VIRTUAL REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES
Monday, November 16, 2020 – 6:00 PM

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Opportunity for Citizens to Address the Board
   Citizens who desire to address the Board on any matter listed on the agenda may
   signup to do so prior to this meeting. Public Comments will be received during this
   portion of the meeting. Please limit comments to three minutes. No discussion or
   final action will be taken by the Board.
4. Consideration of Approval of Consent Agenda
   A. Consideration of Approval of Minutes from the Virtual Regular
      Meeting on October 19, 2020
   B. Consideration of Approval of the Appointment of Full-Time
      Professional Staff
   C. Consideration of Approval of the Appointment of Adjunct Faculty
   D. Consideration of Approval of the Part-Time Overload Salary
      Schedules-2nd 8-weeks Fall 2020
5. Approval of Disbursements for October 2020
6. Faculty Spotlight
   A. Outstanding Faculty/Staff Presentation: Mrs. Kimberley Clawson, Professor of Biology
      and Temple College’s 2020-2021 Claudia and W.T. Barnhart Outstanding Teacher of
      the Year winner
7. President's Report
8. Reports
   A. Faculty Council
   B. Academic Affairs and Educational Services Report
   C. Temple College Foundation
   D. Board Committees
      1. Building/Facility Planning Committee Report
      2. Finance Committee Report
      3. Policy Committee
9. Miscellaneous
10. Executive Session to Consider Personnel, Legal Matters, and Real Estate
11. Adjournment
AGENDA ITEM 4-A

Consideration of Approval of Minutes from the Virtual Regular Meeting on October 19, 2020

Staff Recommendation: Approval

Following this cover page for Agenda Item 4-A are the proposed Minutes from the Virtual Regular Meeting on October 19, 2020.
A Virtual Regular Board Meeting of the Board of Trustees of Temple College was held Monday, October 19, 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
Bob Browder, Chairman
John Bailey, Vice Chairman
Harry Adams, Secretary
Dr. Alejandro Arroliga
Dr. Andrejs Avots-Avotins
Katie Burrows
Steve Niemeier
Lydia Santibanez
Larry Wilkerson

ADMINISTRATION
Dr. Christy Ponce, President
Judy Dohnalik, Assistant to the President and Board of Trustees.
Dr. Susan Guzman-Treviño, Vice President, Academic Affairs
Brandon Bozon, Vice President, Administrative Services
Dr. Evelyn Waiwaiole, Vice President, Development, and Executive Director of the Foundation
Dr. Randy Baca, Associate Vice-President, Resource Management
Dr. Robbin Ray, Associate Vice President and Chief of Operations, East Williamson County Centers
Ellen Davis, Director, Marketing and Media Relations

OTHERS PRESENT
Jo Askins
Rosa Berreles-Acosta
Tracey Cooper
Shawn Dach
1. Call to Order
Chairman Browder called the Board of Trustees meeting to order at 6:00 p.m.

2. Invocation and Pledge of Allegiance
Steve Niemeier offered the invocation.
Chairman Browder recited the Pledge of Allegiance.

3. Opportunity for Citizens to Address the Board
Chairman 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 Consent Agenda
Chairman 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.

*Note: Item 4.B. was not considered as part of the approval at this time and will be considered on the November 16, 2020 Board agenda.

**On a motion by Larry Wilkerson, seconded by Steve Niemeier, and without negative vote, the Board approved the Consent Agenda as presented, minus Item 4.B.**

A. Consideration of Approval of Minutes from the Virtual Regular Meeting on September 21, 2020
B. Consideration of Approval of the Quarterly Equal Employment Opportunity (EEO) Report, 4th Quarter

5. Approval of Disbursements September 2020
**On a motion by Larry Wilkerson, seconded by John Bailey, and without negative vote, the disbursements for September 2020 were approved as presented.**

6. Student/Faculty Spotlight
A. Student Spotlight
   Tara Bullard-Spoons, EWCHEC Student, and Julia DeWitt, student and member of PTK, who assisted with the SACS campus tours, briefly reported on how the 8-
week classes have impacted their lives as students and how each has managed successful completion of these classes.

B. Outstanding Faculty/Staff Presentation

Tina Cabrera, Assistant Professor, English, shared information about her book publication, *Giving Up the Ghost (and Other Hauntings)*. The book is the story of how series of events in our lives affected the author and how she handles those events she can’t let go of.

7. President’s Report

J. Noah Brown, President and CEO, Association of Community College Trustees (ACCT), virtually joined the Board meeting to congratulate Lydia Santibanez on her distinguished honor of being the 2020 Recipient of the M. Dale Ensign Trustee Leadership Award. Congratulations were extended to Lydia Santibanez who has spent over 30 years of service to community colleges.

Dr. Mary Kirk, Vice President, Southern Association of Colleges and Schools Commission on Colleges, virtually joined the Board meeting to applaud Temple College’s awesome team efforts during the reaccreditation process. She noted that it is very rare that the SACSCOC Reaccreditation Committee has no recommendations for improvement of the requirements of standards. When the SACSCOC Board of Trustees convenes and completes its review in June 2021, it is expected that Temple College’s results of the offsite committee will be approved by the Board.

8. Reports

A. Faculty Council

The Faculty Council Report was included in the Board materials. Claudia Turner commended the tenured faculty who are being recommended for approval under Item 9.A. on the agenda.

B. Academic Affairs and Educational Services Reports

The accreditation timeline was reviewed with the last step to be completed in June 2021. The peer review committee was impressed with Temple College’s strengths which included the virtual tours; student, faculty and staff support; the marketing efforts, the understanding of course redesign, and the Master Schedule Talk Force. Suggested opportunities include continued focus on professional development; student success coaches, whose involvement is critical; course redesign communication; the use of clean data; and monitoring and adjusting the QEP as needed.

The next step for Focus2Finish is the QEP Committee’s efforts for Spring 2021 includes filtering data outcomes by program’s level of 8-week classes; holding focus groups with students on course workload and perceptions of 8-week classes; and to survey faculty about experiences teaching 8-week classes and professional development needs.
C. Administrative Services Report
   1. Information Technology Report
Shawn Dach presented an update on IT security. There is a state mandated assessment every 2 years on cybersecurity and must be done by an outside source. A focus is placed mainly on the assessment of security levels. He reviewed those levels and noted that Temple College is striving to improve its present level to 3.0 in the next few years.

D. Temple College Foundation
   A grant submission report is being prepared to present to the Board at a later date.

   Temple College will establish a Science, Technology, Engineering and Math (STEM) Middle College in Taylor, Texas with a $620,107 grant from Greater Texas Foundation. The Middle College will serve eight rural school districts that surround Taylor in Eastern Williamson and Milam Counties.

   There are 36 teams registered for the Johnson Brothers Ford Temple College Foundation 2020 Golf Tournament to be held on Monday, October 26, 2020, at the Wildflower Country Club, and the goal is $100,000 is expected to be met or exceeded for the fund-raising event.

   An illustration of the logo for the Temple College Alumni Association was displayed.

   The 2020 United Way campaign held from September 21, 2020-October 2, 2020, raised $8,711 with 72 employees participating.

   Two grants were applied for:
   Revolutionizing Workforce Training in Central Texas
   $1,763,578
   October 8, 2020
   Goal Statement: To create and sustain a workforce training program that will meet employers’ needs for well-trained workers and residents’ need for career pathways.
   and
   $1,463,704
   October 20, 2020
   **Goal:** To increase resilience and excellence for rural Texas students through increased dual credit and improved professional development.

   In January 2010, Erroll Wendland donated 1 acre of land at 4650 Wendland Road to the Foundation. HEB has expressed interest in purchasing the land in the amount of $60,000. The Foundation Finance Committee has agreed to a contract for HEB’s purchase.
E. Board Committees
   1. Building/Facility Planning Committee Report
      Chairman Browder reported that the Building Committee did not meet in the
      month of October 2020.

   2. Finance Committee Report
      Chairman Browder reported that the Finance Committee did not meet in the
      month of October 2020.

   3. Policy Committee Report
      Chairman Browder reported that the Policy Committee did not meet in the
      month of October 2020.

9. New Business
   A. Consideration of Approval of Faculty Recommended for Tenure Spring 2021
      The Board was asked to approve the following faculty who have met all
      requirements for the granting of tenure for Temple College. The administration
      recommends that tenure be granted for Spring 2021.

      ★ **Associate Degree Nursing Department/Health Professions Division**
      Erica Perrine, Assistant Professor, Associate Degree Nursing

      ★ **Associate Degree Nursing Department/Health Professions Division**
      Brooke Robinson, Assistant Professor, Associate Degree Nursing

      ★ **Social and Behavioral Sciences II Department/Liberal Arts Division**
      Earl Young, Assistant Professor, History

      Each tenure candidate was introduced by the appropriate department chair or
      division director.

      **On a motion by Dr. Andrejs Avots-Avotsins, seconded by Larry Wilkerson, and
      without negative vote, the Faculty Recommended for Tenure Spring 2021 were approved as presented.**

10. Miscellaneous
    There were no miscellaneous items for discussion.

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

12. Adjournment
    There being no further business, the Meeting of the Board of Trustees was
    adjourned on a motion by Larry Wilkerson, and seconded by Steve Niemeier,
    at 7:27 p.m.
NEXT BOARD OF TRUSTEES MEETING:

The next regular Board Meeting of the College Board of Trustees will be held Monday, November 16, 2020, at 6:00 p.m., in the 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: ____
Date
AGENDA ITEM 4-B

Consideration of Approval of Appointment of Full-Time Professional Staff

Staff Recommendation: Approval

The following individuals are being recommended by the President for appointment as members of the Full-Time Professional Staff.

- **Rachelle Beattie**- Full-Time-Manager-Science Labs-Mathematics, Sciences and Physical Education Division-Dr. Beattie received a Doctor of Philosophy in Biology, Environmental Microbiology degree from Marquette University. She has six years of experience in laboratory management including reagent ordering and preparation, maintaining safety standards in accordance with local, state, and federal policies, experiment set-up and tear-down, and supervision of both undergraduate and graduate student workers and staff.

- **Yolanda Jones**- Full-Time-Test Coordinator-EWCHEC Hutto-Testing Center-Student and Enrollment Services Division-Ms. Jones received a Bachelor of Business Administration in Management degree from Texas A&M University-Central Texas. She has twenty years’ experience in higher education.

- **Alicia Hover**- Full-Time-Coordinator-Payroll-Records Management-Human Resources-Resource Management Division-Ms. Hover received a Bachelor of Arts in Psychology degree from The University of Texas of the Permian Basin. She has experience with student worker payroll and workforce.
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.

★ Katharine Myers- Adjunct Professor-Emergency Medical Services Professions Department-Health Professions Division-Ms. Myers received a Bachelor of Science in Maritime Systems Engineering degree from Texas A&M University. She has three years of experience in EMS including service transfer and 911 experience along with previous teaching continuing education classes for Temple EMS and Scott and White EMS.

★ Cynthia Morales- Adjunct Professor-Sonography-Diagnostic Medical Sonography Department-Health Professions Division-Ms. Morales received an Associate of Arts in General Studies degree from Temple College. Ms. Morales has five years’ experience in the field and is an ARDMS registered sonographer along with being BLS certified.

★ Bryan Jackson- Adjunct Professor-Emergency Medical Services Professions Department-Health Professions Division-Mr. Jackson received a Paramedic Certification from University of Texas Health Science Center. He has ten years of experience in EMS and served as a Field Paramedic, Field Training Officer, and Student Preceptor.

★ Jonathan Pickle, Ph.D.- Adjunct Professor-Philosophy-Social and Behavioral Sciences Department-Liberal Arts Division-Dr. Pickle received a Doctor of Philosophy in Philosophy degree from The New School for Social Research. Dr. Pickle has four years of experience teaching Philosophy.
AGENDA ITEM 4-D

Consideration of the Approval of the Fall 2020 2nd 8-Week Classes Part-Time/Overload Salaries

Staff Recommendation: Approval

The Board is asked to approve the Fall 2020 2nd 8-Week Classes Part-Time Overload Salaries as submitted by the Vice President of Academic Affairs with any necessary corrections.
MEMORANDUM
Vice President of Academic Affairs

To: Dr. Christy Ponce
From: Dr. Susan Guzmán-Treviño
Date: November 16, 2020
Re: Fall 2020 2nd 8-Week Classes Part-Time/Overload Salaries and Year to Year Part-Time/Overload Comparison

The Vice President of Academic Affairs has reviewed the part-time/overload reports for the 2nd 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 for 2nd 8-weeks:

<table>
<thead>
<tr>
<th>Division</th>
<th>FA 2019 2nd 8-Weeks</th>
<th>FA 2020 2nd 8-Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts</td>
<td>$24,865.00</td>
<td>$23,535.00</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>$40,654.50</td>
<td>$93,484.35</td>
</tr>
<tr>
<td>Business and Career Professions</td>
<td>$15,775.29</td>
<td>$24,811.45</td>
</tr>
<tr>
<td>Math, Science &amp; Physical Education</td>
<td>$4,682.00</td>
<td>$36,356.00</td>
</tr>
<tr>
<td>Health Professions*</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$85,976.79</strong></td>
<td><strong>$178,186.80</strong></td>
</tr>
</tbody>
</table>

* Not available at time of report
The table below shows a comparison of total Part-time/Overload salaries by division from Fall 2019 and Fall 2020.

<table>
<thead>
<tr>
<th>Division</th>
<th>FA 2019 Total</th>
<th>FA 2020 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts</td>
<td>$91,713.75</td>
<td>$114,347.25</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>$218,127.75</td>
<td>$255,521.85</td>
</tr>
<tr>
<td>Business and Career Professions</td>
<td>$91,359.36</td>
<td>$91,963.02</td>
</tr>
<tr>
<td>Math, Science &amp; Physical Education</td>
<td>$183,208.90</td>
<td>$172,027.50</td>
</tr>
<tr>
<td>Health Professions*</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$584,409.76</strong></td>
<td><strong>$633,859.62</strong></td>
</tr>
</tbody>
</table>

*Not available at time of report
AGENDA ITEM 5

Approval of Disbursements for October 2020

Staff Recommendation: Approval

Mr. Wilkerson will review the Summary Check Register for the month of October 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:
With our SACSCOC visit successfully completed, we have projects on campus being implemented in which Faculty Council is represented:

**House Bill 2504: 3 Click Rule:** In the 2009 legislative session, the Texas Legislature passed HB 2504, which requires all public institutions of higher education to make available specific information on the institution’s website. According to the bill, this information includes course syllabi, faculty curriculum vitae, department budgets, and links to work study/employment opportunities. The information must be accessible from the institution’s website home page by use of not more than three links; searchable by keywords and phrases; and accessible to the public without requiring registration or use of a user name, a password or any other user identification.

Our recent curriculum vitae work, coordinated by Ellen Davis and Lindsey Williams and using Live Whale, has resulted in compliance with the 3 click rule. Thanks to everyone who completed this task. If you have not done so, please get your vita information into Live Whale as soon as possible. Go to [https://www.templejc.edu/live/files/1229-how-to-edit-livewhale-profile](https://www.templejc.edu/live/files/1229-how-to-edit-livewhale-profile) for directions.

Dr. Guzman-Trevino sends a report to the Texas Higher Education Coordinating Board (THECB) and others (including the Governor) each December stating we are in compliance with this rule. As a result of upgrades to the Ellucian software our course syllabi are no longer available in 3 clicks so we are not in compliance. The short term fix is to have a link at the bottom of the TC Webpage to the syllabi we uploaded previously. Thanks to Hatem Aki and Lindsey Williams for making that happen. Going forward….

The college has a contract with Watermark to utilize a syllabi software solution. A committee has been formed to work on this project with Faculty Council members involved. Thanks to Paul Foutz, Kim George, and Brian St. Amour for working on this project and representing faculty issues and concerns. (I am also on the team.) In addition, a small group of faculty answer the email from Dr. Guzman-Trevino to volunteer to be “early adopters” in the project. THANK YOU so much for volunteering. Your early work will assist the team to work out problems and issues before the campus roll-out.

**Equity Book Club:** Dr. Shelly Pearson has chaired the Equity Book Club. The group is reading *From Equity Talk to Equity Walk: Expanding Practitioner Knowledge for Racial Justice in Higher Education* by Tia Brown McNair, Estela Mara Bensimon, and Lindsey Malcom-Piqueux. Many Faculty Council members are involved in this. In fact, Christopher Krejci, Kimberly George, and Sara Baker Harris have facilitated discussions in the group. *(If you are interested, check out this book at [https://ebookcentral.proquest.com/lib/templejc-ebooks/detail.action?docID=6000814](https://ebookcentral.proquest.com/lib/templejc-ebooks/detail.action?docID=6000814)* Thanks to everyone involved for exploring this timely topic in higher education and it’s meaning for Temple College’s future.

**Policy Manual Review Committee:** Thanks to Jeff Fritz, Lesley Keeling-Olsen, and Erica Perrine for representing Faculty Council on this very important committee. Since we are allowed to have four faculty on this committee, I have recently joined as well. When you see the emails asking for comments, PLEASE be sure to take advantage of the comment periods to voice your opinions about changes to policies, especially those that impact faculty!
On the Horizon: Strategic Planning, Master Planning, and more: Watch your email for information and opportunities about these and other important college issues and projects. If given the opportunity to participate DO IT! Take advantage of every opportunity to give faculty input to important projects and issues. And don't forget to let me know if there are issues we need to address. Thanks to Sudeep Majumdar for making me aware of an issue with the new course evaluation software. The issue was addressed so Dr. Mujumdar was able to finalize his grades. Thanks to everyone involved, especially Hatem Aki and Brian St. Amour, for a speedy resolution to the issue.

Connecting to professional development & Connecting with students:

If you haven’t created your Magna Commons account yet, what are you waiting for? It’s a great Professional Development Resource. Here are just a few titles that would benefit faculty as we continue our QEP of 8 week classes, the need to stay online/remote due to Covid, and much, much more! And be sure to upload your completion Certificates to your account in the Center for Teaching and Learning!

- Course Design for Faculty: Instructional Design Basics
- 7 Indispensable Strategies to Build Community in Your Online Courses
- An Online Educator’s Guide to Using Zoom Features to Enhance Student Interactivity
- Online Learning That Sticks: Strategies That Shift to Student Centered Learning
- Teaching Underprepared Students to Take Control of Their Learning by Developing Metacognitive Skills
- 8 Small Strategies That Deliver Big Results to Engage Online Students and improve Learning
- Blended and Flipped Course Design: Tried and True Approaches
- Beyond Pedagogy: Infusing Equity Into Your Syllabus, Assignments, and Course Content
- Three Secrets To Building Diverse and Inclusive Online Learning Environments

Connecting with each other:

Congratulations to our newest tenured faculty!

Erica Perrine, AD Nursing
Brooke Robinson, AD Nursing
Earl Young, History

Contact me regarding issues, achievements, and just to say “HI!”

Claudia.turner@templejc.edu

Have a great November!
MEMORANDUM

Vice President of Academic Affairs

To: Dr. Christina Ponce
From: Dr. Susan Guzmán-Treviño
Subject: November 16, 2020 Academic Affairs Report

ACADEMIC AFFAIRS REPORT

Outstanding Faculty Presentation: Mrs. Kimberley Clawson, Professor of Biology and Temple College’s 2020-2021 Claudia and W.T. Barnhart Outstanding Teacher of the Year winner, will share her experiences as she successfully transitioned to virtual teaching.

DIVISION OF HEALTH PROFESSIONS
Nursing

- The Temple College Associate Degree Nursing Program was awarded the THECB Nursing Innovation Grant Program’s (NIGP) Supporting Clinical Learning Experiences to Mitigate Impediments due to COVID-19 Grant in the amount $119,171. The funds will purchase additional simulation equipment for use in the labs and classrooms to increase simulation capacity. This funding directly addresses the impact of COVID-19 related, clinical space reductions and the social distancing challenges in the current simulation lab by setting up simulation areas in unoccupied classroom space. Congratulations to Tracey Cooper, Executive Director of Nursing, and Nancy Eaton, Simulation Coordinator for Nursing and the entire nursing department on this outstanding achievement!

- On December 22, Associate Degree Nursing (ADN) students will graduate as part of the first cohort to begin the program in a spring semester. These graduates began their program course work in the spring semester of 2019 as part of the Expansion Plan of 2017. There are 93 ADN graduates for the year 2020, which is a 33% increase from 2017. We have adjusted entry numbers to reflect reductions in clinical placement availability and complications from COVID-19 but anticipate a rebound as we move into the final 2 years of the plan.

eLEARNING

eLearning Operations

Fall Semester, 2nd 8-Week Term

- Term underway, (176) course shells
- We are providing online tutorials which were emailed to students and posted as a D2L news item.
Spring Semester 2021
- D2L course shells scheduled for release on November 30

Integrated Learning Platform (ILP)
Testing underway with D2L and Ellucian test sites to verify course builds and enrollments. We are currently working with both vendors to address the following:
- Enrollment of department chair and division director in course shells (currently only faculty can be enrolled)
- Include delivery modality of designations for WEB, HYB and INT as part of the course name
- Include duration of course length (such as 1st 8 week, 2nd 8-Week, 1st 5-week, 2nd 5-week, etc.) as part of the course name
- Cross-listing of courses

Proctored Testing
- Honorlock continuing to be used during fall semester
- Information document developed for faculty with useful information for students

WaterMark Integrations
- We are pleased to announce a new course survey software solution (WaterMark Evaluation Kit) that has been integrated within D2L. A 3-month implementation project was completed in 2 weeks! A special thank you to the eLearning team and our Ellucian consultant Hatem Akl. This survey solution integration will provide feedback to faculty and departments in a timely manner.
- Surveys will available starting near the end of a course until the last day of a course(s).
- Syllabi tool project is the next phase and may or may not be integrated into D2L.

Digital Higher Education Consortium of Texas (DigiTex)
- Christa has requested feedback on successes and obstacles Acadeum-partnered schools have experienced in preparation with meeting with Director of Advising concerning how to best utilize services through a partnership.

Business and Continuing Education
- Enrolled learners in CMA Module 2: Infection Control, scheduled to begin October 19.
- Enrolled learners in CMA Module 3: Patient Assessment, scheduled to begin November 9.

Online Tutorials for Students, COVID-19 resources
- The new eLearning web page is viewable now with important information and tutorials for students. Lindsey is still working with LiveWhale on the student quiz and certificate section for the D2L Quickstart Video and will communicate a go-live date will be provided when determined.
Open Education Resources (OER)

- The sub-committee received six responses from Department Chairs for listing of OER/ZTC materials and names of departmental facilitators. Additional request for information after SACSCOC visit for those who have not submitted a response.

- The Temple College Bookstore Focus Group meeting was attended by Christa; information was provided by Travis Sutterfield and Mark Ruiz with Texas Bookstore Company in regards to textbook adoptions and OER material options. They have established a relationship with XanEdu that will allow the option for students to get their OER materials printed at a minimal cost.

- Continuing to compile a list of vendors who want to present information on curricular and technology options.

Community

- Brian St. Amour to present (2) webinars for United States Distance Learning Association as part of National Distance Learning Week, scheduled for the week of November 9 -13. National Distance Learning Week (NDLW) was created to generate greater awareness and appreciation for distance learning, including K-12, Higher Education, Corporate and Military, while recognizing leaders and best practices in the field.
  - Tips for Online Students
  - Considerations for Proctoring Solutions

- Christa assisted with the Temple College Foundation Golf Tournament.

Faculty Training and Online Course Quality for 8-week courses

- We continue to work with faculty for online class development, software integrations, troubleshooting, and D2L functionality to support our 8-week course offerings.

SACSCOC Audit

- During the October audit, eLearning participated in two meetings to address any questions regarding section 10.6 Student Authentication and Security.

East Williamson County Higher Education Centers

- Temple College received a significant grant from the Greater Texas Foundation to start a TBI program at the Taylor Center. Plans are now underway to create marketing, advertising, and begin presenting to prospective students and parents in early spring. The middle college program will begin in fall 2021 and will run complementary to the early college high school we maintain with the Legacy program. Science lab upgrades will be needed to offer the full TBI curriculum in Taylor.

- Hutto and Taylor staff are currently enrolling students for spring classes and assisting local ISDs with college planning events such as FAFSA workshops, Apply Texas workshops, and virtual college visits.
MEMORANDUM

Vice President, Educational Services

To: Dr. Christina Ponce
From: Dr. Susan Guzmán-Treviño

Subject: November 16, 2020 Educational Services Report

BUSINESS AND CONTINUING EDUCATION (BCE)

Health Professions
BCE health professions registration is in progress:

- EKG Technician
- Phlebotomy Technician
- Medical Billing and Coding
- Pharmacy Technician
- Clinical Medical Assistant (Full)

BCE registration is now open for the following programs offered in Taylor:

- EKG Technician
- Phlebotomy Technician
- Medical Billing and Coding
- Clinical Medical Assistant

Community Programs

- Sara Solis presented BCE program information to Temple High School students.
- BCE is collaborating with Bluebonnet Trails Community Services to provide curriculum design and leadership training through the Episcopal Health Foundation Grant.

Customized Training
BCE has provided Frontline Leadership training for Butler Weldments’ frontline supervisors.

Recognition
Temple College BCE has received a Workforce Preparation award from Workforce Solutions of Central Texas in recognition of upskilling employees in Milam County through the Skills Development Fund COVID-19 Special Initiative.

Featured Courses
Study Skills Academy - BCE will be providing a 3-week study skills course to students participating in AEL’s Direct Your Destiny scholarship program.
STUDENT AND ENROLLMENT SERVICES

General Information
The Student Enrollment Services team is currently registering Spring 2021 classes. Registration for spring classes started October 26, 2020 for priority and November 2, 2020 for regular registration.

Advising
- Academic Advisors, Mr. Derrick Webb, Ms. Hattrice Freeman, Ms. Alexz Siprian, Ms. Laura Rodriguez have been assisting students enroll and approve courses on Self-Service for spring 2021. Office Assistant, Ms. Kaci Robinson has been providing students with directions on using their Self-Service and assigning advisors to approve students. The department has created new Self-Service documents, which guide students to select courses for the semester. Ms. Mandy Hart, Director of Advising is sending emails to students each Monday to join a Zoom session held on Wednesdays each week to help students use their Self-Service.

- Ms. Danya Bailey, Transfer Specialist, provided a university transfer guide and training session for academic advisors on Wednesday, October 14, 2020 to ensure that advisors are prepared for course placement for graduation and transfer for the spring 2021 registration session.

Admissions and Records
- Ms. Sarah Artus, Associate Director of Admissions and Records reports in October 2020, Admissions and Records has processed 308 applications for admissions. All applicants were emailed acceptance notifications. The acceptance email notifies perspective and returning students of the necessary steps to registration, email addresses to various departments at Temple College, and the availability of other services.

- Admissions and Records entered 2,928 transcripts in students’ records. Admissions and Records uses information from external transcripts for testing and course evaluations so that students can register for classes, receive an accurate degree plan, and apply for graduation.

- Admissions and Records has received 131 applications for fall graduation with a total of 172 degrees and certificates. The department has received 62 applications for spring 2021 with a total of 80 degrees and/or certificates. Thirty-eight students have applied for graduation in order to be eligible for priority registration. Ms. Vicki Hanaway, Graduation Technician, has received two reverse transfers for students who completed graduation requirements at other institutions.

- During the month of October, Admissions and Records assisted 177 students in person in addition to answering phone calls, email and the school’s chat system TAWK.

Circle of Support
- Dr. Christine Simon reports that the Leopard Food Pantry use continues to increase each month. For October, 165 students and staff visited the food pantry at Temple and Taylor. This number includes students who visited more than once. The food pantry now has frozen meats, fresh fruit, and vegetables, flour, oil, milk, and cheese.

- The food pantry is in need of a second deep freezer to store more meats and frozen products.
• Walmart Distribution Center donated a pallet of assorted water bottles to the food pantry this month.

• A virtual workshop was provided for students through BBVA Bank on budgeting and financial literacy.

• Twelve laptop computers were donated through the TC Foundation, and the Circle of Support is distributing them to students in need.

**Number of students served September and October 2020:**

  o Rent and housing assistance – 10 (referred to community resources)
  o Transportation (gas for car) – 3 (1-Emergency aid, 1-gift card donated)
  o Childcare – 5 (referred to workforce)
  o Laptops – 7 distributed (5 remaining)
  o Books – 3
  o Mental health counseling referrals – 8
  o Other (prescriptions, glasses, utility bills, etc.) – 6 (utility bills)

• The food pantry plans to purchase turkeys from HEB for Thanksgiving holiday to distribute to students.

• Central Texas Food Bank monthly community mobile food bank will be Saturday, November 7, 2020.

**Financial Aid**

• Ms. Mary Daniel, Director of Financial Aid, reports for 2020-2021, 1,481 learners at Temple College received Pell grants for a total disbursed amount of $2,466,397.63; 845 learners received Direct Loans for a total disbursed amount of $2,907,293.00.

• To date, 6,607 learners have listed Temple College on their Free Application for Federal Student Aid (FASFA) for 20-21.

• Financial Aid has seen an increase of foot traffic since reopening. The department saw 213 students for the month of October. Many of them are still using email and phones to contact us and not coming to campus.

• Ms. Sheila McMillan did a FAFSA day at Cameron on October 7 from 7am – 4 pm and met with about 75 students throughout the day.

• Ms. Sheila McMillan also did a FAFSA day with student and parents at Holland on October 22, from 8 – 2 and met with 13 students and 11 parents.

• Ms. Kelly Czapnik, Ms. Sheila McMillan, Ms. Tara Odom, and Ms. Blanca Diaz helped with the Temple ISD 3-day FAFSA event on October 26, 27, and 28. They presented to 16 classes with an average of 15 per class.

**Recruiting**

• On October 3, 2020, Mr. Michael Pilgrim, Recruiting Coordinator, and Mr. Steve Boykin, Coordinator, manned the Temple College booth at the Olde Tyme Days Festival held in downtown Hutto from 10:00 a.m. to 4:00 p.m. The Hutto Chamber of Commerce hosted this annual event.
On October 7, 2020, Mr. Henry Morin, Coordinator, Student Enrollment Services completed Professional Development sessions provided by Inside Track through their online portal called RODEO. “Beginning with the End in Mind: Focusing on Career throughout College” and “5 Hallmarks of an Effective Coaching Meeting” were the sessions completed on this day.

On October 7, 2020, Ms. Theresa Stifflemire and Mr. Henry Morin, Coordinators, assisted Hutto High School with their 2020 FAFSA (Free Application for Federal Student Aid) Workshop hosted by the Austin Chamber of Commerce.

On October 9, 2020, Ms. Theresa Stifflemire, Coordinator, had a virtual meeting with the Round Rock Chamber of Commerce Leadership Group.

On October 15, 2020, Mr. Henry Morin, Coordinator, completed a Professional Development session provided by Inside Track through their online portal called RODEO. “Holistic Advising” was the session completed on this day.

On October 17, Mr. Steve Boykin and Mr. Henry Morin, Coordinators, assisted Hutto High School with their 2020 FAFSA (Free Application for Federal Student Aid) Workshop hosted by the Austin Chamber of Commerce.

On October 21, 2020, Ms. Theresa Stifflemire, Coordinator did a virtual presentation regarding the R.E.A.C.H. (Ready for Early Access to College in Hutto) program to the middle and high school counselors alongside the dual credit personnel with Hutto Independent School District.

Ms. Christy Hortenstine, Coordinator, reports 591 students have been advised or assisted by the staff at Temple College Taylor in October.

Ms. Bachman and Ms. Hortenstine continue to process Satisfactory Academic Progress appeals as well as financial aid verifications and loan requests for 2020-21 school year. They have assisted numerous students with their FAFSA applications in the Taylor center computer labs.

Ms. Hortenstine, Ms. Bachman, and Ms. Brown worked with ISDs to update records and registered Legacy, Taylor, Rockdale and Thrall High School students for dual credit classes for spring 2021.

Ms. Hortenstine and Ms. Bachman hosted (will host) the following events:

- October 6 – Taylor High School Apply Texas Workshop
- October 7 - Rockdale High School FAFSA Workshop
- October 22 - Thrall High School FAFSA Workshop
- November 10 – Thrall High School finish Apply Texas and FAFSA Workshop
- November 12 - Taylor High School FAFSA Workshop

According to Recruit records in October, Temple College received 801 applications for spring 2021; 278 students have submitted their application and may move forward once we receive supplemental items such as shot records or transcripts. For students who applied for spring 2021, 523 students have been Conditionally Accepted and are ready to register. All prospective spring 2021 students have been and will be sent reminders about spring 2021 registration starting Monday November 2, 2020 to Thursday January 7, 2020.
- Students get a welcome letter automatically through Recruit when they complete their application. Students who complete their FASFA but have not completed their Temple College Application will continue to get an email and a post card with instructions on how to complete the process through registration.

Retention
- Mr. Adrian Sora, Director of Student Retention reports there are 87 students who received an academic suspension waiver/returned from a previous suspension/entered Temple College on Probation from another institution. The students are required to meet with Mr. Sora or they will be dropped from all classes. This requirement allows both Mr. Sora and the student an opportunity to identify any problems that the student may be having during the term. If a problem is identified early, changes can be made to help the student successfully complete the term with a 2.0 Grade Point Average. Mr. Sora reports that the students have completed their 2nd report date on October 11, 2020.

- Mr. Sora reports that there have been 1,092 faculty alert cases submitted to the Office of Student Retention. There are currently 36 professors who have submitted at least one retention alert case. These alerts help identify at-risk behavior in the classroom, so student success coaches can intervene on the students’ behalf and help them be successful. Mr. Sora also reports that the fall 2020 communication plan is continuing to send out communications to students. A reminder for spring 2021 registration text message will go out on Saturday, October 31, 2020.

- There are currently 10 students approved for Title IX Pregnancy Services for the Fall 2020 semester.

Accommodations
- As of October 28, 2020, Ms. Misty Reid, Coordinator of Student Accommodations, and International Advisor has emailed 261 accommodation letters to instructors for 87 accommodation students enrolled in fall 2020 classes at Temple College. Ms. Reid is still accepting new accommodation students for fall and spring semester.

- On October 13, 2020, Ms. Reid attended the NAFSA international advising webinar conference over issuing I-20’s and re-certification procedures for F1 Visa students.

- On October 21, 2020 Ms. Reid partnered with Heart of Texas Goodwill Success Coaches via zoom meeting and spoke to high school students interested in attending Temple College about how to apply for accommodations.

- Ms. Reid is currently working with incoming internationals students who will be starting fall 2021 at Temple College. We currently have four international F1 Visa students attending Temple College and several applicants for fall semester.

- Ms. Reid is currently working with foster care students who are eligible for the State of Texas Education and Tuition Vouchers for up to $5,000 scholarship money for the fall 2020 and spring 2021 semester.

Student Life
Ms. Ruth Bridges, Director of Student Life reports there are many events planned for the month of November.
- November 2 Virtual Display to students to “Get out and Vote on Election Day”
- November 4 Gay Straight Alliance Virtual Lunchbox
November 9 Free Nacho’s Celebrating National Nacho’s Day

November 11 Celebrating TC Veterans

November 11 Gay Straight Alliance Virtual Lunchbox

November 17 Baptist Student Ministry meeting

November 18 Gay Straight Alliance Virtual Lunchbox

Ms. Eva Garcia, Admissions and Records Technician and LULAC Advisor, volunteered with the Temple College LULAC organization to host a meeting to meet with the new chief of police of Temple Texas. The LULAC Legacy scholarship spotlights education by highlighting the success and influence of LATINX customs, culture and contributions in our communities and world.

Ms. Eva Garcia also worked with the Temple College LULAC organization, along with other LULAC councils, and partnered with the Temple College Foundation, Temple College, Citizens for Progress, Inc. and other interested community supporters to help offer scholarships opportunities through the Temple College Foundation.

Testing Center

During October, Testing Center locations maintained a steady flow of students taking TSIA, HESI, TEAS, CLEP, and GED tests. Additionally, students using disability accommodations and those making-up missed exams utilized testing services for Temple College class exams.

Students waived from taking TSIA in the summer and fall are now testing to ensure TSI compliance before upcoming terms. Due to COVID safety precautions, many have elected to test remotely. The Testing Department is offering daily remote TSIA sessions to help alleviate the traffic for in-person testing.

Beginning November 2, 2020, the Testing Center’s Temple location will partner with the Adult Education and Literacy department to offer the CASA (Core Academic Skills Assessment) exam. Testing will hold testing sessions three times per day on Tuesdays and Thursdays, including an evening session for students unable to test during business hours. Testing staff have completed the necessary training and obtained credentials to begin testing the first week of November.

The Testing Center at EWCHEC has a new Testing Coordinator, Ms. Yolanda Jones, who is now trained and is working with students. Ms. Jones joins the Testing Center from the cashier’s office at EWCHEC and has been an excellent addition to the team.

Veteran’s Affairs

Mr. Patrick Finnegan, Veteran’s Affairs Coordinator reports the department has registered 637 Veteran students for the Fall 2020 semester and also entered 417 class certifications in the VAONCE (Veterans On-Line Certification Entry system) for this same time-period.

Mr. Travis French was hired as the new VA Office Technician, and he continues to be trained on his duties.

The VA page on the Temple College website has been updated with new staff information and new information regarding the GI Bill and other veteran related topics.
AGENDA ITEM 8-D-1

Board Committees: Building/Facility Planning Committee Report

Staff Recommendation: No Action Required

Mr. John Bailey, Chairman, will report that the Building/Facility Planning Committee has not met since the last Board meeting.
AGENDA ITEM 8-D-2

Board Committees: Finance Committee

Staff Recommendation: No Action Required

The Board Finance Committee did not meet in November 2020. Following this cover page is the Public Funds Investment Disclosure Report and the Budget for October FY2020-2021 for your review.
## REVENUES

### Educational & General

#### State Funds
- **State Appropriations**: 9,330,815 (19% of Budget) vs. 1,766,575 (19% of Actual)
- **State Grants & Contracts**: 408,541 (26% of Budget) vs. 105,797 (10% of Actual)

#### Federal Funds
- **Federal Grants**: 3,607,058 (26% of Budget) vs. 105,797 (10% of Actual)
- **Title IV Grants**: 8,801,796 (28% of Budget) vs. 2,481,444 (28% of Actual)

#### Local Funds
- **Private Grants, Gifts, & Contracts**: 2,224,454 (1% of Budget) vs. 30,000 (1% of Actual)
- **Tuition**: 12,514,112 (57% of Budget) vs. 7,114,060 (57% of Actual)
- **Fees**: 4,002,540 (56% of Budget) vs. 2,241,968 (56% of Actual)
- **Exemptions, Waivers, & Discounts**: (2,201,469) (76% of Budget) vs. (1,673,057) (76% of Actual)
- **Taxes**: 9,873,054 (0% of Budget) vs. 22,841 (0% of Actual)
- **Other Local Funds**: 731,401 (4% of Budget) vs. 28,965 (4% of Actual)

#### Total Educational & General
- **Total**: 49,292,302 (25% of Budget) vs. 12,212,110 (25% of Actual)

### Transfers from OA to Other Funds

#### Use Fees
- **(1,235,000)** (57% of Budget) vs. **(700,486)** (57% of Actual)

#### Taxes
- **(2,211,679)** (0% of Budget) vs. **0** (0% of Actual)

#### Parking, Energy Conservation, HVAC
- **(215,000)** (0% of Budget) vs. **0** (0% of Actual)

#### Other
- **0** (0% of Budget) vs. **0** (0% of Actual)

#### Transfer - TIF Remittance
- **0** (0% of Budget) vs. **0** (0% of Actual)

#### Total Transfers from OA to Other Funds
- **(3,661,679)** (19% of Budget) vs. **(700,486)** (19% of Actual)

### Auxiliary Enterprises
- **12,800** (4% of Budget) vs. **489** (4% of Actual)

### TOTAL REVENUES
- **45,643,423** (25% of Budget) vs. **11,512,113** (25% of Actual)

## EXPENDITURES

### Educational & General

#### Instruction
- **14,702,725** (16% of Budget) vs. **2,347,449** (16% of Actual)

#### Public Service
- **1,572,960** (14% of Budget) vs. **214,286** (14% of Actual)

#### Academic Support
- **2,955,636** (17% of Budget) vs. **488,468** (17% of Actual)

#### Student Services
- **3,669,456** (15% of Budget) vs. **550,693** (15% of Actual)

#### Institutional Support
- **8,179,558** (25% of Budget) vs. **2,005,230** (25% of Actual)

#### Physical Plant
- **3,139,940** (13% of Budget) vs. **422,483** (13% of Actual)

#### Total Educational & General
- **34,220,275** (18% of Budget) vs. **6,028,609** (18% of Actual)

### Student Aid
- **9,466,772** (31% of Budget) vs. **2,958,318** (31% of Actual)

### Auxiliary Enterprises
- **1,556,845** (26% of Budget) vs. **411,736** (26% of Actual)

### Contingency for Unexpected Expenditures
- **399,531** (0% of Budget) vs. **0** (0% of Actual)

### TOTAL EXPENDITURES
- **45,643,423** (21% of Budget) vs. **9,398,663** (21% of Actual)

### NET DIFFERENCE
- **0** vs. **2,113,450** (21% of Actual)
## TEMPLE COLLEGE

**BOARD OF TRUSTEES MONTHLY INVESTMENT REPORT**  
October 2020

<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Cash and Cash Equivalents</th>
<th>Book/Market Value 9/30/2020</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Book/Market Value 10/31/2020</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BBVA Compass - Money Market</td>
<td>$20,011</td>
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<td>$27,261</td>
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<td>BBVA Compass - Plant Account</td>
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<td>$623,155</td>
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<td>$3</td>
<td>$8,000,908</td>
<td>$3,978,812</td>
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<table>
<thead>
<tr>
<th>Interest Rate</th>
<th>Cash in Investment Pools</th>
<th>Book/Market Value 9/30/2020</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Book/Market Value 10/31/2020</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.18%</td>
<td>TexasClass (MBIA) - Bond Reserves</td>
<td>$3,163,319</td>
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<td>0.18%</td>
<td>TexasClass (MBIA) - Building Improvement Funds</td>
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<th>Cash Invested in Certificates of Deposit</th>
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<th>Restricted Funds</th>
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<tbody>
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<tr>
<th>Interest Rate</th>
<th>Total Cash, Cash Equivalents and Investments</th>
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<th>Receipts</th>
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<th>Book/Market Value 10/31/2020</th>
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<td>$24,828,402</td>
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This schedule is in compliance with the Public Funds Investment Act and the Investment Policy of Temple College

Signed: 

CFO/Sr. VP for Finance and Administrative Services

30
AGENDA ITEM 8-D-3

Board Committees: Policy Committee

Staff Recommendation: No Action Required

Mrs. Burrows will report that the Policy Committee has not met since the last Board meeting.