



## **Notice/Agenda of July 2021 Regular Board of Trustees Meeting**

**The Board of Trustees  
College of the Mainland  
Administration Boardroom Rm 129  
Monday, July 26, 2021  
1200 Amburn Road  
Texas City, TX 77591**

July 2021 Regular Board of Trustees Meeting of the Board of Trustees of College of the Mainland will be held Monday, July 26, 2021, beginning at 1:30 PM in the Administration Boardroom (Room 129 - New Administration Building), 1200 Amburn Road, Texas City, Texas 77591.

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

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

1. **Call to Order**
2. **Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Minutes**
  - A. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, June 28, 2021
5. **Comments from the Community**
  - A. Students
  - B. Employees
  - C. Other Citizens
6. **Presentation of 2021 Coca-Cola Leaders of Promise Scholar - Joesth McDade, COM PTK Student**
7. **Presentation of 2021 Walgreens Scholar – PTK Student, Jennifer Burns**
8. **Student Life - Introduction of the President's Ambassadors**
9. **Constituent Leader Activity Reports**
  - A. Professional Council
  - B. Students
10. **Human Resources Items**
  - A. Consideration of and Possible Action on the Appointment Nomination of Gwendolyn Barbee-Yow to the Position of Faculty - English, Humanities Department
  - B. Consideration of and Possible Action on the Appointment Nomination of Lauren McElyea to the Position of Faculty - Nursing, Nursing Department

- C. Consideration of and Possible Action on the Appointment Nomination of Deane Schneider to the Position of Faculty - Business, Business & Computer Technologies Department
- D. Consideration of and Possible Action on the Appointment Nomination of Siromi Wijesinghe to the Position of Faculty - Accounting, Business & Computer Technologies Department
- E. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report
- 11. Update Report on Human Resources Administration Internal Audit**
- 12. Consideration of and Possible Approval of the Procurement Method of Design-Build for the Industrial Careers Building Glycol Separation Unit**
- 13. Financial Report(s)**
  - A. Consideration of and Possible Acceptance of the June 2021 Investment and Financial Reports
- 14. Board Report**
- 15. President's Report**
  - A. Updates
    - 1. Report on Retention and Persistence - Dr. Jerry Fliger
  - B. Reminders/Announcements
    - 1. Fall Graduation  
Saturday, December 11th, 10:00 a.m., Abundant Life
    - 2. Board Meetings  
November - no meeting planned at this time  
December - Tuesday, December 7th, 1:30 p.m.
  - C. Resignations and Retirement Report
  - D. Miscellaneous
- 16. Adjournment to closed or executive session pursuant to Texas Government Code of the Open Meetings Act**
- 17. Adjourn**

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

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, Wednesday, July 21, 2021, 3:00 P.M.



Rosie E. Rojas

Board Clerk

## **Administration**

President Warren Nichols Ed.D.  
Vice President Jerry Fliger, Ph.D.  
Vice President Clen Burton, Ph.D.

Vice President Vicki Stanfield, Ed.D.



PRESIDENT'S OFFICE

# Call to Order

Call to Order on **(insert date)**  
at **(insert time)**



PRESIDENT'S OFFICE

Pledge of Allegiance to the American Flag  
Texas Pledge  
Moment of Silence

The Texas State Flag Pledge  
"Honor the Texas flag; I pledge  
allegiance to thee, Texas, one state under  
God, one and indivisible."



College of the Mainland  
Board of Trustees  
2021-2023

Dr. Bill McGarvey,  
Board Chair  
808 Buttonwood Dr.  
Texas City, TX 77591  
409-770-3537  
[wmcgarvey@gmail.com](mailto:wmcgarvey@gmail.com)

Mr. Alan L. Waters,  
Board Vice Chair  
#1 South Pintail Street  
La Marque, TX 77568  
409-655-5055  
[awaters1@com.edu](mailto:awaters1@com.edu)

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

Dr. Verna J. Henson,  
Trustee  
7306 Heron Ln.  
Texas City, TX 77591  
409-995-0948  
[vhenson@com.edu](mailto:vhenson@com.edu)

Mr. Kyle L. Dickson,  
Trustee  
2514 Pilgrim Estate Dr.  
Texas City, TX 77590  
281-488-0630  
[dickson@murray-lobb.com](mailto:dickson@murray-lobb.com)

Mrs. Dawn King,  
Trustee  
P.O. Box 1105  
Dickinson, TX 77539  
832-860-0663  
[dking4@com.edu](mailto:dking4@com.edu)

Mr. Don Gartman,  
Trustee  
2538 Quaker Dr.  
Texas City, 77590  
409-739-2618  
[dgartman@com.edu](mailto:dgartman@com.edu)



## **MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 26, 2021  
Subject: Full Board Minutes

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

### **MINUTE ORDER**

Motion to be acted upon: "I move the Board of Trustees approve the Full Board Minutes of June 28, 2021."

### **PURPOSE**

To ensure accuracy of the monthly minutes.

### **BACKGROUND**

Minutes are brought forward every month for approval.

### **IMPLICATIONS**

Financial: N/A

Strategic Goal #1: Strategic Goal #5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

Human Resources: N/A

### Attachments

1. Minutes of 6/28/21

**College of the Mainland  
Board of Trustees  
Minutes of Monday, June 28, 2021  
1:30 p.m., COM Conference Center**

**Call to Order** – Kyle Dickson called the meeting to order at 1:31 p.m.

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

**Roll Call & Determination of Quorum**

Roll call indicated that all Trustees were present.

**Minutes**

**Consideration of and Possible Action to Approve the Full Board Minutes of Monday, May 24, 2021**

Alan Waters moved for approval of the Full Board Minutes of Monday, May 24, 2021. Don Gartman seconded the motion; all voted in approval.

**Acknowledgement of Donation(s)**

**Dr. Yolanda and Mr. Alan Waters**

**Anonymous**

**Dr. Vicki and Mr. Richard Stanfield**

The Foundation recognized donations from Dr. Yolanda & Mr. Alan Waters, an anonymous donor, & Dr. Vicki & Mr. Richard Stanfield.

**Comments from the Community**

There were no comments this month.

**Constituent Leader Activity Reports**

Classified Council – Laura Horacefield updated the Board on Classified Council activities.

Students – Emily Escobar, SGA Representative, updated the Board on student activities.

**Human Resources Items**

**Appointment Nominations**

**Consideration of and Possible Action on the Appointment Nomination of Ryan Bullock to the Position of Assistant Professor of Nursing, Nursing Department**

Melissa Skipworth moved the Board of Trustees approve the appointment of Ryan Bullock to the position of Assistant Professor of Nursing, Nursing Department. Verna Henson seconded the motion; all voted in approval.

**Consideration of and Possible Action on the Appointment Nomination of Donisha Moss to the Position of Career Center Director, Student Services Division**

Don Gartman moved the Board of Trustees approve the appointment of Donisha Moss to the position of Career Center Director, Student Services Division. Verna Henson seconded the motion; all voted in approval.

**Consideration of and Possible Action on the Appointment Nomination of Sara Sanchez to the Position of Academic Advisor, Student Success Center**

Bill McGarvey moved the Board of Trustees approve the appointment of Sara Sanchez to the position of Academic Advisor, Student Success Center. Melissa Skipworth seconded the motion; all voted in approval.

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

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

## **Consideration of and Possible Action to Schedule the December 2021 Board Meeting on Tuesday, December 7, 2021**

Alan Waters moved to schedule the December 2021 Board Meeting on Tuesday, December 7, 2021. Verna Henson seconded the motion; all voted in approval.

## **Consideration of and Possible Action to Approve Increase to Contract 20-29 Awarded to Austin Commercial for Construction Manager at Risk (CMAR) Services in Support of the Construction of the Math/Science Building Renovation Project for an Additional Not-to-Exceed (NTE) Amount of \$4,469,864**

Don Gartman moved the Board of Trustees approve an increase to contract 20-29 awarded to Austin Commercial for Construction Manager at Risk (CMAR) Services in support of the construction of the Math/Science Building Renovation Project for an additional not-to-exceed (NTE) amount of \$4,469,864. Verna Henson seconded the motion; all voted in approval.

## **Academic Master Plan - Jerry E. Fliger, Vice President for Instruction**

Dr. Jerry Fliger presented an update on the Academic Master Plan.

## **Foundation Update - Dr. Lisa Watson, Executive Director of COM Foundation and Resource Development**

Dr. Lisa Watson presented an update on the Foundation.

## **Financial Report(s)**

### **Consideration of and Possible Acceptance of the May 2021 Investment and Financial Reports**

Alan Waters moved the Board of Trustees accept the May 2021 Investment and Financial Reports. Melissa Skipworth seconded the motion; all voted in approval.

## **Board Report**

### **Update: Galveston Central Appraisal District 2021 Amended Budget**

The Board reviewed the Galveston Central Approval District 2021 amended budget.

## **President's Report**

### **Updates**

#### **87th Legislative Session - Higher Ed Bills**

Chris Brasher presented an overview of various bills affecting higher education in the current legislative session.

## **Marketing Update**

Scott Turnbough presented an update on the current marketing campaigns.

## **Reminders/Announcements**

4th of July Celebration, Thursday, July 1st, Noon - 1:30 p.m., STEAM Building Terrace  
Board Yearly Training & Budget Meeting – Friday, July 16th, 9:00 a.m. – 3:00 p.m., COM Administration Boardroom

Fall Graduation, Saturday, December 11th, 10:00 a.m., Abundant Life

**Resignations and Retirements Report**– report attached in BOT packet.

**Board of Trustee Officer Elections**

**Board Chair**

Dawn King nominated Bill McGarvey to the position of Board Chair. Alan Waters seconded the motion; all voted in approval.

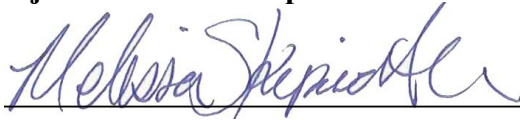
**Board Vice Chair**

Bill McGarvey nominated Alan Waters to the position of Board Vice Chair. Melissa Skipworth seconded the motion; all voted in approval.


**Board Secretary**

Alan Waters nominated Melissa Skipworth to the position of Board Secretary. Dawn King seconded the motion; all voted in approval.

**Adjournment at 3:09 p.m.**



Melissa Skipworth, Secretary  
Board of Trustees



Kyle Dickson, Chair  
Board of Trustees

## Comments from the Community

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

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



PRESIDENT'S OFFICE

Presentation of 2021 Coca-Cola Leaders of Promise Scholar

Joesth McDade, COM PTK Student



PRESIDENT'S OFFICE

# Presentation of 2021 Walgreens Scholar – PTK Student, Jennifer Burns



PRESIDENT'S OFFICE

# Student Life - Introduction of the President's Ambassadors



# PRESIDENT'S AMBASSADOR PROGRAM

## BACKGROUND - OVERVIEW

- August 2019 tasked with implementing President's Ambassador Program
- January 2020 explored Vol State Community College and Motlow State in Tennessee
- March 2020 COVID-19
- March 1, 2021 Applications Opened
- April 1, 2021 Applications Closed
- April 19-23 Interview Process
- May 7, 2021 Selected Students Notified
- June 4, 2021 Summer Training
- July 26, 2021 BOT Announcement

# PROGRAM BROCHURE



## What is the President's Ambassador Program?

The President's Ambassador Program is a distinguished leadership opportunity allowing a select group of students to represent the positive image of the college at designated events and activities. Through the leadership training program, ambassadors will share their CCOM student pride along with the college's mission and culture with alumni, donors, friends and community members.

## Are You Ready to Become an Ambassador?

For more information, please visit:  
[com.edu/student-life](http://com.edu/student-life)



COM | College of the Mainland.

1200 N. Amburn Road, Texas City, Texas 77591  
[www.com.edu](http://www.com.edu)

## President's Ambassador Program

“Whether working directly with students or our community, our Presidential Ambassadors are by far our most effective advocate, and I look forward to working closely with them during the year.”

– Dr. Warren Nichols



### Responsibilities

- Complete 40 hours per semester for campus tours, office hours, events and respective meetings
- Provide campus tours to prospective students
- Assist with New Student Orientation
- Participate in speaking engagements and community events
- Serve as a student representative for College of the Mainland

### Benefits of Service

- COM-branded attire
- Ambassador name tag
- Training in public speaking and social etiquette
- Professional development and leadership training opportunities
- Networking skills
- Event planning
- Community engagement



### Scholarship Opportunity

Ambassadors will be awarded with a FULL scholarship each semester of service in good standing which covers their tuition and fees and a \$500 book stipend.

### Requirements for Selection

Prospective Ambassadors must meet the following criteria:

- Will have completed two semesters of academic work with a GPA of 3.0 or better by the end of the semester in which the application is made
- Complete a program application and submit by the deadline to [cclark20@com.edu](mailto:cclark20@com.edu) or in person to the Student Center front desk
- Make themselves available for interviews at the Ambassador Program Committee's convenience during the selection process
- Maintain good standing with COM

### Application timeline

Online Applications open:  
March 1, 2021

Completed Applications due by:  
April 1, 2021

Interviews for Selected Students:  
April 19-23, 2021

Selected Students Notified:  
May 7, 2021

.....  
**See back flap for details.**

PROGRAM  
BROCHURE



## ONBOARDING RESULTS

Eligible Students- 821

Applications Received- 11

Interviews Conducted- 11

Ambassadors Selected- 6

### **What was the main contributor to the low number of applications?**

The one-year commitment and a minimum of 12 hours a semester. Many interested students were graduating in either December or May and would not be taking 12 hours each semester.

# INVITATION LETTER



Dear Student,

**CONGRATULATIONS!** You did it! You are eligible to apply for the President's Ambassador Program at College of the Mainland.

You're accomplishing great things at College of the Mainland, so we invite you to apply to this distinguished leadership opportunity with our President, Dr. Warren Nichols.

The President's Ambassador Program is a distinguished leadership opportunity allowing a select group of students to represent the positive image of the college at designated events, as well as the office of the president and College of the Mainland. An ambassador is a student who has the desire to work with faculty, staff, students, and members of the community; assisting with campus tours, new student orientations, special events, speaking engagements, and community service.

You could be a member of our first cohort; therefore, you will aid in building the foundation of this program alongside the Student Life Department and COM President, Dr. Warren Nichols.

## The Benefits of Service are Outstanding

All President's Ambassadors will be presented with COM branded attire including jackets, polos, and nametags to be worn at institutional events and functions. Ambassadors will receive training in public speaking, social etiquette, networking, and leadership development to prepare for community engagements throughout the year. Additionally, professional development opportunities will be available to ambassadors as they continue through the program. |

Most importantly, ambassadors will be awarded a full scholarship for each semester of service that covers their tuition and fees, as well as a \$500 book stipend to be used at the COM Bookstore.

## Responsibilities of an Ambassador

Ambassadors will be required to uphold the following responsibilities as a member of this leadership program.

- Complete approximately 80 hours per semester and 20 hours in the summer for training
- Provide campus tours to prospective students
- Assist with New Student Orientation
- Assist with the COM Welcome Desk within the Administration Building
- Participate in speaking engagements and community events
- Serve as a student representative for College of the Mainland

## Application Details

Please complete the attached application for the President's Ambassador Program and submit all materials by 5:00pm on **April 1<sup>st</sup>, 2021**. You may email your application materials to [PresidentAmbassador@com.edu](mailto:PresidentAmbassador@com.edu) or submit in person to the Student Life Department in the COM Gym Building #4.

# ACCEPTANCE LETTER



Dear (student name)

**CONGRATULATIONS!** You have been selected for the President's Ambassador Program at College of the Mainland.

I am honored to welcome you into this distinguished leadership program and work alongside you during the 2021-2022 academic year. This is an opportunity for you to enhance your leadership skills and become an outstanding ambassador of this Institution.

I look forward to working directly with you on numerous projects over the coming year, including helping you network with business and industry leaders who care about COM and our students. Your contributions to COM as a Presidential Ambassador will be significant as we continue working to educate and inform future students and our community about choosing COM as a College of First Choice.

The Student Life Department will contact you directly regarding the training and summer schedule for this program. If you have any questions or concerns, please contact Connor Jennings at [cclark20@com.edu](mailto:cclark20@com.edu) or 409-933-8190.

Best regards,

A handwritten signature in black ink, appearing to read 'Warren Nichols'.

Dr. Warren Nichols  
President of College of the Mainland

# SUMMER TRAINING SCHEDULE

Friday, June 4 <sup>th</sup>		
Time	Location	Session Topic
8:00am - 8:15am	Student Center RM 202A	Introductions & Welcome
8:15am - 8:30am	Student Center RM 202A	Team Builder Warm-Up: Name Game
8:30am - 8:45am	Student Center RM 202A	Roles & Expectations
8:45am - 9:00am	Student Center RM 202A	Brief Look into Fall Semester
9:00am - 9:15am	Student Center RM 202A	Acknowledgement Forms
9:15am - 9:30am	Student Center RM 202A	Review of COM Administration
9:30am - 9:45am	Student Center	Break
9:45am - 10:15am	Student Center RM 202A	COM History, Mission and Goals
10:15am - 10:45am	Student Center RM 202A	Building Overview
10:45am - 11:15am	Student Center RM 202A	Leadership Activity: Build a Leader
11:15am - 11:45am	Student Center RM 202A	Ambassador Attire Measurements
11:45am - 12:00pm	Student Center RM 202A	Wrap Up & Lunch Distribution

Friday, June 18 <sup>th</sup>		
Time	Location	Session Topic
8:00am - 8:30am	Student Center RM 202A	Departments Overview
8:30am - 9:00am	Student Center RM 202A	Onboarding Process
9:00am - 9:30am	Student Center RM 202A	Leadership Activity: Communication
9:30am - 9:45am	Student Center	Break
9:45am - 10:30am	Student Center RM 202A	Sell COM- Elevator Speeches
10:30am - 11:30am	Student Center RM 202A	Campus Tours
11:30am - 11:45am	Student Center RM 202A	Team Builder: Line Up
11:45am - 12:00pm	Student Center RM 202A	Wrap Up & Lunch Distribution

# SUMMER TRAINING SCHEDULE

Friday, July 2 <sup>nd</sup>		
Time	Location	Session Topic
8:00am - 8:30am	Student Center RM 202A	Office and Phone Etiquette
8:30am - 9:00am	Student Center RM 202A	Professional Dress
9:00am - 9:15am	Student Center Lobby	Assist with New Student Orientation Welcome
9:15am - 10:00am	Across Campus	Shadow Campus Tours
10:00am - 10:15am	Student Center	Break
10:15am - 10:45am	Student Center RM 202A	How to Engage with COM Staff
10:45am - 11:15am	Student Center RM 203	Leadership Activity: Teamwork
11:15am - 11:45am	Student Center RM 202	Phone & Engagement Knowledge Check
11:45am - 12:00pm	Student Center RM 202A	Wrap Up & Lunch Distribution

Friday, July 16 <sup>th</sup>		
Time	Location	Session Topic
8:00am - 8:15am	Student Center RM 202A	Team Builder: Finish the Sentence
8:15am - 8:30am	Student Center RM 202A	Professional Dress Check- Photo Prep
8:30am - 8:45am	Student Center RM 202A	Dr. Nichols Welcome
8:45am - 9:30am	Student Center RM 203	Individual & Group Photos
9:30am - 9:45am	Student Center	Break
9:45am - 10:45am	Student Center RM 202A	Goal Setting & Discussion
10:45am - 11:15am	Student Center RM 202A	Leadership Activity: Time Management
11:15am - 11:45am	Student Center RM 202A	Office Hours Scheduling
11:45am - 12:00pm	Student Center RM 202A	Wrap Up & Lunch Distribution

Friday, July 30 <sup>th</sup>		
Time	Location	Session Topic
8:00am - 8:30am	Student Center RM 202A	Team Builder: It's a 60's Party
8:30am - 9:00am	Student Center RM 202A	Leadership Styles Survey
9:00am - 10:00am	Student Center RM 202A	Cultural Awareness w/ Dr. David
10:00am - 10:15am	Student Center	Break
10:15am - 10:45am	Student Center RM 202A	Decision Making Framework
10:45am - 11:15am	Student Center RM 202A	Leadership Activity: Conflict Resolution
11:15am - 11:45am	Student Center RM 202A	Review Training Content
11:45am - 12:00pm	Student Center RM 202A	Closing & Lunch Distribution

ANNA SANTOS



CALLIE PATTERSON



# MADALYN BOND





ESMERALDA MARTINEZ



JOESETH MCDADE



AIMEE ESTES



THANK YOU FOR INVITING US TO JOIN YOU  
TODAY. WE LOOK FORWARD TO  
REPRESENTING COLLEGE OF THE MAINLAND.



PRESIDENT'S OFFICE

## Constituents Leader Activity Reports

- A. Professional Council - Christina Bergvall
- B. Students – Emily Escobar



**PRESIDENT'S OFFICE**

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 26, 2021  
Subject: Recommendation – Faculty - English (Replacement)

Presented for recommended approval to the Board of Trustees on July 26, 2021 and forwarded for recommended approval to Board of Trustees on the same date.

**MINUTE ORDER**

**Motion to be acted upon: “I move the Board of Trustees approve the appointment of Gwendolyn Barbee-Yow to the position of Faculty - English, Humanities Department.”**

**PURPOSE**

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

**BACKGROUND**

This is a replacement position for Homer Gentry, who will be retiring August 2021.

**IMPLICATIONS**

Financial: \$51,210 from budget 11-0-0000-1102-5100.

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

**ATTACHMENTS**

1. Appointment Nomination



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 26, 2021  
Subject: Recommendation – Faculty - Nursing (Replacement)

Presented for recommended approval to the Board of Trustees on July 26, 2021 and forwarded for recommended approval to Board of Trustees on the same date.

**MINUTE ORDER**

**Motion to be acted upon: “I move the Board of Trustees approve the appointment of Lauren McElyea to the position of Faculty - Nursing, Nursing Department.”**

**PURPOSE**

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

**BACKGROUND**

This is a replacement for Deborah George who resigned January 2020.

**IMPLICATIONS**

Financial: \$59,990 from budget 11-0-0000-1302-5100.

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

**ATTACHMENTS**

1. Appointment Nomination



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 26, 2021  
Subject: Recommendation – Faculty - Business (Replacement)

Presented for recommended approval to the Board of Trustees on July 26, 2021 and forwarded for recommended approval to Board of Trustees on the same date.

**MINUTE ORDER**

**Motion to be acted upon: “I move the Board of Trustees approve the appointment of Deane Schneider to the position of Faculty – Business, Business & Computer Technologies Department.”**

**PURPOSE**

Responsible for providing instruction within the Business Department – Business Administration program. Prepare, develop, revise curriculum and course work. Provide scheduled office hours for student consultation. Serves on College committees as needed and assigned. Participate in student oriented instructional and advisement activities as needed and assigned.

**BACKGROUND**

This is a replacement position for Selena Rahman, who will be retiring August 2021.

**IMPLICATIONS**

Financial: \$62,100 from budget 11-0-0000-1103-5100.

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

**ATTACHMENTS**

1. Appointment Nomination



PRESIDENT'S OFFICE

**MINUTE ORDER**

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 26, 2021  
Subject: Recommendation – Faculty - Accounting (Replacement)

Presented for recommended approval to the Board of Trustees on July 26, 2021 and forwarded for recommended approval to Board of Trustees on the same date.

**MINUTE ORDER**

**Motion to be acted upon: “I move the Board of Trustees approve the appointment of Siromi Wijesinghe to the position of Faculty – Accounting, Business & Computer Technologies Department.”**

**PURPOSE**

Responsible for providing instruction within the Business Department’s Accounting program. Prepare, develop, revise curriculum and course work. Provide scheduled office hours for student consultation. Serves on College committees as needed and assigned. Participate in student oriented instructional and advisement activities as needed and assigned.

**BACKGROUND**

This is a replacement position for Melvin Williams, who will be retiring August 2021.

**IMPLICATIONS**

Financial: \$55,951 from budget 11-0-0000-1103-5100.  
Strategic Goal 5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

**ATTACHMENTS**

1. Appointment Nomination



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 26, 2021  
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on July 26, 2021.

### MINUTE ORDER

**Motion to be acted upon: “I move the Board of Trustees accept the *Non-Contractual Positions Hiring Report* as written.”**

### PURPOSE

The *Non-Contractual Positions Hiring Report* is being presented to the Board of Trustees for review and acceptance.

### BACKGROUND

Notwithstanding Board policy DC (Local) which states that the Board delegates to the College President final authority to employ and dismiss non-contractual classified employees on an at-will basis, based on recommendations from the staff the persons listed on the attached Non-Contractual Positions Hiring Report is recommended for employment.

### IMPLICATIONS

#### Financial:

Accounting Specialist III - \$41,53 from budget 11-0-0000-5112-5160

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

#### Attachments

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Accounting Specialist III	Financial Services	Provides a variety of routine accounting office support to various College offices. May perform general office support duties including data entry into administrative software, word processing and filing.	Replacement position for Monica Wylie, who was promoted.	Nicole Haduch	\$41,543	\$34,853 - \$43,566 - \$52,280
2							
3							
4							
5							
6							



# **Update Report on Human Resources Administration Internal Audit**

**Presenter: Mike McGee, Executive Director of HR**

# Audit Scope

**Scope Period: 8/1/2019 through 10/31/2020**

**The audit focused on the centralized Human Resources processes in place within the Human Resources Administration Department. Procedures were reviewed for appropriate risk and regulatory coverage and compliance to ensure efficient and effective processes.**

**The scope included:**

- **Recruiting and Hiring**
- **Onboarding and Training**
- **Employee Management**
- **Employee Maintenance**
- **Separations**

# Objectives

- **Objective A:** Determine if internal controls are designed to ensure the effective management and administration of Human Resources functions and responsibilities.
- **Objective A Rating:** **STRONG**
  
- **Objective B:** Ensure that controls over selected critical and high-risk processes within Human Resources Administration processes are operating efficiently and effectively, and resulting in accurate processing, information and timely completion.
- **Objective B Rating:** **SATISFACTORY**
  
- **Objective C:** Ensure that access to view, process and modify personnel transactions within the Human Resources' systems is restricted to appropriate personnel and that access is periodically reviewed.
- **Objective C Rating:** **STRONG**

# The audit team identified 75 total controls in place over the significant activities within the HR Administration processes

Process Area	Control Coverage	Findings
<b>Human Resources Administration Processes</b>		
Recruiting and Hiring	15	-
Onboarding and Training	10	-
Employee Management	16	-
Employee Maintenance	16	<b>Finding 1, 2</b>
Separation	18	-
<b>Total</b>	<b>75</b>	

## **Finding 01 – Moderate Employee Changes Records**

Coordinate with IT to incorporate an audit trail to the employee change records to ensure retention of the history changes made by the person and date/time.

### **Management's Response**

HR has corrected the condition stated and are currently using Nextgen electronic Personnel Action Form (PAF).

## **Finding 02 – Low**

### **Faculty & Staff Contract Renewal Process**

Identify an automated system that will allow the electronic submission, signature and routing of faculty and staff contracts.

### **Management's Response**

HR has built faculty and staff electronic contracts within the PeopleAdmin system and will launch them in August 2021.

## **Finding 03 – Moderate Selection Processes**

Ensure appropriate and approved exceptions to the hiring committee composition are documented and retained within employment files.

### **Management's Response**

HR will verify through PeopleAdmin that the hiring committee composition is approved prior to the posting of positions. In the event a hiring committee cannot be adequately formed, a representative from HR will fill in.

## **Finding 04 – Moderate Candidate Verification Procedures**

Coordinate with IT to develop an electronic form to complete the background authorization process, which should include proper routing and date/time stamps of the approval.

### **Management's Response**

HR is currently utilizing the electronic background form through Nextgen Forms.

## **Finding 05 – Low Compliance Reporting**

Incorporate a review process for the Texas Higher Education Coordinating Board Retirement Participation Report.

### **Management's Response**

Payroll will coordinate with COMs Controller to perform a review and approval of the Texas Higher Education Coordinating Board Retirement Participation Report.

## **Finding 06 – Moderate Employee Separation Process**

Ensure exit checklist are completed timely and HR is informed immediately of any unknown separations.

### **Management's Response**

HR will work with leadership by reinforcing policy and by providing training during Convocation/Leadership Academy on the importance of completing exit checklists in a timely manner.

Questions?



PRESIDENT'S OFFICE

**Minute Order**

**To:** Board of Trustees  
**From:** Dr. Warren Nichols, President  
**Date:** July 26, 2021  
**Subject:** Agenda Item for COM Board of Trustees

**AGENDA ITEM DESCRIPTION:**

Procurement Method for Industrial Careers Building (ICB) Glycol Separation Unit (GSU) Design and Construction

**FUNDING SOURCE:**

2018 Bond Funds

**PURPOSE:**

To comply with Government Code 2269.301 for the selection of the procurement method to support projects identified in the Master Plan.

**PROPOSED MOTION:**

"I move the Board of Trustees approve the procurement method of Design-Build for the Industrial Careers Building Glycol Separation Unit."

**BACKGROUND:**

In order to begin the initial phase of the subject project, Government Code 2269 requires the Board of Trustees select a procurement method for an individual project, a series of projects in a bond issue, or for all construction projects by means of a Board action, without delegation to administration. Because of the specialized technical nature of the Glycol Separation Unit, a Design-Build project delivery method is recommended, which allows COM to enter into a single prime contract with one entity that is solely responsible for both designing and building the project. The design builder may be a single organization with in-house design and construction expertise and licensure or, more commonly, it is either a contractor or design professional teaming with one or more partners via subcontracts. A recommendation for contract award will be presented to the Board for final approval once qualifications and proposals are evaluated and negotiations are finalized. The selected Design-Build contractor will then coordinate all efforts related to the project planning, selection of personnel and subcontractors to perform the subject project, while maintaining schedules and cost in tandem with the COM Facilities Director and CBRE Heery Project Management. Therefore, it is the recommendation of COM Administration to approve the procurement method to seek a Design-Build firm to support the construction of the Glycol Separation Unit.



## MINUTE ORDER

To: Board of Trustees  
From: Dr. Warren Nichols, President  
Date: July 14, 2021  
Subject: Subject: Monthly Financial & Investment Reports

### **AGENDA ITEM DESCRIPTION:**

Consideration of and possible acceptance of the June 2021 Investment and Financial Reports.

### **PURPOSE**

To report to the Board of Trustees the year-to-date revenues and expenses for the college, comparison of revenues and expenses to budget, and the college's current cash balance.

### **FUNDING SOURCE:**

N/A

### **PROPOSED MOTION:**

*Suggested motion: "I move the Board of Trustees accept the June 2021 Investment Report and the June 2021 Financial Reports."*

### **BACKGROUND**

The investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the PFIA under Education Code 51.0032 and Government Code 2256.023.

In accordance with COM policy CDA (LOCAL) – Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all District funds and District accounts.

### **ATTACHMENTS**

1. June 2021 Investment Discussion & Report
2. June 2021 Revenue & Expense Summary
3. June 2021 Expense by Division Report



**INVESTMENT REPORT**  
**For the Month Ended June 2021**

**Investment discussion:**

College of the Mainland earned \$3,544 for the month of June on its short-term investments in TexPool & Logic for a total of \$104,251 investment interest earned fiscal year to date. The College earned an additional \$1.00, fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$104,252 interest for the fiscal year to date period ending May: TexPool - \$7,462 Logic 19 - \$16,157, Logic 20 - \$80,633, and TFB - \$1.

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

**Investment Compliance Statement:**

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

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

A handwritten signature in blue ink, appearing to read 'Clen Burton', written over a horizontal line.

Clen Burton  
Vice President of Fiscal Affairs  
College of the Mainland

A handwritten signature in blue ink, appearing to read 'Trudy Trochesset', written over a horizontal line.

Trudy Trochesset  
Controller  
College of the Mainland



**TexPool Investments for June 2021.**

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 26,358,319	\$ -	\$ 1,450,000	281	24,908,600	26,213,329	0.013%
Moody	41	26,599	-	-	0	26,600	26,599	0.014%
<b>Totals</b>		<b>\$ 26,384,919</b>	<b>\$ -</b>	<b>\$ 1,450,000</b>	<b>\$ 281</b>	<b>\$ 24,935,200</b>	<b>\$ 26,239,928</b>	

Note: For the above listed investments in TexPool, book value is equivalent to market value.  
There was no accrued interest as of June 2021.

**Logic (Hilltop Securities) Investments for June 2021.**

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2019	(CLOSED)	\$ -	\$ -	\$ -	0	0	-	0.000%
COM Bond 2020	46	\$ 69,729,850	\$ -	\$ 3,518,981	3,263	66,214,133	67,414,019	1.000%
<b>Totals</b>		<b>\$ 69,729,850</b>	<b>\$ -</b>	<b>\$ 3,518,981</b>	<b>\$ 3,263</b>	<b>\$ 66,214,133</b>	<b>\$ 67,414,019</b>	
<b>Totals</b>		<b>\$ 96,114,769</b>	<b>\$ -</b>	<b>\$ 4,968,981</b>	<b>\$ 3,544</b>	<b>\$ 91,149,333</b>	<b>\$ 93,653,946</b>	

**Unrestricted Fund (Unaudited)**

**Summary of Revenue**

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b>Operating revenue</b>						
Tuition-credit	(5,038,380)	(5,201,169)	(162,789)	97%	(5,525,820)	487,441
Tuition-non-credit	(382,542)	(1,288,889)	(906,347)	30%	(433,575)	51,033
Exemptions and waivers	1,526,805	1,368,240	(158,565)	112%	1,564,244	(37,439)
Registration fees	(2,402,523)	(2,209,200)	193,323	109%	(2,419,629)	17,105
Other fees	(124,647)	(168,982)	(44,335)	74%	(97,184)	(27,462)
Grant revenue	(365,690)	(81,568)	284,122	448%	(107,385)	(258,305)
Sales and service revenue	(407)	(533,800)	(533,393)	0%	(28,508)	28,100
Miscellaneous revenue	(131,386)	(134,632)	(3,246)	98%	(78,037)	(53,348)
TPEG transfer in/out	0	250,000	250,000	0%	0	0
<b><u>Totals for Operating revenue</u></b>	<b><u>(6,918,770)</u></b>	<b><u>(8,000,000)</u></b>	<b><u>(1,081,230)</u></b>	<b><u>86%</u></b>	<b><u>(7,125,894)</u></b>	<b><u>207,124</u></b>
<b>Non-operating revenue</b>						
State appropriation-Academic	(5,293,559)	(6,533,000)	(1,239,441)	81%	(5,293,578)	19
Property tax revenue	(23,324,944)	(23,450,000)	(125,056)	99%	(23,423,997)	99,053
Interest revenue	(7,448)	(350,000)	(342,552)	2%	(149,183)	141,734
FTZ reimbursement	(531,472)	(350,000)	181,472	152%	(483,127)	(48,345)
Renew & replace transfer out	0	1,783,000	1,783,000	0%	0	0
<b><u>Totals for Non-operating revenue</u></b>	<b><u>(29,157,424)</u></b>	<b><u>(28,900,000)</u></b>	<b><u>257,424</u></b>	<b><u>101%</u></b>	<b><u>(29,349,885)</u></b>	<b><u>192,461</u></b>
<b><u>Total Revenue</u></b>	<b><u>(36,076,194)</u></b>	<b><u>(36,900,000)</u></b>	<b><u>(823,806)</u></b>	<b><u>98%</u></b>	<b><u>(36,475,778)</u></b>	<b><u>399,585</u></b>

**Unrestricted Fund (Unaudited)**

**Summary of Expense**

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b>Salary and wages</b>						
Faculty full-time	6,343,594	7,748,736	1,405,142	82%	6,295,192	48,402
Admin full-time	1,339,184	1,524,001	184,817	88%	1,279,816	59,368
Professional full-time	5,874,854	7,125,261	1,250,407	82%	6,022,253	(147,398)
Classified full-time	0	4,102,272	4,102,272	0%	3,293,921	(3,293,921)
Part-time	1,868,635	3,845,478	1,976,843	49%	2,622,335	(753,700)
Salary increase	0	282,223	282,223	0%	0	0
Vacancy savings	0	(970,000)	(970,000)	0%	0	0
<b><u>Totals for Salary and wages</u></b>	<b><u>15,426,268</u></b>	<b><u>23,657,971</u></b>	<b><u>8,231,703</u></b>	<b><u>65%</u></b>	<b><u>19,513,517</u></b>	<b><u>(4,087,249)</u></b>
<b>Benefits</b>						
Benefits	3,575,733	4,156,934	581,201	86%	3,658,517	(82,785)
<b><u>Totals for Benefits</u></b>	<b><u>3,575,733</u></b>	<b><u>4,156,934</u></b>	<b><u>581,201</u></b>	<b><u>86%</u></b>	<b><u>3,658,517</u></b>	<b><u>(82,785)</u></b>
<b>Operating expenses</b>						
Contract services	2,385,975	2,813,937	427,962	85%	2,398,499	(12,524)
Legal	5,846	12,485	6,639	47%	4,209	1,637
Operations	316,660	712,526	395,866	44%	490,970	(174,310)
Utilities and Rent	1,177,444	1,511,863	334,419	78%	1,172,170	5,274
Postage, printing, and supplies	630,745	1,382,091	751,346	46%	623,462	7,283
Bank fees	54,970	84,000	29,030	65%	54,046	924
Capital outlay & leases	53,233	56,503	3,270	94%	61,365	(8,132)
Insurance	1,641,425	852,013	(789,412)	193%	839,855	801,570
Public relations and advertising	108,982	244,584	135,602	45%	124,470	(15,488)
Misc.	367,900	363,682	(4,217)	101%	337,843	30,057
Reimbursement from Others	0	(148,590)	(148,590)	0%	0	0
MTN Payment	337,500	1,200,000	862,500	28%	345,075	(7,575)

**Unrestricted Fund (Unaudited)**

<u>Totals for Operating expenses</u>	<u>7,080,680</u>	<u>9,085,095</u>	<u>2,004,415</u>	<u>78%</u>	<u>6,451,962</u>	<u>628,717</u>
<u>Total Expense</u>	<u>26,082,680</u>	<u>36,900,000</u>	<u>10,817,320</u>	<u>71%</u>	<u>29,623,997</u>	<u>(3,541,317)</u>

**Unrestricted Fund (Unaudited)**

**Summary of Fund Bal**

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b>Operating expenses</b>						
Contract services	406,295	0	(406,295)	0%	176,825	229,471
Operations	0	0	0	0%	22,391	(22,391)
Utilities and Rent	112,561	0	(112,561)	0%	0	112,561
Postage, printing, and supplies	735,012	0	(735,012)	0%	325,685	409,327
Capital outlay & leases	434,857	0	(434,857)	0%	523,702	(88,845)
Misc.	63,895	0	(63,895)	0%	0	63,895
<b><u>Totals for Operating expenses</u></b>	<b><u>1,752,620</u></b>	<b><u>0</u></b>	<b><u>(1,752,620)</u></b>	<b><u>0%</u></b>	<b><u>1,048,603</u></b>	<b><u>704,017</u></b>
<b><u>Total Fund Bal</u></b>	<b><u>1,752,620</u></b>	<b><u>0</u></b>	<b><u>(1,752,620)</u></b>	<b><u>0%</u></b>	<b><u>1,048,603</u></b>	<b><u>704,017</u></b>

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b><u>Expense by Division</u></b>						
<b><u>Summary for President</u></b>						
Board of Trustees	12,905	19,400	6,495	67%	31,565	(18,660)
Campus Police	368,445	855,841	487,396	43%	594,775	(226,329)
Emergency Management	0	0	0	0%	195	(195)
Gen Institution	259,893	308,404	48,511	84%	245,181	14,711
Information Technology Serv	1,444,336	2,004,018	559,682	72%	1,567,365	(123,029)
Internal Audit	145,261	150,000	4,739	97%	90,876	54,385
OPEAR	406,761	458,679	51,917	89%	359,777	46,984
Presidents Office	474,043	603,155	129,111	79%	488,163	(14,119)
Self Study SACS	10,363	18,000	7,637	58%	14,797	(4,434)
Staff Attorney	119,565	177,875	58,310	67%	131,776	(12,211)
<b><u>Totals for President</u></b>	<b><u>3,241,572</u></b>	<b><u>4,595,371</u></b>	<b><u>1,353,799</u></b>	<b><u>71%</u></b>	<b><u>3,524,470</u></b>	<b><u>(282,898)</u></b>
<b><u>Summary for VP Fiscal Affairs</u></b>						
Central Mail	32,734	130,534	97,800	25%	96,476	(63,742)
Custodial Services	123,181	372,995	249,814	33%	288,029	(164,848)
Facilities	3,273,546	3,135,179	(138,367)	104%	2,824,046	449,500
Financial Services	405,001	900,668	495,666	45%	748,211	(343,209)
Grounds	67,126	118,111	50,986	57%	131,752	(64,626)
Human Resources	372,010	541,863	169,853	69%	397,914	(25,904)
Maintenance Tax Note	337,500	1,200,000	862,500	28%	345,075	(7,575)
Purchasing	231,484	298,086	66,601	78%	225,525	5,959
Records Mgmt	10,233	20,952	10,719	49%	18,537	(8,304)
Reimbursement	0	(148,590)	(148,590)	0%	0	0
Salary Savings	0	(970,000)	(970,000)	0%	0	0
Staff Benefits	772,437	1,635,861	863,424	47%	951,298	(178,861)

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Tax Admin	238,300	232,631	(5,669)	102%	229,194	9,106
Telecommunications	0	0	0	0%	594	(594)
Utilities	509,609	625,000	115,391	82%	485,190	24,419
Vehicle Operations	51,592	108,626	57,034	47%	86,089	(34,497)
VP College & Fin Svcs	167,361	239,926	72,565	70%	212,185	(44,825)
<b><u>Totals for VP Fiscal Affairs</u></b>	<b><u>6,592,115</u></b>	<b><u>8,441,843</u></b>	<b><u>1,849,728</u></b>	<b><u>78%</u></b>	<b><u>7,040,116</u></b>	<b><u>(448,002)</u></b>
<b><u>Summary for VP Institutional Advancement</u></b>						
COM Foundation Dept	26,481	110,920	84,438	24%	78,300	(51,819)
Marketing and Communications	544,742	833,846	289,104	65%	647,276	(102,534)
VP Institutional Advancement	493,404	585,039	91,636	84%	470,705	22,699
<b><u>Totals for VP Institutional Advancement</u></b>	<b><u>1,064,627</u></b>	<b><u>1,529,804</u></b>	<b><u>465,177</u></b>	<b><u>70%</u></b>	<b><u>1,196,281</u></b>	<b><u>(131,654)</u></b>
<b><u>Summary for VP Instruction</u></b>						
Acad Succ Re/Wr	793,642	857,499	63,856	93%	810,449	(16,807)
Accting-Credit	154,789	115,604	(39,185)	134%	131,676	23,113
Adm-C.I.D.T.	9,675	69,844	60,169	14%	50,559	(40,883)
Adm-Cont Ed	309,456	376,538	67,083	82%	447,099	(137,643)
Adm-Ind Tech	0	8,000	8,000	0%	3,529	(3,529)
Adm-Instruct	9,727	77,871	68,144	12%	53,701	(43,974)
Adm-Perf & Vis Arts	15,412	81,278	65,866	19%	64,808	(49,396)
Adm-Pub Svc Ed	8,340	61,968	53,628	13%	72,968	(64,628)
Adm-Science	4,320	65,299	60,979	7%	27,026	(22,706)
Adm-Soc Sci	14,094	80,089	65,994	18%	58,733	(44,639)
Adult Education	97,216	204,918	107,701	47%	150,647	(53,431)
Allied Health CE	207,375	294,617	87,242	70%	233,799	(26,424)
Art	204,766	238,456	33,690	86%	203,792	974
Art Gallery	49,692	60,239	10,547	82%	49,521	170
Biol & Nutrition	590,160	727,676	137,516	81%	600,228	(10,068)

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Bus Ed-NonCR	0	0	0	0%	0	0
Bus Tech	16,778	16,928	150	99%	24,164	(7,386)
C.I.S.	84,675	99,109	14,434	85%	84,799	(124)
Chemistry	163,950	196,124	32,174	84%	177,160	(13,210)
Child Dev CE	0	0	0	0%	0	0
Child Develop	64,208	72,622	8,413	88%	65,112	(903)
Child Develop Lab	0	0	0	0%	478,504	(478,504)
Cmnty Theater	245,268	396,003	150,735	62%	286,560	(41,292)
Collegiate H.S.-CR	92,948	150,796	57,848	62%	128,959	(36,010)
Cosmetology	544,005	669,662	125,658	81%	535,484	8,521
Criminal Justice	77,522	88,332	10,810	88%	86,645	(9,123)
Dean Cont Ed	685	173,672	172,987	0%	597	89
Dean Gen Ed	114,248	198,294	84,047	58%	163,186	(48,939)
Distance Ed	371,879	425,309	53,430	87%	391,186	(19,307)
Drafting	70,071	78,729	8,658	89%	77,542	(7,471)
Dual Credit Dept	97,354	174,565	77,211	56%	142,488	(45,134)
Economics	69,504	78,684	9,179	88%	68,991	513
Emergency Management Credit	0	0	0	0%	20,746	(20,746)
EMS-Credit	248,147	276,258	28,111	90%	223,911	24,236
Fire Tech	290,735	316,256	25,521	92%	249,174	41,561
Firearms Acad	18,861	106,094	87,233	18%	71,855	(52,995)
Foreign Lang	60,893	69,306	8,413	88%	65,056	(4,163)
Gen Bus-Credit	74,504	93,937	19,433	79%	53,260	21,245
Geology	66,939	81,804	14,865	82%	63,699	3,240
Government	285,212	315,837	30,625	90%	300,144	(14,932)
Graphic Arts	93,607	103,948	10,341	90%	109,978	(16,371)
Health and PE Credit	135,351	152,500	17,149	89%	139,220	(3,869)
Health Info Mgmt	145,761	212,791	67,031	68%	152,759	(6,998)

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Hist & Geog	267,178	291,165	23,987	92%	282,825	(15,647)
Humanities	196,437	215,931	19,494	91%	179,283	17,153
Instr Tech Department	130,849	244,449	113,600	54%	181,257	(50,408)
Instr Tech Lab Mgrs	22,757	186,684	163,926	12%	228,620	(205,863)
Law Enforcement	76,352	116,392	40,040	66%	72,363	3,989
Law Enforcemnt-NonCR	64,163	35,176	(28,987)	182%	52,716	11,446
LC Ctr Admin	5,006	13,063	8,057	38%	22,421	(17,415)
Library	463,293	653,910	190,617	71%	515,395	(52,103)
Management	55,959	80,543	24,584	69%	83,111	(27,152)
Massage Therapy	0	7,400	7,400	0%	759	(759)
Math	634,815	768,861	134,045	83%	737,133	(102,317)
Medical Assistant	66,911	99,728	32,817	67%	79,817	(12,906)
Music	313,039	366,204	53,165	85%	325,651	(12,612)
Networking	75,668	98,292	22,624	77%	84,901	(9,233)
Nursing Administration	231,158	395,989	164,831	58%	317,291	(86,133)
Nursing-AD	1,149,612	1,575,610	425,998	73%	1,262,777	(113,165)
Nursing-VN	288,907	339,334	50,427	85%	296,471	(7,564)
Pharmacy Tech	85,632	97,706	12,074	88%	87,385	(1,753)
Philosophy	42,189	20,951	(21,238)	201%	50,276	(8,088)
Physics	121,096	133,232	12,136	91%	137,708	(16,612)
Process Tech	559,787	642,408	82,622	87%	617,664	(57,877)
Prof Develop Acad	0	12,000	12,000	0%	36,816	(36,816)
Psychology	330,228	368,655	38,428	90%	339,644	(9,416)
QEP	0	0	0	0%	0	0
Safety-CR	72,302	110,148	37,846	66%	101,908	(29,606)
Senior Adult Dept	121,618	243,894	122,276	50%	309,450	(187,832)
Social Science Non CR	36,268	74,255	37,987	49%	29,261	7,007
Sociology	66,229	73,875	7,647	90%	67,278	(1,049)

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Speaking,Reading,Writing	402,201	536,011	133,809	75%	440,814	(38,613)
Theater Arts-Credit	57,079	89,228	32,150	64%	53,042	4,037
Thermal Tech-NonCR	58,352	74,820	16,469	78%	71,966	(13,614)
Virtual College TX	1,120	1,120	0	100%	0	1,120
VP Instruction	360,482	1,831,228	1,470,746	20%	214,933	145,548
Welding-Cred	410,934	640,113	229,179	64%	455,034	(44,100)
<b><u>Totals for VP Instruction</u></b>	<b><u>12,669,389</u></b>	<b><u>18,305,829</u></b>	<b><u>5,636,440</u></b>	<b><u>69%</u></b>	<b><u>14,855,685</u></b>	<b><u>(2,186,296)</u></b>
<b><u>Summary for VP Student Services</u></b>						
Admissions	205,237	356,794	151,557	58%	317,054	(111,817)
Advise Center	576,601	711,512	134,911	81%	495,832	80,769
Career & Placement	0	68,266	68,266	0%	0	0
Career Svcs	0	1,715	1,715	0%	281	(281)
Counseling	0	265	265	0%	65,614	(65,614)
Enrollment Mgmt	96,988	79,334	(17,654)	122%	28,534	68,455
Facilities & Student Recreat	59,038	120,682	61,644	49%	154,379	(95,340)
Judicial Affairs	119,846	193,069	73,224	62%	217,446	(97,601)
Multicultural Department	2,494	12,500	10,006	20%	7,964	(5,470)
Recruitment	282,756	473,044	190,287	60%	399,928	(117,172)
Stu Financial Svcs	355,591	618,644	263,053	57%	464,335	(108,744)
Stu Organizations	204,583	316,148	111,566	65%	119,519	85,064
Student Graduation	36,733	74,080	37,347	50%	8,128	28,605
Svcs-Disab Students	4,883	50,764	45,881	10%	65,629	(60,746)
Testing	103,053	373,106	270,053	28%	249,248	(146,195)
Title V Grant	0	0	0	0%	243	(243)
Veteran Affairs	138,617	159,514	20,896	87%	134,719	3,898
VP Student Services	328,558	417,716	89,158	79%	278,592	49,966
<b><u>Totals for VP Student Services</u></b>	<b><u>2,514,977</u></b>	<b><u>4,027,152</u></b>	<b><u>1,512,175</u></b>	<b><u>62%</u></b>	<b><u>3,007,445</u></b>	<b><u>(492,467)</u></b>

**Unrestricted Fund (Unaudited)**

	<u>Current Actual</u>	<u>2020-21 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<b>Totals for Expense</b>	<b><u>26,082,680</u></b>	<b><u>36,900,000</u></b>	<b><u>10,817,320</u></b>	<b><u>71%</u></b>	<b><u>29,623,997</u></b>	<b><u>(3,541,317)</u></b>
<b>Fund Bal by Division</b>						
<b>Summary for President</b>						
Fund Balance - IT	0	0	0	0%	1,254	(1,254)
<b>Totals for President</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0%</u></b>	<b><u>1,254</u></b>	<b><u>(1,254)</u></b>
<b>Summary for VP Fiscal Affairs</b>						
Fund Balance - Academic Support	0	0	0	0%	56,643	(56,643)
Fund Balance - Institutional Support	625,543	0	(625,543)	0%	517,539	108,004
Fund Balance - Instruction	827,326	0	(827,326)	0%	279,857	547,469
Fund Balance - Oper & Maint	82,763	0	(82,763)	0%	23,064	59,699
Fund Balance - Public Service	0	0	0	0%	3,252	(3,252)
Fund Balance - Student Services	216,988	0	(216,988)	0%	166,994	49,995
<b>Totals for VP Fiscal Affairs</b>	<b><u>1,752,620</u></b>	<b><u>0</u></b>	<b><u>(1,752,620)</u></b>	<b><u>0%</u></b>	<b><u>1,047,348</u></b>	<b><u>705,272</u></b>
<b>Totals for Fund Bal</b>	<b><u>1,752,620</u></b>	<b><u>0</u></b>	<b><u>(1,752,620)</u></b>	<b><u>0%</u></b>	<b><u>1,048,603</u></b>	<b><u>704,017</u></b>
<b>Totals for Report</b>	<b><u>27,835,300</u></b>	<b><u>36,900,000</u></b>	<b><u>9,064,700</u></b>		<b><u>30,672,599</u></b>	<b><u>(2,837,299)</u></b>

# Monthly Financial Report

# Cash Situation

- Cash balance at the end of month was: \$24.9 million
- Minimum required cash : \$7.1 million
- Excess cash above minimum: \$17.8 million

# Unaudited Operations Year to Date

- Revenues: Budget: \$36.9 million  
Actual: \$ 36.1 million
- Expense: Budget: \$36.9 million  
Actual: \$ 26.1 million  
(71% Spent at 83% of year)



PRESIDENT'S OFFICE

## Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

## President's Report

Presenter: Dr. Warren Nichols

### A. Updates

1. Report on retention and Persistence – Dr. Jerry Flinger

### B. Reminders/Announcements

#### 1. Fall Graduation

Saturday, December 11<sup>th</sup>, 10:00 a.m.

Abundant Life

#### 2. Board Meetings

a. November – no meeting planned at this time.

b. December – Tuesday, December 7<sup>th</sup>, 1:30 p.m.

### C. Resignations and Retirement Report

### D. Miscellaneous Updates



OFFICE OF  
VICE PRESIDENT FOR INSTRUCTION

July 15, 2021

RE: Board of Trustees Item

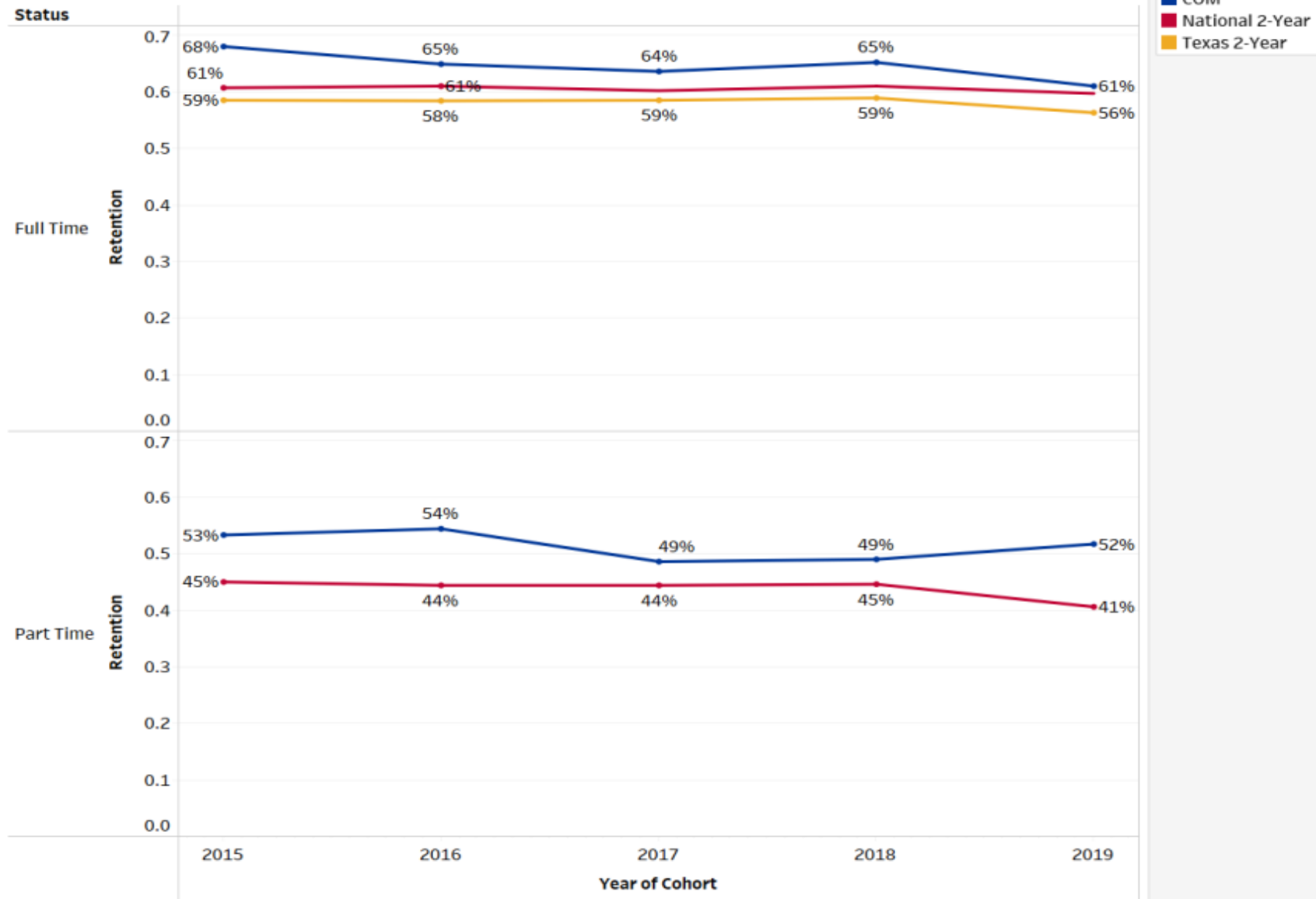
Please include in the President's Announcements "Report on Retention and Persistence" to be presented by Instruction.

Submitted,

Jerry E. Fliger, Ph.D.  
Vice President for Instruction

# First Time Fall to Fall Retention Comparisons

First Time Full Time Retention Comparisons





PRESIDENT'S OFFICE

Resignations & Retirements

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Hire Date</b>	<b>Last Date of Work</b>	<b>Termination Reason</b>
Jivan	Alnasir	Faculty – Industrial Careers	09/01/2012	08/31/2021	Retirement
Kidd	Janet	Administrative Assistant V	04/12/2004	08/31/2021	Retirement



## PRESIDENT'S OFFICE

# Executive Session

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.