



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

TUESDAY, AUGUST 13, 2024  
6:00 PM

Alamo Colleges District  
Dr. Bruce H. Leslie Boardroom  
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, AUGUST 13, 2024. ONE OR MORE TRUSTEES MAY ATTEND REMOTELY BY VIDEOCONFERENCE PROVIDED THAT A QUORUM OF TRUSTEES ATTEND BY PHYSICAL PRESENCE 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 - *Clint Kingsbery***
  - 6.A. Community Outreach; San Antonio College Mortuary Tour; ACCT Governance Leadership Institute; AlamoTogether Summit; UTSA Alumni Gala; San Antonio Assoc. Hispanic Journalist Awards - Honoring AlamoPromise, San Antonio College Centennial Luncheon.
7. **STUDENT SUCCESS COMMITTEE, *Dr. Lorraine Pulido, Chair***

7.A. Program Highlight - Northwest Vista College

**Presenter:** Dr. Amy Bosley, Dr. Russ Frohardt, and Dr. Janie Scott

7.B. Performance Update - Northwest Vista College

**Presenter:** Dr. Amy Bosley

7.C. Advocacy Highlight

**Presenter:** Debi Gaitan

8. **AUDIT, BUDGET AND FINANCE COMMITTEE**, *Gerald Lopez, Chair*

8.A. Discussion and Possible Action by the Board of Trustees for consideration and approval of a Resolution by the Board of Trustees of the Alamo Community College District providing for the defeasance and calling for redemption of certain currently outstanding obligations; directing that the board secretary, or a designee thereof, effectuate the redemption of these obligations; and other matters in connection therewith

**Presenter:** Lisa Mazure

8.B. Discussion and Possible Action on Setting a Tax Rate for Fiscal Year 2024-2025

**Presenter:** Lisa Mazure

8.C. Discussion and Possible Action for the Purchase of Project Management Certification and Training Services

**Presenter:** Dr. Sammi Morrill

8.D. Discussion and Possible Action for the Purchase of Commercial Driver's License Truck Driver Training Services

**Presenter:** Dr. Sammi Morrill

8.E. Discussion and Possible Action for the Purchase of Commercial Insurance Coverage

**Presenter:** Linda Boyer-Owens

8.F. Discussion and Possible Action on the 2024 Annual Risk Assessment and Proposed Fiscal Year 2025 Internal Audit Plan

**Presenter:** Frank Cortez

9. **WORKFORCE DEVELOPMENT COMMITTEE**, *Dr. Gene Sprague, Chair*

9.A. Workforce Development Committee Report

**Presenter:** Xavier Urrutia

10. **BUILDING, GROUNDS AND SITES SELECTION COMMITTEE**, *Dr. Yvonne Katz, Chair*

10.A. Discussion and Possible Action for the Purchase of Construction Services for Hydronic Distribution Piping Replacement at Alamo Colleges District - Palo Alto College

**Presenter:** Greg McClure

11. **POLICY AND LONG-RANGE PLANNING COMMITTEE**, *Anna U. Bustamante, Chair*

11.A. Discussion and Possible Action on the addition of Prohibited Technology Use – Policy C.9.2

**Presenter:** Dr. Daphene Carson & Dr. Tom Cleary

11.B. Discussion and Possible Action on Revision of Policy B.3.5

**Presenter:** Ross Laughead

12. **CONSENT AGENDA REPORTS**

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

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

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

12.D. Maintenance Tax Note (MTN) 2022 Program Executive Summary

12.E. Discussion and Possible Action on Approval of Financial Reports

12.F. Discussion and Possible Action for the Purchase of Customer Service Relationship Management (CSRM) Software

12.G. Discussion and Possible Action on Safety and Security Audit for the Alamo Colleges District

12.H. Discussion and Possible Action on Board Policies Reviewed with No Substantive Change

13. **EXECUTIVE SESSION**

- 13.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.
- 13.B. Pursuant to §551.071, Texas Government Code, the Committee of the Whole may consult with its attorneys to seek their advice on matter(s) in which the duty of the attorney(s) to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter including, without limitation, Policy B.6.1.
- 13.C. Pursuant to § 551.071, Texas Government Code, the Committee of the Whole may consult with its attorneys about pending and threatened litigations.
- 13.D. Pursuant to § 551.071, Texas Government Code, the Committee of the Whole may consult with its attorneys about pending EEOC charges.
- 13.E. Pursuant to §551.072, Texas Government Code, the Committee of the Whole may deliberate the purchase, exchange, lease or value of real property.
- 13.F. Pursuant to §551.073, Texas Government Code, the Committee of the Whole may deliberate regarding a negotiated contract for prospective gift or donation.
- 13.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 and the District Director of Internal Audit.
- 13.H. Any action on these matters will be taken in Open Session.
- 13.I. **RECONVENE OPEN MEETING**
  - 13.I.1) Discussion and Possible Action on Items Discussed in Executive Session.

**14. ADJOURNMENT**

POSTED AT THE  
 ALAMO COMMUNITY COLLEGE DISTRICT  
 2222 N. Alamo St.; San Antonio, TX 78215 at  
 POSTED AT 5:00 PM ON THIS 9TH DAY OF AUGUST 2024

This meeting site is wheelchair accessible. The accessible entrance is located at the side entrance of Dr. Bruce H. Leslie Boardroom. Accessible parking spaces are located in front of the Alamo Colleges Center for Excellence and Student Success, 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.



ALAMO COLLEGES DISTRICT

# *MADE FOR YOU!*

## **Northwest Vista College – Program Highlight**

Drs. Amy Bosley, Janie Scott, &  
Russell Frohardt

# Student Profile

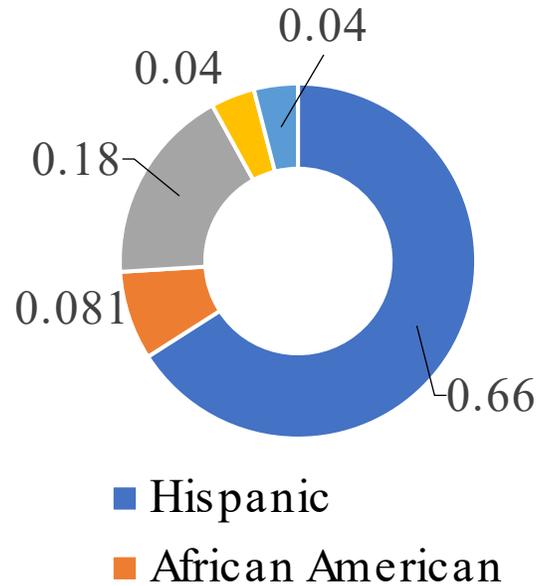
21% (3,969) Full-Time,  
79% (14,839) Part-Time  
57% (10,668) Female  
43% (8,140) Male

66% (12,445) Hispanic  
8% (1,516) African American  
18% (3,387) White  
4% (752) Asian  
4% (708) Other

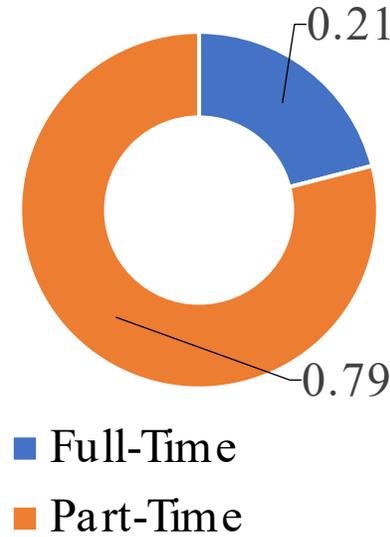
26.4% Economically Disadvantaged  
(Based on Fall 2021)

**14% Parenting Students**

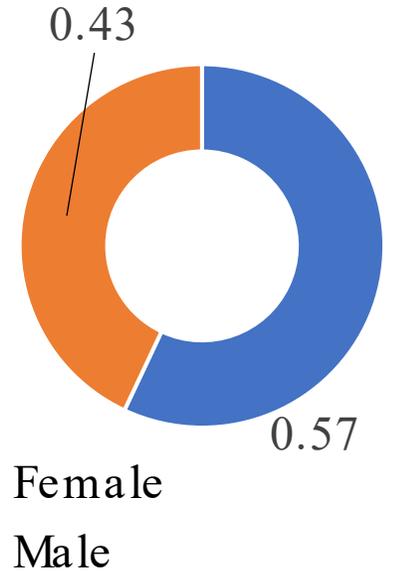
### Ethnicity



### Enrollment Status



### Gender



# Program Overview



ALAMO COLLEGES DISTRICT  
Northwest Vista College



ALAMO  
COLLEGES  
DISTRICT



## FREE to Students

- Ages 5-13
- Monday – Thursday: 5-9:30
- Saturday: 8:30-4:00
- Tutoring and homework support
- Campus experiences



- Intentionally paired classes
- 8-week classes
- Built in student support services
- Support to complete program
- Aligned to ACD Bachelor's degrees



- Increase # parenting-students
- Improve completion rates



Thank you.



ALAMO COLLEGES DISTRICT  
Northwest Vista College



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient





ALAMO COLLEGES DISTRICT

# *MADE FOR YOU!*

**PERFORMANCE UPDATE**

Dr. Amy Bosley

# Vista Highlights

- Best in Texas – three-year graduation rates
- Record high enrollment
- Highest course completion rates
- Transfer student completion rates
- High ranking from students on their experience



# Student Profile

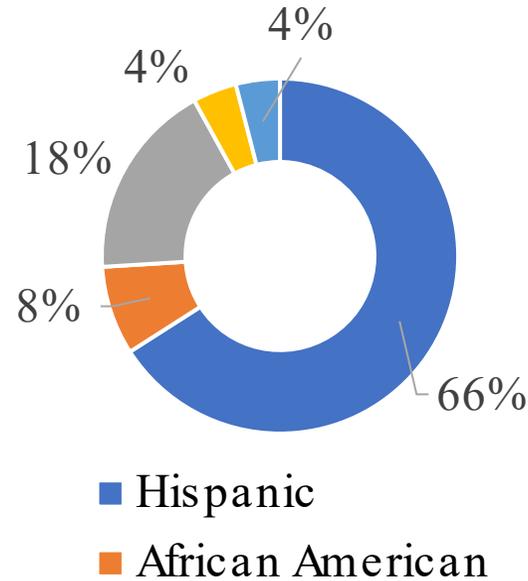
21% (3,969) Full-Time,  
79% (14,839) Part-Time  
57% (10,668) Female  
43% (8,140) Male

66% (12,445) Hispanic  
8% (1,516) African American  
18% (3,387) White  
4% (752) Asian  
4% (708) Other

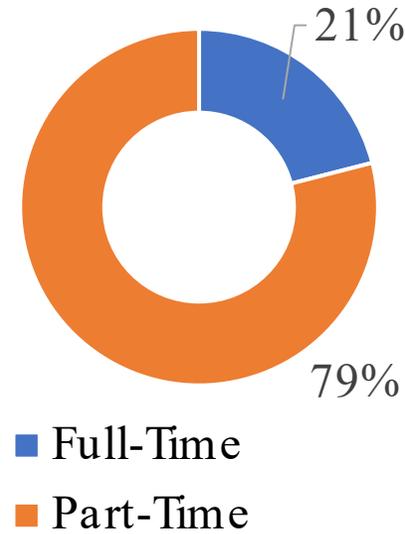
26.4% Economically Disadvantaged  
(Based on Fall 2021)

14% Parenting Students

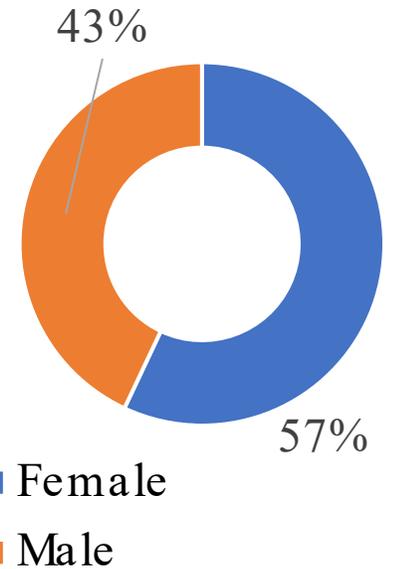
## Ethnicity



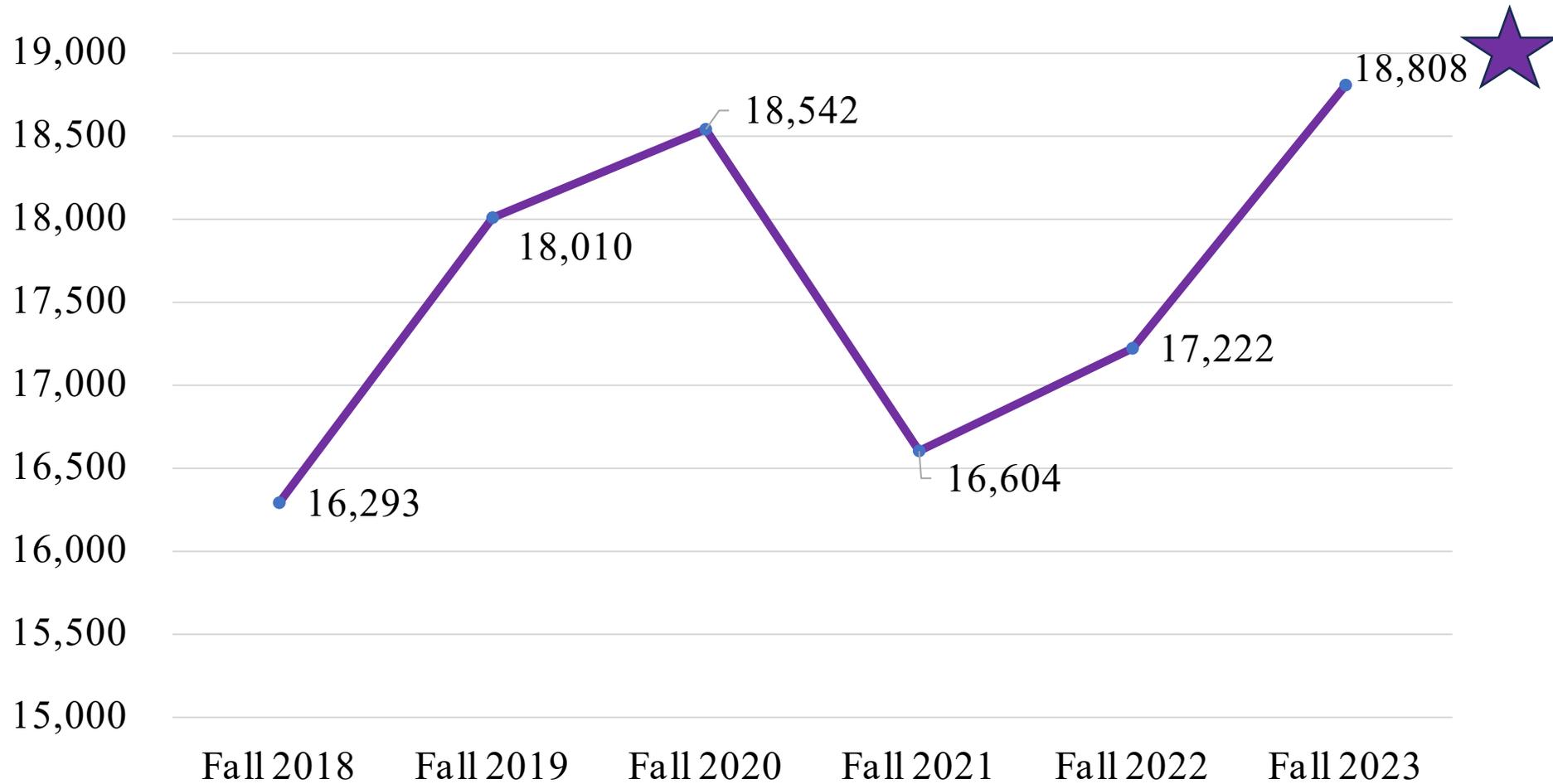
## Enrollment Status



## Gender



# Fall Headcount

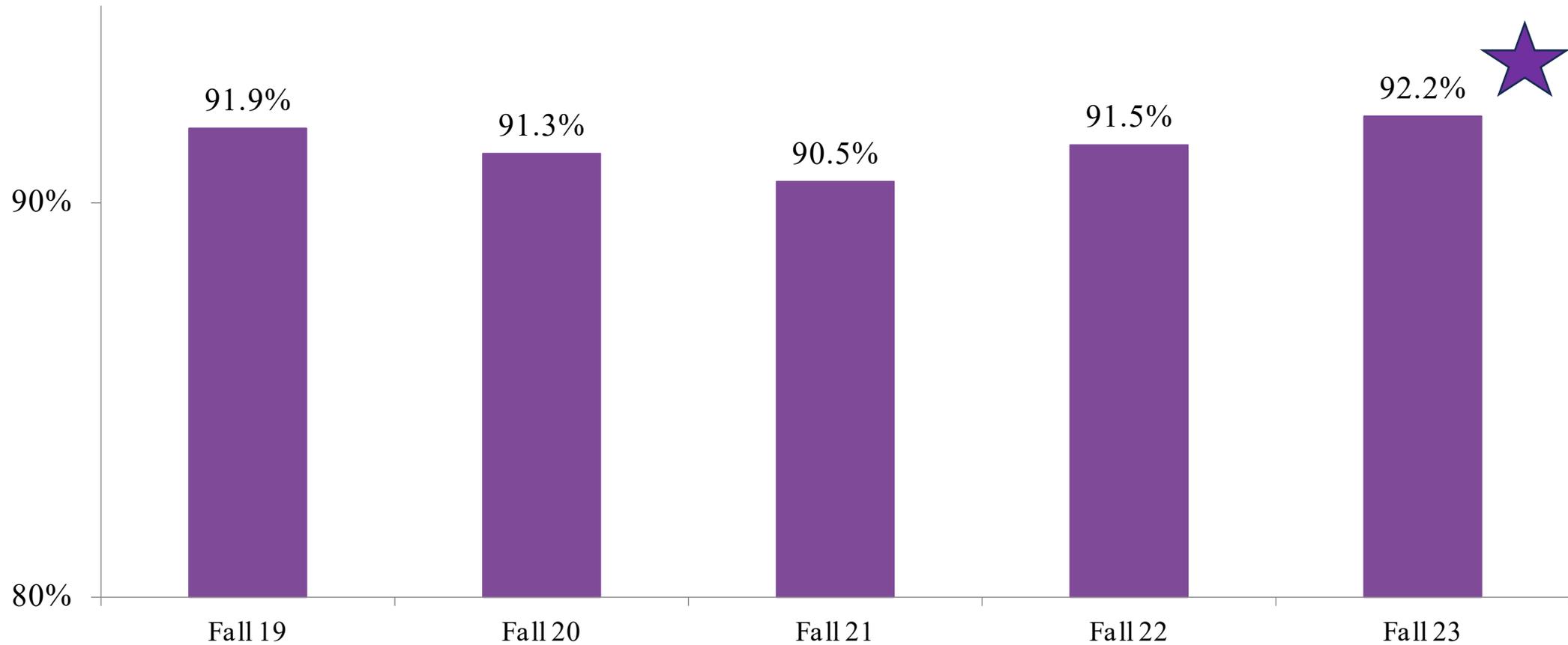


# Enrollment by Student Type (All Parts of Term)

Student Type	Fall 2022	Fall 2023	% change
FTIC	3,280	3,909	+19.2%
Transfer	1,027	1,179	+14.8%
Dual Credit	3,758	4,364	+16.1%
Continuing	9,157	9,356	+2.2%
Total	17,222	18,808	+9.2%



# Course Completion Rates – Fall Terms

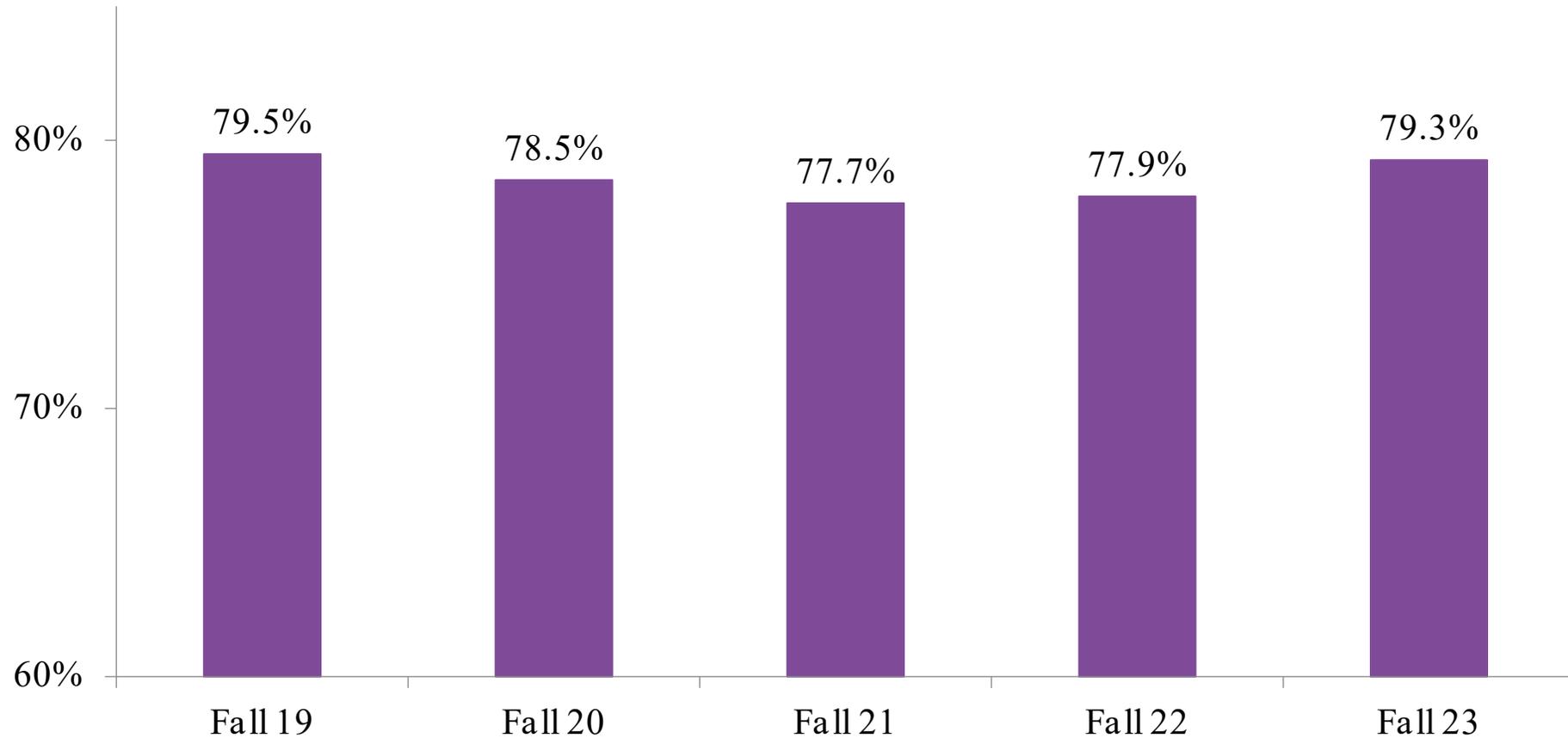


# Course Completion Rates By Equity Subgroup

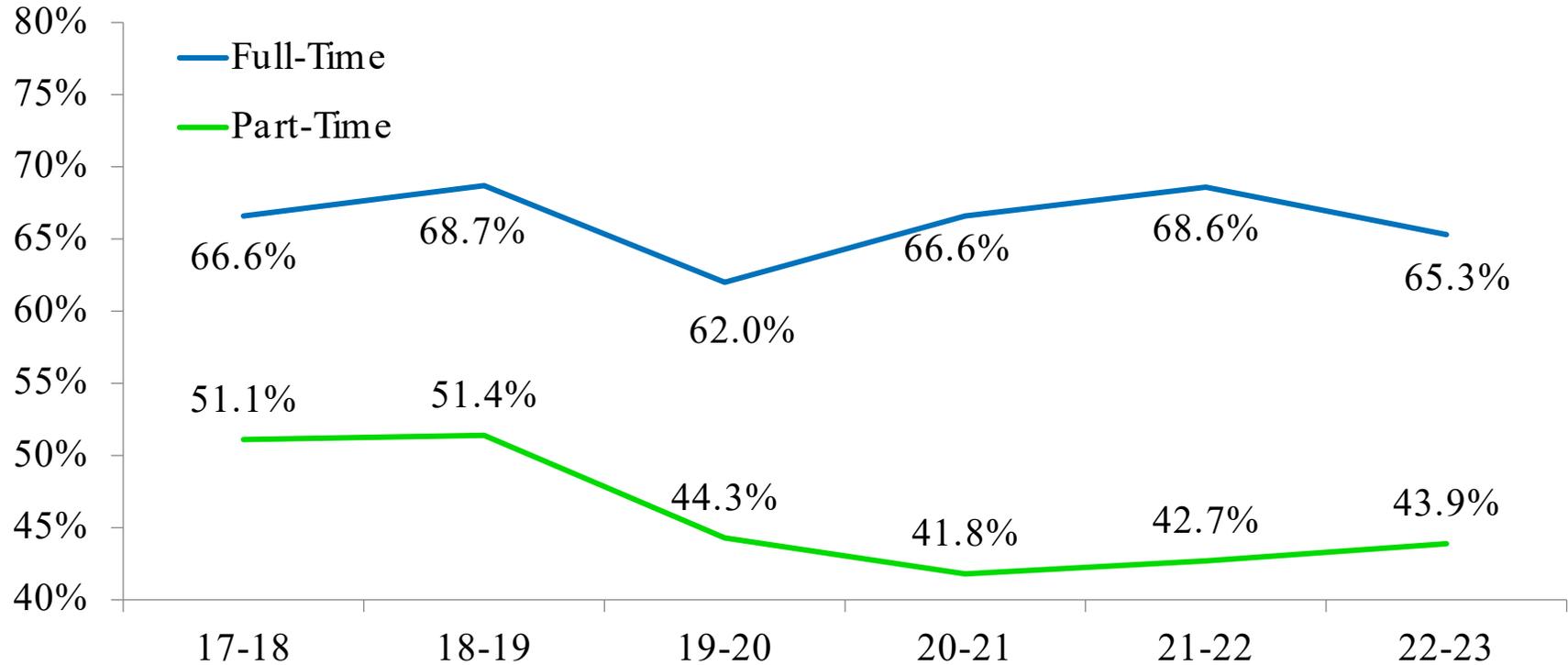
Demographic	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Asian	95.62%	94.17%	94.90%	95.02%	95.03%
African American	92.36%	89.94%	88.87%	89.94%	91.43%
Hispanic	91.36%	90.76%	90.21%	90.96%	91.61%
White	92.86%	92.30%	91.59%	93.10%	93.52%
Other	91.95%	92.88%	90.08%	93.18%	95.21%
Female	92.24%	91.79%	91.02%	91.80%	92.59%
Male	91.46%	90.48%	89.86%	91.04%	91.66%
Non-Vet	91.82%	91.11%	90.57%	91.42%	92.15%
Vet	92.47%	92.74%	90.15%	92.88%	92.91%
Overall	91.89%	91.25%	90.54%	91.47%	92.17%



# Productive Grade Rates – Fall Terms



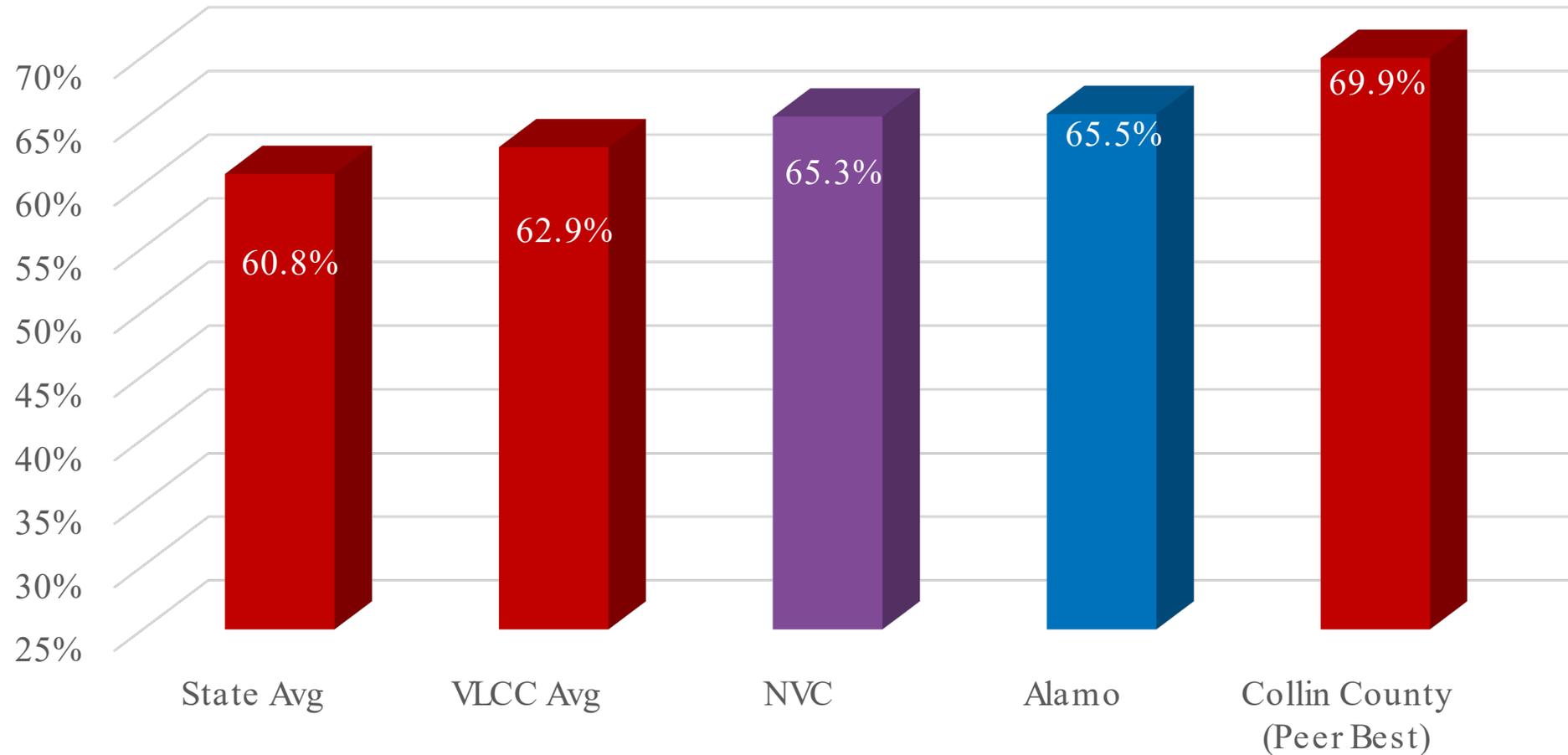
# Freshmen Persistence Rates: Fall-to-Fall



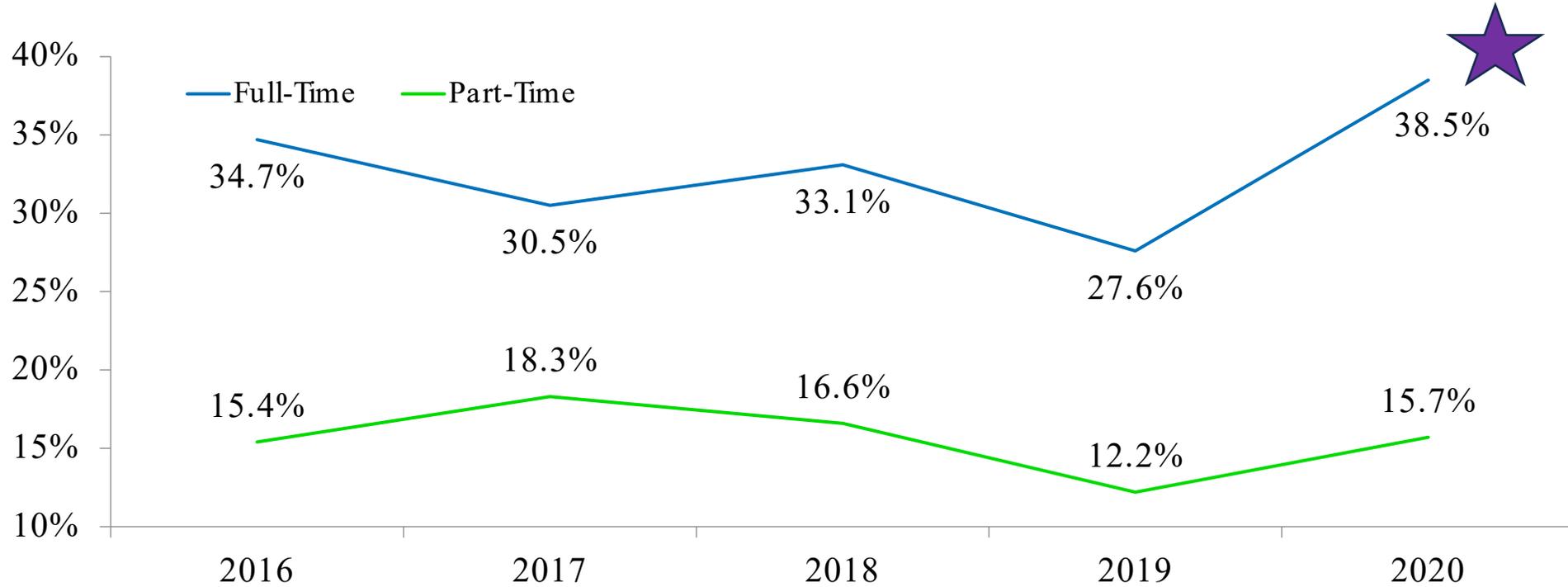
	17-18		18-19		19-20		20-21		21-22		22-23	
	FTIC	Persisted										
FT	1280	852	1302	895	1809	1122	1268	844	1055	724	1539	1005
PT	1303	666	1393	716	1353	599	1592	666	1641	700	1644	722



# Full-Time Freshmen Comparative Persistence Rates



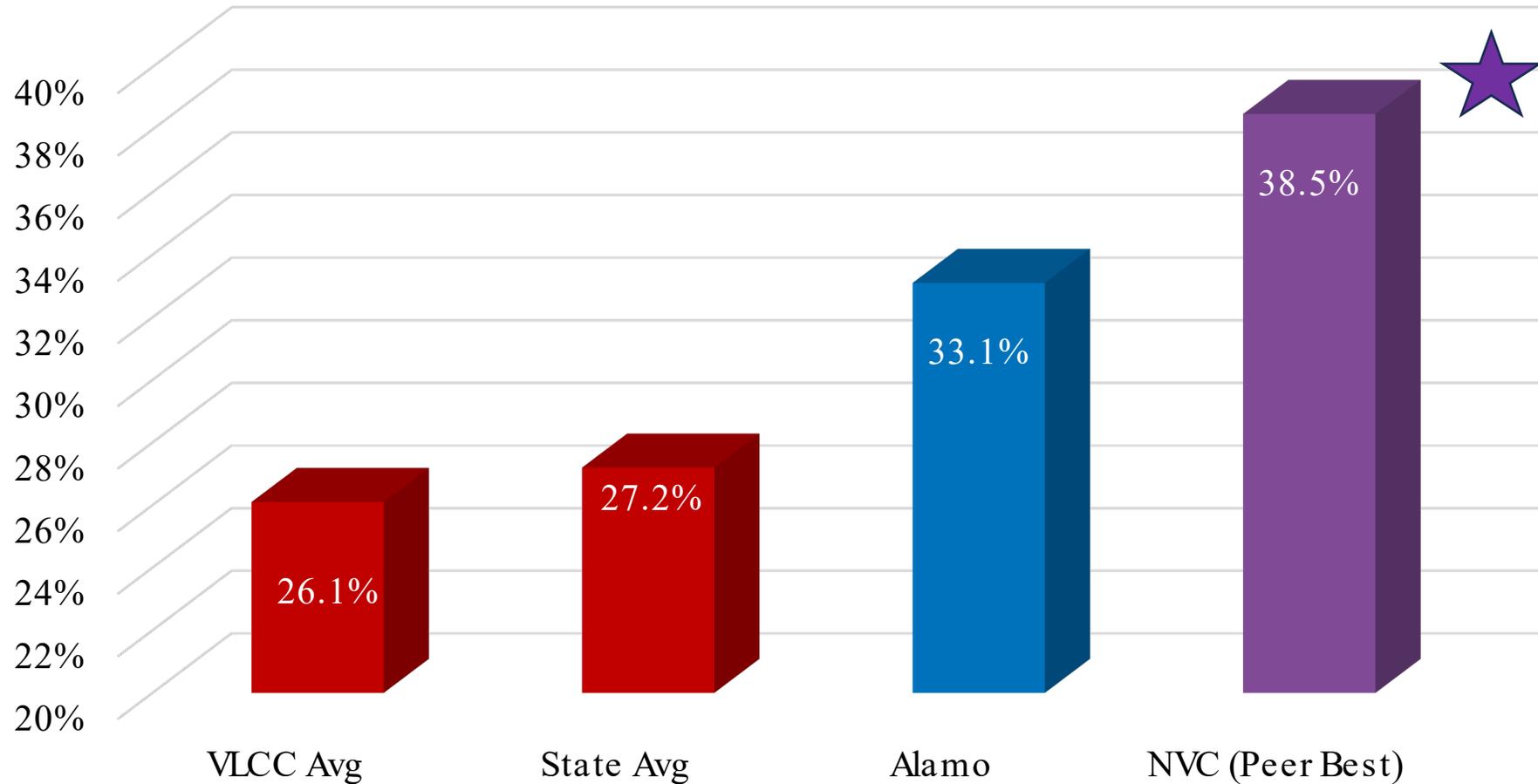
# 3-Year Freshmen Graduation Rates



	2016		2017		2018		2019		2020	
	FTIC	Grads								
FT	1227	426	1282	391	1307	432	1897	523	1273	490
PT	1464	226	1305	239	1397	232	1354	165	1605	252



# 3-Year Freshmen Comparative Graduation Rates



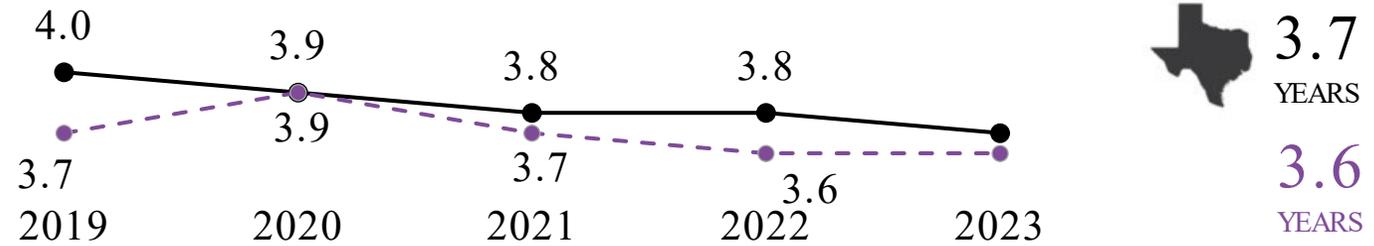
# Graduates as a % of Full Time Equivalent Enrollment

Institution	Percentage				
	2019	2020	2021	2022	2023
NVC	36.0%	37.7%	35.1%	39.6%	34.9%
Alamo	38.9%	37.4%	39.1%	40.5%	36.8%
Peer Group Average	30.8%	30.8%	34.2%	34.9%	34.8%
State Average	32.6%	32.2%	36.2%	37.0%	37.5%





# Average Time to Associate Degree



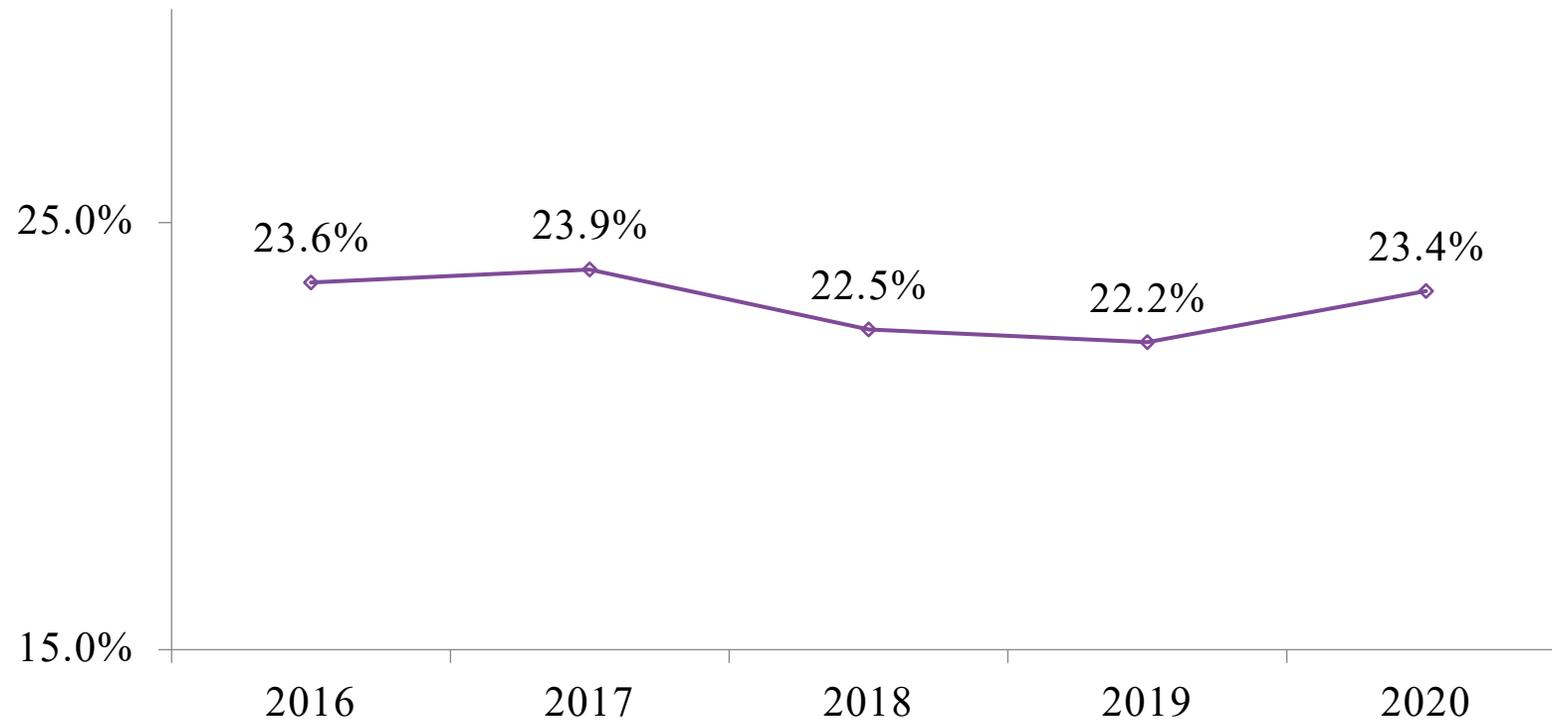
# Average SCH to Associate Degree

	2019	2020	2021	2022	2023
Texas	84	81	80	79	78
Northwest Vista College	80	83	80	79	75
Native Students	65.0	64.6	64.2	63.9	62.3

2023  
**62.3**  
 Hours average  
 SCH to Associate  
 Degree  
 Northwest  
 Vista College  
 Native  
 Students



# Freshmen 3-Year Transfer Rates



Source: National Student Clearinghouse



# Where NVC Students Transfer (Academic Year 2023)

 **UTSA**  
The University of Texas at San Antonio™ 2,216

 **TEXAS A&M UNIVERSITY  
SAN ANTONIO** 563

 **UNIVERSITY OF THE  
INCARNATE WORD.** 372

 **TEXAS TECH  
UNIVERSITY.** 319

**TEXAS STATE**  
 **UNIVERSITY** 317

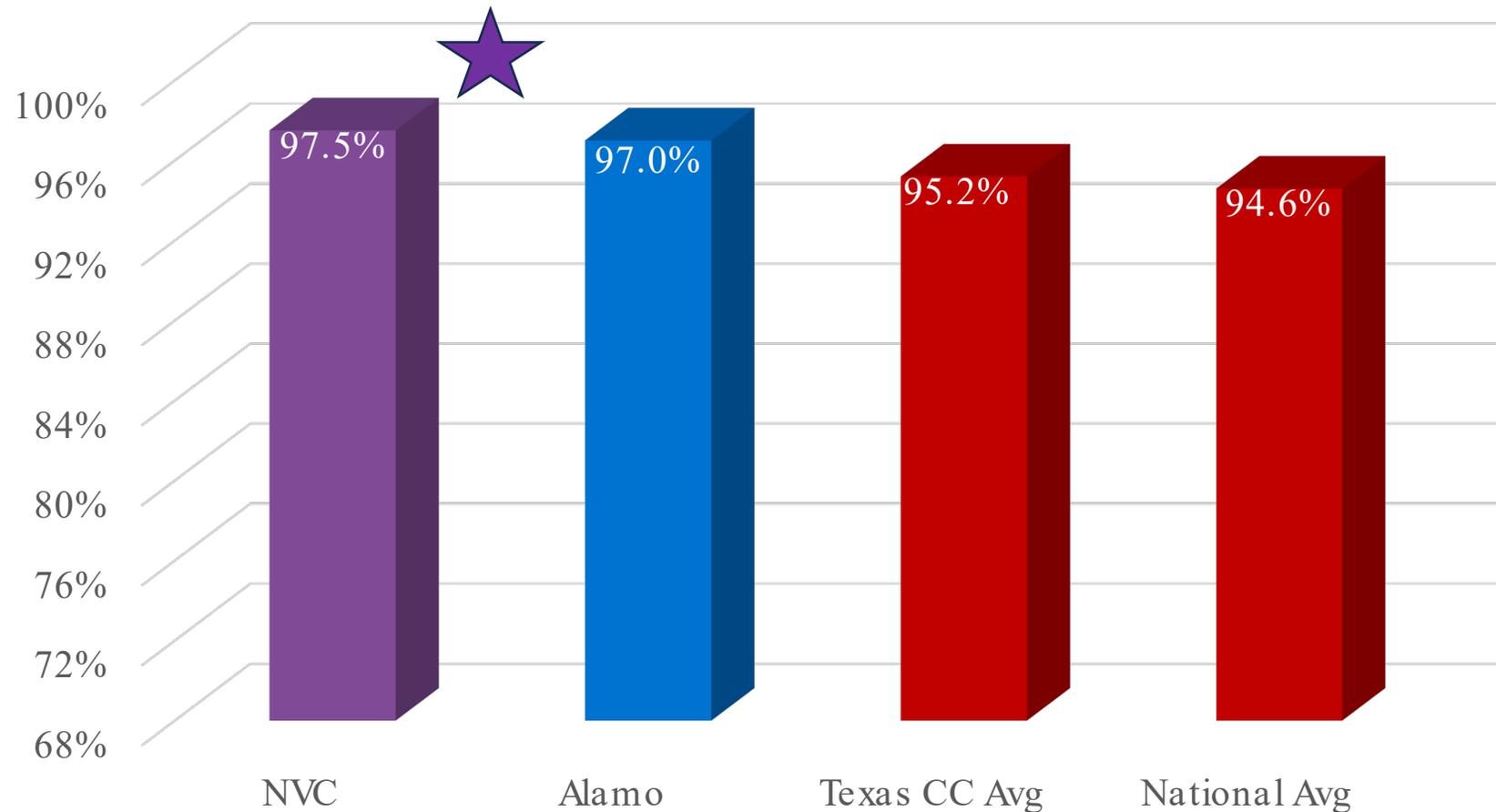


# Graduation Rates of Transfer Students

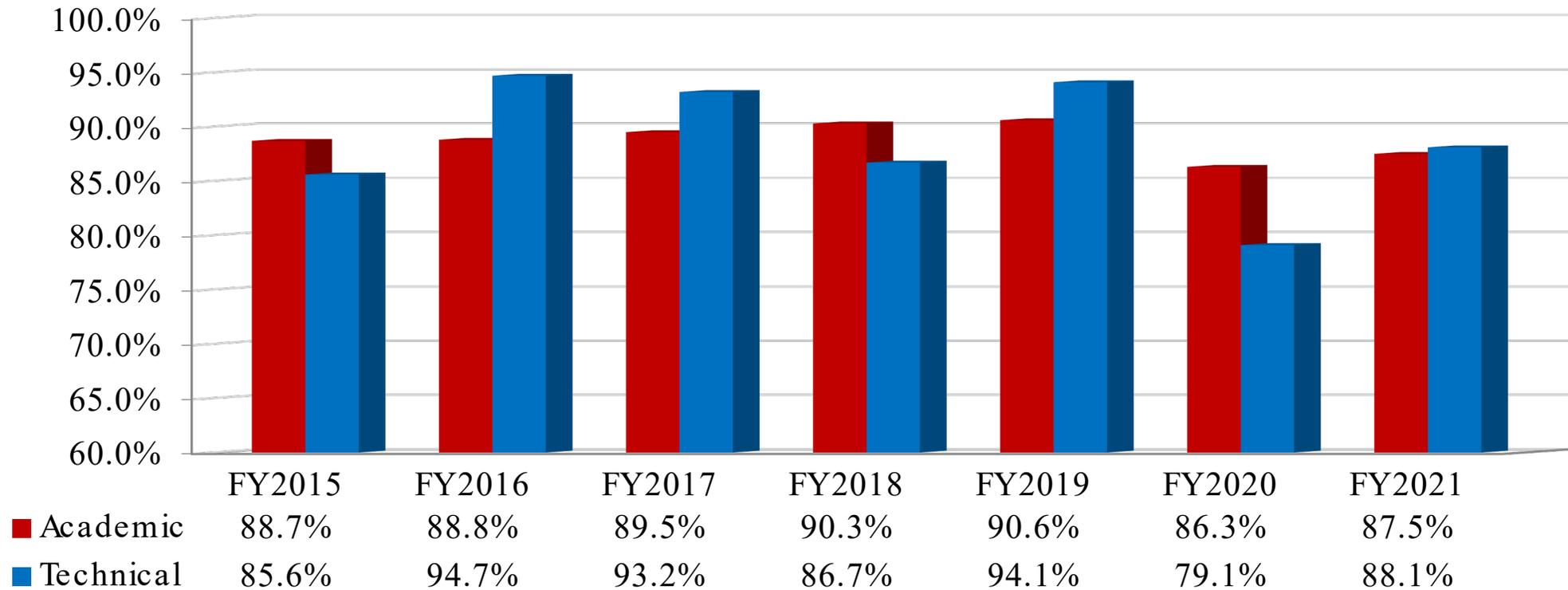
Institution	Transfer Cohort				
	2018	2019	2020	2021	2022
NVC	65.2%	66.9%	67.6%	69.0%	68.2%
Alamo	65.6%	67.6%	67.4%	67.6%	66.3%
Texas Per Group Average	61.4%	62.1%	62.2%	63.8%	64.5%
State Average	62.2%	63.8%	63.6%	65.1%	65.2%



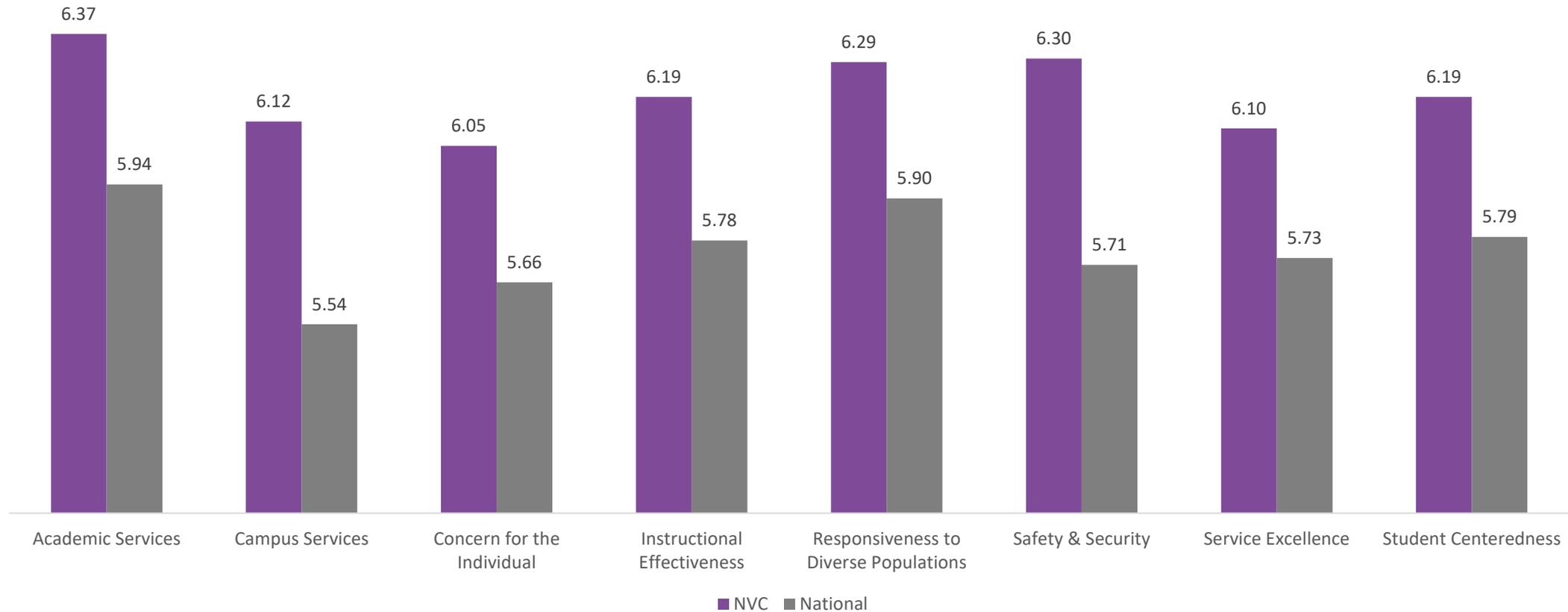
# Would you Recommend this College to a Friend or Family Member?



# Students Employed and/or Enrolled Within 6 Months of Graduation



# Noel Levitz Results – Spring 2022 | Student Satisfaction Scores ★





# BACHELOR OF APPLIED TECHNOLOGY DEGREE IN CLOUD COMPUTING



ALAMO COLLEGES DISTRICT  
Northwest Vista College



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Malcolm Baldrige  
National Quality Award  
2018 Award Recipient





# Summer Camps and Child Care





# Questions



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National Quality Award

2018 Award Recipient





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Northwest Vista College

# Appendices



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DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



# Productive Grade Rates by Equity Subgroup

Demographic	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Asian	89.62%	89.04%	89.49%	87.42%	88.21%
African American	76.82%	74.24%	72.32%	74.00%	76.27%
Hispanic	77.73%	76.90%	75.99%	76.14%	77.47%
White	83.64%	82.62%	82.31%	83.81%	83.94%
Other	81.79%	81.45%	80.62%	82.05%	88.35%
Female	81.22%	80.29%	78.69%	78.96%	80.52%
Male	77.34%	76.00%	76.19%	76.55%	77.73%
Non-Vet	79.64%	78.66%	77.79%	77.90%	79.21%
Vet	78.15%	76.89%	75.99%	78.21%	80.77%
Overall	79.49%	78.52%	77.65%	77.91%	79.26%

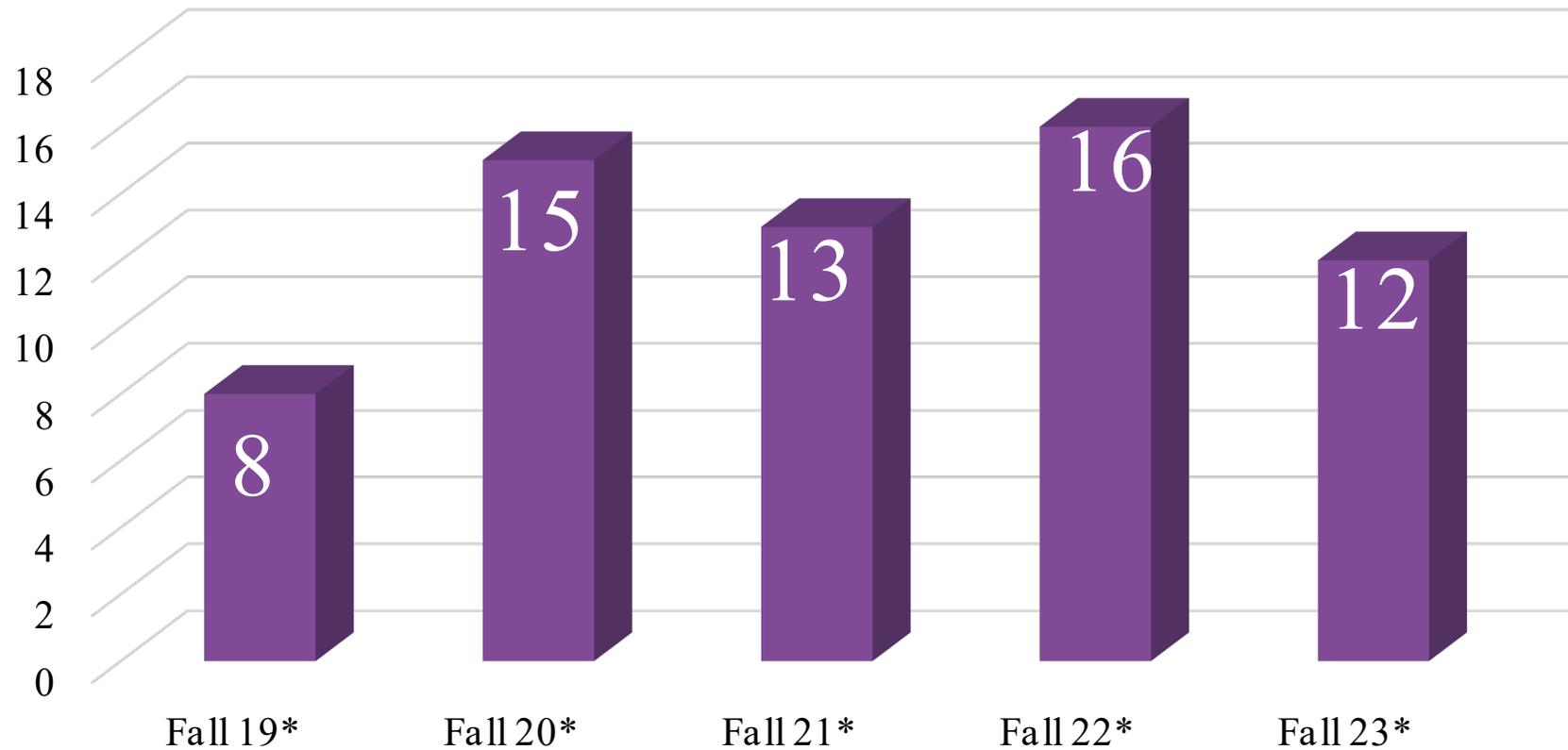


# Fall to Fall Persistence Rates by Equity Subgroup

Demographic	Fall 2018 to Fall 2019			Fall 2019 to Fall 2020			Fall 2020 to Fall 2021			Fall 2021 to Fall 2022			Fall 2022 to Fall 2023		
	FT	PT	Ttl												
Male	66.7%	52.1%	58.5%	56.3%	38.4%	48.6%	62.3%	37.7%	48.3%	65.0%	41.9%	50.8%	62.6%	40.9%	51.3%
Female	70.6%	50.7%	61.0%	67.8%	49.9%	60.5%	71.0%	45.4%	56.9%	73.2%	43.3%	55.0%	68.7%	46.7%	57.3%
Vet	68.2%	40.0%	51.9%	40.0%	32.4%	35.1%	42.9%	50.0%	48.4%	61.1%	14.3%	35.9%	58.3%	28.6%	42.3%
Non-Vet	69.0%	51.7%	60.0%	62.6%	44.6%	55.2%	67.2%	41.7%	53.0%	69.6%	43.0%	53.3%	65.9%	44.2%	54.6%
Pell	66.4%	48.7%	57.8%	59.8%	42.6%	53.2%	61.7%	39.2%	48.9%	68.9%	39.4%	51.2%	65.1%	41.8%	52.7%
Non-Pell	71.7%	53.5%	61.7%	65.3%	45.6%	56.3%	70.7%	43.7%	55.8%	70.1%	45.6%	54.8%	66.3%	46.0%	56.1%
African American	60.5%	54.4%	57.3%	57.3%	41.6%	49.6%	68.0%	35.4%	46.4%	63.4%	33.1%	44.1%	63.4%	44.0%	52.1%
Asian	79.1%	71.4%	76.1%	75.0%	56.8%	68.3%	80.0%	54.8%	69.7%	64.5%	62.9%	63.6%	70.5%	56.4%	65.0%
Hispanic	68.8%	49.6%	58.9%	62.3%	45.0%	55.3%	67.5%	41.5%	53.1%	70.9%	41.9%	53.1%	65.6%	44.2%	54.7%
White	70.4%	54.2%	61.4%	61.9%	40.6%	52.3%	62.1%	43.9%	51.9%	69.5%	48.7%	56.8%	64.9%	41.2%	51.5%
Other	72.4%	56.3%	63.9%	63.3%	47.8%	56.6%	71.0%	50.0%	58.7%	51.9%	33.3%	41.7%	73.0%	39.3%	58.5%



# Number of High-Challenge Courses



\* Terms do not include Corequisite Lab courses



# High Challenge Courses

- BIOL 2401, 2402
- HIST 2327
- INRW 0420
- MATH 0320, 0410, 1324, 1325, 2412, 2413, 2414
- PHIL 2303



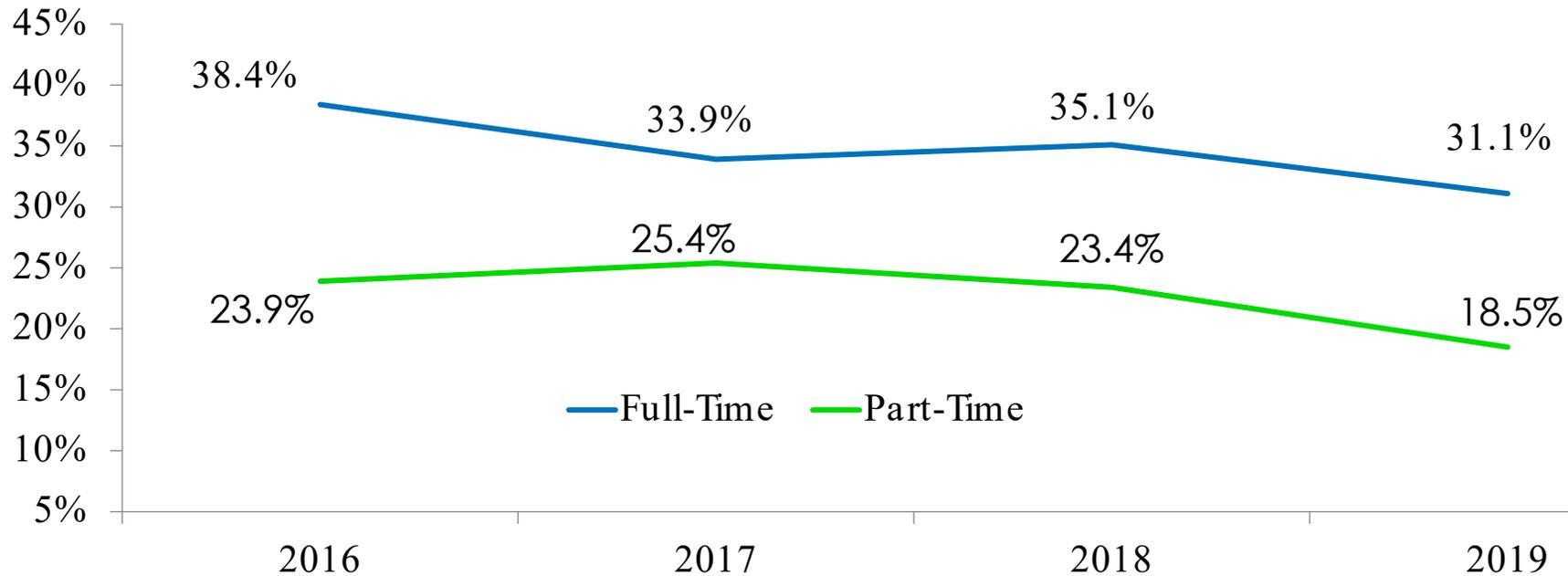
# 3-Year Graduation Rates by Equity Subgroup



Demographic	Fall 2016 Cohort			Fall 2017 Cohort			Fall 2018 Cohort			Fall 2019 Cohort			Fall 2020 Cohort		
	FT	PT	Ttl												
Male	31.9%	12.9%	21.3%	25.4%	13.8%	19.5%	28.2%	13.3%	19.9%	21.4%	10.1%	16.6%	33.6%	14.1%	22.5%
Female	36.0%	17.9%	26.4%	34.6%	22.2%	28.4%	36.6%	19.9%	28.6%	33.7%	14.2%	25.8%	41.7%	17.1%	28.2%
Vet	36.2%	24.3%	31.0%	56.7%	26.1%	43.4%	31.8%	30.0%	30.8%	28.6%	28.9%	28.8%	14.3%	8.3%	9.7%
Non-Vet	34.0%	15.2%	23.7%	29.8%	18.2%	23.9%	33.1%	16.3%	24.4%	27.9%	11.7%	21.2%	38.2%	15.8%	25.8%
Pell	34.4%	16.3%	24.7%	29.3%	19.8%	24.7%	33.6%	17.9%	26.0%	26.0%	13.2%	21.1%	37.3%	16.9%	25.7%
Non-Pell	33.8%	14.8%	23.3%	31.5%	17.0%	24.0%	32.5%	15.6%	23.2%	30.0%	11.4%	21.6%	38.7%	14.9%	25.6%
African American	21.4%	14.0%	17.5%	28.6%	8.9%	18.6%	27.2%	14.4%	20.5%	26.5%	11.5%	19.1%	37.3%	18.4%	24.8%
Asian	38.8%	19.2%	32.0%	36.7%	25.0%	30.0%	54.5%	42.9%	50.0%	38.8%	10.8%	28.8%	51.1%	19.4%	38.2%
Hispanic	34.8%	15.8%	24.2%	29.7%	18.4%	24.1%	31.9%	15.2%	23.3%	26.5%	10.8%	20.2%	37.6%	15.2%	25.3%
White	34.7%	15.2%	24.2%	31.4%	20.1%	25.6%	38.2%	18.8%	27.6%	32.3%	16.4%	25.2%	37.4%	16.1%	25.5%
Other	36.0%	6.9%	20.4%	43.3%	15.6%	29.0%	13.8%	24.2%	19.4%	27.9%	17.4%	23.4%	41.9%	13.0%	24.7%



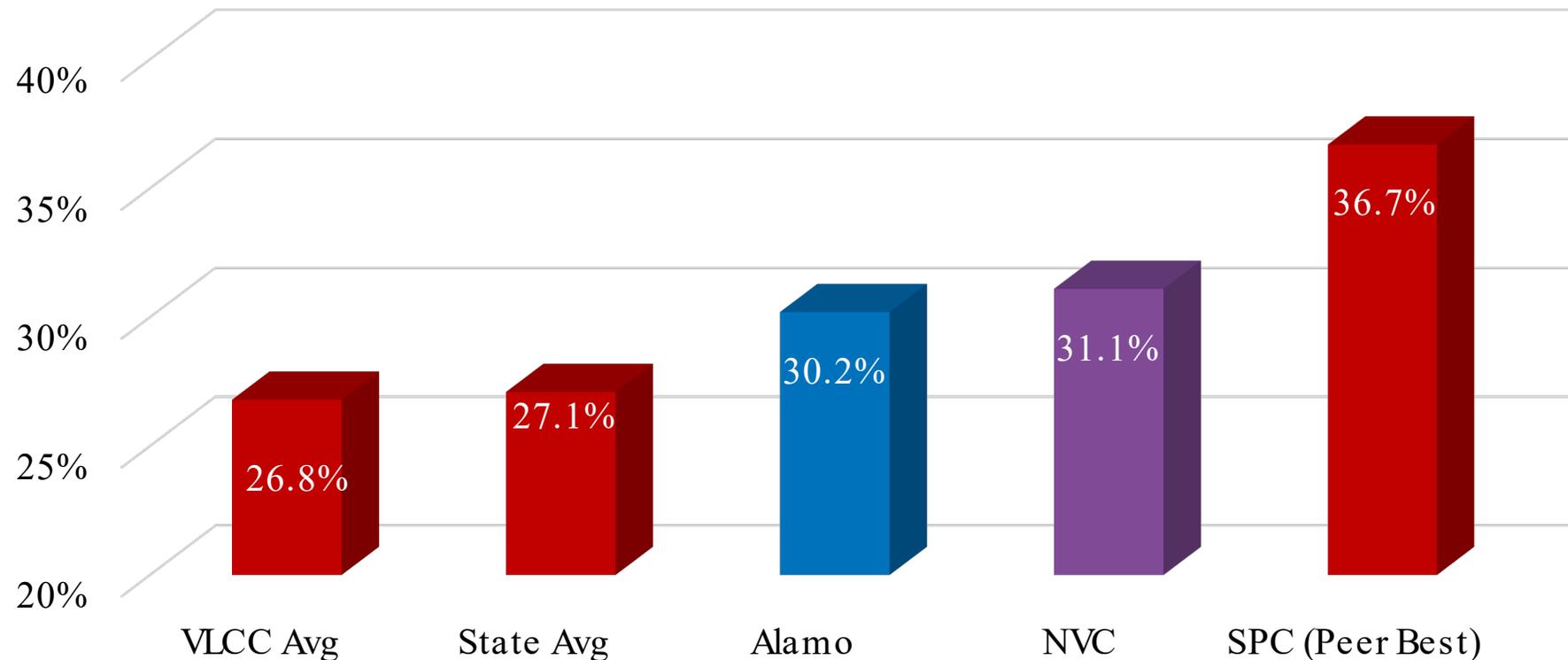
# 4-Year Graduation Rates



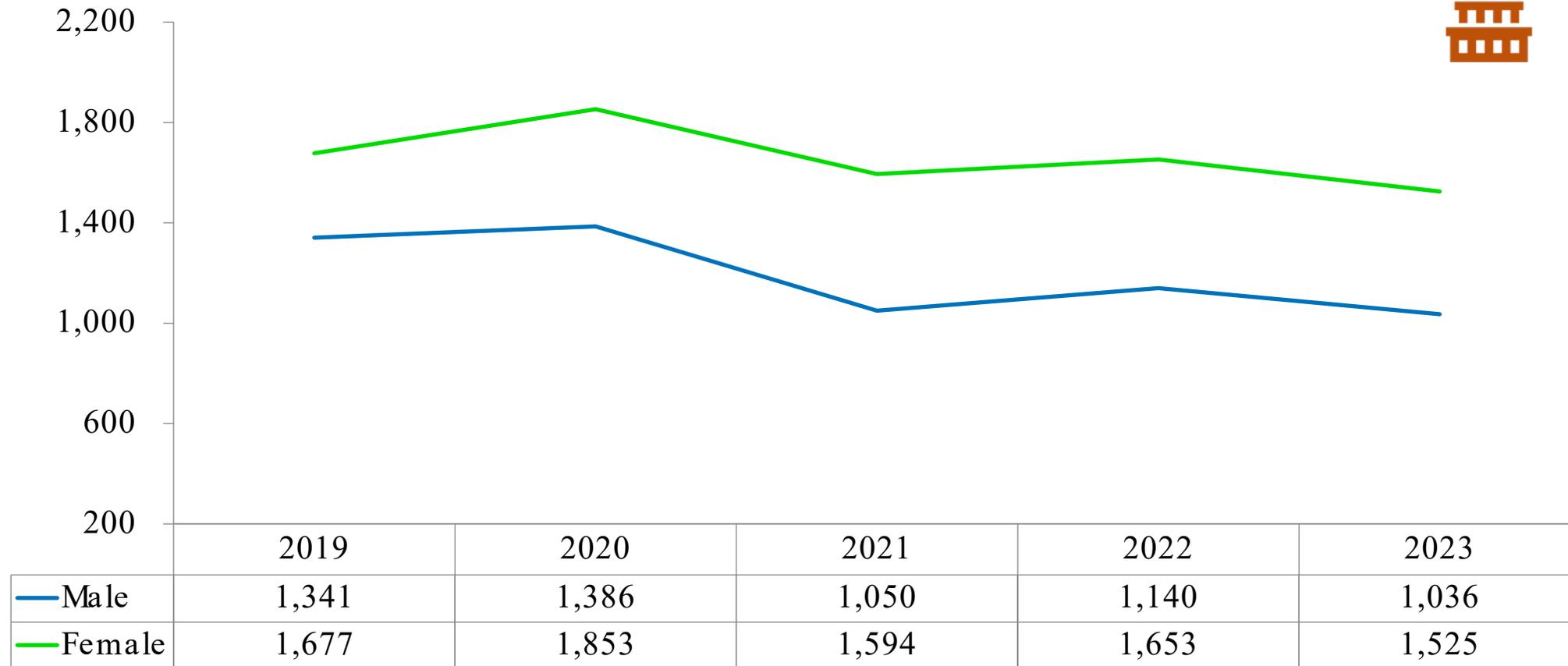
	2016		2017		2018		2019	
	FTIC	Grads	FTIC	Grads	FTIC	Grads	FTIC	Grads
FT	1227	471	1282	435	1307	459	1897	590
PT	1464	350	1305	331	1397	327	1354	250



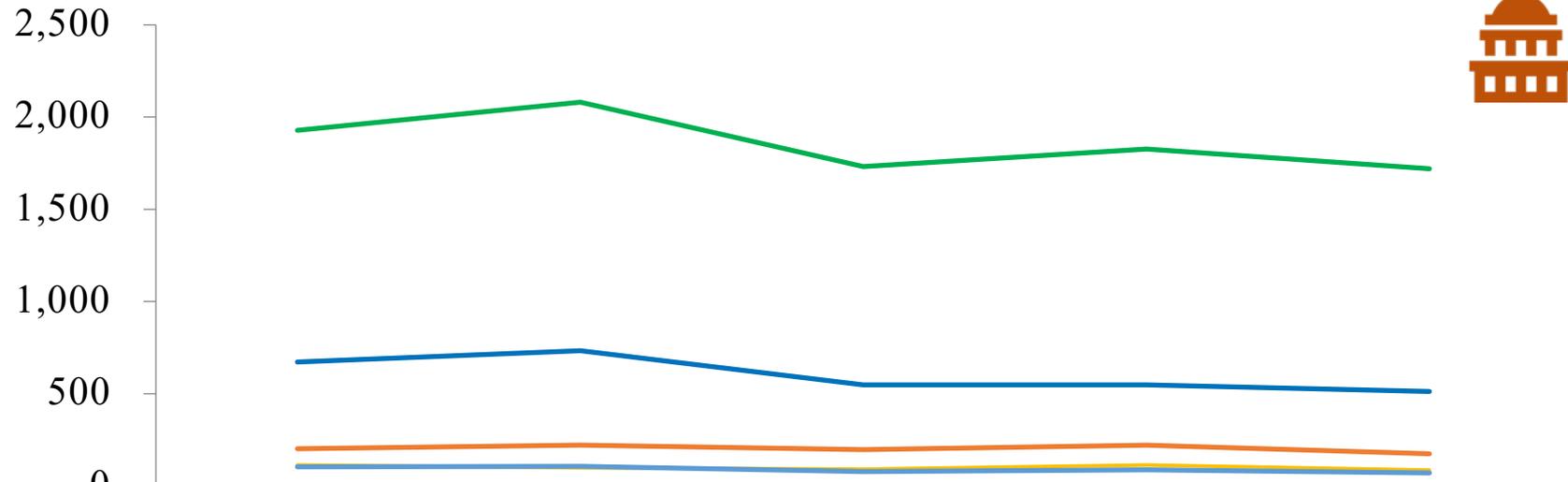
# 4-Year Freshmen Comparative Graduation Rates



# Degrees & Certificates Awarded by Gender



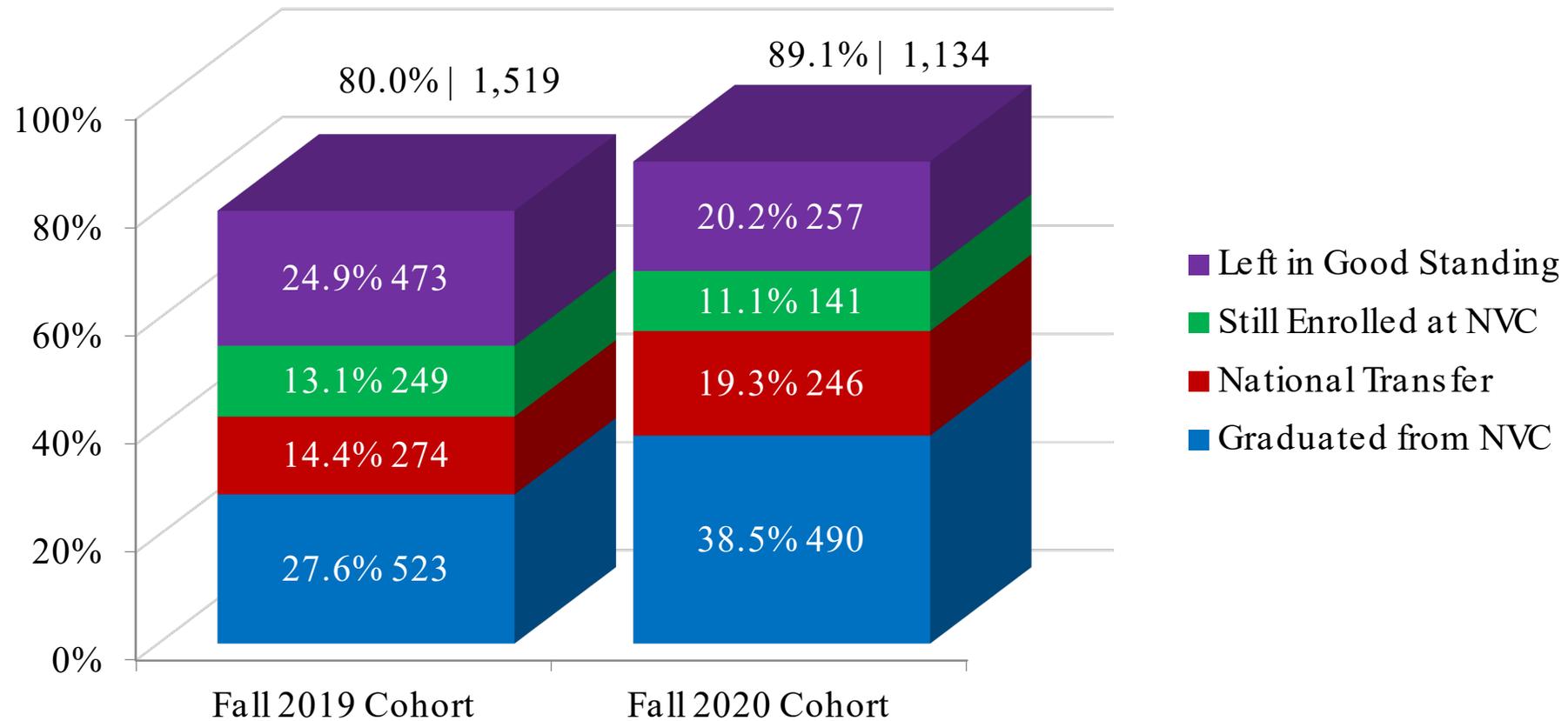
# Degrees & Certificates Awarded by Ethnicity



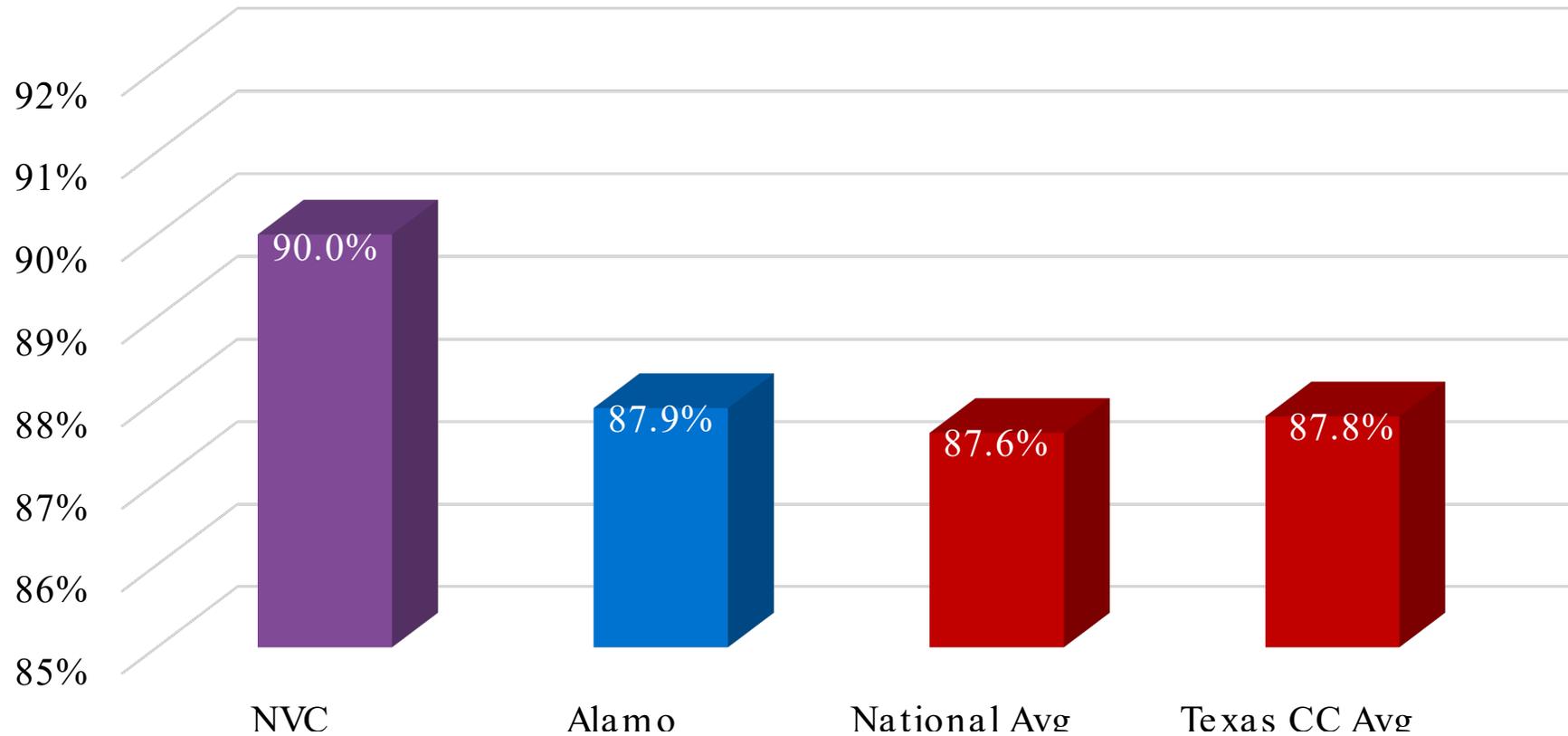
	2019	2020	2021	2022	2023
White	672	733	548	547	512
African American	202	221	197	220	174
Hispanic	1,928	2,081	1,731	1,826	1,720
Asian	113	98	91	113	85
Other	103	106	77	87	70



# Fall Full Time FTIC 3-Year Tracking



# Percentage of Students Rating their Entire Educational Experience as “Good or Excellent”



Thank you.



ALAMO COLLEGES DISTRICT  
Northwest Vista College



ALAMO  
COLLEGES  
DISTRICT



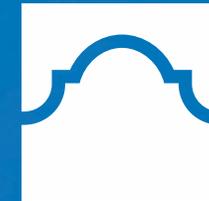
Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



# Student Advocacy Network Update

**DEBI GAITAN**

Interim Vice Chancellor for Student Success



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DISTRICT



## Board Policies in Support of Charges

- F.6.1 (Policy) Student Success
- F.6.5 (Policy) Student Success: Empowering Diverse Learner Communities

## Charges to the Chancellor

1. Student Equity and Success:  
Continue to enhance the Student Advocacy Network service portfolio to provide wrap-around support services for student retention and completion.



# Alamo Colleges Student Advocacy Network

Advocacy Centers at each of our five colleges provide our learners with fundamental **resources** as part of a district-wide commitment to **student well-being and success**

Our Advocacy Centers **partner** to help meet the physical, mental, financial, and emotional health **needs of learners** equipping them to **thrive** in their studies, build meaningful relationships, and effectively **navigate life in college and beyond.**

# Alamo Advocacy Network Partnering to Help End Poverty



# Advocacy Student Profile

74% Hispanic

11% African-American

12% White

1% Asian

2% Other

4% Under 18

77% 18-21

12% 22-24

1% 25-29

2% 30-34

3% 35-50

1% 51+

63% Female

37% Male

32% Full-Time

68% Part-Time

71% Economically Disadvantaged

17% Academically Disadvantaged

17% Student Parent

4% Foster Youth

13% With a Disability

2% Veterans



# Student Advocacy Network Update

## Alamo Colleges District & Community Partnerships

**T  
O  
P  
  
F  
O  
U  
R**



**Housing**



**Utilities**



**Emergency Aid**



**Clothing**



**Food Assistance**



**Mental Health Counseling**



**Wellness 360**



**Transportation**

# Advocacy Network 2022-2023



## 27,929 Student Engagements

- Housing
- Utilities
- Food
- Mental Health
- Clothes
- Emergency Aid



## 21,238 Advocacy Helpline Calls

- Connecting Students to Advocacy Resources
- Distance Support and Intervention

# Advocacy Network 2022-2023



## 8,000 Counseling Cases

- Crisis Intervention
- Mental Health Disorders
- Depression
- Anxieties



## 1,313 Faculty and Staff Professional Development Engagements

- Advocacy Resources
- Suicide Prevention
- Belonging
- Mental Health Disorders
- Learning Disorders
- Poverty Informed Sessions<sup>57</sup>

# Advocacy Future Ready Expansions



Helpline Agents



Counseling Support



Case Managers



Navigators - Supplemental Nutrition Assistance (SNAP)

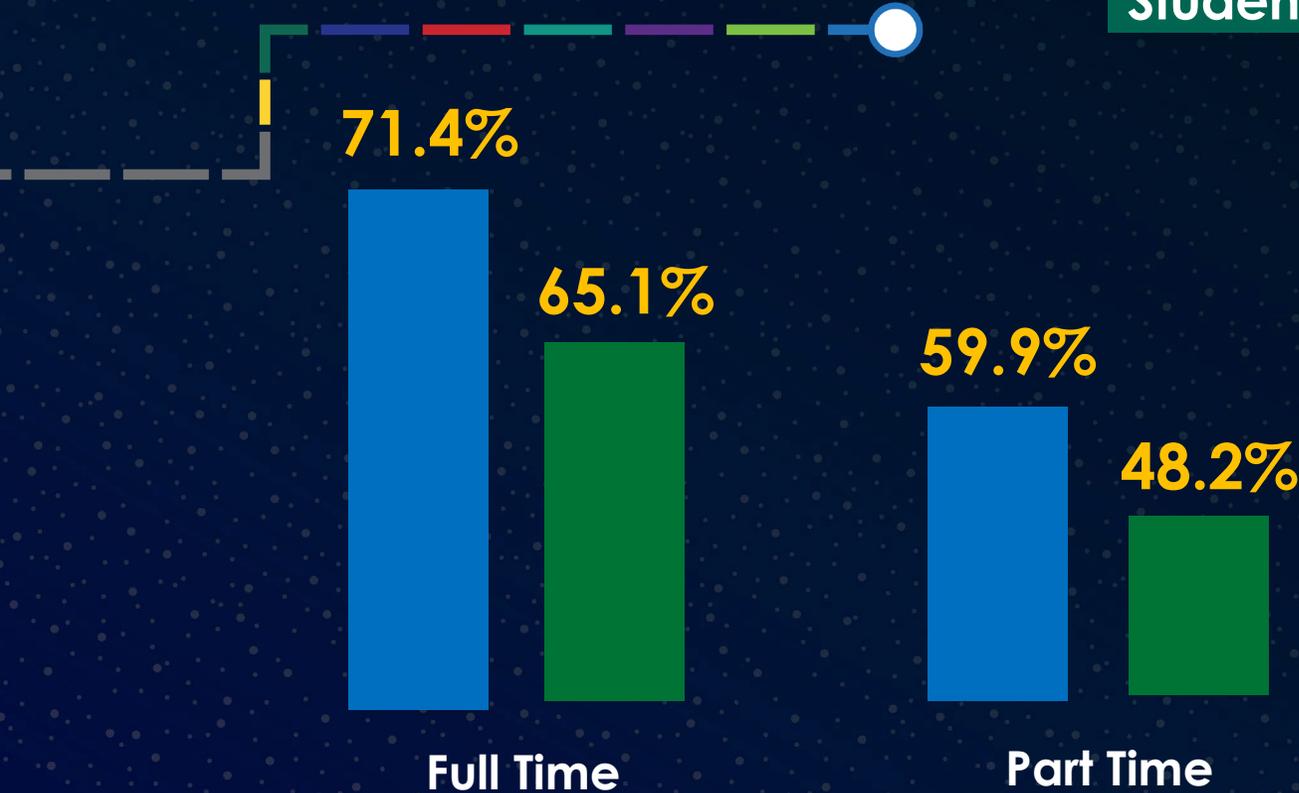


24/7 Phone and Online Support Services

# Fall 2022-to-Fall 2023 Persistence

Advocacy Student

Non-Advocacy Student



 9.2%  
Difference

 21.6%  
Difference

**Advocacy Students Persist At Higher Rates Than Non-Advocacy Students**

# 2020 Cohort 3-Year Graduation Rate

Advocacy Student

Non-Advocacy Student

34.3%



32.4%



Full Time

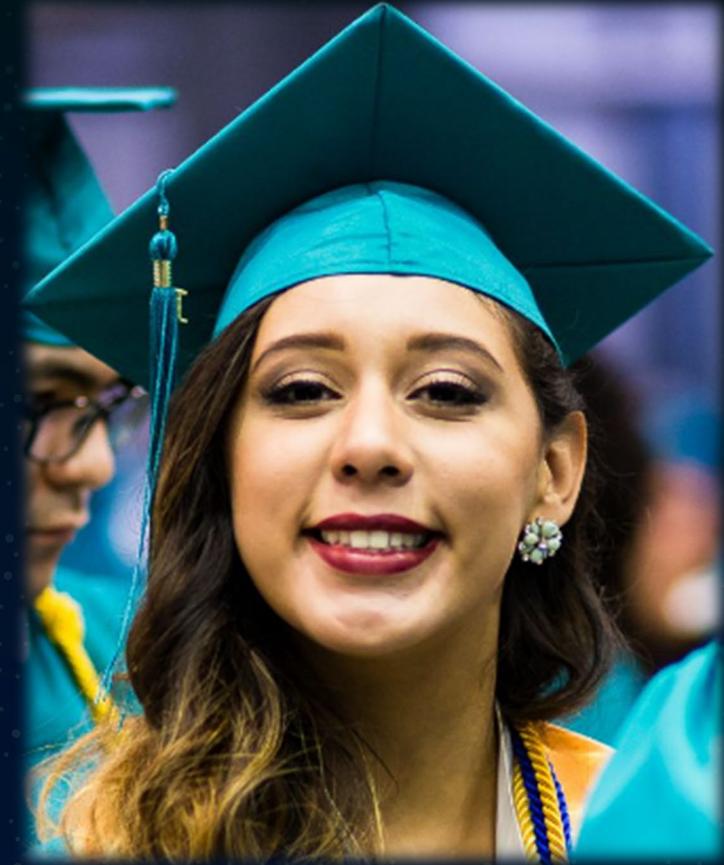
16.6%



11.9%



Part Time



5.6%

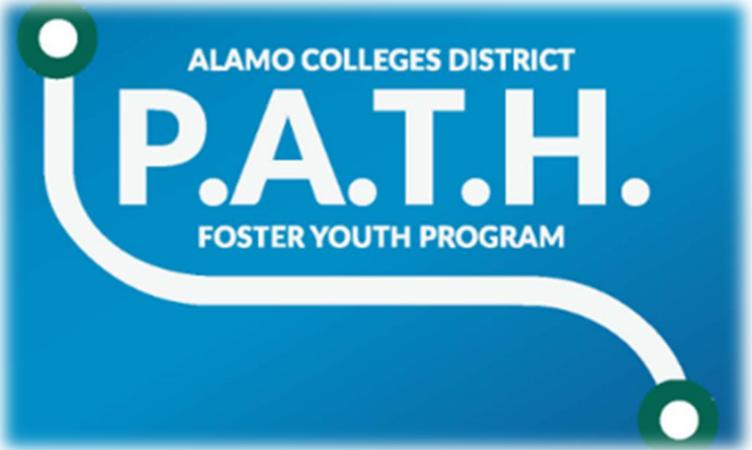
Difference



32.9%

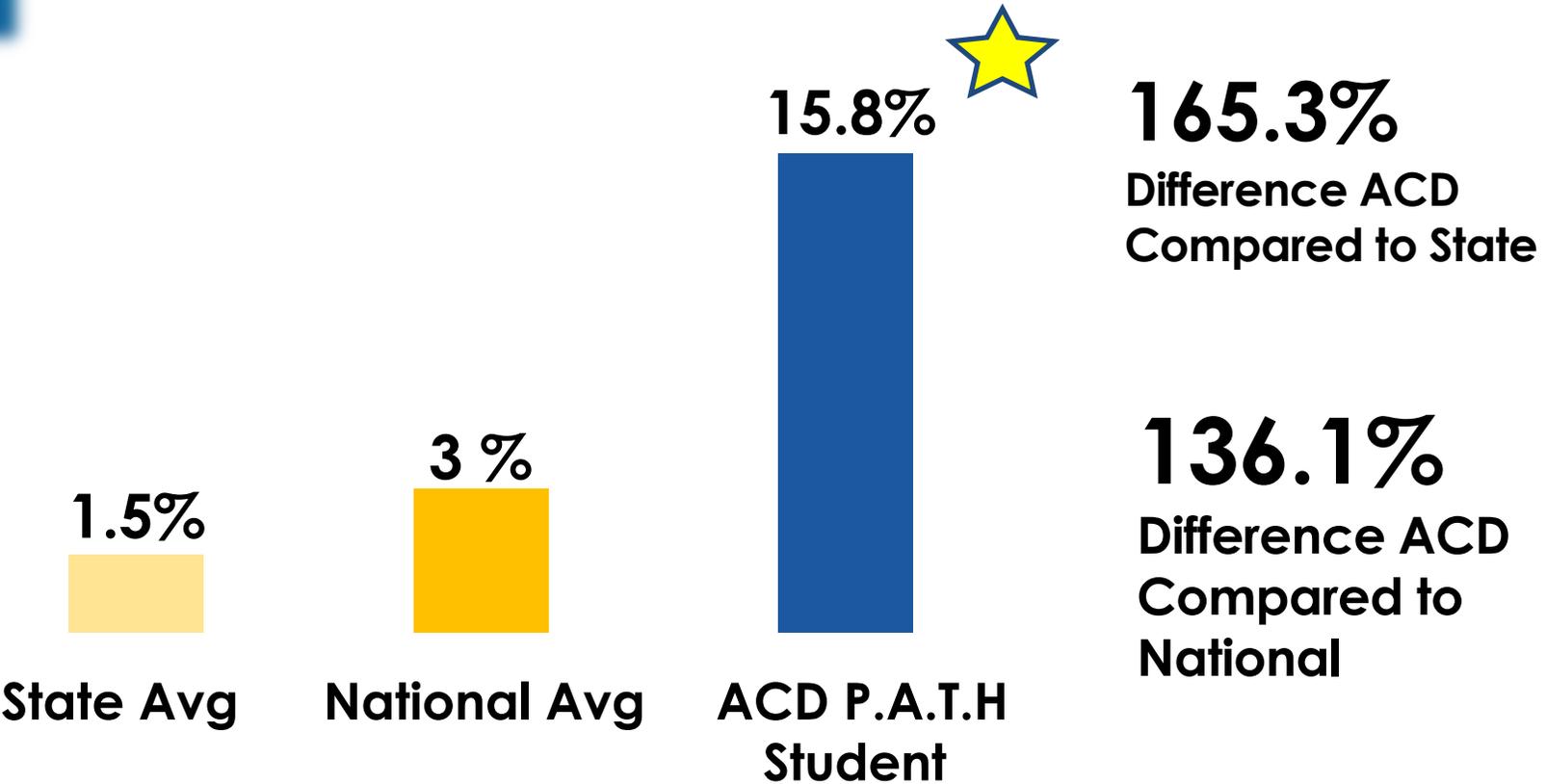
Difference

**Advocacy Students Have  
Higher Degree Intensity**



# 2020 Cohort 3-Year Graduation Rate for Foster Youth

**P**artnering  
**A**ssisting  
**T**ransforming for  
**H**igher Education



# Alamo Colleges Advocacy Services

## *MADE FOR YOU!*

“As a student at San Antonio College, I **faced numerous challenges** in the past two years and found **tremendous support** from the Alamo Colleges and **Advocacy Services**. My circumstances did not define my future, and **now I am moving on to UTSA** for my continued educational journey.”

### **Cassandra Reyes**

San Antonio College Graduate  
May 2024  
Social Work Major  
Transitioning to UTSA



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# Thank You



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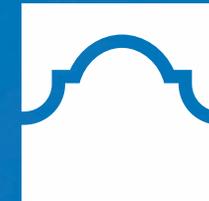
Malcolm Baldrige  
National Quality Award  
2018 Award Recipient



# Bond Defeasance

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

Associate Vice Chancellor for Finance and Fiscal Services



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# Board Policies in Support of Charges

## Board Policies in Support of Charges

- C.3.1 (Policy) Debt Management

# Charges to the Chancellor

## Monitored Goal

- Institutional Excellence and Continuous Improvement



# Minute Order - Background

In May 2024, Board of Trustees approved the 2025 Debt Management Plan

This included the recommendation to defease (pay off) a portion of the outstanding Ltd. Tax Bonds.

- Amount to pay off: Not less than \$15 million (estimated between \$15 and \$17 million)
- To provide future savings and increase debt capacity.

The Board of Trustees must adopt the resolution approving the defeasance prior to adopting the tax rate.

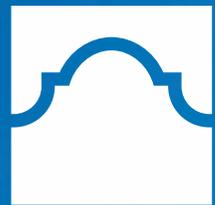


# Recommended Action

We recommend the Board of trustees move this item for action at the August 20, 2024 Regular Board Meeting.

Timing of Redemption: At the first call date, August 15, 2025

Thank you.



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**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE ALAMO COMMUNITY COLLEGE DISTRICT PROVIDING FOR THE DEFEASANCE AND CALLING FOR REDEMPTION CERTAIN CURRENTLY OUTSTANDING OBLIGATIONS; DIRECTING THAT THE BOARD SECRETARY, OR A DESIGNEE THEREOF, EFFECTUATE THE REDEMPTION OF THESE OBLIGATIONS; AND OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, the Board of Trustees (the *Board*) of Alamo Community College District (the *District*) previously adopted a resolution (the *2007 Resolution*) on March 13, 2007 authorizing the issuance of obligations designated as “Alamo Community College District Limited Tax Bonds, Series 2007”, dated March 15, 2007, in the original principal amount of \$271,085,000 (the *2007 Obligations*); and

WHEREAS, the 2007 Obligations are currently outstanding in the principal amount of \$15,760,000, and mature on August 15, 2033; and

WHEREAS, the 2007 Obligations maturing on August 15, 2033 are subject to redemption on August 15, 2017 or any date thereafter (the *2007 Redemption Date*), at the option of the District; and

WHEREAS, the 2007 Resolution provides the notice requirements to effectuate the optional redemption of the 2007 Obligations; and

WHEREAS, the Board of the District previously adopted a resolution (the *2012 Resolution*) on May 23, 2012 authorizing the issuance of obligations designated as “Alamo Community College District Limited Tax Refunding Bonds, Series 2012”, dated June 15, 2012, in the original principal amount of \$74,110,000 (the *2012 Obligations*); and

WHEREAS, the 2012 Obligations are currently outstanding in the principal amount of \$65,630,000, and mature on August 15 in each of the years 2033 through 2035, August 15, 2037 (3.75% coupon), and August 15, 2037 (4.00% coupon); and

WHEREAS, the 2012 Obligations maturing on and after August 15, 2023 are subject to redemption on August 15, 2022 or any date thereafter (the *2012 Redemption Date*), at the option of the District; and

WHEREAS, the 2012 Resolution provides the notice requirements to effectuate the optional redemption of the 2012 Obligations; and

WHEREAS, the Board of the District previously adopted a resolution (the *2015 Resolution*, and together with the 2007 Resolution and 2012 Resolution, the *Resolution*) on October 27, 2015 authorizing the issuance of obligations designated as “Alamo Community College District Limited Tax Refunding Bonds, Series 2016”, dated May 15, 2016, in the original principal amount of \$72,065,000 (the *2016 Obligations*, and together with the 2007 Obligations and 2012 Obligations, the *Obligations*); and

WHEREAS, the 2016 Obligations are currently outstanding in the principal amount of \$42,715,000, and mature on February 15 in each of the years 2026 through 2036; and

WHEREAS, the 2016 Obligations maturing on and after February 15, 2026 are subject to redemption on February 15, 2025 or any date thereafter (the *2016 Redemption Date*, and together with the 2007 Redemption Date and 2012 Redemption Date, the *Redemption Date*), at the option of the District; and

WHEREAS, the 2016 Resolution provides the notice requirements to effectuate the optional redemption of the 2016 Obligations; and

WHEREAS, it is in the best interest of the District and the citizens of the District to defease and redeem a portion of the Obligations as herein provided in order to terminate the payment of interest thereon and to reduce the District's aggregate debt service requirements in the years subsequent to the redemption date; now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE ALAMO COMMUNITY COLLEGE DISTRICT THAT:

SECTION 1: A portion of the Obligations in an amount not less than \$15,000,000 (subject to the amount of funds actually received by the District, but to include such additional amounts due to availability of funds, as hereinafter described), eligible to be redeemed on the respective Redemption Date, are hereby called for redemption and shall be redeemed on such respective Redemption Date (the *Redeemed Obligations*). The Board hereby authorizes and directs the Chancellor, Vice Chancellor for Finance and Administration, and/or the Associate Vice Chancellor for Finance and Fiscal Services (each, an *Authorized Official*) to ultimately determine the principal amount of Redeemed Obligations to be redeemed on the basis of the availability of funds for such purpose by the funding deadline hereinafter described; provided, however, that in no case shall the principal amount of Obligations be less than \$15,000,000, subject to the amount of funds actually received by the District. This election to redeem is irrevocable upon adoption of this resolution (the *Redemption Resolution*) by the Board. The Notice of Redemption for the respective Obligations shall be prepared and delivered in the form required under the respective Resolution. On or before August 31, 2025, the District shall transfer its lawfully available funds to the paying agent/registrar for the respective Redeemed Obligations (the *Paying Agent*), an amount sufficient (when combined with investment earnings on such initial deposit) to pay all costs of interest due and owing on the Redeemed Obligations from the time of such deposit through the respective Redemption Date, plus the principal amount of the Redeemed Obligations due and owing at such time of redemption. Upon the making of such deposit, the Redeemed Obligations will be determined to have been defeased and, as a result, discharged and no longer considered outstanding as an obligation of the District in accordance with applicable Texas law.

SECTION 2: Each Authorized Official is authorized and instructed to deliver notice of redemption described herein to the paying agent/registrar for the Obligations, for further delivery thereby to the holders of the Redeemed Obligations, as provided in the respective Resolution.

SECTION 3: The Chair and Secretary of the Board, or any of them, are authorized to evidence adoption of this Resolution and to do any and all things necessary or convenient to effect

the redemption described herein and otherwise give effect to the intent and purpose hereof, including the execution of any related documentation to effectuate the transactions that are the subject of this Redemption Resolution.

SECTION 4: The Board hereby approves payment from lawfully available District funds of professional fees and expenses of Bond Counsel, the District's Financial Advisor, any escrow agent or verification agent, each respective paying agent/registrar for the Redeemed Obligations, and any other party whose services have been determined by the District to be necessary to accomplish the purpose and intent of this Redemption Resolution.

SECTION 5: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Redemption Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

SECTION 6: All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Redemption Resolution are hereby repealed to the extent of such conflict, and the provisions of this Redemption Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 7: This Redemption Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 8: If any provision of this Redemption Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Redemption Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Redemption Resolution would have been enacted without such invalid provision.

SECTION 9: It is officially found, determined, and declared that the meeting at which this Redemption Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Redemption Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 10: Though such parties may be identified, and the entry into a particular form of contract may be authorized herein, the Board hereby delegates to each Authorized Official the authority to independently select the counterparty to any agreement with the any contract that is determined by an Authorized Official or Bond Counsel to be necessary or incidental to carry out the provisions of this Redemption Resolution, as long as each of such contracts has a value of less than the amount referenced in Section 2252.908, Texas Government Code, as amended (collectively, the *Ancillary Contracts*) and, as necessary, to execute the Ancillary Contracts on behalf and as the act and deed of the District. The Board has not participated in the selection of any of the business entities which are counterparties to the Ancillary Contracts.

SECTION 11: This Redemption Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND APPROVED, this the 20th day of August, 2024.

ALAMO COMMUNITY COLLEGE DISTRICT

---

Chair, Board of Trustees

ATTEST:

---

Secretary, Board of Trustees

(DISTRICT SEAL)

*[The remainder of this page intentionally left blank.]*

**EXHIBIT B**

I MOVE THAT THE BOARD OF TRUSTEES APPROVE A DEFEASANCE  
RESOLUTION

(roll call vote required)



2. The attached Resolution is a true and correct copy of the original on file in the official records of the District; the duly qualified and acting members of the Board on the date of the Meeting are those persons shown above, and, according to the records of my office, each member of the Board was given actual notice of the time, place, and purpose of the Meeting and had actual notice that the Resolution would be considered; and the Meeting and deliberation of the aforesaid public business, including the subject of the Resolution, was open to the public and was posted and given in advance thereof in compliance with the provisions of Chapter 551, as amended, Texas Government Code.

*[The remainder of this page intentionally left blank.]*

IN WITNESS WHEREOF, I have signed my name officially and affixed the seal of the District, this 20th day of August, 2024.

---

Secretary, Board of Trustees

(SEAL OF DISTRICT)

## INCUMBENCY CERTIFICATE/ AUTHORIZED CALLBACKS

The undersigned, Anna Uriegas Bustamante being the Board Secretary  
*(name of Authorized Company Officer)* *(title)*

of Alamo Community College District (the "Company")

does hereby certify that (1) the individuals listed below are qualified and acting officers of the Company, (2) the signature appearing opposite the name of each such officer is a true specimen of the genuine signature of such officer, and (3) such individuals have the authority to provide written direction/ confirmation and receive callbacks at the phone number(s) noted below and execute documents to be delivered to, or upon the request of The Bank of New York Mellon and/or The Bank of New York Mellon Trust Company, N.A. (collectively, "BNY Mellon"). BNY Mellon may rely conclusively upon the certification of authority of the officers named in this Certificate in connection with all corporate trust transactions to which the Company is a party with BNY Mellon until such time as the Company (i) expressly revokes this Certificate in writing or (ii) provides a revised Certificate; in order to be effective, either must be delivered to BNY Mellon at the addresses provided in the related governing documents.

<u>Name</u>	<u>Title</u>	<u>Signature</u>	<u>Phone Number for Callback</u>
<u>Clint Kingsbery</u>	<u>Chair of the Board</u>	_____	_____
<u>Dr. Mike Flores</u>	<u>Chancellor</u>	_____	_____
<u>Lisa Mazure</u>	<u>Associate Vice Chancellor for Finance and Fiscal Services</u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

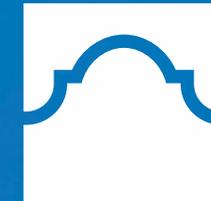
IN WITNESS WHEREOF, the undersigned has duly executed and delivered this certificate  
as of \_\_\_\_\_.

\_\_\_\_\_  
(Board Secretary)

# FY 2025 Property Taxes – Maintaining a Stable Rate

August 13, 2024

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



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# Board Policies in Support of Charges

C.1.3 – Appropriations and Revenue Sources

# Charges to the Chancellor

- Active Goals
  - Goals 1 - 7
- Monitored Goals
  - Goals 8 - 11



# Agenda

- Overview of Property Taxes & Calculated Rates
- FY25 Balanced Approach:
  - Providing Sustainable Revenues for areas such as Student Success, AlamoADVISE, AlamoBOOKS+, and Talent.
- FY25 Proposed Tax Rate
- Next Steps



# Two Parts to the Tax Rate/Revenue

## \$0.107760 M&O

- Facilities Maintenance and Operations (salaries, utilities, day-to-day operations, prev. mtn.)
- M&O revenues support Student Success Strategies AND State funding now makes up only 22% of funding compared to 33% in 2009

## \$0.04139 Debt

- Covers Principal and Interest on bonds issued and secured by the property tax revenues
- Includes Capital Improvement Program (CIP Gen. Oblig. Bonds and Maint. Tax Notes)
- Allow for calling of bonds and interest savings

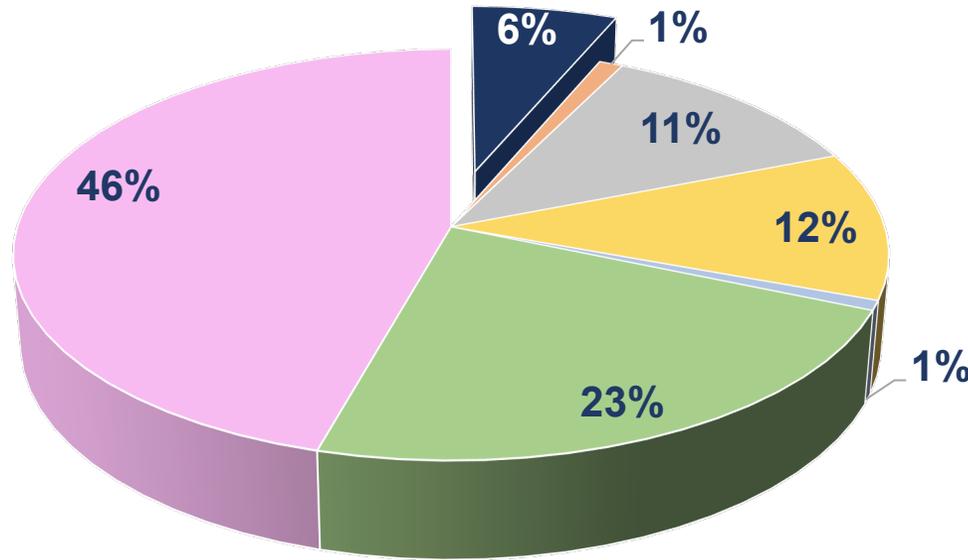
Alamo Colleges District's current Tax Rate of \$0.149150

**\$0.107760 M&O** + **\$0.04139 Debt**

*Strategy of targeting a stable tax rate since 2013 has allowed ACD to maintain 6.4M gross sq. ft. and construct CIP facilities **without increasing the tax rate***



# Allocation \$1 of Taxes of a “Typical” Bexar County Homeowner



- Alamo Colleges District
- Flood Fund
- Hospital District
- Bexar County
- San Antonio River Authority
- City/San Antonio
- Avg. School District

Assume average home of \$318,392  
\$7,532 in taxes, \$475 estimated to ACD

Compiled from information from Bexar Appraisal District- assumes COSA resident with composite school district, average price home



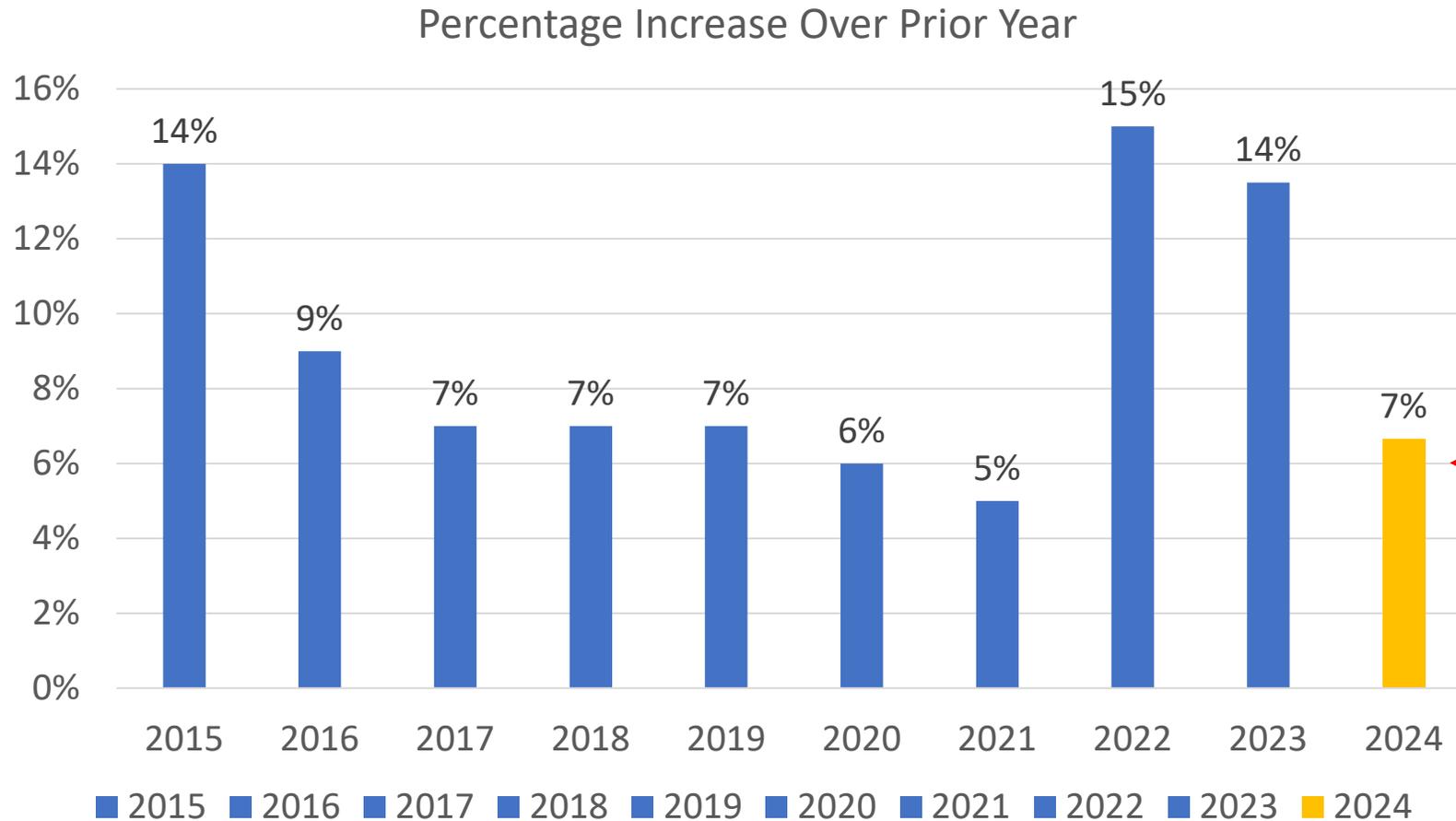
# “Truth In Taxation”

- ▶ A concept embodied in the Texas Constitution and the Tax Code
- ▶ Requires taxing entities to make taxpayers aware of tax rates and proposals and affords taxpayers the opportunity to limit tax increases
- ▶ Very strict rules on timing and information for public hearings and published notices
  - 88<sup>th</sup> Legislative Session continued to increase transparency for taxpayers



# Property Tax Values

San Antonio and Bexar County continue to see increased property tax values



6.65%  
Growth is based on Bexar County Appraisal District preliminary totals.



# No-New-Revenue and Voter-Approval Rate Calculations

<b>Fiscal Year</b>	<b>Rate Type</b>	<b>Combined Rate</b>	<b>Average Home Value</b>	<b>ACD Taxes on "Average" Home</b>
2024	Actual (current)	\$ 0.149150	\$295,184	\$440
2025	No-New-Revenue	\$ 0.148260	\$318,392	\$472
2025	Voter-Approval	\$ 0.162714	\$318,392	\$518
<b>2025</b>	<b>Proposed:</b>	<b>\$ 0.149150</b>	<b>\$318,392</b>	<b>\$475</b>

Average Home tax year 2023 (FY24) was \$295K with ACD taxes of \$440

**At an average home taxable value in tax year 2024 (FY25) of \$318K, a homeowner will pay an additional \$35 at the same Combined Tax Rate due to increased property values.**

# Proposed Tax Rate – No Change

**\$0.107760 M&O** + **\$0.04139 Debt** = **\$0.149150 Total**

- ACD's Facilities & Maintenance
- Core Operating Expenses
- AlamoPROMISE Student Scholarships

- Interest & Principal
- Pay down debt

No Change in Rate and \$9.6 Million in Relief to Taxpayers

Stable rate produces more revenue as included in approved budget due to increase in TAV

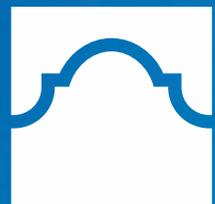


# Timeline – Next Steps and Action Needed

DATE	ACTION
Tuesday, August 20	Board votes to proceed with Tax Rate. Requires quorum and roll-call vote. Announce date, time and place of meeting (Public Hearing) at which will vote on Tax Rate.
Tuesday, September 10 (prior to Committee of the Whole Board Meeting)	Public Hearing. Board adopts Tax Rate. Requires a quorum, special language and a roll-call vote. Must take place in a public building inside taxing boundaries.
Saturday, September 30	Deadline to adopt Tax Rate.



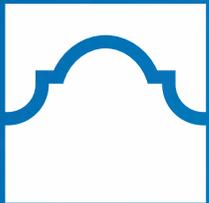
# Thank you



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# APPENDIX



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# FY25 Stable Rate Strategy/Leverage Tax Revenues for Critical Needs

Taxable Asset  
Valuation  
preliminary  
increase 6.65%

## Debt Mgmt. Plan (Approved May '24)

- Defease not less than \$15 million of the Ltd. Tax Bonds
- Maintain flexibility for paying down debt = interest savings

**Current Rate: \$0.04139;**  
**FY25 Debt Service requirement =**  
**\$104.8M restricted budget**

## M&O Needs (July Budget)

- Operations (Utilities, Facilities, etc.)
- Talent
- AlamoPROMISE
- AlamoBOOKS+
- New Enhancements & Innovations
- Sustainable revenue

**FY25 \$271.40M**

M&O = Maintenance & Operations



# Truth-in-Taxation Tax Rates: No-New-Revenue Tax Rate

Calculated Tax Rate that will produce the same amount of taxes to a Taxing Unit if applied to the same properties taxed both years.

# Truth-in-Taxation Tax Rates: Voter-Approval Tax Rate

M&O No-New-Revenue Rate plus 8%\*

 Debt Tax Rate sufficient to pay this year's debt

 Voter-Approval Rate

*If the taxing unit adopts a tax rate that exceeds the Voter-Approval rate, the taxing unit must automatically hold an election on the next uniform election date*

\*Note: Community Colleges were exempted in 2019 when other agencies threshold lowered to 3 – 3.5%.



# Property Tax Exemptions that ACD Offers

## Tax Exceptions:

- All homesteads receive a \$5,000 or 1% (\$5,000 minimum) homestead exemption. Effective last tax year 2023 (ACD's FY24 Budget).
- Everyone who is age 65 or older, a disabled person, or a surviving spouse of either receives a \$50,000 reduction in appraised value before the tax rate is applied. The increased exemption amount was also effective in tax year 2023 (ACD's FY24 Budget).
- Other exemptions include that for disabled veterans from \$5,000 - \$12,000. (according to the disability rating).

## Tax Freeze:

- A Tax Freeze option is available at age 65 or for disabled.  
Applications for taxing exceptions are available through the Bexar County Appraisal District, not through ACD. Taxpayers can either visit the Appraisal District's website or contact them directly, and they will mail the taxpayer the form.



## Discussion and Possible Action on Setting a Tax Rate for Fiscal Year 2024-2025

Presented to the Board Acting as Committee of the Whole August 13, 2024, and now presented to the Board for approval on August 20, 2024.

### MINUTE ORDER

“The Board of Trustees hereby approves, orders and adopts a Maintenance and Operations (M&O) tax rate of \$0.107760/\$100 of assessed valuation and a Debt levy tax rate of \$0.041390/\$100 of assessed valuation, for a Combined tax rate of \$0.149150/\$100 of assessed valuation for FY 2024/25 which is greater than the No-New-Revenue tax rate of \$0.148260/\$100 of assessed valuation but less than the Voter-Approval tax rate of \$0.162714/\$100 of assessed valuation. The Board hereby ratifies its implied delegation to the Vice Chancellor for Finance and Administration or delegate to calculate the no-new-revenue tax rate and the voter-approval tax rate relying on the Bexar County Tax Assessor-Collector and hereby authorizes and directs the Vice Chancellor or delegate to provide the public notices and to arrange the public hearing on appropriate dates as required by the Texas Tax Code for the proposed tax rate increase. Following such notice and hearing, the Board of Trustees shall deliberate and vote on the final tax rate increase, within the applicable time frame set out in the Texas Property Tax Code.”

### PURPOSE

The Alamo Colleges District strives to make higher education readily affordable while making every effort to keep its tax rates as low as possible.

In accordance with the Debt Management Plan approved by the Board in May 2024, there is no recommended change to the property tax rate - the Combined rate will remain at \$0.149150/\$100 of assessed valuation. Because of the increase in taxable assessed value, this proposed Combined tax rate, although constant from last year, is higher than the calculated No-New-Revenue tax rate, and there is a resultant requirement for public notices and a public hearing prior to final approval of the tax rate.

### BACKGROUND

For the 2024 tax rate, Alamo Colleges District has developed a stable rate strategy to address the fiscal needs of the college. The District's stable rate strategy results in the following:

- Debt Tax rate: No change to the debt portion of the tax rate because revenues produced are sufficient for required FY25 Debt Service Payments on Capital Improvement Program G.O. Bonds and Maintenance Tax Notes.
- Maintenance & Operations Tax rate: No change to the M&O portion for a balanced operating budget funding Operations (Utilities, Facilities, etc.), Talent, AlamoPROMISE, AlamoBOOKS+, New Enhancements & Innovations, and Sustainable revenue.



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The proposed Combined tax rate is \$0.149150/\$100 of assessed valuation. Because of the increase in property values, the calculated No-New-Revenue rate is now lower than the current rate, requiring a public notice and hearing. The recommended M&O tax rate of \$0.107760/\$100 of assessed valuation is higher than the current year calculated No-New-Revenue tax rate of \$0.107675/\$100 of assessed valuation and lower than the Voter-Approval rate of \$0.116289 of assessed valuation. The Debt rate of \$0.041390/\$100 of assessed valuation will raise the revenue needed for FY 2025 debt service payments and other actions per the approved FY 2025 Debt Management Plan. The Combined tax rate of \$0.149150/\$100 is higher than the No-New-Revenue tax rate of \$0.148260/\$100 of assessed valuation, but lower than the Voter-Approval rate of \$0.162714/\$100 of assessed valuation. Public notices and a public hearing are required prior to final approval of the tax rate when the proposed tax rate is greater than either the No-New-Revenue tax rate or the Voter-Approval tax rate (whichever is lower).

**IMPLICATIONS**

Financial: Provide tax revenues required to support Alamo Colleges District operations and fund annual debt service payments

Strategic Objective: Goal III Performance Excellence

Attachments: Exhibit A: Notice of Calculated Tax Rates

Exhibit B: 2024 Tax Planning Calendar (FY 25)

Exhibit C: Notice of Public Hearing/Meeting to Vote on Tax Rate

**Lisa L. Mazure,**  
**MSA CPA**  
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Lisa L. Mazure,  
MSA CPA  
Date: 2024.08.05  
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Lisa L. Mazure, MSA, CPA, CGFM Date  
Associate Vice Chancellor of Finance and  
Fiscal Services



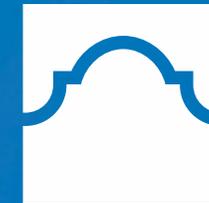
\_\_\_\_\_  
Dr. Thomas Cleary Date  
Interim Vice Chancellor for Finance and  
Administration

\_\_\_\_\_  
Dr. Mike Flores Date  
Chancellor



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# Purchase of Project Management Certification & Technical Training Services



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**Dr. Sammi Morrill**

Associate Vice Chancellor

Economic Workforce and Development



# Board Policies in Support of Charges

## C.1.5 (Policy) Purchasing and Acquisitions

# Charges to the Chancellor

### Active Goals:

- Credentials of Value - Work to achieve the Texas Higher Education Coordinating Board and State of Texas's strategic goals as outlined in the "Building a Talent Strong Texas" plan by increasing our yearly goal of 13,200 to 13,500 degrees & certificates achieved.
- Economic and Workforce Development - Expand and create new and innovative workforce programs to meet the increased demand for talent in high-wage and high-demand occupations and industries.



# Award a Contract – Project Management Certification & Technical Training Services

## Purpose:

- On-site, online and hybrid classroom instruction
- Materials and exams for Project Management Certification and Technical Training courses

These courses are designed to boost participant skills and assist Alamo Colleges District partners with maintaining industry standards.

Upon completion of training, the business partners anticipate increased skillsets that will result in customer-based expansions, heightened productivity, improved responsiveness to industry advances and increased competitiveness.

## Impact:

- Supports Business-to-Business model of talent solutions for local partners.
- Allows delivery of CoSA interlocal training and expands capacity for future contract training.
- FY 24: 10 offerings; 166 enrollments

# Recommended Contract Action: Award a contract for Project Management Certification & Technical Training Services

**Type of Contract Action:** This minute order awards a contract to Agile Brains Consulting Inc., Banyan Group Consulting LLC, BIITech LLC, Jimmie Flores dba Kool Derby Academy, Kevin Mitch Group, and New Horizons Learning LLC.

**Contract Term:** The contracts will begin upon award and terminate June 30, 2027, with three one-year options for renewal upon mutual consent of the contractor and the Alamo Colleges District.

**SMWVBE:** Agile Brains Consulting Inc., BIITech LLC, Kevin Mitch Group, Jimmie Flores DBA Kool Derby Academy

**Local:** Banyan Group Consulting LLC

**Funding:** \$700,000 Estimated annually. Funding is not encumbered with this action and will be encumbered with each individual purchase.

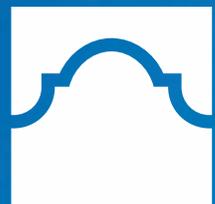


# Recommended Action

Request that this item be moved forward to the Regular Board Meeting on August 20 for Board of Trustees action.



Thank you.



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# Appendix - Background

- A notice soliciting Request for Proposals (RFP) was advertised in the San Antonio Express News, La Prensa, and San Antonio Observer twice over a 34-day period. Additionally, Purchasing and Contract Administration sent notices to 290 potential Offerors.
- The nine (9) proposals received by the RFP deadline were evaluated by representatives from the Office of the Vice Chancellor for Economic and Workforce Development considering the specifications and requirements of the RFP.
- As a result of this effort, the proposals submitted by Agile Brains Consulting Inc., Banyan Group Consulting LLC, BIITech LLC, Jimmie Flores DBA Kool Derby DBA Kevin Mitch Group, and New Horizons Learning LLC are recommended for award on a best value basis.



## **Discussion and Possible Action for the Purchase of Project Management Certification and Training Services**

Presented to the Board Acting as Committee of the Whole on August 13, 2024 and now presented to the Board for approval on August 20, 2024.

### **MINUTE ORDER**

**"The Board of Trustees hereby awards a contract to the vendors as presented in Attachment A providing for the purchase of Project Management Certification & Training Services on an as needed basis for an estimated annual amount of \$700,000.00 as requested by the Office of the Vice Chancellor for Economic and Workforce Development."**

### **PURPOSE**

This contract action provides for the purchase of Project Management Certification & Technical Training Services to assist the Economic & Workforce Development Department with meeting the current and future demands of its business partners, avoid startup costs/delays, and stabilize the program's service delivery. The scope of work includes on-site, online and hybrid classroom instruction, materials and exams for Project Management Certification and Technical Training courses. These courses are designed to boost participant skills and assist Alamo Colleges District partners with maintaining industry standards. Upon completion of training, the business partners anticipate increased skillsets that will result in customer-based expansions, heightened productivity, improved responsiveness to industry advances and increased competitiveness.

### **BACKGROUND**

In 2020, the Alamo Colleges District Board of Trustees awarded a contract for the purchase of project management certification and technical training services to Banyan Group, JMBOK Academy dba Kool Derby, and Refine M, which will expire August 31, 2024.

A notice, soliciting competitive sealed proposals, was advertised in the San Antonio Express news and La Prensa twice over a 34 day period. Additionally, Purchasing and Contract Administration sent notice to 290 potential offerors. The 6 proposals received by the CSP deadline were evaluated by representatives from the offices of Economic & Workforce Development, considering CSP specifications and requirements. As a result of this effort, the proposal submitted by Agile Brains Consulting Inc., Banyan Group, BIITech LLC, Jimmie Flores dba Kool Derby Academy, Kevin Mitch Group, and New Horizons Learning LLC dba New Horizons, are recommended for award on a best value basis. Contracts awarded as a result of this action will begin upon award and terminate June 30, 2027 and automatic renewal for three, one-year periods. The contract awarded to Agile Brains Consulting Inc., BIITech LLC, Kevin Mitch Group, and Jimmie Flores dba Kool Derby Academy, will contribute to the Alamo Colleges District, Small, Minority, Woman-Owned, Veteran-Owned Business Enterprise (SMWVBE) program aspirational goals.

**Financial:** \$700,000.00 estimated annually; funding is not encumbered with this action and will be provided with each purchase

**Funding Source:** Continuing Education/Business & Industry Solutions

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

**Employee Services:** None

**Attachments:** A. Vendor Selection  
B. Price Tabulation  
C. Evaluation Criteria

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

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Xavier D. Urrutia  
Interim Vice Chancellor for Economic &  
Development



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Dr. Thomas S. Cleary  
Interim Vice Chancellor for Finance & Admin.

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Dr. Mike Flores  
Chancellor



ATTACHMENT A  
VENDOR AWARDS

<b>VENDOR</b>	<b>RFP PERFORMANCE ITEMS</b>
Agile Brains Consulting, Inc.	Items 1 – 16 (All items)
Banyan Group Consulting, LLC	Items 1 – 16 (All items)
BII Tech LLC	Items 1 – 16 (All items)
Jimmie Flores dba Kool Derby Academy	Items 1, 5, 8, 12, 13, 15, 16
Kevin Mitch Group	Items 1 – 16 (All items)
New Horizons learning, LLC dba New Horizons	Items 1 – 5 and 8 - 16

ATTACHMENT B: PRICE TABULATION  
Purchase of Project Management Certification & Training Services

ITEM NO.	COURSE NAME	ESTIMATED ANNUAL QUANTITY	Banyan Group Consulting, LLC	Kool Derby	Agile Brains Consulting Inc.	BIITECH LLC	California Creative Solutions, Inc. dba CCS Learning Academy	Kevin Mitch Group	SNVA LLC	Tandem Coaching Partners LLC	New Horizons Learning, LLC dba New Horizons
			Estimated Annual Total	Estimated Annual Total	Estimated Annual Total	Estimated Annual Total	Estimated Annual Total	Estimated Annual Total	Estimated Annual Total (Virtual Fee Structure)	Estimated Annual Total	Estimated Annual Total
1	Agile Certified Practitioner (PMI – ACP) Exam Prep	5 Courses 80 Students	\$75,775.00	Not Offered	\$66,400.00	\$48,000.00	Not Offered	\$30,821.35	\$3,627,956.00	Not Offered	\$76,480.00
2	Certified Associate in Project Management CAPM® Certification Exam Prep	5 Courses 80 Students	\$60,175.00	Not Offered	\$63,200.00	\$40,000.00	Not Offered	\$30,821.35	\$4,347,956.00	Not Offered	\$120,000.00
3	Effective Communication for Business Professionals	5 Courses 80 Students	\$11,375.00	Not Offered	\$37,600.00	\$36,000.00	Not Offered	\$28,848.90	\$3,947,956.00	Not Offered	\$25,280.00
4	Effective Time Management	5 Courses 80 Students	\$11,375.00	Not Offered	\$29,600.00	\$27,600.00	Not Offered	\$28,198.20	\$2,571,956.00	Not Offered	\$25,280.00
5	Information Technology Infrastructure Library (ITIL) 4 Foundation	5 Courses 80 Students	\$54,655.00	\$39,200.00	\$70,400.00	\$40,000.00	\$74,000.00	\$30,149.85	\$5,835,956.00	Not Offered	\$71,200.00
6	Intro to Agile Project Management	5 Courses 80 Students	\$10,575.00	Not Offered	\$39,200.00	\$36,000.00	Not Offered	\$28,198.20	\$4,307,956.00	\$80,000.00	Not Offered
7	Intro to Project Portfolio Management	5 Courses 80 Students	\$17,775.00	Not Offered	\$39,200.00	\$36,000.00	Not Offered	\$28,848.90	\$3,067,956.00	Not Offered	Not Offered
8	Introduction to Program Management	5 Courses 80 Students	\$17,775.00	Not Offered	\$39,200.00	\$48,000.00	Not Offered	\$29,499.80	\$3,951,956.00	Not Offered	\$50,880.00
9	Jira Software Essentials	5 Courses 80 Students	\$11,775.00	Not Offered	\$54,400.00	\$27,200.00	Not Offered	\$28,848.90	\$2,547,956.00	Not Offered	\$76,480.00
10	Microsoft Project – Level 1 (Introduction)	5 Courses 80 Students	\$10,575.00	Not Offered	\$49,600.00	\$24,000.00	Not Offered	\$28,198.20	\$2,063,956.00	Not Offered	\$16,400.00
11	Microsoft Project – Level 2 (Advanced)	5 Courses 80 Students	\$10,575.00	Not Offered	\$49,600.00	\$24,000.00	Not Offered	\$28,848.90	\$2,063,956.00	Not Offered	\$16,400.00
12	PMP Certification Exam Prep	10 Courses 160 Students	\$202,950.00	Not Offered	\$129,600.00	\$120,000.00	Not Offered	\$61,642.70	\$29,871,824.00	Not Offered	\$160,000.00
13	Project Management Essential (Intermediate)	10 Courses 160 Students	\$43,400.00	Not Offered	\$102,400.00	\$55,200.00	Not Offered	\$58,999.60	\$10,303,824.00	Not Offered	\$76,480.00
14	Project Management Fundamentals (Introduction)	10 Courses 160 Students	\$24,100.00	Not Offered	\$102,400.00	\$48,000.00	Not Offered	\$56,396.40	\$10,303,824.00	Not Offered	
15	Scrum Master Certified (SMC)	5 Courses 80 Students	\$41,950.00	\$34,800.00	\$58,400.00	\$27,600.00	Not Offered	\$29,499.80	\$3,611,956.00	\$80,000.00	
16	Scrum Product Owner Certified (SPOC)	5 Courses 80 Students	\$50,975.00	\$38,000.00	\$58,400.00	\$27,600.00	Not Offered	\$29,499.80	\$3,611,956.00	\$88,000.00	
Price Rank			2	Not Ranked	4	3	Not Ranked	1	5	Not Ranked	Not Ranked
Technical Rank			1	9	3	1	8	4	6	7	5

Note : Kevin Mitch additional fees of the following: Travel and Accommodation Costs - \$3,000 per site visit, One-Time Project Management Fee - \$4,000.

Kool Derby Course fee as follows: Information Technology Infrastructure - Exam Fee \$350, Course Material \$90; Scrum Master Certified - Exam Fee \$295, Course Material \$90; Scrum Product Owner Certified - Exam Fee \$335, Course Material \$90

The amounts shown represent the Alamo Colleges District's best estimates for a one-year period. Each item will be purchased on an as needed basis. The actual amount paid is based on the Note : amount of services purchased.



ATTACHMENT C:  
EVALUATION CRITERIA

Purchase of Project Management Certification & Training  
for the Students of the Alamo Colleges District

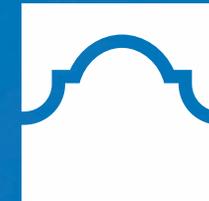
Criteria	Points
1. Purchase Price	30
2. Quality of the Vendor's Goods and Services	30
3. Extent to Which the Goods or Services Meet the District's Needs	40
Total:	100

# Purchase of Commercial Driver's License (CDL) Truck Driver Training Services

**Dr. Sammi Morrill**

Associate Vice Chancellor

Economic Workforce and Development



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# Board Policies in Support of Charges

## C.1.5 (Policy) Purchasing and Acquisitions

# Charges to the Chancellor

### Active Goals:

- Credentials of Value - Work to achieve the Texas Higher Education Coordinating Board and State of Texas's strategic goals as outlined in the "Building a Talent Strong Texas" plan by increasing our yearly goal of 13,200 to 13,500 degrees & certificates achieved.
- Economic and Workforce Development - Expand and create new and innovative workforce programs to meet the increased demand for talent in high-wage and high-demand occupations and industries.



# Purpose

## Award a Contract – Commercial Driver's License Truck Driver Training Services

### **Purpose:**

This contract action provides for the purchase of Commercial Driver's License (CDL) Truck Driver Training Services to assist the Economic & Workforce Development Department with meeting the current and future demands of its business partners, avoid startup costs/delays, and stabilize the program's service delivery. The scope of work includes a comprehensive instruction program and ready supply of instructors for the CDL Truck Driver Training Program for students of the Alamo Colleges District Economic and Workforce Development.

### **Impact:**

- Builds capacity to meet current and future workforce demands for professional truck drivers in our region.
- Includes CDL-B passenger and school bus endorsements, as well as refresher training.
- FY23 – 24 enrollments: 189
- \*Average Wage in San Antonio – New Braunfels, TX MSA: \$48,086
- \*Projected Growth (2023 – 2025): 6.7% (15,679 to 16,731)

*\*Source: Lightcast Occupational Overview: Heavy and Tractor-Trailer Drivers (SOC 53-3032), 41700 MSA, Q3 2024 Data Set*

# Recommended Contract Action: Award a contract for Commercial Driver's License Truck Driver Training Services

**Type of Contract Action:** This minute order awards a contract to Excel Driver Services LLC, United Education Institute dba SAGE Truck Driving Schools, Star Career Training, and STVT-AAI Education Inc. dba Ancora Training

**Contract Term:** The contracts will begin upon award and terminate May 31, 2027 with three one-year options for renewal upon mutual consent of the Contractor and the Alamo Colleges District.

**SMWVBE:** N

**Local:** SAGE Truck Driving Schools

**Funding:** \$1,503,250 estimated annually. Funding is not encumbered with this action and will be encumbered with each individual purchase.

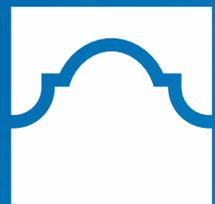


# Recommended Action

Request that this item be moved forward to the Regular Board Meeting on August 20 for Board of Trustees action.



Thank you.



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# Appendix - Background

- A notice soliciting Request for Proposals (RFP) was advertised in the San Antonio Express News, La Prensa, and San Antonio Observer twice over a 39-day period. Additionally, Purchasing and Contract Administration sent notices to 27 potential Offerors.
- The four (4) proposals received by the RFP deadline were evaluated by representatives from the Office of the Vice Chancellor for Economic and Workforce Development considering the specifications and requirements of the RFP.
- As a result of this effort, the proposals submitted by Excel Driver Services LLC, United Education Institute dba SAGE Truck Driving Schools, Star Career Training, and STVT-AAI Education Inc. dba Ancora Training are recommended for award on a best value basis.



## Discussion and Possible Action for the Purchase of Commercial Driver’s License Truck Driver Training Services

Presented to the Board Acting as Committee of the Whole on August 13, 2024 and now presented to the Board for approval on August 20, 2024.

### MINUTE ORDER

**"The Board of Trustees hereby awards a contract to the vendors as presented in Attachment A providing for the purchase of Commercial Driver’s License Truck Driver Training Services for an estimated annual amount of \$1,503,250 inclusive of all proposed fees as requested by the Office of the Vice Chancellor for Economic and Workforce Development."**

### PURPOSE

This contract action provides for the purchase of Commercial Driver’s License (CDL) Truck Driver Training Services to assist the Economic & Workforce Development Department with meeting the current and future demands of its business partners, avoid startup costs/delays, and stabilize the program’s service delivery. The scope of work includes a comprehensive instruction program and ready supply of instructors for the CDL Truck Driver Training Program for students of the Alamo Colleges District Economic and Workforce Development.

### BACKGROUND

In 2020, the Alamo Colleges District Board of Trustees awarded a contract for the purchase of CDL Truck Driver Training Services to Excel Drivers Services LLC, SAGE Corporation, and Star Career Training which will expire August 31, 2024.

A notice, soliciting competitive sealed proposals, was advertised in the San Antonio Express news and La Prensa twice over a 39-day period. Additionally, Purchasing and Contract Administration sent notice to 27 potential offerors. The four proposals received by the RFP deadline were evaluated by representatives from the office of Economic & Workforce Development, considering RFP specifications and requirements. As a result of this effort, the proposal submitted by Excel Driver Services LLC, Sage Truck Driving Schools, Star Career Training, and STVT-AAI Education Inc. dba Ancora Training are recommended for award on a best value basis. Contracts awarded as a result of this action will begin upon award and terminate May 31, 2027 and automatically renew for three, one-year periods.

**Financial:** \$1,503,250 estimated annually; funding is not encumbered with this action and will be provided with each purchase

**Funding Source:** Continuing Education Funding

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

**Employee Services:** None

**Attachments:** A. Vendor Selection  
B. Price Tabulation  
C. Evaluation Criteria

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

Date

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Xavier D. Urrutia  
Interim Vice Chancellor for Economic Workforce & Development

Date

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Dr. Thomas Cleary  
Interim Vice Chancellor for Finance & Administration

Date

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Dr. Mike Flores  
Chancellor

Date



ATTACHMENT A  
VENDOR AWARDS

<b><i>VENDOR</i></b>	<b><i>RFP PERFORMANCE ITEMS</i></b>
Excel Driver Services, LLC	Items 1 – 5 (All items)
Star Career Training	Items 1 – 5 (All items)
STVT-AAI Education Inc., dba Ancora Training	Items 1 – 5 (All items)
United Education Institute dba SAGE Truck Driving Schools	Items 1, 2, & 5



**ATTACHMENT B: PRICE TABULATION**

Purchase of Commercial Driver's License (CDL) Truck Driver Training Services

ITEM NO.	COURSE NAME	ESTIMATED ANNUAL QUANTITY	STVT-AAI Education Inc., dba Ancora Training	Excel Driver Services, LLC	United Education Institute dba SAGE Truck Driving Schools	Star Career Training
1	Commercial Driver's License (CDL) Class A To include instructor fee, instructor travel, student fee, course materials, practice test, Learner's Permit Test, exam proctoring, Driver's License Exam fee, freight, packaging, etc.	24 course offerings 120 students	\$4,200	\$5,000	\$5,242	\$4,500
2	Commercial Driver's License (CDL) Class A Refresher Course	24 course offerings 120 students	\$450	\$2,500	\$3,080	\$2,800
3	Commercial Driver's License (CDL) Class B Passenger endorsement. To include instructor fee, instructor travel, student fee, course materials, practice test, Learner's Permit Test, exam proctoring, Driver's License Exam fee, freight, packaging, etc.	12course offerings 120 students	\$4,750	\$2,500	Not Offered	\$2,800
4	Commercial Driver's License (CDL) Class B Passenger and School bus endorsement. To include instructor fee, instructor travel, student fee, course materials, practice test, Learner's Permit Test, exam proctoring, Driver's License Exam fee, freight, packaging, etc.	12 course offerings 120 students	\$150	\$2,500	Not Offered	\$3,300

5	Fees associated with pre-admission to the CDL program. DOT physical, drug screen, background check.	10 students	\$0	\$350.00	\$210.00	Included
	Estimated Annual Total – Lines 1, 2 and 5 only		\$558,000	\$903,250	\$1,000,740	\$876,000
	Estimated Annual Total – Lines 3, 4 and 5 only		\$592,500	\$603,250	Not Offered	\$375,600
	Price Ranking – Lines 1, 2 and 5 only		1	3	4	2
	Price Ranking – Lines 3, 4 and 5 only		2	3	Not Ranked	1
	Technical Ranking		3	4	2	1
	Overall Ranking		3	4	2	1

NOTE 1 – STVT-AAI Education Inc. dba Ancora Training covers the fees associated with DPS physical, drug screen, and background check.

NOTE 2 – Excel Driver Services line 5 consists of \$200 pre-admission fees and \$125 DOT physical fee.

NOTE 3 – United Education Institute dba SAGE Truck Driving Schools denotes details of fees for Class A and Refresher Program \*: Learning Resources – books at \$25.00, Motor Vehicle Record at \$15.00 (DPS), CDL Permit - \$25.00 (Texas Fee), CDL License - \$97.00 (Texas Fee), DOT Physical - \$110.00 (Texas Requirement), DOT Drug Screen - \$85.00 (Texas Requirement, CDL Skills Test (per test) - \$100.00 (Texas Requirement. Optional – HazMat Theory - \$94.00, HazMat Background Check - \$60.00. \* Not all fees are required by all students. Only actual fees that apply will be charged.

NOTE 3 – The amounts shown are paid by the Alamo Colleges District and not the student.



ATTACHMENT C  
EVALUATION CRITERIA

Purchase of Commercial Driver's License (CDL) Truck Driver Training Services

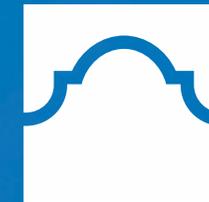
Criteria	Points
1. Purchase Price	40
2. Quality of the Vendor's Goods and Services	30
3. Extent to Which the Goods or Services Meet the District's Needs	30
Total:	100

# RFP 2024-0060 for the Purchase of Commercial Insurance Lines of Coverage

**Linda Boyer-Owens**

Associate Vice Chancellor

Talent, Organization and Strategic Innovation



ALAMO  
COLLEGES  
DISTRICT



## Board Policies in Support of Charges

### C.1.6 (Policy) Enterprise Risk Management

## Charges to the Chancellor

- Monitored Goals:
  1. Expand implementation and refinement of continuous improvement activities, including but not limited to the three elements of the AlamoWAY:
    - Student Success
    - Performance Excellence
    - Principle-Centered Leadership



# Award a Contract – Commercial Insurance Lines of Coverage

Discussion and Possible Action on the Purchase of Commercial Insurance Lines of Coverage:

This contract action provides for the purchase of Commercial Insurance Lines of Coverage including:

- Property (Buildings and Contents, Fine Arts, Mobile Equipment and Inland Marine)
- Boiler and Machinery
- General Liability (may include Law Enforcement Liability)
- Automobile Liability and Physical Damage (including Garage-keeper's Legal Liability)
- Crime
- Excess Workers Compensation and Employers' Liability
- Medical Professional Liability
- Student Accident and Health
- Foreign Package (Liability, Medical – Study Abroad, Special Crimes)
- Cyber Risk
- Pollution
- Educators Legal Liability (Directors and Officers)
- Umbrella Insurance.

# Recommended Contract Action: Award a contract for Commercial Insurance Lines of Coverage

**Type of Contract Action:** This minute order awards a contract to Arthur J. Gallagher Risk Management Services, LLC, Higginbotham Insurance Agency, Inc., SWBC Insurance Services, Inc. and USI Southwest, Inc.

**Contract Term:** The initial contracts will begin upon award and terminate August 31, 2027 and automatically renew for three, one-year periods.

**SMWVBE:** N

**Local:** SWBC Insurance Services, Inc.

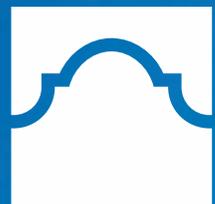
**Funding:** \$4,519,700 Estimated total contract purchase

# Recommended Action

Request that this item be moved forward to the Regular Board Meeting on August 20 for Board of Trustees action.



Thank you.



ALAMO  
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## Appendix - Background

- A notice soliciting Request for Proposals (RFP) was advertised in the San Antonio Express News and La Prensa twice over a 56-day period. Additionally, Purchasing and Contract Administration sent notices to 98 potential Offerors.
- The five (5) proposals received by the RFP deadline were evaluated by representatives from Enterprise Risk Management and McGriff Insurance Consultants considering the specifications and requirements of the RFP.
- As a result of this effort, the proposals submitted by Arthur J. Gallagher Risk Management Services, LLC, Higginbotham Insurance Agency, Inc., SWBC Insurance Services, Inc. and USI Southwest, Inc. are recommended for award on a best value basis.

## **Discussion and Possible Action for the Purchase of Commercial Insurance Coverage**

Presented to the Board Acting as Committee of the Whole on August 13, 2024 and now presented to the Board for approval on August 20, 2024.

### **MINUTE ORDER**

**"The Board of Trustees hereby awards a contract to the vendors as presented in Attachment A providing for the purchase of Commercial Insurance Coverage for an estimated annual amount of \$4,519,700 inclusive of all proposed fees, as requested by the Office of the Associate Vice Chancellor for Talent, Organization and Strategic Innovation."**

### **PURPOSE**

This contract action provides for the purchase of commercial insurance coverage for the Alamo Colleges District. Coverage includes:

- Property (Buildings and Contents, Fine Arts, Mobile Equipment and Inland Marine)
- Boiler and Machinery
- General Liability (may include Law Enforcement Liability)
- Automobile Liability and Physical Damage (including Garage-keeper's Legal Liability)
- Crime
- Excess Workers Compensation and Employers' Liability
- Medical Professional Liability
- Student Accident and Health
- Foreign Package (Liability, Medical – Study Abroad, Special Crimes)
- Cyber Risk
- Pollution
- Educators Legal Liability (Directors and Officers)
- Umbrella Insurance.

The scope of work includes providing the policies, certificates, booklets and claim forms, informational brochures, and any other forms necessary for proper administration of the plan(s). The amounts shown represent the Alamo Colleges District best estimates for a one-year period and provides the coverages identified; the amount paid will be based on the actual purchases, including any change in coverages.

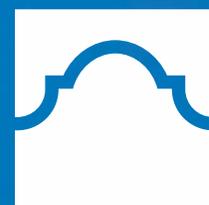
### **BACKGROUND**

In 2019, the Alamo Colleges District Board of Trustees awarded contracts for the purchase of commercial insurance coverage to USI Southwest, American Financial Services Inc. DBA Borden Insurance, Southwest Business Corporation, SWBC Insurance Services and Arthur J Gallagher Risk Management Services Inc., which all expire August 31, 2024.

A notice, soliciting competitive sealed proposals, was advertised in the San Antonio Express News and La Prensa twice over a 56 day period. Additionally, Purchasing and Contract Administration sent notices to 55 potential offerors. The five proposals received by the RFP deadline were evaluated by representatives from Enterprise Risk Management and McGriff Insurance Consultants, considering the RFP specifications and requirements. As a result of this effort, the proposals submitted by Arthur J. Gallagher Risk Management Services, LLC, Higginbotham Insurance Agency, Inc., SWBC Insurance Services, Inc. and USI Southwest, Inc. are recommended for award on a best value basis. Contracts awarded as a result of this action will begin upon award and terminate May 31, 2027, and automatically renew for three, one-year periods.



# Summary of Internal Audit's FY 2024 Risk Assessment & Proposed FY 2025 Internal Audit Plan



ALAMO  
COLLEGES  
DISTRICT

**Frank Cortez**

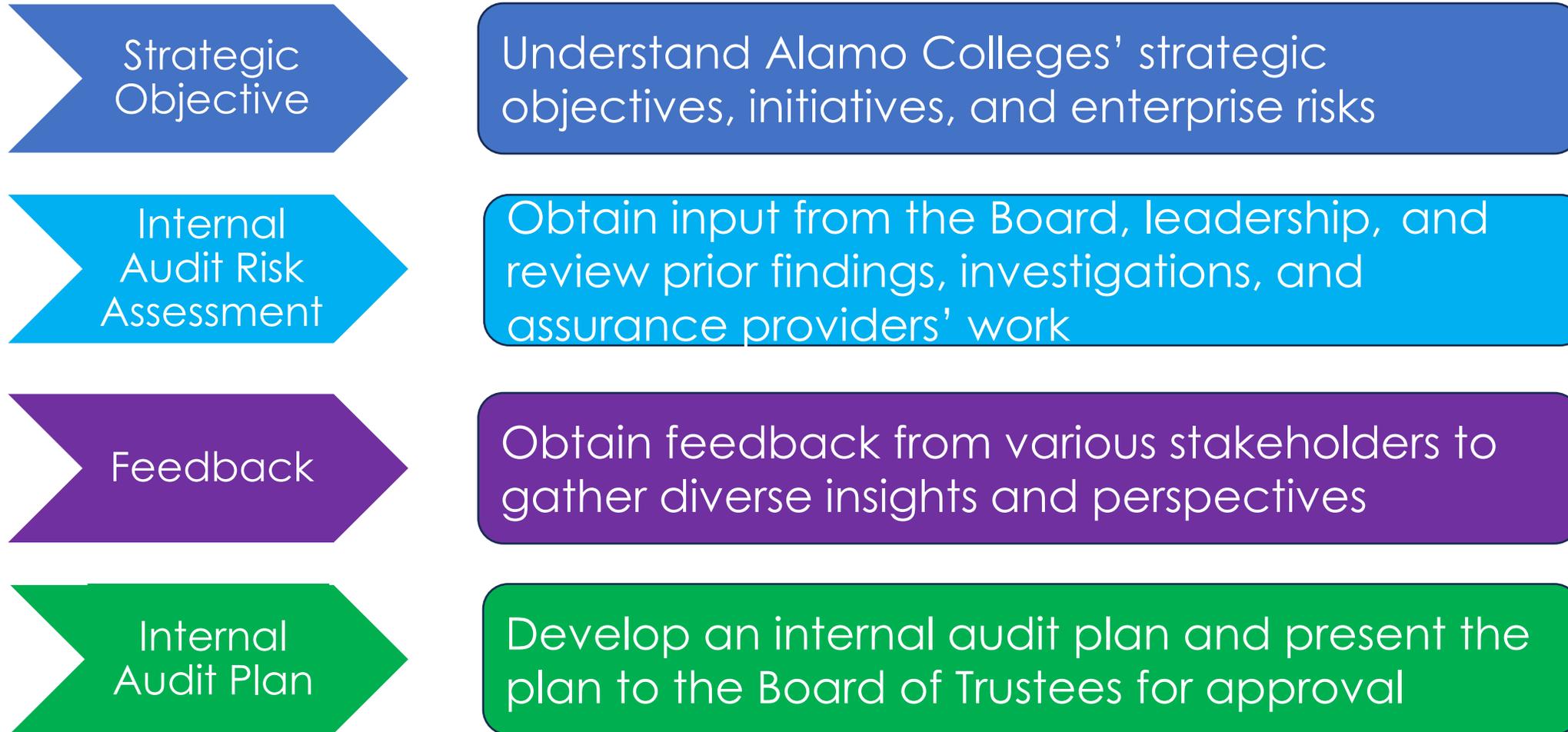
District Director of Internal Audit



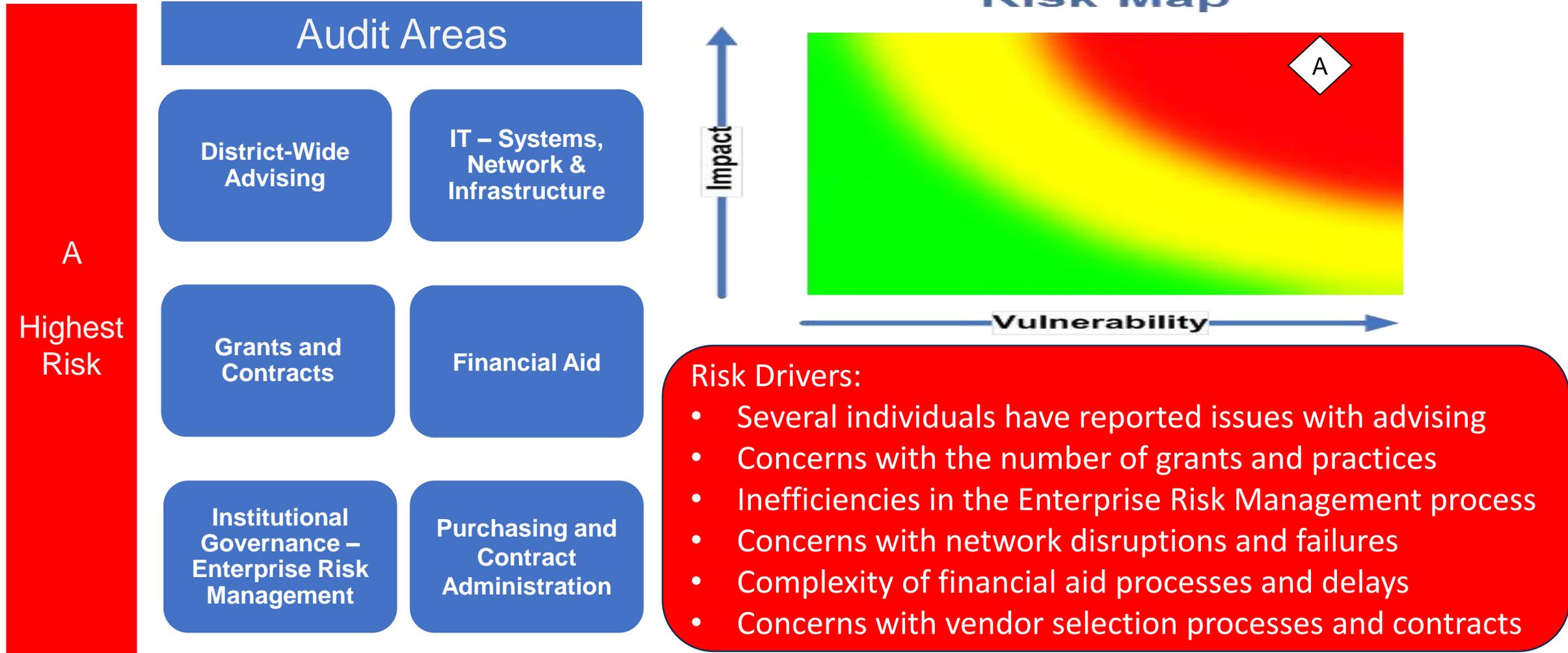
# Goals of an Audit Risk Assessment

- Identify Key Risks: Identify the most significant risks facing Alamo Colleges
- Inform Decision-Making: Provide an overview of the risk landscape at Alamo Colleges
- Resources Allocation: Focus Internal Audit resources on highest-risk processes and functions
- Compliance Assurance: Ensure compliance with legal and regulatory requirements
- Auditing Standards: Adhere to auditing standards that require a risk-based audit plan

# Internal Audit Plan Development Process

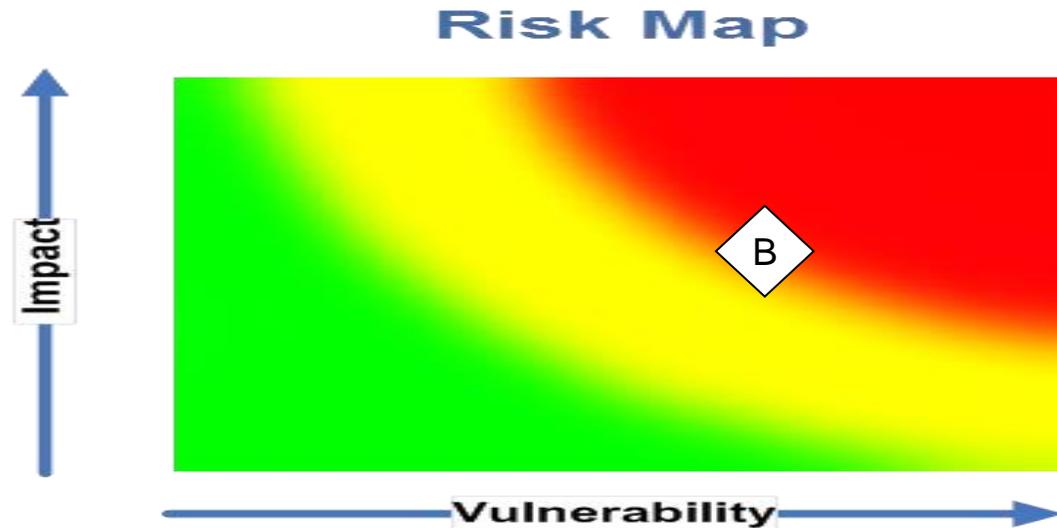


# 2024 Risk Assessment – Top Risk Areas



# 2024 Risk Assessment – Top Risk Areas

B  
Mod.  
High



- Risk Drivers:**
- IT Security is inherently risky because of sensitive data (student records, grades, financial and health info.)
  - Concerns regarding contractual compliance with vendors
  - Increase usage of Pcards transactions and volume
  - Compensation a factor for unfilled positions
  - Concerns with transparency of budget methods
  - Concerns with the overly complex admissions process



# Proposed FY 2025 Internal Audit Plan (9/1/24 – 8/31/25)

	Project Type	Potential Audit Focus Description	Est. Hours
1	Advising Audit	Evaluate the Alamo Colleges' academic and career advising practices to ensure it provides consistent student support levels.	700
2	Grant Management Audit	Assess the adequacy and effectiveness of governance, risk management, and oversight processes in ensuring the efficient and effective administration of grants.	400
3	Diversity, Equity, and Inclusion Compliance (Mandatory)	Assess compliance with Senate Bill 17 (Known as the "Responsibility of Governing Boards Regarding Diversity, Equity, and Inclusion Initiatives").	300
4	Salesforce System Audit	Assess data quality and integrity and evaluate processes and configuration.	600
5	Change Management Audit (Information Technology)	Assess the effectiveness of the Information Technologies' change management process to ensure it is controlled, monitored, and complies with industry-leading practices.	500



# Proposed FY 2025 Internal Audit Plan (9/1/24 – 8/31/25)

	Project Type	Potential Audit Focus Description	Est. Hours
6	Investigations / Special Requests	Perform and assist with investigations and special requests.	1,040
7	Internal Quality Assessment Review	Perform and report on Internal Audit Quality Assurance Improvement Program (QAIP) Self-Assessment.	200
8	Periodic Monitoring Program	Establish a formal data analytics program using ACL Analytics that focuses on mitigating fraud risks.	400
9	Follow-up Reviews	Follow-up on completion of audit action plans.	120
10	Implementation of new Auditing Standards	Update policies and procedures and implement processes changes for new IIA Auditing Standards.	200
11	Carryforward	For completion of audits still outstanding from the FY 2024 Audit Plan	300
	Total	(*Hours adjusted due to retirement and planned leave)	4,760*



# Proposed Alternate and Future Projects

Project Type	Preliminary Audit Focus Description
Benefits Funds Disbursement Audit	Assess adherence to rules, accuracy, efficiency, and effectiveness of Alamo Colleges' benefits programs.
Budgeting Audit	Evaluate Alamo Colleges' annual budget design and processes used for planning and forecasting.
Third-Party Vendor Audit	Ascertain if Alamo Colleges processes an efficient governance, risk management, and control framework for handling risk for outsourced services.
HR – Banner Employee Position Control Audit	Evaluate the position control processes and ensure controls are operating as management intends.
Student Admission Cycle Time (by Sub-Process)	Determine whether controls exist for student application initiation, data capture, workflow, and exception processing.



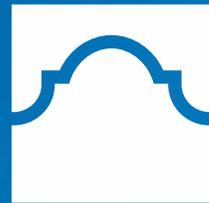
# Recommended Action by the Board:

Approve the 2024 Annual Risk Assessment and Proposed Fiscal Year 2025 Internal Audit Plan



Thank you.

Learn more at  
**alamo.edu**



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DISTRICT



## Discussion and Possible Action on the 2024 Annual Risk Assessment and Proposed Fiscal Year 2025 Internal Audit Plan

Presented to the Board Acting as Committee of the Whole on August 13, 2024, and presented to the Board for approval on August 20, 2024.

### MINUTE ORDER

**"The Board of Trustees hereby approves the 2023 Annual Risk Assessment and Proposed Fiscal Year 2024 Internal Audit Plan."**

### PURPOSE

The Board tasked the Audit, Budget, and Finance Committee with evaluating the annual risk assessment and audit plan. The Internal Audit Protocol (C.1.2.1(Procedure)) requires these documents to be presented annually to the Board of Trustees. The risk assessment aims to identify and prioritize potential risk areas for the Alamo Colleges District. This document served as the basis for the Internal Audit Department to recommend the proposed audit plan for the upcoming fiscal year.

### BACKGROUND

The Board of Trustees approved the Audit Committee and Internal Audit Charters that require internal audit work to be risk-based. The International Standards for the Professional Practice of Internal Auditing also require a risk analysis at least annually to determine the priorities for internal audit activities.

The Internal Audit Department of Alamo Colleges District interviewed the Trustees, Chancellor, Presidents, Vice Chancellors, and selected Vice Presidents, Associate Vice Chancellors, and Directors to gather their views on risks confronting Alamo Colleges. Based on their input and additional factors, a proposed audit plan was prepared, concentrating on the areas of highest risk for Alamo Colleges District and other value-added services. This plan encompasses both audit and non-audit service projects, including investigations. The proposed internal audit plan reflects the prioritization of projects, considering the available resources and the department staff's time.

### IMPLICATIONS

**Financial:** Funding Source: Account 119001-891031-5010  
Funded by the FY 2025 Internal Audit Department Budget

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

**Employee Services:** None

**ATTACHMENT:** Summary Audit Risk Assessment Results and Proposed FY 2025 Internal Audit Plan

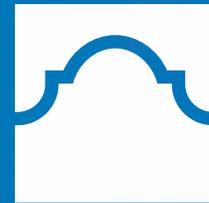
\_\_\_\_\_  
Mr. Frank Cortez Date  
District Director of Internal Audit

\_\_\_\_\_  
Mr. Gerald Lopez Date  
Chairman, Audit, Budget, & Finance Committee



# Alamo Colleges District Workforce Report

August 13, 2024



ALAMO  
COLLEGES  
DISTRICT

**Xavier Urrutia / Dr. Sammi Morrill**

Interim Vice Chancellor / Associate Vice Chancellor  
Economic and Workforce Development



# Partner Updates:

Francisco Martinez, President and Chief Executive Officer, Project Quest

## Program Update

- Funding from the Ascendium Education Group to serve individuals outside the city
- Three-year funding plan aimed to serve 50 people in the first year
  - PQ has exceeded target with 121 individuals served in the first year
  - There is now a growing waitlist for individuals seeking assistance

## Project Quest Economic Impact Study

- Announced the forthcoming release of a 30-year economic impact study
- The study will report a \$27.24 return for every dollar invested at Project Quest



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# Partner Updates:



## Adrian Perez, CIO, Workforce Solutions Alamo

### Local Plan Update Process

- The local plan outlines the organization's core services and a 4-year strategy for meeting those services
- The plan outlines target occupations and the allocation of resources
- The local plan will align with the Statewide action plan goals which are:
  - Texas talent experts,
  - service optimizers,
  - and partnership managers
- There will be a "roadshow" across 12 counties to engage counties and partners, gather necessary information for the plan, and strengthen relationships

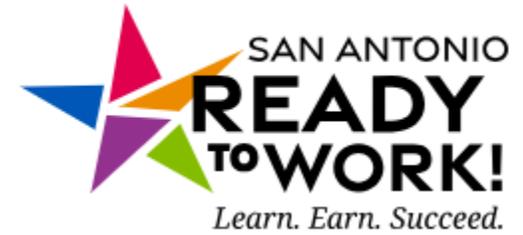
## Romanita Matta-Barrera, Chief Workforce Officer, Greater: SATX

- Greater: SATX, hosted an Investor Roundtable in late July
  - During event local investors shared their top concerns with local employers
- High school internship program recently concluded
  - Included a partnership between Greater SATX and Navistar to offer internships to graduating high school seniors who are 18 years of age



# Workforce Development

Alamo Colleges – Economic and Workforce Development



Performance Measure (as of 7/29/2024)	Year 3: July 2024 – June 2025		
	Annual Target	YTD Total	% Met
<b>Enrollment Target</b> Unduplicated	1,944	<b>111</b>	5.71%
% Placed in Qualifying Job w/in 12 Months		<b>81%</b>	
<b>% Placed in Qualifying Job w/in 6 Months</b> Unique Completers Employed in Approved Job w/in 6 Months (@ least 80%)	80%	<b>57%</b>	71%
<i>Job Placements – Overall</i> Qualifying + Non-Qualifying	-	219	-
<i>Qualifying Job Placement</i> Full-Time Employment; Annual Salary @ Least \$31,200/YR; Benefits (@ Least Offered)	-	203	-
<i>RTW Non-Qualifying Job Placement</i>	-	16	-

## Total By Industry



<b>Qualifying Jobs (\$31,200 Yr/Benefits)</b>	<b>203</b>
Non-Qualifying Jobs: Make less than \$15 an hour (5) benefits not offered (11)	<b>16</b>
<b>Overall jobs (Qualifying &amp; Non-Qualifying)</b>	<b>219</b>

	Annual Target	YID Total	% Met
% Placed in Qualifying Job w/in 6 Months	80%	57%	71%
% Placed in Qualifying Job w/in 12 Months		81%	

Average Earnings	
Hourly Wage	Yearly Wage
\$ 21.30	\$44,304.00

Employers Who Hired
146

Data as of July 31, 2024

<b>Healthcare</b>	<b>81</b>
Medical Assistants (31-9092)	29
Medical Secretaries and Administrative Assistants (43-6013)	8
Medical Records Specialists (29-2072)	9
Dental Assistants (31-9091)	7
Licensed Practical and Licensed Vocational Nurses (29-2061)	5
Registered Nurses (29-1141)	7
Pharmacy Technicians (29-2052)	2
Phlebotomists (31-9097)	2
Surgical Technologists (29-2055)	4
Health Information Technologists and Medical Registrars (29-9021)	1
Medical and Health Services Managers (11-9111)	3
Nursing Assistants (31-1131)	1
Cardiovascular Technologists and Technicians (29-2031)	2
Community Health Workers (21-1094)	1
Peer Support Specialist	1
<b>Transportation/Warehousing</b>	<b>53</b>
Heavy and Tractor-Trailer Truck Drivers (53-3032)	47
Operating Engineers and Other Construction Equipment Operators (47-3023)	3
Bus and Truck Mechanics and Diesel Engine Specialists (49-3031)	2
Tractor-Trailer Truck Drivers (53-3032)	1
<b>Professional Services/Other</b>	<b>24</b>
Customer Service Representatives (43-4051)	7
Data Scientists and Business Intelligence Analysts (15-2051)	8
Medical Secretaries and Administrative Assistants (43-6013)	2
Training and Development Specialists (13-1151)	2
General and Operations Managers (11-1021)	2
Police and Sheriff's Patrol Officers (33-3051)	1
Chefs and Head Cooks (35-1011)	1
Management Analysts (13-1111)	1
<b>Information Technology/Cyber Security</b>	<b>26</b>
Computer User Support Specialists (15-1231)	15
Computer Network Support Specialists (15-1232)	8
Information Security Analysts (15-1212)	2
Network and Computer Systems Administrators (15-1244)	1
<b>Construction/Trades/Utilities</b>	<b>11</b>
Electricians (47-2111)	4
Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-902)	2
Operating Engineers and Other Construction Equipment Operators (47-3023)	2
Automotive Service Technicians and Mechanics (49-3023)	1
Industrial Engineering Technologists and Technicians (17-3026)	1
Welders, Cutters, Solderers, and Brazers (51-4121)	1
<b>Education</b>	<b>9</b>
Secondary School Teachers, Except Special and Career/Technical Education (25-2011)	5
Elementary School Teachers, Except Special Education (25-2021)	2
Special Education Teachers, Middle School (25-2057)	1
Middle School Teachers, Except Special and Career/Technical Education (25-2061)	1
<b>Finance/Insurance</b>	<b>13</b>
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	10
Claims Adjusters, Examiners, and Investigators (13-1031)	2
Customer Service Representatives (43-4051)	1
<b>Manufacturing/Aerospace</b>	<b>2</b>
Production, Planning, and Expediting Clerks (43-5061)	2

## DWAYNE LEE

**Company**  
Bell & McCoy  
Lighting and  
Controls

**Position**  
Applications  
Technician

**Occupational  
Code**  
Industrial  
Engineering  
Technologists  
and Technicians  
(17-3026)

**Program:**  
Construction  
Business  
Management  
A.A.S.



**"The biggest change in my family's life has been the financial stability. Coming from a low-income background, I know what it means to live check-to-check and struggle. Having a salary-based job definitely helps out with that!"**



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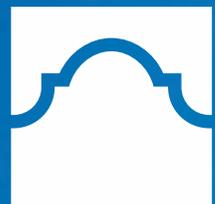
# Alamo Colleges Ready to Work – Success Story



ALAMO  
COLLEGES  
DISTRICT



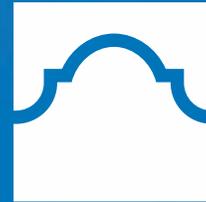
Thank you.



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# Purchase of Construction Services for Hydronic Distribution Piping Replacement at Palo Alto College



ALAMO  
COLLEGES  
DISTRICT

**Gregory L. McClure**

Vice Chancellor for Facilities Operations &  
Construction Management



## Board Policies in Support of Charges

- C.1.5 Purchasing and Acquisitions Policy
- C.2.3 Facilities and Grounds Management Policy

## Charges to the Chancellor

### Monitored Goals:

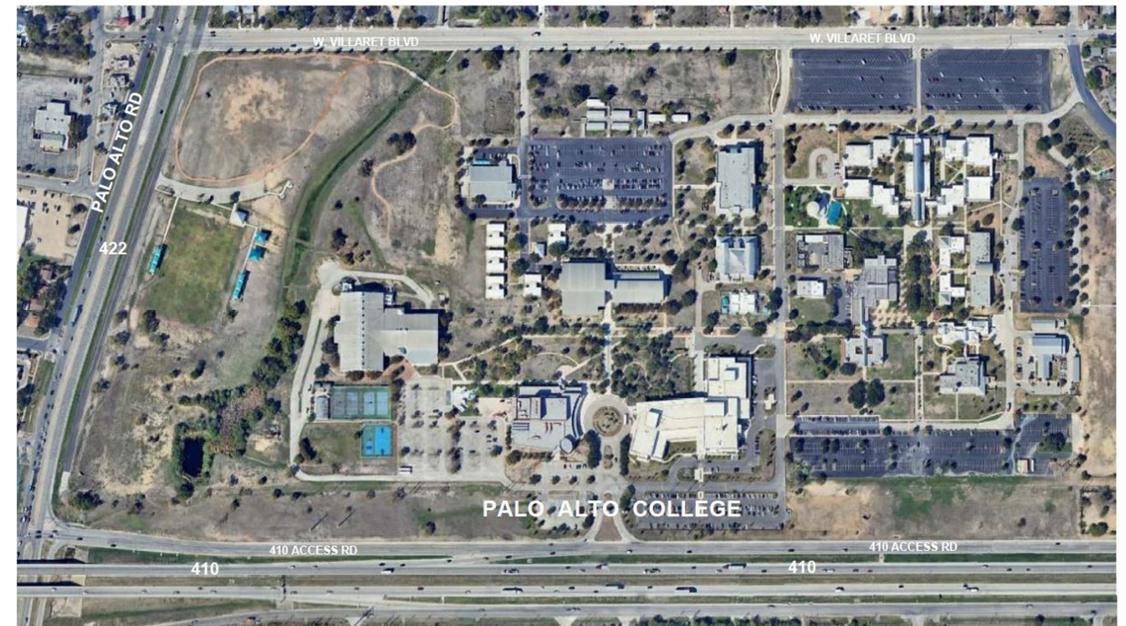
- Institutional Excellence and Continuous Improvement



# Award a Contract – Construction Services for Hydronic Distribution Piping at Palo Alto College – Project Information

- Replacement of the existing chilled water and hot water supply distribution systems
- Extension/interconnection to provide a continuous primary loop
- Connects two campus central plants, existing east and west campus systems and ties into secondary loops

- **Estimated Construction Start:** Nov. 01, 2024
- **Estimated Completion:** Oct. 31, 2025



# Recommended Contract Action: Award a contract for Construction Services for Hydronic Distribution Piping

**Type of Contract Action:** This minute order awards a contract to Columbia Contracting Corporation.

**Contract Term:** The work will occur during normal business hours and weekends and be completed approximately 365 calendar days following notice to proceed.

**SMWVBE:** Y

**Local:** Y

**Funding:** Not to exceed \$7,500,000 plus 5% contingency

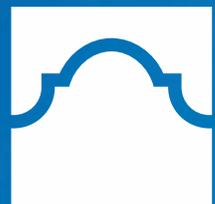


# Recommended Action

Request that this item be moved forward to the Regular Board Meeting on August 20 for Board of Trustees action.



Thank you.



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# Appendix - Background

- A notice soliciting Request for Proposals (RFP) was advertised in the San Antonio Express News, La Prensa, and San Antonio Observer twice over a 42-day period. Additionally, Purchasing and Contract Administration sent notices to 30 potential Offerors.
- The six (6) proposals received by the RFP deadline were evaluated by representatives from the Architectural firm, and Facilities Operations and Construction Management considering the specifications and requirements of the RFP.
- As a result of this effort, the proposals submitted by Columbia Contracting Corporation are recommended for award on a best value basis.

# Existing Chilled Water Line Condition



**CHILL WATERLINES  
VALVES**



**EXTERIOR RUST  
DETERIORATION**



**INTERIOR RUST  
DETERIORATION**



# PAC SITE:

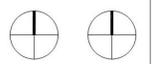
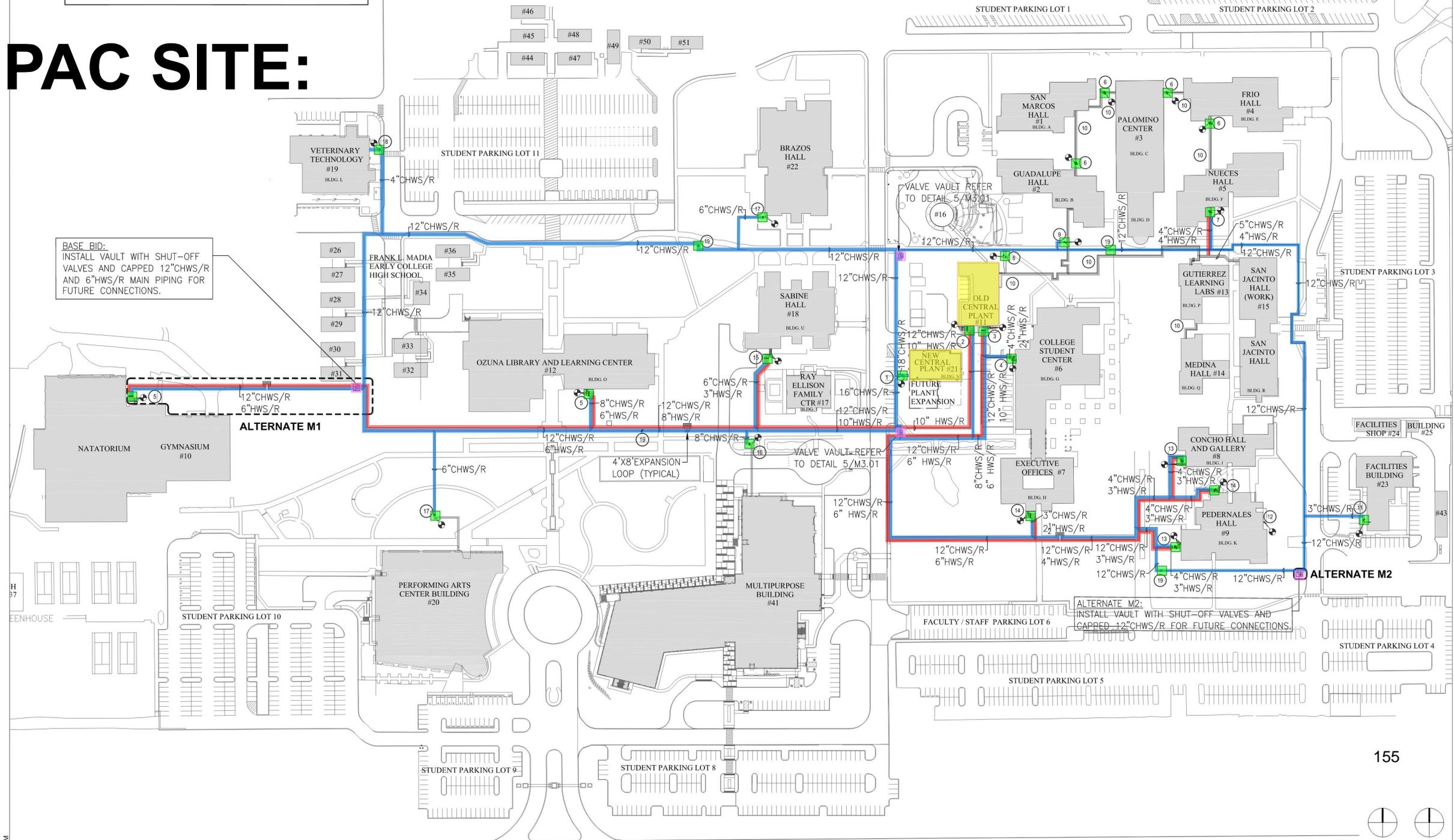
TO BUILDING AND OMIT THE VALVE VAULT.

BASE BID:  
INSTALL VAULT WITH SHUT-OFF VALVES AND CAPPED 12"CHWS/R AND 6"HWS/R MAIN PIPING FOR FUTURE CONNECTIONS.

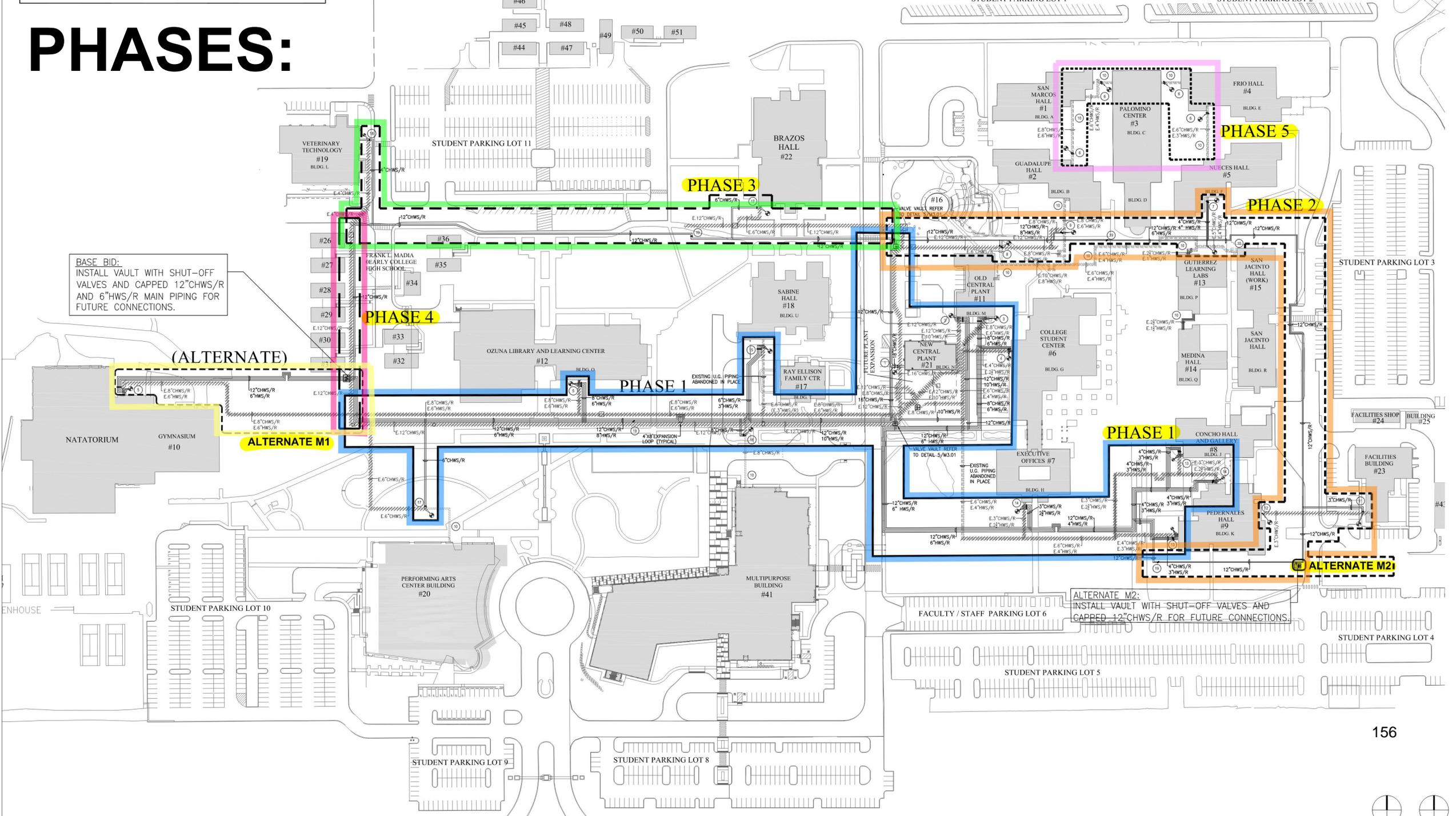
ALTERNATE M1

ALTERNATE M2:  
INSTALL VAULT WITH SHUT-OFF VALVES AND CAPPED 12"CHWS/R FOR FUTURE CONNECTIONS.

12300030 - ACD Palo Alto College Hydronic Replacement\DWG-Dwgs\08a BIM CAD\12 Mech\ACD PAC Mechanical.dwg



# PHASES:



BASE BID:  
INSTALL VAULT WITH SHUT-OFF  
VALVES AND CAPPED 12"CHWS/R  
AND 6"HW/S/R MAIN PIPING FOR  
FUTURE CONNECTIONS.

(ALTERNATE)

ALTERNATE M1

ALTERNATE M2:  
INSTALL VAULT WITH SHUT-OFF VALVES AND  
CAPPED 12"CHWS/R FOR FUTURE CONNECTIONS.

**Discussion and Possible Action for the Purchase of Construction Services for Hydronic Distribution Piping Replacement at Alamo Colleges District - Palo Alto College**

Presented to the Board Acting as Committee of the Whole on August 13, 2024, and now presented to Board for approval on August 20, 2024.

**MINUTE ORDER**

**"The Board of Trustees hereby awards a contract providing for the Purchase of Construction Services for Hydronic Distribution Piping Replacement at Alamo Colleges District – Palo Alto College to Columbia Contracting Corporation for the amount not to exceed \$7,500,000 as requested by the Associate Vice Chancellor for Facilities Operations and Construction Management**

**PURPOSE**

This contract action provides for the Purchase of Construction Services for Hydronic Distribution Piping Replacement at Alamo Colleges District – Palo Alto College as prepared by PBK Architecture and identified in the Project Manual, consisting of the demolition, construction, and alteration of Hydronic Piping. The work includes receiving, unloading, handling, storing, protecting, and installing Alamo Colleges District furnished products and making building services connections when applicable. The work will occur during normal business hours and weekends and be completed approximately 365 calendar days following notice to proceed.

**BACKGROUND**

A notice soliciting Request for Proposals (RFP) was advertised in the San Antonio Express-News and La Prensa twice over a 42-day period. Additionally, Purchasing and Contract Administration sent notices to 30 potential Offerors. The 6 responses received by the RFP deadline were evaluated by representatives from Project Management, architectural firm, and Facilities Operations and Construction Management, considering the Alamo Colleges District specifications and requirements. As a result of this effort, the proposal submitted by Columbia Contracting Corporation is recommended for award on the basis of best value. The contract awarded to Colombia Contracting Corporation will contribute to the Alamo Colleges District, Small, Minority, Woman, and Veteran Owned Business Enterprise (SMWVBE) program Aspirational Goals.

**IMPLICATIONS**

**Financial:** Not to exceed \$7,500,000 plus 5% contingency  
**Funding Source:** Maintenance Tax Notes  
**Strategic Plan:** Goal I – Student Success; Goal III - Performance Excellence  
**Employee Services:** None

**ATTACHMENTS:** Price Tabulation, Evaluation Criteria

Lisa L. Mazure, Digitally signed by Lisa L. Mazure, MSA, CPA, CGFM  
MSA, CPA, CGFM Date: 2024.08.01 16:12:46 -05'00'

\_\_\_\_\_  
Lisa L. Mazure, MSA, CPA Date  
Assoc. Vice Chancellor for Finance and Fiscal Services

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

  
\_\_\_\_\_  
Dr. Thomas Cleary Date  
Interim Vice Chancellor for Finance & Administration

\_\_\_\_\_  
Dr. Mike Flores Date  
Chancellor



ALAMO  
COLLEGES  
DISTRICT



Purchase of Construction Services for Hydronic Distribution Piping Replacement  
at Alamo Colleges District – Palo Alto College RFP 2024-0061

Vendors	Structure Tone Southwest	Spaw Glass	R.E.C Industries	Primoris Energy Services	Flintco	Columbia Contracting Corporation
<b>1. Base Offer</b>	\$17,320,000.00	\$13,981,146.00	\$11,429,000.00	\$23,191,000.00	\$18,901,000.00	\$5,900,000.00
<b>2. Alternates</b>						
<b>Alternate No 1</b> Install new 12" chilled water supply/return and 6" hot water supply/return piping to natatorium building #10 and omit the based bid valve vault	\$1,150,000.00	\$1,085,000.00	\$877,000.00	\$434,790.00	\$1,035,000.00	\$100,000.00
<b>Alternate No 2</b> Install new valve vault with shut off valves and cap 12" chilled water supply/return main for future connections	\$250,000.00	\$142,000.00	\$82,000.00	\$345,125.00	\$199,000.00	\$55,000.00
<b>Alternate No 3</b> Install High-Density Polyethylene (HDPE) pipe for the underground chilled water supply/return and hot water supply/return system main piping in lieu of the based bid black steel schedule 40 piping HDPE piping shall transition to black steel schedule 40 piping after direct bury	(\$103,000.00)	(\$102,000.00)	\$1,100,000.00	\$528,250.00	\$868,800.00	\$500,000.00
<b>Alternate No 4</b> Replace all underground chilled water supply/return and hot water/supply piping with new hydronic piping between San Macro Hall #1, Guadalupe Hall #2, Palomino Center #3, Frio Hall #4 and Nueces Hall #5 buildings.	\$520,000.00	\$952,000.00	\$501,000.00	\$1,245,000.00	\$962,000.00	\$252,000.00
<b>Unit Price No 1 Existing Trees not to remain</b>						
a. Demolish the tree and replace with 65 gallon tree (price per each)	\$2,500.00	\$2,420.00	\$3,450.00	\$0.00	\$2,750.00	\$1,000.00
b. Transplant tree and replace with 65 gallon tree (price per each)	\$2,500.00	\$6,200.00	\$8,050.00	\$0.00	\$4,600.00	\$2,000.00
c. Demolish tree & sod (price per each)	\$750.00	\$1,500.00	\$4,025.00	\$0.00	\$1,200.00	\$0.00
<b>Unit Price No 2 Hydronic Piping Replacement</b>						
a. 2-1/2 to 4 inches (per linear foot)	\$250.00	\$512.00	\$3,225.00	\$0.00	\$890.00	\$797.00
b. 6 to 8 inches (per linear foot)	\$400.00	\$604.00	\$3,362.00	\$0.00	\$1,100.00	\$824.00
c. 10 to 12 inches (per linear foot)	\$650.00	\$724.00	\$3,523.00	\$0.00	\$1,300.00	\$945.00
<b>Total</b>	\$ 19,144,050.00	\$ 16,070,106.00	\$ 14,014,635.00	\$ 25,744,165.00	\$ 21,977,640.00	\$ 6,812,566.00



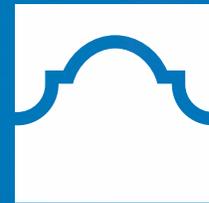
EVALUATION CRITERIA

Purchase of Construction Services for Hydronic Distribution Piping Replacement at Alamo Colleges District – Palo Alto College RFP 2024-0061

Criteria	Maximum Points
Price components	40
Offeror's Experience & Reputation	24
Offeror's Past Performance with Owners	14
Subcontractors & Suppliers – Small, Minority, Veteran and/or Women Business Enterprise (SMWVBE)	8
Project Management Performance and Resources	14
Total	100

# Policy C.9.2 – Prohibited Technology Use

Dr Thomas Cleary, VC for Planning, Perf. and Info Systems  
Dr. Daphene Carson, Director of Ethics/Compliance/Policy



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# Board Policy

## C.9.2 – Board Policies (Policy)

## New Policy

- This is a new policy to align ACD with Texas Administrative Code.
- Provides a list of technologies (both hardware and software) that are not to be deployed on any ACD-issued devices or supported via our network.
- Alamo will enable network-based restrictions to prevent the use of these prohibited technologies.
- Alamo will provide enhanced security measures for sensitive locations (i.e., primary and secondary data centers).



## Prohibited Software/Applications/Developers

- TikTok
- Kaspersky
- ByteDance Ltd.
- Tencent Holdings Ltd.
- Alipay
- CamScanner
- QQ Wallet
- SHAREit
- VMate
- WeChat
- WeChat Pay
- WPS Office

## Prohibited Hardware/Equipment/Manufacturers

- Huawei Technologies Company
- ZTE Corporation
- Dahua Technology Company
- SZ DJI Technology Company
- Hytera Communications Corporation

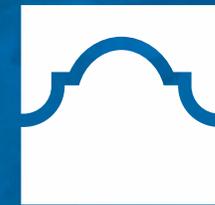


## Action Requested

- To approve Policy C.9.2 – Prohibited Technology Use



Thank you



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DISTRICT





### **C.9.2 (Policy) Prohibited Technology Use**

Responsible Department: Planning, Performance and Information Systems

Board Adoption: 02-14-23

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Employees and contractors may not download, install, or use the following prohibited applications or technologies on any device issued by Alamo Colleges District (ACD). This includes all ACD-issued cell phones, laptops, tablets, desktop computers, or any other devices capable of internet connectivity. This plan applies to all employees, contractors, interns, or any users of ACD-owned networks. Employees and contractors are banned from conducting ACD business on prohibited technology-enabled personal devices. ACD business includes accessing any ACD-owned data, applications, email accounts, or non-public facing communications.

#### **Prohibited Software/Applications/Developers**

- TikTok
- Kaspersky
- ByteDance Ltd.
- Tencent Holdings Ltd.
- Alipay
- CamScanner
- QQ Wallet
- SHAREit
- VMate
- WeChat
- WeChat Pay
- WPS Office

#### **Prohibited Hardware/Equipment/Manufacturers**

- Huawei Technologies Company
- ZTE Corporation
- Dahua Technology Company
- SZ DJI Technology Company
- Hytera Communications Corporation

Exceptions to this policy are extended to students to accommodate student use if an ACD email address was provided by the District. This exception shall be restricted to student use of a personal device that is privately owned or leased by the student or a member of the student's immediate family, and shall include network security considerations to protect the ACD network and data from traffic related to prohibited technologies.

ACD will implement network-based restrictions to prevent the use of prohibited technologies on ACD networks by any prohibited device.

ACD prohibits personal devices with prohibited technologies installed from connecting or attempting to connect to ACD technology infrastructure or data.

### **C.9.2 (Policy) Prohibited Technology Use**

Responsible Department: Planning, Performance and Information Systems

Board Adoption: 02-14-23

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ACD maintains enhanced security measures for sensitive locations, which are identified, cataloged, and labeled by ACD. A sensitive location is any location, physical, or logical (such as video conferencing, or electronic meeting rooms) that is used to discuss confidential or sensitive information, including information technology configurations, criminal justice information, financial data, personally identifiable data, sensitive personal information, or any data protected by federal or state law.

The ACD primary and backup data centers are labeled with physical signage and restricted by multi-factor authentication (MFA) and policy to authorized personnel only who receive special training on working with sensitive data. Only pre-approved devices are allowed into the data centers and use is restricted to a limited basis. Unauthorized devices such as personal cell phones, tablets, or laptops may not enter sensitive locations, which includes any electronic meeting labeled as a sensitive location.

ACD will coordinate the incorporation of other technology providers as necessary, including any apps, services, hardware, or software that pose a threat to ACD's sensitive information and critical infrastructure.

Exceptions to this policy may only be approved by the Chancellor to enable law-enforcement investigations or other legitimate business uses. This authority may not be delegated.

Devices granted an exception should only be used for the specific use case in which the exception was granted and only used on non-state or specifically designated separate networks. If possible, cameras and microphones should be disabled on those devices when not in active use for their intended purpose.

For personal devices used for ACD business, exceptions should be limited to extenuating circumstances and only granted for a pre-defined period of time.

Reference:

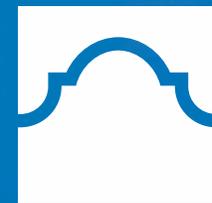
[Model Security Plan for Prohibited Technologies](#)

Version 1.0: January 26, 2023

# Policy B.3.5 – Board Members: Conventions, Conferences, Workshops, and Events

Ross Laughead, JD, General Counsel

Dr. Daphene Carson, Director of Ethics/Compliance/Policy



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# Board Policy

## Policy B.3.5 – Board Members: Conventions, Conferences, Workshops, and Events

## Purpose

- To add two events to the policy list of events preapproved for Trustee attendance at College District expense.
  1. Aspen Institute – Community College Excellence Prize
  2. San Antonio Delegation Cultural/Economic Development Visits



## Background

The policy lists certain events which are preapproved for Trustee attendance at College District expense without need of specific separate approval.

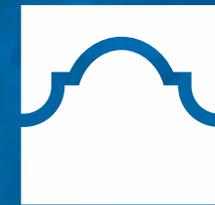


## Action Requested

- To approve the revisions to Policy B.3.5 – Board Members: Conventions, Conferences, Workshops and Events



Thank you



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COLLEGES  
DISTRICT





**B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events**

Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 9-27-22, [8-20-24](#)

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**Specific Trips Authorized**

A Trustee has authority by virtue of this policy, and without further Board approval, to attend the following annual conferences:

1. American Association of Community Colleges (AACC)
2. Association of Community College Trustees (ACCT)
3. [Association of Governing Boards \(AGB\)](#)
4. [Aspen Institute – Community College Excellence Prize](#)
5. Baldrige Performance Excellence-Quest for Excellence
6. Community College Association of Texas Trustees (CCATT)
7. Community College FUTURES Assembly
8. Excelencia in Education
9. Hispanic Association of Colleges and Universities (HACU)
10. National Association of Latino Elected Officials (NALEO)
11. National Legislative Seminar of the ACCT
12. Regional Conference of the ACCT
13. [San Antonio Chamber of Commerce SA to DC](#)
14. [San Antonio Delegation Cultural/Economic Development visits](#)
15. Texas Association of Community College Attorneys (TACCA)
16. Texas Association of Community College Trustees and Administrators (TACCTA)
17. Texas Association of Community Colleges (TACC)
18. Texas Association of School Boards (TASB)/Texas Association of Community College Attorneys (TACCA) Biennial Legislative Update
19. Texas Higher Education Coordinating Board Conference

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If a Trustee wishes to attend an event not included in the approved list, the Trustee may request authorization from the Board. If a trip has not been authorized by this policy, the Trustee must submit a request to the Board for approval pursuant to this policy. If Board approval is not received prior to the commencement of a trip, the Trustee may take the trip and seek reimbursement from the Board. Without prior authorization, the College District is under no obligation to pay for the trip or its expenses.

**Allowable Travel Expenses**

**B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events**

Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 9-27-22, [8-20-24](#)

The following expenses are illustrative but not inclusive of all allowable expenses during an authorized trip by a Trustee. Receipts are required for expenses unless specified otherwise.

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**B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events**

Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 9-27-22, 8-20-24

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**Prepaid Expenses**

In order to find the most favorable rates, a Trustee may make trip arrangements using his/her College District travel card, or make reservations and request reimbursement. In the alternative, the Chancellor or designee may make trip arrangements for Trustees, and at the request of the Trustee, shall prepay expenses for airline tickets, hotel charges for the basic single-room rate, and registration and conference fees for events included in the approved list or pre-authorized by the Board. If these items are not prepaid, the Trustee may request reimbursement pursuant to this policy.

**Meals**

Actual expenses of meals may be charged to the Trustee's procurement card or reimbursed, but the total cost of meals for the travel shall not exceed an allowance of \$80 per day over the travel period. The maximum for the travel period is calculated as \$80 per day multiplied by the number of days. Tips to servers are not included in the cost of meals, but should not exceed 25%. Itemized receipts are required.

If a Trustee pays for a meal of another Trustee, that amount will be reimbursed to the payer. The Trustee must list the name and the amount spent on the other Trustee. This amount will not be counted as part of the payer's travel allowance but will be counted as part of the other Trustee's travel allowance.

If a Trustee pays for the meal of a non-Trustee, the Trustee must list the name and the amount spent on the non-Trustee, and must identify the business purpose of the meal. This amount will not be counted as part of the Trustee's travel allowance.

College District employees dining with Trustees while out of town, can opt to submit for an increased meal allowance of \$80 for that day.

Deleted: dining

**Lodging**

An itemized hotel statement must be submitted when requesting reimbursement for lodging expenses that were not prepaid. Lodging expenses must not exceed the prevailing single room rate. The maximum duration for lodging is one night prior to the beginning of a meeting and one night subsequent to the ending of a meeting. If a Trustee exceeds the maximum duration for lodging and requests reimbursement, the Trustee may submit the request for approval pursuant to this policy. A Trustee may not be reimbursed for lodging when the Trustee is absent from the location of the meeting for any reason not connected with the duties of the Trustee.

**Transportation**

**Mode of Transportation:** A Trustee shall utilize the most economical mode of transportation that is readily available and provides reasonable, comparable transit time.

**Mileage:** Mileage expense shall be reimbursed at the prevailing approved rate for employees when traveling by personal vehicle.

**Airfare:** When airfare is not prepaid, actual expense shall be reimbursed for air travel at the prevailing coach rate unless first class is the only flight available to conduct Trustee duties, in which case a statement from the Trustee validating the necessity is required. Trustees will be reimbursed for the first two pieces of checked baggage if the airline charges a

**B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events**

Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 9-27-22, 8-20-24

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separate checked baggage fee. If a Trustee deviates from a direct route of travel by air for personal reasons, the expenses for that portion of the trip will not be reimbursable. Because of the savings available for early purchase, Trustees are asked to schedule their travel at the earliest convenient date.

Car Rental: Actual expense shall be reimbursed for car rentals including fuel and toll charges. Receipts are not required for tolls. Sales tax is reimbursable; however, liability insurance, personal accident insurance, safe trip insurance, and personal effects insurance are not reimbursable. If a Trustee rents a car and combines personal travel with Trustee duties, the cost of the rental car is prorated on a daily basis.

Other Modes of Transportation: Actual expense shall be reimbursed for railroad travel, and at the destination, actual expense shall be reimbursed for travel by taxi, limousine, car services, such as Uber and Lyft, shuttles and public transportation.

Parking: Actual expense shall be reimbursed for parking expenses.

**Other Allowable Expenses**

Actual expense shall be reimbursed for telephone calls and FAX services, internet service, and other hotel business office expenses for the conduct of official Trustee business.

Tips for service (receipts are not required) and expenses for transportation of College District equipment and materials are also reimbursable.

Fee for Transportation Security Administration (TSA) Pre-Check membership for air travel is also reimbursable.

**Unallowable Expenses**

The following list of unallowable expenses is illustrative but not inclusive of all unallowable expenses during an authorized trip by a Trustee:

1. Gasoline, toll fees, or repair costs for personally owned vehicles.
2. Passports or passport photos required for foreign travel.
3. Inoculations required for foreign travel.
4. Personal expense items such as cleaning or laundry.
5. Alcoholic beverages.
6. Personal entertainment.

**Reporting Expenses**

In order to document all travel expenses, the following must be submitted to the Chancellor within 60 days of the last day of a meeting or conference:

1. A completed Travel and Expense Statement showing all travel expenses incurred on behalf of the Trustee, whether or not the Trustee attended the meeting or conference. Unused airline tickets must be attached to the Travel and Expense Statement with a reason as to why the ticket was not used.

**B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events**

Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 9-27-22, 8-20-24

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- 2. All required receipts.
  - 3. One of the following trip authorizations:
    - a. Authorized annual conference, (included in the approved list)
    - b. Authorization by Board Minute Order.

**Seeking Approval for Unauthorized Trips and Expenses**

A Trustee who requests authorization for a trip or reimbursement for travel expense, or both that has not been authorized by this policy or by the Board, shall submit the request for approval to the Audit, Budget and Finance Committee of the Board. The Audit, Budget and Finance Committee shall make a recommendation to the Board. The Board's decision is final. If the Board approves the request, the Chancellor or designee shall reimburse the Trustee to the extent approved by the Board.

A Trustee shall reimburse the College District for all unauthorized travel expenses which the College District incurred on the Trustee's behalf within 30 days after disapproval pursuant to this policy.

*Legal Reference - TACC Policy Reference Manual*  
BBG(LEGAL) - Board Members: Compensation and Expenses

### **B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events**

Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 9-27-22, 8-20-24

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#### **Specific Trips Authorized**

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14. San Antonio Delegation Cultural/Economic Development visits
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### **B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events**

Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 9-27-22, 8-20-24

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and seek reimbursement from the Board. Without prior authorization, the College District is under no obligation to pay for the trip or its expenses.

#### **Allowable Travel Expenses**

The following expenses are illustrative but not inclusive of all allowable expenses during an authorized trip by a Trustee. Receipts are required for expenses unless specified otherwise.

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### **B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events**

Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 9-27-22, 8-20-24

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request for approval pursuant to this policy. A Trustee may not be reimbursed for lodging when the Trustee is absent from the location of the meeting for any reason not connected with the duties of the Trustee.

#### **Transportation**

Mode of Transportation: A Trustee shall utilize the most economical mode of transportation that is readily available and provides reasonable, comparable transit time.

Mileage: Mileage expense shall be reimbursed at the prevailing approved rate for employees when traveling by personal vehicle.

Airfare: When airfare is not prepaid, actual expense shall be reimbursed for air travel at the prevailing coach rate unless first class is the only flight available to conduct Trustee duties, in which case a statement from the Trustee validating the necessity is required. Trustees will be reimbursed for the first two pieces of checked baggage if the airline charges a separate checked baggage fee. If a Trustee deviates from a direct route of travel by air for personal reasons, the expenses for that portion of the trip will not be reimbursable. Because of the savings available for early purchase, Trustees are asked to schedule their travel at the earliest convenient date.

Car Rental: Actual expense shall be reimbursed for car rentals including fuel and toll charges. Receipts are not required for tolls. Sales tax is reimbursable; however, liability insurance, personal accident insurance, safe trip insurance, and personal effects insurance are not reimbursable. If a Trustee rents a car and combines personal travel with Trustee duties, the cost of the rental car is prorated on a daily basis.

Other Modes of Transportation: Actual expense shall be reimbursed for railroad travel, and at the destination, actual expense shall be reimbursed for travel by taxi, limousine, car services, such as Uber and Lyft, shuttles and public transportation.

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#### **Other Allowable Expenses**

Actual expense shall be reimbursed for telephone calls and FAX services, internet service, and other hotel business office expenses for the conduct of official Trustee business.

Tips for service (receipts are not required) and expenses for transportation of College District equipment and materials are also reimbursable.

Fee for Transportation Security Administration (TSA) Pre-Check membership for air travel is also reimbursable.

### **B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events**

Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration

Board Adoption: 8-18-09

Last Board Action: 9-27-22, 8-20-24

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#### **Unallowable Expenses**

The following list of unallowable expenses is illustrative but not inclusive of all unallowable expenses during an authorized trip by a Trustee:

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2. Passports or passport photos required for foreign travel.
3. Inoculations required for foreign travel.
4. Personal expense items such as cleaning or laundry.
5. Alcoholic beverages.
6. Personal entertainment.

#### **Reporting Expenses**

In order to document all travel expenses, the following must be submitted to the Chancellor within 60 days of the last day of a meeting or conference:

1. A completed Travel and Expense Statement showing all travel expenses incurred on behalf of the Trustee, whether or not the Trustee attended the meeting or conference. Unused airline tickets must be attached to the Travel and Expense Statement with a reason as to why the ticket was not used.
2. All required receipts.
3. One of the following trip authorizations:
  - a. Authorized annual conference, (included in the approved list)
  - b. Authorization by Board Minute Order.

#### **Seeking Approval for Unauthorized Trips and Expenses**

A Trustee who requests authorization for a trip or reimbursement for travel expense, or both that has not been authorized by this policy or by the Board, shall submit the request for approval to the Audit, Budget and Finance Committee of the Board. The Audit, Budget and Finance Committee shall make a recommendation to the Board. The Board's decision is final. If the Board approves the request, the Chancellor or designee shall reimburse the Trustee to the extent approved by the Board.

A Trustee shall reimburse the College District for all unauthorized travel expenses which the College District incurred on the Trustee's behalf within 30 days after disapproval pursuant to this policy.

*Legal Reference - TACC Policy Reference Manual*

BBG(LEGAL) - Board Members: Compensation and Expenses

## Discussion and Possible Action on Monthly Contracts Report

Presented to the Board Acting as Committee of the Whole on August 13, 2024, and now presented to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES on August 20, 2024.

### 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 July 31, 2024.”**

### 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 June 30, 2024, there are a total of 23 contracts that total \$808,525.00 in external funding. This will allow services to be provided to 4,423 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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Dr. 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	23	604	4,432
	<b>Total</b>	<b>23</b>	<b>604</b>	<b>4,432</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	15	7	2	23
	<b>Total</b>	<b>15</b>	<b>7</b>	<b>1</b>	<b>23</b>

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

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

Presented to the Board acting as Committee of the Whole on August 13, 2024 and now presented to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES for approval on August 20, 2024.

**MINUTE ORDER:**

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

**PURPOSE:**

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

**Background**

1. Grants – The Alamo Colleges District received 1 new grant award and 1 continuation grant award for the period ending June 30, 2024. The year-to-date (YTD) funding is \$26,788,390 and allows for 152.60 FTE positions.
2. Restricted Grant Contracts – The Alamo Colleges District had 3 new restricted grant contracts for the same period. YTD funding is \$1,767,902 and it allows for 5,229 students to be served.

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

**IMPLICATIONS:**

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

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

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

Date

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Dr. Thomas Cleary  
 Interim Vice Chancellor for Finance and  
 Administration

Date

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Dr. Mike Flores  
 Chancellor

Date



ALAMO  
COLLEGES  
DISTRICT

**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 - June 30, 2024

No.	College	No. of Grants	Match Amounts	Indirect Cost Received	YTD Funding Amount	No. of Students Served	No. of FTEs
1	District Grants	8	\$ 498,385	\$ 42,646	\$ 4,474,771	5,644	22.00
2	San Antonio College	14	\$ 257,048	\$ 666,100	\$ 6,453,805	23,510	50.50
3	St. Philip's College	6	\$ -	\$ 23,499	\$ 11,569,231	28,682	54.00
4	Palo Alto College	14	\$ 13,375	\$ 124,145	\$ 2,806,531	2,145	18.00
5	Northwest Vista College	5	\$ -	\$ 87,524	\$ 1,131,163	965	4.10
6	Northeast Lakeview College	4	\$ -	\$ 17,792	\$ 352,889	830	4
<b>GRAND TOTAL</b>		<b>51</b>	<b>\$ 768,808</b>	<b>\$ 961,706</b>	<b>\$ 26,788,390</b>	<b>61,776</b>	<b>152.60</b>

Grants and Contracts Office 7/15/2024

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

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	213114	Palo Alto College	Texas Higher Education Board, <u>Project Title: "Texas Reskilling and Upskilling through Education (TRUE)".</u>	The TRUE grant supports the Innovative methods for promoting advanced certification and training (IMPACT) project, a collaborative initiative between Northeast lakeview College and Palo Alto College, IMPACT will create, redesign and expand short-term training programs in Logistics, Advanced Manufacturing and Welding degree programs. <i>Note: The TRUE grant is shared between NLC and PAC.</i>	12/16/2023	\$0	\$0	\$125,000	0	0.00
2	213527	Palo Alto College	U.S. Department of Defense thru Intercultural Development Research Association, <u>Project Title: "IDRA and Palo Alto College STEM Mentorship Program".</u>	IDRA and Palo Alto College will collaborate and plan the implementation of the Alamo STEM College Mentorship Program, recruiting 12 college mentors from the Alamo College District that will complete mentorship visits to partnering middle and high school campuses.	12/11/2023	\$0	\$0	\$38,864	120	0.00
3	213528	Palo Alto College	Texas Workforce Commission, <u>Project Title: "Governor's Summer Merit Program".</u>	The purpose of the GSMP is to improve middle school and high school students familiarity and experience with post-secondary educational opportunities leading to STEM careers while developing collaboration among workforce development programs, colleges and universities and Texas middle and high schools. One of the goals is to relieve financial obstacles by awarding scholarships to eligible Texas middle and high school students who may not have had an opportunity to attend a summer camp.	2/12/2024	\$0	\$0	\$83,926	120	0.00
4	213529	Palo Alto College	Texas Workforce Commission, <u>Project Title: "Jobs and Education for Texans".</u>	TWC JET grant funds will support: Computer Networking laboratory-Items will be used for an expanding CTE Program. The items will be used together in a networking lab environment. Computer Support and Cloud Computing Needs-The items will be used to create a cloud computing and computer support laboratory. This will replace the current virtual mechanism used by the students to learn these skills.	8/31/2023	\$13,375	\$0	\$254,109	84	0.00
<b>4</b>			<b>Total PAC-YTD Single Year Grants</b>			<b>\$13,375</b>	<b>\$0</b>	<b>\$501,899</b>	<b>324</b>	<b>0.00</b>
1	215021	Northeast Lakeview College	University of Southern California Race and Equity Center, <u>Project Title: "Men of Color Innovation Project".</u>	Project will fund and provide technical support to 12 community colleges nationwide that are advancing initiatives to support men of color on their campuses. Funding will support curricular innovations, a cohort based learning community and professional development for NLC faculty and staff.	5/30/2023	\$0	\$0	\$75,000	30	0.00
2	215022	Northeast Lakeview College	Texas Higher Education Board, <u>Project Title: "Texas Reskilling and Upskilling through Education (TRUE)".</u>	The TRUE grant supports the Innovative methods for promoting advanced certification and training (IMPACT) project, a collaborative initiative between Northeast lakeview College and Palo Alto College. IMPACT will create, redesign and expand short-term training programs in Logistics, Advanced Manufacturing and Welding degree programs. <i>Note: The TRUE grant is shared between NLC and PAC.</i>	12/16/2023	\$0	\$0	\$125,000	50	3.00
<b>2</b>			<b>Total NLC-YTD Single Year Grants</b>			<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>80</b>	<b>3.00</b>
<b>13</b>			<b>Total YTD Single Year Grants</b>			<b>\$511,760</b>	<b>\$24,770</b>	<b>\$4,761,628</b>	<b>4,674</b>	<b>18.00</b>
			<b>Multi-Year Grants</b>							
1	219121	District	University of Texas at San Antonio, <u>Project Title: "Bexar County Fostering Educational Success Pilot Program".</u> Year 4 of 4.	To support students with foster or adoption experience.	9/1/2023	\$0	\$0	\$373,710	550	5.00

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

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
6	211169	San Antonio College	U.S. Department of Education, <u>Project Title</u> : "San Antonio College's 2021 Child Care Access Means Parents in School (CCAMPIS) Program". 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
7	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
8	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
9	211176	San Antonio College	U.S. Department of Education, <u>Project Title</u> : "San Antonio College's Project Apoyo". Year 2 of 5.	The HSI project Apoyo will serve as a catalyst for long-term improvements that will address disproportionately low rates at which Hispanic and other low-income students achieve, persist and succeed at San Antonio College. The grant will help institutions capacity to provide the guidance, engagement and academic support Hispanic and low-income students need to succeed in higher education.	10/1/2023	\$0	\$0	\$599,355	1,500	3.00
10	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
11	211183	San Antonio College	Texas Higher Education Coordinating Board, <u>Project Title</u> : "Nursing & Allied Health Nursing Innovation Grant Program". Year 1 of 2.	Grant will compensate the cost for hiring a Personal Counselor. Counselor will provide counseling services to nursing students by assisting and supporting students through the nursing program.	8/5/2023	\$0	\$0	\$200,000	450	1.00
12	211184	San Antonio College	U.S. Department of Education, <u>Project Title</u> : "San Antonio College's Upward Bound Math and Science Program Project at Edson High School". Year 1 of 5.	UBMS provides student services programs for individuals from disadvantage backgrounds, first-generations, low-income individuals. UBMS provides up to four years of additional academic support through summer instruction in math, language arts, composition, foreign language and lab science with the curricula that aligns with state exams and state readiness standards.	9/1/2023	\$0	\$24,753	\$309,418	56	1.00

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

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	213015	Palo Alto College	National Science Foundation thru the University of Texas at San Antonio, <u>Project Title: "Geoscience Engagement: Growing Interest at Hispanic Serving Institutions by Scaffolding Classroom Intervention to Service Learning Projects"</u> . Year 1 of 2.	The grant from NSF is supporting the development and implementation of a three-year program that is investigating the effectiveness of geoscience modules embedded into introductory geology, chemistry, and physics courses in generating interest in the geosciences as a major or minor and extracurricular service-learning projects to increase students' motivation and build geoscience identity and community. To address retention in the discipline particularly for underrepresented minority groups.	6/1/2023	\$0	\$2,100	\$17,100	24	1.00
2	213093	Palo Alto College	U.S. Department of Education, <u>Project Title: "Palo Alto College SSS Project"</u> . 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
3	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
4	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
5	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 3 of 3.	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 \$122,026..</i>	8/1/2021	\$0	\$0	\$162,526	0	0.00
6	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
7	213103	Palo Alto College	U.S. Department of Education, <u>Project Title: "Palo Alto College-CCAMPIS 2021"</u> . Year 3 of 4.	To meet the goal of providing 20 low-income student-parents success by providing access to high quality childcare, the project will subsidize the majority of the cost of child care to ensure that PAC students realize their full potential by enrolling, persisting and completing a college degree.	10/1/2023	\$0	\$0	\$155,215	20	0.00
8	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

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

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	215015	Northeast Lakeview College	U.S. Department of Agriculture thru UTSA, <i>Project Title: "ECO-JEDI: Building a City-Wide Collaboration to Facilitate Career Readiness in FAS through Science &amp; Counter-Storytelling"</i> . Year 2 of 4.	Project seeks to increase recruitment, graduation and career readiness by diminishing barriers and prioritizing diversity and inclusion of UP in science, technology, engineering and mathematics (STEM) through a city-wide collaboration of three HSIs. Will increase UP skills, investment and motivation in FAS individuals and communities in order to recruit students for USDA related jobs.	9/1/2023	\$0	\$17,792	\$53,133	600	1.00
2	215020	Northeast Lakeview College	Texas Higher Education Coordinating Board (THECB), <i>Project Title: "2023 College Readiness and Success Models"</i> . 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
2			<b>Total NLC-MTD Multi Year Grants</b>			\$0	\$17,792	\$152,889	750	1.00
38				<b>Total YTD Multi-Year Grants</b>		\$257,048	\$936,936	\$22,026,762	57,102	134.60
51				<b>GRAND TOTAL-YTD SINGLE AND MULTI-YEAR GRANTS</b>		\$768,808	\$961,706	\$26,788,390	61,776	152.60

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

No.	Contract Recipient	No. of Contracts Executed for the Year	YTD Total Amount of Contracts	No. Students to be Served
1	District Restricted Contracts	8	\$720,544	186
2	San Antonio College	3	228,577	1,990
3	St. Philip's College	4	145,761	450
4	Palo Alto College	2	362,761	2,530
5	Northwest Vista College	1	142,630	1
6	Northeast Lakeview College	2	167,630	72
	<b>Total</b>	<b>20</b>	<b>\$1,767,902</b>	<b>5,229</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		4	4	8
2	San Antonio College		2	1	3
3	St. Philip's College	1	2	1	4
4	Palo Alto College		1	1	2
5	Northwest Vista College			1	1
6	Northeast Lakeview College		1	1	2
	<b>Total</b>	<b>1</b>	<b>10</b>	<b>9</b>	<b>20</b>

Grants and Contracts Office 7/15/2024

## Discussion and Possible Action on Approval of Construction Reports

Presented to the Board acting as Committee of the Whole on August 13, 2024 and now presented to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES for approval on August 20, 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

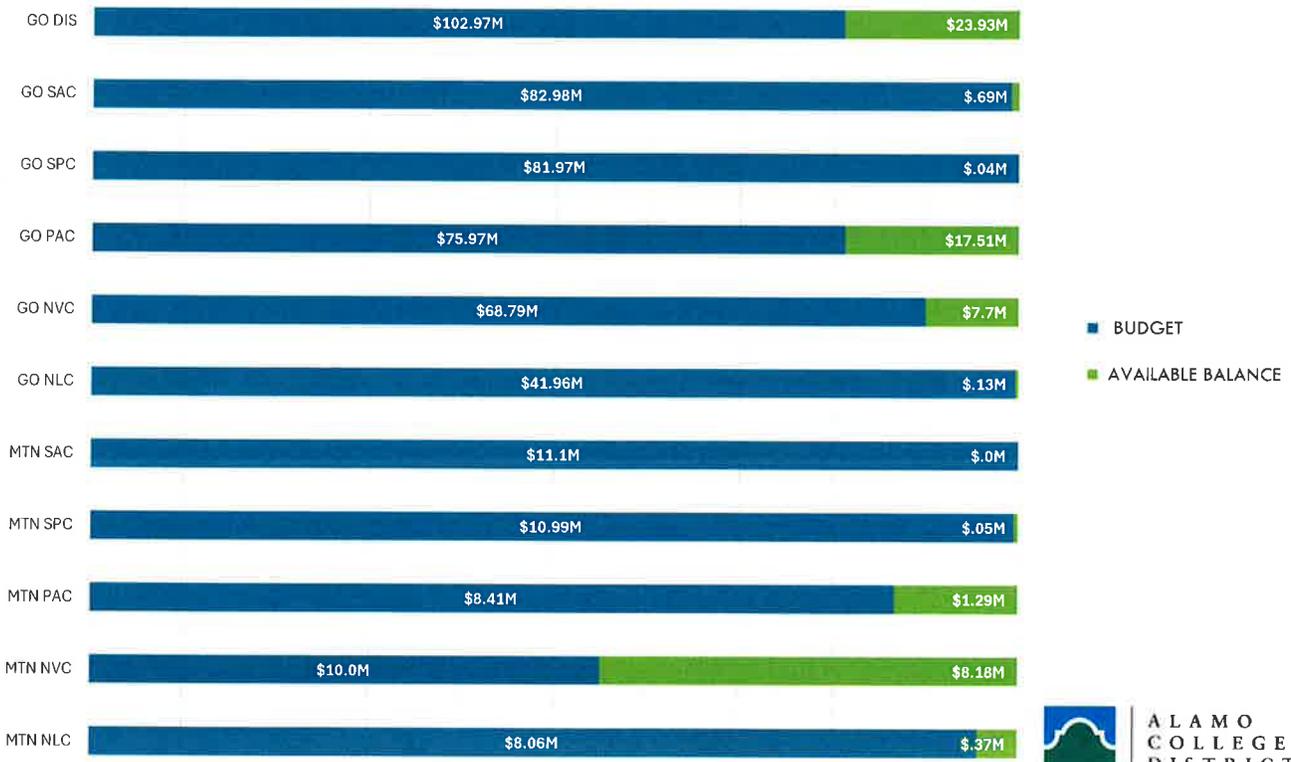
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Dr. Mike Flores, Chancellor



ALAMO  
COLLEGES  
DISTRICT

### Budget vs Available Balance Inception to June 30, 2024



**ALAMO COLLEGES DISTRICT**  
**2017 - CAPITAL IMPROVEMENT PROGRAM EXPENDITURES BY PROJECT**  
**As of June 30, 2024**

<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	(1,495)	66,408	23,689,715	23,756,122	25,004	209,028
DIS-SETC GO17 - T1	22,977,392	71,997	181,779	19,715,795	19,897,574	583,243	2,496,575
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	21,277	184,527	2,624,636	2,809,163	432,470	19,758,367
SWC- Redund Police Dpatch @ SWC - GO17 - T1	2,955,408	-	-	2,955,408	2,955,408	-	-
DIS MOKA Prog. MGT. - GO17	44,592	-	-	7,254	7,254	37,338	-
<b>TOTAL FOR DISTRICT</b>	<b>\$ 77,967,546</b>	<b>\$ 91,779</b>	<b>\$ 432,713</b>	<b>\$ 53,992,807</b>	<b>\$ 54,425,520</b>	<b>\$ 1,078,055</b>	<b>\$ 22,463,970</b>
DIS Instructional Tech GO17 - T1	1,500,000	-	-	1,077,961	1,077,961	-	422,039
DIS Infrastructural & ACOL GO17 T1	12,448,690	406,266	1,283,812	9,263,441	10,547,253	1,724,956	176,481
DIS Comm. & Collaboration Tools GO17 T1	4,100,000	-	-	3,997,214	3,997,214	-	102,786
Reporting and Analysis - T3	1,293,220	-	473,397	199,500	672,897	171,000	449,323
DIS Mobile Tech & Security GO17 - T3	5,658,090	-	167,290	5,163,515	5,330,805	9,062	318,223
<b>TOTAL FOR DISTRICT WIDE INFO. TECH.</b>	<b>\$ 25,000,000</b>	<b>\$ 406,266</b>	<b>\$ 1,924,499</b>	<b>\$ 19,701,631</b>	<b>\$ 21,626,130</b>	<b>\$ 1,905,018</b>	<b>\$ 1,468,851</b>
<b>TOTAL FOR DISTRICT / DISTRICT WIDE</b>	<b>\$ 102,967,546</b>	<b>\$ 498,045</b>	<b>\$ 2,357,213</b>	<b>\$ 73,694,438</b>	<b>\$ 76,051,651</b>	<b>\$ 2,983,074</b>	<b>\$ 23,932,822</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	-	553,900	15,932,177	16,486,077	8,513	(258,906)
SAC Law Enforce/ 1st Responder - GO17 - T2	19,992,872	-	219,442	19,624,273	19,843,715	23,210	125,948
SAC Fletcher St Success Ren w/ Main Entry - GO17 - T2	9,798,431	-	(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	-	-	14,897,801	14,897,801	13,358	702,530
<b>TOTAL FOR SAC</b>	<b>\$ 82,982,630</b>	<b>\$ -</b>	<b>\$ 770,720</b>	<b>\$ 81,223,125</b>	<b>\$ 81,993,845</b>	<b>\$ 300,522</b>	<b>\$ 688,263</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	19,175
SPC Bowden Renovation GO17 - T3	13,734,575	-	-	13,690,446	13,690,446	27,494	16,635
<b>TOTAL FOR SPC</b>	<b>\$ 58,616,925</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	-	35,631	23,306,427	23,342,058	4,623	6,467
<b>TOTAL FOR SWC</b>	<b>\$ 23,353,148</b>	<b>\$ -</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>\$ 81,970,073</b>	<b>\$ -</b>	<b>\$ 35,631</b>	<b>\$ 81,846,040</b>	<b>\$ 81,881,671</b>	<b>\$ 45,712</b>	<b>\$ 42,691</b>

**ALAMO COLLEGES DISTRICT**  
**2017 - CAPITAL IMPROVEMENT PROGRAM EXPENDITURES BY PROJECT**  
**As of June 30, 2024**

<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>Commilments</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>10,928,844</b>	<b>14,923</b>	<b>47,745</b>
PAC NATA & GYM IMP - MTN20	8,406,930	6,192	11,926	5,869,933	5,881,859	1,231,160	1,293,911
<b>TOTAL FOR PAC</b>	<b>8,406,930</b>	<b>6,192</b>	<b>11,926</b>	<b>5,869,933</b>	<b>5,881,859</b>	<b>1,231,160</b>	<b>1,293,911</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	-	79,594	5,344,507	5,424,101	10,908	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>-</b>	<b>79,594</b>	<b>7,599,373</b>	<b>7,678,967</b>	<b>16,809</b>	<b>366,818</b>
<b>TOTAL 2020 MTN BONDS</b>	<b>\$ 48,561,037</b>	<b>\$ 6,192</b>	<b>\$ 91,520</b>	<b>\$ 37,317,003</b>	<b>\$ 37,408,523</b>	<b>\$ 1,262,892</b>	<b>\$ 9,889,621</b>
<b>TOTAL 2017 CIP G.O. &amp; MTN BONDS</b>	<b>\$ 503,196,173</b>	<b>\$ 119,366</b>	<b>\$ 5,473,681</b>	<b>\$ 430,398,174</b>	<b>\$ 435,871,855</b>	<b>\$ 7,439,939</b>	<b>\$ 59,884,380</b>



**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 August 2024**

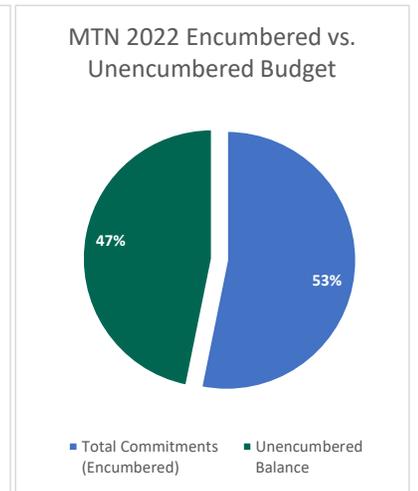
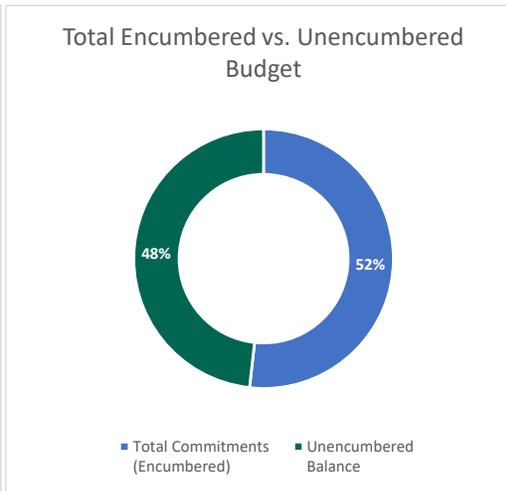
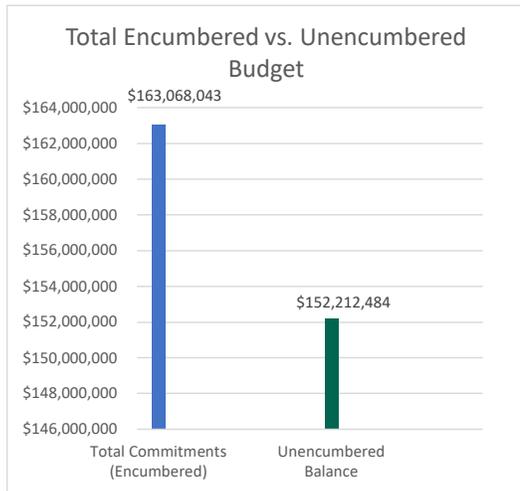
Project Status		District Wide	NLC	NVC	PAC	SAC	SPC	ETCs	Total
Design	Projects not yet in Design	2	5	5	3	8	4	4	31
	Projects in Various Design Phases	-	2	2	4	9	10	1	28
	Projects with Completed Design (or N/A)	1	2	3	4	6	8	1	25
Construction Procurement	Projects not yet Procured for Construction	2	5	5	6	9	7	5	39
	Projects in Various Stages of Procurement	-	2	2	2	6	6	-	18
	Projects with Construction Services Procured	1	2	3	3	8	9	1	27
Construction	Projects with Construction not yet started	2	8	7	9	18	13	6	63
	Projects with Construction Underway	1	-	-	-	4	7	-	12
	Completed Projects	-	1	3	2	1	2	-	9
<b>Total</b>									<b>84</b>

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

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

Project Schedule Milestones	District Wide	NLC	NVC	PAC	SAC	SPC	ETCs	Summary
Funding secured	33%	67%	100%	84%	89%	88%	100%	86%
Professional Services Procurement	25%	63%	70%	88%	70%	84%	77%	74%
Design	33%	35%	50%	48%	53%	61%	31%	50%
Construction Services Procurement	33%	24%	35%	36%	48%	56%	17%	42%
Construction	4%	11%	30%	18%	11%	17%	0%	15%
Warranty Phase	0%	6%	2%	0%	1%	9%	0%	3%
<b>Average of Completion % of Milestones</b>	<b>22%</b>	<b>34%</b>	<b>48%</b>	<b>46%</b>	<b>46%</b>	<b>54%</b>	<b>37%</b>	

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





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

Overall MTN 2022 Program Funding - As of August 2024

	Total Budget*	Total Commitments (Encumbered)	Unencumbered Balance
MTN22**	\$ 270,000,000	\$ 143,615,162	\$ 126,384,838
Prev. Maintenance 2021	\$ 3,996,340	\$ 3,996,340	\$ -
Prev. Maintenance 2022	\$ 8,404,754	\$ 8,316,651	\$ 88,103
Prev. Maintenance 2023	\$ 14,261,250	\$ 4,726,927	\$ 9,534,322
Prev. Maintenance 2024	\$ 11,682,198	\$ 473,986	\$ 11,208,212
Facilities Institutional Budget 2021	\$ 325,133	\$ 297,839	\$ 27,294
Facilities Institutional Budget 2022	\$ 604,720	\$ 604,720	\$ -
Facilities Institutional Budget 2023	\$ 1,906,131	\$ -	\$ 1,906,131
<b>Total</b>	<b>\$ 311,180,527</b>	<b>\$ 162,031,625</b>	<b>\$ 149,148,902</b>

*Preliminary Budget Numbers as of August 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 August 2024

Awarded Contractor	District Wide	NLC	NVC	PAC	SAC	SPC	ETCs	Summary
Flintco	\$ -	\$ -	\$ -	\$ -	\$ 7,632,618	\$ 3,836,568	\$ -	\$ 11,469,186
Guido	\$ -	\$ -	\$ -	\$ -	\$ 10,982,783	\$ -	\$ -	\$ 10,982,783
Noble	\$ -	\$ -	\$ 14,642,238	\$ 3,203,949	\$ 1,385,740	\$ -	\$ -	\$ 19,231,927
Turner Construction	\$ -	\$ 1,264,508	\$ -	\$ -	\$ 51,943,766	\$ 80,420,036	\$ -	\$ 133,628,310
Gilbane	\$ -	\$ -	\$ -	\$ -	\$ 16,551,636	\$ -	\$ 17,219,832	\$ 33,771,468
Structure Tone Southwest	\$ -	\$ 2,484,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,484,460
Byrne Construction Services	\$ -	\$ -	\$ -	\$ -	\$ 12,181,903	\$ -	\$ -	\$ 12,181,903
SpawGlass	\$ -	\$ -	\$ -	\$ 1,498,657	\$ -	\$ -	\$ -	\$ 1,498,657
Empire Roofing	\$ -	\$ 217,236	\$ 732,596	\$ 232,449	\$ 172,754	\$ -	\$ -	\$ 1,355,035
<b>Total</b>	<b>\$ -</b>	<b>\$ 3,966,204</b>	<b>\$ 15,374,834</b>	<b>\$ 4,935,056</b>	<b>\$ 100,851,200</b>	<b>\$ 84,256,604</b>	<b>\$ 17,219,832</b>	<b>\$ 226,603,729</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 Construction Costs Pending Board Approval	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
PAC Hydronic Piping		X				
MTN_NLC Academic 1 Moisture Barrier				X		
MTN_NLC Stormwater Improvements				X		
MTN_SAC Package 5: Full Facility & Comp. Renovation			X			
MTN_SPC/SWC Package 3: Major System (HVAC) (Modifications)		X				

\*Dates Subject to change.

## Discussion and Possible Action on Approval of Financial Reports

Presented to the Board acting as Committee of the Whole on August 13, 2024 and now presented to the Board for approval on August 20, 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 June 30, 2024.

### 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

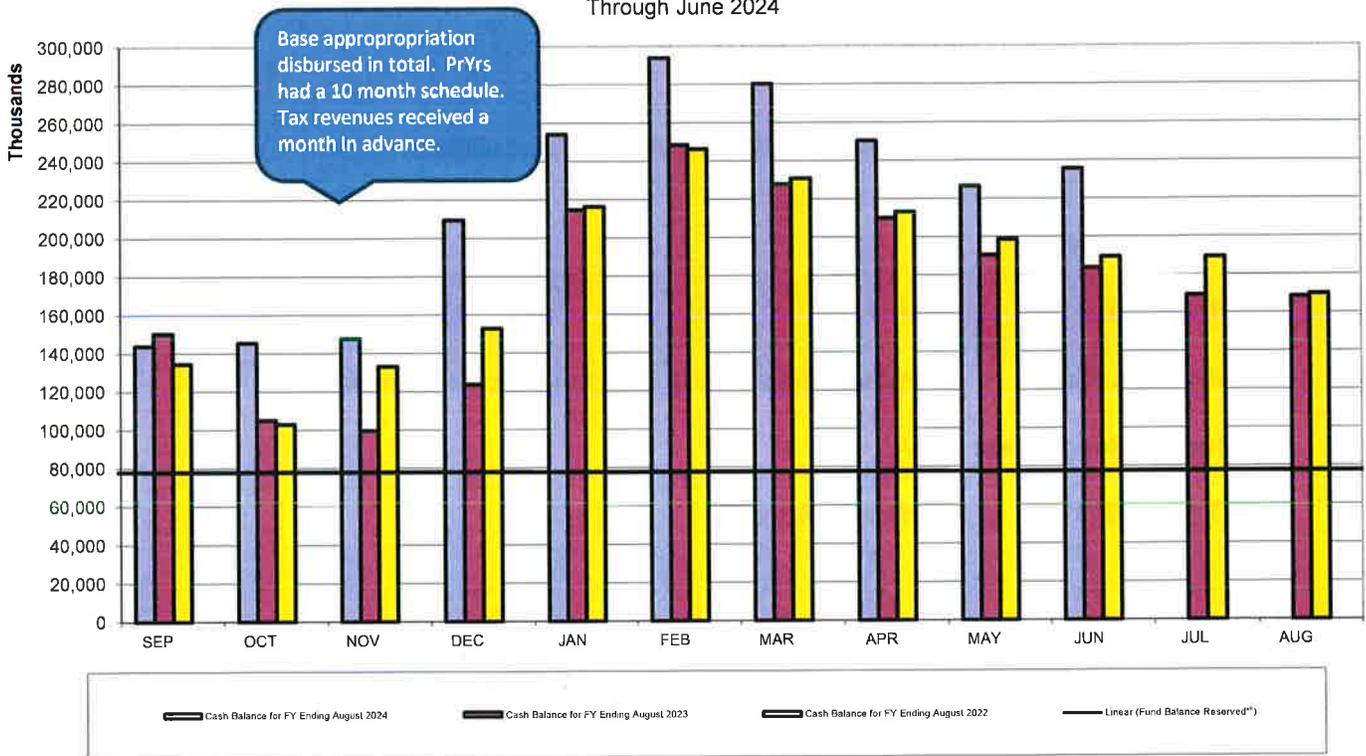
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Dr. Mike Flores, Chancellor



ALAMO  
COLLEGES  
DISTRICT

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

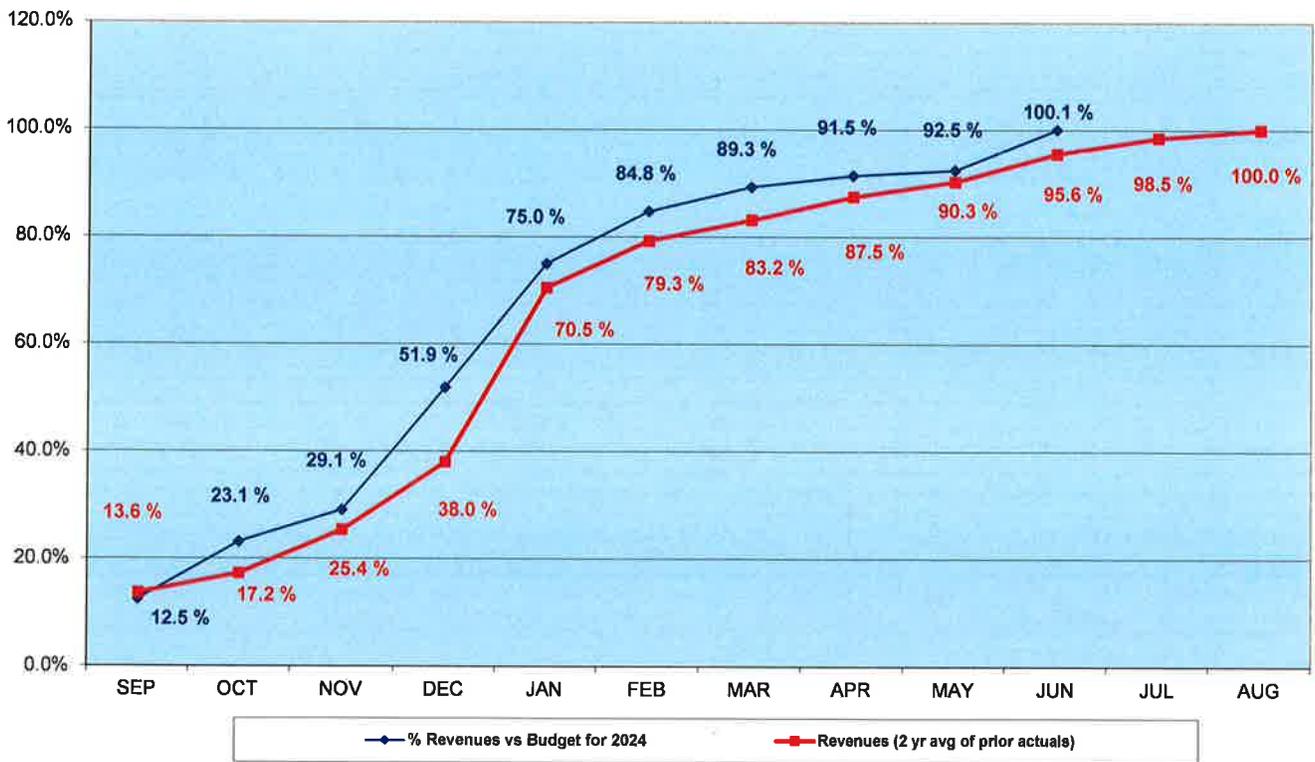


\*Includes Cash and Investments.  
 Chart excludes cash balances for capital construction and debt service.  
 August includes Fall Tuition collections.

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

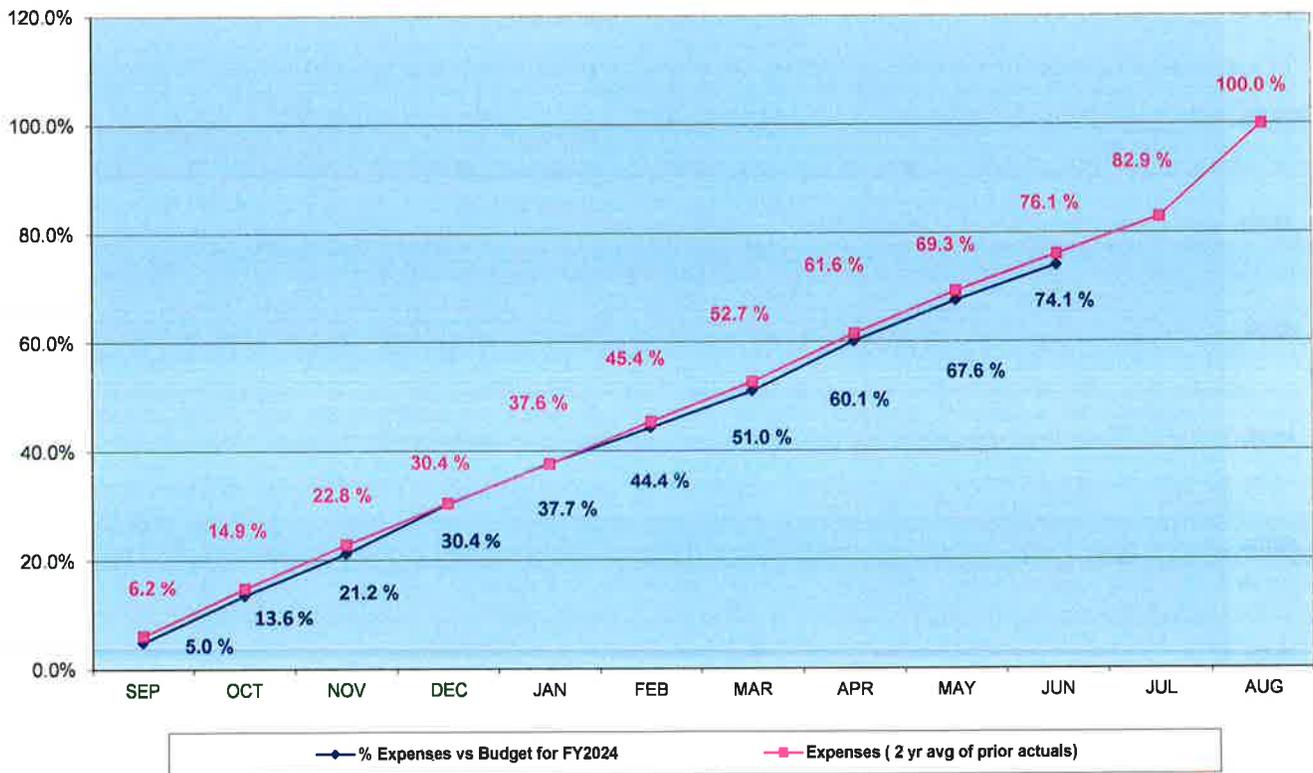
7/15/2024

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



7/15/2024

**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**



7/15/2024

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

	Adjusted Budget 2023 - 2024 (A) (as of June 2024)		YTD Actual 06/30/2024		% of Budget (10th month / 83.3 % of Year)			
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted		Restricted	
					06/30/24	06/30/23	06/30/24	06/30/23
<b>REVENUES</b>								
Instruction and General	499,273,459	40,584,608	499,919,141	9,372,919	100.1%	95.4%	23.1%	21.7%
Public Service	644,939	-	654,088	-	101.4%	36.0%	-	-
Scholarships and Fellowships	-	86,666,367	-	63,195,222	-	-	72.9%	66.8%
Auxiliary Enterprises	3,574,852	-	3,036,146	-	84.9%	61.0%	-	-
Student Activity Fee	2,508,798	-	2,648,037	-	105.6%	104.6%	-	-
<b>Subtotal Current Funds</b>	<b>506,002,048</b>	<b>127,250,975</b>	<b>506,257,412</b>	<b>72,568,141</b>	<b>100.1%</b>	<b>94.9%</b>	<b>57.0%</b>	<b>43.6%</b>
Capital Outlay	-	10,322,153	-	1,911,598	-	-	18.5%	99.5%
Renewals & Replacements	-	-	-	-	-	-	-	-
Building	-	15,894,132	-	8,047,807	-	-	50.6%	90.0%
Furniture & Equipment	-	4,596,071	-	-	-	-	-	-
Debt Services	-	102,152,813	-	85,613,473	-	-	83.8%	90.2%
<b>Subtotal Plant Funds</b>	<b>-</b>	<b>132,965,169</b>	<b>-</b>	<b>95,572,878</b>	<b>-</b>	<b>0.0%</b>	<b>71.9%</b>	<b>90.4%</b>
<b>TOTAL REVENUES</b>	<b>506,002,048</b>	<b>260,216,144</b>	<b>506,257,412</b>	<b>168,141,019</b>	<b>100.1%</b>	<b>94.9%</b>	<b>64.6%</b>	<b>78.9%</b>
<b>BEGINNING FUND BALANCES (B)</b>								
Instruction and General	101,762,558	2,182,661	101,762,558	2,182,661				
Public Service	-	-	-	-				
Scholarships and Fellowships	-	8,952,401	-	8,952,401				
Auxiliary Enterprises	3,200,000	-	3,200,000	-				
Student Activity Fee	2,498,461	-	2,498,461	-				
<b>Subtotal Current Funds</b>	<b>107,461,019</b>	<b>11,135,062</b>	<b>107,461,019</b>	<b>11,135,062</b>				
Capital Outlay	-	75,430,171	-	75,430,171				
Renewals & Replacements	-	-	-	-				
Building	-	321,185,558	-	321,185,558				
Furniture & Equipment	-	22,337,453	-	22,337,453				
Debt Services	-	14,883,008	-	14,883,008				
<b>Subtotal Plant Funds</b>	<b>-</b>	<b>433,836,190</b>	<b>-</b>	<b>433,836,190</b>				
<b>TOTAL BEGINNING FUND BALANCES</b>	<b>107,461,019</b>	<b>444,971,252</b>	<b>107,461,019</b>	<b>444,971,252</b>				
<b>TOTAL AVAILABLE (Revenues + Beg. Fund Balance)</b>								
Instruction and General	601,036,017	42,767,269	601,681,699	11,555,580				
Public Service	644,939	-	654,088	-				
Scholarships and Fellowships	-	95,618,768	-	72,147,623				
Auxiliary Enterprises	6,774,852	-	6,236,146	-				
Student Activity Fee	5,007,259	-	5,146,498	-				
<b>Subtotal Current Funds</b>	<b>613,463,067</b>	<b>138,386,037</b>	<b>613,718,431</b>	<b>83,703,203</b>				
Capital Outlay	-	85,752,324	-	77,341,769				
Renewals & Replacements	-	-	-	-				
Building	-	337,079,690	-	329,233,365				
Furniture & Equipment	-	26,933,524	-	22,337,453				
Debt Services	-	117,035,821	-	100,496,481				
<b>Subtotal Plant Funds</b>	<b>-</b>	<b>566,801,359</b>	<b>-</b>	<b>529,409,068</b>				
<b>TOTAL AVAILABLE</b>	<b>613,463,067</b>	<b>705,187,396</b>	<b>613,718,431</b>	<b>613,112,271</b>				

(A) Includes budget amendments #1 and #2.

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

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

	Adjusted Budget 2023 - 2024 (A) (as of June 2024)		YTD Actual 06/30/2024		% of Budget (10th month / 83.3 % of Year)			
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted		Restricted	
					06/30/24	06/30/23	06/30/24	06/30/23
<b>EXPENDITURES</b>								
Instruction and General	493,779,413	40,584,608	356,571,110	17,794,953	72.2%	73.3%	43.8%	30.1%
Public Service	2,013,010	-	1,554,042	-	77.2%	75.6%	-	-
Scholarships and Fellowships	-	92,838,865	-	73,594,372	-	-	79.3%	55.2%
Auxiliary Enterprises	1,883,503	-	617,594	-	32.8%	28.1%	-	-
Student Activity Fee	2,865,214	-	2,514,068	-	87.7%	39.4%	-	-
<b>Subtotal Current Funds</b>	<b>500,541,140</b>	<b>133,423,473</b>	<b>361,256,814</b>	<b>91,389,325</b>	<b>72.2%</b>	<b>72.7%</b>	<b>68.5%</b>	<b>44.0%</b>
Capital Outlay	-	44,112,278	-	17,531,842	-	-	39.7%	9.2%
Renewals & Replacements	-	-	-	-	-	-	-	-
Building	-	170,130,764	-	16,081,668	-	-	9.5%	23.9%
Furniture & Equipment	-	5,983,812	-	460,701	-	-	-	-
Debt Services	-	111,572,813	-	56,402,527	-	-	50.6%	73.4%
<b>Subtotal Plant Funds</b>	<b>-</b>	<b>331,799,667</b>	<b>-</b>	<b>90,476,738</b>	<b>-</b>	<b>-</b>	<b>27.3%</b>	<b>27.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>500,541,140</b>	<b>465,223,140</b>	<b>361,256,814</b>	<b>181,866,063</b>	<b>72.2%</b>	<b>72.7%</b>	<b>39.1%</b>	<b>32.3%</b>
<b>TRANSFERS (IN) OUT</b>								
Instruction and General	-	-	26,062,448	-	-	-	-	-
Public Service	-	-	-	-	-	-	-	-
Scholarships and Fellowships	6,172,498	(6,172,498)	-	(5,759,075)	-	-	-	-
Auxiliary Enterprises	-	-	-	-	-	-	-	-
Student Activity Fee	-	-	-	-	-	-	-	-
<b>Subtotal Current Funds</b>	<b>6,172,498</b>	<b>(6,172,498)</b>	<b>26,062,448</b>	<b>(5,759,075)</b>				
Capital Outlay	1,257,452	(1,257,452)	-	-	-	-	-	-
Renewals & Replacements	-	-	-	-	-	-	-	-
Building	51,000	(51,000)	-	(10,892,608)	-	-	-	-
Furniture & Equipment	5,300,000	(5,300,000)	-	-	-	-	-	-
Debt Services	9,420,000	(9,420,000)	-	(9,410,765)	-	-	-	-
<b>Subtotal Plant Funds</b>	<b>16,028,452</b>	<b>(16,028,452)</b>	<b>-</b>	<b>(20,303,373)</b>				
<b>NET TRANSFERS</b>	<b>22,200,950</b>	<b>(22,200,950)</b>	<b>26,062,448</b>	<b>(26,062,448)</b>				
<b>TOTAL EXPENSE &amp; TRANSFERS</b>	<b>522,742,090</b>	<b>443,022,190</b>	<b>387,319,262</b>	<b>155,803,615</b>	<b>74.1%</b>	<b>72.9%</b>	<b>35.2%</b>	<b>30.6%</b>
<b>ENDING FUND BALANCES</b>								
Instruction and General	107,256,604	2,182,661	219,048,140	(6,239,373)				
Public Service	(1,368,071)	-	(899,954)	-				
Scholarships and Fellowships	(6,172,498)	8,952,401	-	4,312,326				
Auxiliary Enterprises	4,891,349	-	5,618,552	-				
Student Activity Fee	2,142,045	-	2,632,431	-				
<b>Subtotal Current Funds</b>	<b>106,749,429</b>	<b>11,145,062</b>	<b>226,499,169</b>	<b>(1,927,047)</b>				
Capital Outlay	(1,257,452)	42,897,498	-	59,809,927				
Renewals & Replacements	-	-	-	-				
Building	(51,000)	166,999,926	-	324,044,305				
Furniture & Equipment	(5,300,000)	26,249,712	-	21,876,752				
Debt Services	(9,420,000)	14,883,009	-	53,504,719				
<b>Subtotal Plant Funds</b>	<b>(16,028,452)</b>	<b>251,030,145</b>	<b>-</b>	<b>459,235,703</b>				
<b>TOTAL ENDING FUND BALANCES</b>	<b>90,720,977</b>	<b>262,165,207</b>	<b>226,399,169</b>	<b>457,308,656</b>				
<b>TOTAL EXP, TRF &amp; BALANCES</b>	<b>613,463,067</b>	<b>705,187,396</b>	<b>613,718,431</b>	<b>613,112,271</b>				

(A) Includes budget amendments #1 and #2.

ALAMO COLLEGES DISTRICT  
FOR THE TEN MONTH PERIOD ENDED JUNE 30, 2024

**(1) Revenue Variance:**

For the ten month period ended June 30, 2024 operating revenue increased 22.1%, or \$91.6 million to \$506.3 million (first ten months 2023: \$414.7 million). The increase is attributed to tax revenues from expanding property valuations, resulting in an increase of \$27.4 million over last year. Basic state appropriations being disbursed upfront in FY23, coupled with increased funding resulting from formula distribution changes, compared to a 10-month schedule in prior years, resulted in a \$43.0 million increase. Tuition and fee revenues also increased, delivering \$14.1 million additional funds over last year. Other income also increased \$7.1 million.

- a) Tax revenues for FY24 stand at \$251.1 million vs \$223.7 million in the prior year, an increase of \$27.4 million from the prior year. This represents 98.3% of the budgeted FY24 amount vs. 96.9% in FY23. 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 13.6%, or \$14.1 million, from FY23 amounts. FY24 revenues stand at \$117.4 million, or 100.5% of the budget, vs. FY23 revenues of \$103.3 million, or 100.4% 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 Summer 2024 increased 12.9% or 3,403 students to 29,770. Summer 2024 semester hours showed an increase of 13.1%, or 16,181, to 139,391 semester credit hours (As of 07/09/2024). Headcount enrollment for Spring 2024 increased 9.3% or 5,809 students to 68,432. Spring 2024 semester hours showed a similar increase of 7.9%, or 33,309, to 453,155 semester credit hours (As of 02/29/2024).
- c) State appropriations increased 43.0% in FY24, or \$43.0 million, and stand at 98.6% of the budget for FY24 and 80.9% for FY23. As of this month the revenues are \$115.2 and \$72.2 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. Basic 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 74.1% and 70.3% of budget, respectively. actual expenses for FY24 and FY23 are \$387.3 million and \$330.8 million.

**Discussion and Possible Action for the Purchase of Customer Relationship Management (CRM) Software**

Presented to the Board Acting as Committee of the Whole on August 13, 2024 and now presented to the Board for approval on August 20, 2024.

**MINUTE ORDER**

**"The Board of Trustees hereby awards a contract to Salesforce.com, Inc. providing for the purchase of Customer Relationship (CRM) Software for approximately \$292,000 annually requested by the Office of the Vice Chancellor for Student Success."**

**PURPOSE**

This contract action provides for the purchase of the renewal and upgrade of Customer Relationship Management (CRM) software, a proprietary software application architecture that helps the Alamo Colleges to communicate, interact and sustain long-term relationships with students and other customer groups.

**BACKGROUND**

Customer Relationship Management (CRM) software has been part of the Alamo Colleges District infrastructure since 2018. This software was previously purchased through a coop contract and was listed on the yearly coop contract report. A cost savings of \$43,000 annually (\$129,000 across the three-year period) will be realized through direct purchase from Salesforce.com. This purchase is being made on a sole source copyrighted materials basis exempt from competitive bidding, Texas Education Code 44.031.

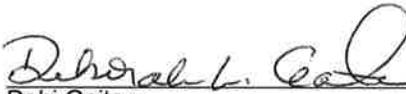
The contract will begin September 1, 2024, and terminate August 31, 2027, and may be renewed annually upon mutual consent of both parties.

- Financial:** \$292,000 estimated annually
- Funding Source:** Institutional Funding
- Strategic Plan:** Goal I – Student Success; Goal III - Performance Excellence
- Employee Services:** None
- Attachments:** Proposal Tabulation

**Lisa L. Mazure,** Digitally signed by Lisa L. Mazure, MSA CPA  
**MSA CPA** Date: 2024.07.15 10:42:35 -05'00'

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




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Debi Gaitan  
 Interim Vice Chancellor for Student Success




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Dr. Thomas Cleary  
 Interim Vice Chancellor for Finance & Administration

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Dr. Mike Flores  
 Chancellor





PRICE TABULATION

Customer Relationship Management (CRM) Software

Item #	Description	Salesforce, Inc		
1.	Core CRM Services			
		Monthly Unit Price	Quantity	Total Price
a.	Service Cloud – Unlimited Edition	\$74.97	118	\$106,157.52
b.	Lightning Platform Plus – Unlimited Edition	\$24.00	52	\$14,976.00
c.	Einstein Predictions – Unlimited Edition	\$18.75	2	\$450.00
d.	Customer Community Plus – Unlimited Edition – Members	\$3.75	10	\$450.00
Total Core CRM Services:				\$122,033.52
2.	Marketing Cloud Services			
a.	Marketing Cloud Intelligence – Growth	\$5,000	1	\$60,000.00
b.	SMS/.MMS Code Lease – No charge with Edition	\$0	1	\$0
c.	SMS/MMS Mobile Messages (1,000)	\$8.80	1,000	\$8,800.00
d.	Marketing Cloud Engagement – Corporate Edition	\$2,043.75	1	\$24,525.00
e.	Additional Contacts – Corporate Edition (1,000)	\$8.33	55	\$5,497.80
f.	Additional Business Unit (+1)	\$454.53	6	\$32,726.16
g.	SSL Certificate	\$11.00	4	\$528.00
h.	Premier Success Plan – Marketing Cloud	\$1,941.02	1	\$23,22.29
i.	Marketing Cloud Advertising Professional	\$1,000	1	\$12,000
j.	Marketing Cloud Advertising Professional – Contacts (1,000)	\$1.97	100	\$2,364.00
Total Marketing Cloud Services:				\$169,733.25
Total of all Services:				\$291,766.77

## Discussion and Possible Action on Safety and Security Audit for the Alamo Colleges District

Presented to the Board Acting as Committee of the Whole on August 13 2024, and now presented to the Board for approval on August 24, 2024.

### MINUTE ORDER

**“The Board of Trustees hereby approves the Alamo Colleges District Safety and Security Audit as presented by the Alamo Colleges Enterprise Risk Management Department.”**

### PURPOSE

A Safety and Security Audit has been conducted to assess the level of safety and security preparedness of the College District. The audit criteria conform to the provisions of the Texas Education Code. The Audit criteria are designed to identify Alamo Colleges District readiness to systematically anticipate, recognize, evaluate, react to, and address all foreseeable emergencies and natural or manmade disasters, and to focus our efforts to continuously improve readiness.

### BACKGROUND

The recommended action will allow Alamo Colleges District to be compliant with Texas Educational Code 37.108 and promote a safe working and learning environment.

### IMPLICATIONS

**Financial:** None

**Strategic Plan:** III. Performance Excellence

**Human Resources:** Campus and workplace safety and security

**ATTACHMENTS:** None

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Mike Legg  
Director, Enterprise Risk Management

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Linda Boyer-Owens SPHR, SHRM-SCP  
Assoc. Vice Chancellor for Talent, Organization  
& Strategic Innovation

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Dr. Mike Flores  
Chancellor



**Discussion and Possible Action on Approval of Report of Policies Reviewed with No Substantive Changes**

Recommended for approval to the ALAMO COLLEGES DISTRICT BOARD OF TRUSTEES on August 20, 2024

**MINUTE ORDER**

**“The Alamo Colleges District Board of Trustees hereby approves the report of Board Policies with no substantive changes as presented.”**

**PURPOSE**

The following Report of Policies Reviewed with No Substantive Changes is presented to the Board of Trustees for informational and approval purposes.

**BACKGROUND**

Policy B.5.3 regarding Board Policies requires Policies be reviewed within a five-year period. Policy owner review plan responsibilities are to determine whether the policy is still relevant, accurate and lawful. Considerations should be whether: any pertinent law has changed since the last Board action; any new technology has made the policy or any portion thereof obsolete; or any new risks or priorities now exist that need to be addressed in the policy. The District Ethics, Compliance, and Policy Office may modify the review plan or initiate outside-cycle policy review at any time to address business needs, as applicable. Non-substantive edits or clarifications may also be made.

For policies which are reviewed in compliance with this review requirement but for which no substantive changes are recommended to the Board of Trustees, a notation will be made in its section review date, for example, “Reviewed 3-23-12.” While not required in Board Policy, a consent report has been developed summarizing policies reviewed with no substantive changes.

**IMPLICATIONS**

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

**ATTACHMENT**

Report of Policies Reviewed with No Substantive Changes for August 2024

*Daphene Carson*

Aug 8, 2024

\_\_\_\_\_  
Dr. Daphene Carson Date.  
Director of Ethics, Compliance & Policy

*Linda Boyer-Owens*

Aug 8, 2024

\_\_\_\_\_  
Linda Boyer-Owens Date  
Associate Vice Chancellor, Talent,  
Organization & Strategic Innovation

\_\_\_\_\_  
Dr. Mike Flores Date  
Chancellor



## B.08.01 Board Meetings Policy

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024~~08/20/2019~~



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### Transacting Business

Official Board action shall be taken only in a manner, and at meetings, complying with the Texas Open Meetings Act (Texas Government Code Chapter 551). The affirmative vote of a majority of all Board members shall be required to transact business (see Texas Government Code 311.013). Each action of the Board supported by the majority is binding on the whole Board (see Texas Government Code 130.082(d)).

Problems presented to the Board require the collection and presentation of data pertinent to the solution of said problems. Only when such data have been considered and the Board has had ample opportunity to discuss the problem fully, should a decision be reached.

### Minutes

Board action shall be carefully recorded by the Board Liaison or designee; when approved, these minutes shall serve as the legal record of official Board actions. The transcribed minutes of all meetings shall be approved by vote of the Board and signed by the Board Liaison or designee.

### Certified Agenda

A certified agenda shall be kept of each and any “executive” or other closed session of the Board or any Committee, and the Presiding Officer shall certify that same is a true and correct reflection of matters therein deliberated. Such certified agenda shall include an announcement by the Presiding Officer of the times of commencement and conclusion of such closed session. No person shall divulge to any person the certified agenda of any closed session under penalty of law (see Texas Government Code 551.146), or the substance of matters discussed in closed session, other than internally to the extent appropriate to carry out their assigned duties, other than pursuant to lawful authority.

### Location

Unless otherwise provided in the agenda for a meeting, Board meetings, including meetings of the Board as a Committee of the Whole, shall be held at the Dr. Bruce H. Leslie Boardroom at the Alamo Colleges District Center for Excellence and Student Success, Multipurpose Conference Center/Board Room of the District Services Organization building located at 2222 N. Alamo St.

### Date and Time

Regular voting meetings of the Board shall be held on a regular basis, customarily at least ten months annually, as designated by the Board Chair, typically normally be held on the third Tuesday of theeach month, excepting only June and November. Meetings of the Board as a Committee of the Whole shall precede voting meetings and shall normally be held on the second Tuesday of each month. The Board shall convene in public at 6:00 p.m. TAt meetings of the Board when meeting as a Committee of the Whole, the Board may discuss issues and proposals on the agenda, but may not take any voting action or pass any minute orders or resolutions, but may request changes in proposed minute orders or resolutions to be brought to the Board at a regular voting meeting.

## **B.08.01 Board Meetings Policy**

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024~~08/20/2019~~



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The Board may adjourn into a closed executive session conducted in accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, and other state law, and shall reconvene in open session to address the remaining items on the agenda.

When necessary, the Board Chairperson may change the date or time of a regularly scheduled meeting, *e.g.*, to accommodate Trustee conference attendance, College District holidays or an inability to gain a quorum. Anticipated conflicts will be resolved and an annual schedule published in advance. The Board Chair may change the date, time or location of a scheduled meeting with proper notice. In the case of any ~~different~~re-scheduled ~~regular~~ meeting or of any special meeting, Trustees shall be contacted by the Board Liaison to determine their availability to attend. The posted agenda for that meeting shall reflect the changed date or time.

### **Special Meetings**

The Chairperson of the Board may call special meetings of the Board at the Chairperson's discretion and shall do so if requested by three Trustees, provided that the date selected should enable most Trustees to attend, although in cases of acute need the availability of a simple quorum on the date selected shall suffice.

### **Notice and Agenda**

Prior to each Board meeting including meetings of the Board as a Committee of the Whole, the Chancellor, at the direction of the Chairperson or acting Chairperson of the Board, shall prepare and post an agenda at least 72 hours prior to the meeting commencement and furnish a copy of same to each Trustee for his/her guidance and information at or about the time of the posting.

The Chancellor or designee is charged to determine and submit all agenda items. However, the Chairperson or any three Trustees can place an item on the Board agenda by submitting it, in writing, to the Chancellor, at least ten working days prior to the meeting. If such inclusion is opposed by the Administration, the proposer may have the issue reviewed by the Board Chairperson for a final determination following the Chairperson's consultation with the Chancellor. If the Board Chairperson overrules the Chancellor, then the Board shall consider whether it wishes for that category of agenda item to be included in future agendas thereafter at its next regular meeting.

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law.

The order of business for all Board meetings, including meetings of the Board as a Committee of the Whole, shall be as set out in the posted agenda. At the meeting, the order in which agenda items are taken may be changed by the Chairperson.

### **Meeting Procedures**

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any meeting by majority vote of the members present.

### **B.08.01 Board Meetings Policy**

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024~~08/20/2019~~



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A trustee's motion and trustee's second shall be recorded by name along with results of the vote. A Call for Vote is required on items pertaining to the Tax Rate and the Tax Assessment Roll.

#### **Consent Agenda**

When the agenda is prepared, the Board Chairperson in consultation with the Chancellor shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

#### **Discussion**

Discussions shall be addressed to the Chairperson of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairperson shall halt discussion that does not apply to the business before the Board.

The Board Chairperson shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Chairperson shall not interfere with debate so long as members wish to address themselves to an item under consideration.

#### **Public Participation**

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.

The Board shall allot a portion of all Board and Board Committee meetings to hear persons who desire to make comments to the Board. Persons who wish to speak to the Board must sign up with the presiding officer or designee before the meeting begins and indicate the topics about which they wish to speak and whether they wish to speak when the agenda item to which their comments pertain is heard, or rather under a general public comment agenda item preceding non-ceremonial, non-honorific agenda items, during which speakers wishing to comment on a matter not reflected in any specific agenda item will be heard. The Chair shall determine the order of public comment and Board deliberation for each agenda item. The Board may react to public comments only during a specific agenda item due to requirements of law. The Chair shall not permit debate between speakers and Trustees, but may at discretion permit a single speaker a brief follow-up comment. No more than one hour shall be devoted to public comment at any single meeting, except that a majority of the Board may vote to expand or restrict this limit. The Chair may solicit a vote of a majority of the Board to further reduce time otherwise allotted to speakers to accommodate this limit.

### **B.08.01 Board Meetings Policy**

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024~~08/20/2019~~



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No presentation shall exceed three (3) minutes unless the time is increased by majority vote of the Board. If ten (10) or more persons sign up to comment on a specific item, each such speaker may be limited to two (2) minutes by majority vote of the Board. The Board may use translation equipment in a manner that allows the Board to hear translated public testimony simultaneously. If a speaker needs a translator and the College District is not providing simultaneous translation equipment, the time limit upon that speaker's comments shall be doubled in order to ensure that the non-English speaker receives the same opportunity to address the Board as English-speakers.

Only persons recognized by the Board Chairperson may speak. A person's right to address the Board may be withdrawn if the person (1) uses abusive, indecent, profane or vulgar language or gestures, or language likely to incite a breach of the peace: (2) engages in a personal, verbal attack on any person, including a Board member or employee of the College District, (3) becomes boisterous or makes unreasonable noise, or (4) engages in conduct likely to prevent, interfere with, or otherwise obstruct a lawfully called meeting. The Board Chairperson will give such a person one warning to stop the misconduct, and if the misconduct continues, the Board Chairperson may revoke the right to speak, order the person removed, or both. If the Chairperson does not enforce these requirements, any Board member may move for enforcement, and an affirmative vote by the majority will result in enforcement.

None of the above restrictions shall prevent the Board from consulting with personnel who may have information germane to the matters under consideration.

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the posted agenda.

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy and procedure. If not, the person shall be referred to Procedure [B.08.01.01](#) to seek resolution. The Board Chairperson shall not allow employee or student complaints at Citizens to Be Heard without determining that the speaker has exhausted available administrative remedies.

Should student or faculty groups wish to interact with the Board regarding substantive issues already worked with the Administration, or should Trustees seek their input, the Board Chairperson, after consultation with the Chancellor, may schedule a brief special Board meeting before the commencement of a regular Board meeting, or an agenda item for a Board retreat, from time to time for that purpose.

It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance and thereby curtail the exercise of others' First Amendment rights. The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his/her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.

A summary of the above information will be explained by the Board Chair at each Board and Board Committee meeting or otherwise made available to attendees.

**B.08.01 Board Meetings Policy**

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: ~~08/20/2024~~08/20/2019



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### **B.08.01 Board Meetings Policy**

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024~~08/20/2019~~



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### **Guest Broadcasting/Taping/Recording**

The Board encourages the press, the media, and all interested individuals to attend Board meetings and to videotape or record all or any part of the open proceedings. To this end, the College District and its staff shall seek to facilitate all reasonable requests related to videotaping or recording activities. In accomplishing these goals, the Board does not intend to prevent or unreasonably impair camera coverage or tape recording; however, persons using a tape recorder, video camera, or other means of sonic or visual reproduction shall abide by the following rules:

1. All equipment that requires setting up must be assembled at least 15 minutes prior to the start of the meeting.
2. No strobes, flash lighting, or other bright lights that would impair the conduct of the meeting shall be used, unless approval has been obtained from the presiding officer before the meeting.
3. The Board proceedings shall not be interrupted for the purpose of accommodating any individual's camera coverage or tape recording. Any interviews during the meeting shall be conducted outside of the meeting chamber.
4. The presiding officer at the meeting may stop the sonic or visual reproduction if the individual operating the equipment or the equipment is being disruptive or in any way interfering with the orderly conduct of the Board meeting.
5. Stationary equipment that requires setting up shall not be taken down during the course of the meeting, but may be removed during a recess or after the meeting is over.
6. No tape recorder or video camera shall be allowed in a closed session, except as may be authorized by the Board.

The following additional rules shall apply to Board meetings held at College District facilities:

1. Once a meeting has started, no one shall be permitted to operate a tape recorder, video camera, or any other means of sonic or video reproduction in the center aisle of the meeting room.
2. Once the meeting has started, no tape recorder, video camera or other means of sonic or visual reproduction shall be operated from the door behind the podium.
3. No tape recorder, video camera, or other means of sonic or visual reproduction shall be operated from the podium.

*Legal Reference - TACC Policy Reference Manual*

BD(LEGAL) - Board Meetings

BDA(LEGAL) - Board Meetings: Closed Meetings

BDB(LEGAL) - Board Meetings: Public Participation

SACSCOC – Section 2 – Core Requirements, 2.2 Board Meetings



**Board Policies Reviewed with No Substantive Change**  
August 20, 2024

Policy No.	Policy Title	Responsible Department	Review Date
<b>Policy Section B: Board Governance</b>			
<b>B.08.01</b>	<b>Board Meetings Policy</b>	Chancellor's Office	xx/xx/24

**B.08.01 Board Meetings Policy**

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024



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Deleted: 08/20/2019

**Transacting Business**

Official Board action shall be taken only in a manner, and at meetings, complying with the Texas Open Meetings Act (Texas Government Code Chapter 551). The affirmative vote of a majority of all Board members shall be required to transact business (see Texas Government Code 311.013). Each action of the Board supported by the majority is binding on the whole Board (see Texas Government Code 130.082(d)).

Problems presented to the Board require the collection and presentation of data pertinent to the solution of said problems. Only when such data have been considered and the Board has had ample opportunity to discuss the problem fully, should a decision be reached.

**Minutes**

Board action shall be carefully recorded by the Board Liaison or designee; when approved, these minutes shall serve as the legal record of official Board actions. The transcribed minutes of all meetings shall be approved by vote of the Board and signed by the Board Liaison or designee.

**Certified Agenda**

A certified agenda shall be kept of each and any “executive” or other closed session of the Board or any Committee, and the Presiding Officer shall certify that same is a true and correct reflection of matters therein deliberated. Such certified agenda shall include an announcement by the Presiding Officer of the times of commencement and conclusion of such closed session. No person shall divulge to any person the certified agenda of any closed session under penalty of law (see Texas Government Code 551.146), or the substance of matters discussed in closed session, other than internally to the extent appropriate to carry out their assigned duties, other than pursuant to lawful authority.

**Location**

Unless otherwise provided in the agenda for a meeting, Board meetings, including meetings of the Board as a Committee of the Whole, shall be held at the Dr. Bruce H. Leslie Boardroom at the Alamo Colleges District Center for Excellence and Student Success, located at 2222 N. Alamo St.

Deleted: Multipurpose Conference Center/Board Room of the District Services Organization building

**Date and Time**

Voting meetings of the Board shall be held on a regular basis, customarily at least ten months annually, as designated by the Board Chair, typically on the third Tuesday of the month. Meetings of the Board as a Committee of the Whole shall precede voting meetings. The Board when meeting as a Committee of the Whole, may discuss issues and proposals on the agenda, but may not take any voting action or pass any minute orders or resolutions, but may request changes in proposed minute orders or resolutions to be brought to the Board at a regular voting meeting.

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The Board may adjourn into a closed executive session conducted in accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, and other state law, and shall reconvene in open session to address the remaining items on the agenda.

**B.08.01 Board Meetings Policy**

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024



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Deleted: 08/20/2019

When necessary, the Board Chairperson may change the date or time of a regularly scheduled meeting, *e.g.*, to accommodate Trustee conference attendance, College District holidays or an inability to gain a quorum. Anticipated conflicts will be resolved and an annual schedule published in advance. The Board Chair may change the date, time or location of a scheduled meeting with proper notice. In the case of any rescheduled meeting or of any special meeting, Trustees shall be contacted by the Board Liaison to determine their availability to attend. The posted agenda for that meeting shall reflect the changed date or time.

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**Special Meetings**

The Chairperson of the Board may call special meetings of the Board at the Chairperson's discretion and shall do so if requested by three Trustees, provided that the date selected should enable most Trustees to attend, although in cases of acute need the availability of a simple quorum on the date selected shall suffice.

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The Chancellor or designee is charged to determine and submit all agenda items. However, the Chairperson or any three Trustees can place an item on the Board agenda by submitting it, in writing, to the Chancellor, at least ten working days prior to the meeting. If such inclusion is opposed by the Administration, the proposer may have the issue reviewed by the Board Chairperson for a final determination following the Chairperson's consultation with the Chancellor. If the Board Chairperson overrules the Chancellor, then the Board shall consider whether it wishes for that category of agenda item to be included in future agendas thereafter at its next regular meeting.

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law.

The order of business for all Board meetings, including meetings of the Board as a Committee of the Whole, shall be as set out in the posted agenda. At the meeting, the order in which agenda items are taken may be changed by the Chairperson.

**Meeting Procedures**

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any meeting by majority vote of the members present.

A trustee's motion and trustee's second shall be recorded by name along with results of the vote. A Call for Vote is required on items pertaining to the Tax Rate and the Tax Assessment Roll.

### **B.08.01 Board Meetings Policy**

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024



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Deleted: 08/20/2019

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#### **Consent Agenda**

When the agenda is prepared, the Board Chairperson in consultation with the Chancellor shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

#### **Discussion**

Discussions shall be addressed to the Chairperson of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairperson shall halt discussion that does not apply to the business before the Board.

The Board Chairperson shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Chairperson shall not interfere with debate so long as members wish to address themselves to an item under consideration.

#### **Public Participation**

Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.

The Board shall allot a portion of all Board and Board Committee meetings to hear persons who desire to make comments to the Board. Persons who wish to speak to the Board must sign up with the presiding officer or designee before the meeting begins and indicate the topics about which they wish to speak and whether they wish to speak when the agenda item to which their comments pertain is heard, or rather under a general public comment agenda item preceding non-ceremonial, non-honorary agenda items, during which speakers wishing to comment on a matter not reflected in any specific agenda item will be heard. The Chair shall determine the order of public comment and Board deliberation for each agenda item. The Board may react to public comments only during a specific agenda item due to requirements of law. The Chair shall not permit debate between speakers and Trustees, but may at discretion permit a single speaker a brief follow-up comment. No more than one hour shall be devoted to public comment at any single meeting, except that a majority of the Board may vote to expand or restrict this limit. The Chair may solicit a vote of a majority of the Board to further reduce time otherwise allotted to speakers to accommodate this limit.

No presentation shall exceed three (3) minutes unless the time is increased by majority vote of the Board. If ten (10) or more persons sign up to comment on a specific item, each such speaker may be limited to two (2) minutes by majority vote of the Board. The Board may use translation equipment in a manner that allows the Board to hear translated public testimony simultaneously.

The only authorized version of this document can be found at [www.alamo.edu/policies](http://www.alamo.edu/policies). Page 3 of 5

### B.08.01 Board Meetings Policy

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024



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Deleted: 08/20/2019

If a speaker needs a translator and the College District is not providing simultaneous translation equipment, the time limit upon that speaker's comments shall be doubled in order to ensure that the non-English speaker receives the same opportunity to address the Board as English-speakers.

Only persons recognized by the Board Chairperson may speak. A person's right to address the Board may be withdrawn if the person (1) uses abusive, indecent, profane or vulgar language or gestures, or language likely to incite a breach of the peace; (2) engages in a personal, verbal attack on any person, including a Board member or employee of the College District, (3) becomes boisterous or makes unreasonable noise, or (4) engages in conduct likely to prevent, interfere with, or otherwise obstruct a lawfully called meeting,. The Board Chairperson will give such a person one warning to stop the misconduct, and if the misconduct continues, the Board Chairperson may revoke the right to speak, order the person removed, or both. If the Chairperson does not enforce these requirements, any Board member may move for enforcement, and an affirmative vote by the majority will result in enforcement.

None of the above restrictions shall prevent the Board from consulting with personnel who may have information germane to the matters under consideration.

Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the posted agenda.

The presiding officer or designee shall determine whether a person addressing the Board has attempted to solve a matter administratively through resolution channels established by policy and procedure. If not, the person shall be referred to Procedure [B.08.01.01](#) to seek resolution. The Board Chairperson shall not allow employee or student complaints at Citizens to Be Heard without determining that the speaker has exhausted available administrative remedies.

Should student or faculty groups wish to interact with the Board regarding substantive issues already worked with the Administration, or should Trustees seek their input, the Board Chairperson, after consultation with the Chancellor, may schedule a brief special Board meeting before the commencement of a regular Board meeting, or an agenda item for a Board retreat, from time to time for that purpose.

It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the ordinary conduct of a meeting by physical action or verbal utterance and thereby curtail the exercise of others' First Amendment rights. The Board shall not tolerate disruption of the meeting by members of the audience. If, after at least one warning from the presiding officer, any person continues to disrupt the meeting by his/her words or actions, the presiding officer may request assistance from law enforcement officials to have the person removed from the meeting.

A summary of the above information will be explained by the Board Chair at each Board and Board Committee meeting or otherwise made available to attendees.

**B.08.01 Board Meetings Policy**

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024



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Deleted: 08/20/2019

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**Guest Broadcasting/Taping/Recording**

The Board encourages the press, the media, and all interested individuals to attend Board meetings and to videotape or record all or any part of the open proceedings. To this end, the College District and its staff shall seek to facilitate all reasonable requests related to videotaping or recording activities. In accomplishing these goals, the Board does not intend to prevent or unreasonably impair camera coverage or tape recording; however, persons using a tape recorder, video camera, or other means of sonic or visual reproduction shall abide by the following rules:

1. All equipment that requires setting up must be assembled at least 15 minutes prior to the start of the meeting.
2. No strobes, flash lighting, or other bright lights that would impair the conduct of the meeting shall be used, unless approval has been obtained from the presiding officer before the meeting.
3. The Board proceedings shall not be interrupted for the purpose of accommodating any individual's camera coverage or tape recording. Any interviews during the meeting shall be conducted outside of the meeting chamber.
4. The presiding officer at the meeting may stop the sonic or visual reproduction if the individual operating the equipment or the equipment is being disruptive or in any way interfering with the orderly conduct of the Board meeting.
5. Stationary equipment that requires setting up shall not be taken down during the course of the meeting, but may be removed during a recess or after the meeting is over.
6. No tape recorder or video camera shall be allowed in a closed session, except as may be authorized by the Board.

The following additional rules shall apply to Board meetings held at College District facilities:

1. Once a meeting has started, no one shall be permitted to operate a tape recorder, video camera, or any other means of sonic or video reproduction in the center aisle of the meeting room.
2. Once the meeting has started, no tape recorder, video camera or other means of sonic or visual reproduction shall be operated from the door behind the podium.
3. No tape recorder, video camera, or other means of sonic or visual reproduction shall be operated from the podium.

*Legal Reference - TACC Policy Reference Manual*

BD(LEGAL) - Board Meetings

BDA(LEGAL) - Board Meetings: Closed Meetings

BDB(LEGAL) - Board Meetings: Public Participation

SACSCOC – Section 2 – Core Requirements, 2.2 Board Meetings

The only authorized version of this document can be found at [www.alamo.edu/policies](http://www.alamo.edu/policies). Page 5 of 5

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Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024



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### **Transacting Business**

Official Board action shall be taken only in a manner, and at meetings, complying with the Texas Open Meetings Act (Texas Government Code Chapter 551). The affirmative vote of a majority of all Board members shall be required to transact business (see Texas Government Code 311.013). Each action of the Board supported by the majority is binding on the whole Board (see Texas Government Code 130.082(d)).

Problems presented to the Board require the collection and presentation of data pertinent to the solution of said problems. Only when such data have been considered and the Board has had ample opportunity to discuss the problem fully, should a decision be reached.

### **Minutes**

Board action shall be carefully recorded by the Board Liaison or designee; when approved, these minutes shall serve as the legal record of official Board actions. The transcribed minutes of all meetings shall be approved by vote of the Board and signed by the Board Liaison or designee.

### **Certified Agenda**

A certified agenda shall be kept of each and any “executive” or other closed session of the Board or any Committee, and the Presiding Officer shall certify that same is a true and correct reflection of matters therein deliberated. Such certified agenda shall include an announcement by the Presiding Officer of the times of commencement and conclusion of such closed session. No person shall divulge to any person the certified agenda of any closed session under penalty of law (see Texas Government Code 551.146), or the substance of matters discussed in closed session, other than internally to the extent appropriate to carry out their assigned duties, other than pursuant to lawful authority.

### **Location**

Unless otherwise provided in the agenda for a meeting, Board meetings, including meetings of the Board as a Committee of the Whole, shall be held at the Dr. Bruce H. Leslie Boardroom at the Alamo Colleges District Center for Excellence and Student Success, located at 2222 N. Alamo St.

### **Date and Time**

Voting meetings of the Board shall be held on a regular basis, customarily at least ten months annually, as designated by the Board Chair, typically on the third Tuesday of the month. Meetings of the Board as a Committee of the Whole shall precede voting meetings. The Board when meeting as a Committee of the Whole may discuss issues and proposals on the agenda, but may not take any voting action or pass any minute orders or resolutions, but may request changes in proposed minute orders or resolutions to be brought to the Board at a regular voting meeting.

The Board may adjourn into a closed executive session conducted in accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, and other state law, and shall reconvene in open session to address the remaining items on the agenda.

### **B.08.01 Board Meetings Policy**

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024



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When necessary, the Board Chairperson may change the date or time of a regularly scheduled meeting, *e.g.*, to accommodate Trustee conference attendance, College District holidays or an inability to gain a quorum. Anticipated conflicts will be resolved and an annual schedule published in advance. The Board Chair may change the date, time or location of a scheduled meeting with proper notice. In the case of any rescheduled meeting or of any special meeting, Trustees shall be contacted by the Board Liaison to determine their availability to attend. The posted agenda for that meeting shall reflect the changed date or time.

#### **Special Meetings**

The Chairperson of the Board may call special meetings of the Board at the Chairperson's discretion and shall do so if requested by three Trustees, provided that the date selected should enable most Trustees to attend, although in cases of acute need the availability of a simple quorum on the date selected shall suffice.

#### **Notice and Agenda**

Prior to each Board meeting including meetings of the Board as a Committee of the Whole, the Chancellor, at the direction of the Chairperson or acting Chairperson of the Board, shall prepare and post an agenda at least 72 hours prior to the meeting commencement and furnish a copy of same to each Trustee for his/her guidance and information at or about the time of the posting.

The Chancellor or designee is charged to determine and submit all agenda items. However, the Chairperson or any three Trustees can place an item on the Board agenda by submitting it, in writing, to the Chancellor, at least ten working days prior to the meeting. If such inclusion is opposed by the Administration, the proposer may have the issue reviewed by the Board Chairperson for a final determination following the Chairperson's consultation with the Chancellor. If the Board Chairperson overrules the Chancellor, then the Board shall consider whether it wishes for that category of agenda item to be included in future agendas thereafter at its next regular meeting.

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law.

The order of business for all Board meetings, including meetings of the Board as a Committee of the Whole, shall be as set out in the posted agenda. At the meeting, the order in which agenda items are taken may be changed by the Chairperson.

#### **Meeting Procedures**

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised*, except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any meeting by majority vote of the members present.

A trustee's motion and trustee's second shall be recorded by name along with results of the vote. A Call for Vote is required on items pertaining to the Tax Rate and the Tax Assessment Roll.

### **B.08.01 Board Meetings Policy**

Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024



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### **Consent Agenda**

When the agenda is prepared, the Board Chairperson in consultation with the Chancellor shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

### **Discussion**

Discussions shall be addressed to the Chairperson of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board Chairperson shall halt discussion that does not apply to the business before the Board.

The Board Chairperson shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the Chairperson shall not interfere with debate so long as members wish to address themselves to an item under consideration.

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Responsible Department: Chancellors Office

Board Adoption: 08/18/2009

Last Amended: 08/20/2024



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