



MEETING OF THE BOARD OF TRUSTEES MEETING AS A COMMITTEE OF THE WHOLE

TUESDAY, DECEMBER 7, 2021
6:00 PM

Alamo Colleges District
Multipurpose Conference Center/Board Room
2222 N. Alamo St.
San Antonio, TX 78215

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES OF THE ALAMO COMMUNITY COLLEGE DISTRICT WILL BE HELD AT THE PHYSICAL LOCATION REFERENCED ABOVE ON TUESDAY, DECEMBER 7, 2021. FEWER THAN A QUORUM OF TRUSTEES MAY ATTEND REMOTELY BY VIDEOCONFERENCE AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 551.127. THE COMMITTEE OF THE WHOLE MEETING OF THE BOARD WILL CONVENE IN OPEN SESSION AT 6:00 PM.

This Meeting as a Committee of the Whole of the Board of Trustees, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, §§ 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Chancellor. Executive Session, if required, is authorized by Chapter 551 and will be conducted prior to the conclusion of the meeting. If it is decided during the course of the meeting that discussion of any item listed on the agenda should be held in Executive Session, the Committee will convene in Executive Session in accordance with Tex. Govt. Code §§ 551.071 - 551.087. In order to vote on items discussed in Executive Session, the Board of Trustees must take action in the open portion of the meeting on items discussed in the Executive Session. The Committee will consider, discuss, and take appropriate action regarding the following items:

AGENDA

- 1. **CALL TO ORDER**
- 2. **CERTIFICATION AND POSTING OF NOTICE**
- 3. **ROLL CALL**
- 4. **PLEDGE OF ALLEGIANCE**
- 5. **CITIZENS TO BE HEARD**
 - A. Registration: 5:00 PM - 5:55 PM
- 6. **NEW BUSINESS**
 - A. Discussion by the Committee of draft plan to redistrict Trustee Districts and any amendments to finalize the draft plan for future adoption.
Presenter: Gunnar Seaquist, Bickerstaff Heath Delgado Acosta LLP
- 7. **STUDENT SUCCESS COMMITTEE, *Clint Kingsbery, Chair***
 - A. AlamoBooks+ Update
Presenter: Phillip Anaya

B. AlamoPROMISE Update and Proposed Actions

Presenter: Stephanie Vasquez

C. Discussion and Possible Action to Authorize the Chancellor or his Designee to Negotiate and Execute an Interlocal Agreement with the City of San Antonio Reflecting a City Contribution to the AlamoPROMISE Program

Presenter: Xavier Urrutia

D. Discussion and Possible Action to Adopt the List of High Schools Targeted for Recruitment into the AlamoPROMISE Program During FY 2022 for Enrollment in the Fall 2022/Spring 2023 Academic Terms

Presenter: Xavier Urrutia

E. Report and Possible Discussion on Current and Future Student Success Considerations

8. **WORKFORCE DEVELOPMENT COMMITTEE**, *Gloria Ray, Chair*

A. Workforce Development Committee Report

Presenter: Xavier Urrutia

B. Discussion and Possible Action on Amending a Contract with The University of the Incarnate Word and a Contract to Dynamic Advancement, LLC. for the Purchase of Job Skills Training Curriculum and Materials in Support of the City of San Antonio Train for Jobs SA

Presenter: Mr. Gary O'Bar and Xavier Urrutia

C. Discussion and Possible Action on Amending a Contract with Graduation Alliance, Inc. Providing for the Purchase of Student Intake and Eligibility Support Services

Presenter: Mr. Gary O'Bar and Xavier Urrutia

D. Report and Possible Discussion on Current and Future Workforce Development Considerations

9. **AUDIT, BUDGET AND FINANCE COMMITTEE**, *Roberto Zarate, Chair*

A. Higher Education Emergency Relief Fund (HEERF) II and III - Institutional Funds Update

Presenter: Priscilla Camacho, Shayne West and Dr. Adena Loston

B. Budget Amendment Overview

Presenter: Shayne West

C. Discussion and Possible Action on Acceptance of FY2021-22 Budget: Amendment No. 1

Presenter: Shayne West

D. Discussion and Possible Action on Acceptance of FY2021-22 Budget: Amendment No. 2

Presenter: Shayne West

E. Discussion and Possible Action on 2021 Tax Roll

Presenter: Tracey Bedwell

F. Discussion and Possible Action on Amending the Contract with Deer Oaks EAP Services, LLC Providing for the Purchase of Employee Assistance Program Services

Presenter: Linda Boyer-Owens and Gary O'Bar

G. Discussion and Possible Action on Amending a Contract with EdCERT, LLC. Db. The Association of Colleges and University Educators (ACUE) Providing for the Purchase of Faculty Professional Development Training Services and Materials

Presenter: Mr. Gary O'Bar and Linda Boyer-Owens

H. Discussion and Possible Action on the Purchase of Medical Technology and Lab Training Equipment for St. Philip's College Health Science Programs

Presenter: Gary O'Bar and Dr. Adena Loston

I. Report and Possible Discussion on Current and Future Audit, Budget and Finance Considerations

J. **CONSENT AGENDA FISCAL SERVICES REPORTS**

1) Discussion and Possible Action on Monthly Contracts Report

- 2) Discussion and Possible Action on Monthly Grants and Contracts Report
- 3) Discussion and Possible Action on Approval of Construction Reports
- 4) Capital Improvement Program (CIP) Executive Summary
- 5) Discussion and Possible Action on Approval of Financial Reports
- 6) Discussion and Possible Action on Approval of Monthly Report on Cooperative Purchases in Excess of \$100,000

10. **BUILDING, GROUNDS AND SITES SELECTION COMMITTEE**, *Anna U. Bustamante, Chair*

- A. Overview of Non-CIP Construction Minute Order Actions
Presenter: Mr. Gregory McClure and Dr. Adena Loston
- B. Discussion and Possible Action on the Purchase of Construction Manager-at-Risk Services for the District for Non-Bond Funded Projects
Presenter: Mr. Gregory McClure
- C. Discussion and Possible Action on the Adoption of the St. Philip's College Construction Project Plan for Projects funded by the Higher Education Emergency Relief Funds
Presenter: Greg McClure and Dr. Adena Loston
- D. Discussion and Possible Action on the Purchase of Construction Manager-at-Risk Services for St. Philip's College Construction Projects funded by the Higher Education Emergency Relief Funds Historically Black Colleges and Universities Grant (HEERF HBCU)
Presenter: Mr. Gregory McClure
- E. Report and Possible Discussion on Current and Future Building, Grounds and Sites Selection Considerations

11. **POLICY AND LONG-RANGE PLANNING COMMITTEE**, *Dr. Lorraine Pulido, Chair*

- A. Compliance, Ethics, and Policy Office Update
Presenter: Joe De La Rosa
- B. Discussion and Possible Action on Policy D.5.4 - Family and Medical Leave
Presenter: Joe De La Rosa
- C. Report and Possible Discussion on Current and Future Policy and Long-Range Planning Considerations

12. **LEGISLATIVE COMMITTEE**, *Joe Alderete, Chair*

- A. Report and Possible Discussion on Current and Future Legislative Considerations

13. **LEGAL AFFAIRS COMMITTEE**, *Leslie Sachanowicz, Chair*

- A. Report and Possible Discussion on Current and Future Legal Affairs Considerations

14. **EXECUTIVE SESSION**

- A. The Committee of the Whole may go into Executive Session to deliberate on any item referenced in this agenda for open session or executive session based on the following potential exceptions under the Act.
- B. Pursuant to §551.071, Texas Government Code, the Committee of the Whole may consult with its attorneys to seek their advice on matter(s) in which the duty of the attorney(s) to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter, including, without limitation, redistricting of Trustee Districts.
- C. Pursuant to § 551.071, Texas Government Code, the Committee of the Whole may consult with its attorneys about pending and threatened litigations.
- D. Pursuant to § 551.071, Texas Government Code, the Committee of the Whole may consult with its attorneys about pending EEOC charges.
- E. Pursuant to §551.072, Texas Government Code, the Committee of the Whole may deliberate the purchase, exchange, lease or value of real property.
- F. Pursuant to §551.073, Texas Government Code, the Committee of the Whole may deliberate regarding a negotiated contract for prospective gift or donation.
- G. Pursuant to §551.074, Texas Government Code, the Committee of the Whole may

deliberate the appointment, employment, evaluation, reassignment, duties, performance of duties, discipline, or dismissal of a public officer or employee(s), including, without limitation, the duties of the Chancellor.

H. Any action on these matters will be taken in Open Session.

I. **RECONVENE OPEN MEETING**

1) Discussion and Possible Action on Items Discussed in Executive Session.

15. ADJOURNMENT

POSTED AT THE
ALAMO COMMUNITY COLLEGE DISTRICT
2222 N. Alamo St.; San Antonio, TX 78215 at
5:30 PM ON THIS 3RD DAY OF DECEMBER 2021

This meeting site is wheelchair accessible. The accessible entrance is located at the side entrance of Multipurpose Conference Center/Board (Building D). Accessible parking spaces are located in front of Welcome Center (Building C), located in the parking lot that faces N. Alamo Street. Auxiliary aids and services are available upon request (interpreters for the hearing impaired must be requested twenty-four hours prior to the meeting) by contacting Sandra Torres, Board Liaison at storres304@alamo.edu.

“The following notices apply to this meeting.

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

Dr. Mike Flores
Chancellor

AlamoBOOKS+ Update

Information/Discussion I

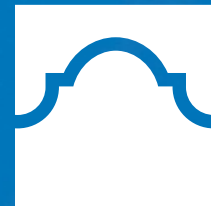
Office of the Vice Chancellor for Academic Success

Dr. George Railey

Presented By:

Phillip Anaya

Digital and OER Coordinator



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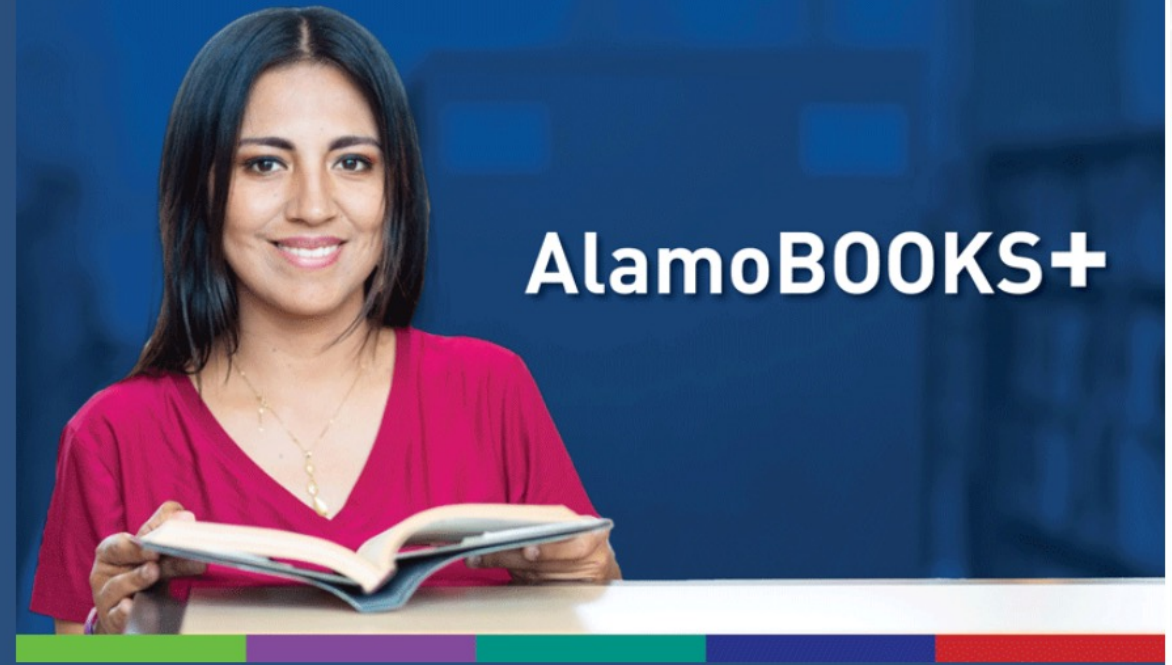
Malcolm Baldrige
National Quality Award
2018 Award Recipient



AlamoBOOKS+

The Alamo Colleges District is launching the AlamoBOOKS+ program, which will offer no cost textbook rentals during the Spring 2022 and Summer 2022 semesters to all eligible students.

The Alamo Colleges, through Barnes & Noble College, will ensure students have all textbooks and instructional materials across all courses by the first day of class.



50,000+

STUDENTS WILL
RECEIVE THIS NO
COST BENEFIT

\$1,400+

AVERAGE SAVED ON
BOOKS AND
MATERIALS

\$17m

INVESTMENT FOR
OUR STUDENTS TO
SUCCEED



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DISTRICT





48% of our students stated **cost prevented** them from **purchasing their required class materials**



60% of our students stated that decision **affected their performance in their classes**



Three Key Components

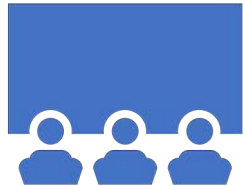


Contract

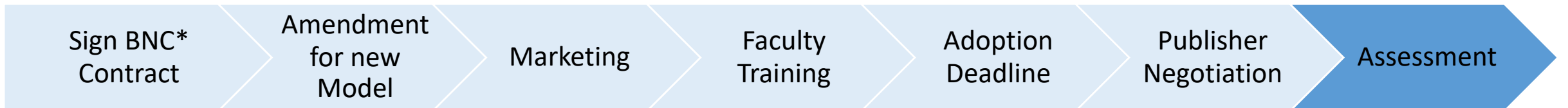
To successfully implement AlamoBOOKS+, a timeline was created as a guide for pacing and as a starting point to learn from and build upon.



Adoptions



Deployment



BNC Student Experience

Check Your Student Email



Before the start of the term, students will receive an email from BNC prompting them to select their preferred delivery method.

Get your Material Rentals



The BNC bookstores will prepare the materials for each student and notify students when the materials have shipped or are available for in-store pickup.

Digital Materials Access



Digital materials will be delivered directly to students. Use your digital textbooks and course materials from any electronic device at any time.



BNC Faculty Experience

- Single sign-on (**SSO**) for all users
- Convenient interface for all courses with a **simple re-adopt feature**
- **Real-time key metrics** for adoption rates
- **Segmented data** for college and department levels
- **Communication portal** (automated and direct messaging)
- **24/7 support** for all users (via phone or portal)



Phillip Anaya
Log out

COURSE LIST

DASHBOARDS

COMMUNICATION HUB

AFFORDABILITY SOLUTIONS

ADOPTION SUPPORT

SEARCH

PERMISSIONS & SETTINGS

ADOPTION

FIRSTDAY™ COMPLETE

Spring Adoption Deadline extended to Friday, November 5th

Adoption Insights

Filter: ALL CAMPUSES ALL SCHOOLS ALL DEPARTMENTS SPRING 2022 Reset Filters

8557

Total Courses

201

Courses Not Submitted

98%

Courses Submitted

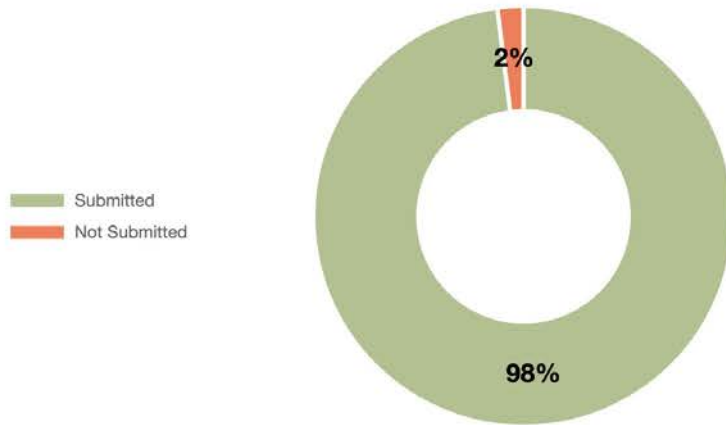
0%

Compared To

SPRING 2022

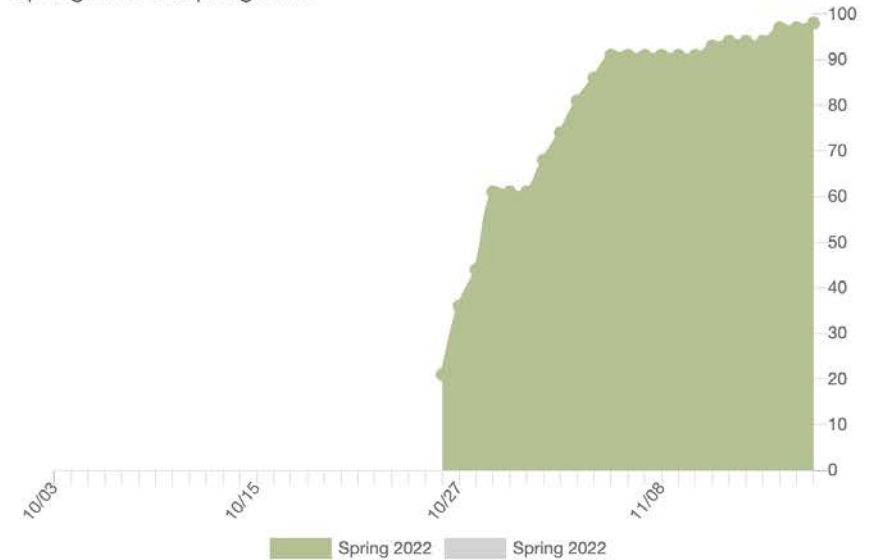
Course Submission Status

8557 Total Courses



Submission Rate Trend

Spring 2022 Vs. Spring 2022



Open Educational Resources (OER) and Institutional Funded Resources

Free copyrighted materials
Faculty created resources

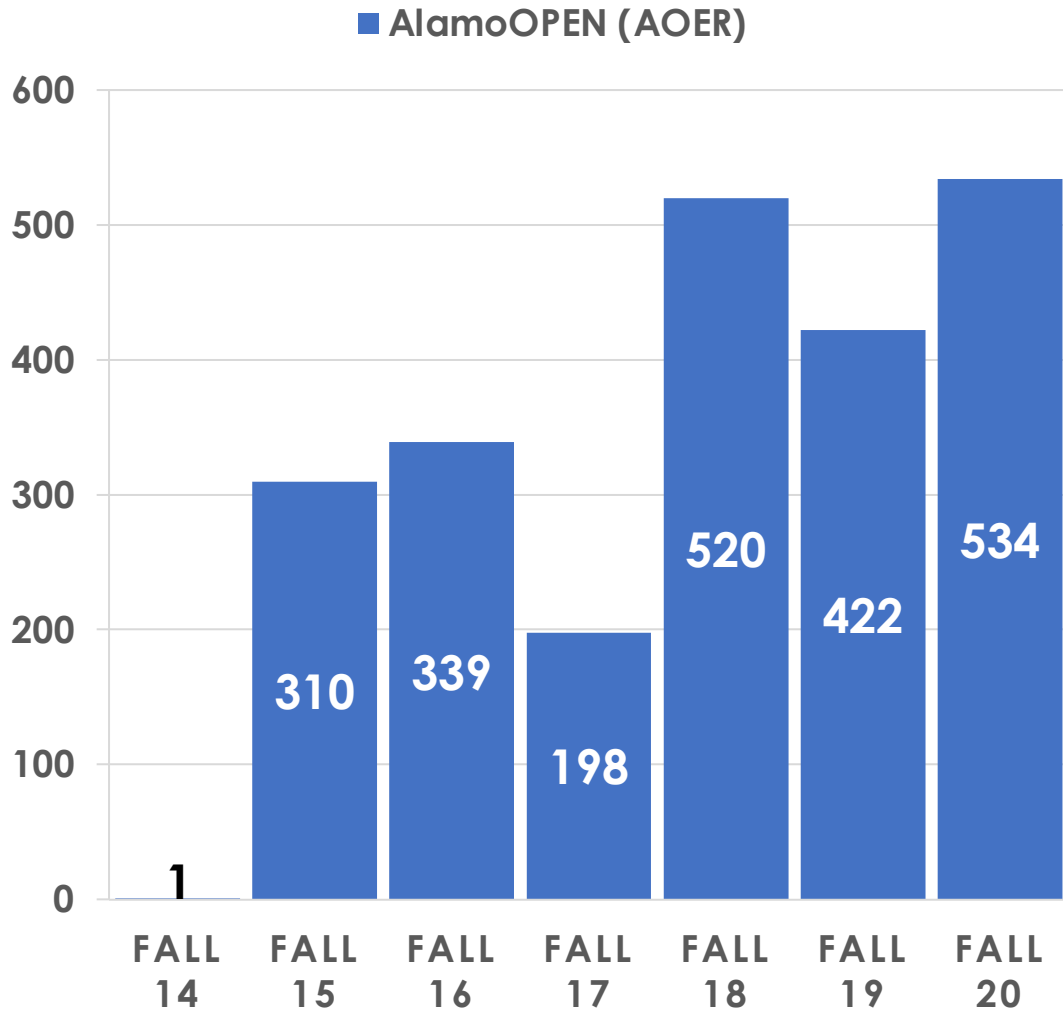
Our Commitment

The Alamo Colleges District is committed to providing universal access to educational materials.

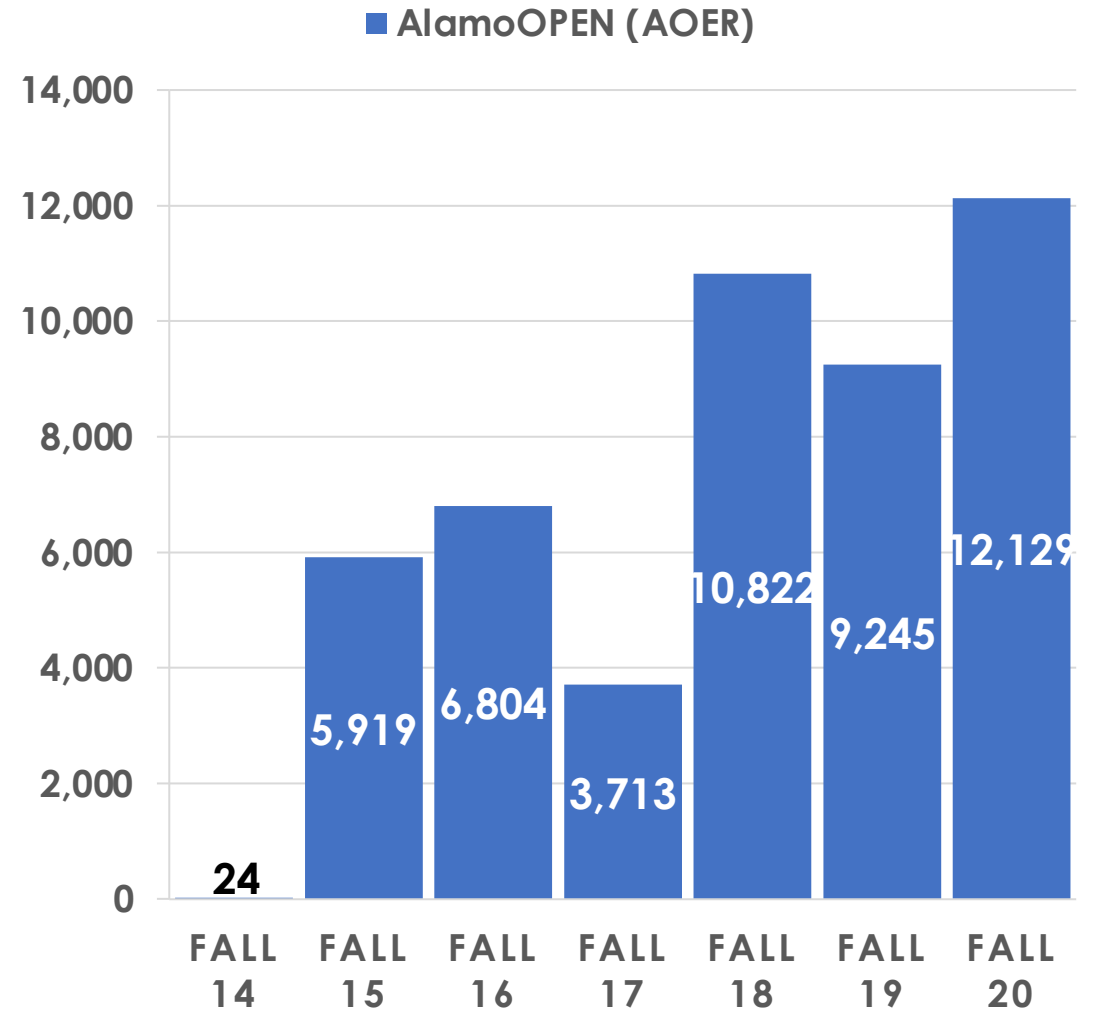
In addition to the launch of AlamoBOOKS+ we will continue to support and expand our AlamoOPEN strategy to offer no-cost educational materials courses.



Course Sections Offered



Course Enrollments

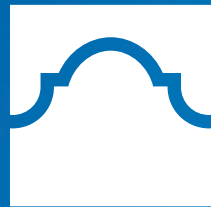




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Thank you.

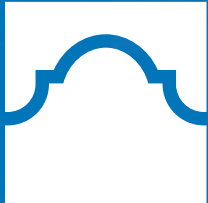


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Appendix

Additional Resources



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Malcolm Baldrige
National Quality Award
2018 Award Recipient



Achieving the Dream | LEADER
COLLEGE
OF DISTINCTION

Methodology

Calculations compiled from DOE-NCES Report

- Student spent an average of **\$26.46** per credit hour on their instructional materials nationally
- Estimating **855,167** credit hours offered for an academic year



AIP Introduction Video - Faculty



AIP Introduction Video - Administrators

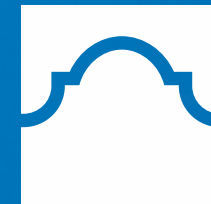


AlamoPROMISE

Update & Proposed Actions

December 7, 2021

Stephanie Vasquez
Chief Program Officer for AlamoPROMISE



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Malcolm Baldrige
National Quality Award
2018 Award Recipient



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Update & Proposed Actions

- ✓ **Update on Year: 2 Cohort 2 & Year 3 Recruitment**
- ✓ **Approval of an Interlocal Agreement between the City of San Antonio and the Alamo Colleges District for the continued collaboration on AlamoPROMISE initiative.**
 - Year 3 funding of \$2,456,170 included in City's FY22 Approved Budget
 - Support last-dollar funding for an estimated 1,461 students enrolling in Fall 2022/Spring 2023
 - Agreement Term from October 1, 2021 to September 30, 2022
- ✓ **Adoption of list of schools targeted for recruitment during FY 2022 for enrollment in Fall 2022/Spring 2023 academic terms.**
 - Allows ACD to continue and expand recruitment for AlamoPROMISE from designated high schools in Bexar County in FY 2022



AlamoPROMISE Year 2: Cohort 2 Highlights

Target



25 Promise High Schools & 2 Pilot Programs

Opportunity



9,556 Estimated Seniors

Goal



3,000 Promise Scholars

Pledged



6,763 'Saved Their Seat'
Students Pledged Interest in AlamoPROMISE

**Completed
& Admitted**



4,064 AP Completed & Admitted Students
Students With A Pledge Submitted ApplyTX, FAFSA, and Admitted to ACD

Enrolled



2,423 Enrolled AlamoPROMISE Scholars
Cohort 2 Entering Fall 2021

Updated 11/9/21, Operational Data

22

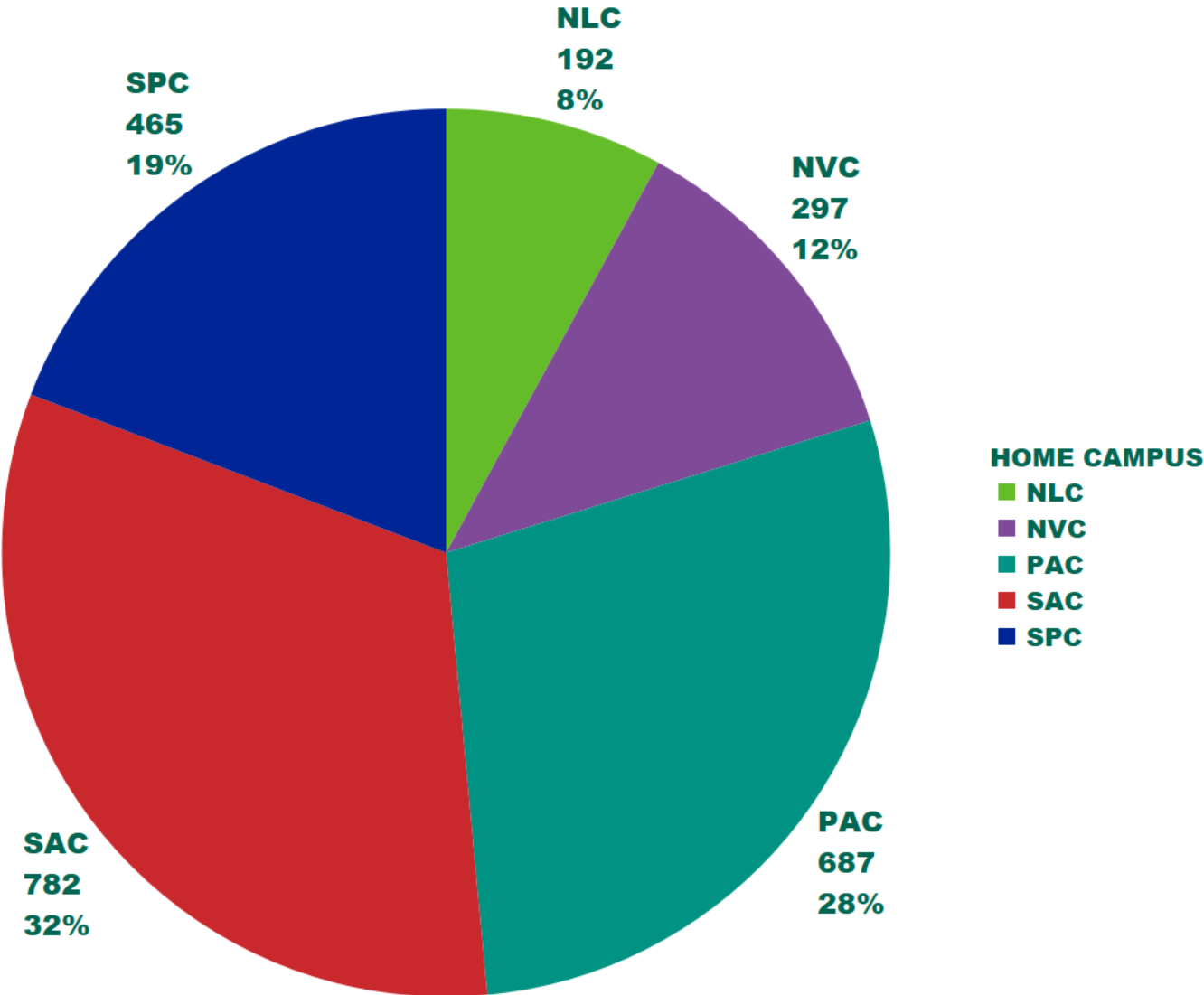


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AlamoPROMISE Enrollment By College

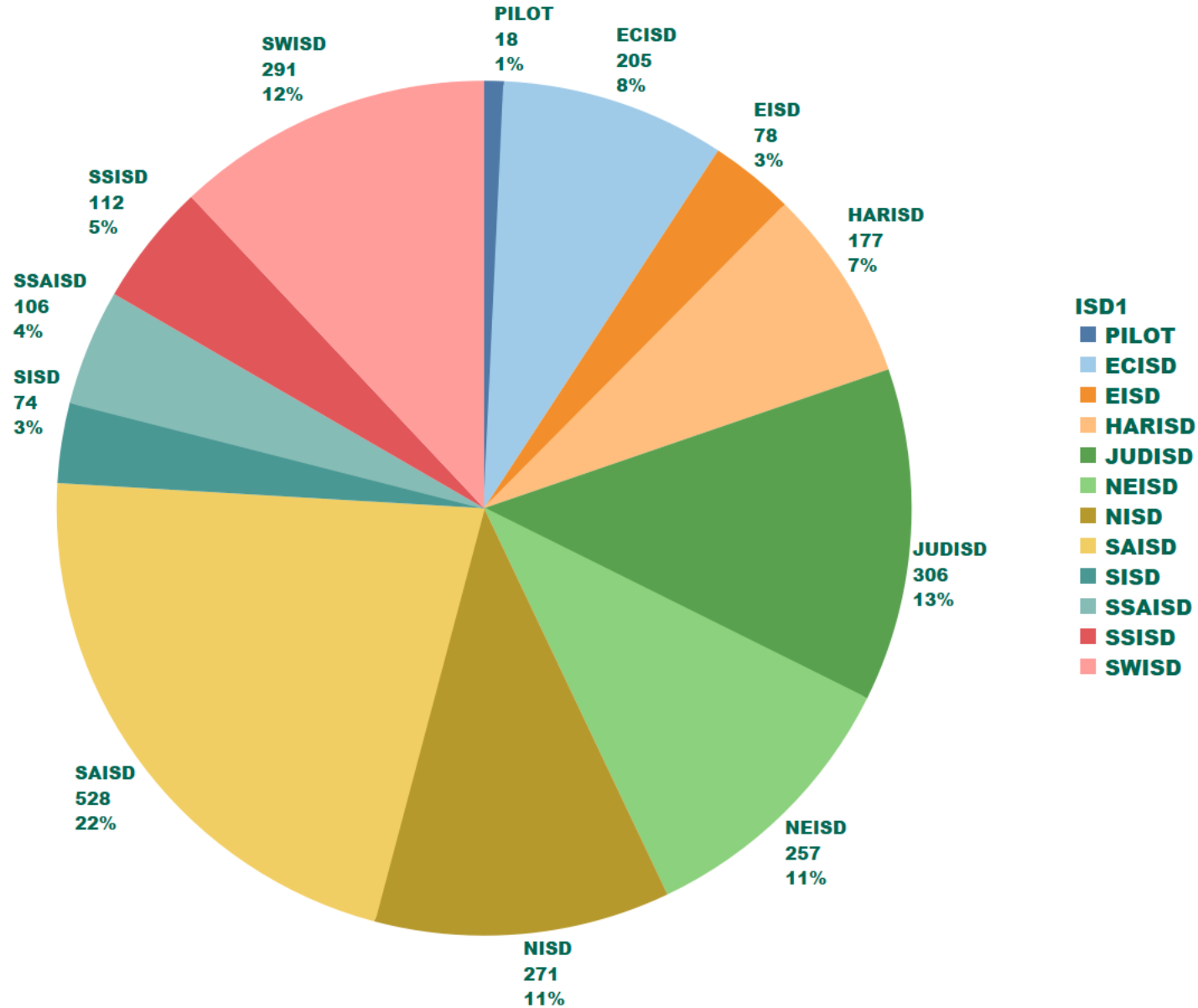
Year 2: Cohort 2



AlamoPROMISE Enrollment By School District

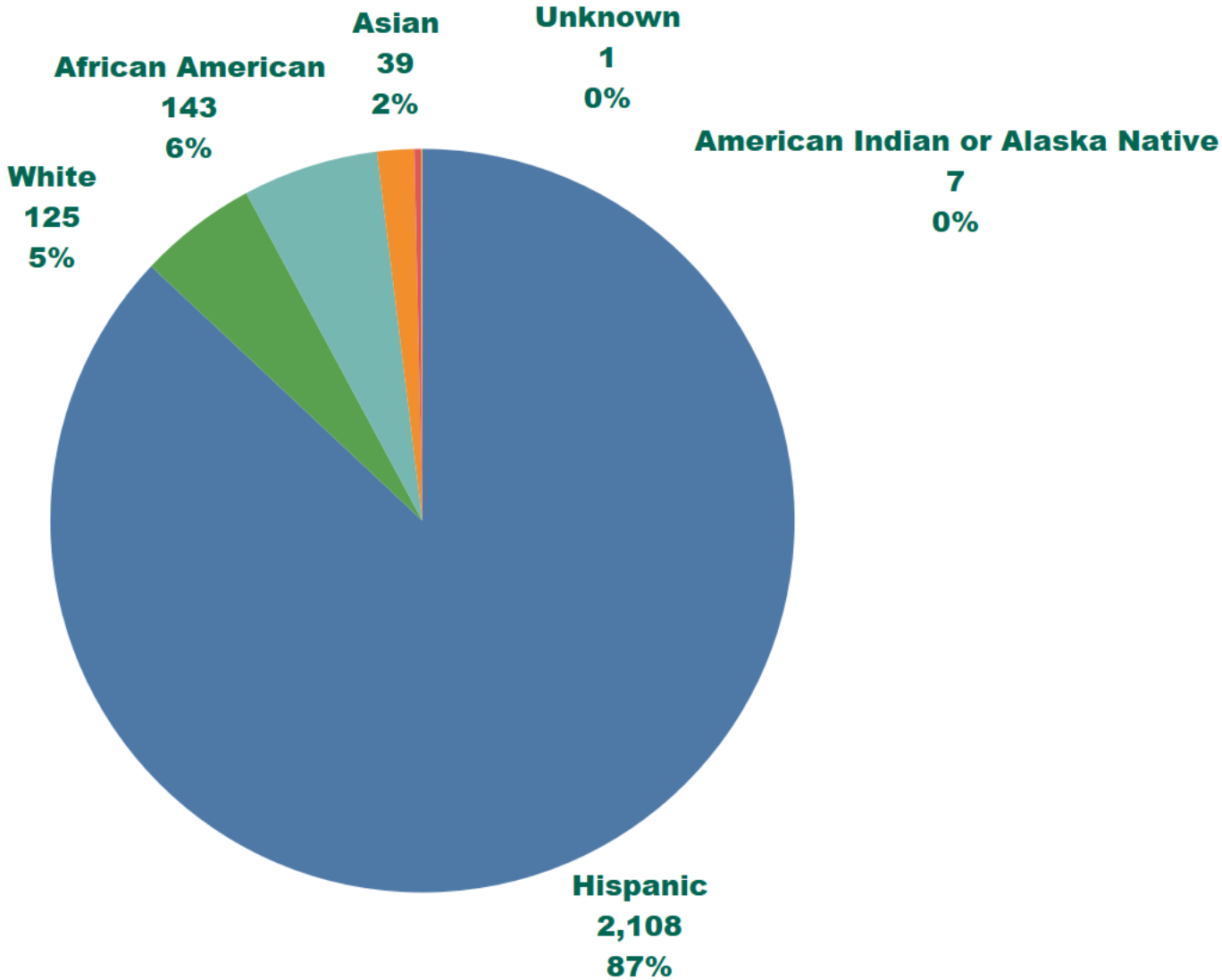
Year 2: Cohort 2

Top 5 School Districts By Enrollment	
San Antonio (SAISD)	528 (22%)
Judson (JUDISD)	306 (13%)
Southwest (SWISD)	291 (12%)
Northside (NISD)	271 (11%)
Northeast (NEISD)	257 (11%)



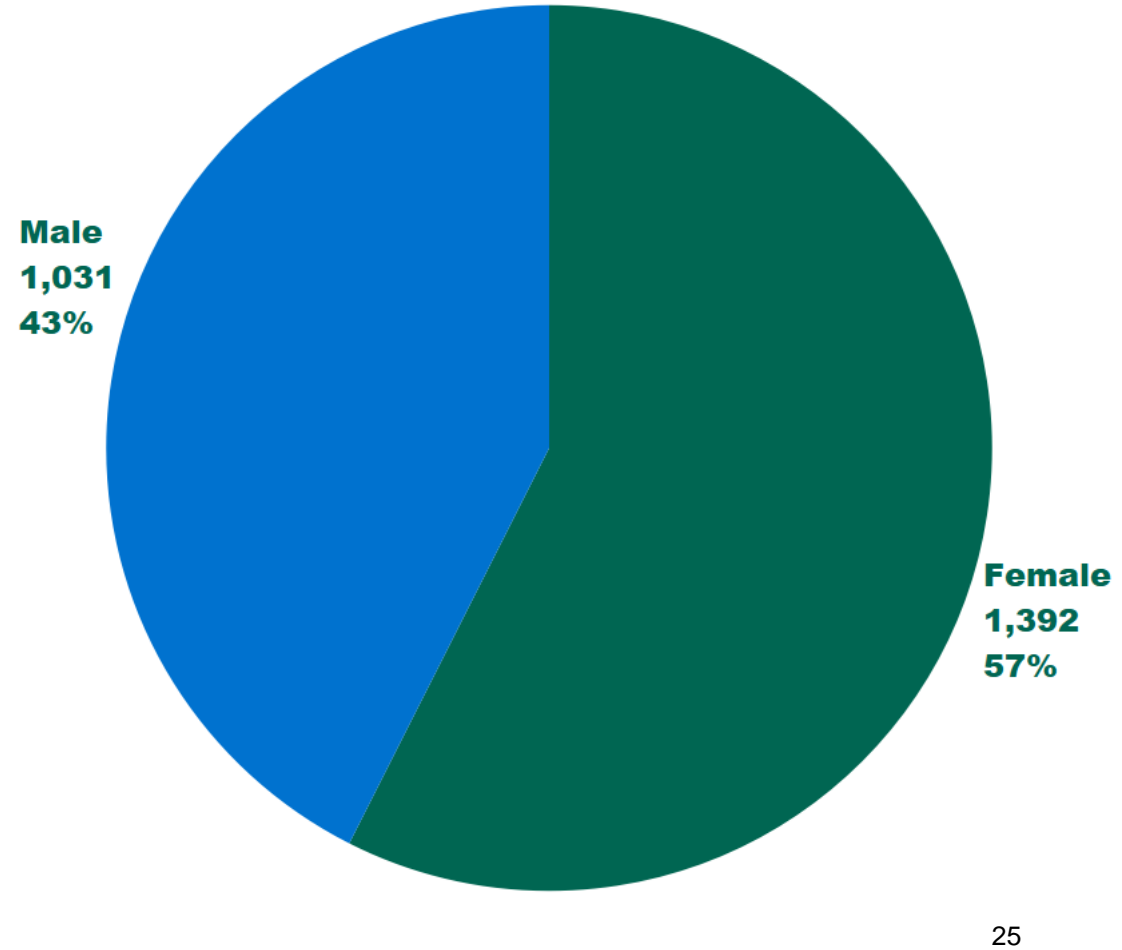
AlamoPROMISE Enrollment By Race/Ethnicity

Year 2: Cohort 2



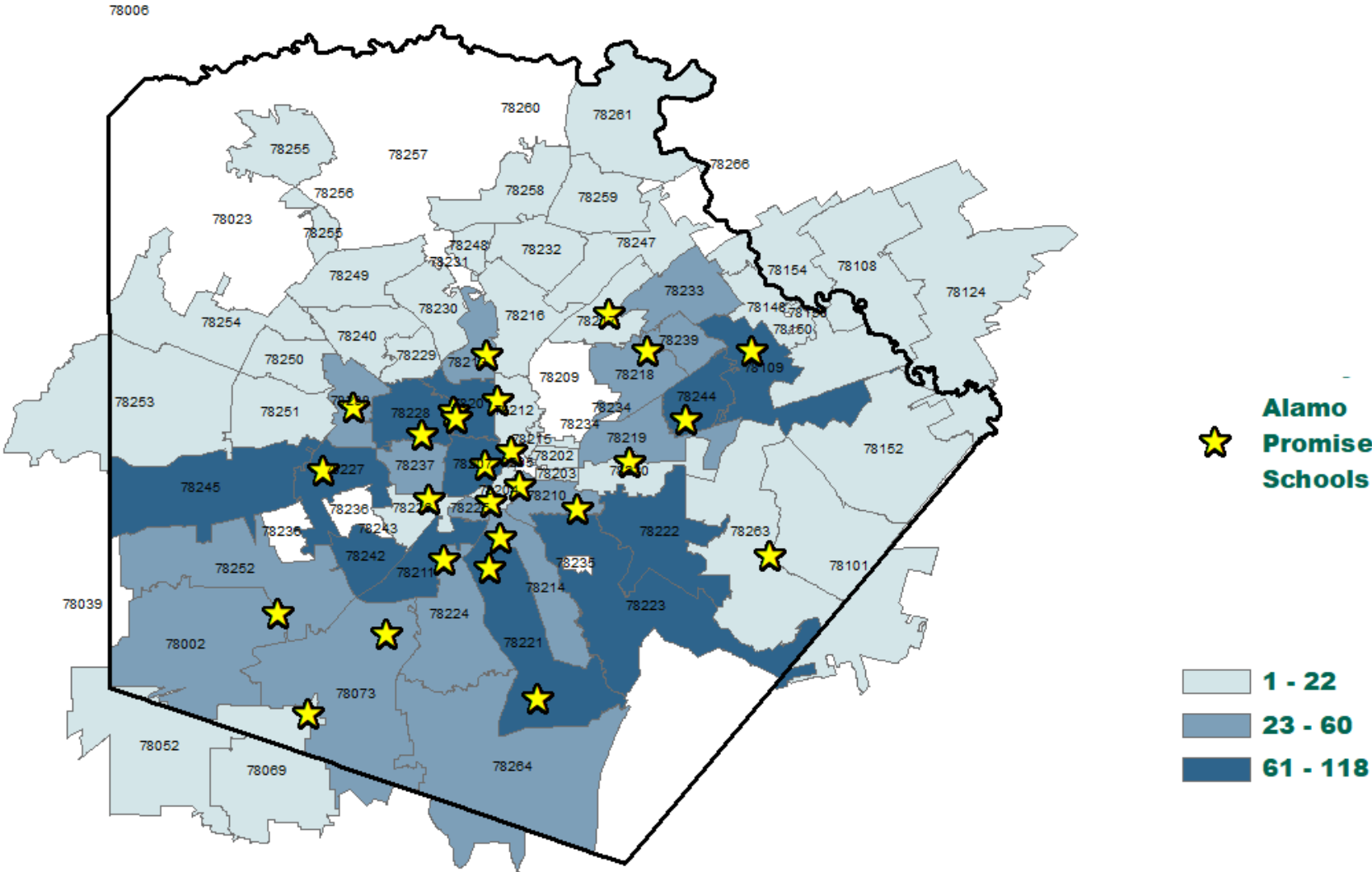
AlamoPROMISE Enrollment By Gender

Year 2: Cohort 2



AlamoPROMISE Enrollment By Zip Code

Year 2: Cohort 2



AlamoPROMISE Year 3 Recruitment

Target



47 Promise Schools & Programs

Opportunity



13,500 Estimated Seniors

Goal



3,900 Promise Scholars

Pledged



8,544 'Saved Their Seat'

Students Pledged Interest in AlamoPROMISE

**Important
Date**



February 28, 2022 Priority Guarantee

Students submit a Pledge, ApplyTX, FAFSA to guarantee consideration to become an AlamoPROMISE Scholar

Updated 12/1/21, Operational Data

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AlamoPROMISE Year 3 Schools & Programs

1. Academy of Creative Education
2. Advanced Learning Academy
3. Alamo Academies
4. Brackenridge HS
5. Brooks Collegiate Academy
6. Burbank HS
7. CAST STEM HS
8. CAST Tech HS
9. Chavez Excel Academy
10. Cooper Academy at Navarro
11. East Central HS
12. Edgewood Fine Arts Academy
13. Edison HS
14. Fox Technical HS
15. Frank L. Madla ECHS
16. Frank M. Tejada Academy
17. Harlandale HS
18. Harlandale STEM ECHS
19. Highlands HS
20. Holmes/NSITE HS
21. Jay/SEA HS
22. Jefferson HS
23. Judson Early College Academy
24. Judson HS
25. Kennedy HS
26. Lanier HS
27. Lee HS
28. MacArthur HS
29. Madison HS
30. Marshall HS
31. McCollum HS
32. Memorial HS
33. NXT Level Youth Opportunity Center
34. Roosevelt HS
35. Sam Houston HS
36. Somerset/ZECLA HS
37. South San Antonio HS
38. Southside HS
39. Southwest HS
40. Southwest Legacy HS
41. St. Philip's College ECHS
42. Stevens HS
43. Travis ECHS
44. Veterans Memorial HS
45. Wagner HS
46. Young Men's Leadership Academy
47. Young Women's Leadership Academy



AlamoPROMISE Year 3 Recruitment Examples



October Promise Launch Month

- SYS open, October 1



A Seat at the Table – Save Your Seat

- Livestream featuring Phase 2A High School, Texas Public Radio, October 12



AlamoTOGETHER Summit

- Student & college perspective, October 21



College Connection Promise Outreach

- Ongoing high school outreach and completion events, activities, October - Spring 2021



Targeted AlamoPROMISE Media

- Press Release & conference, local news advertising, op-eds, October - ongoing



Prospective Student Communication

- Social Media, geo-targeting, direct mail & door hangers campaign, street banners, October - ongoing



An Interview with Promise Scholar



Lola Garcia, John Jay Senior & Incoming Promise Scholar

<https://www.dropbox.com/s/se8ixqre1sxinut/Lola%20Interview.mp4?dl=0>



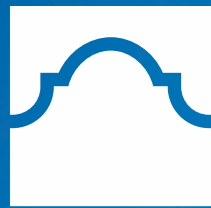
Recommendation

- ❑ **Approval of an Interlocal Agreement between the City of San Antonio and the Alamo Colleges District for the continued collaboration on AlamoPROMISE initiative.**

- ❑ **Adoption of list of schools targeted for recruitment during FY 2022 for enrollment in Fall 2022/Spring 2023 academic terms.**



Questions?



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Discussion and Possible Action to Authorize the Chancellor or his Designee to Negotiate and Execute an Interlocal Agreement with the City of San Antonio Reflecting a City Contribution to the AlamoPROMISE Program.

Presented to the Board Acting as Committee of the Whole on December 7, 2021, and now presented to the Board for approval on December 14, 2021.

MINUTE ORDER

“The Board of Trustees authorizes the Chancellor or his designee to negotiate and execute an Interlocal Agreement with the City of San Antonio for the period of October 1, 2021 through September 30, 2022 related to Year 3 of the AlamoPROMISE Program in the amount of \$2,456,170, substantially in the form presented and on terms agreeable to District counsel.”

PURPOSE

To authorize an Interlocal Agreement between the City of San Antonio and the Alamo Colleges District for the continued collaboration on the AlamoPROMISE initiative (“Program”) to financially support students in completing college and obtaining the necessary skills to enhance economic and social mobility.

BACKGROUND

Launched in FY2020, AlamoPROMISE provides no-cost tuition and fees to graduating seniors from participating high schools. Previously in FY 2021, the City of San Antonio provided funding for last-dollar scholarships in the amount of \$1,141,593 to support scholars enrolling in Fall 2021/Spring 2022. The Interlocal Agreement authorizes support for last-dollar scholarships in the amount of \$2,456,170 to support an estimated 1,461 scholars enrolling in Fall 2022 and Spring 2023. The Alamo Colleges District is subject to performance and outcome reports to be submitted to the City’s Economic Development Department related to this program. The Agreement term is from October 1, 2021 through September 30, 2022.

IMPLICATIONS

- Financial:** \$2,456,170 to be paid by the City of San Antonio to support last-dollar scholarships for AlamoPROMISE Scholars enrolling in Fall 2021/Spring 2022.
- Strategic Plan:** Goals 1 – Student Success.
- Human Resources:** Not applicable.
- Attachments:** Draft Interlocal Agreement Regarding AlamoPROMISE Program Between the City of San Antonio and the Alamo Colleges District

Dr. Mike Flores
Chancellor

Date

Xavier Urrutia
Interim Vice Chancellor, EWD

Date

**INTERLOCAL AGREEMENT BETWEEN ALAMO COLLEGES DISTRICT AND CITY
FOR THE ALAMOPROMISE PROGRAM**

This Interlocal Agreement (“Agreement”) is entered into by and between the City of San Antonio (hereinafter referred to as “CITY”), acting by and through its City Manager or designee, pursuant to Ordinance No. 2021-_____ passed and approved on _____, 2021, and the Alamo Community College District, doing business as Alamo Colleges District (hereinafter referred to as “ACD”) acting by and through the Chancellor or designee, pursuant to the minute order passed by the ACD Board of Trustees on _____, 2021, (collectively, the “Parties).

I. PURPOSE

- 1.1 The Parties agree that the purpose of this Agreement is for the continued collaboration on the AlamoPROMISE initiative (“Program”) which began in FY2020 to financially support students in completing college and in obtaining the necessary skills to enhance economic and social mobility and to hold high-wage, high-demand jobs; to serve young adults between the ages of 16 and 24 who are disconnected from education, work, and major social institutions; and for any other lawful purpose in furtherance of CITY’S economic development and workforce development strategies; and agree that the same shall be administered and implemented as described below.

II. TERM

- 2.1 The Term of this Agreement is from October 1, 2021, to September 30, 2022, which coincides with Year 3 of the Program.
- 2.2 If the funding for the entire term of this Agreement is not appropriated at the time this Agreement is entered into, CITY retains the right to terminate this Agreement at the expiration of each of the CITY’S budget periods.

III. RESPONSIBILITIES OF ACD

- 3.1 By execution of this Agreement, ACD hereby accepts full responsibility for the administration of the Program, inclusive of all activities described in this Agreement, and accepts administrative and fiscal responsibility for the use and documentation of expenditures of CITY funds.
- 3.2 ACD shall provide all necessary funding for Year 3 of the Program beyond the CITY’S commitment of TWO MILLION, FOUR HUNDRED FIFTY-SIX THOUSAND, ONE HUNDRED SEVENTY DOLLARS AND ZERO CENTS (\$2,456,170.00) and shall provide evidence to CITY that all additional funds necessary for Year 3 have been secured prior to the receipt of any funding under this Agreement. In the event the scope of the Program is

adjusted downward, **CITY** shall have the option of adjusting its commitment downward accordingly.

- 3.3. **ACD** agrees to provide training, coaching and other support services as needed to at least 20 participants who are enrolled in the NXT Level Youth Opportunity Center, operated by the Department of Human Services, in collaboration with Goodwill of San Antonio and Communities in Schools of San Antonio. In the event that recruitment or enrollment does not reach this level at the Center, the Parties may adjust this target downward.
- 3.4 **ACD** shall submit to the **CITY**, through the Workforce Development Office a **Contract Monitoring Report**, no later than January 31, 2022, detailing the outcomes achieved against the projected recruitment performance measures in alignment with Program cohort enrollment and in accordance with the “AlamoPROMISE Program Goals & Budget” attached hereto as Exhibit I, which may be updated from time to time as agreed between the Parties.
- 3.5 No later than thirty (30) days after the conclusion of each semester (ending December 2022 and May 2023), **ACD** shall provide **CITY**, through the Director of Workforce Development Office, with an accounting of **CITY** funds expensed on last-dollar scholarships for AlamoPROMISE Scholars.
- 3.6 **CITY** is not responsible for any budget overruns unless agreed to in writing in accordance with this Agreement.

IV. FUNDING

- 4.1 **CITY** has committed and agrees to pay **ACD** no more than TWO MILLION, FOUR HUNDRED FIFTY-SIX THOUSAND, ONE HUNDRED SEVENTY DOLLARS AND ZERO CENTS (\$2,456,170.00) for costs associated with Year 3 of the Program, including “last dollar” tuition and fee scholarships to AlamoPROMISE Scholars. Funds shall be provided as follows:
 - a. **ACD** may invoice **CITY** in alignment with Program cohort enrollment and in accordance with the “AlamoPROMISE Cohort and Disbursement Schedule” attached hereto as Exhibit II, which may be updated from time to time as agreed between the Parties.
 - b. **CITY** shall pay invoices within 30 days of receipt and approval by Director, provided that **ACD** has submitted proof of having secured matching funds as required by Section 3.2.
 - c. **ACD** shall submit invoices electronically directly to the Accounts Payable section of the Finance Department to the following e-mail address: accounts.payable@sanantonio.gov. **ACD** shall submit a copy of the invoice to the City of San Antonio, Workforce Development Office to ensure the invoice is processed: workforce@sanantonio.gov.

- d. For any sum of funds paid by **CITY** not spent in accordance with the agreed-upon Participant Cohort Schedule or remaining at the end of each semester, **CITY** reserves the right to request return of said funds, which shall be returned within ten (10) working days, or, at its discretion, proportionately withhold such amount from future disbursement or disbursements.

4.2 **ACD** understands and agrees that any use of funds granted under this Article VI for activities not associated with AlamoPROMISE may result in recapture of said funds at any time.

4.3 **ACD** acknowledges that any future **CITY** funding for the Program will be subject to City Council approval and that payment of funds under this section shall be subject to, and made solely from, an annual appropriation of the **CITY** in the budget year in which they are to be paid. In the event that **CITY** does not appropriate funds necessary to pay the grant in any budget year, as reflected in the **CITY'S** adopted budget for such year, **CITY** shall not be liable to **ACD** for such payments or expenditures unless and until such appropriate of funds is made provided.

V. FISCAL MANAGEMENT

5.1 **ACD** shall establish and use generally accepted accounting principles and administrative controls to preclude theft, embezzlement, improper inducement, obstruction of investigation or other criminal action, and to prevent frauds and program abuse.

VI. RECORD RETENTION

6.1 **ACD** shall retain all records, documents and accounting records created or pertaining, directly or indirectly, to this Agreement, throughout the Term of this Agreement, and for the longer of that period which **CITY** or **ACD** is required to retain such documents, as established by the Texas State Library and Archives Commission. Upon conclusion of such period, **ACD** agrees to make copies, electronic copies permissible, at the **CITY'S** request, of all such records, documents and accounting records for **CITY** or its designated representative, that have not been furnished previously pursuant to this Agreement, as required by law and if applicable, at no additional cost to **CITY**.

VII. AUDIT OF RECORDS

7.1 In the event a dispute arises between **CITY** and **ACD** regarding the utilization and expenditure of funds, **ACD** shall procure the services of an independent, third party Certified Public Accountant to audit all records maintained in connection with this Agreement. Such audit shall commence no later than thirty (30) days from the date of notice of said dispute.

- 7.2 The cost of the audit(s) required by Subsections 7.1 may be paid with the funds established through Section 4.1 of the Agreement.
- 7.3 **ACD** shall maintain all records, documents and accounting records generated directly or indirectly as a result of this Agreement at its main office and shall make such records, documents and accounting records available to **CITY**, during **ACD**'s regular business hours, as often as **CITY** deems necessary, for purposes of auditing, inspecting or making copies of same by **CITY** or its designated representative(s), subject to a student's consent, as required by law.

XIII. AMENDMENT

- 8.1 No amendment, modification, or alteration of the terms of this Agreement shall be binding unless the same be in writing, dated subsequent to the date hereof, duly executed by the Parties and authorized by the Parties' respective governing body.

IX. TERMINATION

- 9.1 This Agreement may be terminated by either party for any reason, with or without cause, upon thirty (30) days written notice, in accordance with Article X Notice.
- 9.2 In the event that **ACD** terminates this Agreement prior to the expiration of the Term, all funds and interest earnings under this Agreement remaining unused by **ACD** shall be remitted to **CITY**, in cash, upon written notice by **CITY** to **ACD**.

X. NOTICE

- 10.1 Unless specifically provided for otherwise, any notice required or permitted to be given under this Agreement shall be given in writing and sent certified mail, return receipt requested, postage prepaid to **CITY** or to **ACD** at the addresses set forth below, or to any other address of which written notice of change is given:

CITY OF SAN ANTONIO

Workforce Development Office
Attn: Michael Ramsey
P.O. Box 839966
San Antonio, Texas 78283-3966

Office of the City Attorney
Attn: Andrew Segovia
P.O. Box 839966
San Antonio, Texas 78283-3966

ALAMO COLLEGES DISTRICT

Chancellor
2222 N. Alamo Street
San Antonio, Texas 78215

XI. VENUE AND GOVERNING LAW

11.1 The parties agree that all disputes that arise out of this Agreement are governed by the laws of the State of Texas and that venue is proper and lies exclusively in Bexar County, Texas.

XII. ASSIGNABILITY

12.1 Neither party shall transfer, pledge, or otherwise assign this Agreement, any interest in and to same, or any claim arising thereunder, without first procuring the written approval of the other party.

XIII. RESERVED

XIV. INCORPORATION OF EXHIBITS

14.1 All exhibits referred to herein and attached hereto are intended to be, and hereby are, specifically made a part of this Agreement. The exhibits are as follows:

Program Goals & Budget	Exhibit I
AlamoPROMISE Disbursement Schedule	Exhibit II
CITY'S Authorizing Ordinance	Exhibit III
ACD'S Authorizing Minute Order	Exhibit IV

XV. SEVERABILITY

15.1 If any clause or provision of this Agreement is held invalid, illegal, or unenforceable under present or future laws then, and in that event, it is the intention of the Parties hereto that the remainder of this Agreement shall not be affected thereby and that the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision had not been contained herein. In lieu of such clause or provision in this Agreement that is invalid, illegal, or unenforceable, the Parties intend that there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

XVI. CAPTIONS

16.1 The captions contained in this Agreement are for convenience of reference only, and in no way limit or enlarge the terms and/or conditions of this Agreement.

XVII. NO THIRD PARTY BENEFICIARIES

17.1 This Agreement is not intended to create and does not create any rights in or benefits to any third party.

XVIII. NO JOINT VENTURE

18.1 This Agreement is not intended to and shall not create a joint enterprise between **CITY** and **ACD**. The personnel of one Party shall not be considered employees, agents, partners, joint ventures, or servants of the other Party to this Agreement. The Parties are undertaking governmental functions or services under this Agreement and the purpose hereof is solely to further the public good, rather than any pecuniary purpose. The Party undertaking work under this Agreement shall have a superior right to control the direction and management of such work and the responsibility of day-to-day management and control of such work, except as may expressly be provided herein.

XIX. AUTHORIZATION

19.1 This Agreement is entered into by duly authorized officials of each respective party. Each person signing this Agreement hereby confirms for the benefit of the other party to this Agreement that any requisite approvals from the governing body of such party have been obtained, and all prerequisites to the execution, delivery and performance here have been obtained by or on behalf of that party.

19.2 The signer of this Agreement for **ACD** further represents, warrants, assures, and guarantees that he or she has full legal authority to execute this Agreement on behalf of **ACD** and to bind **ACD** to all terms, performances and provisions herein contained.

----- *Signature page to follow* -----

XX. SIGNATURES

20.1 EXECUTED in triplicate originals, this the _____ day of _____, 2021.

CITY
City of San Antonio

ACD
Alamo Colleges District

Alejandra Lopez
Assistant City Manager

Dr. Mike Flores
Chancellor

ATTEST:

ATTEST:

Tina J. Flores
City Clerk

By: _____
Title: _____

Approved as to form:

Approved as to form:

Assistant City Attorney

Attorney for Alamo Colleges District

EXHIBIT I PROGRAM GOALS & BUDGET

AlamoPROMISE Update
Prepared by the Alamo Colleges District for the City of San Antonio
June 11, 2021

1. Number of Participants

Y1 - Actual	Y2 - Projected	Y3 - Projected	Y4 - Projected	Y5 - Projected
Phase 1(Cohort 1)Year 1 (2,815)	Phase 1(Cohort 1)Year 2 (1,971) Phase 1(Cohort 2)Year 1 (3,000)	Phase 1(Cohort 1)Year 3 (1,379) Phase 1(Cohort 2)Year 2 (2,100) Phase 1(Cohort 3)Year 1 (3,060) Phase 2A(Cohort 1)Year 1 (384) ECHS(Cohort 1)Year 1 (290) Academies(Cohort 1)Year 1 (22)	Phase 1(Cohort 2)Year 3 (1,470) Phase 1(Cohort 3)Year 2 (2,142) Phase 1(Cohort 4)Year 1 (3,121) Phase 2A(Cohort 1)Year 2 (269) Phase 2A(Cohort 2)Year 1 (392) ECHS(Cohort 2)Year 1 (296) Academies(Cohort 2)Year 1 (23)	Phase 1(Cohort 3)Year 3 (1,499) Phase 1(Cohort 4)Year 2 (2,185) Phase 1(Cohort 5)Year 1 (3,184) Phase 2A(Cohort 1)Year 3 (188) Phase 2A(Cohort 2)Year 2 (274) Phase 2A(Cohort 3)Year 1 (400) ECHS(Cohort 3)Year 1 (302) Academies(Cohort 3)Year 1 (24)
2,815 Students	4,971 Students	7,235 Students	7,713 Students	8,056 Students

2. Funding Requirements (Last-Dollar)

Y1 - Actual	Y2 - Projected	Y3 - Projected	Y4 - Projected	Y5 - Projected
Phase 1(Cohort 1)Year 1→\$1,821,514	Phase 1(Cohort 1)Year 2→\$1,275,060 Phase 1(Cohort 2)Year 1→\$1,958,000	Phase 1(Cohort 1)Year 3→\$892,542 Phase 1(Cohort 2)Year 2→\$1,370,600 Phase 1(Cohort 3)Year 1→\$1,997,160 Phase 2A(Cohort 1)Year 1→\$488,474 ECHS(Cohort 1)Year 1→\$118,244 Academies(Cohort 1)Year 1→\$45,320	Phase 1(Cohort 2)Year 3→\$959,420 Phase 1(Cohort 3)Year 2→\$1,398,012 Phase 1(Cohort 4)Year 1→\$2,037,103 Phase 2A(Cohort 1)Year 2→\$341,823 Phase 2A(Cohort 2)Year 1→\$496,339 ECHS(Cohort 2)Year 1→\$120,609 Academies(Cohort 2)Year 1→\$47,133	Phase 1(Cohort 3)Year 3→\$978,808 Phase 1(Cohort 4)Year 2→\$1,425,972 Phase 1(Cohort 5)Year 1→\$2,077,845 Phase 2A(Cohort 1)Year 3→\$236,532 Phase 2A(Cohort 2)Year 2→\$346,737 Phase 2A(Cohort 3)Year 1→\$605,448 ECHS(Cohort 3)Year 1→\$123,021 Academies(Cohort 3)Year 1→\$49,018
\$1,821,514	\$3,233,060	\$4,912,340	\$5,399,539	\$5,746,181

3. Funding Request

Y1 - Actual	Y2 - Projected	Y3 - Projected	Y4 - Projected	Y5 - Projected
City: \$154,218	City: \$1,141,593	City: \$2,456,170	City: \$2,699,769	City: \$2,873,090
County: \$150,000	County: \$1,141,593	County: \$2,456,170	County: \$2,699,769	County: \$2,873,090

4. City & County Funding Secured

The City contributed \$154,218 to Year 1 and \$1,141,593 to Year 2.
The County contributed \$150,000 to Year 1. Requested \$1,141,593 for Year 2 funding.

5. Private Funding Raised

	Total	2019	2020	2021	2022	2023	2024
Scholarship	\$5,156,619	\$504,825	\$2,381,993	\$439,801	\$640,000	\$640,000	\$550,000
Endowment	\$3,430,050	\$163,000	\$200,050	\$2,612,000	\$165,000	\$150,000	\$140,000



EXHIBIT II
AlamoPROMISE DISBURSEMENT SCHEDULE

Fund Disbursement Schedule

Invoice Date	September 15, 2022	January 31, 2023
Invoice Amount	\$1,228,085.00	\$1,228,085.00
Outcomes Verified	ACD has met fund matching requirements for Year 3 described in Section 3.2 and ACD has met 75% of Year 2 Targets as shown in Exhibit I Program Goals & Budget	ACD has met at least 75% of Year 3 fall semester Targets as shown in Exhibit I Program Goals & Budget

DRAFT

EXHIBIT III
CITY'S AUTHORIZING ORDINANCE

DRAFT

EXHIBIT IV
ACD'S AUTHORIZING MINUTE ORDER



DRAFT

Discussion and Possible Action to Adopt the List of High Schools Targeted for Recruitment into the AlamoPROMISE Program During FY 2022 for Enrollment in the Fall 2022/Spring 2023 Academic Terms.

Presented to the Board Acting as Committee of the Whole on December 7, 2021, and now presented for approval on December 14, 2021.

MINUTE ORDER

“The Board of Trustees hereby adopts the list of high schools from which the Alamo Colleges District will recruit eligible students for the AlamoPROMISE Program during FY 2022, with the purpose to include, without limitation, improving student access to higher education in San Antonio and Bexar County and encouraging satisfactory student progress toward degree program completion and graduation.”

PURPOSE

This action allows the District to continue and expand recruitment for AlamoPROMISE from an expanded group of high schools in Bexar County in FY 2022.

BACKGROUND

On July 13, 2019, the Board approved the initial group of high schools from which students would be recruited as part of the Phase I launch of the AlamoPROMISE Program. AlamoPROMISE is a “last dollar” scholarship initiative that provides 60 semester credit hours at Alamo Colleges District at no cost to eligible high school students.

As presented at the July 17, 2021 Board Budget Retreat, the AlamoPROMISE Program recommended expansion of the initiative to include additional schools based on college going rates and economic disparities. Recruitment from the additional high schools and programs allows for the targeted and manageable growth of the program within the secured and projected financial “last dollar” commitments for enrollment in the Fall 2022/Spring 2023 academic terms.

The expanded list of high schools below would target approximately 13,500 students as prospects for the AlamoPROMISE Program with an anticipated enrollment of 3,900 students into one of the five Alamo Colleges.

- | | | |
|----------------------------------|----------------------------------|--|
| 1. Academy of Creative Education | 17. Harlandale HS | 33. NXT Level Youth Opportunity Center |
| 2. Advanced Learning Academy | 18. Harlandale STEM ECHS | 34. Roosevelt HS |
| 3. Alamo Academies | 19. Highlands HS | 35. Sam Houston HS |
| 4. Brackenridge HS | 20. Holmes/NSITE HS | 36. Somerset/ZECLA HS |
| 5. Brooks Collegiate Academy | 21. Jay/SEA HS | 37. South San Antonio HS |
| 6. Burbank HS | 22. Jefferson HS | 38. Southside HS |
| 7. CAST STEM HS | 23. Judson Early College Academy | 39. Southwest HS |
| 8. CAST Tech HS | 24. Judson HS | 40. Southwest Legacy HS |
| 9. Chavez Excel Academy | 25. Kennedy HS | 41. St. Philip's College ECHS |
| 10. Cooper Academy at Navarro | 26. Lanier HS | 42. Stevens HS |
| 11. East Central HS | 27. Lee HS | 43. Travis ECHS |
| 12. Edgewood Fine Arts Academy | 28. MacArthur HS | 44. Veterans Memorial HS |
| 13. Edison HS | 29. Madison HS | 45. Wagner HS |
| 14. Fox Technical HS | 30. Marshall HS | 46. Young Men's Leadership Academy |
| 15. Frank L. Madla ECHS | 31. McCollum HS | 47. Young Women's Leadership Academy |
| 16. Frank M. Tejada Academy | 32. Memorial HS | |

IMPLICATIONS

Financial: No additional financial impact in FY 2022.

Strategic Plan: Goals 1 – Student Success

Human Resources: N/A

Attachments: N/A

Dr. Mike Flores
Chancellor

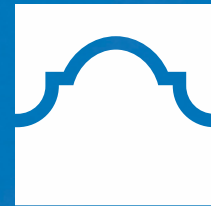
Date

Xavier Urrutia
Interim Vice Chancellor, EWD

Date

Alamo Colleges District Workforce Committee Report

Xavier Urrutia
Interim Vice Chancellor



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Economic and Workforce Development



Malcolm Baldrige
National Quality Award
2018 Award Recipient

Achieving the Dream
LEADER COLLEGE
OF DISTINCTION

Partner Updates:

GREATER SATX - Romanita Matta-Barrera, SA Works, Executive Director

- **Workforce Development:** Engaging employers in support of SA Ready to Work Pledge. To date 30+ employers have taken the pledge
- **Economic Development:** Business retention expansion team visited 155 employers.
- **Business Development Team:** Outreach in biosciences, IT and financial services sector. Prospects looking to relocate to San Antonio or expansion.



GOODWILL OF SAN ANTONIO - Angelique De Oliveira, Chief Mission Services Officer

- **Transitional Employment Program:** Relaunched transitional employment program in partnership with Alamo Workforce Solutions. (One week of training and 9 weeks of employment.)
- **Digital Literacy Program:** 400 individuals starting the program. Program provides the basic skills needed to use a computer and the internet in daily life, employment, and higher education.



Partner Updates:

Project Quest - David Zamiello, President and CEO

- **Train for Jobs SA:**
 - Working through portal pipeline with 1200 people in training stages
 - 500+ in applicant section
 - On track with commitments and December 31st deadline
- **Internships:** Quest has interns from San Antonio College in accounting field
- **Project Quest Virtual 29th Annual Awards Ceremony:** Partnership Built on Equity and Resiliency; Wednesday, December 8, 2021; 11:30 am – 12:30 am

Workforce Solutions Alamo - Adrian Lopez, CEO

- In September:
 - 70,824 guest a all job centers, 429,39 virtual guests
 - Marbach location will close in May and move to Port SA
 - Opening a center at the SA Food Bank
 - Manufacturing, construction and retail trades is strong
 - Employment rate is 4.5%; anticipate 4% by end of calendar year
 - Unemployment Claims: 330,000+, returned to work: 229,000+



Alamo Colleges Updates:

Program Updates

CoSA – Train for Jobs

Metrics:

- Intake/Assessment: *1,360; **Another 1,739 unable to contact, no longer interested, or outside of City limits*
- Case Management: 1,360
- Enrolled in Training (short/long/HSE): 1,333



Program Updates

Texas Workforce Commission

TWC SDF Grant – Check Signing Event

October 27, 2021: Navistar

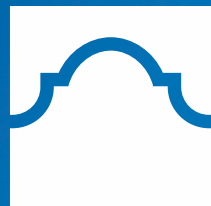


TWC Annual Conference (November 17 -19)

Presentations:

- WSA: Sector-Based Approach to Workforce Solutions Office Operations
- WSA: Leveraging Resources to Meet the Needs of the Community in a Pandemic
- ACD (Morrill w/HCC): Transforming the Student Experience During a Pandemic: A Case Study of Two Texas Colleges
- SA Works: Employer Engagement Strategies
- Restore w/ACC: Untapped Talent: Serving Highly Skilled English Language Learners under WIOA
- Pre-K 4 SA w/Partners: Shared Services: Supporting Child Care Business Needs

Thank you.



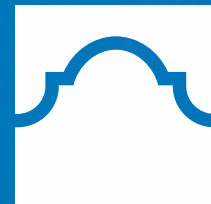
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Overview for Purchase Contract Amendment – Job Skills Training Curriculum and Materials in support of the City of San Antonio Train for Jobs SA

Gary O'Bar, C.P.M.
Director, Purchasing & Contract Administration

Xavier Urrutia
Interim Vice Chancellor for Economic and Workforce Development



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Malcolm Baldrige
National Quality Award
2018 Award Recipient



Purpose

- The recommended contract amendment provides for the purchase of services that adds 20 seats to each of the following programs due to the increase in the number of Alamo Train for Jobs SA applicants still pending a training seat and the training interest in these programs:

Certified Medical Assistant - Certified Medical Administrative Assistant - Medical Billing and Coding Specialist - Human Resource Management - General Operations and Business Management

- Dynamic Advancement LLC., and The University of the Incarnate Word will provide services that include the training curriculum and materials including books, registration application, exam fee, and laptops for students to keep upon graduation from the course.
- The scope of work includes provision of a weekly, instructor verified/signed, course attendance record that captures training hours per day of the week by student.
- Students will receive Certificates of Completion upon course completion.

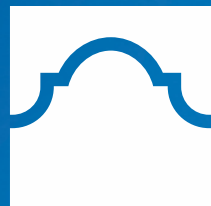


Recommended Contract Amendment: Job Skills Training Curriculum and Materials

- **Type of Contract Action:** Amendment to increase the Board authorized purchase amount.
- **Vendor(s):** Dynamic Advancement LLC., and The University of the Incarnate Word are the current providers.
- **Amendment Amount:**
 - The University of the Incarnate Word increased by \$252,000 to revised annual \$427,250
 - Dynamic Advancement, LLC. Increased by \$194,615 to revised annual \$544,375.
- **Contract Term:** no change (began January 2021 and can be renewed annually upon mutual consent)
- **Local Vendors:** Y
- **SMWVBE:** Y - Dynamic Advancement, LLC.; N- UIW
- **Funding:** Alamo Train for Jobs SA Special Projects Fund



Thank you.



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Appendix: Background

- In January 2021, the Board of Trustees awarded a contract to The University of the Incarnate Word for an estimated annual amount of \$175,250; and a contract to Dynamic Advancement, LLC. for an estimated annual amount of \$349,760 providing for the purchase of Job Skills Training Curriculum and Materials in support of the City of San Antonio Train for Jobs SA.
- The recommended contractors specialize and maintain rights to the curriculum in the provision of these services. As such, this purchase is being made on a dual basis of Professional Educator Services and proprietary materials basis exempt from competitive bidding, TX ED 44.031.



Discussion and Possible Action on Amending a Contract with The University of the Incarnate Word and a contract with Dynamic Advancement, LLC. for the Purchase of Job Skills Training Curriculum and Materials in Support of the City of San Antonio Train for Jobs SA

Presented to the Board Acting as Committee of the Whole on December 7, 2021 and now presented to Board for approval on December 14, 2021.

MINUTE ORDER

"The Board of Trustees hereby approves amending the contract with The University of the Incarnate Word for an increased amount of \$252,000 for a revised annual amount of \$427,250; and a contract with Dynamic Advancement, LLC. for an increased amount of \$194,615 for a revised annual amount of \$544,375 providing for the purchase of Job Skills Training Curriculum and Materials in support of the City of San Antonio Train for Jobs SA, as requested by the office of the Interim Vice Chancellor for Economic and Workforce Development."

PURPOSE

This action amends a contract enabling an increase in the amount of services purchased. Since purchasing services from The University of the Incarnate Word and from Dynamic Advancement, LLC. new requirements have been identified for an increased scope of work. The increase in the number of seats purchased is due to the number of Alamo Train for Jobs SA applicants still pending a training seat and the training interest in these programs. This amendment will add 20 seats to each of the following training programs in the current contract:

Certified Medical Assistant - Certified Medical Administrative Assistant - Medical Billing and Coding Specialist Human Resource Management - General Operations and Business Management

The services include providing the training curriculum and materials including books, registration application, exam fee, and laptops for students to keep upon graduation from the course. Additionally, the scope of work includes provision of a weekly, instructor verified/signed, course attendance record that captures training hours per day of the week, by student. Students will receive Certificates of Completion upon course completion.

BACKGROUND

In January 2021, the Board of Trustees awarded a contract to The University of the Incarnate Word for an estimated annual amount of \$175,250; and a contract to Dynamic Advancement, LLC. for an estimated annual amount of \$349,760, for the purchase of Job Skills Training Curriculum and Materials in support of the City of San Antonio Train for Jobs SA.

In accordance with the approved Comprehensive Resolution of the Board of Trustees of the Alamo Colleges District COVID-19 Virus effective March 17, 2020, the providers were selected. The University of the Incarnate Word and Dynamic Advancement, LLC. offerings are utilized in significant part to meet the commitments of the District to the City of San Antonio under the workforce development recovery training interlocal agreement implemented in response to COVID-19.

The contracts awarded by the Board of Trustees became effective upon contract execution, and may be renewed annually upon mutual consent of the Alamo Colleges District, University of the Incarnate Word, and Dynamic Advancement, LLC. The recommended contractors specialize and maintain rights to the curriculum in the provision of these services. As such, this purchase is being made on a dual basis of Professional Educator Services and proprietary materials basis exempt from competitive bidding, [TX ED 44.031](#). The contract awarded to Dynamic Advancement, LLC. will contribute to the Alamo Colleges District, Small, Minority, Woman-Owned, and Veteran-Owned Business Enterprise (SMWVBE) program Aspirational Goal.

IMPLICATIONS

Financial: Increased authorization amount of \$446,615 annually

Funding Source: 219162 – 897007; DIS_COSA_WorkforceDevRec Str Morrill – DIS Special Projects

Strategic Plan: Goal I – Student Success; Goal III Performance Excellence

Employee Services: None

ATTACHMENTS: Price Tabulation

Gary O'Bar, C.P.M.
Director for Purchasing & Contract Administration
Workforce Development

Xavier Urrutia
Interim Vice Chancellor for Economic and

Dr. Diane E. Snyder, CPA, Ph.D.
Vice Chancellor for Finance & Administration

Dr. Mike Flores
Chancellor



PRICE TABULATION

Amending a Contract with The University of the Incarnate Word, and a contract to Dynamic Advancement, LLC. for the purchase of Job Skills Training Curriculum and Materials in support of the City of San Antonio Train for Jobs SA

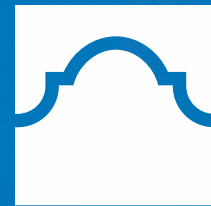
University of the Incarnate Word		
Item	Description	Total Increase
1	Certified Medical Assistant (20 seats at \$4,500 each) Certified Medical Administrative Assistant (20 seats at \$4,100 each) Medical Billing and Coding Specialist (20 seats at \$4,000 each)	\$252,000

Dynamic Advancement, LLC.		
Item	Description	Total Increase
2	Human Resource Management (HRM) (20 seats at \$5,437 each) General Operations and Business Management (15 seats at \$5,725 each)	\$194,615

Overview for Purchase Contract Amendment - Student Intake and Eligibility Support Services

Gary O'Bar, C.P.M.
Director, Purchasing & Contract Administration

Xavier Urrutia
Interim Vice Chancellor for Economic and Workforce Development



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Malcolm Baldrige
National Quality Award
2018 Award Recipient



Purpose

- The recommended contract amendment provides for the purchase of Student Intake and Eligibility Support Services.
- Graduation Alliance, Inc. provides the services that include Student Outreach/Engagement and Student Registration Support for facilitating registration in the students' ongoing programs of study.
- The contract amendment increases the original service of Intake and Eligibility Support Services to include an increase in (duplicated) student count to 9,375 (an addition of 4325 to the original 5050); and a reduction in the cost from \$29 to \$25/per student for this service.
- The Success Coaching Services, added for 6 months out of the 9-month term, to provide re-engagement, enhanced support, academic success coaching, and first level technical support for up to 2,813 (duplicated) students.
- Additionally, due to the number of applicants needing high school equivalency training, there is an additional service provided for Students taking an online accredited high school diploma program with up to 24 seats available.

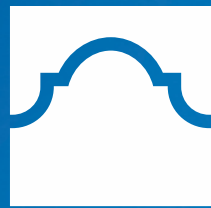


Recommended Contract Amendment: Student Intake and Eligibility Support Services

- **Type of Contract Action:** amendment to increase the Board authorized purchase amount
- **Vendor:** The Graduation Alliance, Inc. is the contract provider
- **Amendment Amount:** increase by \$273,066 for a revised annual amount of \$423,066
- **Contract Term:** no change (contract term that began January 2021 and renews annually upon mutual consent of the contractor and the Alamo Colleges District).
- **Local Vendor:** N
- **SMWVBE:** N
- **Funding for contract amount:** Alamo Train for Jobs SA Special Projects Fund



Thank you.



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Appendix: Background

- In January 2021, the Board of Trustees awarded a contract to Graduation Alliance, Inc. in the amount of \$150,000 providing for the purchase of services that include Student Outreach/Engagement and Student Registration Support for facilitating registration in the students' ongoing programs of study in support of the City of San Antonio Train for Jobs SA.
- The recommended contractor, Graduation Alliance, Inc. specializes and maintains rights to the software in its provision of these services. As such, this purchase is being made on a proprietary materials basis exempt from competitive bidding, [TX ED 44.031](#).



Discussion and Possible Action on Amending a Contract with Graduation Alliance, Inc. Providing for the Purchase of Student Intake and Eligibility Support Services

Presented to the Board Acting as Committee of the Whole on December 7, 2021 and now presented to Board for approval on December 14, 2021.

MINUTE ORDER

"The Board of Trustees hereby awards a contract to Graduation Alliance, Inc. for an increased amount of \$273,066 for a revised amount of \$423,066 providing for the purchase of Student Intake and Eligibility Support Services as requested by the office of the Interim Vice Chancellor for Economic Workforce and Development."

PURPOSE

This action amends a contract enabling an increase in the amount of services purchased for an additional 4,325 students, and reduces the cost per student for Student Intake and Eligibility Services. Since purchasing services from Graduation Alliance, Inc., new requirements have been identified due to the increased number of Train for Jobs SA applicants and currently enrolled clients. Additional services include re-engagement and academic success coaching and due to the number of applicants needing high school equivalency training, this action seeks to add online services for the accredited high school diploma program. The Graduation Alliance, Inc. offerings are utilized in significant part to meet the commitments of the District to the City of San Antonio under the workforce development recovery training interlocal agreement implemented in response to COVID-19.

BACKGROUND

In January 2021, the Board of Trustees awarded a contract to Graduation Alliance, Inc. in the amount of \$150,000 providing for the purchase of services that include Student Outreach/Engagement and Student Registration Support for facilitating registration in the students' ongoing programs of study.

The contractor provides services to Students in an effort to facilitate the Students' registration in the next term of study and shall utilize various communication methods including, but not limited to, inbound phone calls, email, or text, which shall perform through its coordinators. The scope of work requires the contractor to provide:

- a) team coordinators to contact Students;
- b) staff and equip a call center for coordinators;
- c) toll-free number for prospective Students;
- d) recruitment in compliance with the academic standards and regulatory requirements; and
- e) information to Students regarding registration and refer Students to the Alamo Colleges District regarding financial aid and/or academic questions.

The contractor also provides services to guide Students through the registration process. The scope of work requires the contractor to provide the following, as applicable for each particular Student:

- a) Inform Student of required eligibility documentation needed for intake appointment.
- b) Refer Students to Alamo Colleges District website for upcoming training.
- c) Recommend Student explore CareeOneStop.
- d) Direct Student to the City of San Antonio intake form to complete.
- e) Send Student a calendar appointment for the intake appointment.
- f) Answer questions from Students when able and redirect to Alamo Colleges District resources, as needed.
- g) Repeat the attempt to contact Students who do not initially respond.

The contract began upon award and renews annually upon mutual consent of the contractor and the Alamo Colleges District. The recommended contractor, Graduation Alliance, Inc. specializes and maintains rights to the software in its provision of these services. As such, this purchase is being made on a proprietary materials basis exempt from competitive bidding, [TX ED 44.031](#).

IMPLICATIONS

Financial: Increase of \$273,066 for a revised total of \$423,066

Funding Source: Funding is provided from the City of San Antonio Workforce Development Train for Jobs SA Fund; 219162-897007; DIS COSA WorkforceDeveREc Str. Morrill-DST Special Projects

Strategic Plan: Goal I – Student Success; Goal III Performance Excellence

Employee Services: None

ATTACHMENTS: Price Tabulation

Gary O'Bar, C.P.M.
Director, Purchasing & Contract Administration

Xavier Urrutia
Interim Vice Chancellor for Economic and
Workforce Development

Dr. Diane E. Snyder, CPA, Ph.D.
Vice Chancellor for Finance & Administration

Dr. Mike Flores
Chancellor



PRICE TABULATION

**Amending a Contract with Graduation Alliance, Inc.
Providing for the Purchase of Student Intake and Eligibility Support Services**

Item	Description	Fee	Total Increase
1	Increase Intake and Eligibility Support Svc for 4,325	\$25 per student	\$108,125
	Less discount for 5,050 students	\$4 per student	-\$20,200
2	Success Coaching for Reengagement for 2,813 students	\$49 per student	\$137,837
3	Adult Diploma Pathway for 24 students	\$219 per student per month for 9 months	\$47,304

Notes: The amounts shown represent the Alamo Colleges District's best estimates. The amount paid will be based on the number of students participating.

HEERF II and III – Institutional Funds Update

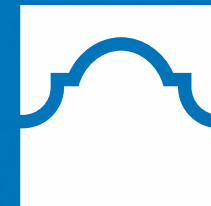
Committee of the Whole Meeting

Priscilla Camacho, Director, Government & Community Relations

Shayne A. West, Interim Associate Vice Chancellor, Finance & Fiscal Services

Dr. Adena Williams Loston, SPC President

December 7, 2021



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient

Achieving the Dream
LEADER COLLEGE

FEDERAL AID PROVIDED TO HIGHER ED

- **CARES Act:** *deadline to spend -May 2021*
 - Signed into law on March 27, 2020
 - HEERF - \$13.9 billion
- **Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA):** *deadline to spend May-June 2022*
 - Signed into law on December 27, 2020
 - HEERF - \$22.7 billion
- **American Rescue Plan (ARP):** *deadline to spend June 2022*
 - Signed into law on March 11, 2021
 - HEERF - \$39.6 billion

Federal Aid Program	<u>Student Grants</u>	<u>Institutional Aid</u>	<u>HSI/HBCU</u>
CARES	\$11.3 M	\$11.3 M	\$7.5 M
CRRSAA	\$11.3 M	\$43.6 M	\$34.0 M
ARP	\$50.3 M	\$47.3 M	\$59.6 M
TOTAL for Alamo Colleges	\$72.9 M	\$102.2 M	\$101.1M



MINORITY SERVING INSTITUTIONS AWARDS

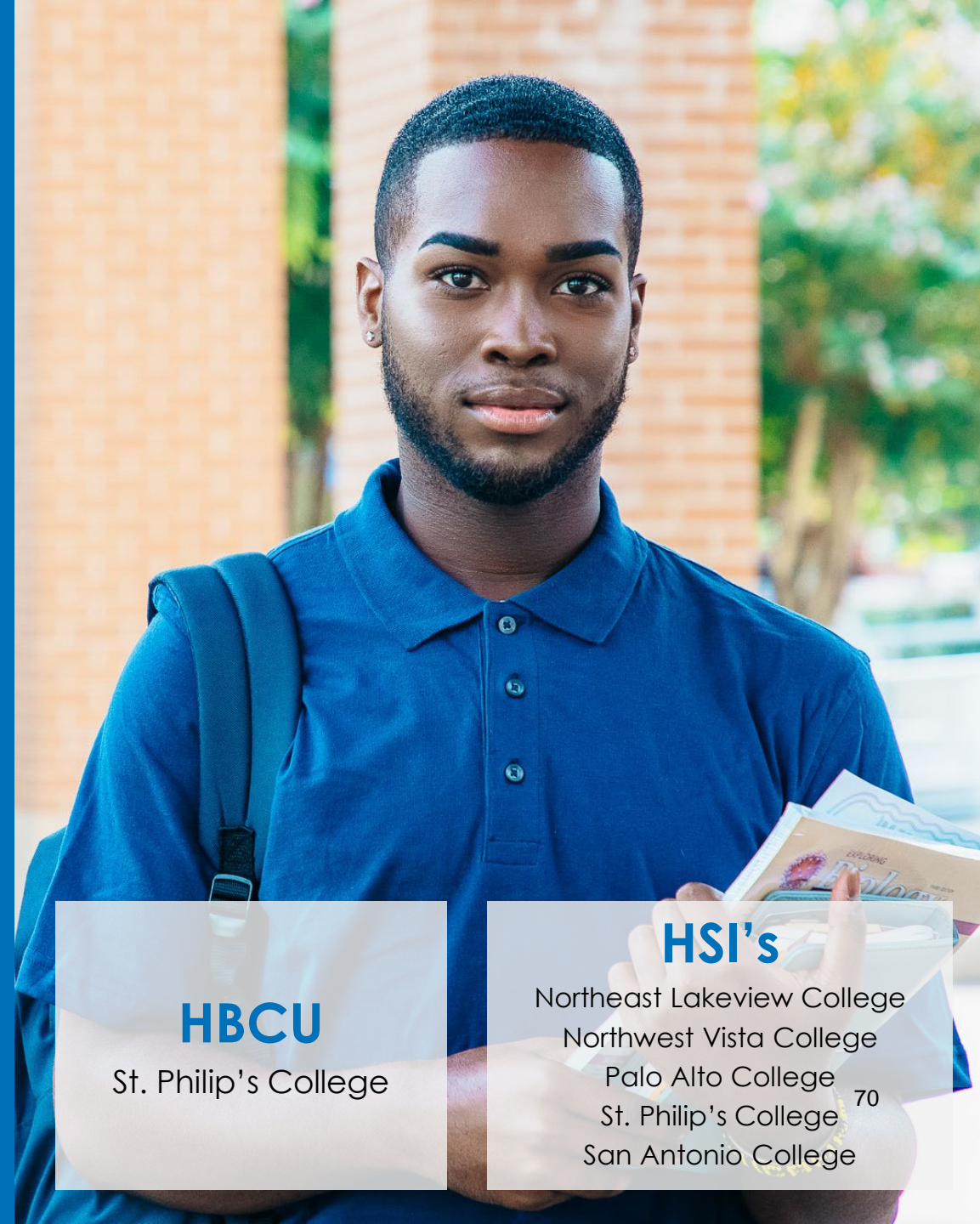


Spending criteria similar to HEERF Institutional Funds



Spending deadline will be one year from date of grant award

Historically Black Colleges and Universities (HBCU)	\$ in M
CARES	\$6.3
CRRSAA	\$31.7
ARP	\$55.2
TOTAL	\$93.2
Hispanic Serving Institution (HSI)	\$ in M
CARES	\$1.2
CRRSAA	\$2.3
ARP	\$4.4
TOTAL	\$7.9
GRAND TOTAL	\$101.1



HBCU
St. Philip's College

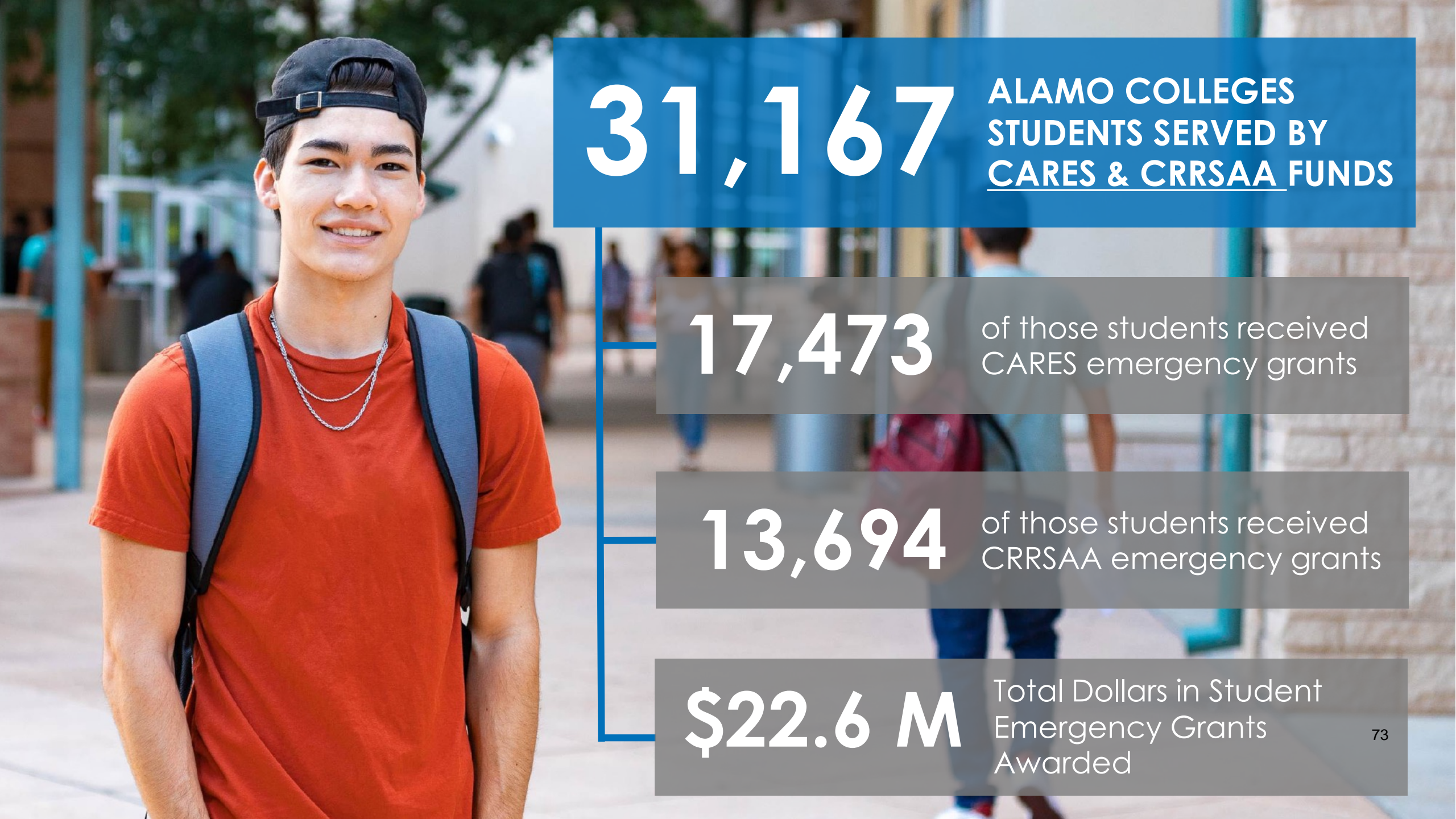
HSI's
Northeast Lakeview College
Northwest Vista College
Palo Alto College
St. Philip's College
San Antonio College



Where are we on HEERF funds?

- Student Emergency Aid Grants
- Institutional Aid
- Minority Serving Institutional Funds – SPC highlights
- Overall spend per category

Student Emergency Aid



31,167

**ALAMO COLLEGES
STUDENTS SERVED BY
CARES & CRRSAA FUNDS**

17,473

of those students received
CARES emergency grants

13,694

of those students received
CRRSAA emergency grants

\$22.6 M

Total Dollars in Student
Emergency Grants
Awarded



31,804

**ALAMO COLLEGES
STUDENTS SERVED BY
ARP FUNDS**

27,800

ACD students received \$200
distribution

13,736

Pell Grant students who
received emergency grants

\$24.6 M

Total Dollars in Student
Emergency Grants
Awarded (as of 12/1/21)

Institutional Aid

HOW WILL THE ALAMO COLLEGES UTILIZE HEERF II & III FUNDS?

HEERF II & III Institutional Aid Categorical Distribution

	Budgeted	ITD Spend	Remaining
GRAND TOTAL	\$90,826,617	\$34,370,550	\$56,456,067
Additional Student Emergency Aid	\$5,860,608	\$5,210,593	\$650,015
Return to Campus:	\$10,831,044	\$5,479,516	\$5,351,528
Technology & Broadband Support:	\$18,544,752	\$9,119,978	\$9,424,774
Student Support Services:	\$24,241,796	\$710,348	\$23,531,448
Student Outreach:	\$1,975,846	\$444,795	\$1,531,052
Lost Revenue, IDC, Student Balance Payoff	\$29,821,884	\$13,405,321	\$16,416,563



HEERF - INSTITUTIONAL AID

- **Student Balance Pay-off** (through June 2021)
 - \$2.1 M investment
- **No-Cost Instructional Materials** for Spring & Summer 2022
 - Estimated \$10M investment
- **Earn & Learn**
 - Internal launch in Fall 2021 with planned Spring 2022 external launch



HEERF HBCU Update



ALAMO COLLEGES DISTRICT
St. Philip's College

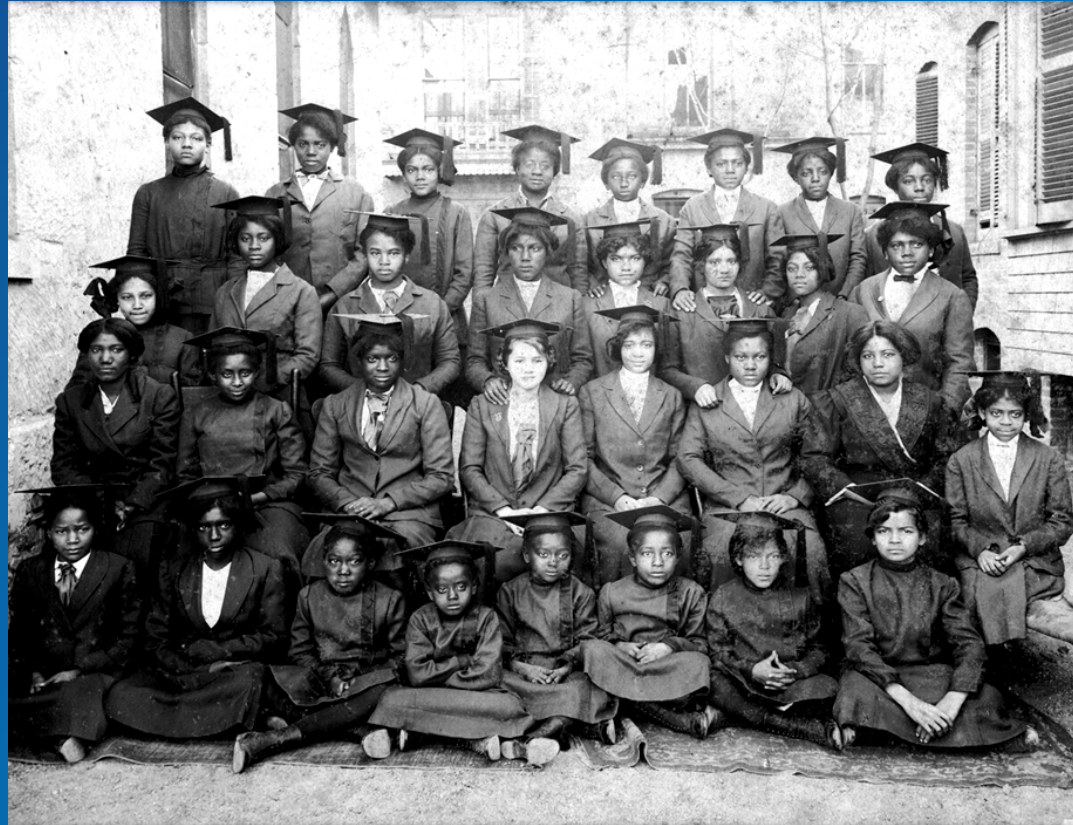
Dr. Adena Williams Loston
President



Rationale for Spending Plan

- Proactively ***Augment Facilities*** to Address Public Health Threats--- by Enhancing Safety Measures as it relate to Air Quality and Social Distancing
- Strategic Investment to ***Prolong the Existence of Current Facilities*** --- through ARP Funds
- ***Enhance Instructional Programming*** Needs to Improved SLOs --- through upgrade infrastructure to support technological tools that allows faculty to enrich curricula
- ***New Configurations to Safely Deliver and Promote Student Success*** --- through Advocacy, Advising Services

St. Philip's College

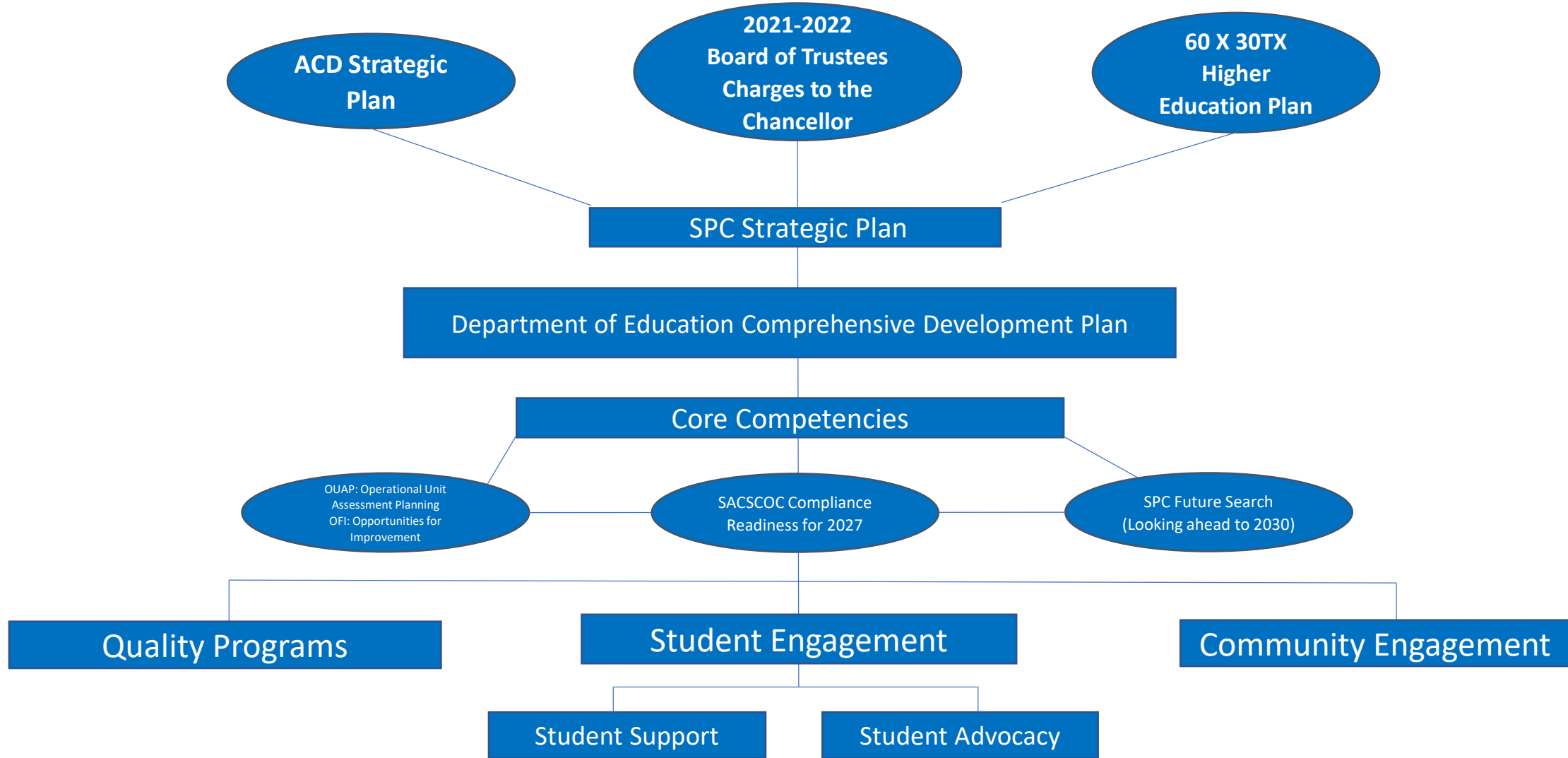


– Founded in 1898 –

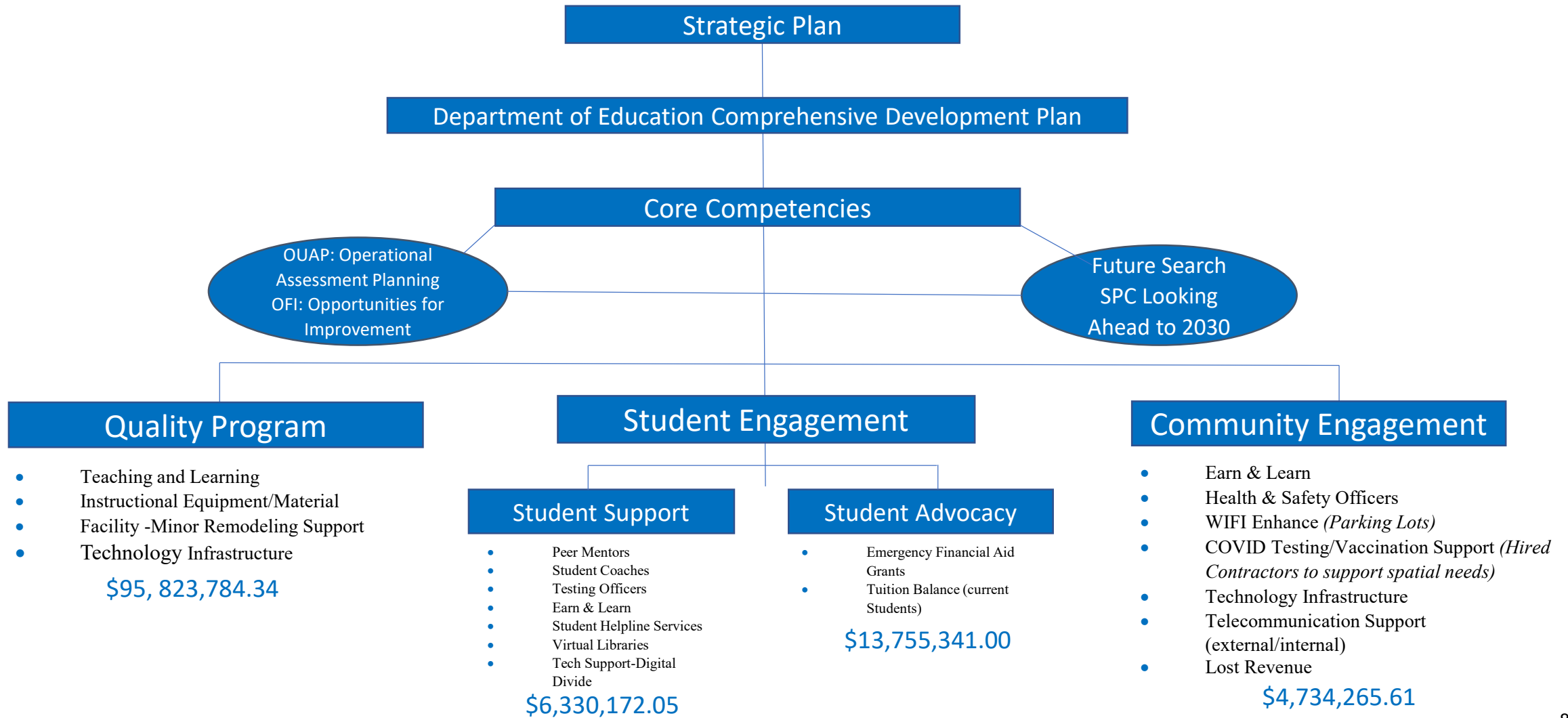
– Designated as a Historically Black Colleges and Universities (HBCU) member in 1987 –

The only federally designated Historically Black and Hispanic Serving Institution in the United States.

Strategic Planning Concept (Refined Alignment)



Strategic Planning Concept (Core Competency Initiatives)



SPC HEERF TOTAL AWARDS

HEERF I, II & III	Student	Institution	HBCU- Minority Serving Institution	Total by Category
CARES	\$1,713,753	\$1,713,753	\$ 6,284,530	\$ 9,712,036
CRRSAA	\$1,713,753	\$6,888,489	\$31,665,801	\$ 40,268,043
ARP	\$8,016,027	\$7,421,234	\$55,226,223	\$ 70,663,484
Total				\$120,643,463



American Rescue Plan –HBCU HEERF III

Allowable Use

- Public Health Initiatives
- Minor Remodeling
- Reengagement and Retention (academic or mental health support systems)
- Redesigning Food Services
- Training/communication systems
- Local outreach on benefits of vaccinations
- Handwashing Stations
- Basic Needs of Students

Spending Plan Strategy

- Proactively Augment Facilities to Address Public Health Threats-- e.g., Enhancing Safety Measures as it relate to Air Quality and Social Distancing
- Strategic Investment to Prolong the Existence of Current Facilities Through ARP Funds
- Enhance Instructional Programming Needs to Improved SLOs--- upgrade infrastructure to support technological tools that allows faculty to enrich curricula
- New Configurations to Safely Deliver and Promote Student Success, e.g. Advocacy, Advising Services

Minor Remodeling Initiatives

- Removal of Walls
- Placing Cubicles/Room Dividers
- Electrical/Utility Lines/Water associated with remodeled space
- Installation or Renovation of an HVAC system
- Purchase or Costs of Installation within a previously completed building



SPC HEERF III Spending Plan (HBCU-ARP)

Category	Building/Department/Program	Description	Amount
Return to Campus	College Services	Contingency Funds	\$ 5,078,191.00
Return to Campus	Watson Fine Arts Center	Upgrade HVAC systems	\$ 913,267.00
Return to Campus	Learning Leadership & Development Center	Engineering Retrofit & Equipment purchased by CARES/CRRSAA to support the new delivery of instruction and promote social distancing/improve spatial needs.	\$ 2,555,193.00
Return to Campus	Bowden Building/Continuing Education	Expand facility to support more instructional spaces by Updating HVAC systems; addressing public health concerns that threatens air quality/cause respiratory issues such as mold, etc. upgrade electrical work in alignment with upgrading HVAC systems and minor remodeling to support equipment/technology.	\$ 18,765,337.00
Return to Campus	Campus Center	Minor remodeling to expand learning facility to meet new delivery of instruction and social distancing need that will support the growth of the Bachelor of Applied Technology (BAT) degree program.	\$ 17,000,000.00
Return to Campus	Applied Science Building (ASB)	Minor remodeling to expand learning facility to meet new delivery of instruction and social distancing need that will support the expansion of Applied Sciences (Health Sciences programs; Automotives and Computer Engineering Technology departments) ---electrical updates to support advance technology-driven equipment.	\$ 10,000,000.00
Return to Campus	Welcome Center	Expand service areas to improve social distancing practices ---electrical wiring updates, etc. (downstairs)	\$ 868,725.00
Return to Campus	Student Services	Minor Alternation to support Student Advocacy	\$ 45,510.00
Total		Current Expenses	\$ 55,226,223.00
		Original Amount _ARP	\$ 55,226,223.00
		Remaining Balance	0



SPC HEERF II Spending Plan (CRRSAA-HBCU)

Category	Building/Department/Program	Description	Amount
Return to Campus	College Services	HVAC repairs to modernize and improve air quality. Relocates equipment to room 200 in C-wing to promote social distancing	\$ 4,264,779.00
MLK Campus Allocations	College Services	Allocated in Slides 17-21.	\$ 27,401,022.00
Total		Current Expenses	\$ 31,665,801.00
		Original Amount _CRRSAA HBCU	\$ 31,665,801.00
		Remaining Balance	\$ 0



Weekly Advocacy Update As of 11/30/2021

HEERF I (CARES) Student Aid Funds: \$1,713,753

Amount allocated for direct-to-student awards: \$1,713,753

- \$1,713,753 in awards have been paid to students (2,740)

Remaining balance of Student Aid HEERF I: \$0

HEERF II (CRRSAA) Student Aid Funds: \$1,713,753

Amount allocated for direct-to-student awards: \$1,648,753

- \$1,648,753 in awards have been accepted* by students (2,139)

Amount allocated for tuition-first awards (if student opted in on application for aid): \$65,000

- \$65,000 in awards have been accepted by students (39)

Remaining balance of Student Aid HEERF II: \$0

HEERF II (CRRSAA) Institutional Funds that have been moved to award to students: \$672,000

Amount allocated for direct-to-student awards (to supplement when Student Aid funds ran out): \$365,284

- \$365,284 in awards have been accepted by students (215)

Amount allocated for tuition-first awards (student did not need to opt in on an application due to these being Institutional Funds): \$351,716.00

- \$327,382.51 in awards have been accepted by students (389)

Remaining balance of Institutional Aid (transferred for student awards) HEERF II: \$24,333.49

HEERF III (ARP) Student Aid Funds \$8,016,027.00

Amount allocated for direct-to-student awards: \$7,666,027

- \$4,667,909.00 in awards have been accepted* by students (5,016)

Amount allocated for tuition-first awards (if student opted in on application for aid): \$350,000

- \$176,600.00 in awards have been accepted by students (150)

Remaining balance of Student Aid HEERF III: \$3,171,518.00



Summary of HEERF Spend to Date

RESTRICTED BUDGET: For Incremental COVID-19 Related Expenses or Student Aid

Higher Education Emergency Relief Fund (HEERF) Grants

	Phase 1: CARES	Phase 2: CRRSAA	Phase 3: ARP	TOTAL
Student Aid				
Awarded \$	11,293,384	\$ 11,293,384	\$ 50,296,197	\$ 72,882,965
Spent/Committed \$	(11,293,384)	\$ (11,260,184)	\$ (24,820,131)	\$ (47,373,699)
Balance Remaining \$	-	\$ 33,200	\$ 25,476,066	\$ 25,509,266
% Utilized	100%	100%	49%	65%
			Target Fall '21/Spr. '22	
Institutional Aid				
Awarded \$	11,293,382	\$ 43,576,440	\$ 47,250,177	\$ 102,119,999
Spent/Committed \$	(11,240,802)	\$ (30,913,483)	\$ (3,457,067)	\$ (45,611,352)
Balance Remaining \$	52,580	\$ 12,662,957	\$ 43,793,110	\$ 56,508,647
% Utilized	100%	71%	7%	45%
Minority Serving Institutional Aid **includes new NLC \$416K funding				
Awarded \$	7,453,723	\$ 32,370,061	\$ 61,253,469	\$ 101,077,253
Spent/Committed \$	(7,348,891)	\$ (9,758,388)	\$ (2,092,002)	\$ (19,199,281)
Balance Remaining \$	104,832	\$ 22,611,673	\$ 59,161,467	\$ 81,877,972
% Utilized	99%	30%	3%	19%

Board Meeting Reviews:

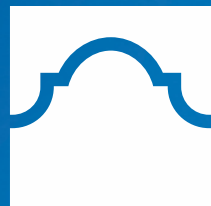
	In-process Summer/Fall	Fall/Spring
	April 2021	August 2021
	May 2021	December 2021

CARES = Coronavirus Aid, Relief, and Economic Security Act
CRRSAA = Coronavirus Response and Relief Supplemental Appropriations Act
ARP = American Rescue Plan Act

NEXT STEPS

- Continue to provide quarterly reports to the Board of Trustees
- Continue internal workgroup meetings and reports
- Evaluate in early 2022 which strategies can be institutionalized and begin discussion on budget needs
- Utilize lessons learned as part of legislative priorities (both federal and state)

Thank you.



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient



Achieving the Dream | LEADER
COLLEGE

Appendix

SIX CATEGORIES OF USE OF HEERF INSTITUTIONAL AID

**Additional
Student
Emergency Aid**

Return to Campus

**Technology &
Broadband Support for
Students & Employees**

**Student Support
Services &
Programs**

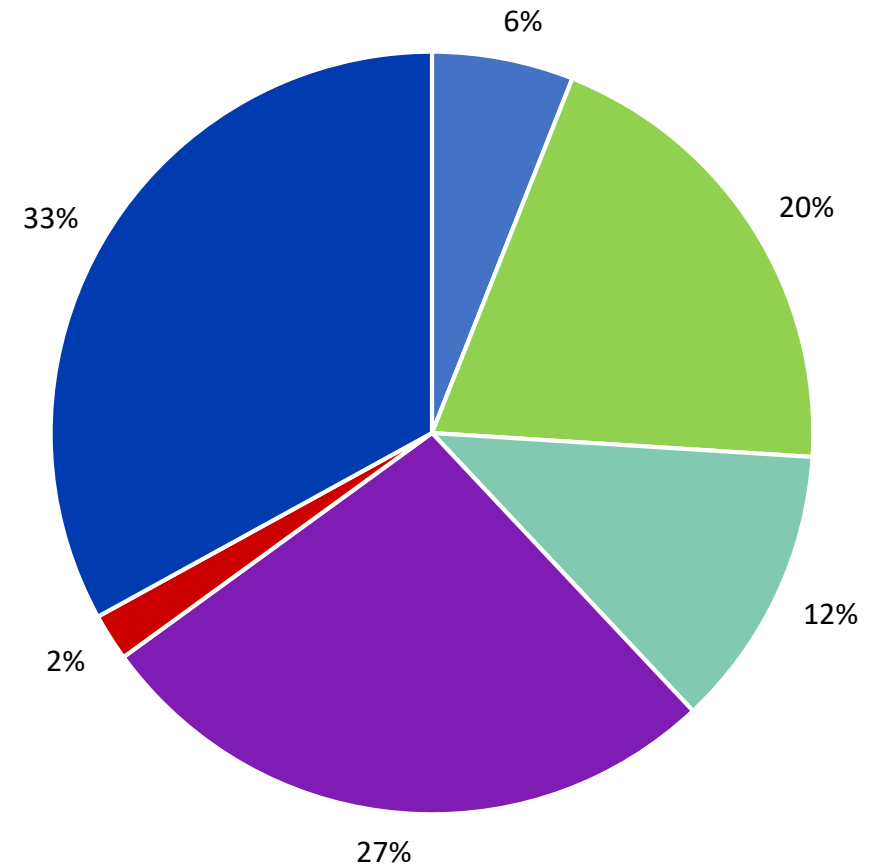
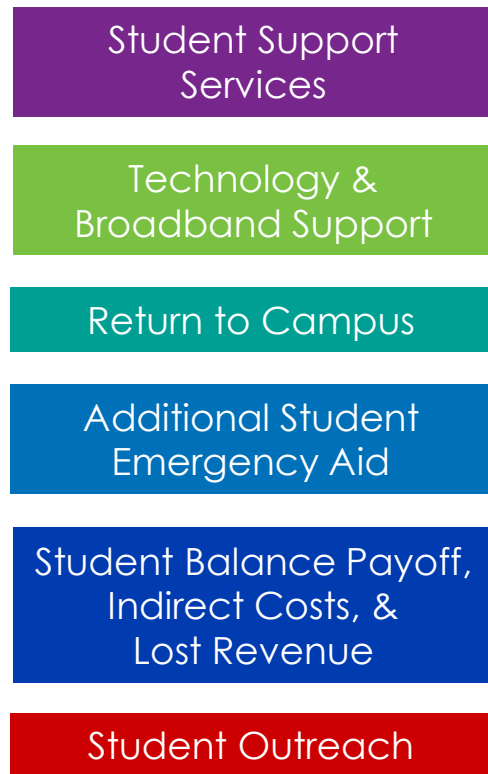
Student Outreach

**Student Balance
Payoff, Lost Revenue &
Indirect Costs**



HOW WILL THE ALAMO COLLEGES UTILIZE HEERF II & III FUNDS?

HEERF II & III Institutional Aid Categorical Distribution



What are some of the specific strategies/projects funded by HEERF?

Student Support Services - \$24.2M

- Earn & Learn Program
- Instructional Materials (Spring 2022)
- Enrollment Coaches/Advisors
- Supplemental Instructional Leaders
- High Challenge Course Resources

Technology & Broadband Support for Students and Employees - \$18.5M

- Student Laptops & Hotspots
- Retrofit and enhancements of classroom technology
- Telecom Allowance for employees





Return to Campus - \$10.8M

- Health & Safety Officers
- Personal Protective Equipment
- Classroom & Facility Modifications
- HVAC Upgrades



Additional Student Emergency Aid Grants - \$5.9M

Providing additional funds above those allocated by the DOE for Student Emergency Aid Grants

Student Outreach - \$2.0M

- Advocacy Center Coordinators
- Student Helpline Support
- Financial Aid Office Support

Student Balance Payoff, Indirect Costs, & Lost Revenue - \$29.8M

- Student Balance Payoff
- Indirect Cost Recovery to support the following student support positions & equipment:
 - Student Helpline Staff
 - Financial Aid Office Support
 - Case management and technology
- Tuition Loss Recovery
 - FY'21 (Fall, Spring, & Summer)
 - Reserves for FY'22



Federal government allocations to Alamo Colleges

	CARES - Student	CRRSAA – Student	American Rescue Plan – Student		CARES – Institutional	CRRSAA– Institutional	American Rescue Plan- Institutional		<u>TOTAL</u>
Northeast Lakeview College	\$671,722	\$671,722	\$3,967,442		\$671,722	\$3,735,493	\$3,812,030		\$13,530,131
Northwest Vista College	\$3,463,310	\$3,463,310	\$13,781,925		\$3,463,309	\$11,960,913	\$13,179,339		\$49,312,106
Palo Alto College	\$1,620,472	\$1,620,472	\$7,943,670		\$1,620,471	\$6,865,308	\$7,281,647		\$26,952,040
St. Philip’s College	\$1,713,753	\$1,713,753	\$8,016,027		\$1,713,753	\$6,888,489	\$7,421,234		\$27,467,009
San Antonio College	\$3,824,127	\$3,824,127	\$16,587,133		\$3,824,127	\$14,126,237	\$15,555,927		\$57,741,678
<u>TOTAL</u>	<u>\$11,293,384</u>	<u>\$11,293,384</u>	<u>\$50,296,197</u>		<u>\$11,293,382</u>	<u>\$43,576,440</u>	<u>\$47,250,177</u>		<u>\$174,089,690</u>



Federal Government allocation to Alamo Colleges – HSI and HBCU Funds

	CARES- HSI/HBCU Funds	CRRSAA – HSI/HBCU Funds	American Rescue Plan-HSI/HBCU Funds	TOTAL
Northeast Lakeview College*	N/A	N/A	\$427,645	\$427,645
Northwest Vista College	\$455,744	\$855,160	\$1,452,566	\$2,763,470
Palo Alto College	\$212,729	\$473,598	\$823,190	\$1,509,517
St. Philip’s College	\$6,284,530	\$31,665,801*	\$55,226,223	\$93,176,554
San Antonio College	\$500,720	\$991,224	\$1,719,515	\$3,211,459
<u>TOTAL</u>	<u>\$7,453,723</u>	<u>\$33,985,783</u>	<u>\$59,649,139</u>	<u>\$101,088,645</u>



Higher Education Emergency Relief Fund I, II, and III

	CARES ACT	Coronavirus Response and Relief Supplemental Appropriations (CRRSAA) Act	American Rescue Plan (ARP)
Amount for Student Grants	50% of funds received MUST be used for student grants	Must spend the same dollar amount on student grants as required to spend under the CARES Act	50% of funds received MUST be used for student grants
Student Grants—Allowable Uses	<p>Funds went directly to the students in form of emergency grants.</p> <p>Student grants could be used for: expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student’s cost of attendance such as food, housing, course materials, technology, health care, and child care)</p>	<p>Student grants can be used for: any component of the student’s cost of attendance (see Higher Ed Act for full list) or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care</p> <p>Student Grants can also be used for tuition BUT the student must elect that option in writing</p>	<p>Student grants can be used for: any component of the student’s cost of attendance (see Higher Ed Act for full list) or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care</p> <p>Student Grants can also be used for tuition BUT the student must elect that option in writing</p>



Higher Education Emergency Relief Fund I, II, and III

	CARES ACT	Coronavirus Response and Relief Supplemental Appropriations (CRRSAA) Act	American Rescue Plan (ARP)
Student Eligibility	<p>Those students who are Title IV Eligible</p> <p>UPDATED 5/11: Any remaining HEERF I funds as of May 14th, may be awarded to refugees, asylum seekers, Deferred Action for Childhood Arrival (DACA) recipients, other DREAMers, and similar undocumented students qualify for student grants</p>	<p>No definition of student outlined; however, the act provides language that in administering student financial aid grants they should prioritize “students with exceptional need, such as students who receive Pell Grants.”</p> <p>Online program students are now eligible for aid.</p> <p>Additional guidance was added allowing for continuing education, non-degree seeking, non-credit, and dual enrollment students. Certain qualified aliens as defined under 8 U.S.C. 1641 (including refugees & those granted asylum) are eligible for aid.</p> <p>UPDATED 5/11: Any remaining HEERF II funds as of May 14th, may be awarded to refugees, asylum seekers, Deferred Action for Childhood Arrival (DACA) recipients, other DREAMers, and similar undocumented students qualify for student grants</p>	<p>UPDATED on 5/11: Student is now defined as students who are or were enrolled at an institution during the COVID-19 national emergency, regardless of whether they completed a Free Application for Federal Student Aid (FAFSA) or are eligible for Title IV aid.</p> <p>This includes all citizens, permanent residents, refugees, asylum seekers, Deferred Action for Childhood Arrival (DACA) recipients, other DREAMers, and similar undocumented Students.</p> <p>However, the act does provide language that in administering student financial aid grants they should prioritize “students with exceptional need, such as students who receive Pell Grants.”</p>



Higher Education Emergency Relief Fund I, II, and III

	CARES ACT	Coronavirus Response and Relief Supplemental Appropriations (CRRSAA) Act	American Rescue Plan (ARP)
Institutional Fund – Allowable Uses	<p>Institutional funds could be used to: defray any costs associated with significant changes to the delivery of instruction due to the coronavirus, reimburse for costs to purchase equipment; additional student grants.</p> <p><u>Could not use</u> funds for lost revenue (except those funds allocated to Hispanic Service Institutions (HSIs) and Historically Black Colleges & Universities (HBCUs)).</p>	<p>Institutional funds can be used to: defray expenses associated with coronavirus including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings and payroll, and additional student grants.</p> <p>Can also be used to carry out student support activities authorized by the Higher Education Act (HEA) that address needs related to the coronavirus.</p> <p>Can be used for expenses dating back to March 13, 2020.</p>	<p>Institutional funds can be used to: defray expenses associated with coronavirus including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings and payroll, and additional student grants.</p> <p>Institutions must use a portion of their allocation for:</p> <ul style="list-style-type: none"> Implementing evidence-based practices to monitor and suppress coronavirus in accordance with public health guidelines; AND Conduct direct outreach to financial aid applicants about the opportunity to receive a financial aid adjustment due to the recent unemployment of a family member or independent student, or other circumstances



Higher Education Emergency Relief Fund I, II, and III

	CARES ACT	Coronavirus Response and Relief Supplemental Appropriations (CRRSAA) Act	American Rescue Plan (ARP)
MOE Requirements	<p>States maintain their average funding for K-12 and higher education from the three fiscal years preceding enactment for fiscal years 2020 and 2021. This provision remains in effect for 2021, but not 2022.</p> <p>State can apply for a waiver from Dept. of Education (DOE).</p>	<p>States are required to dedicate the same proportion of state funding to K-12 and higher education in fiscal year 2022 as they averaged over fiscal years 2017, 2018, and 2019.</p> <p>State can apply for a waiver from Department of Education (DOE).</p>	<p>States are required to dedicate the same proportion of state funding to K-12 and higher education in fiscal year 2022 as they averaged over fiscal years 2017, 2018, and 2019.</p> <p>State can apply for a waiver from Department of Education (DOE).</p>
Reporting Requirements	<p>Institutions must report publicly on their primary websites on a quarterly basis for both student portion and institutional portion funds.</p> <p>Institutions are required to submit an annual report to the Department by February 8, 2021 covering CARES Act HEERF grant expenditures in calendar year 2020</p>	<p>Quarterly reporting is the same format as under the CARES Act will be required for both the student and institutional portions of the HEERF awards.</p> <p>Dates for each report are July 10, October 10, January 10 and April 10</p> <p>An Annual Report will be due in April 2022 (details of the format for report pending from DOE)</p>	<p>Quarterly reporting is the same format as under the CARES Act will be required for both the student and institutional portions of the HEERF awards.</p> <p>Dates for each report are July 10, October 10, January 10 and April 10</p> <p>An Annual Report will be due in April 2022 (details of the format for report pending from DOE)</p>



What is lost revenue & how do we calculate it?

- **What is lost revenue?**
 - Answer: Generally, lost revenue refers to those revenues an institution of higher education (institution) otherwise expected but were reduced or eliminated as a result of the novel coronavirus 2019 (COVID-19) pandemic. As such, lost revenues can only be estimated.
- **What are some potential sources of lost revenue?**
 - **Academic sources**
 - Tuition, fees, and institutional charges (including unpaid student accounts receivable or other student account debts)
 - Room and board
 - Enrollment declines, including reduced tuition, fees, and institutional charges
 - Supported research
 - Summer terms and camps
 - **Auxiliary services sources**
 - Cancelled ancillary events
 - Disruption of food service and dormitory services
 - Childcare services
 - Use of facilities or venues, including external events such as weddings, receptions, or conferences (other than facilities associated with sectarian instruction or religious worship)
 - Bookstore revenue
 - Parking revenue
 - Lease revenue
 - Royalties
 - Other operating revenue



Lost Revenue

- **What is not an allowable source of lost revenue?**
 - Sources of lost revenue **that are not reimbursable** under the HEERF grant programs include the following:
 - Capital outlays associated with facilities related to athletics (including fee assessed for capital athletic facility construction)
 - Acquisition of real property (including bond revenue)
 - Contributions or donations to the institution
 - Marketing or recruitment activities
 - Revenue related to sectarian instruction or religious worship
 - Alcohol sales
 - Investment income (including endowment and quasi-endowment revenue)
 - **Generally, lost revenue cannot be used to replace revenues derived from activities and expenditures that are otherwise unallowable under the HEERF grant programs.** Please see CRRSAA sections 314(c) and 314(d)(3), 2 CFR part 200 subpart E “Cost Principles,” and 34 CFR § § 75.532 and 75.533 for additional information
- Lost revenue **must be related** to COVID-19



Lost Revenue and Indirect Costs

- **Examples of how we can charge lost revenue to the grant:**
 - A year-over-year comparison using the prior year;
 - A semester-over-semester comparison using the prior year semester (fall 2019 compared to fall 2020 or summer term 2019 compared to summer term 2020);
 - A comparison using a 3- or 5-year combined average revenue as baseline revenue;
 - A comparison to previously budgeted revenue or projected revenue for the period; or
 - A comparison with a baseline year of a fiscal year prior to the March 13, 2020 national emergency declaration, such as the fiscal year from July 1, 2018 – June 30, 2019
- **Indirect Costs:** Can my institution charge indirect costs to its HEERF grants?
 - **Answer:** Indirect costs **may be charged only to Institutional Portion awards**, both new and supplemental, and may not be charged to any Student Portion grant awards because the student allocation represents an amount of funds that must be distributed to students. Generally, this indirect cost rate will be the on-campus rate specified in an institution's negotiated indirect cost rate agreement. If an institution does not have a current negotiated indirect cost rate with its cognizant agency for indirect costs, it may appropriately charge the de minimis rate of ten percent of Modified Total Direct Costs (MTDC). Please note that as described in 2 CFR § 200.403, costs must be consistently charged as either indirect or direct costs, but they may not be double-charged or inconsistently charged as both.
 - **Personnel costs** for the **Advocacy Centers, Enrollment Advisors, and/or Financial Aid** may be budgeted as indirect costs depending on whether college specific or cost sharing positions



Emergency Broadband Benefit Program

- **Emergency Broadband Benefit Program:**
 - Created under the CRRSAA
 - Managed by the Federal Communications Commission (FCC)
 - Provides for temporary discounted monthly broadband rates to eligible households
- **Program Limitations:**
 - Only one monthly service discount AND one device discount is allowed per household.
 - The program will end when the fund runs out of money, or six months after the Department of Health and Human Services declares an end to the COVID-19 health emergency, whichever is sooner.
- **Program provides:**
 - Up to a \$50/month discount on your broadband service and associated equipment rentals
 - Up to a \$75/month discount if your household is on qualifying Tribal lands
 - A one-time discount of up to \$100 for a laptop, tablet, or desktop computer (with a co-payment of more than \$10 but less than \$50)



Emergency Broadband Benefit Program - Eligibility

- **Eligibility Criteria:**

- Household has an income at or below 135% of the federal poverty guidelines

OR

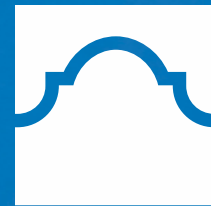
- Qualifies for SNAP, Medicaid, Supplemental Security Income, Federal Public Housing Assistance, or Veterans and Survivors Pension Benefit;
- Participates in one of several Tribal specific programs: Bureau of Indian Affairs General Assistance, Tribal Head Start (only households meeting the relevant income qualifying standard), Tribal Temporary Assistance for Needy Families (Tribal TANF), Food Distribution Program on Indian Reservations;
- Experienced a substantial loss of income since February 29, 2020 with a total household income in 2020 at or below \$99,000 for single filers and \$198,000 for joint filers;
- **Received a federal Pell Grant in the current award year;**
- Received approval for benefits under the free and reduced-price school lunch program or the school breakfast program, including through the USDA Community Eligibility Provision, in the 2019-2020 or 2020-2021 school year; or
- Meets the eligibility criteria for a participating provider's existing low-income or COVID-19 program, and that provider received FCC approval for its eligibility verification process.



DECEMBER 2021 BUDGET AMENDMENT OVERVIEW

DECEMBER 7, 2021

Shayne A. West, Interim Associate Vice
Chancellor, Finance & Fiscal Services



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient

Achieving the Dream
LEADER COLLEGE
OF DISTINCTION

DECEMBER BUDGET AMENDMENT OVERVIEW

- **Amendment #1 – All Funds 8/31/2021 Fund Balance**

- Provides the financials for the prior year (FY21) restricted & unrestricted fund balance as of August 31, 2021. Audit Report in January 2022.

- **Amendment #2 – Prior Year & Current Year Adjustments**

Prior Year Carry-forward to Budget (FY21, as of 8/31/21)

- Balance roll-forwards, including the 50% Savings Incentive (per policy C.1.4) and multi-year balances (Student Activity Fees, Multi-year Departmental & Auxiliary, Preventive Maintenance Projects in-process)

Current Year Amendments (FY22)

- FY22 Revenue/Enrollment adjustments – not necessary due to availability of HEERF funds to cover Lost Revenue
- Strategic Investments



FY21 UNRESTRICTED / OPERATING RECAP

In FY21, \$30.4M added to Fund Balance **as of August 31, 2021**

including:

- \$10.4M One-time adjustment for HEERF Lost Revenue
- \$10.3M One-time adjustment for M&O Tax Revenue above FY21 budget, which was based on a conservative collection rate due to the expected impacts of COVID-19
- \$9.6M net expense savings including timing of certain multi-year account purchases

Performance					
FY21 One-time Adjustments					
\$ in M	FY21 Budget	FY21 Baseline	HEERF Lost Revenue	M&O Tax Revenue	FY21 Actual
Revenue	\$387.8	\$373.7	\$10.4	\$10.3	\$394.5
Expense	-\$387.8	-\$364.1			-\$364.1
	\$0.0	\$9.6	\$10.4	\$10.3	\$30.4



Amendment #2: Balance Roll-forwards

Balance Roll-forwards - \$34.5M

- Policy C.1.4 - 50% prior year operating budget savings incentive
- Student Activity Fees
- Departmental/Auxiliary activities
- Preventive Maintenance – multiple projects in progress, thus carry-forward funds to complete FY21 approved projects



Amendment #2:

FY22 Strategic Investments

\$9.3M

1. **\$3.1M Keep Learning Plan - Student Scholarships & Support**

NEW Spring Scholarship Incentive \$2.1M

- Scholarship awarded to continuing students in good standing that stopped out of the fall 2021 term
- Provides scholarship for 6 semester credit hours (2 classes)

Expanded Summer Momentum Program (ESMP) \$1.0M

- Additional funds to align budgeted amount with FY21 actual; total FY22 will be \$4.0M

2. **\$2.0M Alamo Welcome Center and Community Connections & Street Teams**

3. **\$3.7M FY22 Operating budget supplemental additions**

Includes Micro-credential and Faculty Stipends (High Wage/High Demand), Faculty certifications, Open Educational Resources (OER), AlamoPROMISE scholarships

4. **\$0.4M Student financial aid coach (5 FTE) to partner with enrollment coaches (positions funded for 1 year only)**



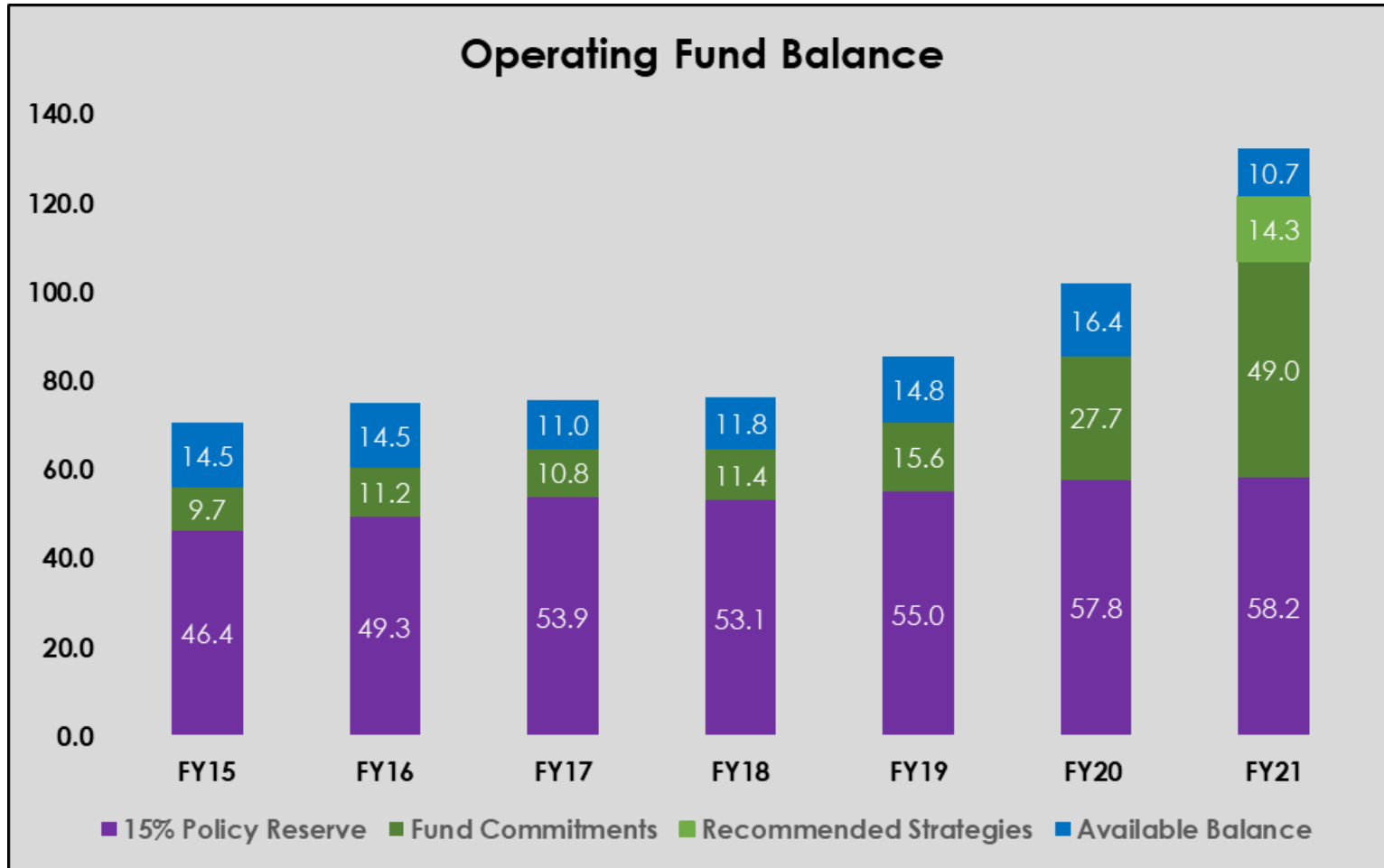
Amendment #2: New Set-asides for Future

\$5.0M Land Purchase & Infrastructure Reserve

- Set aside funds to take advantage of future opportunities for land purchase and/or infrastructure



OPERATING FUND BALANCE



Taking advantage of a strong financial position and prior year savings allows for:

- \$14.3M in recommended strategic investments
- Rolling into production multi-year balances, prior year savings & timing items of \$49M
- 15% Policy reserve equates to 1.7 months of operating expense
- Available balance remains constant \$10.7M



Board Actions requested on Dec. 14

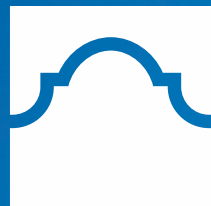
- **Approve Budget Amendment #1:** adjusts FY2021-2022 Operating Budget's beginning fund balance, based on 8/31/2021 financials – for reporting purposes only in the “All-Funds Budget Report”. Audit report in Jan. 2022.
- **Approve Budget Amendment #2:**
 - Finalizes multi-year balance rollover funds and prior-year savings
 - Funds Strategic Investments

Next Steps

- March 2022: discuss other future strategic investments, i.e. Instructional Materials & Tuition strategies, utilizing available funds



Thank you.



ALAMO
COLLEGES
DISTRICT



Alamo Colleges District Revenues

General Operating (UNRESTRICTED)

- Maintenance & Operation (M&O)
Property Tax
- Tuition & Fees
- State Funding
- All Other

RESTRICTED

- Capital Bond Funds & Debt Services
- Grants: Higher Education Emergency Relief Funds (HEERF)
- Grants: Financial Aid (Pell & State)
- Grants: Other (Title V STEM, National Science Foundation, Title III HBCU, etc.)



Unrestricted Fund Balance Summary

TOTAL UNRESTRICTED FUND BALANCE AS OF SEPTEMBER 1, 2021 \$132.2

Board Policy C.1.4 Reserve \$58.2

Commitments & Recommended Investments

Designated Commitments \$14.5

Balance Roll-forwards: \$34.5

50% Savings Incentive (C.1.4)	\$6.4
Student Activity Fees	\$2.9
Departmental/Auxiliary	\$4.5
Prev. Maintenance (Projects in Progress)	\$20.7

FY22 Key Strategic Investments: \$9.3

Student Scholarships & Support	\$4.1
Welcome Center / Community Connections & Street Teams	\$2.0
Operating budget supplemental additions	\$2.7
Student Scholarship advisors	\$0.4

FY23 Future Strategic Investments: \$5.0

Land Purchase / Infrastructure Reserve	\$5.0
Instructional Materials / Tuition Strategy Reserve	TBD

Undesignated Available Fund Balance \$10.7



Discussion and Possible Action on Acceptance of FY 2021-22 Budget: Amendment No. 1

Presented to the Board Acting as Committee of the Whole on December 7, 2021 and now presented to the Board for approval on December 14, 2021.

MINUTE ORDER

“The Alamo Colleges Board of Trustees hereby accepts the FY 2021-22 Budget Amendment No. 1 as presented.”

PURPOSE

The following Budget Amendment Summary adjusts the beginning fund balance for the FY 2021- 22 Budget which has been updated based on August 31, 2021 ending fund balances. One restricted revenue item has audit work in process, thus audited financial statements will be approved in January 2022. No changes to the 8/31/21 ending fund balances are expected.

BACKGROUND

During the FY 2021-2022 budget process, conservative projections were made in June/July as to the ending fund balance/equity at August 31, 2021. The ending fund balance becomes the beginning fund balance for the new budget year (FY 2021-2022). After the FY21 financial statements are completed, the estimated beginning fund balance for FY 2021-2022 is adjusted to reflect the actual beginning fund balance.

IMPLICATIONS

Financial:	Increase to Unrestricted Fund Balance of \$8,704,072 (estimated was \$123,479,324, actual was \$132,183,396). Decrease to Restricted Fund Balance of \$26,709,864 (estimated was \$290,965,094, actual was \$264,255,230)
Strategic Plan:	Goal I – Student Success and Goal III - Performance Excellence
Human Resources:	N/A

ATTACHMENTS: FY 2021-22 All Funds Budget Amendment # 1 Summary

Shayne A. West Date
Interim Assoc. Vice Chancellor of Fiscal Services

Diane E. Snyder, CPA, Ph.D. Date
Vice Chancellor for Finance and Administration

Dr. Mike Flores Date
Chancellor

FY 2021 - 2022 ALL FUNDS BUDGET REPORT

Exhibit I

	Approved Budget 2021 - 2022		Adjustments to Budget 2021 - 2022		Adjusted Budget 2021 - 2022		Total
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	
REVENUES							
Instruction and General	394,029,976	80,666,002	-	-	394,029,976	80,666,002	474,695,978
Public Service	952,048	-	-	-	952,048	-	952,048
Scholarships and Fellowships	-	94,721,553	-	-	-	94,721,553	94,721,553
Auxiliary Enterprises	5,069,988	-	-	-	5,069,988	-	5,069,988
Student Activity Fee	2,571,096	-	-	-	2,571,096	-	2,571,096
Other (Use of Fund Balance)	-	-	-	-	-	-	-
Subtotal Current Funds	402,623,108	175,387,555	-	-	402,623,108	175,387,555	578,010,663
Capital Outlay	-	62,069,322	-	(40,701,906)	-	21,367,416	21,367,416
Renewals & Replacements	-	-	-	-	-	-	-
Building	-	7,464,276	-	59,606,922	-	67,071,198	67,071,198
Furniture & Equipment	-	3,137,308	-	-	-	3,137,308	3,137,308
Debt Services	-	75,044,988	-	-	-	75,044,988	75,044,988
Subtotal Plant Funds	-	147,715,894	-	18,905,016	-	166,620,910	166,620,910
TOTAL REVENUES	402,623,108	323,103,449	-	18,905,016	402,623,108	342,008,465	744,631,573
BEGINNING FUND BALANCES							
Instruction and General	117,417,915	1,216,108	8,694,088	(367,727)	126,112,003	848,381	126,960,384
Public Service	-	-	-	-	-	-	-
Scholarships and Fellowships	-	11,181,737	-	(952,419)	-	10,229,318	10,229,318
Auxiliary Enterprises	3,200,000	-	-	-	3,200,000	-	3,200,000
Student Activity Fee	2,861,409	-	9,984	-	2,871,393	-	2,871,393
Other (Use of Fund Balance)	-	-	-	-	-	-	-
Subtotal Current Funds	123,479,324	12,397,845	8,704,072	(1,320,146)	132,183,396	11,077,699	143,261,095
Capital Outlay	-	200,082,919	-	(24,579,147)	-	175,503,772	175,503,772
Renewals & Replacements	-	-	-	-	-	-	-
Building	-	51,238,576	-	(2,829,812)	-	48,408,764	48,408,764
Furniture & Equipment	-	13,950,347	-	453,436	-	14,403,783	14,403,783
Debt Services	-	13,295,407	-	1,565,805	-	14,861,212	14,861,212
Subtotal Plant Funds	-	278,567,249	-	(25,389,718)	-	253,177,531	253,177,531
TOTAL BEGINNING FUND BALANCES	123,479,324	290,965,094	8,704,072	(26,709,864)	132,183,396	264,255,230	396,438,626
TOTAL AVAILABLE							
Instruction and General	511,447,891	81,882,110	8,694,088	(367,727)	520,141,979	81,514,383	601,656,362
Public Service	952,048	-	-	-	952,048	-	952,048
Scholarships and Fellowships	-	105,903,290	-	(952,419)	-	104,950,871	104,950,871
Auxiliary Enterprises	8,269,988	-	-	-	8,269,988	-	8,269,988
Student Activity Fee	5,432,505	-	9,984	-	5,442,489	-	5,442,489
Other (Use of Fund Balance)	-	-	-	-	-	-	-
Subtotal Current Funds	526,102,432	187,785,400	8,704,072	(1,320,146)	534,806,504	186,465,254	721,271,758
Capital Outlay	-	262,152,241	-	(65,281,053)	-	196,871,188	196,871,188
Renewals & Replacements	-	-	-	-	-	-	-
Building	-	58,702,852	-	56,777,110	-	115,479,962	115,479,962
Furniture & Equipment	-	17,087,655	-	453,436	-	17,541,091	17,541,091
Debt Services	-	88,340,395	-	1,565,805	-	89,906,200	89,906,200
Subtotal Plant Funds	-	426,283,143	-	(6,484,702)	-	419,798,441	419,798,441
TOTAL AVAILABLE	526,102,432	614,068,543	8,704,072	(7,804,848)	534,806,504	606,263,695	1,141,070,199

TOTAL AVAILABLE = Current Funds + Plant Funds

Note: Beg. fund balance includes Board mandated 15% (Report does not include endowment: 50, 60, loan funds: 41, 45, investment in plant fund 97, or agency funds: 31, 35; Include operating,

Unspent bond proceeds from prior year are included as part of beginning capital outlay fund balances.

FY 2021 - 2022 ALL FUNDS BUDGET REPORT

Exhibit I

	Approved Budget 2021 - 2022		Adjustments to Budget 2021 - 2022		Adjusted Budget 2021 - 2022		Total
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	
EXPENDITURES							
Instruction and General	382,283,382	80,666,002	-	-	382,283,382	80,666,002	462,949,384
Public Service	1,542,255	-	-	-	1,542,255	-	1,542,255
Scholarships and Fellowships	-	100,532,657	-	-	-	100,532,657	100,532,657
Auxiliary Enterprises	2,047,781	-	-	-	2,047,781	-	2,047,781
Student Activity Fee	2,571,096	-	-	-	2,571,096	-	2,571,096
Other (Use of Fund Balance)	-	-	-	-	-	-	-
Subtotal Current Funds	388,444,514	181,198,659	-	-	388,444,514	181,198,659	569,643,173
Capital Outlay	-	266,007,721	-	(40,701,906)	-	225,305,815	225,305,815
Renewals & Replacements	-	-	-	-	-	-	-
Building	-	58,753,852	-	59,606,922	-	118,360,774	118,360,774
Furniture & Equipment	-	2,165,866	-	-	-	2,165,866	2,165,866
Debt Services	-	85,021,374	-	-	-	85,021,374	85,021,374
Subtotal Plant Funds	-	411,948,813	-	18,905,016	-	430,853,829	430,853,829
TOTAL EXPENDITURES	388,444,514	593,147,472	-	18,905,016	388,444,514	612,052,488	1,000,497,002
TRANSFERS (IN) OUT							
Instruction and General	-	-	-	-	-	-	-
Public Service	-	-	-	-	-	-	-
Scholarships and Fellowships	5,811,104	(5,811,104)	-	-	5,811,104	(5,811,104)	-
Auxiliary Enterprises	-	-	-	-	-	-	-
Student Activity Fee	-	-	-	-	-	-	-
Other (Use of Fund Balance)	-	-	-	-	-	-	-
Subtotal Current Funds	5,811,104	(5,811,104)	-	-	5,811,104	(5,811,104)	-
Capital Outlay	3,855,480	(3,855,480)	-	-	3,855,480	(3,855,480)	-
Renewals & Replacements	-	-	-	-	-	-	-
Building	51,000	(51,000)	-	-	51,000	(51,000)	-
Furniture & Equipment	-	-	-	-	-	-	-
Debt Services	11,569,916	(11,569,916)	-	-	11,569,916	(11,569,916)	-
Subtotal Plant Funds	15,476,396	(15,476,396)	-	-	15,476,396	(15,476,396)	-
NET TRANSFERS	21,287,500	(21,287,500)	-	-	21,287,500	(21,287,500)	-
TOTAL EXPENSE AND TRANSFERS	409,732,014	571,859,972	-	18,905,016	409,732,014	590,764,988	1,000,497,002
ENDING FUND BALANCES							
Instruction and General	129,164,510	1,216,108	8,694,088	(367,727)	137,858,598	848,381	138,706,979
Public Service	(590,207)	-	-	-	(590,207)	-	(590,207)
Scholarships and Fellowships	(5,811,104)	11,181,737	-	(952,419)	(5,811,104)	10,229,318	4,418,214
Auxiliary Enterprises	6,222,207	-	-	-	6,222,207	-	6,222,207
Student Activity Fee	2,861,409	-	9,984	-	2,871,393	-	2,871,393
Other (Use of Fund Balance)	-	-	-	-	-	-	-
Subtotal Current Funds	131,846,815	12,397,845	8,704,072	(1,320,146)	140,550,887	11,077,699	151,628,586
Capital Outlay	(3,855,480)	-	-	(24,579,147)	(3,855,480)	(24,579,147)	(28,434,627)
Renewals & Replacements	-	-	-	-	-	-	-
Building	(51,000)	-	-	(2,829,812)	(51,000)	(2,829,812)	(2,880,812)
Furniture & Equipment	-	14,921,789	-	453,436	-	15,375,225	15,375,225
Debt Services	(11,569,916)	14,888,937	-	1,565,805	(11,569,916)	16,454,742	4,884,826
Subtotal Plant Funds	(15,476,396)	29,810,726	-	(25,389,718)	(15,476,396)	4,421,008	(11,055,388)
TOTAL ENDING FUND BALANCES	116,370,419	42,208,571	8,704,072	(26,709,864) (A)	125,074,491	15,498,707	140,573,198
TOTAL EXP, TRANSF & BAL	526,102,432	614,068,543	8,704,072	(7,804,848)	534,806,504	606,263,695	1,141,070,199
TOTAL EXP, TRANSF & BAL = TOTAL EXPENDITURES + NET TRANSFERS + TOTAL ENDING BALANCES							
Change in Fund Balance	(7,108,905)	(248,756,523)	-	-	(7,108,905)	(248,756,523)	(255,865,428)

Discussion and Possible Action on Acceptance of the FY 2021-2022 Budget: Amendment No. 2

Presented to the Board Acting as Committee of the Whole on December 7, 2021, and now presented to the Board for approval on December 14, 2021.

MINUTE ORDER

“The Alamo Colleges Board of Trustees hereby accepts the FY 2021-2022 Budget: Amendment No. 2 as presented.”

PURPOSE

The following Budget Amendment Summary signifies changes to the FY2021-2022 Budget which has been updated to reflect (a) rollover balances of multiyear accounts based on final August 31, 2021 account balances, the fall 2021 cost-share revenue and expense for dual credit programs and our partnership with the ISD’s, and the 50% carryover of prior year operational savings per Board policy and (b) proposed key strategic investments in support of our students.

BACKGROUND

Rollover Balances. During the FY 2021-2022 budget process, projections were made in June/July as to the ending carryover balances for eligible multi-year accounts at August 31, 2021. After the FY21 financial statements are completed, the balances for FY 2021-2022 are adjusted to reflect the actual carryover balance. This amendment allows for use of carryover balances for student activity fees, preventive maintenance, and other multi-year accounts.

Dual Credit Cost Share. As stated in our agreement with our service-area ISD’s, revenue budgets will be adjusted to reflect the billing to each ISD based on high school program enrollments, and expense budgets will be adjusted to increase funding at each college for faculty release time and other costs incurred in support of dual credit.

Savings Incentive Program. As defined in Board policy C.1.4, based on FY2020-2021 operating fund savings, 50% of the savings based on 8/31/21 financials will be carried forward.

Key Strategic Investments. Funds additional student support, including a spring scholarship incentive, similar to the Summer Momentum Program, support for faculty certification, Open Educational Resources (OER) and a Alamo Welcome Center.

IMPLICATIONS

Financial: FY2021-2022 Unrestricted Budget: Increase in revenue of \$881,200, increase in expense of \$44,299,620

FY2021-2022 Restricted Budget: Increase in revenue of \$18,905,016, increase in expense of \$18,905,016

Strategic Plan: Goal III - Performance Excellence

Human Resources: N/A

ATTACHMENTS: FY 2021-22 All Funds Budget Amendment #2 Summary

Shayne A. West Date
Interim Assoc. Vice Chancellor of Fiscal Services

Diane E. Snyder, CPA, Ph.D. Date
Vice Chancellor for Finance and Administration

Dr. Mike Flores Date
Chancellor

ALAMO COLLEGES

FY 2021 - 2022 ALL FUNDS BUDGET REPORT

(Includes Budget Amendment #1-2 as of December 14, 2021)

	Approved Budget 2021 - 2022		Adjustments to Budget 2021 - 2022		Adjusted Budget 2021 - 2022		Total
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	
REVENUES							
Instruction and General	394,029,976	80,666,002	881,200	- A1	394,911,176	80,666,002	475,577,178
Public Service	952,048	-	-	-	952,048	-	952,048
Scholarships and Fellowships	-	94,721,553	-	-	-	94,721,553	94,721,553
Auxiliary Enterprises	5,069,988	-	-	-	5,069,988	-	5,069,988
Student Activity Fee	2,571,096	-	-	-	2,571,096	-	2,571,096
Other (Use of Fund Balance)	-	-	-	-	-	-	-
Subtotal Current Funds	402,623,108	175,387,555	881,200	-	403,504,308	175,387,555	578,891,863
Capital Outlay	-	62,069,322	-	(40,701,906)	-	21,367,416	21,367,416
Renewals & Replacements	-	-	-	-	-	-	-
Building	-	7,464,276	-	59,606,922	-	67,071,198	67,071,198
Furniture & Equipment	-	3,137,308	-	-	-	3,137,308	3,137,308
Debt Services	-	75,044,988	-	-	-	75,044,988	75,044,988
Subtotal Plant Funds	-	147,715,894	-	18,905,016	-	166,620,910	166,620,910
TOTAL REVENUES	402,623,108	323,103,449	881,200	18,905,016	403,504,308	342,008,465	745,512,773
BEGINNING FUND BALANCES							
Instruction and General	117,417,915	1,216,108	8,694,088	(367,727)	126,112,003	848,381	126,960,384
Public Service	-	-	-	-	-	-	-
Scholarships and Fellowships	-	11,181,737	-	(952,419)	-	10,229,318	10,229,318
Auxiliary Enterprises	3,200,000	-	-	-	3,200,000	-	3,200,000
Student Activity Fee	2,861,409	-	9,984	-	2,871,393	-	2,871,393
Other (Use of Fund Balance)	-	-	-	-	-	-	-
Subtotal Current Funds	123,479,324	12,397,845	8,704,072	(1,320,146)	132,183,396	11,077,699	143,261,095
Capital Outlay	-	200,082,919	-	(24,579,147)	-	175,503,772	175,503,772
Renewals & Replacements	-	-	-	-	-	-	-
Building	-	51,238,576	-	(2,829,812)	-	48,408,764	48,408,764
Furniture & Equipment	-	13,950,347	-	453,436	-	14,403,783	14,403,783
Debt Services	-	13,295,407	-	1,565,805	-	14,861,212	14,861,212
Subtotal Plant Funds	-	278,567,249	-	(25,389,718)	-	253,177,531	253,177,531
TOTAL BEGINNING FUND BALANCES	123,479,324	290,965,094	8,704,072	(26,709,864)	132,183,396	264,255,230	396,438,626
TOTAL AVAILABLE							
Instruction and General	511,447,891	81,882,110	9,575,288	(367,727)	521,023,179	81,514,383	602,537,562
Public Service	952,048	-	-	-	952,048	-	952,048
Scholarships and Fellowships	-	105,903,290	-	(952,419)	-	104,950,871	104,950,871
Auxiliary Enterprises	8,269,988	-	-	-	8,269,988	-	8,269,988
Student Activity Fee	5,432,505	-	9,984	-	5,442,489	-	5,442,489
Other (Use of Fund Balance)	-	-	-	-	-	-	-
Subtotal Current Funds	526,102,432	187,785,400	9,585,272	(1,320,146)	535,687,704	186,465,254	722,152,958
Capital Outlay	-	262,152,241	-	(65,281,053)	-	196,871,188	196,871,188
Renewals & Replacements	-	-	-	-	-	-	-
Building	-	58,702,852	-	56,777,110	-	115,479,962	115,479,962
Furniture & Equipment	-	17,087,655	-	453,436	-	17,541,091	17,541,091
Debt Services	-	88,340,395	-	1,565,805	-	89,906,200	89,906,200
Subtotal Plant Funds	-	426,283,143	-	(6,484,702)	-	419,798,441	419,798,441
TOTAL AVAILABLE	526,102,432	614,068,543	9,585,272	(7,804,848)	535,687,704	606,263,695	1,141,951,399

TOTAL AVAILABLE = Current Funds + Plant Funds

Note: Beg. fund balance includes Board mandated 15% (Report does not include endowment: 50, 60, loan funds: 41, 45, investment in plant fund 97, or agency funds: 31, 35; Include operating, grants, construction, scholarships, & gifts funds)

Unspent bond proceeds from prior year are included as part of beginning capital outlay fund balances.

ALAMO COLLEGES

FY 2021 - 2022 ALL FUNDS BUDGET REPORT

(Includes Budget Amendment #1-2 as of December 14, 2021)

	Approved Budget 2021 - 2022		Adjustments to Budget 2021 - 2022			Adjusted Budget 2021 - 2022		Total
	Unrestricted	Restricted	Unrestricted	Restricted		Unrestricted	Restricted	
EXPENDITURES								
Instruction and General	382,283,382	80,666,002	41,436,966	-	A1, F1	423,720,347	80,666,002	504,386,349
Public Service	1,542,255	-	-	-		1,542,255	-	1,542,255
Scholarships and Fellowships	-	100,532,657	-	-		-	100,532,657	100,532,657
Auxiliary Enterprises	2,047,781	-	-	-		2,047,781	-	2,047,781
Student Activity Fee	2,571,096	-	2,862,654	-	E1	5,433,750	-	5,433,750
Other (Use of Fund Balance)	-	-	-	-		-	-	-
Subtotal Current Funds	388,444,514	181,198,659	44,299,620	-		432,744,134	181,198,659	613,942,793
Capital Outlay	-	266,007,721	-	(40,701,906)		-	225,305,815	225,305,815
Renewals & Replacements	-	-	-	-		-	-	-
Building	-	58,753,852	-	59,606,922		-	118,360,774	118,360,774
Furniture & Equipment	-	2,165,866	-	-		-	2,165,866	2,165,866
Debt Services	-	85,021,374	-	-		-	85,021,374	85,021,374
Subtotal Plant Funds	-	411,948,813	-	18,905,016		-	430,853,829	430,853,829
TOTAL EXPENDITURES	388,444,514	593,147,472	44,299,620	18,905,016		432,744,134	612,052,488	1,044,796,622
TRANSFERS (IN) OUT								
Instruction and General	-	-	-	-		-	-	-
Public Service	-	-	-	-		-	-	-
Scholarships and Fellowships	5,811,104	(5,811,104)	-	-		5,811,104	(5,811,104)	-
Auxiliary Enterprises	-	-	-	-		-	-	-
Student Activity Fee	-	-	-	-		-	-	-
Other (Use of Fund Balance)	-	-	-	-		-	-	-
Subtotal Current Funds	5,811,104	(5,811,104)	-	-		5,811,104	(5,811,104)	-
Capital Outlay	3,855,480	(3,855,480)	-	-		3,855,480	(3,855,480)	-
Renewals & Replacements	-	-	-	-		-	-	-
Building	51,000	(51,000)	-	-		51,000	(51,000)	-
Furniture & Equipment	-	-	-	-		-	-	-
Debt Services	11,569,916	(11,569,916)	-	-		11,569,916	(11,569,916)	-
Subtotal Plant Funds	15,476,396	(15,476,396)	-	-		15,476,396	(15,476,396)	-
NET TRANSFERS	21,287,500	(21,287,500)	-	-		21,287,500	(21,287,500)	-
TOTAL EXPENSE AND TRANSFERS	409,732,014	571,859,972	44,299,620	18,905,016		454,031,634	590,764,988	1,044,796,622
ENDING FUND BALANCES								
Instruction and General	129,164,510	1,216,108	(31,861,678)	(367,727)		97,302,832	848,381	98,151,213
Public Service	(590,207)	-	-	-		(590,207)	-	(590,207)
Scholarships and Fellowships	(5,811,104)	11,181,737	-	(952,419)		(5,811,104)	10,229,318	4,418,214
Auxiliary Enterprises	6,222,207	-	-	-		6,222,207	-	6,222,207
Student Activity Fee	2,861,409	-	(2,852,670)	-		8,739	-	8,739
Other (Use of Fund Balance)	-	-	-	-		-	-	-
Subtotal Current Funds	131,846,815	12,397,845	(34,714,348)	(1,320,146)		97,132,467	11,077,699	108,210,166
Capital Outlay	(3,855,480)	-	-	(24,579,147)		(3,855,480)	(24,579,147)	(28,434,627)
Renewals & Replacements	-	-	-	-		-	-	-
Building	(51,000)	-	-	(2,829,812)		(51,000)	(2,829,812)	(2,880,812)
Furniture & Equipment	-	14,921,789	-	453,436		-	15,375,225	15,375,225
Debt Services	(11,569,916)	14,888,937	-	1,565,805		(11,569,916)	16,454,742	4,884,826
Subtotal Plant Funds	(15,476,396)	29,810,726	-	(25,389,718)		(15,476,396)	4,421,008	(11,055,388)
TOTAL ENDING FUND BALANCES	116,370,419	42,208,571	(34,714,348)	(26,709,864)		81,656,071	15,498,707	97,154,778
TOTAL EXP, TRANSF & BAL	526,102,432	614,068,543	9,585,272	(7,804,848)		535,687,704	606,263,695	1,141,951,399

ALAMO COLLEGES
BUDGET AMENDMENT # 1-2 - REVENUE FOOTNOTE DETAILS

UNRESTRICTED

	Amendment	Description	Campus	REVENUE
(A1)	Instruction and General			
	#2 - Dec 2021	Dual Credit - ISD cost share (Fall 2021 only)	Colleges	881,200
	Total			881,200
(B1)	Public Service			
	Total			-
(C1)	Scholarships and Fellowships			
	Total			-
(D1)	Auxiliary Enterprises			
	Total			-
(E1)	Student Activity Fee			
	Total			-
(F1)	Other Transfers			
	Total			-
	TOTAL REVENUE AMENDMENT			881,200

RESTRICTED

	Amendment	Description	Campus	REVENUE
	Other Transfers			
	Total			-
	TOTAL REVENUE AMENDMENT - RESTRICTED			-

TOTAL REVENUE

881,200

Note: Dollar amounts are rounded

ALAMO COLLEGES
BUDGET AMENDMENT # 1-2 - EXPENSE FOOTNOTE DETAILS

UNRESTRICTED			
Amendment	Description	Campus	EXPENSE
(A1)	Instruction and General		
#2 - Dec 2021	Dual Credit - ISD cost share (Fall 2021 only)	Colleges	881,200
#2 - Dec 2021	FY21 50% Savings Incentive	Colleges & DSO	6,421,054
#2 - Dec 2021	FY21 Preventive Maintenance - balance roll-forward	DSO	20,675,543
#2 - Dec 2021	FY21 Student Success Fund - balance roll forward	DSO	906,308
#2 - Dec 2021	Special Program Tuition to Multi-year	SPC	383,467
#2 - Dec 2021	Veterans Administration Revenue	Colleges	34,054
#2 - Dec 2021	CIP Future Operatins	All	200,000
#2 - Dec 2021	Spring Incentive Scholarship	Colleges	2,123,520
#2 - Dec 2021	AlamoPROMISE reserve for scholarships (increase to \$2.5M)	Colleges	1,000,000
#2 - Dec 2021	ESMP - Summer 2022 (increase to \$4.0M total in FY22)	Colleges	1,000,000
#2 - Dec 2021	FY22 One-time: HWHHD Stipends	Colleges	400,000
#2 - Dec 2021	FY22 One-time: OER	Colleges	500,000
#2 - Dec 2021	FY22 One-time: Advertising	DSO	300,000
#2 - Dec 2021	FY22 One-time: Faculty Certifications	DSO/HR	500,000
#2 - Dec 2021	FY22 One-time: VCAS/Micro-credential	DSO	596,200
#2 - Dec 2021	FY22 One-time: NLC supplement HEERF	NLC	449,312
#2 - Dec 2021	FY22 5 student financial aid coaches	Colleges	425,000
#2 - Dec 2021	FY22 - Alamo Welcome Center, Community Connections & Street Team	DSO	2,000,000
	Total		38,795,657
(B1)	Public Service		
	Total		-
(C1)	Scholarships and Fellowships		
	Total		-
(D1)	Auxiliary Enterprises		
	Total		-
(E1)	Student Activity Fee		
#2 - Dec 2021	Student Activity Fee Carry Over - Fund 111003	SAC	433,109
#2 - Dec 2021	Student Activity Fee Carry Over - Fund 112003	SPC	246,071
#2 - Dec 2021	Student Activity Fee Carry Over - Fund 113003	PAC	487,557
#2 - Dec 2021	Student Activity Fee Carry Over - Fund 114003	NVC	1,127,171
#2 - Dec 2021	Student Activity Fee Carry Over - Fund 115003	NLC	568,745
	Total		2,862,654
(F1)	Other Transfers		
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 151001	SAC	747
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 152001	SPC	-
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 153001	PAC	-
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 154001	NVC	-
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 155001	NVC	2,044
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 159001	DSO	27,747
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 159001	DSO	256
#2 - Dec 2021	Parking Rentals - Fund 171001	SAC	19,876
#2 - Dec 2021	Koehler House - Fund 171002	SAC	48,546
#2 - Dec 2021	AUX Student Publications - Fund 171003	SAC	33,476
#2 - Dec 2021	Auditorium - Fund 171005	SAC	40,101
#2 - Dec 2021	Planetarium - Fund 171006	SAC	-
#2 - Dec 2021	Challenger - Fund 171007	SAC	120,122
#2 - Dec 2021	Tech Store - Fund 171010	SAC	195,434
#2 - Dec 2021	Eco Centro - Fund 171011	SAC	6,542
#2 - Dec 2021	General Institutional Costs - Fund 172001	SPC	69,571
#2 - Dec 2021	Auditorium - Fund 172002	SPC	11,315
#2 - Dec 2021	Fine Arts - Fund 172003	SPC	3,488
#2 - Dec 2021	Bowling Alley - Fund 172004	SPC	9,121
#2 - Dec 2021	GSVOTC Rentals - Fund 172005	SPC	33,593
#2 - Dec 2021	SWC Center for Excellence Math - Fund 172006	SPC	1,625
#2 - Dec 2021	Gym Rental - Fund 173001	PAC	26,219
#2 - Dec 2021	Auditorium - Fund 173002	PAC	2,535
#2 - Dec 2021	Business Services - Fund 173003	PAC	109,210
#2 - Dec 2021	Arts and Kinesiology Chair - Fund 174003	NVC	94,642
#2 - Dec 2021	Moive Night Events - Fund 174004	NVC	1,212
#2 - Dec 2021	Fundraising Events - Fund 174005	NVC	-
#2 - Dec 2021	Kinesiology - Fund 175001	NLC	35,726
#2 - Dec 2021	Theatre and Communications - Fund 175002	NLC	40,528
#2 - Dec 2021	Theatre and Communications - Fund 175003	NLC	7,975
#2 - Dec 2021	General Institutional Costs - Fund 175004	NLC	7,903
#2 - Dec 2021	Tees Energy Conservation - Fund 179001	DSO	21,731
#2 - Dec 2021	Multi-year Work Study - Fund 179003	DSO	1,396,974
#2 - Dec 2021	Int'l Prog Education Fee - Fund 119004	DSO	264,052
#2 - Dec 2021	Int'l Prog Education Fee - Fund 119001	DSO	-
#2 - Dec 2021	int'l Prog Student Abroad Adm - Fund 119001	DSO	-
#2 - Dec 2021	Int'l Prog Foreign Student App - Fund 119001	DSO	9,000
	Total		2,641,309
	TOTAL EXPENSE AMENDMENT - UNRESTRICTED		44,299,620
RESTRICTED			
Amendment	Description	Campus	EXPENSE
	Other Transfers		
	Total		-
	TOTAL EXPENSE AMENDMENT - RESTRICTED		-
TOTAL EXPENSE			44,299,620

Note: Dollar amounts are rounded

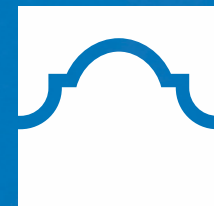
ALAMO COLLEGES
BUDGET AMENDMENT # 1-2- TRANSFERS FOOTNOTE DETAILS

UNRESTRICTED			
Amendment	Description	Campus	TRANSFERS
(A1)	Instruction and General		
#2 - Dec 2021	Dual Credit - ISD cost share (Fall 2021 only)	Colleges	(881,200)
#2 - Dec 2021	FY21 50% Savings Incentive	Colleges & DSO	(6,421,054)
#2 - Dec 2021	FY21 Preventive Maintenance - balance roll-forward	DSO	(20,675,543)
#2 - Dec 2021	FY21 Student Success Fund - balance roll forward	DSO	(906,308)
#2 - Dec 2021	Special Program Tuition to Multi-year	SPC	(383,467)
#2 - Dec 2021	Veterans Administration Revenue	Colleges	(34,054)
#2 - Dec 2021	CIP Future Operatins	All	(200,000)
#2 - Dec 2021	Spring Incentive Scholarship	Colleges	(2,123,520)
#2 - Dec 2021	AlamoPROMISE reserve for scholarships (increase to \$2.5M)	Colleges	(1,000,000)
#2 - Dec 2021	ESMP - Summer 2022 (increase to \$4.0M total in FY22)	Colleges	(1,000,000)
#2 - Dec 2021	FY22 One-time: HWHHD Stipends	Colleges	(400,000)
#2 - Dec 2021	FY22 One-time: OER	Colleges	(500,000)
#2 - Dec 2021	FY22 One-time: Advertising	DSO	(300,000)
#2 - Dec 2021	FY22 One-time: Faculty Certifications	DSO/HR	(500,000)
#2 - Dec 2021	FY22 One-time: VCAS/Micro-credential	DSO	(596,200)
#2 - Dec 2021	FY22 One-time: NLC supplement HEERF	NLC	(449,312)
#2 - Dec 2021	FY22 5 student financial aid coaches	Colleges	(425,000)
#2 - Dec 2021	FY22 - Alamo Welcome Center, Community Connections & Street Team	DSO	(2,000,000)
Total			(38,795,657)
(B1)	Public Service		
Total			-
(C1)	Scholarships and Fellowships		
Total			-
(D1)	Auxiliary Enterprises		
Total			-
(E1)	Student Activity Fee		
#2 - Dec 2021	Student Activity Fee Carry Over - Fund 111003	SAC	(433,109)
#2 - Dec 2021	Student Activity Fee Carry Over - Fund 112003	SPC	(246,071)
#2 - Dec 2021	Student Activity Fee Carry Over - Fund 113003	PAC	(487,557)
#2 - Dec 2021	Student Activity Fee Carry Over - Fund 114003	NVC	(1,127,171)
#2 - Dec 2021	Student Activity Fee Carry Over - Fund 115003	NLC	(568,745)
Total			(2,862,654)
(F1)	Other Transfers		
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 151001	SAC	(747)
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 152001	SPC	-
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 153001	PAC	-
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 154001	NVC	-
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 155001	NVC	(2,044)
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 159001	DSO	(27,747)
#2 - Dec 2021	Unrestricted Scholarships Roll Over - Fund 159001	DSO	(256)
#2 - Dec 2021	Parking Rentals - Fund 171001	SAC	(19,876)
#2 - Dec 2021	Koehler House - Fund 171002	SAC	(48,546)
#2 - Dec 2021	AUX Student Publications - Fund 171003	SAC	(33,476)
#2 - Dec 2021	Auditorium - Fund 171005	SAC	(40,101)
#2 - Dec 2021	Planetarium - Fund 171006	SAC	-
#2 - Dec 2021	Challenger - Fund 171007	SAC	(120,122)
#2 - Dec 2021	Tech Store - Fund 171010	SAC	(195,434)
#2 - Dec 2021	Eco Centro - Fund 171011	SAC	(6,542)
#2 - Dec 2021	General Institutional Costs - Fund 172001	SPC	(69,571)
#2 - Dec 2021	Auditorium - Fund 172002	SPC	(11,315)
#2 - Dec 2021	Fine Arts - Fund 172003	SPC	(3,488)
#2 - Dec 2021	Bowling Alley - Fund 172004	SPC	(9,121)
#2 - Dec 2021	GSVOTC Rentals - Fund 172005	SPC	(33,593)
#2 - Dec 2021	SWC Center for Excellence Math - Fund 172006	SPC	(1,625)
#2 - Dec 2021	Gym Rental - Fund 173001	PAC	(26,219)
#2 - Dec 2021	Auditorium - Fund 173002	PAC	(2,535)
#2 - Dec 2021	Business Services - Fund 173003	PAC	(109,210)
#2 - Dec 2021	Arts and Kinesiology Chair - Fund 174003	NVC	(94,642)
#2 - Dec 2021	Moive Night Events - Fund 174004	NVC	(1,212)
#2 - Dec 2021	Fundraising Events - Fund 174005	NVC	-
#2 - Dec 2021	Kinesiology - Fund 175001	NLC	(35,726)
#2 - Dec 2021	Theatre and Communications - Fund 175002	NLC	(40,528)
#2 - Dec 2021	Theatre and Communications - Fund 175003	NLC	(7,975)
#2 - Dec 2021	General Institutional Costs - Fund 175004	NLC	(7,903)
#2 - Dec 2021	Tees Energy Conservation - Fund 179001	DSO	(21,731)
#2 - Dec 2021	Multi-year Work Study - Fund 179003	DSO	(1,396,974)
#2 - Dec 2021	Int'l Prog Education Fee - Fund 119004	DSO	(264,052)
#2 - Dec 2021	Int'l Prog Education Fee - Fund 119001	DSO	-
#2 - Dec 2021	Int'l Prog Student Abroad Adm - Fund 119001	DSO	-
#2 - Dec 2021	Int'l Prog Foreign Student App - Fund 119001	DSO	(9,000)
Total			(2,641,309)
TOTAL TRANSFER AMENDMENT - UNRESTRICTED			(44,299,620)
RESTRICTED			
Amendment	Description	Campus	EXPENSE
Other Transfers			-
Total			-
TOTAL EXPENSE AMENDMENT - RESTRICTED			-
TOTAL TRANSFER			(44,299,620)

Note: Dollar amounts are rounded

Approval of Property Tax Roll

Tracey Sulak Bedwell, CTP, MBA
Treasurer



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient

Achieving the Dream
LEADER COLLEGE
OF DISTINCTION

Purpose

To comply with the State Property Tax Code requirement that the 2021 Tax Roll prepared by the Bexar County Tax Office be approved by the Board of Trustees of the Alamo Colleges District. This is done annually.

Background

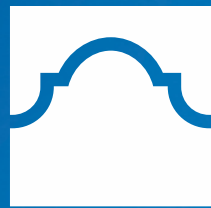
Section 26.09(e) of the State Property Tax Code requires the Board of Trustees of the Alamo Colleges District approve the tax roll prepared by the Tax Assessor Collector.

The 2021 tax roll (attachment to the Minute Order) has been prepared by the Bexar County Tax Assessor Collector for properties as of October 1, 2021 and contains the properties on the initial roll.

Approval requires a roll call vote.



Thank you.



ALAMO
COLLEGES
DISTRICT



2021 CERTIFIED TAX ROLL AS OF OCTOBER 1, 2021

TAX ASSESSMENT ROLLS OF ALAMO COMM COLLEGE FOR THE YEAR 2021 SHOW THE FOLLOWING SUMMARIES:

ROLL	NUMBER ACCTS	MARKET VALUE	TAXABLE VALUE	FREEZE LOSS	TOTAL LEVY
REAL PROPERTY	671,217	207,085,553,244	179,372,802,817	14,574,639.18	252,948,297.21
PERSONAL PROPERTY	43,755	15,545,955,861	14,623,153,453	.00	21,928,749.11
MOBILE HOME PROPERTY	0	0	0	.00	.00
MINERAL PROPERTY	0	0	0	.00	.00
OTHER PROPERTY	0	0	0	.00	.00
TOTAL	714,972	222,631,509,105	193,995,756,270	14,574,639.18	274,877,046.32

RATE OF TAXATION ASSESSMENT RATIO 100%
TOTAL TAX RATE 00.149150

ALBERT URESTI, MPA, PCC
TAX ASSESSOR-COLLECTOR BEXAR COUNTY

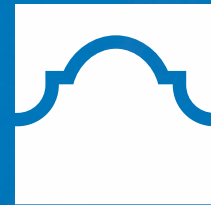
BY :



Overview for Purchase Contract Amendment – Employee Assistance Program Services

Gary O'Bar, C.P.M.
Director, Purchasing & Contract Administration

Linda Boyer-Owens, MA, SPHR, SCRM-SCP
Associate Vice Chancellor for Human Resources & Organizational Development



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient



Purpose

- This contract amendment provides for the purchase of the services that are provided full/part time employees and work study students as a resource to help through stressful situations and events.
- The services are provided at no charge and include confidential assessments, counseling, and educational resources for help with substance abuse, marital or family matters, and legal or financial situations.

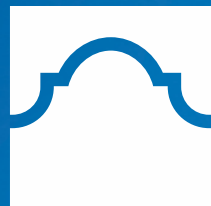


Recommended Contract Amendment: Employee Assistance Program Services

- **Type of Contract Action:** amendment to increase the authorized amount of services purchased.
- **Vendor:** Deer Oaks EAP Services, LLC is the current provider.
- **Amendment Amount:** increase by \$40,000 for a revised annual total of \$140,000
- **Contract Term:** Extend contract term by one-year from August 2022 to August 2023
- **Local Vendor:** Y
- **SMWVBE:** N
- **Funding for contract amount:** HR Institutional Budget - Employee Assistance Program Services



Thank you.



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DISTRICT



Appendix: Background

- In 2016, a multi-year contract was executed with Deer Oaks EAP Services, LLC providing for the purchase of Employee Assistance Program Services in the annual amount of \$41,000. In March 2020, the contract was amended to increase the amount of services purchased to \$98,000 annually and added services for part-time employees and work-study students.



Discussion and Possible Action on Amending the Contract with Deer Oaks EAP Services, LLC Providing for the Purchase of Employee Assistance Program Services

Presented to the Board Acting as Committee of the Whole on December 7, 2021 and now presented to Board for approval on December 14, 2021.

MINUTE ORDER

“The Board of Trustees hereby approves amending the contract with Deer Oaks EAP Services, LLC for the Purchase of Employee Assistance Program Services by providing for an increased authorization of \$42,000 for a revised annual amount of \$140,000; and providing for a one-year extension ending August 2023 under the same terms and conditions as requested by the office of the Associate Vice Chancellor for Human Resources and Organizational Development”.

PURPOSE

This contract action provides for the authorization to amend the contract to increase the amount of services that can be purchased annually; and, to extend the contract for a one-year period under the same terms and conditions. Approval of this contract action will result in continued service delivery to meet current and future employee and student demands; avoidance of startup costs/delays; and, stability to the program's service delivery.

The contract scope of work requires the contractor to provide services for the Employee Assistance Program (EAP) to full or part-time employees, and work-study students including counseling and referral services by state licensed counselors for help with substance abuse, marital or family matters, and legal or financial situations. The recommended contract amendment provides for an increase in service delivery; and authorizes extending the contract under the same terms and conditions for a one-year term ending August 2023.

BACKGROUND

In 2016, a multi-year contract was executed with Deer Oaks EAP Services, LLC providing for the purchase of Employee Assistance Program Services in the annual amount of \$41,000. In March 2020, the contract was amended to increase the amount of services purchased to \$98,000 annually and added services for part-time employees and work-study students. The contract is scheduled to terminate August 2022.

IMPLICATIONS

Financial: Increased authorization of \$42,000, revised annual amount of \$140,000; Funding provided from the 119001-893914 DIS Operating – DIS EAP Services

Strategic Plan: Goal I – Student Success; Goal III Performance Excellence

Employee Services: None

Attachments: Price Tabulation

Gary O'Bar, C.P.M.
Director, Purchasing & Contract Administration

Linda Boyer Owens
Associate Vice Chancellor for Human Resources &
Organizational Development

Dr. Diane E. Snyder, CPA, Ph.D.
Vice Chancellor for Finance & Administration

Dr. Mike Flores
Chancellor



PRICE TABULATION

Amending the Contract with Deer Oaks EAP Services, LLC
providing for the Purchase of Employee Assistance Program Services

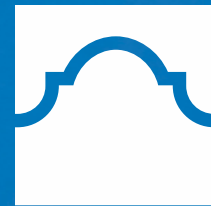
Item	Description	Unit Price
1	Employee Assistance Program Services	\$2.77 per person/per month

Note: The Unit Price provides services for full time/part time employees and work study students.

Overview for Purchase Contract Amendment - Faculty Professional Development Training Services and Materials

Gary O'Bar, C.P.M.
Director, Purchasing & Contract Administration

Linda Boyer-Owens, MA, SPHR, SCRM-SCP
Associate Vice Chancellor for Human Resources & Organizational Development



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient



Purpose

- The recommended contract amendment provides for the purchase of evidence-based faculty professional development training that meets the rigor for national certification and promotes quality instruction for students.
- The EdCert, LLC. Dba. The Association of Colleges and University Educators (ACUE) will provide services that include national certifications for faculty who complete their specialized courses in Inclusive Teaching for Equitable Learning, Effective Online Teaching Practices, and the Stackable Microcredentials in Creating an Inclusive and Supportive Online Learning Environment, Promoting Active Online Learning, Designing Student-Centered Courses, and Inspiring Inquiry and Preparing Lifelong Learners.

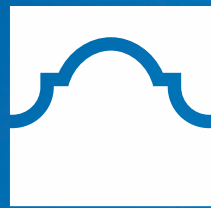


Recommended Contract Amendment: Faculty Professional Development Training Services and Materials

- **Type of Contract Action:** amendment to increase the amount of services purchased
- **Vendor (Current):** EdCert, LLC. Dba. The Association of Colleges and University Educators (ACUE)
- **Amendment Amount:** increase from \$90,000 annually to up to \$750,000 for the 2 year period ending 12/31/23
- **Contract Term:** After 12/31/23, renews for a one-year term each January based on available funding unless terminated by either party.
- **Local Vendor:** N
- **SMWVBE:** N
- **Funding for current contract amount:** HR Institutional Training Budget and for SAC training initiative of 100% of their faculty, from SAC Higher Education Emergency Relief Fund (HEERF) Grant



Thank you.



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DISTRICT



Appendix: Background

- In January 2020, a contract was executed with EdCert, LLC. Dba. The Association of Colleges and University Educators (ACUE) providing for services and was amended in September 2021 increasing the amount of services purchased to \$90,000.
- EdCERT, LLC. Dba. The Association of Colleges and University Educators (ACUE) holds proprietary course curriculum as intellectual property for training materials, and as such this purchase is being made on a sole source basis. TX ED 44.031.



Discussion and Possible Action on Amending a Contract with EdCERT, LLC. Db. The Association of Colleges and University Educators (ACUE) Providing for the Purchase of Faculty Professional Development Training Services and Materials

Presented to the Board Acting as Committee of the Whole on December 7, 2021 and now presented to Board for approval on December 14, 2021.

MINUTE ORDER

The Board of Trustees hereby approves amending a contract with EdCERT, LLC. Db. The Association of Colleges and University Educators (ACUE) for a revised amount of \$750,000 for the two year period ending December 31, 2023 providing for the purchase of Faculty Professional Development Training Services and Materials as requested by the Associate Vice Chancellor for Human Resources and Organizational Development.”

PURPOSE

This action amends a contract enabling an increase in the amount of services purchased. San Antonio College piloted the micro credential training with this vendor with 103 faculty learners to date completing one or more of the four available micro credentials. Leveraging HEERF grant dollars, ACD is now expanding Spring 2022 offerings districtwide at an estimated cost of \$919 per micro credential, with ACUE Micro credential courses lasting between 5 to 8 weeks depending on the module. The full curriculum for all four micro credentials lasts 9 months. After the Spring term, we plan to cover the Faculty Development costs within the institutional HR training budget. Approval of this contract action enables negotiated changes to the contract that will result in continued service delivery to meet current and future demands.

The contract scope of work requires the contractor to provide evidence-based training that meets the rigor for national certification and promotes quality instruction for students. The services include national certifications for faculty who complete their specialized courses in Inclusive Teaching for Equitable Learning, Effective Online Teaching Practices, and the Stackable Microcredentials in Creating an Inclusive and Supportive Online Learning Environment, Promoting Active Online Learning, Designing Student-Centered Courses, and Inspiring Inquiry and Preparing Lifelong Learners.

BACKGROUND

In January 2020, a contract was executed with ACUE and amended in September 2021 extending the term to December 31, 2021, and increasing the amount of services to \$90,000. This recommended contract amendment provides for an increase in services for a new scope for up to \$750,000 over the two year period (avg. of \$375K per year) ending December 31, 2023. After 12/31/23, renews for a one-year term each January based on available funding unless terminated by either party. EdCERT, LLC. Db. The Association of Colleges and University Educators (ACUE) holds proprietary course curriculum as intellectual property for training materials, and as such this purchase is being made on a sole source basis. [TX ED 44.031](#).

IMPLICATIONS

Financial: Increased amount to \$750,000 covering the 2 year period ending 12/31/2023; Funding provided from Higher Education Emergency Relief Fund (HEERF) for Spring 2022 training and from Human Resources Training Institutional funds thereafter.

Strategic Plan: Goal I – Student Success; Goal III Performance Excellence

Attachments: Price Tabulation

Gary O'Bar, C.P.M.
Director, Purchasing & Contract Administration

Linda Boyer Owens
Associate Vice Chancellor for Human Resources &
Organizational Development

Dr. Diane E. Snyder, CPA, Ph.D.
Vice Chancellor for Finance & Administration

Dr. Mike Flores
Chancellor





PRICE TABULATION

Contract Amendment with EdCERT, LLC. Dba. The Association of Colleges and University Educators (ACUE) providing for the Purchase of Faculty Professional Development Training Services

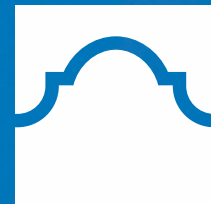
Qty	Description	Rate	Amount
10	Microcredential Cohorts anticipated to launch (1) Spring 2022, (1) Summer 2022, (2) Fall 2022, (2) Spring 2023, (1) Summer 2023, (2) Fall 2023, (1) Spring 2024	\$15,000	\$150,000
7	Inclusive Teaching for Equitable Learning Inclusive Teaching for Equitable Learning Cohorts anticipated to launch, (1) Spring 2022, (1) Summer 2022, (1) Fall 2022, (1) Spring 2023 (1) Summer 2023, (1) Fall 2023, (1) Spring 2024	\$15,000	\$105,000
2	Full Course Cohorts anticipated to launch (1) Fall 2022, (1) Fall 2023	\$40,000	\$80,000
8	ITEL Microcredential Facilitation Microcredential Facilitation for Inclusive Teaching for Equitable Learning	\$3,000	\$24,000
2	Course Facilitation Full Course Cohort Facilitators	\$5,500	\$11,000
1	Discount for Facilitation for Inclusive Teaching for Equitable Learning		(\$6,000)



Overview for Purchase Contract Award - Purchase of Medical Technology and Lab Training Equipment for St. Philip's College Health Science Programs

Gary O'Bar, C.P.M.
Director, Purchasing & Contract Administration

Dr. Adena Loston
President, St. Philip's College



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient

Achieving the Dream
LEADER COLLEGE
OF DISTINCTION

Purpose

- Utilizing HEERF Grant funds to update health science equipment
- Purchase of medical simulation equipment/devices for surgical, respiratory, sonography, and radiography lab applications training for students of the St. Philip's College Health Science Programs.
- The equipment will update the preclinical room and laboratory providing students a realistic opportunity to train safely using radiology and other equipment that is being mandated to be used in the workforce.



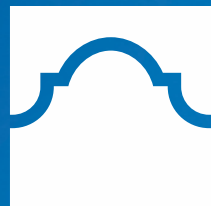


Recommended Contract Award: Purchase of Medical Technology and Lab Training Equipment for St. Philip's College Health Science Programs

- **Type of Contract Action:** Competitive Sealed Proposal (CSP), Indefinite-Delivery, Indefinite-Quantity basis to meet current and future purchase requirements.
- **Vendor Pool Recommended for award:**
 - Anatomage Inc.,
 - GE Healthcare,
 - Mock Medical LLC,
 - Parisi & Venturini Corp., DBA GT Simulators by Global Tech,
 - Philips Healthcare,
 - Shimadzu Medical Systems,
 - Stryker Corp., and
 - Vyaire Medical Inc.
- **Initial Contract Amount:** \$2,374,730
- **Contract Term:** 8/31/2023,
renewable 3 one-yr. options
- **Local Vendor:** N
- **SMWVBE Vendor:** N
- **Funding for initial contract amt.:** SPC Higher Education Emergency Relief Fund (HEERF).



Thank you.



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Appendix: Background

- A notice soliciting Competitive Sealed Proposals (CSP) was advertised in the San Antonio Express News and La Prensa de San Antonio twice over a 21-day period.
- Additionally, Purchasing & Contract Administration sent notices to 77 potential Offerors, and receive responses from 8 vendors.
- Representatives from St. Philip's College Health Science Programs evaluated the eleven proposals received by the CSP deadline.
- The contracts are recommended for award to all 8 vendors on a best value basis.



Discussion and Possible Action on the Purchase of Medical Technology and Lab Training Equipment for St. Philip's College Health Science Programs

Presented to the Board Acting as Committee of the Whole on December 7, 2021 and now presented to Board for approval on December 14, 2021.

MINUTE ORDER

" The Board of Trustees hereby awards a contract to Anatomage Inc., GE Healthcare proposals #1 and #2, Mock Medical LLC, Parisi & Venturini Corp., DBA GT Simulators by Global Tech, Philips Healthcare, Shimadzu Medical Systems, Stryker Sales Corp. DBA Stryker Instruments proposals #1, #2, and #3, and Vyair Medical Inc. providing for the purchase of Medical Technology and Lab Training Equipment for approximately \$2,374,730 as requested by the office of the President for St. Philip's College.

PURPOSE

This contract action provides for the purchase of Medical Technology and Lab Training Equipment on an Indefinite-Delivery, Indefinite-Quantity basis. An evaluation process to formally award multiple contracts to various Offerors each with a unique specialization, was conducted to reduce the delays in repetitive bidding; expand the range of services; and to ensure services are available when needed. The amounts shown represent current requirements. Additional purchases can be made on an as-needed basis. The actual amount paid is based on the items purchased.

The St. Philip's College Health Science Programs provide an environment fostering excellence in technical achievement while remaining responsive to the needs of the community. The mission is fulfilled by providing education and training that assures demonstration of entry-level competencies, and prepares graduates to accomplish job functions at a number of healthcare facilities and providers.

All students of the program will benefit and will use the equipment while in lab as well as when the students are displaced from the clinical setting. Equipment purchased will contribute to an updated preclinical room and laboratory providing students a realistic opportunity to train safely using radiology and other equipment that is being mandated to be used in the workforce. This equipment will be used during in-class lectures on how to perform various medical procedures as well as during the hands-on demonstration and evaluation of students.

BACKGROUND

A notice soliciting Competitive Sealed Proposals (CSP) was advertised in the San Antonio Express News and La Prensa de San Antonio twice over a 21-day period. Additionally, Purchasing & Contract Administration sent notices to 77 potential Offerors. Representatives from St. Philip's College Health Science Programs evaluated the eleven proposals received by the CSP deadline. As a result of this effort, the proposals submitted by Anatomage Inc., GE Healthcare, Mock Medical LLC, Parisi & Venturini Corp., DBA GT Simulators by Global Tech, Philips Healthcare, Shimadzu Medical Systems, Stryker Corp., and Vyair Medical Inc. are recommended for award on a best value basis. Contracts awarded as a result of this action will begin upon award and terminate August 31, 2023 with three, one-year options for renewal upon mutual consent of the contractors and the Alamo Colleges District.

IMPLICATIONS

Funding Source: Approximately \$2,374,730; Funding provided by Higher Education Emergency Relief Fund (HEERF)

Strategic Objective: Goal I – Student Success; Goal III – Performance Excellence

Employee Services: None

ATTACHMENTS: Price Tabulation and Evaluation Criteria

Gary O'Bar, C.P.M.
Director, Purchasing & Contract Administration

Dr. Adena Loston
President, St. Philip's College

Dr. Diane E. Snyder, CPA, Ph.D.
Vice Chancellor for Finance & Administration

Dr. Mike Flores
Chancellor





Price Tabulation

Purchase of Medical Technology and Lab Training Equipment for St. Philip's Health Sciences Programs

ITEM NO.	DESCRIPTION	Anatomage, Inc.	GE Healthcare Proposal #1 (Ultrasound)	GE Healthcare Proposal #2 (X-ray)	Mock Medical LLC	Parisi & Venturini Corp., DBA GT Simulators by Global Tech	Philips Healthcare
1	Discount Off Price List	0% ²	67% ³	20% discount on purchases; 30% discount on clinical applications training; 10% discount on consumables ³	5% ⁴	2.5% ⁵	Option 1 – 57.45% ⁶ Option 2 – 52.56% Option 3 – 56.80%
Price Ranking		10	1	8	6	7	9
Technical Ranking		9	6	7	8	11	5
Overall Ranking		11	9	8	10	7	6

ITEM NO.	DESCRIPTION	Shimadzu Medical Systems	Stryker Sales Corp. DBA Stryker Instruments Proposal #1 (Endoscopy)	Stryker Sales Corp. DBA Stryker Instruments Proposal #2 (Instruments)	Stryker Sales Corp. DBA Stryker Instruments Proposal #3 (Sports Medicine)	Vyaire Medical, Inc.
1	Discount Off Price List	0% ⁷	53.95% ⁸	49.67% ⁸	40% ⁸	15% ⁹
Price Ranking		10	2	3	4	5
Technical Ranking		10	1	1	1	4
Overall Ranking		3	2	1	4	5



Notes:

1. Purchases will be made from awarded suppliers as needed. Available products and services vary by Offeror. The actual price quoted at the time of purchase to include discounts proposed by Offerors.
2. The proposal submitted by Anatomage Inc. offers all-inclusive virtual dissection tables manufactured by Anatomage Inc.
3. The proposal #1 submitted by GE Healthcare. offers radiography and ultrasound equipment manufactured by GE Healthcare and other medical equipment producers. The proposal #2 submitted by GE Healthcare offers digital mobile x-ray equipment manufactured by GE Healthcare. Equipment training, and software solutions are also available, varying discounts apply.
4. The proposal submitted by Mock Medical LLC. offers medical supplies, equipment and instrumentation from various manufacturers.
5. The proposal submitted by Parisi & Venturini Corp., DBA GT Simulators offers medical patient simulators, and training services manufactured by CAE Inc.
6. The proposal submitted by Philips Healthcare offers digital x-ray equipment manufactured by Philips Healthcare. Multiple discounts were proposed for three available options of digital x-ray equipment.
7. The proposal submitted by Shimadzu Medical Systems offers digital radiography and x-ray equipment manufactured by Shimadzu Medical Systems.
8. The proposals submitted by Stryker Sales Corp. offer arthroscopic, endoscopic, and surgical power tool equipment manufactured by Stryker Corp.
9. The proposal submitted by Vyair Medical Inc. offers pulmonary function testing equipment manufactured by Vyair Medical.



Evaluation Criteria

Purchase of Medical Technology and Lab Training Equipment

Criteria	Points
Price	40
Extent to Which the Goods or Services Meet the District's Needs	60

Discussion and Possible Action on Monthly Contracts Report

Presented to the Board Acting as Committee of the Whole on December 1, 2021, and now presented to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES on December 8, 2021

MINUTE ORDER

“The Alamo Colleges District Board of Trustees hereby approves this report on non-grant contracts (public) made to the Alamo Colleges District for the period of September 1, 2021, through October 31, 2021.”

PURPOSE

To provide a monthly report on non-grant contracts received by the Alamo Colleges District.

BACKGROUND

Contracts – Non-grant contracts are contracts in which Alamo Colleges District receives funds to provide special or negotiated services or training to private corporations. For the period ending September 30, 2021, there are a total of 7 contracts that total \$51,701.00 in external funding. This will allow services to be provided to 133 individuals.

OBJECTIVE/FACT

To supplement activities not funded by Institutional Funds.

IMPLICATIONS

Financial: Yes
Strategic Plan: Goal III. Performance Excellence
Human Resources: Yes

ATTACHMENTS: YTD Contract (Non-Grant) Summary Report.

Linda Rivas

Digitally signed by Linda
Rivas
Date: 2021.11.22 08:22:10
-06'00'

Linda Rivas, Interim Associate Vice Chancellor
of Continuing Education

Xavier Urrutia, Interim Vice
Chancellor for Economic & Workforce
Development

Dr. Mike Flores, Chancellor



ALAMO
COLLEGES
DISTRICT

ALAMO COLLEGES DISTRICT
Year-To-Date Contract (Non-Grant) Summary Report

Status: September 1, 2021 - August 31, 2022

I. Current Month Contracts District Wide:

No.	Contract Recipient (District Wide)	No. of Courses	Monthly No. Students to be Served	YTD No. Students to be Served
1	Workforce Training Network	126	1173	1306
	Total	126	1173	1306

II. Year-to-Date Number of Contracts in Selected Dollar Ranges:

No.	Contract Recipient	\$.01-\$9,999.99	\$10,000-\$100,000	\$100,000 and Higher	Total
1	Workforce Training Network	6	6	1	13
	Total	6	6	1	13

Source: All data provided by Workforce Training Network-Continuing Education Department.

Discussion and Possible Action on Approval of Monthly Grants and Contracts Reports

Presented to the Board acting as Committee of the Whole on December 7, 2021 and now presented to the Board for approval on December 14, 2021.

MINUTE ORDER:

“The Alamo Colleges District Board of Trustees hereby approves this report on grants and contracts (public) and ratifies acceptance of the donations and grants made to the Alamo Colleges District.”

PURPOSE:

To provide a monthly report on new grant awards, continuation awards, funding increases, and restricted contracts received during the month; and, obtain ratification of their acceptance by the Alamo Colleges District.

Background

1. Grants – The Alamo Colleges District received 10 new grant awards, 18 continuation grant awards, for the period ending October 31, 2021. The year-to-date (YTD) funding is \$15,308,909 and allows for 77,145 FTE positions.
2. Restricted Grant Contracts – The Alamo Colleges District had 4 new restricted grant contracts for the same period. YTD funding is \$34,300 and it allows for 258 students to be served.

OBJECTIVE/FACT: To supplement activities not funded by Institutional Funds.

IMPLICATIONS:

Financial: Yes
Strategic Plan: Strategic Objective III Performance Excellence
Human Resources: Yes

ATTACHMENTS: Monthly Grant Award Funding Activity Report; YTD Grant Funding Activity Report with Award Description; YTD Grant Award Summary Report; Monthly Restricted Contract Funding Activity Report; YTD Restricted Contract Summary Report.

Shane West Date
 Interim, Associate Vice Chancellor for
 Finance and Fiscal Services

Diane E. Snyder, CPA, Ph.D. Date
 Vice Chancellor for Finance and
 Administration

Dr. Mike Flores Date
 Chancellor



**ALAMO COLLEGES DISTRICT
FY2022 MONTHLY (MTD) GRANT AWARD ACTIVITY REPORT**

September 01, 2021-October 31, 2021

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
1	219167	District Economic Workforce Development	AmeriCorps/Public Allies Inc. Project Title: "Public Allies San Antonio".	The purpose of this grant is to develop our ability to meet the needs of the community by increasing our opportunity to work with community based organizations. The partnership with the organizations will help develop a cohort of young social service leaders who can facilitate transformational change, leading to the improvement of their communities.	9/1/2021	\$0	\$0	366,750	25	0.0
2	219876	District Economic Workforce Development	Department of Education thru Texas Higher Education Coordinating Board (THECB); Project Title: "Career and Technical Education".	The Perkins Basic Grant Program supports Awarded Applicants in educating students who enroll in CTE courses and programs in preparation for high-skill, high-wage, or high-demand occupations. The success of an Awarded applicant in educating these students will be measured by its ability to meet state-determined, performance targets for each of three core indicators approved by the U.S. Department of Education/Office of Career Technical and Adult Education (OCTAE).	9/1/2021	\$0	\$0	\$2,066,281	11,260	5.00
2			Total Dist.- MTD Single Year Grants			\$0	\$0	\$2,433,031	11,285	5.00
1	211426	San Antonio College	U.S. Department of Education, Project Title: "San Antonio College's (SAC) CARES Emergency Fund-Hispanic/Minority-Serving Institutions".	To address the financial needs of students due to the disruption of campus operations from coronavirus; funds will be used for the sole and exclusive purpose of providing emergency financial aid grants to students for their expenses related to the disruption of campus operations due to coronavirus. Additional Funding in the amount of \$1,719,515 from the American Rescue Plan (ARP).	12/9/2020	\$0	\$0	\$1,719,515	19,000	2.00
2	241014	San Antonio College	Centers for Disease Control thru American College Health Association; Project Title: "COVAC Initiative Mini Grant".	Project will utilize student peer ambassadors and mentors to help build awareness and brainstorm strategies surrounding student COVID-19 vaccinations. Project is rooted on empowering students to take an active role in their health literacy and to promote the resources they know about and share with others.	8/4/2021	\$0	\$0	\$3,000	1,000	2.00
2			Total SAC-MTD Single Year Grants			\$0	\$0	\$1,722,515	20,000	4.00
4			Total MTD Single Year Grants			\$0	\$0	\$4,155,546	31,285	9.00
			Multi Year Grants							
1	219121	District	University of Texas at San Antonio, Project Title: "Bexar County Fostering Educational Success Pilot Program", Year 2 of 2.	The University of Texas at San Antonio, Texas A&M San Antonio, Alamo Colleges District, Bexar County Children's Court and Child Advocates San Antonio have partnered for the creation of the Fostering Educational Success for Students with a history of Foster Care Pilot Project.	9/1/2021	\$0	\$0	\$379,276	800	1.00
2	219166	District	U.S. Department of Education; Project Title: "Alamo Colleges District Educational Opportunity Centers Program". Year 1 of 5.	This project will provide counseling and information on college admissions to eligible adults who want to enter or continue a program postsecondary education. Project will also offer services to improve the financial and economic literacy of participants, counsel participants on financial aid options and assist in the application process to increase the number of adults who enroll in post-secondary education institutions.	8/23/2021	\$0	\$0	\$232,050	850	3.00
3	219358	District	Texas Workforce Commission; Project Title: "Adult Education and Literacy (AEL) Alamo Consortium". Year 2 of 8.	The AEL Alamo Consortium is a group of LEA's community based organizations, Institutes of Higher Education (IHEs), public or private non-profit entities who have come together to build systems of success for Adult Education and Literacy and English Literacy Civics at all levels. The AEL Consortium will lead the Adult Learner Success. Additional funding in the amount of \$66,695.	7/1/2021	\$0	\$0	\$102,769	300	7.00
3			Total DIST.-MTD Multi Year Grants			\$0	\$0	\$714,095	1,950	11.00
1	211137	San Antonio College	U.S. Department of Education; Project Title: "Highlands Upward Bound Math and Science Project". Year 5 of 5.	Upward Bound Math and Science provides student services programs for individuals from disadvantage backgrounds, first generations, low-income individuals, etc. Provides up to four years of additional academic support through summer instruction in math, language arts, compositions, foreign language and lab sciences with the curricula that aligns with state exams and state readiness standards.	9/6/2017	\$0	\$0	\$297,584	65	3.00
2	211145	San Antonio College	U.S. Department of Education; Project Title: "Edison Upward Bound Math and Science Project". Year 4 of 5.	Upward Bound Math and Science provides student services programs for individuals from disadvantaged backgrounds, first-generations, low-income individuals, etc. UBMS provides up to four years of additional academic support through summer instruction in Math, Language Arts, Compositions, Foreign language and lab sciences with the curricula that aligns with state exams and state readiness standards.	9/6/2017	\$0	\$0	\$297,518	56	3.00

3	211153	San Antonio College	U.S. Department of Education; Project Title: "San Antonio College (SAC) Project R.I.S.E. (Ready, Inspired, Successful, Engaged) SSS Program". Year 2 of 4.	San Antonio College proposes to serve at least 120 low-income, first-generation and/or disabled STEM and Health Sciences majors each year through Project R.I.S.E. The program will increase students' chances of success by providing year round tutoring and prescribed tutoring plans, academic and college readiness instruction.	8/11/2020	\$0	\$16,769	\$261,879	120	5.00
4	211158	San Antonio College	National Security Agency, Project Title: "National Centers of Academic Excellence in Cybersecurity (NCAE-C)". Year 2 of 2.	Goal is to increase the number of transitioning military veterans, existing first responders, and criminal justice and finance earners who are prepared to defend our nations security and prosperity via cybersecurity-related positions in San Antonio, Texas and beyond.	7/1/2021	\$0	\$26,737	\$246,700	20	1.00
5	211161	San Antonio College	National Security Agency/Dakota State University, Project Title: "Centers of Academic Excellence in Cybersecurity Program". Year 2 of 2.	SAC is pleased to partner with Dakota State University and seven of its university and community college partners to improve postsecondary cybersecurity education across the U.S.	9/30/2021	\$0	\$28,728	\$205,024	25	1.00
6	211164	San Antonio College	City of San Antonio, Project Title: "Educational Access Channel". Year 2 of 2.	The intent for this grant program is to distribute PEG funding amount qualifying educational institutions in exchange for producing programing that will air on TVSA Education.	10/11/2021	\$0	\$0	\$50,000	25	0.00
7	211167	San Antonio College	National Security Agency, Project Title: "GenCyber Grant Program". Year 1 of 3.	GenCyber 2022 Student Summer camp at San Antonio College will introduce students to Cybersecurity concepts, computer security skills and available certificate/degree programs. Recruitment will be conducted by the Project Director and camp staff at area schools.	9/15/2021	\$0	\$0	\$46,920	40	4.00
8	211168	San Antonio College	U.S. Department of Education; Project Title: "San Antonio College (SAC) FY21 Title III, Part F HSI and Articulation Project Bolstering Undergraduate Inquiry, Learning, and Determination (BUILD)". Year 1 of 5.	The HSI STEM and Articulation Project will significantly improve the College's capacity to provide academic support to Hispanic and otherwise under represented STEM majors students who are enrolled in high-challenge STEM Courses especially College Algebra and Calculus 1. This project will increase a students chances of progressing to on-time graduation and/or transfer in STEM.	9/20/2021	\$0	\$1,009,053	\$998,478	1,400	3.00
	8		Total SAC-MTD Multi Year Grants			\$0	\$1,081,287	\$2,404,103	1,751	20.00
1	212086	St. Philip's College	U.S. Department of Education; Project Title: "Child Care Means Parents in School Program (CCAMPIS)". Year 4 of 4.	Goal of the project is to provide support for the participation of low-income student parents in post secondary education through the provision of campus based child care services offered at the on-site nationally accredited SPC Child Development Center.	10/1/2018	\$0	\$0	\$120,250	40	0.00
2	212088	St. Philip's College	National Aeronautics and Space Administration (NASA) thru University of Texas at San Antonio; Project Title: "NASA Center for Advance Measurements in Extreme Environments". Year 2 of 3.	The NASA MIRO Significantly increase the number of under represented minority STEM students who transfer to four-year institutions to complete Bachelor's degrees in STEM fields. Objectives include providing professional development, peer mentorship, faculty mentorship, tutoring, supplemental instruction especially in math and enriched STEM labs.	10/1/2021	\$0	\$0	\$46,861	10	0.00
3	212604	St. Philip's College	U.S. Department of Education; Project Title: "Historically Black Colleges and Universities Program". Year 5 of 5.	St. Philip's College is using it's Title III grant funds to implement and operate activities that will support and strengthen the overall institution delivery of services to students in the following areas. Project Administration and Research Development, Center of Excellence for Math and Science, Campus Renovation, Information & Communication Technology and Good Samaritan Veteran Outreach and Transition Center.	8/3/2021	\$0	\$0	\$3,911,693	12,696	0.00
4	212628	St. Philip's College	U.S. Department of Education; Project Title: "Historically Black Colleges and Universities Program (FUTURE Act)". Year 2 of 5.	Funds will be used to implement and operate three activities that will support and strengthen the overall institution delivery of services to students. Funds are being used to support the following activities: 1. Project Administration and Research Development, 2. Campus Renovation & Technology Improvements and 3. Student Services.	8/3/2021	\$0	\$0	\$1,440,632	12,696	0.00
5	212634	St. Philip's College	National Science Foundation; Project Title: "CIMA LSAMP Alliance". Year 2 of 3.	The Louis Stokes Alliances for Minority Participation (LSAMP) program assists in diversifying the STEM workforce through their efforts at increasing the number of students successfully completing high quality degree programs in Science, Technology, Engineering and Mathematics (STEM) disciplines.	8/21/2021	\$0	\$0	\$500,000	10	0.00
	5		Total SPC-YTD Multi-Year Grants			\$0	\$0	\$6,019,436	25,452	0.00
1	213079	Palo Alto College	National Science Foundation; Project Title: "Palo Alto College S-STEM Project". Year 5 of 5.	The goal of the project is to increase the number of academically talented, financially needy Biology and Biosciences majors who transfer and graduate with a Bachelor's degree in a STEM field on time. The project will help low-income, academically talented Biology students through involvement in Projects of Discovery (PODs) a sustainable approach to involving community college students in interdisciplinary research experiences via course-based projects.	9/1/2021	\$0	\$6,975	\$35,732	22	1.00

2	213080	Palo Alto College	<u>U.S. Department of Education; Project Title: "Palo Alto College Upward Bound Math and Science Project".</u> Year 5 of 5.	Palo Alto College (PAC) Upward Bound Math and Science (UBMS) will provide participants from East Central High School with academic instruction, tutoring, advising and assistance in completing financial aid applications. Participants will be provided support for their diverse academic and non-cognitive needs to ensure that they persist, succeed and graduate from high school completing a rigorous secondary school program of student, enroll in college and graduate with a college degree.	9/1/2017	\$0	\$0	\$297,601	60	2.00
3	213093	Palo Alto College	<u>U.S. Department of Education; Project Title: "Palo Alto College SSS Project".</u> Year 2 of 5.	Project will provide participants with academic support, tutoring and advising. Information on financial aid assistance, financial literacy, career exploration, university visits and transfer workshops. Project will improve their persistence, academic performance and graduation/transfer to a 4 year college.	9/1/2021	\$0	\$0	\$261,888	140	2.00
4	213099	Palo Alto College	<u>U.S. Department of Education; Project Title: "Palo Alto College Talent Search: Southwest High School".</u> Year 1 of 5.	The PAC Talent Search project will provide participants with academic tutoring and advising; information on financial aid programs; assistance in completing financial aid applications, financial literacy and support for applying for college enrollment. Participants will be provided support for their diverse academic and non-cognitive needs to ensure that they persist, succeed and graduate from high school completing a rigorous secondary school program of study.	9/1/2021	\$0	\$20,572	\$277,375	500	3.00
5	213100	Palo Alto College	<u>National Science Foundation; Project Title: "HSI Pilot Project: Promoting Virtual Experiential Learning to Support Part-time and Nontraditional Students".</u> Year 1 of 2.	Project will increase institutional capacity by creating career services and student support activities that are specifically aimed at part time students. Using the STEM ESS model from Excelencia in Education and the Science Foundation Arizona, a self-assessment of PAC STEM programs revealed the largest gap was the low success rate of Part-time students in STEM compared to traditional full time students.	7/19/2021	\$0	\$0	\$100,000	60	1.00
5			Total PAC-MTD Multi Year Grants			\$0	\$27,547	\$972,596	782	9.00
1	214050	Northwest Vista College	<u>U.S. Department of Education; Project Title: "Community Math Project Building Math Proficiency to Strengthen Teacher Education through Collaborative Interventions".</u> Year 4 of 5.	Northwest Vista College and the University of Texas at San Antonio propose to augment academic offerings, program quality and institutional capacity aimed at promoting success of their students. NVC and UTSA identified priorities in the mathematics education areas; 1. fostering the student higher education access process, 2. increasing student-college readiness in math, 3. augmenting student success in math, 4. developing math competency among elementary school teacher candidate 5. increasing student transferability, persistence and degree attainment and 6. improving data measures to track student success.	9/28/2018	\$0	\$0	\$748,739	15,000	4.80
2	214051	Northwest Vista College	<u>U.S. Department of Education thru University of Texas at San Antonio; Project Title: "Latino Teacher Academy Learning Community".</u> Year 4 of 5.	Project will provide a support system that facilitates a smooth transition for teacher candidates from the community college to four-year institution. Latino-TALC as a holistic development approach will provide teacher candidates support as they navigate from a learning community to a professional learning network as they embark into the teaching profession.	9/28/2018	\$0	\$0	\$244,394	125	3.00
3	214054	Northwest Vista College	<u>Texas Higher Education Coordinating Board; Project Title: "2021 College Readiness and Completion Models".</u> Year 1 of 2.	Model aims to enhance and share high-impact and research based practices that improve student success outcomes by cultivating the importance of writing in all fields as well as develop math competencies, writing and critical thinking skills among Hispanic and other ethnic minorities underprepared, underserved to address the gaps in post-secondary course success and persistence.	8/16/2021	\$0	\$0	\$50,000	800	0.74
3			Total NVC-MTD Multi Year Grants			\$0	\$0	\$1,043,133	15,925	8.54
24			Total MTD Multi-Year Grants			\$0	\$1,108,834	\$11,153,363	45,860	48.54
28			GRAND TOTAL-MTD SINGLE AND MULTI-YEAR GRANTS			\$0	\$1,108,834	\$15,308,909	77,145	57.54

ALAMO COLLEGES DISTRICT

FY 2022 YTD Grant Award Summary Report

Includes All Single Year Grants and the Current Year of Multi-Year Grants

September 1, 2021 -October 31, 2021

No.	College	No. of Grants	Match Amounts	Indirect Cost Received	YTD Funding Amount	No. of Students Served	No. of FTEs
1	District Grants	5	\$ -	\$ -	\$ 3,147,126	13,235	16.00
2	San Antonio College	10	\$ -	\$ 1,081,287	\$ 4,126,618	21,751	24.00
3	St. Philip's College	5	\$ -	\$ -	\$ 6,019,436	25,452	0.00
4	Palo Alto College	5	\$ -	\$ 27,547	\$ 972,596	782	9.00
5	Northwest Vista College	3	\$ -	\$ -	\$ 1,043,133	15,925	8.54
6	Northeast Lakeview College	0	\$ -	\$ -	\$ -	0	0.00
GRAND TOTAL		28	\$ -	\$ 1,108,834	\$ 15,308,909	77,145	57.54

ALAMO COLLEGES DISTRICT
FY 2022 Monthly & YTD Grant Award Funding Activity Report with Award Description
September 1, 2021 -October 31, 2021

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
1	219167	District Economic Workforce Development	<u>AmeriCorps/Public Allies Inc. Project Title: "Public Allies San Antonio".</u>	The purpose of this grant is to develop our ability to meet the needs of the community by increasing our opportunity to work with community based organizations. The partnership with the organizations will help develop a cohort of young social service leaders who can facilitate transformational change, leading to the improvement of their communities.	9/1/2021	\$0	\$0	366,750	25	0.0
2	219876	District Economic Workforce Development	<u>Department of Education thru Texas Higher Education Coordinating Board (THECB); Project Title: "Career and Technical Education".</u>	The Perkins Basic Grant Program supports Awarded Applicants in educating students who enroll in CTE courses and programs in preparation for high-skill, high-wage, or high-demand occupations. The success of an Awarded applicant in educating these students will be measured by its ability to meet state-determined, performance targets for each of three core indicators approved by the U.S. Department of Education/Office of Career Technical and Adult Education (OCTAE).	9/1/2021	\$0	\$0	\$2,066,281	11,260	5.00
	2		Total Dist.- YTD Single Year Grants			\$0	\$0	\$2,433,031	11,285	5.00
1	211426	San Antonio College	<u>U.S. Department of Education, Project Title: "San Antonio College's (SAC) CARES Emergency Fund-Hispanic/Minority-Serving Institutions".</u>	To address the financial needs of students due to the disruption of campus operations from coronavirus; funds will be used for the sole and exclusive purpose of providing emergency financial aid grants to students for their expenses related to the disruption of campus operations due to coronavirus. <i>Additional Funding in the amount of \$1,719.515 from the American Rescue Plan (ARP).</i>	12/9/2020	\$0	\$0	\$1,719,515	19,000	2.00
2	241014	San Antonio College	<u>Centers for Disease Control thru American College Health Association; Project Title: "COVAC Initiative Mini Grant".</u>	Project will utilize student peer ambassadors and mentors to help build awareness and brainstorm strategies surrounding student COVID-19 vaccinations. Project is rooted on empowering students to take an active role in their health literacy and to promote the resources they know about and share with others.	8/4/2021	\$0	\$0	\$3,000	1,000	2.00
	2		Total SAC-YTD Single-Year Grants			\$0	\$0	\$1,722,515	20,000	4.00
	4			Total YTD Single Year Grants		\$0	\$0	\$4,155,546	31,285	9.00
				Multi-Year Grants						
1	219121	District	<u>University of Texas at San Antonio, Project Title: "Bexar County Fostering Educational Success Pilot Program", Year 2 of 2.</u>	The University of Texas at San Antonio, Texas A&M San Antonio, Alamo Colleges District, Bexar County Children's Court and Child Advocates San Antonio have partnered for the creation of the Fostering Educational Success for Students with a history of Foster Care Pilot Project.	9/1/2021	\$0	\$0	\$379,276	800	1.00
2	219166	District	<u>U.S. Department of Education; Project Title: "Alamo Colleges District Educational Opportunity Centers Program". Year 1 of 5.</u>	This project will provide counseling and information on college admissions to eligible adults who want to enter or continue a program postsecondary education. Project will also offer services to improve the financial and economic literacy of participants, counsel participants on financial aid options and assist in the application process to increase the number of adults who enroll in post-secondary education institutions.	8/23/2021	\$0	\$0	\$232,050	850	3.00

ALAMO COLLEGES DISTRICT
FY 2022 Monthly & YTD Grant Award Funding Activity Report with Award Description
September 1, 2021 -October 31, 2021

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
3	219358	District	Texas Workforce Commission; Project Title: "Adult Education and Literacy (AEL) Alamo Consortium" . Year 2 of 8.	The AEL Alamo Consortium is a group of LEA's community based organizations, Institutes of Higher Education (IHEs), public or private non-profit entities who have come together to build systems of success for Adult Education and Literacy and English Literacy Civics at all levels. The AEL Consortium will lead the Adult Learner Success. <i>Additional funding in the amount of \$66,695.</i>	7/1/2021	\$0	\$0	\$102,769	300	7.00
3			Total Dist.-YTD Multi-Year Grants			\$0	\$0	\$714,095	1,950	11.00
1	211137	San Antonio College	U.S. Department of Education; Project Title: "Highlands Upward Bound Math and Science Project" . Year 5 of 5.	Upward Bound Math and Science provides student services programs for individuals from disadvantage backgrounds, first generations, low-income individuals, etc. Provides up to four years of additional academic support through summer instruction in math, language arts, compositions, foreign language and lab sciences with the curricula that aligns with state exams and state readiness standards.	9/6/2017	\$0	\$0	\$297,584	65	3.00
2	211145	San Antonio College	U.S. Department of Education; Project Title: "Edison Upward Bound Math and Science Project" . Year 4 of 5.	Upward Bound Math and Science provides student services programs for individuals from disadvantaged backgrounds, first-generations, low-income individuals, etc. UBMS provides up to four years of additional academic support through summer instruction in Math, Language Arts, Compositions, Foreign language and lab sciences with the curricula that aligns with state exams and state readiness standards.	9/6/2017	\$0	\$0	\$297,518	56	3.00
3	211153	San Antonio College	U.S. Department of Education; Project Title: "San Antonio College (SAC) Project R.I.S.E. (Ready, Inspired, Successful, Engaged) SSS Program" . Year 2 of 4.	San Antonio College proposes to serve at least 120 low-income, first-generation and/or disabled STEM and Health Sciences majors each year through Project R.I.S.E. The program will increase students' chances of success by providing year round tutoring and prescribed tutoring plans, academic and college readiness instruction.	8/11/2020	\$0	\$16,769	\$261,879	120	5.00
4	211158	San Antonio College	National Security Agency, Project Title: "National Centers of Academic Excellence in Cybersecurity (NCAE-C)" . Year 2 of 2.	Goal is to increase the number of transitioning military veterans, existing first responders, and criminal justice and finance earners who are prepared to defend our nations security and prosperity via cybersecurity-related positions in San Antonio, Texas and beyond.	7/1/2021	\$0	\$26,737	\$246,700	20	1.00
5	211161	San Antonio College	National Security Agency thru Dakota State University, Project Title: "Centers of Academic Excellence in Cybersecurity Program" . Year 2 of 2.	SAC is pleased to partner with Dakota State University and seven of its university and community college partners to improve postsecondary cybersecurity education across the U.S.	9/30/2021	\$0	\$28,728	\$205,024	25	1.00
6	211164	San Antonio College	City of San Antonio, Project Title: "Educational Access Channel" . Year 2 of 2.	The intent for this grant program is to distribute PEG funding amount qualifying educational institutions in exchange for producing programing that will air on TVSA Education.	10/11/2021	\$0	\$0	\$50,000	25	0.00
7	211167	San Antonio College	National Security Agency, Project Title: "GenCyber Grant Program" . Year 1 of 3.	GenCyber 2022 Student Summer camp at San Antonio College will introduce students to Cybersecurity concepts, computer security skills and available certificate/degree programs. Recruitment will be conducted by the Project Director and camp staff at area schools.	9/15/2021	\$0	\$0	\$46,920	40	4.00

ALAMO COLLEGES DISTRICT
FY 2022 Monthly & YTD Grant Award Funding Activity Report with Award Description
September 1, 2021 -October 31, 2021

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
8	211168	San Antonio College	U.S. Department of Education; <u>Project Title: "San Antonio College (SAC) FY21 Title III, Part F HSI and Articulation Project Bolstering Undergraduate Inquiry, Learning, and Determination (BUILD)".</u> Year 1 of 5.	The HSI STEM and Articulation Project will significantly improve the College's capacity to provide academic support to Hispanic and otherwise under represented STEM majors students who are enrolled in high-challenge STEM Courses especially College Algebra and Calculus 1. This project will increase a students chances of progressing to on-time graduation and/or transfer in STEM.	9/20/2021	\$0	\$1,009,053	\$998,478	1,400	3.00
	8		Total SAC-YTD Multi-Year Grants			\$0	\$1,081,287	\$2,404,103	1,751	20.00
1	212086	St. Philip's College	U.S. Department of Education; <u>Project Title: "Child Care Means Parents in School Program (CCAMPIS)".</u> Year 4 of 4.	Goal of the project is to provide support for the participation of low-income student parents in post secondary education through the provision of campus based child care services offered at the on-site nationally accredited SPC Child Development Center.	10/1/2018	\$0	\$0	\$120,250	40	0.00
2	212088	St. Philip's College	National Aeronautics and Space Administration (NASA) thru University of Texas at San Antonio; <u>Project Title: "NASA Center for Advance Measurements in Extreme Environments".</u> Year 2 of 3.	The NASA MIRO Significantly increase the number of under represented minority STEM students who transfer to four-year institutions to complete Bachelor's degrees in STEM fields. Objectives include providing professional development, peer mentorship, faculty mentorship, tutoring, supplemental instruction especially in math and enriched STEM labs.	10/1/2021	\$0	\$0	\$46,861	10	0.00
3	212604	St. Philip's College	U.S. Department of Education; <u>Project Title: "Historically Black Colleges and Universities Program".</u> Year 5 of 5.	St. Philip's College is using it's Title III grant funds to implement and operate activities that will support and strengthen the overall institution delivery of services to students in the following areas. Project Administration and Research Development, Center of Excellence for Math and Science, Campus Renovation, Information & Communication Technology and Good Samaritan Veteran Outreach and Transition Center.	8/3/2021	\$0	\$0	\$3,911,693	12,696	0.00
4	212628	St. Philip's College	U.S. Department of Education; <u>Project Title: "Historically Black Colleges and Universities Program (FUTURE Act)".</u> Year 2 of 5.	Funds will be used to implement and operate three activities that will support and strengthn the overall insitution delivery of services to students. Funds are being used to support the following activities: 1. Project Administration and Research Development, 2. Campus Renovation & Technology Improvements and 3. Student Services.	8/3/2021	\$0	\$0	\$1,440,632	12,696	0.00
5	212634	St. Philip's College	National Science Foundation; <u>Project Title: "CIMA LSAMP Alliance".</u> Year 2 of 3.	The Louis Stokes Alliances for Minority Participation (LSAMP) program assists in diversifying the STEM workforce through their efforts at increasing the number of students successfully completing high quality degree programs in Science, Technology, Engineering and Mathematics (STEM) disciplines.	8/21/2021	\$0	\$0	\$500,000	10	0.00
	5		Total SPC-YTD Multi-Year Grants			\$0	\$0	\$6,019,436	25,452	0.00
1	213079	Palo Alto College	National Science Foundation; <u>Project Title: "Palo Alto College S-STEM Project".</u> Year 5 of 5.	The goal of the project is to increase the number of academically talented, financially needy Biology and Biosciences majors who transfer and graduate with a Bachelor's degree in a STEM field on time. The project will help low-income, academically talented Biology students through involvement in Projects of Discovery (PODs) a sustainable approach to involving community college students in interdisciplinary research experiences via course-based projects.	9/1/2021	\$0	\$6,975	\$35,732	22	1.00

ALAMO COLLEGES DISTRICT
FY 2022 Monthly & YTD Grant Award Funding Activity Report with Award Description
September 1, 2021 -October 31, 2021

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
2	213080	Palo Alto College	U.S. Department of Education; Project Title: "Palo Alto College Upward Bound Math and Science Project" . Year 5 of 5.	Palo Alto College (PAC) Upward Bound Math and Science (UBMS) will provide participants from East Central High School with academic instruction, tutoring, advising and assistance in completing financial aid applications. Participants will be provided support for their diverse academic and non-cognitive needs to ensure that they persist, succeed and graduate from high school completing a rigorous secondary school program of student, enroll in college and graduate with a college degree.	9/1/2017	\$0	\$0	\$297,601	60	2.00
3	213093	Palo Alto College	U.S. Department of Education; Project Title: "Palo Alto College SSS Project" . Year 2 of 5.	Project will provide participants with academic support, tutoring and advising. Information on financial aid assistance, financial literacy, career exploration, university visits and transfer workshops. Project will improve their persistence, academic performance and graduation/transfer to a 4 year college.	9/1/2021	\$0	\$0	\$261,888	140	2.00
4	213099	Palo Alto College	U.S. Department of Education; Project Title: "Palo Alto College Talent Search: Southwest High School" . Year 1 of 5.	The PAC Talent Search project will provide participants with academic tutoring and advising; information on financial aid programs; assistance in completing financial aid applications, financial literacy and support for applying for college enrollment. Participants will be provided support for their diverse academic and non-cognitive needs to ensure that they persist, succeed and graduate from high school completing a rigorous secondary school program of study.	9/1/2021	\$0	\$20,572	\$277,375	500	3.00
5	213100	Palo Alto College	National Science Foundation; Project Title: "HSI Pilot Project: Promoting Virtual Experiential Learning to Support Part-time an Nontraditional Students" . Year 1 of 2.	Project will increase institutional capacity by creating career services and student support activities that are specifically aimed at part time students. Using the STEM ESS model from Excelencia in Education and the Science Foundation Arizona, a self-assessment of PAC STEM programs revealed the largest gap was the low success rate of Part-time students in STEM compared to traditional full time students.	7/19/2021	\$0	\$0	\$100,000	60	1.00
	5		Total PAC-YTD Multi-Year Grants			\$0	\$27,547	\$972,596	782	9.00
1	214050	Northwest Vista College	U.S. Department of Education; Project Title: "Community Math Project Building Math Proficiency to Strengthen Teacher Education through Collaborative Interventions" . Year 4 of 5.	Northwest Vista College and the University of Texas at San Antonio propose to augment academic offerings, program quality and institutional capacity aimed at promoting success of their students. NVC and UTSA identified priorities in the mathematics education areas; 1. fostering the student higher education access process, 2. increasing student-college readiness in math, 3. augmenting student success in math, 4. developing math competency among elementary school teacher candidate 5. increasing student transferability, persistence and degree attainment and 6. improving data measures to track student success.	9/28/2018	\$0	\$0	\$748,739	15,000	4.80
2	214051	Northwest Vista College	U.S. Department of Education thru University of Texas at San Antonio; Project Title: "Latino Teacher Academy Learning Community" . Year 4 of 5.	Project will provide a support system that facilitates a smooth transition for teacher candidates from the community college to four-year institution. Latino-TALC as a holistic development approach will provide teacher candidates support as they navigate from a learning community to a professional learning network as they embark into the teaching profession.	9/28/2018	\$0	\$0	\$244,394	125	3.00

ALAMO COLLEGES DISTRICT
FY 2022 Monthly & YTD Grant Award Funding Activity Report with Award Description
 September 1, 2021 -October 31, 2021

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
3	214054	Northwest Vista College	Texas Higher Education Coordinating Board; Project Title: "2021 College Readiness and Completion Models". Year 1 of 2.	Model aims to enhance and scare high-impact and research based practices that improve student success outcomes by cultivating the importance of writing in all fields as well as develop math competencies, writing and critical thinking skills among Hispanic and other ethnic minorities underprepared, underserved to address the gaps in post-secondary course success and persistence.	8/16/2021	\$0	\$0	\$50,000	800	0.74
	3		Total NVC-YTD Multi-Year Grants			\$0	\$0	\$1,043,133	15,925	8.54
	24			Total YTD Multi-Year Grants		\$0	\$1,108,834	\$11,153,363	45,860	48.54
	28			GRAND TOTAL-YTD SINGLE AND MULTI-YEAR GRANTS		\$0	\$1,108,834	\$15,308,909	77,145	57.54

ALAMO COLLEGES DISTRICT
FY 2022 Monthly (MTD) Restricted Contract Activity Report
September 01, 2021-October 31, 2021

Item No.	Grant Code	College	Funding Source / Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
1	249028	District Economic Workforce Development	Jobs for the Future, Project Title: "Upward Pathways Pilot".	Currently there is a growing demand for Industrial Maintenance workers in the Seguin and New Braunfels area. Alamo Colleges IBEST plans to use the funds to support 15 students through the course of this pilot. IBEST plans to provide laptops and Microsoft Office software to give those without current access to this technology the change to complete and participate in the program.	7/12/2021	\$0.00	\$0.00	\$10,000	15	0.00
2	249029	District Economic Workforce Development	City of San Antonio/Toyota Foundation, Project Title: "Train for Jobs SA Finish Line".	Gift card incentives will be provided to students achievin specific academic and non-academic benchmarks to promote employment ourcomes following completion of a Train for Jobs SA trainig.	9/10/2021	\$0.00	\$0.00	\$24,300	243	0.00
	2		Total DIST. MTD Restricted Contracts			\$0	\$0	\$34,300	258	0.00
	2			GRAND TOTAL-MTD RESTRICTED CONTRACTS		\$0	\$0	\$34,300	258	0.00

ALAMO COLLEGES DISTRICT
FY 2022 YTD Restricted Contract (Non-Grant) Summary Report
September 1, 2021 - October 31, 2021

No.	Contract Recipient	No. of Contracts Executed for the Year	YTD Total Amount of Contracts	No. Students to be Served
1	District Restricted Contracts	2	\$34,300	258
2	San Antonio College			
3	St. Philip's College			
4	Palo Alto College			
5	Northwest Vista College			
6	Northeast Lakeview College			
	Total	2	\$34,300	258

Year-to-Date Number of Contracts in Selected Dollar Ranges:

No.	Contract Recipient	\$.01-\$9,999.99	\$10,000- \$99,999	\$100,000 and Higher	Total
1	District Restricted Contracts		2		2
2	San Antonio College				0
3	St. Philip's College				0
4	Palo Alto College				0
5	Northwest Vista College				0
6	Northeast Lakeview College				0
	Total	0	2	0	2

Discussion and Possible Action on Approval of Construction Reports

Presented to the Board acting as Committee of the Whole on December 7, 2021 and now presented to the Board for approval on December 14, 2021

MINUTE ORDER

“The Alamo Colleges District Board of Trustees hereby approves the construction reports as presented.”

PURPOSE

The following construction reports are presented to the Board of Trustees for informational and approval purposes.

BACKGROUND

1. 2017 Capital Improvement Program Overview Chart(s)
2. 2017 CIP General Obligation Bond / Maintenance Tax Note Summary and Detail Report

IMPLICATIONS

Financial: N/A

Strategic Plan: Strategic Objective III Performance Excellence

Human Resources: N/A

ATTACHMENTS: Construction Reports

Shayne West
Interim Associate Vice Chancellor for
Finance and Fiscal Services

Diane E. Snyder, CPA, Ph.D.
Vice Chancellor of Finance and
Administration

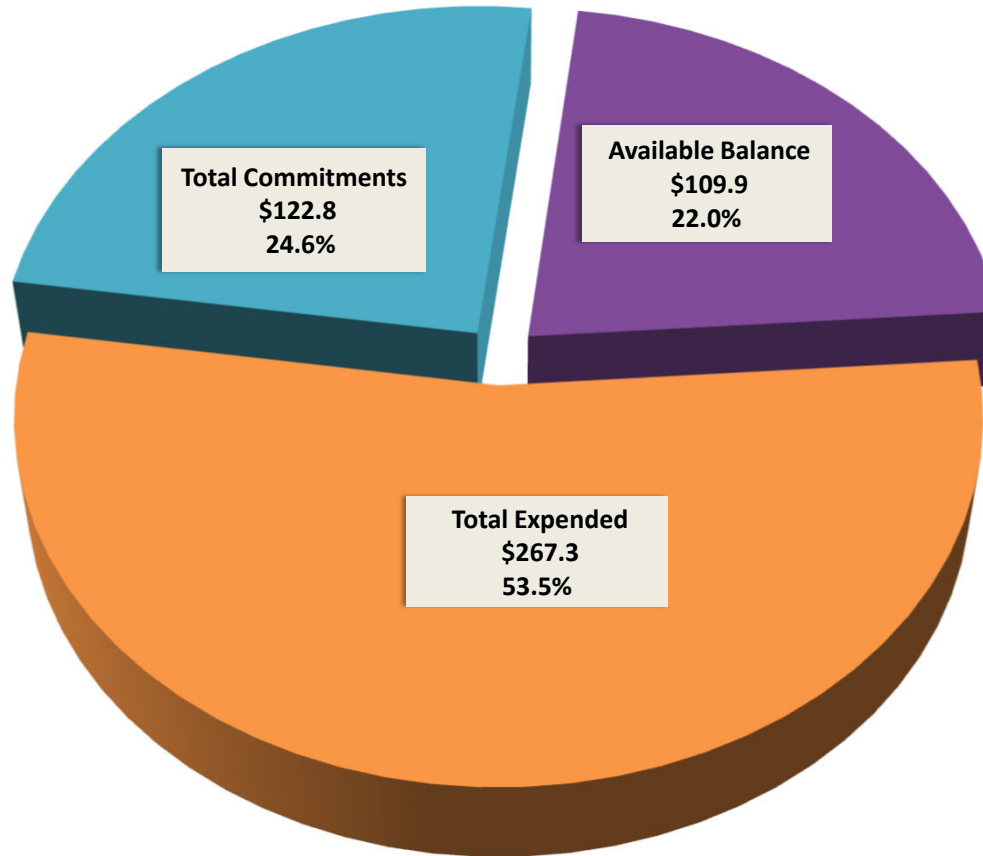
Dr. Mike Flores, Chancellor



ALAMO
COLLEGES
DISTRICT

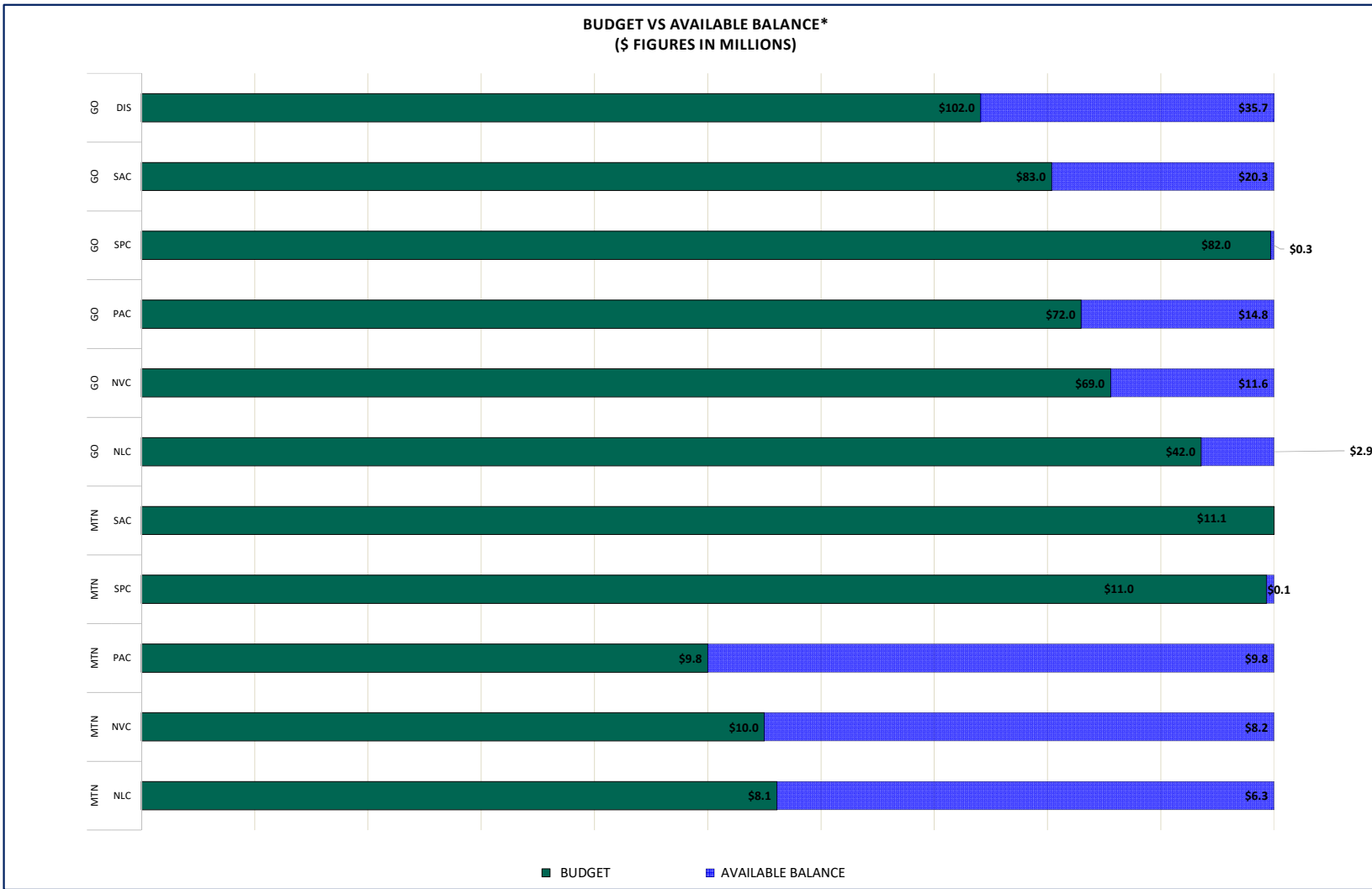
Budget vs Actual - Overview (GO & MTN)

(\$ FIGURES IN MILLIONS)



ALAMO
COLLEGES
DISTRICT

Alamo Colleges District Capital Improvement Program - Chart Summary



*Available balance reduced by actual amount expended as well as committed to spend.



ALAMO COLLEGES DISTRICT
2017 - CAPITAL IMPROVEMENT PROGRAM SUMMARY
As of October 31, 2021

Unissued

FUNDING SOURCES	GO 2017 Limited Tax Bonds	MTN 2020 Maintenance Tax Bonds	GO 2021 Limited Tax Bonds	GO 2022 Limited Tax Bonds	TOTAL
General Obligation Bonds	\$ 173,000,000	\$ -	\$ 225,000,000	\$ 52,000,000	\$ 450,000,000
Maintenance Tax Note Bonds	\$ -	\$ 50,000,000			\$ 50,000,000
TOTAL FUNDING SOURCES	\$ 173,000,000	\$ 50,000,000	\$ 225,000,000	\$ 52,000,000	\$ 500,000,000

BY LOCATION	BUDGET	CURRENT YEAR TOTAL	PRIOR YEARS' TOTAL	TOTAL TO DATE ALL YEARS	COMMITMENTS	AVAILABLE BALANCE
DISTRICT & DISTRICT WIDE - 2017 G.O. BOND	\$ 102,000,000	\$ (7,395)	\$ 36,938,839	\$ 36,931,444	\$ 29,413,629	\$ 35,654,927
SAN ANTONIO COLLEGE - 2017 G.O. BOND	\$ 83,000,000	\$ 23,091	\$ 36,536,579	\$ 36,559,669	\$ 26,166,228	\$ 20,274,102
ST. PHILIP'S COLLEGE & SWC - 2017 G.O. BOND	\$ 82,000,000	\$ 1,529,211	\$ 70,665,899	\$ 72,195,110	\$ 9,550,836	\$ 254,055
PALO ALTO COLLEGE - 2017 G.O. BOND	\$ 72,000,000	\$ (2,334,182)	\$ 24,015,629	\$ 21,681,447	\$ 35,537,121	\$ 14,781,432
NORTHWEST VISTA COLLEGE - 2017 G.O. BOND	\$ 69,000,000	\$ 72,845	\$ 49,934,221	\$ 50,007,066	\$ 7,362,601	\$ 11,630,334
NORTHEAST LAKEVIEW COLLEGE - 2017 G.O. BOND	\$ 42,000,000	\$ 2,652,046	\$ 22,289,549	\$ 24,941,595	\$ 14,170,582	\$ 2,887,823
General Obligation Bond Totals	\$ 450,000,000	\$ 1,935,615	\$ 240,380,717	\$ 242,316,332	\$ 122,200,996	\$ 85,482,673
SAN ANTONIO COLLEGE - 2020 MTN BOND	\$ 11,100,000	\$ -	\$ 11,100,000	\$ 11,100,000	\$ -	\$ -
ST. PHILIP'S COLLEGE & SWC - 2020 MTN BOND	\$ 11,000,000	\$ (161,863)	\$ 10,555,484	\$ 10,393,621	\$ 532,883	\$ 73,495
PALO ALTO COLLEGE - 2020 MTN BOND	\$ 9,800,000	\$ -	\$ -	\$ -	\$ -	\$ 9,800,000
NORTHWEST VISTA COLLEGE - 2020 MTN BOND	\$ 10,000,000	\$ -	\$ 1,818,853	\$ 1,818,853	\$ -	\$ 8,181,147
NORTHEAST LAKEVIEW COLLEGE - 2020 MTN BOND	\$ 8,100,000	\$ 53,653	\$ 1,639,351	\$ 1,693,004	\$ 71,897	\$ 6,335,099
MTN Bond Totals	\$ 50,000,000	\$ (108,210)	\$ 25,113,689	\$ 25,005,479	\$ 604,780	\$ 24,389,742
UNALLOCATED INTEREST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FOR ALL 2017 CIP BONDS	\$ 500,000,000	\$ 1,827,405	\$ 265,494,405	\$ 267,321,810	\$ 122,805,776	\$ 109,872,415

ALAMO COLLEGES DISTRICT
2017 - CAPITAL IMPROVEMENT PROGRAM EXPENDITURES BY PROJECT
As of October 31, 2021

General Obligation Bonds							
PROJECT TITLE	Adjusted Budget	Current Month Expenses	Current Yr Expenses	Prior Yrs Expenses	Total to Date All Yrs Expenses	Commitments	Available Balance
DIS-WETC GO17 - T1	23,000,000	970,808	961,776	5,626,665	6,588,441	15,517,187	894,372
DIS-SETC GO17 - T1	23,000,000	-	(914,697)	4,785,362	3,870,665	13,441,181	5,688,154
DIS-N. 281 Property purch - GO17 - T1	5,000,000	-	-	5,000,000	5,000,000	-	-
DIS I-10 NW Ed and Train Ctr. - GO17 - T2	23,000,000	-	(11,560)	1,869,804	1,858,244	137,106	21,004,650
SWC- Redund Police Dpatch @ SWC - GO17 - T1	2,955,408	-	-	2,955,408	2,955,408	-	-
DIS MOKA Prog. MGT. - GO17	44,592	-	-	-	-	-	44,592
TOTAL FOR DISTRICT	\$ 77,000,000	\$ 970,808	\$ 35,519	\$ 20,237,238	\$ 20,272,757	\$ 29,095,475	\$ 27,631,768
DIS Instructional Tech GO17 - T1	1,500,000	-	-	788,961	788,961	-	711,039
DIS Infrastructural & ACOL GO17 T1	11,600,000	-	-	7,635,919	7,635,919	-	3,964,081
DIS Comm. & Collaboration Tools GO17 T1	4,100,000	-	-	3,833,881	3,833,881	164,305	101,814
Reporting and Analysis - T3	1,700,000	-	-	-	-	-	1,700,000
DIS Mobile Tech & Security GO17 - T3	6,100,000	-	(42,914)	4,442,840	4,399,926	153,849	1,546,225
TOTAL FOR DISTRICT WIDE INFO. TECH.	\$ 25,000,000	\$ -	\$ (42,914)	\$ 16,701,601	\$ 16,658,687	\$ 318,154	\$ 8,023,159
TOTAL FOR DISTRICT / DISTRICT WIDE	\$ 102,000,000	\$ 970,808	\$ (7,395)	\$ 36,938,839	\$ 36,931,444	\$ 29,413,629	\$ 35,654,927
SAC-Parking Garage GO17 - T1	19,427,097	-	(46,487)	18,844,740	18,798,253	133,675	495,169
SAC-Childcare Bldg GO17 - T1	15,443,417	19,156	19,156	6,364,331	6,383,487	9,017,631	42,299
SAC Law Enforce/ 1st Responder - GO17 - T2	20,000,000	17,095	17,095	1,295,994	1,313,089	392,581	18,294,330
SAC Fletcher St Success Ren w/ Main Entry - GO17 - T2	9,431,321	28,402	31,002	5,545,446	5,576,448	3,747,644	107,229
SAC Physical Plant - GO17 - T3	2,521,979	-	-	2,512,802	2,512,802	9,117	60
SAC Chance Academic Ren - GO17 - T3	603,870	-	-	3,604	3,604	110,341	489,925
SAC MFA Ren - GO17 - T3	47,808	-	-	47,808	47,808	-	-
SAC NEW SCIENCE BLDG - GO17	15,524,509	2,325	2,325	1,921,855	1,924,180	12,755,239	845,089
TOTAL FOR SAC	\$ 83,000,000	\$ 66,978	\$ 23,091	\$ 36,536,579	\$ 36,559,669	\$ 26,166,228	\$ 20,274,102
SPC Culinary Arts Center Exc GO17 -T1	30,000,000	-	-	29,997,330	29,997,330	2,257	413
SPC Norris Tech Renovation GO17 - T2	14,882,376	13,133	13,133	14,838,705	14,851,838	11,364	19,174
SPC Bowden Renovation GO17 - T3	14,000,000	468,546	16,078	11,011,470	11,027,548	2,863,415	109,036
TOTAL FOR SPC	\$ 58,882,376	\$ 481,678	\$ 29,210	\$ 55,847,506	\$ 55,876,716	\$ 2,877,037	\$ 128,624
SPC Welding and Auto Body Fac -GO17 -T2	23,117,624	1,477,440	1,500,000	14,818,394	16,318,394	6,673,799	125,431
TOTAL FOR SWC	\$ 23,117,624	\$ 1,477,440	\$ 1,500,000	\$ 14,818,394	\$ 16,318,394	\$ 6,673,799	\$ 125,431
TOTAL FOR SPC / SWC	\$ 82,000,000	\$ 1,959,118	\$ 1,529,211	\$ 70,665,899	\$ 72,195,110	\$ 9,550,836	\$ 254,055

ALAMO COLLEGES DISTRICT
2017 - CAPITAL IMPROVEMENT PROGRAM EXPENDITURES BY PROJECT
As of October 31, 2021

General Obligation Bonds							
PROJECT TITLE	Adjusted Budget	Current Month Expenses	Current Yr Expenses	Prior Yrs Expenses	Total to Date All Yrs Expenses	Commitments	Available Balance
PAC Manufacturing Bldg GO17 - T1	56,865,799	-	(1,988,384)	16,541,568	14,553,184	31,623,178	10,689,437
PAC Real Estate Purchase (under district funding) GO17 - T1	6,000,000	-	-	5,118,242	5,118,242	-	881,758
PAC Student Engagement & Welcome Ctr GO17 - T2	117,663	-	-	17,126	17,126	100,538	-
PAC Natatorium and Gym Ren GO17 - T2	4,721,641	9,000	-	1,269,101	1,269,101	331,736	3,120,805
PAC Physical Plant GO17 - T3	4,294,897	341,310	(345,798)	1,069,593	723,796	3,481,669	89,432
TOTAL FOR PAC	\$ 72,000,000	\$ 350,310	\$ (2,334,182)	\$ 24,015,629	\$ 21,681,447	\$ 35,537,121	\$ 14,781,432
NVC Parking Garage GO17 - T1	9,756,145	-	-	9,361,963	9,361,963	347,905	46,277
NVC Welcome Ctr. GO17 - T1	17,873,204	-	-	15,601,954	15,601,954	99,576	2,171,673
NVC Cultural Prog Ctr Excellen GO17 - T2	4,671,863	-	-	1,069,058	1,069,058	173,263	3,429,542
NVC STEM GO17 - T3	33,900,000	72,845	72,845	21,182,815	21,255,660	6,661,499	5,982,841
NVC Physical Plant GO17 - T3	2,798,788	-	-	2,718,430	2,718,430	80,358	(0)
TOTAL FOR NVC	\$ 69,000,000	\$ 72,845	\$ 72,845	\$ 49,934,221	\$ 50,007,066	\$ 7,362,601	\$ 11,630,334
NLC Tech Ctr Excellence/Science Building GO17 - T2	42,000,000	2,675,271	2,652,046	22,289,549	24,941,595	14,170,582	2,887,823
TOTAL FOR NLC	\$ 42,000,000	\$ 2,675,271	\$ 2,652,046	\$ 22,289,549	\$ 24,941,595	\$ 14,170,582	\$ 2,887,823
TOTAL 2017 G.O. BONDS	\$ 450,000,000	\$ 6,095,330	\$ 1,935,615	\$ 240,380,717	\$ 242,316,332	\$ 122,200,996	\$ 85,482,673

ALAMO COLLEGES DISTRICT
2017 - CAPITAL IMPROVEMENT PROGRAM EXPENDITURES BY PROJECT
As of October 31, 2021

Maintenance Tax Notes							
PROJECT TITLE	Adjusted Budget	Current Month Expenses	Current Yr Expenses	Prior Yrs Expenses	Total to Date All Yrs Expenses	Commitments	Available Balance
SAC FLETCH ST SCSS MTN20	11,100,000	-	-	11,100,000	11,100,000	-	-
TOTAL FOR SAC	11,100,000	-	-	11,100,000	11,100,000	-	-
SPC THCA Culinary-MTN20	2,181,723	-	(161,863)	2,287,518	2,125,655	18,339	37,729
SPC NORRIS TECH MTN20	8,808,277	-	-	8,267,966	8,267,966	514,544	25,766
SPC UNALLOCATED MTN20	10,000	-	-	-	-	-	10,000
TOTAL FOR SPC / SWC	11,000,000	-	(161,863)	10,555,484	10,393,621	532,883	73,495
PAC NATA & GYM IMP - MTN20	9,800,000	-	-	-	-	-	9,800,000
TOTAL FOR PAC	9,800,000	-	-	-	-	-	9,800,000
NVC CUL PRGMS CYP REN - MTN20	8,181,147	-	-	-	-	-	8,181,147
NVC WELCOME CTR - MTN20	1,818,853	-	-	1,818,853	1,818,853	-	0
TOTAL FOR NVC	10,000,000	-	-	1,818,853	1,818,853	-	8,181,147
NLC SCI/TECH CTR of EXEL - MTN20	4,000,000	80,888	53,222	27,665	80,888	64,621	3,854,491
NLC UNALLOCATED - MTN20	1,680,458	-	-	-	-	-	1,680,458
NLC ACA BLDG I ELEV - MTN20	1,274,314	431	431	1,260,510	1,260,941	5,902	7,472
NLC NLIB Elev & L Ren - MTN20	145,228	-	-	143,854	143,854	1,374	0
NLC STU COM MOIST BAR - MTN20	1,000,000	-	-	207,322	207,322	-	792,678
TOTAL FOR NLC	8,100,000	81,318	53,653	1,639,351	1,693,004	71,897	6,335,099
TOTAL 2020 MTN BONDS	\$ 50,000,000	\$ 81,318	\$ (108,210)	\$ 25,113,689	\$ 25,005,479	\$ 604,780	\$ 24,389,742
TOTAL 2017 CIP G.O. & MTN BONDS	\$ 500,000,000	\$ 6,176,648	\$ 1,827,405	\$ 265,494,405	\$ 267,321,810	\$ 122,805,776	\$ 109,872,415



ALAMO
COLLEGES
DISTRICT

**ALAMO COLLEGES DISTRICT
CAPITAL IMPROVEMENTS PROGRAM (CIP)
EXECUTIVE SUMMARY**

No Report to Submit

Discussion and Possible Action on Approval of Financial Reports

Presented to the Board acting as Committee of the Whole on December 7, 2021 and now presented to the Board for approval on December 14, 2021

MINUTE ORDER

“The Alamo Colleges Board of Trustees hereby accepts the financial reports as presented.”

PURPOSE

The following financial reports are presented to the Board of Trustees for informational and approval purposes for October 31, 2021.

BACKGROUND

1. Financial Charts
2. Comparison of Year-to-Date Actual Revenues/Expenditures

IMPLICATIONS

Financial: N/A

Strategic Plan: Strategic Objective III Performance Excellence

Human Resources: N/A

ATTACHMENTS: Financial Reports

Shayne West
Interim Associate Vice Chancellor for
Finance and Fiscal Services

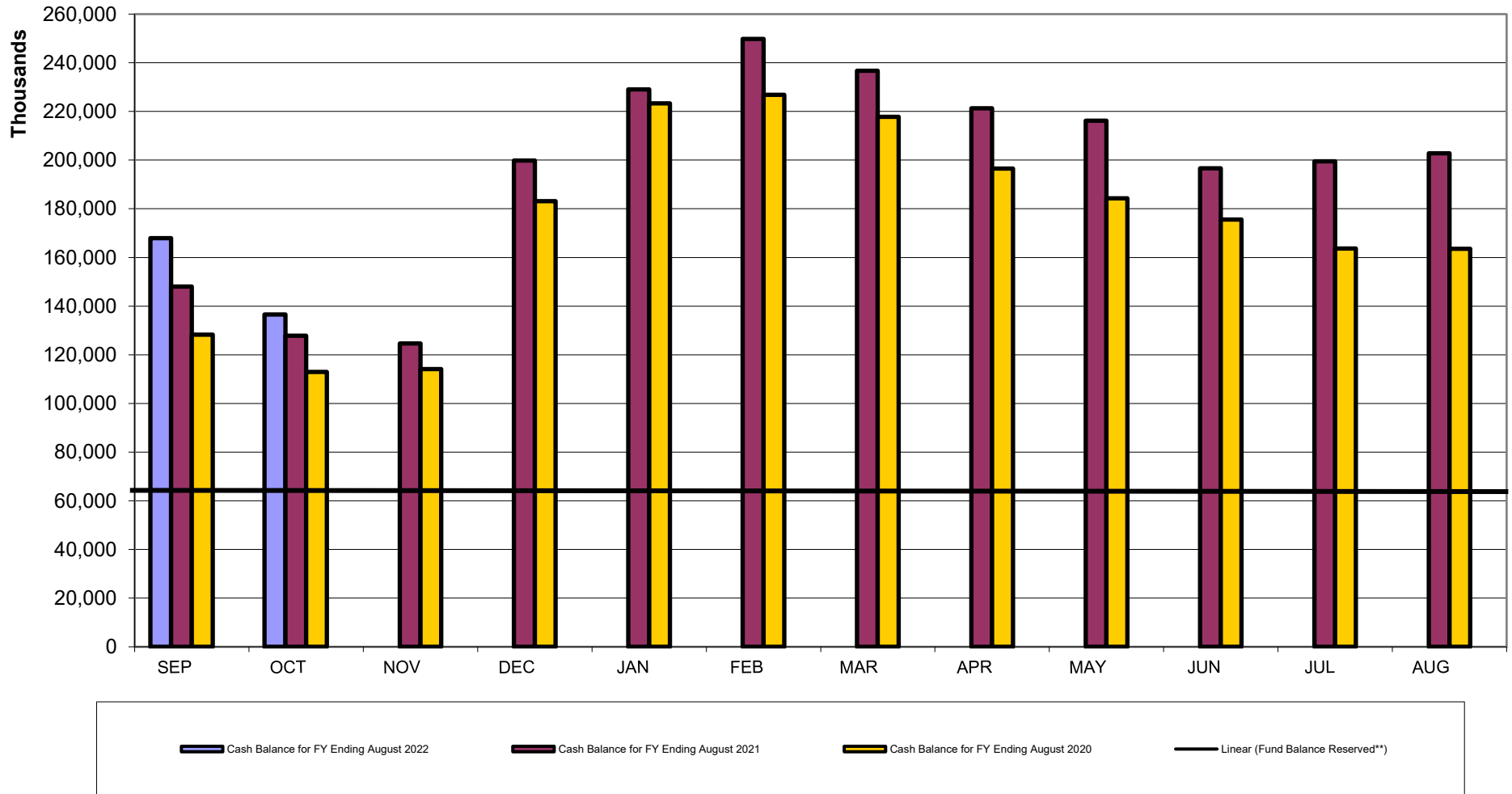
Diane E. Snyder, CPA, Ph.D.
Vice Chancellor for Finance and
Administration

Dr. Mike Flores, Chancellor



ALAMO
COLLEGES
DISTRICT

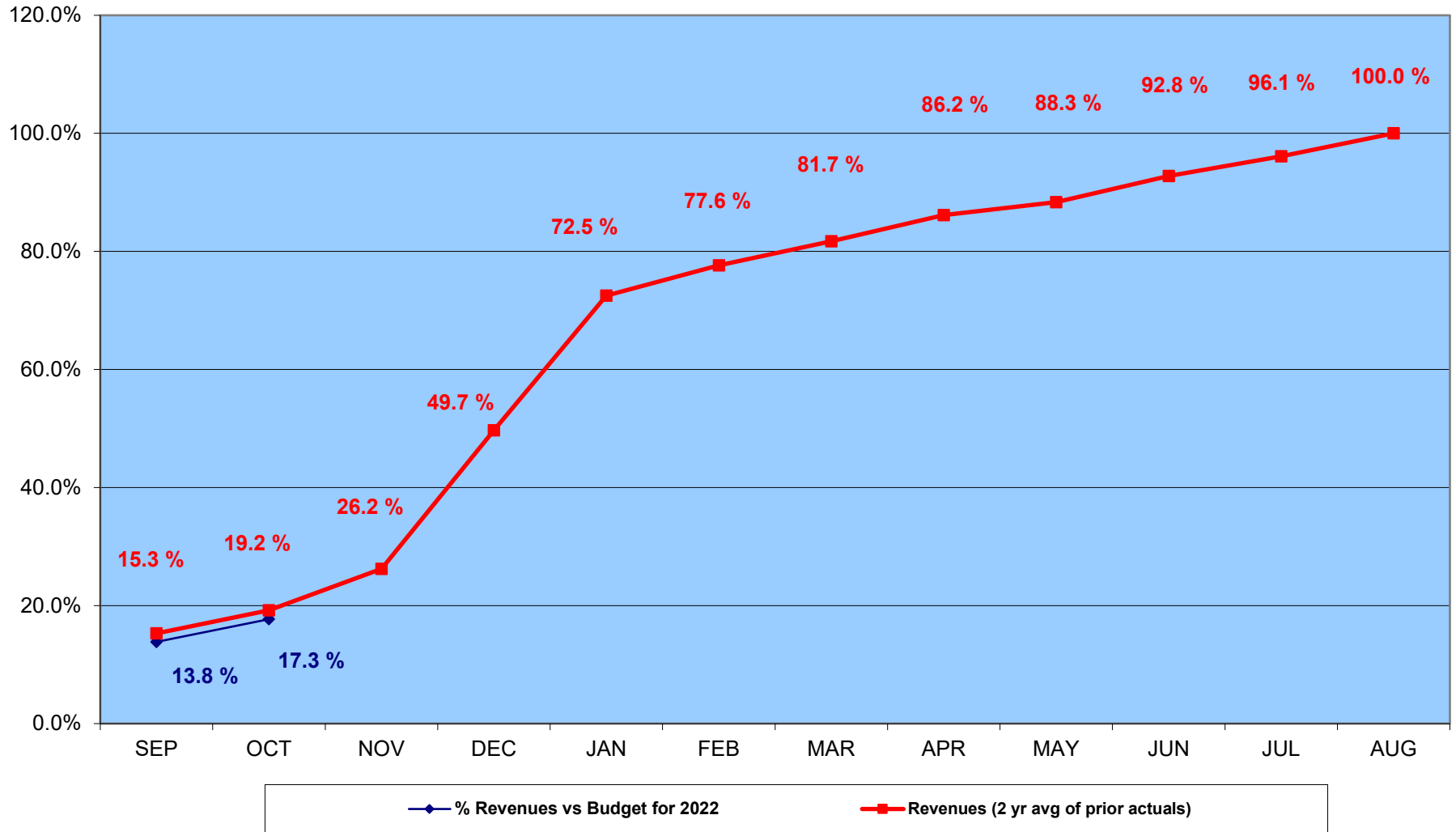
Alamo Colleges District
Current Operating Fund Cash Analysis
 (For Fiscal Years Ending August 2022, 2021 and 2020)
 Through October 2021



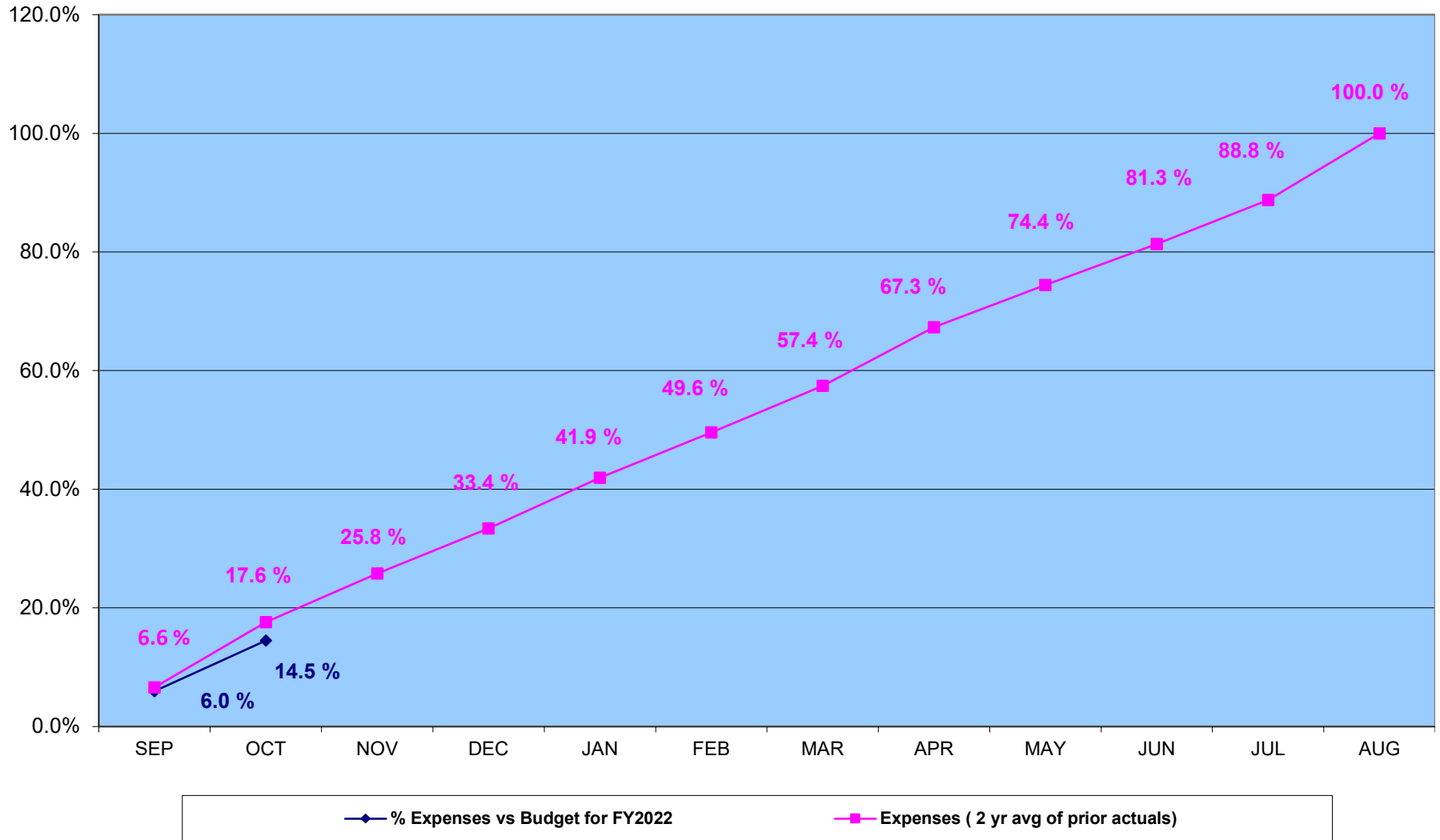
*Includes Cash and Investments.
 Chart excludes cash balances for capital construction and debt service.
 August includes Fall Tuition collections.

**Fund Balance Reserved excludes encumbrances and operating commitments.

**Alamo Colleges District
Unrestricted Operating Actual Revenues as % of Adjusted Budgeted Revenues
Compared to Average of Two Prior Years Actual Revenues**



Alamo Colleges District
Unrestricted Operating Actual Expenses and Transfers as % of Adjusted Budgeted Expenses and Transfers
Compared to Average of Two Prior Years Actual Expenses and Transfers



ALAMO COLLEGES DISTRICT
FY 2021 - 2022 ALL FUNDS ACTUALS VS BUDGET REPORT
OCTOBER 2021 YEAR-TO-DATE

	Adjusted Budget 2021 - 2022 (A) (as of October 2021)		YTD Actual 10/31/2021		% of Budget (2nd month / 16.7 % of Year)			
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted		Restricted	
					10/31/21	10/31/20	10/31/21	10/31/20
REVENUES								
Instruction and General	394,029,976	80,666,002	69,083,666	6,678,075	17.5%	18.6%	8.3%	6.2%
Public Service	952,048	-	2,157	-	0.2%	3.7%	-	-
Scholarships and Fellowships	-	94,721,553	-	25,168,716	-	-	26.6%	7.9%
Auxiliary Enterprises	5,069,988	-	1,105,484	-	21.8%	15.1%	-	-
Student Activity Fee	2,571,096	-	1,027,334	-	40.0%	40.9%	-	-
Subtotal Current Funds	402,623,108	175,387,555	71,218,641	31,846,791	17.7%	18.7%	18.2%	7.3%
Capital Outlay	-	62,069,322	-	30,396	-	-	0.0%	0.0%
Renewals & Replacements	-	-	-	-	-	-	-	-
Building	-	7,464,276	-	8,892	-	-	0.1%	0.0%
Furniture & Equipment	-	3,137,308	-	-	-	-	-	-
Debt Services	-	75,044,988	-	1,881,306	-	-	2.5%	3.2%
Subtotal Plant Funds	-	147,715,894	-	1,920,594	-	0.0%	1.3%	0.7%
TOTAL REVENUES	402,623,108	323,103,449	71,218,641	33,767,385	17.7%	18.7%	10.5%	2.4%
BEGINNING FUND BALANCES (B)								
Instruction and General	117,417,915	1,216,108	117,417,915	1,216,108				
Public Service	-	-	-	-				
Scholarships and Fellowships	-	11,181,737	-	11,181,737				
Auxiliary Enterprises	3,200,000	-	3,200,000	-				
Student Activity Fee	2,861,409	-	2,861,409	-				
Subtotal Current Funds	123,479,324	12,397,845	123,479,324	12,397,845				
Capital Outlay	-	200,082,919	-	200,082,919				
Renewals & Replacements	-	-	-	-				
Building	-	51,238,576	-	51,238,576				
Furniture & Equipment	-	13,950,347	-	13,950,347				
Debt Services	-	13,295,407	-	13,295,407				
Subtotal Plant Funds	-	278,567,249	-	278,567,249				
TOTAL BEGINNING FUND BALANCES	123,479,324	290,965,094	123,479,324	290,965,094				
TOTAL AVAILABLE (Revenues + Beg. Fund Balance)								
Instruction and General	511,447,891	81,882,110	186,501,581	7,894,183				
Public Service	952,048	-	2,157	-				
Scholarships and Fellowships	-	105,903,290	-	36,350,453				
Auxiliary Enterprises	8,269,988	-	4,305,484	-				
Student Activity Fee	5,432,505	-	3,888,743	-				
Subtotal Current Funds	526,102,432	187,785,400	194,697,965	44,244,636				
Capital Outlay	-	262,152,241	-	200,113,315				
Renewals & Replacements	-	-	-	-				
Building	-	58,702,852	-	51,247,468				
Furniture & Equipment	-	17,087,655	-	13,950,347				
Debt Services	-	88,340,395	-	15,176,713				
Subtotal Plant Funds	-	426,283,143	-	280,487,843				
TOTAL AVAILABLE	526,102,432	614,068,543	194,697,965	324,732,479				

(A) Includes no budget amendments

(B) Beginning fund balance are unaudited ending FY20-21 fund balances. The fund balances include Board mandated 15% operating reserve, grants, construction, scholarships, & gifts funds.

FY 2021 - 2022 ALL FUNDS ACTUALS VS BUDGET REPORT

OCTOBER 2021 YEAR-TO-DATE

	Adjusted Budget 2021 - 2022 (A) (as of October 2021)		YTD Actual 10/31/2021		% of Budget (2nd month / 16.7 % of Year)			
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted		Restricted	
					10/31/21	10/31/20	10/31/21	10/31/20
EXPENDITURES								
Instruction and Genera	382,283,382	80,666,002	50,676,694	5,819,998	13.3%	13.9%	7.2%	5.9%
Public Service	1,542,255	-	178,068		11.5%	12.8%		
Scholarships and Fellowships	-	100,532,657		25,170,729			25.0%	7.5%
Auxiliary Enterprises	2,047,781	-	103,619		5.1%	8.7%		
Student Activity Fee	2,571,096	-	245,319		9.5%	3.5%		
Subtotal Current Funds	388,444,514	181,198,659	51,203,700	30,990,727	13.2%	13.7%	17.1%	7.0%
Capital Outlay	-	266,007,721		2,000,306			0.8%	2.9%
Renewals & Replacements	-	-						
Building	-	58,753,852		(983,933)			-1.7%	4.3%
Furniture & Equipment	-	2,165,866		474,471				
Debt Services	-	85,021,374		6,391,485			7.5%	9.8%
Subtotal Plant Funds	-	411,948,813	-	7,882,329			1.9%	6.2%
TOTAL EXPENDITURES	388,444,514	593,147,472	51,203,700	38,873,056	13.2%	13.7%	6.6%	6.5%
TRANSFERS (IN) OUT								
Instruction and General			8,165,130					
Public Service								
Scholarships and Fellowships	5,811,104	(5,811,104)		-				
Auxiliary Enterprises	-	-						
Student Activity Fee	-	-						
Subtotal Current Funds	5,811,104	(5,811,104)	8,165,130	-				
Capital Outlay	3,855,480	(4,058,400)		-				
Renewals & Replacements	-	-						
Building	51,000	(51,000)		(204,155)				
Furniture & Equipment	-	-						
Debt Services	11,569,916	(11,569,916)		(7,960,975)				
Subtotal Plant Funds	15,476,396	(15,679,316)	-	(8,165,130)				
NET TRANSFERS	21,287,500	(21,490,420)	8,165,130	(8,165,130)				
TOTAL EXPENSE & TRANSFERS	409,732,014	571,657,052	59,368,830	30,707,926	14.5%	14.9%	5.4%	4.4%
ENDING FUND BALANCES								
Instruction and General	129,164,509	1,216,108	127,659,757	2,074,185				
Public Service	(590,207)	-	(175,911)	-				
Scholarships and Fellowships	(5,811,104)	11,181,737	-	11,179,724				
Auxiliary Enterprises	6,222,207	-	4,201,865	-				
Student Activity Fee	2,861,409	-	3,643,424	-				
Subtotal Current Funds	131,846,814	12,397,845	135,329,135	13,253,909				
Capital Outlay	(3,855,480)	202,920	-	198,113,009				
Renewals & Replacements	-	-	-	-				
Building	(51,000)	-	-	52,435,556				
Furniture & Equipment	-	14,921,789	-	13,475,876				
Debt Services	(11,569,916)	14,888,937	-	16,746,203				
Subtotal Plant Funds	(15,476,396)	30,013,646	-	280,770,644				
TOTAL ENDING FUND BALANCES	116,370,418	42,411,491	135,329,135	294,024,553				
TOTAL EXP, TRF & BALANCES	526,102,432	614,068,543	194,697,965	324,732,479				

(A) Includes ni budget amendments

ALAMO COLLEGES DISTRICT
FOR THE TWO MONTH PERIOD ENDED OCTOBER 31, 2021

(1) Revenue Variance:

For the two month period ended October 31, 2021 operating revenue decreased 1.1%, or \$0.8 million to \$71.2 million (first two months 2021: \$72.0 million). The decrease is attributed to lower tuition and fee revenues and tax revenues, offset by stable State appropriations and increases in other income.

- a) Tax revenues for FY22 decreased \$0.7 million, or 12.3%, and stand at \$5.0 million vs \$5.7 million in the prior year. The budget for tax revenues for FY22 and FY21 stand at \$195.0 million and \$178.3 million, respectively. The District has benefitted from increasing taxable values in Bexar County. As of the initial roll certification in July of 2010, the net taxable value of the appraisal roll for the District was approximately \$100 billion, and that has grown to \$196 billion in 2022. For the past 5 years, net taxable value has grown over 5% on an annualized rate. The rise in taxable assessed value has resulted in an increasing revenue stream for the Alamo Colleges District without raising the tax rate since 2012 and has provided funding for facilities operations and maintenance on infrastructure.
- b) Tuition & fees for FY22 through Fall enrollment decreased 3.3%, or \$1.5 million, from FY21 amounts. FY22 revenues stand at \$44.0 million, or 40.3% of the budget, vs. FY21 revenues of \$45.5 million, or 42.3% of the budget. The gross revenue decrease is attributed to a drop in headcounts and semester credit hours taken. Headcount enrollment for the Fall decreased 6.6%, or 4,505, to 64,110 students, while semester credit hours taken dropped 7.8%, or 36,174 to 428,268 semester credit hours.
- c) Funding from the State of Texas for the 2022 and 2023 biennium remained flat for all community colleges. However a change in the funding formula provides a slight increase for the Alamo Colleges District. State funding increased \$1.6 million to \$88.8 million budgeted in FY22. Actual State appropriations increased 2.1% in FY22, or \$0.4 million, and stand at 22.3% and 22.2%, of FY22 and FY21 budgets, respectively. As of this month the revenues are \$19.8 million. State appropriations including state-paid benefits (group health & retirement) shows a slight increase as compared to the prior year.

(2) Expense Variance:

- a) The overall goal of the Fiscal Year 2022 Annual Budget (FY22) is to continue the momentum we created last year in positioning the Alamo Colleges District for "smart growth," which makes the most effective use of every dollar of revenue to support the economic and social mobility of the members of our community and the success of our students. This is an especially significant accomplishment in light of the current economy and the strain we have seen organizations in San Antonio and the higher education community face in light of the pandemic. The Alamo Colleges District is fortunate to be well-prepared in the face of economic uncertainties plaguing other entities; instead we are investing in the "smart growth" initiatives that were introduced in FY20, and expanding them to ensure the success of continued "smart growth" and "smart talent" in FY22.
- b) Operating expenses for FY22 and FY21 for the same period stand at 14.5% and 14.9% of budget, respectively, reflecting a conservative approach to spending. Actual expenses for FY21 and FY20 are \$59.4 million and \$61.1 million.

Discussion and Possible Action on Approval of Monthly Report on Cooperative Purchases in Excess of \$100,000

Presented to the Board Acting as Committee of the Whole on December 7, 2021 and now presented to Board for approval on December 14, 2021.

MINUTE ORDER

“The Alamo Colleges District Board of Trustees hereby approves the monthly Cooperative Purchase Report as presented.”

PURPOSE

The purpose of this Minute Order is to provide a monthly report of purchases exceeding \$100,000 and any fees charged by the various local, state, and national providers of Cooperative Purchasing (COOP) programs during the specified reporting period. Not all COOP programs charge fees, and some COOP's offer cash rebates paid directly to Alamo Colleges. The Purchasing and Contract Administration Department utilizes the COOP programs to gain greater access to goods and services, cost savings through leveraged buying, and reduced administration costs by issuing fewer competitive bids and proposals. The combined buying power of public institutions throughout the State of Texas and nationally translates into savings and provides an efficient, cost effective and legal means for providing goods and services to departments throughout the Alamo Colleges in an expedited fashion.

BACKGROUND

Vendor contracts awarded through approved federal, state or cooperative purchasing agreements are a statutorily approved alternative to competitively procured vendor contracts. Only the following such contract purchases require prior Board approval:

- a. Purchases valued at \$100,000 or more in any 12-month period that will result in additional gross square footage (permanent or otherwise) that will require cleaning and maintaining, and have at least two utilities present;
- b. Purchases valued at \$100,000 or more in any 12-month period that in the judgment of the Chancellor or Purchasing & Contract Administration would commit the College District or one of the colleges to an entirely new technology that would be pervasive for subsequent years.

For any cooperative purchasing contract valued at \$25,000 or more, Purchasing & Contract Administration shall document any contract-related fee, including any management fee. At least annually, Purchasing & Contract Administration shall present a written report regarding any contract-related fees, including any management fees, to the Board of Trustees at a properly posted open meeting.

IMPLICATIONS

Financial: None

Strategic Plans: Goal I-Student Success; and Goal III-Performance Excellence

Employee Services: None

Attachments: Cooperative Contract Purchases over \$100,000

Gary O'Bar, C.P.M.
Director, Purchasing & Contract Administration

Shayne West
Interim Associate Vice Chancellor for
Finance and Fiscal Services

Dr. Diane E. Snyder, CPA, Ph.D.
Vice Chancellor for Finance & Administration

Dr. Mike Flores
Chancellor



COOPERATIVE CONTRACT PURCHASES OVER \$100,000

Location	Type of Funding	Description	Purpose/Why	COOP Admin Fee	Total Cost	Vendor/ Co-Op
Palo Alto College / Information Technology Services	PAC Doss CRRSAA Institution 2022	37 Aruba Wireless Access Points, Mounting Hardware and Installation	Provide Students, Faculty & Staff Wireless Access to the Internet and District Network in the PAC Parking Garage.	\$0.00	\$118,778.00	Intech Southwest Services LLC DIR-TSO-4159 SMWVBE: WBE
District Support Operations / District Director IT Services Office	Service Departments	Up to 999 Tera Bytes (TB) off-site cloud storage space	Provide an Off-Site Back up of Alamo Colleges' Data Centers Located at SAC and DSO	\$0.00	\$125,337.60	Iron Mountain Information Management LLC Omnia 1325
District Support Operations / District Director IT Services Office	Service Departments	Salesforce Customer Relationship Management (CRM) Software	Primarily used by AlamoPROMISE candidates, this online platform allows faculty and staff to track college applicants' and students' progress and remain in contact with them through their academic career.	\$0.00	\$126,018.56	Carahsoft Technology Corporation DIR-TSO-4288
District Support Operations / District Director IT Services Office	Service Departments	Oracle Internet Application Server Enterprise Edition Software Licenses, Related Modules and Support	Maintain Alamo College District's enterprise-wide network operating software and provide latest operating and security updates	\$0.00	\$376,250.17	Oracle America, Inc. DIR-TSO-4158
District Support Operations / District Director IT Services Office	Service Departments	Workfront Software	Annual renewal for project management software used to manage IT projects by the PFM's at the District and some College IT areas.	\$0.00	\$123, 876.00	SHI Government Solutions Inc PACE P00185 SMWVBE: SBE
District Support Operations /	DIS Operating	108 Laptop Computers and Extended Warranties	Replace staff computers at the District Support Operations offices that have reached their end of life	\$0.00	\$132, 712.00	Intech Southwest Services LLC DIR-TSO-4159 SMWVBE: WBE

District Support Operations / District Director IT Services Office	Service Departments	Annual Renewal & New Licensing of all Fortinet systems including Internet firewall, server firewall, Email protection, and VPN client manager.	To maintain network security through the latest updates and security patches for Alamo Colleges' Fortinet enterprise systems to include Internet firewall, DMZ server firewall, Email protection, and VPN client manager.	\$0.00	\$228,895.00	Intech Southwest Services LLC DIR-TSO-4075 SMWVBE: WBE
District Support Operations / District Director IT Services Office	Service Departments	21 Network Switches and Operating Software Support for Network Phone System Used Enterprise-wide	Replacement of old end of life switches that distribute the Districts incoming, outgoing and inter-network telephony communications	\$0.00	\$215,528.41	ALE USA, Inc. DIR-TSO-4304
District Support Operations / District Director IT Services Office	Service Departments	Annual Renewal of Software Support for Network Phone System Switches Used Enterprise-wide	Provide latest enhancements & security patches to the District's telephony communications software	\$0.00	\$251,117.06	ALE USA, Inc. DIR-TSO-4304
San Antonio College/Child Care Center and Micronauts	San Antonio College Childcare Center – Unrestricted Construction Funds/ Childcare Santikos/Micronauts Center - Unrestricted Construction Funds	Purchase of student desks, teacher desks, student chairs, teacher chairs, lecterns, sofas, coffee tables, stackable chairs, easels, indoor play area furniture, outdoor play area furniture, bookshelves, mobile storage units, trash Receptacles, picnic tables, umbrellas with base, changing pads, guest chairs, padded floor mats and cabinets	New Furniture for the New Child Care Center and Micronauts for students, staff, faculty and guests.	\$0.00	\$150,133.19	Worthington Contract Furniture BuyBoard 584-19

St. Philip's College Center for Health Professions	St. Philip's College CROSS Coronavirus Response Relief Supplemental Appropriations Act Historically Black Colleges Universities 2022	Purchase of three (3) Medical Simulation Manikins, Laptops, All in One Panel Personal Computers with Operating Software, Warranty and 1-2 day On-site Training	Provide clinical training for the health science programs; specifically, for students enrolled in the nursing, cardiovascular technologist, vision care, and respiratory care programs	\$0.00	\$280,433.74	Laerdal Medical Corporation BuyBoard 610-20
Northwest Vista College/STEM Program	Northwest Vista College Stem GO17	Purchase of 12 teacher desks, 45 classroom tables, 6 Lectern with cabinet, 114 Magnetic Whiteboards, and 45 Monitor Lift Tables	New Furniture for the New STEM Center of Excellence for students, faculty and staff.	\$0.00	\$225,945.57	Herman Miller Workplace Resources of SA Omnia Partners #R191819 SMWVBE: SBE & WBE
San Antonio College/Library	San Antonio College ADAMS Coronavirus Response Relief Supplemental Appropriations Act Institution 2022	Purchase of 36 Booths and 11 Rooms, Tables, Chairs, Stools, to be place throughout the Library in the Moody Learning Center	Booths and Rooms create a diverse range of small-scale private environments for students to use.	\$0.00	\$616,036.79	Officesource LTD Omnia Partners #R191816 & R191811 SMWVBE: SBE & WBE
District Support Operations / District Director IT Services Office	Service Departments	Annual renewal of SPLUNK Data Security Software, a System Event and Incident Manager for logging of major Enterprise Systems.	To strengthen Alamo Colleges District's security posture by identifying any malicious activity to various data sources.	\$0.00	\$245,004.00	SHI Government Solutions Inc DIR-TSO-3926 SMWVBE: SBE
District Support Operations / DIS Banner Project Services	DIS Operating	Annual Renewal of Adobe Software for students, faculty & staff at all Colleges and DSO Offices	Adobe Enterprise Subscription for use of all Adobe products for Employees and targeted student Cohorts based on classroom instruction.	\$0.00	\$228,480.00	JourneyEd.com TCCTA Adobe ETLA

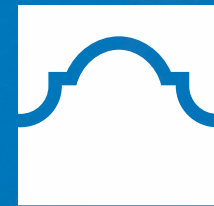


District Support Operations / District Director IT Services Office	Service Departments	Fortinet Network Security Software and Support	Fortinet Authenticator replacement for enhanced Authentication and enabling Multifactor Authentication (MFA) for Virtual Private Network (VPN) access for employees.	\$0.00	\$123,277.00	Intech Southwest Services LLC DIR-TSO-4075 SMWVBE: WBE
St. Philip's College / Instructional Technologies Department	SPC_CROSS_CRRSAA_HBCU 2022	600 Laptop Computers, Monitors, Extended Warranties, Security Software & Imaging Services and an Additional 250 Touchscreen Monitors	Replace 6-7 year old laptop computers distributed to students for remote learning at the start of the COVID pandemic and provide secure remote access to faculty and staff for daily business functionality as part of an initiative moving toward mobile readiness.	\$0.00	\$1,663,850.00	Intech Southwest Services LLC DIR-TSO-4159 SMWVBE: WBE
District Support Operations / Vice Chancellor of Finance & Administration	DIS Operating	Three (3) Months Wireless Hotspot Fees	To provide students with remote internet access to facilitate on-line learning.	\$0.00	\$130,000.00	AT&T DIR-TSO-3420



Overview: Non-CIP Minute Order Actions

Greg McClure
Associate Vice Chancellor, Facilities & Construction Management



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Dr. Adena Loston
President, St. Philip's College



Malcolm Baldrige
National Quality Award
2018 Award Recipient

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OF DISTINCTION

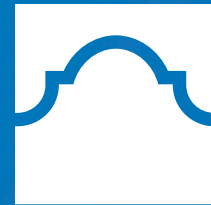
Non-CIP Minute Order Actions

- Discussion and Possible Action on the Purchase of Construction Manager-at-Risk Services for the District for Non-Bond Funded Projects
 - Extends the Board's October 20, 2020 approval to utilize construction managers from the approved vendor pool of ten construction companies to align with CIP construction period.
 - Removes Maximum Threshold of \$20M to accommodate the SPC HEERF Program Budget
- Discussion and Possible Action on the Adoption of the St. Philip's College Construction Project Plan for Projects funded by the Higher Education Emergency Relief Funds
 - Approves prior to the start of design work, the SPC Renovation Project list funded by HEERF grants
- Discussion and Possible Action on the Purchase of Construction Manager-at-Risk Services for St. Philip's College Construction Projects funded by the Higher Education Emergency Relief Fund's Historically Black Colleges and Universities Grant (HEERF HBCU)
 - Approves the selection of the construction manager-at-risk for SPC's HEERF renovation projects



Utilizes Construction Manager Pool of Vendors for Non-CIP Work (SPC HEERF)

Greg McClure
Associate Vice Chancellor, Facilities & Construction Management



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Malcolm Baldrige
National Quality Award
2018 Award Recipient



Construction Manager-at-Risk (CMR) Services



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- **Multiple Awards (Vendor Pool) on an Indefinite Delivery, Indefinite Quantity Basis (as needed)**
 - **10 Construction Mgr. at Risk**
 - **Awarded 2/27/18 for G.O. Bond CIP Projects for 10 locations (with construction planned through 2023)**
 - ***Non-bond-funded work was solicited as “Phase 2,” “provided by location enabling the Alamo Colleges District to increase the scope of work should funding be identified outside the CIP (General Obligation) GO Bonds.” The selected firm(s) may work on any of the Alamo Colleges District projects, as assigned, at the ten sites, within the financial limitations stated therein for increased scope of work, which is up to \$20 million for each College***
 - **October 20, 2020 Board approved utilizing Vendor Pool of 10 CMRs for non-CIP Projects including the Veteran’s projects at NVC (approx. \$6M) and SAC (approx. \$10.2M) funded by special State Appropriations**
 - ***December 14, 2021 MO for use of Vendor Pool to fast-track special projects at SPC funded by HEERF HBCU grants (work must complete by May 2023 (if encumbered before 5/2022, can get 1 year extension)***



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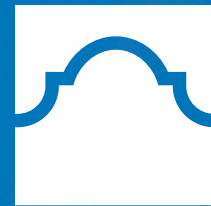


ALAMO COLLEGES DISTRICT
St. Philip’s College



SPC HBCU HEERF Project Plan

Dr. Adena Loston
President, St. Philip's College



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DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient



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HEERF HBCU Grant Renovation Projects - \$61M of \$93M

- Proactively ***Augment Facilities*** to Address Public Health Threats--- by Enhancing Safety Measures as it relate to Air Quality and Social Distancing
- Strategic Investment to ***Prolong the Existence of Current Facilities*** --- through ARP Funds
- ***Enhance Instructional Programming*** Needs to Improved SLOs --- through upgrade infrastructure to support technological tools that allows faculty to enrich curricula
- ***New Configurations to Safely Deliver and Promote Student Success*** -- - through Advocacy, Advising Services

SPC HEERF HBCU Renovation – Minor Remodeling Initiatives

- Removal of Walls
- Placing Cubicles/Room Dividers
- Electrical/Utility Lines/Water associated with remodeled space
- Installation or Renovation of an HVAC system
- Purchase or Costs of Installation within a previously completed building



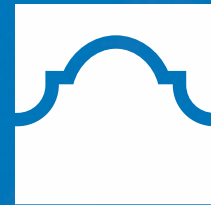
SPC U.S. Department of Education HBCU HEERF Funding

HBCU Awards	Received	End Date	Award Amount	Purpose
U.S. Department of Education/Coronavirus Aid, Relief, and Economic Security (CARES) Act _HEERF I	5/11/2020	5/10/2022	\$ 6,284,530.00	To support costs related to supporting the new delivery of instruction (equipment, software, etc.); technology needs; and implementing best practices to improve public health and safety on campus (minor remodeling; improving building air quality; PPE equipment; etc.).
U.S. Department of Education/Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA)-HEERF II	4/22/2021	5/10/2022	\$ 31,665,801.00	
U.S. Department of Education/American Rescue Plan (ARP)-HEERF III	8/3/2021	5/10/2022	\$ 55,226,223.00	
Total			\$ 93,176,554.00	



Select Construction Manager-at-Risk for SPC HEERF HBCU Projects

Greg McClure
Associate Vice Chancellor, Facilities & Construction Management



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National Quality Award
2018 Award Recipient

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SPC HBCU HEERF Budget Summary

\$ 50,148,032	Total ARP Allocated
\$ 5,078,191	ARP Program Reserves
\$ 3,597,779	Total CRRSAA Allocated
\$ 1,652,221	CRRSAA Program Reserves
\$ 667,000	Total Preventive Maint (FY21)
\$61,143,223	Total SPC Facilities Budget

- 8 facilities projects
 - 4 in concept development/scoping
 - 4 starting design (Schematic Design phase)
- All of \$55,223,226 ARP budgeted to facilities work
 - \$50.1M allocated to project work
 - \$5M current reserves to cover changes during scope refinement and design
- \$5,250,000 CRRSAA budgeted to facilities work
 - \$3.6M allocated to project work
 - \$1.7M current reserves
- \$667,000 in FY21 Preventive Maintenance
 - BOT approved for SWC Bldg 1 HVAC repairs
 - Combined with \$5.25M HEERF to enhance HVAC air quality and system reliability



Recommended Contract Award – SPC HBCU HEERF Projects

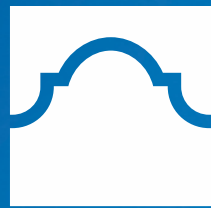
- Discussion and Possible Action on awarding the Construction Manager's at Risk (CMAR) Renovation contract to Turner Construction Company, Inc. for the Alamo Colleges District – St. Philip's (SPC) HEERF Funded facility projects. (CSP 18C-005)
- Due to very challenging schedule, crucial to select a company with significant capacity
 - Contract award (Guaranteed Maximum Price) by 10 May 2022 and completion by 10 May 2023
 - Single CMAR for college consolidates oversight responsibility of multiple, contractor, project teams and simplifies communications between Alamo Colleges and the CMAR
- Contributes to SMWVBE Goals
 - Turner has the highest SMWBE Sub-contracting Plan Goal amongst ongoing CIP projects
- Selection criteria included: capacity, ability to meet difficult schedule, recent past performance, experience with renovations of historic facilities, and ability to mitigate supply chain issues.
- CMAR Oversight from ACD; Dedicated Project Management Team supporting SPC
 - District Office of Facilities Operations and Construction Management
 - Dedicated ACD project manager (AIA Registered Architect) with potential 3rd party vendor support

Non-CIP Minute Order Actions

- Discussion and Possible Action on the Purchase of Construction Manager-at-Risk Services for the District for Non-Bond Funded Projects
 - Extends the Board's October 20, 2020 approval to utilize construction managers from the approved vendor pool of ten construction companies to align with CIP construction period.
- Discussion and Possible Action on the Adoption of the St. Philip's College Construction Project Plan for Projects funded by the Higher Education Emergency Relief Funds
 - Prior to beginning design work, approves the SPC Project lists funded by \$61M of HEERF HBCU grants covering renovations, soft costs and furniture/fixture/equipment.
- Discussion and Possible Action on the Purchase of Construction Manager-at-Risk Services for St. Philip's College Construction Projects funded by the Higher Education Emergency Relief Fund's Historically Black Colleges and Universities Grant (HEERF HBCU)
 - Approves the selection Turner Construction as construction manager-at-risk for SPC's HEERF renovation projects
 - Or if a satisfactory contract is not successfully negotiated with that CMAR, then approves that Administration may select from among those authorized by the Board on February 27, 2018 with whom a satisfactory contract is negotiable.
- Next Steps: Guaranteed Maximum Price (GMP) Approvals in March and April Board Meetings



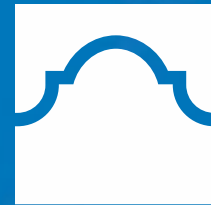
Thank you.



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Appendix



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Malcolm Baldrige
National Quality Award

2018 Award Recipient



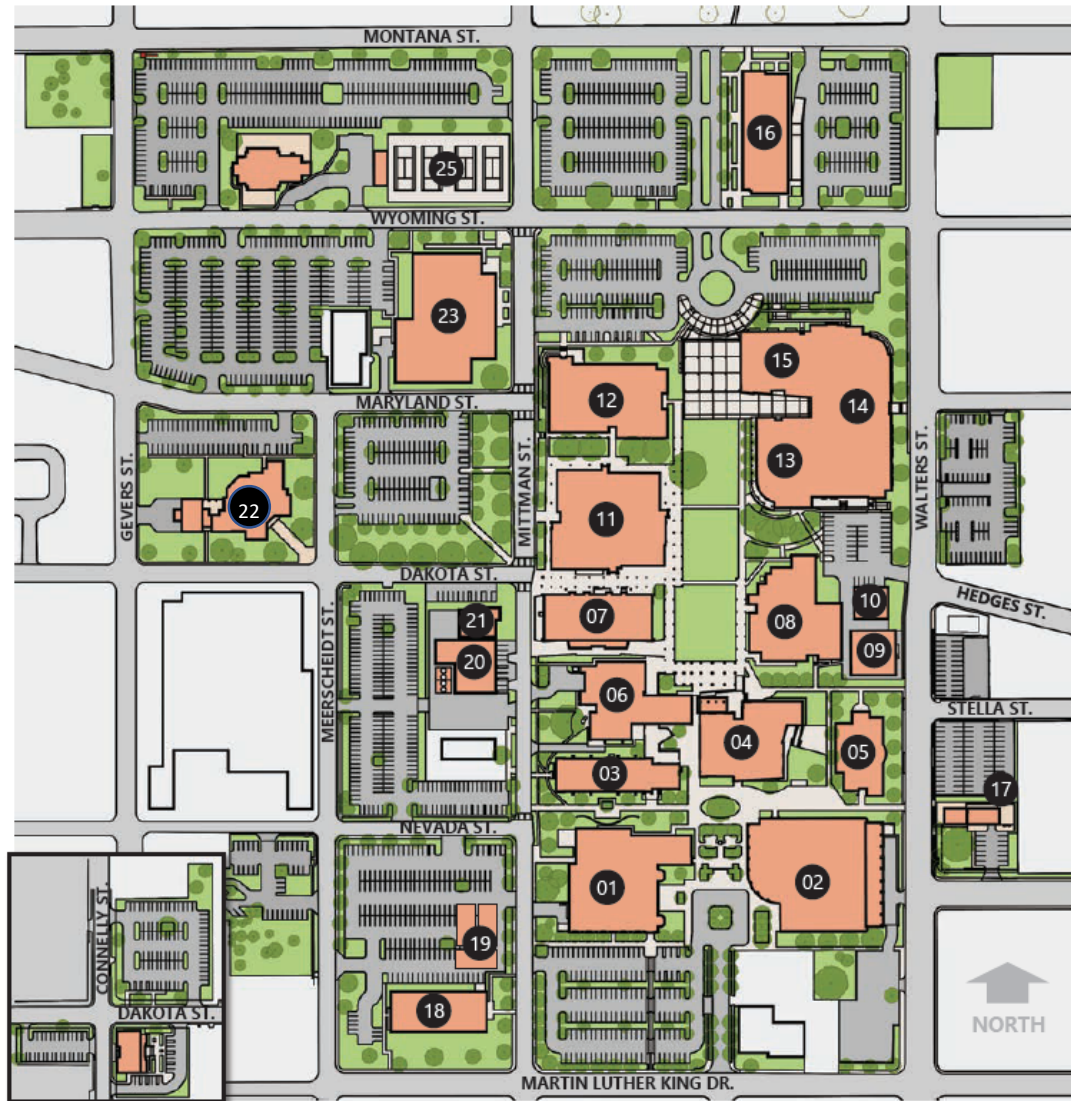
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SPC HBCU HEERF Project Plan – For Approval

Facility	Description	Construction Cost	Soft Cost	FF&E Allocation	Total Project Cost	Source
Watson Fine Arts Center	Upgrade HVAC, boiler & Kiln	\$ 773,955	\$ 139,312	\$ -	\$ 913,267	HEERF III, ARP
Learning Leadership and Development (LLDC)	Engineering Retrofit and Equipment purchased by CARES/CRRSAA to support the new delivery of instruction and promote social distancing/improve spatial needs.	\$ 1,935,752	\$ 329,078	\$ 290,363	\$ 2,555,193	HEERF III, ARP
Legacy Bowden	Expand facility to support more instructional spaces by updating HVAC systems; addressing public health concerns that threatens air quality/ cause respiratory issues such as mold, etc. upgrade electrical work in alignment with upgrading HVAC systems and minor remodeling to support equipment/technology.	\$ 15,810,756	\$ 2,215,936	\$ 738,645	\$ 18,765,337	HEERF III, ARP
Campus Center	Minor remodeling to expand learning facility to meet new delivery of instruction and social distancing need that will support the growth of Bachelor of Applied Technology (BAT) degree program.	\$ -	\$ -	\$ -	\$ 17,000,000	HEERF III, ARP
Applied Science Building (ASB)	of instruction and social distancing need that will support the expansion of Applied Sciences (Health Sciences programs; Automotive and Computer Engineering Technology departments) – electrical updates to support advance technology-driven	\$ -	\$ -	\$ -	\$ 10,000,000	HEERF III, ARP
Welcome Center	Expand service areas to improve social distancing practices. Includes electrical wiring updates and other work.	\$ 715,000	\$ 88,725	\$ 65,000	\$ 868,725	HEERF III, ARP
SWC Industrial Technology Cntr (Bldg 1)	HVAC repairs to modernize and improve air quality. Also relocates equipment to room 200 in C-Wing to promote social distancing.	\$ 3,643,478	\$ 529,259	\$ 92,042	\$ 4,264,779	HEERF II, CRRSAA & FY21 BoT Approved PM Pjct (\$667K)
SWC Multidisciplinary Instructional Cntr (Bldg 3)	Minor alteration to support Student Advocacy.	\$ 33,342	\$ 4,168	\$ 8,000	\$ 45,510	HEERF III, ARP



Construction Project MLK Location Plan

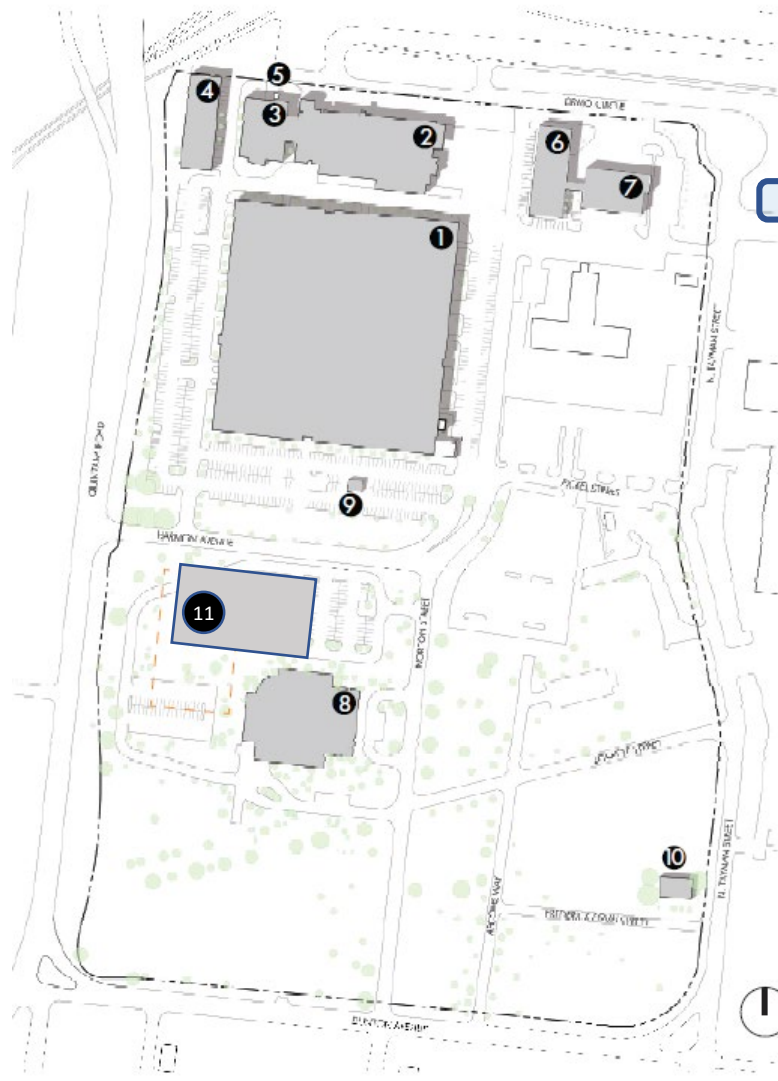


- 01 Watson Fine Arts Center
- 02 Applied Science Building
- 03 Bowden Building
- 04 Turbon Student Center
- 05 Continuing Education
- 06 Campus Center
- 07 Clarence W. Norris Building
- 08 Health & Fitness Center
- 09 Maintenance
- 10 Central Plant
- 11 Sutton Learning Center
- 12 William C. Davis Science Building
- 13 Welcome Center
- 14 Center for Health Professions
- 15 Center for Learning Resources
- 16 Tourism, Hospitality & Culinary Arts
- 17 Grounds Building
- 18 Saint Artemisia Bowden Building
- 19 Portable Buildings
- 20 Electrical Plant
- 21 Campus Police
- 22 Learning & Leadership Dev. Center
- 23 Health & Wellness Building
- 24 Child Development Center
- 25 Tennis Courts
- 26 Good Samaritan Veterans Outreach & Transition Center

LEGEND

- HEERF
- 2005 CIP
- 2017 CIP
- Grant and Other

Construction Project SWC Location Plan



- Industrial Technology Center 1
- Aircraft Technology Center 2
- Multi-Disciplinary Instructional Center 3
- Material Management 4
- Boiler Building 5
- Diesel Technology Center 6
- Diesel Technology Lab 7
- Workforce Center of Excellence 8
- Solar Shed 9
- Redundant Police Dispatch 10
- Welding & Autobody Collision Center 11

LEGEND

- HEERF
- 2005 CIP
- 2017 CIP
- Grant and Other

2021

Discussion and Possible Action on the Purchase of Construction Manager-at-Risk Services for the District for Non-Bond Funded Projects

Presented to the Board Acting as Committee of the Whole on December 7, 2021 and now presented to Board for approval on December 14, 2021.

MINUTE ORDER

“The Board of Trustees hereby utilizes the authorization to purchase construction manager-at-risk services for non-bond-funded projects from among the ten construction companies selected on February 27, 2018 to work on campuses and training centers pursuant to a competitive procurement, removes any applicable project-value caps, delegates the selection for individual projects to staff, and specifically approves the execution of contracts.”

PURPOSE

This contract action utilizes the Board’s October 20, 2020 extension of authorization for Administration to contract with the Board authorized construction companies selected on the basis of competitive procurement on February 27, 2018 for bond-funded projects to non-bond-funded projects, removes any applicable project-value caps, and specifically approves the execution of contracts.

A Preconstruction Services proposal for each project based on the project program will be submitted by the selected firm(s). Additionally, the selected firm(s) will be required to submit a Guaranteed Maximum Price (GMP) project cost based on mutually agreed upon construction documents design level along with the negotiated fees and general condition rates to meet required project scope and deliverables that will be submitted to the Board of Trustees for approval.

BACKGROUND

In August 2017, the Board of Trustees authorized the use of the Construction Manager at Risk Construction contracting as the method offering the best value for the District for the construction of capital improvement projects.

In October, 2017, a request for Competitive Sealed Proposals (CSP) was issued for the purchase of Construction Manager at Risk Services on an Indefinite Delivery, Indefinite Quantity (IDIQ) basis. Additionally, non-bond-funded work was solicited as Phase 2 enabling the Alamo Colleges District to increase the scope of work or square footage on these projects should funding be identified outside the CIP General Obligation (GO) Bonds.

On February 27, 2018, the Board of Trustees awarded contracts for the CIP GO Bonds funded projects on a best value basis.

On October 20, 2020, the Board of Trustees authorized the purchase of construction manager-at-risk services for non-bond-funded projects from among the ten construction companies awarded contracts for work on campuses and training centers pursuant to a competitive procurement which included additional, non-bond-funded work as funds might become available, and delegated the selection for individual projects to staff, capping the authorization at \$20 million per CMAR. This cap may be unduly restrictive due to the project funding available to St. Philip’s College.

IMPLICATIONS

Financial: Funding is not encumbered with this action and will be provided with each purchase.

Funding Source: Non-CIP Funds

Strategic Plan: Goal I – Student Success; Goal III Performance Excellence

Employee Services: None



ATTACHMENTS: Schedule of Selected Contractors

Gary O'Bar, C.P.M.
Director, Purchasing & Contract Administration

Gregory McClure
Associate Vice Chancellor for Construction and
Facilities Management

Dr. Diane E. Snyder, CPA, Ph.D.
Vice Chancellor for Finance & Administration

Dr. Mike Flores
Chancellor



Schedule of Selected Contractors

Bartlett Cock General Contractors, Inc.
Thomas S. Byrne, dba Byrne Construction Services
Gilbane Building Company
Guido Brothers Construction Company, Inc.
Joeris General Contractors. Ltd.
Skanska USA Building, Inc.
SpawGlass Contractors, Inc.
Sundt Construction, Inc.
Turner Construction Company in association with Straight Line Management
J.T. Vaughn Construction, LLC

St. Philip's College HEERF Construction Project Plan					Attachment 1 Tuesday, December 7, 2021	
Building	Project Description	Grant Funding HEERF HBCU	Preliminary Budget			Total Budget
			Const. Costs	Soft Costs	F F & E	
Watson Fine Arts Center	Upgrade HVAC, boiler & Kiln	ARP	773,955	139,312	-	913,267
Learning Leadership and Development (LLDC)	Engineering Retrofit and Equipment purchased by CARES/CRRSAA to support the new delivery of instruction and promote social distancing/improve spatial needs.	ARP	1,935,752	329,078	290,363	2,555,193
Legacy Bowden	Expand facility to support more instructional spaces by updating HVAC systems; addressing public health concerns that threatens air quality/ cause respiratory issues such as mold, etc. upgrade electrical work in alignment with upgrading HVAC systems and minor remodeling to support equipment/technology.	ARP	15,810,756	2,215,936	738,645	18,765,337
Campus Center	Minor remodeling to expand learning facility to meet new delivery of instruction and social distancing need that will support the growth of Bachelor of Applied Technology (BAT) degree program.	ARP				17,000,000
Applied Science Building (ASB)	Minor remodeling to expand learning facility to meet new delivery of instruction and social distancing need that will support the expansion of Applied Sciences (Health Sciences programs; Automotive and Computer Engineering Technology departments) – electrical updates to support advance technology-driven equipment.	ARP				10,000,000
Welcome Center	Expand service areas to improve social distancing practices. Includes electrical wiring updates and other work.	ARP	715,000	88,725	65,000	868,725
SWC Industrial Technology Cntr (Bldg 1)	HVAC repairs to modernize and improve air quality. Also relocates equipment to room 200 in C-Wing to promote social distancing.	CRRSAA & \$667K of FY21 PM	3,643,478	529,259	92,042	4,264,779
SWC Multidisciplinary Instructional Cntr (Bldg 3)	Minor alternation to support Student Advocacy.	ARP	33,342	4,168	8,000	45,510
ARP Reserve Funds						5,078,191
CRRSAA Reserve funds						1,652,221
TOTAL						61,143,223
HEERF = Higher Education Emergency Relief Fund Grants						
CRRSAA = Coronavirus Response and Relief Supplemental Appropriations Act						
ARP = American Rescue Plan Act						
HBCU = Historically Black Colleges and Universities						
F F & E = Furniture, Fixtures, and Equipment						
Soft Costs = Architect, Engineering, Testing,						
GMP = Guaranteed Maximum Price submitted by Construction Manager-at-risk after design and construction documents are bid						



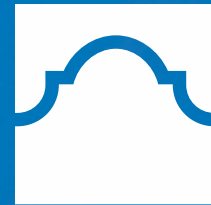
Attachment 1: SPC Project Listing for CMAR Award

Facility	Description
Watson Fine Arts Center	Upgrade HVAC, boiler & Kiln
Learning Leadership and Development (LLDC)	Engineering Retrofit and Equipment purchased by CARES/CRRSAA to support the new delivery of instruction and promote social distancing/improve spatial needs.
Legacy Bowden	Expand facility to support more instructional spaces by updating HVAC systems; addressing public health concerns that threatens air quality/ cause respiratory issues such as mold, etc. upgrade electrical work in alignment with upgrading HVAC systems and minor remodeling to support equipment/technology.
Campus Center	Minor remodeling to expand learning facility to meet new delivery of instruction and social distancing need that will support the growth of Bachelor of Applied Technology (BAT) degree program.
Applied Science Building (ASB)	Minor remodeling to expand learning facility to meet new delivery of instruction and social distancing need that will support the expansion of Applied Sciences (Health Sciences programs; Automotive and Computer Engineering Technology departments) – electrical updates to support advance technology-driven equipment.
Welcome Center	Expand service areas to improve social distancing practices. Includes electrical wiring updates and other work.
SWC Multidisciplinary Instructional Center (Bldg 3)	Minor Alteration to support Student Advocacy.
SWC Industrial Technology Cntr (Bldg 1)	HVAC repairs to modernize and improve air quality. Also relocates equipment to room 200 in C-Wing to promote social distancing.

Ethics, Compliance, and Policy Office

Joe De La Rosa

District Ethics, Compliance, and Policy Officer



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National Quality Award
2018 Award Recipient

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Ethics, Compliance, and Policy Office

Agenda

- Ethics, Compliance, and Policy Office Update
- Proposed Amendments to D.5.4 (Policy) Family and Medical Leave
- Informational Overview of Amendment to:
 - D.5.4.1 (Procedure) Family and Medical Leave



Ethics, Compliance, and Policy Office Update

- Chancellor Charge 1: State of policy
- Chancellor Charge 2: Develop policy stakeholder input model to enhance policy recommendations
- Additional Charge: Assess Alamo Colleges District compliance program

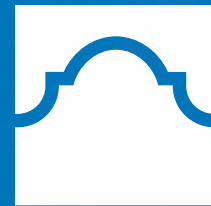


Ethics, Compliance, and Policy Office Update

Systematic Approach (example)

- ACD body of policy comprised of 300+ documents
- Document format standard
- Policy organization
- Content review
- Policy software solution

Proposed Policy Amendment: D.5.4 Family and Medical Leave



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Proposed Policy Amendment

D.5.4 Family and Medical Leave

- Standardize format
- Copy edit
- Language clarification

Current language:

Employees who are dismissed under this policy will be eligible to reapply for future employment by submitting an application to College District.

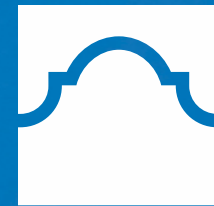
Proposed language:

Employees who are dismissed under this policy will be eligible to reapply for future employment by applying for an available position.



Procedure Amendment (Information Only):

D.5.4.1 Family and Medical Leave



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Procedure Amendment

D.5.4.1 Family and Medical Leave

- Standardize format
- Currently: Intermittent FMLA NOT provided to employees for leave to bond with a newborn (for birth, placement, adoption or foster care of a child, or to care for a child after birth).
- Recommended Procedure edit ALLOWS new parents and guardians to use this type of FMLA leave intermittently

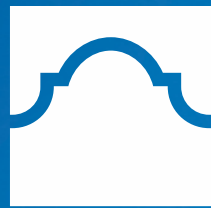


Action Requested

- Approval of Amendments to D.5.4 (Policy) Family and Medical Leave at Dec. 14 Regular Board Meeting



Thank you.



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D.5.4 (Policy) Family and Medical Leave

Responsible Department: Human Resources

Board Adoption: 4-28-~~2009~~

~~Last Board Action~~Amended: 1-13-10, 10-26-10, 12-14-21



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GENERAL INFORMATION

The College District provides the following types of leave for medical and military absences:

- (1) Medical-Related: Leave under the Family and Medical Leave Act (FMLA)
Medical Leave
Extended Leave
 - (2) Military Related: FMLA Qualifying Exigency Leave
FMLA Caregiver Leave
-

ELIGIBILITY

To be eligible for leave under the Family and Medical Leave Act, an employee (i) must have been employed with the College District for at least 12 months (which do not have to be consecutive), and (ii) must have worked at least 1,250 hours during the previous 12 months.

To be eligible for Medical Leave, an employee must (i) not qualify for FMLA leave; (ii) be absent for the treatment of their own on-the-job or off-the-job injury or serious health condition, and (iii) have completed the entry probation period, except for on-the-job injuries, for which a medical leave can begin immediately.

To be eligible for Extended Leave, an employee must: (i) exhaust FMLA or medical leave within the preceding 12 months; (ii) apply for extended leave through the Human Resources Department; and (iii) provide the College District a Healthcare Provider Certification confirming the medical necessity for continued absence. The application for extended leave must be received by Human Resources *before* expiration of pending FMLA or Medical leave.

The maximum duration of all combined medical-related leaves during a "rolling" 12-month period is 26 weeks. Employees are subject to dismissal from employment if they are not reinstated to work within 26 weeks, except where an extension of leave is requested by the employee and granted by the College District: (i) as a reasonable accommodation under the Americans with Disabilities Act (ADA); (ii) where the employee has accrued and unused sick leave or (iii) as otherwise required by law. Refer to Sections 1 (D) and (E) of the College District's Leave of Absence Procedure on how to apply for these extensions of leave.

MOONLIGHTING DURING FMLA LEAVE

D.5.4 (Policy) Family and Medical Leave

Responsible Department: Human Resources

Board Adoption: 4-28-2009

~~Last Board Action~~ Amended: 1-13-10, 10-26-10, 12-14-21



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The College District prohibits employees from engaging in any employment with another employer or from providing non-employment services for compensation ("moonlighting") without prior written authorization from Human Resources. Employees engaging in moonlighting while on leave of absence in violation of this policy are subject to termination from employment. The **moonlighting** limitations do not apply to employees engaged in military service while on approved military leave.

NOTICE TO COLLEGE DISTRICT

Employees must provide the College District with 30 days prior notice of the need for a foreseeable leave. If 30 days' prior notice is not practicable because of unforeseen circumstances, then employees must (i) give notice of the need for leave on the same day or on next business day they learn of the need for leave; and (ii) in accordance with the College District's and the employee's departmental call-in procedures for reporting absences.

Failure to comply with call-in procedures and notify the College District regarding an absence as soon as "practicable" will result in delay or denial of the FMLA leave by the College District (absent unusual circumstances). If FMLA leave is delayed or denied due to the employee's failure to comply with call-in procedures or provide timely notice, the employee may be subject to disciplinary action, up to and including dismissal, under the College District's policies regarding unauthorized absences.

CERTIFICATION OF LEAVE

After the College District receives notice of the employee's absence, the College District will notify the employee whether the eligibility requirements for FMLA leave are met; provide information regarding the employee's FMLA rights and responsibilities; and identify and issue any required medical certification forms to be completed by the employee and his/her Health Care Provider supporting the leave. Employees are obligated to return any required medical certification to the College District within 15 days.

Once the College District receives a complete and sufficient medical certification, the College District will notify the employee whether the absence will be designated as FMLA, medical or extended leave. If an absence is designated as FMLA leave, the College District will inform the employee of the amount of leave, effective from first day of absence that will be counted against the employee's FMLA leave entitlement.

USE OF ACCRUED BENEFITS DURING LEAVE

D.5.4 (Policy) Family and Medical Leave

Responsible Department: Human Resources

Board Adoption: 4-28-2009

~~Last Board Action~~ Amended: 1-13-10, 10-26-10, 12-14-21



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If an employee has accrued sick pay or vacation or is granted emergency leave from the College District's Emergency Leave Bank, these paid time off benefits must be used during FMLA, medical or extended leave (in accordance with the College District's policies) until exhausted. The remainder of the leave would be unpaid unless the employee qualifies for short term disability (STD) benefits.

If an employee is receiving lost wage benefits under the College District's workers' compensation program for a job-related injury/illness, the employee may elect to use accrued sick pay or vacation, emergency leave or other paid time off benefits to supplement the workers' compensation benefits up to 100 percent of the employee's regular weekly wages. Employees should contact the College District's Workers' Compensation Office to request use of sick pay, vacation, or emergency leave to supplement worker's compensation lost wage benefits.

MEDICAL PLAN COVERAGE DURING LEAVE

During FMLA leave, the College District will continue to pay the premiums for the employee's medical plan coverage and the College District's portion of premiums for dependent medical plan coverage.

Employees are responsible for paying their portion of any ~~dependant~~ dependent medical plan premiums and retirement coverage premiums while on FMLA leave.

Employees are responsible for paying both the employee portion and any ~~dependant~~ dependent medical plan premiums and retirement plan contributions premium while on Medical and Extended leave.

When accrued sick pay, vacation, emergency leave, STD or other paid time off benefits are being used during a leave, the employee and ~~dependant~~ dependent medical plan premiums and retirement plan contributions for which the employee is responsible will be deducted from those benefits. If an employee's paid time off benefits is exhausted during an extended leave, the employee must make arrangements to continue paying the medical plan premiums directly to ERS.

If employees on FMLA leave fail to pay their portion of the medical plan premiums within 30 days of a payment due date while on unpaid leave, their ~~dependant's~~ dependent's coverage will cease as of the date on which the premium payment was due, and coverage will be reinstated only upon the employee's return to work before exhaustion of the FMLA leave.

If an employee fails to pay any employee or dependent medical plan premium due during medical or extended leave, coverage will be dropped as of the date on which the premium was due, and the employee and/or dependent may be required to re-qualify for medical coverage if the employee is reinstated to employment.

D.5.4 (Policy) Family and Medical Leave

Responsible Department: Human Resources

Board Adoption: 4-28-2009

~~Last Board Action~~Amended: 1-13-10, 10-26-10, 12-14-21



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RETURN TO WORK FROM LEAVE

If an employee on FMLA, medical or extended leave is medically released (full or partial) by their health care provider, the employee must report to the Human Resources Department *by* the *next working day* after their release. If an employee fails to timely report to the College District after being released by the employee's health care provider, the employee **is** subject to dismissal. Employees who do not request reinstatement and return to work before the expiration of their FMLA **or** medical leave will be dismissed from employment unless they apply for and are granted extended leave.

Employees seeking reinstatement from leave due to their own serious health condition must provide the College District with a written return-to-work/fitness for duty certification from the employee's health care provider(s) confirming the employee's release for work and ability to perform the essential functions of his/her job (with or without reasonable accommodation). The College District may also require an employee's health care provider(s) to designate the essential job functions, if any, which the employee cannot perform at the time reinstatement, is requested.

Employee's timely requesting return to work from an FMLA leave will be reinstated to their former position, or to an equivalent position in the discretion of the College District, provided that the employee can perform the essential job duties. Reinstatement from medical or extended leave is subject to the College District's personnel requirements. Employees returning to work from a Medical or Extended leave are not guaranteed reinstatement to work. Refer to Sections 1(B) and (C) of the Leave of Absence Procedure regarding reinstatement procedures for medical and extended **leaves**.

EXTENSION OF MEDICAL-RELATED LEAVE

Employees who exhaust their extended leave but need additional time off in order to return to work from their own injury or serious health condition may qualify for a reasonable extension of their leave (i) as a reasonable accommodation under the ADA; (ii) where they have accrued and unused vacation and/or sick pay benefits; or (iii) as otherwise required by law. Refer to Sections 1(D) and (E) of the Leave of Absence Procedure for complete information on the procedures for and maximum duration of extension of medical-related leave.

FMLA SERVICEMEMBER LEAVES

Employees who meet the eligibility requirements for FMLA leave may request or be placed on FMLA military servicemember leave if the employees' (i) spouse, son, daughter or parent is on "covered active duty" and (ii) the absence from work is for a "qualifying exigency" related to the

D.5.4 (Policy) Family and Medical Leave

Responsible Department: Human Resources

Board Adoption: 4-28-2009

~~Last Board Action~~ Amended: 1-13-10, 10-26-10, 12-14-21



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family member's military service. Employees should refer to Section 2(A) the College District's Leave of Absence Procedure for more information regarding "covered active duty" and "qualifying exigencies."

Employees must give the College District notice of their need for FMLA qualifying exigency leave as soon as practicable. Employees are required to complete the pertinent certification form within 15 days of requesting a qualifying exigency leave. In addition, the first time employees request a qualifying exigency leave they will be required to provide the College District a copy of the covered military member's active duty orders or documentation of the call to active duty and the dates of active duty service.

Employees who meet the eligibility requirements for FMLA leave may request or be placed on FMLA military service member leave to care for their spouse, son, daughter, parent, or next of kin who is a "covered service member" and has incurred an injury or illness in the line of duty while on active duty in the Armed Forces. Employees should refer to Section 2(B) of the College District's Leave of Absence Procedure for information regarding "covered service members". Employees are required to complete the pertinent certification form within 15 days of requesting caregiver leave.

FMLA leave to care for an injured or ill servicemember, when combined with other types of FMLA-qualifying leave, may not exceed 26 workweeks in a 12-month period. The amount of leave for which employees are eligible may be reduced if they have taken other FMLA leave during the preceding 12 months.

DISMISSAL AND ELIGIBILITY FOR REHIRE

Employees who are dismissed under this policy will be eligible to reapply for future employment by [applying for an available position](#) ~~submitting an application to College District.~~



GENERAL INFORMATION

A leave of absence is available for those times when it is necessary for an employee to be absent for certain qualifying reasons. The College District provides several types of leave of absence:

- (1) Medical-Related: Leave under the Family and Medical Leave Act (FMLA)
Medical Leave
Extended Leave
- (2) Military Related: Employee Military Leave
FMLA Qualifying Exigency Leave
FMLA Caregiver Leave
- (3) Developmental Leave

Qualification for leave is dependent on (i) the reason for the requested leave, (ii) length of service and (iii) hours worked for the College District. A request for leave of absence must be submitted to the Human Resources Department. The College District's leave of absence form, which is available from Human Resources, must be completed to provide pertinent information regarding any FMLA, Medical or Extended leave. The Human Resources Department will make a determination and notify employees regarding their eligibility for leave of absence. The College District may also designate and place an employee on leave of absence, where appropriate under the College District's leave of absence policy and this procedure, even if the employee has not requested a leave.

The maximum duration of all combined medical-related leaves during a "rolling" 12-month period is 26 weeks. Employees are subject to dismissal from employment if they are not reinstated to work within 26 weeks, except where an extension of leave is requested by the employee and granted by the College District (i) as a reasonable accommodation under the Americans with Disabilities Act (ADA) (please refer to Section 1(D) of this policy); (ii) where the employee has accrued unused sick leave (please refer to Section 1 (E) of this policy); or (iii) as otherwise required by law.

All leaves of absence are unpaid. An employee must use paid time off benefits, such as accrued vacation or sick pay, emergency leave, short term disability (STD) or worker's compensation lost wage benefits, during the leave.

Employees whose positions are eliminated due to reorganization, reduction in force or other business reasons during their leave of absence will be notified of this action and are subject to dismissal from employment. Employees whose positions are eliminated during a military leave of absence may be dismissed in accordance with applicable law.

D.5.4.1 (Procedure) Family and Medical Leave

Responsible Department: Human Resources

Based on Board Policy: D.5.4 Family and Medical Leave

Approved Adoption: 10-26-2010

Last Amended: 10-26-10, 12-14-21



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An authorized leave does not constitute a break in service, but the time spent on unpaid leave will not be included as service credit except where required by law.

The College District prohibits employees from engaging in any employment with another employer or providing non-employment services for compensation ("moonlighting") without prior written authorization from Human Resources. Employees engaging in moonlighting while on leave of absence in violation of this policy are subject to termination from employment. The moonlighting limitations do not apply to employees engaged in military service while on approved military leave.

TYPES OF LEAVE AND ELIGIBILITY

1. Medical-Related

(A) Family and Medical Leave Act (FMLA Leave)

To be eligible for leave under the Family and Medical Leave Act, an employee (i) must have been employed with the College District for at least 12 months (which do not have to be consecutive), and (ii) must have worked at least 1,250 hours during the previous 12 months.

Eligible employees will be granted an FMLA leaves of absence for up to 12 weeks within a "rolling" 12-month period (calculated backwards from the first day of leave) for any of the following reasons:

- The birth or placement (adoption or foster care) of a child or to care for a child after birth (a "newborn leave"); or
- To care for a family member (the employee's spouse, child or parent, but not a parent-in-law) with a serious health condition (this leave requires certification by a health care provider); or
- For a serious health condition that makes the employee unable to perform the functions of the position held (this leave requires certification by a health care provider).

Eligible employees may take leave under the FMLA for any combination of these reasons, but the total of all combined leaves cannot exceed 12 weeks within a "rolling" 12-month period. Spouses who are both employed by the College District are limited to a combined total of 12 weeks of FMLA leave within a "rolling" 12-month period for the birth or placement of a child, or the care of a parent with a serious health condition.

D.5.4.1 (Procedure) Family and Medical Leave

Responsible Department: Human Resources

Based on Board Policy: D.5.4 Family and Medical Leave

Approved Adoption: 10-26-2010

Last Amended: 10-26-10, 12-14-21



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A newborn leave (for birth, placement, adoption or foster care of a child, or to care for a child after birth) ~~may~~must be taken in a continuous time period, ~~or and~~ may ~~not~~ be taken in intermittent periods or through a reduced work schedule. A newborn leave must be completed within 12 months after the birth, adoption or placement of the child.

Employees may take leave for their own- serious health condition or the serious health condition of a family member in a continuous time period, in intermittent time periods (for example, a period of working followed by a period of absence) or through a reduced work schedule (for example, cutting back on work hours). Leave for a serious health condition is permitted only for the period of the actual medically required absence.

2. Job-Related Injuries

Absences for job-related injuries or illnesses covered under the College District's workers' compensation program will also be considered FMLA leave, provided that (i) the employee meets the FMLA eligibility requirements and (ii) the injury or illness is a serious health condition. If an employee is on FMLA leave for a job-related illness or injury and receiving workers' compensation lost wage benefits under the workers' compensation plan, the employee may elect to use accrued sick pay or vacation or emergency leave to supplement the workers' compensation lost wage benefits (up to 100 percent of regular weekly wages). Employees should contact the College District's Workers' Compensation Office to request use of sick pay, vacation or emergency leave to supplement their worker's compensation lost wage benefits.

3. Serious Health Condition

For the purpose of this policy, a "serious health condition" for medical-related leaves means an illness, injury, impairment or physical/mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a healthcare provider as defined in the FMLA. Ordinarily, unless complications arise, the common cold, flu, ear aches, upset stomach, ulcers, headaches (other than migraines) and routine dental or orthodontia problems are examples of conditions that DO NOT constitute a serious health condition or qualify for FMLA leave.

REQUIRED NOTICE OF LEAVE TO THE COLLEGE DISTRICT

1. Foreseeable Leave:

Where an absence for FMLA leave is foreseeable (including intermittent or reduced work schedule leaves), employees are required to provide the College District with 30 days prior notice of their absence. If less than 30 days advance notice of foreseeable FMLA leave is provided to the College District, the employee may be required to explain why it was not practicable to give 30 days' notice. If an employee fails to give timely advance notice when

D.5.4.1 (Procedure) Family and Medical Leave

Responsible Department: Human Resources

Based on Board Policy: D.5.4 Family and Medical Leave

Approved Adoption: 10-26-2010

Last Amended: 10-26-10, 12-14-21



theneed for leave is foreseeable, the College District may delay the leave until 30 days after it has received the notice.

This 30-day notice requirement does not apply to qualifying exigency leave for a military servicemember. However, employees must give the College District notice of the need for FMLA qualifying exigency leave as soon as practicable.

2. Unforeseeable Leave:

If 30 days prior notice of absence is not practicable because of unforeseen circumstances, thennotice of the leave must be given as soon as "practicable." This means that the employee must give the College District notice (i) on the same day the employee learns of the need for leave oron next business day, and (ii) in accordance with the College District's and the employee's departmental call-in procedures for reporting absences. The notice should include the reasons for the requested leave, the anticipated start date of the leave and the anticipated duration of theleave.

The failure to comply with the College District's and departmental call-in procedures and notify the College District regarding an absence as soon as "practicable" will result in delay or denial ofthe FMLA leave by the College District (absent unusual circumstances). If FMLA leave is delayed or denied due to the employee's failure to comply with call-in procedures or provide practicable notice, the employee's absence may result in disciplinary action, up to and including dismissal, under the College District's policies regarding unauthorized absences.

DESIGNATION OF FMLA LEAVE

After the College District receives notice of the employee's absence, the College District willnotify the employee whether the eligibility requirements for FMLA leave are met; provide information regarding the employee's FMLA rights and responsibilities; and identify and provide the employee with any required medical certification forms to be completed by the employee and his/her Health Care Provider supporting the leave. Employees are obligated to return any required medical certification to the College District within 15 days. Once the College District receives complete and sufficient medical certification-, the College District will notify the employee whether the absence will be designated as FMLA leave. If an absence is designated as FMLA leave, the College District will inform the employee of the amount of leave, effective from first day of absence, that will be counted against the employee's FMLA leave entitlement.

REASSIGNMENT DURING LEAVE

If leave is taken on an intermittent basis or reduced work schedule for foreseeable and planned

D.5.4.1 (Procedure) Family and Medical Leave

Responsible Department: Human Resources

Based on Board Policy: D.5.4 Family and Medical Leave

Approved Adoption: 10-26-2010

Last Amended: 10-26-10, 12-14-21



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medical treatment because of a family member's or the employee's own serious health condition, the College District may transfer the employee during the leave to an alternative position with equal pay and benefits which better accommodates the intermittent or recurring leave schedule.

SCHEDULING OF MEDICAL APPOINTMENTS

If leave is taken for foreseeable and-planned medical treatment because of a family member's or employee's own serious health condition, employees must make a reasonable effort to schedule the medical treatments so as not to disrupt operations of the College District.

CERTIFICATIONS

(1) Initial Certifications

If an employee requests or is placed on leave because of a family member's or the employee's own serious health condition, the employee must provide a complete and sufficient medical certification from a healthcare provider on the U.S. Department of Labor form provided to the employee by the College District. When the need for leave is foreseeable and 30-days notice ~~has been~~ ~~has~~ ~~been~~ provided to the College District, the employee must return a complete and sufficient medical certification before the leave begins. When the need for leave is unforeseeable, a complete and sufficient certification must be returned to the College District within 15 days after the employee's receipt of the certification form. The College District may also require that the employee's health care provider designate the essential job functions which the employee cannot perform as a result of the serious health condition.

If a medical certification is incomplete or insufficient, the employee will be notified in writing of the deficiencies and given 7 days to submit a complete and sufficient certification. If certification deficiencies are not corrected, FMLA leave may be denied and the absence considered unexcused, which may result in disciplinary action, up to and including termination.

If an employee fails to return a certification within 15 days, the College District will not consider the absence to be FMLA leave and the employee will be subject to disciplinary action, up to and including termination, for an unexcused absence.

If the College District has reason to doubt the validity of the medical certification, it may require (at the College District's expense) that the employee obtain a second opinion from a healthcare provider designated by the College District. If there is a conflict between the first and second opinions, the College District may also require (at its expense) a third opinion by a healthcare provider designated jointly by the College District and the employee. The opinion rendered by the third healthcare provider is final.

D.5.4.1 (Procedure) Family and Medical Leave

Responsible Department: Human Resources

Based on Board Policy: D.5.4 Family and Medical Leave

Approved Adoption: 10-26-2010

Last Amended: 10-26-10, 12-14-21



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(2) Recertifications During the Leave

Employees are also required to provide healthcare provider recertifications, at their own expense, during a leave of absence. Recertifications may be required every 30 days or the minimum period that the treating healthcare provider sets for the incapacity or treatment, whichever is greater. If the period of incapacity is for more than 6 months or for an indefinite period, the employee will be required to submit a recertification to the College District every 6 months.

The College District may also require recertifications when: (i) an employee requests an extension of leave; (ii) the circumstances set out in the original medical certification change significantly; or (iii) if the College District receives information that casts doubt on the continuing validity of the medical certification.

If recertification is not provided within 15 days of the College District's request, or as soon as practicable, the College District may deny FMLA leave protection until the recertification is provided. If an employee fails to provide the required recertification, the absence will not be considered protected FMLA leave and the employee will be subject to disciplinary action, up to and including termination, for an unexcused absence.

Employees on leave may be required to periodically report to the College District (every 30 days) regarding their intent to return to work upon completion of leave. If an employee gives unequivocal notice that he/she does not intend to return to work, the leave, entitlement to reinstatement, medical benefits and employment with the College District are subject to termination.

(3) Fitness for Duty - Return to Work Certification

Prior to reinstatement from leave, employees must submit a written certification from the treating health care provider(s) to Human Resources Department confirming that the employee is released to return to work and is able to perform the essential functions of the job, with or without reasonable accommodation. The health care provider(s) may also be required to designate the essential job functions, if any, which cannot be performed at the time the employee requests reinstatement. An employee will not be reinstated until the return to work certification is received by the College District.

BENEFITS DURING LEAVE

(1) Use of Paid Time Off Benefits

If an employee has accrued sick pay or vacation or is granted emergency leave from the College District's Emergency Leave Bank, these paid time off benefits must be used during the FMLA leave (in accordance with the College District's policies) until exhausted. The remainder of the FMLA leave would be unpaid unless the employee qualifies for short term

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disability (STD) benefits.

If an employee is receiving lost wage benefits under the College District's workers' compensation program for a job-related injury/illness, the employee may elect to use accrued sick pay or vacation, emergency leave or other paid time off benefits to supplement the workers' compensation benefits up to 100 percent of the employee's regular weekly wages. Employees should contact the College District's Workers' Compensation Office to request use of sick pay, vacation, or emergency leave to supplement worker's compensation lost wage benefits.

The use of any paid time off benefits will not extend the duration of an FMLA leave. Employees may not receive more than one hundred percent of their regular weekly compensation through the use of any combination of paid benefits relating to their employment.

Employees will not accrue service credit or employment benefits during the unpaid portion of FMLA leave.

(2) Healthcare Plan Coverage and Premiums

During FMLA leave, the College District will continue to pay the premiums for the employee's medical plan coverage, and the College District's portion of premiums for dependent medical plan coverage. When accrued sick pay, vacation, emergency leave, STD or other paid time off benefits are being used during FMLA leave, the employee's portion of dependent medical plan premiums and retirement coverage premiums will be deducted from those benefits. If an employee's paid time off benefits are exhausted during an FMLA leave, the employee must make arrangements to continue paying the employee's portion of dependent medical plan premiums directly to the healthcare plan administrator, the Texas Employee Retirement System (ERS).

If an employee on unpaid leave fails to pay the dependent portion of the medical plan premiums within 30 days of a payment due date, the dependent's coverage will cease as of the date on which the premium payment was due and coverage will be reinstated only upon the employee's return to work before exhaustion of the FMLA leave.

REINSTATEMENT FROM FMLA LEAVE

If an employee is medically released (full or partial) by their health care provider, the employee must report to the Human Resources Department by the *next working day* after their release. If an employee fails to timely report to the College District after being released by the employee's health care provider, the employee will be subject to dismissal.

Prior to reinstatement from FMLA leave, an employee must provide the College District with a

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written return-to-work/fitness for duty certification from the employee's health care provider(s) confirming the employee's release for work and ability to perform the essential functions of his/her job (with or without reasonable accommodation). The College District may also require an employee's health care provider(s) to designate the essential job functions, if any, which the employee cannot perform at the time reinstatement is requested.

The College District will reinstate an employee from FMLA leave to an existing former position, provided the employee seeks reinstatement before the expiration of 12 cumulative weeks of FMLA leave and can perform the essential duties of the position (with or without reasonable accommodation).

If an employee qualifies for reinstatement and the existing former position is not available, the employee will be reinstated to an equivalent position. (The College District may make an exception regarding reinstatement of certain highly compensated, salaried, "key employees"). Refusing an offer of reinstatement to the former or an equivalent position will be treated as a voluntary resignation of employment.

If an employee does not request reinstatement and return to work on or before the expiration of FMLA leave, the employee will be dismissed from employment. If an employee is dismissed under this procedure, the employee would be eligible to reapply for future employment by submitting an application to the College District.

ADDITIONAL LEAVE OF ABSENCE

If an employee exhausts FMLA leave and needs additional time off from work for treatment of their own serious health condition, the employee must apply for extended leave under Section 1(c) of this policy *before expiration of the employee's FMLA leave*.

(B) Medical Leave of Absence

Employees who do not qualify for FMLA leave may apply for or be placed on a medical leave of absence for the treatment of their own on-the-job or off-the-job injury or serious health condition. They will be eligible for medical leave after completing the introductory period, except for on-the-job injuries, for which medical leave can begin immediately.

Medical leave is limited to a maximum of 12 weeks within a "rolling" 12-month period. Medical leave must be taken in a continuous time period and may not be taken in intermittent periods or on a reduced work schedule except where medically necessary for absences due to a job-related injury or illness.

MEDICAL CERTIFICATIONS

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Employees must provide an initial medical certification from their healthcare provider under the same procedures as required for FMLA leave (Section 1(A) of this policy). The College District may request a second and third opinion (at its expense) following receipt of the initial medical certification. The employee must provide re-certifications during medical leave under the same circumstances as required for FMLA leave. Prior to reinstatement from medical leave, the employee must provide the College District with a written return-to-work/fitness for duty certification from his/her treating health care provider(s) confirming the employee's release for work and ability to perform job functions (with or without reasonable accommodation). The employee will not be reinstated until the certification is received by the College District. The College District may also require the employee's health care provider(s) to designate the job functions, if any, which cannot be performed at the time the employee requests reinstatement.

REINSTATEMENT FROM MEDICAL LEAVE

If an employee is medically released (full or partial), the employee must report to Human Resources by the *next working day* after the release. Reinstatement from a medical leave is subject to the College District's staffing requirements at the time an employee seeks reinstatement and can resume work. Employees are not guaranteed reinstatement to work or placement in their former or alternate positions or work schedules. An employee who does not request and obtain reinstatement to work before expiration of the medical leave, will be dismissed from employment.

An employee will be reinstated to existing and vacant former position, provided a satisfactory return-to-work/fitness for duty certification is submitted and the employee can perform the job functions (with or without reasonable accommodation). If an employee's former position is not vacant or the employee cannot perform the job functions, the College District will consider the employee, along with other qualified internal and external candidates, for available positions for which, in the College District's opinion, the employee is qualified. The most qualified candidate will be selected for the position. If an employee accepts an alternate position offered by the College District, they will be subject to the pay, benefits, and work schedule for that position.

If no positions are available for which the employee is qualified, or if the employee is not selected for an alternate position or refuses the first position offered by the College District, the employee will be dismissed from employment. If an employee is dismissed under this procedure, the employee would be eligible to apply for future employment by submitting an application to the College District.

USE OF PAID TIME OFF BENEFITS DURING MEDICAL LEAVE

If an employee has accrued sick pay or vacation, or is granted emergency leave from the College District's Emergency Leave Bank, these paid time off benefits must be used during the medical

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leave in accordance with the College District's policies until exhausted. The remainder of the medical leave would be unpaid unless the employee qualifies for STD benefits.

If an employee is receiving lost wage benefits under the College District's workers' compensation program for a job-related injury/illness, the employee may elect to use accrued sick pay or vacation, emergency leave or other paid time off benefits to supplement the workers' compensation benefits up to 100% of the employee's regular weekly wages. Employees should contact the College District's Workers' Compensation Office to request use of sick pay, vacation or emergency leave to supplement workers' compensation lost wage benefits.

The use of paid time off benefits will not extend the duration of a medical leave. Employees may not receive more than one hundred percent of their regular weekly compensation through the use of any combination of paid time off benefits. Employees will not accrue service credit or benefits during the unpaid portion of a medical leave.

HEALTHCARE PLAN COVERAGE AND PREMIUMS

When accrued sick pay, vacation, emergency leave, STD or other paid time off benefits are being used during medical leave, employee and ~~dependant~~dependent medical plan premiums and retirement coverage premiums will be deducted from those benefits. If an employee's paid time off benefits are exhausted during a medical leave, the employee must make arrangements to continue paying the employee and ~~dependant~~dependent medical plan premium directly to ERS.

If an employee fails to pay any employee or dependent medical plan premium due during the medical leave, coverage will be dropped as of the date on which the premium was due, and the employee and/or dependent may be required to re-qualify for medical coverage if the employee is reinstated to employment.

ADDITIONAL LEAVE OF ABSENCE

If an employee exhausts medical leave and needs additional time off from work for medical treatment of their own serious health condition, the employee must apply for an extended leave under Section 1(c) of this procedure *before expiration of the employee's medical leave*.

(C) Extended Leave

Employees may qualify for up to 14 weeks of extended leave during a "rolling" 12-month period for treatment of their own serious health condition, whether occurring on-the-job or off-the-job, after exhausting FMLA or medical leave. It is an employee's obligation to apply for extended leave and submit supporting medical documentation, even if the employee is already absent from work on FMLA or medical leave.

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To qualify for extended leave, an employee must: (i) exhaust FMLA or medical leave; (ii) apply for extended leave through the Human Resources Department; and (iii) provide the College District a Healthcare Provider Certification confirming the medical necessity for continued absence. The application for extended leave must be received by Human Resources *before* expiration of any pending FMLA or Medical leave.

Extended leave must be taken in a continuous time period and may not be taken in intermittent periods or on a reduced work schedule except where medically necessary for leaves due to a job-related injury or illness.

An employee's combined medical-related absences for FMLA, medical and extended leave are limited to a maximum of 26 weeks within a "rolling" 12-month period. The 26-week limitation on medical-related leaves of absence may require an adjustment in the amount of extended leave available to an employee if he/she has taken both medical and FMLA leaves within the "rolling" 12-month period.

Medical-related leaves may not exceed 26 weeks within a "rolling" 12-month period except where an extension of leave is requested by the employee and granted by the College District (i) as a reasonable accommodation under the ADA; (please refer to Section 1(D) of this policy); (ii) where the employee has accrued unused sick leave (please refer to Section 1 (E) of this policy); or (iii) as otherwise required by law.

MEDICAL CERTIFICATIONS

Employees must provide an initial medical certification from their healthcare provider under the procedures required for FMLA leave (Section 1(A) of this policy). The College District may request second and third opinions (at its expense) following receipt of the initial medical certification. Employees must provide recertifications during extended leave under the circumstances required for FMLA leave. Prior to reinstatement from medical leave, employees must provide the College District with a written return-to-work/fitness for duty certification from the treating health care provider(s) confirming the employee's release for work and ability to perform the job functions (with or without reasonable accommodation). Employees will not be reinstated until the certification is received by the College District. The College District may also require an employee's health care provider(s) to designate the job functions, if any, which the employee cannot perform at the time the employee requests reinstatement.

USE OF PAID TIME OFF BENEFITS DURING EXTENDED LEAVE

An employee's accrued vacation or sick pay, emergency leave, STD benefits or other paid time off

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benefits must be used during an extended leave in accordance with the College District's policies until exhausted. The remainder of the extended leave would be unpaid. Employees may not receive more than one hundred percent of their regular weekly compensation through the use of any combination of paid time off benefits. The use of paid time off benefits will not extend the duration of an extended leave. Employees will not accrue service credit or paid time off benefits during the unpaid portion of an extended leave.

HEALTHCARE PLAN COVERAGE AND PREMIUMS

When accrued sick pay, vacation, emergency leave, STD or other paid time off benefits are being used during extended leave, the full amount of employee and ~~dependant~~dependent medical plan premiums and retirement coverage premiums will be deducted from those benefits. If an employee's paid time off benefits are exhausted during an extended leave, the employee must make arrangements to continue paying the medical plan premiums directly to ERS.

If an employee fails to pay any employee or ~~dependant~~dependent medical plan premium during an extended leave, coverage will cease as of the date on which the premium was due, and the employee and/or ~~dependant~~dependent may be required to re-qualify for health coverage if the employee is reinstated to work.

REINSTATEMENT FROM EXTENDED LEAVE

Reinstatement from extended leave will be processed under the terms that apply to medical leaves (Section 1(B) of this policy). Employees are not guaranteed reinstatement to work or placement in the former or alternate positions. If an employee is not reinstated before expiration of the extended leave, the employee will be dismissed from employment except where an extension of leave is requested by the employee and granted by the College District (i) as a reasonable accommodation under the ADA (please refer to Section 1(D) of this policy); (ii) where the employee has accrued unused sick leave (please refer to Section 1 (E) of this policy); or (iii) as otherwise required by law.

If an employee is dismissed under this procedure, the employee would be eligible to apply for future employment by submitting an application to the College District.

(D) Extension of Leave as a Reasonable Accommodation Under the ADA

If an employee exhausts his/her extended leave but needs an additional reasonable period of absence in order to return to work, the employee may request a reasonable extension of leave under the ADA or other applicable laws. To qualify for a reasonable extension of leave under the ADA, an employee must (1) request an extension prior to exhaustion of the extended leave and (2) provide the Human Resources Department with a written statement from the

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treating health care provider(s) confirming that:

- (i.) The employee has a physical or medical impairment that substantially limits a major life activity, temporary, non-chronic impairments, such as broken bones, pregnancy, appendicitis, and non-chronic infections, typically do not qualify as disabilities; and
- (ii.) A supplemental leave of a definite, specific duration will allow the employee to return to work and perform the essential function of the job in the near future.

In addition, there must be no other reasonable accommodation that would allow the employee to return to work and perform the essential functions of the job upon exhaustion of the extended leave.

The College District will evaluate timely requests submitted by employees on an individualized basis and grant reasonable extensions of leave in compliance with the ADA and other applicable laws.

(E) Extension of Leave Due to Accrued Unused Sick Leave

If an employee who exhausts an extended leave and is medically unable to return to work and has accrued, unused sick leave, the employee may request an extension of leave off until the earlier of (i) the date that the employee is medically released to work, or (ii) the employee's accrued sick leave hours are exhausted, or (iii) the employee's combined medical-related leaves (FMLA or medical leave, extended leave and any extension of leave for accrued and unused sickleave hours) total nine (9) months. Employees who are dismissed from employment after exhausting additional time off under Section 1(E) of this policy will not be paid for any remaining accrued and unused sick leave. Requests for reinstatement from extension of leave will be processed under the policies and procedures for medical leave (Section (B) of this policy).

To qualify for an extension of leave due to accrued, unused sick leave, an employee must (1) request an extension prior to exhaustion of extended leave under Section 1(C) of this policy; (2) have accrued and unused sick leave benefits; and (3) provide the Human Resources Department with a written statement from the treating health care provider(s) confirming that the employee needs additional time off from work due to the employee's own medical condition.

2. Military-Related

(A) FMLA Qualifying Exigency Leave

Employees who are eligible for FMLA leave may request or be placed on FMLA military servicemember leave if (i) the employee's spouse, son, daughter or parent is on "covered active duty" and (ii) the employee's absence from work is for a "qualifying exigency" related to a family member's military service.

"Covered active duty" means (a) in the case of a member of the regular Armed Forces, duty

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during the member's deployment to a foreign country; or (b) in the case of a member of the reserve Armed Forces (Army National Guard of the United States, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve and Coast Guard Reserve) duty during the member's deployment to a foreign country under a call or order to active duty.

A "qualifying exigency" means:

- (1) Short-notice deployment: Leave needed to address issues arising from a family's members notification of an impending call or order to active duty 7 or fewer calendar days prior to the date of deployment—leave taken for this purpose can be used for a period of 7 calendar days beginning on the date of the covered military member's notification.
- (2) Military events and related activities: Leave needed to attend official ceremonies, programs, or events sponsored by the military related to the active duty or call to active duty status of a family member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a family member.
- (3) Childcare and school activities: Leave needed to arrange for alternative childcare; to provide childcare on an urgent, immediate need basis (but not on a routine, regular, or everyday basis); to enroll a child in or transfer a child to a new school or day care facility; and to attend meetings with staff at a school or a daycare facility when such meetings are necessary.
- (4) Financial and legal arrangements: Leave needed to make or update financial or legal arrangements to address a family member's absence and to act as a family member's representative before a federal, state, or local agency for purposes of obtaining, arranging, or appealing military service benefits while the covered military member is on active duty or call to active duty status, and for 90 days following the termination of the covered military member's active duty status.
- (5) Counseling: Leave needed to attend counseling provided by someone other than a healthcare provider for the employee, a family member and/or a family member's child, provided that the need for counseling arises from the active duty or call to active duty status.
- (6) Rest and recuperation: Leave needed to spend time with a family member who is on short-term, temporary, rest and recuperation leave during the period of deployment—up to five days of leave may be taken for each instance.
- (7) Post-deployment activities: Leave needed to attend arrival ceremonies, reintegration

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briefings and events, and any other official ceremony or program sponsored by the military within 90 days following the termination of a family member's active duty status; and to address issues arising from the death of a family member while on active duty status.

- (8) Additional activities: Leave needed to address other events arising out of a family member's active duty or call to active duty status, provided that the employee and the College District agree that the leave will qualify as an exigency, and agree to both the timing and duration of the leave.

The same rules that apply to FMLA leave also apply to qualifying exigency leaves. Employees are required to complete the pertinent certification form within 15 days of requesting a qualifying exigency leave. The first time an employee requests a qualifying exigency leave, the employee will be required to provide a copy of the covered military member's active duty orders, or documentation of the call to active duty, and the dates of active duty service.

(B) FMLA Caregiver Leave

Employees who are eligible for FMLA Leave may request or be placed on FMLA military service member leave to care for their spouse, son, daughter, parent, or next of kin who is a "covered service member" and has incurred an injury or illness in the line of duty while on active duty in the Armed Forces.

FMLA leave for a "qualifying exigency" may be taken for up to 12 workweeks within a "rolling" 12-month period in a continuous time period, or in intermittent time periods or through a reduced work schedule.

The 30-day notice requirement for medical-related leaves does not apply to qualifying exigency leave for a military service member. However, the employee must give the College District notice of the need for FMLA qualifying exigency leave as soon as practicable.

A "covered service member" means: (i) a member of the Armed Forces (including a member of the National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness; or (ii) veterans who are undergoing medical treatment, recuperation or therapy for a serious injury or illness and who were a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which they undergo the medical treatment, recuperation or therapy. The medical

treatment, recuperation or therapy must be related to a serious injury or illness incurred while in the line of duty on active duty in the Armed Forces or which existed before the beginning of military service, and which was aggravated by service in the line of duty while on active duty.

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For members of the Armed Forces (including a member of the National Guard or Reserves), a "serious health condition" means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. For veterans who were members of the Armed Forces (including a member of the National Guard or Reserves), a "serious health condition" means (at any time during the five-year period described in the definition for "covered service members") a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty itself before or after the member became a veteran).

FMLA leave to care for a "covered service member" who has incurred an injury or illness in the line of duty may be taken for up to 26 workweeks during a 12-month period in a continuous time period, or in intermittent time periods or through a reduced work schedule.

FMLA leave to care for an injured or ill service member, when combined with other types of FMLA-qualifying leave, may not exceed 26 workweeks in a "rolling" 12-month period. The amount of leave for which an employee is eligible to care for a "covered service member" may be reduced if other FMLA leave has been taken during the preceding 12 months.

If leave is taken on an intermittent basis or reduced work schedule to care for a military servicemember, the College District may transfer the employee during the leave to an alternative position with equal pay and benefits which better accommodates the intermittent or recurring leave schedule.

The same rules that apply to other FMLA leaves also apply to military caregiver leaves under the FMLA. Employees are required to complete the required certification applicable to this type of leave within 15 days of requesting caregiver leave.

(C) Employee Military Leave

The College District will grant employees a military leave of absence without pay for duty in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and other applicable federal, state and local laws. Employees requesting military leave should provide the College District with a copy of their military duty orders as soon as practicable. Employees are required to give the College District advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable. The military leave will be unpaid. However, the employee may use any available sick pay for the absence.

During military leave, employees may have certain rights to continue participation in the Employee Healthcare Plan as provided by law.

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Employees who are on military leave for up to 30 days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Employees who are on military leave beyond 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

When an employee returns from military leave (depending on the length of military service in accordance with USERRA), the employee will be placed either in the position he or she would have attained if he or she had remained continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the employee will be treated as if he or she had been continuously employed.

3. Developmental Leave

Developmental leave may be granted to eligible College District employees for purposes of study, research, writing, skill upgrading, or other appropriate endeavors, including faculty exchanges. Developmental leave is available only to full-time employees for a maximum of two consecutive academic years.

Developmental leave shall be without compensation. However, all insurance benefits paid by the College District shall continue uninterrupted during the leave period, provided the employee agrees in writing either to return to employment in the College District for one full year or to reimburse the College District the cost of the insurance benefits paid during the leave period.

The duration of developmental leave shall depend upon the parameters of the developmental endeavor, but shall not exceed two consecutive academic years. For faculty members, beginning and ending dates shall generally coincide with the beginning and end of regular and/or summer semesters, in accordance with the need to provide for the least possible disruption of classes.

Requests for developmental leave shall be submitted through regular supervisory channels to the Human Resources Department, and then the Chancellor. Upon return from developmental leave, employees shall be reinstated to their original positions or to comparable positions without loss of seniority, rank, tenure, or accrued benefits, except as specified in this policy.

Employees shall be eligible for additional developmental leave after continuous employment of three years from the end of the previous developmental leave period.

Periodically, the Chancellor shall provide to the Board an informative report concerning developmental leaves granted to College District employees.

4. Paid Personal Days

Personal leave is available to all non-faculty employees who work twenty or more hours per

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week, to all tenure track and tenured faculty members, and to adjunct faculty with full benefits. Two days of noncumulative personal leave, with regular compensation, will be available to qualified employees during each fiscal/academic year. Employees working less than full time will be eligible for personal leave days on a prorated basis.

Personal leave shall accrue to qualified employees at the start of each fiscal/academic year. Personal leave will accrue to new employees as of the day of their initial appointment but will not be available for use until the 91st day after their appointment. Personal leave may be used in the summer. Employees may not take more personal leave than their available personal leave balance.

Employees will not be paid for unused personal leave upon cessation of employment.

Faculty members who request personal leave shall be responsible for working with their department chairs to provide appropriate substitutes for classes from which they will be absent.

QUESTIONS

Employees who have questions regarding eligibility for any leaves of absence or the procedures that apply to a leave, should speak with the Human Resources Department.