayfinding
  - Demolition of 4 buildings

## Project Costs:

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



# 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: \$1,073,434
- Total Construction Budget: \$1,070,227
- Construction Cost to Date: \$1,028,641

Project is within Budget

# Bond Campus Furniture

## Completed Activities:

- PSC Furniture Partial Install

## 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 Final Delivery and Installation – 5/25/2026
- 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 Phase

## 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: \$ 44,026
- Total Construction Budget: \$ TBD
- Construction Cost to Date: \$ 0

Project is in Budget



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# Questions?



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: May 18, 2026  
Subject: Managed Services for OPEAR

### **AGENDA ITEM DESCRIPTION:**

Approval to increase contract 25-01 for Endowment Trust Funds Reconciliation, Validation & Process Analysis in the amount of \$20,000.00.

### **PURPOSE:**

To reconcile Endowment Trust Funds and enhance Foundation funding efficiency based on auditor recommendations.

### **BACKGROUND:**

Weaver is currently providing consulting services in implementing a donor fund reconciliation system in addition to various HB8 compliance projects and OPEAR support services per the recommendation approved by the Board on January 16, 2026. The Foundation is requesting reconciliation support with Endowment Trust Funds in addition to these services. This will improve efficiencies to ensure compliance and integrity of trust funds. The increase will amend the total not-to-exceed amount from \$773,000.00 to \$793,000.00. It is the intent of the Foundation to request an additional contract increase in FY 27 for additional services upon approval of the FY 27 budget.

### **FUNDING SOURCE:**

Operating Funds

### **PROPOSED MOTION:**

*"I move the Board of Trustees approve the increase to contract 25-01 to Weaver & Tidwell for reconciliation services of Endowment Trust Funds as outlined in the attached Statement of Work in the amount of \$20,000."*

### **ATTACHMENT(S):**

1. Weaver Scope of Work, dated 4/6/26

# Scope of Work for Endowment Fund Deep Dive and Process Analysis

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## Our Approach

Building on our prior donor fund reconciliation engagement, College of the Mainland Foundation has engaged Weaver to perform a comprehensive deep dive into the endowment fund accounts. This engagement expands the scope of the previous analysis by extending the review period to five years (60 months), calculating and attributing investment growth to individual fund balances, and developing a repeatable, sustainable process for allocating investment returns proportionally across all endowment funds.

Our deliverables will emphasize both accuracy and usability — providing the Foundation with a fully reconciled five-year history, a validated investment growth model tied to each fund, and a clear process to apply investment returns going forward.



### Phase 1: Data Collecting & Initial Assessment

Upon engagement, we will conduct a kickoff meeting with Foundation management to confirm the scope, understand the current state of records, and issue our document request list. We will compile a complete inventory of all endowment fund accounts and assess the completeness and integrity of available documentation across the five-year review period.

Key Activities Include:

- » Kickoff meeting with Foundation management and investment account custodians
- » Inventory of all endowment fund accounts subject to analysis
- » Assessment of available records — account statements, fund agreements, investment reports
- » Identification of documentation gaps and development of alternative verification strategies



### Phase 2: Historical Investment Analysis

In this phase, we will reconstruct the investment history of the endowment accounts over the 60-month review period. We will obtain and reconcile custodial account statements, calculate total investment growth, and establish a verified beginning and ending balance for each period.

Key Activities Include:

- » Obtain and reconcile monthly/quarterly investment account statements for all 60 months
- » Reconstruct investment performance history: income earned, management fees, and net investment growth by period
- » Validate total endowment pool balances against custodial records at each period end
- » Identify and document any unexplained variances in investment account balances



### Phase 3: Fund-Level Reconciliation & Proportional Growth Allocation

This is the core analytical phase of the engagement. We will reconcile individual endowment fund balances over the five-year period, incorporating transactional activity (contributions, disbursements, fees, and transfers) and applying investment growth proportionally to each fund based on its relative share of the total endowment pool.

Key activities include:

- » Prepare individual fund reconciliation workpapers for each endowment fund covering all 60 months
  - Beginning balance, contributions received, disbursements made, administrative fees, and transfers
  - Proportional allocation of investment growth based on each fund's average balance in the pool
  - Running balance calculations with variance analysis and ending balance validation
- » Design and validate proportional investment growth allocation methodology
  - Determine allocation basis (e.g., beginning-of-period balance, average balance, or weighted method)
  - Calculate each fund's percentage share of the total endowment pool by period
  - Apply net investment growth to each fund in proportion to its share
- » Identify and document discrepancies between recorded fund balances and calculated balances
- » Perform root cause analysis on material variances



### Phase 4: Process Design, Reporting & Knowledge Transfer

In this final phase, Weaver will present corrected and verified fund balances to Foundation management and deliver a sustainable process for calculating and applying investment growth on an ongoing basis. This process will be designed to be operable by Foundation staff without external assistance.

Key deliverables include:

- » Executive Summary and Findings Report — key findings, quantified variances, and management-level analysis
- » Individual fund reconciliation workpapers (five-year history) in Excel format
- » Investment Growth Allocation Model — a documented, repeatable Excel-based tool to allocate investment returns to each fund proportionally each period
- » Process Documentation — step-by-step procedures for Foundation staff to apply investment growth on a quarterly or annual basis going forward
- » Recommendations for ongoing donor fund maintenance, reporting, and internal controls

## Estimated Timeline

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We're committed to collaborative planning with the appropriate stakeholders and adherence to set timelines and milestones. At the start of the engagement, we'll work with the College to develop a mutually agreed-upon timeline.

We estimate the duration of this project to take about 6 weeks depending on the availability of information and documents requested by Weaver.

Milestone	Target Timing	Description
<b>Kickoff &amp; Document Request</b>	Week 1	Engagement kickoff meeting; document request list issued to COM Foundation
<b>Data Receipt &amp; Assessment Complete</b>	Week 1–2	All requested documents received and completeness assessed; gaps identified
<b>5-Year Investment Schedule Drafted</b>	Week 2–3	Historical investment balances mapped by fund for all 60-month periods
<b>Investment Growth Model Complete</b>	Week 3	Proportional growth allocation model built and validated
<b>Fund-Level Reconciliations Complete</b>	Week 3–5	Individual endowment fund reconciliation worksheets finalized
<b>Draft Report Delivered</b>	Week 5	Draft findings report and process documentation delivered to management
<b>Management Review &amp; Walkthrough</b>	Week 5–6	Presentation of findings; management feedback incorporated
<b>Final Deliverables Issued</b>	Week 6	Final report, reconciliation workpapers, and process manual delivered

Your engagement partner and team management will be hands-on, scheduling regular meetings to ensure engagement goals are communicated and understood, identify any operational issues observed during the engagement, and learn about changes in your forward-looking strategies.

# Cost Proposal

Cost efficiency has long been a Weaver hallmark: We pride ourselves on offering extensive capabilities at a reasonable cost.

Our pricing reflects the level of insight and technical knowledge our team brings, **along with our proven focus on helping the College meet both your immediate objectives and your long-term goals.**



Weaver is committed to working with you to develop a conscious, cost-effective fee structure that reflects your unique needs. Keeping fees reasonable is just one way we demonstrate a commitment to our clients — we want our relationship with the College to continue to be long-term and mutually beneficial.

## Estimated Fees

Weaver has prepared a fee estimate based on the proposed work steps outlined in our **Approach**.

Fee Estimate	
Scope of Work	Fees
<b>Endowment Trust Funds Reconciliation, Validation &amp; Process Analysis</b>	\$20,000

## Out-of-Pocket Expenses and Administrative Costs

The rates quoted are all-inclusive; we don't charge for out-of-pocket expenses such as printing, report production and similar administrative costs. Routine meetings and accounting advice in the ordinary course of business are also considered part of our role as your professional services provider and aren't charged as a separate fee.

## Addressing Scope Changes

**There should never be surprises when it comes to costs.** While exact hours are sometimes difficult to estimate in engagements with multiple moving pieces, Weaver will always keep you fully up to date on costs incurred and how we're tracking against the pre-approved numbers.

# Scope of Work for Endowment Fund Deep Dive and Process Analysis

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## Our Approach

Building on our prior donor fund reconciliation engagement, College of the Mainland Foundation has engaged Weaver to perform a comprehensive deep dive into the endowment fund accounts. This engagement expands the scope of the previous analysis by extending the review period to five years (60 months), calculating and attributing investment growth to individual fund balances, and developing a repeatable, sustainable process for allocating investment returns proportionally across all endowment funds.

Our deliverables will emphasize both accuracy and usability — providing the Foundation with a fully reconciled five-year history, a validated investment growth model tied to each fund, and a clear process to apply investment returns going forward.



### Phase 1: Data Collecting & Initial Assessment

Upon engagement, we will conduct a kickoff meeting with Foundation management to confirm the scope, understand the current state of records, and issue our document request list. We will compile a complete inventory of all endowment fund accounts and assess the completeness and integrity of available documentation across the five-year review period.

Key Activities Include:

- » Kickoff meeting with Foundation management and investment account custodians
- » Inventory of all endowment fund accounts subject to analysis
- » Assessment of available records — account statements, fund agreements, investment reports
- » Identification of documentation gaps and development of alternative verification strategies



### Phase 2: Historical Investment Analysis

In this phase, we will reconstruct the investment history of the endowment accounts over the 60-month review period. We will obtain and reconcile custodial account statements, calculate total investment growth, and establish a verified beginning and ending balance for each period.

Key Activities Include:

- » Obtain and reconcile monthly/quarterly investment account statements for all 60 months
- » Reconstruct investment performance history: income earned, management fees, and net investment growth by period
- » Validate total endowment pool balances against custodial records at each period end
- » Identify and document any unexplained variances in investment account balances



### Phase 3: Fund-Level Reconciliation & Proportional Growth Allocation

This is the core analytical phase of the engagement. We will reconcile individual endowment fund balances over the five-year period, incorporating transactional activity (contributions, disbursements, fees, and transfers) and applying investment growth proportionally to each fund based on its relative share of the total endowment pool.

Key activities include:

- » Prepare individual fund reconciliation workpapers for each endowment fund covering all 60 months
  - Beginning balance, contributions received, disbursements made, administrative fees, and transfers
  - Proportional allocation of investment growth based on each fund's average balance in the pool
  - Running balance calculations with variance analysis and ending balance validation
- » Design and validate proportional investment growth allocation methodology
  - Determine allocation basis (e.g., beginning-of-period balance, average balance, or weighted method)
  - Calculate each fund's percentage share of the total endowment pool by period
  - Apply net investment growth to each fund in proportion to its share
- » Identify and document discrepancies between recorded fund balances and calculated balances
- » Perform root cause analysis on material variances



### Phase 4: Process Design, Reporting & Knowledge Transfer

In this final phase, Weaver will present corrected and verified fund balances to Foundation management and deliver a sustainable process for calculating and applying investment growth on an ongoing basis. This process will be designed to be operable by Foundation staff without external assistance.

Key deliverables include:

- » Executive Summary and Findings Report — key findings, quantified variances, and management-level analysis
- » Individual fund reconciliation workpapers (five-year history) in Excel format
- » Investment Growth Allocation Model — a documented, repeatable Excel-based tool to allocate investment returns to each fund proportionally each period
- » Process Documentation — step-by-step procedures for Foundation staff to apply investment growth on a quarterly or annual basis going forward
- » Recommendations for ongoing donor fund maintenance, reporting, and internal controls

## Estimated Timeline

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We're committed to collaborative planning with the appropriate stakeholders and adherence to set timelines and milestones. At the start of the engagement, we'll work with the College to develop a mutually agreed-upon timeline.

We estimate the duration of this project to take about 6 weeks depending on the availability of information and documents requested by Weaver.

Milestone	Target Timing	Description
<b>Kickoff &amp; Document Request</b>	Week 1	Engagement kickoff meeting; document request list issued to COM Foundation
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## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: May 18, 2026  
Subject: Monthly Investment & Financial Reports

### **AGENDA ITEM DESCRIPTION:**

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

### **ATTACHMENT(S):**

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



**INVESTMENT REPORT**  
**For the Month Ended April 2026**

**Investment discussion:**

College of the Mainland earned \$231,445 for the month of April on its short-term investments in TexPool & Logic for a total of \$1,507,557 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 \$1,507,558 interest for the fiscal year to date period ending March TexPool - \$986,562, Logic - \$520,995 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 74<sup>th</sup> Texas Legislature.

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

A handwritten signature in blue ink, appearing to read '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 April 2026**

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	58,789,761.16	-	4,500,000.00	171,271.25	54,461,032.41	56,962,136.87	3.608%
<b>Totals</b>		<b>58,789,761.16</b>	<b>-</b>	<b>4,500,000.00</b>	<b>171,271.25</b>	<b>54,461,032.41</b>	<b>56,962,136.87</b>	

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

**Logic (Hilltop Securities) Investments for April 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	191,184.28	-	-	593.96	191,778.24	191,184.28	3.780%
COM Pre Bond 2023	46	15,432,699.22	25,000,000.00	12,519,563.43	59,579.51	27,972,715.30	19,173,207.97	3.780%
<b>Totals</b>		<b>15,623,883.50</b>	<b>25,000,000.00</b>	<b>12,519,563.43</b>	<b>60,173.47</b>	<b>28,164,493.54</b>	<b>19,364,392.25</b>	
<b>Totals</b>		<b>74,413,644.66</b>	<b>25,000,000.00</b>	<b>17,019,563.43</b>	<b>231,444.72</b>	<b>82,625,525.95</b>	<b>76,326,529.12</b>	

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>
<b>Operating revenue</b>						
Tuition-credit	(7,929,914)	(7,819,778)	110,136	101%	(7,487,217)	(442,697)
Tuition-non-credit	(589,215)	(601,700)	(12,485)	98%	(489,658)	(99,556)
Exemptions and waivers	216,168	172,570	(43,598)	125%	184,042	32,125
Registration fees	(147,604)	(162,700)	(15,097)	91%	(158,656)	11,053
Other fees	(167,646)	(209,500)	(41,854)	80%	(168,496)	850
Grant revenue	(94,943)	(96,700)	(1,757)	98%	(76,847)	(18,096)
Sales and service revenue	(33,434)	(59,000)	(25,566)	57%	(30,612)	(2,822)
Miscellaneous revenue	(171,395)	(275,500)	(104,105)	62%	(201,698)	30,303
<b><u>Totals for Operating revenue</u></b>	<b><u>(8,917,984)</u></b>	<b><u>(9,052,308)</u></b>	<b><u>(134,324)</u></b>	<b><u>99%</u></b>	<b><u>(8,429,143)</u></b>	<b><u>(488,841)</u></b>
<b>Non-operating revenue</b>						
State appropriation-Academic	(6,387,035)	(8,408,692)	(2,021,657)	76%	(6,071,417)	(315,618)
Property tax revenue	(26,197,831)	(26,891,000)	(693,169)	97%	(25,983,143)	(214,688)
Interest revenue	(986,563)	(1,520,000)	(533,437)	65%	(1,035,615)	49,052
FTZ reimbursement	0	(923,000)	(923,000)	0%	0	0
FAST - HB8	114,346	(705,000)	(819,346)	-16%	405,208	(290,862)
<b><u>Totals for Non-operating revenue</u></b>	<b><u>(33,457,082)</u></b>	<b><u>(38,447,692)</u></b>	<b><u>(4,990,611)</u></b>	<b><u>87%</u></b>	<b><u>(32,684,967)</u></b>	<b><u>(772,115)</u></b>
<b><u>Total Revenue</u></b>	<b><u>(42,375,066)</u></b>	<b><u>(47,500,000)</u></b>	<b><u>(5,124,934)</u></b>	<b><u>89%</u></b>	<b><u>(41,114,110)</u></b>	<b><u>(1,260,956)</u></b>



## April 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>
<b>Salary and wages</b>						
Faculty full-time	5,305,563	9,176,548	3,870,985	58%	5,192,775	112,788
Admin full-time	1,570,684	2,182,578	611,893	72%	1,423,180	147,504
Professional full-time	5,401,570	9,674,044	4,272,474	56%	5,510,895	(109,325)
Classified full-time	2,975,579	4,677,872	1,702,292	64%	2,908,911	66,668
Part-time	4,031,018	3,634,039	(396,979)	111%	2,924,064	1,106,954
Salary increase	0	954,151	954,151	0%	0	0
Vacancy savings	0	(1,698,986)	(1,698,986)	0%	0	0
<b><u>Totals for Salary and wages</u></b>	<b><u>19,284,415</u></b>	<b><u>28,600,246</u></b>	<b><u>9,315,831</u></b>	<b><u>67%</u></b>	<b><u>17,959,825</u></b>	<b><u>1,324,590</u></b>
<b>Benefits</b>						
Benefits	3,190,420	4,730,762	1,540,342	67%	3,187,470	2,949
<b><u>Totals for Benefits</u></b>	<b><u>3,190,420</u></b>	<b><u>4,730,762</u></b>	<b><u>1,540,342</u></b>	<b><u>67%</u></b>	<b><u>3,187,470</u></b>	<b><u>2,949</u></b>
<b>Operating expenses</b>						
Contract services	3,666,951	4,944,364	1,277,413	74%	3,121,287	545,664
Legal	24,923	12,000	(12,923)	208%	7,119	17,804
Operations	450,482	1,018,030	567,548	44%	440,159	10,323
Utilities and Rent	1,598,445	2,970,965	1,372,520	54%	1,765,456	(167,011)
Postage, printing, and supplies	722,649	1,471,692	749,043	49%	722,321	328
Bank fees	137,494	96,100	(41,394)	143%	90,367	47,127
Capital outlay & leases	189,239	121,899	(67,340)	155%	91,527	97,712
Insurance	2,537,176	2,856,137	318,961	89%	2,512,836	24,340
Public rel, marketing and advert	231,580	479,586	248,005	48%	158,981	72,600
Misc.	377,807	490,257	112,450	77%	429,017	(51,210)
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<b><u>Totals for Operating expenses</u></b>	<b><u>9,936,745</u></b>	<b><u>14,151,380</u></b>	<b><u>4,214,635</u></b>	<b><u>70%</u></b>	<b><u>9,339,068</u></b>	<b><u>597,677</u></b>



## April 2026 - Revenue and Expense Summary

### Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>32,411,580</u>	<u>47,482,388</u>	<u>15,070,808</u>	<u>68%</u>	<u>30,486,363</u>	<u>1,925,217</u>
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## April 2026 - Revenue and Expense Summary

### 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>
<b>Salary and wages</b>						
Professional full-time	66,051	0	(66,051)	0%	0	66,051
<b><u>Totals for Salary and wages</u></b>	<b><u>66,051</u></b>	<b><u>0</u></b>	<b><u>(66,051)</u></b>	<b><u>0%</u></b>	<b><u>0</u></b>	<b><u>66,051</u></b>
<b>Benefits</b>						
Benefits	11,358	1,358	(9,999)	836%	8,738	2,620
<b><u>Totals for Benefits</u></b>	<b><u>11,358</u></b>	<b><u>1,358</u></b>	<b><u>(9,999)</u></b>	<b><u>836%</u></b>	<b><u>8,738</u></b>	<b><u>2,620</u></b>
<b>Operating expenses</b>						
Contract services	820,172	0	(820,172)	0%	1,212,872	(392,700)
Operations	0	0	0	0%	4,212	(4,212)
Postage, printing, and supplies	141,920	16,254	(125,666)	873%	124,243	17,677
Capital outlay & leases	476,716	0	(476,716)	0%	289,731	186,984
Public rel, marketing and advert	0	0	0	0%	75,717	(75,717)
Misc.	6,000	0	(6,000)	0%	1,939	4,061
<b><u>Totals for Operating expenses</u></b>	<b><u>1,444,808</u></b>	<b><u>16,254</u></b>	<b><u>(1,428,554)</u></b>	<b><u>8889%</u></b>	<b><u>1,708,714</u></b>	<b><u>(263,906)</u></b>
<b><u>Total Fund Bal</u></b>	<b><u>1,522,217</u></b>	<b><u>17,612</u></b>	<b><u>(1,504,605)</u></b>	<b><u>8643%</u></b>	<b><u>1,717,452</u></b>	<b><u>(195,235)</u></b>



## April 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>
<b><u>Expense by Division</u></b>						
<b><u>Summary for President</u></b>						
Board of Trustees	10,625	19,700	9,075	54%	5,531	5,094
Campus Police	800,914	905,807	104,893	88%	525,034	275,880
COM Foundation	45,175	103,377	58,203	44%	47,117	(1,942)
EVP-Academic & Student	33,404	4,678	(28,726)	714%	328,698	(295,295)
General Counsel	282,144	348,691	66,547	81%	207,338	74,805
General Institution	277,562	388,340	110,778	71%	370,542	(92,980)
Human Resources	0	0	0	0%	26	(26)
Information Technology Serv	1,923,491	2,623,718	700,227	73%	1,784,312	139,180
Institutional Advancement	338,124	540,988	202,864	63%	389,287	(51,163)
Internal Audit	173,285	150,000	(23,285)	116%	249,634	(76,349)
Presidents Office	424,297	766,888	342,591	55%	436,321	(12,024)
Self Study SACS	12,673	13,233	560	96%	10,581	2,092
<b><u>Totals for President</u></b>	<b><u>4,321,694</u></b>	<b><u>5,865,421</u></b>	<b><u>1,543,727</u></b>	<b><u>74%</u></b>	<b><u>4,354,420</u></b>	<b><u>(32,726)</u></b>
<b><u>Summary for VP Academic Affairs</u></b>						
Academic Planning & Innovation	0	113,573	113,573	0%	8,206	(8,206)
Accounting-Credit	94,432	105,374	10,942	90%	86,325	8,108
Adult Education	113,504	156,688	43,184	72%	69,727	43,776
Allied Health	6,909	9,601	2,691	72%	6,612	297
Art	225,812	295,424	69,613	76%	211,796	14,016
Art Gallery	22,222	6,768	(15,454)	328%	19,557	2,665
Biol & Nutrition	803,924	1,094,631	290,707	73%	705,297	98,627
C.I.D.T. Admin	56,443	76,330	19,887	74%	56,167	276
C.I.S.	81,802	99,777	17,975	82%	93,207	(11,405)
Chemistry	155,654	199,268	43,614	78%	149,223	6,430



## April 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	588,008	705,831	117,823	83%	560,005	28,004
CPR	2,561	73	(2,489)	3531%	0	2,561
Criminal Justice	1,067,310	1,810,234	742,923	59%	1,073,901	(6,591)
Culinary Arts	163,262	182,052	18,790	90%	91,827	71,435
Dean of General Education	158,121	222,968	64,847	71%	166,452	(8,330)
Dean of Instruction Workforce	161,996	225,004	63,007	72%	145,360	16,636
Dental Hygiene	410,974	400,543	(10,430)	103%	233,868	177,106
Distance Ed	254,310	412,399	158,089	62%	298,753	(44,443)
Economics	75,532	95,266	19,734	79%	72,953	2,579
Education	81,904	101,382	19,478	81%	70,610	11,294
EMS-Credit	417,147	450,539	33,391	93%	229,348	187,799
Engineering	56,469	83,446	26,977	68%	35,635	20,834
English	801,597	1,127,321	325,724	71%	811,699	(10,102)
Fire Tech	469,319	473,434	4,115	99%	335,176	134,143
Firearms Acad	13,103	40,150	27,047	33%	23,500	(10,397)
Foreign Lang	81,893	97,717	15,824	84%	52,493	29,400
General Business-Credit	296,741	340,374	43,633	87%	264,247	32,494
Geology	73,221	96,420	23,199	76%	66,833	6,388
Government	340,034	422,809	82,775	80%	315,210	24,824
Graphic Arts	132,870	189,944	57,074	70%	135,425	(2,555)
Health and PE Credit	122,926	159,330	36,404	77%	112,315	10,611
Health Info Mgmt	159,446	247,837	88,391	64%	146,036	13,410
Hist & Geog	309,506	425,593	116,086	73%	298,346	11,160
Humanities	38,733	18,883	(19,850)	205%	32,641	6,092
Humanities Admin	42,740	59,755	17,016	72%	45,447	(2,707)
industrial Technology Admin	0	8,000	8,000	0%	0	0
Instructional Technology	190,734	329,251	138,517	58%	218,885	(28,152)
Law Enforcement	133,502	219,284	85,782	61%	143,444	(9,941)



## April 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	590,317	804,343	214,025	73%	586,241	4,076
Math	706,013	1,055,362	349,349	67%	713,726	(7,713)
Math Admin	44,807	60,258	15,452	74%	43,317	1,490
Medical Assistant	84,895	113,355	28,460	75%	71,658	13,237
Music	144,108	323,580	179,471	45%	133,873	10,236
Networking	48,998	98,883	49,885	50%	45,226	3,772
Nursing Admin	304,252	584,374	280,122	52%	288,355	15,897
Nursing-VN	125	0	(125)	0%	0	125
Occupational Safety	62,138	109,223	47,085	57%	64,791	(2,653)
Perf & Visual Arts Admin	47,346	65,563	18,217	72%	49,270	(1,924)
Pharmacy Tech	79,554	104,798	25,243	76%	73,991	5,564
Philosophy	76,213	67,293	(8,919)	113%	62,381	13,832
Physics	93,628	111,938	18,310	84%	82,151	11,477
Process Technology	357,126	720,259	363,133	50%	329,877	27,249
Program Development	0	0	0	0%	50	(50)
Psychology	341,541	427,650	86,110	80%	309,703	31,838
Public Service Ed Admin	61,669	130,143	68,473	47%	102,807	(41,138)
QEP	3,721	190	(3,532)	1962%	6,527	(2,806)
Radiography	280,171	328,818	48,646	85%	180,572	99,599
Science Admin	49,855	76,410	26,555	65%	49,615	240
Social Science Admin	57,481	77,258	19,777	74%	54,916	2,566
Sociology	71,740	90,514	18,775	79%	63,104	8,636
Speech	165,907	204,503	38,596	81%	151,663	14,243
Student Theater	252,544	405,501	152,957	62%	248,121	4,423
Surgical Technician	180,034	84,460	(95,574)	213%	0	180,034
Theater Arts-Credit	118,944	207,418	88,474	57%	106,998	11,946
VP Academic Affairs	305,063	434,797	129,734	70%	183,816	121,247
Welding	390,377	459,712	69,334	85%	320,182	70,195



## April 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>
<b><u>Totals for VP Academic Affairs</u></b>	<b><u>13,123,231</u></b>	<b><u>18,249,876</u></b>	<b><u>5,126,645</u></b>	<b><u>72%</u></b>	<b><u>11,709,459</u></b>	<b><u>1,413,772</u></b>
<b><u>Summary for VP Administrative Services</u></b>						
COM-League City	53,067	113,800	60,732	47%	75,989	(22,921)
Custodial Services	925,997	1,500,971	574,974	62%	862,067	63,930
Facilities	4,157,504	5,732,913	1,575,409	73%	4,185,287	(27,783)
Grounds	397,155	674,823	277,668	59%	284,175	112,980
Human Resources	514,094	800,355	286,261	64%	571,937	(57,843)
Utilities	776,144	1,280,000	503,856	61%	652,882	123,262
Vehicle Operations	81,372	114,683	33,311	71%	90,301	(8,930)
VP Administrative Services	116,929	158,296	41,367	74%	0	116,929
<b><u>Totals for VP Administrative Services</u></b>	<b><u>7,022,262</u></b>	<b><u>10,375,841</u></b>	<b><u>3,353,579</u></b>	<b><u>68%</u></b>	<b><u>6,722,637</u></b>	<b><u>299,625</u></b>
<b><u>Summary for VP Fiscal Affairs</u></b>						
Business Office	629,015	901,576	272,562	70%	550,357	78,658
Central Mail Delivery	90,363	136,831	46,468	66%	83,880	6,483
OPEAR	312,096	586,406	274,309	53%	377,504	(65,408)
Purchasing	259,915	351,574	91,660	74%	250,032	9,883
Records Management	5,723	20,952	15,229	27%	7,901	(2,178)
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	668,087	3,582,471	2,914,384	19%	756,080	(87,993)
Tax Admin	266,808	591,000	324,192	45%	240,622	26,185
VP Fiscal Affairs	297,815	300,662	2,847	99%	200,651	97,163
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>2,529,820</u></b>	<b><u>4,462,838</u></b>	<b><u>1,933,018</u></b>	<b><u>57%</u></b>	<b><u>2,467,027</u></b>	<b><u>62,793</u></b>
<b><u>Summary for VP Strategic Initiatives</u></b>						
Allied Health-NonCr	73,575	272,047	198,472	27%	163,890	(90,315)
Certified Nursing Assistant	8,324	11,292	2,967	74%	10,451	(2,127)



## April 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	187,552	490,901	303,350	38%	338,028	(150,476)
Dental Assistant-NonCr	879	5,759	4,880	15%	371	508
Industrial-NonCr	129,645	31,496	(98,149)	412%	72,512	57,133
Law Enforcemnt-NonCR	5,582	38,762	33,180	14%	50,814	(45,232)
Lifelong Learning	210,865	184,726	(26,139)	114%	189,327	21,537
Marketing and Communications	728,243	1,261,908	533,665	58%	673,474	54,770
Massage Therapy	0	5,240	5,240	0%	0	0
VP Strategic Initiatives	121,208	161,947	40,739	75%	0	121,208
<b><u>Totals for VP Strategic Initiatives</u></b>	<b><u>1,465,872</u></b>	<b><u>2,464,077</u></b>	<b><u>998,205</u></b>	<b><u>59%</u></b>	<b><u>1,498,866</u></b>	<b><u>(32,994)</u></b>
<b><u>Summary for VP Student Affairs</u></b>						
Admissions	305,490	414,497	109,007	74%	297,643	7,847
Advisement Center	605,118	757,128	152,010	80%	466,877	138,240
Career Services	58,580	95,891	37,311	61%	33,639	24,942
Collegiate H.S.-CR	119,216	162,826	43,610	73%	118,546	671
Dean of Continuing Education	156,488	214,927	58,439	73%	151,954	4,534
Dean of Student Services	63,900	178,195	114,295	36%	186,350	(122,450)
Dean of Students	193,482	266,171	72,689	73%	159,595	33,887
Disability Services	30,415	47,921	17,505	63%	33,978	(3,563)
Dual Credit Dept	70,116	170,428	100,312	41%	145,638	(75,523)
Enrollment Management	341,709	593,137	251,428	58%	459,813	(118,104)
Facilities & Student Recreat	60,927	179,173	118,246	34%	72,910	(11,983)
Financial Aid	546,889	661,083	114,194	83%	432,363	114,526
Multicultural Department	19,143	32,500	13,357	59%	19,126	17
Office of Veterans Success	120,614	192,013	71,399	63%	140,349	(19,735)
Recruitment	148,224	270,786	122,562	55%	0	148,224
Student Graduation	64,768	87,700	22,932	74%	46,508	18,260
Student Help Center	45,314	41,681	(3,634)	109%	39,833	5,481



April 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	176,328	259,582	83,254	68%	143,801	32,527
Testing	211,874	379,690	167,816	56%	244,430	(32,556)
Tutoring Center	418,690	610,177	191,487	69%	395,211	23,479
VP Student Affairs	191,398	448,831	257,433	43%	145,388	46,010
<b><u>Totals for VP Student Affairs</u></b>	<b><u>3,948,682</u></b>	<b><u>6,064,336</u></b>	<b><u>2,115,653</u></b>	<b><u>65%</u></b>	<b><u>3,733,952</u></b>	<b><u>214,730</u></b>
<b><u>Totals for Expense</u></b>	<b><u>32,411,562</u></b>	<b><u>47,482,388</u></b>	<b><u>15,070,826</u></b>	<b><u>68%</u></b>	<b><u>30,486,363</u></b>	<b><u>1,925,199</u></b>

Fund Bal by Division

Summary for VP Fiscal Affairs

Fund Balance - Oper & Maint	514,916	0	(514,916)	0%	722,739	(207,822)
Fund Balance-Academic	109,499	0	(109,499)	0%	283,031	(173,532)
Fund Balance-Institutional	644,628	0	(644,628)	0%	407,659	236,969
Fund Balance-Instruction	241,974	17,612	(224,361)	1374%	304,023	(62,049)
Fund Balance-Student Services	11,200	0	(11,200)	0%	0	11,200
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>1,522,217</u></b>	<b><u>17,612</u></b>	<b><u>(1,504,605)</u></b>	<b><u>8643%</u></b>	<b><u>1,717,452</u></b>	<b><u>(195,235)</u></b>
<b><u>Totals for Fund Bal</u></b>	<b><u>1,522,217</u></b>	<b><u>17,612</u></b>	<b><u>(1,504,605)</u></b>	<b><u>8643%</u></b>	<b><u>1,717,452</u></b>	<b><u>(195,235)</u></b>
<b><u>Totals for Report</u></b>	<b><u>33,933,779</u></b>	<b><u>47,500,000</u></b>	<b><u>13,566,221</u></b>		<b><u>32,203,815</u></b>	<b><u>1,729,964</u></b>

April 2026

# Monthly Financial Report

# Cash Situation

*(in millions)*

Gross cash balance at the end of month:	\$54.5
Less pending I&S liability:	\$2.9
Net unrestricted cash:	<hr/> \$51.6
Minimum required cash :	\$8.2
Excess cash above minimum:	\$43.4

# Unaudited Operations

## Year to Date *(in millions)*

### Revenues

Budget:	\$47.5
Actual:	\$42.4

### Expense

Budget:	\$47.5
Actual:	\$32.4



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: May 18, 2026  
Subject: Radiologic Technology Clinical Coordinator/Faculty (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on May 18, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

The Radiologic Technology Clinical Coordinator is assigned a range of administrative, coordinating and teaching responsibilities to assist the Program Director in the fulfillment of the goals and outcomes of the program.

**FUNDING SOURCE**

Radiologic Technology Clinical Coordinator/Faculty - \$79,854 from budget 11-0-0000-1323-5100

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Leslie Peirsol to the position of Radiologic Technology Clinical Coordinator/Faculty, Radiologic Technology Department."*

**ATTACHMENTS**

1. Appointment Nomination



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: May 18, 2026  
Subject: Faculty – History (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on May 18, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

Responsible for providing instruction within the Social and Behavioral Sciences Department. Develop and revise curriculum and course work. Provide scheduled office hours for student consultation, and maintain open and consistent communications with students. Attend Department meetings and other mandatory College events. Participate in mandatory College training and professional development. Serve on College committees as needed and assigned. Participate in student advisement and mentoring activities as needed and assigned.

**FUNDING SOURCE**

Faculty - History - \$49,480 from budget 11-0-0000-1127-5100

**PROPOSED MOTION**

*“I move the Board of Trustees approve the appointment of Kirsten Schafman to the position of Faculty - History, Social and Behavioral Sciences Department.”*

**ATTACHMENTS**

1. Appointment Nomination



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: May 18, 2026  
Subject: STEM Success Coach (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on May 18, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

This position will provide targeted, proactive support for students in STEM course through individualized coaching, early alert interventions, faculty collaboration, and progress tracking to improve retention, completion, and academic momentum.

**FUNDING SOURCE**

STEM Success Coach - \$46,065 from budget 11-0-0000-1140-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Russell Zakes to the position of STEM Success Coach, Tutoring Center."*

**ATTACHMENTS**

1. Appointment Nomination



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: May 18, 2026  
Subject: Marketing Specialist (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on May 18, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

As a key member of COM's Marketing & Public Affairs team, the Marketing Specialist helps shape how students and our community discover COM, connect with our programs and successfully pursue their educational goals with confidence from start to finish.

**FUNDING SOURCE**

Marketing Specialist - \$57,596 from budget 11-0-0000-5146-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Agueda Jimenez to the position of Marketing Specialist, Marketing & Public Affairs Department."*

**ATTACHMENTS**

1. Appointment Nomination



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: May 18, 2026  
Subject: Director of Continuing Education (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on May 18, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

In this role, the Director of CE leads workforce-aligned continuing education offerings that respond to employer demand and community need while advancing the College's mission and strategic priorities. The Director of CE ensures instructional quality, financial sustainability and meaningful learner outcomes across all programs. Working collaboratively with faculty, staff and campus partners, the Director strengthens connections between noncredit and credit pathways, supports innovation in program design and delivery and promotes a culture focused on access, excellence and continuous improvement.

**FUNDING SOURCE**

Director of Continuing Education - \$105,809 from budget 11-0-0000-3401-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Diana Nores to the position of Director of Continuing Education, Continuing Education Department."*

**ATTACHMENTS**

1. Appointment Nomination



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Helen Brewer  
Date: May 18, 2026  
Subject: Assistant Controller (Replacement)

**AGENDA ITEM DESCRIPTION**

Presented for recommended approval to the Board of Trustees on May 18, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

**BACKGROUND**

The Assistant Controller serves as a senior financial leader within the Business Office and is responsible for overseeing core accounting functions, including general ledger, grant accounting, student accounts, accounts receivable, and revenue cycle operations.

**FUNDING SOURCE**

Assistant Controller - \$113,573 from budget 11-0-0000-5112-5140

**PROPOSED MOTION**

*"I move the Board of Trustees approve the appointment of Shundra Miles-Thomas to the position of Assistant Controller, Financial Services Department."*

**ATTACHMENTS**

1. Appointment Nomination



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Helen Brewer, President  
Date: May 18, 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

Executive Administrative Assistant – \$59,976 from budget 11-0-0000- 4146-5140

### 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	Executive Administrative Assistant	Dean of Student Success	Provides varied administrative assistance to the Dean of Student Success. In addition to providing administrative services for the designated unit, incumbents also have responsibility to occasionally provide administrative support to the Dean's supervisory and/or professional staff within the department	Replacement for Alycia Hardin	Amie Perrett	\$59,976	\$52,559 - \$65,699 - \$78,839
2							
3							
4							
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8							



## Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Helen Brewer

- a. Updates
- b. Reminders/Announcements
  1. Board Meetings
    - a. June 2026 – Monday, June 22, 2026
    - b. July 2026 – Monday, July 27, 2026
    - c. August 2026 – Monday, August 24, 2026
  2. Juneteenth Celebration – Thursday, June 18, 2026, 12:30 p.m., Conference Center
- c. Resignations and Retirement Report
- d. Miscellaneous Updates



PRESIDENT'S OFFICE

**Resignations & Retirements**

Last Name	First Name	Position	Hire Date	Last Date of Work	Separation Reason
Dilissio	Autumn	Student Resource Coordinator	02/15/2024	04/30/2026	Grant Funding Ended
Garcia	Juliana	Faculty – Humanities	09/01/2011	05/08/2026	Resignation
Kelley	Kristi	Faculty - Math	09/01/2019	08/07/2026	Resignation
Coleman	Sandra	Professor – Math	08/21/2017	08/31/2026	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.