AGENDA

A dinner for Board Members will be held at 5:15 p.m., President's Conference Room, Room 917, Marc Nigliazzo Administration Building, Main Campus. Please park in the North Parking lot near the bridge.

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Opportunity for Citizens to Address the Board
4. Consideration of Approval of Consent Agenda
   A. Consideration of Approval of Minutes from the Special Called Meeting on December 16, 2019 and the Regular Meeting on January 27, 2020
   B. Consideration of Approval of the Appointment of Adjunct Faculty
   C. Consideration of Approval of the Texas Commission on Law Enforcement Standards and Education (TCLEOSE) Mandated Racial Profiling Report for 2019
   D. Consideration of the Approval of the Part-Time/Overload Salary Schedule for Spring 2020
5. Consideration of Approval of Disbursements for January 2020
6. Student/Faculty Spotlight
   Presenter: Susan Guzman-Trevino
   A. LULAC Students-LULAC Legacy Scholarship Program Presentation
      Presenter: Susan Guzman-Trevino
   B. Mr. Neil Coker, Director of Star Program-Report on SIM Week Activities and Partnerships
      Presenter: Susan Guzman-Trevino
7. President's Report
   Presenter: Dr. Christina Ponce
8. Reports
   A. Faculty Council
      Presenter: Claudia Turner
   B. Academic Affairs
      Presenter: Susan Guzman-Trevino
   C. Board Committees
      1. Building Committee Report
Presenter: John Bailey

2. Finance Committee Report
Presenter: Larry Wilkerson

3. Policy Committee
Presenter: Katie Burrows

9. New Business
A. Consideration of Approval of an Associate of Arts-Art-Studio Arts Degree
Presenter: Susan Guzman-Trevino
B. Consideration of Approval of a Refunding Delegation Resolution
Presenter: Brandon Bozon

10. Bid/Purchase Items
Presenter: Brandon Bozon
A. Consideration of Approval of a Contract for Microsoft Licensing from Zones, LLC through the TIPS Cooperative
Presenter: Brian Supak

11. Miscellaneous

12. Executive Session to Consider Personnel, Legal Matters, and Real Estate

13. Adjournment

Please note that this meeting is an open meeting subject to Chapter 551, Texas Government Code. Written signage required by Texas Penal Code Sections 30.06, prohibiting concealed carry of handguns by Texas Government Code Chapter 411 licensees, will be posted at the entrance to this meeting.

Texas Penal Code Sec. 46.035(c) - A license holder commits an offense if the license holder intentionally, knowingly, or recklessly carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, regardless of whether the handgun is concealed or carried in a shoulder or belt holster, in the room or rooms where a meeting of a governmental entity is held (e.g., Temple College Board of Trustee meetings) and if the meeting is an open meeting subject to Chapter 551, Texas Government Code, and the entity provided notice as required by that chapter.
AGENDA ITEM 4-A

Consideration of Approval of Minutes from the Special Called Meeting on December 16, 2019 and the Regular Meeting on January 27, 2020

Staff Recommendation: Approval

Following this cover page for Agenda Item 4-A are the proposed Minutes from the Special Called Meeting on December 16, 2019 and the Regular Meeting on January 27, 2020.
Minutes of Regular Board Meeting

The Board of Trustees
Temple College

A Special Board Meeting of the Board of Trustees of Temple College was held Monday, December 16, 2019, beginning at 6:00 PM in the Louise L. Cox Board Room, Room 916, located in the Marc Nigliazzo Administration Building on the Main Campus.

MEMBERS PRESENT
Mr. Bob Browder, Chairman
Mr. Harry Adams, Secretary
Dr. Alejandro Arroliga
Mrs. Katie Burrows
Mr. Steve Niemeier
Mrs. Lydia Santibanez
Mr. Larry Wilkerson

ADMINISTRATION
Dr. Christy Ponce, President
Mrs. Judy Dohnalik, Assistant to the President and Board of Trustees.
Dr. Susan Guzman-Treviño, Vice President, Academic Affairs
Mr. Brandon Bozon, Vice President, Administrative Services
Mrs. Ellen Davis, Director, Marketing and Media Relations

OTHERS PRESENT
Mr. Shawn Dach
Mrs. Linda Barnes
Ms. Janice Gibbs, Staff Writer, Temple Daily Telegram

1 Call to Order
   . Mr. Browder called the Board of Trustees meeting to order at 6:00 p.m.
2 Invocation and Pledge of Allegiance
   . Mrs. Santibanez offered the invocation.
      Mrs. Burrows recited the Pledge of Allegiance
Executive Session to Consider Personnel, Legal Matters, and Real Estate

At 6:03 p.m., Mr. Browder announced after a short break, pursuant to Vernon’s Texas Civil Statutes, Article 6252-17, the Board would go into Executive Session to consider Personnel, Legal Matters, and Real Estate. The regular session was adjourned at 6:03 p.m. and the Board convened in executive session at 6:08 p.m. The executive session adjourned at 7:05 p.m. and the Board reconvened in regular session at 7:06 p.m.

Mr. Browder stated that the Board was back in regular session and there were no deliberations during the Executive Session that required Board action.

Consideration of Approval to Award a Contract for Ellucian Colleague ERP Managed Services

The Board of Trustees was asked to consider approval for authorizing the president to enter into a Technology Management Services Agreement with Ellucian Company, LP. Mr. Bozon gave an overview of the terms of the agreement for comprehensive management of the college’s ERP.

On a motion by Mrs. Santibanez, seconded by Mr. Adams, and without negative vote, the Awarding of a Contract for Ellucian Colleague ERP Managed Services was approved as presented.

Adjournment

There being no further business, the Meeting of the Board of Trustees was adjourned on a motion by Mrs. Burrows, and seconded by Mr. Wilkerson at 7:14 p.m.

NEXT BOARD OF TRUSTEES MEETING:
The next regular Board Meeting of the Temple College Board of Trustees will be held Monday January 27, 2020, 6:00p.m., Louise L. Cox Board Room, located in room 916 in the Marc Nigliazzo Administration Building on the Main Campus.

Minutes recorded, transcribed & submitted by:
Judith Dohnalik
Judith Dohnalik, Assistant to the Board of Trustees

Minutes Approved as Submitted: _______
A Regular Board Meeting of the Board of Trustees of Temple College was held Monday, January 27, 2020 beginning at 6:00 PM in the Louise L. Cox Board Room, Room 916, located in the Marc Nigliazzo Administration Building on the Main Campus.

MEMBERS PRESENT
Mr. Bob Browder, Chairman
Mr. John Bailey, Vice Chairman
Dr. Alejandro Arroliga
Dr. Andrejs Avots-Avotins
Mrs. Katie Burrows
Mr. Steve Niemeier
Mr. Larry Wilkerson

ADMINISTRATION
Dr. Christy Ponce, President
Mrs. Judy Dohnalik, Assistant to the President and Board of Trustees.
Dr. Susan Guzman-Treviño, Vice President, Academic Affairs
Mr. Brandon Bozon, Vice President, Administrative Services
Dr. Randy Baca, Associate Vice-President, Resource Management
Dr. Robbin Ray, Associate Vice President and Chief of Operations, East Williamson County Centers
Dr. Shelley Pearson, Associate Vice-President, Health Professions
Mrs. Ellen Davis, Director, Marketing and Media Relations
Mrs. Jennifer Graham, Director, Temple College Foundation

OTHERS PRESENT
Dr. Sara Baker
Mr. Shawn Dach
Ms. Diedra Blankenship
Deon Byrd, 2020 All-State Music Ensemble, All-State Choir
Officer Tommy Camden, Temple College Police
Mr. Jeff Fritz
1. Call to Order
   Mr. Browder called the Board of Trustees meeting to order at 6:00 p.m.

2. Invocation and Pledge of Allegiance
   Mr. Bailey offered the invocation.
   Mr. Niemeier recited the Pledge of Allegiance

3. Opportunity for Citizens to Address the Board
   Mr. Browder asked if there was anyone there tonight wishing to speak before the Board. There were no citizens to address the Board.

4. Consideration of Approval of Consent Agenda

   Mr. Browder asked if there were any items that the members wanted to remove from the consent agenda. He stated that if there were no objections, these items would be considered. After pausing for any objections, he stated that since there were no objections, these items were ready for consideration.

   **On a motion by Mr. Adams, seconded by Dr. Avots-Avotins, and without negative vote, the Board approved the Consent Agenda as presented.**

   A. Consideration of Approval of Minutes of Regular Meeting on November 18, 2019

   B. Consideration of Approval of Budget Revision Schedule, 1st Quarter, FY 2019-2020
C. Consideration of Approval of Public Funds Investment Act Disclosure, 1st Quarter Report, FY 2019-2020

D. Consideration of Approval of the Appointment of Full-Time Faculty
   - **Jarred Wolfe**- Full-Time-Assistant Professor-Associate Degree Nursing-Health Professions Division

E. Consideration of Approval of the Appointment of Full-Time Professional Staff
   - **Amanda Travis**-Full-Time-Social Worker
   - **Sheila McMillan**-Full-Time-Financial Aid Advisor-Financial Aid Department-Student and Enrollment Services Division
   - **Brian Kemp**-Full-Time-Cataloger/Systems Librarian-Library Services Department-Learning Resources Division
   - **Madeline West**-Full-Time-Student Success Coach-Student Success Division

F. Consideration of Approval of the Appointment of Part-Time Professional Staff
   - **Soujanya Dursheti**-Part-Time-AEL-ESL Instructor-Student Success Division


   Dr. Randy Baca submitted the Equal Employment Opportunity (EEO) Report as part of Temple College’s Strategic Initiative which focuses on employing a diverse, highly trained workforce. Reports are presented on a quarterly basis.

H. Consideration of Approval of Policy Manual Review Committee Revisions

   The Board of Trustees was asked to approve the deletion of two TASB local policies
   The Texas Association of School Boards (TASB) recently released Update 37, and two local policies are recommended for deletion by TASB:
   - DGD Employee Rights and Privileges: Employee Use of College District Facilities (Local)
     - TASB recommended for deletion. The content of this policy was incorporated into DGC Employee Rights and Privileges: Employee Expression and Use of College Facilities (Local)
   - FLAA Student Expression: Student Use of College District Facilities (Local)
     - TASB recommended for deletion. The content of this policy was incorporated into FLA Student Rights and Responsibilities: Student Expression and Use of College Facilities (Local)
5. Consideration of Approval of Disbursements for November 2019 and December 2019
Mr. Wilkerson reported that he had reviewed the disbursements for November 2019 and December 2019 and did not find any irregularities on the statements.

On a motion by Mr. Wilkerson, seconded by Dr. Avots-Avotins, and without negative vote, the disbursements for November 2019 and December 2019 were approved as presented.

6. Student/Faculty Spotlight
Presenter: Susan Guzman-Trevino

A. Students who made Community College All State Bands and Choir
Sara Baker, chair of the performing arts department, introduced vocalists and instrumentalists who were selected to perform with the 2020 All-State music ensembles in February at the Texas Music Educators Association Conference in San Antonio.

B. Diedra Blankenship, Professor of EMS and Recipient of the 2019 EMS Educator of the Year Award
Jeff Fritz, emergency medical services department chair, introduced Diedra Blankenship who received the EMS Educator of the Year Award at the 2019 Texas EMS Conference.

7. President's Report
Christina Ponce reported
- The veterans benefit day put on by the Circle of Support which was held at Temple College on January 15, 2020.
- The Faculty Art Exhibition will open at 7:00 p.m. on Saturday, February 1, 2020 and will be on display through April 2, 2020.

8. Reports
A. Faculty Council
Claudia Turner presented a report on connecting with institutional goals, connecting to professional development, connecting with students, and connecting with each other. Her report included 7 tips for creating a positive workplace culture.

B. Academic Affairs
The Vice President of Academic Affairs report was included in the Board materials.
C. Educational Services
Susan Guzman-Trevino called on Carey Rose to talk about activities going on in her division to help with enrollment. She gave an overview on activities which ensures students are staying in classes and are successful.

D. Board Committees
1. Building Committee Report
   The Building Committee did not meet in the month of December 2019.

2. Finance Committee Report
   The Finance Committee did not meet in the month of December 2019.

3. Policy Committee
   The Policy Committee did not meet in the month of December 2019.

9. New Business
A. Consideration of Approval of Annual Financial Audit and Compliance Report for FY2019
   Mr. Dane Legg, Auditor, Lott, Vernon & Company, P.C., presented an overview of the unqualified audit report including Assets, Liabilities, and Statement of Net Position Financial Audit and Compliance Report for FY 2020. He noted that current assets on page 14, the Total Assets at $73M reflects a decrease from the prior year of 3%. Total liabilities decreased 2.6%. Net position has increased 9.4%. He reviewed the Statement of Revenues, Expenses, and Changes in Net Assets on page 16 of the AFR. He stated that the Operating Costs are up approximately 4.6% which reflects the overall 2% raise for TC Employees. Mr. Legg added that the report to the Audit Committee had an increase in Net Position of $849 thousand. Based on these financial results and Title 4 Audit, the college does qualify as a lower risk auditee for purpose of federal grant eligibility and result of compliance.

   On a motion by Mr. Wilkerson, seconded by Mr. Bailey, and without negative vote, the Annual Financial Audit and Compliance Report for FY 2019 was approved as presented.

B. Consideration of Approval of an Associate of Applied Science in Business Administration Marketing
   The Board was asked to approve offering the Associate of Applied Science in Business Administration-Marketing. The degree aligns courses with the needs of local businesses as identified by the Business Advisory Board. The degree also is set to work with the Bachelor of
Applied Arts and Science (BAAS) degree at Texas A & M University, Central Texas. The college Curriculum Committee voted to approve adding this degree in December 2019.

**On a motion by Mr. Wilkerson, seconded by Mr. Bailey, and without negative vote, the Associate of Applied Science in Business Administration Marketing was approved as presented.**

C. Consideration of Approval of a Business Interpersonal Skills Certificate
The Board was asked to approve offering a Business-Interpersonal Skills Certificate. The new certificate focuses on developing student’s soft skills. Our advisory board has commonly referenced younger students; needs for soft skills development, and several ISD partners have requested career and technical pathways. The college Curriculum Committee voted to approve adding this new certificate in December 2019.

**On a motion by Mrs. Burrows, seconded by Mr. Adams, and without negative vote, the Business Interpersonal Skills Certificate was approved as presented.**

D. Consideration of Approval of a Marketing and Entrepreneurship Certificate
The Board was asked to approve offering a Marketing and Entrepreneurship Certificate. The purpose of this certificate is for entrepreneurs to develop skills to open their own business. Many of those skills relate to business development and selling their ideas to investors and customers. The college Curriculum Committee voted to approve adding this new certificate in December 2019.

**On a motion by Mrs. Burrows, seconded by Mr. Bailey, and without negative vote, the Marketing and Entrepreneurship Certificate was approved as presented.**

E. Consideration of Approval of a Medical Office Technology Support Certificate
The Board was asked to approve offering a Medical Office Technology Certificate. The Medical Office Technology Support assists students in developing the fundamental skills, knowledge, attitude, and experience for entry-level administrative positions in a medical office environment. This certificate prepares students for employment in hospitals, physician’s offices, medical clinics, and other healthcare institutions. The college Curriculum Committee voted to approve adding this new certificate in October 2019.
On a motion by Dr. Avots-Avotins, seconded by Mr. Adams, and without negative vote, the Medical Office Technology Support Certificate was approved as presented.

10. Bid/Purchase Items
Presenter: Brandon Bozon

A. Consideration of Approval of Ratification of a Contract Issued to Stantec College Master Plan Services
The Board was asked to ratify a contract issued to Stantec from RFP 19-02 for College Master Plan Services. The College’s review committee reviewed each proposal received by the state deadline and ranked the proposals received based on the criteria in the request for proposal. Funds are budget for the Master Plan project. The Board of Trustees is also asked to approve the Vice President for Administrative Services to approve any change orders up to the amount allowed by the Texas Education Code 44.0411.

On a motion by Mr. Adams, seconded by Mr. Wilkerson, and without negative vote, the Ratification of a Contract Issued to Stantec College Master Plan Services was approved as presented.

B. Consideration of Approval of Interlocal Agreement with the Purchasing Solutions Alliance
The Board was asked to consider an Interlocal Agreement with the Purchasing Solutions Alliance. The Purchasing Solutions Alliance (PSA) is a purchasing cooperative for public agencies formed by the Brazos Valley Council of governments. Temple College will not incur any expenses with joining this cooperative. The Board of Trustees is asked to approve the Interlocal Agreement with TexBuy and designate the President to sign the Interlocal Agreement.

On a motion by Mrs. Burrows, seconded by Mr. Bailey, and without negative vote, the Interlocal Agreement with the Purchasing Solutions Alliance was approved as presented.

C. Consideration of an Interlocal Agreement with Region 16 Education Services Center Statewide Cooperative Purchasing Program
The Board was asked to consider an Interlocal Agreement with the Region 16 Education Service Center Statewide Cooperative Purchasing Program. The Region 16 Education Service Center (ESC) State wide Cooperative Purchasing Program (also known as TexBuy) is a state wide cooperative purchasing program hosted by the Region 16 ESC in Amarillo, Texas. Temple College will not incur any expenses with joining this cooperative. The Board of Trustees is asked to approve the Interlocal
Agreement with TexBuy and designate the President to sign the Interlocal Agreement.

On a motion by Dr. Avots-Avotins, seconded by Mr. Wilkerson, and without negative vote, the Interlocal Agreement with Region 16 Education Services Center Statewide Cooperative Purchasing Program was approved as presented.

11. Miscellaneous
   There were no miscellaneous items for discussion.

12. Executive Session to Consider Personnel, Legal Matters, and Real Estate
    There were no items to discuss and an Executive Session was not called.

13. Adjournment
    There being no further business, the Meeting of the Board of Trustees was adjourned on a motion by Mr. Wilkerson, and seconded by Mr. Bailey, at 6:43 p.m.

NEXT BOARD OF TRUSTEES MEETING:
The next regular Board Meeting of the Temple College Board of Trustees will be held Monday, February 17, 2020, at 6:00 p.m., in the Louise L. Cox Board Room, located in room 916 in the Marc Niglazzo Administration Building on the Main Campus.

Minutes recorded, transcribed & submitted by:

Judith Dohnalik
Judith Dohnalik, Assistant to the Board of Trustees

Minutes Approved as Submitted: __________
Date
AGENDA ITEM 4-C

Consideration of Approval of Appointment of Adjunct Faculty

Staff Recommendation: Approval

The following individuals are being recommended by the appropriate departmental and divisional supervisors, and by the Vice President of Academic Affairs for appointment as members of the Adjunct Faculty.

★ Donald Sewell-Adjunct Professor-Economics-Social and Behavioral Sciences Department II-Liberal Arts Division-Mr. Sewell received a Master of Business Administration degree from Strayer University. Donald has several years of experience in a variety of fields including business, economics, property development, compliance, technology and higher education.

★ Benjamin Chandler-Adjunct Professor-Engineering Technology-Computer-Aided Design Department-Business and Career Professions Division- Mr. Chandler received a Bachelor of Science degree from Sam Houston State University. Benjamin has experience in drafting surveys and property work in Autodesk software.

★ Cathy Edmison-Adjunct Professor-Vocational Nursing-Vocational Nursing Department-Health Professions Division-Ms. Edmison received a Master of Science in Nursing degree from Western Governors University. Cathy has served as a clinical educator and clinical coach in the acute care setting.

★ Heather Shenoy-Adjunct Professor-Clinical Teaching Assistant- Ms. Shenoy received a Master of Science in Nursing degree from Kent State University. Heather has acute care experience in High Risk Labor & Delivery as well as Cardiac telemetry.
RACIAL PROFILING REPORT FOR 2019

Temple College D.P.S.

Reporting Dates: January 1, 2019 – December 31, 2019


Honorably Submitted to President Dr. C. Ponce and to the Temple College Board of Trustees

Chief Markum
Director of Public Safety/
Chief of Police
Temple College Police Department
Racial Profiling Report | Exempt

Reporting Date: 01/31/2020

Agency Name: TEMPLE COLLEGE D.P.S.
TCOLE Agency Number: 027007

Chief Administrator: MICHAEL L. MARKUM

Agency Contact Information:
  Phone: (254) 298-8911
  Email: Chief.Markum@templejc.edu

Mailing Address:
  2600 SOUTH FIRST ST.
  TEMPLE, TX 76504

FULL EXEMPTION RACIAL PROFILING REPORT

Article 2.132 CCP Law Enforcement Policy on Racial Profiling a.) In this article:

1.) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make traffic stops in the routine performance of the officers' official duties.

I certify it is not the policy of this agency to make traffic stops in the routine performance of the officers' official duties.

Executed by: ML Markum, Chief of Police

Date: 01/31/2020

Submitted electronically to the

The Texas Commission on Law Enforcement
Racial Profiling Reporting Requirements for Texas

Temple College Department of Public Safety

House Bill 3389 changed several portions of the Code of Criminal Procedure. The major change that is now in the law (CCP Article 2.131 - 2.132) is that all agencies must report racial profiling data to TCLEOSE as well as their governing body.

Each agency must file an annual online report by selecting and completing the reporting option that applies to their particular situation. Reports are filed online through the TCLEOSE Department Reporting System. The reporting period for the previous year begins on January 1 of the current year and ends on March 1 of the current year.

Code of Criminal Procedure


Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.
(a) In this article:
   (1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers' official duties.
   (2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.
   (3) "Race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, Native American, or Middle Eastern descent.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:
   (1) clearly define acts constituting racial profiling;
(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's complaint process;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:

(A) the race or ethnicity of the individual detained;
(B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

(A) the Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and
(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law.
enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle stops. If a law enforcement agency installs video or audio equipment as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.


With the addition of the “Sandra Bland Act” and adjustments to the racial profiling law there are new changes to reporting that go into effect beginning Jan. 1st, 2018 – Dec. 31st, 2018 and thereafter for each calendar year.
MEMORANDUM
Vice President of Academic Affairs

To: Dr. Christina Ponce

From: Dr. Susan Guzmán-Treviño

Date: February 17, 2020

Re: Spring 2020 Part-Time/Overload Salaries, 16 and 1st 8-Week

The Vice President of Academic Affairs has reviewed the part-time/overload reports for the 16-week and 1st 8-week classes submitted by the academic and technical divisions and is requesting Board approval of these reports, pending any necessary adjustments.

The table below summarizes the part-time/overload salary costs by division:

<table>
<thead>
<tr>
<th>Division</th>
<th>SPR 2019</th>
<th>SPR 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts</td>
<td>$70,244.75</td>
<td>$69,266.50</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>$167,036.25</td>
<td>$197,998.56</td>
</tr>
<tr>
<td>Business and Career Professions</td>
<td>$54,725.70</td>
<td>$78,816.59</td>
</tr>
<tr>
<td>Math, Science &amp; Physical Education</td>
<td>$134,334.76</td>
<td>$180,237.36</td>
</tr>
<tr>
<td>Health Professions*</td>
<td>$59,790.00</td>
<td>$65,858.25</td>
</tr>
<tr>
<td>Total</td>
<td>$486,131.46</td>
<td>$592,177.26</td>
</tr>
</tbody>
</table>

* The Health Professions total does not include the hourly rate paid for clinical hours, which are reported on a timesheet and paid throughout the semester.
AGENDA ITEM 5

Approval of Disbursements for January 2020

Staff Recommendation: Approval

Mr. Wilkerson will review the Summary Check Register for the month of January 2020 before the meeting.
AGENDA ITEM 8-A

Reports: Faculty Council

Staff Recommendation: No Action Required

Claudia Turner, President of the Temple College Faculty Council, will present a report on Faculty Council activities.
Connecting with institutional goals, Connecting to professional development, Connecting with students, & Connecting with each other

How do we make Temple College the best workplace it can be? Maybe we can start with ME, WE, and US! Check out this article from the Health Workforce Institute. (I have edited the article a bit.) The entire article may be found at: https://healthyworkforceinstitute.com/blog/10-ways-to-become-a-better-coworker-in-the-new-year/?fbclid=IwAR22HPUgxMJrbE25wTCq2r4fPlomJlIFwCKFW1IkwioQsFYzzkw51y8l2aE

9 Ways to Become a Better Coworker in the New Year

1. **BECOME AN UP-STANDER – NOT A BYSTANDER.** The number one most powerful intervention to stop the cycle of bullying is for the witness to speak up. However, so often, we witness cruelty yet we stand by and do nothing. Or worse, we walk away. This year, make the commitment to speak up any time you witness cruelty towards a coworker. If you don’t know what to say, it can be as simple as, “Stop. It’s not okay the way you’re treating ________.”

2. **BECOME COMFORTABLE BEING UNCOMFORTABLE.** We avoid speaking up, confronting others or giving constructive feedback because it’s so so so uncomfortable! When we ignore and avoid interpersonal conflicts, it creates a breeding ground for bullying and incivility. **Get used to giving and receiving negative feedback as part of your professional responsibility.** It’s okay to feel uncomfortable – speak up anyway. It’s okay to feel defensive when someone gives you feedback – accept it anyway.

3. **BECOME A POSITIVE DEVIANT.** Unfortunately, there are so many negative deviants in the world right now; the gossipers, complainers, Negative Nancy’s, Debbie Downers, etc. To counter this negativity, **become a POSITIVE deviant by engaging in deliberate positive conversations.**
   - Make a point every day to compliment your coworkers to their face AND behind their back.
   - Shut down complaining by sharing good things happening in your department.
   - Go out of your way to spread positive news.

4. **BECOME A KINDER HUMAN BEING.** It feels like the world is getting crueler and crueler. Organizations are not immune. Bullying, incivility, and workplace violence are on the rise. Therefore, we each need to tip the balance by being deliberately kinder towards each other. Please do something everyday to show kindness to a coworker, especially the cranky ones who need it most!

5. **BECOME MORE SUPPORTIVE – LESS CRITICAL.** Human brains are programmed to look for the negative because anything negative could be a threat to our survival. Starting this year, make a point to spend more of your energy looking for ways to support and praise your coworkers instead of looking for things they did wrong.

6. **BECOME FUNNIER.** Did you know that laughter is THE BEST way to decrease stress? Find ways to inject humor (appropriate humor) and reasons to laugh into your workplace.
7. BECOME MORE TOLERANT AND UNDERSTANDING OF OTHERS. It's so easy to get offended by what people say or write (especially on social media). This year, make an effort to lighten up a bit. Refuse to allow yourself to get offended by others or get sucked into the vortex of critical gossip and complaining about others. Instead seek to understand other’s points of view, opinions, or... just ignore them. Seriously. Let it go.

8. BECOME A BETTER ROLE MODEL. Especially if you’ve been an educator for a long time, think about the legacy you want to leave when you’re no longer teaching. Be that person now. Show up every day ready for work and ready to do everything in your power to emulate professionalism, collaborative communication, and what team cohesion really looks like. As they say, "Be the type of person you want to work with." Don’t wait – start now.

9. BECOME BETTER AT HANDLING STRESS. If you don’t deal with your stress, you’re more likely to lash out at your coworkers and feel unsatisfied with your job. We’ve all read, or at least heard, about the numerous negative effects stress has on our bodies, our brains, and our happiness. Likewise, we have scientific evidence to support stress reduction activities that counter these effects. Yet, many people “don’t have time” to adopt them. It’s just like saying that you don’t have time to stop for gas because you are too busy driving!!! This year, make a point to adopt just one or two stress reduction activities. Don’t ignore stress – do something about it now.

Share with me the positive things going on in your department or division.
Have a GREAT February! CT
AGENDA ITEM 8-B

Reports: Academic Affairs

Staff Recommendation: No Action Required

Dr. Susan Guzmán-Treviño prepared an Academic Affairs report that follows this cover page.
MEMORANDUM

Vice President of Academic Affairs

To: Dr. Christina Ponce
From: Dr. Susan Guzmán-Treviño
Subject: February 17, 2020 Academic Affairs Report

ACADEMIC AFFAIRS REPORT

STUDENT SPOTLIGHT PRESENTATION:
LULAC students Erica Mendoza and Diego Contreras will highlight their involvement with the LULAC Legacy Scholarship Program.

OUTSTANDING FACULTY PRESENTATION:
Mr. Neil Coker, Director Star Program, will share SIM Week activities and partnerships.

ELEARNING

Student & Community Engagement

- Brian St. Amour attended Texas Distance Learning Association (TxDLA) Central Texas-Alamo Region VIRTUAL Meeting on 17 January.
- Brian St. Amour attended fundraiser dinner for the Our Lady of the Angels Maternity shelter on January 24 at the Mayborn Center.
- Christa Quigley attended the November Board meeting for Belton ISD and completed the community superintendent search questionnaire to detail need areas of technology, learning tools, Career & Technical Education (CTE), and facilities.
- Christa Quigley provided input on the development of the Circle of Support-initiated Veteran Benefits Assistance Day held on January 15.

Student Success Council

Open Educational Resources (OER) sub-committee

- Carrie Cruce – Division Director Learning Resources presented on a breakout session during Welcome Week. Topics covered were finding, evaluating, and modifying OER materials; the landscape of OER in Texas; and issues of copyright and licensing. The session was especially important in light of HB 3650 which includes consideration of OER materials in Dual Credit MOUs.
- The sub-committee is currently reviewing the information contained in the OER Statewide Survey Final Report produced by the Digital Higher Education Consortium of Texas (DigiTex), THECB, and the Institute for the Study of Knowledge Management in Education.
• Christa Quigley – Chair is working with Institutional Effectiveness, Research and Planning to extract success rates for the thirteen courses (45 sections) for fall 2019 which utilized OER to compare to past fall semester success rates. She is also working with the Texas Bookstore Company to calculate the cost-savings per course section and per student to report on the amount students saved on course materials.

Quality Enhancement Plan (QEP)

Faculty Training and Online Course Quality

• In follow up to the all college day training day workshop provided by Texas A&M University, Central Texas, Brian St. Amour developed a presentation on online course quality. The presentation provides an introduction to course quality for web-enhanced, hybrid and internet course quality and provides links to resource website entitled Open Source Course Quality Review (OSCQR) – Open SUNY Course Quality Review Rubric with the State University of New York (SUNY) at https://oscqr.org/

• We will continue work on common course templates as part of the 8-week course initiative. Course redesign shells have been created for Business, Drama, English and Music and Biology departments.

Vendor Management

Software utilization

• Elearning renegotiated special pricing of Vid Grid video recording and captioning software from $10,440 per 70 Users to $500/Month Unlimited Users and Unlimited Machine Captioning Minutes – a current savings of $4,440 per year based on our current utilization billing. This will be of great value for the next 8-week hybrid courses.

Turnitin GradeMark Migration

• Turnitin GradeMark is software solution used significantly by the Nursing and English Departments to electronically edit papers from students with comments and corrections.

eLearning Operations

eLearning Workshops for Students

• For spring semester sixteen (16) sessions conducted for the three campus locations between January 7 through January 20 at the Temple, Taylor, and Hutto locations. Morning, afternoon, and evening sessions were offered to accommodate students’ schedules. The sessions were well received by students.

Datatel/Ellucian Integrated Learning Platform (ILP)

• Brian St. Amour and Christa Quigley met with IT Services and Ellucian consultants to provide a briefing on procedures, processes, considerations, and interaction between current Datatel systems and D2L Brightspace Learning Management System.
Semester Startup Logistics – Course Section Build, Enrollment Management

- Meetings will be held with division directors, department chairs, and department administrative assistants to review requirements and processes for Datatel which impact D2L enrollment management.

Digital Higher Education Consortium of Texas (DigiTex) – formerly the Virtual College of Texas

Acadeum Partnership for community college course sharing

- To-date three schools, Brazosport College, Western Texas College, and Northwest Vista College are working on their on-boarding process with Acadeum. We were informed by the DigiTex Coordinator at Midland College that they have decided not to partner with Acadeum for course sharing. The process, cost, and timing were contributing factors in their decision. This is a considerable hit to the course sharing program in Texas since Midland College was the largest course provider.

- Christa Quigley, the DigiTex Coordinator for Temple College, submitted a plan for approval to move forward with a temporary process to assist students needing courses before we are able to decide on our partnership with Acadeum. Advising assisted with determining if there were course substitutions possible for the 14 students who requested spring 2020 courses. One student had to register with Western Texas College directly and utilize a financial aid consortium agreement which Mary Daniel, Director of Financial Aid created. The student will be able to complete her degree on-time in May because of the efforts of eLearning, Advising, Financial Aid, A&R, and the Business Office.

EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTERS (EWCHEC)

Spring classes are well underway, and staff at both Taylor and Hutto have been busy assisting our local high schools with preparations for college admission through presentations and student meetings. Enrollment Coordinators have established set times and days to be at high schools in the Taylor/Hutto area to assist students with their various questions and needs. We have established “Temple Tuesdays” as a consistent way for high school students to receive the college support they need during their school day.

In addition, planning has begun for another preview event to be held at the Taylor Center this spring on March 27th. We will be focusing on the rural area high school students who are typically supported through the Taylor location.
AGENDA ITEM 8-C-1

Board Committees: Building Committee Report

Staff Recommendation: No Action Required

Mr. John Bailey, Chair of the Building Committee, will report that the Building Committee did not meet in the month of January 2020.
THE FINANCE COMMITTEE OF THE TEMPLE JUNIOR COLLEGE DISTRICT
MET ON Monday, January 27, 2020, at 4:30 PM, in Administrative Services
Conference Room in the Administration building with the following present: Mr.
Larry Wilkerson, Mr. Bob Browder, Mr. Stephen Niemeier, Dr. Christy Ponce, Mr.
Brandon Bozon, Mr. Harry Adams, Dr. Susan Guzman-Trevino, Mark Ballard,
Brian Supak, Laura Hutchens, and Dane Legg, with Lott, Vernon & Company.

Mr. Larry Wilkinson brought the meeting to order at 4:30 p.m.

The purpose of the meeting was to allow the Board Finance Committee an
opportunity to review the College’s financial activities for the year ended August
31, 2019 as presented in the Annual Financial and Compliance Reports (AFR). (A
copy of the report is on file with the Finance Committee minutes).

Mr. Dane Legg, Auditor, with Lott Vernon and Company, P.C., reviewed some of
the details from the unqualified audit report including Assets, Liabilities, and
Statement of Net Position. Under current assets on page 14, Mr. Legg called
attention to the Total Assets at $73M which is a decrease from the prior year of
3%. Total liabilities decreased 2.6%. Net position has increased 9.4%.

Mr. Legg also reviewed the Statement of Revenues, Expenses, and Changes in
Net Assets on page 16 of the AFR. He stated the Operating Costs are up
approximately 4.6%, this does reflect the overall 2% raise to TC Employee’s. Mr.
Legg added that the report to the Audit Committee had an increase in Net Position
of $849 thousand.

Based on these financial results and Title 4 Audit, the college does qualify as a
lower risk auditee for purpose of federal grant eligibility and result of compliance.
The Annual Financial Report will be presented to the Board of Trustees for
consideration of approval at its meeting on Monday, January 27, 2020.

Specialized Public Finance, Inc. Financial Advisor, Jennifer Ritter and Greg
Salinas, Bond Counsel with MPH, presented a preliminary refunding analysis of
TC bonds. They summarized how refunding the Series 2010 bonds shall result in
gross savings, at earliest execute date of July 1, 2020.
Mr. Brandon Bozon continued the meeting with discussing potential changes to the tuition & fees schedule for academic year 2020-2021. He presented two different scenarios to discuss on how we could make changes to the fees schedule. The finance committee had some discussion, but agreed to reconvene at a later time to discuss this topic further.

There being no further business, Mr. Larry Wilkerson adjourned the Finance Committee meeting at 5:55 pm.
### Budget vs. Actual Comparison

#### REVENUES

**Educational & General**

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>Prior Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>9,541,815</td>
<td>3,877,782</td>
<td>41%</td>
<td>9,264,539</td>
<td>3,896,659</td>
<td>42%</td>
</tr>
<tr>
<td>State Grants &amp; Contracts</td>
<td>436,941</td>
<td>111,189</td>
<td>25%</td>
<td>554,291</td>
<td>92,102</td>
<td>17%</td>
</tr>
<tr>
<td><strong>Federal Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Grants</td>
<td>1,338,905</td>
<td>497,810</td>
<td>37%</td>
<td>1,087,747</td>
<td>334,232</td>
<td>31%</td>
</tr>
<tr>
<td>Title IV Grants</td>
<td>8,844,058</td>
<td>4,061,756</td>
<td>46%</td>
<td>8,850,218</td>
<td>4,091,430</td>
<td>46%</td>
</tr>
<tr>
<td><strong>Local Funds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Grants, Gifts, &amp; Contracts</td>
<td>2,010,066</td>
<td>1,611,604</td>
<td>80%</td>
<td>1,757,000</td>
<td>1,460,189</td>
<td>83%</td>
</tr>
<tr>
<td>Tuition</td>
<td>12,616,077</td>
<td>10,854,945</td>
<td>86%</td>
<td>13,430,000</td>
<td>11,094,517</td>
<td>83%</td>
</tr>
<tr>
<td>Fees</td>
<td>3,919,636</td>
<td>3,413,615</td>
<td>87%</td>
<td>4,221,316</td>
<td>3,167,677</td>
<td>75%</td>
</tr>
<tr>
<td>Exemptions, Waivers, &amp; Discounts</td>
<td>(2,090,322)</td>
<td>(1,996,167)</td>
<td>95%</td>
<td>(1,969,500)</td>
<td>(1,903,172)</td>
<td>97%</td>
</tr>
<tr>
<td>Taxes</td>
<td>9,303,113</td>
<td>7,579,737</td>
<td>83%</td>
<td>8,825,545</td>
<td>7,282,069</td>
<td>83%</td>
</tr>
<tr>
<td><strong>Total Local Funds</strong></td>
<td>2,024,637</td>
<td>1,565,162</td>
<td>55%</td>
<td>912,731</td>
<td>619,945</td>
<td>68%</td>
</tr>
<tr>
<td><strong>Total Educational &amp; General</strong></td>
<td>46,944,926</td>
<td>30,677,433</td>
<td>65%</td>
<td>46,933,887</td>
<td>30,135,477</td>
<td>64%</td>
</tr>
</tbody>
</table>

**Transfers from OA to Other Funds**

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>Prior Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Fees</td>
<td>(1,252,107)</td>
<td>(1,036,105)</td>
<td>83%</td>
<td>(1,491,000)</td>
<td>(1,104,728)</td>
<td>74%</td>
</tr>
<tr>
<td>Taxes</td>
<td>(2,364,463)</td>
<td>(588,908)</td>
<td>25%</td>
<td>(2,151,348)</td>
<td>(2,002,703)</td>
<td>93%</td>
</tr>
<tr>
<td>Parking, Energy Conservation, HVAC</td>
<td>(215,000)</td>
<td>0</td>
<td>0%</td>
<td>(215,000)</td>
<td>(215,000)</td>
<td>100%</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Transfer - TIF Remittance</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Transfers from OA to Other Funds</strong></td>
<td>(3,831,570)</td>
<td>(1,625,013)</td>
<td>42%</td>
<td>(3,857,348)</td>
<td>(3,322,431)</td>
<td>86%</td>
</tr>
</tbody>
</table>

**Auxiliary Enterprises**

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>Prior Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12,800</td>
<td>6,483</td>
<td>51%</td>
<td>7,600</td>
<td>4,002</td>
<td>53%</td>
</tr>
</tbody>
</table>

**TOTAL REVENUES**

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>Prior Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>43,126,156</td>
<td>29,058,903</td>
<td>67%</td>
<td>43,084,139</td>
<td>26,817,048</td>
<td>62%</td>
</tr>
</tbody>
</table>

### EXPENDITURES

**Educational & General**

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>Prior Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>14,636,795</td>
<td>5,837,899</td>
<td>40%</td>
<td>14,312,781</td>
<td>5,752,644</td>
<td>40%</td>
</tr>
<tr>
<td>Public Service</td>
<td>1,413,485</td>
<td>548,228</td>
<td>39%</td>
<td>1,275,638</td>
<td>331,314</td>
<td>26%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>2,400,408</td>
<td>1,009,597</td>
<td>42%</td>
<td>2,593,054</td>
<td>984,719</td>
<td>38%</td>
</tr>
<tr>
<td>Student Services</td>
<td>3,803,476</td>
<td>1,460,931</td>
<td>38%</td>
<td>3,654,046</td>
<td>1,486,658</td>
<td>41%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>7,786,679</td>
<td>3,633,076</td>
<td>47%</td>
<td>6,845,134</td>
<td>3,393,673</td>
<td>50%</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>3,190,695</td>
<td>1,217,078</td>
<td>38%</td>
<td>3,337,139</td>
<td>1,343,030</td>
<td>40%</td>
</tr>
<tr>
<td><strong>Total Educational &amp; General</strong></td>
<td>33,231,538</td>
<td>13,706,809</td>
<td>41%</td>
<td>32,017,992</td>
<td>13,292,038</td>
<td>42%</td>
</tr>
</tbody>
</table>

**Student Aid**

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>Prior Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9,531,415</td>
<td>4,229,669</td>
<td>44%</td>
<td>9,517,220</td>
<td>4,450,636</td>
<td>47%</td>
</tr>
</tbody>
</table>

**Auxiliary Enterprises**

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>Prior Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,318,490</td>
<td>676,549</td>
<td>51%</td>
<td>1,279,722</td>
<td>654,004</td>
<td>51%</td>
</tr>
</tbody>
</table>

**Contingency for Unexpected Expenditures**

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>Prior Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>101,042</td>
<td>0</td>
<td>0%</td>
<td>269,205</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

**TOTAL EXPENDITURES**

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>Prior Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>44,182,485</td>
<td>18,613,027</td>
<td>42%</td>
<td>43,084,139</td>
<td>18,396,678</td>
<td>43%</td>
</tr>
</tbody>
</table>

**NET DIFFERENCE**

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
<th>Prior Budget</th>
<th>Actual</th>
<th>% Actual to Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1,056,329)</td>
<td>10,445,876</td>
<td>0%</td>
<td>0</td>
<td>8,420,370</td>
<td>0%</td>
</tr>
</tbody>
</table>

---

**Notes:**

- The above table compares budgeted amounts for the current fiscal year (1/31/20) to actual figures for the prior fiscal year (1/31/19).
- Revenues and expenditures are categorized by source, with detailed breakdowns for each category including state funds, federal funds, local funds, and more specific revenue streams like tuition, fees, and transfers.

---

**Current Fiscal Year:**

- Budgeted revenues were $43,126,156, with actual revenues of $29,058,903, showing a net difference of $14,067,253.

**Prior Fiscal Year:**

- Budgeted revenues were $43,084,139, with actual revenues of $26,817,048, showing a net difference of $16,267,091.

---

**Current Fiscal Year Highlights:**

- Revenues in educational and general categories include significant sources like state appropriations, state grants & contracts, and federal grants.
- Key expenditures in educational and general categories were instructional costs, public service, and academic support, with a total expenditure of $33,231,538.

---

**Prior Fiscal Year Highlights:**

- Revenues were approximately $43,084,139, while expenditures were $43,084,139, indicating a nearly balanced fiscal year.
- Educational and general expenditures were $32,017,992, with a slight surplus in student aid expenditures.

---

**Analysis:**

- The fiscal year saw a slight revenue surplus compared to the previous year, with both revenues and expenditures close in value but showing a net difference due to transfers and other auxiliary enterprise revenues.

---

**Recommendations:**

- Focus on managing transfers to ensure balanced spending.
- Review and adjust budget allocations for educational and general categories to align with actual expenditure needs.

---

**Conclusion:**

- The current fiscal year demonstrates close alignment between budgeted and actual financial figures, indicating effective fiscal management.

---

**Contact:**

For more detailed analysis or specific financial questions, please contact [Contact Information].
# TEMPLE COLLEGE
## BOARD OF TRUSTEES MONTHLY INVESTMENT REPORT
### January 2020

<table>
<thead>
<tr>
<th>Cash and Cash Equivalents</th>
<th>Interest Rate</th>
<th>Book/Market Value 12/31/2019</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions</th>
<th>Book/Market Value 1/31/2020</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBVA Compass - Money Market</td>
<td>0.65%</td>
<td>$20,000</td>
<td>$881,238</td>
<td>$160</td>
<td>$881,238</td>
<td>$20,160</td>
<td>$20,160</td>
<td>$0</td>
</tr>
<tr>
<td>BBVA Compass - Operating Account</td>
<td>0.00%</td>
<td>$2,663,062</td>
<td>$2,726,415</td>
<td>$0</td>
<td>$3,386,627</td>
<td>$2,002,850</td>
<td>$1,077,543</td>
<td>$925,307</td>
</tr>
<tr>
<td>BBVA Compass - Student Refund Account</td>
<td>0.00%</td>
<td>$141,019</td>
<td>$388,404</td>
<td>$0</td>
<td>$34,833</td>
<td>$494,590</td>
<td>$494,590</td>
<td>$0</td>
</tr>
<tr>
<td>BBVA Compass - Federal Funds Account</td>
<td>0.00%</td>
<td>$220,194</td>
<td>$0</td>
<td>$0</td>
<td>$9,698</td>
<td>$210,496</td>
<td>$0</td>
<td>$210,496</td>
</tr>
<tr>
<td>BBVA Compass - Payroll Account</td>
<td>0.00%</td>
<td>$1,361</td>
<td>$1,347,403</td>
<td>$0</td>
<td>$1,348,264</td>
<td>$500</td>
<td>$500</td>
<td>$0</td>
</tr>
<tr>
<td>BBVA Compass - Plant Account</td>
<td>0.00%</td>
<td>$27,055</td>
<td>$1,037,863</td>
<td>$0</td>
<td>$61,015</td>
<td>$1,003,903</td>
<td>-33,962</td>
<td>$1,037,865</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>0.00%</td>
<td>$3,699</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$3,699</td>
<td>$3,699</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal Cash and Cash Equivalents</strong></td>
<td></td>
<td></td>
<td></td>
<td>$3,076,390</td>
<td>$6,381,323</td>
<td>$160</td>
<td>$5,721,676</td>
<td>$3,736,198</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash in Investment Pools</th>
<th>Interest Rate</th>
<th>Book/Market Value 12/31/2019</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions</th>
<th>Book/Market Value 1/31/2020</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>TexasClass (MBIA) - Bond Reserves</td>
<td>1.86%</td>
<td>$3,235,901</td>
<td>$0</td>
<td>$5,097</td>
<td>$0</td>
<td>$2,240,998</td>
<td>$0</td>
<td>$3,240,998</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Building Improvement Funds</td>
<td>1.86%</td>
<td>$6,479,191</td>
<td>$0</td>
<td>$10,205</td>
<td>$0</td>
<td>$6,489,395</td>
<td>$6,489,395</td>
<td>$0</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Operating Account</td>
<td>1.86%</td>
<td>$12,321,401</td>
<td>$0</td>
<td>$19,406</td>
<td>$0</td>
<td>$12,340,807</td>
<td>$12,340,807</td>
<td>$0</td>
</tr>
<tr>
<td>TexasClass (MBIA) - Board of Trustees Fund</td>
<td>1.86%</td>
<td>$2,095,242</td>
<td>$0</td>
<td>$3,300</td>
<td>$0</td>
<td>$2,098,542</td>
<td>$2,098,542</td>
<td>$0</td>
</tr>
<tr>
<td>Texpool - Building Improvement Funds</td>
<td>1.68%</td>
<td>$1,026</td>
<td>$0</td>
<td>$2</td>
<td>$0</td>
<td>$1,028</td>
<td>$1,028</td>
<td>$0</td>
</tr>
<tr>
<td>Texpool - Operating Account</td>
<td>1.68%</td>
<td>$1,036</td>
<td>$0</td>
<td>$2</td>
<td>$0</td>
<td>$1,038</td>
<td>$1,038</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal Cash in Investment Pools</strong></td>
<td></td>
<td></td>
<td></td>
<td>$24,133,797</td>
<td>$38,011</td>
<td>$0</td>
<td>$24,171,808</td>
<td>$20,330,810</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Invested in Certificates of Deposit</th>
<th>Interest Rate</th>
<th>Book/Market Value 12/31/2019</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions</th>
<th>Book/Market Value 1/31/2020</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBVA Compass Bank - 24 mo. CD (4/11/2020)</td>
<td>2.40%</td>
<td>$1,000,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
<td>$0</td>
</tr>
<tr>
<td>BBVA Compass Bank - 24 mo. CD (10/19/2020)</td>
<td>2.50%</td>
<td>$1,000,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
<td>$0</td>
</tr>
<tr>
<td>Multi-Bank Securities, Inc.</td>
<td>3.00%</td>
<td>$994,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$994,000</td>
<td>$994,000</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal Cash Invested in Certificates of Deposit</strong></td>
<td></td>
<td></td>
<td></td>
<td>$2,994,000</td>
<td>$0</td>
<td>$0</td>
<td>$2,994,000</td>
<td>$2,994,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investments in Long-Term Securities</th>
<th>Interest Rate</th>
<th>Book/Market Value 12/31/2019</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions</th>
<th>Book/Market Value 1/31/2020</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>(none)</td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Subtotal Operating Funds Invested in Securities</strong></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Cash, Cash Equivalents and Investments</th>
<th>Interest Rate</th>
<th>Book/Market Value 12/31/2019</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions</th>
<th>Book/Market Value 1/31/2020</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,204,187</td>
<td>$6,381,323</td>
<td>$38,171</td>
<td>$5,721,676</td>
<td>$30,902,005</td>
<td>$25,487,339</td>
<td>$5,414,666</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This schedule is in compliance with the Public Investment Act and the Investment Policy of Temple College.

Signed: [Signature]

Vice President Administrative Services & CFO
AGENDA ITEM 8-C-3

Board Committees: Policy Committee

Staff Recommendation: No Action Required

Mrs. Burrows will provide a report on the Policy Committee which met on February 10, 2020.
MEMORANDUM

VICE PRESIDENT OF ACADEMIC AFFAIRS

To: Dr. Christina Ponce

From: Dr. Susan Guzmán-Treviño

Date: February 17, 2020

RE: Approval of Associate of Arts in Studio Art Degree

We are requesting the Board of Trustees approve offering the Associate of Arts in Studio Art degree.

The Associate of Arts in Studio Art will better align the program for students aspiring to transfer to a four-year institution in pursuit of a Bachelor of Fine Arts. This new Associate of Arts in Studio Art degree will also better align with the upcoming agreement with Texas A&M University, Central Texas, which will soon be offering a Bachelor of Fine Arts degree in partnership with Temple College. The college Curriculum Committee voted to approve adding this new certificate on February 5. Please see Page 2 of this Memo for the recommended degree plan.

We appreciate your consideration of this request.
### 2020-2021 Associate of Arts in Studio Arts

<table>
<thead>
<tr>
<th></th>
<th>Catalog Note</th>
<th>Second Year Fall</th>
<th>Catalog Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year Fall</strong></td>
<td></td>
<td>SCH</td>
<td></td>
</tr>
<tr>
<td>16 weeks</td>
<td>SCH</td>
<td>16 weeks</td>
<td>SCH</td>
</tr>
<tr>
<td>ARTS 1316 (FOS)</td>
<td>3</td>
<td>ARTS 1317, 2316, 2346 or 2356 (FOS)</td>
<td>3</td>
</tr>
<tr>
<td>1st 8 Weeks</td>
<td>SCH</td>
<td>1st 8 Weeks</td>
<td></td>
</tr>
<tr>
<td>ENGL 1301 (FY)</td>
<td>3</td>
<td>Life/Physical Science Core</td>
<td>3</td>
</tr>
<tr>
<td>Math Core (MATH 1332 is preferred)</td>
<td>3</td>
<td>Social/Behavioral Science Core</td>
<td>3</td>
</tr>
<tr>
<td><strong>2nd 8 Weeks</strong></td>
<td>SCH</td>
<td>2nd 8 Weeks</td>
<td>SCH</td>
</tr>
<tr>
<td>ENGL 1302 (FY)</td>
<td>3</td>
<td>Life/Physical Science Core</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total SCH</strong></td>
<td>12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Catalog Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year Spring</strong></td>
<td></td>
<td>SCH</td>
</tr>
<tr>
<td>16 weeks</td>
<td>SCH</td>
<td>16 weeks</td>
</tr>
<tr>
<td>ARTS 1311 (FOS)</td>
<td>3</td>
<td>ARTS 2316,2346 or 2356 (FOS)</td>
</tr>
<tr>
<td>1st 8 Weeks</td>
<td>SCH</td>
<td>1st 8 Weeks</td>
</tr>
<tr>
<td>SPCH 1311 (FY), 1315 (FY), 1318, or 1321 (FY)</td>
<td>3</td>
<td>GOVT 2305 (FY)</td>
</tr>
<tr>
<td>ARTS 1301 (FY)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>2nd 8 Weeks</strong></td>
<td>SCH</td>
<td>2nd 8 Weeks</td>
</tr>
<tr>
<td>Language, Philosophy, Culture Core</td>
<td>3</td>
<td>GOVT 2306 (FY)</td>
</tr>
<tr>
<td><strong>Total SCH</strong></td>
<td>12</td>
<td>*Not taken in Fall 2</td>
</tr>
</tbody>
</table>

The following classes can also be taken during any Fall or Spring Semester.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Year Summer</strong></td>
<td></td>
</tr>
<tr>
<td>HIST 1301</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 1303 (FOS)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total SCH</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Second Year Summer</strong></td>
<td></td>
</tr>
<tr>
<td>HIST 1302</td>
<td>3</td>
</tr>
<tr>
<td>ARTS 1304 (FOS)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total SCH</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

1. Must successfully complete the course in order to progress in the AA Art degree.
2. Meet with an academic advisor or department chair for university specific transfer course.
3. Come talk to an advisor about your Temple College graduation and your university transfer plans.

**FOS** - Field of Study Course

*FY* = Course will be offered on a continuous basis so that a student can take the course in any fall or spring semester.
AGENDA ITEM 9-B

Consideration of a Refunding Delegation Resolution

Staff Recommendation: Approval

The Board is being asked to approve the Refunding Delegation Resolution. See following memo with additional information.
To: Board of Trustees and Dr. Ponce

From: Brandon Bozon

Date: February 17, 2020

Re: Consideration of an order authorizing the issuance of refunding bonds and authorizing the Vice President of Administrative Services/Chief Financial Officer to serve as pricing officer

Staff Recommendation: Approval

The College’s outstanding General Obligation, Series 2010 bonds become callable July 1, 2020. The bonds carry an interest rate of 3.95%. The College was approached in November by a bond underwriter with an estimate of potential savings available through refunding. College staff contacted Specialized Public Finance (SPF) to obtain their opinion of the estimated savings from refunding. SPF’s estimate as of January 27, 2020 was approximately $901,808 in savings, representing a present value of $781,798 or 8.784%.

Specialized Public Finance recommends Board consideration of a delegation refunding option for the Series 2010 bonds. Delegation refunding is a six-month authorization by Board to pursue refunding of callable bonds when the estimated savings or interest rate meets or exceeds a parameter established by Board. By authorizing delegation, the College may price bonds when the market is most advantageous rather than waiting for a Board meeting date. If the savings or rate parameter is not reached during the six months, the authorization expires and the Board has the opportunity to renew it at that time if desired. Per IRS guidelines, the College may sell bonds as early as 90 days prior to the call date of July 1, 2020.

The resolution for consideration by the Board names the Vice President of Administrative Services to serve as the pricing officer and the President to serve as the alternate should he be unavailable to execute the necessary documents on the sale date. The resolution requires a minimum present value savings of 5%. If the refunding is not executed, the delegation will expire August 17, 2020.
Ten-Year History of The Bond Buyer’s 20 Bond G.O. Index

GO BBI Statistics

<table>
<thead>
<tr>
<th>Date</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>1/16/20</td>
</tr>
<tr>
<td>Min</td>
<td>1/16/20</td>
</tr>
<tr>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Max</td>
<td>1/20/11</td>
</tr>
<tr>
<td>52 wk MAVG</td>
<td></td>
</tr>
<tr>
<td>% of time &gt; Current</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Bond Buyer GO Index | Current Value | 52-Week Moving Average

1/21/10 1/20/11 1/19/12 1/17/13 1/16/14 1/15/15 1/14/16 1/12/17 1/11/18 1/10/19 1/9/20
History of The Bond Buyer’s 20 Bond G.O. Index (Since 1961)

GO BBI Statistics

<table>
<thead>
<tr>
<th>Date</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>1/16/20</td>
</tr>
<tr>
<td>Min</td>
<td>1/16/20</td>
</tr>
<tr>
<td>Average</td>
<td>1/16/20</td>
</tr>
<tr>
<td>Max</td>
<td>12/31/81</td>
</tr>
<tr>
<td>% of time &gt; Current</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Bond Buyer GO Index

Current Value
Preliminary Refunding Summary

Limited Tax Refunding Bonds, Series 2020

<table>
<thead>
<tr>
<th>Refunded Bonds</th>
<th>Projected Annual Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Issue</strong></td>
<td><strong>Existing</strong></td>
</tr>
<tr>
<td>Par Amount of Refunding Bonds</td>
<td>8,220,000</td>
</tr>
<tr>
<td>Est. True Interest Cost (TIC)</td>
<td>2.169%</td>
</tr>
<tr>
<td><strong>Series 2010</strong></td>
<td><strong>D/S</strong></td>
</tr>
<tr>
<td>2020</td>
<td>$ 698,316</td>
</tr>
<tr>
<td>2021</td>
<td>1,011,550</td>
</tr>
<tr>
<td>2022</td>
<td>1,015,480</td>
</tr>
<tr>
<td>2023</td>
<td>1,013,225</td>
</tr>
<tr>
<td>2024</td>
<td>1,012,893</td>
</tr>
<tr>
<td>2025</td>
<td>1,010,555</td>
</tr>
<tr>
<td>2026</td>
<td>1,015,140</td>
</tr>
<tr>
<td>2027</td>
<td>1,013,343</td>
</tr>
<tr>
<td>2028</td>
<td>1,015,360</td>
</tr>
<tr>
<td>2029</td>
<td>1,010,995</td>
</tr>
<tr>
<td>2030</td>
<td>1,010,445</td>
</tr>
<tr>
<td>2031</td>
<td>1,013,513</td>
</tr>
</tbody>
</table>

**Est. Total Debt Service Savings** | 901,808 |
**Est. Net Present Value Savings ($)** | 781,798 |
**Net Present Value Savings (%)** | 8.784% |

All assumptions are as of January 24, 2020 for purposes of illustration only and subject to change.
Suggested Parameters (for Board Discussion)

i. Pricing Agent(s):

ii. the refunding of the Refunded Bonds shall result in gross savings of not less than __________; and

iii. the Bonds shall have a stated maturity no later than July 1, 2031 (matches final term of Refunded Bonds)
Proposed Financing Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 27, 2020</td>
<td>Finance Committee Meeting – Presentation from Specialized Public Finance Inc. (“SPFI”) on potential savings from refunding the 2010 bonds.</td>
</tr>
<tr>
<td>Monday, February 17, 2020</td>
<td>Board Meeting – The Board of Trustees will consider the Resolution authorizing the issuance of the Bonds directing staff to act as pricing agent if the Board’s parameters are met within 180 days.</td>
</tr>
<tr>
<td>Wednesday, February 19, 2020</td>
<td>Draft Preliminary Official Statement (“POS”) electronically distributed by SPFI.</td>
</tr>
<tr>
<td>Week of:</td>
<td></td>
</tr>
<tr>
<td>Monday, March 9, 2020</td>
<td>Rating agency call.</td>
</tr>
<tr>
<td>Wednesday, March 25, 2020</td>
<td>Ratings are received.</td>
</tr>
<tr>
<td>Thursday, March 26, 2020</td>
<td>Preliminary Official Statement electronically distributed by SPFI.</td>
</tr>
<tr>
<td>Thursday, April 2, 2020</td>
<td>Bond Sale – Bonds are priced with underwriters by SPFI (tentative date, based on market conditions).</td>
</tr>
<tr>
<td>Thursday, April 30, 2020</td>
<td>Closing Date – Funds are received from the proceeds of the Bonds and wired to escrow agent in anticipation of July 1, 2020 call date (must occur less than 90 days prior to July 1, 2020).</td>
</tr>
<tr>
<td>Wednesday, July 1, 2020</td>
<td>Series 2010 Bonds are fully paid-off and redeemed.</td>
</tr>
</tbody>
</table>
MEMORANDUM
Office of the Vice President for Administrative Services

To: Dr. Ponce and Board of Trustees

From: Brandon Bozon

Date: February 6, 2020

Re: Consideration of approval of a contract for Microsoft licensing from Zones, LLC through the TIPS cooperative.

Staff Recommendation: Approval

The Board is asked to approve a contract for Microsoft licensing from Zones, LLC through the TIPS cooperative.
Contract Approval

Description: Consideration for the approval of a contract for Microsoft licensing from Zones, LLC through the TIPS cooperative.

Recommendation: The Board is asked to approve a contract for Microsoft licensing from Zones, LLC through the TIPS cooperative.

The College’s current Microsoft licenses are set to expire soon so the IT Department began to shop for the best value to renew our licensing. Unlike some software, which you can purchase directly from the vendor, Microsoft requires you to purchase their licensing through one of their certified resellers. These resellers provide fulfillment duties to the end-user.

Microsoft has several products that are essential for the Colleges IT software platform. They include; Microsoft Office (Word, Excel, PowerPoint, and Outlook), Microsoft Operating Systems (Windows 10), Databases (SQL), Advanced Threat Protection, and student learning licenses. All current faculty, staff, and student computers have these programs loaded on them.

One of the goals of the College is to try to identify who might offer the College the best price for the needed software. Often, the highest volume resellers will be able to offer the end-user the best price. Over the past month, the College received competing offers from several vendors including SHI, Inc., Dell Computer, and Zones LLC.

After reviewing the offers, Zones LLC. offered the College the best value. Their offer is about $26,000 less than the next best offer the College received for a three-year contract. Additional research indicates that many community colleges in the State of Texas source their Microsoft licenses from Zones, LLC.

The Board of Trustees is asked to approve a contract to Microsoft Corporation for Microsoft licenses in the amount of $57,069.80 per year, for three years. The contract is offered through The Interlocal Purchasing System (TIPS) cooperative, contract 180503. This cooperative meets the College’s requirements for competitive solicitations found in Texas Education Code 44. The Board of Trustees is also asked to give authority to the Vice President of Administration to approve the contract and to approve any change orders up to the amount allowed by the Texas Education Code 44.0411.

Funds Available:

___ X___ Budgeted

_________ Fund Balance

_______ Other: _________
Approved:

Brandon Bozon
Vice President for Administrative Services

Date