



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

TUESDAY, JANUARY 16, 2024  
6:00 PM

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

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF TRUSTEES OF THE ALAMO COMMUNITY COLLEGE DISTRICT WILL BE HELD AT THE PHYSICAL LOCATION REFERENCED ABOVE ON TUESDAY, JANUARY 16, 2024. FEWER THAN A QUORUM OF TRUSTEES MAY ATTEND REMOTELY BY VIDEOCONFERENCE AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 551.127. THE COMMITTEE OF THE WHOLE MEETING OF THE BOARD WILL CONVENE IN OPEN SESSION AT 6:00 PM.

This Meeting as a Committee of the Whole of the Board of Trustees, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, §§ 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Chancellor. Executive Session, if required, is authorized by Chapter 551 and will be conducted prior to the conclusion of the meeting. If it is decided during the course of the meeting that discussion of any item listed on the agenda should be held in Executive Session, the Committee will convene in Executive Session in accordance with Tex. Govt. Code §§ 551.071 - 551.094. In order to vote on items discussed in Executive Session, the Board of Trustees must take action in the open portion of the meeting on items discussed in the Executive Session. The Committee will consider, discuss, and take appropriate action regarding the following items:

## AGENDA

- 1. **CALL TO ORDER**
- 2. **CERTIFICATION AND POSTING OF NOTICE**
- 3. **ROLL CALL**
- 4. **PLEDGE OF ALLEGIANCE**
- 5. **CITIZENS TO BE HEARD**
  - 5.A. Registration: 5:00 PM - 5:55 PM
- 6. **CHAIR'S REPORT - Roberto Zarate**
  - 6.A. Dr. Bruce Leslie Board Room Dedication
  - 6.B. Community Outreach; AlamoTogether Summit; Palo Alto College, Educate South Mural Unveiling
- 7. **CHANCELLOR'S REPORT - Dr. Mike Flores**
  - 7.A. Executive Staff Senate

**Presenter:** Nicholas Blakeney

7.B. Co-funding by Methodist Healthcare System of a College District Employee to Coordinate Methodist Employment Opportunities for College District Graduates

**Presenter:** Priscilla Camacho and Jimena Saenz

**8. ELECTIONS**

8.A. Discussion and Possible Action to Approve an Order Calling for a General Election for Trustees of Single Member Districts 5, 6, and 7 to be held on May 4, 2024

**Presenter:** Roxella Cavazos

**9. STUDENT SUCCESS COMMITTEE, *Anna U. Bustamante, Chair***

9.A. Northeast Lakeview College Four Disciplines of Execution (4DX) Report & Wildly Important Goal Presentation:

**Presenter:** Les Germer

**10. AUDIT, BUDGET AND FINANCE COMMITTEE, *Dr. Yvonne Katz, Chair***

10.A. Higher Education Emergency Relief Funds (HEERF) Quarterly Report

**Presenter:** Lisa Mazure

10.B. Discussion and Possible Action on the Purchase of Executive Recruitment Services

**Presenter:** Linda Boyer-Owens

10.C. Internal Audit Semi-Annual Update

**Presenter:** Frank Cortez

10.D. Discussion and Possible Action on Approval of the Internal Audit Charter

**Presenter:** Frank Cortez

10.E. Discussion and Possible Action on Approval of the Audit Committee Charter

**Presenter:** Frank Cortez

**11. WORKFORCE DEVELOPMENT COMMITTEE, *Dr. Gene Sprage, Chair***

11.A. Discussion and Possible Action on the Approval of Northeast Lakeview College Associate of Applied Science Degree in Powerline Worker

**Presenter:** Will Fanning

11.B. Discussion and Possible Action on the Approval of Northeast Lakeview College Associate of Applied Science Degree in Database Administrator

**Presenter:** Will Fanning

11.C. Workforce Development Committee Report

**Presenter:** Xavier Urrutia

**12. BUILDING, GROUNDS AND SITES SELECTION COMMITTEE, *Gloria Ray, Chair***

12.A. Discussion and Possible Action to Approve the Guaranteed Maximum Price (GMP) Alamo Colleges District - Palo Alto College Maintenance Tax Note 2022 (MTN22) Funded Contract Package 2, Renovations

**Presenter:** Greg McClure

12.B. Discussion and Possible Action to Approve the Guaranteed Maximum Price (GMP) Alamo Colleges District - Northwest Vista College Maintenance Tax Note 2022 (MTN22) Funded Contract Package 1, Renovations

**Presenter:** Greg McClure

12.C. Discussion and Possible Action to Approve an Agreement for Construction Services for Alamo Colleges District San Antonio College Visual Arts & Technology Center Preventive Maintenance

**Presenter:** Greg McClure

**13. CONSENT AGENDA REPORTS**

13.A. Discussion and Possible Action on Monthly Contracts Report

13.B. Discussion and Possible Action on Monthly Grants and Contracts Report

13.C. Discussion and Possible Action on Approval of Construction Reports

13.D. Capital Improvement Program (CIP) Executive Summary

13.E. Maintenance Tax Note (MTN) 2022 Program Executive Summary

13.F. Discussion and Possible Action on Approval of Financial Reports

13.G. Discussion and Possible Action on Approval of Monthly Report on

Cooperative Purchases in Excess of \$200,000

13.H. Discussion and Possible Action on Approval of Investment Report Through November 30, 2023

14. **EXECUTIVE SESSION**

14.A. The Committee of the Whole may go into Executive Session to deliberate on any item referenced in this agenda for open session or executive session based on the following potential exceptions under the Act.

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

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

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

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

14.F. Pursuant to §551.073, Texas Government Code, the Committee of the Whole may deliberate regarding a negotiated contract for prospective gift or donation.

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

14.H. Pursuant to §551.076, Texas Government Code, the Committee of the Whole may deliberate the deployment, or specific occasions for implementation, of security personnel or devices, or a security audit.

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

14.J. **RECONVENE OPEN MEETING**

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

15. **ADJOURNMENT**

POSTED AT THE  
ALAMO COMMUNITY COLLEGE DISTRICT  
2222 N. Alamo St.; San Antonio, TX 78215 at  
POSTED AT 5:00 PM ON THIS 12TH DAY OF JANUARY 2024

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

“The following notices apply to this meeting.

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

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

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Dr. Mike Flores  
Chancellor

**TO BE READ BY BOARD CHAIR BEFORE CTBH ITEM**

**Citizens To Be Heard Standard Statement**

All individuals wishing to address the Board should have signed up to do so.

Comments relating to general matters shall be presented during the Citizens To Be Heard portion of the meeting. Comments relating to a specific item or items on the Board's agenda may be presented (a) during the Citizens To Be Heard portion of the meeting or (b) during consideration of the specific agenda item or items.

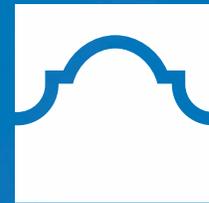
- No presentations shall exceed three (3) minutes.
- If ten (10) or more person sign up to comment on a specific item, each speaker may be limited to two (2) minutes by majority vote of the Board.
- Individuals needing a translator will have a six-minute time period.
- No individual is allowed to transfer his or her time to another individual.
- When the timer beeps, please finish your sentence so that we can allow others to have their voice heard.
- Please introduce yourself by name and state whether you represent yourself, an organization or an employer.

Please know that your right to speak may be withdrawn by the Board Chairman if you are discourteous, disrespectful, or are otherwise likely to impede, interfere with or otherwise obstruct this meeting.

State law limits Trustee response to public comments.

# Executive Staff Senate

**Nicholas Blakeney**  
Executive Staff Senate President



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



## Board Policies in Support of Charges

### B.5.3.1

- District Policy Procedure Advisory Council

### B.5.3.3

- Student, Faculty and Staff Input Process of District Policies and Procedures to Strategic Leadership Team and Chancellor

## Charges to the Chancellor

### 17. AlamoENGAGE

- Increase collaboration and teamwork through the top opportunities for improvement identified in the Great Place to Work survey results.



# Executive Staff Senate Priorities

- I. Career Readiness Model
- II. Staff Communication Plan for Policies and Procedures Advisory Council (PPAC)
  - a. The District Policy & Procedure Advisory Council (PPAC) adopted 1-25-22 outlines the process for ensuring the component of stakeholder input on new or revised Alamo College District Policies or Procedures as referenced in Board Policy B.5.3.

# I. Career Readiness Module

- The Career Readiness experience for employees will be a hub for staff to self-direct their skill development, to grow and advance in their current career, transition into a new career, and/or develop skills to manage teams.
- Resources will be provided to help leaders have conversations with employees about their career goals.
- Deliverables will be easily accessible on the Career Readiness site for both employees and supervisors.

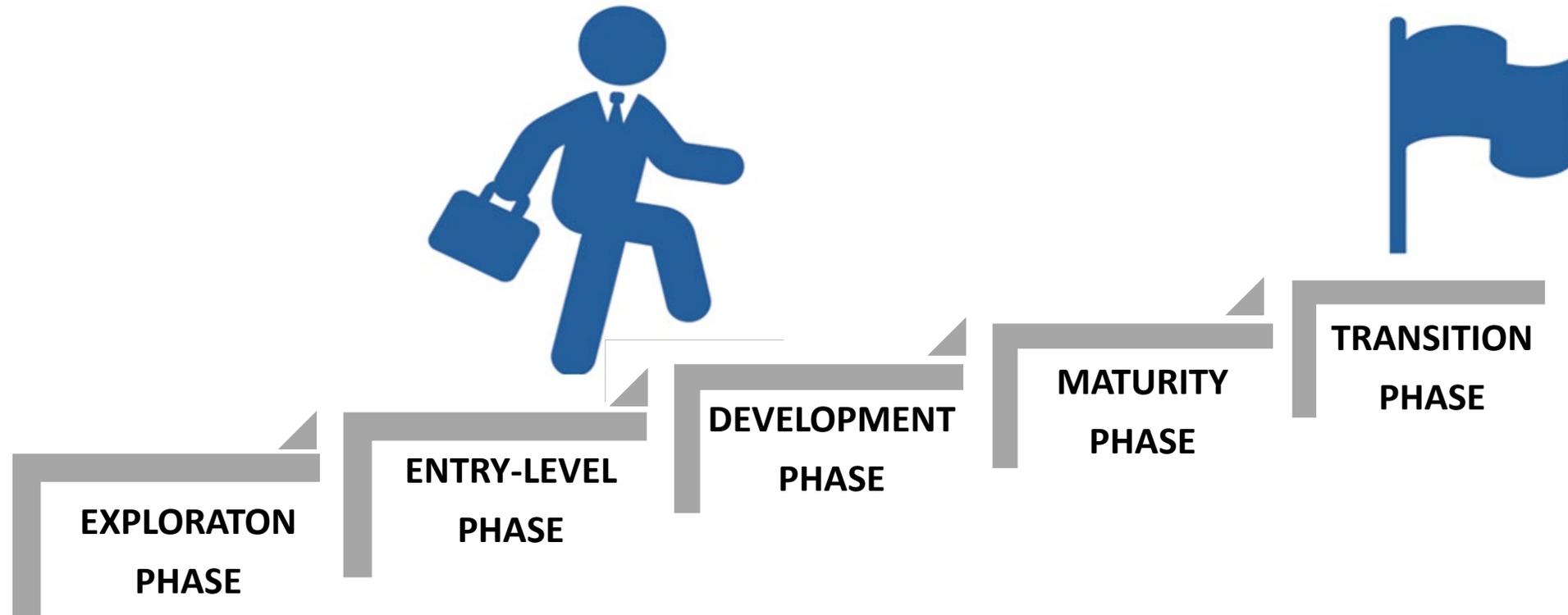


## Designing for Different Personas

- I. Staff member who wants to gain experience in their role
- II. Staff member who seeks a new career path or career pivot
- III. Staff member who desires to move into a leadership position



# FIVE STAGES OF A CAREER JOURNEY



# Career Readiness Milestones

- Worked with Learning Advisory Board to identify trends in career development (stages & personas)
- Participated in Competency Card Sort Process
  - Identified skills that are essential for success in specific roles
  - Upcoming expansion to Administrative Assistants
- Completed Gallup Strengths Assessment
  - Develop awareness of individual talents
  - Provide coaching to help employees align talents to their career goals
- Introduced LinkedIn Learning on-demand career readiness resources
- Anticipated Launch of Career Readiness Site in Spring 2024

## II. PPAC Communication Plan

Executive Staff Senate participates in the review of, and engages staff stakeholder groups on, any new or revised policies and procedures by inviting staff to provide input on proposed changes.



Thank you.



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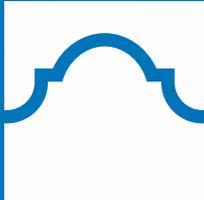
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2018 Award Recipient



# Industry Engagement Update: Methodist Healthcare – Career Navigator

**Priscilla Camacho**, Chief Legislative, Industry and External Relations Officer

January 16, 2023



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# \*NEW\* Methodist Healthcare Career Navigator

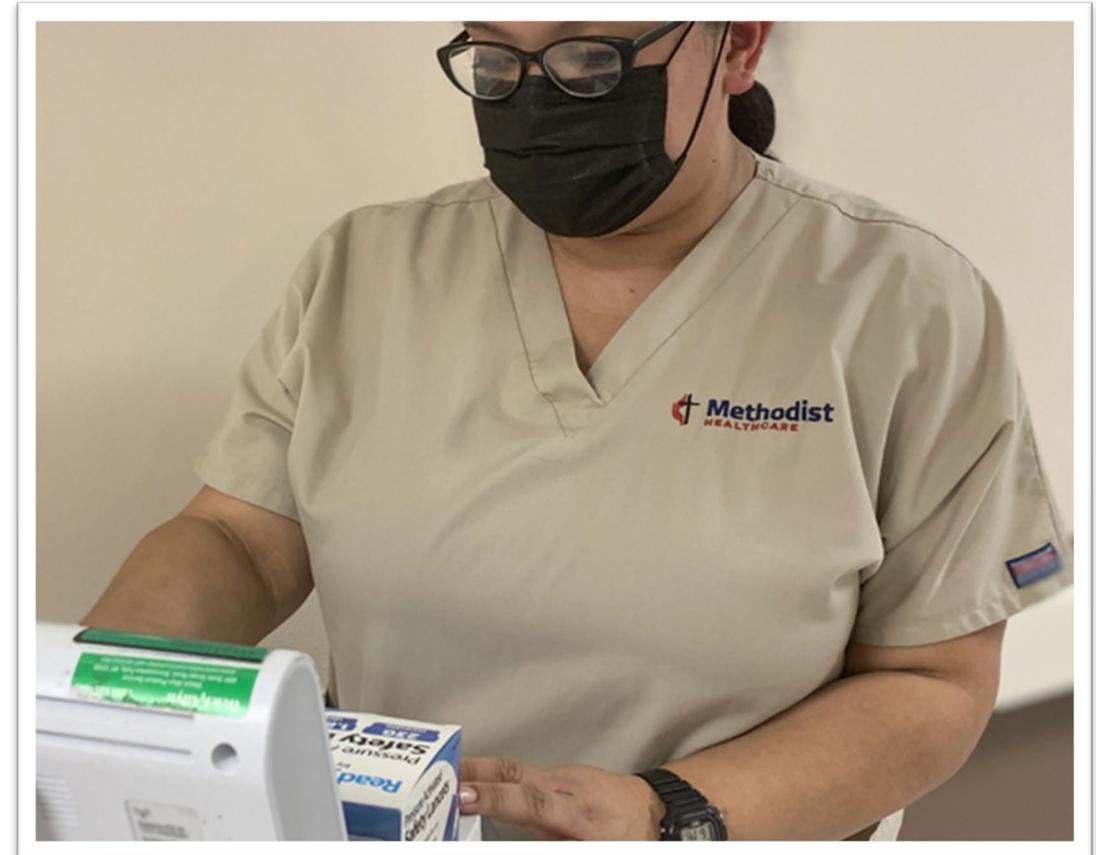


- **Background**

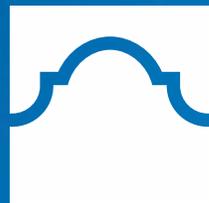
- Result of meeting between Chancellor Flores & Dan Miller, CEO of Methodist Healthcare System
- Prior partnerships include:
  - Healthcare Apprenticeship grant
  - International Nursing Pathway with Tecmilenio
  - Nursing & Healthcare at Fox Tech High School (SAISD and SAC)

- **Key Functions of New Career Navigator**

- Career pathway exploration and assessment
- Provide job application prep for careers at Methodist Healthcare
- Assist ACD applicants through Methodist Healthcare HR processes



Thank you.



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Achieving the Dream | LEADER  
COLLEGE

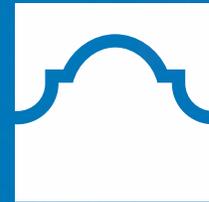
# TRUSTEE GENERAL ELECTION

May 4, 2024

Districts 5, 6, and 7

**Roxella T. Cavazos, B.J., M.A., J.D.**

Associate General Counsel

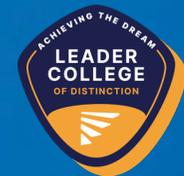


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2018 Award Recipient

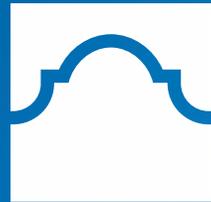


# Approval Requested on Order:

Order to Call Trustee Election for *May 4, 2024* and Approve Contracting With Bexar County and Other Political Subdivisions



Thank you.



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2018 Award Recipient



ACHIEVING THE DREAM  
LEADER  
COLLEGE  
OF DISTINCTION

**ORDER CALLING A TRUSTEE GENERAL ELECTION  
ON THE UNIFORM ELECTION DAY OF SATURDAY, MAY 4, 2024**

**WHEREAS**, the six-year terms of office of Trustees for single-member Districts Five (5), Six (6), and Seven (7) in the Alamo Community College District (“ACCD”) will expire in May 2024; and

**WHEREAS**, the ACCD Board of Trustees (the “Board”) of the Alamo College Community District is required and has the authority to call a General Election on May 4, 2024, a uniform election day, for Trustees to serve six-year terms for single-member Districts Five (5), Six (6), and Seven (7); and

**WHEREAS**, per the Texas Election Code, Saturday, May 4, 2024, is the uniform election day for local non-county political subdivisions such as ACCD; and

**WHEREAS**, other local non-county political subdivisions are holding elections on the uniform election day of Saturday, May 4, 2024; and

**WHEREAS**, the Board has the authority pursuant to Chapter 271 Texas Election Code and Chapter 791 of the Texas Government Code, to enter into a contract for election services with Bexar County, Texas and joint election agreements with other entities holding elections on the same date.

IT IS, THEREFORE, ORDERED BY THE BOARD OF TRUSTEES OF THE ALAMO COMMUNITY COLLEGE DISTRICT AS FOLLOWS:

**Section 1. Call of Election; Date; Eligible Electors; and Hours.** The Board hereby CALLS and ORDERS that a General Election (the “Election”) shall be held on Saturday, May 4, 2024, which is seventy-eight (78) or more days from the date of the adoption of this Order (the “Order”) within the territory of ACCD for Trustees to serve six-year terms for single-member Districts Five (5), Six (6), and Seven (7). The current terms for Trustee positions in Districts Five (5), Six (6), and Seven (7) expire in May 2024, and the new terms will expire in May 2030. All resident, qualified and registered voters of ACCD shall be entitled to vote for candidates for the ACCD Board Trustee positions at issue. The Board hereby finds that holding the Election on Saturday, May 4, 2024, which is a uniform election date, is in the public interest. The hours during which the polling places are to be open on Election Day for the Election shall be from 7:00 a.m. to 7:00 p.m.

**Section 2. Conduct of Election, Election Services Agreements and Appointment of Election Officers.** The Election shall be conducted by election officers, in accordance with the Texas Education Code, the Texas Election Code and the Constitution and laws of the State of Texas and the United States of America. An electronic voting system, as defined and described in Title 8, Chapter 123 of the Texas Election Code, shall be utilized for the Elections.

Pursuant to Chapter 31 of the Texas Election Code, the Board ORDERS that the Election be conducted under the terms and conditions of an Election Services Agreement between Bexar County, Texas and the Alamo Community College District, which will be adopted at a subsequent

meeting of the Board. Under said agreement, Bexar County, under the direction of the Bexar County Elections Administrator, will conduct a joint election for one or more entities, including the Alamo Community College District.

Chapter 271 of the Texas Election Code provides that the authorities of two or more local political subdivisions which have ordered elections for the same day in all or part of the same territory may enter into an agreement to hold the elections jointly in election precincts that can be served by common polling places, and the Board is expressly authorizing this action. A Joint Election Agreement will be approved at a subsequent meeting of the Board.

**Section 3. Voting Precincts.** Except as otherwise provided herein, the presently existing boundaries and territory of the respective Bexar County Election Precincts, which are wholly or partially within the territorial boundaries of ACCD, are hereby designated as the voting precincts of ACCD for the Elections. The precinct numbers for ACCD's election precincts shall be the corresponding Bexar County Election Precinct Number of each precinct that is wholly or partially within the College District. The Board acknowledges that Bexar County participates in a county-wide polling place program and approves of voting as provided by that program.

**Section 4. Early Voting Polling Places and Times.** The early voting polling places and times for early voting in Bexar County will be approved at a subsequent meeting of the Board.

**Section 5. Election Day Polling Places.** The Election Day polling places for the Election for each of the respective precincts in Bexar County will be approved at a subsequent meeting of the board. Section 271.003 of the Texas Election Code provides that voters of a particular election precinct or a political subdivision may be served in a joint election by a common polling place located outside the boundary of the election precinct or political subdivision if the location can adequately and conveniently serve the affected voters and will facilitate the orderly conduct of the election. To the extent any polling place utilized by the District and designated at a subsequent meeting of the Board for the conduct of the Election is located outside the boundaries of an election precinct, the Board specifically finds that the polling places selected by the College District are convenient and will adequately serve the voters of the District.

**Section 6. Presiding Judges and Alternates.** The Board hereby designates the presiding judges and alternate presiding judges appointed by the Bexar County Elections Administrator for the respective election precincts. The presiding judge at each precinct shall have authority to retain and deputize clerks for the conduct of the Elections in accordance with the directives established by the Bexar County Elections Administrator for these elections.

In the event that Bexar County shall determine from time to time (a) that the polling places hereby established and designated shall become unavailable or unsuitable for such use, or it would be in the College District's best interest to relocate the polling places, or (b) that the Presiding Election Judge or Alternate Presiding Judges appointed or hereinafter designated shall become disqualified or unavailable, Bexar County is hereby authorized to designate and appoint in writing substitute polling places, Presiding Election Judges or Alternate Presiding Election Judges, giving such notice as is required by the Texas Election Code and as deemed sufficient. Furthermore, Bexar County is hereby authorized to allow Presiding Election Judges or Alternate Presiding Election Judges, upon request, to designate and appoint such additional clerks as may be required

from time to time to assist at polling places in order to efficiently carry out the duties of the office, giving such notice as is required by the Texas Election Code and as deemed sufficient.

**Section 7. Election Information to Be Provided in Spanish.** Except as otherwise provided by the Election Services Agreement or Texas Election Code, the Bexar County Elections Administrator shall be responsible for the preparation of notices, instructions, orders, ballots and other written material pertaining to the Elections, and shall cause each such document to be translated into and furnished to voters in both the English language and the Spanish language, in order to aid and assist voters speaking Spanish as a primary or an alternative language to properly participate in the election process. In addition, the Bexar County Elections Administrator is hereby authorized and directed to make available to the voters an individual capable of acting as a translator and speaking both English and Spanish languages who will assist Spanish speaking voters in understanding and participating in the election process. The ACCD Elections Administrator is hereby authorized and directed to post any required notices or other written materials in English and Spanish.

**Section 8. Appointment of ACCD Custodian of Records and Agent.** To the extent not otherwise provided for in the Election Services Agreement, the Board hereby appoints Denise Wilson, Board Liaison, as the ACCD Custodian of Records (“ACCD Custodian”) and agent to the Board Secretary to perform the duties related to the conduct and maintenance of records of the Elections as required under the Texas Election Code during the period beginning the fiftieth (50th) day before Election Day for the Election, and ending not earlier than the fortieth (40th) day after the day of the Election. In particular, the ACCD Custodian shall provide applications for candidates for a place on the ballot, accept such applications from candidates, determine the order in which names will appear on the ballot for the Trustee positions based on a drawing, and accept and maintain records regarding campaign expenditures that may be filed with ACCD. The ACCD Custodian is supported by the ACCD Associate General Counsel.

The ACCD Custodian shall maintain an office open for election duties for at least three hours each day, during regular office hours, on regular College District business days during the period required by law or as otherwise provided by Texas Secretary of State. The ACCD Custodian shall post notice of the location and hours of her office as required by the Texas Election Code. The ACCD Custodian shall maintain in her office, the documents, records and other items relating to the election and shall be the primary person designated to receive documents on behalf of ACCD that are required by the Texas Election Code.

**Section 9. Appointment of General Custodian of Election Records.** Pursuant to Section 271.010 of the Texas Election Code and Election Services Agreement, the Board approves and appoints Jacquelyn Callanen, Bexar County Elections Administrator, as General Custodian of Election Records (“General Custodian”). The General Custodian shall secure all ballot boxes and voting equipment and preserve all voted ballots securely in a locked room in the locked ballot boxes or as otherwise permitted for the period for preservation required by the Election Code. The General Custodian shall secure all electronic voting equipment, voting cards and mail-in ballots.

**Section 10. Early Voting by Mail.** The Board appoints Jacquelyn Callanen, Bexar County Elections Administrator, as ACCD’s Early Voting Clerk. Applications for ballot by mail and ballots voted by mail shall be addressed to ACCD’s Early Voting Clerk at the following addresses:

*By regular mail:*  
Jacquelyn F. Callanen  
Early Voting Clerk  
1103 S. Frio, Suite 200  
San Antonio, Texas 78207

*By contract carrier:*  
Jacquelyn F. Callanen  
Bexar County Elections Administrator  
1103 S. Frio, Suite 100  
San Antonio, Texas 78207

The ACCD Joint Early Voting Clerk shall collect all applications for ballots received at the above addresses during the period allowed by the Texas Election Code.

**Section 11. Early Voting.** The presiding judge of the Bexar County Early Voting Ballot Board shall count and return early voting ballots in accordance with the Texas Election Code. The presiding judge of the Early Voting Ballot Board shall appoint two or more election clerks, and such judge and clerks shall constitute the early voting ballot board and shall perform the duties set forth for such board in the Texas Election Code.

**Section 12. Canvassing of Returns, Declaring Results.** The General Custodian shall provide a written return of the Election results to the ACCD Custodian. The ACCD Custodian or ACCD Associate General Counsel shall make a written return of the Election results to the Board in accordance with the Election Code. The Board shall canvass the returns and declare the results of the Election.

If the Board finds, at the time of canvassing the election results, that no candidate for a particular District for trustee has received the votes of a majority of the resident, qualified voters voting at the Elections, including those voting early, then a runoff election will be ordered by the Board between the two candidates receiving the highest number of votes for the particular District and at a date and under procedures appropriate under the Texas Election Code and as determined by the Bexar County Elections Administrator.

**Section 13. Notice of Election.** Notice of the Elections, stating in substance the contents of this Order, shall be published one time in the English and Spanish languages, in a newspaper published within ACCD's territory, at least 10 days and no more than 30 days before the Elections and as otherwise may be required by the Texas Election Code. Notice of the Elections shall also be posted on the bulletin board used by the Board to post notices of the Board's meetings no later than the 21st day before the Elections and at any other place required by the Texas Election Code.

**Section 14. Training of Election Officials.** Pursuant to the Texas Election Code, a public school of instruction for all election officers shall be held as provided by the Election Services Agreement with Bexar County Elections Administration.

**Section 15. Authorization to Execute.** The Chair of the Board is authorized to execute and the Secretary of the Board is authorized to attest this Order on behalf of the Board. The Chair of the Board is authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

**Section 15. Effective Date.** This Order is effective immediately upon its passage and approval.

**PASSED AND APPROVED** the 23rd day of January, 2024.

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Roberto Zarate, Chair  
Board of Trustees  
Alamo Community College District

**ATTEST:**

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Dr. Lorena “Lorraine” Pulido  
Secretary  
Board of Trustees  
Alamo Community College District

SEAL

Discussion and Possible Action to Approve an Order Calling for a General Election for Trustees of Single Member Districts 5, 6, and 7 to Be Held on Saturday, May 4, 2024

Presented to the Board Acting as Committee of the Whole on January 16, 2024 and now presented to the Board for approval at a regular meeting on January 23, 2024.

**MINUTE ORDER:**

*“The Board hereby approves the attached Order (i) Calling for a General Election to be held on the Uniform Election Date of Saturday, May 4, 2024 to elect three single-member District Trustees for District Five (5), District Six (6), and District Seven (7) to serve six-year terms; and (ii) Approving that Bexar County Elections Administration will provide election services and conduct the Trustee elections jointly with other political subdivisions as determined by Bexar County Elections Administration and other related matters.”*

**PURPOSE:**

To call and order a General Election to elect Trustees for Single-Member Districts Five (5), Six (6) and Seven (7), which current terms expire in May 2024, for new terms to expire in May 2030; and to authorize contracting with Bexar County Elections Administration to provide elections services and conduct the Trustee Elections, jointly with other entities as determined by Bexar County Elections Administration, in accordance with the attached Order.

**BACKGROUND:**

To comply with the Texas Election Code and the Texas Education Code, it is necessary for the Board to call a general election to elect Trustees for single member Districts Five (5), Six (6), and Seven (7) whose terms expire in May 2024; and approve that the Trustee elections be held on the Uniform Election Date of Saturday, May 4, 2024, and be conducted by Bexar County Elections Administration.

**IMPLICATIONS:**

Financial: Election Costs To Be Determined

**ATTACHMENTS:** Exhibit 1 – Order Calling a Trustee General Election on the Uniform Election Day of May 4, 2024

Approved and Adopted on January 23, 2024:

\_\_\_\_\_  
Roberto Zarate, Chair  
Board of Trustees  
Alamo Community College District





ALAMO COLLEGES DISTRICT  
Northeast Lakeview College

# Information Technologies – Client Services

Betsy Flood, M.Ed.

Director of Information Technology



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DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



## Board Policies in Support of Charges

**B.9.1 Educational Philosophy – The Alamo Way: Always Inspire, Always Improve**

**C.1.9 Appropriate Use of Information Technology Resources**

## Charges to the Chancellor

4. Alamo Online & Digital Learning > Build and strengthen each College's capacity to deliver premier, quality digital learning experiences for Alamo Online students further enhancing enrollment, retention, and completion.

8. Institutional Excellence & Continuous Improvement > **Performance Excellence**



# Wildly Important Goal (WIG)

**Increase Rounding\* Interaction with Faculty/Employees/Students from 1 to 80 by September 1, 2023.**

## Lead Measure

**Each Member of the Client Services Team will Round with at least 1 person during the week. This is outside normal support and ticket resolution.**

\* Rounding is increased client relationships



# Strategies for Interaction

- To promote proactive engagement, we encourage technicians to incorporate rounding into their daily routine. They achieve this by starting each day with a walk through the building/department, checking in with faculty and other employees.
- Technicians also interact with employee during ticket resolution process.

## Commitments

- Maintain an active presence on campus.
- Follow up to ensure resolution of technical concerns.

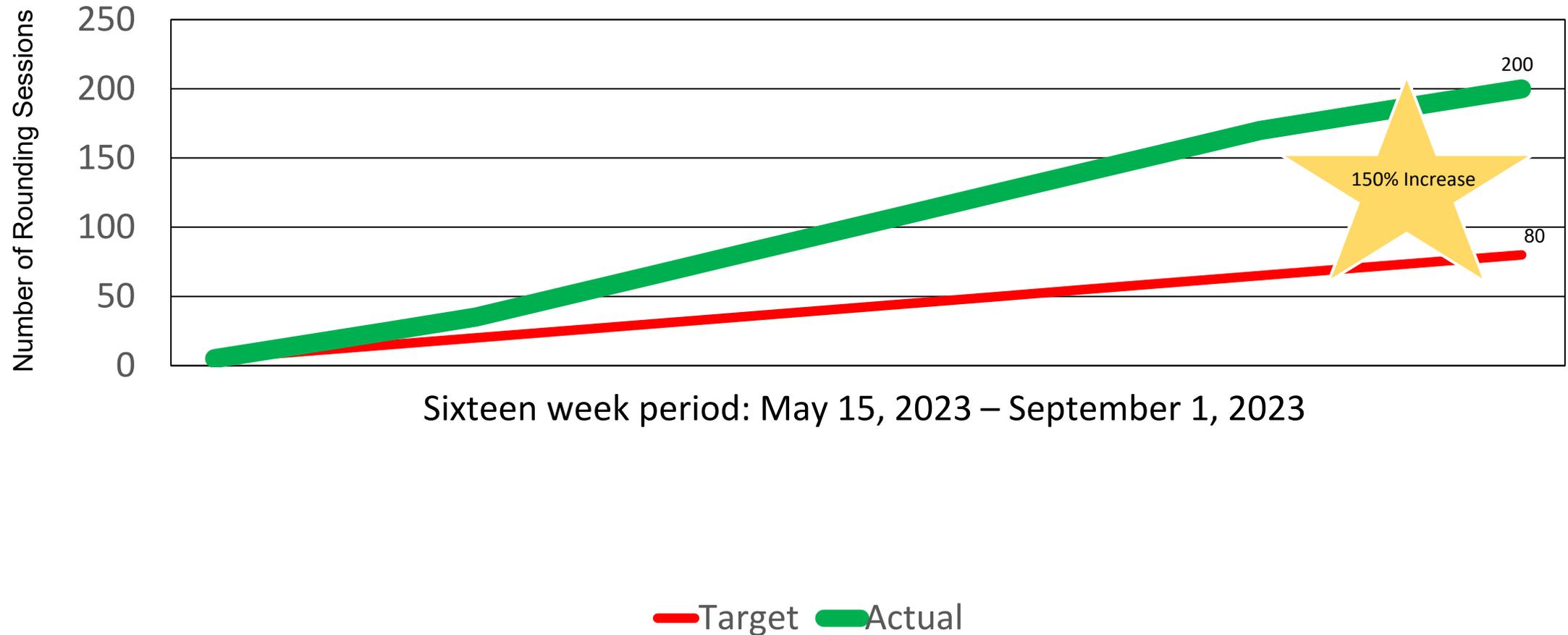


# Ticket and Support vs Rounding

Start Date	End Date	Ticket and Support Requests	Rounding Sessions
May 15, 2023	May 31, 2023	294	30
June 1, 2023	June 30, 2023	623	50
July 1, 2023	July 31, 2023	383	60
August 1, 2023	August 31, 2023	598	50
September 1, 2023	September 1, 2023	13	10
		<b>1911</b>	<b>200</b>



# WIG Progress



# LEAD Data

	May 15 - May 21	May 22 - May 28	May 29 - June 4	June 5 - June 11	June 12 - June 18	June 19 - June 25	June 26 - July 2	July 3 - July 9
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Name								
Adam Saucedo	2	2	2	2	3	3	3	3
Bulmaro Barajas	2	2	2	2	3	3	3	3
Alynn Vega-Martinez	2	2	2	2	3	3	3	3
Trevor Baker	2	2	2	2	3	3	3	3
Jesus Enriquez	2	2	2	2	3	3	3	3
Actual	10	10	10	10	15	15	15	15
<b>Target</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
	July 10 - July 16	July 17 - July 23	July 24 - July 30	July 31 - Aug 6	Aug 7 - Aug 13	Aug 14 - Aug 20	Aug 21 - Aug 27	Aug 28 - Sept 1
	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
Name								
Adam Saucedo	3	3	3	3	2	2	2	2
Bulmaro Barajas	3	3	3	3	2	2	2	2
Alynn Vega-Martinez	3	3	3	3	2	2	2	2
Trevor Baker	3	3	3	3	2	2	2	2
Jesus Enriquez	3	3	3	3	2	2	2	2
Actual	15	15	15	15	10	10	10	10
<b>Target</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>



# Lessons Learned

- Communication is the key to success. Through proactive interactions and engagement, our technicians make it clear that they are here to offer support to the faculty, staff, and students. Building partnerships with faculty, staff, and students fosters collaboration, innovation, and sense of community; contributing to the college's success.

# Next Steps

- Our team found this WIG/LEAD to be successful and we have decided to continue with these strategies of support for our campus.





“I recently received a new computer, a moment filled with angst as I parted with the familiar setup and functions that I had become accustomed to. In this transition, the IT Tech was patient in guiding me through transferring files and bookmarks so that my new computer would function in a predictable and comfortable manner. He returned to my office on two more occasions to deliver an additional monitor, taking his time to make sure that the monitor was set to the appropriate height, cords were streamlined, and the arrangement of my computer was to my liking. He also assisted with seemingly small tasks – like adjusting the consistent display across multiple monitors - tasks that would take me an eternity to figure out. I never felt rushed or that my questions were elementary. I am so appreciative of his help as it allowed me to lose very little time getting back to work”.



“I just wanted to take a moment to thank you and your entire team for all they do. They consistently go above and beyond for our events and to help when we have community partners on campus. It is certainly safe to say, that they are an essential part of our success.

Please share my gratitude with the entire IT Team”.



“The I.T. staff at NLC are always willing to help. No matter how small the request, they are always quick to respond and happy to help. Even when stopped in the hallway or in passing, they are more than willing to take a moment to help anyone who asks, no matter if they are employees, students, or vendors.”



Thank you.



ALAMO COLLEGES DISTRICT  
Northeast Lakeview College



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient

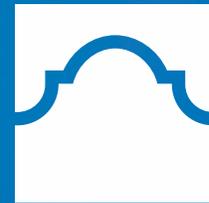


# Higher Education Emergency Relief Funds (HEERF) Update

Committee of the Whole: January 16, 2024

**Lisa L. Mazure, MSA, CPA, CGFM**

Associate Vice Chancellor for Finance & Fiscal Services



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COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award

2018 Award Recipient



## Board Policies in Support of Charges

- B.9.1 Educational Philosophy – The Alamo Way
- C.1.3.5 Donations & Grants from Public Sources
- F.2.4 Financial Aid
- F.6.1 Student Success
- F.6.5 Equity

## Charges to the Chancellor

- Active Goals
  - Support Student Equity and success
- Monitored Goals
  - AlamoWAY



# TIMELINE OF HEERF FUNDING



# FEDERAL AID PROVIDED TO HIGHER ED

- **CARES Act:** *deadline to spend June 2024*
  - Signed into law on March 27, 2020
  - HEERF - \$13.9 billion
- **Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA):** *deadline to spend June 2024*
  - Signed into law on December 27, 2020
  - HEERF - \$22.7 billion
- **American Rescue Plan (ARP):** *deadline to spend June 2024*
  - Signed into law on March 11, 2021
  - HEERF - \$39.6 billion

Federal Aid Program	<u>Student Grants</u>	<u>Institutional Aid</u>	<u>HSI/HBCU</u>
CARES	\$11.3 M	\$11.3 M	\$7.5 M
CRRSAA	\$11.3 M	\$43.6 M	\$34.0 M
ARP	\$50.3 M	\$47.3 M	\$59.7 M
<b>TOTAL for Alamo Colleges District</b>	<b>\$72.9 M</b>	<b>\$102.1 M</b>	<b>\$101.1M</b>
<b>Total Expended and Committed to Date</b>	<b>100%</b>	<b>96%</b>	<b>94%</b>



# MINORITY SERVING INSTITUTIONS AWARDS

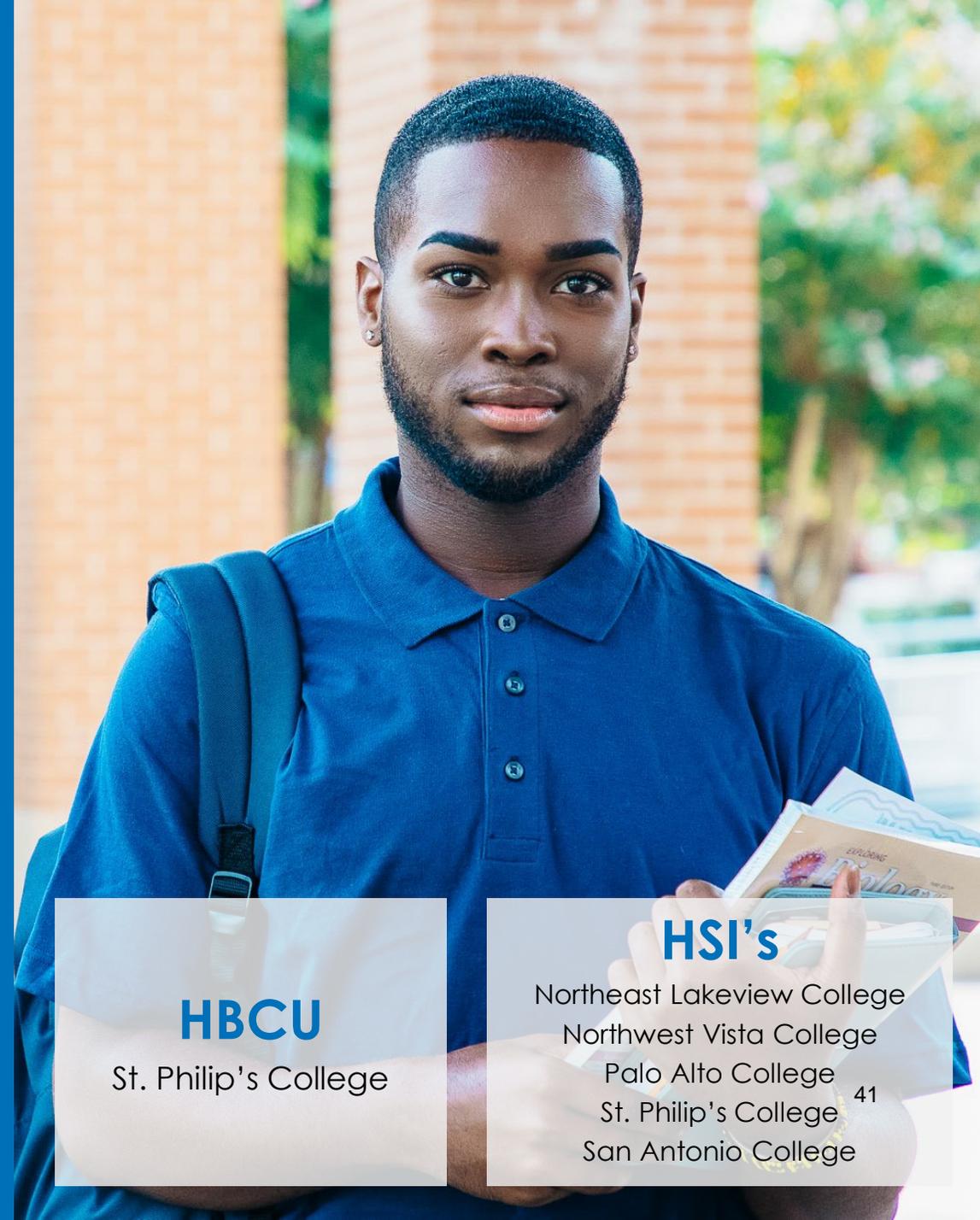


Spending criteria similar to HEERF Institutional Funds with additional eligible expense types



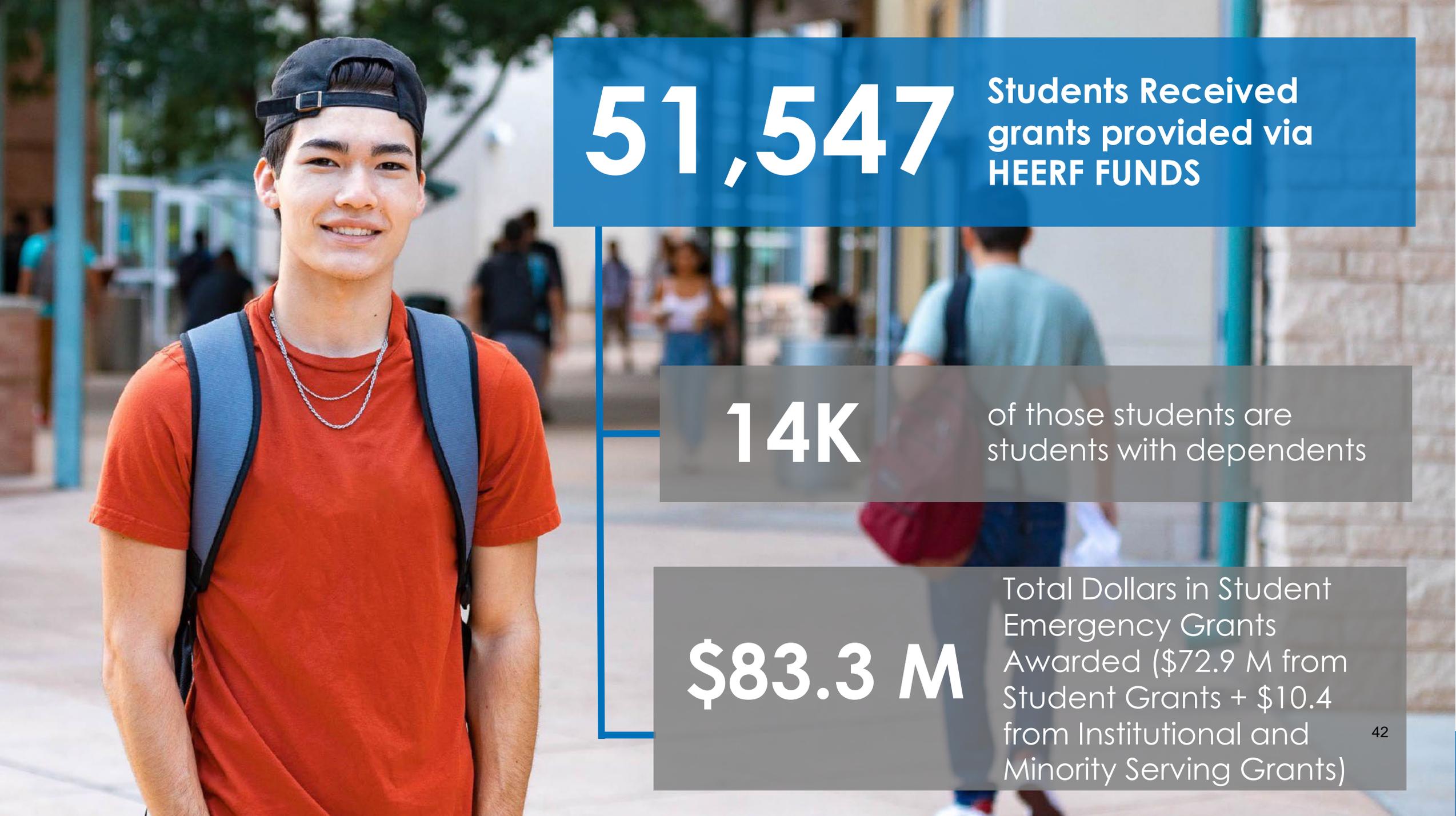
Spending deadline with the no-cost extension is June 30, 2024

Historically Black Colleges and Universities (HBCU) and Hispanic Serving Institutions (HSI) St. Philips College	\$ in M
CARES	\$6.3
CRRSAA	\$31.6
ARP	\$55.3
<b>TOTAL</b>	<b>\$93.2</b>
<b>Expended &amp; Committed To Date</b>	<b>93%</b>
Hispanic Serving Institution (HSI)	\$ in M
CARES	\$1.2
CRRSAA	\$2.3
ARP	\$4.4
<b>TOTAL</b>	<b>\$7.9</b>
<b>Expended &amp; Committed To Date</b>	<b>98%</b>
<b>GRAND TOTAL</b>	<b>\$101.1</b>



**HBCU**  
St. Philip's College

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



**51,547**

Students Received grants provided via HEERF FUNDS

**14K**

of those students are students with dependents

**\$83.3 M**

Total Dollars in Student Emergency Grants Awarded (\$72.9 M from Student Grants + \$10.4 from Institutional and Minority Serving Grants)

# NEXT STEPS

- Continue internal workgroup meetings and reports until final spend of HEERF funds.
- Provide a final report to the Board of Trustees after the HEERF Grants are closed out.



Thank you.



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2018 Award Recipient



# Appendix



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National Quality Award  
2018 Award Recipient



**Higher Education Emergency Relief Fund (HEERF) Grants**

	Phase 1: CARES	Phase 2: CRRSAA	Phase 3: Amer. Relief Plan (ARP)
<b>Student Aid</b>			
<b>Awarded</b>	\$ 11,293,384	\$ 11,293,384	\$ 50,296,197
<b>Spent/Committed</b>	\$ (11,293,384)	\$ (11,293,384)	\$ (50,296,197)
<b>Balance Remaining</b>	\$ -	\$ -	\$ -
<b>% Utilized</b>	100%	100%	100%
			<b>Target Fall '21/Spr. '22</b>
<b>Institutional Aid</b>			
<b>Awarded</b>	\$ 11,293,382	\$ 43,576,440	\$ 47,250,177
<b>Spent/Committed</b>	\$ (11,307,019)	\$ (43,290,457)	\$ (43,661,899)
<b>Balance Remaining</b>	\$ (13,637)	\$ 285,983	\$ 3,588,278
<b>% Utilized</b>	100%	99%	92%
<b>Minority Serving Institutional Aid</b>			
<b>Awarded</b>	\$ 7,453,723	\$ 32,507,710	\$ 61,116,090
<b>Spent/Committed</b>	\$ (7,390,710)	\$ (27,889,451)	\$ (59,519,150)
<b>Balance Remaining</b>	\$ 63,013	\$ 4,618,259	\$ 1,596,940
<b>% Utilized</b>	99%	86%	97%

**CARES** = Coronavirus Aid, Relief, and Economic Security Act

**CRRSAA** = Coronavirus Response and Relief Supplemental Appropriations Act

**ARP** = American Rescue Plan Act

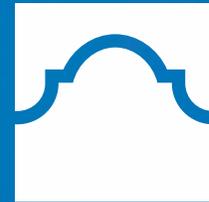


# CSP 2024-0047 for the Purchase of Executive Recruitment Services

**Linda Boyer-Owens**

Associate Vice Chancellor

Talent, Organization & Strategic Innovation



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COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award

2018 Award Recipient



## Board Policies in Support of Charges

- D.2.2.1 (Procedure) Hiring Practices

## Charges to the Chancellor

- Engage relevant groups in the development of a sustainable program aligned with the strategic priorities of the College District for recruitment and retention of high-quality talent.
- Increase collaboration and teamwork through top opportunities for improvement identified in the Great Place to Work survey results.



# Award a Contract – Executive Recruitment Services

## Discussion and Possible Action on the Purchase of Executive Recruitment Services:

This action provides for Alamo Colleges to establish a pool of vendors that Alamo Colleges may select from and enter into multiple contracts to ensure the Alamo Colleges District maintains a readily available pool of experienced contracted providers, skilled in executive recruitment for areas of specialization, such as:

- Academic Success
- Continuing Education
- Finance & Administration
- Healthcare, Information Technology
- Marketing/Public Relations
- Student Success



# Award a Contract – Executive Recruitment Services

Discussion and Possible Action on the Purchase of Executive Recruitment Services:

Each executive search firm shall conduct a national search to ensure the overall hiring of highly qualified applicants for the following executive level positions, as they arise within the Alamo Colleges District:

- Vice Chancellor
- Associate Vice Chancellor
- College President
- College Vice President



# Recommended Contract Action: Award a contract for Executive Recruiting Services

**Type of Contract Action:** This minute order awards establishes a pool of vendors that Alamo Colleges District can select from and enter into a contract with for each individual executive search.

**Contract Term:** The individual contracts will begin upon selection from the pool and terminate August 31, 2025 with three one-year options for renewal upon mutual consent of the contractor and the Alamo Colleges District.

**SMWVBE:** BTO-1 Inc. dba Express Employment Professionals (Small Business, Woman-Owned and HUB Certifications)

**Local:** BTO-1 Inc. dba Express Employment Professionals

**Funding:** Estimated \$400,000 annually; funding is not encumbered with this action and will be provided with each purchase.

Thank you.



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DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



# Appendix - Background

- A notice soliciting Competitive Sealed Proposals (CSP) was advertised in the San Antonio Express News, La Prensa, and San Antonio Observer twice over a 53-day period. Additionally, Purchasing and Contract Administration sent notices to 106 potential Offerors.
- The thirteen (13) proposals received by the CSP deadline were evaluated by representatives from the Office of Talent, Organization & Strategic Innovation considering the specifications and requirements of the CSP.
- As a result of this effort, proposals submitted by Academic Search, Ashkar Staffing, Allen Austin Lowe and Powers Inc., Association of Community College Trustees, Brightpath Associates LLC, Express Employment Professionals, Gold Hill Associates, Insight Global, JG Consulting, Kaye Bassman International Corporation, Pedigo Staffing Services LLC, RH Perry & Associates and ZRG Partners LLC are recommended for establishing the vendor pool.



ITEM DESCRIPTION	ACADEMIC SEARCH	ASHKAR STAFFING	ALLEN AUSTIN LOWE AND POWERS INC.	ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES	BRIGHTPATH ASSOCIATES LLC	EXPRESS EMPLOYMENT PROFESSIONALS	GOLD HILL ASSOCIATES
Percentage Rate per Search for Executive Recruitment Services based on an initial annual salary of \$100,001 to \$200,000	30%	18%	33%	26%	10%	18%	33%
Estimated Annual Total	\$225,000.00	\$135,000.00	\$247,500.00	\$195,000.00	\$75,000.00	\$135,000.00	\$247,500.00
Price Ranking	9	4	10	8	1	4	10
Technical Ranking	4	13	5	6	12	9	1
Overall Ranking	5	13	6	8	7	10	3

ITEM DESCRIPTION	INSIGHT GLOBAL	JG CONSULTING	KAYE BASSMAN INTERNATIONAL CORPORATION	PEDIGO STAFFING SERVICES LLC	RH PERRY & ASSOCIATES	ZRG PARTNERS LLC
Percentage Rate per Search for Executive Recruitment Services based on an initial annual salary of \$100,001 to \$200,000	33%	10%	25%	20%	32%	33%
Estimated Annual Total	\$247,500.00	\$75,000.00	\$187,500.00	\$150,000.00	\$216,000.00	\$247,500.00
Price Ranking	10	1	7	6	3	10
Technical Ranking	8	10	7	11	1	1
Overall Ranking	12	2	9	11	1	3

Notes:

1. For evaluation purposes, a quantity of five (5) executive recruitment searches with an anticipated base salary of \$150,000.00 was used to determine the Estimated Annual Total.
2. The proposal submitted by Academic Search proposes a minimum flat fee of \$45,000.00 assessed for positions under \$150,000 base.
3. The proposal submitted by R H Perry & Associates proposes a discount for conducting multiple searches in the same academic calendar year. The second and subsequent searches will be billed at 28% of the first year base salary.

## **Discussion and Possible Action for the Purchase of Executive Recruitment Services**

Presented to the Board Acting as Committee of the Whole on January 16, 2024 and now presented to the Board for approval on January 23, 2024.

### **MINUTE ORDER**

**"The Board of Trustees hereby establishes a pool of vendors consisting of Academic Search, Ashkar Staffing, Allen Austin Lowe and Powers Inc., Association of Community College Trustees, Brightpath Associates LLC, Express Employment Professionals, Gold Hill Associates, Insight Global, JG Consulting, Kaye Bassman International Corporation, Pedigo Staffing Services LLC, RH Perry & Associates, ZRG Partners LLC providing for the purchase of Executive Recruitment Services. Vendors from the pool will be selected and awarded a contract on an as needed basis as requested by the Associate Vice Chancellor for Talent, Organization & Strategic Innovation. The total amount of Executive Recruitment Services is approximately \$400,000 annually."**

### **PURPOSE**

This action provides for the establishment of a vendor pool for the purchase of executive recruitment services in accordance with Alamo Colleges District Board Policy D.2.2.1 (Procedure) Hiring Practices. The formal competitive procurement process was conducted to establish a vendor pool to various offerors to ensure the Alamo Colleges District maintains a readily available pool of experienced contracted providers, skilled in executive recruitment for areas of specialization, such as: Academic Success, Continuing Education, Finance & Administration, Healthcare, Information Technology, Marketing/Public Relations, Student Success, and Strategic Priorities. The Alamo Colleges District shall utilize an executive search firm to conduct a national search to ensure the hiring of highly qualified applicants for the following executive level positions, as they arise within the Alamo Colleges District: Vice Chancellor, Associate Vice Chancellor, College President, and College Vice President. The awarded offerors will present applications to the designated Alamo Colleges District hiring official(s) for initial review and recommendation of candidates to be interviewed. Each application shall be edited to provide neutrality without indicating the applicant's race, ethnicity or gender. The awarded firms will agree in writing to maintain applicant confidentiality throughout the screening and hiring process.

### **BACKGROUND**

In July 2023, the formal competitive procurement process was implemented with a solicitation notice, advertising a Request for Competitive Sealed Proposals (CSP) in the San Antonio Express News, La Prensa, and San Antonio Observer twice over a fifty-three (53) day period. Additionally, Purchasing and Contract Administration sent notices to one-hundred six (106) potential Offerors. The thirteen (13) proposals received by the CSP submission deadline were evaluated by representatives from the Alamo Colleges District Talent, Organization & Strategic Innovation in accordance with the terms and conditions, outlined in the CSP. As a result of this effort, the proposals submitted by all offerors are recommended for inclusion in the vendor pool on a best value basis.

Executive Search Services will be provided on an as-needed basis. The amounts shown represent the Alamo Colleges District's best estimates for a one-year period, the amount paid will depend on the amount of services purchased. Each contract will begin upon award and terminate August 31, 2025 with three (3) one-year options to renew upon mutual consent of the Contractors and the Alamo Colleges District. The contract awarded to Express Employment Professionals will contribute to the Alamo College District's Small, Minority, Women, and Veteran Owned Business Enterprise (SMWVBE) Program Aspiration Goals.



**IMPLICATIONS**

**Financial:** Estimated \$400,000.00 annually. 119001 – 893202 – 71151- 5010

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

**Employee Services:** None

**ATTACHMENTS:** Proposal Tabulation and Evaluation Criteria

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Lisa L. Mazure, MSA, CPA, CGFM  
Associate Vice Chancellor, Finance & Fiscal Svc

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Linda Boyer-Owens  
Associate Vice Chancellor for Talent, Organization &  
Strategic Innovation

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Dr. Thomas Cleary  
Interim Vice Chancellor for Finance & Administration

---

Dr. Mike Flores  
Chancellor



PRICE TABULATION  
Purchase of Executive Recruitment Services

ITEM DESCRIPTION	ACADEMIC SEARCH	ASHKAR STAFFING	ALLEN AUSTIN LOWE AND POWERS INC.	ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES	BRIGHTPATH ASSOCIATES LLC	EXPRESS EMPLOYMENT PROFESSIONALS	GOLD HILL ASSOCIATES
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  3. The proposal submitted by R H Perry & Associates proposes a discount for conducting multiple searches in the same academic calendar year. The second and subsequent searches will be billed at 28% of the first year base salary.



EVALUATION CRITERIA

Purchase of Executive Services

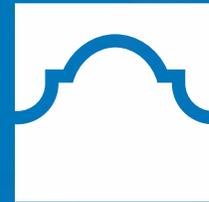
Criteria	Points
1. Purchase Price	30
2. Quality of the Vendor's Goods and Services	30
3. Extent to Which the Goods or Services Meet the District's Needs	40
Total:	100

# Internal Audit Update

January 16, 2024

**Frank Cortez**

District Director of Internal Audit



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# Audit Plan Update

We are working on completing the 2024 Board Approved Audit Plan. As of January 2024, one out of ten planned audits have been completed, and five other planned audits are in progress.

The goal set for this year is to complete the audit plan by the end of fiscal year 2024, and our current progress indicates that we are on course to achieve this goal.

**Audit Plan Progress**  
[ON TRACK]

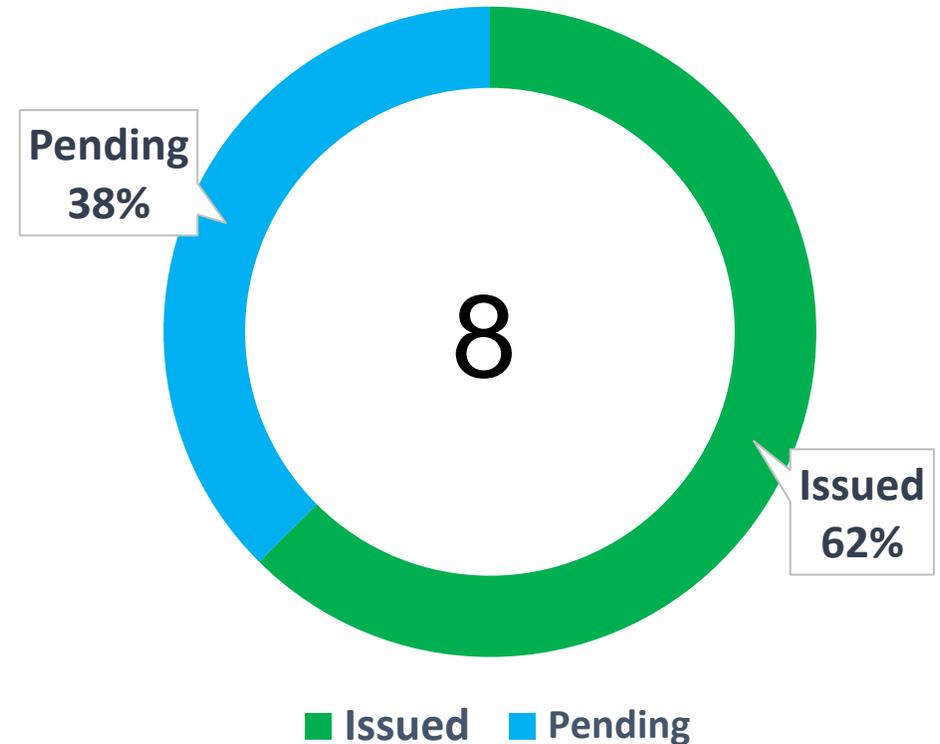
## Audit Completed vs Plan



# Investigation Summary

- As of September 2023, Internal Audit has produced five reports from investigations. There are three more investigations that are pending to be completed.
- From September to December 2023, Internal Audit allocated 35% of its resources to these investigative activities.

## Investigation Reports



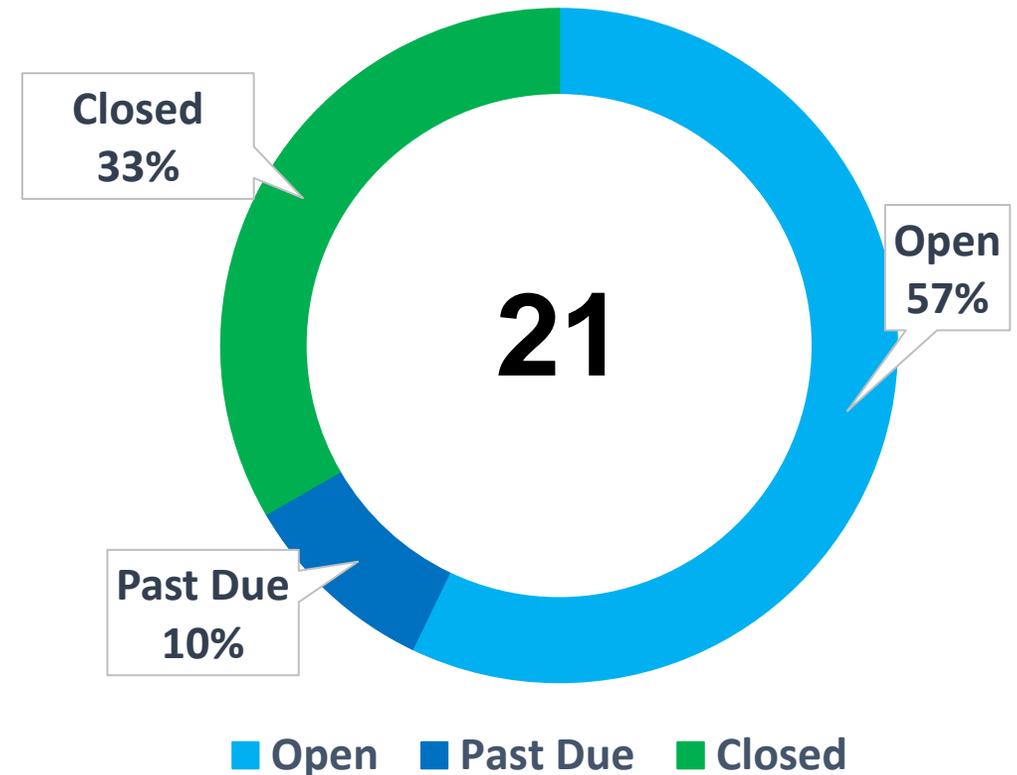
# Management Action Plans

In terms of action plan resolutions, we have seen significant positive momentum. Internal Audit is pleased to report that we have closed seven audit management action plans. Twelve action plans are open, and two are past due.

Internal Audit will be working with management to resolve the outstanding management issues.

*\*Verbal recommendations communicated with management during audits are not included in the count above*

## Management Action Plans Status\*



# Palo Alto College IT Active Directory General Controls Audit

## Summary

### Conclusion

The audit report contained confidential information that relates to computer security and is not subject to the disclosure requirements of the Texas Public Information Act, based on the exception found in the Government Code § 552.139.

### Background

The Alamo Colleges District employs technology to augment educational and administrative functions, relying on a secure network managed by Microsoft Active Directory. This review focused on the effectiveness and security of Palo Alto College’s Active Directory system.

### Objectives

The objectives focus on verifying the documentation of baseline requirements, evaluating access control, ensuring backup/recovery protocols, and aligning security configurations with District IT policies.

### Scope

January 2023 through August 2023

**Audit Observations**, rating, and planned implementation dates:  
Specific results and recommendations were made to appropriate management members.

### Observation Rating

Efficiency/Effectiveness Opportunities

12/2023



# Internal Audit 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.	01/2024
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.	07/2023
1110	The CAE <u>must</u> confirm to the Board, at least annually, the organizational independence of the internal audit activity.	07/2023
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.	10/2023
1320	The CAE <u>must</u> communicate the results of the quality assurance and improvement program to senior management and the Board. Disclosure should 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 8/2023 Int. QAR 10/2023
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.	7/2023
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 Standards. 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.	7/2023 & Ongoing
2600	When the chief audit executive concludes that management has accepted a level of risk that may be unacceptable to the organization, the chief audit executive <u>must</u> discuss the matter with senior management. If the chief audit executive determines that the matter has not been resolved, the chief audit executive must communicate the matter to the board.	7/2023



# Board Action Items – Charters Reapproval

An annual review of the following charters has been completed in accordance with the Institute of Internal Auditors *Standards* and the Audit Committee Charter:

- **Internal Audit Charter**
  - No changes
- **Audit Committee Charter**
  - A name update from “District Ethics, Compliance, and Policy Officer” to “Director Ethics, Compliance, and Policy” in the Compliance section.

No substantive policy changes are required or recommended.

Seeking approval of minute orders for the Internal Audit Charter and the Audit Committee Charter at the January 23 Regular Board Meeting



Thank you.



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Malcolm Baldrige  
National Quality Award  
2018 Award Recipient





# ALAMO COLLEGES DISTRICT INTERNAL AUDIT DEPARTMENT CHARTER

Effective January 23, 2024

## **PURPOSE AND MISSION:**

The purpose of the Alamo Colleges District's Internal Audit Department is to provide independent, objective assurance and consulting services designed to add value and improve the Alamo Colleges District's operations. The mission of the Internal Audit Department is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The Internal Audit Department helps the Alamo Colleges District accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes. The Internal Audit Department is established by the Board of Trustees, the highest level of governing body (hereafter referred to as the Board). The Internal Audit Department's responsibilities are defined by the Board as part of their oversight role.

## **STANDARDS FOR THE PROFESSIONAL PRACTICE OF INTERNAL AUDITING:**

The Internal Audit Department will govern itself by adherence to the mandatory elements of The Institute of Internal Auditors' (IIA) International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *International Standards for the Professional Practice of Internal Auditing*, and the Definition of Internal Auditing. The Chief Audit Executive will report periodically to senior management and the Board regarding the Internal Audit Department's conformance to the Code of Ethics and the *Standards*.

## **AUTHORITY:**

The District Director of Internal Audit is the Chief Audit Executive at the Alamo Colleges District. To provide for the independence of the Internal Audit Department, the Chief Audit Executive will report functionally to the Board and administratively to the Chancellor. To establish, maintain, and assure that the Alamo Colleges District's Internal Audit Department has sufficient authority to fulfill its duties, the Board will:

- Approve the Internal Audit Department's charter.
- Approve the risk-based internal audit plan.
- Approve the Internal Audit Department's budget and resource plan.
- Receive communications from the Chief Audit Executive on the Internal Audit Department's performance relative to its plan and other matters.
- Approve decisions regarding the appointment and removal of the Chief Audit Executive.
- At least once per year, review the performance of the Chief Audit Executive.
- Approve the remuneration of the Chief Audit Executive.
- Review the effectiveness of the Internal Audit Department.
- Make appropriate inquiries of management and the Chief Audit Executive to determine whether there are inappropriate scope or resource limitations.

To the extent permitted by the Texas Open Meetings Act, the Chief Audit Executive will have unrestricted access to, and communicate and interact directly with, the Board, including in private meetings without management present.

The Board authorizes the Internal Audit Department to:

- Have full, free, and unrestricted access to all functions, records, property, and personnel pertinent to carrying out any engagement, subject to accountability for confidentiality and safeguarding of records and information.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports.
- Obtain assistance from the necessary personnel of the Alamo Colleges District, as well as other specialized services from within or outside the Alamo Colleges District, in order to complete the engagement.

### **INDEPENDENCE AND OBJECTIVITY:**

The Chief Audit Executive will ensure that the Internal Audit Department remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing, and report content. If the Chief Audit Executive determines that independence or objectivity may be impaired in fact or appearance, the details of impairment will be disclosed to appropriate parties.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively and in such a manner that they believe in their work product, that no quality compromises are made, and that they do not subordinate their judgment on audit matters to others.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair their judgment, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Performing any operational duties for the Alamo Colleges District or its affiliates.
- Initiating or approving transactions external to the Internal Audit Department.
- Directing the activities of any Alamo Colleges District employee not employed by the Internal Audit Department, except to the extent that such employees have been appropriately assigned to auditing teams or to otherwise assist internal auditors.

Where the Chief Audit Executive has or is expected to have roles and/or responsibilities that fall outside of internal auditing, safeguards will be established to limit impairments to independence or objectivity.

Internal auditors will:

- Disclose any impairment of independence or objectivity, in fact or appearance, to appropriate parties.
- Exhibit professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid being unduly influenced by their own interests or by others in forming judgments.

The Chief Audit Executive will confirm to the Board, at least annually, the organizational independence of the Internal Audit Department.

The Chief Audit Executive will disclose to the Board any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

## **SCOPE OF INTERNAL AUDIT ACTIVITIES:**

The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the Board, management, and outside parties on the adequacy and effectiveness of governance, risk management, and control processes for the Alamo Colleges District. Internal audit assessments include evaluating whether:

- Risks relating to the achievement of the Alamo Colleges District's strategic objectives are appropriately identified and managed.
- The actions of the Alamo Colleges District's senior leadership, directors, managers, employees, and contractors are in compliance with the Alamo Colleges District's policies, procedures, and applicable laws, regulations, and governance standards.
- The results of operations or programs are consistent with established goals and objectives.
- Operations or programs are being carried out effectively and efficiently.
- Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact the Alamo Colleges District.
- Information and the means used to identify, measure, analyze, classify, and report such information are reliable and have integrity.
- Resources and assets are acquired economically, used efficiently, and protected adequately.

The Chief Audit Executive will report periodically to senior management and the Board regarding:

- The Internal Audit Department's purpose, authority, and responsibility.
- The Internal Audit Department's plan and performance relative to its plan.
- The Internal Audit Department's conformance with the IIA's Code of Ethics and *Standards* and action plans to address any significant conformance issues.
- Significant risk exposures and control issues, including fraud risks, governance issues, and other matters requiring the attention of, or requested by, the Board.
- Results of audit engagements or other activities.
- Resource requirements.
- Any response to risk by management that may be unacceptable to the Alamo Colleges District.

The Chief Audit Executive also coordinates activities, where possible, and considers relying upon the work of other internal and external assurance and consulting service providers as needed. The Internal Audit Department may perform advisory and related client service activities, the nature and scope of which will be agreed with the client, provided the Internal Audit Department does not assume management responsibility.

Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during engagements. These opportunities will be communicated to the appropriate level of management.

## **RESPONSIBILITY:**

The Chief Audit Executive has the responsibility to:

- Submit, at least annually, to senior management and the Board a risk-based internal audit plan for review and approval.
- Communicate to senior management and the Board the impact of resource limitations on the internal audit plan.

- Review and adjust the internal audit plan, as necessary, in response to changes in the Alamo College District's business, risks, operations, programs, systems, and controls.
- Communicate to senior management and the Board any significant interim changes to the internal audit plan.
- Ensure each engagement of the internal audit plan is executed, including the establishment of objectives and scope, the assignment of appropriate and adequately supervised resources, the documentation of work programs and testing results, and the communication of engagement results with applicable conclusions and recommendations to appropriate parties.
- Follow up on engagement findings and corrective actions, and report periodically to senior management and the Board any corrective actions not effectively implemented.
- Ensure the principles of integrity, objectivity, confidentiality, and competency are applied and upheld.
- Ensure the Internal Audit Department collectively possesses or obtains the knowledge, skills, and other competencies needed to meet the requirements of the Internal Audit Department Charter.
- Ensure trends and emerging issues that could impact the Alamo Colleges District are considered and communicated to senior management and the Board as appropriate.
- Ensure emerging trends and successful practices in internal auditing are considered.
- Establish and ensure adherence to policies and procedures designed to guide the Internal Audit Department.
- Ensure adherence to the Alamo Colleges District's relevant policies and procedures, unless such policies and procedures conflict with the Internal Audit Department Charter. Any such conflicts will be resolved or otherwise communicated to senior management and the Board.
- Ensure conformance of the Internal Audit Department with the *Standards*, with the following qualifications:
  - If the Internal Audit Department is prohibited by law or regulation from conformance with certain parts of the *Standards*, the chief audit executive will ensure appropriate disclosures and will ensure conformance with all other parts of the *Standards*.
- Ensure compliance with Texas Government Code, Section 2102.015: *Publication of Audit Plan and Annual Report on the Internet*.

**QUALITY ASSURANCE AND IMPROVEMENT PROGRAM:**

The Internal Audit Department will maintain a quality assurance and improvement program that covers all aspects of the Internal Audit Department. The program will include an evaluation of the Internal Audit Department's conformance with the *Standards*, and an evaluation of whether internal auditors apply the IIA's Code of Ethics. The program will also assess the efficiency and effectiveness of the Internal Audit Department and identify opportunities for improvement.

The Chief Audit Executive will communicate to senior management and the Board on the Internal Audit Department's quality assurance and improvement program, including results of internal assessments (both ongoing and periodic) and external assessments conducted at least once every five years by a qualified, independent assessor or assessment team from outside the Alamo Colleges District.

**APPROVAL / SIGNATURES:**

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Mr. Frank Cortez  
Chief Audit Executive  
District Director of Internal Audit

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Date

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Dr. Yvonne Katz  
Topic Chairwoman, Audit, Budget, & Finance,  
Committee of the Whole

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Date

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Dr. Michael Flores  
Chancellor

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Date

**Related Procedure:**

[Alamo Colleges Internal Audit Protocol](#)

## Discussion and Possible Action on Approval of the Audit Committee Charter

Presented to the Board acting as Committee of the Whole on January 16, 2024, and to the Board for approval on January 23, 2024.

### MINUTE ORDER

**“The Board of Trustees hereby approves the Audit Committee Charter as presented in the attachment.”**

### PURPOSE

Annual review and approval. No substantive changes to the Charter are required or recommended.

### BACKGROUND

The Audit, Budget, and Finance Committee must review and assess the adequacy of the audit committee charter annually and request Board approval for proposed changes. To facilitate the required review and assessment of the Audit Committee Charter, the District Director of Internal Audit established a process to review and suggest revisions each year. The charter has been reviewed, and the proposed change includes the following:

- A name update from “District Ethics, Compliance and Policy” to “Director Ethics, Compliance and Policy” in the compliance section.
- No substantive amendments to the Charter are required or recommended.

### IMPLICATIONS

<b>Financial:</b>	None
<b>Strategic Plan:</b>	Goal III – Performance Excellence
<b>Human Resources:</b>	None

### ATTACHMENTS:

- Audit Committee Charter, Effective January 23, 2024
- Audit Committee Charter, RED LINE – Effective January 23, 2024

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Frank Cortez  
District Director of Internal Audit

Date

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Dr. Yvonne Katz  
Chairwoman, Audit, Budget & Finance Committee

Date



# **ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER**

Effective: January 23, 2024

This **Charter** applies when the Alamo Colleges District Board of Trustees, acting as a Committee of the Whole, functions as the Alamo Colleges District Audit Committee (“Audit Committee”).

## **PURPOSE**

To assist the Board of Trustees in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, and the organization's process for monitoring compliance with laws and regulations and the code of conduct.

## **AUTHORITY**

The Audit Committee, acting through its Topic Chairperson, has authority to conduct or authorize investigations into any matters within its scope of responsibility. In discharging its responsibilities, the audit committee will have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties. It is empowered to:

- Appoint, compensate, and oversee the work of any registered public accounting firm employed by the organization.
- Resolve any disagreements between management and the external auditor regarding financial reporting and other matters.
- Pre-approve all auditing and non-audit services performed by the external auditor.
- Retain independent counsel, accountants, or others to advise the committee or assist in the conduct of an investigation.
- Retain independent counsel or other advisors as deemed necessary to carry out the Board’s audit duties.
- Seek any information it requires from employees - all of whom are directed to cooperate with the committee’s requests - or external parties.
- Meet with Alamo Colleges District Management and Staff, external auditors, or outside counsel, as necessary.

## **COMPOSITION**

The composition of Audit Committee will be determined from time to time by the Board of Trustees. At present, the Alamo Colleges District Board of Trustees, acting as a Committee of the Whole, functions as the Audit Committee. The Board’s Chairperson will appoint Audit Committee Chairs and Vice-Chairs.

## **MEETINGS**

The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require. Committee members are expected to attend each meeting. The Committee will invite the Chancellor and Alamo Colleges District Management, Board members, auditors, and other appropriate parties to attend meetings and provide pertinent information, as necessary. In compliance with the Texas Open Meetings Act, it will hold executive sessions with auditors as

# **ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER**

Effective: January 23, 2024

deemed appropriate. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared.

## **RESPONSIBILITIES**

The Committee will carry out the following responsibilities:

### **Financial Statements**

- Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory pronouncements, and understand the pronouncements' impact on the financial statements.
- Review with the administration and the external auditors the results of the annual financial audit, including any difficulties encountered.
- Review the annual financial statements and consider whether they are complete, consistent with information known to Committee Members, and reflect the application of appropriate accounting principles.
- Review other sections of the annual report and related regulatory filings before release and consider the accuracy and completeness of the information.
- Review with the administration and the external auditors all matters required to be communicated to the Audit Committee under generally accepted accounting and auditing standards.
- Understand how management develops interim financial information, and the nature and extent of external auditor involvement.
- Review interim financial reports with Alamo Colleges District Management and the external auditors before filing with regulators, and consider whether the proposed reports are complete and consistent with the information known to Committee Members.

### **Internal Control**

- Consider the effectiveness of the Alamo Colleges District's internal control systems, including information technology security and controls.
- Consider the scope of internal and external auditors' review of internal controls over financial reporting, and obtain reports on significant findings and recommendations, together with the Chancellor's and District Management's responses.

# ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER

Effective: January 23, 2024

## Internal Audit

- Approve the Internal Audit Department's charter.
- Approve the risk-based internal audit plan.
- Approve the Internal Audit Department's budget and resource plan.
- Receive communications from the Chief Audit Executive on the Internal Audit Department's performance relative to its plan and other matters.
- Approve decisions regarding the appointment and removal of the Chief Audit Executive.
- At least once per year, review the performance of the Chief Audit Executive.
- Approve the remuneration of the Chief Audit Executive.
- Review the effectiveness of the Internal Audit Department.
- Make appropriate inquiries of management and the Chief Audit Executive to determine whether there are inappropriate scope or resource limitations.

## External Audit

- Review the external auditors' proposed audit scope and approach, and coordinate external audit efforts with the Vice Chancellor for Finance and Administration.
- Review the performance of the external auditors and recommend to the Board the appointment or discharge of the auditors.
- Review and confirm the independence of the external auditors by obtaining statements from the auditors on relationships between the auditors and the Alamo Colleges District, including non-audit services, and discussing the relationships with the auditors.
- In compliance with Texas Open Meetings Act meet on a regular basis separately with the external auditors to discuss any matters that the Committee believes can and should be discussed privately.

## Compliance

- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of the Chancellor's and Alamo Colleges District Management's investigation and follow-up (including disciplinary action) of any instances of noncompliance.
- Review the findings of any examinations by regulatory agencies and any auditors' observations.
- Review the process for communicating the code of conduct to Alamo Colleges District's personnel and for monitoring compliance therewith.
- Obtain regular updates from the Chancellor, the Director Ethics, Compliance, and Policy, and the Alamo Colleges District Office of Legal Services regarding compliance matters.

# ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER

Effective: January 23, 2024

## Reporting Responsibilities

- As appropriate, the Committee will review and report to the Board of Trustees about its activities, issues, and related recommendations.
- As appropriate, provide an open avenue of communication among internal audit, the external auditors, and the Board of Trustees.
- Review any other reports the District issues that relate to Committee responsibilities, including all outside consultant reports.

## Other Responsibilities

- Perform other activities related to this **Charter** as requested by the Board of Trustees.
- Institute and oversee special investigations as needed.
- Review and assess the adequacy of the Committee **Charter** annually, requesting board approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
- Confirm annually that all responsibilities outlined in this charter have been carried out.

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Alamo Colleges District  
Dr. Yvonne Katz  
Topic Chairwoman, Audit, Budget and Finance  
Committee of the Whole

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Date

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Alamo Colleges District  
Mr. Roberto Zárate  
Board of Trustees Chair

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Date



ALAMO  
COLLEGES  
DISTRICT

# ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER

Effective: January 2~~3~~<sup>4</sup>, 202~~4~~<sup>3</sup>

This **Charter** applies when the Alamo Colleges District Board of Trustees, acting as a Committee of the Whole, functions as the Alamo Colleges District Audit Committee (“Audit Committee”).

## PURPOSE

To assist the Board of Trustees in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, and the organization's process for monitoring compliance with laws and regulations and the code of conduct.

## AUTHORITY

The Audit Committee, acting through its Topic Chairperson, has authority to conduct or authorize investigations into any matters within its scope of responsibility. In discharging its responsibilities, the audit committee will have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties. It is empowered to:

- Appoint, compensate, and oversee the work of any registered public accounting firm employed by the organization.
- Resolve any disagreements between management and the external auditor regarding financial reporting and other matters.
- Pre-approve all auditing and non-audit services performed by the external auditor.
- Retain independent counsel, accountants, or others to advise the committee or assist in the conduct of an investigation.
- Retain independent counsel or other advisors as deemed necessary to carry out the Board's audit duties.
- Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties.
- Meet with Alamo Colleges District Management and Staff, external auditors, or outside counsel, as necessary.

## COMPOSITION

The composition of Audit Committee will be determined from time to time by the Board of Trustees. At present, the Alamo Colleges District Board of Trustees, acting as a Committee of the Whole, functions as the Audit Committee. The Board's Chairperson will appoint Audit Committee Chairs and Vice-Chairs.

## MEETINGS

The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require. Committee members are expected to attend each meeting. The Committee will invite the Chancellor and Alamo Colleges District Management, Board members, auditors, and other appropriate parties to attend meetings and provide pertinent information, as necessary. In compliance with the Texas Open Meetings Act, it will hold executive sessions with auditors as

# ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER

Effective: January 2~~3~~<sup>4</sup>, 202~~4~~<sup>3</sup>

deemed appropriate. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared.

## RESPONSIBILITIES

The Committee will carry out the following responsibilities:

### Financial Statements

- Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory pronouncements, and understand the pronouncements' impact on the financial statements.
- Review with the administration and the external auditors the results of the annual financial audit, including any difficulties encountered.
- Review the annual financial statements and consider whether they are complete, consistent with information known to Committee Members, and reflect the application of appropriate accounting principles.
- Review other sections of the annual report and related regulatory filings before release and consider the accuracy and completeness of the information.
- Review with the administration and the external auditors all matters required to be communicated to the Audit Committee under generally accepted accounting and auditing standards.
- Understand how management develops interim financial information, and the nature and extent of external auditor involvement.
- Review interim financial reports with Alamo Colleges District Management and the external auditors before filing with regulators, and consider whether the proposed reports are complete and consistent with the information known to Committee Members.

### Internal Control

- Consider the effectiveness of the Alamo Colleges District's internal control systems, including information technology security and controls.
- Consider the scope of internal and external auditors' review of internal controls over financial reporting, and obtain reports on significant findings and recommendations, together with the Chancellor's and District Management's responses.

# ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER

Effective: January 23~~4~~, 202~~4~~3

## Internal Audit

- Approve the Internal Audit Department's charter.
- Approve the risk-based internal audit plan.
- Approve the Internal Audit Department's budget and resource plan.
- Receive communications from the Chief Audit Executive on the Internal Audit Department's performance relative to its plan and other matters.
- Approve decisions regarding the appointment and removal of the Chief Audit Executive.
- At least once per year, review the performance of the Chief Audit Executive.
- Approve the remuneration of the Chief Audit Executive.
- Review the effectiveness of the Internal Audit Department.
- Make appropriate inquiries of management and the Chief Audit Executive to determine whether there are inappropriate scope or resource limitations.

## External Audit

- Review the external auditors' proposed audit scope and approach, and coordinate external audit efforts with the Vice Chancellor for Finance and Administration.
- Review the performance of the external auditors and recommend to the Board the appointment or discharge of the auditors.
- Review and confirm the independence of the external auditors by obtaining statements from the auditors on relationships between the auditors and the Alamo Colleges District, including non-audit services, and discussing the relationships with the auditors.
- In compliance with Texas Open Meetings Act meet on a regular basis separately with the external auditors to discuss any matters that the Committee believes can and should be discussed privately.

## Compliance

- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of the Chancellor's and Alamo Colleges District Management's investigation and follow-up (including disciplinary action) of any instances of noncompliance.
- Review the findings of any examinations by regulatory agencies and any auditors' observations.
- Review the process for communicating the code of conduct to Alamo Colleges District's personnel and for monitoring compliance therewith.
- Obtain regular updates from the Chancellor, the ~~Director~~ District Ethics, Compliance, and Policy ~~Officer~~, and the Alamo Colleges District Office of Legal Services regarding compliance matters.

**ALAMO COLLEGES DISTRICT  
AUDIT COMMITTEE CHARTER**

Effective: January 2~~3~~<sup>4</sup>, 202~~4~~<sup>3</sup>

**Reporting Responsibilities**

- As appropriate, the Committee will review and report to the Board of Trustees about its activities, issues, and related recommendations.
- As appropriate, provide an open avenue of communication among internal audit, the external auditors, and the Board of Trustees.
- Review any other reports the District issues that relate to Committee responsibilities, including all outside consultant reports.

**Other Responsibilities**

- Perform other activities related to this **Charter** as requested by the Board of Trustees.
- Institute and oversee special investigations as needed.
- Review and assess the adequacy of the Committee **Charter** annually, requesting board approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
- Confirm annually that all responsibilities outlined in this charter have been carried out.

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Alamo Colleges District  
Dr. Yvonne Katz  
Topic Chairwoman, Audit, Budget and Finance  
Committee of the Whole

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Date

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Alamo Colleges District  
Mr. Roberto Zárate  
Board of Trustees Chair

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Date



ALAMO  
COLLEGES  
DISTRICT



# ALAMO COLLEGES DISTRICT INTERNAL AUDIT DEPARTMENT CHARTER

Effective January 23, 2024

## **PURPOSE AND MISSION:**

The purpose of the Alamo Colleges District's Internal Audit Department is to provide independent, objective assurance and consulting services designed to add value and improve the Alamo Colleges District's operations. The mission of the Internal Audit Department is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The Internal Audit Department helps the Alamo Colleges District accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes. The Internal Audit Department is established by the Board of Trustees, the highest level of governing body (hereafter referred to as the Board). The Internal Audit Department's responsibilities are defined by the Board as part of their oversight role.

## **STANDARDS FOR THE PROFESSIONAL PRACTICE OF INTERNAL AUDITING:**

The Internal Audit Department will govern itself by adherence to the mandatory elements of The Institute of Internal Auditors' (IIA) International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *International Standards for the Professional Practice of Internal Auditing*, and the Definition of Internal Auditing. The Chief Audit Executive will report periodically to senior management and the Board regarding the Internal Audit Department's conformance to the Code of Ethics and the *Standards*.

## **AUTHORITY:**

The District Director of Internal Audit is the Chief Audit Executive at the Alamo Colleges District. To provide for the independence of the Internal Audit Department, the Chief Audit Executive will report functionally to the Board and administratively to the Chancellor. To establish, maintain, and assure that the Alamo Colleges District's Internal Audit Department has sufficient authority to fulfill its duties, the Board will:

- Approve the Internal Audit Department's charter.
- Approve the risk-based internal audit plan.
- Approve the Internal Audit Department's budget and resource plan.
- Receive communications from the Chief Audit Executive on the Internal Audit Department's performance relative to its plan and other matters.
- Approve decisions regarding the appointment and removal of the Chief Audit Executive.
- At least once per year, review the performance of the Chief Audit Executive.
- Approve the remuneration of the Chief Audit Executive.
- Review the effectiveness of the Internal Audit Department.
- Make appropriate inquiries of management and the Chief Audit Executive to determine whether there are inappropriate scope or resource limitations.

To the extent permitted by the Texas Open Meetings Act, the Chief Audit Executive will have unrestricted access to, and communicate and interact directly with, the Board, including in private meetings without management present.

The Board authorizes the Internal Audit Department to:

- Have full, free, and unrestricted access to all functions, records, property, and personnel pertinent to carrying out any engagement, subject to accountability for confidentiality and safeguarding of records and information.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports.
- Obtain assistance from the necessary personnel of the Alamo Colleges District, as well as other specialized services from within or outside the Alamo Colleges District, in order to complete the engagement.

**INDEPENDENCE AND OBJECTIVITY:**

The Chief Audit Executive will ensure that the Internal Audit Department remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing, and report content. If the Chief Audit Executive determines that independence or objectivity may be impaired in fact or appearance, the details of impairment will be disclosed to appropriate parties.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively and in such a manner that they believe in their work product, that no quality compromises are made, and that they do not subordinate their judgment on audit matters to others.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair their judgment, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Performing any operational duties for the Alamo Colleges District or its affiliates.
- Initiating or approving transactions external to the Internal Audit Department.
- Directing the activities of any Alamo Colleges District employee not employed by the Internal Audit Department, except to the extent that such employees have been appropriately assigned to auditing teams or to otherwise assist internal auditors.

Where the Chief Audit Executive has or is expected to have roles and/or responsibilities that fall outside of internal auditing, safeguards will be established to limit impairments to independence or objectivity.

Internal auditors will:

- Disclose any impairment of independence or objectivity, in fact or appearance, to appropriate parties.
- Exhibit professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid being unduly influenced by their own interests or by others in forming judgments.

The Chief Audit Executive will confirm to the Board, at least annually, the organizational independence of the Internal Audit Department.

The Chief Audit Executive will disclose to the Board any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

## **SCOPE OF INTERNAL AUDIT ACTIVITIES:**

The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the Board, management, and outside parties on the adequacy and effectiveness of governance, risk management, and control processes for the Alamo Colleges District. Internal audit assessments include evaluating whether:

- Risks relating to the achievement of the Alamo Colleges District's strategic objectives are appropriately identified and managed.
- The actions of the Alamo Colleges District's senior leadership, directors, managers, employees, and contractors are in compliance with the Alamo Colleges District's policies, procedures, and applicable laws, regulations, and governance standards.
- The results of operations or programs are consistent with established goals and objectives.
- Operations or programs are being carried out effectively and efficiently.
- Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact the Alamo Colleges District.
- Information and the means used to identify, measure, analyze, classify, and report such information are reliable and have integrity.
- Resources and assets are acquired economically, used efficiently, and protected adequately.

The Chief Audit Executive will report periodically to senior management and the Board regarding:

- The Internal Audit Department's purpose, authority, and responsibility.
- The Internal Audit Department's plan and performance relative to its plan.
- The Internal Audit Department's conformance with the IIA's Code of Ethics and *Standards* and action plans to address any significant conformance issues.
- Significant risk exposures and control issues, including fraud risks, governance issues, and other matters requiring the attention of, or requested by, the Board.
- Results of audit engagements or other activities.
- Resource requirements.
- Any response to risk by management that may be unacceptable to the Alamo Colleges District.

The Chief Audit Executive also coordinates activities, where possible, and considers relying upon the work of other internal and external assurance and consulting service providers as needed. The Internal Audit Department may perform advisory and related client service activities, the nature and scope of which will be agreed with the client, provided the Internal Audit Department does not assume management responsibility.

Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during engagements. These opportunities will be communicated to the appropriate level of management.

## **RESPONSIBILITY:**

The Chief Audit Executive has the responsibility to:

- Submit, at least annually, to senior management and the Board a risk-based internal audit plan for review and approval.
- Communicate to senior management and the Board the impact of resource limitations on the internal audit plan.

- Review and adjust the internal audit plan, as necessary, in response to changes in the Alamo College District's business, risks, operations, programs, systems, and controls.
- Communicate to senior management and the Board any significant interim changes to the internal audit plan.
- Ensure each engagement of the internal audit plan is executed, including the establishment of objectives and scope, the assignment of appropriate and adequately supervised resources, the documentation of work programs and testing results, and the communication of engagement results with applicable conclusions and recommendations to appropriate parties.
- Follow up on engagement findings and corrective actions, and report periodically to senior management and the Board any corrective actions not effectively implemented.
- Ensure the principles of integrity, objectivity, confidentiality, and competency are applied and upheld.
- Ensure the Internal Audit Department collectively possesses or obtains the knowledge, skills, and other competencies needed to meet the requirements of the Internal Audit Department Charter.
- Ensure trends and emerging issues that could impact the Alamo Colleges District are considered and communicated to senior management and the Board as appropriate.
- Ensure emerging trends and successful practices in internal auditing are considered.
- Establish and ensure adherence to policies and procedures designed to guide the Internal Audit Department.
- Ensure adherence to the Alamo Colleges District's relevant policies and procedures, unless such policies and procedures conflict with the Internal Audit Department Charter. Any such conflicts will be resolved or otherwise communicated to senior management and the Board.
- Ensure conformance of the Internal Audit Department with the *Standards*, with the following qualifications:
  - If the Internal Audit Department is prohibited by law or regulation from conformance with certain parts of the *Standards*, the chief audit executive will ensure appropriate disclosures and will ensure conformance with all other parts of the *Standards*.
- Ensure compliance with Texas Government Code, Section 2102.015: *Publication of Audit Plan and Annual Report on the Internet*.

**QUALITY ASSURANCE AND IMPROVEMENT PROGRAM:**

The Internal Audit Department will maintain a quality assurance and improvement program that covers all aspects of the Internal Audit Department. The program will include an evaluation of the Internal Audit Department's conformance with the *Standards*, and an evaluation of whether internal auditors apply the IIA's Code of Ethics. The program will also assess the efficiency and effectiveness of the Internal Audit Department and identify opportunities for improvement.

The Chief Audit Executive will communicate to senior management and the Board on the Internal Audit Department's quality assurance and improvement program, including results of internal assessments (both ongoing and periodic) and external assessments conducted at least once every five years by a qualified, independent assessor or assessment team from outside the Alamo Colleges District.

**APPROVAL / SIGNATURES:**

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Mr. Frank Cortez  
Chief Audit Executive  
District Director of Internal Audit

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Date

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Dr. Yvonne Katz  
Topic Chairwoman, Audit, Budget, & Finance,  
Committee of the Whole

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Date

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Dr. Michael Flores  
Chancellor

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Date

**Related Procedure:**

[Alamo Colleges Internal Audit Protocol](#)

## Discussion and Possible Action on Approval of the Audit Committee Charter

Presented to the Board acting as Committee of the Whole on January 16, 2024, and to the Board for approval on January 23, 2024.

### MINUTE ORDER

**“The Board of Trustees hereby approves the Audit Committee Charter as presented in the attachment.”**

### PURPOSE

Annual review and approval. No substantive changes to the Charter are required or recommended.

### BACKGROUND

The Audit, Budget, and Finance Committee must review and assess the adequacy of the audit committee charter annually and request Board approval for proposed changes. To facilitate the required review and assessment of the Audit Committee Charter, the District Director of Internal Audit established a process to review and suggest revisions each year. The charter has been reviewed, and the proposed change includes the following:

- A name update from “District Ethics, Compliance and Policy” to “Director Ethics, Compliance and Policy” in the compliance section.
- No substantive amendments to the Charter are required or recommended.

### IMPLICATIONS

<b>Financial:</b>	None
<b>Strategic Plan:</b>	Goal III – Performance Excellence
<b>Human Resources:</b>	None

### ATTACHMENTS:

- Audit Committee Charter, Effective January 23, 2024
- Audit Committee Charter, RED LINE – Effective January 23, 2024

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Frank Cortez  
District Director of Internal Audit

Date

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Dr. Yvonne Katz  
Chairwoman, Audit, Budget & Finance Committee

Date



# **ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER**

Effective: January 23, 2024

This **Charter** applies when the Alamo Colleges District Board of Trustees, acting as a Committee of the Whole, functions as the Alamo Colleges District Audit Committee (“Audit Committee”).

## **PURPOSE**

To assist the Board of Trustees in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, and the organization's process for monitoring compliance with laws and regulations and the code of conduct.

## **AUTHORITY**

The Audit Committee, acting through its Topic Chairperson, has authority to conduct or authorize investigations into any matters within its scope of responsibility. In discharging its responsibilities, the audit committee will have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties. It is empowered to:

- Appoint, compensate, and oversee the work of any registered public accounting firm employed by the organization.
- Resolve any disagreements between management and the external auditor regarding financial reporting and other matters.
- Pre-approve all auditing and non-audit services performed by the external auditor.
- Retain independent counsel, accountants, or others to advise the committee or assist in the conduct of an investigation.
- Retain independent counsel or other advisors as deemed necessary to carry out the Board’s audit duties.
- Seek any information it requires from employees - all of whom are directed to cooperate with the committee’s requests - or external parties.
- Meet with Alamo Colleges District Management and Staff, external auditors, or outside counsel, as necessary.

## **COMPOSITION**

The composition of Audit Committee will be determined from time to time by the Board of Trustees. At present, the Alamo Colleges District Board of Trustees, acting as a Committee of the Whole, functions as the Audit Committee. The Board’s Chairperson will appoint Audit Committee Chairs and Vice-Chairs.

## **MEETINGS**

The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require. Committee members are expected to attend each meeting. The Committee will invite the Chancellor and Alamo Colleges District Management, Board members, auditors, and other appropriate parties to attend meetings and provide pertinent information, as necessary. In compliance with the Texas Open Meetings Act, it will hold executive sessions with auditors as

# **ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER**

Effective: January 23, 2024

deemed appropriate. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared.

## **RESPONSIBILITIES**

The Committee will carry out the following responsibilities:

### **Financial Statements**

- Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory pronouncements, and understand the pronouncements' impact on the financial statements.
- Review with the administration and the external auditors the results of the annual financial audit, including any difficulties encountered.
- Review the annual financial statements and consider whether they are complete, consistent with information known to Committee Members, and reflect the application of appropriate accounting principles.
- Review other sections of the annual report and related regulatory filings before release and consider the accuracy and completeness of the information.
- Review with the administration and the external auditors all matters required to be communicated to the Audit Committee under generally accepted accounting and auditing standards.
- Understand how management develops interim financial information, and the nature and extent of external auditor involvement.
- Review interim financial reports with Alamo Colleges District Management and the external auditors before filing with regulators, and consider whether the proposed reports are complete and consistent with the information known to Committee Members.

### **Internal Control**

- Consider the effectiveness of the Alamo Colleges District's internal control systems, including information technology security and controls.
- Consider the scope of internal and external auditors' review of internal controls over financial reporting, and obtain reports on significant findings and recommendations, together with the Chancellor's and District Management's responses.

# ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER

Effective: January 23, 2024

## Internal Audit

- Approve the Internal Audit Department's charter.
- Approve the risk-based internal audit plan.
- Approve the Internal Audit Department's budget and resource plan.
- Receive communications from the Chief Audit Executive on the Internal Audit Department's performance relative to its plan and other matters.
- Approve decisions regarding the appointment and removal of the Chief Audit Executive.
- At least once per year, review the performance of the Chief Audit Executive.
- Approve the remuneration of the Chief Audit Executive.
- Review the effectiveness of the Internal Audit Department.
- Make appropriate inquiries of management and the Chief Audit Executive to determine whether there are inappropriate scope or resource limitations.

## External Audit

- Review the external auditors' proposed audit scope and approach, and coordinate external audit efforts with the Vice Chancellor for Finance and Administration.
- Review the performance of the external auditors and recommend to the Board the appointment or discharge of the auditors.
- Review and confirm the independence of the external auditors by obtaining statements from the auditors on relationships between the auditors and the Alamo Colleges District, including non-audit services, and discussing the relationships with the auditors.
- In compliance with Texas Open Meetings Act meet on a regular basis separately with the external auditors to discuss any matters that the Committee believes can and should be discussed privately.

## Compliance

- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of the Chancellor's and Alamo Colleges District Management's investigation and follow-up (including disciplinary action) of any instances of noncompliance.
- Review the findings of any examinations by regulatory agencies and any auditors' observations.
- Review the process for communicating the code of conduct to Alamo Colleges District's personnel and for monitoring compliance therewith.
- Obtain regular updates from the Chancellor, the Director Ethics, Compliance, and Policy, and the Alamo Colleges District Office of Legal Services regarding compliance matters.

**ALAMO COLLEGES DISTRICT  
AUDIT COMMITTEE CHARTER**

Effective: January 23, 2024

**Reporting Responsibilities**

- As appropriate, the Committee will review and report to the Board of Trustees about its activities, issues, and related recommendations.
- As appropriate, provide an open avenue of communication among internal audit, the external auditors, and the Board of Trustees.
- Review any other reports the District issues that relate to Committee responsibilities, including all outside consultant reports.

**Other Responsibilities**

- Perform other activities related to this **Charter** as requested by the Board of Trustees.
- Institute and oversee special investigations as needed.
- Review and assess the adequacy of the Committee **Charter** annually, requesting board approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
- Confirm annually that all responsibilities outlined in this charter have been carried out.

\_\_\_\_\_  
Alamo Colleges District  
Dr. Yvonne Katz  
Topic Chairwoman, Audit, Budget and Finance  
Committee of the Whole

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alamo Colleges District  
Mr. Roberto Zárate  
Board of Trustees Chair

\_\_\_\_\_  
Date



ALAMO  
COLLEGES  
DISTRICT

# ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER

Effective: January 2~~3~~<sup>4</sup>, 202~~4~~<sup>3</sup>

This **Charter** applies when the Alamo Colleges District Board of Trustees, acting as a Committee of the Whole, functions as the Alamo Colleges District Audit Committee (“Audit Committee”).

## PURPOSE

To assist the Board of Trustees in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, and the organization's process for monitoring compliance with laws and regulations and the code of conduct.

## AUTHORITY

The Audit Committee, acting through its Topic Chairperson, has authority to conduct or authorize investigations into any matters within its scope of responsibility. In discharging its responsibilities, the audit committee will have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties. It is empowered to:

- Appoint, compensate, and oversee the work of any registered public accounting firm employed by the organization.
- Resolve any disagreements between management and the external auditor regarding financial reporting and other matters.
- Pre-approve all auditing and non-audit services performed by the external auditor.
- Retain independent counsel, accountants, or others to advise the committee or assist in the conduct of an investigation.
- Retain independent counsel or other advisors as deemed necessary to carry out the Board's audit duties.
- Seek any information it requires from employees - all of whom are directed to cooperate with the committee's requests - or external parties.
- Meet with Alamo Colleges District Management and Staff, external auditors, or outside counsel, as necessary.

## COMPOSITION

The composition of Audit Committee will be determined from time to time by the Board of Trustees. At present, the Alamo Colleges District Board of Trustees, acting as a Committee of the Whole, functions as the Audit Committee. The Board's Chairperson will appoint Audit Committee Chairs and Vice-Chairs.

## MEETINGS

The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require. Committee members are expected to attend each meeting. The Committee will invite the Chancellor and Alamo Colleges District Management, Board members, auditors, and other appropriate parties to attend meetings and provide pertinent information, as necessary. In compliance with the Texas Open Meetings Act, it will hold executive sessions with auditors as

# ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER

Effective: January 23~~4~~, 202~~4~~3

deemed appropriate. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared.

## RESPONSIBILITIES

The Committee will carry out the following responsibilities:

### Financial Statements

- Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory pronouncements, and understand the pronouncements' impact on the financial statements.
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### Internal Control

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# ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER

Effective: January 23~~4~~, 202~~4~~<sup>3</sup>

## Internal Audit

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- Obtain regular updates from the Chancellor, the ~~Director~~ District Ethics, Compliance, and Policy ~~Officer~~, and the Alamo Colleges District Office of Legal Services regarding compliance matters.

# ALAMO COLLEGES DISTRICT AUDIT COMMITTEE CHARTER

Effective: January 23~~4~~, 202~~4~~3

## Reporting Responsibilities

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- Confirm annually that all responsibilities outlined in this charter have been carried out.

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Alamo Colleges District  
Dr. Yvonne Katz  
Topic Chairwoman, Audit, Budget and Finance  
Committee of the Whole

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Date

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Alamo Colleges District  
Mr. Roberto Zárate  
Board of Trustees Chair

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Date

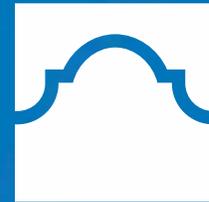


ALAMO  
COLLEGES  
DISTRICT

# Powerline Worker, Associate of Applied Science

**Will Fanning**

Dean for Academic Success, NLC



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award

2018 Award Recipient



## Board Policies in Support of Charges

- E.1.4: Core Curriculum and Degrees
- E.1.6: Program and Course Offerings

## Charges to the Chancellor

- Address Workforce Needs of the City/County and Service Area

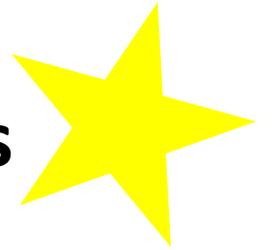


# Powerline Worker careers projects a 35.7% growth for the San Antonio area by 2030.

Entry-level high-demand careers include:

- Powerline Worker
- Telecommunication Line Worker

**Projected Employment in 2030: Alamo Region – 988 jobs and Texas – 12,428 jobs**



Entry-level positions as telecommunications line installer and repairers are Workforce Solutions Alamo Demand Occupations: job demand is projected to **increase by 21.5%** in the Alamo Region between 2020 and 2030 (TWC-Texas Labor Analysis).

# Apprenticeship Program Characteristics

- High-Quality, Industry Driven Education
- Apprentices are employed full time by sponsoring employer
- Classroom instruction required
- Laboratory completed as part of daily work activities
- Federally or State approved



# Powerline Worker, A.A.S.

- The Program is designed to be the related college level instructional portion that coincides with the registered apprenticeship programs of the local power supply and distribution companies in the San Antonio area
- 1<sup>st</sup> of its kind Apprenticeship program for NLC
- Expect to add 20 annual completers to the workforce each year
- The program will be scheduled into available classrooms and computer lab spaces in the Paluxy STEM Building



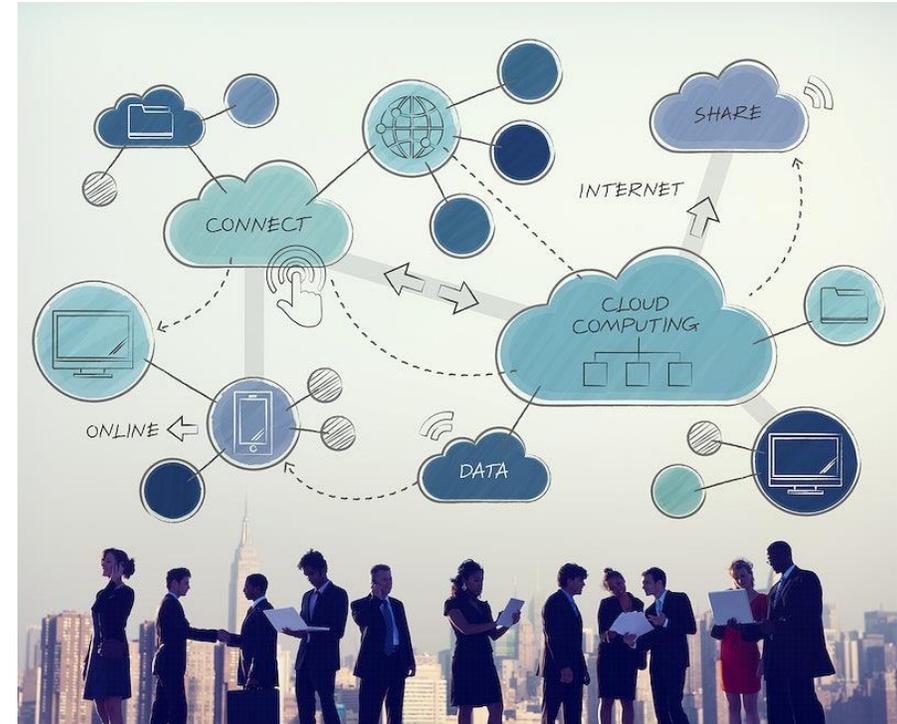
# Powerline Worker

## Apprenticeship Pathway Strategy



# The Industry Advisory Committee for the Powerline Worker Program

- Coby Henk, NBU
- Len Jenicek, TEEX
- Pat Hale, CPS
- Todd Craven, GVEC
- Mark Busby, Bandera Electrical Cooperative
- Freddy King, Seguin Electrical Utility
- Darin Koehler, San Marcos Utility





# Advisory Committee Endorsement



# Program Development - Expenses and Revenue

- **5-Year Costs/Expenses:**

- **Equipment \*** **\$0**
- **Faculty/Adjuncts** **\$53,139**
- **Other Direct/Indirect Costs** **\$46,044**

**Total Costs/Expenses: \$99,183**

\*The program will use existing equipment in partnership with areas utility companies and TEEX.



# Program Development - Expenses and Revenue

## 5-Year Revenue Generated

• Regular Tuition:	\$279,302
• Student Outcome Funding:	<u>\$227,360</u>
<b>Total 5-Year Revenue:</b>	<b>\$506,662</b>

## 5 -Year Net Income/Loss

• Total Cost/Expenses	\$99,183
• Total Revenue:	<u>\$506,662</u>
<b>Net 5-Year Income:</b>	<b>\$407,479</b>



## Action Requested

Approve submission to the Texas Higher Education Coordinating Board of a new workforce education program of study for an Associate of Applied Science Degree in Powerline Worker

Thank you.



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



**FROM:** William Fanning, Dean for Academic Success: STEM

**Subject:** Business Plan – New Workforce Program: Power Line Worker

**TO:** SLT

**1. Program Name:** Power Line Worker A.A.S.

**2. Program Purpose:**

Power Line Worker Program provides students with both theory and practical hands-on experience in all phases of power line construction and maintenance. Students gain knowledge and skills in electrical math, national electrical safety codes, construction of overhead and underground distribution systems, conductor applications, over-voltage and under-current protection, guying, and pole grounding.

**3. Program Outcomes:**

- Apply effective communication, both orally and in writing.
- Apply the skills to work in elevated positions that meet industry standards for safety.
- Apply current technology related to the Power Line Worker process.
- Understand the nation's power grid.
- Apply how to construct, maintain, and operate the nation's power grid.
- Apply the aptitude to operate bucket trucks
- Understand basic principles of ethics in the Power Line Worker industry.
- Understand basic power line worker methods, materials, and equipment.
- Understand basic safety hazards on a power line site and standard prevention measures.

**4. Five-Year Costs/Investment:**

- Equipment: \$0
- Faculty: \$53,139
- Facility Impacts: Existing
- Other Costs: \$46,044
- Total Five-Year Expenses: \$99,183

**5. Five-Year Revenue Generated:**

- Projected Enrollment:
  - 75 students over five years
  - 44 students completing the program over a five-year period
- Projected Accumulated Credit Hours: 3,593
- Regular Tuition: \$279,302
- Student Outcome Funding: \$227,360
- Total Five-Year Revenue: \$506,662

**6. Job/Employer Demand:** 150 per year

**7. Five-Year Projected Job Placement:** 29 per year

**8. Projected Program Milestones:**

- Year 1: 15 Declared Majors
- Year 2: 30 Cumulative Declared Majors 11 program completers 90% job placement
- Year 3: 45 Cumulative Declared Majors 22 program graduates 90% job placement
- Year 4: 60 Cumulative Declared Majors 33 program completers 90% job placement
- Year 5: 75 Cumulative Declared Majors 44 program completers 90% job placement

**9. Other Pertinent Information:**

- Proposing AAS (60 hrs.)

ALAMO COMMUNITY COLLEGES  
NEW PROGRAM DEVELOPMENT  
PRE-APPLICATION CHECKLIST  
for Northeast Lakeview College (NLC)

Program Title: Power Line Worker A.A.S.

CIP: 46.0303

A. Program Objectives:

Power Line Worker Program provides students with both theory and practical hands-on experience in all phases of power line construction and maintenance. Students gain knowledge and skills in electrical math, national electrical safety codes, construction of overhead and underground distribution systems, conductor applications, over-voltage and under-current protection, guying, and pole grounding.

Program Student Learning Outcomes:

1. Apply effective communication, both orally and in writing.
2. Apply the skills to work in elevated positions that meet industry standards for safety.
3. Apply current technology related to 3the Power Line Worker process.
4. Understand the nation's power grid.
5. Apply how to construct, maintain, and operate the nation's power grid.
6. Apply the aptitude to operate bucket trucks
7. Understand basic principles of ethics in the Power Line Worker industry.
8. Understand basic power line worker methods, materials, and equipment.
9. Understand basic safety hazards on a power line site and standard prevention measures.

B. Existing program information for initiating college:

None in the Alamo Colleges District.

C. Occupational Need:

1. Is the number of employment opportunities in this job growing? Yes X No\_  
**Supporting evidence:** Employment of electrical power-line installers and repairers is projected to grow 3 percent from 2020 to 2030, about as fast as the average for all occupations.
2. About 1,400 openings for electrical power-line installers and repairers are projected each year, on average, over the decade in Texas. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. (Texas Labor Market Information website – [texaslmi.com](http://texaslmi.com))

8/22

1

3. Will the need for trained personnel be sustained over the next five years?  
Yes X No\_

**Supporting evidence:** Employment of electrical power-line installers and repairers is expected to grow, largely due to increasing electrical grid needs. With each new housing development or business complex, new electric power lines are installed and will require maintenance. The increasing prevalence of electric vehicles will also require more of these workers to install new grid connections. In addition, the interstate power grid will continue to become more complex to ensure reliability. The state of Texas has the highest employment level in Electrical Power-Line Installers of all the 50 states. ([bls.gov](http://bls.gov))

What information is available from local and/or state labor market sources concerning this occupational title?

Alamo Local Labor Market Information

- Estimated Employment 2020: 1,578
- Projected Employment 2030: 1,979
- Change in Employment: 401
- Percent Change: 25.4%
- Annualized Percent Growth: 2.54
- Annual Openings: 40

Texas Labor Market Information

- Estimated Employment 2022: 57,814
- Projected Employment 2030: 71,799
- Change in Employment: 13,985
- Percent Change: 27.24%
- Annualized Percent Growth: 2.39
- Annual Openings: 1,399

**Source:** Texas Labor Market Information website – [texaslmi.com](http://texaslmi.com)  
(Projections: View and generate a 10-year forecast for employment by industry and occupation for the state of Texas and each of the 28 workforce development areas.)

- a. Is this occupational title on the Demand Occupations List? Yes X No\_
- b. Indicate the entry-level salary for this occupational:
  - \$35.14 entry hourly wage
  - Entry-level salary is roughly \$ 66,540 - \$73,080

8/22

2

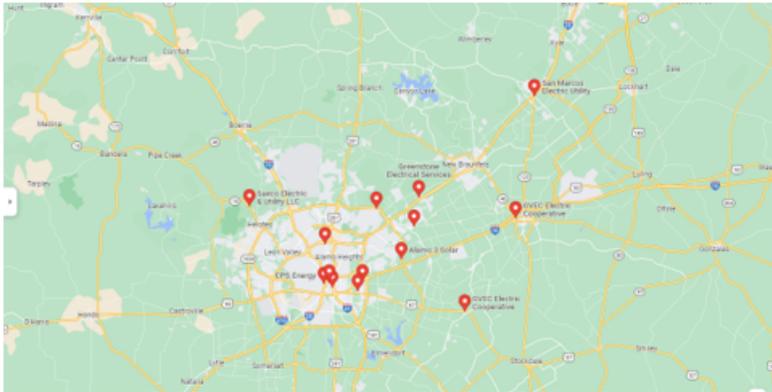


**D. Assessment of Employer Support**

1. How many companies will show preference to hiring completers of this program? Seven companies.
2. How many companies will provide employees incentive to complete this training by providing:
  - a. Higher pay? Yes, but only after they have established themselves.
  - b. Opportunity for promotion? Yes
  - c. Tuition or other financial support? Yes

**E. Assessment of Training Capacity**

1. Geographic implications for program location
  - a. On a map, indicate the companies that would support and/or be served by the development of a new program for this occupational title. The **RED** markers represent utility companies that could be potential employers of our graduates.



- b. On the same map used in "item a" above, indicate locations of institutions with currently existing programs within a fifty-mile radius, if applicable. Please use a legend.

8/22

3

**2. Suitability of campus resources to support this program**

a. Does the college currently have the following resources to begin this program?

- Equipment Yes  No
- Facilities Yes  No
- Faculty Yes  No
- Instructional resources Yes  No
- First-year budget Yes  No

If "No" to any of the above areas, describe the resource commitment needed.

- An agreement between TEEX Infrastructure Training and Safety Institute and NLC would be necessary for this program to launch successfully.
- b. Should this program be provided by more than one college? Yes  No

**F. College Commitment to Develop a New Program**

Based on the above information and the attachments, the administration of this college is committed to the full development, implementation, and sustained operation of the program until the demand has been fully satisfied.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

8/22

4



## New AAS/Certificate/Marketable Skills Award Degree Plan Form

				College:	NLC	
Degree Plan Title:	Power Line Worker			Effective Term:	Fall 2024	
Major Code:				ApplyTexas:		
<i>(assigned by CSI)</i>				<i>(assigned by CSI)</i>		
Degree Plan Description:	Power Line Worker Program provides students both theory and practical hands-on experience in all phases of power line construction and maintenance. Students gain knowledge and skills in electrical math, national electrical safety codes, construction of overhead and underground distribution systems, conductor applications, over-voltage and under-current protection, guying, and pole grounding.					
Degree CIP:	46.0303	Is this an addition of an award				
Dept to assign program to:	Power Line Worker	to an existing CIP?		NO		
		Lecture	Lab	External	Contact	Credit
<b>Semester 1</b>						
LNWK 1301 Orientation and Line Skill Fundamentals		3	0	0	48	3
LNWK 1311 Climbing Skills		2	2	0	64	3
TECM 1403 Technical Calculations		4	0	0	64	4
ELPT 1321 Introduction to Electrical Safety and Tools		2	2	0	64	3
<b>1st Semester Totals</b>		<b>11</b>	<b>4</b>	<b>0</b>	<b>240</b>	<b>13</b>
<b>Semester 2</b>						
LNWK 1241 Distribution Operations		2	0	0	32	2
LNWK 1331 Transformer Connections		3	0	0	48	3
LNWK 2321 Live Line Safety (LNWK1301 Pre-req)		2	2	0	64	3
HYDR 1301 Rigging and Conveying Systems		2	2	0	64	3
Math (20) Core		3	0	0	48	3
<b>2nd Semester Totals</b>		<b>12</b>	<b>4</b>	<b>0</b>	<b>256</b>	<b>14</b>
<b>Semester 3</b>						
Electrical and Power Transmission Installation /Installer,		1	0	14	240	3
SPCH 1321 Business and Professional Communication		3	0	0	48	3
<b>3rd Semester Totals</b>		<b>4</b>	<b>0</b>	<b>14</b>	<b>288</b>	<b>6</b>
<b>Semester 4</b>						
LNWK 2322 Distribution Line Construction(LNWK1301		2	2	0	64	3
ELPT 2335 Electrical Theory and Devices		2	2	0	64	3
LNWK 2324 Troubleshooting Distribution Systems		2	2	0	64	3
OSHT 1305 OSHA Regulations-Construction Industry		2	2	0	64	3
ELPT 2339 Electrical Power Distribution		2	2	0	64	3
<b>4th Semester Totals</b>		<b>10</b>	<b>10</b>	<b>0</b>	<b>320</b>	<b>15</b>
<b>Semester 5</b>						
ELPT 2381 Cooperative Education-Electrical and Power		1	0	14	240	3
ENGL 1301 Composition I		3	0	0	48	3
Language, Philosophy, and Culture (40) Core		3	0	0	48	3
ECON 2301 - Principles of Macroeconomics or ECON		3	0	0	48	3
<b>5th Semester Totals</b>		<b>10</b>	<b>0</b>	<b>14</b>	<b>384</b>	<b>12</b>
<b>PROGRAM TOTALS</b>		<b>47</b>	<b>18</b>	<b>46</b>	<b>1488</b>	<b>60</b>
		<b>Total Degree Plan hours (above)</b>				
<i>Note: Consider pre-requisites when sequencing courses</i>						
		NLC	NVC	PAC	SAC	SPC
Do other colleges offer this program?		N	N	N	N	N



## Discussion and Possible Action on the Approval of Northeast Lakeview College Associate of Applied Science Degree in Powerline Worker

Presented to the Board Acting as a Committee of the Whole on 1/16/24 and now presented to the Board for approval on 1/23/24.

### MINUTE ORDER

"The Alamo Colleges Board of Trustees hereby approves the submission to the Texas Higher Education Coordinating Board of a new workforce education program of study for an Associate of Applied Science Degree in Powerline Worker for Northeast Lakeview College."

### PURPOSE

The purpose of this Minute Order is to authorize the President of Northeast Lakeview College or her designee to submit to the Texas Higher Education Coordinating Board a program of studies of 60 semester credit hours for the college to deliver the Associate of Applied Science Degree in Powerline Worker.

### BACKGROUND

A Powerline Worker is responsible for the installation, repair and maintenance of overhead and underground electrical power lines and auxiliary equipment. This includes work from power plants to the meters of customers' homes. A Lineman usually works for utility companies, energy companies or telecommunications companies.

Start-up equipment is provided through the partnership with The Texas Engineering Extension (TEEX) and our local power utility companies.

Powerline Worker positions have a projected growth of 35.7% during 2020-30 with 400 annual job openings in the Alamo region. The entry level wage is \$35.14 an hour. Enrollment projections are for 15 new students annually.

### IMPLICATIONS

<b>Financial:</b>	<b>Five Year Projection:</b> 5- year positive net income of <u>\$407,479</u>
<b>Strategic Plan:</b>	Strategic Objective I: Student Success
<b>Human Resources:</b>	Faculty, and Adjunct Faculty
<b>Attachments:</b>	Exhibit 1, Business Plan Summary Exhibit 2, Program Curriculum - Degree Plan Exhibit 3, Pre-application

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Dr. Veronica Garcia  
President, Northeast Lakeview College

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Dr. George Railey, Jr.  
Vice Chancellor for Academic Success

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Dr. Michael Flores  
Chancellor



ALAMO  
COLLEGES  
DISTRICT

**FROM:** William Fanning, Dean for Academic Success: STEM

**Subject:** Business Plan – New Workforce Program: Power Line Worker

**TO:** SLT

**1. Program Name:** Power Line Worker A.A.S.

**2. Program Purpose:**

Power Line Worker Program provides students with both theory and practical hands-on experience in all phases of power line construction and maintenance. Students gain knowledge and skills in electrical math, national electrical safety codes, construction of overhead and underground distribution systems, conductor applications, over-voltage and under-current protection, guying, and pole grounding.

**3. Program Outcomes:**

- Apply effective communication, both orally and in writing.
- Apply the skills to work in elevated positions that meet industry standards for safety.
- Apply current technology related to the Power Line Worker process.
- Understand the nation's power grid.
- Apply how to construct, maintain, and operate the nation's power grid.
- Apply the aptitude to operate bucket trucks
- Understand basic principles of ethics in the Power Line Worker industry.
- Understand basic power line worker methods, materials, and equipment.
- Understand basic safety hazards on a power line site and standard prevention measures.

**4. Five-Year Costs/Investment:**

- Equipment: \$0
- Faculty: \$53,139
- Facility Impacts: Existing
- Other Costs: \$46,044
- Total Five-Year Expenses: \$99,183

**5. Five-Year Revenue Generated:**

- Projected Enrollment:
  - 75 students over five years
  - 44 students completing the program over a five-year period
- Projected Accumulated Credit Hours: 3,593
- Regular Tuition: \$279,302
- Student Outcome Funding: \$227,360
- Total Five-Year Revenue: \$506,662

**6. Job/Employer Demand:** 150 per year

**7. Five-Year Projected Job Placement:** 29 per year

**8. Projected Program Milestones:**

- Year 1: 15 Declared Majors
- Year 2: 30 Cumulative Declared Majors 11 program completers 90% job placement
- Year 3: 45 Cumulative Declared Majors 22 program graduates 90% job placement
- Year 4: 60 Cumulative Declared Majors 33 program completers 90% job placement
- Year 5: 75 Cumulative Declared Majors 44 program completers 90% job placement

**9. Other Pertinent Information:**

- Proposing AAS (60 hrs.)

**ALAMO COMMUNITY COLLEGES  
NEW PROGRAM DEVELOPMENT  
PRE-APPLICATION CHECKLIST  
for Northeast Lakeview College (NLC)**

**Program Title: Power Line Worker A.A.S.**

CIP: 46.0303

**A. Program Objectives:**

Power Line Worker Program provides students both theory and practical hands-on experience in all phases of power line construction and maintenance. Students gain knowledge and skills in electrical math, national electrical safety codes, construction of overhead and underground distribution systems, conductor applications, over-voltage and under-current protection, guying, and pole grounding.

Program Student Learning Outcomes:

1. Apply effective communication, both orally and in writing.
2. Apply the skills to work in elevated positions that meets industry standards for safety.
3. Apply current technology related the Power Line Worker process.
4. Understand the nation's power grid.
5. Apply how to construct, maintain, and operate the nation's power grid.
6. Apply the aptitude to operate bucket trucks
7. Understand basic principles of ethics in the Power Line Worker industry.
8. Understand basic power line worker methods, materials, and equipment.
9. Understand basic safety hazards on a power line site and standard prevention measures.

**B. Existing program information for initiating college:**

None in the Alamo Colleges District.

**C. Occupational Need:**

1. Is the number of employment opportunities in this job growing? Yes  No   
**Supporting evidence:** *Employment of electrical power-line installers and repairers is projected to grow 3 percent from 2020 to 2030, about as fast as the average for all occupations.*
2. *About 1,400 openings for electrical power-line installers and repairers are projected each year, on average, over the decade in Texas. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. (Texas Labor Market Information website – [texaslmi.com](http://texaslmi.com))*

3. Will the need for trained personnel be sustained over the next five years?  
Yes  No

*Supporting evidence: Employment of electrical power-line installers and repairers is expected to grow, largely due to increasing electrical grid needs. With each new housing development or business complex, new electric power lines are installed and will require maintenance. The increasing prevalence of electric vehicles will also require more of these workers to install new grid connections. In addition, the interstate power grid will continue to become more complex to ensure reliability. The state of Texas has the highest employment level in Electrical Power-Line Installers of all the 50 states. (bls.gov)*

What information is available from local and/or state labor market sources concerning this occupational title?

#### **Alamo Local Labor Market Information**

- Estimated Employment 2020: 1,578
- Projected Employment 2030: 1,979
- Change in Employment: 401
- Percent Change: 25.4%
- Annualized Percent Growth: 2.54
- Annual Openings: 400

#### **Texas Labor Market Information**

- Estimated Employment 2022: 57,814
- Projected Employment 2030: 71,799
- Change in Employment: 13,985
- Percent Change: 27.24%
- Annualized Percent Growth: 2.39
- Annual Openings: 1,399

**Source:** *Texas Labor Market Information website – [texaslmi.com](http://texaslmi.com)  
(Projections: View and generate a 10-year forecast for employment by industry and occupation for the state of Texas and each of the 28 workforce development areas.)*

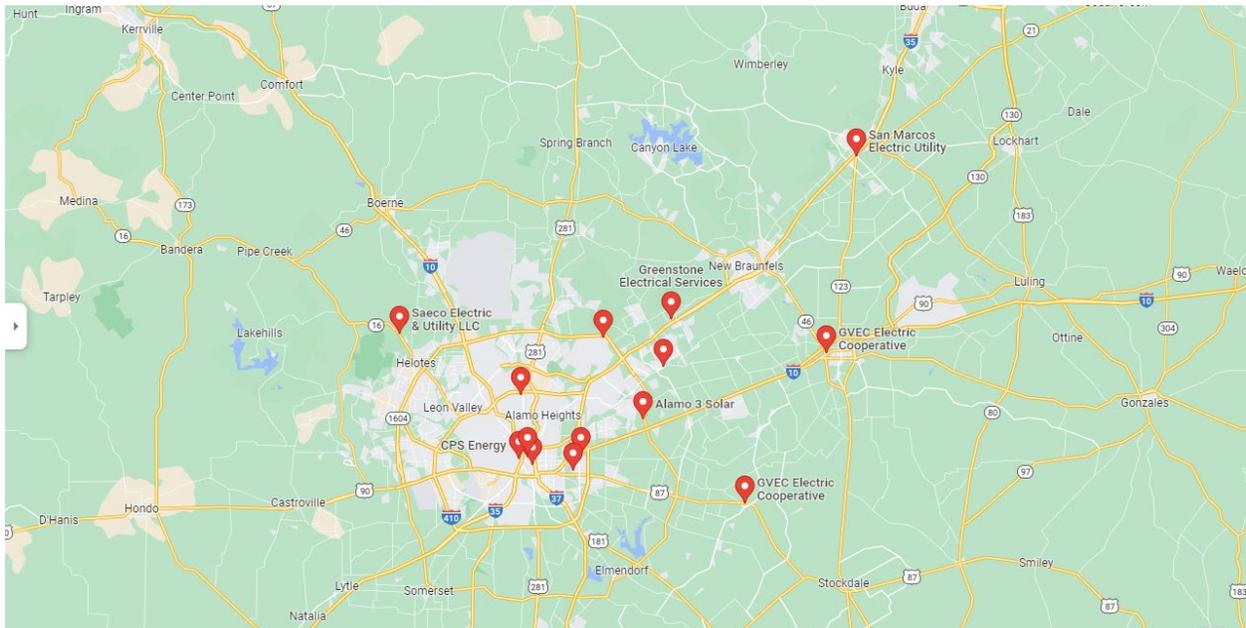
- a. Is this occupational title on the Demand Occupations List? Yes  No
- b. Indicate the entry-level salary for this occupational:
- \$35.14 entry hourly wage
  - Entry-level salary is roughly \$ 66,540 - \$73,080

## D. Assessment of Employer Support

1. How many companies will show preference to hiring completers of this program? Seven companies.
2. How many companies will provide employees incentive to complete this training by providing:
  - a. Higher pay? Yes, but only after they have established themselves.
  - b. Opportunity for promotion? Yes
  - c. Tuition or other financial support? Yes

## E. Assessment of Training Capacity

1. Geographic implications for program location
  - a. On a map, indicate the companies that would support and/or be served by the development of a new program for this occupational title. The **RED** markers represent utility companies that could be potential employers of our graduates.



- b. On the same map used in “item a” above, indicate locations of institutions with currently existing programs within a fifty-mile radius, if applicable. Please use a legend.

2. Suitability of campus resources to support this program

a. Does the college currently have the following resources to begin this program?

- Equipment                      Yes       No
- Facilities                        Yes       No
- Faculty                          Yes       No
- Instructional resources      Yes       No
- First-year budget            Yes       No

If "No" to any of the above areas, describe the resource commitment needed.

- An agreement between TEEX Infrastructure Training and Safety Institute and NLC would be necessary for this program to launch successfully.

b. Should this program be provided by more than one college? Yes  No

**F. College Commitment to Develop a New Program**

Based on the above information and the attachments, the administration of this college is committed to the full development, implementation, and sustained operation of the program until the demand has been fully satisfied.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

# New AAS/Certificate/Marketable Skills Award Degree Plan Form

**Degree Plan Title:** Power Line Worker  
**Major Code:** \_\_\_\_\_  
*(assigned by CSI)*

**College:** NLC  
**Effective Term:** Fall 2024  
**ApplyTexas:** \_\_\_\_\_  
*(assigned by CSI)*

**Degree Plan Description:**

Power Line Worker Program provides students both theory and practical hands-on experience in all phases of power line construction and maintenance. Students gain knowledge and skills in electrical math, national electrical safety codes, construction of overhead and underground distribution systems, conductor applications, over-voltage and under-current protection, guying, and pole grounding.

**Degree CIP:** 46.0303  
**Dept to assign program to:** Power Line Worker

**Is this an addition of an award  
to an existing CIP?** NO

	Lecture	Lab	External	Contact	Credit
<b>Semester 1</b>					
LNWK 1301 Orientation and Line Skill Fundamentals	3	0	0	48	3
LNWK 1311 Climbing Skills	2	2	0	64	3
TECM 1403 Technical Calculations	4	0	0	64	4
ELPT 1321 Introduction to Electrical Safety and Tools	2	2	0	64	3
<b>1st Semester Totals</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>240</b>	<b>13</b>
<b>Semester 2</b>					
LNWK 1241 Distribution Operations	2	0	0	32	2
LNWK 1331 Transformer Connections	3	0	0	48	3
LNWK 2321 Live Line Safety (LNWK1301 Pre-req)	2	2	0	64	3
HYDR 1301 Rigging and Conveying Systems	2	2	0	64	3
Math (20) Core	3	0	0	48	3
<b>2nd Semester Totals</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>256</b>	<b>14</b>
<b>Semester 3</b>					
Electrical and Power Transmission Installation /Installer, G	1	0	14	240	3
SPCH 1321 Business and Professional Communication	3	0	0	48	3
<b>3rd Semester Totals</b>	<b>4</b>	<b>0</b>	<b>14</b>	<b>288</b>	<b>6</b>
<b>Semester 4</b>					
LNWK 2322 Distribution Line Construction(LNWK1301 Pre-	2	2	0	64	3
ELPT 2335 Electrical Theory and Devices	2	2	0	64	3
LNWK 2324 Troubleshooting Distribution Systems	2	2	0	64	3
OSHT 1305 OSHA Regulations-Construction Industry	2	2	0	64	3
ELPT 2339 Electrical Power Distribution	2	2	0	64	3
<b>4th Semester Totals</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>320</b>	<b>15</b>
<b>Semester 5</b>					
ELPT 2381 Cooperative Education-Electrical and Power	1	0	14	240	3
ENGL 1301 Composition I	3	0	0	48	3
Language, Philosophy, and Culture (40) Core	3	0	0	48	3
ECON 2301 - Principles of Macroeconomics or ECON	3	0	0	48	3
<b>5th Semester Totals</b>	<b>10</b>	<b>0</b>	<b>14</b>	<b>384</b>	<b>12</b>
<b>PROGRAM TOTALS</b>	<b>47</b>	<b>18</b>	<b>46</b>	<b>1488</b>	<b>60</b>
<b>Total Degree Plan hours (above)</b>					

*Note: Consider pre-requisites when sequencing courses*

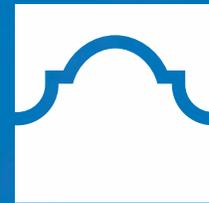
Do other colleges offer this program?

NLC	NVC	PAC	SAC	SPC
	N	N	N	N

# Database Administrator, Associate of Applied Science

**Will Fanning**

Dean for Academic Success, NLC



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award

2018 Award Recipient



## Board Policies in Support of Charges

- E.1.4: Core Curriculum and Degrees
- E.1.6: Program and Course Offerings

## Charges to the Chancellor

- Address Workforce Needs of the City/County and Service Area

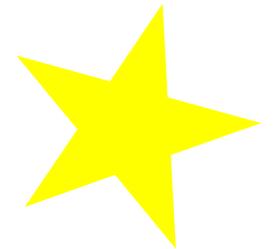


# Database Administrator careers project an 25.1% growth for the San Antonio area by 2030

Entry level high-demand careers include:

- Database Administrator
- Database Coordinator
- Database Analyst

**Projected Employment in 2030: Alamo Region – 1,271 jobs and Texas – 16,009 jobs**



Entry-level positions in Database Administrators are on the Workforce Solutions Alamo Demand Occupations list: job demand is projected to **increase by 25.1%** in the Alamo Region between 2020 and 2030 (TWC-Texas Labor Analysis).



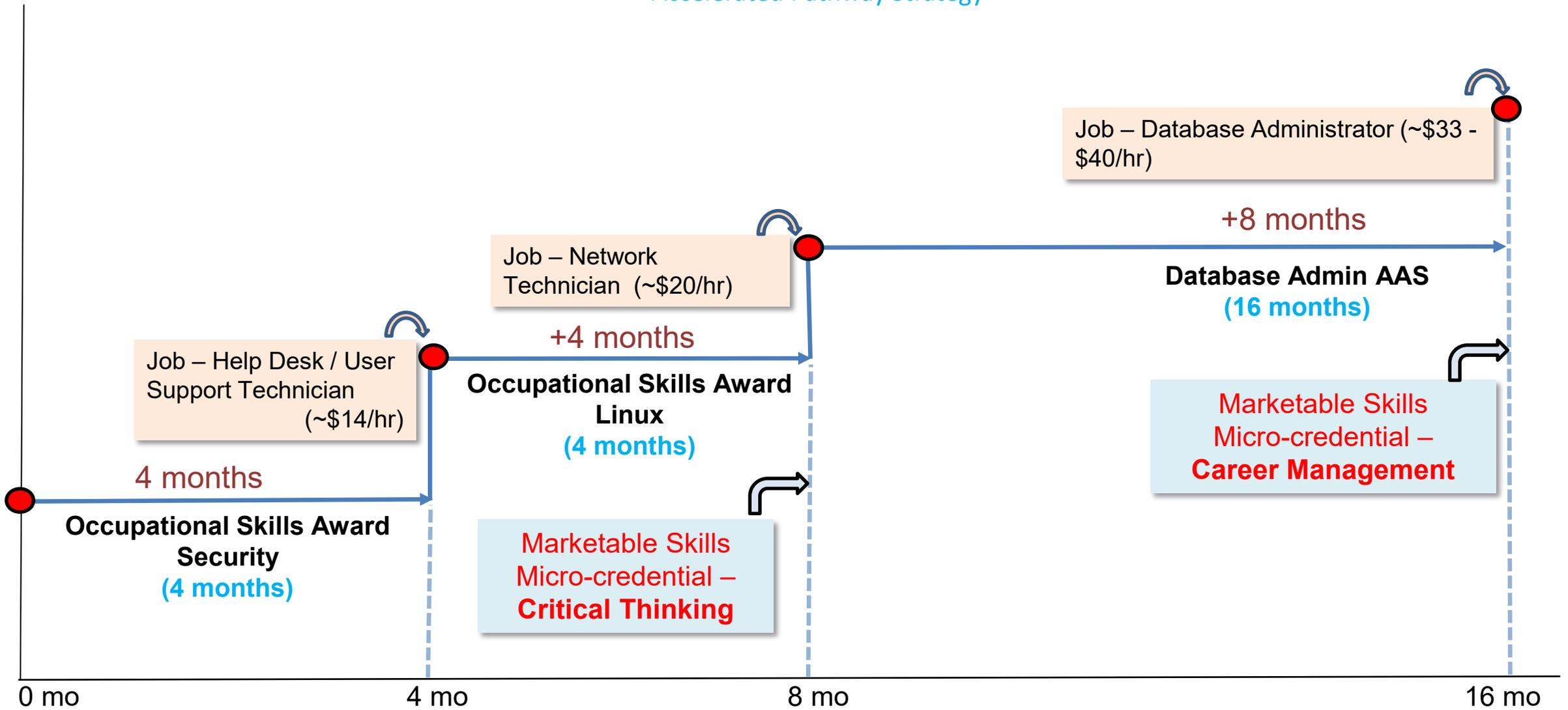
# Database Administrator, A.A.S.

- The program will be offered in an 8-week (flex) format and the full AAS will be designed for completion within 16 months
- Expect to add 20 annual completers to the workforce each year
- The Database Administrator Program will be scheduled into available classrooms and computer lab spaces in the Medina CTE Building



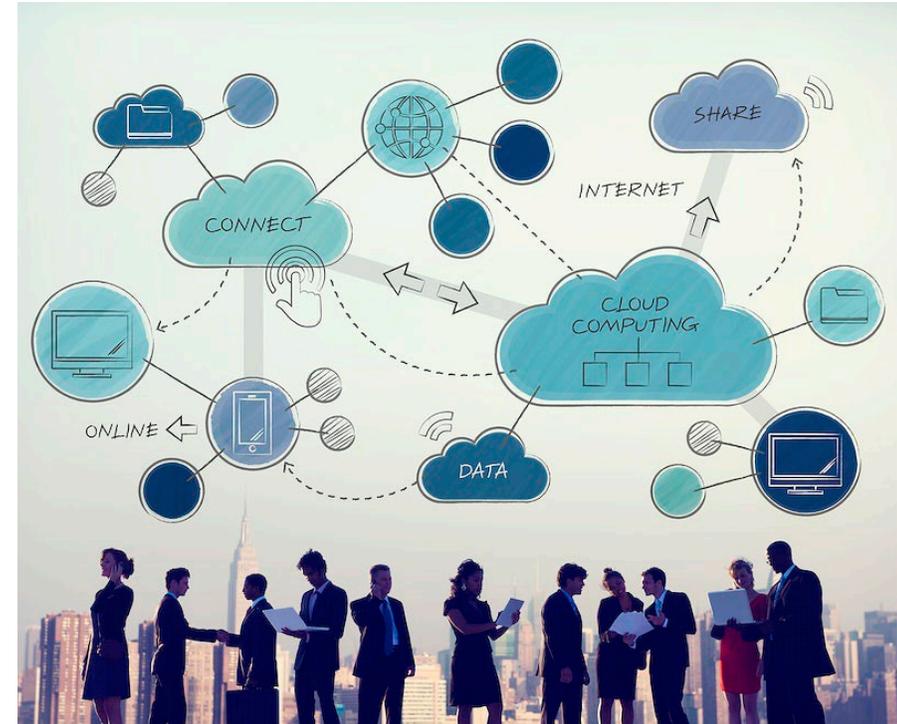
# Database Administrator [0 – 16 months]

Accelerated Pathway Strategy



# The Industry Advisory Committee for the IT Programs

- Jack Bluebird, City of Schertz
- Michael Perez-Cooley, iHeart Media
- Matthew Fields, Judson ISD
- Paul Wishart, Valero
- Nathan Rizzo, RX Technology
- David Phillips, UHY Advisors
- Bill Ledbetter, Holt CAT
- Dale Harville, ESC Region 20
- Charles Beierle, RBFCU
- Roby Randall, NE Methodist Hospital



# Program Development - Expenses and Revenue

- **5-Year Costs/Expenses:**

- **Equipment \*** **\$0**
- **Faculty/Adjuncts** **\$634,699**
- **Other Costs** **\$59,778**

**Total Costs/Expenses:** **\$694,477**

\*The program will use existing equipment.



# Program Development - Expenses and Revenue

## 5-Year Revenue Generated

• Regular Tuition:	\$653,128
• Student Outcome Funding:	<u>\$551,160</u>
<b>Total 5-Year Revenue:</b>	<b>\$1,204,288</b>

## 5 -Year Net Income/Loss

• Total Cost/Expenses	\$694,476
• Total Revenue:	<u>\$1,204,288</u>
<b>Net 5-Year Income:</b>	<b>\$509,812</b>



## Action Requested

Approve submission to the Texas Higher Education Coordinating Board of a new workforce education program of study for an Associate of Applied Science Degree in Database Administrator



Thank you.



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



**FROM:** William Fanning, Dean for Academic Success: STEM

**Subject:** Business Plan – New Workforce Program: Database Administrator

**TO:** SLT

**1. Program Name:** Database Administrator, A.A.S.

**2. Program Purpose:**

The Associate of Applied Science in Database Administration equips students for entry-level positions, providing knowledge and hands-on skills for setting up databases, storing data, and managing databases. Quick access to critical information is vital for customer service, compliance, and use in business development. This program places emphasis on knowledge of structured query language (SQL) and database design. The role of a database administrator varies according to industry and the type of data being managed.

**3. Program Outcomes:**

- Demonstrate and configure the data storage architecture of the SQL server.
- Write, maintain, and tune advanced queries.
- Manage locking options and transactions to ensure data concurrency and recoverability.
- Design and create views of data, stored procedures, and triggers; and use distributed data.
- Use ActiveX Data Objects (ADO) to implement the connected data model.
- Implement a client-server application.
- Design and implement an n-tier application.
- Use Windows Forms to implement the Graphical User Interface (GUI).
- Explain relational database theory; collect and distribute data; analyze data, data validation, and table relationships.

**4. Five-Year Costs/Investment:**

- Equipment: Existing
- Faculty: \$634,698
- Facility Impacts: Existing
- Other Costs: \$59,778
- Total Five-Year Expenses: \$694,476

**5. Five-Year Revenue Generated:**

- Projected Enrollment:
  - 100 students over five years
  - 52 students completing the program over a five-year period
- Projected Accumulated Credit Hours: 8,510
- Regular Tuition: \$653,128
- Student Outcome Funding: \$551,160
- Total Five-Year Revenue: \$1,204,288

**6. Job/Employer Demand:** 108 per year

**7. Five-Year Projected Job Placement:** 29 per year

**8. Projected Program Milestones:**

- Year 1: 40 Declared Majors
- Year 2: 80 Cumulative Declared Majors 22 program completers 90% job placement
- Year 3: 120 Cumulative Declared Majors 44 program graduates 90% job placement
- Year 4: 160 Cumulative Declared Majors 66 program completers 90% job placement
- Year 5: 200 Cumulative Declared Majors 88 program completers 90% job placement

**9. Other Pertinent Information:**

- Proposing AAS (60 hrs.)

ALAMO COMMUNITY COLLEGES  
NEW PROGRAM DEVELOPMENT  
PRE-APPLICATION CHECKLIST  
for Northeast Lakeview College (NLC)

Program Title: Database Administrator, A.A.S.

CIP: 11.0802

**A. Program Objectives:**

The Associate of Applied Science in Database Administration equips students for entry-level positions, providing knowledge and hands-on skills for setting up databases, storing data, and managing databases. Quick access to critical information is vital for customer service, compliance, and use in business development. This program places emphasis on knowledge of structured query language (SQL) and database design. The role of a database administrator varies according to industry and the type of data being managed.

Program Student Learning Outcomes:

1. Demonstrate and configure the data storage architecture of the SQL server.
2. Write, maintain, and tune advanced queries.
3. Manage locking options and transactions to ensure data concurrency and recoverability.
4. Design and create views of data, stored procedures, and triggers; and use distributed data.
5. Use ActiveX Data Objects (ADO) to implement the connected data model.
6. Implement a client-server application.
7. Design and implement an n-tier application.
8. Use Windows Forms to implement the Graphical User Interface (GUI).
9. Explain relational database theory; collect and distribute data; analyze data, data validation, and table relationships.

**B. Existing program information for initiating college:**

There are currently no Database Administrator programs within the Alamo Colleges District.

**C. Occupational Need:**

1. Is the number of employment opportunities in this job growing? Yes  No   
*Supporting evidence: Overall employment of database administrators and architects is projected to grow 8 percent from 2022 to 2032, faster than the average for all occupations (Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Database Administrators and Architects, at <https://www.bls.gov/ooh/computer-and-information-technology/database-administrators.htm> (visited September 26, 2023).*

2. Will the need for trained personnel be sustained over the next five years?  
Yes  No   
*Supporting evidence: About 10,200 openings for database administrators and architects are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. (Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Database Administrators and Architects, at <https://www.bls.gov/ooh/computer-and-information-technology/database-administrators.htm> (visited September 26, 2023).*

3. What information is available from local and/or state labor market sources concerning this occupational title?

**Alamo Local Labor Market Information:**

Estimated Employment 2020: 1,016  
Projected Employment 2030: 1,271  
Change in Employment: 255  
Percent Change: 25.1%  
Annualized Percent Growth: 2.26  
Annual Openings: 108

**Texas Labor Market Information**

Estimated Employment 2020: 13,440  
Projected Employment 2030: 16,009  
Change in Employment: 2,569  
Percent Change: 19.11%  
Annualized Percent Growth: 1.76  
Annual Openings: 1,321

Source: Texas Labor Market Information website – [texaslmi.com](http://texaslmi.com) SOC Code 15.245 NAICS Code 10 (Projections: View and generate a 10-year forecast for employment by industry and occupation for the state of Texas and each of the 28 workforce development areas.)



- a. Is this occupational title on the Demand Occupations List? Yes  No
- b. Indicate the entry-level salary for this occupational title (Database Administrator):  
 \$29.00 entry-level hourly wage  
 Database Administrator entry-level salary is roughly \$60,149K annually

**D. Assessment of Employer Support – ADVISORY BOARD COMMITTEE INPUT**

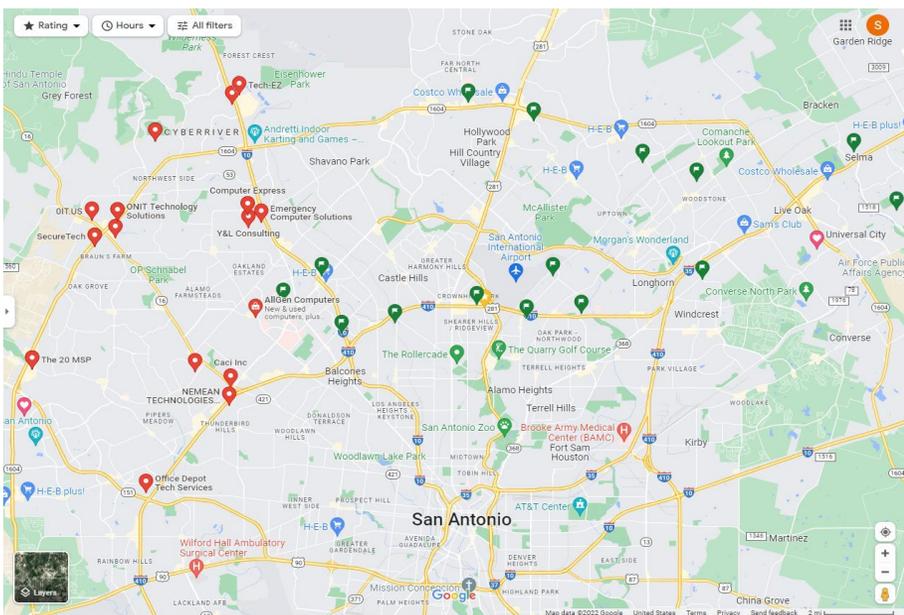
1. How many companies will show preference for hiring completers of this program?

2. How many companies will provide employees incentives to complete this training by providing:

- a. Higher pay?
- b. Opportunity for promotion?
- c. Tuition or other financial support?

**E. Assessment of Training Capacity**

1. Geographic implications for program location
- a. On a map, indicate the companies that would support and/or be served by the development of a new program for this occupational title.



2. Suitability of campus resources to support this program
- a. Does the college currently have the following resources to begin this program?
- Equipment Yes  No
  - Facilities Yes  No
  - Faculty Yes  No
  - Instructional resources Yes  No
  - First-year budget Yes  No
- If “No” to any of the above areas, describe the resource commitment needed.
- Qualified faculty
  - Operating Expenses
- b. Should this program be provided by more than one college? Yes  No

**F. College Commitment to Develop a New Program**

Based on the above information and the attachments, the administration of this college is committed to the full development, implementation, and sustained operation of the program until the demand has been fully satisfied.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

## New AAS or Certificate Degree Plan Form

					College: NLC	
<b>Degree Plan Title:</b>		<b>Database Administration</b>			<b>Effective Term:</b> Fall 2024	
<b>Major Code:</b>					<b>ApplyTexas:</b>	
<i>(assigned by CSI)</i>					<i>(assigned by CSI)</i>	
<b>Degree Plan Description:</b>						
The Associate of Applied Science in Database Administration educates students to analyze, develop and implement databases, provide data assurances and perform database tests. In addition, students will learn to perform administration and maintenance tasks to improve performance and security for client and user services. This program pairs hands-on training with technical skill sets, which includes assessing the needs of the user, troubleshooting problems and configuring server platforms.						
<b>Degree CIP:</b>		11.0802		<b>Is this an addition of an award to an existing CIP?</b>		
<b>Dept to assign program to:</b>		Database Administration			no	
		<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>External Hours (Practicum, Internship)</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
<b>Semester 1 (Fall)</b>						
ITNW 1308 – Implementing and Supporting Client Operating Systems		3	1		64	3
ITNW 1425 – Fundamentals of Networking Technologies		4	1		80	4
COSC 1436 - Programing I (Python)		3	1		64	4
PHIL 2303 - Introduction to Logic		3	0		48	3
		<b>13</b>	<b>3</b>		<b>256</b>	<b>14</b>
<b>Semester 2 (Spring)</b>						
ITNW 2412 – Routers		4	1		80	4
ITSE 1346 – Database Theory and Design		3	1		64	3
ITSE 1303 - Introduction to MySQL		3	1		64	3
ENGL 1301- Composition I		3	0		48	3
		<b>13</b>	<b>3</b>	<b>0</b>	<b>256</b>	<b>13</b>
<b>Semester 3 (Summer)</b>						
Select 1 course from the Social and Behavioral Sciences (80) Core		3	0		48	3
Select 1 course from the Mathematics (20) Core		3	0		48	3
		<b>6</b>	<b>0</b>	<b>0</b>	<b>96</b>	<b>6</b>
<b>Semester 4 (Fall)</b>						
ITSE 2333 - Implementing a Database on Microsoft SQL		3	1		64	3
ITSE 1345 – Introduction to Oracle SQL		3	1		64	3
ITNW 1335 - Information Storage and Management		3	1		64	3
ITNW 1453 – Supporting Network Server Infrastructure		4	1		64	4
		<b>15</b>	<b>4</b>	<b>0</b>	<b>304</b>	<b>13</b>
<b>Semester 5 (Spring)</b>						
SPCH 1321 - Business and Professional Communication		3	0		48	3
ITMT 1303 - Querying Microsoft SQL Server with Transact-SQL		3	1		64	3
ITSE 2356 - Oracle Database Administration 1		3	1		64	3
ITSE 2347 - Advanced Database Programming		3	1		64	3
ITSE 2286 – Internship – Computer Programming/Programmer,		2	0	96	96	2
		<b>12</b>	<b>4</b>	<b>96</b>	<b>304</b>	<b>14</b>
<b>Total Degree Plan</b>		<b>59</b>	<b>14</b>	<b>96</b>	<b>1,216</b>	<b>60</b>
<b>Total Degree Plan hours (above)</b>						
<i>Note: Consider pre-requisites when sequencing courses</i>						
		NLC	NVC	PAC	SAC	SPC
<b>Do other colleges offer this program?</b>		N	N	N	N	N



## Discussion and Possible Action on the Approval of Northeast Lakeview College Associate of Applied Science Degree in Database Administrator

Presented to the Board Acting as a Committee of the Whole on 1/16/24 and now presented to the Board for approval on 1/23/24.

### MINUTE ORDER

"The Alamo Colleges Board of Trustees hereby approves the submission to the Texas Higher Education Coordinating Board of a new workforce education program of study for an Associate of Applied Science Degree in Database Administrator for Northeast Lakeview College."

### PURPOSE

The purpose of this Minute Order is to authorize the President of Northeast Lakeview College or her designee to submit to the Texas Higher Education Coordinating Board a program of studies of 60 semester credit hours for the college to deliver the Associate of Applied Science Degree in Database Administrator.

### BACKGROUND

A Database Administrator ensures a company's database is operational, secure, and searchable by building database systems according to the specialized roles of their users, and with regard to the end-users' needs and views. They are responsible for the storing, organizing, presenting, and usage and analysis of the company's database management software. They strive to meet the company's storage and database needs through implementation of new databases or by integrating existing data from old to new systems. They also perform tests or modifications to ensure that a database runs and performs correctly.

Start-up equipment will come from existing IT laboratories and classrooms at NLC.

Database Administrator positions have a projected growth of 25.1% between 2020-30 with 108 annual job openings in the Alamo region. The entry level wage is \$29.00 an hour. Enrollment projections are for 40 new students annually.

### IMPLICATIONS

**Financial:** **Five Year Projection:** 5- year positive net income of \$509,812  
**Strategic Plan:** Strategic Objective I: Student Success  
**Human Resources:** Faculty, and Adjunct Faculty  
**Attachments:** Exhibit 1, Business Plan Summary  
Exhibit 2, Program Curriculum - Degree Plan  
Exhibit 3, Pre-application

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Dr. Veronica Garcia  
President, Northeast Lakeview College

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Dr. George Railey, Jr.  
Vice Chancellor for Academic Success

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Dr. Michael Flores  
Chancellor



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**FROM:** William Fanning, Dean for Academic Success: STEM

**Subject:** Business Plan – New Workforce Program: Database Administrator

**TO:** SLT

**1. Program Name:** Database Administrator, A.A.S.

**2. Program Purpose:**

The Associate of Applied Science in Database Administration equips students for entry-level positions, providing knowledge and hands-on skills for setting up databases, storing data, and managing databases. Quick access to critical information is vital for customer service, compliance, and use in business development. This program places emphasis on knowledge of structured query language (SQL) and database design. The role of a database administrator varies according to industry and the type of data being managed.

**3. Program Outcomes:**

- Demonstrate and configure the data storage architecture of the SQL server.
- Write, maintain, and tune advanced queries.
- Manage locking options and transactions to ensure data concurrency and recoverability.
- Design and create views of data, stored procedures, and triggers; and use distributed data.
- Use ActiveX Data Objects (ADO) to implement the connected data model.
- Implement a client-server application.
- Design and implement an n-tier application.
- Use Windows Forms to implement the Graphical User Interface (GUI).
- Explain relational database theory; collect and distribute data; analyze data, data validation, and table relationships.

**4. Five-Year Costs/Investment:**

- Equipment: Existing
  - Faculty: \$634,698
  - Facility Impacts: Existing
  - Other Costs: \$59,778
- Total Five-Year Expenses: \$694,476

**5. Five-Year Revenue Generated:**

- Projected Enrollment:
  - 100 students over five years
  - 52 students completing the program over a five-year period
- Projected Accumulated Credit Hours: 8,510
- Regular Tuition: \$653,128
- Student Outcome Funding: \$551,160
- Total Five-Year Revenue: \$1,204,288

**6. Job/Employer Demand:** 108 per year

**7. Five-Year Projected Job Placement:** 29 per year

**8. Projected Program Milestones:**

- Year 1: 40 Declared Majors
- Year 2: 80 Cumulative Declared Majors 22 program completers 90% job placement
- Year 3: 120 Cumulative Declared Majors 44 program graduates 90% job placement
- Year 4: 160 Cumulative Declared Majors 66 program completers 90% job placement
- Year 5: 200 Cumulative Declared Majors 88 program completers 90% job placement

**9. Other Pertinent Information:**

- Proposing AAS (60 hrs.)

**NEW PROGRAM DEVELOPMENT  
PRE-APPLICATION CHECKLIST  
for Northeast Lakeview College (NLC)**

**Program Title: Database Administrator, A.A.S.**

CIP: 11.0802

**A. Program Objectives:**

The Associate of Applied Science in Database Administration equips students for entry-level positions, providing knowledge and hands-on skills for setting up databases, storing data, and managing databases. Quick access to critical information is vital for customer service, compliance, and use in business development. This program places emphasis on knowledge of structured query language (SQL) and database design. The role of a database administrator varies according to industry and the type of data being managed.

Program Student Learning Outcomes:

1. Demonstrate and configure the data storage architecture of the SQL server.
2. Write, maintain, and tune advanced queries.
3. Manage locking options and transactions to ensure data concurrency and recoverability.
4. Design and create views of data, stored procedures, and triggers; and use distributed data.
5. Use ActiveX Data Objects (ADO) to implement the connected data model.
6. Implement a client-server application.
7. Design and implement an n-tier application.
8. Use Windows Forms to implement the Graphical User Interface (GUI).
9. Explain relational database theory; collect and distribute data; analyze data, data validation, and table relationships.

**B. Existing program information for initiating college:**

There are currently no Database Administrator programs within the Alamo Colleges District.

**C. Occupational Need:**

1. Is the number of employment opportunities in this job growing? Yes  No

*Supporting evidence: Overall employment of database administrators and architects is projected to grow 8 percent from 2022 to 2032, faster than the average for all occupations.*

*(Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Database Administrators and Architects, at <https://www.bls.gov/ooh/computer-and-information-technology/database-administrators.htm> (visited September 26, 2023).*

2. Will the need for trained personnel be sustained over the next five years? Yes  No  *Supporting evidence: About 10,200 openings for database administrators and architects are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.*

*(Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Database Administrators and Architects, at <https://www.bls.gov/ooh/computer-and-information-technology/database-administrators.htm> (visited September 26, 2023).*

3. What information is available from local and/or state labor market sources concerning this occupational title?

#### **Alamo Local Labor Market Information**

- Estimated Employment 2020: 1,016
- Projected Employment 2030: 1,271
- Change in Employment: 255
- Percent Change: 25.1%
- Annualized Percent Growth: 2.26
- Annual Openings: 108

#### **Texas Labor Market Information**

- Estimated Employment 2020: 13,440
- Projected Employment 2030: 16,009
- Change in Employment: 2,569
- Percent Change: 19.11%
- Annualized Percent Growth: 1.76
- Annual Openings: 1,321

*Source: Texas Labor Market Information website – [texaslmi.com](http://texaslmi.com) SOC Code 15.245 NAICS Code 10 (Projections: View and generate a 10-year forecast for employment by industry and occupation for the state of Texas and each of the 28 workforce development areas.)*

- a. Is this occupational title on the Demand Occupations List? Yes  No   
b. Indicate the entry-level salary for this occupational title (Database Administrator):

- \$29.00 entry-level hourly wage
- Database Administrator entry-level salary is roughly \$60,149K annually

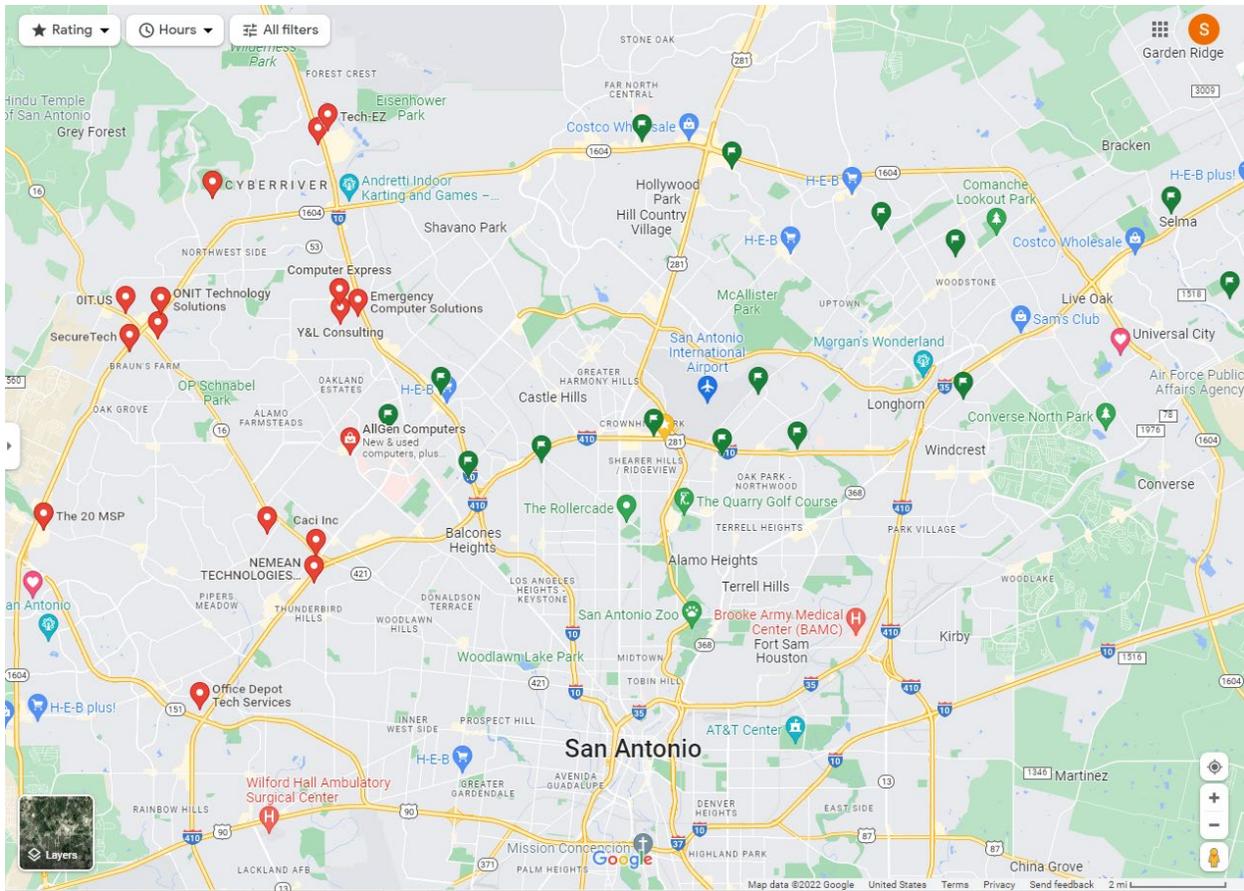
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#### **D. Assessment of Employer Support – ADVISORY BOARD COMMITTEE INPUT**

1. How many companies will show preference to hiring completers of this program?
2. How many companies will provide employees incentive to complete this training by providing:
  - a. Higher pay? \_\_\_\_\_
  - b. Opportunity for promotion? \_\_\_\_\_
  - c. Tuition or other financial support? \_\_\_\_\_

#### **E. Assessment of Training Capacity**

1. Geographic implications for program location
  - a. On a map, indicate the companies that would support and/or be served by the development of a new program for this occupational title.



b. On the same map used in “item a” above, indicate locations of institutions with currently existing programs within a fifty-mile radius, if applicable. Please use a legend.

## 2. Suitability of campus resources to support this program

a. Does the college currently have the following resources to begin this program?

- |                           |   |  |
|---------------------------|---|--|
| • Equipment               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| • Facilities              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| • Faculty                 | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| • Instructional resources | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| • First-year budget       | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |

If “No” to any of the above areas, describe the resource commitment needed.

- Qualified faculty
- Operating Expenses

b. Should this program be provided by more than one college? Yes  No

**F. College Commitment to Develop a New Program**

Based on the above information and the attachments, the administration of this college is committed to the full development, implementation, and sustained operation of the program until the demand has been fully satisfied.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

DRAFT

# New AAS or Certificate Degree Plan Form

**Degree Plan Title:** Database Administration  
**Major Code:** \_\_\_\_\_  
*(assigned by CSI)*

**College:** NLC  
**Effective Term:** Fall 2024  
**ApplyTexas:** \_\_\_\_\_  
*(assigned by CSI)*

**Degree Plan Description:**

The Associate of Applied Science in Database Administration educates students to analyze, develop and implement databases, provide data assurances and perform database tests. In addition, students will learn to perform administration and maintenance tasks to improve performance and security for client and user services. This program pairs hands-on training with technical skill sets, which includes assessing the needs of the user, troubleshooting problems and configuring server platforms.

**Degree CIP:** \_\_\_\_\_ 11.0802  
**Dept to assign program to:** Database Administration

**Is this an addition of an award  
to an existing CIP?** no

	Lecture Hours	Lab Hours	External Hours (Practicum, Internship)	Contact Hours	Credit Hours
<b>Semester 1 (Fall)</b>					
ITNW 1308 – Implementing and Supporting Client Operating Systems	3	1		64	3
ITNW 1425 – Fundamentals of Networking Technologies	4	1		80	4
COSC 1436 - Programing I (Python)	3	1		64	4
PHIL 2303 - Introduction to Logic	3	0		48	3
	<b>13</b>	<b>3</b>		<b>256</b>	<b>14</b>
<b>Semester 2 (Spring)</b>					
ITNW 2412 – Routers	4	1		80	4
ITSE 1346 – Database Theory and Design	3	1		64	3
ITSE 1303 - Introduction to MySQL	3	1		64	3
ENGL 1301- Composition I	3	0		48	3
	<b>13</b>	<b>3</b>	<b>0</b>	<b>256</b>	<b>13</b>
<b>Semester 3 (Summer)</b>					
Select 1 course from the Social and Behavioral Sciences (80) Core	3	0		48	3
Select 1 course from the Mathematics (20) Core	3	0		48	3
	<b>6</b>	<b>0</b>	<b>0</b>	<b>96</b>	<b>6</b>
<b>Semester 4 (Fall)</b>					
ITSE 2333 - Implementing a Database on Microsoft SQL	3	1		64	3
ITSE 1345 – Introduction to Oracle SQL	3	1		64	3
ITNW 1335 - Information Storage and Management	3	1		64	3
ITNW 1453 – Supporting Network Server Infrastructure	4	1		64	4
	<b>15</b>	<b>4</b>	<b>0</b>	<b>304</b>	<b>13</b>
<b>Semester 5 (Spring)</b>					
SPCH 1321 - Business and Professional Communication	3	0		48	3
ITMT 1303 - Querying Microsoft SQL Server with Transact-SQL	3	1		64	3
ITSE 2356 - Oracle Database Administration 1	3	1		64	3
ITSE 2347 - Advanced Database Programing	3	1		64	3
ITSE 2286 – Internship – Computer Programming/Programmer,	2	0	96	96	2
	<b>12</b>	<b>4</b>	<b>96</b>	<b>304</b>	<b>14</b>
<b>Total Degree Plan</b>					
	<b>59</b>	<b>14</b>	<b>96</b>	<b>1,216</b>	<b>60</b>
<b>Total Degree Plan hours (above)</b>					

*Note: Consider pre-requisites when sequencing courses*

Do other colleges offer this program?

NLC	NVC	PAC	SAC	SPC
	N	N	N	N



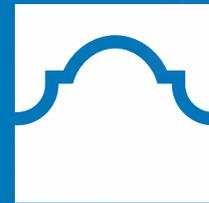
# Alamo Colleges District Workforce Committee Report

January 16, 2024

**Xavier Urrutia**

Interim Vice Chancellor

Economic and Workforce Development

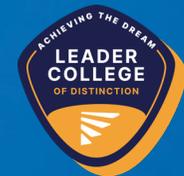


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DISTRICT



Malcolm Baldrige  
National Quality Award

2018 Award Recipient



## Partner Updates:

### Romanita Barrera-Matta, Chief Workforce Officer, Greater: SATX

- **Job Shadow Days** – Scheduled for February 27- March 1, 2024
  - Exciting opportunity for local employers and industries to showcase their work and share employee education, training, and career pathways with youth across San Antonio's 17 school districts
  - Employers have the option of hosting virtual (pre-recorded), on-site, and/or in-class shadows and visits
  - The deadline for Employer registration is January 26, 2024
- **Higher Education Leadership convening** – February 2, 2024
  - Greater SATX is hosting a higher education leadership convening with local college and university presidents to discuss economic development
    - At the Jefferson Building in the Jackson Walker offices
    - Alamo Colleges and industry leaders from such businesses as U.S.A.A. and Boeing will attend
  - Greater SATX will give a presentation sharing occupational industry priorities, projects in the pipeline, and recruiting and talent retention efforts



# Partner Updates:



## Lelani Mercado, Interim CEO, Project Quest

- **Ready to Work**
  - Transition from Signify to Salesforce
    - Focusing on data transition and data integration
  
- **New Funding for Workforce Training Expansion:**
  - Quest has secured \$1M funding from the Department of Labor to expand its services thru braided funding
  - Quest has secured 3 YR funding through a national private foundation that will allow Quest to serve up to 400 new participants over a three-year period
    - This funding will enable Quest to serve more participants who are not eligible for Ready to Work due to living outside the San Antonio city limits
  - Quest is pursuing opportunities with the county to serve even more participants who mirror the Alamo Colleges jurisdictions outside the city
    - Quest sees this as an opportunity for a deeper partnership with the Alamo Colleges and is excited to create mutual success between both organizations



## Healthcare Collaboratives

Partnering with Workforce Solutions Alamo to deliver sector-based talent solutions.

### HEALTHCARE COLLABORATIVE PART 3

**Target Audience:** healthcare training providers for initial, entry-level healthcare occupations.

**Purpose:** assess the current and future state of healthcare training in San Antonio and the region

- Review high-demand healthcare occupations and the projections for the future,
- Inform participants on labor market data for SA Healthcare occupations (SAWORX – TPM),
- Discuss current training program’s capacity regarding quantity and quality, and
- Obtain feedback from employers about the quality of the trainees.



Healthcare Employer Panel  
QTC Management  
Franklin Park Senior Living  
Methodist Healthcare



24 participants  
19 organizations

## Business Empowerment: 2023 at a Glance



**BUSINESS EMPOWERMENT**

<https://www.besanantonio.com/>

- **2023 Graduates:**
  - Phase-1: Bootcamp: 4 Graduates
  - Phase-2: Mentorship: 7 Graduates
    - 3 Proteges & 4 Mentors
- **Program Graduates Since 2014: 83**
- **Jobs Created Since 2014:**
  - 205 FTEs
  - 76 PTEs
- **Total Revenue Increase Since 2014:**
  - \$73M upon entry, and upon graduation reported annual revenue increased to \$109M. For a 49% total revenue increase.
- **Current Phase-2: Mentor/Protege Pairings:12**
- **Spring 2024 Phase-1: Bootcamp Participants:16**



# Coordinated Response to Codeup Student Crisis

## Rapid Actions to Serve Our Community

- Built and launched site for Codeup Students – One Day (January 5)
- Offered access to 31 professional certificates
- Press release sent Friday night and Media support received:
  - San Antonio Report story Saturday, January 6
  - Texas Public Radio Story Tuesday, January 9

## Early Results

- “Enroll Me” Forms Received (**33**) (January 12)
- Enrollment Coach contacting each learner using multi-channel communication
- Many students expressing gratitude as they were unsure what to do



Thank you.



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COLLEGES  
DISTRICT

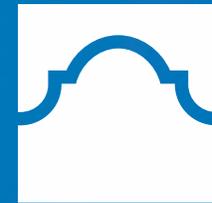


Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



ACHIEVING THE GREAT  
LEADER  
COLLEGE  
of Distinction

# Approve Guaranteed Maximum Price (GMP) for Palo Alto College Contract Package 2, funded by the Maintenance Tax Note (MTN) Program



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DISTRICT

**Greg McClure**

Associate Vice Chancellor, Facilities & Construction Management



Malcolm Baldrige  
National Quality Award

2018 Award Recipient



# Board Policies in Support of Charges

## *C.2.3 Facilities and Grounds Management*

- Maintenance and Operations: *The College District shall ensure that its facilities are safe, comfortable, and hygienic for students, faculty, employees, and general public. Consistent maintenance standards shall be employed throughout the College District. Periodic assessments of the condition of College District facilities shall be conducted.*
- Preventive Maintenance: *The College District administration shall prepare, budget, and execute an annual preventive maintenance program.*

# Charges to the Chancellor

- *Project Management for Capital Projects*



# GROUNDBREAKING FUTURES

- Bexar County voters approved a **\$450M general obligation bond in 2017** and Trustees added **\$50M Maintenance Tax Notes** that has allowed ACD to renovate, add facilities and expand geographically-**Groundbreaking Futures in San Antonio.**
- Building on that success with a separate funding stream: **New \$270M Aug. 2022 Maintenance Tax Notes** to fund critical past-due maintenance to **extend the life of aging facilities** and increase energy savings with technology refresh.
- Institutional Budget includes a **\$58.5M 3-year, Preventative Maintenance Budget** (funded by the Property Tax Maintenance & Operations tax rate)



# GROUNDBREAKING FUTURES



Strategically Invest in Learning Environment



Increase Access to Technology



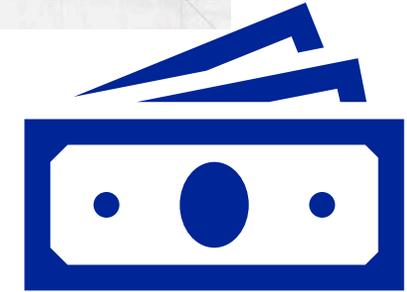
Enhance Student Safety



Reduce Energy Consumption and Improve Sustainability



Increase Stewardship – Restore & Preserve High-Value Facility Portfolio



\$270M Maintenance Tax Notes  
August 2022



# Background

- September 27, 2022 Board Actions:
  - Approved project list for Maintenance Tax Note Funding
  - Approved project list for Preventive Maintenance Funding
  - Approved Demolition budget for select buildings replaced by recent /ongoing new construction
- MTN Funded Projects
  - Recapitalization aging and poor condition facilities
  - Types of Projects
    - Facility Renovation
    - Major System Rehabilitation (Roof and HVAC) Projects
    - Addressing Comprehensive Requirements
    - Storm drain Improvements
- 65 separately named projects, District-wide – grouped into 25 contract packages



# Project Scope

- MTN PAC Contract Package 2 – Major System (Primarily HVAC) work
  - \$3,799,306 total project budget, including soft costs
  - Central Plant #1 (Maintenance Building M)
- Renovation Scope
  - Primarily HVAC work in the central plant
  - Electrical conversion to LED and controls
  - Various plumbing system improvements to replace old infrastructure
  - Minor interior finish work; Floor finishes/ceilings/paint/overhead doors



# January 2024 Board Action:

- Discussion and Possible Action to Approve GMP for \$3,114,115 with Noble Texas Builders for MTN and PM funded PAC Contract Package 2 at Palo Alto College (Physical Plant, building M)



Thank you.



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Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



# MTN PAC Pkg 2 – Major System (HVAC) Rehab:

- Construction Budget: \$ 3,120,949
- Scope:

Parent Campus	Campus Name	Asset Name	ID	System Uniformat	Requirement Name
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12226	B2030 - Exterior Doors	Overhead Rolling Doors - Manual Operation Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12220	B2030 - Exterior Doors	Door Assembly - 6 x 7 HM Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12225	B2030 - Exterior Doors	Door Assembly - 3 x 7 HM Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12222	C1030 - Fittings	Restroom Accessories - Economy Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12215	C1035 - Identifying Devices	Fittings - Signage (Room Numbering and Identification) Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12211	C3010 - Wall Finishes	Painted Finish - Average (1 Coat Prime - 2 Coats Finish) Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12219	C3020 - Floor Finishes	Concrete - Sealed Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12216	C3020 - Floor Finishes	Carpeting - Tile Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12209	C3030 - Ceiling Finishes	ACT System - Standard Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9507	D2010 - Plumbing Fixtures	Custodial/Utility Sinks - SF Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9541	D2020 - Domestic Water Distribution	Water Heater - Elec - Residential - 30 Gal Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9509	D2020 - Domestic Water Distribution	Water Heater - Gas - Comm (SF) Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9444	D2020 - Domestic Water Distribution	Water Dist Complete - Low Volume Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9544	D2090 - Other Plumbing Systems	Natural Gas Supply for Bldg - 4" Feed (SF) Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-41458	D3020 - Heat Generating Systems	Install Condensing Boilers
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12935	D3020 - Heat Generating Systems	Boiler 2 - Gas-Fired - 2.0 MMBTU Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12936	D3020 - Heat Generating Systems	Boiler 3 - Gas-Fired - 2.0 MMBTU Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9448	D3020 - Heat Generating Systems	Boiler 1 - Gas-Fired - 8.4 MMBTU Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-41459	D3030 - Cooling Generating Systems	Install Variable Frequency Drive; CWP-1
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9454	D3040 - Distribution Systems	Fan Coil System - Cabinet - Heating Only - 2 Pipe Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-12940	D3040 - Distribution Systems	Chilled Water Pump 2 - 60 HP Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-50185	D3040 - Distribution Systems	Piping joint up grades-Chilled Water
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-50186	D3040 - Distribution Systems	Piping joint up grades-Heating Water
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9472	D5010 - Electrical Service and Distribution	Switchgear - Heavy Duty Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9478	D5010 - Electrical Service and Distribution	Feeder - Heavy Service Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9481	D5010 - Electrical Service and Distribution	Distribution System - Heavy Capacity Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9545	D5012 - Low Tension Service and Dist.	Main Electrical Service 13 - 4000A 480Y/277V Renewal
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-41865	D5022 - Lighting Equipment	T8 Lamp Upgrade
Palo Alto College	Palo Alto College	Central Plant - Building M	REQ-9498	D5037 - Fire Alarm Systems	Fire Alarm System - Light Density Renewal

## **Discussion and Possible Action to Approve the Guaranteed Maximum Price (GMP) Alamo Colleges District - Palo Alto College Maintenance Tax Note 2022 (MTN22) Funded Contract Package 2, Renovations**

Presented to the Board Acting as Committee of the Whole on January 16, 2024, and now presented to the Board for approval on January 23, 2024.

### **MINUTE ORDER**

**"The Board of Trustees hereby approves the Guaranteed Maximum Price (GMP) with Noble Texas Builders in the amount of \$3,114,115, plus 10% extra-contractual owner contingency, for Palo Alto College's Maintenance Tax Note funded Contract Package 2, subject to subsequent execution of an agreement in form acceptable to District Counsel, as requested by the Associate Vice Chancellor for Facilities Operations and Construction Management."**

### **PURPOSE**

To approve the Guaranteed Maximum Price for the contract package 2 which includes critically needed mechanical system repair and renovation work in Central Plant – Building M.

### **BCKGROUND**

September 27, 2022 Board Actions

- Approved project list for Maintenance Tax Note Funding
- Approved project list for Preventive Maintenance Funding
- Approved Demolition budget for select buildings replaced by recent /ongoing new construction

April 18, 2023 Board Actions

- Approved the pool of qualified construction managers

The MTN22 Program includes 65 separately named projects, District-wide – grouped into 25 contract packages to simplify contracting activities.

The scope of the work primarily includes upgrades and improvements and/or replacement of HVAC systems including air handlers, air terminal boxes, exhaust fans, and automated HVAC controls; upgrades to LED lighting and lighting controls; and various mechanical, electrical, and plumbing system improvements to the buildings. Architecturally it consists of floor replacement including carpet and vinyl tile, ceilings, wall paint, new overhead doors, exterior doors and a manual gate upgrade.

### **IMPLICATIONS**

**Financial:** Maintenance Tax Note CY2022 Bond funds;

**Objective:** I. Student Success and III. Performance Excellence

**Employee Services:** None

**ATTACHMENTS:** Presentation





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Lisa L. Mazure, MSA, CPA  
Associate Vice Chancellor Finance &  
Fiscal Svcs

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Gregory L. McClure  
Vice Chancellor for Facilities  
Operations & Construction Management

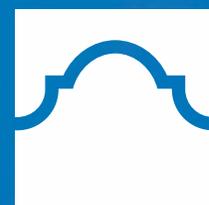
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Dr. Tom Cleary  
Interim Vice Chancellor for  
Finance & Admin

---

Dr. Mike Flores  
Chancellor

# Approve Guaranteed Maximum Price (GMP) for Northwest Vista College Contract Package 1, funded by the Maintenance Tax Note (MTN) Program



ALAMO  
COLLEGES  
DISTRICT

**Greg McClure**

Associate Vice Chancellor, Facilities & Construction Management



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



# Board Policies in Support of Charges

## *C.2.3 Facilities and Grounds Management*

- Maintenance and Operations: *The College District shall ensure that its facilities are safe, comfortable, and hygienic for students, faculty, employees, and general public. Consistent maintenance standards shall be employed throughout the College District. Periodic assessments of the condition of College District facilities shall be conducted.*
- Preventive Maintenance: *The College District administration shall prepare, budget, and execute an annual preventive maintenance program.*

# Charges to the Chancellor

- *Project Management for Capital Projects*



# GROUNDBREAKING FUTURES

- Bexar County voters approved a **\$450M general obligation bond in 2017** and Trustees added **\$50M Maintenance Tax Notes** that has allowed ACD to renovate, add facilities and expand geographically-**Groundbreaking Futures in San Antonio.**
- Building on that success with a separate funding stream: **New \$270M Aug. 2022 Maintenance Tax Notes** to fund critical past-due maintenance to **extend the life of aging facilities** and increase energy savings with technology refresh.
- Institutional Budget includes a **\$58.5M 3-year, Preventative Maintenance Budget** (funded by the Property Tax Maintenance & Operations tax rate)



# GROUNDBREAKING FUTURES



Strategically Invest in Learning Environment



Increase Access to Technology



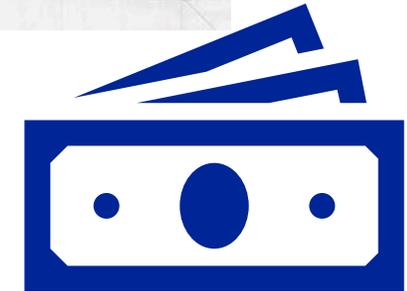
Enhance Student Safety



Reduce Energy Consumption and Improve Sustainability



Increase Stewardship – Restore & Preserve High-Value Facility Portfolio



\$270M Maintenance Tax Notes  
August 2022



# Background

- September 27, 2022 Board Actions:
  - Approved project list for Maintenance Tax Note Funding
  - Approved project list for Preventive Maintenance Funding
  - Approved Demolition budget for select buildings replaced by recent /ongoing new construction
- MTN Funded Projects
  - Recapitalization aging and poor condition facilities
  - Types of Projects
    - Facility Renovation
    - Major System Rehabilitation (Roof and HVAC) Projects
    - Addressing Comprehensive Requirements
    - Storm drain Improvements
- 65 separately named projects, District-wide – grouped into 25 contract packages



# Project Scope

- MTN NVC Contract Package 1 – Major System (HVAC, Electrical, Plumbing) work
  - \$7,374,507 total project budget, including soft costs and \$1.37M institutional (Preventive Maintenance)
  - Texas Persimmon Physical Plant (11,066 SF)
  - Mexican Persimmon Physical Plant (27,360 SF)
  - Pecan Hall (29,439 SF)
- Renovation Scope
  - Primarily HVAC work (air handlers, exhaust fans, controls)
  - Electrical conversion to LED and controls
  - Various plumbing system improvements to replace old infrastructure
  - Minor interior finish work; Floor finishes/ceilings/paint/
  - Minor exterior work; pressure washing and some landscaping



# January 2024 Board Action:

- Discussion and Possible Action to Approve GMP for \$3,936,489 with Noble Texas Builders for MTN and PM funded NVC Contract Package 1 at Northwest Vista College (Texas Persimmon Physical Plant, Mexican Persimmon Physical Plant and Pecan Hall)



Thank you.



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



# MTN NVC Package 1 – Comprehensive Renovations:

- Construction Budget: \$3,152,772
- Scope:

Parent Campus	Campus Name	Asset Name	ID	System Uniformat	Requirement Name
Northwest Vista College	Northwest Vista College	Mexican Persimmon Physical Plant	REQ-906	D2020 - Domestic Water Distribution	Water Heater - Elec - Comm (SF) Renewal
Northwest Vista College	Northwest Vista College	Mexican Persimmon Physical Plant	REQ-48429	D3050 - Terminal and Package Units	Ductless Split System, Cooling only, single zone, wall mount Renewal
Northwest Vista College	Northwest Vista College	Mexican Persimmon Physical Plant	REQ-48425	D3050 - Terminal and Package Units	Unit Heaters - Electric (Each) Renewal
Northwest Vista College	Northwest Vista College	Mexican Persimmon Physical Plant	REQ-890	D5037 - Fire Alarm Systems	Fire Alarm System - Average Density Renewal
Northwest Vista College	Northwest Vista College	Mexican Persimmon Physical Plant	REQ-892	D5038 - Security and Detection Systems	Security System - Light Density Renewal
Northwest Vista College	Northwest Vista College	Mexican Persimmon Physical Plant	REQ-887	D5092 - Emergency Light and Power Systems	Exit Signs - Low Density Renewal
Northwest Vista College	Northwest Vista College	Mexican Persimmon Physical Plant	REQ-897	D5092 - Emergency Light and Power Systems	Emergency Battery Pack Lights Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-48168	C1035 - Identifying Devices	Fittings - Signage (Room Numbering and Identification) Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-48338	C3020 - Floor Finishes	Concrete - Sealed Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-48175	C3020 - Floor Finishes	Concrete - Polished Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-48174	C3020 - Floor Finishes	VCT - Average Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-48176	C3030 - Ceiling Finishes	ACT System - Standard Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-985	D2020 - Domestic Water Distribution	Water Heater - Elec - Comm (SF) Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-48400	D2090 - Other Plumbing Systems	Water Softener Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-958	D3040 - Distribution Systems	Exhaust System - Restroom w/Roof Fan Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-957	D3040 - Distribution Systems	Return Air Ductwork and Fan Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-960	D3060 - Controls and Instrumentation	DDC System - Average Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-48404	D5020 - Lighting and Branch Wiring	Lighting - Exterior - HID Wall Packs Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-963	D5022 - Lighting Equipment	Lighting Fixtures - Average Density Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-964	D5037 - Fire Alarm Systems	Fire Alarm System - Average Density Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-979	D5038 - Security and Detection Systems	Security System - Average Density Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-976	D5092 - Emergency Light and Power Systems	Exit Signs - Average Density Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-48403	D5092 - Emergency Light and Power Systems	UPS System - Light Capacity Renewal
Northwest Vista College	Northwest Vista College	Pecan Hall	REQ-984	D5092 - Emergency Light and Power Systems	Emergency Battery Pack Lights Renewal



# MTN NVC Package 1 – Comprehensive Renovations:

- Construction Budget: \$3,152,772
- Scope, cont:

Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-48154	C1035 - Identifying Devices	Fittings - Signage (Room Numbering and Identification) Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-48156	C3010 - Wall Finishes	Painted Finish - Average (1 Coat Prime - 2 Coats Finish) Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-48162	C3020 - Floor Finishes	VCT - Average Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-48427	C3020 - Floor Finishes	Concrete - Sealed Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-48394	D20 - Plumbing	Chilled Water Pump - Elec - 100+ HP Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-48153	D2010 - Plumbing Fixtures	Water Coolers - Floor-Mounted (Each) Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-48165	D2010 - Plumbing Fixtures	Water Coolers - Wall-Mount Dual-Height (SF) Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-657	D2020 - Domestic Water Distribution	Water Heater - Elec - Comm (SF) Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-48399	D2090 - Other Plumbing Systems	Water Treatment System for Cooling Towers Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-641	D3040 - Distribution Systems	Exhaust System - Restroom w/Roof Fan Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-640	D3040 - Distribution Systems	Central AHU - VAV System w/Distribution Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-48397	D3050 - Terminal and Package Units	Thru-Wall Units - Cooling w/Electric Heat Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-48398	D3050 - Terminal and Package Units	Unit Heaters - Electric (Each) Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-8395	D3060 - Controls and Instrumentation	DDC System - Extensive Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-48396	D5020 - Lighting and Branch Wiring	Lighting - Exterior - HID Wall Packs Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-673	D5022 - Lighting Equipment	Lighting Fixtures - Average Density Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-650	D5037 - Fire Alarm Systems	Fire Alarm System - Light Density Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-648	D5038 - Security and Detection Systems	Security System - Light Density Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-644	D5092 - Emergency Light and Power Systems	Exit Signs - Low Density Renewal
Northwest Vista College	Northwest Vista College	Texas Persimmon Physical Plant	REQ-655	D5092 - Emergency Light and Power Systems	Emergency Battery Pack Lights Renewal



## **Discussion and Possible Action to Approve the Guaranteed Maximum Price (GMP) Alamo Colleges District - Northwest Vista College Maintenance Tax Note 2022 (MTN22) Funded Contract Package 1, Renovations**

Presented to the Board Acting as Committee of the Whole on January 16, 2024, and now presented to the Board for approval on January 23, 2024.

### **MINUTE ORDER**

**"The Board of Trustees hereby approves the Guaranteed Maximum Price (GMP) with Noble Texas Builders in the amount of \$3,936,489, plus 10% extra-contractual owner contingency, for Palo Alto College's Maintenance Tax Note funded Contract Package 1, subject to subsequent execution of an agreement in form acceptable to District Counsel, as requested by the Associate Vice Chancellor for Facilities Operations and Construction Management."**

### **PURPOSE**

To approve the Guaranteed Maximum Price for the contract package 1, which includes critically needed mechanical system repair and renovation work in two central plants and Pecan Hall

### **BACKGROUND**

September 27, 2022 Board Actions

- Approved project list for Maintenance Tax Note Funding
- Approved project list for Preventive Maintenance Funding
- Approved Demolition budget for select buildings replaced by recent /ongoing new construction

April 18, 2023 Board Actions

- Approved the pool of qualified construction managers

The MTN22 Program includes 65 separately named projects, District-wide – grouped into 25 contract packages to simplify contracting activities.

The scope of work in this contract package is focused on three buildings: Texas Persimmon Physical Plant (11,066 SF), Mexican Persimmon Physical Plant (27,360 SF) and Pecan Hall (29,439 SF). The scope of the work varies per building but primarily includes upgrades and improvements and/or replacement of HVAC systems including air handlers, air terminal boxes, exhaust fans, and automated HVAC controls; upgrades to LED lighting and lighting controls; and various mechanical, electrical, and plumbing system improvements to the buildings. Architecturally it consists of floor replacement including carpet and vinyl tile, ceilings, wall paint, doors and miscellaneous exterior improvement items like power washing and landscape upgrades.

### **IMPLICATIONS**

#### **Financial:**

- Maintenance Tax Note CY2022 Bond funds
- Institutional (Preventive Maintenance) FY2024 funds





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**Objective:** I. Student Success and III. Performance Excellence

**Employee Services:** None

**ATTACHMENTS:** Presentation

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Lisa L. Mazure, MSA, CPA  
Associate Vice Chancellor Finance &  
Fiscal Svcs

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Gregory L. McClure  
Vice Chancellor for Facilities  
Operations & Construction Management

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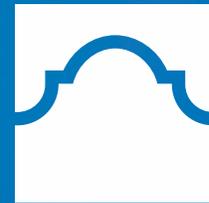
Dr. Tom Cleary  
Interim Vice Chancellor for  
Finance & Admin

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Dr. Mike Flores  
Chancellor

# Approval of Cooperative Award for Consolidated Preventive Maintenance Project for Visual Arts & Technology Center at San Antonio College

Mr. Greg McClure  
AVC, Facilities Ops & Construction Mgt  
(Jan 2024)



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



## Board Policies in Support of Charges

- *C.2.3 Facilities and Grounds Management*
- *Construction Management:* The College District shall establish standards for all College District facilities, in accordance with federal, state, and local law and regulations. No construction, with the exception of routine maintenance, shall be initiated without Board approval. All construction delivery methods shall be selected and conducted pursuant to relevant law.
- *Facilities Planning:* The College District shall operate a continuing Capital Improvement Program based on College District needs, taking into account enrollment, operations, and acquisition of property. Facilities planning shall be inclusive of program needs and facilities standards in a manner consistent with the master plan.

## Charges to the Chancellor

- *Institutional Excellence and Continuous Improvement (charge 8)*



# Purpose

- This project will repair or upgrade multiple systems within the Visual Arts and Technology Center
  - Replace interior mechanical fan-powered boxes to allow efficient heating and cooling
  - Replace mechanical hot and chill water piping throughout the perimeter under the building to connect with newly installed interior hot and chill water piping
  - Refresh interior painting on foyer and corridors
  - Replace water coolers on all floors



# Background

- Proposals were requested via Cooperative Purchase Programs to optimize cost effectiveness.
- Two firms (Noble and Basic IDIQ) responded. The responding firms were evaluated with a best value source selection approach and Noble was selected.
- Total Project Budget: \$1,385,740 - (Preventive Maintenance Funding)

## Recommended Contract Action

**Type of Contract Action:** Cooperative purchase agreement contract award for preventive maintenance of Alamo Colleges Visual Arts & Technology Center at San Antonio College

**Vendor:** Noble Texas Builders

**Award Amount:** \$1,297,637 plus 10% contingency held outside the contract

**Contract Term:** The contract begins upon award and terminates upon final completion, plus one-year warranty. Performance Period is 9-12 months, to be finalized after contractor's schedule submittal after award. Work will be phased to minimize impact to the occupants.

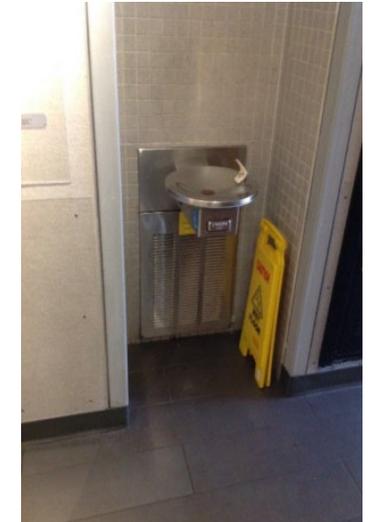
**Local Vendor:** Local office w/ main office in La Feria, Texas

**SMWVBE:** N

**Funding:** Board-Approved Preventive Maintenance Program

# Minute Order Action

- Discussion and possible action on approving the contract award for Alamo Colleges Preventive Maintenance for the Visual Art & Technology Center, located on San Antonio College
  - Approves \$1,297,637 Cooperative award with Noble Texas Builders and 10% contingency
  - Cooperative Job Order Contracts exceeding \$500K require BoT approval by Texas Statute



Thank you.



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



## Discussion and Possible Action to Approve an Agreement for Construction Services for Alamo Colleges District - San Antonio College Visual Arts & Technology Center Preventive Maintenance

Presented to the Board Acting as Committee of the Whole on January 16, 2023, and now presented to the Board for approval on January 23, 2023.

### MINUTE ORDER

"The Board of Trustees hereby approves a cooperative job order contract award to Noble Texas Builders in the amount of \$1,297,637, plus 10% extra-contractual owner contingency, for the purchase of construction services to renovate the Visual Arts & Technology Center (VATC) at San Antonio College, subject to subsequent execution of an agreement in form acceptable to District Counsel, as requested by the Associate Vice Chancellor for Facilities Operations and Construction Management."

### PURPOSE

To upgrade and refresh multiple systems within the VATC that have exceeded useful lifecycle including lighting, fire alarm system, mechanical/HVAC piping, updated interior finishes, and replace water coolers on all floors.

### BACKGROUND

This project combines approved scope of work from FY21 and FY 22 Preventive Maintenance programmed priorities.

### IMPLICATIONS

**Financial:** Preventive Maintenance funds \$1,297,637 of \$1,385,740 combined budget

- \$827,610 – FY21 Preventive Maintenance Funding
- \$558,130 – FY22 Preventive Maintenance Funding

**Objective:** I. Student Success and III. Performance Excellence

**Employee Services:** None

**ATTACHMENTS:** Presentation

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Lisa L. Mazure, MSA, VCPA  
Associate Vice Chancellor Finance & Fiscal Svcs.

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Gregory L. McClure  
Vice Chancellor for Facilities Operations and  
Construction Management

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Dr. Tom Cleary  
Interim Vice Chancellor for Finance & Admin.

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Dr. Mike Flores  
Chancellor



## Discussion and Possible Action on Monthly Contracts Report

Presented to the Board Acting as Committee of the Whole on January 16, 2023, and now presented to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES on January 23, 2023.

### 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, 2023, through December 31, 2023.”**

### 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 December 31, 2023, there are a total of 17 contracts that total \$ 271,604.00 in external funding. This will allow services to be provided to 1,973 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.

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Sammi Morrill, Associate Vice Chancellor  
of Operations, Economic Workforce Development

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Xavier Urrutia, Interim Vice  
Chancellor for Economic & Workforce  
Development

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Dr. Mike Flores, Chancellor

**ALAMO COLLEGES DISTRICT**  
**Year-To-Date Contract (Non-Grant) Summary Report**  
 Status: September 1, 2023 - August 31, 2024

**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	17	45	1,973
	<b>Total</b>	<b>17</b>	<b>45</b>	<b>1,973</b>

**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	11	5	1	17
	<b>Total</b>	<b>11</b>	<b>5</b>	<b>1</b>	<b>17</b>

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



**ALAMO COLLEGES DISTRICT**  
**FY2024 MONTHLY (MTD) GRANT AWARD ACTIVITY REPORT**  
November 01, 2023-November 30, 2023

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	219368	District	Public Allies Inc., <u>Project Title:</u> "Public Allies San Antonio".	The purpose of this grant is to develop our ability to meet the needs of the community by increasing our opportunity to work with community based 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.	6/16/2023	\$498,385	\$24,770	\$495,690	25	3.00
	1		<b>Total Dist.- MTD Single Year Grants</b>			\$498,385	\$24,770	\$495,690	25	3.00
				<b>Total MTD Single Year Grants</b>		\$498,385	\$24,770	\$495,690	25	3.00
				<b>Multi Year Grants</b>						
1	219166	District	U.S. Department of Education, <u>Project Title:</u> "Alamo Colleges District Educational Opportunity Centers Program", Year 3 of 5.	The ACD EOC project will provide counseling and information on college admissions to eligible adults who want to continue a program of postsecondary education. The ACD EOC project will also offer services to improve the financial economic literacy of participants, counsel participants on financial aid options and assist in the application process to increase the number of adults who enroll in postsecondary education institutions.	8/23/2021	\$0	\$17,876	\$241,332	850	3.00
	1		<b>Total Dist.-MTD Multi Year Grants</b>			\$0	\$17,876	\$241,332	850	3.00
1	213099	Palo Alto College	U.S. Department of Education, <u>Project Title:</u> "Palo Alto College Talent Search: Southwest High School". Year 3 of 5.	The TRIO Talent Search: Southwest ISD project will provide participants with academic support in tutoring and advising; information on financial literacy; financial aid programs; completing financial aid applications and support applying to college.	9/1/2023	\$0	\$20,572	\$288,470	500	3.00
2	213109	Palo Alto College	U.S. Department of Education, <u>Project Title:</u> "Palo Alto College Upward Bound Math Science Project". Year 2 of 5.	Palo Alto College (PAC) 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, assistance in completing financial aid applications; financial literacy and support for applying for college enrollment.	9/1/2023	\$0	\$21,584	\$309,505	60	2.00
	2		<b>Total PAC-MTD Multi Year Grants</b>			\$0	\$42,156	\$597,975	560	5.00
	3			<b>Total MTD Multi-Year Grants</b>		\$0	\$60,032	\$839,307	1,410	8.00
	4			<b>GRAND TOTAL-MTD SINGLE AND MULTI-YEAR GRANTS</b>		\$498,385	\$84,802	\$1,334,997	1,435	11.00

# ALAMO COLLEGES DISTRICT

## FY 2024 YTD Grant Award Summary Report

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

September 1, 2023 -November 30, 2023

No.	College	No. of Grants	Match Amounts	Indirect Cost Received	YTD Funding Amount	No. of Students Served	No. of FTEs
1	District Grants	3	\$ 498,385	\$ 42,646	\$ 3,299,412	4,875	12.00
2	San Antonio College	6	\$ 257,048	\$ 139,769	\$ 1,666,393	428	21.50
3	St. Philip's College	2	\$ -	\$ -	\$ 10,722,978	28,496	26.00
4	Palo Alto College	7	\$ -	\$ 122,045	\$ 2,010,291	1,777	17.00
5	Northwest Vista College	3	\$ -	\$ 84,252	\$ 1,091,021	540	2.60
6	Northeast Lakeview College	1	\$ -	\$ -	\$ 99,756	150	0
<b>GRAND TOTAL</b>		<b>22</b>	<b>\$ 755,433</b>	<b>\$ 388,712</b>	<b>\$ 18,889,851</b>	<b>36,266</b>	<b>79.10</b>

**ALAMO COLLEGES DISTRICT**  
**FY 2024 Monthly & YTD Grant Award Funding Activity Report with Award Description**  
September 1, 2023 -November 30, 2023

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	219368	District	Public Allies Inc., <u>Project Title: "Public Allies San Antonio"</u> .	The purpose of this grant is to develop our ability to meet the needs of the community by increasing our opportunity to work with community based 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.	6/16/2023	\$498,385	\$24,770	\$495,690	25	3.00
2	219882	District	U.S. Department of Education thru Texas Higher Education Coordinating Board (THECB), <u>Project Title: "Career and Technical Education-Basic Grants"</u> .	The Perkins Basic Grant Program supports awarded applicants in educating students who enroll in CTE courses and programs in preparation for high-skill, high-wage, or high-demand occupations. The success of an awarded application in educating these students will be measured by its ability to meet state-determined performance targets for each of three core indicators approved by the US. Department of Education/Office of Career, Technical and Adult education.	8/21/2023	\$0	\$0	\$2,562,390	4,000	6.00
2			<b>Total Dist.- YTD Single Year Grants</b>			<b>\$498,385</b>	<b>\$24,770</b>	<b>\$3,058,080</b>	<b>4,025</b>	<b>9.00</b>
2			<b>Total YTD Single Year Grants</b>			<b>\$498,385</b>	<b>\$24,770</b>	<b>\$3,058,080</b>	<b>4,025</b>	<b>9.00</b>
			<b>Multi-Year Grants</b>							
1	219166	District	U.S. Department of Education, <u>Project Title: "Alamo Colleges District Educational Opportunity Centers Program"</u> , Year 3 of 5.	The ACD EOC project will provide counseling and information on college admissions to eligible adults who want to continue a program of postsecondary education. The ACD EOC project will also offer services to improve the financial economic literacy of participants, counsel participants on financial aid options and assist in the application process to increase the number of adults who enroll in postsecondary education institutions.	8/23/2021	\$0	\$17,876	\$241,332	850	3.00
1			<b>Total Dist.-YTD Multi-Year Grants</b>			<b>\$0</b>	<b>\$17,876</b>	<b>\$241,332</b>	<b>850</b>	<b>3.00</b>
1	211153	San Antonio College	U.S. Department of Education, <u>Project Title: "San Antonio College (SAC) Project R.I.S.E. (Ready, Inspired, Successful, Engaged) SSS Program"</u> . Year 4 of 5.	The program will increase eligible students chances of success by providing year round tutoring and prescribed tutoring plans, academic and college readiness instruction, advice and assistance with postsecondary course selection. Each participant will establish an individual education plan that includes timelines to achieve graduation.	8/11/2020	\$0	\$16,341	\$272,354	120	5.00
2	211154	San Antonio College	U.S. Department of Education, <u>Project Title: "San Antonio College (SAC)'s Project Veterans Achieving Learning through Opportunity and Resilience (VALOR) SSS Program"</u> . Year 4 of 5.	This program will increase eligible students' chances of success by providing year round tutoring and prescribed tutoring plans, academic and college readiness instruction, advise and assistance with postsecondary course selection, personal counseling for financial, academic and personal matters. Program proposes to serve at least 120 low income, first generations and/or disabled veterans each year through project VALOR.	8/11/2020	\$0	\$16,335	\$272,257	120	5.00
3	211169	San Antonio College	U.S. Department of Education, <u>Project Title: "San Antonio College's 2021 Child Care Access Means Parents in School (CCAMPIS) Program"</u> . Year 3 of 4.	Goal is to increase low-income student success by providing access to high-quality child care. At least 56 children of low-income SAC students will be provided with high quality child care each fall, spring and summer semesters. Project Director of Student Success will provide academic support counseling for CCAMPIS parents at risk for failure. By the end of each Fall, Spring and Summer semesters at least 90% of CCAMPIS parents will have completed all required workshops/volunteer hours.	10/1/2023	\$257,048	\$48,730	\$404,863	60	4.00

**ALAMO COLLEGES DISTRICT**  
**FY 2024 Monthly & YTD Grant Award Funding Activity Report with Award Description**  
September 1, 2023 -November 30, 2023

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	211172	San Antonio College	U.S. Department of Education, <u>Project Title:</u> "San Antonio College's Access and Learning for Advancement and Success (ALAS) Upward Bound Project". Year 2 of 5.	The ALAS UB project will provide academic and supportive services to a cohort of 56 participants enrolled at Burbank High School with significant support from the applicant and community. Need for the project, education attainment levels of adults in the target area is low, target high school drop out rates are high. Will provide activities and supportive services to promote college enrollment and graduation.	6/1/2023	\$0	\$22,300	\$305,386	56	4.50
5	211174	San Antonio College	U.S. Department of Education, <u>Project Title:</u> "San Antonio College's Upward Bound Math and Science Program Project at Highlands High School". Year 2 of 5.	Upward Bound Math and Science provides student services programs for individuals from disadvantages 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 standard.	9/1/2023	\$0	\$24,755	\$309,436	60	1.00
6	211177	San Antonio College	National Science Foundation, <u>Project Title:</u> "HSI Pilot Project: San Antonio College's Campeones de STEM". Year 2 of 4.	The Project is designed to directly enhance STEM educational experiences and retention of first year of college students in STEM fields through experiential learning opportunities that engage undergraduate students with leaders and professionals in the greater San Antonio STEM Ecosystem.	8/9/2022	\$0	\$11,308	\$102,097	12	2.00
<b>6</b>						<b>\$257,048</b>	<b>\$139,769</b>	<b>\$1,666,393</b>	<b>428</b>	<b>21.50</b>
1	212628	St. Philip's College	U.S. Department of Education, <u>Project Title:</u> "Historically Black Colleges and Universities Program: Fostering Undergraduate Talent by Unlock Resources for Education (FUTURE Act)". Year 4 of 5.	St. Philips College (SPC) will utilize its FUTURE Act grant award to implement and operate three activities that will support and strengthen the overall institution's delivery of services to students. The funds allocated are being used to support the following three (3) legislative Allowable activities. 1. Project Administration and Research Development, 2. Campus renovation & Technology Improvements, 3. Student Services.	4/19/2023	\$0	\$0	\$1,431,220	14,248	13.00
2	212639	St. Philip's College	U.S. Department of Education, <u>Project Title:</u> "Historically Black Colleges and Universities Program". Year 2 of 5.	St. Philip's College will serve its diverse student body by enhancing and operating seven legislative allowable activities over the five year grant cycle. 1. Project Administration and Research Development, 2. Centers of Excellence in Mathematics and Science, (3) Capital Improvements, (4) Information and Community Technology, (5) Institute for Teaching Excellence and Staff Development, (6) Student Services, (7) Good Samaritan Veterans Outreach and Transition Center.	10/1/2023	\$0	\$0	\$9,291,758	14,248	13.00
<b>2</b>						<b>\$0</b>	<b>\$0</b>	<b>\$10,722,978</b>	<b>28,496</b>	<b>26.00</b>
1	213093	Palo Alto College	U.S. Department of Education, <u>Project Title:</u> "Palo Alto College SSS Project". Year 4 of 5.	Project will provide participants with academic support, tutoring and advising, information on financial aid assistance, financial literacy, career exploration. The need for the project in the target area is apparent due to the high percentage of the low-income, first-generation and disabled participants enrolled who are eligible for student support.	9/1/2023	\$0	\$18,491	\$272,364	140	2.00

**ALAMO COLLEGES DISTRICT**  
**FY 2024 Monthly & YTD Grant Award Funding Activity Report with Award Description**  
September 1, 2023 -November 30, 2023

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	213094	Palo Alto College	U.S. Department of Education, <u>Project Title: "Palo Alto College DHSI: Project Listo"</u> . Year 4 of 5.	The goal of the project will be 1. Academic programs, provide support to facilitate success of students academic goals. 2. Institutional Management to implement improved academic support, advising, teaching and communication strategies that will increase student engagement and success. 3. Fiscal stability to increase revenue by enrolling and retaining more students.	10/1/2023	\$0	\$0	\$430,263	500	5.00
3	213099	Palo Alto College	U.S. Department of Education, <u>Project Title: "Palo Alto College Talent Search: Southwest High School"</u> . Year 3 of 5.	The TRIO Talent Search: Southwest ISD project will provide participants with academic support in tutoring and advising; information on financial literacy; financial aid programs; completing financial aid applications and support applying to college.	9/1/2023	\$0	\$20,572	\$288,470	500	3.00
4	213101	Palo Alto College	National Science Foundation thru Arizona State University, <u>Project Title: "ALRISE Accelerate Latinx Representation in STEM Education with Institutional Intentionality and Capacity Building for Experiential Learning"</u> . Year 2 of 2.	The ALLRISE alliance is developing a network of faculty, staff, administrators and students at 2-yr and 4-yr Hispanic Serving Institution's and emerging HSIs to accelerate Latinx representation in science, technology, engineering and math STEM education. <i>Additional Funding in the amount of \$40,500.</i>	8/1/2021	\$0	\$0	\$40,500	0	0.00
5	213102	Palo Alto College	U.S. Department of Education, <u>Project Title: "Palo Alto College Talent Search: South San and Somerset ISD"</u> . Year 3 of 5.	The PAC Talent Search project will provide participants with academic tutoring and advisement information on financial aid programs, assistance in completing financial aid application, financial literacy and support for applying for college enrollment.	10/1/2023	\$0	\$23,078	\$288,470	500	3.00
6	213109	Palo Alto College	U.S. Department of Education, <u>Project Title: "Palo Alto College Upward Bound Math Science Project"</u> . Year 2 of 5.	Palo Alto College (PAC) 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, assistance in completing financial aid applications; financial literacy and support for applying for college enrollment.	9/1/2023	\$0	\$21,584	\$309,505	60	2.00
7	213110	Palo Alto College	U.S. Department of Education, <u>Project Title: "Palo Alto College Upward Bound"</u> . Year 2 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 applications, financial literacy and support for college enrollment.	9/1/2023	\$0	\$38,320	\$380,719	77	2.00
	<b>7</b>		<b>Total PAC-YTD Multi-Year Grants</b>			<b>\$0</b>	<b>\$122,045</b>	<b>\$2,010,291</b>	<b>1,777</b>	<b>17.00</b>
1	214055	Northwest Vista College	U.S. Department of Education, <u>Project Title: "Portal Learning to Undergraduate Success in Science, Technology, Engineering &amp; Math Project (PLUS+STEM Project)"</u> . Year 3 of 5.	The PLUS+STEM Project aims to narrow the STEM achievement gap among NVC's Hispanics, low-income and other disadvantages student groups, through the implementation of enhanced research based activities and services and equitable academic and support services that will empower underrepresented students with the skills and knowledge to succeed in STEM.	9/17/2021	\$0	\$72,087	\$999,896	190	1.30

**ALAMO COLLEGES DISTRICT**  
**FY 2024 Monthly & YTD Grant Award Funding Activity Report with Award Description**  
September 1, 2023 -November 30, 2023

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	214056	Northwest Vista College	National Science Foundation thru St. Mary's University, <u>Project Title: "FUERTE Project: Fostering Undergraduate Education, Retention &amp; Transfer Environments"</u> . Year 3 of 5.	The NSF FUERTE Project, a partnership between Northwest Vista College (NVC) and St. Mary's University aims to build a collaborative culturally responsive transfer pathways in undergraduate education at Hispanic-Servicing Institutions to increase retention and graduation rates of Latinx students pursuing degrees in STEM. Aligning courses and curriculum between the institutions; providing professional development for faculty and staff and providing a holistic supporting system that will adapt best evidence-based support practices to Latinx students.	8/2/2021	\$0	\$12,165	\$41,125	50	0.30
3	214059	Northwest Vista College	Texas Higher Education Coordinating Board (THECB), <u>Project Title: "2023 College Readiness and Success Models"</u> . Year 1 of 4.	Key action items for the NVC CRSM-2023 grant project are: 1. Implement an intrusive Advising Model for FTIC students in corequisite English and Math courses. 2. Implement culturally-responsive curriculum and supports for English language. 3. Increase support for new full-time and part-time faculty teaching corequisite courses through sustained professional development.	8/8/2023	\$0	\$0	\$50,000	300	1.00
3			<b>Total NVC-YTD Multi-Year Grants</b>			<b>\$0</b>	<b>\$84,252</b>	<b>\$1,091,021</b>	<b>540</b>	<b>2.60</b>
1	215020	Northeast Lakeview College	Texas Higher Education Coordinating Board (THECB), <u>Project Title: "2023 College Readiness and Success Models"</u> . Year 1 of 4.	The College Readiness and Success Models (CRSM-2023) grant supports the creation of an NLC developmental educational advisory committee to oversee the implementation of a multiple measures assessment placement protocol for high school compete students and associated faculty training. CRSM-2023 also provides direct student support in the expansion of the College's calculator loan program embedded tutorial, and academic boot camp initiatives.	7/28/2023	\$0	\$0	\$99,756	150	0.00
1			<b>Total NLC-MTD Multi Year Grants</b>			<b>\$0</b>	<b>\$0</b>	<b>\$99,756</b>	<b>150</b>	<b>-</b>
20			<b>Total YTD Multi-Year Grants</b>			<b>\$257,048</b>	<b>\$363,942</b>	<b>\$15,831,771</b>	<b>32,241</b>	<b>70.10</b>
22			<b>GRAND TOTAL-YTD SINGLE AND MULTI-YEAR GRANTS</b>			<b>\$755,433</b>	<b>\$388,712</b>	<b>\$18,889,851</b>	<b>36,266</b>	<b>79.10</b>

**ALAMO COLLEGES DISTRICT**  
**FY 2024 Monthly (MTD) Restricted Contract Activity Report**  
 November 01, 2023-November 30, 2023

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>						
			<b>Total Dist.-MTD Restricted Grants</b>			\$0	\$0	\$0	0	0.00
	0			<b>GRAND TOTAL-MTD RESTRICTED CONTRACTS</b>		\$0	\$0	\$0	-	0.00

**ALAMO COLLEGES DISTRICT**  
**FY 2024 YTD Restricted Contract (Non-Grant) Summary Report**  
September 1, 2023 - November 30, 2023,

No.	Contract Recipient	No. of Contracts Executed for the Year	YTD Total Amount of Contracts	No. Students to be Served
1	District Restricted Contracts	2	\$107,250	52
2	San Antonio College	1	59,154	40
3	St. Philip's College			
4	Palo Alto College	1	350,000	1,030
5	Northwest Vista College			
6	Northeast Lakeview College			
	<b>Total</b>	<b>4</b>	<b>\$516,404</b>	<b>1,122</b>

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

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

## Discussion and Possible Action on Approval of Construction Reports

Presented to the Board acting as Committee of the Whole on January 16, 2024, and now presented to the Board for approval on January 23, 2024.

### MINUTE ORDER

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

### PURPOSE

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

### BACKGROUND

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

### IMPLICATIONS

**Financial:** N/A

**Strategic Plan:** Strategic Objective III Performance Excellence

**Human Resources:** N/A

**ATTACHMENTS:** Construction Reports

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Lisa Mazure, MSA, CPA  
Associate Vice Chancellor for  
Finance and Fiscal Services

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Dr. Thomas Cleary  
Interim Vice Chancellor of Finance and  
Administration

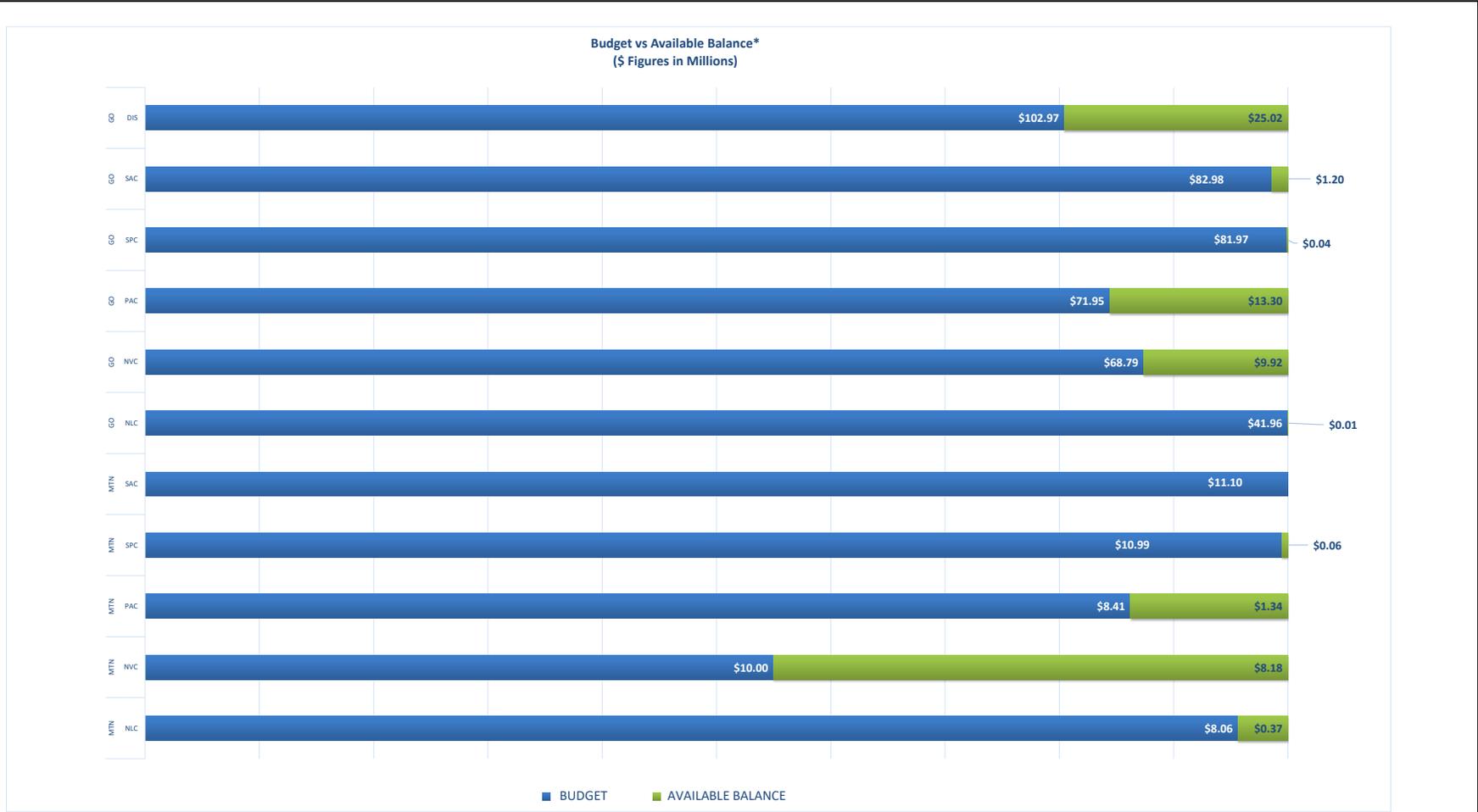
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Dr. Mike Flores, Chancellor



ALAMO  
COLLEGES  
DISTRICT

## Alamo Colleges District Capital Improvement Program - Chart Summary As of November 30, 2023



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



**ALAMO COLLEGES DISTRICT**  
**2017 - CAPITAL IMPROVEMENT PROGRAM SUMMARY**  
**As of November 30, 2023**

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

BY LOCATION	BUDGET	CURRENT YEAR TOTAL	PRIOR YEARS' TOTAL	TOTAL TO DATE ALL YEARS	COMMITMENTS	AVAILABLE BALANCE						
DISTRICT & DISTRICT WIDE - 2017 G.O. BOND	\$	102,967,546	\$	2,780	\$	73,694,438	\$	73,927,736	\$	4,017,262	\$	25,022,548
SAN ANTONIO COLLEGE - 2017 G.O. BOND	\$	82,982,629	\$	36,152	\$	81,223,125	\$	81,314,513	\$	466,208	\$	1,201,908
ST. PHILIP'S COLLEGE & SWC - 2017 G.O. BOND	\$	81,970,072	\$	35,631	\$	81,846,040	\$	81,881,671	\$	45,712	\$	42,689
PALO ALTO COLLEGE - 2017 G.O. BOND	\$	71,951,160	\$	560,208	\$	56,912,658	\$	57,515,044	\$	1,139,621	\$	13,296,495
NORTHWEST VISTA COLLEGE - 2017 G.O. BOND	\$	68,790,182	\$	(6,000)	\$	57,909,060	\$	57,905,143	\$	960,591	\$	9,924,447
NORTHEAST LAKEVIEW COLLEGE - 2017 G.O. BOND	\$	41,958,546	\$	17,446	\$	41,495,850	\$	41,540,061	\$	404,892	\$	13,593
<b>General Obligation Bond Totals</b>	<b>\$</b>	<b>450,620,135</b>	<b>\$</b>	<b>646,216</b>	<b>\$</b>	<b>393,081,171</b>	<b>\$</b>	<b>394,084,169</b>	<b>\$</b>	<b>7,034,286</b>	<b>\$</b>	<b>49,501,680</b>
SAN ANTONIO COLLEGE - 2020 MTN BOND	\$	11,100,000	\$	-	\$	11,100,000	\$	11,100,000	\$	-	\$	-
ST. PHILIP'S COLLEGE & SWC - 2020 MTN BOND	\$	10,991,512	\$	-	\$	10,928,844	\$	10,918,462	\$	14,923	\$	58,127
PALO ALTO COLLEGE - 2020 MTN BOND	\$	8,406,930	\$	(36,333)	\$	5,869,933	\$	5,833,600	\$	1,231,160	\$	1,342,170
NORTHWEST VISTA COLLEGE - 2020 MTN BOND	\$	10,000,000	\$	-	\$	1,818,853	\$	1,818,853	\$	-	\$	8,181,147
NORTHEAST LAKEVIEW COLLEGE - 2020 MTN BOND	\$	8,062,595	\$	18,035	\$	7,599,373	\$	7,617,408	\$	78,369	\$	366,818
<b>MTN Bond Totals</b>	<b>\$</b>	<b>48,561,037</b>	<b>\$</b>	<b>(18,298)</b>	<b>\$</b>	<b>37,317,003</b>	<b>\$</b>	<b>37,288,323</b>	<b>\$</b>	<b>1,324,451</b>	<b>\$</b>	<b>9,948,262</b>
UNALLOCATED INTEREST INCOME	\$	818,828	\$	-	\$	-	\$	-	\$	-	\$	818,828
<b>TOTAL FOR ALL 2017 CIP BONDS</b>	<b>\$</b>	<b>499,181,172</b>	<b>\$</b>	<b>627,918</b>	<b>\$</b>	<b>430,398,174</b>	<b>\$</b>	<b>431,372,492</b>	<b>\$</b>	<b>8,358,738</b>	<b>\$</b>	<b>59,449,942</b>

**ALAMO COLLEGES DISTRICT**  
**2017 - CAPITAL IMPROVEMENT PROGRAM EXPENDITURES BY PROJECT**  
**As of November 30, 2023**

<b>General Obligation Bonds</b>							
<b>PROJECT TITLE</b>	<b>Adjusted Budget</b>	<b>Current Month Expenses</b>	<b>Current Yr Expenses</b>	<b>Prior Yrs Expenses</b>	<b>Total to Date All Yrs Expenses</b>	<b>Commitments</b>	<b>Available Balance</b>
DIS-WETC GO17 - T1	23,990,154	(562,980)	(22,963)	23,689,715	23,698,621	304,666	(13,132)
DIS-SETC GO17 - T1	22,977,392	(606,603)	75,542	19,715,795	19,798,491	669,395	2,509,505
DIS-N. 281 Property purch - GO17 - T1	5,000,000	-	-	5,000,000	5,000,000	-	-
DIS I-10 NW Ed and Train Ctr. - GO17 - T2	23,000,000	(54,244)	(54,244)	2,624,636	2,761,886	766,272	19,471,843
SWC- Redund Police Dpatch @ SWC - GO17 - T1	2,955,408	-	-	2,955,408	2,955,408	-	-
DIS MOKA Prog. MGT. - GO17	44,592	5,580	-	7,254	7,254	37,338	-
<b>TOTAL FOR DISTRICT</b>	<b>\$ 77,967,546</b>	<b>\$ (1,218,248)</b>	<b>\$ (1,665)</b>	<b>\$ 53,992,807</b>	<b>\$ 54,221,660</b>	<b>\$ 1,777,671</b>	<b>\$ 21,968,215</b>
DIS Instructional Tech GO17 - T1	1,500,000	-	-	1,077,961	1,077,961	-	422,039
DIS Infrastructural & ACOL GO17 T1	11,600,000	(2,376)	4,445	9,263,441	9,267,886	1,860,029	472,086
DIS Comm. & Collaboration Tools GO17 T1	4,100,000	-	-	3,997,214	3,997,214	-	102,786
Reporting and Analysis - T3	1,700,000	-	-	199,500	199,500	370,500	1,130,000
DIS Mobile Tech & Security GO17 - T3	6,100,000	-	-	5,163,515	5,163,515	9,062	927,422
<b>TOTAL FOR DISTRICT WIDE INFO. TECH.</b>	<b>\$ 25,000,000</b>	<b>\$ (2,376)</b>	<b>\$ 4,445</b>	<b>\$ 19,701,631</b>	<b>\$ 19,706,076</b>	<b>\$ 2,239,591</b>	<b>\$ 3,054,333</b>
<b>TOTAL FOR DISTRICT / DISTRICT WIDE</b>	<b>\$ 102,967,546</b>	<b>\$ (1,220,624)</b>	<b>\$ 2,780</b>	<b>\$ 73,694,438</b>	<b>\$ 73,927,736</b>	<b>\$ 4,017,262</b>	<b>\$ 25,022,548</b>
SAC-Parking Garage GO17 - T1	18,669,465	-	-	18,554,111	18,554,111	84,198	31,155
SAC-Childcare Bldg GO17 - T1	16,235,684	709,237	-	15,932,177	15,932,177	8,513	294,994
SAC Law Enforce/ 1st Responder - GO17 - T2	19,992,872	(35,756)	38,774	19,624,273	19,718,283	188,896	85,694
SAC Fletcher St Success Ren w/ Main Entry - GO17 - T2	9,798,431	(15,232)	(2,622)	9,691,698	9,689,076	55,275	54,080
SAC Physical Plant - GO17 - T3	2,477,282	-	-	2,471,654	2,471,654	5,627	1
SAC Chance Academic Ren - GO17 - T3	147,399	-	-	3,604	3,604	110,341	33,454
SAC MFA Ren - GO17 - T3	47,808	-	-	47,808	47,808	-	-
SAC NEW SCIENCE BLDG - GO17	15,613,689	(770,652)	-	14,897,801	14,897,801	13,358	702,530
<b>TOTAL FOR SAC</b>	<b>\$ 82,982,629</b>	<b>\$ (112,403)</b>	<b>\$ 36,152</b>	<b>\$ 81,223,125</b>	<b>\$ 81,314,513</b>	<b>\$ 466,208</b>	<b>\$ 1,201,908</b>
SPC Culinary Arts Center Exc GO17 -T1	29,999,974	-	-	29,997,330	29,997,330	2,231	413
SPC Norris Tech Renovation GO17 - T2	14,882,376	-	-	14,851,838	14,851,838	11,363	19,174
SPC Bowden Renovation GO17 - T3	13,734,575	-	-	13,690,446	13,690,446	27,494	16,635
<b>TOTAL FOR SPC</b>	<b>\$ 58,616,924</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,539,614</b>	<b>\$ 58,539,614</b>	<b>\$ 41,089</b>	<b>\$ 36,223</b>
SPC Welding and Auto Body Fac -GO17 -T2	23,353,148	29,332	35,631	23,306,427	23,342,058	4,623	6,467
<b>TOTAL FOR SWC</b>	<b>\$ 23,353,148</b>	<b>\$ 29,332</b>	<b>\$ 35,631</b>	<b>\$ 23,306,427</b>	<b>\$ 23,342,058</b>	<b>\$ 4,623</b>	<b>\$ 6,467</b>
<b>TOTAL FOR SPC / SWC</b>	<b>\$ 81,970,072</b>	<b>\$ 29,332</b>	<b>\$ 35,631</b>	<b>\$ 81,846,040</b>	<b>\$ 81,881,671</b>	<b>\$ 45,712</b>	<b>\$ 42,690</b>

**ALAMO COLLEGES DISTRICT**  
**2017 - CAPITAL IMPROVEMENT PROGRAM EXPENDITURES BY PROJECT**  
**As of November 30, 2023**

<b>General Obligation Bonds</b>							
<b>PROJECT TITLE</b>	<b>Adjusted Budget</b>	<b>Current Month Expenses</b>	<b>Current Yr Expenses</b>	<b>Prior Yrs Expenses</b>	<b>Total to Date All Yrs Expenses</b>	<b>Commitments</b>	<b>Available Balance</b>
PAC Manufacturing Bldg GO17 - T1	56,818,247	(776,063)	547,649	46,752,183	47,342,011	786,252	8,689,984
PAC Real Estate Purchase (under district funding) GO17 - T1	6,000,000	-	-	5,118,242	5,118,242	-	881,758
PAC Student Engagement & Welcome Ctr GO17 - T2	117,663	(4,780)	-	-	-	72,280	45,384
PAC Natatorium and Gym Ren GO17 - T2	4,721,641	31,776	34,526	1,442,500	1,477,026	272,049	2,972,566
PAC Physical Plant GO17 - T3	4,293,609	(34,515)	(21,968)	3,599,733	3,577,765	9,040	706,804
<b>TOTAL FOR PAC</b>	<b>\$ 71,951,160</b>	<b>\$ (783,580)</b>	<b>\$ 560,208</b>	<b>\$ 56,912,658</b>	<b>\$ 57,515,044</b>	<b>\$ 1,139,621</b>	<b>\$ 13,296,495</b>
NVC Parking Garage GO17 - T1	9,756,145	-	-	9,472,467	9,472,467	229,392	54,286
NVC Welcome Ctr. GO17 - T1	17,873,204	-	-	15,698,925	15,698,925	59,277	2,115,001
NVC Cultural Prog Ctr Excellen GO17 - T2	4,671,863	-	-	1,610,570	1,610,570	135,688	2,925,605
NVC STEM GO17 - T3	33,690,182	501,284	(6,000)	28,408,668	28,404,751	455,876	4,829,555
NVC Physical Plant GO17 - T3	2,798,788	-	-	2,718,430	2,718,430	80,358	(0)
<b>TOTAL FOR NVC</b>	<b>\$ 68,790,182</b>	<b>\$ 501,284</b>	<b>\$ (6,000)</b>	<b>\$ 57,909,060</b>	<b>\$ 57,905,143</b>	<b>\$ 960,591</b>	<b>\$ 9,924,447</b>
NLC Tech Ctr Excellence/Science Building GO17 - T2	41,958,546	(22,577)	17,446	41,495,850	41,540,061	404,892	13,593
<b>TOTAL FOR NLC</b>	<b>\$ 41,958,546</b>	<b>\$ (22,577)</b>	<b>\$ 17,446</b>	<b>\$ 41,495,850</b>	<b>\$ 41,540,061</b>	<b>\$ 404,892</b>	<b>\$ 13,593</b>
<b>TOTAL 2017 G.O. BONDS</b>	<b>\$ 450,620,135</b>	<b>\$ (1,608,568)</b>	<b>\$ 646,216</b>	<b>\$ 393,081,171</b>	<b>\$ 394,084,169</b>	<b>\$ 7,034,286</b>	<b>\$ 49,501,681</b>

**ALAMO COLLEGES DISTRICT**  
**2017 - CAPITAL IMPROVEMENT PROGRAM EXPENDITURES BY PROJECT**  
**As of November 30, 2023**

<b>Maintenance Tax Notes</b>							
<b>PROJECT TITLE</b>	<b>Adjusted Budget</b>	<b>Current Month Expenses</b>	<b>Current Yr Expenses</b>	<b>Prior Yrs Expenses</b>	<b>Total to Date All Yrs Expenses</b>	<b>Commitments</b>	<b>Available Balance</b>
SAC FLETCH ST SCSS MTN20	11,100,000	-	-	11,100,000	11,100,000	-	-
<b>TOTAL FOR SAC</b>	<b>11,100,000</b>	<b>-</b>	<b>-</b>	<b>11,100,000</b>	<b>11,100,000</b>	<b>-</b>	<b>-</b>
SPC THCA Culinary-MTN20	2,173,235	-	-	2,126,296	2,126,296	9,210	37,729
SPC NORRIS TECH MTN20	8,453,992	-	-	8,448,279	8,448,279	5,713	0
SPC UNALLOCATED MTN20	10,000	-	-	-	-	-	10,000
<b>TOTAL FOR SPC / SWC</b>	<b>10,991,512</b>	<b>-</b>	<b>-</b>	<b>10,928,844</b>	<b>10,918,462</b>	<b>14,923</b>	<b>58,127</b>
PAC NATA & GYM IMP - MTN20	8,406,930	(36,333)	(36,333)	5,869,933	5,833,600	1,231,160	1,342,170
<b>TOTAL FOR PAC</b>	<b>8,406,930</b>	<b>(36,333)</b>	<b>(36,333)</b>	<b>5,869,933</b>	<b>5,833,600</b>	<b>1,231,160</b>	<b>1,342,170</b>
NVC CUL PRGMS CYP REN - MTN20	8,181,147	-	-	-	-	-	8,181,147
NVC WELCOME CTR - MTN20	1,818,853	-	-	1,818,853	1,818,853	-	0
<b>TOTAL FOR NVC</b>	<b>10,000,000</b>	<b>-</b>	<b>-</b>	<b>1,818,853</b>	<b>1,818,853</b>	<b>-</b>	<b>8,181,147</b>
NLC SCI/TECH CTR of EXEL - MTN20	5,643,897	(11,574)	18,035	5,344,507	5,362,542	72,467	208,888
NLC UNALLOCATED - MTN20	458	-	-	-	-	-	458
NLC ACA BLDG I ELEV - MTN20	1,274,314	-	-	1,260,941	1,260,941	5,902	7,472
NLC NLIB Elev & L Ren - MTN20	143,926	-	-	143,926	143,926	-	0
NLC STU COM MOIST BAR - MTN20	1,000,000	-	-	850,000	850,000	-	150,000
<b>TOTAL FOR NLC</b>	<b>8,062,595</b>	<b>(11,574)</b>	<b>18,035</b>	<b>7,599,373</b>	<b>7,617,408</b>	<b>78,369</b>	<b>366,818</b>
<b>TOTAL 2020 MTN BONDS</b>	<b>\$ 48,561,037</b>	<b>\$ (47,907)</b>	<b>\$ (18,298)</b>	<b>\$ 37,317,003</b>	<b>\$ 37,288,323</b>	<b>\$ 1,324,451</b>	<b>\$ 9,948,262</b>
<b>TOTAL 2017 CIP G.O. &amp; MTN BONDS</b>	<b>\$ 499,181,172</b>	<b>\$ (1,656,475)</b>	<b>\$ 627,918</b>	<b>\$ 430,398,174</b>	<b>\$ 431,372,492</b>	<b>\$ 8,358,738</b>	<b>\$ 59,449,943</b>



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

### CIP Bond Construction *Projected* Upcoming CIP Project – for Board Approval

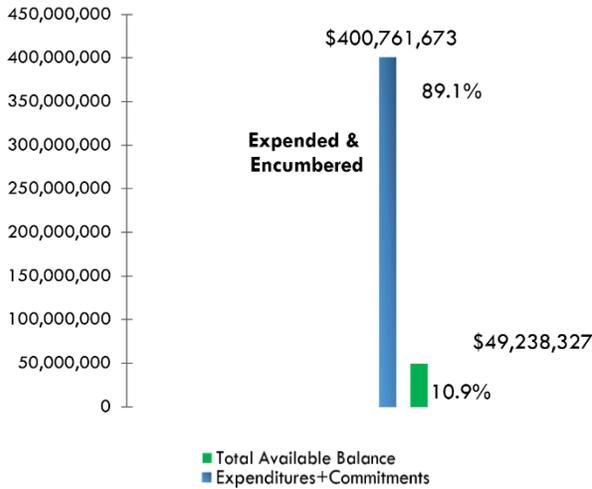
Estimated Upcoming GMP Board Pending Approval	Jan	Feb	Mar	Apr
NVC Cypress Cultural Center of Excellence Renovation (Vaughn/ Overland)		X		
PAC Natatorium/Gym Renovation (TBD / RVK)			X	
Northwest Education and Training Center (NWETC) (Byrne / Overland)			X	
<b>TOTAL</b>	-	1	2	

### CIP Bond Construction Projects by The Numbers

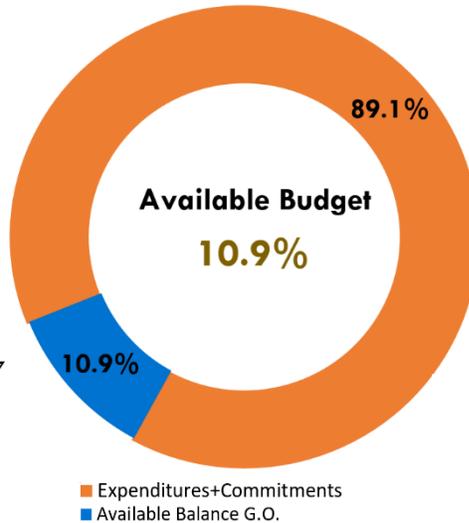
Project Status	SPC	SAC	NVC	PAC	NLC	ETCs	Total
Projects Completed	5	6	4	2	1	2	20
Projects in Construction							-
Projects with Approved GMP							-
Projects with Upcoming GMP Approval			1	1		1	3
Projects in Various Design Phases		1					1
<b>TOTAL</b>							<b>24</b>

### CIP Bond Budget – As of January 2024

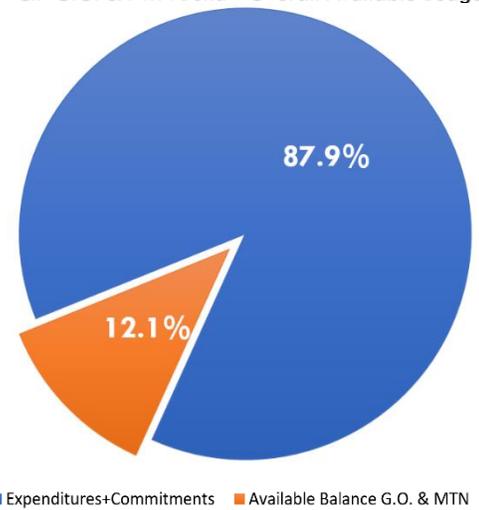
CIP - Available v. Expended (encumbered), G.O.



CIP General Obligation Bond - Available Budget



CIP G.O. & MTN Bond - Overall Available Budget



Issued - By Tranche		%	CIP General Obligation Bond - Available Budget	%	Overall CIP GO & MTN - Available Budget	%		
1st Tranche (GO17)	\$ 173,000,000	38.4%						
2nd Tranche (GO21)	\$ 225,000,000	50.0%						
3rd Tranche (GO22)	\$ 52,000,000	11.6%	CIP GO Budget	\$ 450,000,000	100.0%	CIP GO+MTN Budget	\$ 500,000,000	100.0%
Total GO Bonds	\$ 450,000,000	100.0%						
Expenditures+Commitments	\$ 400,761,673	89.1%	Expenditures+Commitments	400,761,673	89.1%	Expenditures+Commitments	439,384,829	87.9%
Total Available Balance	\$ 49,238,327	10.9%	Available Balance G.O.	\$ 49,238,328	10.9%	Available Balance G.O. & MTN	\$ 60,615,170	12.1%

Total General Obligation & MTN funding	Total expenditures on all CIP projects to date	Remaining balance of funding
<b>\$500,000,000</b>	<b>\$431,026,093</b>	<b>\$59,796,342</b>

*\*Preliminary Bond Budget Numbers as of November 30, 2023, subject to change and unaudited*

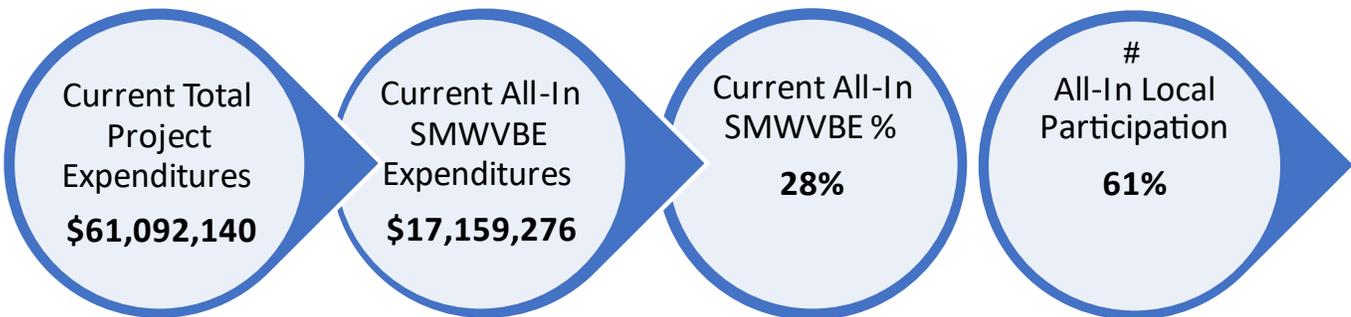
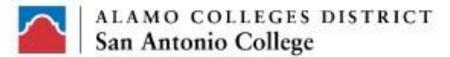


Next CBOC Meeting

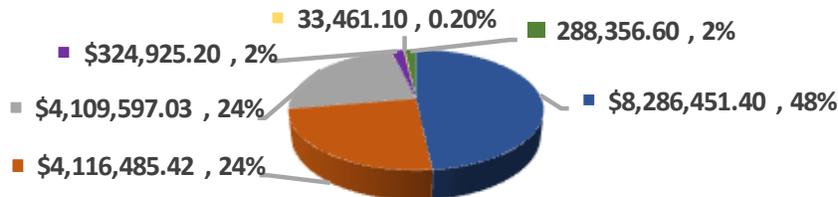
- The CBOC committee met on April 11, 2022, in person at DSO. The committee plans to convene in the spring.

CIP Bond SMWVBE Reporting (as reported in December 2023)

# San Antonio College



SAC All-In SMWVBE Breakdown

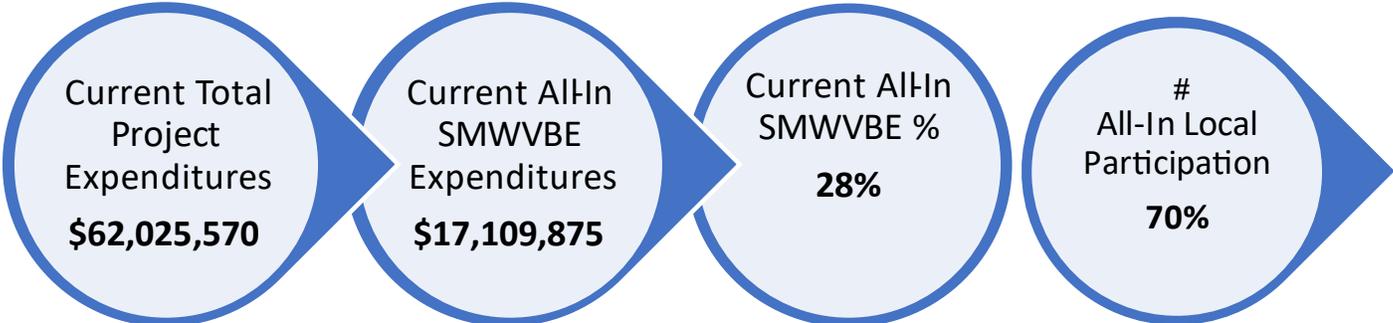


- Hispanic American Business Enterprise
- Asian American Business Enterprise
- Small Business Enterprise
- Native American Business Enterprise
- Woman Owned Business Enterprise
- African American Business Enterprise

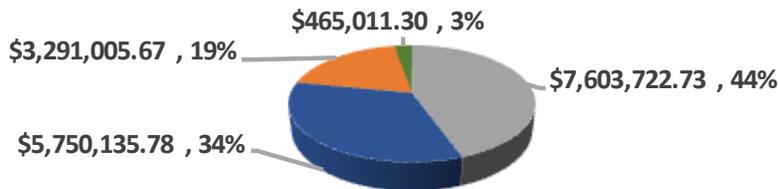




# Northwest Vista College



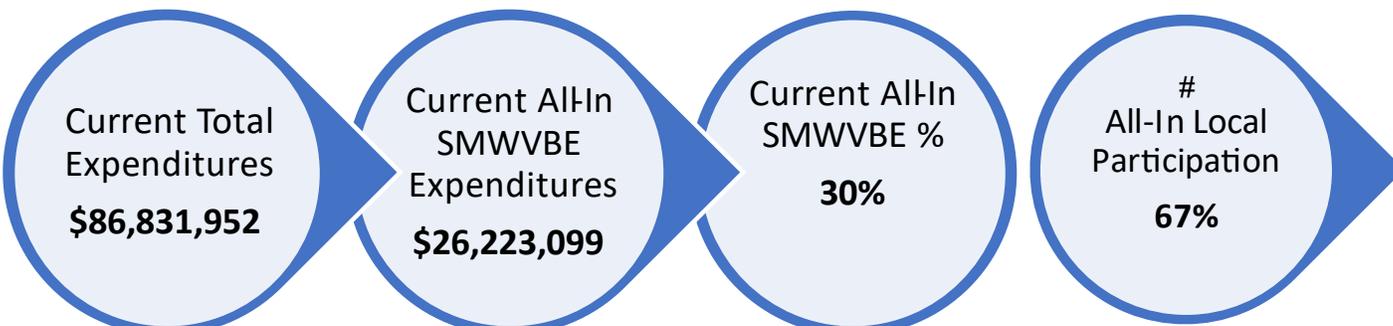
NVC All-In SMWVBE Breakdown



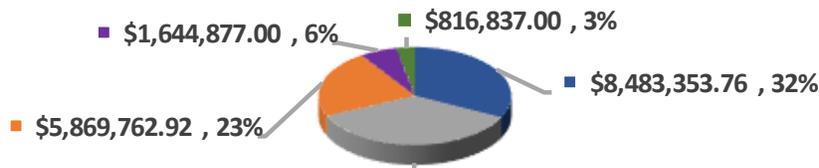
■ Woman Owned Business Enterprise    
 ■ Hispanic American Business Enterprise    
 ■ Small Business Enterprise    
 ■ African American Business Enterprise



# St. Philip's College



SPC All-In SMWVBE Breakdown

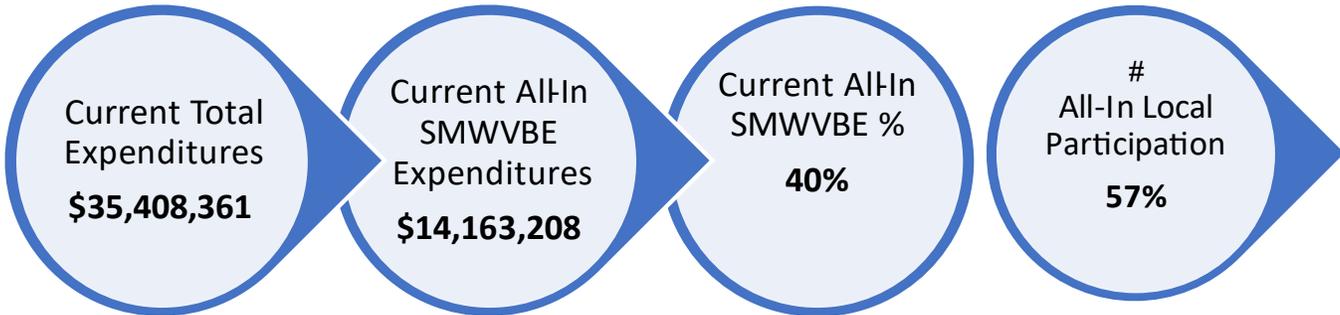


■ Hispanic American Business Enterprise    
 ■ Woman Owned Business Enterprise    
 ■ Small Business Enterprise    
 ■ Asian American Business Enterprise    
 ■ African American Business Enterprise

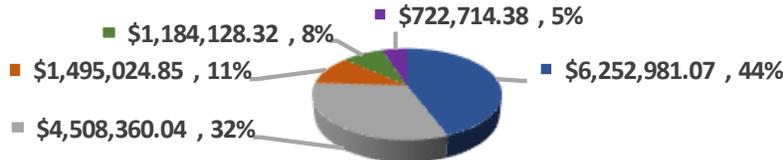




# Northeast Lakeview College



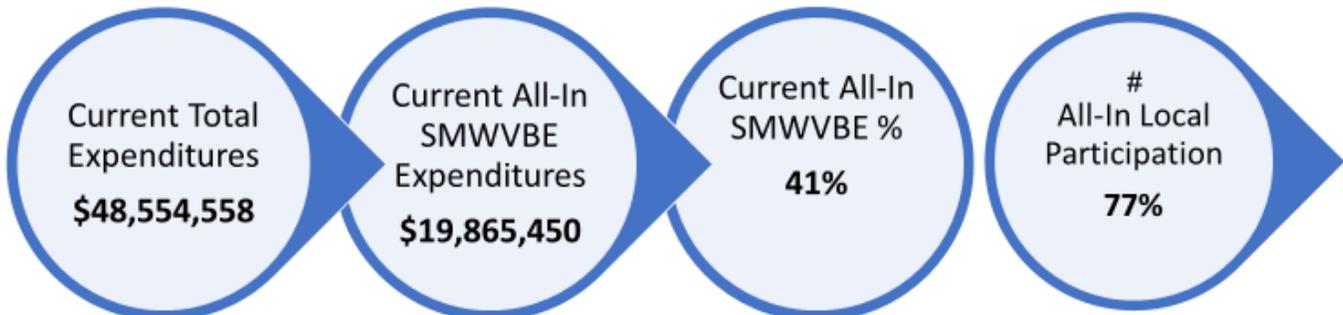
NLC All-In SMWVBE Breakdown



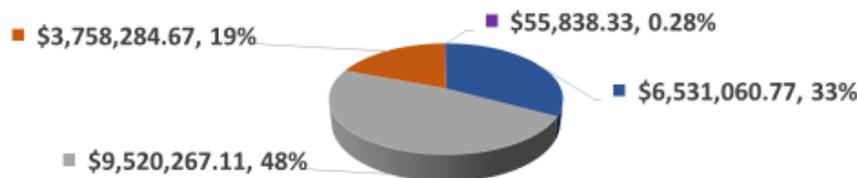
- Hispanic American Business Enterprise
- African American Business Enterprise
- Woman Owned Business Enterprise
- Asian American Business Enterprise
- Small Business Enterprise



# Palo Alto College



PAC All-In SMWVBE Breakdown

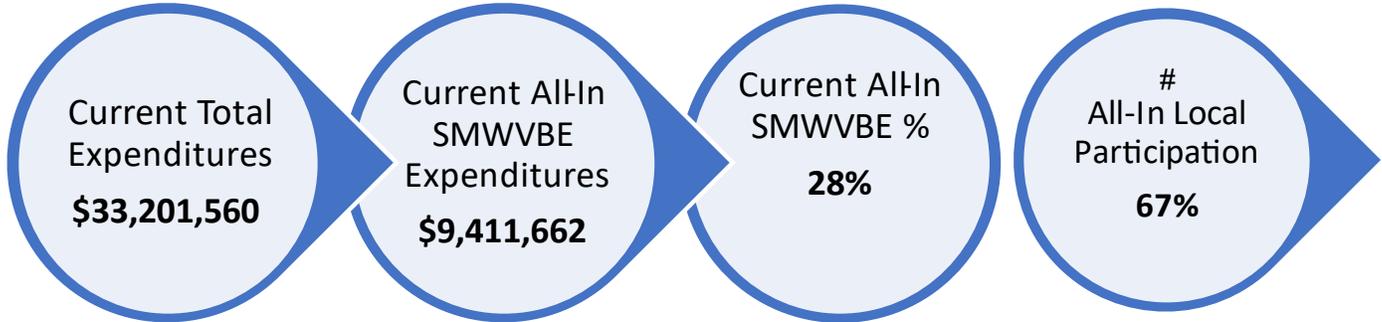


- Hispanic American Business Enterprise
- Woman Owned Business Enterprise
- Small Business Enterprise
- Asian American Business Enterprise

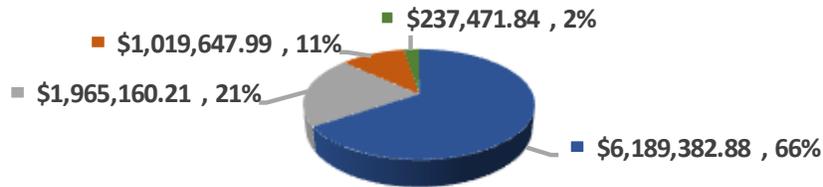




# Education and Training Centers



ETC All-In SMWVBE Breakdown



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





**Alamo Colleges District  
Maintenance Tax Notes (MTN) 2022 Program  
Executive Summary**

**BACKGROUND**

In September 2022, the Board approved the Project List for the \$270 million dollar 2022 Maintenance Tax Notes. In April 2023, the Board approved a pool of qualified Construction Managers at Risk (CMARs): Thos. S. Byrne Inc, Flintco LLC, Gilbane Building Company, Guido Construction Company, Marksmen General Contractors LLC, Noble Texas Builders LLC, Satterfield & Pontikes Construction Inc, Structure Tone Southwest, Turner Construction Company, and J.T. Vaughn Construction LLC; and delegated to Administration the authority (i) to solicit a series of specific project proposals (including pricing) from among projects approved by the Board from sub-groups of the selected CMARs; and (ii) to contract with the best-ranked such proposers.

**Overall MTN 2022 Projects by the Numbers - As of January 2024**

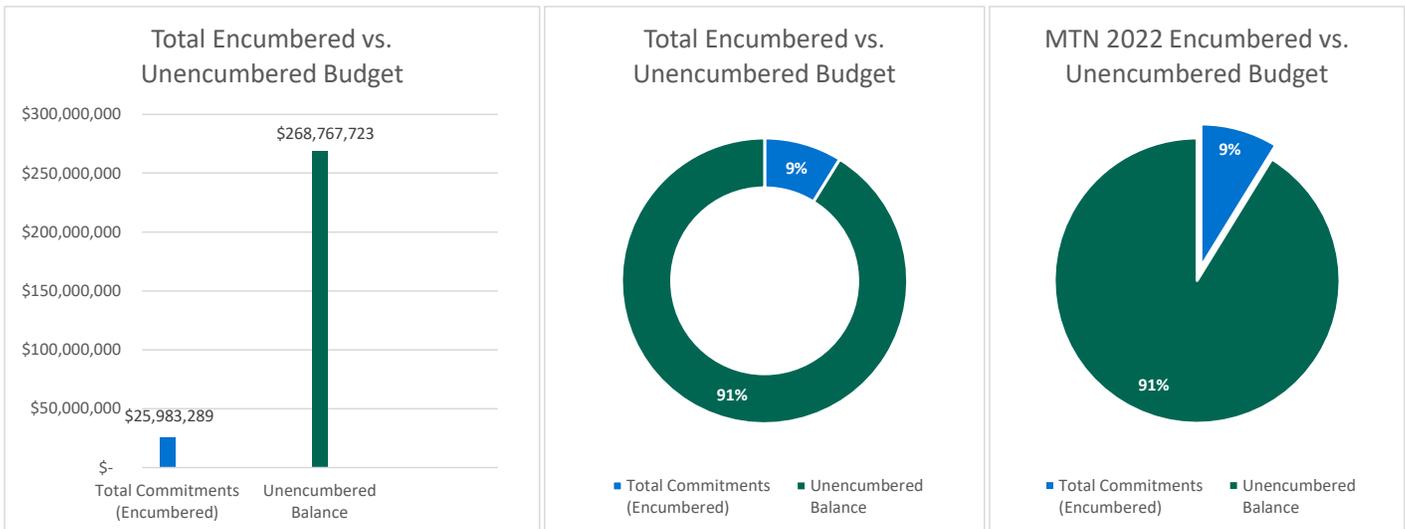
Project Status		NLC	NVC	PAC	SAC	SPC	ETCs	Total
Design	Projects not yet in Design	-	-	1	3	-	-	4
	Projects in Various Design Phases	3	2	4	11	8	2	30
	Projects with Completed Design (or N/A)	1	3	4	2	9	-	19
Construction Procurement	Projects not yet Procured for Construction	-	-	5	4	1	1	11
	Projects in Various Stages of Procurement	3	2	2	11	7	1	26
	Projects with Construction Services Procured	1	3	2	1	9	-	16
Construction	Projects with Construction not yet started	3	2	9	13	9	2	38
	Projects with Construction Underway	-	2	-	3	6	-	11
	Completed Projects	1	1	-	-	2	-	4
<b>Total</b>								<b>53</b>

ETC = Educational & Training Center (Economic and Workforce Development)

**Overall MTN 2022 Project Schedule Milestones Completion % - As of January 2024**

Project Schedule Milestones	NLC	NVC	PAC	SAC	SPC	ETCs	Summary
Funding secured	100%	100%	81%	94%	93%	100%	92%
Professional Services Procurement	100%	100%	89%	81%	100%	100%	92%
Design	54%	84%	57%	50%	83%	22%	64%
Construction Services Procurement	34%	71%	34%	25%	67%	5%	44%
Construction	25%	28%	0%	6%	22%	0%	13%
Warranty Phase	0%	2%	0%	0%	20%	0%	4%
<b>Average of Completion % of Milestones</b>	<b>52%</b>	<b>64%</b>	<b>44%</b>	<b>42%</b>	<b>72%</b>	<b>38%</b>	

**Overall MTN 2022 Budget - As of January 2024**





Alamo Colleges District  
Maintenance Tax Notes (MTN) 2022 Program  
Executive Summary

Overall MTN 2022 Program Funding - As of January 2024

	Total Budget*	Total Commitments (Encumbered)	Unencumbered Balance
MTN22**	\$ 270,000,000	\$ 23,698,082	\$ 246,301,918
Prev. Maintenance 2021	\$ 3,141,000	\$ -	\$ 3,141,000
Prev. Maintenance 2022	\$ 6,278,072	\$ 224,000	\$ 6,054,072
Prev. Maintenance 2023	\$ 3,649,053	\$ 144,681	\$ 3,504,372
Prev. Maintenance 2024	\$ 6,682,198	\$ -	\$ 6,682,198
Facilities Institutional Budget 2021	\$ 345,369	\$ 326,588	\$ 18,781
Facilities Institutional Budget 2022	\$ 555,320	\$ 555,320	\$ -
<b>Total</b>	<b>\$ 290,651,012</b>	<b>\$ 24,948,671</b>	<b>\$ 265,702,341</b>

Preliminary Budget Numbers as of January 2024, subject to change and unaudited.

\*Some MTN 2022 Projects are inclusive of funding sources such as Preventive Maintenance and Facilities Institutional Budget in the cases when the funding applies to the same facility. These combined funding sources will allow for efficiency in design and construction phases.

\*\*MTN22 funding commitment is targeted for 85% by the third quarter of 2025.

Overall MTN 2022 Contractor Awards with estimated Construction Budget - As of January 2024

Awarded Contractor	NLC	NVC	PAC	SAC	SPC	ETCs	Summary
Flintco	\$ -	\$ -	\$ -	\$ 5,438,271	\$ -	\$ -	\$ 5,438,271
Guido	\$ -	\$ -	\$ -	\$ 14,204,683	\$ -	\$ -	\$ 14,204,683
Noble	\$ -	\$ 10,338,790	\$ 3,203,949	\$ -	\$ -	\$ -	\$ 13,542,739
Turner Construction	\$ -	\$ -	\$ -	\$ 43,571,496	\$ 89,354,894	\$ -	\$ 132,926,390
Gilbane	\$ -	\$ -	\$ -	\$ 15,086,426	\$ -	\$ 10,377,888	\$ 25,464,314
Structure Tone Southwest	\$ 1,694,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,694,581
Byrne Construction Services	\$ -	\$ -	\$ -	\$ 12,926,571	\$ -	\$ -	\$ 12,926,571
Empire Roofing	\$ 495,997	\$ 1,402,184	\$ 392,333	\$ 172,754	\$ -	\$ -	\$ 2,463,267
<b>Total</b>	<b>\$ 2,190,578</b>	<b>\$ 11,740,975</b>	<b>\$ 3,596,282</b>	<b>\$ 91,400,201</b>	<b>\$ 89,354,894</b>	<b>\$ 10,377,888</b>	<b>\$ 208,660,817</b>

In February 2023, a Request for Qualification Statements (RFQS) was advertised for Construction Management at Risk contracts. Purchasing & Contract Administration sent notices to 298 potential Offerors.

The Construction Manager at Risk firms were selected according to established procedures by the Alamo Colleges District and in accordance with Texas Government Code, Section 2269.253 as a RFQS two-step process. As part of the two-step process used, the Alamo Colleges District may not request fees or prices in step one. In step two, the Alamo Colleges District may request that five or fewer offerors, selected solely on the basis of qualifications (in step one), provide additional information, including the construction manager-at-risk's proposed fee and prices for fulfilling the general conditions.

In April 2023, the Board approved the pool of 10 construction management at risk firms and delegated the second step processes to Administration as authorized by Texas Government Code, Section 2269.053 and notice of such delegation in the published RFQS.

The list of Awarded Contractors in the table above may also include Contractors which are accessible for procurement through the Alamo Colleges District's Cooperative Purchasing Program.

ETC = Educational & Training Center (Economic and Workforce Development)

MTN 2022 Program Construction Projected Upcoming for Board Approval

Estimated Upcoming GMP Board Pending Approval*	Jan-24	Feb-24	Mar-24	Apr-24	May-24	6/1/2024 (No BoT Mtg)
MTN_NLC Package 1: Comprehensive Renovation			X			
MTN_SPC Package 1: EETC Full Facility Renovation						
MTN_SPC Package 2: Comprehensive Renovations		X				
MTN_SPC/SWC Package 3: Major System (HVAC)						
MTN_NVC Package 1: Comprehensive Renovations	X					
MTN_NVC Package 2: Major System (HVAC)			X			
MTN_PAC Package 2: Major System (HVAC)	X					
MTN_SAC Package 1: Full Facility Renovation				X		
MTN_SAC Package 2: Full Facility Renovation			X			
MTN_SAC Package 3: Full Facility Renovations			X			
MTN_SAC Package 4: Full Facility Renovation			X			
MTN_SAC Package 6: Comprehensive Renovations		X				
MTN_SAC Package 7: Major System (HVAC)			X			
MTN_SAC Package 8: Major System (HVAC)			X			207

\*Dates Subject to change.

## Discussion and Possible Action on Approval of Financial Reports

Presented to the Board acting as Committee of the Whole on January 16, 2024 and now presented to the Board for approval on January 23, 2024.

### 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 November 30, 2023.

### 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

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Lisa L. Mazure, MSA, CPA  
Associate Vice Chancellor for Finance and  
Fiscal Services

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Dr. Thomas Cleary  
Interim Vice Chancellor for Finance and  
Administration

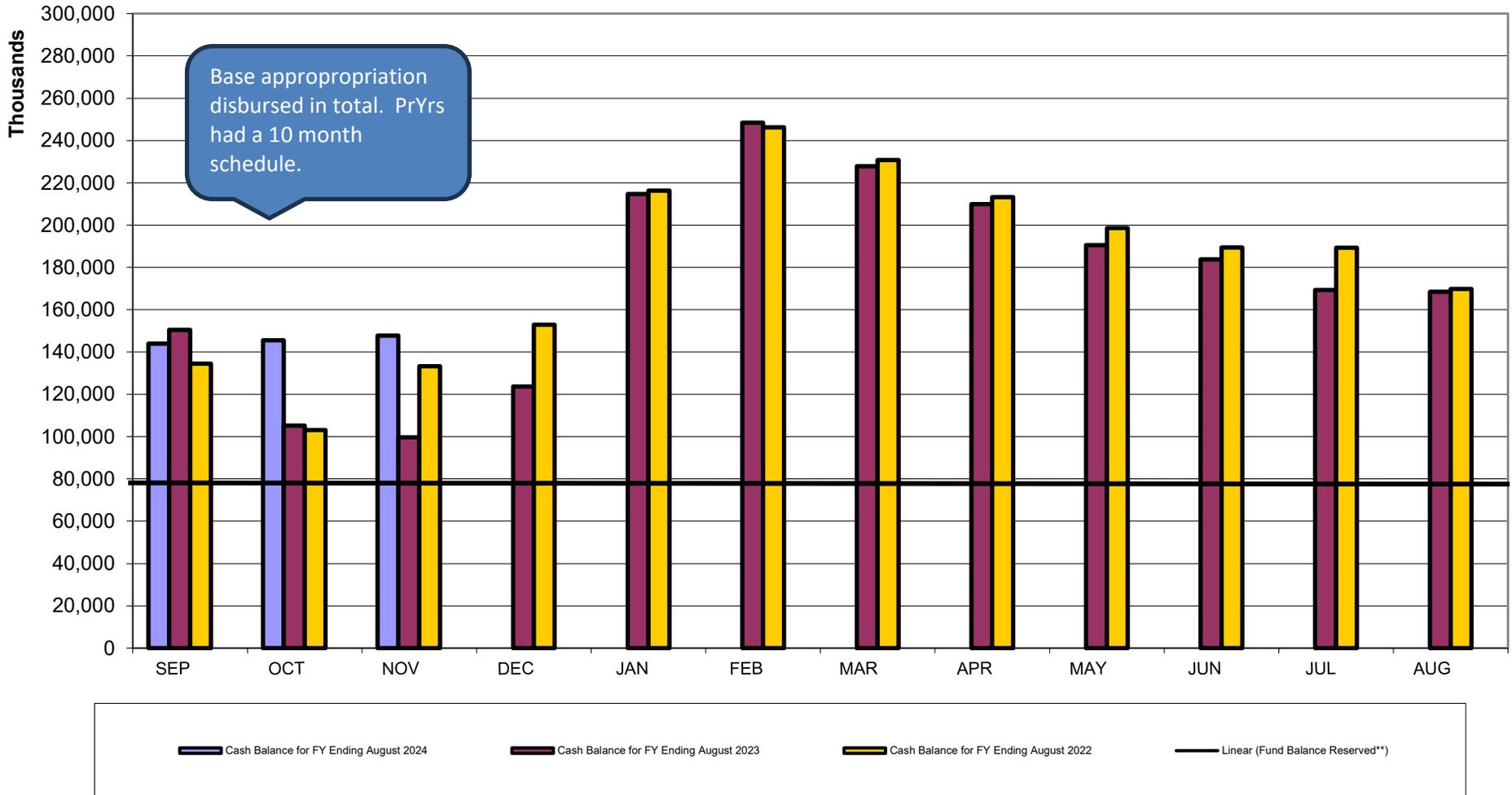
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Dr. Mike Flores, Chancellor



ALAMO  
COLLEGES  
DISTRICT

**Alamo Colleges District**  
**Current Operating Fund Cash Analysis**  
 (For Fiscal Years Ending August 2024, 2023 and 2022)  
 Through November 2023



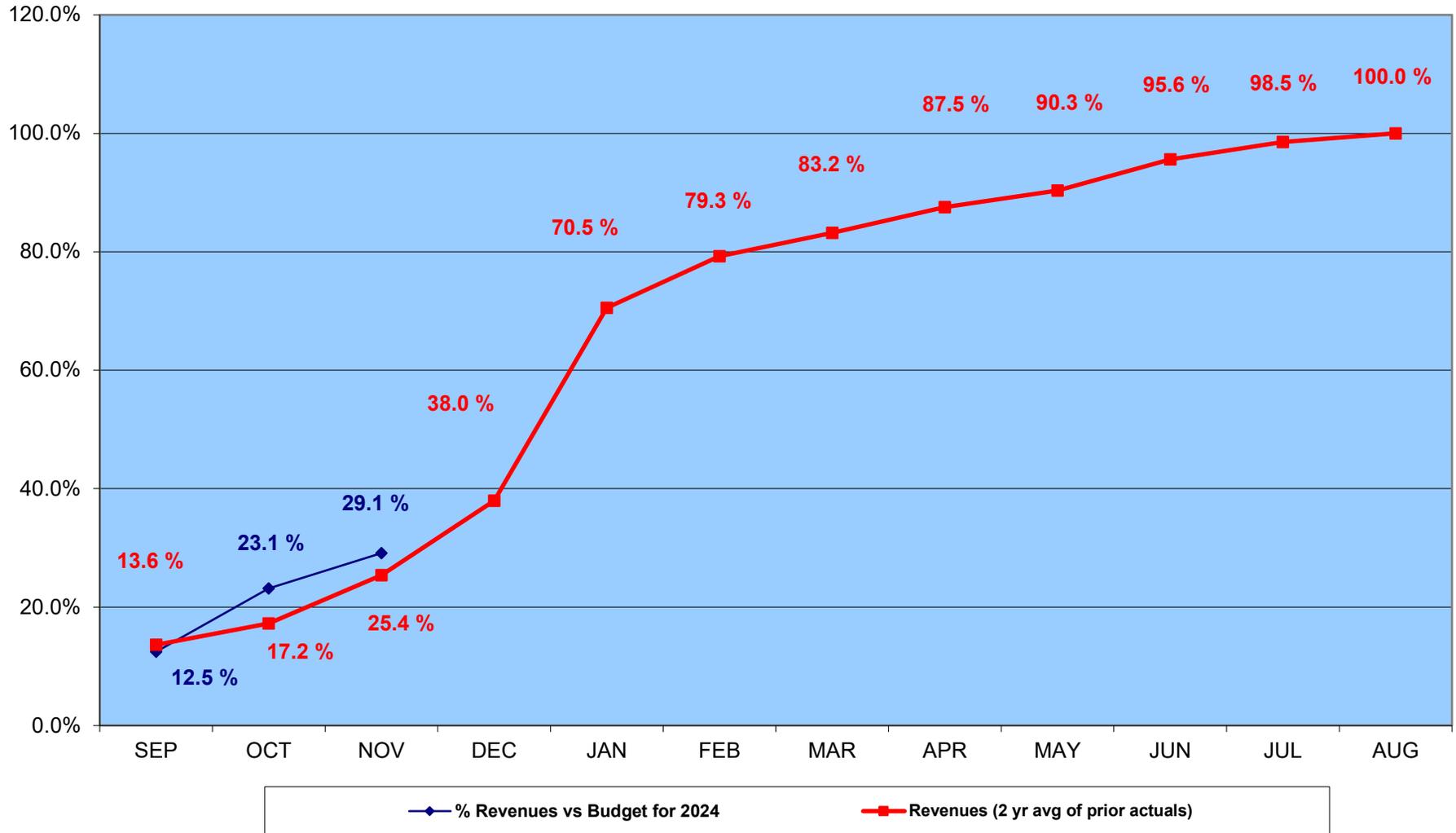
\*Includes Cash and Investments.

Chart excludes cash balances for capital construction and debt service.

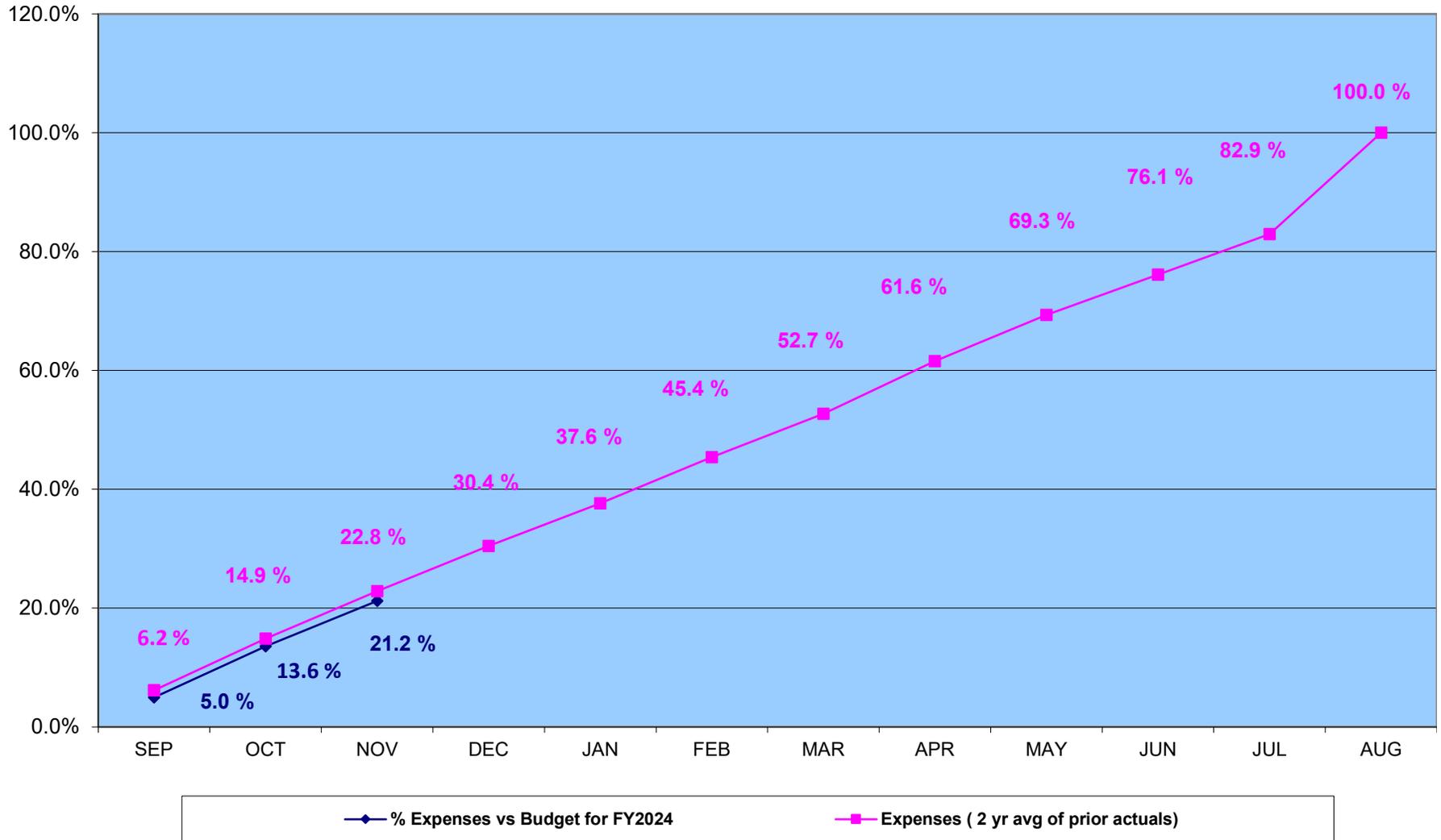
August includes Fall Tuition collections.

\*\*Fund Balance Reserved excludes encumbrances and operating commitments.

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



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



ALAMO COLLEGES DISTRICT  
**FY 2023 - 2024 ALL FUNDS ACTUALS VS BUDGET REPORT**  
**NOVEMBER 2023 YEAR-TO-DATE**

	Adjusted Budget 2023 - 2024 (A) (as of November 2023)		YTD Actual 11/30/2023		% of Budget (3rd month / 25.0 % of Year)			
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted		Restricted	
					11/30/23	11/30/22	11/30/23	11/30/22
<b>REVENUES</b>								
Instruction and General	497,121,634	40,584,608	142,826,419	9,544,443	28.7%	24.6%	23.5%	11.7%
Public Service	644,939	-	103,747	-	16.1%	9.4%		
Scholarships and Fellowships	-	86,666,367	-	15,958,387			18.4%	17.4%
Auxiliary Enterprises	3,574,852	-	1,847,851	-	51.7%	31.2%		
Student Activity Fee	2,508,798	-	1,902,980	-	75.9%	70.0%		
<b>Subtotal Current Funds</b>	<b>503,850,223</b>	<b>127,250,975</b>	<b>146,680,997</b>	<b>25,502,830</b>	<b>29.1%</b>	<b>24.9%</b>	<b>20.0%</b>	<b>14.5%</b>
Capital Outlay	-	10,322,153	-	1,072,951			10.4%	0.7%
Renewals & Replacements	-	-	-	-				
Building	-	15,894,132	-	1,092,153			6.9%	1.4%
Furniture & Equipment	-	4,596,071	-	-				
Debt Services	-	102,152,813	-	11,538,653			11.3%	12.2%
<b>Subtotal Plant Funds</b>	<b>-</b>	<b>132,965,169</b>	<b>-</b>	<b>13,703,757</b>		<b>0.0%</b>	<b>10.3%</b>	<b>3.3%</b>
<b>TOTAL REVENUES</b>	<b>503,850,223</b>	<b>260,216,144</b>	<b>146,680,997</b>	<b>39,206,587</b>	<b>29.1%</b>	<b>24.9%</b>	<b>15.1%</b>	<b>6.0%</b>
<b>BEGINNING FUND BALANCES (B)</b>								
Instruction and General	101,661,165	2,725,825	101,661,165	2,725,825				
Public Service	-	-	-	-				
Scholarships and Fellowships	-	7,015,238	-	7,015,238				
Auxiliary Enterprises	3,200,000	-	3,200,000	-				
Student Activity Fee	2,498,461	-	2,498,461	-				
<b>Subtotal Current Funds</b>	<b>107,359,626</b>	<b>9,741,063</b>	<b>107,359,626</b>	<b>9,741,063</b>				
Capital Outlay	-	75,387,499	-	75,387,499				
Renewals & Replacements	-	-	-	-				
Building	-	324,265,395	-	324,265,395				
Furniture & Equipment	-	22,650,164	-	22,650,164				
Debt Services	-	16,492,339	-	16,492,339				
<b>Subtotal Plant Funds</b>	<b>-</b>	<b>438,795,397</b>	<b>-</b>	<b>438,795,397</b>				
<b>TOTAL BEGINNING FUND BALANCES</b>	<b>107,359,626</b>	<b>448,536,460</b>	<b>107,359,626</b>	<b>448,536,460</b>				
<b>TOTAL AVAILABLE (Revenues + Beg. Fund Balance)</b>								
Instruction and General	598,782,799	43,310,433	244,487,584	12,270,268				
Public Service	644,939	-	103,747	-				
Scholarships and Fellowships	-	93,681,605	-	22,973,625				
Auxiliary Enterprises	6,774,852	-	5,047,851	-				
Student Activity Fee	5,007,259	-	4,401,441	-				
<b>Subtotal Current Funds</b>	<b>611,209,849</b>	<b>136,992,038</b>	<b>254,040,623</b>	<b>35,243,893</b>				
Capital Outlay	-	85,709,652	-	76,460,450				
Renewals & Replacements	-	-	-	-				
Building	-	340,159,527	-	325,357,548				
Furniture & Equipment	-	27,246,235	-	22,650,164				
Debt Services	-	118,645,152	-	28,030,992				
<b>Subtotal Plant Funds</b>	<b>-</b>	<b>571,760,566</b>	<b>-</b>	<b>452,499,154</b>				
<b>TOTAL AVAILABLE</b>	<b>611,209,849</b>	<b>708,752,604</b>	<b>254,040,623</b>	<b>487,743,047</b>				

(A) Includes no budget amendments

(B) Beginning fund balance are unaudited ending FY22-23 fund balances. The fund balances include Board mandated 15% operating reserve, grants, construction, scholarships, & gifts funds.

FY 2023 - 2024 ALL FUNDS ACTUALS VS BUDGET REPORT

NOVEMBER 2023 YEAR-TO-DATE

	Adjusted Budget 2023 - 2024 (A) (as of November 2023)		YTD Actual 11/30/2023		% of Budget (3rd month / 25.0 % of Year)			
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted		Restricted	
					11/30/23	11/30/22	11/30/23	11/30/22
<b>EXPENDITURES</b>								
Instruction and Genera	474,887,546	40,584,608	96,558,227	8,735,712	20.3%	19.6%	21.5%	12.1%
Public Service	2,013,010	-	411,588		20.4%	187.1%		
Scholarships and Fellowships	-	92,838,865		15,975,886			17.2%	12.4%
Auxiliary Enterprises	1,883,503	-	199,778		10.6%	10.5%		
Student Activity Fee	2,865,214	-	640,160		22.3%	10.9%		
<b>Subtotal Current Funds</b>	<b>481,649,273</b>	<b>133,423,473</b>	<b>97,809,753</b>	<b>24,711,598</b>	<b>20.3%</b>	<b>20.1%</b>	<b>18.5%</b>	<b>12.3%</b>
Capital Outlay	-	44,112,278		3,533,347			8.0%	2.5%
Renewals & Replacements	-	-						
Building	-	170,130,764		(873,350)			-0.5%	2.5%
Furniture & Equipment	-	5,983,812		100,378				
Debt Services	-	111,572,813		7,624,142			6.8%	6.7%
<b>Subtotal Plant Funds</b>	<b>-</b>	<b>331,799,667</b>	<b>-</b>	<b>10,384,517</b>			<b>3.1%</b>	<b>3.5%</b>
<b>TOTAL EXPENDITURES</b>	<b>481,649,273</b>	<b>465,223,140</b>	<b>97,809,753</b>	<b>35,096,115</b>	<b>20.3%</b>	<b>20.1%</b>	<b>7.5%</b>	<b>6.2%</b>
<b>TRANSFERS (IN) OUT</b>								
Instruction and General			9,044,917					
Public Service								
Scholarships and Fellowships	6,172,498	(6,172,498)		-				
Auxiliary Enterprises	-	-						
Student Activity Fee	-	-						
<b>Subtotal Current Funds</b>	<b>6,172,498</b>	<b>(6,172,498)</b>	<b>9,044,917</b>	<b>-</b>				
Capital Outlay	1,257,452	(1,257,452)		-				
Renewals & Replacements	-	-						
Building	51,000	(51,000)		(728,274)				
Furniture & Equipment	5,300,000	(5,300,000)						
Debt Services	9,420,000	(9,420,000)		(8,316,643)				
<b>Subtotal Plant Funds</b>	<b>16,028,452</b>	<b>(16,028,452)</b>	<b>-</b>	<b>(9,044,917)</b>				
<b>NET TRANSFERS</b>	<b>22,200,950</b>	<b>(22,200,950)</b>	<b>9,044,917</b>	<b>(9,044,917)</b>				
<b>TOTAL EXPENSE &amp; TRANSFERS</b>	<b>503,850,223</b>	<b>443,022,190</b>	<b>106,854,670</b>	<b>26,051,198</b>	<b>21.2%</b>	<b>21.0%</b>	<b>5.9%</b>	<b>5.0%</b>
<b>ENDING FUND BALANCES</b>								
Instruction and General	123,895,253	2,725,825	138,884,440	3,534,556				
Public Service	(1,368,071)	-	(307,841)	-				
Scholarships and Fellowships	(6,172,498)	7,015,238	-	6,997,739				
Auxiliary Enterprises	4,891,349	-	4,848,073	-				
Student Activity Fee	2,142,045	-	3,761,281	-				
<b>Subtotal Current Funds</b>	<b>123,388,078</b>	<b>9,741,063</b>	<b>147,185,953</b>	<b>10,532,295</b>				
Capital Outlay	(1,257,452)	42,854,826	-	72,927,103				
Renewals & Replacements	-	-	-	-				
Building	(51,000)	170,079,763	-	326,959,172				
Furniture & Equipment	(5,300,000)	26,562,423	-	22,549,786				
Debt Services	(9,420,000)	16,492,340	-	28,723,493				
<b>Subtotal Plant Funds</b>	<b>(16,028,452)</b>	<b>255,989,352</b>	<b>-</b>	<b>451,159,554</b>				
<b>TOTAL ENDING FUND BALANCES</b>	<b>107,359,626</b>	<b>265,730,415</b>	<b>147,185,953</b>	<b>461,691,849</b>				
<b>TOTAL EXP, TRF &amp; BALANCES</b>	<b>611,209,849</b>	<b>708,752,604</b>	<b>254,040,623</b>	<b>487,743,047</b>				

(A) Includes no budget amendments.

ALAMO COLLEGES DISTRICT  
FOR THE THREE MONTH PERIOD ENDED NOVEMBER 30, 2023

**(1) Revenue Variance:**

For the three month period ended November 30, 2023 operating revenue increased 56.7%, or \$42.2 million to \$116.6 million (first three months 2023: \$74.4 million). The increase is attributed to base state appropriations being disbursed upfront in FY23, compared to a 10-month schedule in prior years. This resulted in a \$32.1 million increase in state appropriations over last year. Tuition revenues also had a strong showing with an increase of \$8.8 million. Other income increased \$1.3 million.

- a) Tax revenues for FY24 stand at \$6.2 million vs \$6.6 million in the prior year. The budget for tax revenues for FY24 and FY23 stand at \$255.4 million and \$230.9 million. The District continues to benefit from increasing taxable values in Bexar County. The projected ad valorem taxes increase as the taxable assessed value of properties across Bexar County providing a 10% increase in budgeted tax revenues, with no change to the property tax rate. This increase will continue to fund critical facilities maintenance and operations, expansion of workforce programs like nursing and high demand programs.
- b) Tuition & fees for FY24 increased 19.1%, or \$8.8 million, from FY23 amounts. FY24 revenues stand at \$54.9 million, or 47.9% of the budget, vs. FY23 revenues of \$46.1 million, or 44.8% of the budget. The regular tuition positive variance is attributed to an increase in headcounts and semester credit hours taken, in addition to tuition rate increases approved in FY24. Headcount enrollment for Fall 2023 increased 7.0% or 5,007 students to 71,463. Fall 2023 semester hours showed a much larger increase of 10.4%, or 51,856, to 500,839 semester credit hours (As of 10/30/2023).
- c) State appropriations increased 162.1% in FY24, or \$32.1 million, and stand at 44.4% of the budget for FY24 and 22.2% for FY23. As of this month the revenues are \$51.9 and \$19.8 million, respectively. State appropriations including state-paid benefits (group health & retirement) shows a significant increase over last year as reflected in budgeted amounts. Budgeted appropriations for FY24 are \$116.8 million vs. \$89.2 million for the prior year. And the distribution method is different too. Base state appropriations are being distributed upfront in FY24 vs a 10-month schedule in FY23 reflected in the year-to-date increase.

**(2) Expense Variance:**

- a) The total All Funds expense budget approved by the Board of Trustees for FY 2023-2024 is \$946.9 million, comprised of \$503.9 million in operating expense and \$443.0 million in restricted funds. The operating expense budget is developed using the Funding Model, explained in detail in the approved budget book. The President of each of the five colleges maintains local control of their operating funds and distributes their respective allocated budget to: (a) funded employee positions, and (b) departmental operational expense accounts, based on the strategic initiatives and priorities at that location. The driving force behind the FY24 operating budget is funding the strategic priorities of the Alamo Colleges District (ACD) for our students. ACD, the largest higher education institution in South Texas and the only community college system to win the Malcolm Baldrige National Quality Award, is working to fulfill Chancellor Dr. Mike Flores' moon shot vision of ending poverty in San Antonio through education. To make this bold vision a reality, the District and its five colleges - St. Philip's College, San Antonio College, Palo Alto College, Northwest Vista College and Northeast Lakeview College - are working to make access to a college education and successful completion of a degree or certificate accessible to all residents in its eight-county service area. ACD has implemented the following investment strategies based on several identified community needs to provide accessible college education and opportunities for achieving student success.
- b) Operating expenses for FY24 and FY23 for the same period stand at 13.6% and 13.1% of budget, respectively. Actual expenses for FY24 and FY23 are \$68.3 million and \$61.7 million.

## Discussion and Possible Action on Approval of Investment Report Through November 30, 2023

Recommended for approval to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES on January 23, 2024.

### MINUTE ORDER

**“The Alamo Colleges District Board of Trustees hereby accepts the Investment Report as presented.”**

### PURPOSE

The following investment report is presented to the Board of Trustees for informational and approval purposes for the quarter ending November 30, 2023.

### BACKGROUND

1. Quarterly Investment Report as required by the *Texas Government Code Public Funds Investment Act 2256.023* (“PFIA”) – Quarter Ending November 30, 2023.
2. A detailed listing of investments.
3. An informational dashboard view and summary of the investments held by the District as of November 30, 2023 for operations and construction assets including both required information per the PFIA and other information, such as allocation, issuers, statistics, etc.
4. A summary as of November 30, 2023 of all funds held by the District in the Texas State Auditor’s Office format.
5. A summary of the current status of Investment Officer training.

### IMPLICATIONS

**Financial:** N/A  
**Strategic Objective:** Goal III Performance Excellence  
**Human Resources:** N/A

### ATTACHMENT

Quarterly Investment Report

---

Lisa L. Mazure, MSA, CPA      Date  
Assoc. Vice Chancellor of Finance  
and Fiscal Services

---

Dr. Thomas Cleary      Date  
Interim Vice Chancellor for Finance  
Administration

---

Dr. Mike Flores      Date  
Chancellor





Portfolio as of August 31, 2023		Portfolio as of November 30, 2023		Benchmark Comparison	
Beginning Book Value	662,542,612	Ending Book Value	637,709,185	<b>Portfolio's Avg. YTM for quarter<sup>2</sup>:</b>	<b>4.87%</b>
Beginning Market Value	659,027,827	Ending Market Value	635,010,206	Avg. Daily Net Yield of LGIP <sup>3</sup> :	5.35%
		Net Income	7,260,864	Avg. Yield 6-month Treasury Bill:	5.51%
		Change in Market Value <sup>1</sup>	(24,017,621)	Avg. Yield 1-year Treasury Bill:	5.38%
		Accrued Income <i>not included above</i>	424,685	Avg. Yield 2-year Treasury Note	4.99%
Unrealized Gain/(Loss)	(3,514,785)	Unrealized Gain/(Loss)	(2,698,979)		
		<b>Change in Unrealized Gain/(Loss)</b>	<b>815,806</b>		
		WAM <sup>2</sup> at Ending Period Date	111 days		

**Quarterly Market Summary:**

From March 2022 to July 2023, the Federal Reserve raised its benchmark overnight interest rate by 525 basis points to the current 5.25%-5.50% range. Victory over inflation hasn't been declared yet, but the FOMC recently pumped the brakes on their rate hiking campaign to allow for the economic data to "catch up" to their restrictive monetary policy. Market participants suspect the Fed is likely done raising rates and anticipate rate cuts to occur by mid-to-late 2024. However, inflation remains elevated and the US Central Bank has made it clear that they are committed to bringing it down to its 2 percent target.

**CERTIFICATION:**

All transactions and holdings of the Alamo Colleges District investment portfolio are in compliance with the Public Funds Investment Act (Chapter 2256) and the District's Board approved Investment Policy and strategy.

  
 Dr. Thomas Cleary  
 Interim Vice Chancellor  
 for Finance and Administration

Lisa L. Mazure,  
 MSA CPA  
 Digitally signed by Lisa L. Mazure, MSA CPA  
 Date: 2023.12.14 12:34:41 -06'00'  
 Lisa L. Mazure, MSA, CPA  
 Associate Vice Chancellor,  
 Finance & Fiscal Services

Patrick F. Vrba, Jr., CPA  
 Digitally signed by Patrick F. Vrba, Jr., CPA  
 Date: 2023.12.14 13:18:47 -06'00'  
 Patrick F. Vrba, Jr., CPA  
 Controller

Sean P Mullen  
 Digitally signed by Sean P Mullen  
 Date: 2023.12.14 12:21:25 -06'00'  
 Sean Mullen, CFP  
 Treasurer

<sup>1</sup>"Change in Market Value" is required data and includes all investments plus all interest and non-interest bearing bank accounts per State Auditor's Office definition and will primarily reflect the receipt and expenditure of the District's funds from quarter to quarter.

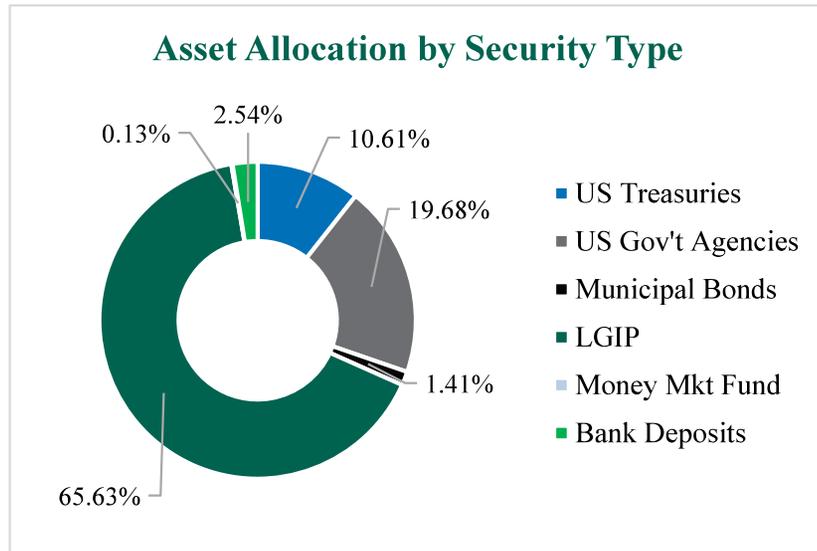
<sup>2</sup>Avg. Yield to Maturity (YTM) and Weighted Avg. Maturity (WAM) are weighted by Ending Book Value.

<sup>3</sup>Local Government Investment Pools (LGIP) are designed for funds that may be required for immediate expenditure, seeks to offer daily liquidity and to maintain a net asset value of one dollar. The District currently utilizes TexPool. For more info, visit <https://www.texpool.com>

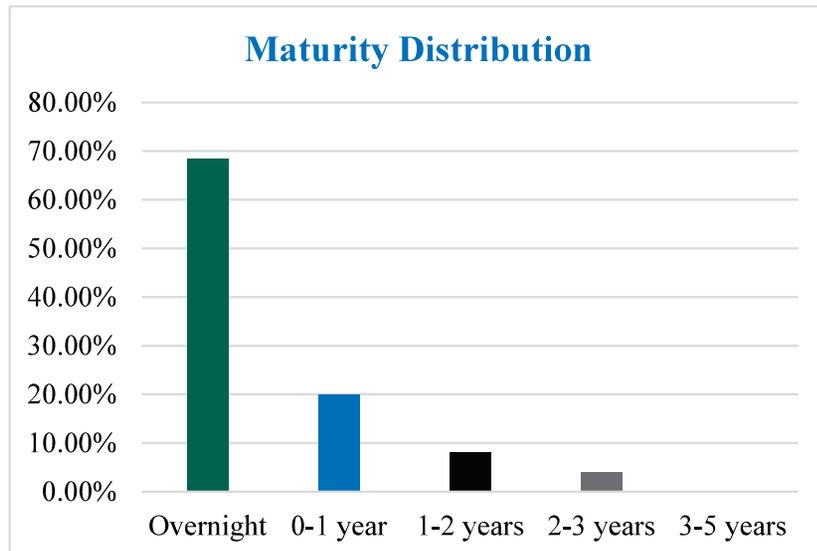


- **Chart 1** shows the portfolio's diversification by security type. A diversified portfolio contains a variety of asset types in an attempt to limit exposure to any single asset or risk.
- **Chart 2** illustrates the portfolio's diversification by maturity and will correspond to the liquidity needs of the District throughout the year.

**Chart 1**



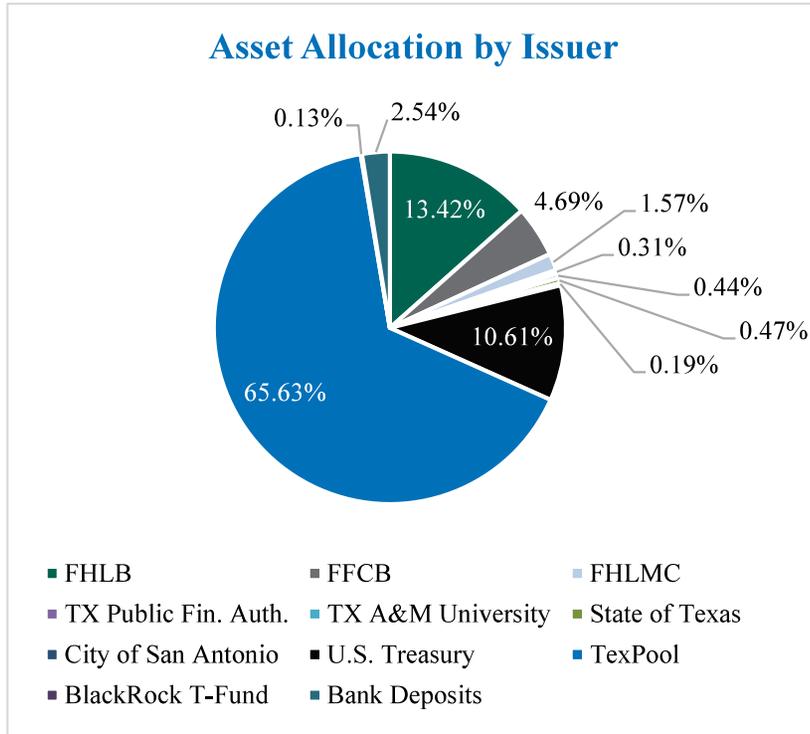
**Chart 2**



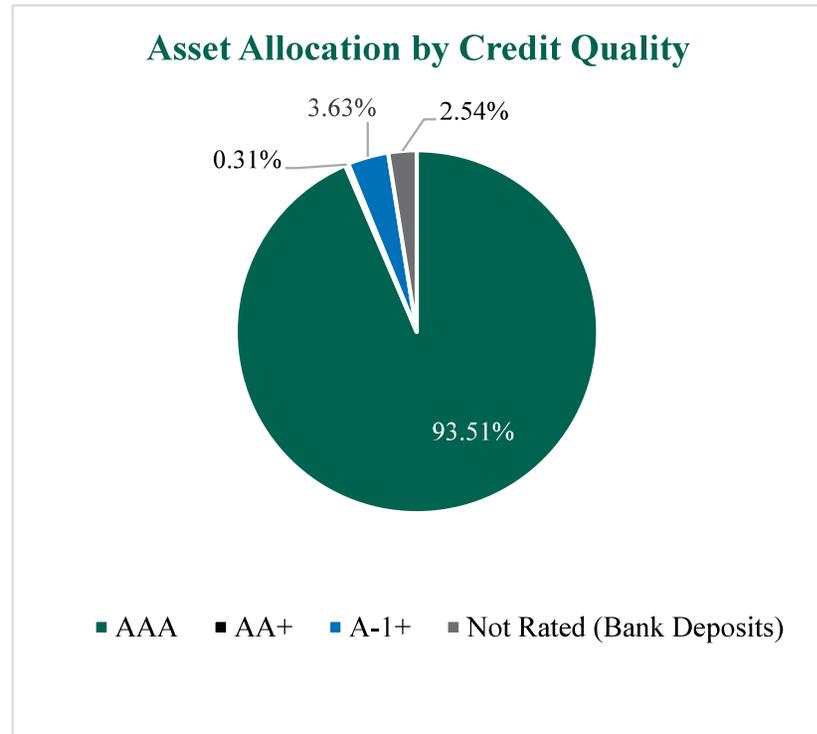


- **Chart 3** shows diversification by issuer and will change over time as new investments are purchased and existing investments mature. Diversification by issuer reduces the impact an issuer's default will have on the portfolio.
- **Chart 4** illustrates diversification by credit quality and provides a view of the portfolio's exposure to credit/default risk.

**Chart 3**



**Chart 4**

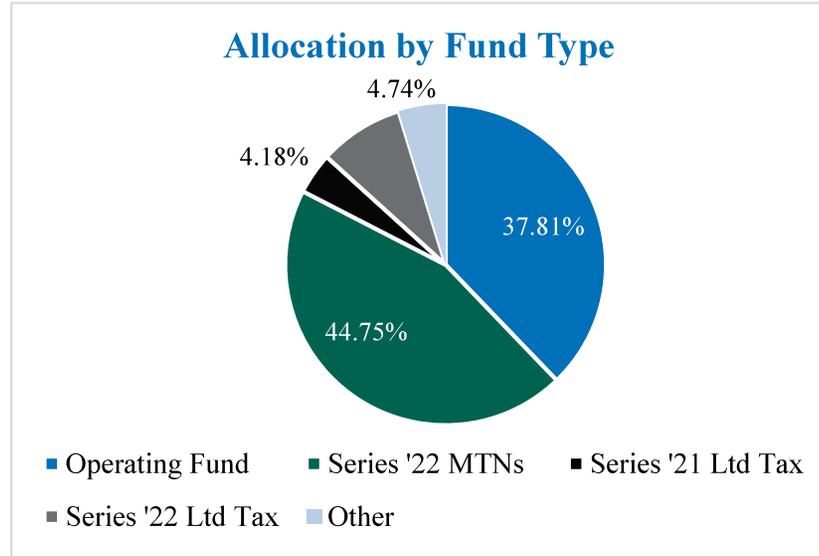




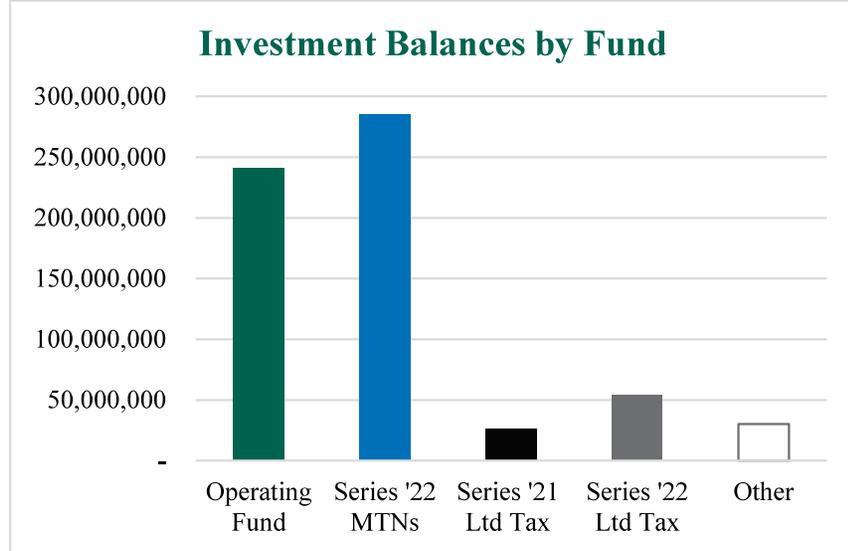
• **Chart 5** illustrates the portfolio's composition by fund type. The District's Operating Fund will ebb and flow as revenues and expenditures occur. The District's construction funds from bond proceeds will be spent as capital improvement plans are completed.

• **Chart 6** shows the total balance of each fund as of the period end.

**Chart 5**



**Chart 6**



**Quarterly Investment Report**  
September 1, 2023 — November 30, 2023  
Detail of Securities as of Period End

Settlement Date	Security Type	Security Description	CPN %	Maturity Date	Next Call	Call Type	Par Value	Book Value	Market Value	Days to Mty	YTM %	Credit Rating
<b>Operating Investments</b>												
03/28/2022	AGCY CALL	FEDERAL HOME LOAN BANKS	2.000	03/28/2024	12/28/2023	Monthly	5,000,000.00	5,000,000.00	4,943,650.00	119	2.000	AAA
04/25/2023	AGCY	FEDERAL HOME LOAN BANKS	4.875	04/25/2024	---	---	10,000,000.00	9,998,990.66	9,973,760.00	147	4.901	AAA
04/25/2023	AGCY CALL	FEDERAL HOME LOAN BANKS	5.270	05/03/2024	12/12/2023	Monthly	10,000,000.00	9,999,995.87	9,987,690.00	155	5.276	AAA
02/17/2023	AGCY	FEDERAL HOME LOAN BANKS	4.875	06/14/2024	---	---	10,000,000.00	9,992,072.61	9,969,150.00	197	5.027	AAA
03/21/2023	AGCY CALL	FEDERAL HOME LOAN BANKS	5.400	06/20/2024	---	Expired	5,650,000.00	5,650,000.00	5,649,022.55	203	5.204	AAA
02/21/2023	AGCY	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.875	08/21/2024	---	---	10,000,000.00	9,992,501.64	9,961,620.00	265	4.982	AAA
02/08/2023	AGCY	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500	11/18/2024	---	---	5,000,000.00	4,996,709.55	4,965,180.00	354	4.571	AAA
12/16/2021	AGCY STEP	FEDERAL HOME LOAN BANKS	1.500	12/16/2024	12/16/2023	Quarterly	10,000,000.00	10,000,000.00	9,624,350.00	382	1.163	AAA
02/10/2023	AGCY	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.250	02/10/2025	---	---	10,000,000.00	9,974,034.59	9,893,110.00	438	4.476	AAA
08/26/2021	AGCY CALL	FEDERAL HOME LOAN BANKS	0.680	02/26/2025	02/26/2024	Quarterly	10,000,000.00	10,000,000.00	9,465,420.00	454	0.680	AAA
02/08/2023	AGCY	FEDERAL HOME LOAN BANKS	4.250	03/14/2025	---	---	10,000,000.00	9,966,153.11	9,902,050.00	470	4.524	AAA
03/20/2023	AGCY CALL	FEDERAL HOME LOAN MORTGAGE CORP	5.500	03/20/2026	03/20/2024	One-time	10,000,000.00	10,000,000.00	9,999,800.00	841	5.500	AAA
05/27/2021	AGCY STEP	FEDERAL HOME LOAN BANKS	1.250	05/27/2026	---	Expired	10,000,000.00	10,000,000.00	9,201,880.00	909	1.097	AAA
06/16/2021	AGCY STEP	FEDERAL HOME LOAN BANKS	1.050	06/16/2026	---	Expired	5,000,000.00	5,000,000.00	4,570,370.00	929	0.938	AAA
Subtotal							120,650,000.00	120,570,458.04	118,107,052.55			
01/15/2021	MUNI	TEXAS PUBLIC FINANCE AUTHORITY	0.503	02/01/2024	---	---	2,000,000.00	2,000,535.56	1,985,540.00	63	0.344	AA+
09/29/2020	MUNI	BOARD OF REGENTS TEXAS A & M UNIVERSITY SYSTEM	2.566	05/15/2024	---	---	2,750,000.00	2,777,080.97	2,713,507.50	167	0.402	AAA
07/02/2020	MUNI	TEXAS ST	4.000	08/01/2024	---	---	2,950,000.00	3,016,566.66	2,958,112.50	245	0.612	AAA
04/28/2021	MUNI	SAN ANTONIO TEX	2.173	02/01/2025	---	---	1,200,000.00	1,221,476.91	1,161,204.00	429	0.633	AAA
Subtotal							8,900,000.00	9,015,660.10	8,818,364.00			
10/19/2023	US GOVT	U.S. TREASURY BILL	0.000	02/13/2024	---	---	10,000,000.00	9,890,163.44	9,892,083.30	75	5.528	A-1+
11/21/2023	US GOVT	U.S. TREASURY BILL	0.000	03/19/2024	---	---	12,000,000.00	11,809,340.84	11,809,431.72	110	5.429	A-1+
11/30/2023	US GOVT	U.S. TREASURY NOTE	0.375	07/15/2024	---	---	10,000,000.00	9,705,177.78	9,700,000.00	228	5.252	AAA
02/08/2023	US GOVT	U.S. TREASURY NOTE	3.000	07/31/2024	---	---	15,000,000.00	14,832,267.50	14,775,000.00	244	4.729	AAA
Subtotal							47,000,000.00	46,236,949.56	46,176,515.02			
<b>Subtotal Separate Operating Investments</b>							<b>176,550,000.00</b>	<b>175,823,067.71</b>	<b>173,101,931.57</b>			
	LGIP	TEXPOOL					60,470,655.27	60,470,655.27	60,470,655.27	1	5.359	AAA
	Tsy Sweep	BLACKROCK T-FUND					801,318.10	801,318.10	801,318.10	1	4.284	AAA
<b>Total Operating</b>							<b>237,821,973.37</b>	<b>237,095,041.08</b>	<b>234,373,904.94</b>			
<b>CIP/MTN Construction</b>												
<b>Series 2022 Ltd Tax</b>												
11/17/2023	US GOVT	U.S. Treasury Bill	0.000	04/25/2024	---	---	1,500,000.00	1,468,436.63	1,468,549.17	147	5.399	A-1+
11/17/2023	US GOVT	U.S. Treasury Note	0.250	06/15/2024	---	---	1,500,000.00	1,459,699.94	1,459,921.88	198	5.381	AAA
11/17/2023	US GOVT	U.S. Treasury Note	1.750	07/31/2024	---	---	3,000,000.00	2,930,454.11	2,930,156.25	244	5.338	AAA
11/16/2023	US GOVT	U.S. Treasury Note	2.375	08/15/2024	---	---	3,000,000.00	2,938,918.40	2,938,593.75	259	5.346	AAA
11/16/2023	US GOVT	U.S. Treasury Note	2.125	09/30/2024	---	---	3,000,000.00	2,923,345.13	2,923,593.75	305	5.309	AAA
11/16/2023	US GOVT	U.S. Treasury Note	3.125	08/15/2025	---	---	10,000,000.00	9,702,611.69	9,721,875.00	624	4.962	AAA
Subtotal							22,000,000.00	21,423,465.89	21,442,689.80			
11/16/2023	AGCY	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.375	10/17/2024	---	---	5,000,000.00	4,959,816.68	4,962,750.00	322	5.320	AAA
Subtotal							5,000,000.00	4,959,816.68	4,962,750.00			



Settlement Date	Security Type	Security Description	CPN %	Maturity Date	Next Call	Call Type	Par Value	Book Value	Market Value	Days to Mty	YTM %	Credit Rating
		<b>Subtotal Separate CIP/MTN Construction Investments</b>					<b>27,000,000.00</b>	<b>26,383,282.57</b>	<b>26,405,439.80</b>			
	LGIP	TEXPOOL-2022 CIP CONSTRUCTION					27,977,935.50	27,977,935.50	27,977,935.50	1	5.359	AAA
	LGIP	TEXPOOL-2021 CIP CONSTRUCTION					26,626,743.77	26,626,743.77	26,626,743.77	1	5.359	AAA
	LGIP	TEXPOOL-2022 MTN CONSTRUCTION					285,390,911.44	285,390,911.44	285,390,911.44	1	5.359	AAA
		<b>Total CIP/MTN Construction</b>					<b>366,995,590.71</b>	<b>366,378,873.28</b>	<b>366,401,030.51</b>			
		<b>Total Operating/CIP Construction</b>					<b>604,817,564.08</b>	<b>603,473,914.36</b>	<b>600,774,935.45</b>			
<b>Other</b>												
LGIP		TEXPOOL- OTHER CONSTRUCTION					12,700,310.71	12,700,310.71	12,700,310.71	1	5.359	AAA
LGIP		TEXPOOL- OTHER					5,344,370.24	5,344,370.24	5,344,370.24	1	5.359	AAA
<b>Total Investments</b>							<b>622,862,245.03</b>	<b>621,518,595.31</b>	<b>618,819,616.40</b>			
<u>Retainage Accounts for Construction</u>												
		INTEREST-BEARING BANK DEPOSITS					12,180,986.30	12,180,986.30	12,180,986.30	1	3.100	
<u>Other Bank Deposits</u>												
		BANK DEPOSITS					4,009,603.00	4,009,603.00	4,009,603.00	1	-	
<b>Total Investments/Bank Deposits</b>							<b>639,052,834.33</b>	<b>637,709,184.61</b>	<b>635,010,205.70</b>			

**ALAMO COMMUNITY COLLEGE DISTRICT**  
**Quarterly Investment Report (Including Deposits)**  
**FOR PERIOD BEGINNING SEPTEMBER 1, 2023 AND ENDING NOVEMBER 30, 2023**

**November 30, 2023**  
**Market Value**

**Investment or Deposit Type**

**Publicly Traded Equity and Similar Investments**

Common Stock (U.S. and foreign stocks held in separately managed accounts or internally managed by institution investment staff; exclude mutual or commingled funds)  
 Equity/Stock Mutual Funds  
 Balanced Mutual Funds (where target allocation is > 50% equities)  
 "Commonfund" Equity Commingled Funds  
 Other Equity Commingled Funds (if primarily invested in publicly traded equities)  
 Preferred Stock  
 Other - list by type

**Total Publicly Traded Equity and Similar Investments** 0

**"Other" Investments- Other than Publicly Traded Equity and Debt Investments**

Real Estate (include direct ownership & investments in real estate limited partnerships, private REITs, or similar vehicles; include a portfolio of publicly traded REITs if managed as a separate asset allocation category rather than comprising part of a broadly diversified stock portfolio )  
 Other Real Asset Investment (e.g. investments in infrastructure funds)  
 Private Equity  
 Hedge Funds  
 "Commonfund" Alternative Asset Commingled Funds (Real Estate, Private Equity, Hedge Funds, Commodities, etc.)  
 Annuities  
 Commodities  
 Collectibles  
 Other - list by type

**Total "Other" Investments - Other than Publicly Traded Equity & Debt Investments** 0

**Publicly Traded Debt & Similar Investments >1 year maturity**

U.S. Government Securities ("Treasuries") 9,721,875  
 U.S. Government Agency Securities ("Agencies") 62,656,980  
 Mortgage Pass-Throughs - "Agency"  
 Mortgage Pass-Throughs - "Private Label"  
 Asset-Backed Securities (ABS) (other than mortgage-backed securities)  
 Sovereign Debt (non-U.S.)  
 Municipal Obligations 1,161,204  
 Collateralized Mortgage Obligations (CMOs) - list below by category  
     Interest Only Strips (IOS)  
     Principal Only Strips (POs)  
     Inverse Floaters  
     Stated Final Maturity longer than 10 years  
     Other CMOs- "Agency"  
     Other CMOs- "Private Label"  
 Corporate Obligations (U.E. or foreign companies- list below by rating)  
     Highly Rated (AAA/AA or equivalent)  
     Other Investment Grade (A/BBB or equivalent)  
     High Yield Bonds (<BBB or equivalent)  
     Not Rated (NR)  
 Fixed Income/Bond Mutual Funds (longer term; registered with the SEC)  
 Balanced Mutual Funds (where target allocation is > 50% bonds or other debt securities)  
 "Commonfund" Fixed Income/Bond Commingled Funds  
 Other Fixed Income/Bond Commingled Funds (primarily invested in publicly traded debt securities; not registered with the SEC)  
 GICs (Guaranteed Investment Contracts)

**Total Publicly Traded Debt & Similar Investments >1 year** 73,540,059

**Short-Term Investments & Deposits**

U.S. Government Securities ("Treasuries") 57,897,330  
 U.S. Government Agency Securities ("Agencies") 60,412,823  
 Banker's Acceptances  
 Commercial Paper - A1/P1 (or equivalent)  
 Other Commercial Paper - lower rated  
 Repurchase Agreements (Repos)  
 Money Market Mutual Funds (registered with the SEC)  
 Short-Term Mutual Funds Other than Money Market Mutual Funds (registered with the SEC)  
 Public Funds Investment Pool Created to Function as a Money Market Mutual Fund (not registered w/ SEC but "2a7-like")  
     TexPool (and TexPool Prime) 418,510,927  
     Other Public Funds Investment Pools Functioning as Money Market Mutual Funds  
 Other Investment Pools - Short-Term (not created to function as a money market mutual fund)  
 Certificates of Deposit (CD) - Nonnegotiable  
 Certificates of Deposit (CD) - Negotiable  
 Bank Deposits 16,190,589  
 Cash Held at State Treasury  
 Securities Lending Collateral Reinvestments (direct investments or share of pooled collateral)  
 Other- Municipal Securities 7,657,160  
 Other - Bank Sweep (Treasury Fund) 801,318

**Total Short-Term Investments & Deposits** 561,470,147

**TOTAL INVESTMENTS and DEPOSITS** 635,010,206

**TOTAL EXCLUDING BANK DEPOSITS** 618,819,616

Name	Title	Most Recent PFIA Training	Officer Designation
Dr. Thomas Cleary	Interim Vice Chancellor for Finance and Administration	In process	Investment officer in absence of Associate Vice Chancellor
Lisa L. Mazure MSA, CPA	Assoc. Vice Chancellor, Finance and Fiscal Services (1)	June 2022	Designated investment officer by Board of Trustees
Patrick F. Vrba, Jr., CPA	Controller	June 2022	Investment officer
Sean Mullen, CFP	Treasurer	August 2023	Investment officer- delegated management of investment activity

Per Policy C.1.7 Investments: 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.

*Requirement: 5 hours of training each biennium. Biennium during reporting period 9-1-23 to 8-31-25.  
New Investment Officers must take training within 6 months.*