



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

**TUESDAY, OCTOBER 13, 2020
6:00 PM**

**Via video/teleconference pursuant to the Open Meetings Act procedures announced by Governor
Abbott**

Notice is hereby given that a Meeting as a Committee of the Whole of the Board of Trustees of the Alamo Community College District will be held on Tuesday, October 13, 2020. The meeting will convene in open session at 6:00 PM. The "Committee of the Whole" will participate in an in-depth detailed working consideration of agenda items for which final action will be considered at the next regularly scheduled board meeting.

AGENDA

1. CALL TO ORDER

2. CERTIFICATION AND POSTING OF NOTICE

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. CITIZENS TO BE HEARD

Registration: A Citizen to be Heard is required to email Sandra Torres, Board Liaison, at storres304@alamo.edu by 4:00 pm on October 13, 2020 to register to speak by providing his/her name, the name of the organization if speaking on behalf of an organization, and the agenda item number as to which the Citizen will speak. Staff will contact the citizen to ensure they are able to participate via the zoom link and telephone number provided on the agenda. Individuals will have a three-minute time period. State law limits Trustee response to public comments.

6. STUDENT SUCCESS COMMITTEE, *Clint Kingsbery, Chair*

A. Faculty Student Mentoring Update, *Dr. Amanda Salinas, Yvette Torres, Victoria Rogers, Nadia Bakdash, Michelle Theiss, Jaqueline Stevenson and Dr. Tamara Anderson* 4

B. Student District Council Report, *Meaghan Setterbo* 18

7. EXECUTIVE SESSION

A. Pursuant to §551.071, Texas Government Code, the Committee of the Whole may consult with its attorneys to seek their advice on matter(s) in which the duty of the attorney(s) to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

B. Pursuant to § 551.071, Texas Government Code, the Committee of the Whole may consult with its attorneys about pending and threatened litigations.

C. Pursuant to § 551.071, Texas Government Code, the Committee of the Whole may consult with its attorneys about pending EEOC charges.

D. Pursuant to §551.072, Texas Government Code, the Committee of the Whole may deliberate the purchase, exchange, lease or value of real property.

E. Pursuant to §551.074, Texas Government Code, the Committee of the Whole may deliberate the appointment, employment, evaluation, reassignment, duties, performance of duties, discipline, or dismissal of a public officer or employee(s), including, without limitation, the Chancellor.

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

8. RECONVENE OPEN MEETING

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

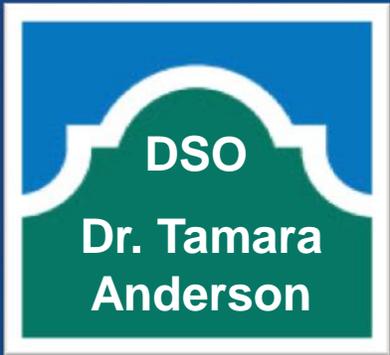
9. BUILDING, GROUNDS AND SITES SELECTION, <i>Joe Jesse Sanchez, Chair</i>	
A. Information Technology Service (ITS) Update, <i>Dr. Tom Cleary</i>	26
B. Discussion and Possible Action on Revision of Financial Obligations of the College District to Port San Antonio, <i>Dr. Diane Snyder</i>	40
C. Discussion and Possible Action on Location of the Site of the Westside Education and Training Center	
D. Presentation on CIP Small Minority Women Veterans Business Enterprises Participation (SMWVBE) Update, <i>Lacy Hampton</i>	49
E. Overview of Construction Minute Order Action, <i>Lacy Hampton and Dr. Robert Garza</i>	69
F. Discussion and Possible Action on Guaranteed Maximum Price for Alamo Colleges District – Palo Alto College (PAC) Multipurpose Building Capital Improvement Project (CIP), Construction Manager-at-Risk Contract with Bartlett Cocke General Contractors. (CSP 18C-005)	97
G. Discussion and Possible Action for the Purchase of Construction Waste Services	101
H. Presentation on Alamo Colleges District - St. Philip’s College New Recreation and Wellness Building, <i>Dr. Adena Loston and Laura Anthony</i>	103
I. Discussion and Possible Action on Amending the Guaranteed Maximum Price for the Alamo Colleges District – St. Philip’s College New Recreation and Wellness Building	116
10. AUDIT, BUDGET AND FINANCE - <i>Roberto Zarate, Chair</i>	
A. FY2020 Investment Report, <i>Tracey Sulak Bedwell</i>	119
B. Discussion and Possible Action on Investment Brokers	135
C. Discussion and Possible Action on the Purchase of Investment Advisory Services	137
D. Presentation on Equity Minded Purchasing Bidding Contracting: Local Suppliers, <i>Gary O’Bar</i>	140
E. Discussion and Possible Action on Tuition and Fee Schedule Effective Spring 2021, <i>Dr. Diane Snyder</i>	149
F. Discussion and Possible Action on Amending a Contract with Empyra, Inc. providing for the Purchase of Workforce Training Management Software Upgrades, <i>Gary O’Bar and Xavier Urrutia</i>	165
G. Internal Audit Quarterly Update, <i>William Wullenjohn</i>	167
H. 2020 Internal Audit Annual Report, <i>William Wullenjohn</i>	176
I. FISCAL SERVICES REPORTS	
1) Discussion and Possible Action on Monthly Contracts Report	215
2) Discussion and Possible Action on Monthly Grants and Contracts Report	217
3) Discussion and Possible Action on Approval of Construction Reports	232
4) Discussion and Possible Action on Approval of Financial Reports	237
5) Discussion and Possible Action on Approval of Monthly Report on Cooperative Purchases in Excess of \$100,000	244
6) Discussion and Possible Action on Approval of Investment Report Through August 31, 2020	
11. POLICY AND LONG-RANGE PLANNING COMMITTEE, <i>Joe Alderete, Jr., Chair</i>	
A. Discussion and Possible Action on Revision of Policy C.1.7 – Investments, <i>Tracey Sulak Bedwell</i>	246
B. Discussion and Possible Action on Approval of Revision of C.1.5 (Policy) Purchasing and Acquisitions Regarding Purchasing from Local Suppliers, <i>Gary O’Bar</i>	261
12. ADJOURNMENT	

POSTED AT THE
ALAMO COMMUNITY COLLEGE DISTRICT WEBSITE
<https://www.alamo.edu/about-us/leadership/board-of-trustees/board-meetings/>
5:30 PM ON THIS 9TH DAY OF OCTOBER 2020

This meeting will not be conducted at a physical location.

Dr. Mike Flores
Chancellor

Faculty Student Mentoring (FSM)



DSO
Dr. Tamara
Anderson



NLC
Victoria
Rogers



NVC
Nadia
Bakdash



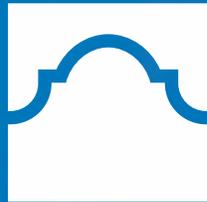
PAC
Dr. Amanda
Salinas
Yvette Torres



SAC
Michelle
Theiss



SPC
Jacqueline
Stevenson



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DISTRICT



Faculty Student Mentoring across Alamo Colleges

Our Mission - Strategic Plan

- To support students with faculty mentoring throughout their educational career path

Student Benefits

- Any student can participate in program
- Creating authentic relationships with faculty
- Student needs drive the mentoring

Faculty Involvement

- Each program was created based on each college's unique culture, history, and leadership style
- Mentors volunteer & determine number of mentees
- Use of online tools to provide mentor resources
- FSM Lead designated at each college

Support

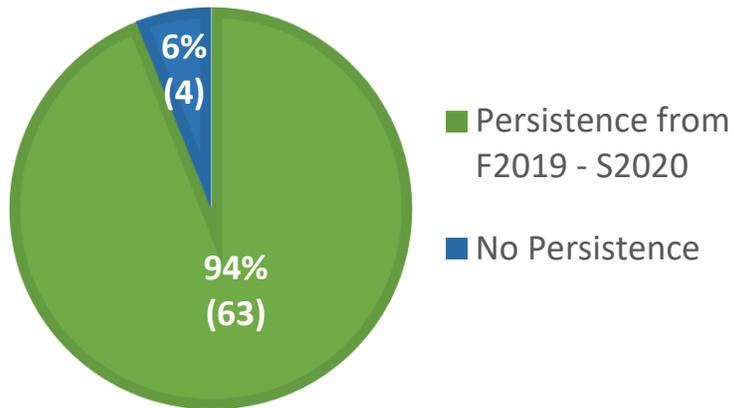
- Administrative support of program (unique to college)
- Academic advisors integrated in the mentoring process
- FSM committee
- Program cycle (academic year)

Northeast Lakeview College FSM Program

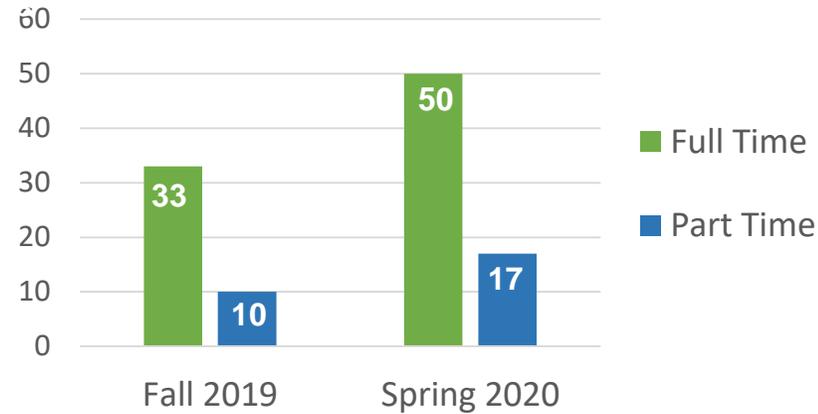
Program 1st AY 67 Mentees/32 Mentors

Mentee Data 2019-2020

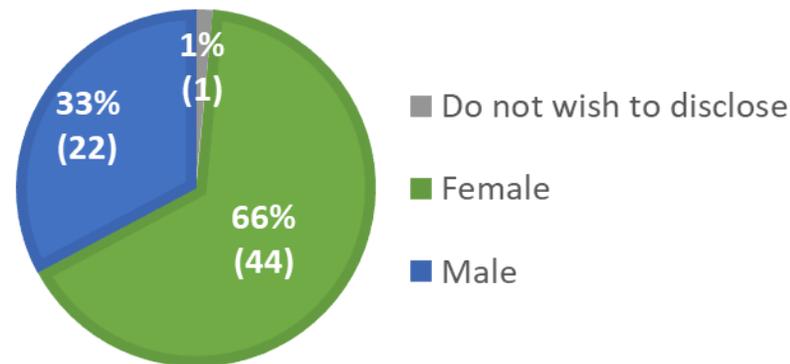
PERSISTENCE



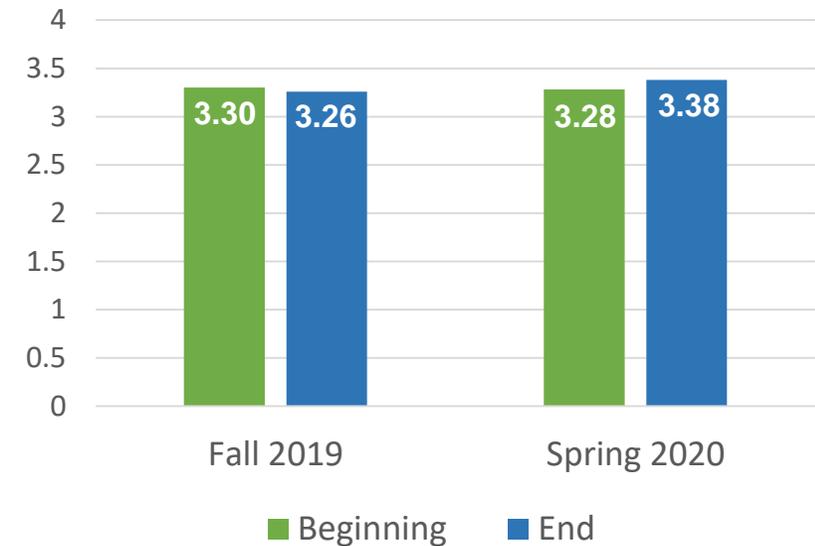
ENROLLMENT STATUS



GENDER



BEGINNING & FINAL AVERAGE GPA BY SEMESTER

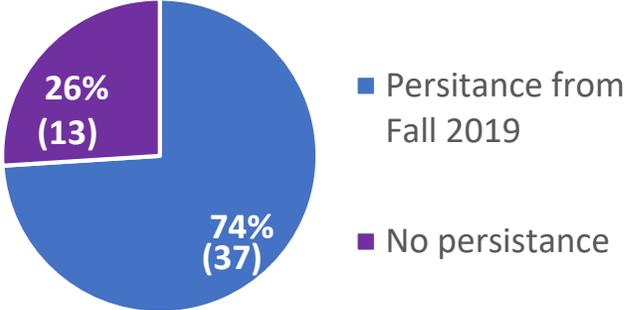


Northwest Vista College FSM Program

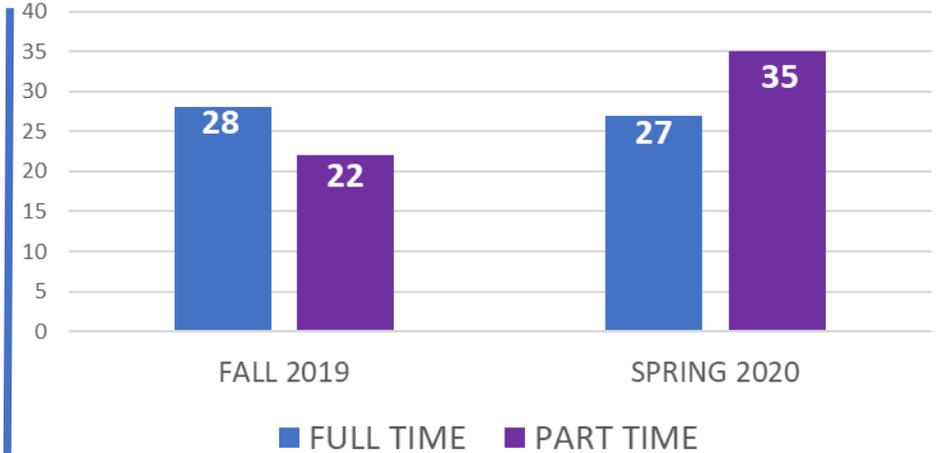
Program 1st AY 44 Mentees/53 Mentors

Mentee Data 2019-2020

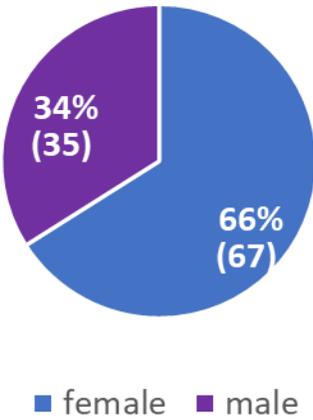
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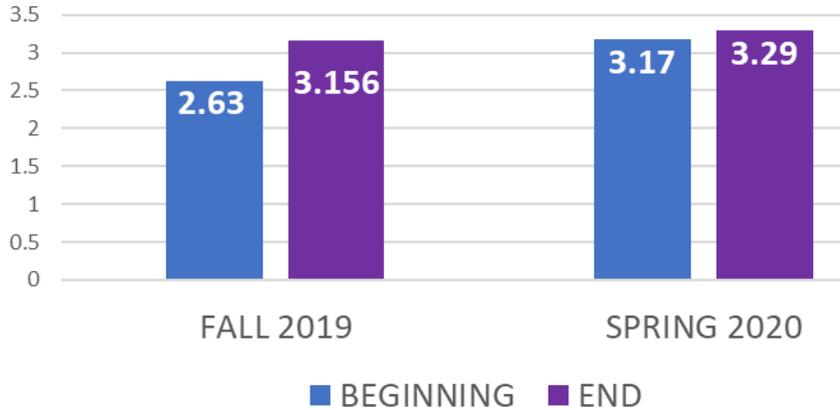
ENROLLMENT STATUS



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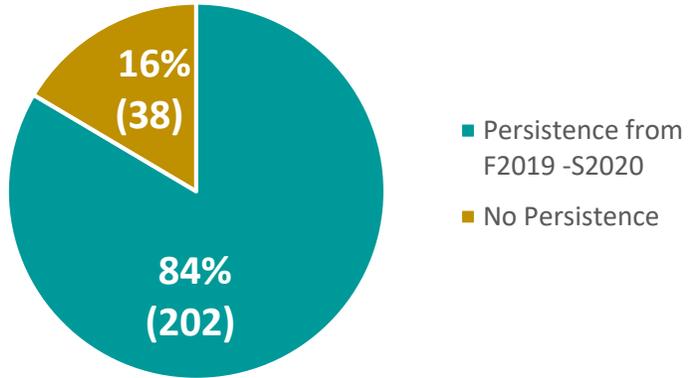
BEGINNING AND FINAL AVERAGE GPA BY SEMESTER



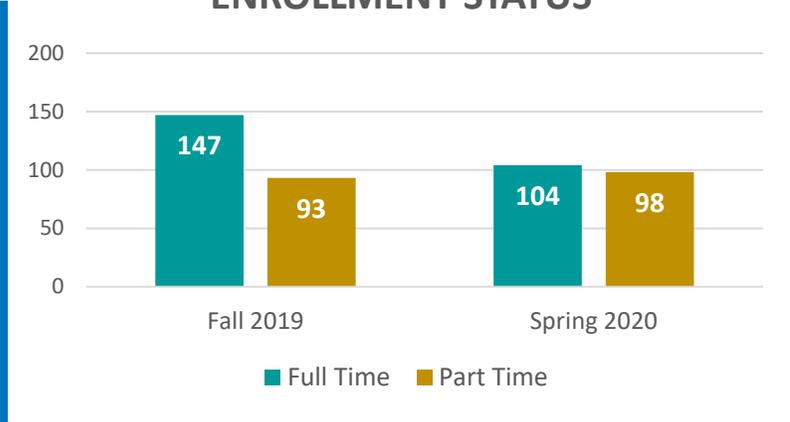
Palo Alto College FSM Program

Program 2nd AY 463 Mentees/37 Mentors
Mentee Data 2019-2020

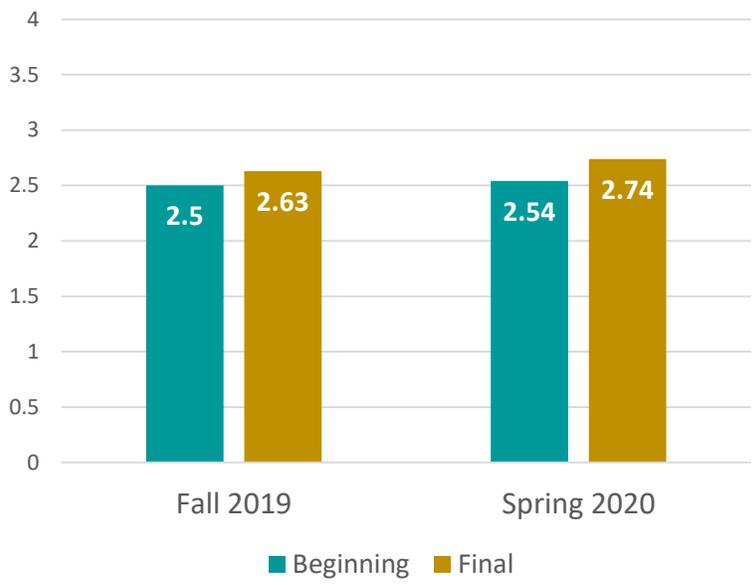
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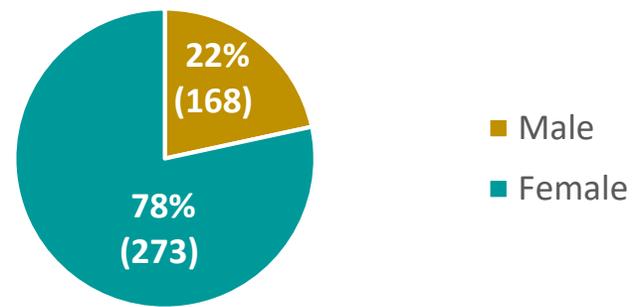
ENROLLMENT STATUS



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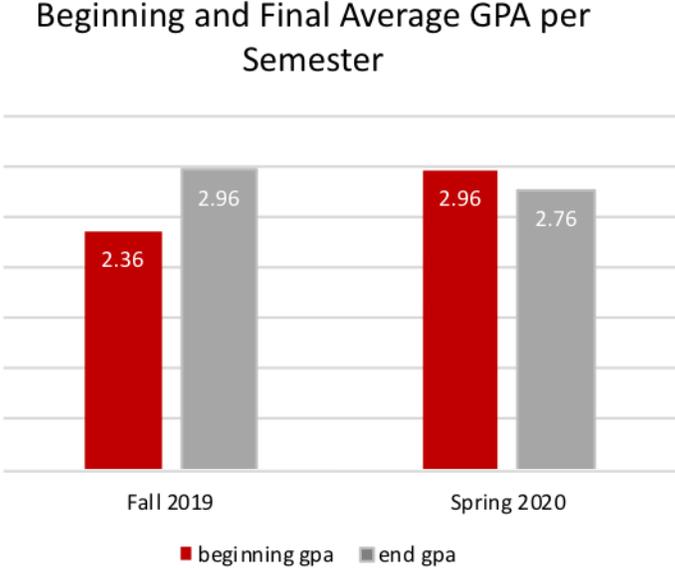
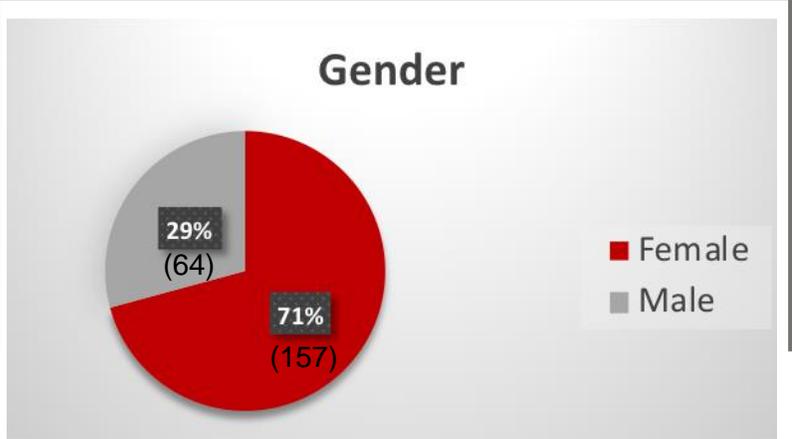
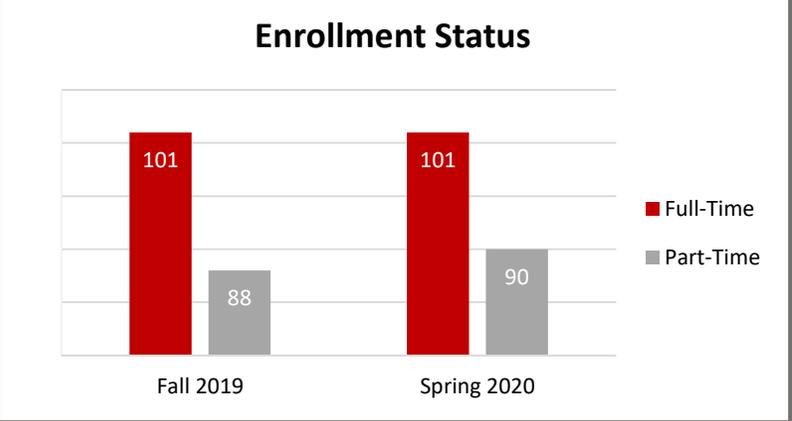
GENDER



San Antonio College FSM Program



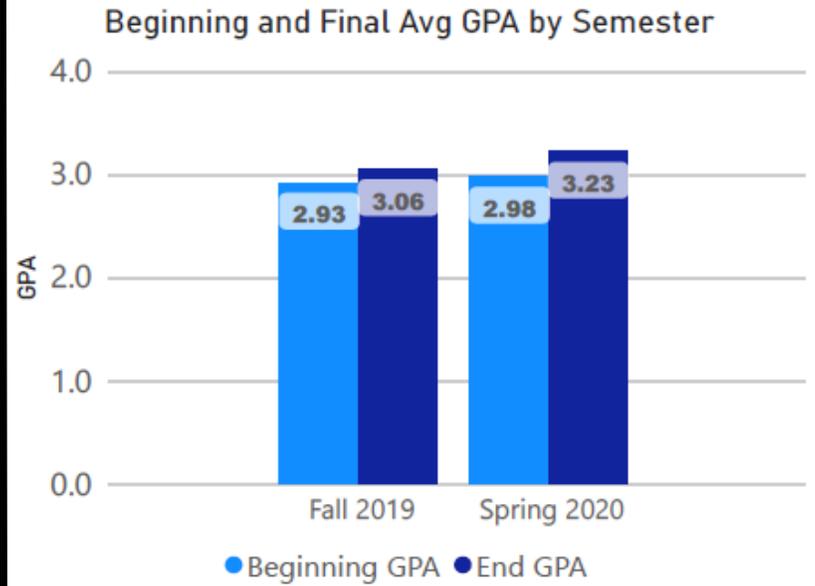
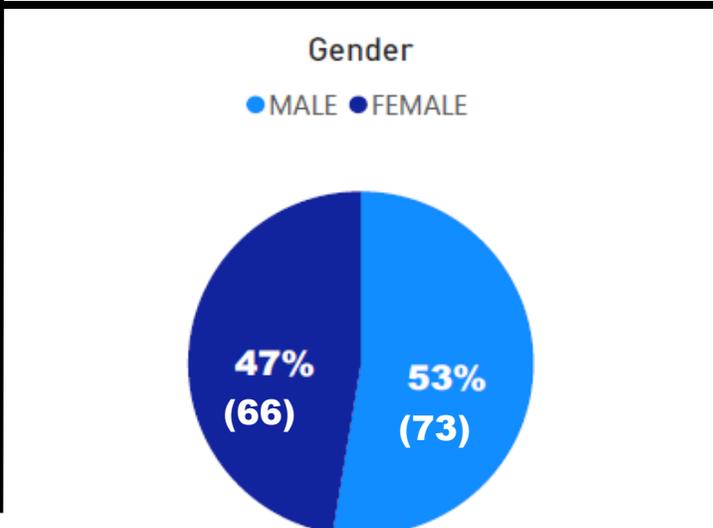
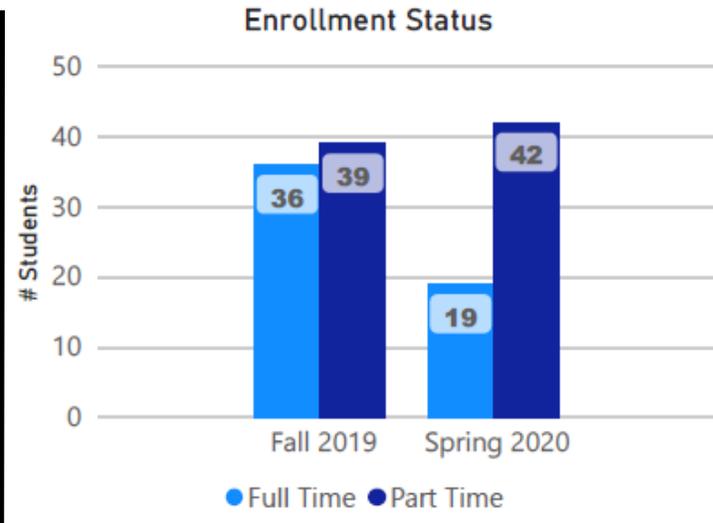
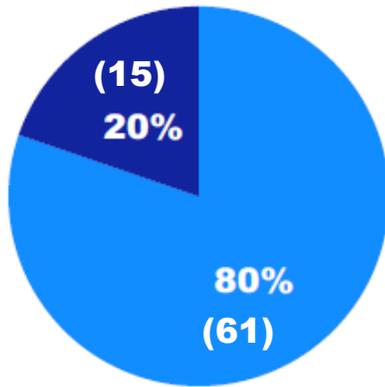
Program 2nd AY 221 Mentees/23 Mentors Mentee Data 2019-2020



St. Philip's College FSM Program

Program 1st AY 76 Mentees/31 Mentors
Mentee Data Fall 2019 – Spring 2020

Persistence
● Persistence F2019 - S2020 ● Not Persisted

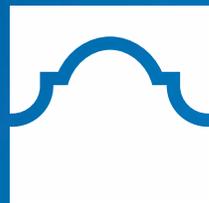


Scaling Up Faculty Student Mentoring

College	Increasing the numbers of Mentees	Increasing the numbers of Mentors
NLC	<p>Recruit and target students with 0-30 credit hours After program maturity focus on students near completion: 31-60 hours</p> <p>Recruit through</p> <ul style="list-style-type: none"> Alamo Experience NSO (New Student Orientation) Partnerships with student organizations on campus FSM Mentee SWAG 	<p>Recruit and encourage all FT/PT faculty to become a mentor</p> <ul style="list-style-type: none"> Building up resources for faculty to be encouraged in the program Gift mentors with FSM SWAG
NVC	<p>Recruit students through:</p> <ul style="list-style-type: none"> New Student Orientation Video testimonials Social media 	<p>Recruit & welcome new mentors by celebrating mentee achievements during Bragging Breakfast</p> <ul style="list-style-type: none"> Holding an awards ceremony (similar to Excellence in Teaching Awards) once per semester Recognize outstanding mentors; creating flyers to be emailed to faculty, reminding them of the program
PAC	<p>Recruit and increase faculty participation through:</p> <ul style="list-style-type: none"> Class promotion Program promotion Alamo Experience Working collaboration with athletic coaches to add their athletes as mentees Recognition lunches for Mentees Recognition for Mentees during Mid-terms and Finals week 	<p>Recruit through:</p> <ul style="list-style-type: none"> Faculty conversations, emails, Chairs, and meetings Remind faculty that they are mentoring students daily Mentoring allows faculty's hard work to be captured Recognition lunches for Mentors Recognition for Mentors during Mid-term and Finals week Paying on behalf of Mentors to attend mentoring conferences
SAC	<p>Recruit students at the start of their educational path</p> <ul style="list-style-type: none"> Increase special populations Focus on the male population Recruit in the classroom 	<p>Recruit at campus events or by visiting department meetings</p> <ul style="list-style-type: none"> Hold lunch and learns Create a marketing campaign with a focus on items that will identify who is a mentor Create flyers and campus banners
SPC	<p>Recruit at New Student Orientation/Convocation</p> <p>Create digital flyers and a mentee testimony video to be shared on:</p> <ul style="list-style-type: none"> Social media Alamo Experience SPC weekly 	<p>Recruit & promote program during Professional Development week</p> <ul style="list-style-type: none"> Continue to offer FSM certification course and graduation ceremony Continue to offer promotional items to identify mentors



Thank you.



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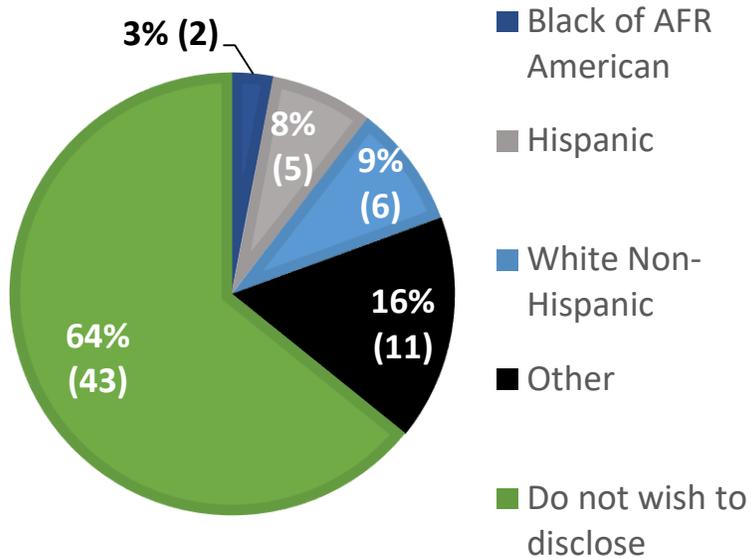


Appendix A – NLC FSM Program

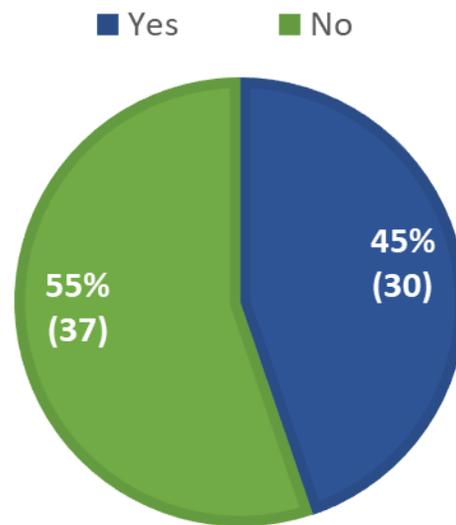
Program 1st AY 67 Mentees/ 32 Mentors

Mentee Data 2019-2020

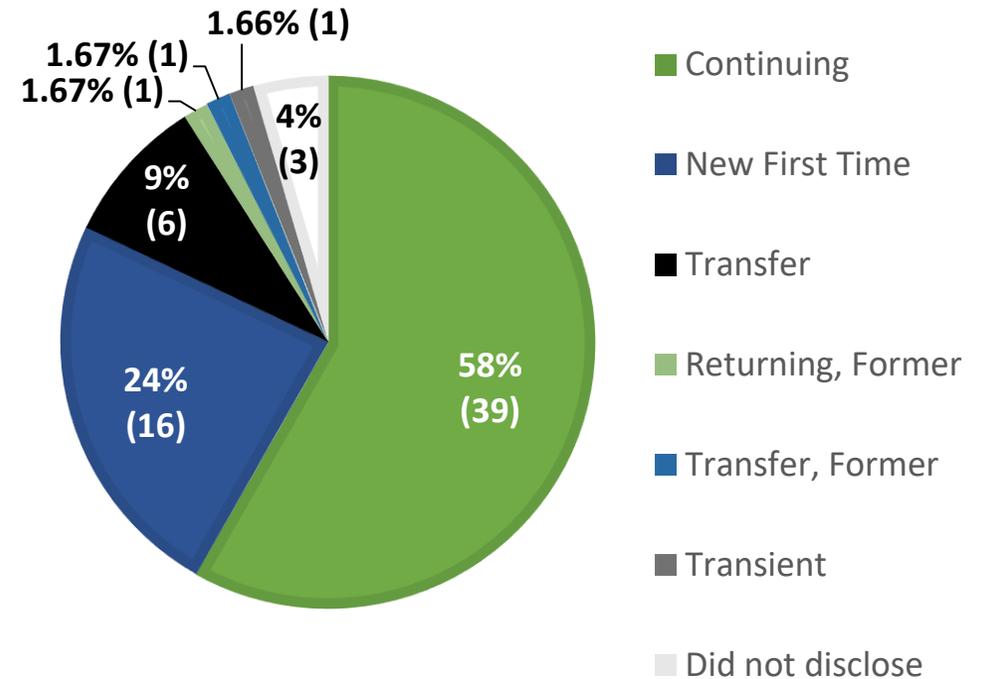
ETHNICITY



FIRST TIME IN COLLEGE



STUDENT TYPE



Cont. Appendix A – NLC FSM Program

Program 1st AY 67 Mentees/ 32 Mentors

Mentee Data 2019-2020

When are NLC Students Joining FSM?

Semester FSM Application Received	Enrollment Status	Avg Overall Earned Hrs as of Fall 2019 semester
*Fall 2019	Full-Time, n = 33	40.79
*Fall 2019	Part-Time, n = 10	44.8

*Note: Fall 2019 was FSM's pilot semester

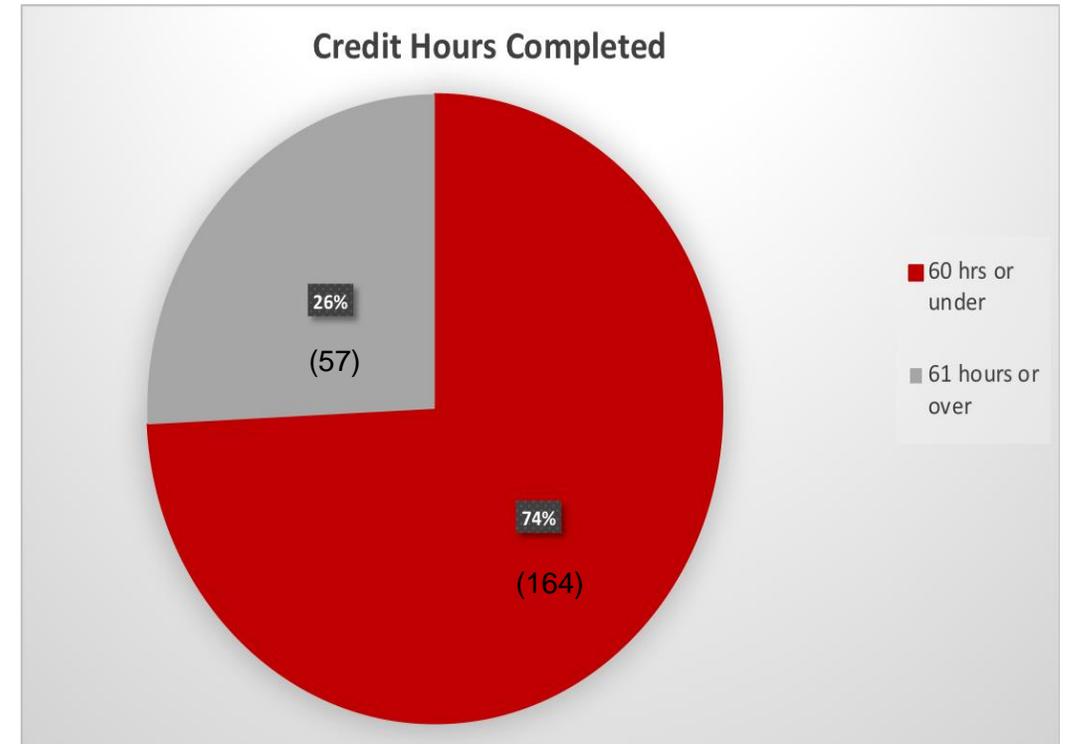
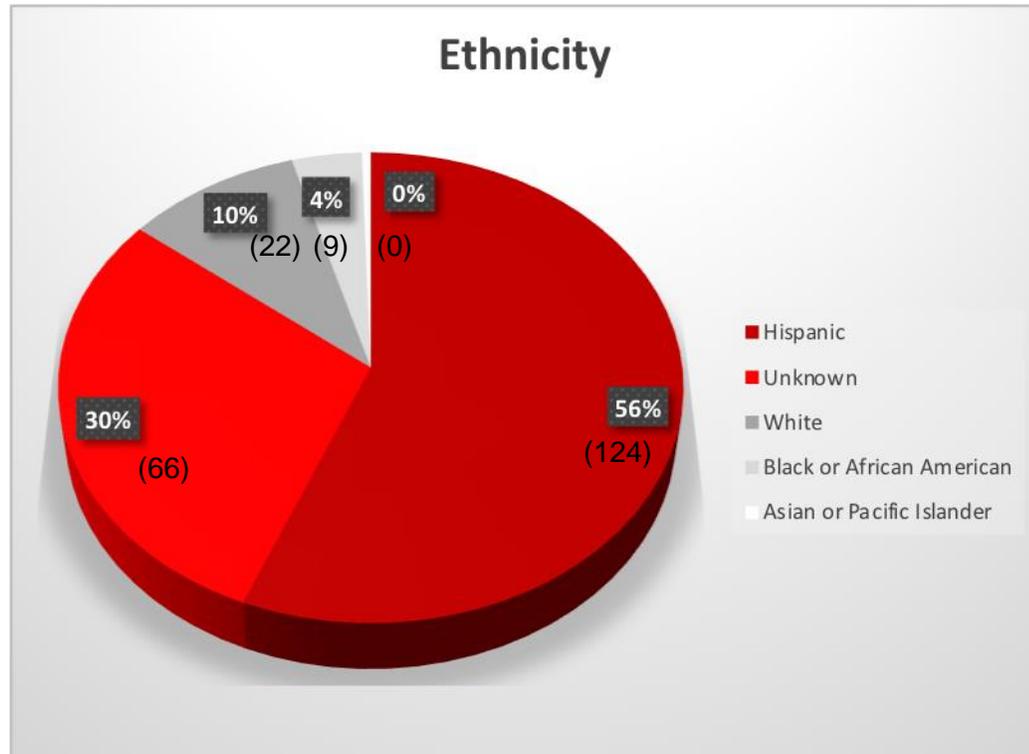
Semester FSM Application Received	Enrollment Status	Avg Overall Earned Hrs as of Spring 2020 semester
Spring 2020	Full-Time, n = 50	40.12
Spring 2020	Part-Time, n = 17	32.86



Appendix B – SAC FSM Program

Program 2nd AY

Data 2019-2020: 221Mentees/23Mentors



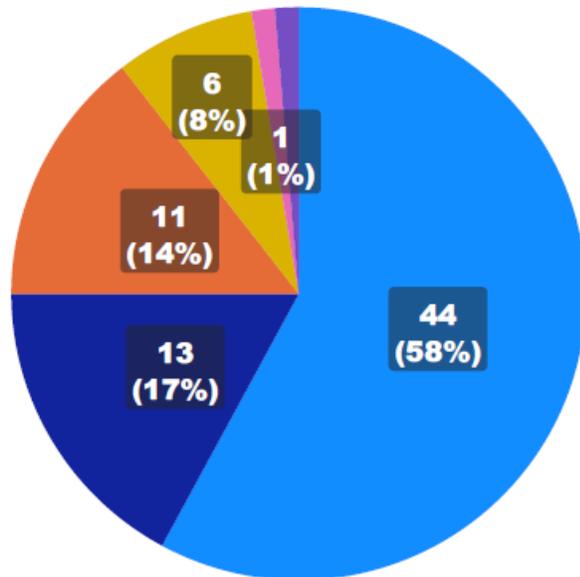
St. Philip's College FSM Program

Program 1st AY 76 Mentees/31 Mentors

Mentee Data Fall 2019 – Spring 2020

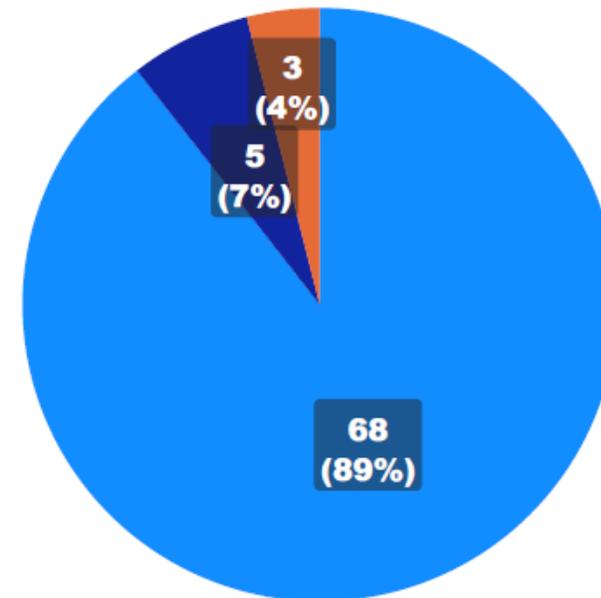
Ethnicity

- Hispanic
- Black or African American
- White
- Two or more races
- American Indian or Alaska Native
- Unknown or Not Reported



Student Type

- Continuing
- Returning, Former
- New First Time



St. Philip's College FSM Program

Program 1st AY 76 Mentees/31 Mentors

Mentee Data Fall 2019 – Spring 2020

What is the average course load for FSM Students?

TERM	FT/PT	# Students	Average Registered Hours
Fall 2019	Full Time	36	14.14
	Part Time	39	7.21
	Total	75	10.53
Spring 2020	Full Time	19	13.26
	Part Time	42	6.76
	Total	61	8.79

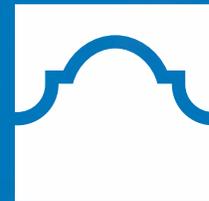


Student District Council

Fall 2020 Report

Meaghan Setterbo, SDC Chair

October 13, 2020



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Malcolm Baldrige
National Quality Award
2018 Award Recipient



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Elected Student Representatives

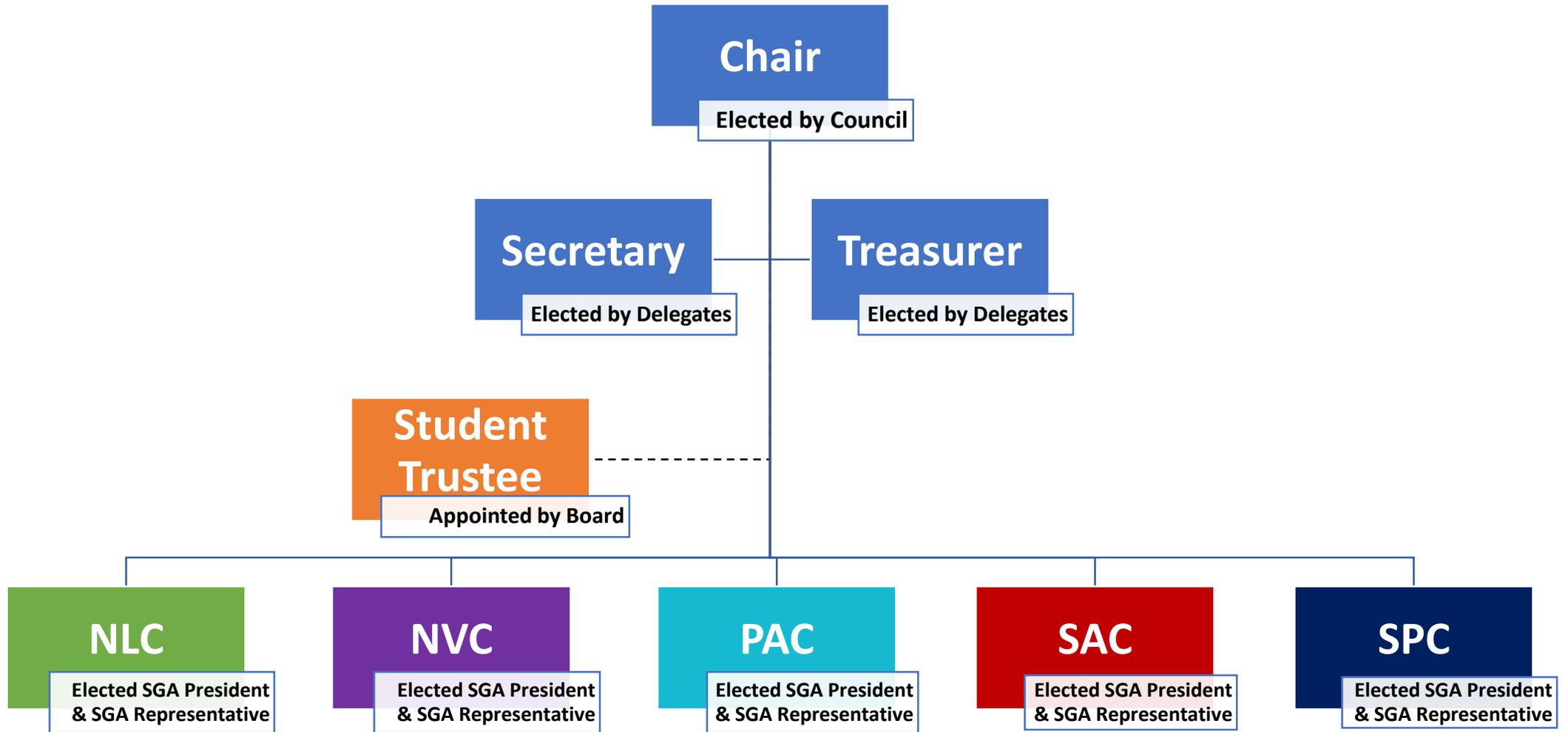
- Newly Elected Representatives
 - Newly Elected Executive Board
 - Student Leader Transition Work Sessions
-

Mission

- To address and discuss issues, concerns, and solutions that impact the collective student body



Student Representatives



Student Voice

- Student Government Association
- Student District Council
- San Antonio Higher Education Representatives Assembly (SAHERA)
- Texas Junior College Student Government Association (TJCSGA)



Spring 2020 Student Survey Results

Challenges

- Lack of Time/Event Time
- Career/Work
- Family/Child Care
- Lack of Awareness
- School
- Transportation/Distance

Recommendations

- Outdoor/Physical Activities
- Career-Focused
- Health
- Financial Education
- Family-Focused
- Volunteerism



Identified Strategic Goals

Ad-Hoc Committee

- Awareness and Communication
- Focus on Holistic Wellbeing
- Student Services Fee Survey
- Student ID Card

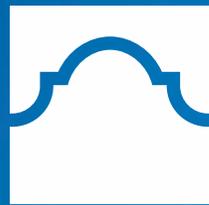


Next Steps

- Implementation of Tactical Strategies
- Data Collection & Analysis
- Spring 2021 - Report Survey Findings



Thank you



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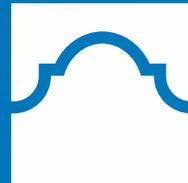


Malcolm Baldrige
National Quality Award
2018 Award Recipient



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ITS Update



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Malcolm Baldrige
National Quality Award

2018 Award Recipient



ITS Update

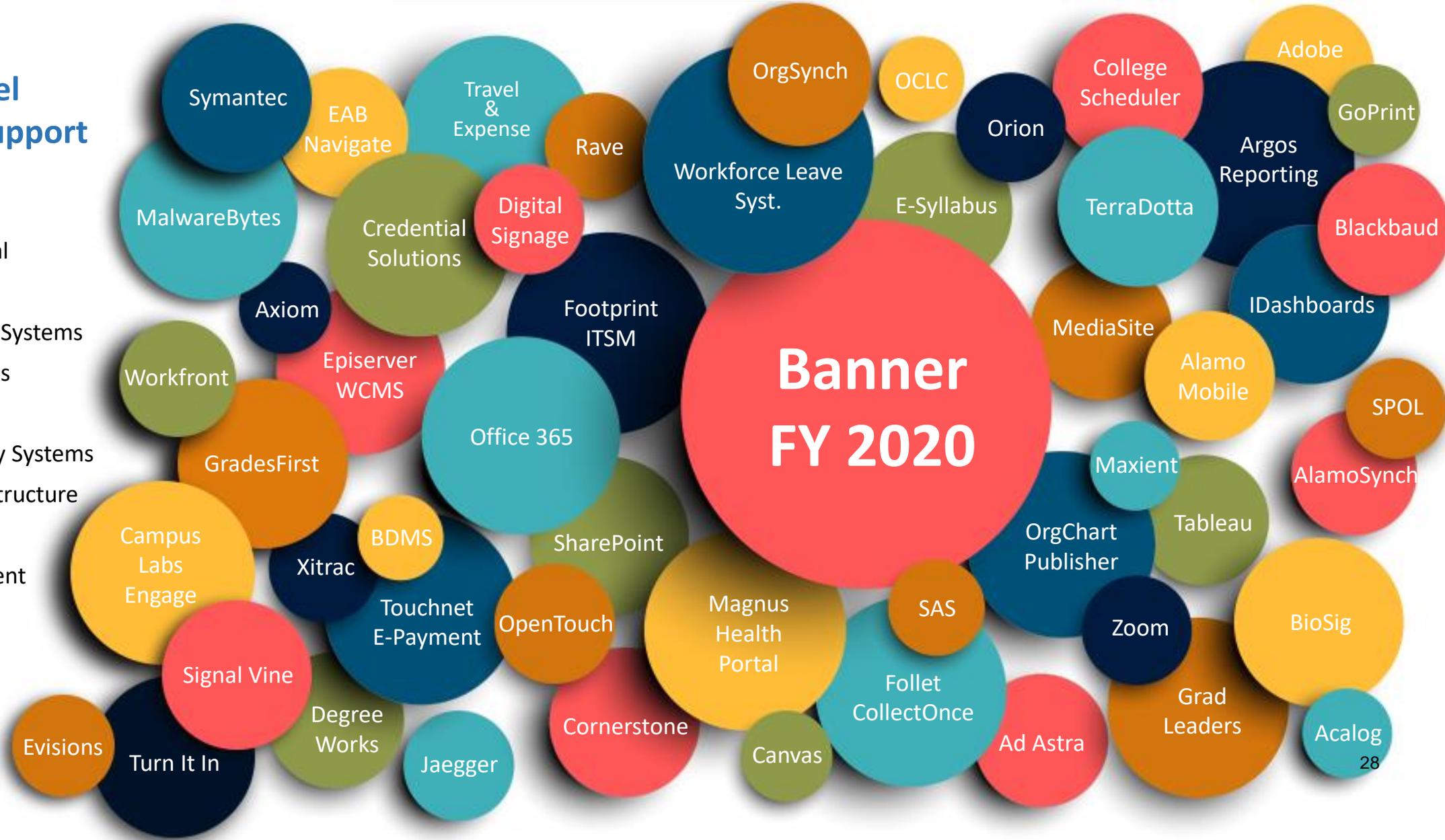
- ITS Ecosystem
- Transition to Remote Environment
- First Week of Classes
- Zoom Statistics
- ITS Project Status
- PSA
- PCI Compliance



ITS Ecosystem: Alamo Colleges

Enterprise Level Information Support

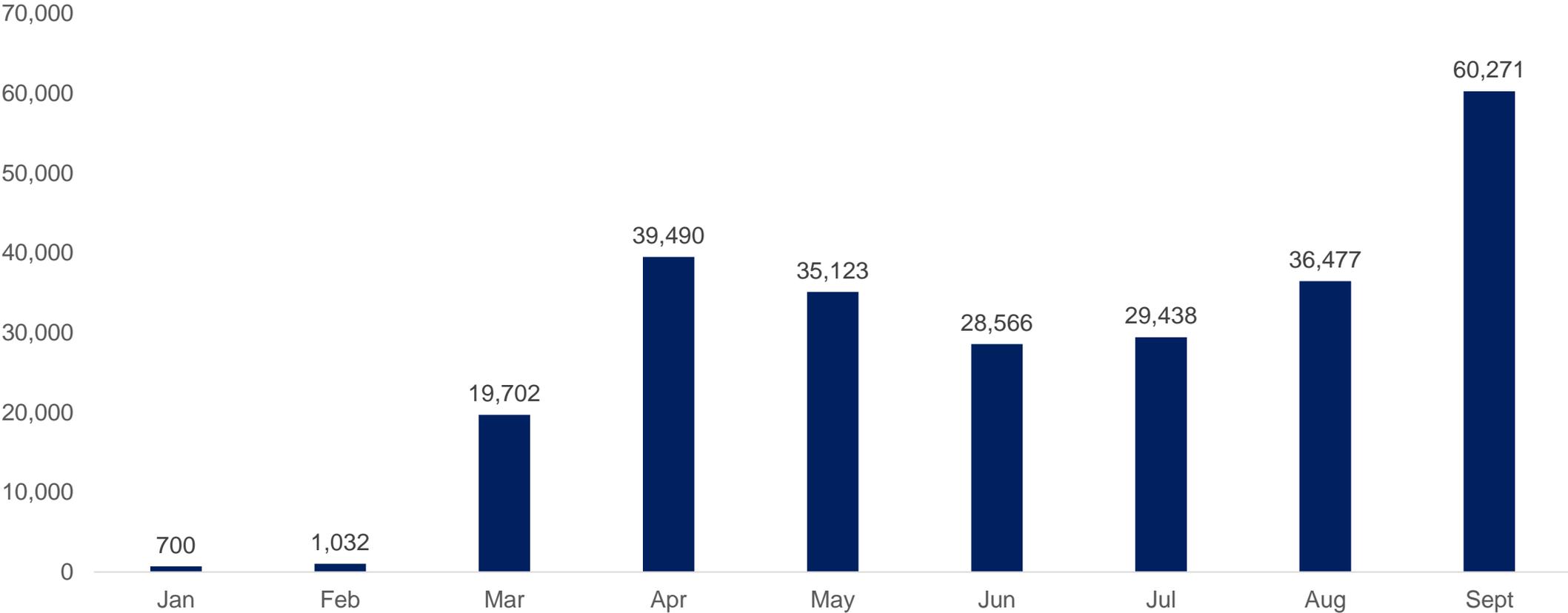
- Student Systems
- Information Portal
- Financial Systems
- Human Resource Systems
- Reporting Systems
- Learning Systems
- Payment Gateway Systems
- Alamo.edu Infrastructure
- Alamo GPS
- Talent Management
- E-Procurement



Transition to Remote Teaching/Learning/Working

- Extended WiFi (“Park & Learn”)
- Virtual Private Network
- Laptops
- Hotspots
- Online Tutoring
- Mailbox Capacity Expansion
- Zoom and Canvas

Zoom (video conferencing) Meeting Sessions



First Week of Classes (Fall 2020)

- 1,122,721 Web page hits
- 13,552,309 Oracle database transactions
- 64,000+ Password resets
- 57,203 Telephone calls
- 351,222 Unique wireless sessions
- 1,180 Peak concurrent wireless connections



ITS Projects

Project	Status
Alamo Share Upgrade	Complete
Storage Upgrade	Complete
UPS Upgrade	Complete
Data Vault Installation	In Progress
TAC202 Security Standards	In Progress
Security Awareness Training	In Progress
Audit	In Progress



On the Radar

- Mobile App Strategy
- Digital Signage Refresh
- Artificial & Business Intelligence
- E-Sports
- Cloud Solution Strategy



PASSWORD EXPIRED

Dear tcleary1

The password of your email account tcleary1@alamo.edu will expire on 30/9/2020

Please See Keep Password file if you want to keep using same password.

Thanks,

alamo.edu Administrator

This email was sent to tcleary1@alamo.edu

Organization: alamo.edu Corporation. All rights reserved. © 2020



Outlook® Web App

Alamo.edu & Account Settings

Private computer(What is this?)

Sign in

©2020 Microsoft

PCI Compliance Audit

100%







Thank you



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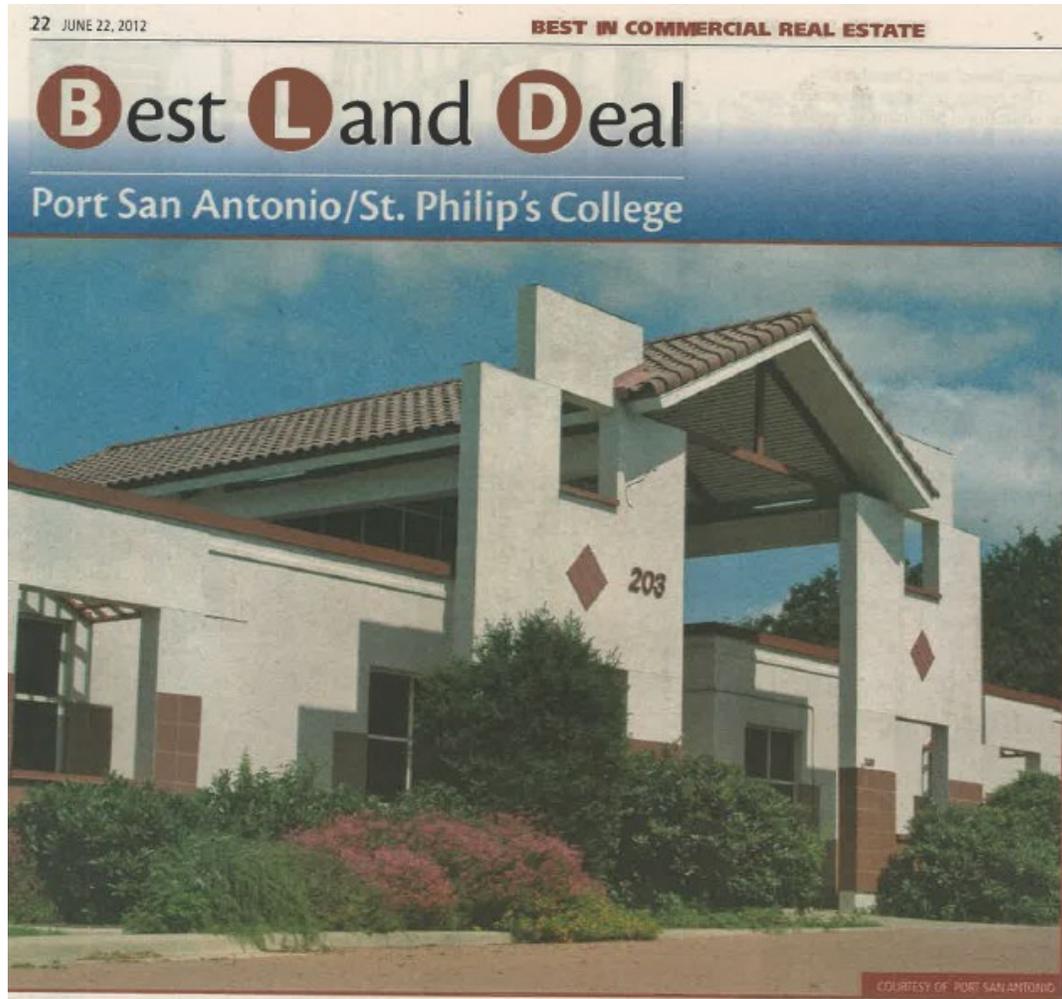


Revision of Financial Obligations to Port of San Antonio (POSA)

Dr. Diane Snyder
Vice Chancellor for Finance & Admin.



San Antonio Business Journal “Best Land Deal” Award 2012



Background

- Alamo had to vacate the 21,000 sq ft ATC Building by February 28, 2012 for the convenience of POSA so that the Air Force Cybersecurity unit could be consolidated. Prior lease rate of \$100 per year.
- A larger 40,000 sq ft building (Air Force News (AFN) Building) and land adjacent to SWC was offered by POSA in an “as-is” condition. ACD incurred \$1.75 million to renovate/repair the building.
- A promissory note was signed for \$5,126,608
- **Intent: rather than cash payments, given credits for workforce training performed for listed companies in the aerospace cluster.**
- **Issue: Listed companies have since closed or significantly reduced services at POSA.**

	Description	Price
Parcel 1A	8.79 acres (with bldg.)	\$3,375,642
Parcel 1B	20.89 acres (land only)	\$1,750,000
	Total Promissory Note	\$5,126,608



Services and Investments Made by ACD

- Alamo has continued to provide market-driven education and training to meet the workforce needs of all these industries – aerospace, advanced technology and manufacturing and information technology and security.
 - 614 degrees awarded to graduates in aerospace, advanced technology and manufacturing and information technology and security - but only Alamo Academy students were accepted as eligible for repayment on the note.
 - 1,254 certificates issued to students in these same industries – very few certificates were accepted by POSA as eligible for repayment of the note.
 - \$1.8 million in grants received for programs at SWC.
 - \$650,000 infrastructure charges paid to date (of \$1.9M in current note with 5-year extension and inflation).
- Additional investments:
 - Over \$20 million in Southwest Campus renovations and building additions, including a Diesel Technology Program, a Math and Renewable Energy Center of Excellence
 - Over \$5 million in upgrades to labs and equipment for Aviation and Advanced Manufacturing programs
 - Over \$1.75 million to convert the Air Force News Building to the Workforce Center of Excellence
 - \$3 million to construct Redundant Dispatch Center on the property
 - Planned \$25 million investment for a Welding and Auto Body Facility (break ground 10/2020)

POSA Board Resolution to Retire the Current Note

Promissory Note (due 3/1/2032, w/ 5-year extension)

Original Principal Amount:	\$5,126,608
Current Principal Balance (@8/31/20):	\$4,041,480
Potential net due at 10/2027 w/ interest:	\$6,500,000

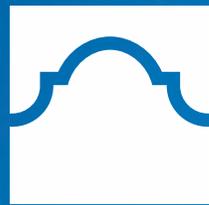
POSA Board Resolution:

- Retire the Promissory Note dated October 22, 2012 maturing in 2027 (extendable to 2032).
- Eliminate Lien on property.
- Replace with a \$2.1M agreement for 12 years of infrastructure charges of \$100,000 in FY2021 and \$158,000 per year beginning in FY2022 – FY2032, increased 3% each year. Increase of \$156K from amounts included in current note with allowed inflation factor.

District Staff Recommendation: Accept POSA Board Resolution

- Removes significant risk of interest back to 2011 on any balances owed in 2027/2032.
- \$6.5 million reduced to \$2.1 million
- Eliminates substantial annual record accumulation effort.

Thank you.



ALAMO
COLLEGES
DISTRICT



Discussion and Possible Action on Revision of Financial Obligations of the College District to Port San Antonio

Presented to the Board acting as Committee of the Whole on October 13, 2020, and now presented to the Board for approval on October 20, 2020

“The Board of Trustees approves the revision of financial obligations of the College District to Port San Antonio substantially as described and/or in the form attached, as well as any appropriate related documentation amendments, on terms acceptable to District Counsel.”

PURPOSE

To approve the revision of financial obligations of the College District to Port San Antonio.

BACKGROUND

The College District has maintained a presence at Port San Antonio, the former Kelly Field located within the Edgewood Independent School District, since at least 2006. District in 2012 vacated the ATC Building, which it was leasing without cost, for the convenience of PoSA so that the Air Force Cybersecurity unit could be consolidated. PoSA offered 29.68 acres of land adjacent to its Southwest Campus (SWC) also located at PoSA, including a dilapidated larger building, in exchange for a non-recourse promissory note secured by a vendor’s lien and deed of trust of the acreage, which was agreed in late 2012. The note was intended to be discharged without cash payments, other than an annual \$100,000 infrastructure fee for roadway use, through accumulation of credits for training for employees of aerospace cluster companies located at PoSA.

The qualifying companies left or substantially reduced their operations at PoSA, while PoSA shifted emphasis to include cyber security and advanced manufacturing technology, non-aerospace disciplines also supported by the College District, resulting in dramatically fewer training credits and a risk of up to \$6.5 million cash coming due on the note in 2037. Meanwhile, the District upgraded SWC by approximately \$25 million, and (i) invested \$1.75 million to upgrade the acquired building into its Workforce Center of Excellence, (ii) established its \$3 million redundant police dispatch center, and (iii) has scheduled construction of a \$25 million Welding and Autobody facility for its SWC, on land subject to the deed of trust.

The parties therefore have concluded an agreement in principle to cancel the promissory note and deed of trust, substituting a license agreement to sustain the former infrastructure fee and inflation adjustment through the 2037 extension date of the former note.

IMPLICATIONS

Financial:	Reduction of potential future obligations of College District to Port San Antonio
Strategic Plan:	Objective 1 Student Success & Objective 3 Performance Excellence
Human Resources:	No incremental staffing
Attachments:	Presentation Attachment A, Term Sheet and Proposal Attachment B, PoSA Board Resolution 09/23/2020

Pamela Ansbury Date
Associate Vice Chancellor
Finance and Fiscal Services

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

Dr. Mike Flores Date
Chancellor



ALAMO
COLLEGES
DISTRICT

**Alamo Colleges District (Alamo) and Port of San Antonio (POSA)
Consideration of POSA Board Resolution
September 23, 2020**

Purpose

To present a POSA Board Resolution to retire the current note.

Property

	Description	Price
Parcel 1A	8.79 acres (with bldg.)	\$3,375,642
Parcel 1B	20.89 acres (land only)	\$1,750,000
	Total	\$5,126,608

Promissory Note (due March 1, 2032, assuming 5-year extension)

Original Principal Amount: \$5,126,608
 Current Principal Balance (at August 31, 2020): \$4,041,480
 Potential net due at October 2027 w/ interest: \$6,500,000

Original Plan for Repayment: Repay through tuition credits specific to the Aerospace cluster. Pay \$100,000 per year in infrastructure charges for 15 years subject to annual inflation adjustment, to be credited to reduce the principal balance. If any principal balance is due at term end, interest is due over the entire term at 5%.

Problem: Note was to be repaid by credits for workforce training performed for listed companies in the aerospace cluster, which have since closed or significantly reduced services at POSA, creating significant risk of cash repayment approximating \$6.5M due in 2027, while District continues to invest in property subject to vendor’s lien.

POSA Board Resolution (approved on September 23, 2020):

- Retire the Promissory Note dated October 22, 2012 maturing in 2027 (extendable to 2032) for land purchase and related Lien.
- Replace with a \$2.1M agreement or equivalent for 12 years of infrastructure charges of \$100,000 in FY2021 and \$158,000 per year beginning in FY2022, increased 3% each year.

District Staff Recommendation: Accept POSA Board Resolution

- Removes significant risk of interest back to 2011 on any balances owed in 2027/2032.
- Replaces \$4 million in debt (with training and infrastructure charge credit but 5% interest) with \$2.1 million for 12 years of infrastructure charges only (increase of \$156K from the \$1.9M infrastructure charges included in current note with 5-year extension and inflation adjustment).
- \$6.5 million reduced to \$2.1 million
- Eliminates substantial annual record accumulation effort.

Background

- Alamo had to vacate the 21,000 sq ft ATC Building by February 28, 2012 for the convenience of POSA so that the Air Force Cybersecurity unit could be consolidated. Prior lease rate of \$100 per year.
- A larger 40,000 sq ft building (Air Force News (AFN) Building) and land adjacent to SWC was offered by POSA in an “as-is” condition. ACD incurred \$1.75 million to renovate/repair the building.
- A promissory note was signed and annually the note would be reduced by credits for workforce training performed for listed companies in the aerospace cluster, which have since closed or significantly reduce services at POSA.
- POSA’s focus has expanded to IT cybersecurity and Advanced Manufacturing Technology.
- Alamo has continued to provide market-driven education and training to meet the workforce needs of all these industries – aerospace, advanced technology and manufacturing and information technology and security.
 - 614 degrees awarded to graduates in aerospace, advanced technology and manufacturing and information technology and security - but only Alamo Academy students were accepted as eligible for repayment on the note.
 - 1,254 certificates issued to students in these same industries – very few certificates were accepted by POSA as eligible for repayment of the note.
 - \$1.8 million in grants received for programs at SWC.
 - \$650,000 paid as infrastructure charges.
- Additional investments:
 - Over \$20 million in Southwest Campus renovations and building additions, including a Diesel Technology Program, a Math and Renewable Energy Center of Excellence
 - Over \$5 million in upgrades to labs and equipment for Aviation and Advanced Manufacturing programs
 - Over \$1.75 million to convert the Air Force News Building to the Workforce Center of Excellence
 - \$3 million to construct Redundant Dispatch Center on the property
 - Planned \$25 million investment for a Welding and Auto Body Facility (break ground 9/2020)

**RESOLUTION
#09232020-2270**

OF THE PORT AUTHORITY OF SAN ANTONIO AUTHORIZING THE PRESIDENT & CEO TO NEGOTIATE AND EXECUTE A LICENSE AGREEMENT WITH ALAMO COMMUNITY COLLEGE DISTRICT ("ACCD") FOR THE USE OF THE PRIVATE STREETS WITHIN EAST KELLY AND TO TERMINATE THE PROMISSORY NOTE AND EXECUTE A RELEASE OF LIEN ON THE 29.5 ACRE TRACT SOLD TO ACCD IN 2012

WHEREAS, Port Authority of San Antonio ("Port Authority") is a political subdivision of the State of Texas established by the City of San Antonio to develop industrial facilities and multi-modal transportation services at Port San Antonio; and

WHEREAS, in 2012, the Port Authority conveyed title to 29.5 acres of land and 40,000 SF of improvements in the East Kelly Railport to ACCD in exchange for a promissory note in the amount of \$5,126,608 and a deed of trust on the property; and

WHEREAS, the note balance was to be reduced and eliminated over the 15-year term by utilizing an in-kind payment plan that applied workforce development credits to the balance; and

WHEREAS, through 2019, a total of \$1,035,128 in credits has been applied to the note balance, leaving \$4,091,480 outstanding; and

WHEREAS, ACCD would like to begin construction on a new facility on the property that is subject to the deed of trust and has requested that the Port Authority terminate the promissory note and release the lien on the property; and

WHEREAS, ACCD currently pays an annual infrastructure charge to the Port Authority and is willing to continue paying this charge through 2032 as consideration for a license agreement to use the private streets within East Kelly; **NOW THEREFORE**,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PORT AUTHORITY OF SAN ANTONIO THAT:

1. The President and CEO is hereby authorized to negotiate and execute a License Agreement with Alamo Community College District ("ACCD") for the use of the private streets within East Kelly and to terminate the Promissory Note and execute a Release of Lien on the 29.5 acre tract sold to ACCD in 2012.

Passed and approved this 23rd day of September 2020.


Chris Alderete, Chairwoman

ATTEST:


Margaret Wilson-Anaglia, Secretary

APPROVED AS TO FORM

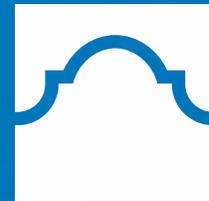

Frank J. Garza, General Counsel

Overview of Small Minority Women Veteran Business Enterprise Participation (SMWVBE)

2017 Capital Improvement Program (CIP)

October 13, 2020

Lacy Hampton
Interim Associate Vice Chancellor
G.O. Bonds Capital Program (CIP)



ALAMO
COLLEGES
DISTRICT



SMWVBE Agenda



Introductory

- Mr. Lacy Hampton, IAVC CIP

Background CIP Contract Awards

SMWVBE Certification and Designations

SMWVBE Tracking and Reporting

SMWVBE Participation Breakdown

- San Antonio College CIP Projects
- Northwest Vista College CIP Projects
- St. Philip's College CIP Projects

On-Going Efforts



Background – CIP Contract Awards



Architectural/Engineering/Master Planning Services Construction Manager-at-Risk (CMR) Services

- ❑ **Multiple Awards (Vendor Pool*) on an Indefinite Delivery, Indefinite Quantity Basis (as needed)**
 - ❑ **12 Architects, 3 Civil Engineering Firms, and 1 Master Planning Firm Awarded 8/24/17**
 - ❑ **10 Construction Mgr. at Risk Awarded 2/27/18 for G.O. Bond CIP Projects for 10 locations**
- ❑ **For requirements that were not yet defined, and with no guaranteed minimum amount of work**
- ❑ **With a SMWVBE Subcontracting Plan for a cumulative amount of work (applied to a single project or to multiple projects)**
- ❑ **For projects that include new construction, remodeling, renovations, and/or system upgrades**

SMWVBE Certifications and Designations

Certification Agencies:

- South Central Texas Regional Certification Agency
- State of Texas Historically Underutilized Businesses



Certification Designations:

- HABE – Hispanic American Business Enterprise
- AABE – African American Business Enterprise
- SBE – Small Business Enterprise
- VBE – Veterans Business Enterprise
- MBE – Minority Business Enterprise
- WBE – Woman-Owned Business Enterprise
- NABE – Native American Business Enterprise
- ABE – Asian American Business Enterprise
- DIBE – Disabled Individual Business Enterprise
- ESBE – Emerging Small Business Enterprise

SMWVBE Tracking and Reporting



- Tracked in B2GNow Vendor Supplier System
- All-in hard and soft costs broken out by various SMWVBE designations total project cumulative SMWVBE %
- % of Local participation on the CIP projects
- Current cumulative CMAR SMWVBE % as it relates to the CMAR GMP and Architect budgets

Compliance Audit - Audit Summary for Total Contract

View | Settings | Subs | Docs | Change Orders & Task Orders | Alerts | Comments | Messages | Closeout

Compliance Audit List | Compliance Audit Summary | Compliance Audit FY | Site Visits | Reports

18C-005.06.01: San Antonio College Parking Garage
 J. T. Vaughn Construction, LLC
 10/2019 - 10/23/2020

Status: Open
 Current Award: \$15,279,192.00
 Total Paid: \$6,547,920.86
 Goal: 23.50%
 % Credit: 31.00%

Compliance Audit Summary - Total Contract							
	Current Award	#	Award Percent	Payments	#	Payments Percent	Difference (Payments - Award)
New Contract	\$15,279,192.00			\$6,547,920.86			
For Credit	\$3,590,610.12	8 subs	23.500%	\$3,398,155.90	5 subs	51.897%	28.397% above goal
Total Types							
For Credit to SMWVBE Goal	\$3,590,610.12	8 subs	23.500%	\$3,398,155.90	5 subs	51.897%	28.397% above goal

Contract Progress: 43%
 For Credit Progress: 95%

Note: Award values may not match due to differences between overall contract goal and subcontractor assignments.

Prime Contractor - Total Contract							
	Prime Contractor	Cert	Inc in Goal	Contracted % Paid %	Paid TO Prime	Prime's Share	
J. T. Vaughn Construction, LLC	Info Awards Profile Email	No	No	29.12% -20.66%	\$6,547,920.86	-\$1,352,940.00	

Subcontractors - Total Contract (17 subcontractors)							
	Subcontractor	Cert	Type	Inc in Goal	Contracted % Paid %	Contracted \$ Paid \$	For Credit \$
AUTOMATIC FIRE PROTECTION INC	Info Awards Profile Email Steve Reader sreader@automaticfireprotection.com P 210-653-2121, F 210-653-2124	No	Sub	No	0.82% 0.21%	\$125,500 \$12,986	\$0
Avadek	Info Awards Profile Email Chief Simmons simmons@avadek.com P 713-944-0988	No	Sub	No	0.22% 0.00%	\$48,860 \$0	\$0
Chamberlin Roofing and Waterproofing, LTD.	Info Awards Profile Email Ken Oehlke koehlke@chamberlinltd.com P 210-822-6536	No	Sub	No	0.27% 0.38%	\$55,943 \$25,012	\$0
Express Road & Construction, Inc.	Info Awards Profile Email Kurt Tillman kurt.tillman@gmail.com P 210-427-7680, F 469-557-2006	Yes	Sub	100% SMWVBE	0.22% 0.00%	\$33,570 \$0	\$0
F. A. McComas Painting, Inc.	Info Awards Profile Email Tami Martin tami@famccomasinc.com P 210-656-4456 Ext. 207	Yes	Sub	100% SMWVBE	0.16% 0.00%	\$23,856 \$0	\$0
Francis Structures, LTD.	Info Awards Profile Email Francis Gomez	Yes	Sub	100% SMWVBE	25.44% 47.95%	\$3,890,000 \$3,260,640	\$3,140,000



San Antonio College

Construction Projects

- ✓ Project: Parking Garage
- ✓ Project: Physical Plant

CMAR - Construction Manager at Risk

- ✓ J.T. Vaughn Construction

Architect

- ✓ O'Connell Robertson

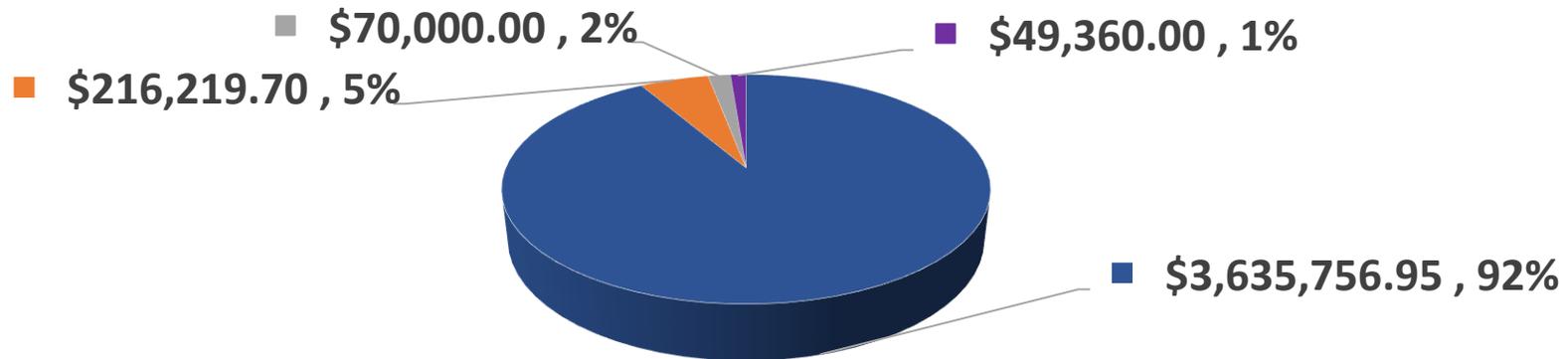
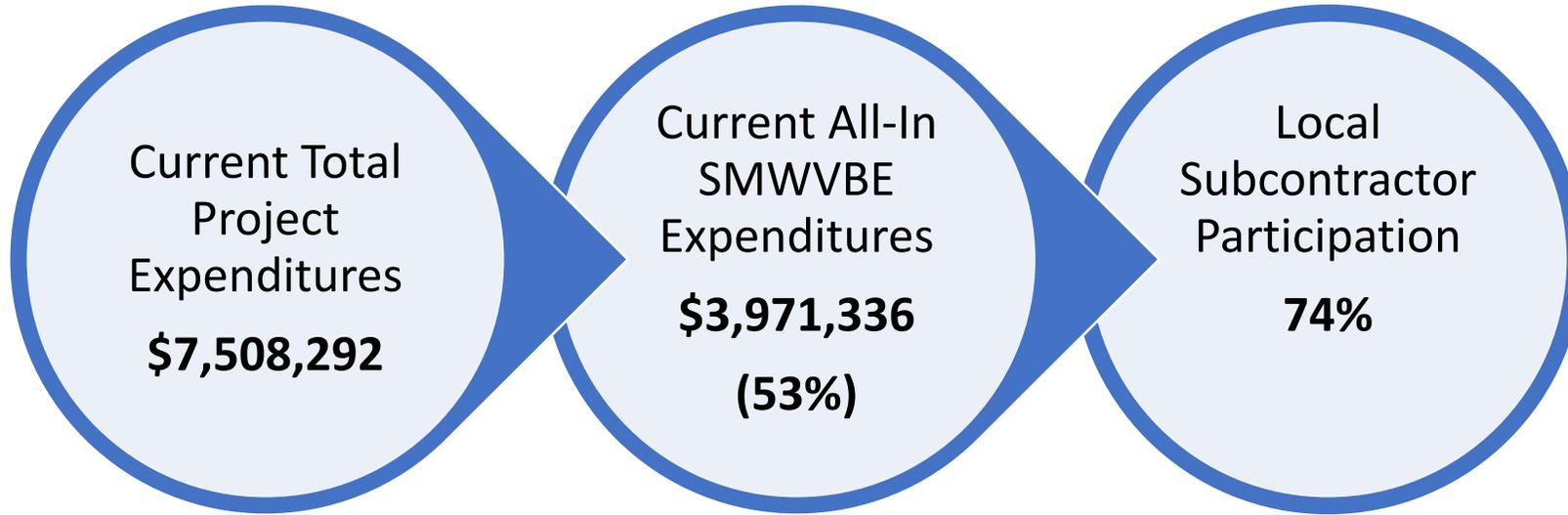


San Antonio College

- Parking Garage and San Pedro Street Improvements
- **Total Project Cost: \$20,192,706**



ALAMO COLLEGES DISTRICT
San Antonio College



■ Hispanic American Business Enterprise ■ Small Business Enterprise ■ Woman Owned Business Enterprise ■ Asian American Business Enterprise



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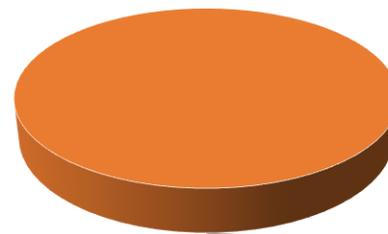
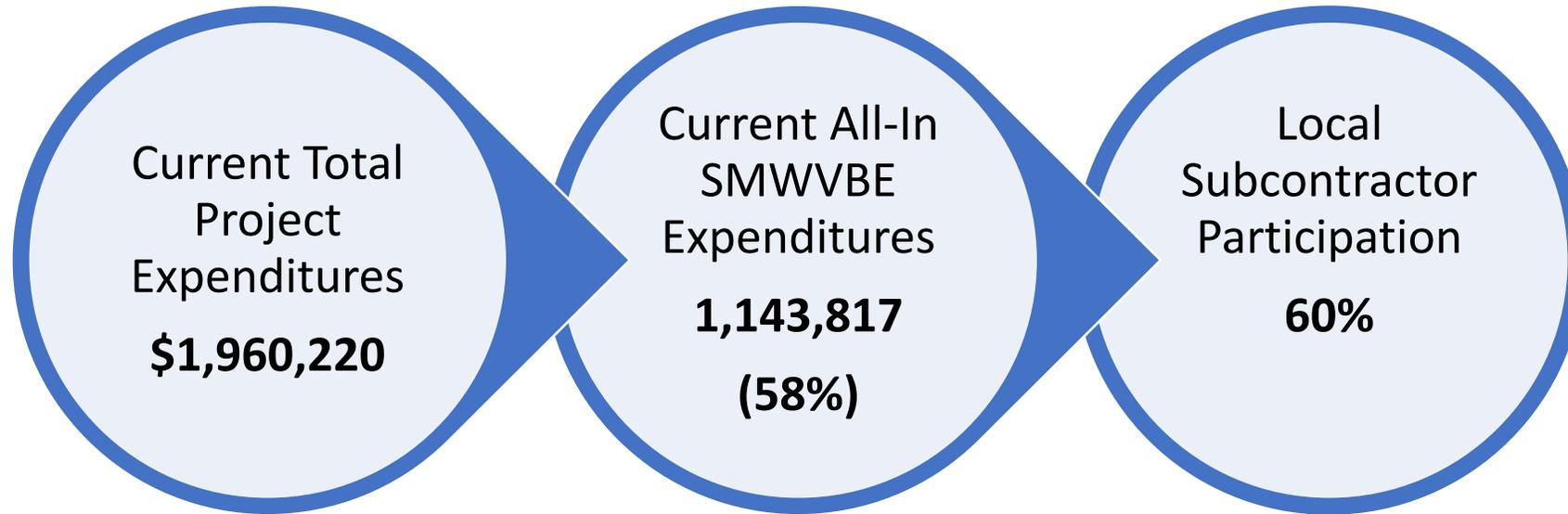
San Antonio College

➤ Physical Plant

➤ **Total Project Cost: 2,643,429**



ALAMO COLLEGES DISTRICT
San Antonio College



■ \$1,143,817.00 , 100%

■ Small Business Enterprise



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COLLEGES
DISTRICT

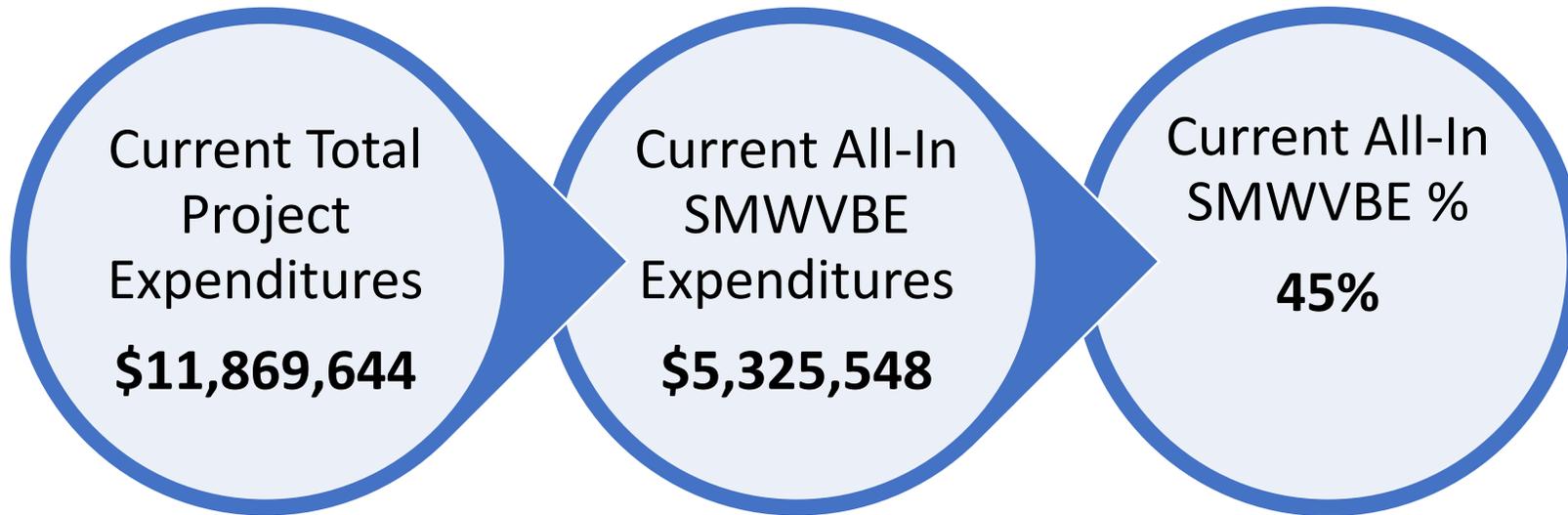


San Antonio College

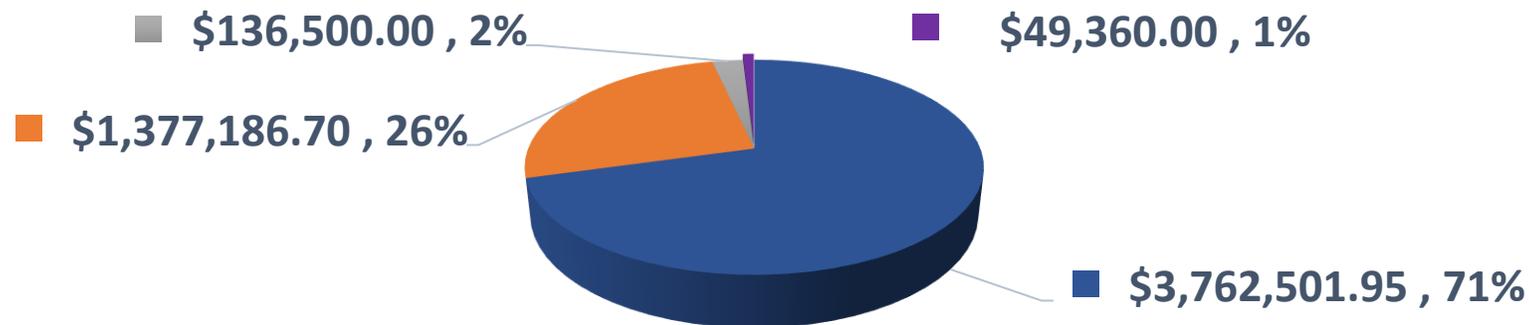


ALAMO COLLEGES DISTRICT
San Antonio College

- Total Campus CIP Funding: \$96,362,258
- **Remaining Funding Spending Opportunities : \$84,492,614**



ALL-IN SMWVBE Breakdown



■ Hispanic American Business Enterprise ■ Small Business Enterprise ■ Woman Owned Business Enterprise ■ Asian American Business Enterprise



ALAMO
COLLEGES
DISTRICT



Northwest Vista College



ALAMO COLLEGES DISTRICT
Northwest Vista College

Construction Projects

- ✓ Project: Desert Willow Welcome Center
- ✓ Project: Texas Ash Parking Garage
- ✓ Project: Physical Plant



CMAR - Construction Manager at Risk

- ✓ SpawGlass Contractors, Inc.

Architect

- ✓ Alamo Architects



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COLLEGES
DISTRICT

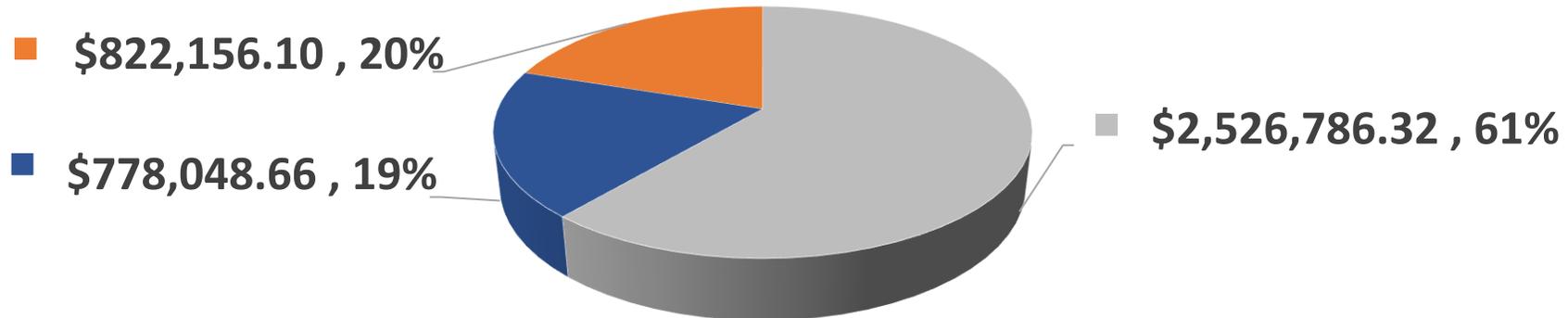
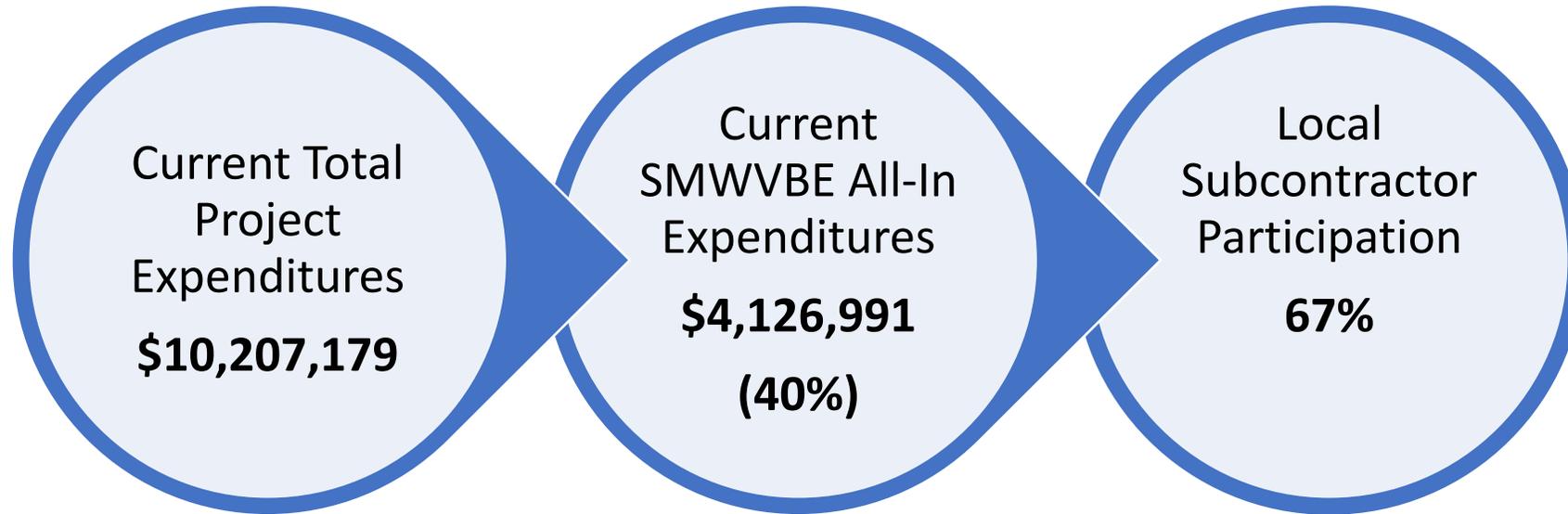


Northwest Vista College

- Desert Willow Welcome Center
- **Total Project Cost: \$19,692,057**



ALAMO COLLEGES DISTRICT
Northwest Vista College



■ Woman Owned Business Enterprise

■ Hispanic American Business Enterprise

■ Small Business Enterprise



ALAMO
COLLEGES
DISTRICT



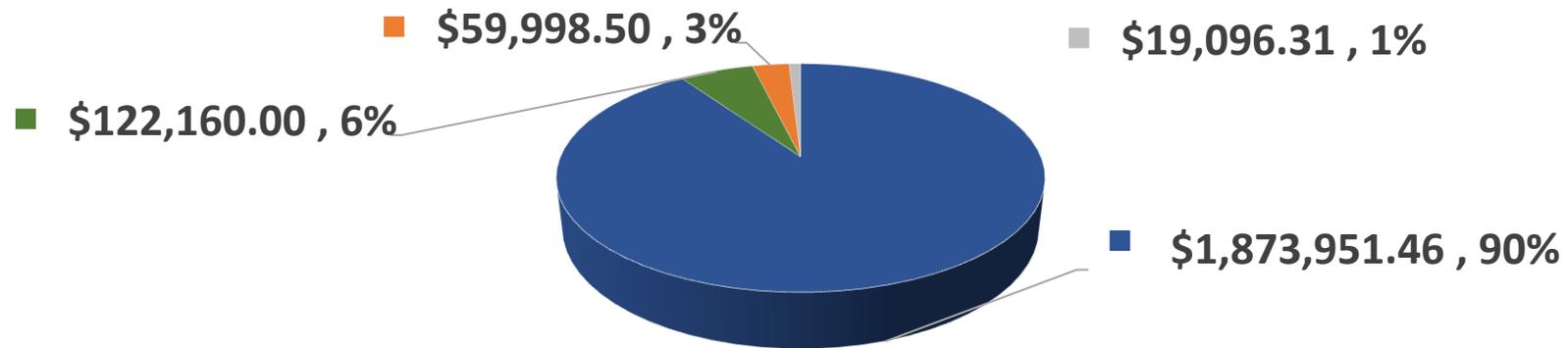
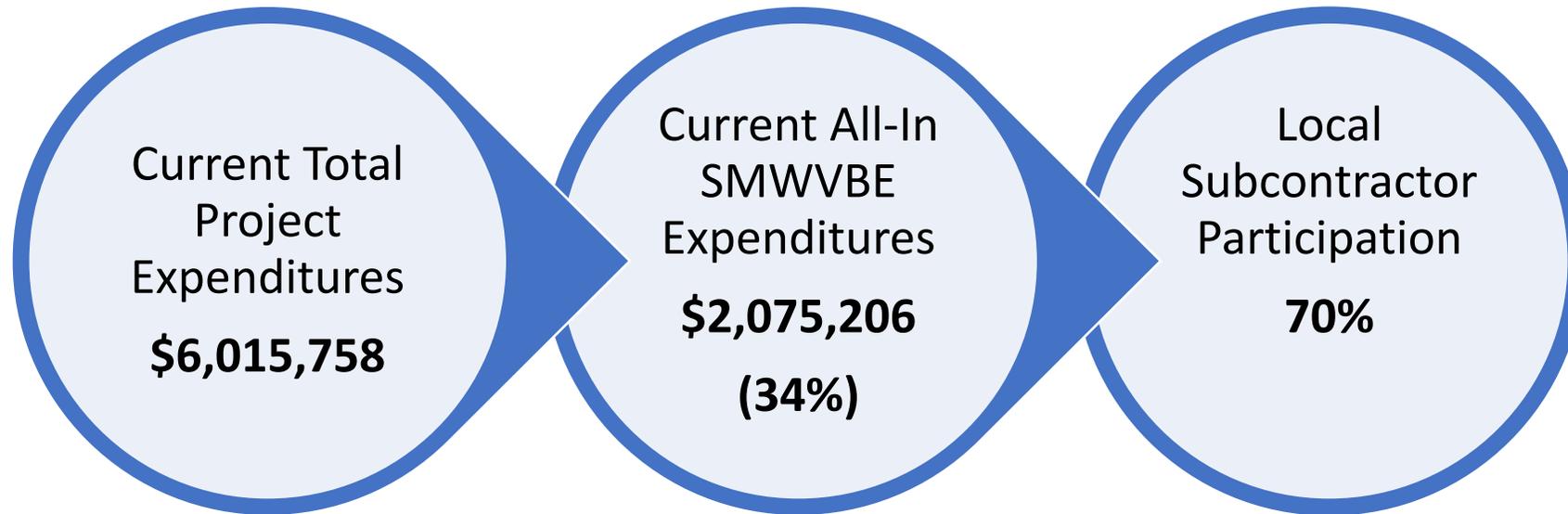
Northwest Vista College

➤ Texas Ash Parking Garage

➤ **Total Project Budget: \$9,756,145**



ALAMO COLLEGES DISTRICT
Northwest Vista College



■ Hispanic American Business Enterprise ■ African American Business Enterprise ■ Small Business Enterprise ■ Woman Owned Business Enterprise



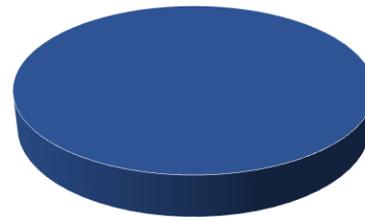
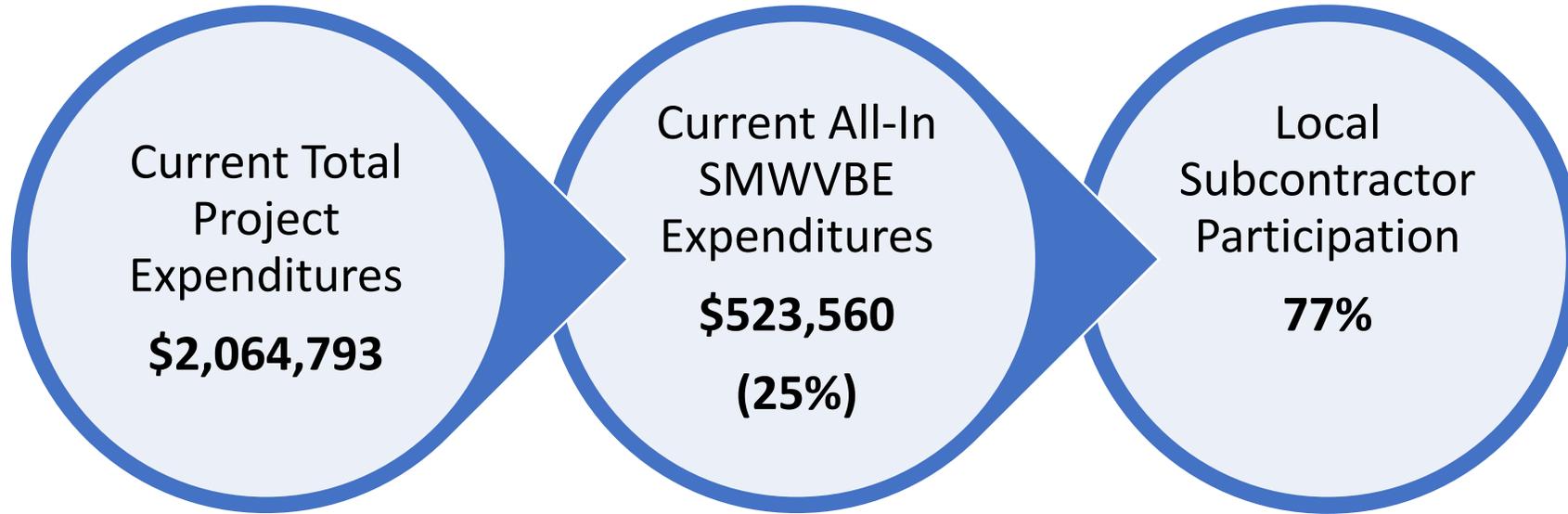
ALAMO
COLLEGES
DISTRICT



Northwest Vista College



- Physical Plant
- **Total Project Budget: \$2,798,788**



■ \$523,560.55 , 100%

■ Hispanic American Business Enterprise

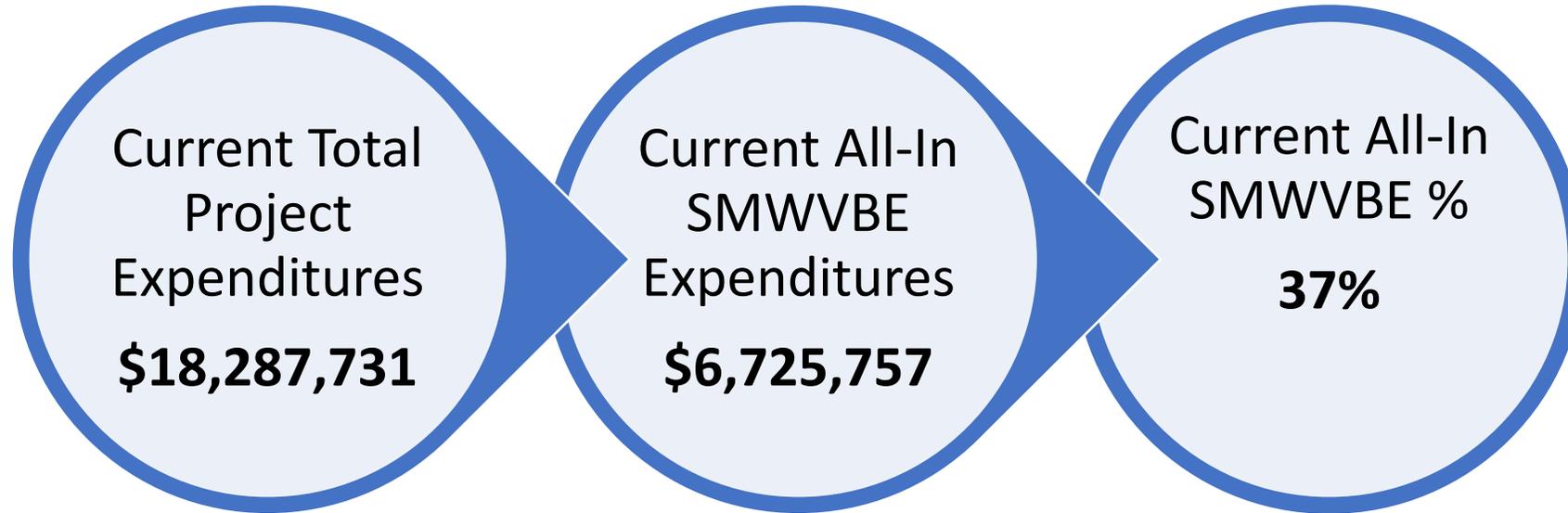


Northwest Vista College

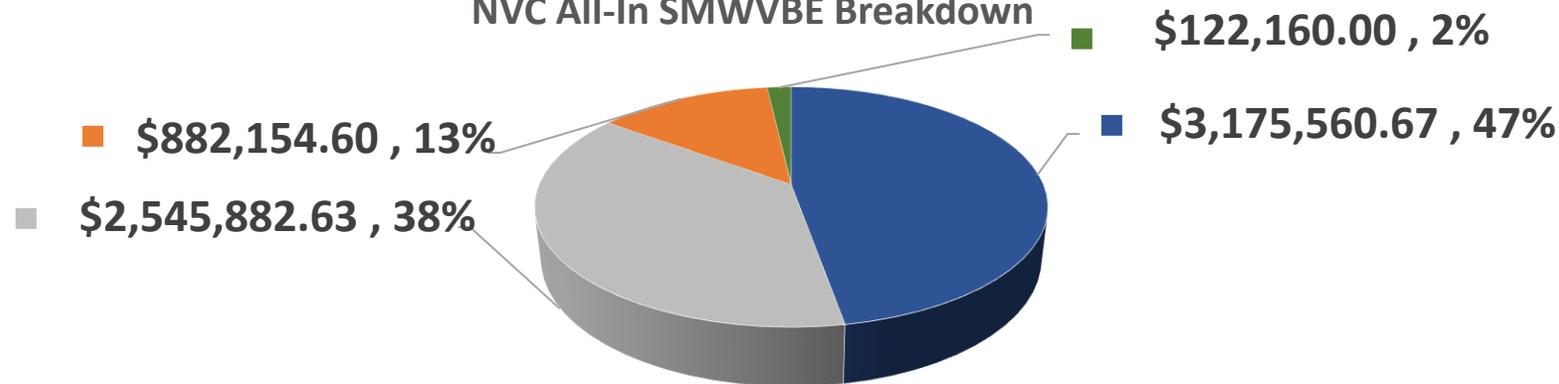


ALAMO COLLEGES DISTRICT
Northwest Vista College

- Total Campus CIP Funding: \$79,000,000
- **Remaining Funding Spending Opportunities : \$60,712,269**



NVC All-In SMWVBE Breakdown



■ Hispanic American Business Enterprise ■ Woman Owned Business Enterprise ■ Small Business Enterprise ■ African American Business Enterprise



ALAMO
COLLEGES
DISTRICT



St. Philip's College



Construction Projects

- ✓ Project: Tourism, Hospitality, and Culinary Arts (THCA)
- ✓ Project: Norris Technical Building Renovation

CMAR - Construction Manager at Risk

- ✓ Skanska U.S.A Building, Inc.

Architect

- ✓ Page Southerland Page
- ✓ Pfluger Architects



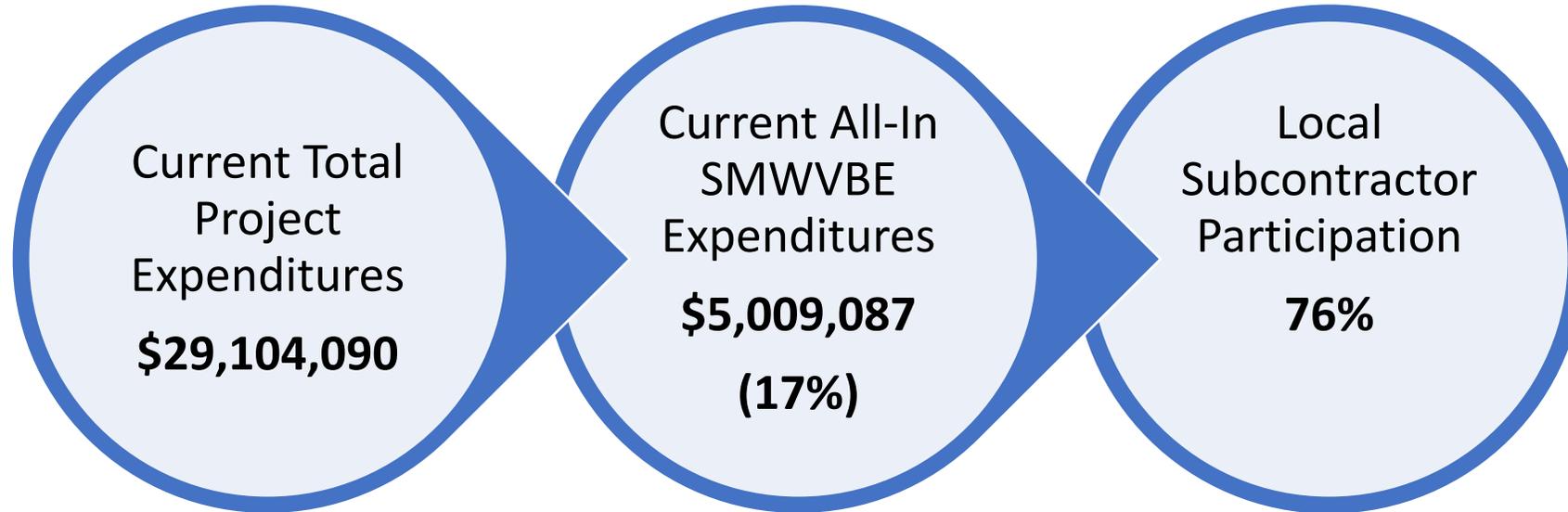
St. Philip's College

➤ Tourism, Hospitality, and Culinary Arts (THCA)

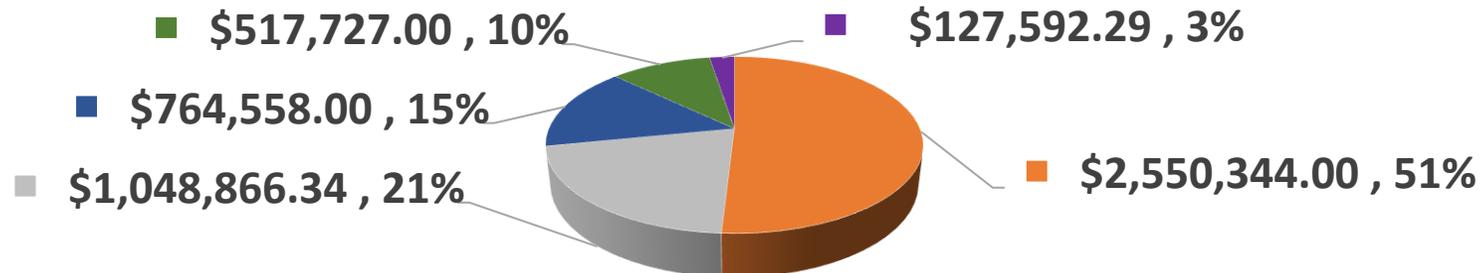
➤ **Total Project Budget: \$33,453,473**



ALAMO COLLEGES DISTRICT
St. Philip's College



SPC THCA SMWVBE Breakdown



■ Small Business Enterprise

■ African American Business Enterprise

■ Woman Owned Business Enterprise

■ Asian American Business Enterprise

■ Hispanic American Business Enterprise

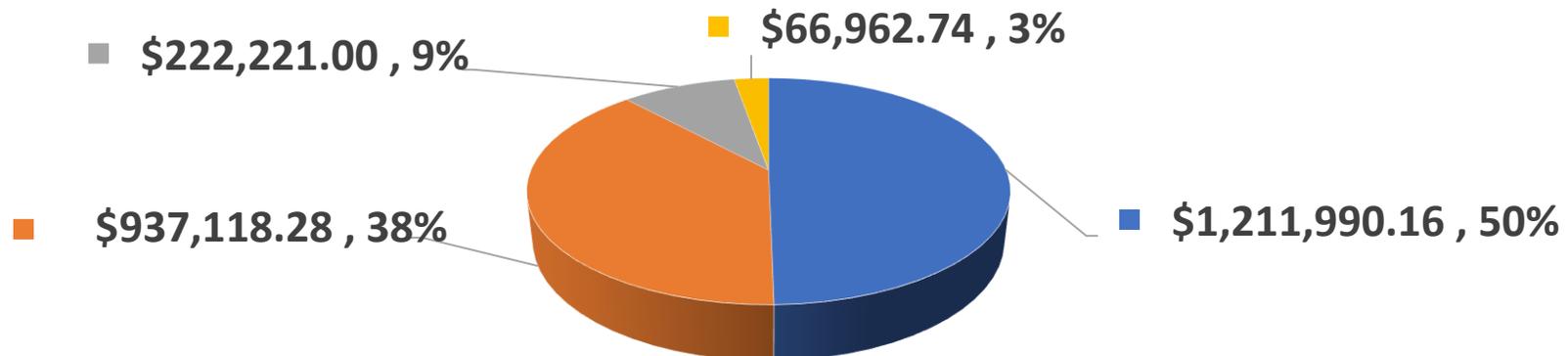
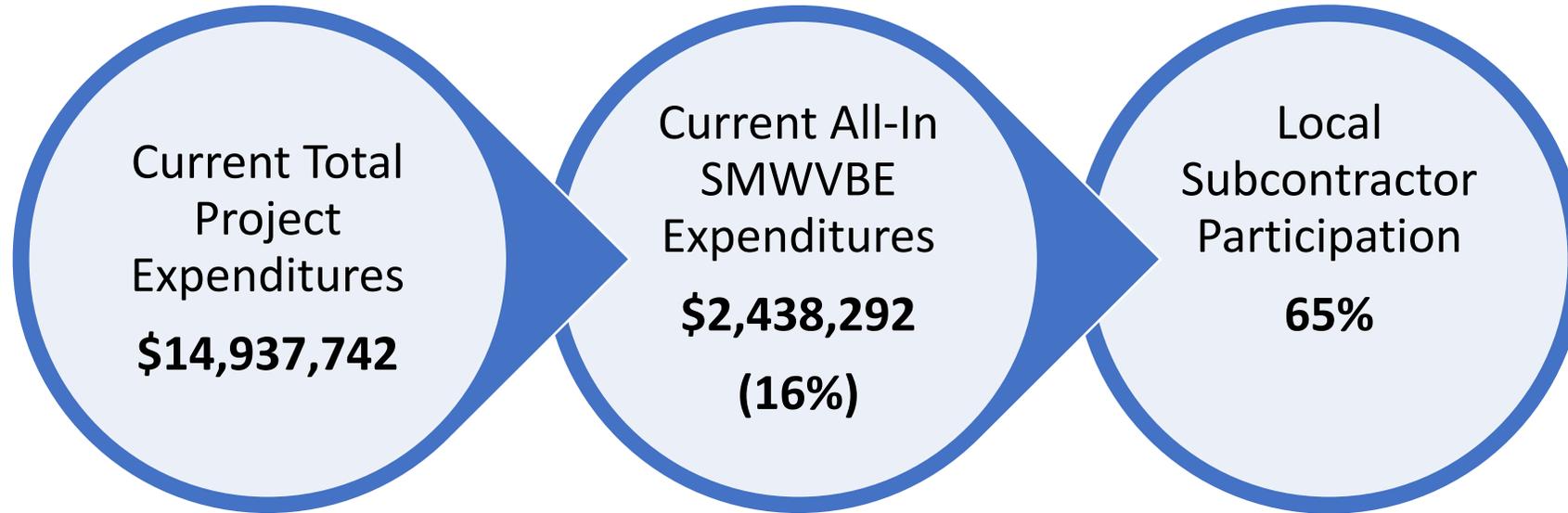


ALAMO
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St. Philip's College

- Norris Technical Building Renovation
- **Total Project Budget: \$25,528,355**



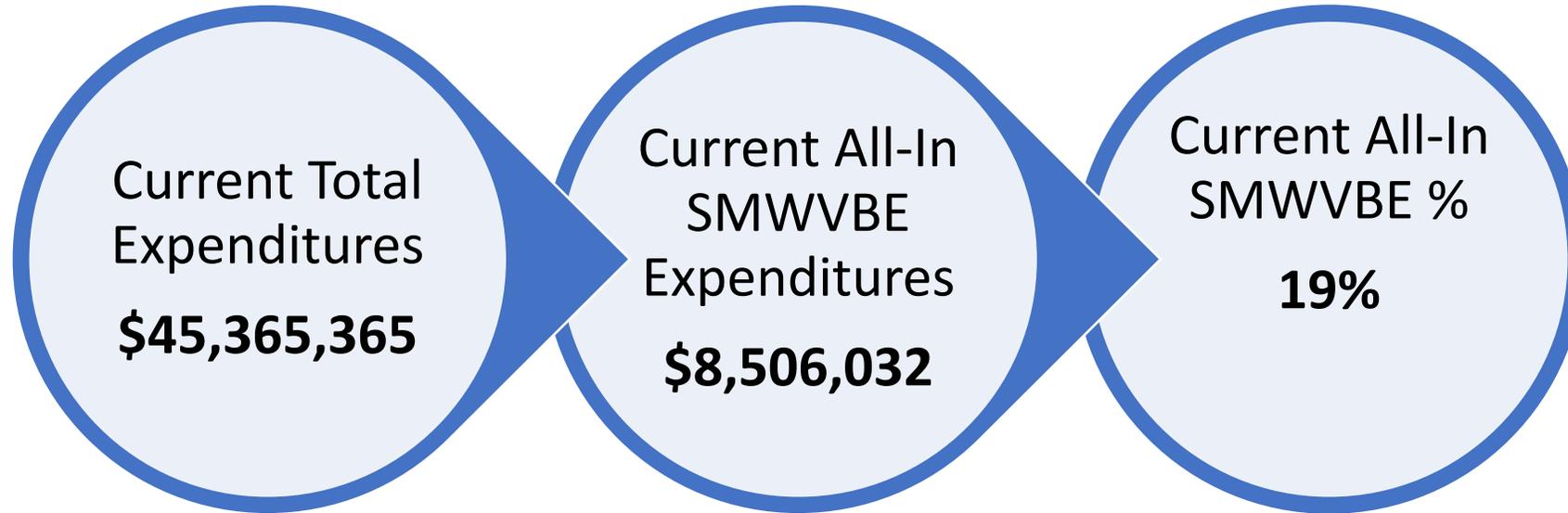
■ Woman Owned Business Enterprise ■ Hispanic American Business Enterprise ■ African American Business Enterprise ■ Small Business Enterprise



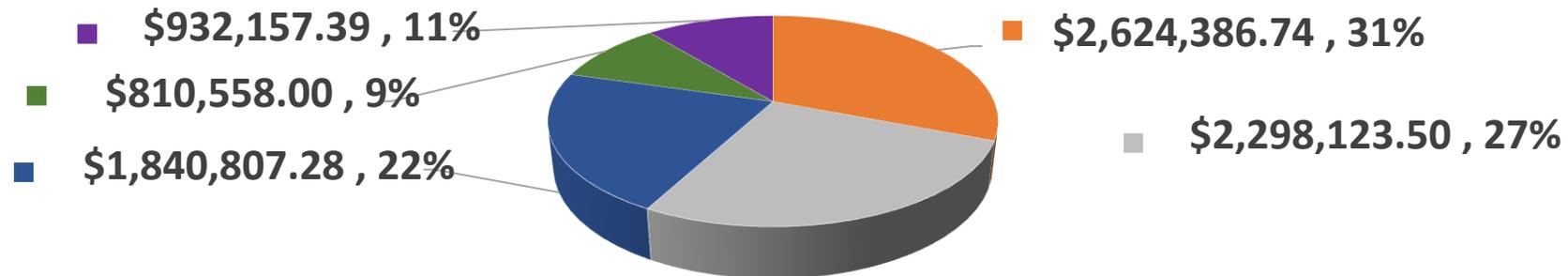
St. Philip's College



- Total Campus CIP Funding: \$98,061,700
- **Remaining Funding Spending Opportunities : \$52,696,335**



SPC All-In SMWVBE Breakdown



■ Small Business Enterprise ■ Woman Owned Business Enterprise ■ Hispanic American Business Enterprise ■ African American Business Enterprise ■ Asian American Business Enterprise

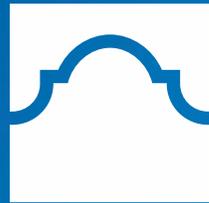


On-Going Efforts

- ✓ **Owner Representative and Project Management to assist ACD**
- ✓ **Strengthen Outreach with local Chamber of Commerce, Fair Contracting Collation, Hispanic Contractors Association and other Local Supporting Small Business Organizations**
- ✓ **Continuous Collaboration with CMAR and Consultants with their management and oversight with SMWVBE Participation Efforts**
- ✓ **Monitor SMWVBE Tracking and Reporting**



Questions



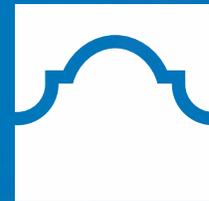
ALAMO
COLLEGES
DISTRICT



Overview of Construction Minute Order Actions

October 13, 2020

Lacy Hampton
Interim Associate Vice Chancellor
G.O. Bonds Capital Program (CIP)



ALAMO
COLLEGES
DISTRICT



Construction Overview Agenda

2017 CIP Construction Projects by the Numbers

- Mr. Lacy Hampton, AVC CIP

Palo Alto College, Multipurpose Building

MO Approve: **GMP New Construction of the Multipurpose Building.**

- Dr. Robert Garza, President

St. Philip's College –Southwest Campus, Welding & Auto Body

MO Approve: **Construction Waste Services, Republic Services, Inc.**

- Mr. Lacy Hampton, AVC CIP



2017 CIP Bond Construction Projects by the Numbers

PROJECT STATUS	SPC	SAC	NVC	PAC	NLC	ETCs	Total
Projects Completed	1		3				4
Projects In Construction	4	3	1		1		9
Projects with Approved GMP				3		1	4
Projects with Upcoming GMP Approval		2				1	3
Projects in Various Design Phases		2	1			1	4
TOTAL							24

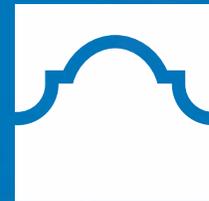


Overview of Construction Minute Order Actions

PAC Multipurpose Building

October 13, 2020

Dr. Robert Garza, President
Palo Alto College



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient

Achieving the Dream | LEADER COLLEGE

PAC – Multipurpose Building



ALAMO COLLEGES DISTRICT
Palo Alto College

Project Statistics:

- **Architect:** RVK Architects
- **CMAR:** Bartlett Cocke General Contractors
- **Building Square Footage:** 126,432 sf, (two story)
- **Classrooms and Labs:** Advance Manufacturing Center, Labs; Public Service Center; Student Engagement & Welcome Center; Healthcare Technology Center of Excellence; Dental Clinic for Community Use; Cyber Security Lab; Science Labs; Simulated Courtroom. **Labs:** Geology, Physics Biochemistry, Chemistry
- **Est. Target Construction Start:** October 2020
- **Est. Target Completion:** October 2022
- **Est. Academic Term Opening:** Spring 2023
- **CMAR SMWVBE % Committed:** 40%



ALAMO
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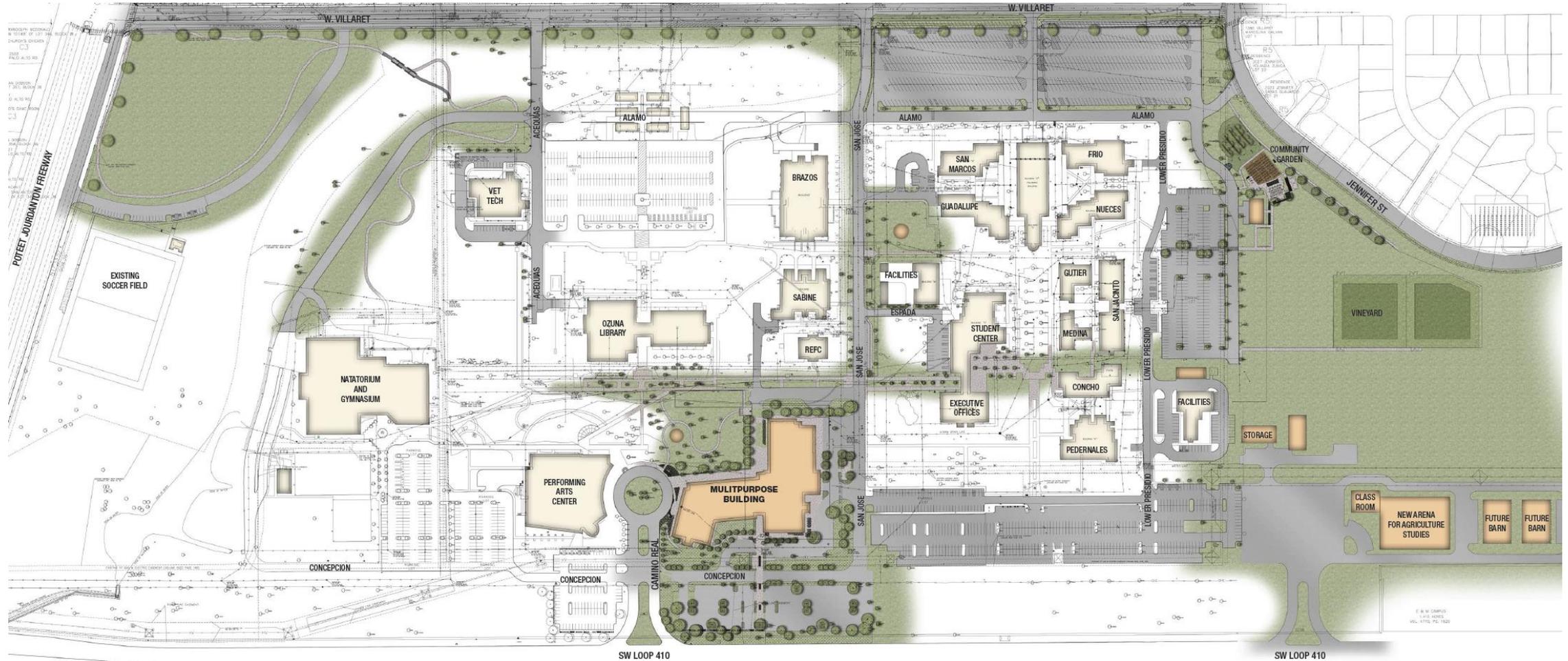


Achieving the Dream
LEADER COLLEGE

PAC – Multipurpose Building



ALAMO COLLEGES DISTRICT
Palo Alto College



Overall Campus Site Plan



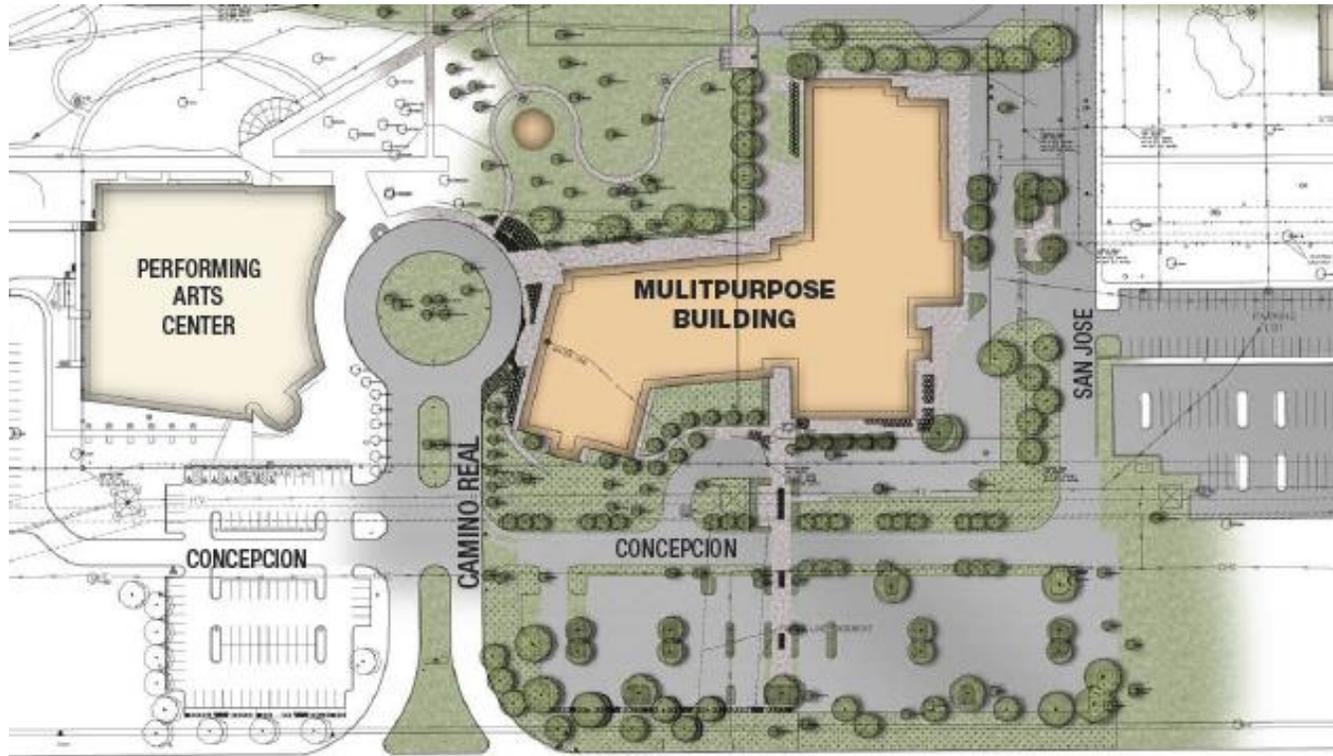
ALAMO
COLLEGES
DISTRICT



PAC – Multipurpose Building



- Palo Alto College
- Advanced Manufacturing and Public Service Center of Excellence
- Student Engagement & Welcome Center
- Healthcare Technology Center of Excellence



SW LOOP 410

Site Plan

New Multipurpose Bldg:

- Adv. Manuf./Public Service
- Welcome Ctr
- Defer Palomino Renov./ Healthcare in Multi-purpose Bldg.
- Defer lab renov./ Added Labs in Multipurpose Bldg.



PAC – Multipurpose Building



ALAMO COLLEGES DISTRICT
Palo Alto College



North Elevation View



ALAMO
COLLEGES
DISTRICT



PAC – Multipurpose Building



ALAMO COLLEGES DISTRICT
Palo Alto College



South Elevation Entry / (View from Loop 410)



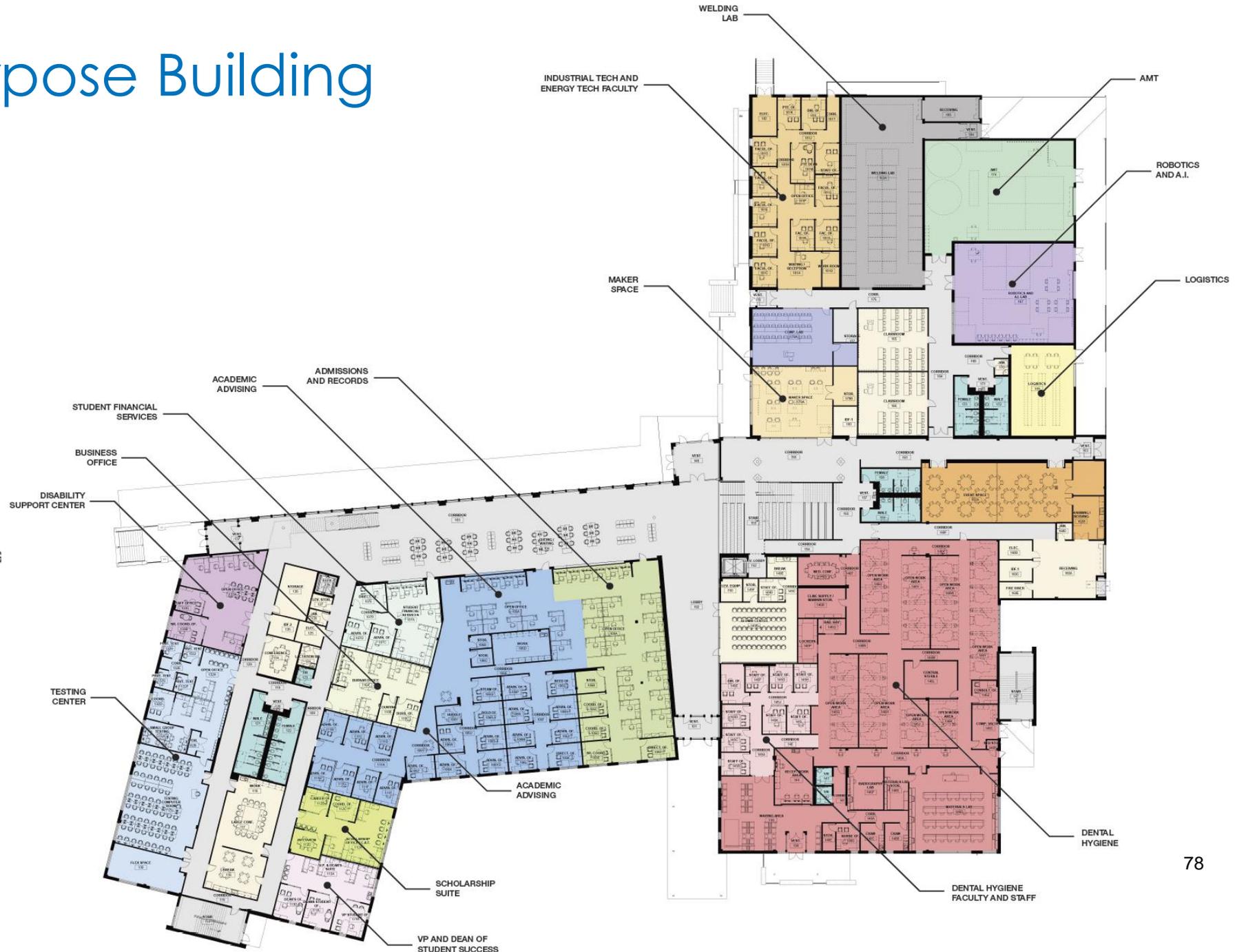
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COLLEGES
DISTRICT



PAC – Multipurpose Building

STUDENT ENGAGEMENT AND WELCOME CENTER FIRST FLOOR

- WELCOME CENTER
- ADMISSIONS AND RECORDS
- DISABILITY SUPPORT CENTER
- ACADEMIC ADVISING
- SCHOLARSHIP SUITE
- STUDENT FINANCIAL SERVICES
- BUSINESS OFFICE
- OFFICE AND SUPPORT SPACE
(VP DEAN OF STUDENT SUCCESS)
- BUILDING COMMONS
- LABS - DENTAL HYGIENE
- FACULTY - DENTAL HYGIENE
- LABS - INDUSTRIAL / MANF. / ENERGY / WELDING
- MAKER SPACE
- FACULTY - INDUSTRIAL / MANF. / ENERGY / WELDING
- TESTING CENTER



PAC – Multipurpose Building



ALAMO COLLEGES DISTRICT
Palo Alto College



Multipurpose East Entry Welcome Area



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PAC – Multipurpose Building



ALAMO COLLEGES DISTRICT
Palo Alto College



Student Check-In



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DISTRICT



PAC – Multipurpose Building



ALAMO COLLEGES DISTRICT
Palo Alto College



Second Floor – Student Classrooms/Labs/Courtroom



ALAMO
COLLEGES
DISTRICT





COVID-19 Prevention Features and Strategies (Pre COVID-19 Design)

➤ Open Spaces

- ✓ Opportunity to purchase less furniture (seats) allowing ample space between students
 - ✓ Or purchase furniture and store for later use
- ✓ Covered outdoor student seating areas
 - Space in Advance Manufacturing area
 - Covered porch running east to west of the entire building
- ✓ Upgrades to restrooms
 - No Dyson hand dryers
 - Paper towel dispensers and trash dispenser by door reducing the amount of touching
- ✓ Making provisions for hand dryers (power supply) for later use; if desired

➤ HVAC Filtration

- ✓ Capacity to increase outside air for at least 90% of the days each year or near peak conditions
- ✓ Recommend using higher MER filters and replacing often

➤ Aerosol Dental Hygiene

- ✓ Student Protection
- ✓ Implementing ventilation system immediately removing aerosols being dispersed during procedures; removing from the floor and ventilated out of the building



PAC – Multipurpose Building



Construction GMP (Bartlett Cocke General Contractors)	\$	43,700,768
FF&E	\$	10,709,394
Project Soft Cost (Bonds)	\$	4,637,583
A/E; Eng. Services; Bldg. Permit Fees; Public Art; & Material Testing		

TOTAL PROJECT COST	\$	59,047,745
---------------------------	-----------	-------------------

G.O. BONDS	\$	57,778,359
MTN	\$	-
City of San Antonio Dental Health Clinic Services	\$	500,000
Maker Space (Grant Funded)	\$	267,000
PAC Capital Funding	\$	1,200,000

TOTAL PROJECT BUDGET	\$	59,745,359
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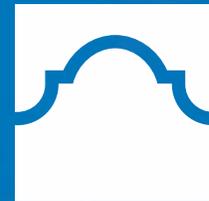


Overview of Construction Minute Order Actions

SPC-SWC Welding & Auto Body Construction Waste Services

October 13, 2020

Lacy Hampton
Interim Associate Vice Chancellor
G.O. Bonds Capital Program (CIP)



ALAMO
COLLEGES
DISTRICT



SPC-SWC Welding & Auto Body Construction Waste Services



- Purchase of Construction Waste Services by **Republic Services, Inc.**
- Environmental engineers' findings are that the classification of soil at the SPC-SWC Welding & Auto Body site require soils to be disposed in a specialized landfill location.
- Cost to remove soils from site: \$462,000



October 13, 2020 Minute Order Actions

7G. Construction GMP Approval –

PAC Multipurpose Building

Construction Manager-at-Risk Bartlett Cocke General Contractors

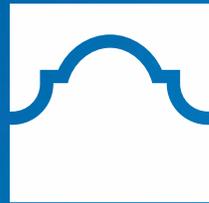
7H. Construction Waste Services Approval –

SPC-SWC Welding & Auto Body

Republic Services, Inc.



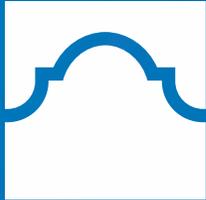
Questions



ALAMO
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Appendix



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Malcolm Baldrige
National Quality Award
2018 Award Recipient



PAC – May 2020 Rebalance Summary



Palo Alto College Budget Overview

Tuesday, October 2020

Project	May 2020 Rebalance	Current View of Costs	Funding Sources			Status	
			Alloc. MTN	Other Funding	Revised G.O. Bond		Total Funding
Natorium & Gym Renovation	19,821,641	19,806,468	9,800,000		10,021,641	19,821,641	Structural Investigation
Multipurpose Bldg.**	59,745,359	59,047,745		1,967,000	57,778,359	59,745,359	Board GMP Approval
Physical Plant Improvements	3,500,000	4,291,769			3,500,000	3,500,000	Pricing Revisions
Total @ October 2020	83,067,000	83,145,982	9,800,000	1,967,000	71,300,000	83,067,000	
Budget approved by Board - May 2020			9,800,000	1,967,000	71,300,000	83,067,000	
Savings available for Physical Plant or Natatorium/Gym			\$ -	\$ -	\$ 697,614		





ALAMO COLLEGES DISTRICT CAPITAL IMPROVEMENTS PROGRAM (CIP) EXECUTIVE SUMMARY

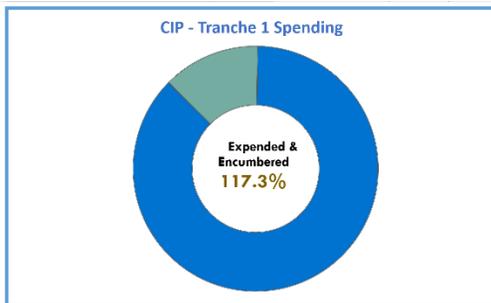
CIP Bond Construction *Estimated* Upcoming CIP Project – for Board Approval

Estimated Upcoming GMP Board Pending Approval		Oct	Dec	Jan
PAC Multipurpose Building	(Bartlett Cocke / RVK)	X		
SAC Child Care Center	(J.T. Vaughn / O’Connell Robertson)		X	
PAC Physical Plant	(Bartlett Cocke / RVK)		X	
PAC Natatorium/Gym Renovation	(Bartlett Cocke / RVK)		X	
Southside Education and Training Center	(Byrne Construction / Lake Flato)		X	
SAC New Science Building	(J.T. Vaughn / O’Connell Robertson)			X
TOTAL		1	4	1

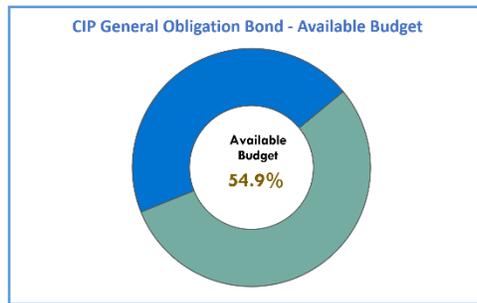
CIP Bond Construction Projects by The Numbers

Project Status	SPC	SAC	NVC	PAC	NLC	ETCs	Total
Projects Completed	1		3				4
Projects in Construction	4	3	1		1		9
Projects with Approved GMP				3		1	4
Projects with Upcoming GMP Approval		2				1	3
Projects in Various Design Phases		2	1			1	4
TOTAL							24

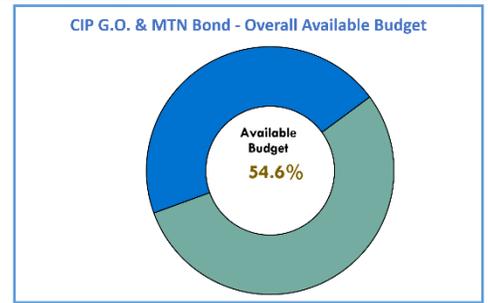
CIP Bond Budget



Tranche 1 - Spend Summary			%
1st Tranche	\$ 173,000,000	100.0%	
Expenditures+Commitments	202,985,395	117.3%	
Available Balance T1	\$ (29,985,395)	-17.3%	



CIP General Obligation Bond - Available Budget			%
CIP GO Budget	\$ 450,000,000	100.0%	
Expenditures+Commitments	202,985,395	45.1%	
Available Balance G.O.	\$ 247,014,605	54.9%	



Overall CIP GO & MTN - Available Budget			%
CIP GO+MTN Budget	\$ 500,000,000	100.0%	
Expenditures+Commitments	227,136,088	45.4%	
Available Balance G.O. & MTN	\$ 272,863,912	54.6%	

Total General Obligation & MTN funding	Total expenditures on all CIP projects to date	Remaining balance of funding
\$500,000,000	\$131,884,398	\$272,863,912

**Preliminary Bond Budget Numbers as of September 30th Report, subject to change and unaudited*

Next CBOC Meeting

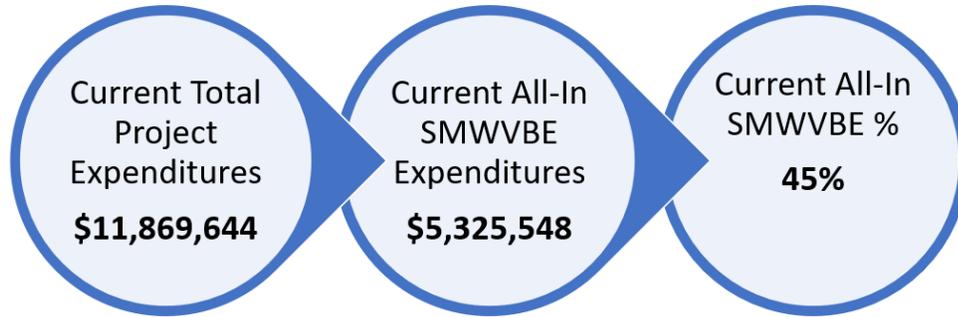
- Next Meeting Scheduled CBOC meeting will be held on October 26, 2020.



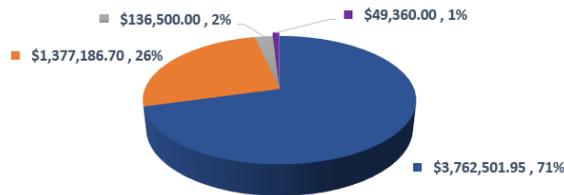
CIP Bond SMWVBE Reporting

San Antonio College

- Total Campus CIP Funding: \$96,362,258
- Remaining Funding Spending Opportunities : \$84,492,614



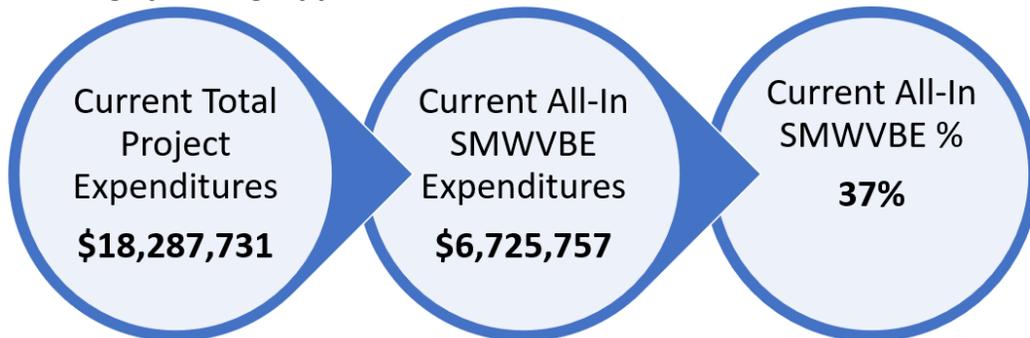
ALL-IN SMWVBE Breakdown



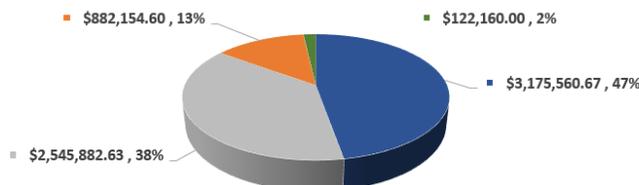
■ Hispanic American Business Enterprise ■ Small Business Enterprise ■ Woman Owned Business Enterprise ■ Asian American Business Enterprise

Northwest Vista College

- Total Campus CIP Funding: \$79,000,000
- Remaining Funding Spending Opportunities : \$60,712,269



NVC All-In SMWVBE Breakdown



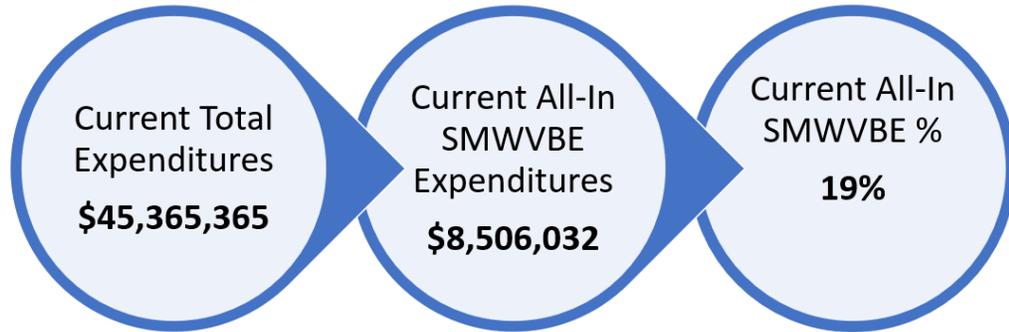
■ Hispanic American Business Enterprise ■ Woman Owned Business Enterprise ■ Small Business Enterprise ■ African American Business Enterprise



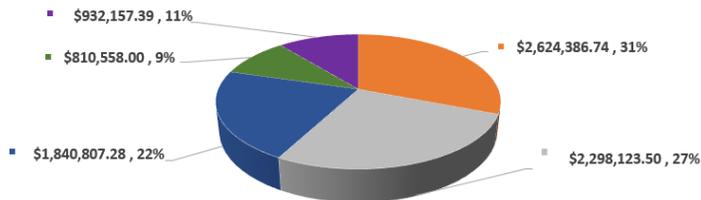
St. Philip's College

➤ Total Campus CIP Funding: \$98,061,700

➤ **Remaining Funding Spending Opportunities : \$52,696,335**



SPC All-In SMWVBE Breakdown



■ Small Business Enterprise ■ Woman Owned Business Enterprise ■ Hispanic American Business Enterprise ■ African American Business Enterprise ■ Asian American Business Enterprise

2017 G.O. Bond CIP Projects

Update: October 2020

Campus		Completed Projects	Completion Date								
1	SPC-SWC	St. Philip's College SWC	Redundant Dispatch Center	2018							
2	NVC	Northwest Vista College	Physical Plant	Sep-20			Brian Fruge	Alamo Architects	SpawGlass		25%
3	NVC	Northwest Vista College	Texas Ash Parking Garage	Sep-20			Brian Fruge	Alamo Architects	SpawGlass		25%
	NVC	Northwest Vista College	Desert Willow Welcome Center	Sep-20			Brian Fruge	Alamo Architects	SpawGlass		25%

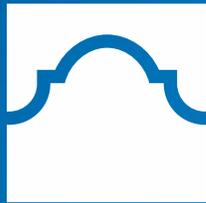
Campus		Projects In Construction	Covid-19 Cases	Target Completion	% Complete	Milestone	PM	Architect	CMAR	CMAR Contract	SMWVBE	
1	SPC	St. Philip's College	THCA Tourism, Hospitality and Culinary	3	Aug-20	99%	Final Completion	Laura Anthony	Page	Skanska	Yes	25%
2	SPC	St. Philip's College	Norris Tech. Building Renovation	4	Nov-20	85%	Substantial Completion	Laura Anthony	Pfluger	Skanska	Yes	25%
3	SPC	St. Philip's College	Bowden Building		Nov-21	5%	Substantial Completion	Laura Anthony	Page	Skanska	Yes	25%
4	SPC	St. Philip's College SWC	Welding and Auto Body Facility			1%	Substantial Completion	Laura Anthony	WestEast Design	Guido Construction	Yes	25%
5	SAC	San Antonio College	Physical Plant	0	Sep-20	90%	Substantial Completion	Tony Alfaro	O'Connell Robertson	Vaughn	Yes	24%
6	SAC	San Antonio College	Parking Garage/San Pedro Scope	1	Sep-20	85%	Substantial Completion	Tony Alfaro	O'Connell Robertson	Vaughn	Yes	24%
7	SAC	San Antonio College	Fletcher Admin. Bldg.	0		8%	Substantial Completion	Tony Alfaro	O'Connell Robertson	Vaughn	Yes	24%
8	NVC	Northwest Vista College	STEM Center of Excellence		Aug-21	1%	Substantial Completion	Brian Fruge	Overland Partners	SpawGlass	Almost	25%
9	NLC	Northeast Lake View College	STEM Science and Technology Bldg. Center of Excellence		September	No	Substantial Completion	Drew Dodson	Ford Powell & Carson	Turner Construction	Yes	30%

Campus		On Hold - Additional Research	GMP Signed	NTP	Milestone	PM	Architect	CMAR	Contract	SMWVBE	
1	WETC	ETC	Westside Education and Training Center	No signed GMP; Board Approved project -	No	Confirmation of land sale	Brian Fruge	HKS	Joreris	Yes	35%

Campus		Board Approved GMP & Issuing NTP	GMP Signed	NTP	Milestone	PM	Architect	CMAR	Contract	SMWVBE
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Campus		Upcoming Possible Oct-Jan 2021 GMP Approvals			Target Board Approval	NTP	Milestone	PM	Architect	CMAR	Contract	SMWVBE
1	PAC	Palo Alto College	Multipurpose Bldg.		October	No	GMP Review/Board Approval	Joe Martinez	RVK/Lopez Salas	Bartlett Cocke	No	40%
2	PAC	Palo Alto College	Physical Plant Improvements Renovation		*Potentially December	No	Issue Bid Set/Bids/GMP Review	Joe Martinez	RVK/Lopez Salas	Bartlett Cocke	No	40%
3	PAC	Palo Alto College	Natorium & Gym Renovation		*Potentially December	No	Issue Bid Set/Bids/ GMP Review	Joe Martinez	RVK/Lopez Salas	Bartlett Cocke	Not Yet	40%
4	SAC	San Antonio College	Childcare/Santikos Multipurpose		*Potentially December	No	90% CD's/Bids/GMP Review	Tony Alfaro	O'Connell Robertson	Vaughn	No	24%
5	SAC	San Antonio College	New Science Building _ additional labs		*Potentially January 2021	No	DD/CD/Bids/GMP Review	Tony Alfaro	O'Connell Robertson	Vaughn	No	24%
6	SETC	ETC	Southside Education and Training Center		*Potentially December	No	90% CD/Bids/GMP/Review	Brian Fruge	Lake Flato	Bryne Construction	Yes	30%

Campus		In Design Phases			Target Board Approval	NTP	Milestone	PM	Architect	CMAR	Contract	SMWVBE
1	SAC	San Antonio College	Chance Renovation		Jan-21	No	Re-design PO	Tony Alfaro	O'Connell Robertson	Vaughn	No	24%
3	SAC	San Antonio College	First Responders Academy		Apr-21	No	SD/DD/CD	Tony Alfaro	O'Connell Robertson	Gilbane	Yes*	24%
4	SAC	San Antonio College	McAllister Renovation - Deferred			No		Tony Alfaro	O'Connell Robertson	Vaughn	No	24%
5	NVC	Northwest Vista College	Cypress Cultural Center of Excellence Renovation		Jan-21	No	Design Development (DD)	Brian Fruge	Overland Partners	SpawGlass	No	25%
6	NWETC	ETC	I-10 Northwest Education and Training Center			No	DD/CD	Brian Fruge	Overland Partners	Sundt Construction	Yes	22%



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient



Achieving the Dream | LEADER
COLLEGE

Discussion and Possible Action on Guaranteed Maximum Price for Alamo Colleges District – Palo Alto College (PAC) Multipurpose Building Capital Improvement Project (CIP), Construction Manager-at-Risk Contract with Bartlett Cocke General Contractors. (CSP 18C-005)

Presented to the Board Acting as Committee of the Whole on October 13, 2020 and now presented to the Board for approval on October 20, 2020.

MINUTE ORDER

“The Board of Trustees hereby approves the Guaranteed Maximum Price Construction Manager-at-Risk fee negotiated with Bartlett Cocke General Contractors in the amount of \$43,700,768 (including contingency) for the construction of the Alamo Colleges District – Palo Alto College (PAC) Multipurpose Building Capital Improvement Project (CIP), subject to subsequent execution of GMP amendment acceptable to District counsel by Chancellor or delegate.

PURPOSE

To approve the Guaranteed Maximum Price Construction Manager-at-Risk fee negotiated with Bartlett Cocke General Contractors in the amount of \$43,700,768 for the construction of the Alamo Colleges District – Palo Alto College (PAC) Multipurpose Building Capital Improvement Project (CIP) subject to staff confirmation of scope and subsequent execution of GMP amendment.

BACKGROUND

In February 27, 2018, the Board approved the purchase of Construction Manager-at-Risk Services for the District for the General Obligation Bond Projects. Alamo Colleges District staff, the Construction Program Manager and the Architect have negotiated with the contractor for a Guaranteed Maximum Price (GMP) of \$43,700,768 (including contingency) for this work. The GMP includes \$155,525 Pre-Construction Services, \$4,366,526 General Conditions Cost, and \$1,198,313 Construction Phase Fee. The Construction Program Manager, Architect, and Construction Manager-at-Risk have analyzed a variety of value engineering alternatives for this project. This GMP represents the best value for Alamo Colleges District.

MAJOR FEATURES

The new Multipurpose Building is a new 2 story 126,432s.f. facility with the First floor consisting of 79,417s.f. home to the Engagement & Welcome Center, Event Center, Classrooms and Science Labs, Advance Manufacturing Center, Public Service Center, Healthcare Technology Center of Excellence and a Dental Clinic for Community Use. The Second Floor is 41,071s.f. of Classrooms, Computer Labs, Simulated Courtroom, Labs for Geology, Physics Biochemistry & Chemistry and Cyber Security Labs. Three (3) Roof Mechanical Penthouses totaling 5,944 s.f. housing all the Mechanical HVAC units. The location of the new Multipurpose Building will be at the Southeast corner of the Palo Alto Campus entrance of Camino Real off SW Loop 410 access road and bordered on the south by Concepcion and San Jose on the east.

IMPLICATIONS

Financial: GMP: \$43,700,768 of Total Project Costs of \$59,745,359.

\$57.7M of G.O. Bonds will fund \$43,700,768 of construction costs and \$14,077,591 of project soft costs and FFE. Approximately \$1,967,000 of City of San Antonio Dental Health Services, Grant Maker Space, and PAC Capital funding PAC is allocating will fund other soft costs such as furniture and equipment.

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

SWMBE/HUB Participation: 40%

Employee Services:

ATTACHMENTS: Building and Site Plan, Project Sheet



Dr. Robert Garza
President, Palo Alto College

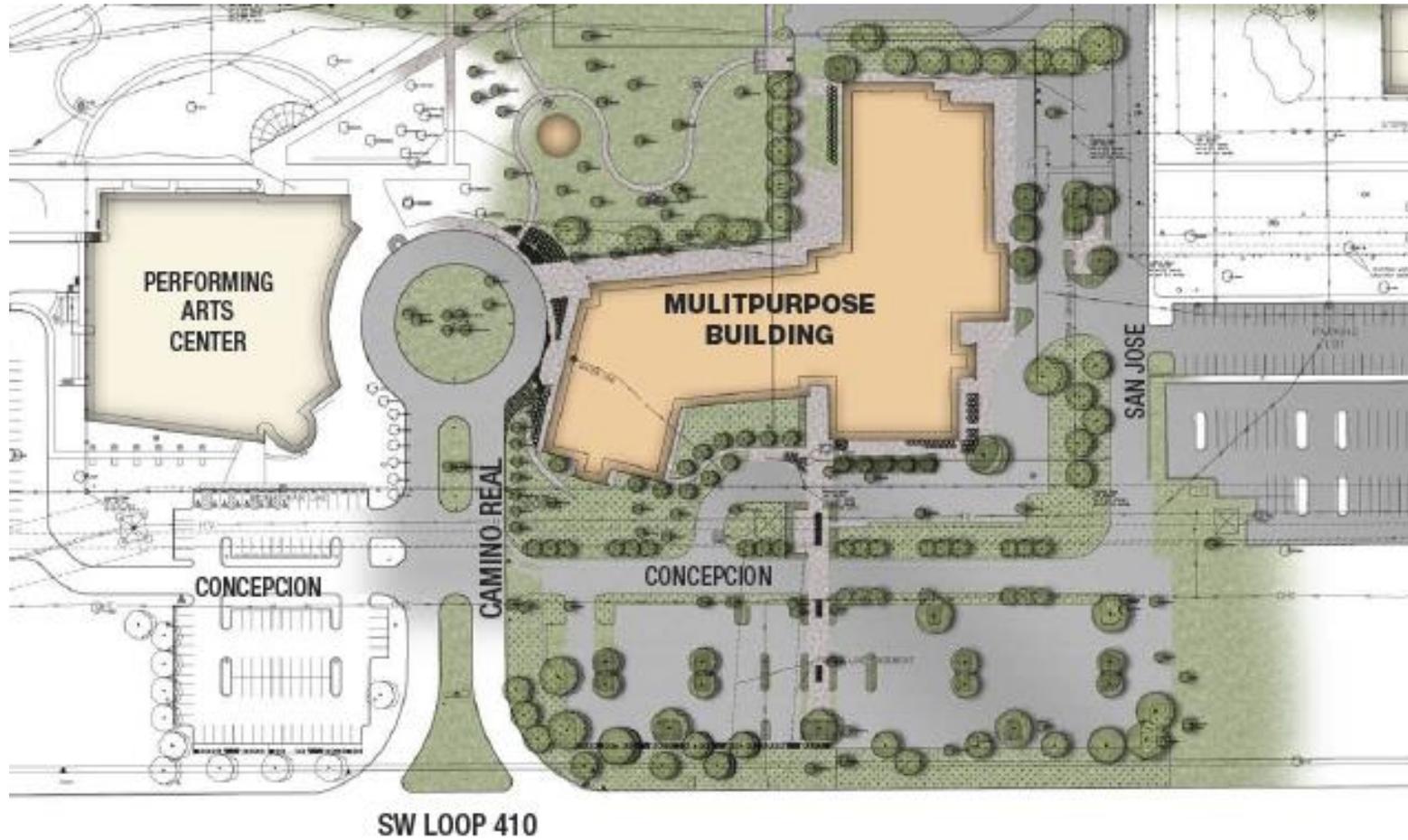
Dr. Diane Snyder

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Date: 2020.10.09 09:37:51 -05'00'
Diane E. Snyder, CPA, Ph.D.
Vice Chancellor for Finance & Administration

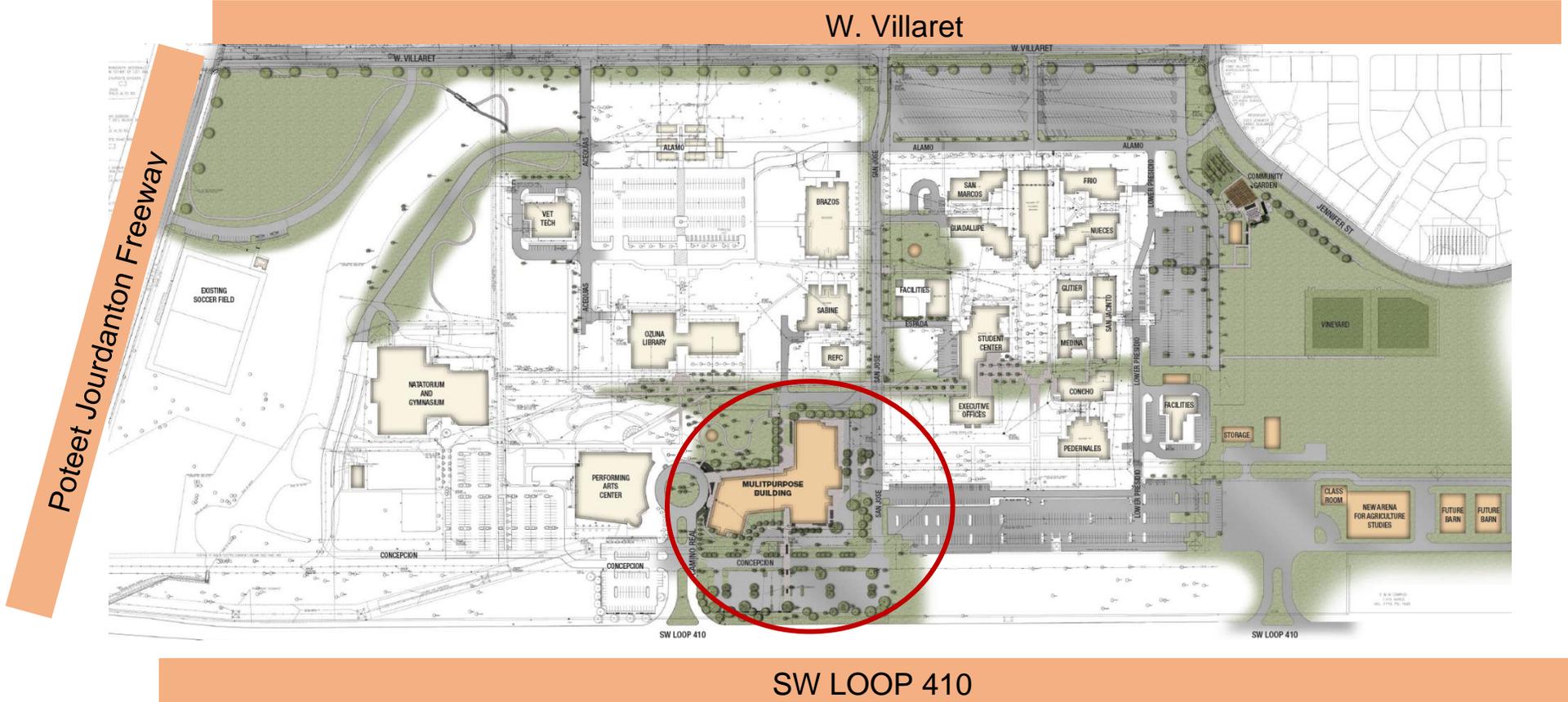
Lacy Hampton

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Lacy Hampton
Interim Associate Vice Chancellor
G.O. Bond Construction Improvement Program (CIP)

Dr. Mike Flores
Chancellor



MULTIPURPOSE BUILDING SITE PLAN
PALO ALTO COLLEGE
SAN ANTONIO TEXAS



CAMPUS SITE PLAN
PALO ALTO COLLEGE
SAN ANTONIO TEXAS

Capital Improvement Program - Project Summary



General Information

Location/Campus:	Palo Alto College	Bond Tranche #:	1+2
Project Title:	Manufacturing, Healthcare Technology, Public Service, St	Orig. Rev.	6/7/2022
Project Type:	New Building / Renovation	Target Completion:	3/27/2020
Project Manager:	Joe Martinez	Target Square Footage:	109,875 / 126,432
Architect/Engineer:	RVK	Construction Manager:	Bartlett Cocke General Contractors, Inc.
Project Description:	The new Multipurpose building G.O. Bond project combines to multifunction; Welcome Center (\$12M), Advance Manufacturing (\$30M), and Science Labs (\$2M) & Healthcare (\$5M). The Multipurpose Building will provide spaces which will enable students and faculty to engage in manufacturing and industrial instruction and activities. The Building shall accommodate large shops that will allow collaborative learning and interactive instruction. Teaching spaces will be flexible and easily adaptable to changing technologies and equipment. This project combines Student Engagement and Welcome Center for greater efficiencies. The bond approved budget is \$49M.		
		Furniture:	Nelson Interiors

Revenue Source	Projected Costs	% Overage	0%
Gen. Oblig. Bonds / Combined 4 Project	\$ 49,000,000	Current Est. GMP:	\$ 43,700,768
G.O. Bond Transfer from NAT/GYM	\$ 8,778,359	Current Estimated FF&E Costs:	\$ 10,709,394
Maintenance Tax Notes		Current Estimated Soft Costs:	\$ 5,335,197
Grants: DOE Title III STEM & CoSA)	\$ 767,000		
Institutional Budget 2019-2021	\$ 1,200,000		
Total Revenue:	\$ 59,745,359	Total Projected Costs:	\$ 59,745,359

In May 2020, ACD Board approved transfer of G.O. Bond from Natatorium/Gym to the Multipurpose Bldg as the majority of the allocated Maintenance Tax Notes (\$9.8 Million) are applied to the NAT/GYM Renovation.

Bond Funded Expenditure Budget

	Original Budget	Revisions	Revised Budget	Encumbrances	Expenditures	Remaining Budget
Construction Budget: Incl. Alternate	\$ 32,666,667	\$ 10,634,101	\$ 43,300,768			\$ 43,300,768
Current Est. GMP (Alternate Aerosol Der		\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 400,000
Arch. & Eng.:	\$ 3,266,667	\$ (383,334)	\$ 2,883,333	\$ 687,534	\$ 1,240,135	\$ 955,664
Added Design: (Alternate Aerosol Dental H		\$ 17,500	\$ 17,500	\$ -	\$ -	\$ 17,500
Const. Mtrls. Testing:	\$ 653,333	\$ (66,058)	\$ 587,275			\$ 587,275
Spclzd. Eng. Services:	\$ 326,667	\$ (13,334)	\$ 313,333	\$ 62,840	\$ 184,715	\$ 65,778
Bldg Permit & Dev. Fees:	\$ 326,667	\$ (15,905)	\$ 310,762		\$ 26,749	\$ 284,013
Public Art 1% of Construction	\$ 326,667	\$ 110,341	\$ 437,008	\$ -	\$ -	\$ 437,008
F,F&E: (Total \$10,709,394)	\$ 11,433,333	\$ (1,904,952)	\$ 9,528,381	\$ -	\$ -	\$ 9,528,381
	\$ -		\$ -	\$ -	\$ -	\$ -
Total Bond Funded Budget:	\$ 49,000,000	\$ 8,778,359	\$ 57,778,359	\$ 750,374	\$ 1,451,599	\$ 55,576,386
Variance from Bond Revenue:	\$ -					

Budget Comments:

One-Time Costs in (Year Completed) to open Facility:

	Original Budget	Revisions	Revised Budget	Encumbrance	Expenditures	Remaining Budget
GRANTS 2019-2021 (Design)	\$ 92,726	\$ -	\$ 92,726	\$ -	\$ 92,726	\$ -
GRANTS 2019-2021 (FF&E)	\$ 674,274	\$ 4,353	\$ 678,627	\$ -		\$ 674,274
INSTL Budget 2019-2021 (FF&E)	\$ 467,584	\$ 34,802	\$ 502,386	\$ -	\$ -	\$ 502,386
INSTL Budget 2019-2021 (Soft Costs)	\$ 732,416	\$ (39,155)	\$ 693,261	\$ -	\$ -	\$ 693,261
Total One-Time Budget:	\$ 1,967,000	\$ -	\$ 1,967,000	\$ -	\$ 92,726	\$ 1,869,921
Variance from Other Revenues:	\$ -					100

Budget Comments:

Discussion and Possible Action for the Purchase of Construction Waste Services

Presented to the Board Acting as Committee of the Whole on October 13, 2020, and recommended for approval to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES on October 20, 2020.

MINUTE ORDER

"The Board of Trustees hereby awards a contract to Republic Services, Inc. providing for the purchase of Construction Waste Services for a cost of \$462,000 as requested by the Office of the Vice Chancellor for Finance and Administration."

PURPOSE

This contract action provides for the purchase of Construction Waste Services as requested by the Vice Chancellor for Finance and Administration. The contract scope of work requires that the contractor provide a location for the types of soil removed during new construction or renovation that cannot be disposed of using traditional methods or without specialized handling.

BACKGROUND

In October 2020, and in accordance with the approved Comprehensive Resolution of the Board of Trustees of the Alamo Colleges District COVID-19 Virus effective March 17, 2020, an agreement was executed with Republic Services, Inc. The services are utilized in significant part to meet the scope of work requirements that include taking soil from a specific site to proper disposal based on the types of soil.

The recommended contractor, Republic Services, Inc. specializes and maintains a site in San Antonio that will accept the types of soil identified in the scope of work, and required in the provision of these services. As such, this purchase is being made on a sole source basis exempt from competitive bidding, [TX ED 44.031](#).

IMPLICATIONS

Financial: \$462,000 CIP G.O. Bonds for SPC Welding and Autobody Building

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

Employee Services: None

ATTACHMENTS: Price Tabulation

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

Lacy Hampton
Interim Associate Vice Chancellor
G.O. Bond Construction Improvement Program

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

Dr. Mike Flores
Chancellor





PRICE TABULATION

Purchase of Construction Waste Services

Rate for Disposal	\$22 per ton
-------------------	--------------

Overview of Construction Minute Order Actions

SPC – Health & Wellness Building
(formerly Recreation & Wellness)

GMP Amendment
for Added Scope

October 20, 2020

Dr. Adena Williams Loston
St. Philip's College



ALAMO COLLEGES DISTRICT
St. Philip's College



Malcolm Baldrige
National Quality Award

2018 Award Recipient



Health and Wellness Building – Added Scope

Architect: Page/

CMAR: Skanska USA Building, Inc.

Total SF: 53,269

2 Floors

Construction Start: April, 2020

Estimated

Construction Completion: April, 2022

Academic Term Opening: Summer, 2022

GMP Approved: \$16,000,000

GMP Approval Date: 4/23/19

Amended GMP: \$22,169,939

CMAR SMWVBE%: 22.98%

Construction Complete: 10%

Funding: Dept. of Education Grant Funds



SPC – Added Scope Health & Wellness Building

- Original GMP approved in April 2019
 - Based on early design (Design Development Phase)
 - The total project costs estimated at that time was \$21M, with GMP \$16M
 - Owner Furnished/Owner Installed (OFOI) items were excluded from the GMP and underestimated
- Propose GMP Amendment to include the previously excluded OFOI items
 - Includes the roof, elevator, flooring, technology package, and portions of the HVAC, plumbing and electrical scope
 - Increase the GMP by \$6,169,939
 - Soft cost savings of (\$1.8M), net project increase \$4,345,139
 - Total Project Costs amended to \$25,345,139, with GMP of \$22,169,939
 - Funded entirely by Dept. of Education Grant Funds



Health and Wellness Building – Added Scope

Enhancing the Student Experience

- KINE Programmatic Instruction - CPR, CPR Training for Non-Kinesiology major
- Continuing Ed courses e.g., Rehab pool, Summer swim program for community kids,
- Aquatic Therapy - Host Aquatic Therapy & Rehab Institute, Inc. (ATRI) Certification, Professional Development, Host CEU opportunities for community
- Indoor Walking events



Health and Wellness Building – Added Scope

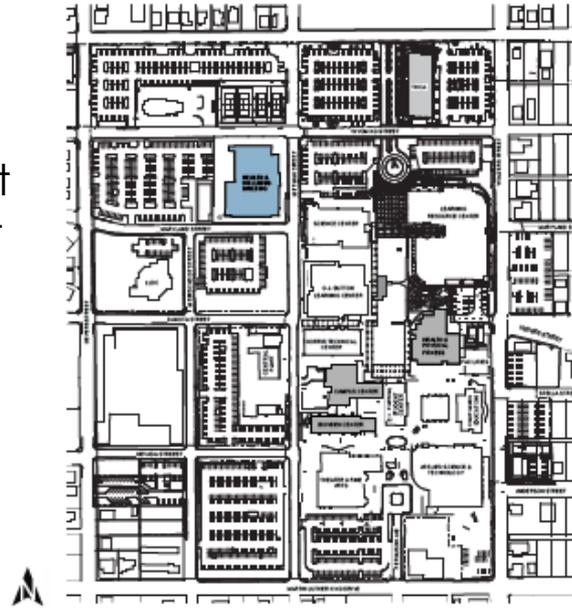
Enhancing the Student Experience

- Host Large events - Jessica Project, SPC Health and Wellness fair, intramural athletic completions
- Rental agreements with area partners/organizations
- Host Community Outreach events



SPC Health and Wellness Building

New Building will be located at northwest corner of campus at Wyoming and Mittman Streets



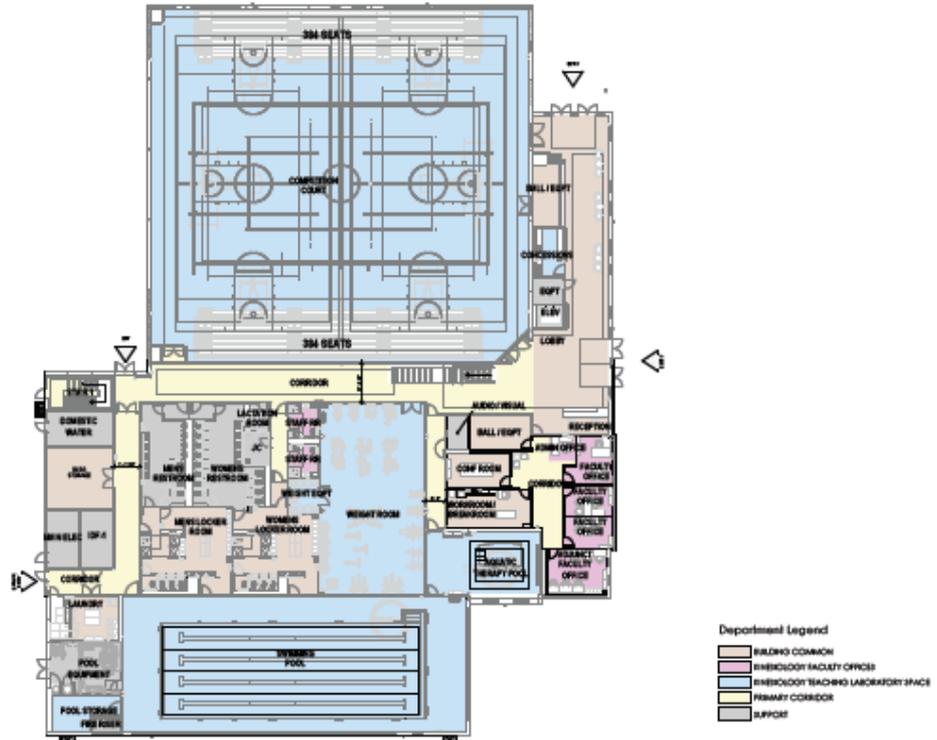
Campus Site Plan



Building Site Plan

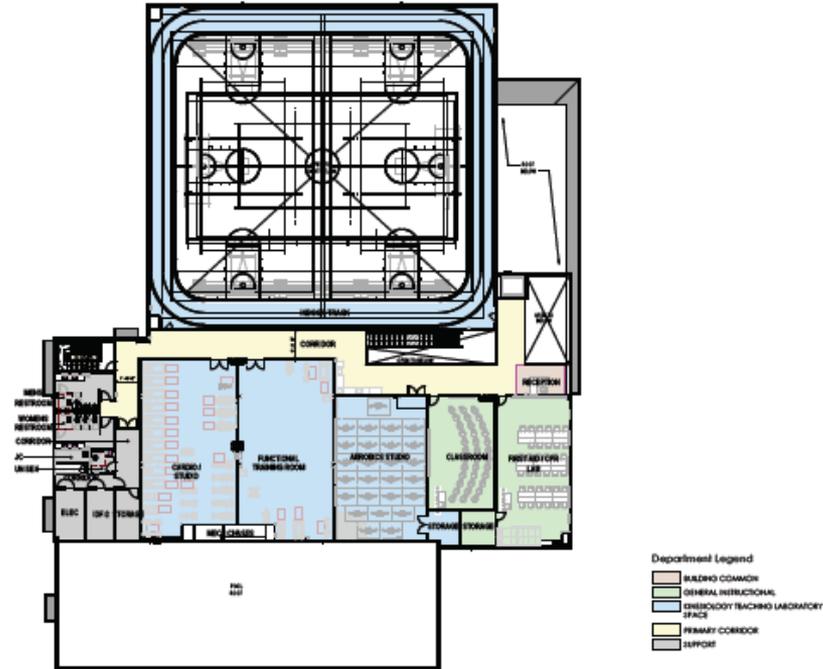
SPC Health and Wellness Building

- **First Floor:**
 - Gymnasium
 - 25 Meter Lap Pool
 - Therapy Pool
 - Weight Room
 - Locker Rooms
 - Faculty Office Suite
 - Lobby / Concessions



SPC Health and Wellness Building

- **Second Floor:**
 - Cardio Core Area
 - Cardio Weight Room
 - Aerobics Studio
 - First Aid / CPR Classroom
 - General Classroom
 - Elevated Running Track



SPC Health and Wellness Building

- **Exterior Materials:**

- Concrete Tilt-Up Panels
- Brick (To match campus standard)
- Stucco
- Metal Panels
- Green Tinted Glass (To match campus standard)



SPC Health and Wellness Building

Main Lobby:

- Double-Height
- Open / Airy
- Good Visibility
- Splash of School Color
- Logical Way Finding



SPC Health and Wellness Building

- **Gymnasium:**
 - Elevated Running Track
 - Hardwood Floors
 - 700+ Bleacher Seating
 - Divider Curtain for Practice Courts



Health and Wellness Building

Amended GMP Scope Minute Order #7H

CONSTRUCTION PORTION (GMP Revision)		
Original GMP	\$	16,000,000
Proposed GMP Amendment	\$	6,169,939
REVISED GMP TOTAL	\$	22,169,939

SOFT COST PORTION		
Original Soft Cost	\$	5,000,000
Budget Reduction	\$	(1,824,800)
Revised Soft Cost	\$	3,175,200
TOTAL PROJECT COST	\$	25,345,139



Thanks

Discussion and Possible Action on Amending the Construction Manager at Risk Construction Guaranteed Maximum Price for Alamo Colleges District – St. Philip’s College (SPC) New Recreation and Wellness Building

Presented to the Board Acting as Committee of the Whole on October 13, 2020 and presented to the Board for approval on October 20, 2020.

MINUTE ORDER

“The Board of Trustees hereby approves the amendment of the Guaranteed Maximum Price (GMP) Construction Manager-at-Risk negotiated with Skanska USA Building, Inc. in the amount of \$22,169,939 for the construction of the Alamo Colleges District – St. Philip’s College (SPC) New Recreation and Wellness Building.”

“The Board of Trustees hereby approves the name of the building to be changed to Health and Wellness Building.”

PURPOSE

To amend the Construction Manager at Risk Construction Guaranteed Maximum Price for the Alamo Colleges District – St. Philip’s College (SPC) New Recreation and Wellness Building. Additionally, to change the name of the building to “Health and Wellness Building”.

BACKGROUND

In August 21, 2018, the Board approved the purchase of Construction Manager-at-Risk Services for Alamo Colleges District – St. Philip’s College New Recreation and Wellness Building. The award required Skanska USA Building, Inc. to submit a Guaranteed Maximum Price (GMP) project cost based on mutually agreed upon negotiated fees and general condition fees to meet required project scope and deliverables.

In April 2019, the Board approved the Skanska USA Building, Inc. Guaranteed Maximum Price (GMP) for the Construction Manager-at-Risk in the amount of \$16,000,000. The Minute Order authorized Skanska USA Building, Inc. to begin construction for the New Recreation and Wellness Building.

The total project costs estimated at April 2019 of \$21 million was based upon CMAR estimates on early Design Development drawings and understated the costs of certain Owner Furnished, Owner Installed (OFOI) items that were excluded from the GMP. The proposed amendment will increase the GMP by \$6,169,939 for previously excluded OFOI items including the roof, elevator, flooring, technology package, and portions of the HVAC, plumbing, and electrical scope. These scope items were previously intended to be procured and installed separately by Alamo Colleges. Alamo Colleges District staff and the Architect have negotiated changes with the contractor for an increase to the GMP of \$6,169,939 resulting in an amended GMP of \$22,169,939 (including contingency) for this work. Other soft costs savings cover a portion of the increased GMP, netting to total project cost increase of \$4.3M. Including these scope items in the GMP produces a cost savings and reduces coordination difficulties versus procuring the items separately.

This GMP amendment is funded by Department of Education Grant Funds.

SPC Project: Health and Wellness Building	April 2019 GMP Award	October 2020 Amendment	Revised Project Budget
GMP Construction Budget	\$16,000,000	\$6,169,939	\$22,169,939
Soft Costs	5,000,000	(\$1,824,800)	\$3,175,139
TOTAL Project Budget	\$21,000,000	\$4,345,139	\$25,345,139

IMPLICATIONS

Financial: GMP: \$22,169,939 of Total Project Costs of \$25,345,139 funded by SPC Department of Education Grant Funds

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

Employee Services: None

ATTACHMENTS: Project Summary Sheet, Renderings



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

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

Dr. Mike Flores
Chancellor



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Project Title:

Health and Wellness Building (formerly New Recreation and Wellness Building)

Project Description:

The existing Health and Fitness Center at St. Philip's College was constructed in 1942 with the most recent renovation completed in 1999. The building has a Facility Condition Index (FCI) of 48.6%. This project will replace the building with a new modern facility to house the teaching labs and classrooms for the Kinesiology program. It will include studios for aerobics, cardio equipment, weight rooms, indoor basketball and volleyball courts, as well as a short course meter pool and smaller pool for aquatic therapy and instruction.

Project Type:

New Building

Approval Date:

8/21/2018

GMP approved: 4/23/2019

Target Completion: 1/29/2021

Revised Completion: 4/23/2022

Gross Square Footage: 52,412

Revised Square Footage: 53,269

Comments if Revisions

It is the desire of SPC to formally change the name to Health and Wellness Building. The total project costs estimated at April 2019 of \$21 million was based upon CMAR estimates on early Design Development drawings (prior to bids being obtained on 100% construction documents) and understated the costs of certain Owner Furnished, Owner Installed (OFOI) items that were excluded from the GMP. The proposed amendment will increase the GMP by \$6,169,939 for previously excluded OFOI items including the roof, elevator, flooring, technology package, and portions of the HVAC, plumbing, and electrical scope. Other soft costs savings cover a portion of the increased GMP, netting to total project cost increase of \$4.3M.

Revenue Source:

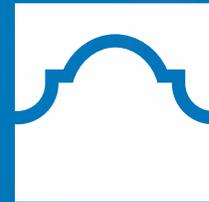
SPC Dept. of Educ. Grant Funds 25,345,139

Project Expenditure Budget:

	Orig. Forecast	10/2020 Amendmt	Updates		Revised Total
Construction Budget (GMP)	16,000,000	6,169,939			22,169,939
Soft Costs:					
Basic Arch. & Eng. (A&E)	1,600,000	-			1,600,000
Construction Materials Testing	200,000	(100,000)			100,000
Specialized Engineering Services	200,000	(126,800)			73,200
Bldg permit and dev. Fees	200,000	52,000			252,000
Public Art (Not applic. To grant funded)	200,000	(200,000)			-
Furniture, Fixture & Equipment	2,600,000	(1,450,000)			1,150,000
Total Project Cost	21,000,000	4,345,139	0	0	25,345,139

FY 2020 Investment Report

Tracey Sulak Bedwell, CTP, MBA
Treasurer



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DISTRICT



Malcolm Baldrige
National Quality Award

2018 Award Recipient



FY 2020 Investment Report

- Annual investment performance review
 - Focus on interest earnings for operations
 - Interest expense on borrowing addressed in Debt Management Plan (May)
- Board actions:
 - Review/approval of Investment Policy
 - Approval of Broker/Dealers
 - Award of contract Investment Advisor



Where is all the Money?



BANK OF AMERICA

Collateralized
bank accounts at
Bank of America

BlackRock

Treasury-only
investment sweep
managed by
BlackRock



TexPool - Local
government
investment pool,
largest and
oldest in Texas



Alamo Colleges
District actively
managed
investment
portfolio



ALAMO
COLLEGES
DISTRICT



How Much Money?

Total \$315.0 Million



BANK OF AMERICA

\$12.6 Million
including
construction
retainage

BlackRock

\$0.8 Million



\$105.5 Million
construction
\$6.0 Million
other restricted
\$35.6 Million
operating



\$154.5 Million
short term
operating portfolio

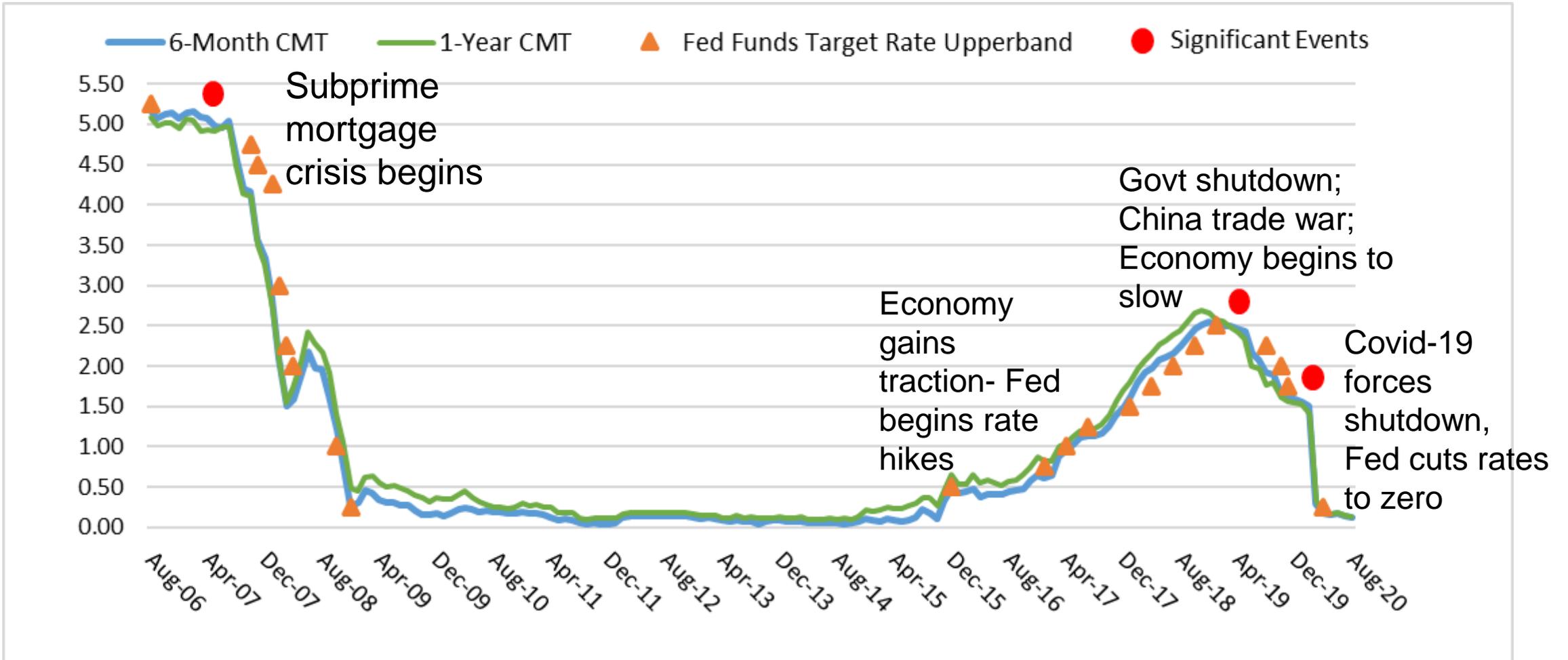
As Of 8-31-20



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Historical Market Performance



Data: Economic Research Division
 Federal Reserve Bank of St. Louis



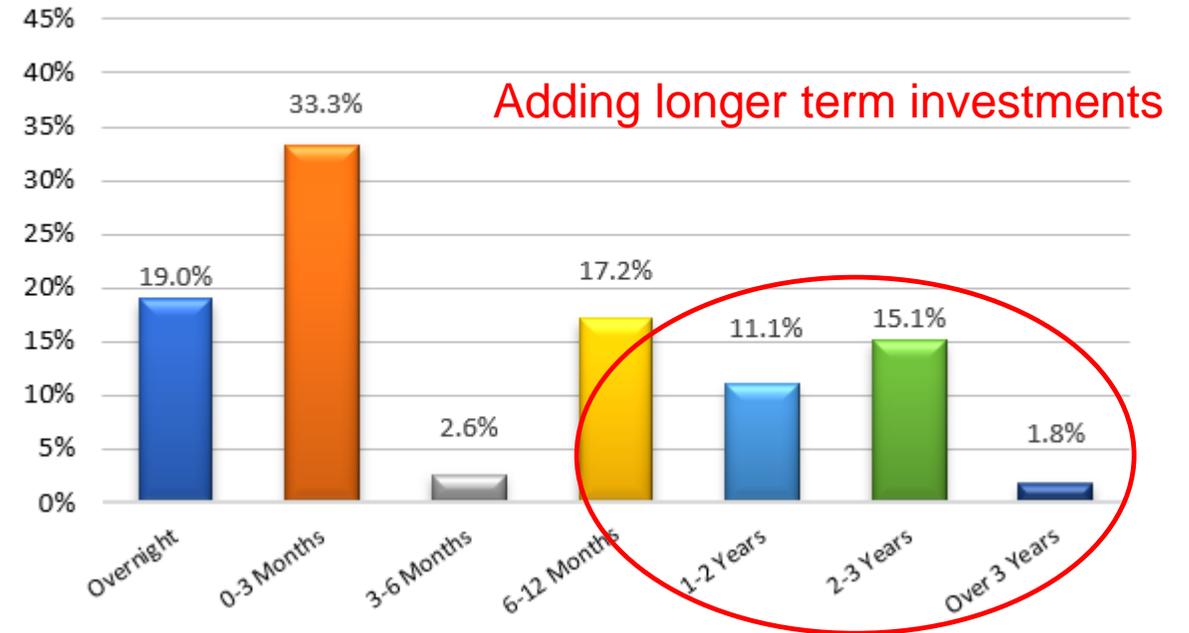
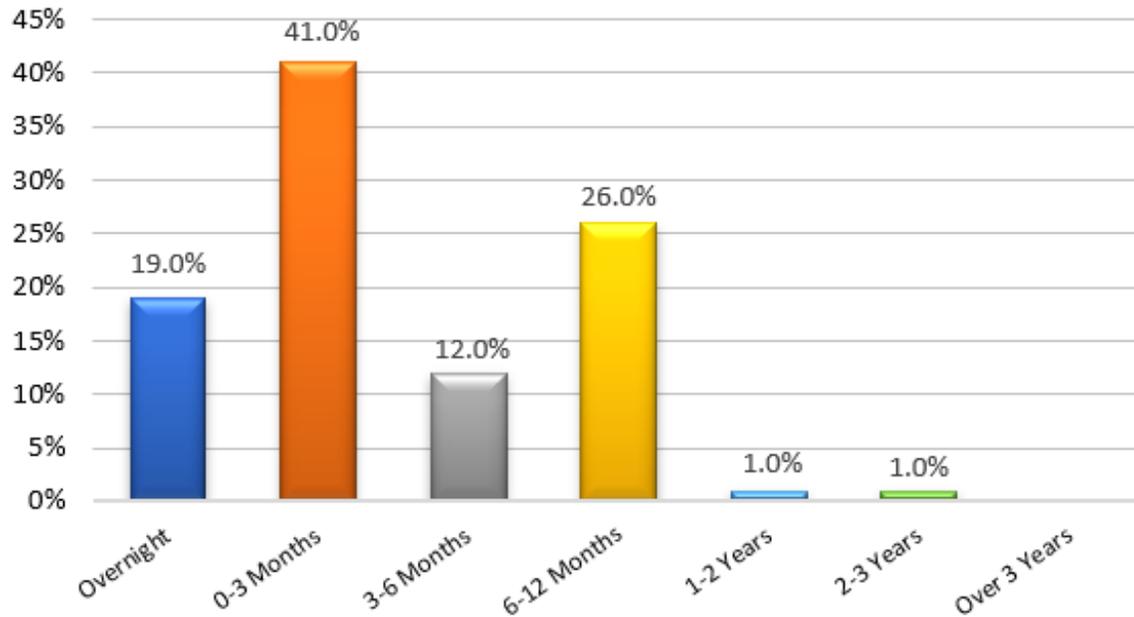
Maturity of Operating Portfolio

August 31, 2019

August 31, 2020

By Maturity Date

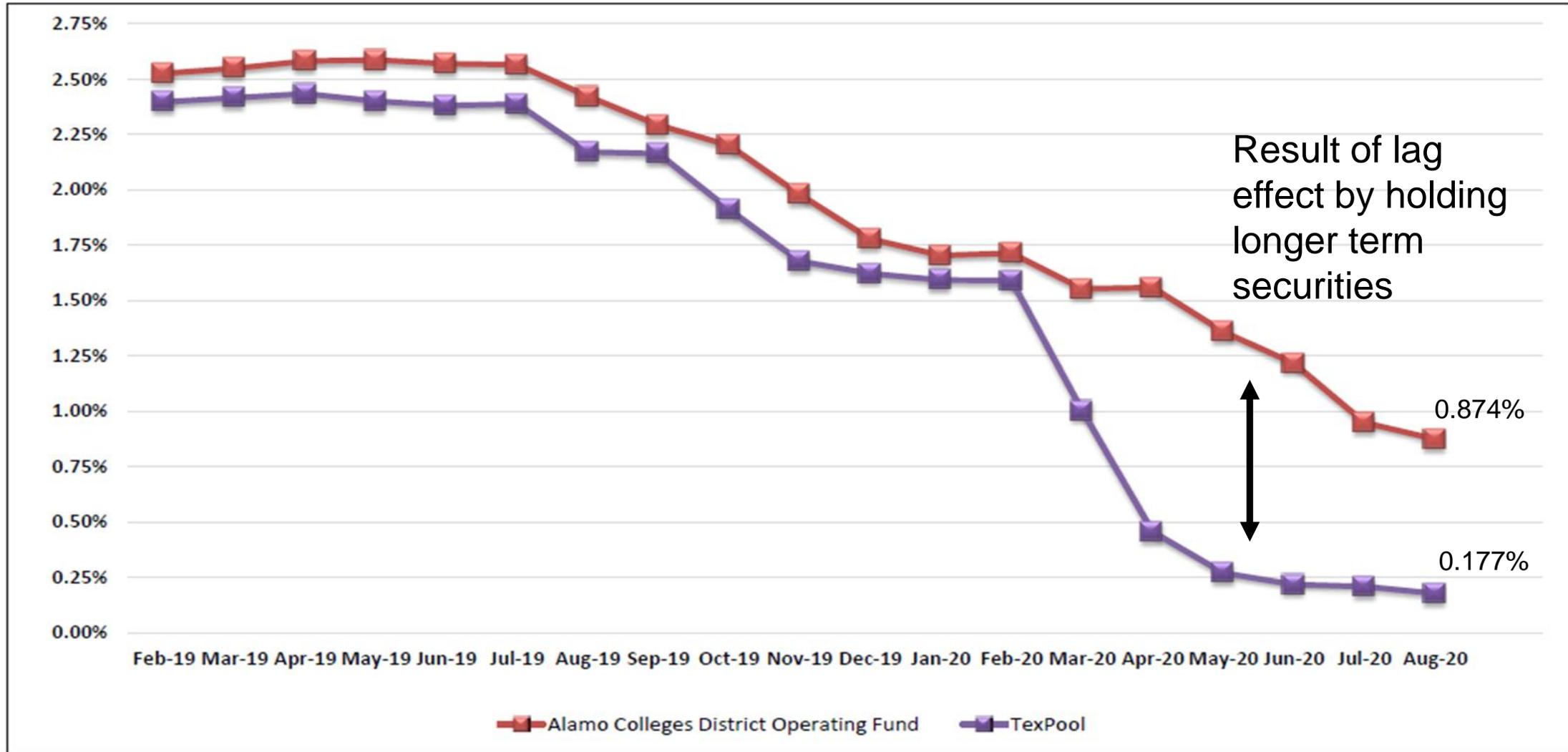
By Maturity Date



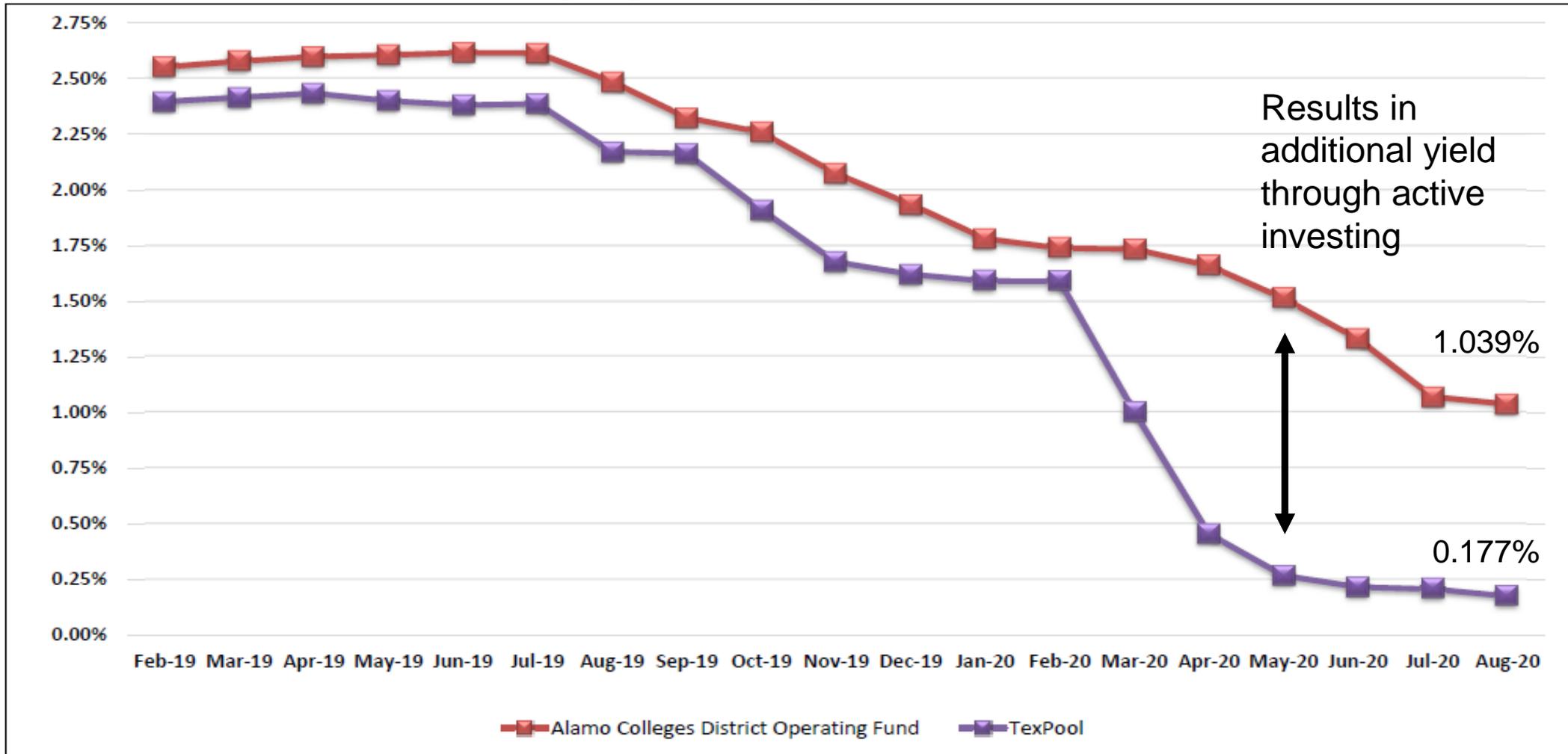
Weighted average days to maturity extended from 129 days at the end of FY 2019 to 310 days at the end of FY 2020.



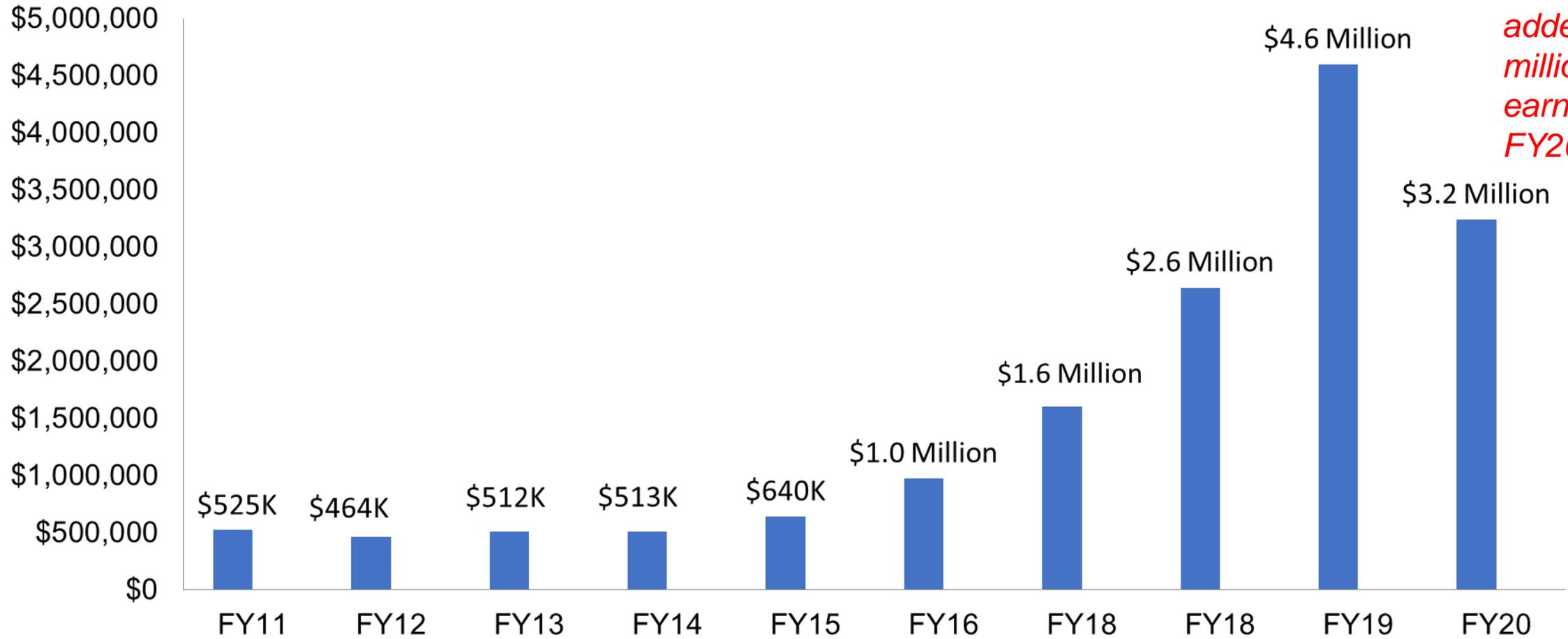
Performance of Operating Portfolio (Yield)



Performance of Operating Portfolio- Active Investments Only (Yield)



Operating Investment Income Earned

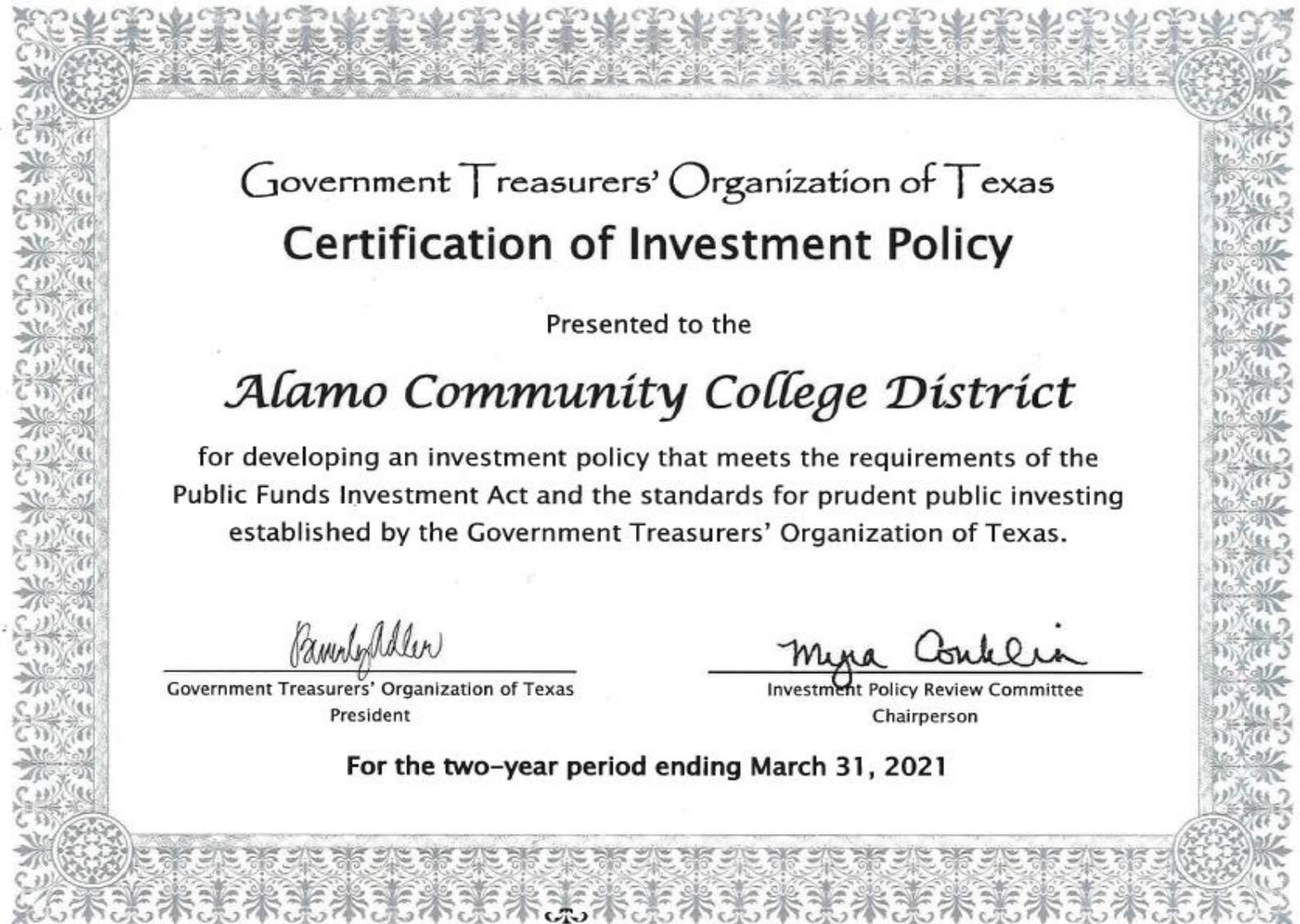


Active management added \$1.2 million in earnings in FY20



**Awarded for 3
consecutive
periods:
2015, 2017, 2019**

**Currently only 3
other Texas
CCDs hold this
award**



Approval of Investment Policy: Recommended Changes

- Expanded language regarding purchase of Certificates of Deposits (CDs)
 - CDs may be secured by any of 3 methods: FDIC insured, Letters of Credit from Federal Home Loan Bank, and approved collateral
 - May use govt. securities for competitive rates if other CD rates not available
- Clarification of language for competitive bids for securities purchases
- Specified electronic signatures are acceptable for quarterly reporting
- Added Hilltop Securities as an approved training source



Approval of Contract for Investment Advisor: What is their Role?

During FY 2020, ACD purchased \$328 million short term investments

- Counsels on the market, interest rates and investment strategy
- Offers and makes recommendations on investment alternatives
- Provides third-party reporting- necessary from audit perspective
- Large overall trading volume equates to better offers and higher yields for clients
- Annual cost \$40,000

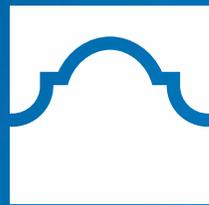


FY 2020 Investment Review

- Strong performance during rapidly declining interest rates, but much weaker outlook for investment earnings
- October Board Action Items:
 - Review/approval of Investment Policy
 - Approval of Broker/Dealers
 - Award of contract Investment Advisor
 - Recommendation Hilltop Securities Asset Management
 - Q4/Annual Investment Report (consent item)



Thank you.



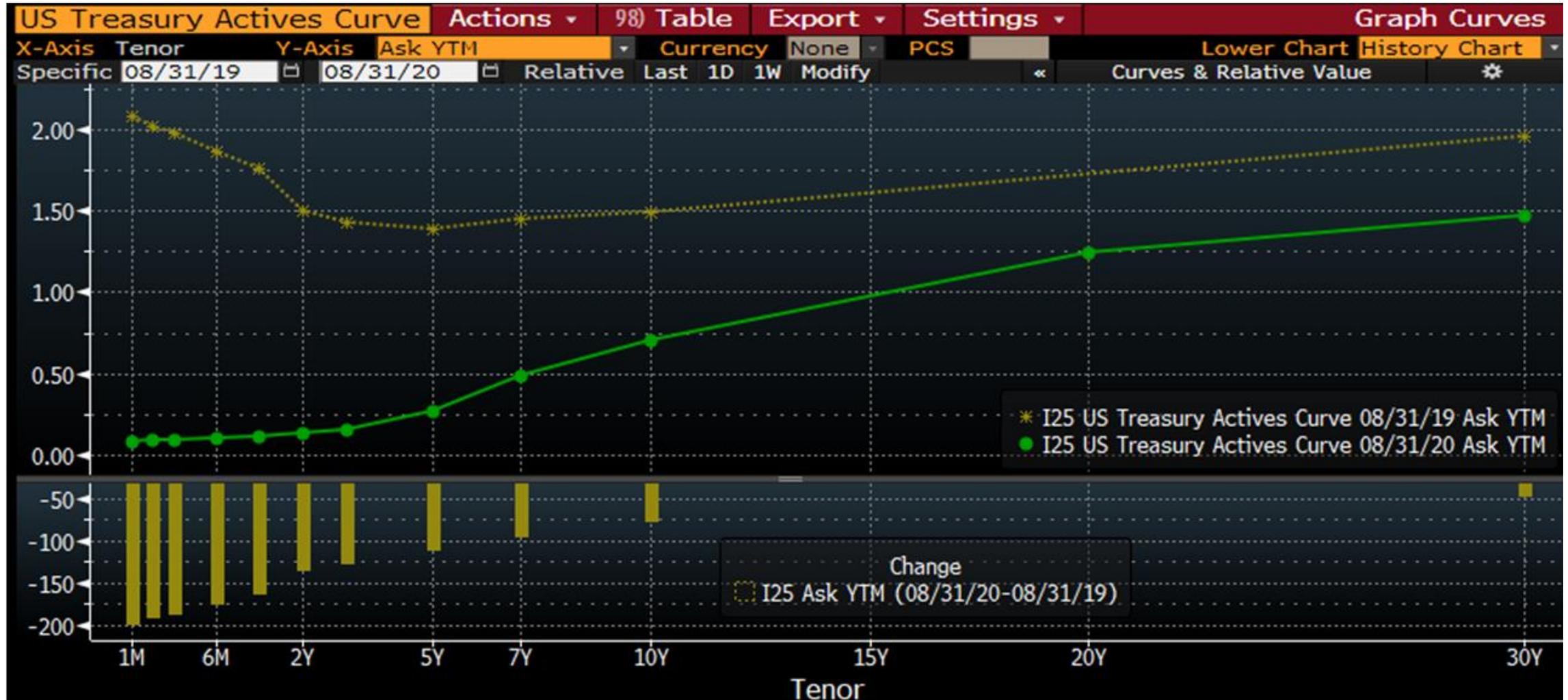
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Malcolm Baldrige
National Quality Award
2018 Award Recipient

Achieving the Dream | LEADER COLLEGE

Yields lower at 8-31-20 versus 8-31-19



Source: Bloomberg

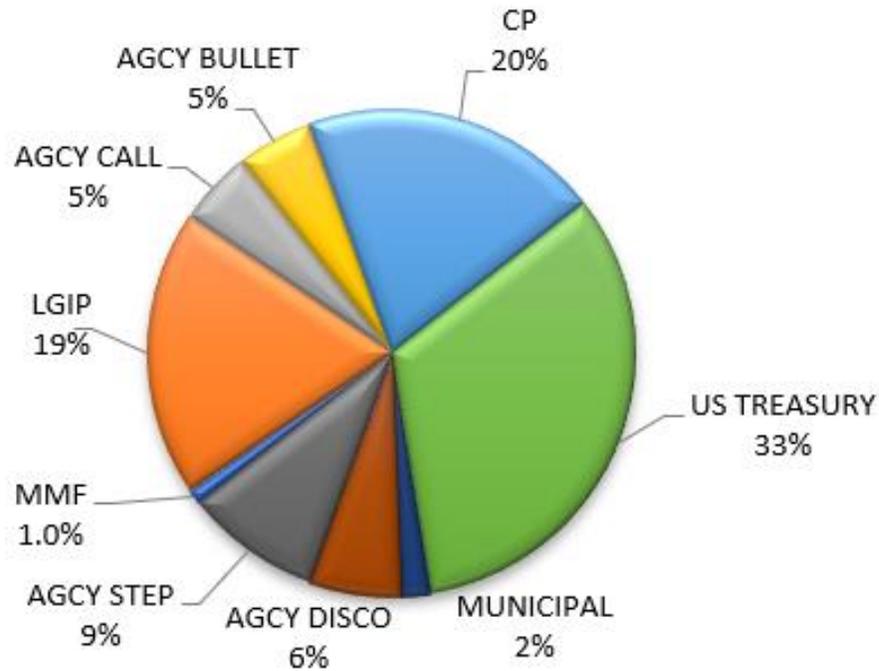


Change in Diversification of Operating Portfolio

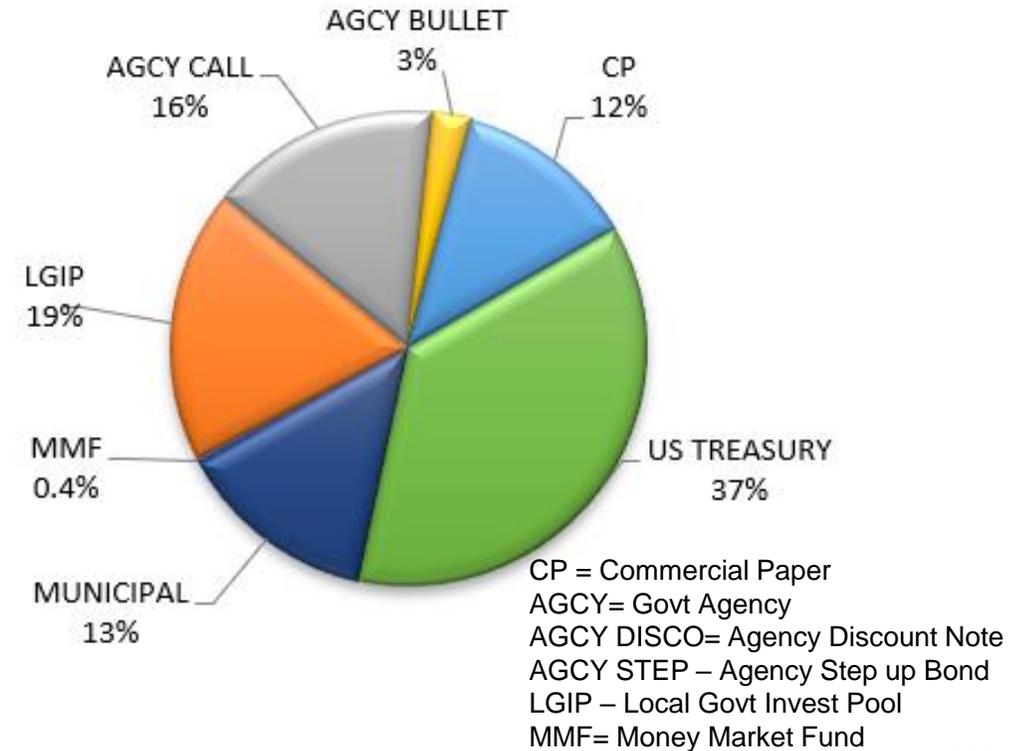
August 31, 2019

August 31, 2020

By Security Type



By Security Type



Discussion and Possible Action on Investment Brokers

Presented to the Board Acting as Committee of the Whole on October 13, 2020 and now presented to the Board for approval on October 20, 2020.

MINUTE ORDER

“The Board of Trustees hereby approves Alamo Colleges District’s qualified list of Investment Brokers with authorization to negotiate transactions with Alamo Colleges District as prescribed in the District’s Investment Policy, as the brokers listed on Hilltop Securities Asset Management, LLC’s approved Broker/Dealer list.”

PURPOSE

Annual approval of the Alamo Colleges District’s’ qualified broker list.

BACKGROUND

Alamo Colleges District is subject to the Public Funds Investment Act (the “Act”) of the State of Texas. Section 2256.025 of the Act stipulates the institution’s designated investment committee must annually adopt a qualified List of Investment Brokers through which the investment officer(s) may purchase or sell securities for the institution. In December 2008, Alamo Colleges began utilizing FirstSouthwest Asset Management, LLC’s (“FSAM”) investment advisory services. In May 2009, Alamo Colleges adopted FSAM’s complete list of broker-dealers, which provides the District with access to a much broader universe of broker-dealers for the purchase and sale of investments. In 2019, FSAM changed its name to Hilltop Securities Asset Management, LLC. (“HSAM”). Per Section 2256.005(k) of the Act, HSAM annually certifies that they have received and reviewed the District’s Investment Policy and implemented reasonable procedures and controls in an effort to preclude investment transactions between Alamo Colleges District and HSAM that are not authorized by the Policy.

IMPLICATIONS

Financial: Assure investment fund preservation with a reasonable rate of return

Strategic Objective: III – Performance Excellence

Human Resources: N/A

ATTACHMENT

Hilltop Securities Asset Management, LLC - List of Investment Brokers

Pamela K. Ansbury, CPA, M. Ed Date
Associate Vice Chancellor of Fiscal
Services

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

Dr. Mike Flores Date
Chancellor



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Attachment (MO 10-20-20)

**Hilltop Securities Asset Management, LLC
Approved Broker/Dealers**

BofA Securities (b) (c)
BOK Financial
Cantor Fitzgerald & Co
Citigroup Global Markets (b)
Daiwa Capital Markets
FTN Financial
Goldman, Sachs & Co
INTL FCStone
JP Morgan Securities (b)
KeyBanc Capital Markets
Loop Capital Markets (a)
Mesirow Financial
Mizuho Securities
Morgan Stanley and Co. (b)
Multi-Bank Securities (a)
Piper Sandler & Co.. (b)
Raymond James (b)
RBC Capital Markets (b)
Rice Financial (a)
SunTrust Robinson Humphrey
Stifel, Nicolaus & Co. (b)
TD Securities
UBS Securities
Vining Sparks
Wells Fargo Securities (b)
Siebert Williams Shank (a) (b)

(a) Indicates Small/Minority/Woman-Owned Firm or Historically Underutilized Business

(b) Indicates Firm Included in Alamo Colleges District's Underwriter Pool

(c) Indicates Alamo Colleges District's Depository Bank

Discussion and Possible Action on the Purchase of Investment Advisory Services

Presented to the Board Acting as Committee of the Whole on October 13, 2020, and recommended for approval to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES on October 20, 2020.

MINUTE ORDER

“The Board of Trustees hereby awards a contract for the purchase of Investment Advisory Services with Hilltop Securities Asset Management, LLC. providing for the purchase of Investment Advisory Services in the annual amount of \$40,000.00 as requested by the Associate Vice Chancellor of Finance and Fiscal Services.”

PURPOSE

The scope of work provides for the purchase of non-discretionary investment advisory services that includes consultation, planning, management and evaluation of fixed income markets related to the investment of Alamo Colleges District’s operating funds and proceeds from bond sales, as applicable. Services may include the execution of securities, purchases/sales, reporting, and review of the Alamo Colleges District Investment Policy and Procedures for compliance with the Public Funds Investment Act (Section 2256) governed by Texas Government Code. This service allows for greater market access and increased buying power when purchasing securities which results in an anticipated increase on investment returns for Alamo Colleges District.

BACKGROUND

In October 2013, the Board of Trustees awarded a contract with an initial term of two years, was extended for five additional one-year periods, and is scheduled to expire on October 31, 2020. In accordance with the Alamo Colleges District Policy C.1.7 Investments, the Board may contract with an advisory firm registered under the Investment Advisors Act of 1940 (15 U.S. Section 80 *et seq.*) and the State of Texas to provide for the investment and management of its public funds under its control.

A notice, soliciting competitive sealed proposals, was advertised in the San Antonio Express News and La Prensa twice over a 30-day period. Additionally, Purchasing and Contract Administration sent notices to forty potential Offerors. The three proposals received by the CSP deadline were evaluated by representatives from Finance and Fiscal Services, considering CSP specifications and requirements. As a result of this effort, the proposal submitted by Hilltop Securities Asset Management, LLC. is being recommended for award on a best value basis. The initial term of the contract will begin November 1, 2020; terminate October 31, 2022, and has the option for two one-year renewal periods. A renewal or extension of the contract must be made by the governing body of the investing entity by order, ordinance, or resolution annually per the Government Code Chapter 2256 §003(6) of the Public Funds Investment Act.

IMPLICATIONS

Financial: Annual Total of \$40,000.00; 119001-893901, DIS Operating – DIS General Institutional

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

ATTACHMENTS Price Tabulation

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

Pamela Ansbury, CPA, M.Ed.
Associate Vice Chancellor of Finance & Fiscal Services

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

Dr. Mike Flores
Chancellor





Price Tabulation

Purchase of Investment Advisory Services

Item	Description	Hilltop Securities Asset Management, LLC.	Patterson Capital Management LP., dba. Patterson & Associates	Valleyview Consulting, LLC.
1	Investment Advisory and Reporting Services Based on portfolio size of \$160mm Annual Flat Fee	\$40,000	\$30,000	\$52,100
2	Additional Bond Proceeds (as applicable) (based on \$250mm portfolio) Annual Flat Fee	Included in item 1 \$0	\$30,000	\$22,900
3	Flexible Repurchase Agreement or a Guaranteed Investment Contract on bid for bond proceeds. Flat Fee per bid	No Charge \$0	\$5,000	No Charge \$0
Annual Total		\$40,000	\$65,000	\$75,000
Price Rank		1	2	3
Technical Rank		1	3	2
Overall Rank		1	3	2



EVALUATION CRITERIA

PURCHASE OF INVESTMENT ADVISORY SERVICES

CRITERIA	POINTS
1. Purchase Price	25
2. Quality of Vendor's Goods/ Services	35
3. Extent to Which the Goods or Services Meet the District's Needs	40

Equity Minded

Purchasing, Bidding & Contracting:

Local Supplier Preference



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



October 2020

Recent Policy Updates

- July 2020 - recommended policy changes impacting Electronic Submission of Competitive Bids and Proposals
- September 2020 - recommended policy changes impacting Small, Minority, Women, and Veteran Owned Business Enterprises (SMWVBEs)
- October 2020 - presenting clarification and applicability of a local preference; and recommending policy changes impacting Local Suppliers



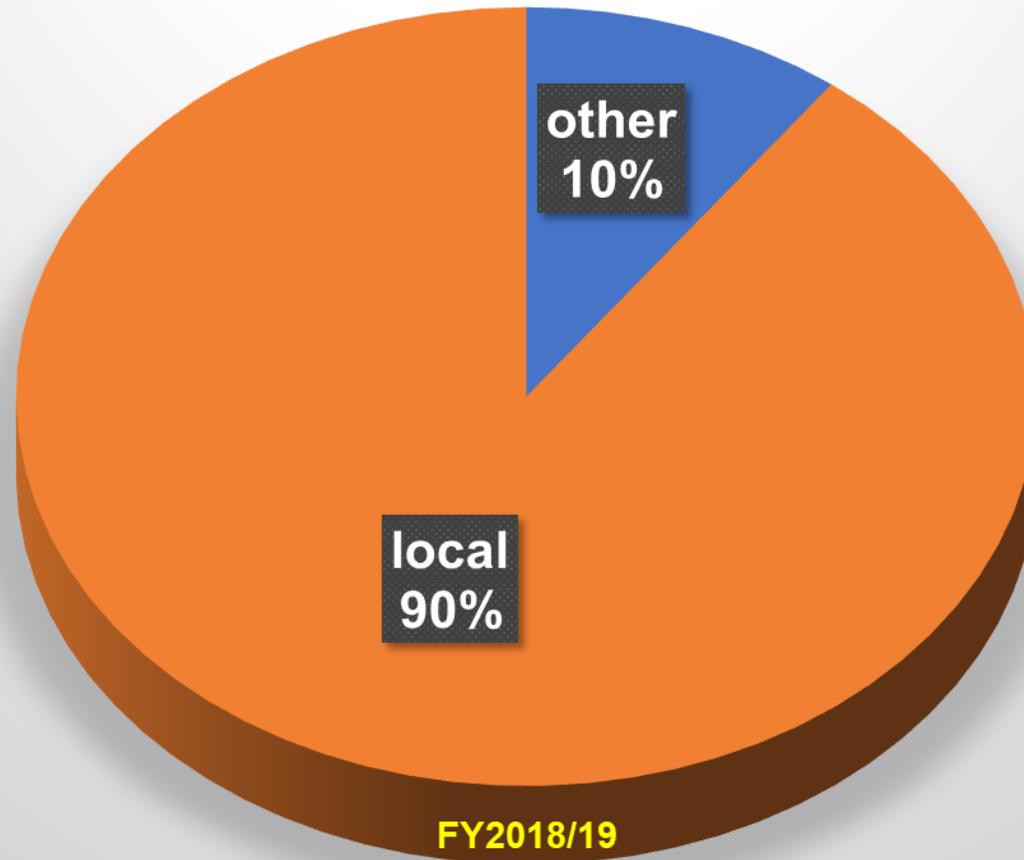
Purchasing From Local Suppliers

- Goal: Local Suppliers are encouraged and provided the maximum practicable opportunity to participate in providing goods and services
- Local Suppliers currently provide goods and services in support of our academic and business operations
- Policy Recommendation: Add a new section in Policy to strengthen our commitment to Local Suppliers while remaining compliant with state procurement law requirements



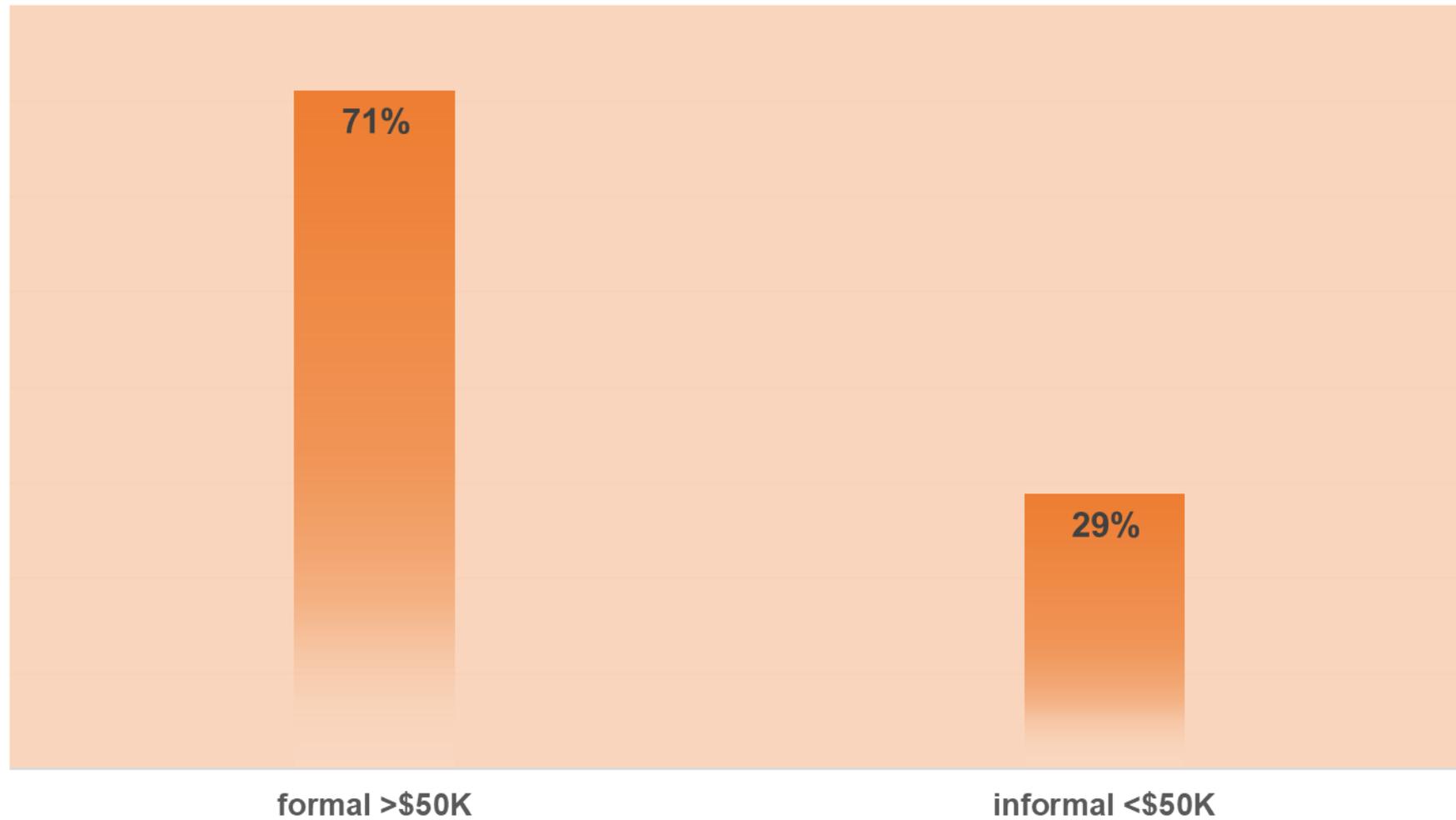
Purchasing From Local Suppliers

Example of Local Suppliers From SMWVBE Dollars



Purchasing From Local Suppliers, con't.

EXAMPLE OF LOCAL SUPPLIERS OVERALL FY2018/19



Working within State Procurement Laws

Local Preference for Awarding Contracts

- There is no special statutory authorization for ACD to give consideration to a vendor in a competitive procurement due to the location of its principal place of business, as there is for certain other local governmental units such as counties, and particularly cities
- Community college districts are treated as independent school districts for procurement
- Absent special statutory authorization, Texas Supreme Court authority and Attorney General opinions interpret antitrust law and competitive procurement statutes as prohibiting local preferences
- However, especially in < \$50K non-competitive procurement, a few limited local preference opportunities exist



Opportunities For Local Suppliers

We utilize the existing authority to advance the objective to the extent permissible

- Competitive Purchases (over \$50,000) – In limited situations such as some maintenance and other services, we are able to specify in our minimum requirements that the supplier must be local in order to do the work (i.e. due to response time, accessibility, etc.)
- Informal (under \$50,000) and COOP Purchases - select from Local Suppliers considering our requirements and vendor availability



Recommended Policy Amendment - Local Suppliers

C.1.5 (Policy) Purchasing and Acquisitions

Amend the Policy to add “Local Suppliers”, and that there is no statutory authorization for the Alamo Colleges District to give consideration to a vendor in a competitive procurement due to the location of its principal place of business, as there is for cities and certain other local governments.

Local Suppliers

The Alamo Colleges District will utilize the existing authority to advance the objective to the extent permissible. Working together, Requisitioners and Purchasing & Contract Administration will assess purchase requirements for:

- *Competitive Purchases (over \$50,000) - establish minimum qualifications for awarding to local suppliers when service requirements require a local a provider (as with some maintenance or other services) due to response time, accessibility, etc.; and*
- *Informal (under \$50,000) and COOP Purchases - select from local suppliers considering our requirements and vendor availability.*



Thank You

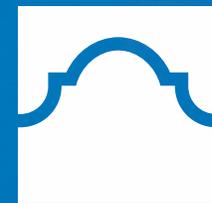


ALAMO
COLLEGES
DISTRICT



Spring 2021 Tuition and Fee Schedule

Dr. Diane Snyder
Vice Chancellor for Finance & Admin.



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient

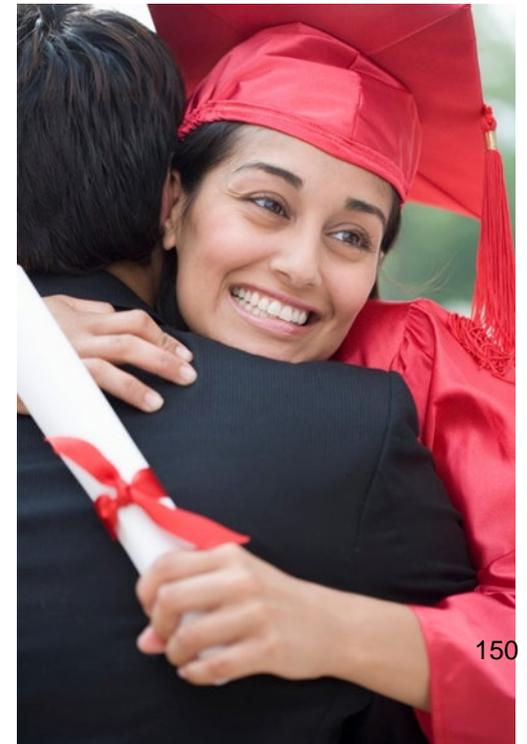
Achieving the Dream
LEADER COLLEGE
OF DISTINCTION

High-Value Education

- No one in South Texas offers more affordable academic and career education than the Alamo Colleges District.
- ACD has always kept student educational needs, future career and budget as top priorities and we always will.
- Save \$8,000-\$52,800 per year over other colleges in the San Antonio area.
- Earn an associate degree – then earn \$9,400 more each year than a person with a high school diploma.

No Tuition Increase Despite \$13M + Investments

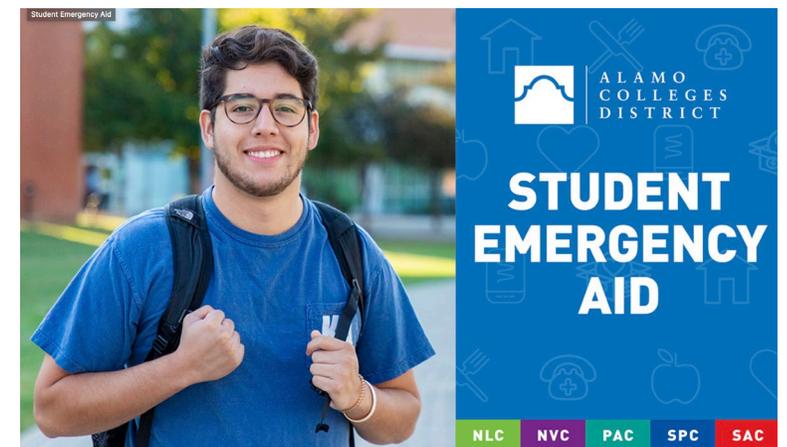
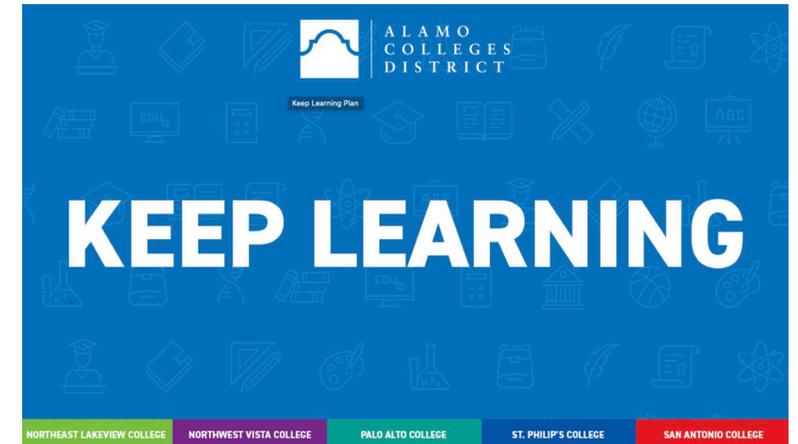
- During COVID-19, ACD absorbed additional costs for technology to support student and employee remote working and learning as well as increased facilities' Plexiglas, signs, disinfecting, HVAC, and safety supplies for onsite students and employees.
- Invested \$10M in Spring/Summer Keep Learning Plan



Keep Learning Program During COVID-19 Spring 2020/Summer 2020

Transitioned 60,000 students to remote learning by providing:

- Access to technology
- Remote Ready Bootcamps & Pop-up trainings
- Student Emergency Grant Aid – \$9M
- Keep Learning Plan - \$10M
- Credit/No Credit Option



Eff. Spring 2021: Proposed Changes to the Tuition and Fees

- **Keeping Tuition Affordable:** \$0 increase in regular tuition for in-district, out of district, non-Texas and International students.
- Rename the **Campus Access Fee** to clarify what costs this fee covers.
- Expand the **E-Rate tuition program**.



Campus Access Fee - Background

On May 21, 2013, the Board of Trustees approved the Campus Access Fee/charge for Students.

- Students pay a maximum of \$50 per year as a Campus Access Fee.
- The Campus Access Fee was established to cover technology infrastructure, student support services, VIA passes and parking.
- Renaming the fee as “Student Support Service Fee” more accurately describes what the fee covers.

E-rate Tuition Success

For Out-of-District, Texas Resident Students, Taking fully online courses

Board Approved
March 2019
for
Fall 2019
Implementation



\$170 / credit hour
for **in-state** residents
outside **Bexar County**
taking **fully online** classes



AlamoONLINE
COLLEGE. WHEN & WHERE YOU WANT IT.

NORTHEAST LAKEVIEW COLLEGE

NORTHWEST VISTA COLLEGE

PALO ALTO COLLEGE

ST. PHILIP'S COLLEGE

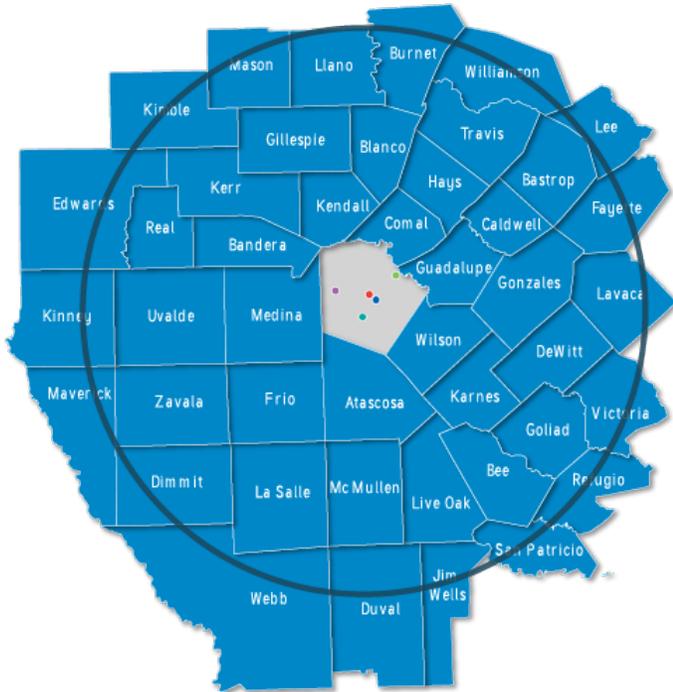
SAN ANTONIO COLLEGE



ALAMO
COLLEGES
DISTRICT



Fall 2020 Out-of-District, Fully Online Student Enrollment



OUTCOME

+10%
TARGET GOAL

+37%
ACTUAL GROWTH

Increased Enrollment*
As of Oct. 12, 2020**

* Excluding Dual Credit and Early College High School and includes all parts of term
** Fall 2020 Report: Daily Headcount Exclusively Online 10/12/2020



Expand E-Rate to Non-Texas Residents

Proposed Effective Spring 2021:

Expand E-rate of \$170 per credit hour to Non-Texas Residents who are taking 100% online asynchronous courses.

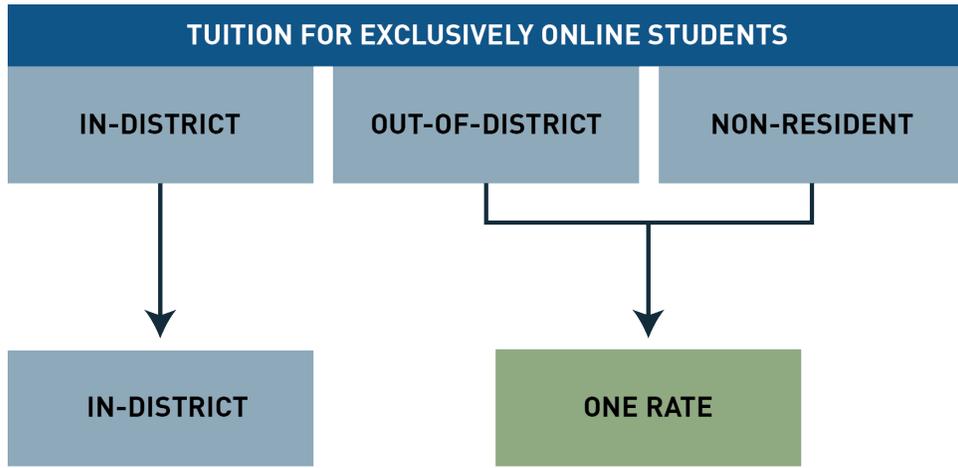
- In-district and International rates will remain at \$99 and \$466 respectively for students taking fully online courses only.
- The \$170 E-rate for Non-Texas residents meets factors required by Texas Education Code § 130.0032(d). Per § 5.051 (n), non-resident tuition for 2 or 3 credit hr. course exceeds min. \$200 per term.



The graphic features a man in a blue shirt walking and looking at his phone. To his right is a blue banner with the text 'Alamo ONLINE' at the top. Below this are five colored boxes: NLC (green), NVC (purple), PAC (teal), SPC (dark blue), and SAC (red). The main text on the banner reads 'NEW E-rate \$170 per credit hour for fully online and out-of-district students'. A hand icon is shown holding a dollar sign with '170' next to it.



Spring 2021 E-rate Expansion



- Cost of delivering online education is a largely sunk cost
- Out-of-district and non-Texas residents fully online students will not be coming to campuses or using many student services
- Alamo Colleges is not competitively priced right now; strengthens U.S. business training
- Reducing tuition will not reduce revenue; The increased number of non-Texas fully online students is expected to cover the < \$50K impact for E-Rate lower tuition rate.

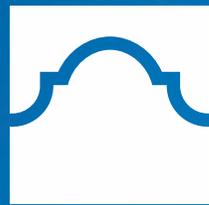


Board Minute Order #10 E: Tuition and Fee Eff. Spring 2021

- **Keeping Tuition Affordable:** \$0 increase in regular tuition for in-district, out of district, non–Texas and International students.
- Rename the **Campus Access Fee** to “Student Support Service Fee” to clarify what costs this fee covers.
- Expand the E-Rate tuition for students enrolled in 100% online courses to **non-Texas residents** (currently the special e-rate of \$170 is only available to out-of-district students).



Thank you.



ALAMO
COLLEGES
DISTRICT



Discussion and Possible Action on Tuition and Fee Schedule Effective Spring 2021

Presented to the Board Acting as Committee of the Whole on October 13, 2020 and now presented to the Board for approval on October 20, 2020.

MINUTE ORDER

“THE ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES hereby approves the attached Tuition and Fee Schedule for the Spring 2021 term.”

PURPOSE

The purpose of this action is to obtain approval for the Alamo Colleges District’s Spring 2021 Tuition and Fee Schedule for San Antonio College, St. Philip’s College, Northeast Lakeview College, Northwest Vista College and Palo Alto College.

BACKGROUND

The attached schedule reflects \$0 increase in regular tuition for in-district, out of district, non-Texas and International students. The schedule has been updated with the following changes:

- Rename the Campus Access Fee as “Student Support Services Fee” to clarify what costs this fee is intended to cover. On May 21, 2013, the Board of Trustees approved the Campus Access Fee/charge for Students. Students pay a maximum of \$50 per year as a Campus Access Fee. The Campus Access Fee was established to cover technology infrastructure, student support services, VIA passes and parking. The Student Support Services Fee more accurately describes what the fee covers.
- Expand E-rate of \$170 per credit hour to Non-Texas Residents who are taking 100% online asynchronous courses (currently the special e-rate of \$170 is only available to out-of-district students). In-district and International rates will remain at \$99 and \$466, respectively, for students taking fully online courses only.

IMPLICATIONS

Financial: Increased number of non-Texas Fully Online students expected to cover the < \$50K impact for e-rate lower tuition rate.

Strategic Plan: Goal 1 and 3: Student Success and Performance Excellence

Human Resources: N/A

Attachment: Presentation; Tuition and Fee Schedule Effective Spring 2021

Pamela K. Ansbury, CPA, M.Ed.
Associate Vice Chancellor of Finance &
Fiscal Services

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

Dr. Mike Flores
Chancellor



ALAMO COLLEGES DISTRICT
SCHEDULE OF TUITION AND FEES
 Effective Spring 2021
 FY 2020- 2021

In- District Per Semester Credit Hour (SCH)	Texas Residents Out of District Per Semester Credit Hour (SCH)	Non-Texas/International Non- Resident Per Semester Credit Hour (SCH)
\$99	\$215	\$466

*** Tuition and fees are subject to change by the Texas State Legislature and the Alamo Colleges District Board of Trustees.**

Tuition:

\$99 per SCH for In- District,
 \$215 per SCH for Out of District and
 \$466 per SCH for Non- Resident

Online eRate Tuition (Students taking courses in a 100% online program with no classes on-campus):

\$99 per SCH for In- District,
 \$170 per SCH for Out of District or
 \$170 per SCH for Non-Texas Non- Resident
 \$466 per SCH for International Non- Resident

Summer Momentum Plan:

2 year completion: Up to 6 credit hours in Summer FREE, if earned 24 SCH combined Fall and Spring.
 3 year completion: 3 credit hours in Summer FREE, if earned 18 SCH combined Fall and Spring.
 Free hours must be taken in the Summer term immediately following the Fall and Spring terms, which qualified student for this Summer Momentum Plan.

Student Activity Fee:

Student Activity Fee, of \$3 per credit hour, will be assessed to all students.

Student Support Service Fee:

\$25 per semester, with a maximum of \$50 per Academic Year, which is non-refundable.

27 Hour Rule - Special Tuition:

Students taking in excess of 27 hours of Developmental Education courses will be charged an additional rate of \$118 per hour for In-District and \$176 per hour for Out-of-District.

Any student, currently enrolled as of the official census date, who subsequently enrolls in a Flexible Entry class, within the same semester, will be assessed tuition as though another class was being added to the student's current load.

3-Peat:

Students registering, for a course for the third time, will be charged the rate of \$384 per hour.

International Education Fee:

International Education Fee, of \$1 per semester, will be assessed to all students.

ALAMO COLLEGES DISTRICT
SCHEDULE OF REFUNDABLE FEES AND SPECIAL PROGRAM TUITION

FY 2020- 2021

Auditing Fee	\$65
Instructional Materials	\$42 to \$150 per class
Special Program Tuition	

College	Program	Program Tuition Per Semester*
PAC	Aviation Technology	\$295 to \$36,000
PAC	Veterinary Technology	\$400
PAC	Cosmetology	\$300
PAC	Oil and Gas	\$300
NVC	Personal Fitness Training	\$400 to \$600
NVC	NVC Digital Video & Cinema Production	\$60 to \$240
NVC	NVC Digital Media	\$60 to \$180
SAC	Communication Design	\$60
SAC/ SPC	SAC/ SPC Nursing – RN	\$1200
SPC	SPC Nursing – PN/LVN	\$1000
SAC	SAC Fire Science	\$1,100
SAC	SAC Mortuary Science	\$150
SPC	Vision Care Technology	\$700
SPC	Automotive Technology	\$200
SPC	Bio-medical Equipment Technology	\$150
SPC	Computer Maintenance Technology	\$100
SPC	Aircraft Technology	\$250 to \$1,000
SPC	Diesel Technology	\$325 to \$600
SPC	Air Conditioning	\$250
SPC	Plumbing	\$125
SPC	Construction Technology	\$175
SPC	Electrical	\$250
SPC	Welding	\$100 to \$300
SPC	Automotive Collision	\$230
SPC	Manufacturing Engineering Technology	\$300
SWC	Advanced Manufacturing Technology (AMT)	\$400
SPC	Health Information Technology	\$500
SPC	Histology	\$700
SPC	Medical Laboratory Technician/ Phlebotomy	\$700
SPC	Occupational Therapy Assistant	\$700
SPC	Physical Therapist Assistant	\$700
SPC	Radiography	\$250- \$700
SPC	Respiratory Care	\$700
SPC	Surgical Technology	\$700
SPC	Sonography	\$700
SPC	Invasive Cardio Vascular	\$700
SPC	Culinary Arts / Baking and Pastry	\$200
All	Music - Two-semester credit hour Private Music Lesson	\$150
All	Music - One-semester credit hour Private Music Lesson	\$95

Special program tuition is estimated based on a normal progression by a full-time student. This tuition can vary based on the chosen course schedule and length of program. The special program tuition is usually assessed courses that are required in the program or capstone course. At the completion of the program, each student will pay the same amount regardless of when required courses are taken.

**ALAMO COLLEGES DISTRICT
SCHEDULE OF CONTINUING EDUCATION TUITION AND FEES
REFUNDABLE FEES
FY 2020- 2021**

Continuing Education:

	Tuition
Reimbursable Courses	\$2.90 - \$28/ Instrl. Hr.
Non-Reimbursable Course	Market Based
Apprenticeship Training	\$2.80/ Instrl. Hr.
Contract Courses	Market Based

Special fees may be charged depending on the course. All continuing education courses should fully recover direct and indirect costs.

Continuing education classes, which have been advertised or related to existing contracts and grants may not reflect an increase until a future quarter or the expiration of the contract or grant.

Community Service Program: \$1.50 - \$3.50/ Instrl. hr.

**ALAMO COLLEGES DISTRICT SCHEDULE OF FEES
NON-REFUNDABLE FEES FY 2020- 2021**

Examination Fees:	
Advanced Standing Examination Fee: per credit hour	\$86
G.E.D.	\$110
Re-Exam Fee (if failed)	\$20
THEA Alternative (Accuplacer & ASSET)	\$32
TSI Retest	\$12
CLEP	\$20
Correspondence Exam	\$20
Returned Check/ACH Return Fee	\$35
Library Fines:	\$0.10
Reserved Books: per day/per item (10 days max)	\$0.50
College Prep Fee: per credit hour	\$3
Installment Payment Plan	\$25
Administrative Set up Fee: per semester	
Late Fee, per each late payment	\$10
Study Abroad Administrative Fee	\$200
Foreign Student Application Fee	\$100
Diploma (Duplicate)	\$25
Transcripts (1st set free)	
Mailed	\$10
Electronic	\$5
Express	\$10 & \$35
ID Card Duplicate/Replacement	\$10
Parking Fines	
If paid within 10 days	\$16
If not paid within 10 days	\$21
If not paid within 20 days	\$27
Scobee Admission	Varies
Student Processing Fee	\$100
Transfer/Transient Evaluation	
SPC/SAC Internships- Accidental Insurance Coverage	Up to \$50

Workshop Fees:

A fee is charged for workshops organized for special groups that may or may not carry semester credit hours. The amount of the fee, which is an addition to the required tuition, is announced at the time of the workshop.

Discussion and Possible Action on Amending a Contract with Empyra, Inc. providing for the Purchase of Workforce Training Management Software Upgrades

Presented to the Board Acting as Committee of the Whole on October 13, 2020, and recommended for approval to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES on October 20, 2020.

MINUTE ORDER

“The Board of Trustees hereby approves amending the contract with Empyra, Inc. providing the purchase of Workforce Training Management Software Upgrades for an increased authorization of \$109,000 annually, and a one-time cost of \$17,500 as requested by the office of the Interim Vice Chancellor for Economic & Workforce Development.”

PURPOSE

Approval of this action enables negotiated changes to the contract that will result in continued service delivery to meet current and future student demands; avoidance of startup costs/delays; and stability to the program's service delivery. The scope of work includes system upgrades to our existing solution providing for a common enterprise platform to track, manage and report on multiple programs with different workflows and data collection requirements, while providing capabilities that enable intake, assessment, case management, training and employment, tracked in a single platform.

The Empyra, Inc. offerings will be utilized in significant part to meet the commitments of the District to the City of San Antonio under the workforce development recovery training interlocal agreement implemented in response to COVID-19. The changes include enhancements to the online platform to manage the application/onboarding process, while ensuring compliance, saving staff time, and reducing durations/ timelines for applicants to be able to receive services. Additionally, these changes are anticipated to provide the ability to manage these processes online/virtually through a mobile application with improved efficiencies; and the ability to collaborate between programs, reduce redundancy; and report on programs for the Alamo Colleges District.

BACKGROUND

In March 2020, a purchase was made from empyra Inc. for Oneflow, workforce training management software for \$18,950 annually for a three-year agreement. In July 2020, a purchase was made for \$23,850, to amend the agreement for providing increase capacity and functionality.

Since purchasing Oneflow, requirements have been identified for additional capacity and functional needs. The recommended contractor, Empyra, Inc. specializes and maintains rights to the intellectual property in its provision of these services. As such, this purchase is being made on a professional services and copyrighted materials basis exempt from competitive bidding, [TX ED 44.031](#). With this action, the term of the contract remains in effect through March 2023, and shall automatically renew for successive one-year periods, unless otherwise terminated earlier in accordance with the contract.

IMPLICATIONS

Financial: \$126,500; funds are not encumbered with this Minute Order and will be provided with the requirements

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

Employee Services: None

Attachments: Price Tabulation

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

Xavier Urrutia
Interim Vice Chancellor for Economic &
Workforce Development

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

Dr. Mike Flores
Chancellor



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DISTRICT

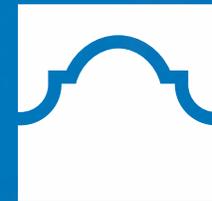


PRICE TABULATION

Item	Price
Annual License fee – Software as a Service, SaaS for up to 5,050 students/clients. Includes up to 25 staff licenses.	\$45,000
Annual fee for fiscal module add-on - OneFlow' s Fiscal module provides the ability to set budgets (with budgets by expense type or broken down by program/organization as well as an approval workflow), track authorizations (and issue vouchers), export approved authorizations for payment to the accounting system, and then import payments from the accounting system. With integrated workflow, OneFlow includes notifications, escalations and automated system actions. The fiscal module provides a complete tracking and visibility into the how funds are encumbered and spent and ensures that funds can only be authorized if they are available in the budget.	\$17,500
Annual fee - Mobile App to include: OneFlow Mobile App that will support Documents for students. Students will be able to view their requested documents, upload / take pictures and submit documents for verification. Future versions of the app will add additional functionality such as make an appointment.	\$8,500
Annual fee - Courses Enrollment, classes, training, and attendance to include: the Training Programs, Courses & Enrollments module offers the ability to manage your programs, courses and enrollments with attendance tracking (to be released in Sept 2020) on classes being able to be done from within OneFlow. We can initially import your courses and enrollments. We can make recommendations for enrollments based on conditions that include answers to questions and assessment scores. This can then link them to register for the appropriate course in your student system or within OneFlow, (depending on what is preferred). This allows the staff to easily track attendance of students and the hours spent by each student in class (plus assessments and other items such as orientation if tracked as events or services). This will help to provide alerts to staff when students need to be retested.	\$8,500
Annual fee – To include: special reports setup in case specialized reporting is needed, this will cover those requirements	\$12,500
Annual fee- To include: virtual service delivery - to support Zoom integration for appointments, events and classes	\$9,500
Annual fee- To include: training - Up to 12 webinars /training sessions with recorded training modules.	\$6,500
Annual fee –To include: texting subscription for up to 100,000 texts	\$1,000
One-Time set-up fees	\$17,500
Total	\$126,500

Internal Audit Quarterly Update

October 13, 2020



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DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient



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OF DISTINCTION

Internal Audit Plan for Fiscal Year 2020

(Status as of August 31, 2020)

	FY 2020 Audit Plan Projects	Status	Phase
1	Construction Contracts and Project Management – CIP Audit (Phase I)	✓	-
2	Construction Contracts and Project Management – DSO – Close Out Audit	✓	-
3	Business Continuity & Disaster Recovery Audit	✓	-
4	Enrollment Communication Tracking Audit	✓	-
5	Banner Security Audit	In Progress	Fieldwork
6	Time and Attendance Reporting Audit <i>(Deferred to FY 2021 based on 2020 Risk Assessment)</i>	FY 2021 Plan	-
7	Budget and Budget Processes Audit <i>(Deferred to FY 2021 based on 2020 Risk Assessment)</i>	FY 2021 Plan	-
8	Scholarships and Endowments Audit (Foundation) <i>(Delayed due to resources redirected to an investigation)</i>	In Progress	Planning
9	Possible Special Request Matter (currently confidential) <i>(Pending formal request)</i>	On-hold	-
10	Issues Follow-Up	Ongoing	-



Internal Audit Plan for Fiscal Year 2020 (Continued)

(Status as of August 31, 2020)

	FY 2020 Audit Plan Projects	Status	Phase
	FY 2020 Special Requests		
11	Consulting & Advisory Services to HR <i>(Request Received October 23, 2019)</i>	✓	-
12	Review of Direct Deposit Bank Instruction Change Controls <i>(Request Received May 27, 2020)</i>	✓	
	FY 2020 Process Reviews and Consulting Engagements		
13	Procurement Card (Pcard) Process Review <i>(Deferred to FY 2021 based on 2020 Risk Assessment)</i>	FY 2021 Plan	-
14	Title IX Compliance Process Review <i>(Deferred to FY 2021 at the request of the HR Department)</i>	FY 2021 Plan	-
15	Mobile Payment Systems (MPS) <i>(Process Review)</i>	✓	-
16	I-Best and Adult Basic Education <i>(Process Review)</i> <i>(Included as an alternate project on the FY 2021 Internal Audit Plan)</i>	Deferred	-
17	Continuous Monitoring Program (Phase II) <i>(using ACL Analytics Exchange)</i>	✓	-
18	<u>Internal</u> Quality Assessment Review <i>(Annual Self Assessment of Internal Audit)</i>	✓	-

Internal Audit Plan for Fiscal Year 2020 (Continued)

(Status as of August 31, 2020)

	FY 2020 Audit Plan Projects	Status	Phase
	FY 2020 Investigations		-
19	EthicsPoint (Case #645) Investigation <i>(Case Received September 26, 2019)</i>	✓	-
20	Assisted HR in Allegation Investigation <i>(Case Received October 4, 2019)</i>	✓	-
21	EthicsPoint (Case #649) Investigation <i>(Case Received October 31, 2019)</i>	✓	-
22	EthicsPoint (Case #652) Investigation <i>(Case Received November 23, 2019)</i>	✓	-
23	Special Request Investigation of an Academic Program <i>(Case Received February 27, 2020)</i>	✓	-
24	EthicsPoint (Case #669) Investigation <i>(Case Received March 19, 2020)</i>	✓	-
25	EthicsPoint (Cases #673 & #675) Investigation <i>(Cases Received May 18, 2020, and June 4, 2020)</i>	✓	-

Financial and Operational Impact Assessment

Financial Impact	Operational Impact
>\$250K	Gross Negligence/Illegal Act/Material Impact
\$50K - \$250K	Policy Compliance/Lack of Internal Controls
<\$50K	Efficiency/Effectiveness Opportunities



Enrollment - Communication During the Inquiry Phase Process Review

Objective Included	Conditions/Priority	Management Action Plan
<p>To document and provide <u>a general assessment of the tools used</u> for communication with interested prospective students during the inquiry phase of the enrollment process.</p>	<ul style="list-style-type: none"> • Inconsistent tracking of student inquires; tracked manually or not tracked at all. • Lack of documentation prevented analysis to determine if student inquiries were responded to or made timely. 	<ul style="list-style-type: none"> • Use Enrollment Coaches to manage prospective students. • Implement Salesforce (CRM) for Alamo Promise; evaluate need for licenses to expand the ability to case manage all students. • Identify technical team to maintain the system.
<p>To document the <u>roles of the critical departments involved</u> in communication with interested prospective students during the inquiry phase of the enrollment process.</p>	<ul style="list-style-type: none"> • Varying utilization of the DSO Communication Plan. • Aware that a Communication Plan exists; departments used their own or none. • Different process for responding to multiple communication avenue (i.e., website, email, chat, etc.). • None or different online Request for Information (RFI) forms with different contact information. • Limited awareness when DSO sends communication messages to students. 	<ul style="list-style-type: none"> • Initiate a review of the student communication plan. • Incorporate enrollment management plan into the communication strategies. • Create a comprehensive student communication plan covering all student communiques. • Incorporate communication strategies in the CRM solution.



Periodic Monitoring Program (Phase II)

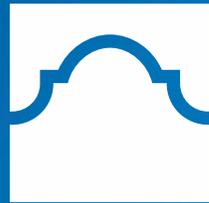
Purpose	Steps Performed	Observations
<p>The overall objectives of the program are to identify anomalies or exceptional transactions, including potential fraudulent activity, and detect areas where control weaknesses may exist on a periodic basis.</p>	<p>For the continuation of phase two, the following was completed:</p> <ul style="list-style-type: none"> • Internal Audit continued to review Pcard transactions. • Internal Audit continued to standardize select queries in ACL and added a COVID-related query. Detailed support was provided to Management. • Internal Audit reviewed a number of transactions in detail. Identified transactions will be discussed with Finance to confirm that transactions were appropriate. Detailed support was provided to Management. 	<ul style="list-style-type: none"> • For the period of January 1, 2020, through June 30, 2020, there were: <ul style="list-style-type: none"> • 11,176 Pcard transactions. • \$2,863,413 spent using Pcards. • 531 employees with activity on their Pcard.



Internal Audit (IA) Required Communications

Std.	Communication Requirement	Timing
1000	The CAE <u>must</u> periodically review the internal audit charter and present it to senior management and the Board for approval.	01/2020
1010	The CAE <u>should</u> discuss the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework with senior management and the board.	05/2020
1110	The CAE <u>must</u> confirm to the Board, at least annually, the organizational independence of the internal audit activity.	05/2020
1111	The CAE <u>must</u> communicate and interact directly with the Board.	Ongoing
1312	The CAE <u>must</u> discuss with the Board the form and frequency of external assessments and the qualifications and independence of the external assessor or assessment team, including any potential conflicts of interest.	7/2020
1320	The CAE <u>must</u> communicate the results of the quality assurance and improvement program to senior management and the Board. Disclosure <u>should</u> include: the scope and frequency of both the internal and external assessments; the qualifications and independence of the assessor(s) or assessment team, including potential conflicts of interest; conclusions of assessors; and corrective action plans.	Ext. QAR 5/2018 Int. QAR 8/2020
2020	The CAE <u>must</u> communicate the internal audit activity's plans and resource requirements, including significant interim changes, to senior management and the Board for review and approval. The CAE <u>must</u> also communicate the impact of resource limitations.	7/2020 & 8/2020
2060	The CAE <u>must</u> report periodically to senior management and the Board on the internal audit activity's purpose, authority, responsibility, and performance relative to its plan and on its conformance with the Code of Ethics and the <i>Standards</i> . Reporting <u>must</u> also include significant risk and control issues, including fraud risks, governance issues, and other matters that require the attention of senior management and/or the Board.	10/2020 & Ongoing

Thank you.



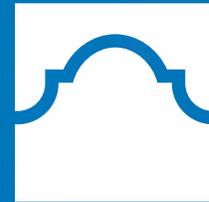
ALAMO
COLLEGES
DISTRICT



2020 Internal Audit

Annual Report

October 13, 2020



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient

Achieving the Dream
LEADER
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OF DISTINCTION

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Note: The outline of the annual report as listed above is prescribed by the Texas State Auditors Office per the Texas Internal Auditing Act.



I. Compliance with House Bill 16

(Texas Government Code, Section 2102.015)

Requirements:

- Within 30 days of approval, an entity should post the following information on its Internet Web site:
 - An approved fiscal year 2021 audit plan, as provided by Texas Government Code, Section 2102.008.
 - A fiscal year 2020 internal audit annual report, as required by Texas Government Code, Section 2102.009.
- 2102.015.Required Updates
 - Detailed summary of weaknesses, deficiencies, wrongdoings, or other concerns, if any raised by the audit plan or annual report
 - Summary of action taken by the agency to address concerns, if any, that are raised by the audit plan or annual report

Compliance:

The information required above will be included in this annual report and, once approved by the Alamo Colleges Board of Trustees, will be posted to the Board of Trustees page on the Alamo Colleges Web site at Alamo.edu.

II. Benefits Proportionality Audit Requirements for Higher Education Institutions

Note: The requirements in this section of the annual report are not applicable for community colleges



Internal Audit Plan for Fiscal Year 2020

(Status as of August 31, 2020)

	FY 2020 Audit Plan Projects	Status	Phase
1	Construction Contracts and Project Management – CIP Audit (Phase I)	✓	-
2	Construction Contracts and Project Management – DSO – Close Out Audit	✓	-
3	Business Continuity & Disaster Recovery Audit	✓	-
4	Enrollment Communication Tracking Audit	✓	-
5	Banner Security Audit	In Progress	Fieldwork
6	Time and Attendance Reporting Audit <i>(Deferred to FY 2021 based on 2020 Risk Assessment)</i>	FY 2021 Plan	-
7	Budget and Budget Processes Audit <i>(Deferred to FY 2021 based on 2020 Risk Assessment)</i>	FY 2021 Plan	-
8	Scholarships and Endowments Audit (Foundation) <i>(Delayed due to resources redirected to an investigation)</i>	In Progress	Planning
9	Possible Special Request Matter (currently confidential) <i>(Pending formal request)</i>	On-hold	-
10	Issues Follow-Up	Ongoing	-

Internal Audit Plan for Fiscal Year 2020 (Continued)

(Status as of August 31, 2020)

	FY 2020 Audit Plan Projects	Status	Phase
	FY 2020 Special Requests		
11	Consulting & Advisory Services to HR <i>(Request Received October 23, 2019)</i>	✓	-
12	Review of Direct Deposit Bank Instruction Change Controls <i>(Request Received May 27, 2020)</i>	✓	
	FY 2020 Process Reviews and Consulting Engagements		
13	Procurement Card (Pcard) Process Review <i>(Deferred to FY 2021 based on 2020 Risk Assessment)</i>	FY 2021 Plan	-
14	Title IX Compliance Process Review <i>(Deferred to FY 2021 at the request of the HR Department)</i>	FY 2021 Plan	-
15	Mobile Payment Systems (MPS) <i>(Process Review)</i>	✓	-
16	I-Best and Adult Basic Education <i>(Process Review)</i> <i>(Included as an alternate project on the FY 2021 Internal Audit Plan)</i>	Deferred	-
17	Continuous Monitoring Program (Phase II) <i>(using ACL Analytics Exchange)</i>	✓	-
18	<u>Internal</u> Quality Assessment Review <i>(Annual Self Assessment of Internal Audit)</i>	✓	-

Internal Audit Plan for Fiscal Year 2020 (Continued)

(Status as of August 31, 2020)

	FY 2020 Audit Plan Projects	Status	Phase
	FY 2020 Investigations		-
19	EthicsPoint (Case #645) Investigation <i>(Case Received September 26, 2019)</i>	✓	-
20	Assisted HR in Allegation Investigation <i>(Case Received October 4, 2019)</i>	✓	-
21	EthicsPoint (Case #649) Investigation <i>(Case Received October 31, 2019)</i>	✓	-
22	EthicsPoint (Case #652) Investigation <i>(Case Received November 23, 2019)</i>	✓	-
23	Special Request Investigation of an Academic Program <i>(Case Received February 27, 2020)</i>	✓	-
24	EthicsPoint (Case #669) Investigation <i>(Case Received March 19, 2020)</i>	✓	-
25	EthicsPoint (Cases #673 & #675) Investigation <i>(Cases Received May 18, 2020, and June 4, 2020)</i>	✓	-



III. FY 2020 Summary of Results

Project	Description	Results/Findings	Remediation
Construction Contracts and Project Management – CIP Audit (Phase I)	<p>Reviewed initial budgets, construction contracts, and documentation.</p> <p>Assess controls for construction changes, budgets, and schedules.</p>	<ul style="list-style-type: none"> • Recommendations related to improvements in procedures for managing construction projects and communications to leadership. • Other areas noted for improvement included adding cost escalations and all funding sources in budgets, providing consistent information on budget summaries and minute orders, and developing uniform construction-related agreements. 	<p>Management hired AECOM (project management firm) to coordinate project budget plans, standardized processes, and provide reports to leadership.</p> <p>Management will create Banner project accounting codes to aid in tracking funding and adjust contract language as needed.</p>
Construction Contracts and Project Management – DSO – Close Out Audit	<p>Reviewed final project budget reconciliation and closeout processes.</p> <p>Determine the completion of prior correction actions and lessons learned.</p>	<ul style="list-style-type: none"> • Recommendations related to including all expenses in final reconciliation and communicating project costs and status to senior management and the Board. • Other areas noted for improvement included procedures, documentation, and assessments. • Prior recommendations were implemented 	<p>Management will track all expenses, improve reporting to the Board, formalize key processes, and implement a post-project evaluation process.</p> <p>Management will implement a Project Management Information System.</p>



III. FY 2020 Summary of Results (continued)

Project	Description	Results/Findings	Remediation
Business Continuity & Disaster Recovery Audit	Determine if there is an adequately planned for the continued availability of critical services.	<ul style="list-style-type: none"> • Incomplete Business Continuity Plan. • Recommendations related to improvements in governance structure, reporting, and completing a Business Impact Analysis. • Incorporate the Disaster Recovery Plan. 	Management will establish a strong executive sponsorship, heightened visibility, and prioritize participation by departments.
Enrollment Communication Tracking Audit	Document the tools and departments involved in communicating with prospective students.	<ul style="list-style-type: none"> • Inconsistent tracking and lack of documentation to assess responses and varying utilization of the DSO Communication Plan. 	Management will use Enrollment Coaches, implement a software called Salesforce to help case manage all students, and review the current student communication plan.
Mobile Payment Systems (MPS)	Assess risks and controls related to procedures and safekeeping of payment systems.	<ul style="list-style-type: none"> • Recommendations related to enhancing procedures, linking procedures to Board policies, and improving the communication of MPS devices functionality. 	<p>Management will develop and align procedures with Board policies including Credit/Debit Card Acceptance and Usage.</p> <p>Management will create and disseminate a fact sheet regarding differences between devices.</p>



III. FY 2020 Summary of Corrective Action

Project	Report Date	Issue Count as of 9/1/2019	New Issues	Closed through 8/31/2020	Open Issues as of 9/1/2020	% Closed
FY 2019 and Prior Year Projects	Various	32		27	5	84%
Business Continuity & Disaster Recovery Audit	12/16/2019		2		2	0%
Mobile Payment Systems Process Review	4/14/2020		4	1	3	25%
Construction Contracts and Project Management – CIP (Phase I) Audit	6/15/2020		5	1	4	20%
New District Support Operations Facility Contract and Construction Close Out Audit	6/22/2020		3		3	0%
Enrollment – Communication During the Inquiry Phase Process Review	8/28/2020		3		3	0%
Total		32	17	29	20	59%

Note: Verbal recommendations communicated with management during audits are not included in the issue count above.



IV. Consulting and Nonaudit Services Completed

- Ten consulting, investigative, or nonaudit engagements were performed in FY 2020
 - Mobile Payment Systems (MPS) Plans Process Review
 - Seven Investigations Completed – Five of the seven were EthicsPoint Hotline Cases
 - Initiated work on the Title IX Compliance Process Review
 - Completed Phase II of the Continuous Monitoring Program using ACL Analytics Exchange
- Consulting Services Provided to Management:
 - Consulting services performed in FY 2020 are noted below in the special request section
- Management Special Requests for Services:
 - Consulting & Advisory Services to HR
 - Review of Direct Deposit Bank Instruction Change Controls



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Quality Assurance and Improvement Program (QAIP)



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V. Quality Assurance and Improvement Program

- Internal Audit maintains an ongoing Quality Assurance and Improvement Program (QAIP).
- Periodic reviews are performed through internal and external assessments.
- Annual self-assessment was conducted during July 2020.
- Last external assessment was completed in May 2018.
- Next external assessment is scheduled for Spring 2023.
- Overall ratings were “Generally Conforms” on both the 2020 self-assessment and the 2018 external assessment.
- “Generally Conforms” means operating generally in conformance with the *Standards*, the IIA Code of Ethics, and GAGAS. It demonstrates a clear intent and commitment to achieving the Core Principles for the Professional Practice of Internal Auditing and the Definition of Internal Auditing.

Summary of FY 2020 QAIP Updates

The Quality Assurance and Improvement Program (QAIP) incorporated the following changes to ensure compliance with the mandatory elements of the Institute of Internal Auditors' International Professional Practices Framework:

- Annual update of the Internal Audit Manual
- Updated Objectivity, Proficiency, and Due Professional Care Statement Form
- Updated the IIA Code of Ethics Annual Certification Form
- Changed the external assessment to at least once every five years



2020 Internal Quality Assessment Review Results

(Annual Self-Assessment of Internal Audit)

		GC	PC	DNC	NA
OVERALL		X			
ATTRIBUTE STANDARDS		X			
1000	Purpose, Authority, and Responsibility	X			
1010	Recognition of the Definition of Internal Auditing, the Code of Ethics and the <i>Standards</i> in the Internal Audit Charter	X			
1100	Independence and Objectivity	X			
1110	Organizational Independence	X			
1111	Direct Interaction with the Board	X			
1120	Individual Objectivity	X			
1130	Impairments to Independence or Objectivity	X			
1200	Proficiency and Due Professional Care	X			
1210	Proficiency	X			
1220	Due Professional Care	X			
1230	Continuing Professional Development	X			
1300	Quality Assurance and Improvement Program	X			
1310	Requirements of the Quality Assurance and Improvement Program	X			
1311	Internal Assessments	X			
1312	External Assessments	X			
1320	Reporting on the Quality Assurance and Improvement Program	X			
1321	Use of "Conforms with the <i>International Standards for the Professional Practice of Internal Auditing</i> "	X			
1322	Disclosure of Nonconformance	X			
PERFORMANCE STANDARDS		X			
2000	Managing the Internal Audit Activity	X			
2010	Planning	X			
2020	Communication and Approval	X			
2030	Resource Management	X			
2040	Policies and Procedures	X			
2050	Coordination	X			

		GC	PC	DNC	NA
2060	Reporting to Senior Management and the Board	X			
2070	External Service Provider and Organizational Responsibility for Internal Auditing	X			
2100	Nature of Work	X			
2110	Governance	X			
2120	Risk Management	X			
2130	Control	X			
2200	Engagement Planning	X			
2201	Planning Considerations	X			
2210	Engagement Objectives	X			
2220	Engagement Scope	X			
2230	Engagement Resource Allocation	X			
2240	Engagement Work Programs	X			
2300	Performing the Engagement	X			
2310	Identifying Information	X			
2320	Analysis and Evaluation	X			
2330	Documenting Information	X			
2340	Engagement Supervision	X			
2400	Communicating Results	X			
2410	Criteria for Communicating	X			
2420	Quality of Communications	X			
2421	Errors and Omissions	X			
2430	Use of "Conducted in Conformance with the <i>International Standards for the Professional Practice of Internal Auditing</i> "	X			
2431	Engagement Disclosure of Nonconformance	X			
2440	Disseminating Results	X			
2450	Overall Opinions	X			
2500	Monitoring Progress	X			
2600	Communicating the Acceptance of Risks	X			
IIA CODE OF ETHICS		X			
DEFINITION OF INTERNAL AUDITING		X			



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External Assessment Review of the Internal Audit Department

Completed May 2018



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Alamo Colleges – Internal Audit

I concur with Internal Audit’s self-assessment that they are operating generally in conformance with the *Standards*, the IIA Code of Ethics, and *GAGAS*.

This level of conformance demonstrates a clear intent and commitment to achieving the Core Principles for the Professional Practice of Internal Auditing and the Definition of Internal Auditing

Governance		Staff		Management		Process		GAGAS	
Standard	Rating	Standard	Rating	Standard	Rating	Standard	Rating	Standards	Rating
1000	GC	1200	GC	2000	GC	2200	GC	General	GC
1100	GC			2100	GC	2300	GC	Performance	GC
1300	GC			2450	GC	2400	GC		
Code of Ethics	GC			2600	GC	2500	GC		

Thank you for the opportunity to be of service to Internal Audit. I will be pleased to respond to further questions concerning this report and furnish any desired information.



Basil Woller, CIA, CRMA
Independent Assessor

Executive Summary

Conformance Summary – The Standards, the IIA Code of Ethics, and GAGAS

Independent Assessor Summary

	GC	PC	DNC
OVERALL	X		

ATTRIBUTE STANDARDS		GC	PC	DNC
1000	Purpose, Authority, and Responsibility	X		
1010	Recognizing Mandatory Guidance in the Internal Audit Charter	X		
1100	Independence and Objectivity	X		
1110	Organizational Independence	X		
1111	Direct Interaction with the Board	X		
1112	Chief Audit Executive Roles Beyond Internal Auditing	X		
1120	Individual Objectivity	X		
1130	Impairments to Independence or Objectivity	X		
1200	Proficiency and Due Professional Care	X		
1210	Proficiency	X		
1220	Due Professional Care	X		
1230	Continuing Professional Development	X		
1300	Quality Assurance and Improvement Program	X		
1310	Requirements of the Quality Assurance and Improvement Program	X		
1311	Internal Assessments	X		
1312	External Assessments	X		
1320	Reporting on the Quality Assurance and Improvement Program	X		
1321	Use of "Conforms with the International Standards for the Professional Practice of Internal Auditing"	X		
1322	Disclosure of Nonconformance	X		

PERFORMANCE STANDARDS		GC	PC	DNC
2000	Managing the Internal Audit Activity	X		
2010	Planning	X		
2020	Communication and Approval	X		
2030	Resource Management	X		
2040	Policies and Procedures	X		

Internal Audit Summary

	GC	PC	DNC
OVERALL	X		

ATTRIBUTE STANDARDS		GC	PC	DNC
1000	Purpose, Authority, and Responsibility	X		
1010	Recognizing Mandatory Guidance in the Internal Audit Charter	X		
1100	Independence and Objectivity	X		
1110	Organizational Independence	X		
1111	Direct Interaction with the Board	X		
1112	Chief Audit Executive Roles Beyond Internal Auditing	X		
1120	Individual Objectivity	X		
1130	Impairments to Independence or Objectivity	X		
1200	Proficiency and Due Professional Care	X		
1210	Proficiency	X		
1220	Due Professional Care	X		
1230	Continuing Professional Development	X		
1300	Quality Assurance and Improvement Program	X		
1310	Requirements of the Quality Assurance and Improvement Program	X		
1311	Internal Assessments	X		
1312	External Assessments	X		
1320	Reporting on the Quality Assurance and Improvement Program	X		
1321	Use of "Conforms with the International Standards for the Professional Practice of Internal Auditing"	X		
1322	Disclosure of Nonconformance	X		

PERFORMANCE STANDARDS		GC	PC	DNC
2000	Managing the Internal Audit Activity	X		
2010	Planning	X		
2020	Communication and Approval	X		
2030	Resource Management	X		
2040	Policies and Procedures	X		

Executive Summary

Conformance Summary – The Standards, the IIA Code of Ethics, and GAGAS

Independent Assessor Summary				
		GC	PC	DNC
2050	Coordination and Reliance	X		
2060	Reporting to Senior Management and the Board	X		
2070	External Service Provider and Organizational Responsibility for Internal Auditing	X		
2100	Nature of Work	X		
2110	Governance	X		
2120	Risk Management	X		
2130	Control	X		
2200	Engagement Planning	X		
2201	Planning Considerations	X		
2210	Engagement Objectives	X		
2220	Engagement Scope	X		
2230	Engagement Resource Allocation	X		
2240	Engagement Work Programs	X		
2300	Performing the Engagement	X		
2310	Identifying Information	X		
2320	Analysis and Evaluation	X		
2330	Documenting Information	X		
2340	Engagement Supervision	X		
2400	Communicating Results	X		
2410	Criteria for Communicating	X		
2420	Quality of Communications	X		
2421	Errors and Omissions	X		
2430	Use of "Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing"	X		
2431	Engagement Disclosure of Nonconformance	X		
2440	Disseminating Results	X		
2450	Overall Opinions	X		
2500	Monitoring Progress	X		
2600	Communicating the Acceptance of Risks	X		
IIA CODE OF ETHICS		X		
GAGAS		X		

Internal Audit Summary				
		GC	PC	DNC
2050	Coordination and Reliance	X		
2060	Reporting to Senior Management and the Board	X		
2070	External Service Provider and Organizational Responsibility for Internal Auditing	X		
2100	Nature of Work	X		
2110	Governance	X		
2120	Risk Management	X		
2130	Control	X		
2200	Engagement Planning	X		
2201	Planning Considerations	X		
2210	Engagement Objectives	X		
2220	Engagement Scope	X		
2230	Engagement Resource Allocation	X		
2240	Engagement Work Programs	X		
2300	Performing the Engagement	X		
2310	Identifying Information	X		
2320	Analysis and Evaluation	X		
2330	Documenting Information	X		
2340	Engagement Supervision	X		
2400	Communicating Results	X		
2410	Criteria for Communicating	X		
2420	Quality of Communications	X		
2421	Errors and Omissions	X		
2430	Use of "Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing"	X		
2431	Engagement Disclosure of Nonconformance	X		
2440	Disseminating Results	X		
2450	Overall Opinions	X		
2500	Monitoring Progress	X		
2600	Communicating the Acceptance of Risks	X		
IIA CODE OF ETHICS		X		
GAGAS		X		

Basil Woller Qualifications and Credentials



Basil Woller, CIA, CRMA
Principal and Owner
Basil Woller & Associates, LLC

Contact Information

Direct: (281) 799-9606
E-Mail: Basil.Woller@gmail.com

Education

MBA – University of Texas at Austin
BS – University of Notre Dame

Professional

- IIA – Board of Directors
- IIA – Chair Global Finance Committee
- IIA – Member
- AICPA – Member
- UT Accounting Advisory Council
- Certified Internal Auditor
- Certification in Risk Management Assurance

Professional Experience

As a leading and recognized quality specialist in the internal auditing profession, Basil Woller, CIA, CRMA, has more than 35 years of experience in internal auditing, risk assessment and management, corporate governance, and ethics and compliance. For the past nine years, Basil has focused on providing quality services to a broad spectrum of organizations. He has personally conducted over 275 quality assessments during his career, including full external assessments, validations of internal audit self-assessments, and quality readiness reviews. Basil is a recognized thought leader in the internal auditing profession and is a frequent speaker on the topic of internal audit quality. He also facilitates quality assessment training and has authored several articles on internal audit quality. He is the author of the latest version of the IIA Quality Assessment Manual.

Prior to his current role as an independent quality consultant, Basil led Protiviti's global external quality assessment services practice and played an active role in monitoring and executing external quality assessment services on a firm-wide basis. During his five-year tenure, Basil was also responsible for Protiviti's peer review program related to its internal audit practice. Prior to joining Protiviti, Basil was the Chief Audit Executive (CAE) at El Paso Corporation where he was responsible for all aspects of a global internal auditing activity, including the ethics and compliance program. He has served on the board of directors of the IIA where he was the chairman of the Global Finance Committee. His experience as a CAE combined with experience leading a large service provider quality assessment practice, has shaped his view that external quality assessments should enhance the quality of internal audit processes and identify meaningful and practical ways to improve internal audit efficiency and effectiveness.

Credentials

Sample of Organizations Where Basil Woller Has Personally Performed Quality Assessment Services

Alcoa, Inc. (Full Scope)	Lancaster General Hospital (Full Scope)
Bayer AG (Full Scope)	Methodist Hospital System (Validation)
CITGO Petroleum (Full Scope)	Microsoft Corporation (Readiness)
ConAgra Foods (Validation)	Mutual of Omaha (Validation)
Consolidated Edison (Full Scope)	NCR Corporation (Full Scope)
Dell, Inc. (Full Scope)	PepsiCo, Inc. (Readiness, Full Scope)
EOG Resources (Full Scope)	Plains All American Pipeline (Readiness, Full Scope)
First American Title (Full Scope)	Principal Financial Group (Full Scope)
Freddie Mac (Full Scope)	Robert Half, Inc. (Validation)
General Motors (Full Scope)	Siemens AG (Readiness)
Halliburton (Full Scope)	Statoil ASA (Full Scope)
International Monetary Fund (Full Scope)	The World Bank (Readiness, Full Scope)
Kaiser Permanente (Full Scope)	Valero Energy (Validation)

FY 2020 Accomplishments

- Continued to update and refine the internal audit methodology and procedures
 - Upgraded Teammate audit management system to a web-based cloud platform with enhanced functionality.
 - Updated the Internal Audit Department Procedures Manual and Internal Audit Charter to maintain compliance with the IIA Standards and the Audit Committee Charter.
 - Enhanced and streamlined the annual risk assessment process.
- The Internal Audit Department is fully staffed and did not have any staff turnover during FY 2018, FY 2019, and FY 2020.
- Continued enhancing employee development and continuing professional education (CPE) opportunities. On track for an average of 50 hours of CPE and other training for CY 2020.



FY 2020 Accomplishments (continued)

- Continued expanded support for Internal Audit staff to obtain additional professional certifications.
- One Internal Audit staff member obtained the Certified Internal Controls Auditor (CICA) professional certification in February of 2020.
- One other Internal Audit staff member is currently working on obtaining the Certified Fraud Examiner (CFE) professional certification.
- Another Internal Audit staff member is currently working on obtaining the Certified Internal Auditor (CIA) professional certification.

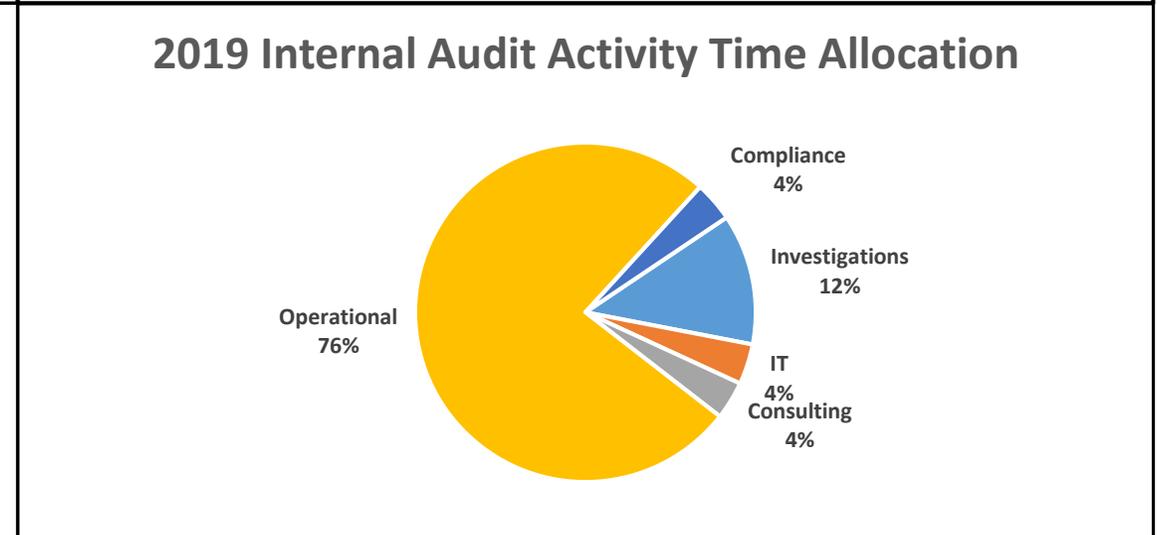
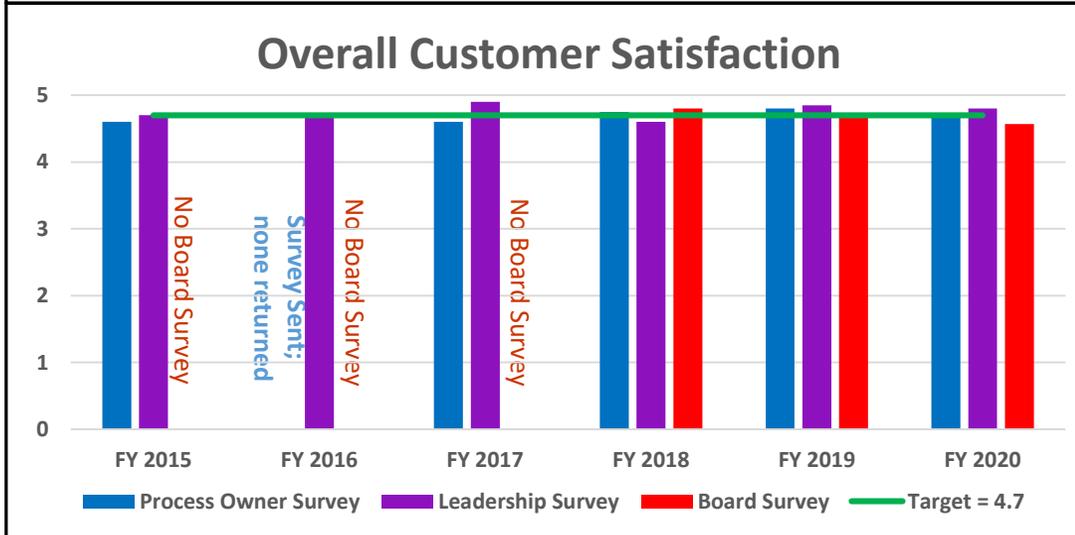
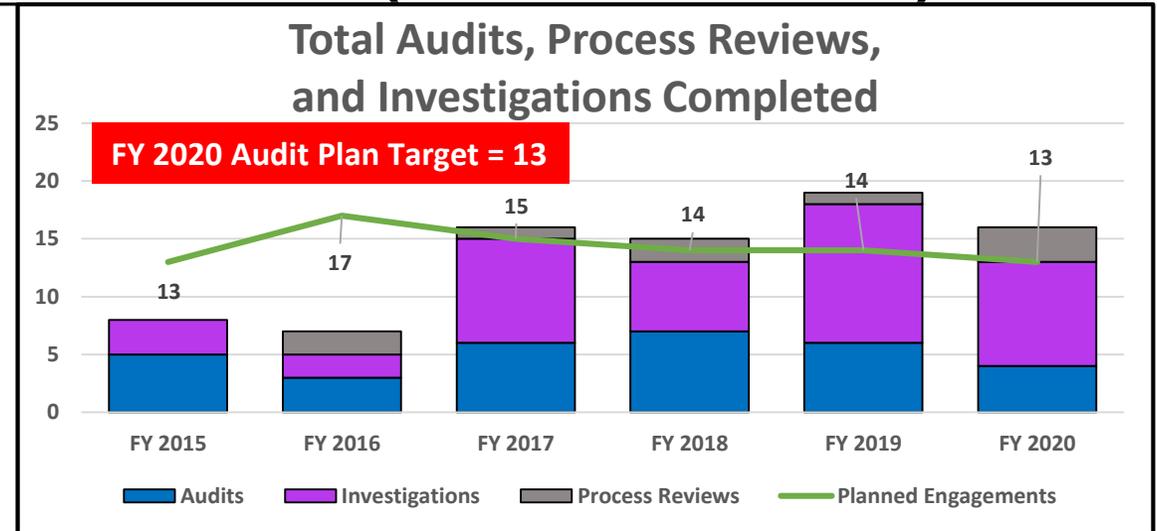
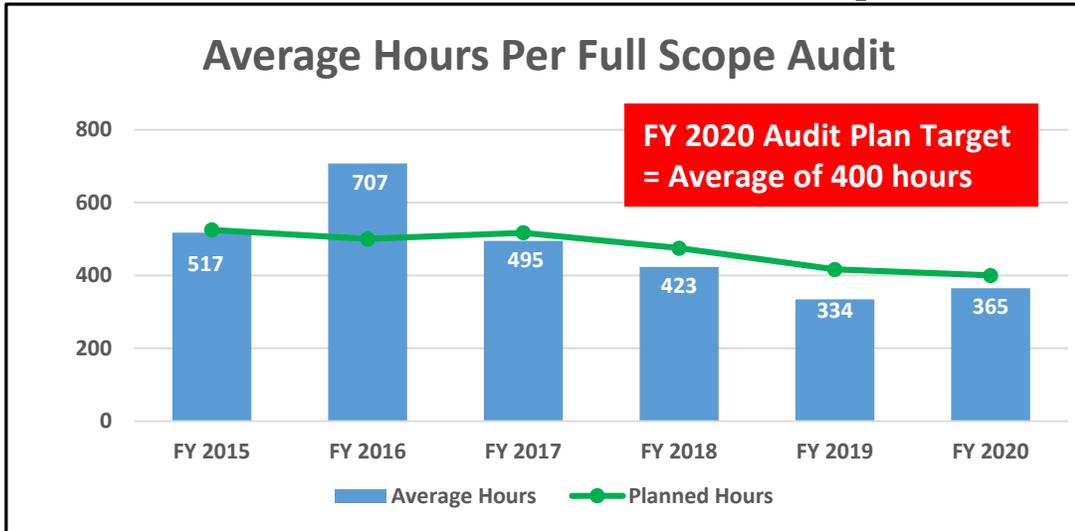


FY 2020 Accomplishments (continued)

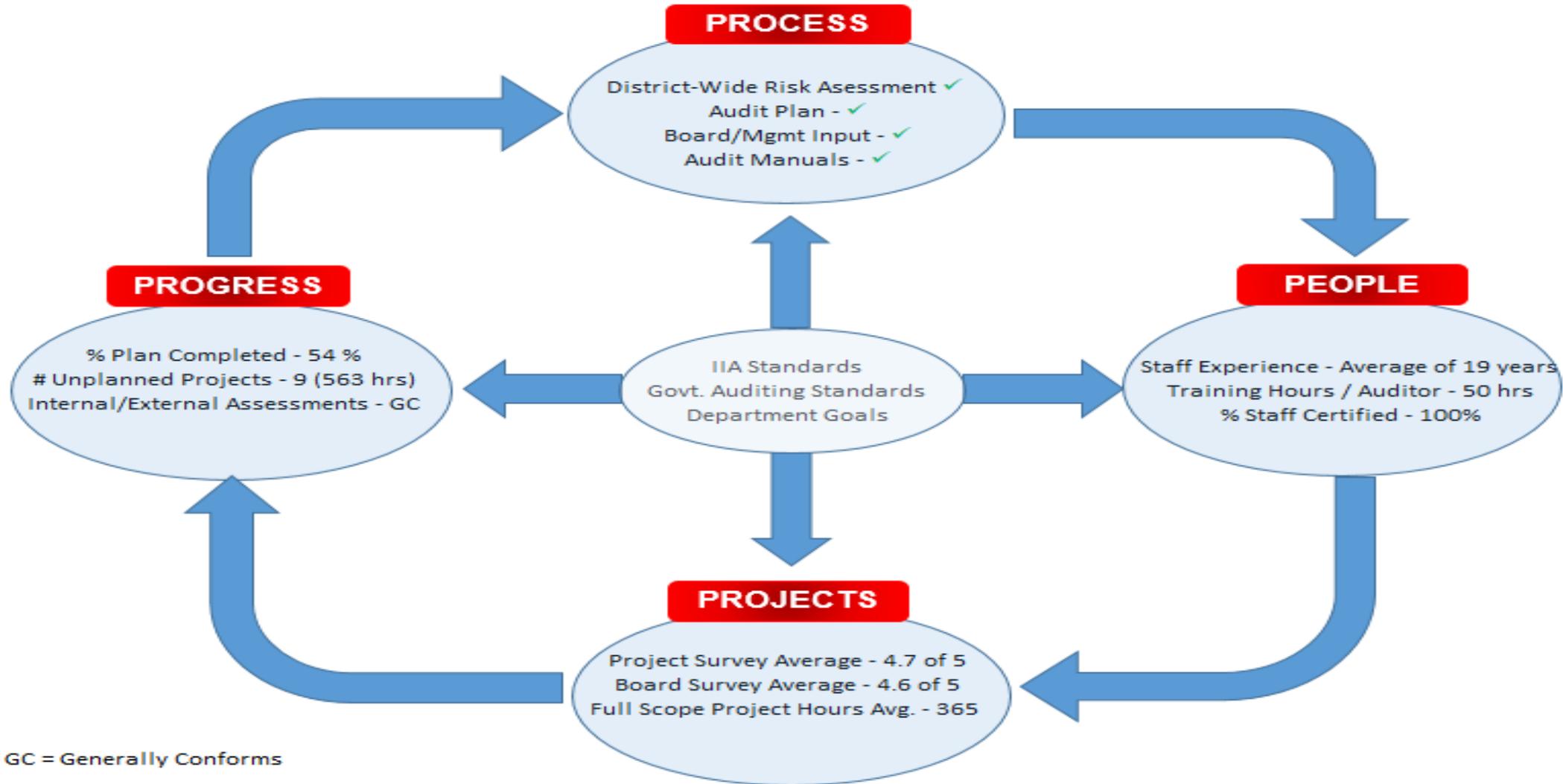
- Results:
 - 15 percent (FY 2020) increase in the number of projects completed versus the average completed FY 2015-2019.
 - FY 2020 metrics compared to the average of FY 2015-2019:
 - Reduced the average hours per full scope project by 22 percent.
 - Increased the total number of investigations from the average of 6 to 9.
 - Average audit process owner satisfaction rating – 4.7 of 5.0 (scale of 0 to 5)
 - Percentage of staff holding professional certifications at 100 percent.



FY 2020 Accomplishments (continued)



Balanced Scorecard



GC = Generally Conforms



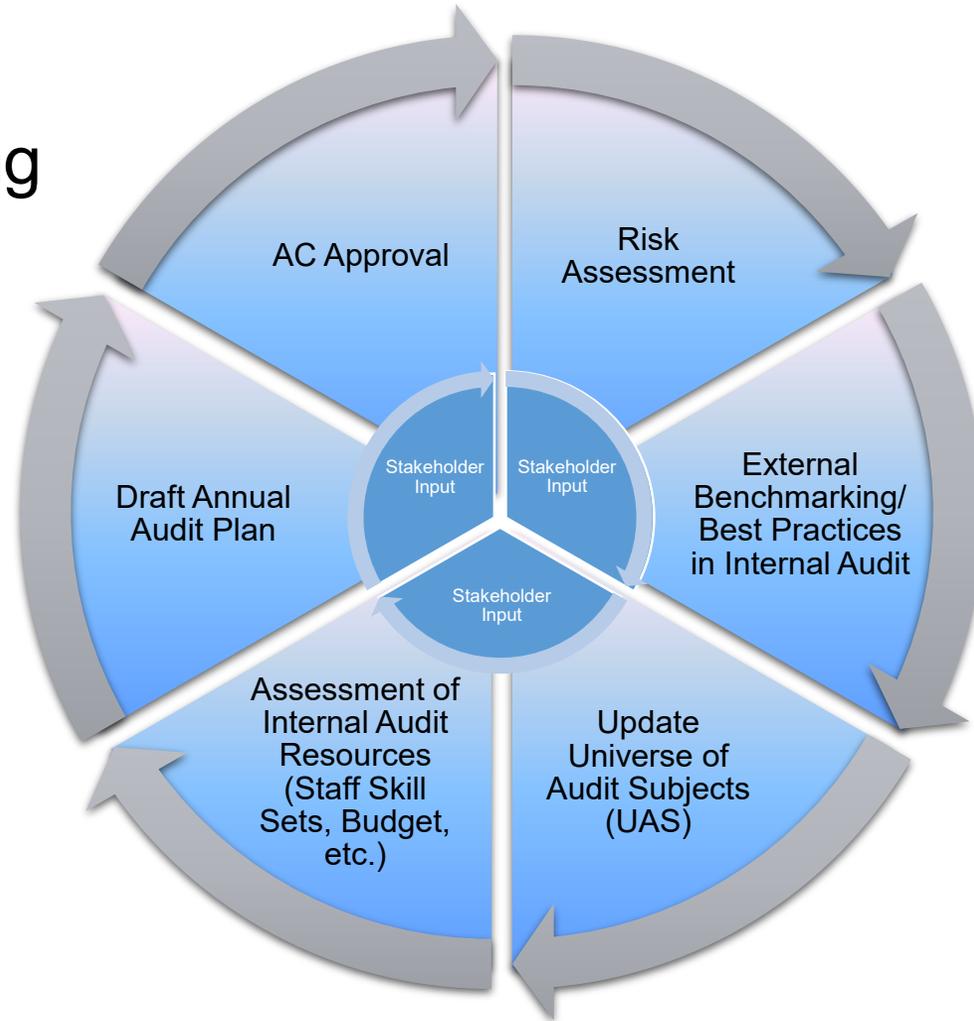
FY 2021 Priorities

- Internal Audit Projects
 - Complete an audit of the Facility Preventative Maintenance Program.
 - Complete a COVID-19 related activity or CARES Act Compliance audit.
 - Complete Phase II of construction contracts and project management CIP audit.
 - Respond to the increased demand for the performance of investigations.
- Co-Sourced Internal Audit Services – Audit of Project Management
 - Internal Audit may engage co-source audit services from a third party firm with specialized expertise to support Internal Audit’s work related to the Phase II CIP Program or other approved audits. Budget funds for outside services were requested by Internal Audit for this effort and are included in the approved FY 2021 Internal Audit budget.



VI. Internal Audit Plan for Fiscal Year 2021

Audit Planning Cycle





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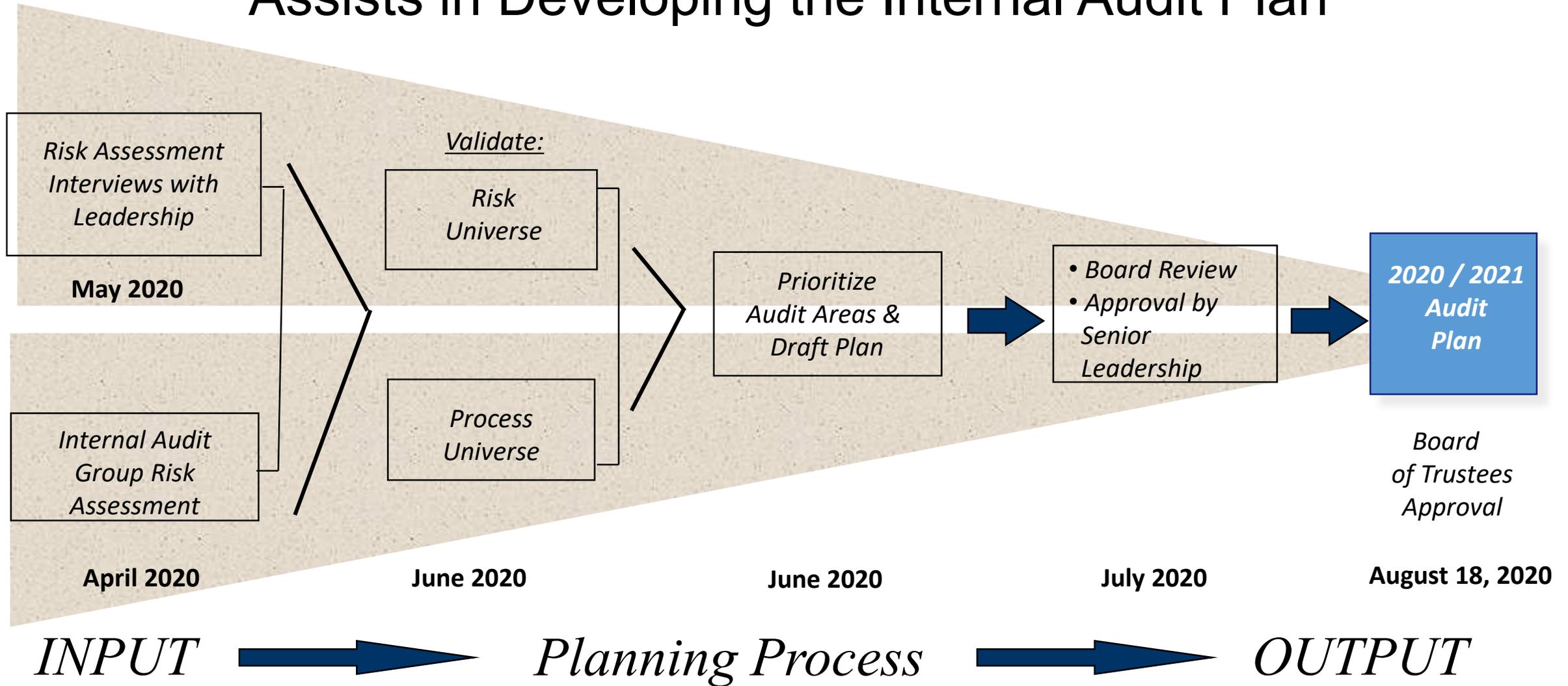
2020 Annual Risk Assessment



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Risk Assessment Identifies Key Areas of Risk and Assists in Developing the Internal Audit Plan



Risk Assessment

What Internal Audit's Risk Assessment is -

- An assessment of inherent risks and residual risks associated with environmental, operational (process), financial, and information technology areas.
- A mechanism for identifying control improvement opportunities.
- An identification of key regulatory and compliance requirements (e.g., ADA, Title IX, FERPA, PCI, etc.).
- An identification of key internal and external assurance providers that Internal Audit can place reliance upon.
- Documenting the linkage between the entity-level view of risk and the draft audit plan.

What the Risk Assessment is not -

- An assessment of control design adequacy.
- A replacement for audit work performed by the Internal Audit Department.
- A detailed assessment of key processes and activities performed at the individual colleges and the District.

Audit Subjects Ranked by Risk - 2020

Ranking	Highest Risk
1	COVID-19 related activity or CARES ACT Compliance
2	Facilities - Operations and Construction Management
3	Fiscal Services – Budgeting
4	Fiscal Services - Payroll (incl. Time & Attendance Reporting)
5	IT - Risk and Security Management
6	Colleges - Program Curriculum Review (workforce or academic)
7	IT - Systems/Database Support
8	Facilities – CIP Construction Mgmt. - Phase II (Scope: Sept. 2019 forward)
9	ADA Compliance (Class Instruction and Materials)
10	I-Best (Adult Basic Education)
11	Data Privacy Protection (Compliance with Regulations)
12	Alamo Promise (Suggested for FY 2022 Audit Plan)
13	Alamo Colleges Online
14	Nursing and Allied Health
15	IT - Information Security, Access, & Compliance





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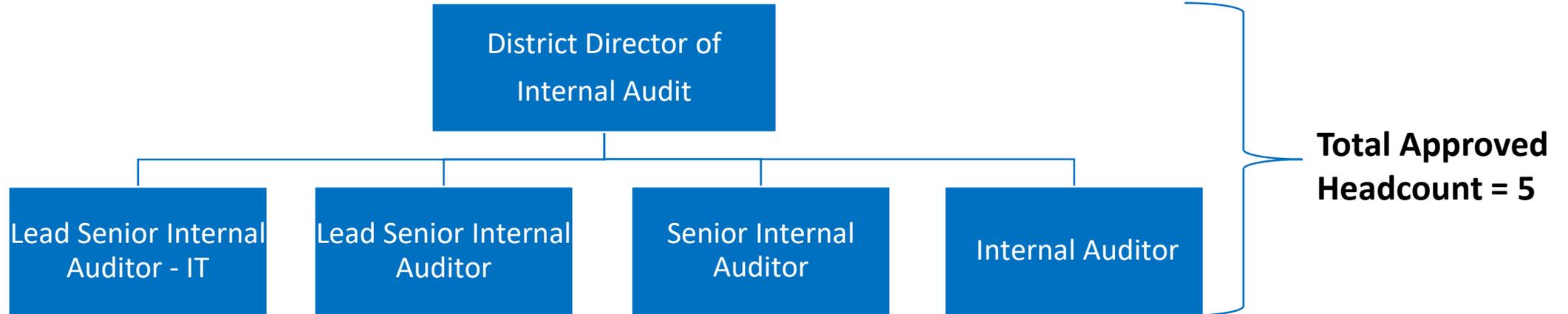
Approved FY 2021 Internal Audit Plan



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Internal Audit Resources



	Fiscal Year
Total Hours	10,400
Less Audit Director's Time	<u>(2,080)</u>
Net Internal Audit Staff Time	8,320
Holidays/Vacation/Sick/Family Leave (includes a planned maternity leave)	(1,736)
Training	(480)
Staff General Admin (average of 10%)	(832)
Total Time Available for Audits, Investigations, & Consulting Engagements	5,272

Approved 2021 Internal Audit Plan (9/1/20 – 8/31/21)

	Project Type	Preliminary Audit Focus Description	Total Hours
1	COVID-19 related activity or CARES Act Compliance	Assess that the internal control structure is adequate, and that Alamo Colleges is in compliance with any special government regulations/laws that apply to the specific funding stream. May included emergency procurements.	400
2	Facility Management – Preventive Maintenance Program Audit	Determine whether controls ensure resources are utilized appropriately and effectively, and assess the adequacy of processes over facilities maintenance including scheduled preventive maintenance and unscheduled repairs.	400
3	Fiscal Services – Budgeting Audit	Assess the policies and procedures over budgeting and evaluate the overall process for determining the allocation of funds.	400
4	Time and Attendance Reporting Audit (Employees only)	Evaluate and determine if the internal control structure over employee timekeeping is appropriately designed and operating effectively.	300
5	IT Interface Control Audit	Evaluate the design of controls to ensure accurate, complete, and secure transmission and processing of data between systems.	450
6	Colleges - Program Review – Nursing Program Audit (SPC and/or SAC)	Determine if established operational controls and procedures are adequate and effective, being adhered to and compliant with Alamo Colleges’ policies and procedures, and applicable laws and regulations. May include staffing.	400
7	IT - Systems/Database Support – System Audit	Review the design of controls for a system to ensure they are effective, that data is being processed accurately, and the interface with the Banner System is appropriate. (May select Jaggaer system for audit)	400

209



Approved 2021 Internal Audit Plan (9/1/20 – 8/31/21)

	Project Type	Preliminary Audit Focus Description	Total Hours
8	Construction Contracts and Project Management – CIP Audit (Phase II)	Audit CIP program oversight and communication to the Board. Will include an assessment of the enhanced project management of the CIP program via the owner’s representative and external project managers.	400
9	ADA Compliance Audit	Determine if the Colleges’ electronic and information technology is effectively designed and administered to ensure continuous compliance with federal and state accessibility regulations.	450
10	Title IX Compliance Process Review	To assess the effectiveness of the controls and processes to ensure implementation of new Title IX regulations.	250
11	Procurement Card (Pcard) Audit	To assess effectiveness of controls that ensure Pcard charges are allowable and in compliance with policy. May include a targeted area.	300
12	Investigations / Special Requests	EthicsPoint and other investigations and special requests.	622
13	Internal Quality Assessment Review	Annual self-assessment required by the Institute of Internal Auditors’ International Standards for the Professional Practice of Internal Auditing	300
14	Periodic Monitoring Program	Continue the formal data analytics and continuous monitoring program using ACL Analytics Exchange.	200
	Total		5,272

Approved Alternate and Future FY 2022 Projects

Project Type	Preliminary Audit Focus Description
I-Best & Adult Basic Education Process Review	Assess whether the internal control structure is appropriately designed and operating effectively to ensure effective use of resources.
Data Privacy Protection Audit	Assess Alamo Colleges' privacy protection processes and controls to ensure compliance with Alamo Colleges' policies and procedures, and applicable laws, rules, and regulations.
Alamo Promise Audit	Audit of eligibility of student, management of funds, and compliance with provisions of the Alamo Promise program. (Suggested for FY 2022)
Alamo Colleges Online Audit	Assess that training activities align with Alamo Colleges priorities, are adequately controlled and monitored, and comply with Alamo Colleges' policies and procedures, and Federal and State laws and regulations.
IT - Information Security, Access, and Compliance	Determine whether Alamo Colleges has implemented information system security standards and related controls in compliance with the Texas Administration Code (TAC) 202 requirements from the Texas Department of Information Resources.
Ethics Governance	Determine how Alamo Colleges promotes ethical conduct and review the design and operating effectiveness of the ethics and compliance programs that regulate the behavior of Alamo Colleges employees and students. (Suggested for FY 2022)



VII. External Audit Services Procured in Fiscal Year 2020

External audit services procured by Internal Audit:

- Non-IT Audit Support – Internal Audit did not procure any outside services in FY 2020
- IT Audit Support – Internal Audit did not procure any outside services in FY 2020.
- Internal Audit may engage co-source audit services from a third party firm with specialized expertise to support Internal Audit's work related to the Phase II CIP Program or other approved audits. Internal Audit will make a determination whether to procure these services once audits are underway. These audits are included on the FY 2021 Internal Audit Plan.

External audit services procured by Finance & Administration:

- Financial Statement Audit – Weaver and Tidwell, LLP.
- Single Audit - Weaver and Tidwell, LLP.
- ACCD Public Facility Corporation – Clifton Larson Allen, LLP.



VIII. Reporting Suspected Fraud and Abuse

In accordance with section 7.09 of the Texas General Appropriations Act, a link in the footer of the home page for the Alamo Colleges external website referencing “Fraud Hotline” takes users to the Ethics site which includes instructions on how to report fraud, waste and abuse to the State Auditor’s Office as follows:

Any person who suspects fraud or financial impropriety at Alamo Colleges should report their suspicions immediately to any supervisor, the Chancellor or designee, the Board Chairperson, the Alamo Colleges Ethics Hotline, local law enforcement, Internal Audit or the State Auditor’s Office Hotline.

If you suspect fraud, waste, or abuse, and would like to file an anonymous complaint, please report the matter to one of the following:

Alamo Colleges Ethics Hotline

1-888-976-2466

<https://www.alamo.edu/about-us/compliance/fraud-hotline/>

or

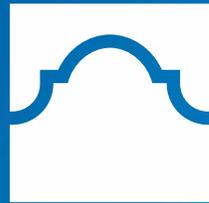
State Auditor’s Office Hotline

1-800-TX-AUDIT (1-800-892-8348)

<http://sao.fraud.state.tx.us>



Thank you.



ALAMO
COLLEGES
DISTRICT



Malcolm Baldrige
National Quality Award
2018 Award Recipient



Achieving the Dream LEADER
COLLEGE
OF DISTINCTION

Discussion and Possible Action on Monthly Contracts Report

Presented to the Board Acting as Committee of the Whole on October 13, 2020 and now presented to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES on October 20, 2020.

MINUTE ORDER

“The Alamo Colleges District Board of Trustees hereby approves this report on non-grant contracts (public) made to the Alamo Colleges District for the period of September 1, 2020 through August 31, 2021.”

PURPOSE

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

BACKGROUND

Contracts – Non-grant contracts are contracts in which Alamo Colleges District receives funds to provide special or negotiated services or training to private corporations. For the period ending September 30, 2020 there are a total of 8 contracts that total \$460,842.00 in external funding. This will allow services to be provided to 212 individuals.

OBJECTIVE/FACT

To supplement activities not funded by Institutional Funds.

IMPLICATIONS

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

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

Linda Rivas, Interim Associate Vice Chancellor
of Continuing Education

Xavier Urrutia, Interim Vice
Chancellor for Economic & Workforce
Development

Dr. Mike Flores, Chancellor

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

Status: September 1, 2020 - August 31, 2021

I. Current Month Contracts District Wide:

No.	Contract Recipient (District Wide)	No. of Courses	Monthly No. Students to be Served	YTD No. Students to be Served
1	Workforce Training Network	12	212	212
	Total	12	212	212

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

No.	Contract Recipient	\$.01-\$9,999.99	\$10,000-\$100,000	\$100,000 and Higher	Total
1	Workforce Training Network	5	2	1	8
	Total	5	2	1	8

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



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

Presented to the Board acting as Committee of the Whole on October 13, 2020 and now presented to the Board for approval on October 20, 2020. PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED.

MINUTE ORDER:

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

PURPOSE:

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

Background

1. Grants – The Alamo Colleges District received 5 new grant awards, 2 continuation grant awards, and 1 additional funding increase for the period ending August 31, 2020. The year-to-date (YTD) funding is \$53,970,896 and allows for 169.25 FTE positions.
2. Restricted Grant Contracts – The Alamo Colleges District had no new restricted grant contracts for the same period. YTD funding is \$1,172,646 and it allows for 4,559 students to be served.

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

IMPLICATIONS:

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

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

Pamela Ansboury, CPA, M.Ed. Date
Associate Vice Chancellor for
Finance and Fiscal Services

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

Dr. Mike Flores Date
Chancellor



ALAMO COLLEGES DISTRICT
FY2020 MONTHLY (MTD) GRANT AWARD ACTIVITY REPORT
 August 1, 2020 - August 31, 2020
 PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
1	219160	District Student Success	City of San Antonio, <u>Program Title:</u> "Student Homeless Youth Emergency Aid".	The Student Homeless Youth Emergency Aid provides case management resources to students who are facing food and housing insecurity and even homelessness. The Student Advocacy Centers currently have benefit navigators that assist eligible students apply for food assistance programs as well as other emergency services such as clothes closets and transportation assistance. Students are given help with expenses necessary to remain in school and have a stable environment.	2/13/2020	\$0	\$0	\$50,000	25	0.00
	1		Total Dist. - MTD Single Year Grants			\$0	\$0	\$50,000	25	0.0
1	213088	Palo Alto College	Texas Higher Education Coordinating Board, <u>Program Title:</u> "2020 College Readiness and Success Models".	Goal of the project is to identify first-year students determined not to be college-ready and provide corequisite instruction and support services to assist them in overcoming academic challenges in first and subsequent college courses.	6/23/2020	\$0	\$0	\$100,000	960	0.20
2	213426	Palo Alto College	U.S. Department of Education, <u>Program Title:</u> "Palo Alto College-CARES HSI".	CARES ACT funding will cover costs for changes that have a clear nexus to significant changes to the deliver of instruction due to COVID-19.	7/2/2020	\$0	\$0	\$210,712	1,000	0
	2		Total PAC-MTD Single Year Grants			\$0	\$0	\$310,712	1,960	0.20
1	214426	Northwest Vista College	U.S. Department of Education, <u>Program Title:</u> "NVC CARES Act HEERF Minority Serving Institution DHSI Support".	CARES ACT HEERF-funding will be used to enable to operate effectively in a remote learning environment resulting from the COVID-19 pandemic. NVC will create a process for using HEERF-MSI funds by which activities and expenditures will be prioritized to help ensure that learning can continue for NVC students during our community's recovery from the Coronavirus pandemic.	8/2/2020	\$0	\$0	\$455,744	14,228	0.00
	1		Total NVC-MTD Single Year Grants			\$0	\$0	\$455,744	14,228	0.00
	4		Total MTD Single Year Grants			\$0	\$0	\$816,456	16,213	0.20
			Multi Year Grants							
1	219345	District Economic Workforce Development	Texas Workforce Commission/ESC 20, <u>Program Title:</u> "Adult Education and Literacy (AEL)". Year 1 of 7.	This consortium grant will be used to build systems of success for Adult Education and Literacy (AEL) and English Literacy Civics at all levels. The AEL Consortium will lead the Adult Learner Success Network in planning and designing education services, support services, and workforce pathways across the 12 county service area of Alamo Workforce Development, Inc., DBA Workforce Solutions Alamo, with the goal of supporting adults in achieving their academic, career, and life goals.	7/1/2020	\$0	\$0	\$79,606	0	0.00
	1		Total DIST.-MTD Multi Year Grants			\$0	\$0	\$79,606	0	0.00
1	211155	San Antonio College	National Service Agency, <u>Program Title:</u> "2020 GenCyber". Year 1 of 2.	A Cohort of 40 8th, 9th and 10th grade students will attend a weeklong GenCyber Student Summer camp at San Antonio College (SAC) in August to introduce them to GenCyber Cybersecurity concepts, skills and certificates/degree programs including SAC's Information Technology and Security Academy (ITSA).	4/1/2020	\$0	\$4,189.90	\$28,975	40	0.10
2	211134	San Antonio College	U.S. Department of Education, <u>Program Title:</u> "Access and Learning for Advancement and Success (ALAS) Upward Bound Project. Year 4 of 5.	UB Provides student service programs for individuals from disadvantaged backgrounds, first-generation, low-income individuals, Etc. UB provides up to four years of additional academic support through summer instruction in math, language, arts, composition, foreign language and lab science that aligns with state exams and state readiness standard.	6/1/2020	\$0	\$16,473	\$287,537	56	3.00
	2		Total SAC-MTD Multi Year Grants			\$0	\$20,663	\$316,512	96	3.10
1	214517	Northwest Vista College	Texas Higher Education Coordinating Board, <u>Program Title:</u> "Comprehensive College Readiness and Success Models for 60x30 TX". Year 2 of 2.	Funds from this grant will be used to address the low rates of academic achievement among under-resourced first-time in college students. <i>Additional funding in the amount of \$30,150.</i>	8/10/2018	\$0	\$0	\$30,150	0	0
	1		Total NVC-MTD Multi Year Grants			\$0	\$0	\$30,150	0	0.00
	4		Total MTD Multi-Year Grants			\$0	\$20,663	\$426,268	96	3.10
	8		GRAND TOTAL-MTD SINGLE AND MULTI-YEAR GRANTS			\$0	\$20,663	\$1,242,724	16,309	3.30

ALAMO COLLEGES DISTRICT

FY 2020 YTD Grant Award Summary Report

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

September 1, 2019 -August 31,2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

No.	College	No. of Grants	Match Amounts	Indirect Cost Received	YTD Funding Amount	No. of Students Served	No. of FTEs
1	District Grants	17	\$ 450,000	\$ 82,500	\$ 7,046,156	15,180	45.50
2	San Antonio College	18	\$ 1,000,657	\$ 173,471	\$ 11,916,929	51,052	31.10
3	St. Philip's College	12	\$ 17,470	\$ 75,497	\$ 18,104,299	31,293	50.50
4	Palo Alto College	16	\$ 81,295	\$ 117,547	\$ 6,581,746	11,129	29.20
5	Northwest Vista College	7	\$ 56,196	\$ -	\$ 8,978,322	53,470	12.95
6	Northeast Lakeview College	2	\$ -	\$ -	\$ 1,343,444	1,593	0.00
GRAND TOTAL		72	\$ 1,605,618	\$ 449,015	\$ 53,970,896	163,717	169.25

ALAMO COLLEGES DISTRICT
FY 2020 Monthly & YTD Grant Award Funding Activity Report with Award Description

September 1, 2019 -August 31, 2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
Single-Year Grants										
1	219089	District Economic Workforce Development	Texas Higher Education Coordinating Board, Program Title: "Pathways Project (TxRAN)".	Team efforts focus on aggregate student data provided by THECB and other sources to help identify curricular and other areas for improving alignment between colleges and High Schools. Teams also develop educational and other support interventions to ease student transition from high school through college completion, thereby supporting 60 x 30 TX goals of increasing postsecondary completion.	8/2/2019	\$0	\$0	\$15,000	0	0.00
2	219122	District Economic Workforce Development	Community Council of South Central Texas, Program Title: "Self Sufficiency Fund".	This project will provide workforce training and support services to 150 participants resulting in successful program completion, industry recognized certification and job placement with employers in industry for which training has been provided.	9/15/2019	\$0	\$0	\$210,000	150	0.00
3	219123	District Economic Workforce Development	AmeriCorps, Program Title: "Public Allies".	The purpose of this grant is to develop our ability to meet the needs of the community by increasing our opportunity to work with community based organization. The partnership with the organizations will help develop a cohort of young social service leaders who can facilitate transformational change, leading to the improvement of their communities.	8/30/2019	\$0	\$0	\$292,500	25	2.00
4	219125	District-Economic and Workforce Development	Texas Workforce Commission, Program Title: "Skills Development Fund COVID-19 Special Initiative".	The Skills Development Fund (SDF) COVID-19 Special Initiative will provide training in response to the direct needs of the COVID-19 Pandemic. Training will target those business partners retooling business processes to respond to the need of COVID-19 related necessities as well as those businesses that are retooling to provide continuing employment to employees.	5/21/2020	\$0	\$0	\$115,000	50	0.00
5	219128	District-Economic and Workforce Development	Texas Workforce Commission, Program Title: "Skills for Small Business".	The Skills for Small Business (SSB) Program will provide training for small private business in the local area. Each participating business partner will contribute to the enhancement of the business operation.	4/1/2020	\$0	\$0	\$52,500	27	0.00
6	219160	District Student Success	City of San Antonio, Program Title: "Student Homeless Youth Emergency Aid".	The Student Homeless Youth Emergency Aid provides case management resources to students who are facing food and housing insecurity and even homelessness. The Student Advocacy Centers currently have benefit navigators that assist eligible students apply for food assistance programs as well as other emergency services such as clothes closets and transportation assistance. Students are given help with expenses necessary to remain in school and have a stable environment.	2/13/2020	\$0	\$0	\$50,000	25	0.00
7	219324	District Economic Workforce Development	Texas Workforce Commission, Program Title: "Automotive Suppliers Consortium". Additional Funding.	This project will provide training to employees to enhance the skills of the technical team members who maintain the robotics and equipment used on the production floor and the general population as well as improve the skillset of team and group leaders. Business partners anticipate the training will expand the knowledge base of all team members to keep up with the increased production demands, help the companies remain competitive, and provide opportunities for employees to be promoted. <i>Additional funding in the amount of \$8,721.00</i>	9/17/2019	\$0	\$0	\$8,721	0	0.00

ALAMO COLLEGES DISTRICT
FY 2020 Monthly & YTD Grant Award Funding Activity Report with Award Description

September 1, 2019 -August 31, 2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
8	219342	District Economic Workforce Development	Texas Workforce Commission, <u>Program Title: "Distance Learning (DL) Mentorship"</u> .	This project will build capacity and improve performance of Adult Education and Literacy (AEL) as well as Distance Learning (DL) initiatives. This program will provide services to increase the number of AEL participants enrolled in DL.	10/10/2019	\$0	\$12,000	\$150,000	0	2.00
9	219868	District Economic Workforce Development	Texas Higher Education Coordinating Board, <u>Program Title: "Carl D. Perkins-Career and Technical Education-Basic Grants to States"</u> .	Perkins Basic Grant Program supports awarded applicants in educating students who enroll in CTE courses and programs in preparation for high-skill, high-wage or high-demand occupations. <i>Additional funding in the amount of \$65,966.</i>	7/1/2019	\$0	\$0	\$1,812,362	11,920	5.00
9			Total Dist.- YTD Single Year Grants			\$0	\$12,000	\$2,706,083	12,197	9.00
1	211152	San Antonio College	City of San Antonio, <u>Program Title: "Seguir Adelante Adult Learning Academy (SAALA)"</u> .	The grant will allow the Department of Services for Women and Non-Traditional students to provide the Seguir Adelante Adult Learning Academy (SAALA), a program that will provide opportunities for non-traditional and "hard to serve" populations in San Antonio to obtain their high school equivalency credentials. This will help students receive college access, retention services and career guidance into middle-skill demand occupation fields.	10/1/2019	\$659,589	\$0	\$205,629	300	4.00
2	211425	San Antonio College	U.S. Department Of Education, <u>Program Title: "San Antonio College's (SAC) CARES Emergency Institutional Funds Project"</u> .	CARES ACT -Institutional Costs funding will be used to enable to operate effectively in a remote learning environment resulting from the COVID-19 pandemic. Funding will be used to address allowable costs associated with significant changes to the delivery of instruction.	5/7/2020	\$0	\$0	\$3,824,127	0	0.0
3	211426	San Antonio College	U.S. Department Of Education, <u>Program Title: "San Antonio College's (SAC) CARES Emergency Fund Hispanic/Minority-Serving Institutions"</u> .	CARES Emergency Fund for Hispanic/Minority Serving Institutions will be used to enable effectively in a remote learning environment resulting from the COVID-19 pandemic. Funding will be used to address allowable costs associated with significant changes to the delivery of instruction.	6/1/2020	\$0	\$0	\$495,984	600	0.00
4	211534	San Antonio College	City of San Antonio, <u>Program Title: "Educational Access Channel"</u> .	The goal of this project is to obtain needed equipment and to maintain workspace to support the operation needs for cable casting the TV station (TVSA-Education) channel for the City of San Antonio. Broadcast programming will take place at least 8 hours a day 7 days a week.	9/18/2019	\$0	\$0	\$200,000	20,000	0.0
5	251425	San Antonio College	U.S. Department of Education, <u>Program Title: "CARES Emergency Student AID Project"</u> .	To address the pressing financial need of students due to the disruption of campus operations from Corona Virus; funds will be used for the sole and exclusive purpose of providing emergency financial aid grants to students for their expenses such as food, housing, course materials, technology, health care related to the disruption of campus operations.	4/25/2020	\$0	\$0	\$3,824,127	11,661	0.00
5			Total SAC-YTD Single-Year Grants			\$659,589	\$0	\$8,549,867	32,561	4.00
1	212084	St. Philip's College	Humanities Texas, <u>Program Title: "I Too Sing San Antonio"</u> .	In celebration of St. Philip's College 120th year providing educational programs and services within the federally designated Promise Zone, we will have a grant opening of curated humanities inspired art exhibition entitled "I, Too, San Antonio".	12/2/2019	\$0.00	\$0.00	\$1,500	0	0.00
2	212087	St. Philip's College	U.S. Department of Transportation/Federal Motor Carrier Safety Administration, <u>Program Title: "FY2019 CMVOST Grant Program"</u> .	Program will expand the number of individuals receiving commercial motor vehicle operator safety training. Will recruit current and former members of the US Armed Forces and their spouses to provide them with superior safety focused training and provide placement services to assist them in becoming employed in the transportation industry.	9/23/2016	\$17,470	\$0	\$99,000	22	0.00

ALAMO COLLEGES DISTRICT
FY 2020 Monthly & YTD Grant Award Funding Activity Report with Award Description

September 1, 2019 -August 31, 2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
3	212425	St. Philip's College	<u>U.S. Department Of Education, Program Title: "CARES ACT Higher Education Emergency Relief Fund for Institutions and students impacted by COVID-19".</u>	CARES ACT Institutional Costs funding will be used to enable to operate effectively in a remote learning environment resulting from the COVID-19 pandemic. Funding will be used to address allowable costs associated with significant changes to the delivery of instruction.	5/6/2020	\$0	\$0	\$1,713,753	0	0.00
4	212426	St. Philip's College	<u>U.S. Department Of Education, Program Title: "CARES ACT HBCU Emergency Relief Fund for institutions and students impacted by COVID-19".</u>	CARES ACT HBCU funding will be used to enable to operate effectively in a remote learning environment resulting from the COVID-19 pandemic. Funding will be used to address allowable costs associated with significant changes to the delivery of instruction.	5/1/2020	\$0	\$0	\$6,284,530	0	0.00
5	212623	St. Philip's College	<u>Texas Workforce Commission, Program Title: "Apprenticeship Training Program".</u>	Purpose of this grant is to pay a portion of the cost of job-related in person classroom instruction in registered apprenticeship. Registered apprenticeship is a structured system of job training to prepare individuals for occupations in skilled trades and other occupations. Registered apprenticeship combines on the job training under supervision of experienced journey workers with job related in-person classroom instruction. <i>Additional funding in the amount of \$29,635.</i>	9/1/2019	\$0	\$0	\$111,792	183	14
6	252425	St. Philip's College	<u>U.S. Department of Education, Program Title: "CARES Emergency Student AID Project.</u>	To address the pressing financial need of students due to the disruption of campus operations from Corona Virus; funds will be used for the sole and exclusive purpose of providing emergency financial aid grants to students for their expenses such as food, housing, course materials, technology, health care related to the disruption of campus operations.	4/25/2020	\$0	\$0	\$1,713,753	5,322	0.00
6			Total SPC YTD Single-Year Grants			\$17,470	\$0	\$9,924,328	5,527.00	14.00
1	213069	Palo Alto College	<u>U.S. Department of Health and Human Services/Healthy Futures of Texas, Program Title: "Personal Responsibility Education Program Competitive Grant(C-PREP)".</u>	Goal of Healthy Futures of Texas (HFTX) PREP project is to prevent unplanned pregnancy, STD's and HIV among the highest risk age and racial/ethnic groups of teens in Bexar County, TX. Ages 18-19 attending the Alamo Colleges (PAC, SAC, SPC). HFTX will work with it's consultant Cardea Institute and each of the colleges to adapt and implement evidence based and evidence informed curricula with a minimum of 150 students per semester of the project.	9/30/2019	\$0	\$0	\$89,270	300	1.00
2	213086	Palo Alto College	<u>U.S. Department of Agriculture/Texas Department of Agriculture, Program Title: "Child and Adult Care Food Program".</u>	Ray Ellison Family Center provides nutritious meals to children under the Child and Adult Care Food Program. The USDA operates CACFP in partnership with State administering agencies to provide aid to child and adult care sponsoring organizations, centers and day care homes for the provision of nutritious food that contribute to the wellness, healthy growth, and development of young children and the health and wellness of older adults.	9/25/2019	\$0	\$0	\$51,548	55	1.00
3	213087	Palo Alto College	<u>Texas Workforce Commission, Program Title: " Jobs and Education for Texans".</u>	The purpose of the grant is to provide support to the Logistics and Supply Chain Management program by providing funds to purchase equipment that is necessary to ensuring that students are fully prepared for the workforce once they leave Palo Alto College. The funds for this grant will be used to purchase equipment for the program to be used by the student who enroll in CMGT 1325-Warehouse Distribution Center Management and CMGT 1319-Introduction to Business Logistics.	6/22/2020	\$13,795	\$0	\$262,105	100	1.00

ALAMO COLLEGES DISTRICT
FY 2020 Monthly & YTD Grant Award Funding Activity Report with Award Description

September 1, 2019 -August 31, 2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
4	213088	Palo Alto College	Texas Higher Education Coordinating Board, Program Title: "2020 College Readiness and Success Models".	Goal of the project is to identify first-year students determined not to be college-ready and provide co-requisite instruction and support services to assist them in overcoming academic challenges in first and subsequent college courses.	6/23/2020	\$0	\$0	\$100,000	960	0.20
5	213425	Palo Alto College	U.S. Department Of Education, Program Title: "Palo Alto College-CARES Institutional".	Funds to cover costs for changes that have a clear nexus to significant changes to the delivery of instruction due to COVID-19.	6/19/2020	\$0	\$0	\$1,620,471	1,000	0
6	213426	Palo Alto College	U.S. Department of Education, Program Title: "Palo Alto College-CARES HSI".	CARES ACT funding will cover costs for changes that have a clear nexus to significant changes to the deliver of instruction due to COVID-19.	7/2/2020	\$0	\$0	\$210,712	1,000	0
7	253425	Palo Alto College	U.S. Department of Education, Program Title: "CARES Emergency Student AID Project.	To address the pressing financial need of students due to the disruption of campus operations from Corona Virus; funds will be used for the sole and exclusive purpose of providing emergency financial aid grants to students for their expenses such as food, housing, course materials, technology, health care related to the disruption of campus operations.	4/25/2020	\$0.00	\$0.00	\$1,620,472	5,196	0.00
7			Total PAC-YTD Single Year Grants			\$13,795	\$0	\$3,954,578	8,611	3.20
1	215425	Northeast Lakeview College	U.S. Department of Education, Program Title: "Northeast Lakeview College CARES Project Part 2 (NLC CARES 2)".	CARES ACT HEERF-Institutional Costs funding will be used to enable to operate effectively in a remote learning environment resulting from the COVID-19 pandemic. Funding will be used to address allowable costs associated with significant changes to the delivery of instruction.	6/5/2020	\$0	\$0	\$671,722	0	0.00
2	255425	Northeast Lakeview College	U.S. Department of Education, Program Title: "CARES Emergency Student AID Project.	To address the pressing financial need of students due to the disruption of campus operations from Corona Virus; funds will be used for the sole and exclusive purpose of providing emergency financial aid grants to students for their expenses such as food, housing, course materials, technology, health care related to the disruption of campus operations.	4/27/2020	\$0	\$0	\$671,722	1,593	0.00
2			Total NLC-YTD Single Year Grants			\$0	\$0	\$1,343,444	1,593	0
1	214425	Northwest Vista College	U.S. Department of Education, Program Title: "NVC CARES Act HEERF Grant- Institutional Support".	CARES ACT HEERF-Institutional Costs funding will be used to enable to operate effectively in a remote learning environment resulting from the COVID-19 pandemic. Funding will be used to address allowable costs associated with significant changes to the delivery of instruction.	5/7/2020	\$0	\$0	\$3,463,309	0	0.00
2	214426	Northwest Vista College	U.S. Department of Education, Program Title: "NVC CARES Act HEERF Minority Serving Institution DHSI Support".	CARES ACT HEERF-funding will be used to enable to operate effectively in a remote learning environment resulting from the COVID-19 pandemic. NVC will create a process for using HEERF-MSI funds by which activities and expenditures will be prioritized to help ensure that learning can continue for NVC students during our community's recovery from the Coronavirus pandemic.	8/2/2020	\$0	\$0	\$455,744	14,228	0.00

ALAMO COLLEGES DISTRICT
FY 2020 Monthly & YTD Grant Award Funding Activity Report with Award Description

September 1, 2019 -August 31, 2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
3	254425	Northwest Vista College	U.S. Department of Education, <u>Program Title: "CARES Emergency Student Aid Project.</u>	To address the pressing financial need of students due to the disruption of campus operations from Corona Virus; funds will be used for the sole and exclusive purpose of providing emergency financial aid grants to students for their expenses such as food, housing, course materials, technology, health care related to the disruption of campus operations.	4/25/2020	\$0	\$0	\$3,463,310	9,017	0.00
	3		Total NVC-MTD Single Year Grants			\$0	\$0	\$7,382,363	23,245	0.00
	32			Total YTD Single Year Grants		\$690,854	\$12,000	\$33,860,663	83,734	30.20
				Multi-Year Grants						
1	219117	District Student Success	U.S. Department of Education / Texas Higher Education Foundation, <u>Program Title: "Nudges to the Finish Line".</u> Year 2 of 2.	Purpose of this student is to determine the effectiveness of personalized text messages to encourage (nudge) degree completion by near completers whose profile shows them to be at risk of not completing their degree. <i>"Additional award in the amount of \$14,640".</i>	4/27/2020	\$0	\$0	\$14,640	0	0.00
2	219119	District Economic Workforce Development	U.S. Department of Labor/San Jacinto College, <u>Program Title: "Texas is IT".</u> Year 1 of 4.	The project will support Information Technology (IT) occupations, and will train 252 apprentices and 100 pre-apprentices over 48 months. The colleges that are part of the consortium are, San Jacinto (Lead), Alamo Colleges District, Austin Community College District and Dallas County Community College District.	7/3/2019	\$0	\$70,500	\$354,649	352	3.00
3	219121	District Economic Workforce Development	University of Texas at San Antonio (UTSA), <u>Program Title: "Bexar County Fostering Educational Success Pilot Project".</u> Year 2 of 2.	The purpose of this project is a collaboration between UTSA, Texas A&M University-SA, ACD, Bexar County Children's Court and CASA in creating a pipeline of educational support for the more than 600 foster care alumni currently enrolled on our colleges, as well as youth in foster care who aspire to attend college. Educational achievement can break the cycle of Child abuse and neglect. <i>Additional funding in the amount of \$186,807.</i>	9/1/2019	\$0	\$0	\$457,000	800	5.00
4	219124	District Economic Workforce Development	U.S. Department of Labor, <u>Program Title: "Apprenticeship: Closing the Skills Gap".</u> Year 1 of 4.	The Healthcare Apprenticeship Partnership will convene key employer partners to develop new apprenticeship programs in key occupations in the h healthcare sector to build an apprenticeship pathway and expand access to trainees. <i>Additional funding in the amount of \$7,517.50.</i>	2/18/2020	\$450,000	\$0	\$237,738	800	2.50
5	219334	District Economic Workforce Development	Texas Workforce Commission/ESC 20, <u>Program Title: "Adult Education and Literacy (AEL)".</u> Year 1 of 2.	This consortium grant will be used to build systems of success for Adult Education and Literacy (AEL) and English Literacy Civics at all levels. The AEL Consortium will lead the Adult Learner Success Network in planning and designing education services, support services, and workforce pathways across the 12 county service area of Alamo Workforce Development, Inc., DBA Workforce Solutions Alamo, with the goal of supporting adults in achieving their academic, career, and life goals. <i>Additional funding in the amount of \$4,105.</i>	7/1/2019	\$0	\$0	\$191,440	721	8.00
6	219345	District Economic Workforce Development	Texas Workforce Commission/ESC 20, <u>Program Title: "Adult Education and Literacy (AEL)".</u> Year 1 of 7.	This consortium grant will be used to build systems of success for Adult Education and Literacy (AEL) and English Literacy Civics at all levels. The AEL Consortium will lead the Adult Learner Success Network in planning and designing education services, support services, and workforce pathways across the 12 county service area of Alamo Workforce Development, Inc., DBA Workforce Solutions Alamo, with the goal of supporting adults in achieving their academic, career, and life goals.	7/1/2020	\$0	\$0	\$79,606	0	0.00

ALAMO COLLEGES DISTRICT
FY 2020 Monthly & YTD Grant Award Funding Activity Report with Award Description

September 1, 2019 -August 31, 2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
7	219742	District Economic Workforce Development	U.S. Department of Health and Human Services Administration for Children and Families, Program Title: "Alamo Community College District Healthcare Professions Opportunity Grant". Year 5 of 5.	The purpose of this grant is to provide direct training and education as well as prepare individuals for employment in the healthcare field. Goal is to offer an exciting career ladder program that provides educational training for Temporary Assistance for Needy Family (TANF) recipients and low income eligible individuals in high demand healthcare fields.	8/15/2019	\$0	\$0	\$3,000,000	310	18.00
8	219792	District Economic Workforce Development	Texas Higher Education Coordinating Board, Program Title: "Comprehensive College Readiness and Success Models for 60x30TX". Year 2 of 2.	The project will enroll 125 eligible students in the (ICR) Intensive Career Readiness model. At least 50% of these students will have characteristics targeted by the 60x30TX initiative; first generation college students, under-represented student groups including African American and Hispanic, economically disadvantaged students or students who are underprepared in at least two basic skills subject areas. Additional Funding in the amount of \$5,000.	10/4/2019	\$0	\$0	\$5,000	0	0.00
	8		Total Dist.-YTD Multi-Year Grants			\$450,000	\$70,500	\$4,340,073	2,983	36.50
1	211121	San Antonio College	U.S. Department of Education, Program Title: "TRIO Student Support Services - Project R.I.S.E (Ready, Inspired, Successful, Engaged) for STEM and Health Sciences majors", 2015. Year 5 of 5.	This grant will be used to increase the number of mathematics scholars who enter the workforce or transfer to a university following completion of an associate's degree. The program will offer scholarships, study group sessions, mentoring, advising, internships, field trips, and links to employment; all geared to aid students in the completion of a bachelor's degree.	6/25/2019	\$0	\$20,241	\$253,015	125	2.00
2	211122	San Antonio College	U.S. Department of Education, Program Title: "Veterans Achieving Learning through Opportunity and Resilience (Project Valor)". Year 5 of 5.	The program is poised to significantly increase the number of low-income, first generation and disabled veterans who graduate and transfer to senior institutions by virtue of the large number of veteran students we serve.	6/25/2019	\$0	\$20,241	\$253,015	120	2.00
3	211125	San Antonio College	U.S. Department of Education, Program Title: "The Puentes (Bridges) Project". Year 5 of 5.	This program will increase student support, increase flexibility and enrich learning and modernize teaching and learning in STEM classrooms and labs that at least half of all students encounter will attending SAC.	9/6/2019	\$0	\$0	\$525,000	17,000	6.00
4	211128	San Antonio College	U.S. Department of Health & Human Services-Family and Youth Services Bureau, Program Title: "Competitive Personal Responsibility Education Program (C-PREP)". Year 5 of 5.	Bae-B-Safe Program is aimed to prevent unplanned pregnancy and reduce sexually transmitted disease to college-aged youth between the age of 14-19 yrs. Target population includes dual-high school students enrolled at San Antonio College students between the ages of 18-19.	5/30/2019	\$0	\$0	\$89,270	300	1.00
5	211133	San Antonio College	U.S. Department of Agriculture/Texas State University, Program Title: "Evergreen Project". Year 3 of 5.	Evergreen-A Cross Disciplinary Research and Education Program on Soil Free Farming using renewable energy and harvested water for Hispanic students. Students lead and undertake research regarding the food-water-energy nexus. The grant provides research supplies, scholarships and internships for students.	9/1/2019	\$0	\$0	\$17,000	4	0.00
6	211134	San Antonio College	U.S. Department of Education, Program Title: "Access and Learning for Advancement and Success (ALAS) Upward Bound Project. Year 4 of 5.	UB Provides student service programs for individuals from disadvantaged backgrounds, first-generation, low-income individuals, Etc. UB provides up to four years of additional academic support through summer instruction in math, language, arts, composition, foreign language and lab science that aligns with state exams and state readiness standard.	6/1/2020	\$0	\$16,473	\$287,537	56	3.00

ALAMO COLLEGES DISTRICT
FY 2020 Monthly & YTD Grant Award Funding Activity Report with Award Description

September 1, 2019 -August 31, 2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
7	211137	San Antonio College	U.S. Department of Education, <u>Program Title:</u> " <i>Highlands Upward Bound Math Science (UBMS)</i> ". Year 3 of 5.	UBMS provides student service programs for individuals from disadvantaged backgrounds, first generations, low-income individuals, etc. Will provide up to four years of additional academic support through summer instructions in math, language arts, composition, foreign language and lab science with curricula that aligns with state exams and state readiness standard.	9/6/2019	\$0	\$1,960	\$287,521	60	3.00
8	211138	San Antonio College	U.S. Department of Education, <u>Program Title:</u> " <i>Child Care Means Parents in School (CCAMPIS)</i> ". Year 3 of 5.	Goal of this project is to Increase low-income student success by providing access to high-quality child care.	8/31/2019	\$341,068	\$0	\$308,091	60	0.00
9	211141	San Antonio College	U.S. Department of Health & Human Services-SAMHSA/University of Texas at Austin, <u>Program Title:</u> " <i>Addiction Technology Center HHS Region 6</i> ". Year 3 of 5.	Goal of the grant is to provide individuals in the field of addiction counseling and related areas, information regarding best practices when dealing with patients/clients. This will be accomplished through the classroom and Internet academic course offerings as well as training workshops offered throughout the year.	9/30/2017	\$0	\$0	\$15,000	350	0.00
10	211145	San Antonio College	U.S. Department of Education, <u>Program Title:</u> " <i>TRIO Edison Upward Bound Math and Science Project</i> ". Year 2 of 5.	UBMS provides student service programs for individuals from disadvantaged backgrounds, first generation, low-income individuals, etc. UBMS provides up to four years of additional academic support through summer instruction in math, language arts, composition, foreign language and lab science with the curricula that aligns with state exams and state readiness standards.	5/2/2019	\$0	\$19,069	\$287,457	56	3.00
11	211146	San Antonio College	National Science Foundation (NSF), <u>Program Title:</u> " <i>Cyber Service Scholarship (CSS) Program</i> ". Year 2 of 5.	Goal of this project is to encourage and enable 20 academically talented CIS majors who are veterans of the Armed Forces and/or Bachelor's degree holders to complete the AAS in Information Assurance (IA) and Cyber Security and increase the number of diverse employees in areas of significant regional and national needs.	9/14/2018	\$0	\$16,297	\$240,181	20	2.00
12	211155	San Antonio College	National Service Agency, <u>Program Title:</u> " <i>2020 GenCyber</i> ". Year 1 of 2.	A Cohort of 40 8th, 9th and 10th grade students will attend a weeklong GenCyber Student Summer camp at San Antonio College (SAC) in August to introduce them to GenCyber Cybersecurity concepts, skills and certificates/degree programs including SAC's Information Technology and Security Academy (ITSA).	4/1/2020	\$0	\$4,189.90	\$28,975	40	0.10
13	211532	San Antonio College	U.S. Department of Education, <u>Program Title:</u> " <i>Tenaces Staying the Course-A Project to Increase STEM Field Success for Hispanic and Low-Income Students</i> ". Year 4 of 5.	Purpose of the HSI STEM program is to develop and carry out activities to improve and expand the institutions capacity to serve Hispanic and other Low-Income students. The goal is to increase the number of Hispanic and low-income students in San Antonio who attain degrees in STEM fields.	10/1/2019	\$0	\$75,000	\$775,000	300	5.00
	13		Total SAC-YTD Multi-Year Grants			\$341,068	\$173,471	\$3,367,062	18,491	27.10
1	212079	St. Philip's College	U.S. Department of Health and Human Services/Healthy Futures of Texas Inc., <u>Program Title:</u> " <i>C-PREP Alamo Colleges Project</i> ". Year 5 of 5.	Goal is to prevent unplanned pregnancy, STDs and HIV among the highest-risk age and racial/ethnic groups of teens in Bexar County, Texas attending three of the Alamo Colleges District-St. Philip's College, San Antonio College and Palo Alto College.	11/26/2019	\$0	\$0	\$88,895	1,500	1.50

ALAMO COLLEGES DISTRICT
FY 2020 Monthly & YTD Grant Award Funding Activity Report with Award Description

September 1, 2019 -August 31, 2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
2	212086	St. Philip's College	U.S. Department of Education, <u>Program Title</u> : "Child Care Means Parents in School (CCAMPIS)". Year 2 of 4.	The goal of this project is to provide support for the participation of low-income parents in postsecondary education through the provisions of campus based child care services officered at the on-side Child Development Center. Students will receive assistance with child care tuition on a sliding fee scale based on their low income status and academic performance.	10/1/2019	\$0	\$0	\$120,250	40	1.00
3	212088	St. Philip's College	National Aeronautics and Space Administration / University of Texas at San Antonio, <u>Program Title</u> : "NASA Center for Advanced Measurements in Extreme Environments (CAMEE)". Year 1 of 3.	In an effort to support the NASA MIRO project the college will designate an email to work on the grant to: Recruit STEM students within Alamo Colleges Dist. To participate in NASA research project under the NASA MIRO initiative. Provide regular feedback with respect to level of success student achieves in completing tasks and otherwise meeting sponsor expectations.	10/1/2019	\$0	\$0	\$46,861	10	0.00
4	212604	St. Philip's College	U.S. Department of Education, <u>Program Title</u> : "Title III -Historically Black Colleges and Universities Program". Year 3 of 5.	Grant funds will be used to support activities in Project Administration and Research Development, Center of Excellence in STEM, Campus Renovation, Information and Communication Technology, Institute for Teaching Excellence, Student Services and Good Samaritan Veterans Outreach and Transition Center. These activities will strengthen St. Philip's College as a historically black college.	8/19/2019	\$0	\$0	\$6,057,706	24,096	25.00
5	212613	St. Philip's College	National Science Foundation, <u>Program Title</u> : "Louis Stokes Alliances for Minority Participation". Year 3 of 3.	Grant funds will be used to increase the number of underrepresented minority students who successfully transfer from CIMA Alliance colleges into four-year university STEM programs.	8/1/2017	\$0	\$75,497	\$500,000	120	9.00
6	932969	St. Philip's College	U.S. Department of Education, <u>Program Title</u> : "Student Aid and Fiscal Responsibility Act (SAFRA)". Year 5 of 5.	Grant funds will be used for campus renovation projects (construction and technology) that indirectly support over 24,000 students. This grant will also be used to provide student services support for public safety.	8/19/2019	\$0	\$0	\$1,366,259	0	0.00
6			Total SPC-YTD Multi-Year Grants			\$0	\$75,497	\$8,179,971	25,766	36.50
1	213071	Palo Alto College	U.S. Department of Education, <u>Program Title</u> : "TRIO Talent Search". Year 4 of 5.	TRIO Talent Search project will provide participants with academic tutoring and advising; information on financial aid programs' assistance in completing financial aid applications; financial literacy and support for applying for college enrollment. Participants will be provided support for their diverse academic and non-cognitive needs to ensure that they persist, succeed and graduate from high school completing a rigorous secondary school program and enroll in college. <i>Additional funding in the amount of \$22,500.</i>	6/7/2019	\$0	\$21,800	\$290,273	500	3.00
2	213075	Palo Alto College	U.S.D.A. National Institute of Food and Agriculture (NIFA), <u>Program Title</u> : "Evergreen". Year 4 of 4.	A Cross Disciplinary Research and Education Program on soil free farming using renewable energy and harvested water for Hispanic students. There will be a development of new laboratory facilities and curricula that will empower students to understand and build soil-free, water saving, renewable energy, and smart technology-based food systems.	9/1/2016	\$0	\$0	\$15,500	2	0.00

ALAMO COLLEGES DISTRICT
FY 2020 Monthly & YTD Grant Award Funding Activity Report with Award Description

September 1, 2019 -August 31, 2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
3	213076	Palo Alto College	U.S. Department of Education, <u>Program Title: "Palo Alto College Upward Bound Project"</u> . Year 3 of 5.	Palo Alto College (PAC) Upward Bound will provide participants from Poteet, Pleasanton, Lytle, and Jourdanton High Schools with academic instruction; tutoring and advising; information on financial aid programs, assistance in completing financial aid applications; financial literacy and support for apply for college enrollment. Participants will be provided support for their diverse academic and non-cognitive needs to ensure that they persist, succeed and graduate from high school completing a rigorous secondary school program.	09/01/219	\$0	\$23,000	\$353,697	77	2.00
4	213078	Palo Alto College	U.S. Department of Education, <u>Program Title: " Palo Alto College Child Care Means Access in School Project"</u> . Year 3 of 4.	The project will subsidize the majority of the cost of on-and off-campus child care to ensure that PAC students realize their full potential by enrolling, persisting, and completing a college degree.	8/27/2019	\$0	\$10,747	\$134,337	20	0.00
5	213079	Palo Alto College	National Science Foundation, <u>Program Title: "Palo Alto College S-STEM Project"</u> . Year 3 of 5.	The goal of this project is to increase the number of academically talented, financially needy Biology and Biosciences majors who transfer and graduate with a bachelors degree in STEM field on time. The project will help low-income, academically talented Biology students through involvement in Projects of Discovery (PODs).	7/28/2019	\$0	\$0	\$185,492	39	6.00
6	213080	Palo Alto College	U.S. Department of Education, <u>Program Title: "Upward Bound Math & Science (UBMS)"</u> . Year 3 of 5.	Upward Bound Math and Science (UBMS) will provide participants from East Central High School with academic instruction; tutoring and advising; information on financial aid programs and assistance in completing financial aid applications. Participants will be provided support for their diverse academic and non-cognitive needs to ensure that they persist, succeed and graduate from high school completing a rigorous secondary school program.	9/1/2019	\$0	\$0	\$287,537	60	2.00
7	213081	Palo Alto College	National Science Foundation, <u>Program Title: "Advanced Technological Education"</u> . Year 2 of 3.	Program is geared to establish a new dual credit program in Logistics and Supply Chain; creating four new emerging technology course modules, recruitment of students, developing a new training module for secondary school educators and a new transfer agreement with a local 4 year university.	3/30/2018	\$0	\$0	\$60,332	1200	2.00
8	213516	Palo Alto College	U.S. Department of Education, <u>Program Title: "Palo Alto College Title V: Project Impacto"</u> . Year 4 of 5.	Project Impacto proposes to establish college wide best practices and support systems that enable high-need students to successfully enter, persist, and complete an associates degree program by: Strengthening high impact practices for continuing students to improve student persistence and completion; establishing a Student Advocacy Center at Palo Alto College to improve overall rates of student success; increase professional development opportunities for faculty and staff that will improve student engagement and learning.	3/1/2016	\$52,500	\$0	\$525,000	500	6.00
9	213518	Palo Alto College	U.S. Department of Education, <u>Program Title: "Title V-HSI STEM-SEEDS"</u> . Year 4 of 5.	The SEEDS of Excellence in STEM Project (Support, Engagement, Experiential and Development Systems of Excellence in Science, Technology, Engineering, and Math) is designed to establish college-wide best practices and support systems related to STEM that will aim to increase the number of Hispanic and low-income students pursuing and graduating with STEM degrees.	7/16/2019	\$15,000	\$62,000	\$775,000	120	5.00
	9		Total PAC-YTD Multi-Year Grants			\$67,500	\$117,547	\$2,627,168	2,518	26.00

ALAMO COLLEGES DISTRICT
FY 2020 Monthly & YTD Grant Award Funding Activity Report with Award Description

September 1, 2019 -August 31, 2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source/Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
1	214047	Northwest Vista College	U.S. Department of Education, <u>Program Title: "Title V Project Math Paths"</u> . Year 2 of 5.	Goal of this project is to accelerate the developmental math sequence and advise into optimal college level math courses; maximize student access by increasing optimal math placement including STEM college algebra; reduce time needed and facilitate student enrollment; increase student enrollment, retention and core math completion.	9/23/2019	\$56,196	\$0	\$486,173	15,000	2.00
2	214050	Northwest Vista College	U.S. Department of Education, <u>Program Title: "Community Math Project: Building Math Proficiency to Strengthen Teacher Education Through Collaborative Interventions"</u> . Year 2 of 5.	The community Math project will work closely with education majors at each of the partner IHEs wishing to teach at the elementary level to increase math comfort and proficiency. NVC and UTSA aim to narrow the achievement gap among underserved students and provide better educational access for underrepresented groups.	8/1/2019	\$0	\$0	\$749,997	15,000	4.80
3	214051	Northwest Vista College	U.S. Department of Education, <u>Program Title: "Latino Teacher Academy Learning Community-(Latino-TALC)"</u> . Year 2 of 5.	The project will provide a support system that facilitates a smooth transition for teacher candidates from the community college to four-year institution. This is a holistic development approach that will provide teacher candidates support as they navigate from a learning community to a professional learning network.	9/28/2018	\$0	\$0	\$224,438	125	5.75
4	214517	Northwest Vista College	Texas Higher Education Coordinating Board, <u>Program Title: "Comprehensive College Readiness and Success Models for 60x30 TX"</u> . Year 2 of 2.	Funds from this grant will be used to address the low rates of academic achievement among under-resourced first-time in college students. <i>Additional funding in the amount of \$30,150.</i>	8/10/2018	\$0	\$0	\$135,351	100	0.4
4			Total NVC-YTD Multi-Year Grants			\$56,196	\$0	\$1,595,959	30,225	12.95
40				Total YTD Multi-Year Grants		\$914,764	\$437,015	\$20,110,232	79,983	139.05
72				GRAND TOTAL-YTD SINGLE AND MULTI-YEAR GRANTS		\$1,605,618	\$449,015	\$53,970,896	163,717	169.25

ALAMO COLLEGES DISTRICT
FY 2020 Monthly (MTD) Restricted Contract Activity Report
 August 01, 2020 -August 31, 2020
 PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

Item No.	Grant Code	College	Funding Source / Grant	Description/Function	Date of Award Letter	Match Amount	Indirect Cost	Funding Amount	Students Served	No. of FTEs
				<i>No Grants to Report</i>						
	0			GRAND TOTAL-MTD RESTRICTED CONTRACTS		\$0	\$0	\$0	0	0.00

ALAMO COLLEGES DISTRICT
FY 2020 YTD Restricted Contract (Non-Grant) Summary Report

September 1, 2019 - August 31, 2020

PRELIMINARY-SUBJECT TO CHANGE AND UNAUDITED

No.	Contract Recipient	No. of Contracts Executed for the Year	YTD Total Amount of Contracts	No. Students to be Served
1	San Antonio College	3	\$197,282	2,030
2	St. Philip's College	1	25,980	20
3	Palo Alto College	4	248,780	480
4	Northwest Vista College	3	60,104	972
5	Northeast Lakeview College	0	0	0
6	District Restricted Contracts	4	640,500	1,057
	Total	15	\$1,172,646	4,559

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

No.	Contract Recipient	\$.01-\$9,999.99	\$10,000- \$99,999	\$100,000 and Higher	Total
1	San Antonio College	0	2	1	3
2	St. Philip's College	0	1	0	1
3	Palo Alto College	0	2	2	4
4	Northwest Vista College	1	2	0	3
5	Northeast Lakeview College	0	0	0	0
6	District Restricted Contracts	0	1	3	4
	Total	1	8	6	15

Discussion and Possible Action on Approval of Construction Reports
Preliminary – Subject to Change and Unaudited

Presented to the Board acting as Committee of the Whole on October 13, 2020 and now presented to the Board for approval on October 20, 2020.

MINUTE ORDER

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

PURPOSE

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

BACKGROUND

1. 2017 Capital Improvement Program Overview Chart
2. 2017 General Obligation Bond CIP Summary and Detail Report

IMPLICATIONS

Financial: N/A

Strategic Plan: Strategic Objective III Performance Excellence

Human Resources: N/A

ATTACHMENTS: Construction Reports

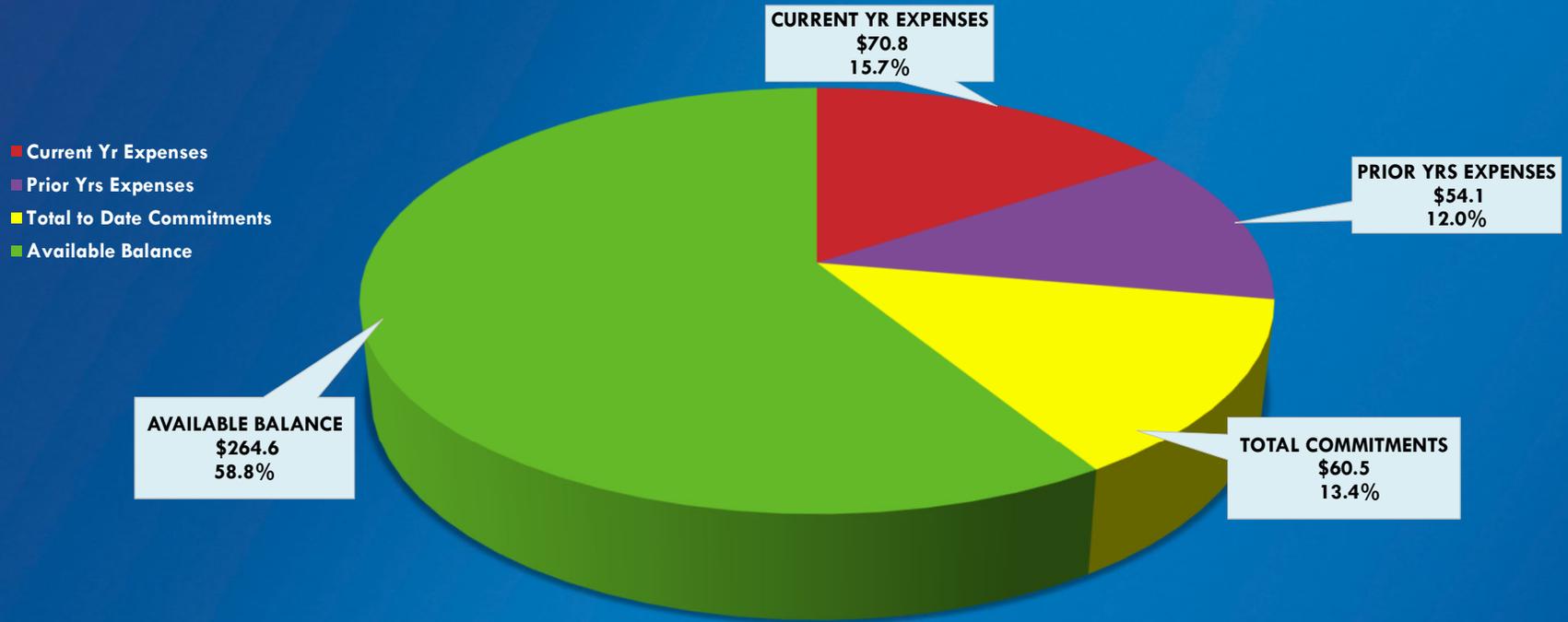
Pamela Ansboury, CPA, M.Ed.
Assoc. Vice Chancellor of Finance and
Fiscal Services

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

Dr. Mike Flores, Chancellor



Alamo Colleges District
2017 Capital Improvement Program
As of August 31, 2020
(\$ FIGURES IN MILLIONS)
Preliminary - Subject to Change and Unaudited



ALAMO COLLEGES DISTRICT
2017 - GENERAL OBLIGATION BOND CAPITAL IMPROVEMENT PROGRAM SUMMARY
As of August 31, 2020
Preliminary - Subject to Change and Unaudited

FUNDING SOURCES	GO 2017	Unissued	Unissued	TOTAL
		GO	GO	
BOND PROCEEDS	\$ 173,000,000	\$ 169,000,000	\$ 108,000,000	\$ 450,000,000
TOTAL FUNDING SOURCES	\$ 173,000,000	\$ 169,000,000	\$ 108,000,000	\$ 450,000,000

EXPENDITURES	BUDGET	CURRENT YEAR TOTAL	PRIOR YEARS' TOTAL	TOTAL TO DATE - ALL YEARS	COMMITMENTS	AVAILABLE BALANCE
DISTRICT & DISTRICT WIDE - 2017 G.O. BOND	\$ 102,000,000	\$ 6,458,083	\$ 17,083,082	\$ 23,541,164	\$ 1,939,926	\$ 76,518,910
SAN ANTONIO COLLEGE - 2017 G.O. BOND	\$ 83,000,000	\$ 14,006,737	\$ 3,764,688	\$ 17,771,425	\$ 17,595,020	\$ 47,633,555
ST. PHILIP'S COLLEGE & SWC - 2017 G.O. BOND	\$ 82,000,000	\$ 29,899,519	\$ 16,170,968	\$ 46,070,487	\$ 12,097,358	\$ 23,832,156
PALO ALTO COLLEGE - 2017 G.O. BOND	\$ 72,000,000	\$ 1,985,977	\$ 6,117,741	\$ 8,103,718	\$ 1,156,954	\$ 62,739,328
NORTHWEST VISTA COLLEGE - 2017 G.O. BOND	\$ 69,000,000	\$ 17,770,970	\$ 9,692,521	\$ 27,463,491	\$ 27,611,849	\$ 13,924,660
NORTHEAST LAKEVIEW COLLEGE - 2017 G.O. BOND	\$ 42,000,000	\$ 669,562	\$ 1,222,051	\$ 1,891,612	\$ 120,154	\$ 39,988,234
ALL GO BOND EXPENDITURES - BY COLLEGES	\$ 450,000,000	\$ 70,790,847	\$ 54,051,051	\$ 124,841,897	\$ 60,521,260	\$ 264,636,843
UNALLOCATED INTEREST INCOME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FOR ALL GO BOND	\$ 450,000,000	\$ 70,790,847	\$ 54,051,051	\$ 124,841,897	\$ 60,521,260	\$ 264,636,843

ALAMO COLLEGES DISTRICT
2017 - GENERAL OBLIGATION BOND CAPITAL IMPROVEMENT PROGRAM EXPENDITURES BY PROJECT
As of August 31, 2020
Preliminary - Subject to Change and Unaudited

PROJECT TITLE	Original Budget	Adjusted Budget	Current Month Expenses	Current Yr Expenses	Prior Yrs Expenses	Total to Date All Yrs Expenses	Commitments	Available Balance
DIS-WETC GO17 - T1	23,000,000	23,000,000	661	623,295	565,548	1,188,843	579,305	21,231,852
DIS-SETC GO17 - T1	23,000,000	23,000,000	-	235,677	373,586	609,263	287,649	22,103,089
DIS-N. 281 Property purch - GO17 - T1	5,000,000	5,000,000	-	-	5,000,000	5,000,000	-	-
DIS I-10 NW Ed and Train Ctr. - GO17 - T2	23,000,000	23,000,000	463,169	550,054	1,095,094	1,645,149	53,200	21,301,651
SWC- Redund Police Dpatch @ SWC - GO17 - T1	3,000,000	3,000,000	-	26,892	2,879,741	2,906,634	30,075	63,291
TOTAL FOR DISTRICT	\$ 77,000,000	\$ 77,000,000	\$ 463,830	\$ 1,435,918	\$ 9,913,970	\$ 11,349,888	\$ 950,229	\$ 64,699,883
DIS Instructional Tech GO17 - T1	1,500,000	1,500,000	(605,851)	40,354	748,606	788,961	0	711,039
DIS Infrastructural & ACOL GO17 T1	11,600,000	11,600,000	605,851	(1,871,090)	6,420,506	4,549,416	-	7,050,584
DIS Comm. & Collaboration Tools GO17 T1	4,100,000	4,100,000	32,375	3,097,378	-	3,097,378	-	1,002,622
Reporting and Analysis - T3	1,700,000	1,700,000	-	-	-	-	-	1,700,000
DIS Mobile Tech & Security GO17 - T3	6,100,000	6,100,000	1,965,513	3,755,521	-	3,755,521	989,697	1,354,782
TOTAL FOR DISTRICT WIDE INFO. TECH.	\$ 25,000,000	\$ 25,000,000	\$ 1,997,888	\$ 5,022,164	\$ 7,169,112	\$ 12,191,276	\$ 989,697	\$ 11,819,027
TOTAL FOR DISTRICT / DISTRICT WIDE	\$ 102,000,000	\$ 102,000,000	\$ 2,461,719	\$ 6,458,083	\$ 17,083,082	\$ 23,541,164	\$ 1,939,926	\$ 76,518,910
SAC-Parking Garage GO17 - T1	16,000,000	19,726,336	1,934,963	10,863,725	2,625,010	13,488,736	5,930,910	306,690
SAC-Childcare Bldg GO17 - T1	4,000,000	14,652,417	72,009	293,069	211,668	504,736	257,338	13,890,343
SAC Law Enforce/ 1st Responder - GO17 - T2	15,000,000	20,000,000	55,040	55,040	39,800	94,840	1,278,315	18,626,845
SAC Physical Plant FRA - GO17 - T2	5,000,000	-	-	-	-	-	-	-
SAC Fletcher St Success Ren w/ Main Entry - GO17 - T2	20,000,000	10,312,118	285,433	1,240,688	413,373	1,654,062	7,838,618	819,438
SAC Physical Plant - GO17 - T3	4,500,000	2,981,979	118,735	1,404,692	470,377	1,875,069	1,225,645	(118,735)
SAC Chance Academic Ren - GO17 - T3	14,000,000	1,489,747	1,923	1,923	-	1,923	112,022	1,375,802
SAC MFA Ren - GO17 - T3	4,500,000	47,808	-	43,348	4,460	47,808	-	-
SAC Unallocated - GO17	-	-	-	-	-	-	-	-
SAC NEW SCIENCE BLDG - GO17	-	13,789,596	104,252	104,252	-	104,252	952,172	12,733,172
TOTAL FOR SAC	\$ 83,000,000	\$ 83,000,000	\$ 2,572,355	\$ 14,006,737	\$ 3,764,688	\$ 17,771,425	\$ 17,595,020	\$ 47,633,555
SPC Culinary Arts Center Exc GO17 -T1	30,000,000	30,000,000	1,101,819	17,814,956	11,890,750	29,705,706	289,552	4,742
SPC Norris Tech Renovation GO17 - T2	22,000,000	15,582,376	245,321	10,595,963	3,450,340	14,046,302	899,757	636,317
SPC Bowden Renovation GO17 - T3	10,000,000	14,000,000	627,946	1,018,517	110,932	1,129,449	10,577,658	2,292,893
TOTAL FOR SPC	\$ 62,000,000	\$ 59,582,376	\$ 1,975,086	\$ 29,429,436	\$ 15,452,022	\$ 44,881,458	\$ 11,766,968	\$ 2,933,952
SPC Welding and Auto Body Fac -GO17 -T2	20,000,000	22,417,624	181,287	470,083	718,946	1,189,029	330,390	20,898,205
TOTAL FOR SWC	\$ 20,000,000	\$ 22,417,624	\$ 181,287	\$ 470,083	\$ 718,946	\$ 1,189,029	\$ 330,390	\$ 20,898,205
TOTAL FOR SPC / SWC	\$ 82,000,000	\$ 82,000,000	\$ 2,156,372	\$ 29,899,519	\$ 16,170,968	\$ 46,070,487	\$ 12,097,358	\$ 23,832,157

ALAMO COLLEGES DISTRICT
2017 - GENERAL OBLIGATION BOND CAPITAL IMPROVEMENT PROGRAM EXPENDITURES BY PROJECT
As of August 31, 2020
Preliminary - Subject to Change and Unaudited

PROJECT TITLE	Original Budget	Adjusted Budget	Current Month Expenses	Current Yr Expenses	Prior Yrs Expenses	Total to Date All Yrs Expenses	Commitments	Available Balance
PAC Manufacturing Bldg GO17 - T1	30,000,000	57,660,696	292,828	1,255,150	430,597	1,685,747	676,358	55,298,591
PAC Real Estate Purchase (under district funding) GO17 - T1	6,000,000	6,000,000	-	-	5,118,242	5,118,242	-	881,758
PAC Student Engagement & Welcome Ctr GO17 - T2	12,000,000	117,663	(221,557)	(1,050)	1,050	-	117,663	-
PAC Healthcare Tech Excellence -Palomino Ren GO17 - T2	5,000,000	-	(47,447)	(47,447)	47,447	-	-	-
PAC Natatorium and Gym Ren GO17 - T2	14,000,000	4,721,641	9,700	637,318	520,405	1,157,723	311,069	3,252,849
PAC Physical Plant GO17 - T3	3,000,000	3,500,000	28,184	142,006	-	142,006	51,864	3,306,130
PAC Science Ren GO17 - T3	2,000,000	-	-	-	-	-	-	-
TOTAL FOR PAC	\$ 72,000,000	\$ 72,000,000	\$ 61,708	\$ 1,985,977	\$ 6,117,741	\$ 8,103,718	\$ 1,156,954	\$ 62,739,328
NVC Parking Garage GO17 - T1	17,000,000	9,756,145	374,157	5,031,436	3,887,285	8,918,721	279,698	557,726
NVC Welcome Ctr. GO17 - T1	9,000,000	17,873,204	616,794	10,175,013	4,002,173	14,177,186	1,522,432	2,173,586
NVC Cultural Prog Ctr Excellen GO17 - T2	10,000,000	4,671,863	119,731	389,998	75,600	465,598	233,775	3,972,490
NVC STEM GO17 - T3	30,000,000	33,900,000	27,549	999,607	542,638	1,542,244	25,136,898	7,220,858
NVC Physical Plant GO17 - T3	3,000,000	2,798,788	476,925	1,174,917	1,184,825	2,359,742	439,046	-
TOTAL FOR NVC	\$ 69,000,000	\$ 69,000,000	\$ 1,615,156	\$ 17,770,970	\$ 9,692,521	\$ 27,463,491	\$ 27,611,849	\$ 13,924,660
NLC Tech Ctr Excellence/Science Building GO17 - T2	20,000,000	42,000,000	98,618	669,562	1,222,051	1,891,612	120,154	39,988,234
NLC Science GO17 - T3	20,000,000	-	-	-	-	-	-	-
NLC Physical Plant GO17 - T3	2,000,000	-	-	-	-	-	-	-
TOTAL FOR NLC	\$ 42,000,000	\$ 42,000,000	\$ 98,618	\$ 669,562	\$ 1,222,051	\$ 1,891,612	\$ 120,154	\$ 39,988,234
TOTAL 2017 G.O. BONDS	\$ 450,000,000	\$ 450,000,000	\$ 8,965,928	\$ 70,790,847	\$ 54,051,051	\$ 124,841,897	\$ 60,521,260	\$ 264,636,844

**Discussion and Possible Action on Approval of Financial Reports
Preliminary – Subject to Change and Unaudited**

Presented to the Board acting as Committee of the Whole on October 13, 2020 and now presented to the Board for approval on October 20, 2020

MINUTE ORDER

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

PURPOSE

The following financial reports are presented to the Board of Trustees for informational and approval purposes for August 31, 2020.

BACKGROUND

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

IMPLICATIONS

Financial: N/A

Strategic Plan: Strategic Objective III Performance Excellence

Human Resources: N/A

ATTACHMENTS: Financial Reports

Pamela Ansboury, CPA, M. Ed
Assoc. Vice Chancellor of Finance and
Fiscal Services

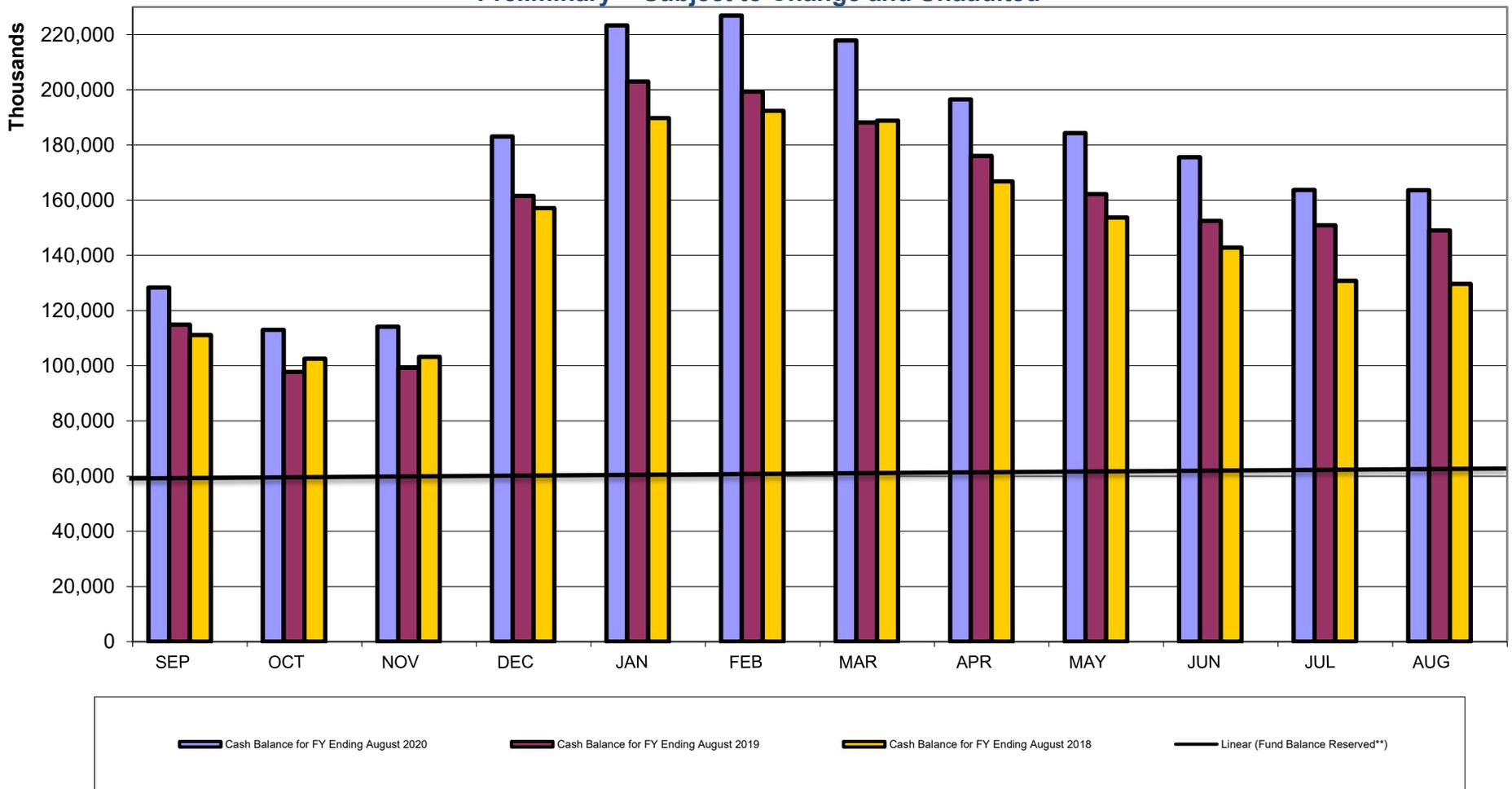
Diane E. Snyder, CPA, Ph.D.
Vice Chancellor for Finance and
Administration

Dr. Mike Flores, Chancellor



ALAMO
COLLEGES
DISTRICT

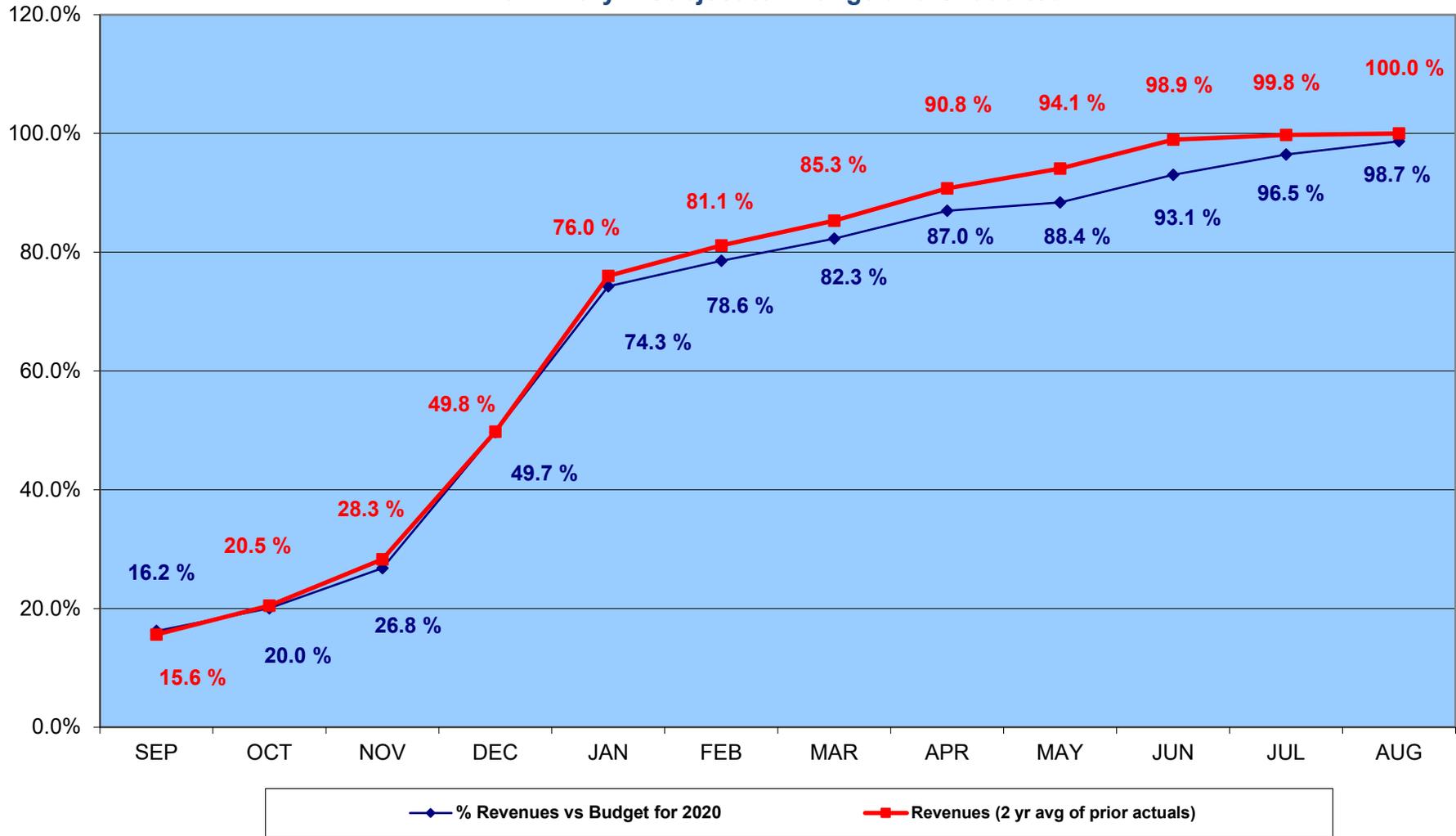
Alamo Colleges District
Current Operating Fund Cash Analysis*
 (For Fiscal Years Ending August 2020, 2019 and 2018)
 Through August 2020
Preliminary -- Subject to Change and Unaudited



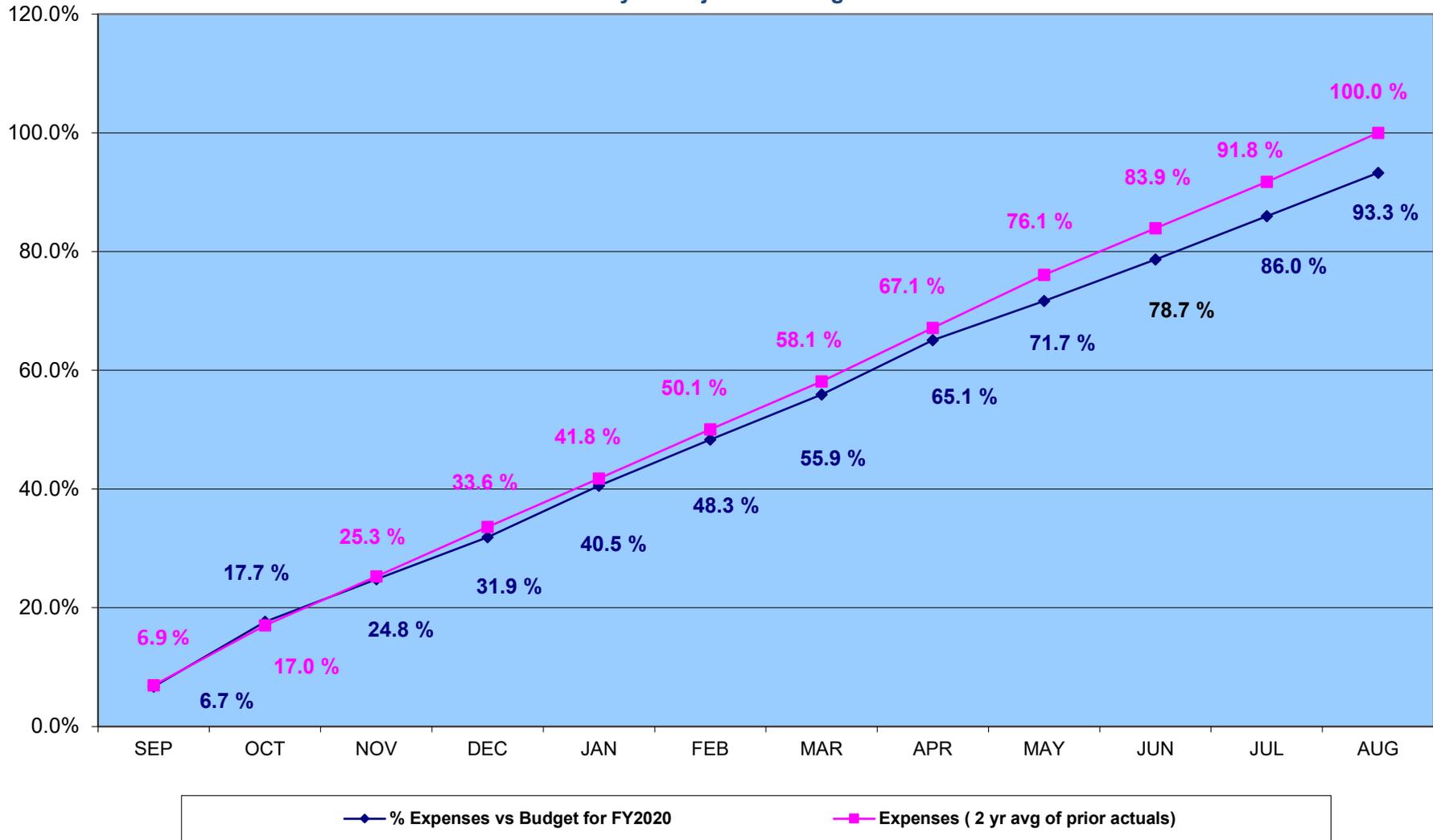
*Includes Cash and Investments.
 Chart excludes cash balances for capital construction and debt service.
 August includes Fall Tuition collections.

**Fund Balance Reserved excludes encumbrances and operating commitments.

Alamo Colleges District
Unrestricted Operating Actual Revenues as % of Adjusted Budgeted Revenues
Compared to Average of Two Prior Years Actual Revenues
 Preliminary -- Subject to Change and Unaudited



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



FY 2019 - 2020 ALL FUNDS ACTUALS VS. BUDGET REPORT
AUGUST 31, 2020 YEAR-TO-DATE ACTUALS VS. FY19/20 BUDGET

Preliminary – Subject to Change and Unaudited

	Adjusted Budget 2019 - 2020 (A) (as of August 2020)		YTD Actual 08/31/2020			\$ Variance Over (Under) Budget	
	Unrestricted	Restricted	Unrestricted	Restricted		Unrestricted	Restricted
REVENUES							
Instruction and General	373,344,007	16,386,552	374,756,801	18,452,932	(1)	1,412,794	2,066,380
Public Service	1,114,817	-	426,798	-		(688,019)	-
Scholarships and Fellowships	-	59,161,386	-	58,263,567		-	(897,819)
Auxiliary Enterprises	9,046,072	-	3,152,161	-		(5,893,911)	-
Student Activity Fee	2,587,266	-	2,673,831	-		86,565	-
Subtotal Current Funds	386,092,162	75,547,938	381,009,591	76,716,499		(5,082,571)	1,168,561
Capital Outlay	-	14,928,400	-	1,281,083		-	(13,647,317)
Renewals & Replacements	-	-	-	-		-	-
Building	-	58,406,348	-	54,862,453		-	(3,543,895)
Furniture & Equipment	-	-	-	-		-	-
Debt Services	-	67,576,470	-	68,667,064		-	1,090,594
Subtotal Plant Funds	-	140,911,218	-	124,810,600		-	(16,100,618)
TOTAL REVENUES	386,092,162	216,459,156	381,009,591	201,527,099		(5,082,571)	(14,932,057)
BEGINNING FUND BALANCES (B)							
Instruction and General	79,047,049	1,093,839	79,047,049	1,093,839			
Public Service	-	-	-	-			
Scholarships and Fellowships	-	7,787,670	-	7,787,670			
Auxiliary Enterprises	5,547,271	-	5,547,271	-			
Student Activity Fee	838,686	-	838,686	-			
Subtotal Current Funds	85,433,006	8,881,509	85,433,006	8,881,509			
Capital Outlay	-	96,527,784	-	96,527,784			
Renewals & Replacements	-	-	-	-			
Building	-	37,615,323	-	37,615,323			
Furniture & Equipment	-	9,830,661	-	9,830,661			
Debt Services	-	11,185,582	-	11,185,582			
Subtotal Plant Funds	-	155,159,350	-	155,159,350			
TOTAL BEGINNING FUND BALANCES	85,433,006	164,040,859	85,433,006	164,040,859			
TOTAL AVAILABLE (Revenues + Beg. Fund Balance)							
Instruction and General	452,391,056	17,480,391	453,803,850	19,546,771			
Public Service	1,114,817	-	426,798	-			
Scholarships and Fellowships	-	66,949,056	-	66,051,237			
Auxiliary Enterprises	14,593,343	-	8,699,432	-			
Student Activity Fee	3,425,952	-	3,512,517	-			
Subtotal Current Funds	471,525,168	84,429,447	466,442,597	85,598,008			
Capital Outlay	-	111,456,184	-	97,808,867			
Renewals & Replacements	-	-	-	-			
Building	-	96,021,671	-	92,477,776			
Furniture & Equipment	-	9,830,661	-	9,830,661			
Debt Services	-	78,762,052	-	79,852,646			
Subtotal Plant Funds	-	296,070,568	-	279,969,950			
TOTAL AVAILABLE	471,525,168	380,500,015	466,442,597	365,567,958			

(A) Includes Budget Amendment #1 and #2 as of August 31, 2020.

(B) Beginning fund balance are audited ending FY18-19 fund balances. The fund balances include Board mandated 15% operating reserve, grants, construction, scholarships, & gifts funds.

FY 2019 - 2020 ALL FUNDS ACTUALS VS. BUDGET REPORT
AUGUST 31, 2020 YEAR-TO-DATE ACTUALS VS. FY19/20 BUDGET

Preliminary – Subject to Change and Unaudited

	Adjusted Budget 2019 - 2020 (A) (as of August 2020)		YTD Actual 08/31/2020		\$ Variance Over (Under) Budget	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
EXPENDITURES						
Instruction and General	362,879,741	16,386,552	334,604,659	19,023,839	(28,275,082)	2,637,287
Public Service	1,524,970	-	1,596,588	-	71,618	-
Scholarships and Fellowships	-	64,884,608	-	66,534,074	-	1,649,466
Auxiliary Enterprises	2,371,194	-	1,419,406	-	(951,788)	-
Student Activity Fee	3,420,227	-	1,549,636	-	(1,870,591)	-
Subtotal Current Funds	370,196,132	81,271,160	339,170,289	85,557,913	(31,025,843)	4,286,753
Capital Outlay	-	115,514,584	-	54,428,665	-	(61,085,919)
Renewals & Replacements	-	-	-	-	-	-
Building	-	96,072,671	-	32,214,717	-	(63,857,954)
Furniture & Equipment	-	1,871,118	-	2,196,131	-	325,013
Debt Services	-	78,746,137	-	76,801,275	-	(1,944,862)
Subtotal Plant Funds	-	292,204,510	-	165,640,788	-	(126,563,722)
TOTAL EXPENDITURES	370,196,132	373,475,670	339,170,289	251,198,701	(31,025,843)	(122,276,969)
TRANSFERS (IN) OUT						
Instruction and General	-	-	26,421,035	-	26,421,035	-
Public Service	-	-	-	-	-	-
Scholarships and Fellowships	5,723,222	(5,723,222)	-	(9,983,863)	(5,723,222)	(4,260,641)
Auxiliary Enterprises	-	-	-	-	-	-
Student Activity Fee	-	-	-	-	-	-
Subtotal Current Funds	5,723,222	(5,723,222)	26,421,035	(9,983,863)	20,697,813	(4,260,641)
Capital Outlay	4,058,400	(4,058,400)	-	-	(4,058,400)	4,058,400
Renewals & Replacements	-	-	-	-	-	-
Building	51,000	(51,000)	-	(4,044,750)	(51,000)	(3,993,750)
Furniture & Equipment	-	-	-	(2,720,522)	-	(2,720,522)
Debt Services	11,968,037	(11,968,037)	-	(9,671,900)	(11,968,037)	2,296,137
Subtotal Plant Funds	16,077,437	(16,077,437)	-	(16,437,172)	(16,077,437)	(359,735)
NET TRANSFERS	21,800,659	(21,800,659)	26,421,035	(26,421,035)	4,620,376	(4,620,376)
TOTAL EXPENSE & TRANSFERS	391,996,791	351,675,011	365,591,324	224,777,666	(26,405,467)	(126,897,345)
ENDING FUND BALANCES						
Instruction and General	89,511,315	1,093,839	92,778,156	522,932		
Public Service	(410,153)	-	(1,169,790)	-		
Scholarships and Fellowships	(5,723,222)	7,787,670	-	9,501,026		
Auxiliary Enterprises	12,222,149	-	7,280,026	-		
Student Activity Fee	5,725	-	1,962,881	-		
Subtotal Current Funds	95,605,814	8,881,509	100,851,273	10,023,958		
Capital Outlay	(4,058,400)	-	-	43,380,202		
Renewals & Replacements	-	-	-	-		
Building	(51,000)	-	-	64,307,809		
Furniture & Equipment	-	7,959,543	-	10,355,052		
Debt Services	(11,968,037)	11,983,952	-	12,723,271		
Subtotal Plant Funds	(16,077,437)	19,943,495	-	130,766,334		
TOTAL ENDING FUND BALANCES	79,528,377	28,825,004	100,851,273	140,790,292		

(A) Includes Budget Amendment #1 and #2 as of August 31, 2020.

ALAMO COLLEGES
FOR THE TWELVE MONTH PERIOD ENDED AUGUST 31, 2020
Preliminary – Subject to Change and Unaudited

(1) Revenue Variance:

For the twelve month period ended August 31, 2020 operating revenues totaled \$381.0 million, up 3.0% from \$369.8 million a year earlier. Despite COVID-19 unprecedented impact, the three main sources of revenues for operations (property taxes, tuition and fees and state appropriations) showed improvement, with tax revenues showing the most improvement over prior year's revenues.

- a) Tax revenues for FY20 reflect an increase of 6.5% over FY19 amounts. Taxes for FY20 and FY19 stand at \$178.4M and \$167.5M on a budget of \$175.6M and \$164.4M, respectively. The projected ad valorem taxes increased significantly as the taxable assessed value of properties across Bexar County rose by nearly 6%. It is important to note, there was not a property tax rate increase requested for the FY 2019-2020 budget.

- b) We are very proud of all of our Alamo teams for their remarkable efforts to support student success in these challenging times. As a result of their efforts student demand held steady. Tuition & fees for FY20 increased 1.8%, or \$1.7M, over FY19 amounts. FY2020 revenues stand at \$102.4M, or 94.1% of the budget, vs. FY2019 revenues of \$100.7M, or 95.4% of the budget. The gross revenue increase is attributed to enrollment increases. There was a 1.7% increase in Spring 2020 and a 16.7% increase in Summer 2020, over the prior year's enrollments. Gross tuition revenues increased 6.9% as a result, offset by the expansion of the Summer Momentum Program (ESMP). Summer momentum costs increased from \$3.3 million to \$8.8M total over FY19 amounts.

- c) State appropriations increased 3.9% in FY20, or \$3.2M, and stand at 101.6% and 101.9%, of FY20 and FY19 budgets, respectively. As of this month the revenues are \$86.3M. State appropriations including state-paid benefits (group health & retirement) has a slight increase as compared to the prior year, as the 86th Texas Legislature passed the bi-annual General Appropriations Act for the upcoming two fiscal years, FY 2019-2020 and FY 2020-2021.

(2) Expense Variance:

- a) The budget for fiscal year 2020 supports the district's vision and positions it for "Smart Growth", making the most effective use of every dollar of revenue to support our vision of advancing the economic and social mobility of our community and the success of our students. The driving force behind the operating budget is funding our strategic priorities. These priorities are the catalyst for achieving student success and include AlamoINSTITUTES, AlamoADVISE, Summer Momentum Program (SMP), and High School Programs (Dual Credit, ECHS, Academy).

- b) Operating expenses for FY20 and FY19 for the same period stand at 93.3% and 97.2% of budget, respectively. Actual expenses for FY20 and FY19 are \$365.6M and \$360.6M. Expenses reflect talent support that includes a new minimum living wage to provide greater economic security for the district's lowest paid employees, plus a general wage increase of 3% and stipends to maintain market competitiveness in high-wage, high demand job programs.

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

Presented to the Board Acting as Committee of the Whole on October 13, 2020 and now presented to Board for approval on October 20, 2020.

MINUTE ORDER

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

PURPOSE

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

BACKGROUND

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

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

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

IMPLICATIONS

Financial: None

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

Employee Services: None

Attachments: Cooperative Contract Purchases over \$100,000

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

Pamela Ansboury, CPA, M.Ed.
Associate Vice Chancellor for Finance and
Fiscal Services

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

Dr. Mike Flores
Chancellor



There are no items to report for October 2020.

Discussion and Possible Action on Revision of Policy C.1.7 – Investments

Presented to the Board Acting as Committee of the Whole on October 13, 2020 and now presented to the Board for approval on October 20,2020.

MINUTE ORDER

"The Board has reviewed the Alamo Colleges District investment strategy and Investment Policy C.1.7. Policy C.1.7 is presented in the Attachment."

PURPOSE

Annual review and approval.

BACKGROUND

Chapter 2256 of the Texas Government Code is the Public Funds Investment Act ("PFIA") that assists governmental entities with developing an investment policy and provides a list of authorized investments. Policy C.1.7 is presented in accordance with the PFIA requirement for an annual Board review of the Alamo Colleges District's investment policy and investment strategies. There are the recommended changes to the Policy: 1) Expanded language regarding bidding/purchase of Certificates of Deposit, including those collateralized by Letters of Credit from FHLB, 2) clarification of language for competitive bids for securities purchases including regarding Investment Advisor, 3) specified electronic signatures are acceptable for quarterly reporting, 4) added Hilltop Securities as an approved training source. The recommended modifications to Policy C.1.7 reflect these changes and are presented in accordance with the PFIA requirement for an annual Board review of the Alamo Colleges District's Investment Policy and investment strategies

IMPLICATIONS

Financial: None

Strategic Objective: Goal III – Performance Excellence

Human Resources: None

ATTACHMENTS

Attachment 1: Current Policy C.1.7- redlined

Attachment 2: Summary of revisions to Policy

Pamela K. Ansboury, CPA, M.Ed Date
Associate Vice Chancellor of Finance
and Fiscal Services

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

Dr. Mike Flores Date
Chancellor



C.1.7 (Policy) Investments

Responsible Department: Vice Chancellor for Finance and Administration

Board Adoption: 9-15-09

Last Board Action: ~~10-22-19~~ 10-20-20

General The Board of Trustees (“Board”) as fiduciary of the funds of Alamo Community College District, may direct or delegate the purchase, sale, and investment of funds under its control in investments authorized in the Public Funds Investment Act, Chapter 2256, Texas Government Code (“PFIA”), in compliance with Board-adopted investment policies, and according to the standard of care prescribed in this written policy. This Policy is intended to satisfy the requirements of the PFIA. *[Texas Government Code Section 2256.005(a)]*

Scope

The provisions of this policy apply to the investment of College District funds and to all funds under the control of the Board, including, without limitation:

- Operating Funds
- Debt Service Funds
- Debt Service Reserve Fund
- Construction Funds and Unexpended Plant Funds
- Other Funds

Objectives

This investment policy emphasizes the safety of principal and liquidity, *[Texas Government Code Section 2256.005 (2)]* and addresses investment diversification, yield, maturity and the quality and capability of investment management. The Board intends that investments will be purchased to hold until maturity; no investments will be made for the specific purpose of speculation of changes in market interest rates.

The investment objectives of the College District are in order of priority:

1. Assure the safety of the College District’s funds.
2. Maintain sufficient liquidity to provide adequate and timely operating funds.
3. Ensure the investment is marketable if the need arises to liquidate the investment.
4. Minimize risk of loss resulting from concentration of assets by diversifying investments as to maturity, security type, and issuer and providing for investments in authorized pooled and mutual funds.
5. Attain a market yield consistent with safety and liquidity considerations.

C.1.7 (Policy) Investments

Responsible Department: Vice Chancellor for Finance and Administration

Board Adoption: 9-15-09

Last Board Action: ~~10-22-19~~ 10-20-20

Management of Funds

Delegation of Authority

The Board retains ultimate responsibility as fiduciaries of the assets of the College District. The Associate Vice Chancellor of Finance and Fiscal Services is designated as the investment officer of the College District by Board authority delegated through the Chancellor. In the absence of the Associate Vice Chancellor of Finance and Fiscal Services, the Vice Chancellor for Finance and Administration is deemed to be the investment officer. The investment officer shall be responsible for the investment of funds consistent with the investment policy adopted by the Board. The Associate Vice Chancellor of Finance and Fiscal Services may delegate management responsibility for daily investment transactions to the Controller or Treasurer. *[Texas Government Code Section 2256.005(f)]*

External Advisory Services

The Board may contract with advisory firm registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80-b1 *et seq.*) and the State of Texas to provide for the nondiscretionary investment and management of its public funds under its control. The contracted period will be for a maximum of two years, and a renewal or extension of the contract must be made by the Board by resolution. The firm must disclose any significant litigation relating to the firm's integrity or abilities. Subject to the provisions of the professional services contract, advisory firms can be terminated by the Board at any time. *[Texas Government Code Section 2256.003(b)]*

Standards of Care

Standards of Care

All investments will be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of his/her own affairs, not for speculation. *[Texas Government Code Section 2256.006(a)]* In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination will be made taking into consideration: (1) the investment of all funds over which the officer had responsibility, rather than a consideration as to the prudence of a single investment; and (2) whether the investment decision was consistent with this investment policy. *[Texas Government Code Section 2256.006 (b)]* A College District investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the College District will file a statement disclosing that personal business interest. An investment officer who is related as determined by Texas Government Code Chapter 573, to an individual seeking to

C.1.7 (Policy) Investments

Responsible Department: Vice Chancellor for Finance and Administration

Board Adoption: 9-15-09

Last Board Action: ~~10-22-19~~ 10-20-20

sell an investment to the College District will file a statement disclosing that relationship with the Board and with the Texas Ethics Commission. *[Texas Government Code Section 2256.005]*

Training

Board members and investment officers will attend at least one training session relating to the person's responsibilities conducted by the Texas Higher Education Coordinating Board within six months after taking office or assuming duties. Training shall include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Public Funds Investment Act. All investment officers will attend a minimum of five hours of training at least once every state biennium from a recognized and independent source, as approved by the Board of Trustees. The list of approved training sources is listed in **Appendix 1**. *[Texas Government Code Section 2256.007]*

Internal Controls

Internal controls will be established by the investment officer to prevent the loss of public funds through collusion. There will be a division of responsibilities between the Associate Vice Chancellor of Finance and Fiscal Services, the Controller and the Treasurer for internal control purposes. The internal control procedures will address the following points:

- Avoidance of collusion
- Separation of trading authority from personnel responsible for maintaining the accounting records
- Custodial safekeeping
- Written confirmation of transactions

Roles and responsibilities of the participants in the investment process of the College District are outlined in **Appendix 2**.

The investment officer will establish a process for a compliance audit at least once every two years by the College District's internal auditor or by a private auditor, the results of which are reported to the state auditor no later than January of each even-numbered year. *[Texas Government Code Section 2256.005 (n)]*

Quarterly reports will be reviewed at least annually by an independent auditor reporting to the Board of Trustees. This will be done as part of the annual external audit process.

[Texas Government Code Section 2256.023 (d)]

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Investment Strategies

The Board will adopt a separate written investment strategy for each type of account under its control, describing the investment objectives of each. [*Texas Government Code Section 2256.005(d)*]

Operating Funds

The objective of these funds is to maintain adequate liquidity to meet cash needs. All security types listed in the “*Authorized Investments-Operating Funds*” section of this policy are considered suitable investments for the investment of Operating funds. Safety of principal and availability of adequate liquidity take priority over yield. The College District will diversify assets by security type, issuer and maturity date through separately purchased investments, through investments in approved pools or a combination of both in order to minimize overall risk and capture additional yield through maturity extension, as determined by cash flow needs.

The investment strategy for the District’s Operating funds shall be accomplished by purchasing high quality, short- to medium-term securities. It is expected that a portion of the portfolio will be invested in readily available, liquid funds such as Local Government Investment Pools, money market funds or overnight repurchase agreements. The dollar weighted average maturity for operating funds shall be two years or less. (Investment in the liquidity alternative is assumed to have maturity of one day for calculation purposes). Callable securities may be purchased in this fund group when there is a yield advantage over non-callable treasury securities of comparable duration based on both the call date and the stated final maturity date. The stated final maturity for an individual security can be up to five years from the date of purchase. It is anticipated that the portfolio will have an overall yield higher than the liquidity product utilized; this liquidity alternative will be used as a benchmark for performance.

Debt Service Funds

Investments in debt service funds are governed by the bond covenants, and investment strategies for debt service funds shall assure investment liquidity adequate to cover the debt service obligation on the required payment date. Securities are purchased to meet specific bond payment dates. All security types as authorized for Operating funds within this policy are considered suitable investments for the investment of Debt Service funds. Safety of principal shall take priority over yield. Adequate liquidity is required only to fund each debt service payment. The College District will seek diversification by security type, and issuer in order to minimize overall risk. Securities purchased shall not have a stated final

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maturity date which exceeds the debt service payment date. The weighted average maturity of the Debt Service Fund will be commensurate with bond covenants.

Debt Service Reserve Funds

Investment of debt reserve funds is governed by the bond covenants. Generally, all security types authorized for Operating funds within this policy are considered suitable investments for the investment of Debt Service Reserve funds. Safety of principal shall take priority over yield. There is no need to maintain cash liquidity in a Reserve fund. The College District shall seek diversification by security type and issuer name in order to minimize overall risk.

Investment strategies for debt service reserve funds shall generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Except as may be required by the bond minute order specific to an individual issue, securities should be of high quality, with short- to intermediate-term maturities. Stated final maturity of any individual security in the debt service reserve fund shall not exceed the final installment payment date of the debt issue. The weighted average maturity of the Debt Service Reserve Funds will be commensurate with bond covenants.

Construction Funds and Unexpended Plant Funds

Investment strategies for construction funds and unexpended plant funds must assure that anticipated cash flows are matched with adequate investment liquidity. All security types authorized for Operating funds within this policy are considered suitable investments for the investment of Construction Funds and Unexpended Plant Funds, but if the funds are proceeds from bond issuances, the covenants from the issue govern the investment activity. Safety of principal shall take priority over yield. Care shall be taken to provide adequate liquidity to fund forecasted expenditures. The College District will seek diversification by security type and issuer when purchasing individual securities, but may invest all of the proceeds of a single bond issue into a single investment if that investment type allows for cash withdrawals on demand. These portfolios should include an adequate level of investment in highly liquid securities or investment in public funds investment pools which function as a money market mutual fund to allow for flexibility to meet unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated project completion date. The weighted average maturity of these funds will be commensurate with the timing of the construction project.

Other Funds

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From time to time, funds are received that are identified for specific use. The investment objective of these funds is to maintain adequate liquidity to meet cash needs. All security types listed in the “*Authorized Investments-Operating Funds*” section of this policy are considered suitable investments for the investment of Operating funds. Safety of principal and availability of adequate liquidity take priority over yield

Authorized Investments

Operating Funds

Only the following securities are authorized investments under this policy. All investments are referenced and authorized under the *Texas Government Code (PFIA) Sections 2256.009- 2256.016 and Sections 2256-019 – 2256.0201*

- Obligations of the United States, including letters of credit, or its agencies and instrumentalities;
- Direct obligations of the State of Texas or its agencies and instrumentalities;
- Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities including any security type insured by the Federal Deposit Insurance Corporation (FDIC);
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
- ~~FDIC-insured~~ Certificates of Deposit and Share Certificates issued by a depository institution that has its main office or a branch office in Texas or through a broker that has its main office or a branch office in Texas and is included on the authorized broker list. These may be purchased without limit from a domestic bank if the ~~amount-principal and accrued interest~~ is insured by the FDIC, ~~or~~ is fully secured by an FHLB Letter of Credit, or collateralized by securities as provided for in this policy (see “Collateralization”). ~~the authorized investments in this section with a market value of at least 100% of the amount.~~ Certificates of Deposit (CDs) may be placed with banking institutions which offer competitive and documented interest rates, both at or above interest rates available on government securities to similar maturity dates. Since it may not possible to obtain competitive CD offers, documentation detailing the best available alternatives at time of purchase is required;

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- Collateralized Repurchase Agreements. Execution of a Master Repurchase Agreement, approved by the Legal Department, is required prior to the purchase of this investment. Investments must have a defined termination date and be secured by a combination of cash and obligations as described by Section 2256.009(a) (1) of the Texas Government Code. The securities being purchased to be pledged to the College District, held in the College District's name and deposited at the time the investment is made; and, is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in the State of Texas; The term of any single repurchase agreement may be made coterminous with the need to expend bond proceeds, provided the purchase agreement allows for multiple draws at the College District's discretion and the maturity date does not exceed the expected final expenditure date.;
- Bankers' Acceptances. Investment must have a 270 day or less stated maturity from date of issuance and be liquidated in full by stated maturity, be acceptable as collateral for borrowing by a federal reserve bank, and be accepted by a bank rated at least A-1 and P-1 or equivalent by a Nationally Recognized Statistical Rating Organization ("NRSRO");
- Commercial Paper. Commercial paper must have a stated maturity of 270 days or less, and be rated at least A-1 or P-1 or equivalent, either by two NRSROs, or by a single NRSRO if it is also fully secured by an irrevocable letter of credit issued by a domestic bank. Both taxable and municipal commercial paper are authorized;
- No-Load Money Market Mutual Fund. Fund must be regulated by the Securities and Exchange Commission (SEC"); have a dollar-weighted average stated maturity of 60 days or less; and include in its investment objectives the maintenance of a stable net asset value of \$1 for each share. Such investments may not exceed, in the aggregate, more than 15 percent of the College District's monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, and the investment in any single mutual fund may not exceed 10 percent of the total assets of the Mutual Fund;
- No-Load Mutual Fund. Fund must be registered with the SEC; have an average weighted maturity of less than two years; be invested exclusively in obligations approved by this policy; be continuously rated as to investment quality by at least one nationally recognized investment rating firm of not less than AAA or its equivalent; and conform to the requirements set forth in Section 2256.016 of the Texas Government Code relating to the eligibility of investment pools to receive and invest funds of investing entities. The investment in any single mutual fund

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may not exceed 10 percent of the total assets owned or controlled by the College District, including bond proceeds and reserves and other funds held for debt service;

- Public Fund Investment Pools. Public funds investment pools must be specifically authorized by the Board through resolution, and are subject to the limitations of PFIA Section 2256.016;

•

- Interest bearing bank savings deposits issued by state and national banks or savings bank or a state or federal credit union (having their main or branch office in Texas) that are guaranteed or insured by the Federal Deposit Insurance Corporation or National Credit Union Share Insurance Fund (or their successor organizations) or secured by an FHLB Letter of Credit. Also included are collateralized interest bearing savings deposit that have secured the uninsured portion of deposits with ~~obligations of the U.S. Treasury and/or Federal agencies and instrumentalities pledged collateral as provided for in this policy (see “Collateralization”)~~;

- Bank Sweep Accounts. Investments in bank sweep accounts are permitted provided they offer daily liquidity and invested in compliance with this Policy.

Debt Service/Reserve/Construction Funds

In addition to the authorized investments above, bonds proceeds may be invested in the following [*Texas Government Code Section 2256.011 and 015*]:

- Guaranteed Investment Contracts (“GICs”) having a defined termination date corresponding to the expected final draw date on the projected construction schedule, secured by U.S. Government direct or agency obligations.
- Flexible Repurchase Agreement (“Flex Repo”) with a defined termination date of and corresponding to the expected final draw date on the projected construction schedule secured by U.S. Government direct or agency obligations at a minimum of 102% of outstanding principal balance plus accrued interest.

Other Funds

All funds authorized for Operating Funds are also authorized for Other Funds.

Financial Institutions and Broker/Dealers

C.1.7 (Policy) Investments

Responsible Department: Vice Chancellor for Finance and Administration

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~~Purchase and sale of investment securities, other than the initial issue purchases, shall be conducted through seeking competitive bids and offers from three or more broker/dealers for each security or a security comparable as to maturity and credit quality, whenever possible. -All investment transactions require that competitive bids or offers be received from at least three (3) qualified broker/dealers or investment providers in accordance with Texas law. If the College District has hired an Investment Advisor, the advisor shall obtain and document competitive bids and offers on all transactions and present these to the College District as part of its standard trade documentation. (This section excludes (excluding transactions with money market mutual funds and public funds investment pools, which are deemed to be made at prevailing market rates).~~

The Board must adopt and annually review a list of qualified dealer/brokers authorized to engage in investment transactions with the College District. *[Texas Government Code Section 2256.025]* A written copy of this investment policy shall be presented to any business organization defined as an investment pool or investment management firm under contract to manage the College District's portfolio with discretionary authority. *[Texas Government Code Section 2256.005(k). A -Qualified representative [Texas Government Code Section 2256.002(10)] of the business organization must execute a written instrument substantially to the effect that the registered principal has received and thoroughly reviewed the investment policy of the College District and acknowledged that the organization has implemented procedures and controls in an effort to preclude transactions that are not authorized by this policy. [Texas Government Code Section 2256.005(k)] Form C.1.7.F Texas Public Funds Investment Act Certification by Dealer may be used to satisfy this requirement.*

Safekeeping and Custody

Securities will be held by a third-party custodian designated by the Board and held in the College District's name as evidence by safekeeping records of the institutions with which the securities are deposited. All transactions, except those with an investment pool or mutual fund, will be settled on a delivery versus payment method. *[Texas Government Code Section 2256.005(b)(4) (e)]*

Collateralization

The College District shall require full collateralization of funds on deposit with ~~the College District's~~ depository ~~bank institutions~~, other than investments, in accordance with the Texas Government Code, Chapter 2257. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be at least 100% percent of

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market value of principal and accrued interest on the deposits ~~or investments~~, less any amount insured by the FDIC. Collateral should be repriced daily. This collateral will be held by a third party and not be subject to any security interest, lien or right of set-off by the third party. Bank deposits and repurchase agreements often require collateral substitution. If the District has a contractual agreement with an independent third-party custodian, this custody agent shall permit collateral substitution provided that the total value of the new securities maintains a market value equal to or greater than the required collateral level. Collateral used to secure direct bank deposits shall be monitored no less than monthly. *[Texas Government Code Sections 2257.021, 022,023]*

Other

Monitoring Market Prices

The market value of the portfolio will be obtained monthly from the investment advisor, or the custodian bank, as appropriate. Market value of pooled or mutual funds will be obtained from published sources, such as their websites.

Credit Downgrades

Procedures shall be maintained by the investment officer to monitor rating changes in investments (reference Appendix 2 Roles and Responsibilities). *[Texas Government Code Section 2256.005(b)4(f)]*. It is not a requirement to liquidate an investment that was an authorized investment at the time of purchase *[Texas Government Code Section 2256.017]*; ~~however~~however, the investment must be evaluated by the investment officer to determine if it is prudent to liquidate. Investments that are downgraded to less than the required minimum credit rating should be liquidated in a prudent manner. *[Texas Government Code Section 2256.021]*

Securities Lending

A securities lending program is authorized if it meets the conditions provided by the Texas Government Code Section and is separately approved by the Board of Trustees. *[Texas Government Code Section 2256.0115]*

Reporting

An investment report will be prepared on a quarterly basis by the investment officers(s) and the investment advisor and submitted to the Board. The report must be signed by all investment officers, and electronic signatures will be acceptable. The report must state that

C.1.7 (Policy) Investments

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it was generated in compliance with the Investment Policy and PFIA, be signed by the investment officers and will minimally include the following:

For separate investments: detailed investment position including type of asset, book and market value, maturity and accrued interest

For each pooled fund group or mutual fund: name of pooled fund, ending book and market value, and accrued interest

For all investments: dollar-weighted average maturity

[Texas Government Code Section 2256.023]

Additionally, if an investment advisor is used, a report will be submitted at least quarterly by the investment advisor detailing the market value of the investments, utilizing a named, commonly accepted pricing source, and the performance of the investments. The pricing of mutual funds and pooled funds will be obtained directly from those institutions.

Policy Review

This policy and strategies will be reviewed not less than annually by the Associate Vice Chancellor of Finance and Fiscal Services, the Audit, Budget, and Finance Committee, and the Policy and Long Range Planning Committee, and the Board. The Board will adopt a written statement stating that it has reviewed the policy and strategies, and the written statement so adopted will record any changes made to either the policy or strategies. *[Texas Government Code Section 2256.005(e)]*

A copy of this approved statement will be posted on the College District's website, provided to all investment dealers and investment managers doing business with the College District, and also shall be provided to other interested parties on request. Confirmation of receipt and review of this policy by persons employed by an organization providing investment services to the College District and who deal directly with College District accounts shall be received by the College District prior to the institution of such services. *[Texas Government Code Section 2256.005(k)]*

Sources:

Public Funds Investment Act, Texas Government Code Chapter 2256

Public Funds Collateral Act, Texas Government Code Chapter 2257

Form [C.1.7.F](#) Texas Public Funds Investment Act Certification by Dealer

Legal Reference - TACC Policy Reference Manual

C.1.7 (Policy) Investments

Responsible Department: Vice Chancellor for Finance and Administration

Board Adoption: 9-15-09

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CAK(LEGAL) Appropriations and Revenue Sources: Investments
Appendix 1

List of approved training sources: [Texas Government Code Section 2256.007]

- Texas Higher Education Coordinating Board
- Government Treasurers’ Organization of Texas
- Government Finance Officers Association of Texas
- Alamo Area Council of Governments
- University of North Texas Center for Public Management
- Texas Association of Community College Business Officers
- Texas Municipal League
- The PFM Group
- Virtual Learning Concepts
- Texas State University
- Hilltop Securities
- Association for Financial Professionals
- TexPool Academy (provided by Federated Investors)

Appendix 2 (Procedures) Roles and Responsibilities					
			Investment Officers		
Responsibility	Board of Trustees	External Investment Advisor	Treasurer	Vice Chancellor, Associate Vice Chancellor, Comptroller Controller	General Accounting
Investment Policy	Annual review and approval	Acknowledges receipt of Investment Policy. Reviews to ensure compliance with PFIA and any legislative changes.	Prepares Policy for annual review by District Compliance and Legal and subsequent approval by Board of Trustees. Documents changes.	Review	
Compliance		Acknowledges receipt of Investment Policy. Reviews to ensure compliance with PFIA and changes. Ensures investment recommendations are approved per Policy.	Assures Investment Policy is in compliance with PFIA; manages investment activity in keeping with Investment Policy.		
Trading		Recommends trades, obtains competitive bids; executes trades based on direction from Alamo Investment Officers, prepares and forwards trade tickets. Retains duplicate copies of trade tickets and support documents.	Supplies cash flow information and investment parameters for recommendations from Advisor. Reviews trade options ; authorizes trades and signs trade ticket.		

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Review of Investment Activity			Prepares Investment Committee quarterly review of activity and other relevant information. Delivers semiannual report for Board of Trustees.	Participates in quarterly Investment Committee meeting for review	
Quarterly Investment Report (PFIA required) and other external reporting (CARAT, SAO)	for Quarterly approval PFIA report.		Responsible for preparing and submitting all required reporting and posting necessary information to Alamo Colleges District's website.	Reviews <u>and signs</u> PFIA report	
Transactional Reporting		Prepares monthly reports of investment activity, holdings, book value adjustments, accrued income on each portfolio investment portfolio.	Reviews and compares balances and activity to internal records.		
Monitoring Ratings Changes Ratings Changes		Provides information on changes in investment ratings and credit support. Supplies quarterly report of ratings on investment holdings.	Monitors and maintains current record of borrowers' ratings and support. Determines disposition of investments held due to ratings changes. Informs other Investment Officers with signfeant significant changes.		
Accounting			Prepares journal-entries journal entries for all investment activity, interest income. Internal reconciliation of investment balances and interest income. Journal entries are supported by trade tickets and safekeeping receipts (if a purchase) and evidence of bank account activity. Prepares all footnotes and schedules in CAFR relating to investments.		Reviews and approves Journal Entries. Enters into General Ledger. Reconciles investment accounts.
Safekeeping			Enters all trades into bank safekeeping system- monitors delivery versus payment for securities purchased/sold and credit received for maturing investments and coupon payments.		
Collateral		Reviews collateral upon request.	Orders and monitors required collateral for depository funds in excess of FDIC FDIC insured amounts.		
Training	Attend training within six months of taking office- office.		Minimum 10 hours (is in excess of PFIA requirement) approved training each 2 years.	Minimum 5 hours approved training each 2 years.	

Attachment C.1.7 (Policy) Investments- Summary of Revisions:

Authorized Investments

Certificate of Deposits (CDs)

- Added that CDs may be secured by any of 3 methods: FDIC insured, Letters of Credit from FHLB (Federal Home Loan Bank), and approved collateral
- CDs may be placed with banking institutions which offer competitive and documented interest rates, both at, or above interest rates available on government securities to similar maturity dates. If not possible to obtain competitive CD offers, documentation detailing the best available alternatives at time of purchase is required.

Interest bearing bank savings deposits

- Added may be secured by an FHLB Letter of Credit or authorized pledged collateral

Clarification/ additional language for competitive bids for securities purchases:

- If the College District has hired an Investment Advisor, the advisor shall obtain and document competitive bids and offers on all transactions and present these to the College District as part of its standard trade documentation

Collateralization:

- Clarified language to ensure collateralization covers all bank accounts, not just with primary bank

Quarterly Reports:

- Added language that electronic signatures from investment officers will be acceptable.

Approved training sources:

- Added Hilltop Securities

Discussion and Possible Action on Approval of Revision of C.1.5 (Policy) Purchasing and Acquisitions Regarding Purchasing from Local Suppliers

Presented to the Board Acting as Committee of the Whole on October 13, 2020, and recommended for approval to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES on October 20, 2020.

MINUTE ORDER

"The Board hereby approves the revisions to Alamo Colleges District Purchasing & Acquisitions Policy C.1.5 Regarding Purchasing from Local Suppliers as requested by the Office of the Vice Chancellor for Finance and Administration."

PURPOSE

Purchases from Local Suppliers in support of our academic and business operations represent a significant amount of dollars for goods and services. The purpose of this recommendation is to provide that Local Suppliers are encouraged and provided the maximum practicable opportunity to participate in providing goods and services.

The recommended changes to the Policy enables the Alamo Colleges District to further strengthened our commitment to Local Suppliers while remaining compliant with state law requirements of selecting based on "best value" criteria.

BACKGROUND

There is no statutory authorization for the Alamo Colleges District to give consideration to a vendor in a competitive procurement due to the location of its principal place of business, as there is for cities and certain other local governments. The Alamo Colleges District will utilize the existing authority to advance the objective to the extent permissible. Working together, Requisitioners and Purchasing & Contract Administration will assess purchase requirements for:

Competitive Purchases (over \$50,000) - establish minimum qualifications for awarding to local suppliers when service requirements require a local a provider (as with some maintenance or other services) due to response time, accessibility, etc.; and

Informal (under \$50,000) and COOP Purchases - select from local suppliers considering our requirements and vendor availability

IMPLICATIONS

Financial: None

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

Employee Services: None

ATTACHMENTS: 1 – Proposed redlined Policy C.1.5

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Director for Purchasing & Contract Administration

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Associate Vice Chancellor for Finance
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Chancellor



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Best Value

The Board seeks to accept the bid or proposal that represents the best value for the College District after considering all legally permissible factors in awarding a contract. This policy applies to the purchase of personal property, improvements to realty, goods or services. For additional construction-related procedures, see [C.2.3.4](#).

Purchasing Authority Delegation

The Board delegates to the Chancellor and to Purchasing & Contract Administration the authority to determine the method of purchasing pursuant to state law (excluding only Subchapters C (Construction Manager-Agent Method) and E (Design-Build Method) of Texas Government Code Chapter 2269, and to make budgeted purchases. The Chancellor or Purchasing & Contract Administration shall serve as hearing officer for proposer complaints regarding specifications or other elements of the procurement process. The Board of Trustees delegates authority to Purchasing & Contract Administration to award purchase orders and contracts up to \$100,000 in any 12-month period, subject to full compliance with all applicable Texas state procurement laws, Board policies, Alamo College procedures and any applicable grant or other funding requirements. The threshold for compliance with the competitive procurement requirements shall be as specified by Texas state procurement laws (currently \$50,000 in any 12-month period), and the approval of purchases not expected to exceed \$100,000 for any twelve month period are delegated to the Chancellor and Purchasing & Contract Administration.

Board-Awarded Purchases

Purchases over \$100,000 in any 12-month period must have the approval of the Board of Trustees. Purchasing & Contract Administration will prepare and submit a Minute Order for consideration and action by the Board of Trustees, through the office of the Vice Chancellor for Finance & Administration, with the concurrence from the Vice Chancellor or College President.

Competitive Purchases

Except for the exceptions stated in TEXAS EDUCATION CODE Section 44.031, all Alamo Colleges contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate for each 12-month period shall be made by the method, of the following methods, that provides the best value for the District:

- (1) competitive bidding for services other than construction services;
- (2) competitive sealed proposals for services other than construction services;
- (3) a request for proposals, for services other than construction services;
- (4) an interlocal contract;
- (5) a method provided by Chapter 2269, Government Code, for construction services;
- (6) the reverse auction procedure as defined by Section 2155.062(d), Government Code; or
- (7) the formation of a political subdivision corporation under Section 304.001, Local

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Government Code.

Competitive Purchase Specifications

Purchasing & Contract Administration shall ensure that the staff prepares detailed specifications for any competitive purchase, regardless of procurement method.

Competitive Procurement Evaluation

For purchases subject to competitive procurement requirements, the documents soliciting bids or proposals must identify weighted evaluation criteria. These criteria are determined at the discretion of the Purchasing & Contract Administration Department, in consultation with the using department and/or the selection committee, and shall be relevant and material to properly evaluate a bid or proposal. For the purchase of goods and services other than construction and professional services, the evaluation criteria shall include best value concepts, which allow consideration of the overall combination of quality, price and other elements that in total are optimal relative to the needs of Alamo Colleges.

When best value analysis applies, it is District policy that cost should be given as much consideration as is reasonable, balancing price against the technical difficulty or expertise required to develop a bid or proposal for the purchase of General Goods or Services (automobiles, office supplies, tools). Criteria Weighting Guidelines are provided in Table

1.1. With the prior approval of the Vice Chancellor of Finance and Administration, a lesser percentage than listed in Table 1.1 may be applied toward price. The weight afforded to price should only be reduced when there is substantial uncertainty as to the nature of the statement of work or respondents are required to demonstrate extraordinary expertise in formulating and implementing the statement of work for the purchase of Specialized Goods or Highly Complex Services (software, financial services, banking services).

After considering price, Alamo Colleges may utilize, other than for construction, any of the following evaluation criteria in the tables below.

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TABLE 1.1: CRITERIA WEIGHTING GUIDELINES (EXCLUDING CONSTRUCTION)	Select from the suggested evaluation point ranges for the purchase of General Goods or Services	Select from the suggested evaluation point ranges for the purchase of Specialized Goods or Highly Complex Services
Purchase price.	30-80	20-50
Reputation of the vendor and of the vendor's goods or services.	0-10	0-10
Quality of vendor's goods and services.	0-20	20-30
The extent to which the goods or services meet the district's needs.	20-30	20-30
The vendor's past relationship with the district.	0-10	0-10
The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.	(currently no laws exist)	(currently no laws exist)
Total long-term cost to the district to acquire the vendor's goods or services.	0-10	0-30
Any other relevant factor specifically listed in the request for bids or proposals, including the Small, Minority, Women, Veteran Business Enterprise (SMWVBE) Subcontracting Plan	0-20	0-30
Whether the vendor or the vendor's ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state.	0-10	0-10

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The listed criteria are the only criteria that may be considered by the College District in its decision to award a contract. The College District may apply one, some, or all of the criteria, but it may not completely ignore them.

For construction procurement, the College District will follow the procedures required by law, which presently appear at Texas Government Code Chapter 2269. The Board has authorized, and delegated to the Chancellor its authority to select from amongst, the following construction methods for any particular construction project: Competitive Bidding; Competitive Sealed Proposal; Construction Manager-at-Risk; and Job Order Contracting. The chancellor is authorized to sub-delegate the authority of law, presently set forth at Section 2269.55.

Sole Source Purchases

Without complying with requirements for Competitive Purchases in this policy, Alamo Colleges may purchase an item that is available from only one source, including:

- (1) an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
- (2) a film, manuscript, or book;
- (3) a utility service, including electricity, gas, or water; and
- (4) a captive replacement part or component for equipment.

The Sole Source purchase exceptions do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of \$15,000.

Professional Services

The competitive procurement requirements do not apply to a contract for professional services rendered, including services of an architect, attorney, certified public accountant, engineer, or fiscal agent. Alamo Colleges may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Section 2254.003, Government Code, in lieu of the methods provided. Professional services are not exclusively defined by TEXAS EDUCATION CODE Section 44.031 or TEXAS GOVERNMENT CODE Chapter 2254, and the contracting requirements of that latter section apply only to the professions therein listed, those being:

- (i) accounting;
- (ii) architecture;
- (iii) landscape architecture;
- (iv) land surveying;
- (v) medicine;
- (vi) optometry;
- (vii) professional engineering;
- (viii) real estate appraising; or

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(ix) professional nursing.

Receipt of Electronic Bid or Proposal Responses

Purchasing & Contract Administration shall adhere to rules to ensure security and confidentiality for receiving Bids or Proposal through electronic transmission pursuant to Texas Education Code Section 44.0313, which shall ensure that the electronic bids or proposals remain effectively unopened until the time identified within the solicitation. Purchasing and Contract Administration shall determine the circumstances under which paper responses will be accepted consistent with the requirements of applicable law.

Change Orders

If a change in plans or specifications is necessary after the performance of a contract is begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished, Purchasing & Contract Administration may approve change orders making the changes. The total contract price may not be increased because of the changes unless additional money for increased costs is in the budget for that purpose from available money or is provided for by the authorization of the issuance of time warrants.

Purchases or contracts approved by the Board with an amount of \$100,000 - \$500,000: Purchasing & Contract Administration is delegated authority to change executed purchase orders or contracts, except that prior Board approval is required for any change order or amendment providing for an increased District financial commitment that causes the total of all increases since the original or most recent Board-approved amount to be exceeded by 25 percent or more. These principles shall not apply only if authority to exceed the approved amount is expressly delegated by the Board or an exception is expressly adopted by the Board for that contract.

Purchases or contracts approved by the Board with an amount exceeding \$500,000:

Purchasing & Contract Administration is delegated authority to change executed purchase orders or contracts, except that prior Board approval is required for any change orders or amendment providing for an increased District financial commitment that causes the total of all increases since the original or most recent Board-approved amount to be exceeded by \$100,000 or more. These principles shall not apply only if authority to exceed the approved amount is expressly delegated by the Board or an exception is expressly adopted by the Board for that contract.

A contract with an original contract price of \$1 million or more may not be increased by more than 25 percent without a redetermination of whether competitive procurement must be performed. If a change order for a contract with an original contract price of less than \$1 million increases the contract amount to \$1 million or more, the total of the subsequent change orders may not increase the revised contract amount by more than 25 percent of the original contract price. Board delegation, exception or approval is not sufficient under these circumstances.

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Communication with Contractors, Consultants, and Other Vendors

From the date the project is approved for publication until a contract is executed, no College District Board member or employee other than authorized Purchasing & Contract Administration personnel shall communicate with potential contractors, consultants, or other vendors (referred to collectively as potential proposers/bidders) who are interested in, or in the view of a reasonable person situated similarly to the potential proposer/bidder, might reasonably become interested in, any non-construction competitive procurement opportunity. Rules governing communication for construction-related procurement opportunities are found in [C.2.3.4](#).

Responsibility for Debts

The Board shall assume responsibility for debts incurred in the name of the College District so long as those debts are for purchases made in accordance with adopted Board Policy and current administrative procedures. Persons making unauthorized purchases may be responsible for all such debts.

Authorized Purchases

Unless state law or Board policy requires the Board to make or approve a purchase, authorized College District employees in charge of a department or college budget may requisition Purchasing & Contract Administration to purchase items included in their approved budget, in accordance with administrative procedures.

Exclusive Purchase Commitments & Contract Execution Authority

All purchase commitments shall be memorialized by the Chancellor or Purchasing & Contract Administration on a properly drawn and issued purchase order or agreement approved in accordance with administrative procedures. Purchasing & Contract Administration is delegated exclusive signature authority for all vendor transaction agreements, other than the retention and compensation of outside counsel by the Office of Legal Services as provided for in Policy [B.7.2](#). Centralizing the contract signature authority for vendor purchases and agreements will reasonably assure the reliability of reporting, effectiveness, and compliance with applicable laws and policies.

Emergency Purchases

Emergency purchases as defined by Texas Education Code 44.031(h) must be approved by the Chancellor or Purchasing & Contract Administration prior to award and processed to ensure all

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requirements are met. All such purchases shall be presented to the Board of Trustees for ratification.

State and Cooperative Purchases

The Board authorizes the Chancellor or Purchasing & Contract Administration to approve state and cooperative contract purchases. Purchasing & Contract Administration shall report each such purchase of \$100,000 or more to the Board on a monthly basis.

Verifying Purchases

The Purchasing & Contract Administration shall establish procedures regarding the manner of verifying the quality, quantity, and physical condition of the materials received so that approval for payment may be established.

Detailed Purchasing Procedures

The Purchasing & Contract Administration shall supplement this policy with detailed purchasing procedures and instructions.

Small, Minority, Women, and/or Veteran-Owned Business Enterprises Program (SMWVBE)

It is the policy of Alamo Colleges to encourage the use of Small, Minority, Women, and/or Veteran-Owned Business Enterprises as herein below defined to assist in the implementation of this policy through race, ethnicity, and gender-neutral means. The purpose of this program is to ensure that SMWVBE's are provided the maximum practicable opportunity to participate in all purchasing and contracting opportunities.

“SMWVBE” means a company with a certification designation from an authorized certification agency as a small, minority or a woman group certification, such as a Historically Underutilized Business (HUB), or Minority Business Enterprise (MBE), or Women Business Enterprise (WBE), Small Business Enterprise (SBE), and/or Veteran Business Enterprise (VBE).

The Vice Chancellor for Finance and Administration will establish the Alamo Colleges Aspirational Goal for the SMWVBE Program based on an analysis of projected annual purchases and a survey of available SMWVBEs registered with the Alamo Colleges and/or the South Central Texas Certification Agency. The primary means for achieving the Aspirational Goal will be through race- and gender-neutral principles.

The SMWVBE Aspirational Goal will be reviewed annually by the SMWVBE Program Office. Any recommendations for adjustment will be submitted to the Vice Chancellor for Finance and Administration approval. Progress towards the Aspirational Goal will be reported annually to the Board of Trustees.

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In addition, Alamo Colleges considers entering into a contract for the purchase of goods, services, construction services, or professional services with an expected value of \$50,000 or more shall, before soliciting bids, proposals, offers, or other applicable expressions of interest for the contract, determine whether there will be subcontracting opportunities under the contract. If the SMWVBE Program Office determines that there is that probability, the Purchasing & Contract Administration Department will incorporate the SMWVBE Subcontracting Plan requirements and evaluation criteria into the solicitation for bid, proposal, offer, or other applicable expression of interest.

Local Suppliers

There is no statutory authorization for the Alamo Colleges District to give consideration to a vendor in a competitive procurement due to the location of its principal place of business, as there is for cities and certain other local governments. The Alamo Colleges District will utilize the existing authority to advance the objective to the extent permissible.

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Informal (under \$50,000) and COOP Purchases - select from local suppliers considering our requirements and vendor availability.

Procedure [C.1.5.1](#) Purchasing Authority

Legal Reference - TACC Policy Reference Manual

CF(LEGAL) - Purchasing and Acquisition

CFE(LEGAL) - Purchasing and Acquisition: Vendor Relations

CFF(LEGAL) - Purchasing and Acquisition: Payment Procedures

CFG(LEGAL) - Purchasing and Acquisition: Real Property and Improvements

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CFH(LEGAL) - Purchasing and Acquisition: Financing Personal Property Purchases