



Notice/Agenda of March Meeting

The Board of Trustees College of the Mainland

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

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

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

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

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

1. **Call to Order**
2. **Pledge of Allegiance, Texas Pledge & Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Minutes**
 - A. Consideration of and Possible Action to Approve the BOT Workshop Minutes of Monday, February 23, 2026
 - B. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, February 23, 2026
5. **Comments from the Community**
 - A. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Faculty Senate - Mike Bell, President
 - B. Professional Council - Brad Denison, President
 - C. Classified Council - Alexandria Gibbons, President
 - D. Student Government Association (SGA) - Connor Roberts, Vice President
7. **Bond Update - Presented by LAN (Lockwood, Andrews & Newnam, Inc.)**
8. **Consideration of and Possible Action to Approve Contract 23-54 to Whitley Penn for Construction Manager at Risk Auditing Services for All 2023 Bond Projects for a Not-to-Exceed Amount of \$126,000**
9. **Discussion of and Possible Action to Approve the Award of Contract 23-53 to Tellepsen Builders for Construction Manager at Risk Services for the Existing Public Service Careers Building Addition and Renovation Project for a Not-to-**

Exceed Amount of \$20,000 for Pre-Construction Services, Plus Construction Management Fee of 2.45% of the Actual Cost of Work and General Conditions Fee of 6.15% of the Actual Cost of Work

10. Financial Report(s)

- A. Consideration of and Possible Action to Accept the February 2026 Investment and Financial Reports
- B. Consideration of and Possible Action to Accept the February 2026 Quarterly Investment Report

11. Human Resources Items

- A. Appointment Nominations
 - 1. Consideration of and Possible Action to Approve the Appointment Nomination of Ruth Sturhan to the Position of Dental Hygiene Clinical Coordinator/Faculty, Dental Hygiene Department
 - 2. Consideration of and Possible Action to Approve the Appointment Nomination of Elizabeth Hansen to the Position of Examiner, Testing Services
 - 3. Consideration of and Possible Action to Approve the Appointment Nomination of Brittney Hunt to the Position of Enrollment Coach, Continuing Education Department
 - 4. Consideration of and Possible Action to Approve the Appointment Nomination of Gabriela Martinez to the Position of Payroll Coordinator, Human Resources Department

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

13. Board Report

14. President's Report

- A. Updates
- B. Reminders/Announcements
 - 1. Board Meetings
 - April 2026 - Monday, April 27, 2026
 - May 2026 - Monday, May 18, 2026
 - June 2026 - Monday, June 22, 2026
- C. GCIC Academic Symposium - Friday, April 10, 2026, 9 a.m.-2:30 p.m., ICB & LRC-131
- D. Corporate Training Center Ribbon Cutting - Thursday, April 16, 2026, 3-5 p.m.
- E. Laughs for Lunch - Friday, April 17, 2026, 11:30 a.m.-1:00 p.m., Conference Center
- F. Asian American Pacific Islander Heritage Month Event - Tuesday, April 21, 2026, 12:30-1:30 p.m., Conference Center
- G. Cinco de Mayo Event - Tuesday, May 5, 2026, 12:30-1:30 p.m., Conference Center
- H. COM Graduation - Saturday, May 9, 2026, 10 a.m. & 2 p.m., Abundant Life Christian Center
- I. Resignations and Retirement Report
- J. Miscellaneous Updates

**15. Adjournment to a Closed or Executive Session Pursuant to the Texas Government Code of the Open Meetings Act
Section 551.071 - consultation with attorney**

16. Consideration of and Possible Action on any Items Discussed in Closed Session

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, Tuesday, March 24, 2026, 5:00 PM.



Leanne Downton
Board Liaison

Administration

President, Helen Brewer, Ph.D.
Interim Vice President for Fiscal Affairs, Belinda Aaron, Ph.D.
Vice President for Student Affairs, Michelle Brezina
Vice President for Strategic Initiatives, Diane Burkett
Vice President for Administrative Services, Michael McGee
Vice President for Academic Affairs, Heather Rhodes, 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
2025-2026

Mrs. Melissa Skipworth,
Board Chair
mskipworth@com.edu

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

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

Dr. Bill McGarvey,
Trustee
bmcgarvey@com.edu

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

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

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



MINUTE ORDER

To: Board of Trustees

From: Dr. Helen Brewer, President

Date: March 30, 2026

Subject: Board Workshop Minutes

AGENDA ITEM DESCRIPTION

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

PURPOSE

To ensure accuracy of the monthly minutes.

BACKGROUND

Minutes are brought forward every month for approval.

FUNDING SOURCE

N/A

PROPOSED MOTION

“I move the Board of Trustees approve the Board Workshop Minutes of February 23, 2026.”

ATTACHMENT(S)

1. Minutes of 2/23/26

College of the Mainland Board of Trustees
BOT Workshop Minutes of Monday, February 23, 2026
12:00 p.m., Doyle Family Administration Building

Call to Order

Melissa Skipworth called the meeting to order at 12:05 p.m.

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present except Kyle Dickson and Patti Hanssard.

Aspen Presidents and Trustees Collaborative Overview

Dr. Brewer refreshed the BOT on COM's mission, shared information about the Community College 3.0 framework, and presented projections for 2031 illustrating the number of good jobs expected by education level.

Dr. Brewer shared COM's student success metrics including graduation, retention, and transfer rates.

Strategic Goals Overview

Dr. Brewer shared an update on the accomplishments for each strategic goal and outlined the priorities moving ahead.

Dual Credit Advantage Presentation

Michelle Brezina, Vice President for Student Affairs and Enrollment Management, presented information regarding the Dual Credit Advantage program which includes the Collegiate High School program.

Program Spotlight – Associate of Arts in English

Dr. Brian Anderson, Professor & Humanities Department Chair, presented information about the Associate of Arts in English program.

Student Spotlight

Angelica Black explained why COM is her college of choice and what inspired her to select English as her major. Angelica will graduate in May and plans to transfer to the University of Houston – Clear Lake or University of Houston - Downtown to obtain her bachelor's degree.

Adjournment at 1:00 p.m.



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



Melissa Skipworth
Chair, Board of Trustees



MINUTE ORDER

To: Board of Trustees

From: Dr. Helen Brewer, President

Date: March 30, 2026

Subject: Full Board Minutes

AGENDA ITEM DESCRIPTION

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

PURPOSE

To ensure accuracy of the monthly minutes.

BACKGROUND

Minutes are brought forward every month for approval.

FUNDING SOURCE

N/A

PROPOSED MOTION

“I move the Board of Trustees approve the Full Board Minutes of February 23, 2026.”

ATTACHMENT(S)

1. Minutes of 2/23/26

**College of the Mainland Board of Trustees
Minutes of Monday, February 23, 2026
1:30 p.m., Doyle Family Administration Building**

Call to Order

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

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

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present except Kyle Dickson and Patti Hanssard.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, January 27, 2026

Bill McGarvey moved the Board of Trustees approve the Full Board Minutes of Monday, January 27, 2026. Don Gartman seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Special Called Board Minutes of Thursday, February 12, 2026

Bill McGarvey moved the Board of Trustees approve the Special Called Board Minutes of Thursday, February 12, 2026. Don Gartman seconded the motion; all voted in approval except Kimberly Dodson, who abstained.

Comments from the Community

No comments

Constituent Leader Activity Reports

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

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

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

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

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

Consideration of and Possible Action to Approve the Guaranteed Maximum Price Amendment to Contract #23-48 for Tellepsen Builders for the Construction of the New Campus Services Building for a Not-to-Exceed Amount of \$10,961,329

Don Gartman moved the Board of Trustees approve the Guaranteed Maximum Price amendment to contract #23-48 for Tellepsen Builders for the construction of the new Campus Services Building for a not-to-exceed amount of \$10,961,329. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Acceptance of the 2025 Racial Profiling Report

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

Consideration of and Possible Action to Approve Eliminating the Annual Collegiate High School Program Fee for Students Eligible for the Financial Aid for Swift Transfer (FAST) Program and Offer a Financial Assistance Program for Non-FAST Students, Effective Fall 2026

Bill McGarvey moved the Board of Trustees approve eliminating the annual Collegiate High School program fee for students eligible for the Financial Aid for Swift Transfer (FAST) program and offer a financial assistance program for non-FAST students, effective Fall 2026. Wilma Clark Green seconded the motion; all

voted in approval.

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

Don Gartman moved the Board of Trustees approve to adopt the proposed revisions to COM local policies as presented. Bill McGarvey seconded the motion; all voted in approval.

Financial Report(s)

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

Bill McGarvey moved the Board of Trustees accept the January 2026 Investment and Financial Reports. Wilma Clark Green seconded the motion; all voted in approval.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action to Approve the Appointment Nomination of Maria Miranda-Copple to the Position of CE Allied Health Coordinator, Health Information Management Department

Kimberly Dodson moved the Board of Trustees approve the appointment of Maria Miranda-Copple to the position of CE Allied Health Coordinator, Health Information Management Department. Bill McGarvey seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Appointment Nomination of Paul Rouleau to the Position of Building Systems and Energy Manager, Facility Services Department

Don Gartman moved the Board of Trustees approve the appointment of Paul Rouleau to the position of Building Systems and Energy Manager, Facility Services Department. Wilma Clark Green seconded the motion; all voted in approval.

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

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

Board Report

No updates

President's Report

Updates

Rank and Promotion

In recognition of service to our students, the college, and our mission, the following faculty member has received a promotion in rank:

Gwendolynn Barbee-Yow, Associate Professor of English

Reminders/Announcements

Board Meetings

March 2026 - Monday, March 30, 2026

April 2026 - Monday, April 27, 2026

May 2026 – Monday, May 18, 2026

June 2026 – Monday, June 22, 2026

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

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

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

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

Corporate Training Center Ribbon Cutting - Thursday, April 16, 2026, 3-5 p.m.

Laughs for Lunch - Friday, April 17, 2026, 11:30 a.m.-1:00 p.m., Conference Center

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

Adjournment at 2:22 p.m.

A handwritten signature in blue ink, appearing to read "Kimberly D. Dodson", written over a horizontal line.

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

A handwritten signature in blue ink, appearing to read "Melissa Skipworth", written over a horizontal line.

Melissa Skipworth
Chair, Board of Trustees

Comments from the Community

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

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



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

- A. Faculty Senate – Mike Bell, President
- B. Professional Council – Brad Denison, President
- C. Classified Council – Alexandria Gibbons, President
- D. Student Government Association – Connor Roberts, Vice President



Bond Update

College of the Mainland, 2023 Bond Program

March 30, 2026

Welding and Workforce Education Buildings

Completed Activities:

- Welding Building
- Workforce Education Building:

Project Milestones:

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

Ongoing/Upcoming Activities:

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

Project Costs:

- Project Cost to Date: \$14,817,043
- Total Project Budget: \$15,107,765
- Total Construction Budget: \$12,372,216
- Construction Cost to Date: \$ 11,617,351

Project is Under Budget

Public Safety Careers

Completed Activities:

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

Project Milestones:

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

Project is on Schedule

Ongoing/Upcoming Activities:

- Punchlist items
- Furniture Install starts on 4/16/2026

Project Costs:

- Total Project Budget: \$29,208,109
- Project Cost to Date: \$25,929,516
- Total Construction Budget: \$26,785,339
- Construction Cost to Date: \$ 23,709,734

Project is Under Budget

Public Safety Careers



Outdoor covered patio



Common Break Area



EMS Ambulance Labs

Corporate Training Center

Completed Activities:

- Building Signage (building dedication plaque, building monument signs) – by end of March

Project Milestones:

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

Project is on Schedule

Ongoing/Upcoming Activities:

- Contract Closeout
- Ribbon Cutting Ceremony (April 16, 2026)

Project Costs:

- Total Project Budget: \$14,445,102
- Project Cost to Date: \$12,742,136
- Total Construction Budget: \$13,007,057
- Construction Cost to Date: \$ 11,359,146

Project is Under Budget

Campus Services Building

Completed Activities:

- GMP approved at February BoT Meeting
- Building approved by the Texas City Planning Development Board
- Submitted plans for permit review

Project Milestones:

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

Project is on Schedule

Ongoing/Upcoming Activities:

- Permit review
- Project kick-off meeting (TBD)
- Notice to Proceed with construction when permit is ready

Project Costs:

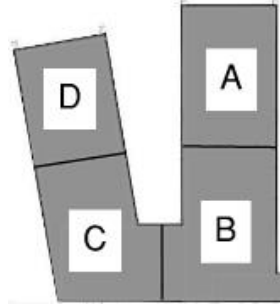
- Total Project Budget: \$12,547,373
- Project Cost to Date: \$ 684,532
- Total Construction Budget: \$10,961,329
- Construction Cost to Date: \$ 0

Project is in Budget

Library & Learning Center

Completed Activities:

- Building:
 - Overhead MEP complete Areas A, B & C, level 1
 - Ductwork tested Areas A & B, level 1
 - Interior framing and CMU walls, all Areas, levels 1 and 2
 - Exterior skin steel east and west sides of Areas A & B
 - Steel stair complete



Project Milestones:

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

Project is on Schedule

Project Scope:

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

Ongoing/Upcoming Activities:

- Building:
 - Overhead MEP in progress Areas A, B & C, levels 2, 3 & 4
 - Interior framing and CMU walls ongoing levels 3 and 4.
 - In-wall MEP, all Areas, levels 1 and 2
 - Exterior skin steel west sides of Areas C & D
 - Electrical terminations from existing equipment within CUP is ongoing
 - Construction and testing of mock-up continues

Project Costs:

- Total Project Budget: \$ 129,811,536
- Project Cost to Date: \$ 37,294,687
- Guaranteed Maximum Price: \$ 101,854,219
- Construction Cost to Date: \$ 30,025,970

Project is under budget

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

Library & Learning Center (COMmons)

Completed Activities:

- COMmons 50% Construction Documents issued for budget estimate
- Estimate received shows project within budget
- COMmons 100% Construction Documents issued for bid March 20 for GMP

Project Milestones:

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

Project is on Schedule

Ongoing/Upcoming Activities:

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

Project Costs:

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

Library & Learning Center



View from the COMmons



Overhead mechanical, electrical and plumbing- Lobby



View from the southeast.

Infrastructure – Parking Lots and Underground Utilities

Completed Activities:

- Punch list complete

Project Milestones:

- Final completion – March 2026

Ongoing/Upcoming Activities:

- Final closeout

Project Costs:

- Total Project Budget: \$12,839,580
- Project Cost to Date: \$ 9,737,629
- Total Construction Budget: \$ 9,762,700
- Construction Cost to Date: \$ 9,105,952

Project is under Budget

Infrastructure – Fine Arts Electrical Upgrades

Completed Activities:

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

Project Milestones:

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

Ongoing/Upcoming Activities:

- Final work is being coordinated

Project Costs:

- | | |
|------------------------------|-------------|
| ▪ Total Project Budget: | \$1,944,440 |
| ▪ Project Cost to Date: | \$ 909,143 |
| ▪ Total Construction Budget: | \$1,070,227 |
| ▪ Construction Cost to Date: | \$ 775,046 |

Project is within Budget

Bond Campus Furniture

Completed Activities:

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

Project Milestones:

- | | |
|-----------------------|---------------------|
| ■ Design Phase: | Apr 2024 – Sep 2024 |
| ■ Bidding: | Jan 2025 – Feb 2025 |
| ■ Procurement: | Jan 2025 – Mar 2025 |
| ■ Installation Phase: | Per Project |

Ongoing/Upcoming Activities:

- PSC Furniture Delivery and Installation – April 13, 2026
- CSB Furniture Planning & Design

Project Costs:

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

Existing PSC Addition & Renovation

Completed Activities:

- Programming Meeting # 2 (March 19)
- CMAR RFP Evaluation

Project Milestones:

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

Project is on Schedule

Ongoing/Upcoming Activities:

- SD/Concept Design
- CMAR Recommendation to the Board at March Board Meeting

Project Costs:

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

Project is in Budget



Questions?



MINUTE ORDER

To: Board of Trustees

From: Dr. Helen Brewer, President

Date: March 30, 2026

Subject: Approval of Contract 23-54: Auditing and consulting services for all projects included in the COM 2023 Bond Program

AGENDA ITEM DESCRIPTION

Approval of Contract 23-54 for auditing and consulting services covering all projects included in the COM 2023 Bond Program.

PURPOSE

To evaluate compliance and assist in the financial close-out of Construction Manager at Risk (CMAR) contracts between the College and the contractors as a result of the 2023 Bond Program projects.

BACKGROUND

To provide an added layer of oversight and protection for the College, all CMAR contracts should be audited by an independent third-party firm to assist in the financial close-out and contract obligations of the parties, to safeguard Bond funds. Each project audit will verify compliance with procurement and contract requirements, identify process weaknesses for future projects, and mitigates potential risks.

LAN has reviewed the proposal submitted by Whitley Penn and determined that the proposed fee of **\$126,000.00** is reasonable and appropriate for the outlined scope of services. LAN recommends Board approval of Contract No. 23-54 for Whitley Penn to provide CMAR auditing services for all projects included in the 2023 COM Bond Program.

FUNDING SOURCE

2023 Bond Funds

PROPOSED MOTION

"I move the Board of Trustees approve award of contract 23-54 to Whitley Penn for Construction Manager at Risk auditing services for all 2023 Bond Projects for a not-to-exceed amount of \$126,000.00"

ATTACHMENT(S)

1. LAN Cover Letter
2. Whitley Penn Proposal



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

From: Lockwood, Andrews & Newnam (LAN)

Date: March 13, 2026

Re: Approval of Contract No. 23-54 – Auditing and consulting services for all projects included in the COM 2023 Bond Program.

Background:

To provide an added layer of oversight and protection for the College, all CMAR contracts should be audited by an independent third-party firm. These audits help ensure the College pays only what is contractually owed, safeguard taxpayer funds, improve transparency, verify compliance with procurement and contract requirements, identify process weaknesses for future projects, and reduce the risk of potential litigation.

Recommendation: LAN has reviewed the proposal submitted by Whitley Penn and determined that the proposed fee of **\$126,000.00** is reasonable and appropriate for the outlined scope of services. LAN recommends Board approval of Contract No. 23-54 for Whitley Penn to provide CMAR auditing services for all projects included in the 2023 COM Bond Program.

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



College of the Mainland

Request For Proposal for Construction Manager At-Risk Agreed Upon Procedures

February 17, 2026

Celina Cereceres, CPA, CFE
Audit Partner

3737 Buffalo Speedway, Suite 1600
Houston, Texas 77098

Celina.Cereceres@whitleypenn.com

713-377-3667 (Mobile)

713-386-1175 (Direct)

February 17, 2026

College of the Mainland
Sonja Blinka
Purchasing Director

We are pleased to submit our proposal to objectively provide agreed-upon procedures for the College of the Mainland Construction Manager at Risk (CMAR) construction contracts. Our firm welcomes this opportunity to describe our capabilities and to provide evidence of our sincere desire to serve you. We believe our proposal demonstrates our resources, governmental accounting experience and dedication of providing superior service to our clients.

Whitley Penn LLP, established in 1983, has become one of the region's most distinguished accounting firms by providing exceptional service that reaches far beyond traditional accounting. The firm has consistently received high marks for its practice and management. The success of the firm allows us to bring qualified and experienced personnel to this and all of our governmental engagements. With a dedicated Public Sector team, Whitley Penn LLP is qualified and ready to provide the requested services.

Below is a short list of clients to whom we currently provide auditing and related services. We believe that we can provide quality service to College of the Mainland.

- | | | | |
|--|----------------------------|--|--|
| • Amarillo College | • Dallas College | • New Jersey City University | • Odessa College District |
| • Coastal Bend College | • Grayson College | • Odessa College District | • Tarrant County College District |
| • College of the Mainland | • Lee College District | • Tyler Junior College | • Texas Southern University |
| • Collin County Community College District | • Midland College District | • San Jacinto Community College District | • San Jacinto Community College District |
| | • Navarro College District | | • Tyler Junior College |

We appreciate the opportunity to serve College of the Mainland and we look forward to meeting with you and discussing further how we can work together.



Sincerely,
Celina Cereceres, CPA, CFE
Audit Partner
3737 Buffalo Speedway, Suite 1600
Houston, Texas 77098
Celina.Cereceres@whitleypenn.com
713-377-3667 (Mobile)
713-386-1175 (Direct)

Cover Letter



Our goal is not just to be the District's auditors but also a year-round resource for the School District. We see external audit services as the first line of defense. We believe that if we partner with the District to ensure it is in compliance with its contractual agreements, you can focus on what is most important: **the education of your students.**

Knowledgeable Professionals

Whitley Penn is one of the largest Texas-based, public accounting firms. With 97 partners, nine offices, more than 850 employees, and a worldwide affiliate membership with HLB International, the firm is able to offer a deep level of knowledge and know-how. Whitley Penn has been recognized as one of the "Top 100 Firms in the U.S." and "Best of the Best" by *INSIDE Public Accounting* consistently for more than 10 years. The firm's Public Sector team has extensive experience performing audits and other attestation engagements for school districts, universities, and large government organizations. Whitley Penn is actively involved with the Texas Association of School Business Officials (TASBO) where our professionals are active presenters at meetings. We are currently the only public accounting firm serving on the TASBO/TEA Advisory Committee. Whitley Penn is currently ranked as the 34th largest firm in the U.S. according to *Accounting Today* and 13th in the nation based on 2025 - 2026 rankings from VAULT ACCOUNTING 25.

Significant Texas School District Experience & Dedicated Public Sector Team

We have conducted school district audits for more than 35 years. Our firm has provided auditing and consulting services for more than 50 public school districts in Texas and other states, as well as more than 100 other governmental entities. Many of our partners and managers have been recognized for their experience and have conducted seminars on various governmental accounting, auditing and financial reporting topics for the Texas Society of CPAs (TXCPA), other CPA firms, TASBO and Government Finance Officers Association of Texas (GFOAT). We have a dedicated Public Sector team that work solely on governmental projects year-round. Our partners and managers hold the advanced single audit certificate issued by the American Institute of Certified Public Accountants (AICPA).

Experienced Engagement Leadership

Whitley Penn offers four partners and one quality control reviewer, with experience ranging from 10 to 45 years, who are dedicated to serving school districts and other governmental entities. Our public sector partners and managers have more than 150 years of combined experience serving school districts and other governmental entities. All of our management staff receives annual training in school district auditing and reporting. Our firm is also in the process of planning and performing the services you have requested for our existing school district audit clients. We have extensive experience in performing management and performance review services for Texas state agencies, for agencies in other states and for individual school districts in Texas and other states. Work for this engagement would be performed out of our Houston office.

Cover Letter

CPE Offered for Governmental Clients

Whitley Penn's Public Sector Team is well known in this industry for their knowledge and experience. As a result, our firm's partners are called upon to present to organizations such as the Texas Association of School Business Officials (TASBO), the Texas Society of CPAs (TXCPA), other CPA firms, Texas Municipal League (TML), the Government Finance Officers Association of Texas (GFOAT), the Texas Association of Community College Business Officers (TACCBO), and the Texas Association of Community Colleges (TACC).

Whitley Penn also offers this training to our clients in order to provide them with the latest pronouncements and laws and regulations affecting school districts. Our CPE is geared to both business/finance staff and board members. Our CPE not only counts toward the State of Texas State Board of Public Accountancy but also counts towards clients' TASBO certification.

Each year, we offer two complimentary 4-hour CPE sessions, held in April and September. These sessions cover a range of topics, including updates from the OMB, GASB, and recent state legislation.

In addition to the Financial Statements Audits, we have extension knowledge performing the following:

- Construction Manager at Risk Agreed Upon Procedures
- Internal Control Review
- Consulting over critical business processes
- Forensic services

Please see our article on the TASBO website from November 2020 regarding Auditing Construction Manager At-Risk Projects found here: <https://www.tasbo.org/news/auditing-construction-manager-at-risk-projects>. We've also discussed CMARs during our semi-annual webinars as discussed above.

Public Sector Team

Organization Chart

Dedicated Public Sector Team Partners/Quality Control Reviewer



Celina Cereceres
Public Sector Industry Leader



Guadalupe R. Garcia



Patrick Simmons



Roger Tovar

Senior Managers



Addison Ebarb



Allene Comple
Makalintal



Andrew Jennett



Brooke Fuller



Laura Lynch

Managers



Gustavo Guzman



Lian Carandang



Sean Barry

Senior Associates



Brittany Villaneuva



Bryce Richmond



Cristine Hernandez



Cynthia Guerra



Gabbi Fellows



Jerry Madrid



Laura Quintero



Michelle Derramas

Management Component



Celina Cereceres, CPA, CFE

Engagement Partner
Public Sector Industry Leader

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Celina.Cereceres@whitleypenn.com



Similar Entities Served

- Alvin ISD(CMAR)
- Arlington ISD (CMAR)
- Clear Creek ISD (CMAR)
- Cleburne ISD (CMAR)
- College of the Mainland (CMAR)
- Fort Bend ISD (CMAR)
- Highland Park ISD (CMAR)
- Hutto ISD (CMAR)
- New Caney ISD (CMAR) (Internal Control Review)
- Spring Branch ISD (CMAR)
- Texas A&M (CMAR)
- Aldine ISD
- Alief ISD
- Arlington ISD
- Beaumont ISD
- College of the Mainland
- Collin College
- Friendswood ISD
- Galena Park ISD
- Galveston ISD
- Garland ISD
- Harmony Public Schools
- Harris County Department of Education
- Houston ISD
- Humble ISD
- Idea Public Schools
- Judson ISD
- Kipp Texas Inc.
- Lancaster ISD
- Lamar Consolidated ISD
- Leander ISD
- Lewisville ISD
- Lone Star College System
- Mansfield ISD
- Navarro College
- Northside ISD
- Port Arthur ISD
- Richardson ISD
- San Jacinto College
- Sheldon ISD (CMAR)
- Shepherd ISD

Practice

Audit Services - Public Sector
Licensed to Practice in the State of Texas | CPA License #084132

Education

BA and MS in Accounting from the University of Texas - El Paso

Experience

- More than 24 years of audit public accounting experience focused on clients primarily in the following industries: school districts, nonprofit organizations, community colleges and other large governments administering large amounts of federal and state grant awards.
- Earned the AICPA's Advanced Single Audit Certificate.
- Responsible for training firm staff in accordance with Generally Accepted Auditing Standards (GAAS), and *Governmental Audit Standards (GAS)*.
- Extensive knowledge with the Office of Management and Budget (OMB) Uniform Grant Guidance.
- Designated Audit Quality Partner for the AICPA's Government Audit Quality Center.
- Responsible for providing CPE to both employees, clients, and industry professional organizations. Construction Manager At-Risk (CMAR) Agreed Upon Procedures for School Districts, Colleges and Universities.

Professional & Civic Organizations

- Texas Education Agency (TEA)/TASBO Advisory Committee (only CPA firm on this committee)
- Texas Society of Certified Public Accountants (TXCPA)
- Texas Association of School Business Officials (TASBO)
- American Institute of Certified Public Accountants (AICPA)
- TXCPA School District Conference Planning Committee
- TXCPA School District Conference Chair
- Association of Certified Fraud Examiners (ACFE)
- TASBO Accounting/Finance Research Committee

Professional & Civic Organizations

- Spring ISD
- Spring Branch ISD
- Tejano Center for Community Concerns, Inc
- Willis ISD
- Yes Prep Public Schools
- Ysleta ISD

Management Component



Guadalupe R. Garcia, CPA

Engagement Resource Partner

Office: 713.386.1149

Cell: 832.573.6825

Lupe.Garcia@whitleypenn.com



Similar Entities Served

- Alvin ISD (CMAR)
- Cleburne ISD (CMAR)
- Richardson ISD (CMAR)
- Spring Branch ISD (CMAR)
- Alief ISD
- Austin ISD
- Bastrop ISD
- Carrollton-Farmers Branch ISD
- Cedar Hill ISD
- Clear Creek ISD
- Coldspring-Oakhurst CISD
- Dallas ISD (E-rate)
- Fort Bend ISD
- Galena Park ISD
- Garland ISD
- Harris County Department of Education
- Houston Community College
- Houston ISD
- Houston-Galveston Area Council
- Humble ISD
- Katy ISD
- Klein ISD
- Lamar CISD
- La Poyner ISD
- Lee College
- Lone Star College System
- Mansfield ISD
- Navarro College
- Pasadena ISD
- Pearland ISD
- Port Neches-Groves ISD
- Pflugerville ISD
- Region 4 Education Service Center
- Round Rock ISD
- Schreiner University
- Sheldon ISD
- Spring Branch ISD
- Spring ISD
- Texas Southern University
- Waller ISD

Practice

Audit Services - Public Sector

Licensed to Practice in the State of Texas | CPA License #098442

Education

BBA in Finance from the University of Houston

Experience

- More than 18 years of experience auditing and performing other attest engagements for various governmental entities, including school districts, counties, cities, community colleges, other special-purpose governments, and nonprofit organizations.
- Earned the AICPA's Advanced Single Audit Certificate.
- Responsible for all aspects of the assurance process including planning, internal control evaluation, risk assessment, fieldwork, and report issuance and engagement closure.
- Assists in training staff in accordance with Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), *Government Auditing Standards* (GAS) promulgated by the U.S. Government Accountability Office, and the Office of Management and Budget (OMB) requirements under Uniform Grant Guidance.
- Responsible for preparation and review of Annual Comprehensive Financial Reports (ACFR) that have been awarded the Certificate of Achievement for Excellence in Financial Reporting.

Professional & Civic Organizations

- Texas Education Agency (TEA)/TASBO Advisory Committee (only CPA firm on this committee)
- American Institute of Certified Public Accountants (AICPA)
- Texas Society of Certified Public Accountants (TXCPA)
- Texas Association of School Business Officials (TASBO)
- Government Finance Officers Association of Texas (GFOAT)
- Member of GFOA Special Review Committee
- Fort Bend Chamber of Commerce Board Member
- Houston Community College Accounting Advisory Board Member

Previous Experience

We have listed previous relevant projects undertaken by our firm in the past three years that best demonstrate our capacity and expertise to fulfill the requirements of the stated services.

District	Project Name	Guaranteed Maximum Price	Status
Alvin Independent School District	Alvin Junior High	\$20,300,000	Completed
Alvin Independent School District	CTE Center	\$31,600,000	Completed
Alvin Independent School District	Hass Elementary	\$17,100,000	Completed
Alvin Independent School District	Junior High #8	\$36,900,000	In Progress
Alvin Independent School District	Meridiana Elementary	\$17,500,000	Completed
Alvin Independent School District	Nichols Mock	\$28,500,000	In-Progress
Alvin Independent School District	Iowa Colony HS	\$126,500,000	In-Progress
Alvin Independent School District	Harby Junior HS	\$39,000,000	In-Progress
Corpus Christi ISD	Consulting Services to Internal Auditor to Audit High School	\$142,200,000	Completed
Duncanville ISD	High School Renovation	\$32,540,000	In-Progress
Duncanville ISD	Multi-Campus GMP	\$15,000,000	In-Progress
Fort Bend ISD	HS #12 CMAR Training	\$139,000,000	Completed
Fort Bend ISD	Sullivan Elementary	\$30,200,000	Completed
Galena Park ISD	High School Additions	\$12,000,000	Completed
Galena Park ISD	Pyburn Elementary	\$20,000,000	Completed
Garland ISD	Phase I – 7 GMPs	\$334,000,000	Preliminary Phase
Garland ISD	Phase 2 – 4 GMPs	\$130,000,000	Preliminary Phase
Garland ISD	Phase 3 – 3 GMPs	\$94,000,000	Preliminary Phase
Garland ISD	Phase 4 – 3 GMPs	\$84,000,000	Preliminary Phase
Garland ISD	Phase 5 – 2 GMPs	\$51,000,000	Preliminary Phase
Highland Park ISD	Bradfield ES Replacement	\$32,500,000	Completed
Highland Park ISD	Elementary School No. 5	\$29,500,000	Completed
Highland Park ISD	HPISD Middle School Renovations	\$34,400,000	Completed

Previous Experience (continued)

District	Project Name	Guaranteed Maximum Price	Status
Highland Park ISD	Hyer Elementary Replacement	\$36,300,000	In Progress
Highland Park ISD	University Park ES Rebuild	\$30,600,000	Completed
Highland Park ISD	Multi-Use Projects	\$29,000,000	In Progress
Hutto ISD	Elementary Modernization	\$13,700,000	Completed
Hutto ISD	Elementary #8	\$54,000,000	In Progress
New Caney ISD	High School Renovations	\$14,400,000	Completed
Richardson Independent School District	Forest Meadow Middle School	\$49,978,657	Complete
Richardson Independent School District	Lake Highlands Middle School	\$81,167,525	In Progress
Richardson Independent School District	JJ Pearce High School	\$122,326,627	In Progress
Sheldon ISD	New High School Complex	\$176,200,000	Completed
Sheldon ISD	Sheldon Lake Elementary	\$20,000,000	Completed
Spring Branch ISD	Cedar Brook Elementary	\$14,800,000	Complete
Spring Branch ISD	Hunters Creek Elementary	\$27,400,000	Completed
Spring Branch ISD	Landrum Middle School	\$60,200,000	In Progress
Spring Branch ISD	Spring Woods High School	\$26,800,000	In Progress
Spring Branch ISD	Memorial	\$38,400,000	In Progress
Spring Branch ISD	Bunker Hill	\$97,000,000	In Progress
Spring Branch ISD	Stratford Auditorium	\$44,400,000	Preliminary Phase
Spring Branch ISD	Nottingham Elementary	\$40,000,000	Preliminary Phase
Spring Branch ISD	Memorial Drive	\$35,000,000	Preliminary Phase
Spring Branch ISD	Woodview Elementary	\$40,325,000	Preliminary Phase
Spring Branch ISD	Sherwood Elementary	\$47,840,000	Preliminary Phase
Spring Branch ISD	Terrace Elementary	\$51,614,000	Preliminary Phase

Proposed Methodology

Our procedures are as follows:

We will perform the agreed-upon procedures solely to assist the District in evaluating compliance with certain provisions of the Construction Manager-at-Risk contract between the District and the Contractor for all or select construction projects (the "Project(s)") as defined by College of the Mainland. If change orders are added to the project before completion of our work, these will be included.

We will evaluate the contract and perform test work to determine:

- Whether costs charged to the project are in accordance with applicable contract provisions and to the proper portion of the contract;
- If payment applications for each major component of the project are properly calculated and are based on actual cost, plus proper provisions for general conditions and contractor fees; and
- Whether allowances accruing to the benefit of the District (owner) are properly calculated and carried forward per the change order.

The agreed upon procedures are set forth below.

Agreed-Up Upon Procedures to be Performed

1. Obtain a copy of the executed construction contract and major amendments between the District and the Contractor, and change orders, if any. Review the contract with emphasis on the financial sections of the contract, which indicate the allowable costs and guaranteed maximum contract price, as well as amendments establishing maximum charges for general conditions.
2. Review applicable costs, contract changes and change orders, and payment applications submitted by the Contractor to the District. Review the procedures used by the Contractor in tracking the allowance, any contingencies, and estimated costs in excess of actual costs that may be credited to the District in accordance with contract provisions.
3. Review the Contractor's procedures for charging costs to the job and evaluate these procedures for compliance with applicable contract provisions.
4. Review the records maintained by the Contractor's project manager and the job cost summary reports used for tracking project costs by construction group/category.
5. Review Contractor's job cost detail reports from the beginning of the project through the end of the project (the most recent reports available at the time of our review). Review Contractor's job cost detail reports to determine if any charges appear to be questionable.
6. Test a sample of charges in the Contractor's job cost detail reports that were charged to the job. Trace to vendor invoices and/or appropriate supporting documentation to determine appropriateness and proper classification as to the job and category of the charges.
7. Test a sample of payroll charges and determine if the wages, salaries and labor burden are properly supported. We will also select cancelled payroll checks to provide reasonable assurance that the payments were for valid payroll costs.
8. Identify self-performed work and determine whether it was charged in accordance with the contract.
9. Review general conditions and determine whether they were charged in accordance with the contract.
10. Trace Contractor's job cost detail report totals to job cost summary reports. Trace amounts from the job cost summary reports to payment applications-or summary of calculation of payment application.

Proposed Methodology (continued)

Agreed-Upon Procedures to be Performed (continued)

1. Review Contractor's sub-contract project reports that show payments to sub-contractors. Review selected sub-contractor files and determine if subcontracts were properly executed along with related change orders. Review charges made to job cost detail reports for selected sub-contractors. Obtain subcontractors cancelled checks for reasonable assurance that payment was made to subcontractors.
2. Recalculate final contract amounts and calculate amounts per the contract maximum price. Determine if allowances or cost savings are properly calculated and carried forward where applicable.
3. Test a sample of change orders and allowance for expenditure authorizations for use of allowances and owner's contingency.
4. Ensure that the Contractor adhered to the OH&P and General Conditions included in the change orders.
5. Summarize total expenses by subcontract and agree the total spent to the approved subcontracts.

Sample Report

Project A

Examples of Findings and Potential Cost Recovery Items:

Sample Selections and Tests Performed for Non-payroll Transactions

Procedure: From the Contactor's job cost detail reports, we selected and tested a sample of 96 non-payroll transactions totaling \$69.0 million in the Contractor's job cost detail reports that were charged to the job. We traced the transactions to vendor invoices and/or appropriate supporting documentation to determine appropriateness and proper classification as to the job and category of the charges. For payments to subcontractors, we obtained the applicable pay application for the subcontractor, the cancelled check or Draw ACH from the Contractor evidencing that the amount paid to the subcontractor agrees to the amount in the subcontractor pay application. We tested \$1,062,048 of General Conditions that were included in the job cost ledger as of December 31, 2020. We obtained evidence of all insurance and bond insurance information selected for testing. We also scanned the October 29, 2021 job cost ledger and Pay Application No. 30.

Result: We noted a several differences between the job cost ledger as of October 29, 2021 and Pay Application No. 30 related to certain General Conditions.

- Payment and Performance Bonds totaled \$514,500 per the pay application. The job cost ledger reflected a total of \$506,318, which is \$8,182 less than what was billed.
- The Builder's Risk Insurance (Item 10370) and General Liability (Item 10360) totaled \$422,508 per the job cost ledger. However, the pay application reflected a total of 432,603, which is \$10,095 more than the costs incurred by the Contractor.

General Conditions

Procedure: Reviewed general conditions and determined whether they were charged in accordance with the Contract.

Result: The GMP included a General Conditions fee of 3.80% of direct construction costs described as cost of work and general conditions per section 6.1.1 of the Contract. The GMP Proposal included a not-to-exceed amount of \$2,986,845. There were \$175,108 in change orders that increased General Conditions by this amount for a total of \$3,161,953. The job cost detail included General Conditions items totaling \$3,104,583. We noted that the amount billed per Pay Application No. 30 was \$3,112,787. As a result, General Conditions were overbilled by \$8,204.

Sample Report (continued)

Project A (continued)

Recalculation of Final Guaranteed Maximum Price

Procedure: We recalculated the final Contract amounts based on the detailed job cost ledger from the Contractor and determined if allowances or cost saving were properly calculated and carried forward where applicable.

Result: Tables 1 on page 4 compares the amounts billed per Pay Application No. 30 as of October 31, 2021 to the GMP. The amount billed to the Owner was less than the GMP by \$3,051,907. Table 3, on page 5, shows the amount owed to the Contractor, after the GMP recalculation, of \$1,863,049. The overall savings to the Owner are \$3,066,964.

	Actual Per Pay Applications -Pay App #30	Guaranteed Maximum Price (Per Contract)	Variance
Pre Construction Costs	\$ -	\$ 60,052	\$ 60,052
GMP - Construction Phase			
Cost of Work:			
Construction expenses plus contingencies	72,436,479	75,614,328	3,177,849
Self performed work			
Total Cost of Work	72,436,479	75,614,328	3,177,849
General Conditions	2,165,684	2,052,724	(112,960)
Insurance & Bonds	947,103	934,121	(12,982)
Construction Manager Fee (2.3%)	1,807,827	1,807,827	-
Total	\$ 77,357,093	\$ 80,409,000	\$ 3,051,907

Sample Report (continued)

Project A (continued)

Recalculation of Final Guaranteed Maximum Price (continued)

Table 2 below, reflects the amounts stored and completed per Pay Application No. 30 compared to the Contractor's job cost detail ledger. The amount of COW billed by the Contractor was \$6,853 more than the job cost detail. In addition, the General Conditions Fee was overbilled by \$8,204. The sum of the Cost of Work of \$72,429,626 and General Conditions of \$3,104,583 totals \$75,534,209, which agrees to the Contractor's job cost ledger as of October 31, 2021.

	Amounts Billed	Adjusted Amounts	Variance
Cost of Work			
Original Amounts	\$ 72,436,479	\$ 72,429,626	\$ 6,853
Total - Cost of Work	<u>72,436,479</u>	<u>72,429,626</u>	<u>6,853</u>
General Conditions:			
Original Amounts (Lump Sum)	3,112,787	3,161,953	(49,166)
Adjustments to General Conditions	-	(57,370)	57,370
Total - General Conditions	<u>3,112,787</u>	<u>3,104,583</u>	<u>8,204</u>
CM Fee:			
Original Amounts (Lump Sum)	1,807,827	1,807,827	-
Adjustments to Construction Manager Fee	-	-	-
Total - CM Fee	<u>1,807,827</u>	<u>1,807,827</u>	<u>-</u>
Variance	<u>\$ 77,357,093</u>	<u>\$ 77,342,036</u>	<u>\$ 15,057</u>

Amount Stored and Completed as of October 31, 2021	\$ 77,357,093
Payments Made through October 31, 2021	<u>(75,478,987)</u>
Retainage Due To Contractor Before GMP Recalculation	1,878,106
Excess Cost of Work Billed Compared to Actual Cost of Work per Job Cost Ledger	(6,853)
Excess General Conditions Billed Compared to Actual General Conditions per Job Cost Ledger	(8,204)
CM Fee in excess of 2.3% of direct construction costs	-
Amount Due to Contractor	<u>\$ 1,863,049</u>

Analysis between GMP and Total Incurred	
Guaranteed Maximum Price	\$ 80,409,000
Total Stored and Completed as of October 31, 2021	77,357,093
Less excess cost of work	(6,853)
Less excess general conditions	(8,204)
Less CM fee in excess of percentage allowed	-
Savings to Owner	<u>\$ 3,066,964</u>

Sample Report (continued)

Project B

Examples of Findings and Potential Cost Recovery Items:

Adequacy of Records

1. We tested labor costs and noted total fringe benefits exceeded 3% of gross wages by \$1,101.
2. We reviewed the job cost detail for items charged after the final pay application date and noted two items totaling \$157.
3. Whitley Penn was able to obtain evidence of all insurance and bond information selected for testing. Whitley Penn was able to verify that Bonds and Insurance amounts held by the Contractor were in line with Contract requirements and the associated costs were appropriate. According to the Contractor's records and other supporting documentation, bonds and insurance for the project totaled \$238,913. However, \$268,589 was charged to the project.

Job Cost Analysis

1. We compared job cost detail reports, which totaled \$8,985,828 to the amounts stored and completed per Pay Application No. 16, which reflected a total of \$9,283,935.
2. We noted the General Conditions amount per Pay Application No. 16, after all change orders and reclassifications mentioned above, were greater than the job cost details by \$68,408.
3. We noted that the Cost of Work amount per Pay Application No. 16, after all change orders and reclassifications mentioned above, was greater than the job cost detail by \$229,699.
4. We noted that the Construction Manager fee of 1.75% cost of work amount per Pay Application No. 16. after all change orders and reclassifications mentioned above, decreased by \$17,014.
5. The amount due from the Contractor after all adjustments totals \$316,379. The detailed calculation is shown below.

Sample Report (continued)

Project B (continued)

	Amounts Billed	Adjusted Amounts	Variance
Cost of Work:			
Original Amounts	\$ 8,750,970	\$ 8,521,271	\$ 229,699
Adjustments to Cost of Work:			
Fringes variance	-	(1,101)	1,101
Late items charged to project	-	(157)	157
Total - Cost of Work	<u>8,751</u>	<u>8,520,013</u>	<u>230,957</u>
General Conditions:			
Original Amounts	532,965	464,557	68,408
Total - General Conditions	<u>532,965</u>	<u>464,557</u>	<u>68,408</u>
Construction Manager Fee:			
Original Amounts	166,114	149,122	16,992
Change Due to Adjustments to Cost of Work	-	(22)	22
Total - Construction Manager Fee	<u>166,114</u>	<u>149,100</u>	<u>17,014</u>
Total Variance	<u>\$ 9,450,049</u>	<u>\$ 913,367</u>	<u>\$ 316,379</u>

Sample Report (continued)

Project C

Examples of Findings and Potential Cost Recovery Items:

1. Review Reconciliation Between the Job Cost Ledgers and the Pay Application

Procedure: (a) Reviewed applicable costs, contract changes, and final payment applications submitted by the Contractor to the District. Reviewed the procedures used by the Contractor in tracking the allowance, any contingencies, and estimated costs in excess of actual costs that may be credited to the District in accordance with contract provisions. (b) We traced the Contractor's job cost detail report totals to job cost summary reports and compared the summary totals to Pay Application No. 23. (c) We inspected job cost history detail reports for charges that appeared to be questionable and reconciled the job cost detail to Pay Application No. 23 for appropriateness based on the Contract.

Result: The job cost detail reports totaled \$13,584,759 compared to the amounts stored and completed per Pay Application No. 23, which reflected a total of \$13,636,68. The District was charged a total of \$51,837 more than the supported costs. The Contractor provided us with an analysis of Pay Application # 28, which totaled \$13,777,272, while the job cost detail totaled \$14,059,405.70 for a difference of \$282,133.10. We did not perform procedures over Pay Applications #24 through #28 or the related job cost ledgers.

2. Self-Performed Work

Procedure: Identified self-performed work and determined whether it was charged in accordance with the Contract.

Result: As of April 30, 2022, the Contractor billed for self-performed work of 232,467. The allowable amount per Attachment H of the Contract shows a maximum of \$231,567. The difference is \$900.

3. General Conditions

Procedure: Reviewed general conditions and determined whether they were charged in accordance with the Contract.

Result: The GMP included a General Conditions fee of 2.40% of cost of work (but excluding the general conditions costs themselves). The job cost detail included General Conditions in the amount of \$312,990, which was removed as an adjustment to cost of work. After reviewing the list of general conditions provided by the Contractor, we noted a total of \$194,964 in costs that were removed from the cost of work. We calculated a total of \$308,643 in Cost of Work, while the amount billed was \$312,990, for a difference of \$4,347.

Certification

I hereby certify that I am an authorized agent of the proposing Auditor empowered to submit the fee proposal and authorized to sign a contract with the College of the Mainland ("the College").



Celina Cereceres, CPA, CFE, Audit Partner

February 17, 2026

Date

Obviously, fee considerations are an important factor in selecting a firm for professional services such as auditing and consulting. In this regard, we welcome input on our fee estimate levels during the proposal process. As you are aware, we would very much like to have the opportunity to serve the District and would welcome the opportunity to discuss the appropriateness of our fee estimate levels, especially if they become a significant factor in making our firm the District's choice.

We would expect to remain within any negotiated fee level unless factors considered by us in estimating the fee level change significantly. Should circumstances dictate that material increases in our time requirements are necessary, we would discuss this with management immediately. We would not bill the District for amounts in excess of our negotiated fees without first discussing the matter and receiving approval from management.

We will submit progress billings throughout the audit period. Payment is due within 30 days of receipt.

Project Name	Construction Budget	Fee
New Corporate and Continuing Education Center Building	\$ 12,987,057	\$ 15,000
RFP 23-49 Fine Arts Upgrades Project	1,070,227	6,000
Welding Building Addition/Renovation and the Industrial Education Building Renovation	13,171,324	15,000
Public Safety Careers Center	26,730,948	25,000
Parking Lots ABC and Underground Utilities	9,762,700	15,000
New Library Classroom Building for College of the Mainland	115,854,219	35,000
Campus Services Building	10,800,000	15,000
Total		\$ 126,000

Technical Component

Audit Innovation & Technology

Our Technology-Driven Audit Approach - We understand that accuracy, efficiency, and security are paramount to the School District. Our audit approach is designed with these priorities in mind, leveraging advanced technology for seamless client collaboration, precise sample selections, comprehensive data analysis, meticulous data testing, and secure documentation storage.

Our Commitment to Innovation - We are deeply committed to staying at the cutting edge of audit technology and innovative methodologies. Our approach not only incorporates state-of-the-art tools but is also supported by a dedicated team of skilled data analytics professionals. Their experience in data gathering, transformation, and visualization streamlines our audit process, allowing us to focus on delivering insightful and impactful analytics.

Real-Time Collaboration with Your Engagement Team - Our integrated client portal and request list offer a real-time, web-based solution that enhances transparency and efficiency. This system minimizes the risk of duplicate requests, facilitates secure file transfers regardless of size, and provides you with an immediate snapshot of the audit's progress at any stage.

Robust Data Protection - We prioritize the security of your data through a comprehensive array of systems and processes. These include encrypted laptops, secure VPN connections for remote access, and a secure portal for data transfer. We continuously monitor and update our network security tools, such as fire walls, intrusion systems, antivirus software, and anti-malware programs to safeguard your data.

Our Trusted Technology Partners

Enhancing the Audit Experience - By utilizing these sophisticated, secure audit tools, we significantly enhance operational efficiencies, reduce the burden of an audit placed on you and your team, and dedicate more of our talent's time to analyzing the critical aspects of your financial data.



Simplifying Client Collaboration with Suralink - Suralink is a leading workflow software for the audit and accounting industry. It enables us to streamline engagements by automating document exchange and managing request lists between our organizations, making it easier to create, track, and share documents, saving you time, and reducing risk.



Spend Less Time Running Reports with Validis - Validis offers our audit team secure access to data from more than 25 accounting Enterprise Resource Planning (ERP) systems. We utilize Validis so you spend less time running system reports, reducing the number of audit requests by more than half. This ensures better data quality, a more accurate audit, and a smoother audit process.



Advanced Analytics with Alteryx - Alteryx is our hidden advantage in data analytics and automation. Combined with our talented team of data analytics professionals, Alteryx allows us to perform testing and analysis on data sets of any size. With our custom-built applications within Alteryx, we are prepared and equipped with the automation we need to handle massive amounts of data efficiently and effectively.

Technical Component

Our Trusted Technology Partners (continued)



Faster Testing and Review with DataSnipper - DataSnipper is at the cutting edge of audit technology, utilizing state-of-the-art character recognition and Artificial Intelligence to supercharge the audit testing process. Integrated directly with Excel, this innovative tool empowers our auditors to import, recognize, search, and link support from your files directly into your workpapers. This allows our audit teams to work more efficiently and spend more time identifying hidden risk.



Data-Driven Insights with TeamMate Analytics - Every auditor is equipped with high-powered data analysis software built directly into their Excel instance. TeamMate Analytics enables us to analyze full data sets for hidden risks vs. samples, ensuring a robust audit is performed, and affords our team the ability to dive deeper into outliers.



DebtBook Technology Solutions - We partner with DebtBook to provide our clients with debt, lease, and subscription management.

Our mission is to provide continuous support to the organizations we work with throughout the year. In our commitment to the School District and similar institutions, we offer tailored solutions that enhance operational efficiency, foster collaboration, and ensure compliance through one unified platform. This strategy enables finance teams to navigate their organizational needs with confidence and precision by offering comprehensive solutions for:

- **Debt Management** – Optimizing debt management through task automation, enhanced accuracy, and collaborative tools to efficiently manage the School District's debt, eliminate cumbersome spreadsheets, and ensure compliance with accounting standards.
- **Lease Management** – Consolidating lease information, controlling payments, and ensuring compliance with accounting standards like GASB 87.
- **Subscription Management** – Organizing subscription-based IT arrangements (SBITAs) and simplifying compliance with GASB 96.



MINUTE ORDER

To: Board of Trustees

From: Dr. Helen Brewer, President

Date: March 30, 2026

Subject: Award of Contract 23-53 as proposed by Tellepsen

AGENDA ITEM DESCRIPTION

Approval to award contract 23-53: Construction Manager at Risk Services for the Existing PSC Addition & Renovation Project

PURPOSE

Provide Construction Manager at Risk Services for the Existing PSC Addition & Renovation Project under the COM 2023 Bond.

BACKGROUND

College of the Mainland (COM) elected to use the Construction Manager at Risk (CMAR) delivery method for the Existing PSC Addition & Renovation Project. COM advertised a request for proposals for the CMAR (one-step) Selection Process. COM received proposals from ten (10) interested firms on Monday, March 16, 2026. An evaluation committee comprised of COM staff, RDLR Architects, and LAN representatives reviewed the proposals and ranked them according to the criteria listed in the RFP. The evaluation committee recommends the selection of Tellepsen Builders as the Best Value in response to the Request for Proposals.

FUNDING SOURCE

2023 Bond Funds

PROPOSED MOTION

"I move the Board of Trustees approve award of contract 23-53 to Tellepsen Builders for Construction Manager at Risk Services for the Existing PSC Addition and Renovation Project for a not-to-exceed amount of \$20,000.00 for Pre-Construction Services, plus Construction Management fees (Construction Manager's Fee of 2.45% of the actual Cost of the Work and General Conditions fee of 6.15% of the actual Cost of Work).

ATTACHMENT(S)

1. LAN Cover Letter
2. RFP # 23-53 Evaluation Results Summary



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

From: Lockwood, Andrews & Newnam (LAN)

Date: March 19, 2026

Re: RFP #23-53 – Existing PSC Addition & Renovation project,
CMAR Evaluation Committee Results and Recommendation

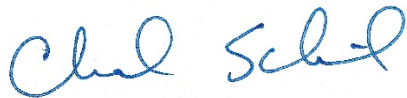
Background: College of the Mainland (COM) elected to use the Construction Manager at Risk (CMAR) delivery method for the Existing PSC Addition & Renovation project.

Selection Process: Based on this direction, COM advertised a request for proposals for the CMAR (one-step) Selection Process. COM received proposals from ten (10) interested firms on Monday, March 16, 2026. As stated in the RFP, an evaluation committee comprised of COM staff, RDLR Architects, and LAN representatives reviewed the proposals and ranked them according to the criteria listed in the RFP. The result of the ranking is summarized below:

Ranking	CMAR Firm	Fees Proposed
1	Tellepsen Builders	Preconstruction: \$20,000 CM Fee: 2.45% General Conditions: 6.15%
2	Durotech Inc	Preconstruction: \$25,000 CM Fee: 3.25% General Conditions: 4.75%
3	Vaughn Construction	Preconstruction: \$32,500 CM Fee: 3.65% General Conditions: 9.99%
4	Bartlett Cocke General Constructors	Preconstruction: \$17,500 CM Fee: 3.00% General Conditions: 6.98%
5	ICI Construction, Inc	Preconstruction: \$35,000 CM Fee: 2.90% General Conditions: 8.42%
6	Broadbuss Construction	Preconstruction: \$10,000 CM Fee: 2.35% General Conditions: 5.49%
7	Dunhill	Preconstruction: \$35,000 CM Fee: 2.00% General Conditions: 8.00%
8	Millenium Project Solutions	Preconstruction: \$15,000 CM Fee: 3.50% General Conditions: 8.73%

9	The Trevino Group	Preconstruction: \$5,000 CM Fee: 3.50% General Conditions: 9.50%
10	Nash Industries, Inc	Preconstruction: \$22,250 CM Fee: 3.50% General Conditions: 7.45%

Recommendation: The evaluation committee recommends the selection of Tellepsen Builders as the Best Value in response to the CMAR Request for Proposals.



C.W. Scheibe, CCM, PMP
Program Manager, LAN
cwscheibe@lan-inc.com
cell: 972.890.3002

RFP # 23-53, Existing PSC Addition and Renovation CMAR Services

Proposal Date and Time: 03/16/2026 at 2:00 P.M.

Recorded By: C.W. Scheibe

Architect: RDLR Architects

Program Manager: Lockwood, Andrews & Newnam, Inc.

Construction Manager At Risk Proposal Evaluation

	Point Value (total/each)	Bartlett Cocke General Constructors, LLC	Broaddus Construction	Durotech Inc.	ICI Construction, Inc	Millennium Project Solutions, Inc.	Nash Industries, Inc.	Tellepsen Builders	The Trevino Group	Dunhill	Vaughn Construction
1. Fee Proposal	25										
Base Proposal: Owner's Budget for Cost of the Work Plus CMAR Fees		\$ 14,297,400	\$ 14,019,200	\$ 14,040,000	\$ 14,471,600	\$ 14,589,900	\$ 14,423,500	\$ 14,118,000	\$ 14,690,000	\$ 14,300,000	\$ 14,773,200
Construction Services Fee (%)		3.00%	2.35%	3.25%	2.90%	3.50%	3.50%	2.45%	3.50%	2.00%	3.65%
General Conditions Cost (%)		6.98%	5.49%	4.75%	8.42%	8.73%	7.45%	6.15%	9.50%	8.00%	9.99%
Pre-Construction Fee		\$ 17,500	\$ 10,000	\$ 25,000	\$ 35,000	\$ 15,000	\$ 22,250	\$ 20,000	\$ 5,000	\$ 35,000	\$ 32,500
Spread from Low	\$ 754,000.00	\$ 278,200.00	\$ -	\$ 20,800.00	\$ 452,400.00	\$ 570,700.00	\$ 404,300.00	\$ 98,800.00	\$ 670,800.00	\$ 280,800.00	\$ 754,000.00
Percentage Above Low		1.96%	0.00%	0.15%	3.23%	4.07%	2.88%	0.70%	4.78%	2.00%	5.38%
Cost Factor		91.00%	100.00%	99.50%	82.75%	77.50%	84.50%	97.50%	71.50%	91.00%	67.50%
Points Awarded		22.75	25.00	24.88	20.69	19.38	21.13	24.38	17.88	22.75	16.88
2. Evaluation Survey of Company References and Project Contacts	15										
Points Awarded		13.44	11.30	15.00	14.04	13.31	3.00	14.05	0.00	13.44	14.51
3. History of Company Performance	10										
Points Awarded		6.40	6.00	9.20	7.40	5.20	5.20	9.60	6.60	5.60	9.60
4. Demonstrated Company Skill With CMAR Concepts	30										
Points Awarded		22.00	19.80	27.80	20.60	18.60	14.00	28.40	20.40	15.20	29.00
5. Similar Company Project Experience and Qualifications	10										
Points Awarded		7.80	6.40	9.10	7.40	5.80	5.80	9.60	6.00	5.80	9.60
6. Similar Individual Personnel Project Experience and Qualifications	10										
Points Awarded		7.80	6.20	8.60	7.00	5.80	5.60	9.00	6.00	5.80	9.30
Total:	100	80.19	74.70	94.58	77.13	68.09	54.73	95.03	56.88	68.59	88.89
Rank		4	6	2	5	8	10	1	9	7	3



MINUTE ORDER

To: Board of Trustees

From: Dr. Helen Brewer, President

Date: March 30, 2026

Subject: Monthly Investment & Financial Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the February 2026 Investment and Financial Reports.

PURPOSE:

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

BACKGROUND:

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

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

FUNDING SOURCE:

N/A

PROPOSED MOTION:

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

ATTACHMENT(S):

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



INVESTMENT REPORT
For the Month Ended February 2026

Investment discussion:

College of the Mainland earned \$216,097 for the month of February on its short-term investments in TexPool & Logic for a total of \$1,041,524 investment interest earned fiscal year to date. The College earned an additional \$1. fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$1,041,525 interest for the fiscal year to date period ending February TexPool - \$638,019, Logic - \$403,505 and TFB - \$1.

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

Investment Compliance Statement:

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

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

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

David Wesse
Vice President of Fiscal Affairs
College of the Mainland

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

Freda Davis
Controller
College of the Mainland



TexPool Investments for February 2026

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	41,474,787.18	15,000,000.00	3,000,000.00	137,701.81	53,612,488.99	49,306,051.60	3.351%
Totals		41,474,787.18	15,000,000.00	3,000,000.00	137,701.81	53,612,488.99	49,306,051.60	

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

Logic (Hilltop Securities) Investments for February 2026

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2020	45	190,016.35	-	-	554.95	190,571.30	190,016.35	3.808%
COM Pre Bond 2023	46	29,753,833.76	2,923,100.00	9,876,351.25	77,840.39	22,878,422.90	26,648,379.20	3.808%
Totals		29,943,850.11	2,923,100.00	9,876,351.25	78,395.34	23,068,994.20	26,838,395.55	
Totals		71,418,637.29	17,923,100.00	12,876,351.25	216,097.15	76,681,483.19	76,144,447.15	

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Operating revenue						
Tuition-credit	(6,945,357)	(7,819,778)	(874,421)	89%	(6,671,828)	(273,529)
Tuition-non-credit	(531,230)	(601,700)	(70,470)	88%	(432,504)	(98,725)
Exemptions and waivers	205,635	172,570	(33,065)	119%	169,459	36,176
Registration fees	(123,656)	(162,700)	(39,044)	76%	(138,152)	14,496
Other fees	(128,812)	(209,500)	(80,688)	61%	(139,353)	10,541
Grant revenue	(54,041)	(96,700)	(42,659)	56%	(57,802)	3,761
Sales and service revenue	(22,495)	(59,000)	(36,505)	38%	(21,199)	(1,296)
Miscellaneous revenue	(131,334)	(275,500)	(144,166)	48%	(154,202)	22,868
<u>Totals for Operating revenue</u>	<u>(7,731,291)</u>	<u>(9,052,308)</u>	<u>(1,321,017)</u>	<u>85%</u>	<u>(7,445,582)</u>	<u>(285,709)</u>
Non-operating revenue						
State appropriation-Academic	(6,387,035)	(8,408,692)	(2,021,657)	76%	(6,071,417)	(315,618)
Property tax revenue	(25,069,950)	(26,891,000)	(1,821,050)	93%	(24,817,029)	(252,921)
Interest revenue	(638,019)	(1,520,000)	(881,981)	42%	(664,539)	26,520
FTZ reimbursement	0	(923,000)	(923,000)	0%	0	0
FAST - HB8	375,333	(705,000)	(1,080,333)	-53%	424,683	(49,350)
<u>Totals for Non-operating revenue</u>	<u>(31,719,671)</u>	<u>(38,447,692)</u>	<u>(6,728,021)</u>	<u>83%</u>	<u>(31,128,302)</u>	<u>(591,368)</u>
<u>Total Revenue</u>	<u>(39,450,961)</u>	<u>(47,500,000)</u>	<u>(8,049,039)</u>	<u>83%</u>	<u>(38,573,884)</u>	<u>(877,077)</u>

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Faculty full-time	3,977,969	9,176,548	5,198,579	43%	3,940,758	37,211
Admin full-time	1,182,036	2,182,578	1,000,542	54%	1,063,793	118,243
Professional full-time	4,051,836	9,674,044	5,622,208	42%	4,153,237	(101,401)
Classified full-time	2,240,357	4,677,872	2,437,515	48%	2,184,207	56,150
Part-time	2,879,022	3,606,039	727,017	80%	1,984,171	894,851
Salary increase	0	954,151	954,151	0%	0	0
Vacancy savings	0	(1,698,986)	(1,698,986)	0%	0	0
<u>Totals for Salary and wages</u>	<u>14,331,220</u>	<u>28,572,246</u>	<u>14,241,026</u>	<u>50%</u>	<u>13,326,166</u>	<u>1,005,054</u>
Benefits						
Benefits	2,143,836	4,730,762	2,586,925	45%	2,469,167	(325,331)
<u>Totals for Benefits</u>	<u>2,143,836</u>	<u>4,730,762</u>	<u>2,586,925</u>	<u>45%</u>	<u>2,469,167</u>	<u>(325,331)</u>
Operating expenses						
Contract services	2,829,116	4,960,737	2,131,621	57%	2,403,513	425,603
Legal	17,450	12,000	(5,450)	145%	1,755	15,696
Operations	371,023	1,049,976	678,952	35%	353,968	17,056
Utilities and Rent	1,077,932	2,972,465	1,894,533	36%	1,268,191	(190,259)
Postage, printing, and supplies	515,831	1,468,640	952,809	35%	542,982	(27,152)
Bank fees	71,160	96,100	24,940	74%	54,486	16,674
Capital outlay & leases	126,594	121,899	(4,695)	104%	62,264	64,330
Insurance	2,480,328	2,856,397	376,069	87%	2,482,510	(2,182)
Public rel, marketing and advert	143,317	479,586	336,269	30%	96,792	46,525
Misc.	333,692	487,484	153,792	68%	375,617	(41,925)
Reimbursement from Others	0	(309,649)	(309,649)	0%	0	0
<u>Totals for Operating expenses</u>	<u>7,966,444</u>	<u>14,195,634</u>	<u>6,229,190</u>	<u>56%</u>	<u>7,642,078</u>	<u>324,365</u>



February 2026 - Revenue and Expense Summary

Unrestricted Fund (Unaudited)

<u>Total Expense</u>	<u>24,441,500</u>	<u>47,498,642</u>	<u>23,057,142</u>	<u>51%</u>	<u>23,437,411</u>	<u>1,004,089</u>
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Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Professional full-time	44,061	0	(44,061)	0%	0	44,061
<u>Totals for Salary and wages</u>	<u>44,061</u>	<u>0</u>	<u>(44,061)</u>	<u>0%</u>	<u>0</u>	<u>44,061</u>
Benefits						
Benefits	7,198	1,358	(5,840)	530%	8,738	(1,540)
<u>Totals for Benefits</u>	<u>7,198</u>	<u>1,358</u>	<u>(5,840)</u>	<u>530%</u>	<u>8,738</u>	<u>(1,540)</u>
Operating expenses						
Contract services	688,139	0	(688,139)	0%	763,209	(75,071)
Operations	0	0	0	0%	1,439	(1,439)
Postage, printing, and supplies	127,094	0	(127,094)	0%	57,547	69,547
Capital outlay & leases	466,953	0	(466,953)	0%	289,731	177,222
Public rel, marketing and advert	0	0	0	0%	75,717	(75,717)
Misc.	6,000	0	(6,000)	0%	589	5,411
<u>Totals for Operating expenses</u>	<u>1,288,186</u>	<u>0</u>	<u>(1,288,186)</u>	<u>0%</u>	<u>1,188,232</u>	<u>99,954</u>
<u>Total Fund Bal</u>	<u>1,339,445</u>	<u>1,358</u>	<u>(1,338,087)</u>	<u>98619%</u>	<u>1,196,970</u>	<u>142,475</u>

February 2026 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Expense by Division</u>						
<u>Summary for President</u>						
Board of Trustees	10,084	19,700	9,616	51%	2,250	7,834
Campus Police	637,042	896,358	259,316	71%	402,344	234,697
COM Foundation	30,565	102,633	72,068	30%	32,223	(1,658)
EVP-Academic & Student	33,404	4,678	(28,726)	714%	235,789	(202,385)
General Counsel	215,691	345,322	129,631	62%	151,533	64,158
General Institution	207,247	388,340	181,094	53%	319,732	(112,486)
Human Resources	0	0	0	0%	26	(26)
Information Technology Serv	1,642,161	2,609,778	967,617	63%	1,487,215	154,946
Institutional Advancement	267,491	536,911	269,420	50%	292,778	(25,287)
Internal Audit	169,285	150,000	(19,285)	113%	139,767	29,518
Presidents Office	325,731	759,934	434,203	43%	329,708	(3,977)
Self Study SACS	12,173	13,233	1,060	92%	10,581	1,592
<u>Totals for President</u>	<u>3,550,873</u>	<u>5,826,887</u>	<u>2,276,014</u>	<u>61%</u>	<u>3,403,946</u>	<u>146,927</u>
<u>Summary for VP Academic Affairs</u>						
Academic Planning & Innovation	0	113,573	113,573	0%	8,206	(8,206)
Accounting-Credit	63,403	85,913	22,510	74%	57,552	5,851
Adult Education	85,236	155,045	69,809	55%	50,885	34,352
Allied Health	5,502	9,564	4,062	58%	4,253	1,249
Art	167,024	282,934	115,910	59%	158,539	8,486
Art Gallery	16,618	6,629	(9,989)	251%	14,740	1,878
Biol & Nutrition	594,771	1,029,647	434,877	58%	517,671	77,100
C.I.D.T. Admin	41,114	75,393	34,280	55%	42,014	(900)
C.I.S.	60,487	87,577	27,089	69%	68,661	(8,174)
Chemistry	114,584	188,304	73,720	61%	110,742	3,841

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Cosmetology	428,145	628,305	200,160	68%	400,599	27,545
CPR	2,561	73	(2,489)	3531%	0	2,561
Criminal Justice	776,170	1,742,112	965,942	45%	815,678	(39,507)
Culinary Arts	120,878	130,436	9,557	93%	69,096	51,782
Dean of General Education	117,458	220,746	103,288	53%	128,359	(10,901)
Dean of Instruction Workforce	118,466	222,453	103,987	53%	107,025	11,441
Dental Hygiene	290,668	350,297	59,629	83%	160,855	129,812
Distance Ed	205,059	425,458	220,399	48%	231,420	(26,361)
Economics	53,906	86,999	33,093	62%	53,687	219
Education	58,974	97,664	38,690	60%	51,455	7,519
EMS-Credit	314,918	354,457	39,539	89%	161,744	153,174
Engineering	41,556	81,955	40,399	51%	24,785	16,771
English	589,330	1,062,277	472,946	55%	574,996	14,334
Fire Tech	336,472	352,195	15,723	96%	240,093	96,379
Firearms Acad	2,702	40,150	37,448	7%	7,437	(4,734)
Foreign Lang	61,576	88,911	27,335	69%	39,365	22,211
General Business-Credit	216,321	295,773	79,453	73%	189,838	26,482
Geology	54,622	90,994	36,372	60%	48,372	6,251
Government	254,525	393,569	139,043	65%	238,210	16,315
Graphic Arts	96,944	162,001	65,056	60%	99,214	(2,269)
Health and PE Credit	88,782	149,925	61,143	59%	84,608	4,175
Health Info Mgmt	114,576	231,732	117,156	49%	107,167	7,409
Hist & Geog	221,565	383,286	161,722	58%	209,100	12,465
Humanities	28,531	13,614	(14,916)	210%	24,683	3,847
Humanities Admin	32,205	55,486	23,281	58%	30,325	1,880
industrial Technology Admin	0	8,000	8,000	0%	0	0
Instructional Technology	141,783	326,144	184,361	43%	158,061	(16,278)
Law Enforcement	108,418	207,287	98,869	52%	104,250	4,167

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Library	473,426	798,423	324,997	59%	446,580	26,847
Math	523,440	1,009,396	485,956	52%	512,812	10,629
Math Admin	33,192	59,333	26,141	56%	32,513	680
Medical Assistant	60,808	106,287	45,479	57%	51,395	9,412
Music	101,635	290,231	188,596	35%	98,165	3,470
Networking	38,470	84,302	45,833	46%	28,658	9,812
Nursing Admin	226,006	577,660	351,654	39%	220,512	5,494
Nursing-VN	125	0	(125)	0%	0	125
Occupational Safety	46,891	108,280	61,390	43%	45,697	1,194
Perf & Visual Arts Admin	35,547	64,831	29,284	55%	38,065	(2,518)
Pharmacy Tech	58,032	99,135	41,103	59%	54,687	3,345
Philosophy	54,142	57,688	3,546	94%	43,198	10,944
Physics	65,007	102,911	37,903	63%	57,416	7,592
Process Technology	253,274	678,235	424,961	37%	249,862	3,411
Program Development	0	0	0	0%	50	(50)
Psychology	246,112	397,564	151,452	62%	233,280	12,832
Public Service Ed Admin	46,746	127,629	80,884	37%	80,233	(33,487)
QEP	2,658	158	(2,500)	1682%	5,465	(2,807)
Radiography	207,389	273,855	66,465	76%	127,019	80,370
Science Admin	37,371	75,605	38,235	49%	37,902	(532)
Social Science Admin	40,157	76,268	36,111	53%	40,835	(678)
Sociology	52,880	83,159	30,278	64%	46,832	6,048
Speech	116,637	178,209	61,572	65%	110,830	5,807
Student Theater	195,581	402,282	206,701	49%	190,497	5,084
Surgical Technician	126,499	50,539	(75,960)	250%	0	126,499
Theater Arts-Credit	78,802	203,018	124,216	39%	79,576	(774)
VP Academic Affairs	224,457	1,523,254	1,298,797	15%	141,876	82,581
Welding	307,451	439,647	132,195	70%	232,055	75,397

February 2026 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Totals for VP Academic Affairs</u>	<u>9,678,585</u>	<u>18,104,778</u>	<u>8,426,193</u>	<u>53%</u>	<u>8,599,691</u>	<u>1,078,893</u>
<u>Summary for VP Administrative Services</u>						
COM-League City	53,135	112,703	59,568	47%	55,892	(2,757)
Custodial Services	501,818	1,499,329	997,512	33%	649,035	(147,217)
Facilities	3,612,157	5,723,423	2,111,266	63%	3,722,149	(109,992)
Grounds	252,362	673,807	421,445	37%	199,309	53,053
Human Resources	380,272	794,005	413,733	48%	447,370	(67,098)
Utilities	481,957	1,280,000	798,043	38%	387,801	94,156
Vehicle Operations	57,234	113,620	56,386	50%	70,049	(12,815)
VP Administrative Services	87,674	157,277	69,603	56%	0	87,674
<u>Totals for VP Administrative Services</u>	<u>5,426,607</u>	<u>10,354,163</u>	<u>4,927,556</u>	<u>52%</u>	<u>5,531,604</u>	<u>(104,997)</u>
<u>Summary for VP Fiscal Affairs</u>						
Business Office	476,307	893,127	416,820	53%	412,203	64,104
Central Mail Delivery	67,884	135,360	67,475	50%	65,197	2,688
OPEAR	261,432	584,699	323,267	45%	304,994	(43,562)
Purchasing	193,294	347,621	154,327	56%	186,287	7,007
Records Management	4,344	20,952	16,608	21%	7,471	(3,127)
Reimb from Other Funds	0	(309,649)	(309,649)	0%	0	0
Salary Savings	0	(1,698,986)	(1,698,986)	0%	0	0
Staff Benefits	350,291	3,891,368	3,541,077	9%	650,928	(300,637)
Tax Admin	246,083	591,000	344,917	42%	220,402	25,681
VP Fiscal Affairs	222,435	296,530	74,095	75%	151,077	71,358
<u>Totals for VP Fiscal Affairs</u>	<u>1,822,070</u>	<u>4,752,021</u>	<u>2,929,951</u>	<u>38%</u>	<u>1,998,560</u>	<u>(176,489)</u>
<u>Summary for VP Strategic Initiatives</u>						
Allied Health-NonCr	45,523	271,168	225,645	17%	116,476	(70,953)
Certified Nursing Assistant	5,349	11,218	5,869	48%	10,451	(5,102)

February 2026 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Continuing Education	105,852	489,479	383,627	22%	249,413	(143,561)
Dental Assistant-NonCr	879	5,759	4,880	15%	371	508
Industrial-NonCr	88,621	30,832	(57,789)	287%	53,053	35,568
Law Enforcemnt-NonCR	4,785	38,714	33,930	12%	37,326	(32,541)
Lifelong Learning	159,277	182,202	22,925	87%	140,532	18,745
Marketing and Communications	534,930	1,256,552	721,622	43%	503,091	31,839
Massage Therapy	0	5,240	5,240	0%	0	0
VP Strategic Initiatives	73,956	159,241	85,285	46%	0	73,956
<u>Totals for VP Strategic Initiatives</u>	<u>1,019,171</u>	<u>2,450,406</u>	<u>1,431,235</u>	<u>42%</u>	<u>1,110,713</u>	<u>(91,542)</u>
<u>Summary for VP Student Affairs</u>						
Admissions	228,588	410,268	181,681	56%	222,142	6,445
Advisement Center	442,968	746,524	303,555	59%	350,525	92,443
Career Services	44,360	95,076	50,716	47%	33,370	10,990
Collegiate H.S.-CR	87,758	160,554	72,796	55%	90,018	(2,260)
Dean of Continuing Education	115,082	212,895	97,813	54%	113,251	1,831
Dean of Student Services	41,052	177,142	136,090	23%	146,819	(105,767)
Dean of Students	139,809	263,418	123,609	53%	113,537	26,272
Disability Services	26,060	47,286	21,226	55%	25,487	573
Dual Credit Dept	51,675	169,477	117,802	30%	96,313	(44,638)
Enrollment Management	265,859	588,129	322,269	45%	356,313	(90,453)
Facilities & Student Recreat	49,988	179,046	129,058	28%	56,848	(6,860)
Financial Aid	416,341	626,285	209,943	66%	321,842	94,499
Multicultural Department	13,053	32,500	19,447	40%	14,989	(1,936)
Office of Veterans Success	102,246	190,617	88,372	54%	106,611	(4,365)
Recruitment	93,104	267,926	174,823	35%	0	93,104
Student Graduation	48,164	87,700	39,536	55%	30,265	17,899
Student Help Center	35,121	41,527	6,407	85%	28,242	6,879

February 2026 - Expense by Division Report

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2025-26 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Student Life	127,229	257,159	129,930	49%	106,714	20,515
Testing	158,208	377,542	219,333	42%	184,287	(26,078)
Tutoring Center	306,472	604,519	298,047	51%	292,745	13,726
VP Student Affairs	151,039	474,796	323,757	32%	102,580	48,458
<u>Totals for VP Student Affairs</u>	<u>2,944,176</u>	<u>6,010,387</u>	<u>3,066,211</u>	<u>49%</u>	<u>2,792,897</u>	<u>151,279</u>
<u>Totals for Expense</u>	<u>24,441,482</u>	<u>47,498,642</u>	<u>23,057,160</u>	<u>51%</u>	<u>23,437,411</u>	<u>1,004,071</u>

Fund Bal by Division

Summary for VP Fiscal Affairs

Fund Balance - Oper & Maint	500,090	0	(500,090)	0%	355,669	144,420
Fund Balance-Academic	109,499	0	(109,499)	0%	257,211	(147,712)
Fund Balance-Institutional	512,116	0	(512,116)	0%	346,623	165,493
Fund Balance-Instruction	214,990	1,358	(213,632)	15829%	237,466	(22,476)
Fund Balance-Student Services	2,750	0	(2,750)	0%	0	2,750
<u>Totals for VP Fiscal Affairs</u>	<u>1,339,445</u>	<u>1,358</u>	<u>(1,338,087)</u>	<u>98619%</u>	<u>1,196,970</u>	<u>142,475</u>
<u>Totals for Fund Bal</u>	<u>1,339,445</u>	<u>1,358</u>	<u>(1,338,087)</u>	<u>98619%</u>	<u>1,196,970</u>	<u>142,475</u>
<u>Totals for Report</u>	<u>25,780,926</u>	<u>47,500,000</u>	<u>21,719,074</u>		<u>24,634,381</u>	<u>1,146,546</u>

February 2026

Monthly Financial Report

Cash Situation

(in millions)

Gross cash balance at the end of month:	\$53.6
Less pending I&S liability:	\$0
Net unrestricted cash:	\$53.6
Minimum required cash :	\$8.2
Excess cash above minimum:	\$45.4

Unaudited Operations

Year to Date *(in millions)*

Revenues

Budget:	\$47.5
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Actual:	\$39.5
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Expense

Budget:	\$47.5
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Actual:	\$24.4
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MINUTE ORDER

To: Board of Trustees

From: Dr. Helen Brewer, President

Date: March 30, 2026

Subject: February 2026 Quarterly Investment Report

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the February 2026 Quarterly Investment Report.

PURPOSE

To report to the Board of Trustees the College's current cash balance. To report to the Board of Trustees the quarterly investments for the College.

BACKGROUND

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

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

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees accept the February 2026 Investment Quarterly Report."

ATTACHMENTS

1. February 2026 Quarterly Investment Report



Quarterly Summary of Investments

Quarter Ending	COM Fund	Type	Beginning Book Balance	Beginning Market Value	Deposits	Withdrawals	Ending Book Balance	Ending Market Value
February 2026	11	TexPool-Operating	\$ 28,778,614.76	\$ 28,778,614.76	\$ 30,333,874.23	\$ 5,500,000.00	\$ 53,612,488.99	\$ 53,612,488.99
	41	TexPool-Moody	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	45	Logic - Bond 2020	\$ 201,316.14	\$ 201,316.14	\$ 1,850.61	\$ 12,595.45	\$ 190,571.30	\$ 190,571.30
	46	Logic- Pre Bond 2023	\$ 21,204,714.22	\$ 21,204,714.22	\$ 28,113,907.46	\$ 26,440,198.78	\$ 22,878,422.90	\$ 22,878,422.90
Total investments all funds for quarter:			<u>\$ 50,184,645.12</u>	<u>\$ 50,184,645.12</u>	<u>\$ 58,449,632.30</u>	<u>\$ 31,952,794.23</u>	<u>\$ 76,681,483.19</u>	<u>\$ 76,681,483.19</u>

I certify that the attached listing constitutes all investments currently owned by the College of the Mainland District as of the date indicated and all of these investments and investing procedures conform to the "Public Funds Investment Act" as amended by House Bill 2459 of the 74th Texas Legislature. Furthermore, these same investments are in compliance with the College of the Mainland's Investment Policy and Strategy as adopted by the College of the Mainland's Board of Trustees.

David Wesse
Vice President of Fiscal Affairs

Freda Davis
Controller



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees

From: Dr. Helen Brewer

Date: March 30, 2026

Subject: Dental Hygiene Clinical Coordinator/Faculty (Replacement)

AGENDA ITEM DESCRIPTION

Presented for recommended approval to the Board of Trustees on March 30, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

BACKGROUND

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

FUNDING SOURCE

Dental Hygiene Clinical Coordinator/Faculty - \$69,729 from budget 11-0-0000-1324-5140

PROPOSED MOTION

"I move the Board of Trustees approve the appointment of Ruth Sturhan to the position of Dental Hygiene Clinical Coordinator/Faculty, Dental Hygiene Department."

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer
Date: March 30, 2026
Subject: Examiner (Replacement)

AGENDA ITEM DESCRIPTION

Presented for recommended approval to the Board of Trustees on March 30, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

BACKGROUND

Provide routine testing for all tests given in the Testing Center.

FUNDING SOURCE

Examiner - \$47,781 from budget 11-0-0000-4136-5140

PROPOSED MOTION

"I move the Board of Trustees approve the appointment of Elizabeth Hansen to the position of Examiner, Testing Services."

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer
Date: March 30, 2026
Subject: Enrollment Coach (New)

AGENDA ITEM DESCRIPTION

Presented for recommended approval to the Board of Trustees on March 30, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

BACKGROUND

In this role, the CE Enrollment Coach serves as the primary point of contact for individuals exploring continuing education and workforce training programs. The coach supports students from first connection through registration and the start of class, helping them identify the right program based on their career and educational goals.

FUNDING SOURCE

Enrollment Coach - \$53,077 from budget 11-0-0000-3401-5140

PROPOSED MOTION

"I move the Board of Trustees approve the appointment of Brittney Hunt to the position of Enrollment Coach, Continuing Education Department."

ATTACHMENTS

1. Appointment Nomination



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Helen Brewer
Date: March 30, 2026
Subject: Payroll Coordinator (Replacement)

AGENDA ITEM DESCRIPTION

Presented for recommended approval to the Board of Trustees on March 30, 2026 and forwarded for recommended approval to Board of Trustees on the same date.

BACKGROUND

Responsible for managing and overseeing the college's payroll operations, ensuring employees are accurately and timely compensated, ensuring compliance with applicable laws, regulations, and payroll tax requirements. Establishes and maintains robust internal controls and develops systems to support accurate payroll accounting and reporting. Provides leadership, supervision, and mentorship to payroll staff, ensuring adherence to established procedures. Prepares and submits annual payroll-related reports to the IRS and state agencies.

FUNDING SOURCE

Payroll Coordinator - \$79,496 from budget 11-0-0000-5113-5140

PROPOSED MOTION

"I move the Board of Trustees approve the appointment of Gabriela Martinez to the position of Payroll Coordinator, Human Resources Department."

ATTACHMENTS

1. Appointment Nomination



MINUTE ORDER

To: Board of Trustees

From: Dr. Helen Brewer, President

Date: March 30, 2026

Subject: Non-Contractual Positions Hiring Report

AGENDA ITEM DESCRIPTION

Presented for recommended acceptance of Non-Contractual Positions Hiring Report.

PURPOSE

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

BACKGROUND

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

FUNDING SOURCE

TRIO, UB Academic Advisor – \$51,232 from budget 32-0-3960-4199-5140

PROPOSED MOTION

“I move the Board of Trustees to accept the Non-Contractual Positions Hiring Report as written.”

ATTACHMENT(S)

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	TRIO UB Academic Advisor	TRIO, Upward Bound	The UB Academic Advisor is the primary provider of academic services to UB participants, guiding and supporting high school students in preparing for college. Academic assistance includes tutoring, academic advising, and workshops on financial aid and college applications. College and career readiness includes college application assistance, career exposure, information on dual enrollment, and scholarship guidance.	Replacement for Lena Jones	Reginald Jackson	\$51,232	\$47,781 - \$59,726 - \$71,672
2							
3							
4							
5							
6							
7							
8							



Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Helen Brewer

- a. Updates
- b. Reminders/Announcements
 - 1. Board Meetings
 - a. April 2026 – Monday, April 27, 2026
 - b. May 2026 – Monday, May 18, 2026
 - c. June 2026 – Monday, June 22, 2026
 - 2. GCIC Academic Symposium – Friday, April 10, 2026, 9 a.m.-2:30 p.m., ICB & LRC 131
 - 3. Corporate Training Center Ribbon Cutting – Thursday, April 16, 2026, 3-5 p.m.
 - 4. Laughs for Lunch – Friday, April 17, 2026, 11:30 a.m.-1:00 p.m., Conference Center
 - 5. Asian American Pacific Islander Heritage Month Event – Tuesday, April 21, 2026, 12:30-1:30 p.m., Conference Center
 - 6. Cinco de Mayo Event – Tuesday, May 5, 2026, 12:30-1:30 p.m., Conference Center
 - 7. COM Graduation – Saturday, May 9, 2026, 10 a.m. & 2 p.m., Abundant Life Christian Center
- c. Resignations and Retirement Report
- d. Miscellaneous Updates



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Separation Reason
Garza	Maria	Administrative Assistant III	11/01/2023	03/13/2026	Resignation
Cummins	William	Rad Tech Clinical Coordinator/ Faculty	04/01/2024	03/17/2026	Resignation
Cooley	Jessica	Instructional Designer I	07/05/2023	03/20/2026	Resignation
Goudie	LaRenda	Administrative Assistant IV	01/02/2023	08/31/2026	Retirement



PRESIDENT'S OFFICE

Possible Action on Agenda Items, Including Closed Session Matters

Consideration of and Possible Action on any items discussed in closed session.