REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES
Monday, October 18, 2021 – 6:00 PM

AGENDA

Notice is hereby given that a Regular Board Meeting of the Board of Trustees of Temple College will be held on Monday, October 18, 2021 at 6:00 PM. The items listed in this notice may be considered in any order at the discretion of the Chair of the Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Opportunity for Citizens to Address the Board
   A. Citizens who desire to address the Board on any matter listed on the agenda may sign up 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 Regular Meeting on September 20, 2021
   B. Consideration of the Appointment of Full-Time Professional Staff
   C. Consideration of Approval of a Resolution to Vote for Jared Bryan to Serve as Temple College's Representative on the Board of the Tax Appraisal District of Bell County
   D. Consideration of Approval of the Monthly Investment Report-September 2021
   E. Consideration of Approval of Quarterly Equal Opportunity (EEO) Report, 3rd and 4th Quarters 2021
   F. Consideration of Approval of a Contract Award to Heart of Texas Landscape and Irrigation Co., Inc. for Landscaping Services at the Hutto Center
5. Consideration of Approval of Disbursements for September 2021
6. Student and Faculty Spotlight
   A. Outstanding Student Presentation
      Musical Theater Program Opportunities-Raquell Cyphers
   B. Outstanding Faculty Presentation
      Nursing Skills Fair-Nancy Eaton, Simulation Coordinator; Audra Xenakis, VN Lead Instructor; Leslie Kiesle, Clinical Teaching Assistant
7. President's Report
8. Reports
   A. Faculty Council Report
   B. Academic Affairs and Student Services Reports
   C. Foundation Report
   D. Board Committees
      1. Building/Facility Planning Committee Report
      2. Finance Committee Report
      3. Policy Committee Report

9. New Business
   A. Consideration of Approval of Faculty Recommended for Tenure Effective Spring 2022
   B. Consideration of Approval of Adjustments to Accounts Receivable and Allowance to Doubtful Accounts for FY2020
   C. Consideration of Approval of Growing Resilience through Information Technology (GRIT) Memorandum of Understanding (MOU): Temple College and Temple Independent School District

10. Miscellaneous
11. Executive Session to Consider Personnel, Legal Matters, and Real Estate
12. Adjournment
A Regular Board Meeting of the Board of Trustees of Temple College was held Monday, September 20, 2021 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
Harry Adams, Secretary
Dr. Andrejs Avots-Avotins
Katie Burrows
Lydia Santibanez

ADMINISTRATION
Dr. Christy Ponce, President
Judy Dohnalik, Assistant to the President and Board of Trustees.
Dr. Susan Guzmán-Treviño, Vice President, Academic Affairs and Student Services
Brandon Bozon, Vice President, Administrative Services
Dede Griffith, Vice President of Workforce Development
Dr. Evelyn Waiwaiolwe, Vice President, Development, and Executive Director of the Foundation
Dr. Robbin Ray, Associate Vice President and Chief of Operations, East Williamson County Centers
Susan Allamon, Associate Vice President, Finance
Ellen Davis, Director, Marketing and Media Relations

OTHERS PRESENT
Susan Allamon
Sara Baker
Shawn Dach
Steve Lemmons
Dr. Carey Rose
Brian Supak
Marcia Temple
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
   Lydia Santibanez offered the invocation.
   Katie Burrows 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.

   **On a motion by Lydia Santibanez, seconded by Katie Burrows, and without negative vote, the Board approved the Consent Agenda as presented.**

   Items for consideration were:
   **A.** Consideration of Approval of Minutes from the Virtual Regular Meeting on August 30, 2021.

   **B.** Consideration of Approval of the Appointment of Full-Time Faculty
   The following individual was recommended by the appropriate departmental and divisional supervisors, and by the Vice President of Academic Affairs for appointment as a member of the Full-Time Faculty.
   ★ Savannah McMahon-Full-Time-Assistant Professor-Associate Degree Nursing-Nursing Department-Health Professions Division

   **C.** Consideration of Approval of the Appointment of Full-Time Professional Staff
   The following individuals were recommended by the President for appointment as members of the Full-Time Professional Staff.
   ★ Lauren Edwards-Full-Time-Diagnostic Medical Sonography Laboratory Coordinator-Health Professions Division
   ★ Clarissa Martinez-Full-time-Social Worker & Director of Circle of Support
   ★ Matthew Wolfe, Ph.D.-Full-Time-Math Lab Coordinator
   ★ Michael Hein-Full-Time-Writing Center Coordinator-Student and Enrollment Services Division

   **D.** Consideration of Approval of the Budget Revision Schedule-4th Quarter 2020-2021

   **E.** Consideration of Approval of the Preliminary Budget Summary Report-August 2021
F. Consideration of Approval of the Investment Report 4th Quarter FY 2020-2021

G. Consideration of approval of the Part-Time/Overload Salaries Fall 2021

5. Approval of Disbursements for August 2021

On a motion by Larry Wilkerson, seconded by Andrejs Avots-Avotins, and without negative vote, the disbursements for August 2021 were approved as presented.

6. Student/Faculty Spotlight
   A. Outstanding Student Presentation
      Bailey Churchwell Morris shared her gratitude for the W. D. Kelley Scholarship and how honored she is to be able to achieve her goals.

   B. Outstanding Employee Spotlight
      Marcia Temple, Career Navigation Assistant in the Temple College Adult Education and Literacy (AEL) programs, can be seen around campus cheering on students the first day of class. She reported how she uses her role to ensure that everyone knows about the AEL programs and the Adult Education team.

7. President's Report
   • Chairman Browder announced that Dr. Ponce is one of 25 community college leaders selected for the 2021-22 class of the Aspen New Presidents Fellowship. She will participate in residential sessions and virtual learning in the development of strategies to meet their goals for student success and equity.
   • Dr. Ponce congratulated Ellen Davis, Director, Marketing and Media Relations, for the department’s receiving three national marketing awards. She praised the achievements of the department in the production of the logo design for the Alumni Association, the design for the Foundation holiday card, and the outstanding marketing during the bond campaign.
   • Christine Simon, Professor, Psychology, Social Sciences I, and Clarissa Martinez, Social Worker and Director of Circle of Support, were commended by Dr. Ponce for a successful Resource Fair on September 20, 2021.
   • Full-time scholarships were awarded at the beginning of the fall semester and emergency aid grants will be offered for the start of the second eight-week fall classes.
   • Temple College has a new Student Success Fund in which a faculty or a staff member may use the Student Success Referral Form for students in need of assistance.
   • Claudia Turner, Jeff Fritz, all of the Allied Health Department for their voluntary administration of giving COVID-19 shots at the clinics.
   • Dr. Ponce, Bob Browder, Lydia Santibanex, and DeDe Griffith attended the CCATT Annual conference and Board of Trustees Institute 2021 in Austin on September 16-18, 2021. Chairman Browder and Lydia Santibanex presented an overview of the conference. Both noted how Temple College already shares a common theme
in data, strategic, and course planning and how the college has already achieved its identified commitments and have achieved all but 2 so far. A review of the commitments will be presented at the next Board meeting.

8. Reports
   A. Faculty Council
      The Faculty Council report was included in the Board materials. The report included the current year’s committees and members of those committees.
      D. Kirkland, Department Chair, Speech, Humanities, Drama and Dance Department, and Professor of Speech, is the recipient of the Claudia and W. T. Barnhart Outstanding Teacher of the Year award.
   B. Academic Affairs and Student Services Reports
      An August Academic Affairs and Student Services Report was included in the Board materials.

   TBI-Hutto received a $3.6 million grant from the U.S. Department of Education to partner with Texas A&M University-Central Texas, Taylor ISD, and other school districts to prepare more Hispanic and low-income students for careers in high paying, high-demand, STEM fields. The new STEM initiative for Science, Engineering, Technology, and Math (STEM) grant goals include the following:
      • increase stem opportunities for students living in rural communities
      • increase dual credit participation from students in rural school districts
      • increase stem opportunities for first generation students and underrepresented groups
      Students enrolled in these opportunities are from area schools including:
      • Hutto
      • Rockdale
      • Thorndale
      • Thrall
      • Taylor
      Two students were highlighted for each of their efforts in attending TBI.
      Rockdale High School student, Jimena Rodriguez, likes the atmosphere at TBI. She is inspired that there is time dedicated by instructors who want to make sure students learn. Jimena aspires to become a nurse and will be first in her family to graduate from college. Taylor High School student, Jennifer Cervantes, overcame language barriers early and overcame transportation issues to get into TBI, aspires to become an architect.

   C. Foundation Report
      • A drive-by reception to honor Foundation Scholarship recipients and scholarship donors was held August 31, 2021 in the Pavilion parking lot. Over 100 students and donors participated in the drive-by.
      • The Johnson Brothers Golf Tournament is sold out. It will be held October 25, 2021 at the Wildflower Country Club.
      • The United Way campaign is being held from September 27-October 8, 2021.
      • Temple College received a $3.6 million grant from the U.S. Department of Education to partner with Texas A&M University-Central Texas, Taylor ISD,
and other school districts to prepare more Hispanic and low-income students for careers in high paying, high-demand, STEM fields.

- Roberta Wright has been hired as the Grant Coordinator for the Foundation.

D. Board Committees
   1. Building/Facility Planning Committee Report
      There was no Building/Facility Planning Committee report since it has not met since the August 30, 2021 Board meeting.
   2. Finance Committee Report
      There was no report for the Board Finance Committee since it has not met since the August 30, 2021 Board meeting.
   3. Policy Committee Report
      There was no Board Policy Committee report since it has not met since the August 30, 2021 Board meeting.

9. New Business

A. Consideration of Approval of an Associate of Arts-Musical Theatre
   The Board was asked to approve offering the Associate of Arts, Musical Theatre. The Associate of Arts, Musical Theatre will prepare students for continued higher education and entry-level positions in musical theatre. The college Curriculum Committee voted to approve adding this new degree on September 1, 2021.

   On a motion by Andrejs Avots-Avotins, seconded by Harry Adams, and without negative vote, an Associate of Arts-Musical Theatre was approved as presented.

B. Consideration of approval of an Associate of Arts-Theatre
   The Board was asked to approve offering the Associate of Arts, Theatre. The Associate of Arts in Theatre will prepare students for continued higher education and entry-level positions in professional theatre. The college Curriculum Committee voted to approve adding this new degree on September 1, 2021.

   On a motion by Lydia Santibanez, seconded by Katie Burrows, and without negative vote, the Associate of Arts-Theatre was approved as presented.

C. Consideration of an Associate of Science-Kinesiology
   The Board was asked to approve offering the Associate of Science-Kinesiology. The Associate of Science in Kinesiology benefits students aspiring to transfer to a four-year institution in pursuit of a Bachelor of Science in Kinesiology as well as those who aspire to become athletic trainers. The college Curriculum Committee voted to approve adding this new degree on September 1, 2021.

   On a motion by Harry Adams, seconded by Andrejs Avots-Avotins, and without negative vote, the Associate of Science-Kinesiology was approved as presented.

D. Consideration of Approval of a Level 1 Certificate-Electrical Assistant
The Board was asked to approve offering a Level 1 Certificate-Electrical Assistant. The certificate establishes exit points to employment with stackable credentials toward an Associate of Applied Science (AAS) in Electromechanical Engineering Technology degree; additionally, this credential leads to increased earning potential and advancement. The college Curriculum Committee voted to approve adding this new degree on September 1, 2021.

On a motion by Andrejs Avots-Avotins, seconded by Katie Burrows, and without negative vote, the Level 1 Certificate-Electrical Assistant was approved as presented.

E. Consideration of Approval of Approval of a Level 1 Certificate-Electromechanical Engineering Technician
The Board was asked to approve offering a Level 1 Certificate-Electromechanical Engineering Technician. The Level 1 Certificate establishes exit points to employment with stackable credentials toward an Associate of Applied Science (AAS) in Electromechanical Engineering Technology degree; additionally, it leads to increased earning potential and advancement. The college Curriculum Committee voted to approve adding this new degree on September 1, 2021.

F. On a motion by Katie Burrows, seconded by Harry Adams, and without negative vote, the Level 1 Certificate- Electromechanical Engineering Technician was approved as presented.

G. Consideration of Approval of an Associate of Applied Science-Electromechanical Engineering Technology
The Board was asked to approve offering an Associate of Applied Science-Electromechanical Engineering Technician. The Associate of Applied Science provides a multi-craft degree for the increased engineering technology employment opportunities in the community. The college Curriculum Committee voted to approve adding this new degree on September 1, 2021.

On a motion by Harry Adams, seconded by Andrejs Avots-Avotins, and without negative vote, the Associate of Applied Science-Electromechanical Engineering Technology was 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 Harry Adams, and seconded by Lydia Santibanez, at 7:04 p.m.
NEXT BOARD OF TRUSTEES MEETING:

A Virtual Regular Meeting of the Temple College Board of Trustees will be held Monday, October 18, 2021, at 6:00p.m., in the Louise L. Cox Board Room, located in room 916 in the Marc Niglazzio 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.

★ **Julie Enriquez** - Coordinator, Student and Enrollment Services, Student and Enrollment Services Division. Ms. Enriquez received a Bachelor of Arts in Political Science degree from the University of California. She was employed as Director of Admissions for Holy Trinity Catholic High School for the past year. Ms. Enriquez has worked or volunteered in the field of Education for more than twenty years.

★ **Ashley Cowan** - Writing Center Consultant, Student and Enrollment Services Division. Ms. Cowan received a Master of Public Administration degree from Grand Canyon University. She has worked as a private tutor for several years. Ms. Cowan has extensive experience writing and working with APA and MLA.

★ **Becky Musil, Ed.D.** – Director of Special Projects, Academic Affairs Division. Dr. Musil received her Doctorate of Education in Higher Education Administration degree from the University of Mary Hardin Baylor. She has taught grades 9-12 in public education for twenty years. Dr. Musil has also served on the Board of Directors for several organizations that focused on promotion of education for career success.

★ **William Jones** – Coordinator, Student and Enrollment Services, Hutto. Student and Enrollment Services Division. Mr. Jones received a Bachelors of Business Administration Management degree from Texas A&M University Central Texas. He has been employed with Temple College as an Administrative Assistant in the Vocational Nursing Department since January of 2018.
RESOLUTION

A RESOLUTION ATTESTING TO BOARD OF TRUSTEES APPOINTMENT OF TAX APPRAISAL DISTRICT REPRESENTATIVE

WHEREAS, AND PERSUANT TO Article 6.03(b) of the Tax Code of the State of Texas; and

WHEREAS, and pursuant to Temple College Policy CAID (Legal):

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF TEMPLE COLLEGE:

That Jared Bryan is appointed as Temple College representative to the Board of Directors of the Tax Appraisal District of Bell County for a two-year term beginning January 1, 2022.

PRESENTED AND ADOPTED on this the 18th day of October, 2021 by a vote of ______ ayes and ______ nays at a regular meeting of the Board of Trustees of Temple College.

___________________________
Bob Browder, Chairman

ATTEST:

______________________________
Judy Dohnalik, Assistant to the President
& Board of Trustees
# Temple College

**Board of Trustees Monthly Investment Report**

September 2021

<table>
<thead>
<tr>
<th>Cash and Cash Equivalents</th>
<th>Interest Rate</th>
<th>Book/Market Value 8/31/2021</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions 9/30/2021</th>
<th>Book/Market Value 9/30/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBVA Compass - Money Market</td>
<td>0.01%</td>
<td>$20,000</td>
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<tr>
<td>Money Market</td>
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<td>$0</td>
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<tr>
<td><strong>Subtotal Cash and Cash Equivalents</strong></td>
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<td><strong>$5,182,463</strong></td>
<td><strong>$18,926,571</strong></td>
<td><strong>$0</strong></td>
<td><strong>$19,214,902</strong></td>
<td><strong>$4,894,132</strong></td>
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<tr>
<th>Cash in Investment Pools</th>
<th>Interest Rate</th>
<th>Book/Market Value 8/31/2021</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions 9/30/2021</th>
<th>Book/Market Value 9/30/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
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<tbody>
<tr>
<td>TexasClass (MBIA) - Bond Reserves</td>
<td>0.04%</td>
<td>$2,855,275</td>
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<td>$104</td>
<td>$0</td>
<td>$2,855,379</td>
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<td>2021 Texas Class</td>
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<td>$0</td>
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<td>TexasClass (MBIA) - Operating Account</td>
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<td>Texpool - Operating Account</td>
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<td><strong>$127,771,675</strong></td>
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<th>Investments in Long-Term Securities</th>
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<tr>
<td><strong>Subtotal Operating Funds Invested in Securities</strong></td>
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<table>
<thead>
<tr>
<th>Total Cash, Cash Equivalents and Investments</th>
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<td><strong>$152,230,827</strong></td>
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This schedule is in compliance with the Public Funds Investment Act and the Investment Policy of Temple College.

Signed:

[Signature]

Vice President Administrative Services/CFO
MEMORANDUM

TO: Dr. Christina Ponce, President
FROM: Brandon Bozon, Vice President, Administrative Services & CFO
DATE: October 13, 2021

****************************************************************************************************
The attached report is part of Temple College’s Strategic Initiative which focuses on employing a diverse, highly qualified workforce. This report is for the 3rd and 4th Quarters, 2020-2021 Fiscal Year.

The information contained in this report is generated from the NeoEd software and includes summary demographic data for new hires made during the quarters.
### Percentage of Candidates By Ethnicity

**March 01, 2021 - May 31, 2021**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Applied</th>
<th>Eligible</th>
<th>Referred</th>
<th>Interviewed</th>
<th>Offered</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>White or Caucasian</td>
<td>223 (49%)</td>
<td>174 (49%)</td>
<td>172 (49%)</td>
<td>37 (51%)</td>
<td>16 (38%)</td>
<td>12 (35%)</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>66 (14%)</td>
<td>46 (13%)</td>
<td>46 (13%)</td>
<td>16 (22%)</td>
<td>9 (21%)</td>
<td>9 (26%)</td>
</tr>
<tr>
<td>Black or African American</td>
<td>50 (11%)</td>
<td>42 (12%)</td>
<td>42 (12%)</td>
<td>8 (11%)</td>
<td>7 (17%)</td>
<td>7 (21%)</td>
</tr>
<tr>
<td>I choose not to self-identify</td>
<td>39 (8.6%)</td>
<td>32 (9%)</td>
<td>31 (8.9%)</td>
<td>3 (4.2%)</td>
<td>2 (4.8%)</td>
<td>1 (2.9%)</td>
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<tr>
<td>Asian</td>
<td>34 (7.5%)</td>
<td>26 (7.3%)</td>
<td>24 (6.9%)</td>
<td>3 (4.2%)</td>
<td>1 (2.4%)</td>
<td>1 (2.9%)</td>
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<tr>
<td>Two or more races</td>
<td>31 (6.8%)</td>
<td>24 (6.8%)</td>
<td>24 (6.9%)</td>
<td>3 (4.2%)</td>
<td>5 (12%)</td>
<td>4 (12%)</td>
</tr>
<tr>
<td>Not Answered</td>
<td>10 (2.2%)</td>
<td>8 (2.3%)</td>
<td>8 (2.3%)</td>
<td>1 (1.4%)</td>
<td>2 (4.8%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>3 (0.7%)</td>
<td>2 (0.6%)</td>
<td>2 (0.6%)</td>
<td>1 (1.4%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
</tbody>
</table>

**Percentage of Candidates By Ethnicity**

**March 01, 2021 – May 31, 2021**

- **Applied**: 14% (White or Caucasian), 5% (Hispanic or Latino), 3% (Black or African American), 1% (I choose not to self-identify), 1% (Asian), 1% (Two or more races), 1% (Not Answered), 0% (American Indian or Alaska Native Hawaiian or Other)
- **Eligible**: 14% (White or Caucasian), 5% (Hispanic or Latino), 3% (Black or African American), 1% (I choose not to self-identify), 1% (Asian), 1% (Two or more races), 1% (Not Answered), 0% (American Indian or Alaska Native Hawaiian or Other)
- **Referred**: 14% (White or Caucasian), 5% (Hispanic or Latino), 3% (Black or African American), 1% (I choose not to self-identify), 1% (Asian), 1% (Two or more races), 1% (Not Answered), 0% (American Indian or Alaska Native Hawaiian or Other)
- **Interviewed**: 14% (White or Caucasian), 5% (Hispanic or Latino), 3% (Black or African American), 1% (I choose not to self-identify), 1% (Asian), 1% (Two or more races), 1% (Not Answered), 0% (American Indian or Alaska Native Hawaiian or Other)
- **Offered**: 14% (White or Caucasian), 5% (Hispanic or Latino), 3% (Black or African American), 1% (I choose not to self-identify), 1% (Asian), 1% (Two or more races), 1% (Not Answered), 0% (American Indian or Alaska Native Hawaiian or Other)
- **Hired**: 14% (White or Caucasian), 5% (Hispanic or Latino), 3% (Black or African American), 1% (I choose not to self-identify), 1% (Asian), 1% (Two or more races), 1% (Not Answered), 0% (American Indian or Alaska Native Hawaiian or Other)
Percentage of Candidates By Gender
March 01, 2021 - May 31, 2021

<table>
<thead>
<tr>
<th>Gender</th>
<th>Applied</th>
<th>Eligible</th>
<th>Referred</th>
<th>Interviewed</th>
<th>Offered</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>221 (48%)</td>
<td>164 (46%)</td>
<td>162 (46%)</td>
<td>27 (38%)</td>
<td>14 (33%)</td>
<td>13 (38%)</td>
</tr>
<tr>
<td>Female</td>
<td>211 (46%)</td>
<td>170 (48%)</td>
<td>167 (48%)</td>
<td>42 (58%)</td>
<td>25 (60%)</td>
<td>21 (62%)</td>
</tr>
<tr>
<td>I choose not to self-identif</td>
<td>14 (3.1%)</td>
<td>12 (3.4%)</td>
<td>12 (3.4%)</td>
<td>2 (2.8%)</td>
<td>1 (2.4%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Not Answered</td>
<td>10 (2.2%)</td>
<td>8 (2.3%)</td>
<td>8 (2.3%)</td>
<td>1 (1.4%)</td>
<td>2 (4.8%)</td>
<td>0 (0%)</td>
</tr>
</tbody>
</table>

I choose not to self-identify

Not Answered

Percentage of Candidates By Gender
March 01, 2021 - May 31, 2021
Percentage of Candidates By Veteran
March 01, 2021 - May 31, 2021

<table>
<thead>
<tr>
<th>Veteran</th>
<th>Applied</th>
<th>Eligible</th>
<th>Referred</th>
<th>Interviewed</th>
<th>Offered</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>390 (86%)</td>
<td>295 (83%)</td>
<td>290 (83%)</td>
<td>60 (83%)</td>
<td>34 (81%)</td>
<td>27 (79%)</td>
</tr>
<tr>
<td>Yes</td>
<td>66 (14%)</td>
<td>59 (17%)</td>
<td>59 (17%)</td>
<td>12 (17%)</td>
<td>8 (19%)</td>
<td>7 (21%)</td>
</tr>
<tr>
<td>Not Answered</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
</tbody>
</table>

Percentage of Candidates By Veteran
March 01, 2021 - May 31, 2021

- Applied
- Eligible
- Referred
- Interviewed
- Offered
- Hired
### Percentage of Candidates By Ethnicity

**June 01, 2021 - August 31, 2021**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Applied</th>
<th>Eligible</th>
<th>Referred</th>
<th>Interviewed</th>
<th>Offered</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>White or Caucasian</td>
<td>225 (49%)</td>
<td>224 (49%)</td>
<td>222 (48%)</td>
<td>45 (57%)</td>
<td>18 (30%)</td>
<td>14 (27%)</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>63 (14%)</td>
<td>61 (13%)</td>
<td>61 (13%)</td>
<td>10 (13%)</td>
<td>6 (10%)</td>
<td>4 (7.8%)</td>
</tr>
<tr>
<td>Black or African American</td>
<td>42 (9.1%)</td>
<td>42 (9.1%)</td>
<td>42 (9.2%)</td>
<td>9 (11%)</td>
<td>1 (1.7%)</td>
<td>1 (2%)</td>
</tr>
<tr>
<td>Not Answered</td>
<td>36 (7.8%)</td>
<td>36 (7.8%)</td>
<td>36 (7.9%)</td>
<td>0 (0%)</td>
<td>24 (40%)</td>
<td>21 (41%)</td>
</tr>
<tr>
<td>Two or more races</td>
<td>36 (7.8%)</td>
<td>36 (7.8%)</td>
<td>36 (7.9%)</td>
<td>11 (14%)</td>
<td>8 (13%)</td>
<td>8 (16%)</td>
</tr>
<tr>
<td>Asian</td>
<td>32 (6.9%)</td>
<td>32 (7%)</td>
<td>32 (7%)</td>
<td>3 (3.8%)</td>
<td>1 (1.7%)</td>
<td>1 (2%)</td>
</tr>
<tr>
<td>I choose not to self-identif</td>
<td>25 (5.4%)</td>
<td>25 (5.4%)</td>
<td>25 (5.5%)</td>
<td>0 (0%)</td>
<td>1 (1.7%)</td>
<td>1 (2%)</td>
</tr>
<tr>
<td>American Indian or Alaska</td>
<td>3 (0.6%)</td>
<td>3 (0.7%)</td>
<td>3 (0.7%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
<tr>
<td>Native Hawaiian or Other</td>
<td>1 (0.2%)</td>
<td>1 (0.2%)</td>
<td>1 (0.2%)</td>
<td>1 (1.3%)</td>
<td>1 (1.7%)</td>
<td>1 (2%)</td>
</tr>
</tbody>
</table>
### Percentage of Candidates By Gender

**June 01, 2021 - August 31, 2021**

<table>
<thead>
<tr>
<th>Gender</th>
<th>Applied</th>
<th>Eligible</th>
<th>Referred</th>
<th>Interviewed</th>
<th>Offered</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>227 (49%)</td>
<td>224 (49%)</td>
<td>222 (48%)</td>
<td>55 (70%)</td>
<td>22 (37%)</td>
<td>18 (35%)</td>
</tr>
<tr>
<td>Male</td>
<td>191 (41%)</td>
<td>191 (42%)</td>
<td>191 (42%)</td>
<td>24 (30%)</td>
<td>14 (23%)</td>
<td>12 (24%)</td>
</tr>
<tr>
<td>Not Answered</td>
<td>36 (7.8%)</td>
<td>36 (7.8%)</td>
<td>36 (7.9%)</td>
<td>0 (0%)</td>
<td>24 (40%)</td>
<td>21 (41%)</td>
</tr>
<tr>
<td>I choose not to self-identify</td>
<td>9 (1.9%)</td>
<td>9 (2%)</td>
<td>9 (2%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
</tbody>
</table>

### Percentage of Candidates By Gender

**June 01, 2021 – August 31, 2021**

![Bar chart showing the percentage of candidates by gender and status from June 01, 2021 to August 31, 2021.](chart.png)
## Percentage of Candidates By Veteran

### June 01, 2021 - August 31, 2021

<table>
<thead>
<tr>
<th>Veteran</th>
<th>Applied</th>
<th>Eligible</th>
<th>Referred</th>
<th>Interviewed</th>
<th>Offered</th>
<th>Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>370 (80%)</td>
<td>369 (80%)</td>
<td>368 (80%)</td>
<td>54 (68%)</td>
<td>45 (75%)</td>
<td>38 (75%)</td>
</tr>
<tr>
<td>Yes</td>
<td>93 (20%)</td>
<td>91 (20%)</td>
<td>90 (20%)</td>
<td>25 (32%)</td>
<td>15 (25%)</td>
<td>13 (25%)</td>
</tr>
<tr>
<td>Not Answered</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
<td>0 (0%)</td>
</tr>
</tbody>
</table>

### Percentage of Candidates By Veteran

June 01, 2021 – August 31, 2021

![Bar Chart](chart.png)
MEMORANDUM

To: Dr. Christy Ponce, President
From: Jeremy Allamon, Executive Director, Plant
Date: October 13, 2021
Re: Approval of Hutto Landscape Services Contract

Staff Recommendation: Approval

Temple College conducted a request for proposal to solicit landscape services for the Hutto Center. Responses were accepted through 11:00AM on October 11, 2021. Five firms submitted responses by the deadline. The following evaluation criteria was utilized to score the responses:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to meet required specifications, have all required licensing and insurance</td>
<td>25%</td>
</tr>
<tr>
<td>Ability to provide quality service, materials and equipment</td>
<td>25%</td>
</tr>
<tr>
<td>Reasonably Priced</td>
<td>30%</td>
</tr>
<tr>
<td>References</td>
<td>10%</td>
</tr>
<tr>
<td>Past Performance</td>
<td>10%</td>
</tr>
</tbody>
</table>

Heart of Texas Landscape & Irrigation Co., Inc. received the highest score from the committee. Heart of Texas Landscape & Irrigation Co., Inc.’s proposal included the lowest monthly price at $3,524.
AGENDA ITEM 5

Approval of Disbursements for August 2021

Staff Recommendation: Approval

Mr. Wilkerson will review the Summary Check Register for the month of September 2021 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 the October 2021 report on Faculty Council activities.
An outstanding group of faculty embarked on the HEB Equity Fellows journey meeting 3 times over the summer of 2021. The Equity project was funded by a grant from HEB as part of H-E-B’s Community Investment Program. Kimberly George, Christopher Krejci, Christine Simon, Sara Baker, Kalyn Carew, Marcia Temple, Felicity Gibson, Reid Echols, and Claudia Turner are participating in the project. The group read the book, “Teachin’ It: Breakout Moves That Break Down Barriers for Community College Students” as part of the summer experience. The group also met with Judy Morales and Benny Walsh who shared their insights and experiences in education related to equity with the group. Susan Guzman-Trevino and Evelyn Waiwaiole joined the group for this session.

On June 10th, Lauren Goodman, Dean of Teaching and Learning Innovation, presented on “Design for Your Most Vulnerable Student”, followed by a question and answer period and team brainstorming and group work. The group developed empathy maps identifying their most vulnerable student. Here is an example of the empathy maps developed:
This brainstorming activity provided the participants insight into the issues their most vulnerable student may experience. From this exercise, the participants created a plan to address one or more of the issues as they relate to the teaching areas for the participant. Two of the plans/projects developed are included below:

“My most vulnerable student is an academically underprepared Music major. This student did not take college prep classes in high school and has poorly developed math and reading skills. Despite a passion for Music, this student never had the opportunity to take private lessons in their instrument or piano, and is not equipped to handle the very full load of a freshman Music major. In constant check-ins from faculty members, this student claims that all classes are going well, but has nearly flunked out by the end of the first semester. The student is not self-aware about what they would need to do to truly be successful, and resists optional interventions and tutoring opportunities.

Individual Project Goals:
1. Determine criteria for identifying academically underprepared Music majors prior to their first course.
2. Prepare a 6-semester pathway at a slower pace for AA Music to better serve academically underprepared students.
3. Provide one or more weekly supplements to usual freshmen Music onboarding – perhaps a faculty mentor group or upperclassman led group.
4. Seek ways to connect academically underprepared students to TC groups and services outside the Music Department for additional support.”

“My vulnerable student is Avery Freeman. They are returning to school after a 7-year “life exploration”. They are eager to explore everything college has to offer, but they have some academic insecurities. Past learning experiences have made them hesitant to ask their teachers for help. They understand what is required and are willing to work hard to earn their degree.

Individual Project Goals:
1. Find and develop resources that clearly define common terms related to the research process.
2. Create learning opportunities to reduce the daunting nature of research.
3. Establish a learning community in which students are free to reach out to me and on-campus resources.”

The participants worked on their projects during the summer. At mid-point, the group met to discuss their progress. Participants continued to work on the projects all summer. At the end of the summer, the group met again to report progress and future plans. Not everything was smooth sailing. Here is one person’s report:

**Progress on Goals:** Goals at the Beginning: Find (and review) 3 articles or scholarly works that discuss ways ESL students find success in nursing courses focusing on Hispanic, Asian, and African students. Implement at least ONE strategy from the articles to assist ESL students to be successful in nursing courses. My literature search did not result in any helpful articles for ESL nursing student success. I did, however, read a number of general articles that discussed providing ESL students with examples of work so they would know what and how an assignment should be accomplished. I also collected data on the summer LVN-to-RN Bridging students in classes this summer related to their success on the required skills check-offs.

I collected quantitative data about the numbers of ESL students who were and were not successful. I also collected informal qualitative data from students and faculty regarding students' performance on these skills. I discovered that ESL students were requesting faculty read them the check-off list of actions, rather than read it for themselves. This was mentioned by a number of faculty as the standard for these students. I also talked with students who told me that they were not sure what they were expected to do since they viewed a teaching video rather than a video that demonstrated the check-off procedure.

My one strategy as a result of this work is to work with our simulation lab staff to develop a series of videos that would demonstrate a person actually being checked-off according to the skills checklist. We have already developed one set of videos for use with ESL students in the Fall semester on the vital signs check-off (temperature, pulse, respirations, blood pressure). There is a video on a successful check-off and one for an unsuccessful check-off. The unsuccessful check-off was added when ESL students reported they did not know what would happen if they were unsuccessful on the check-off.

Videos will continue to be made throughout the summer and early Fall to encompass all the check-off skills (Vital Signs, Client Assessment, Medication Administration, Indwelling catheter, IV catheter placement). The videos will be uploaded to the Nursing Simulation Center YouTube site. In Fall, 2021, Faculty will share the links for the videos with students for each skill as part of the didactic portion of the class. Data will be collected to determine if this intervention is effective for ESL students."
Work on projects continues into the Fall semester. The group will meet in November to discuss progress on the new attempts at equity projects, how the group can contribute to the spring professional development offerings, as well as other issues that arise during these conversations.

The group has three long-lasting initiatives as a result of this initiative:
1. **Equity Peer Review**—we are building a model learning management system (D2L) course shell that includes best practices from which all Temple College faculty can learn.
2. **D2L Model Videos**—Kim George put together short videos for new/adjunct/embedded faculty showing various types of organization to learning management system (D2L) shells where all faculty could get ideas of different ways to organize their own course D2L shells.
3. **Equity Work Group**—The group will explore equity issues and decide to work on one issue per 8 weeks or per long semester. Our first one involves creating an interactive campus map with survival tips and student resources on one page. This could be sent out to all new TC students before their first semester begins.

We thank HEB for their support of this important work!
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
Provost, Academic Affairs and Student Services

To: Dr. Christina Ponce
From: Dr. Susan Guzmán-Treviño
Subject: October Academic Affairs and Student Services Report

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT

STUDENT SPOTLIGHT:
We will highlight a musical theatre student who will talk about the program.

OUTSTANDING FACULTY SPOTLIGHT: Nancy Eaton, Simulation Coordinator, Audra Xenakis, VN Lead Instructor, and Lizzie Kiesle, Clinical Teaching Assistant are presenting the work they did for the Nursing Skills Fair.

DIVISION OF BUSINESS AND CONTINUING EDUCATION (BCE)

Health Professions
- Spring Registration begins November 1, 2021.
- Two new course offerings planned for spring:
  - Polysomnography Technician
  - Sterile Processing Technician

TWC Grants
- BCE is working with the Texas Workforce Commission to provide Skills Development Grant Funds for local employers:
  - Martin Marietta
  - CGI
  - Moore Co Inc.
- Community Outreach
  - Julie Escamilla attended the Manufacturing Day Job Fair hosted by Workforce Solutions of Central Texas, Temple Chamber of Commerce and Meet Temple.

Featured Courses
- BCE is offering a new series of creative community classes called The Leopards Palette. Upcoming classes include:
  - Pumpkin Patch Painting Workshop
    Saturday, October 23, 2 – 3:30 p.m.
  - Holiday Cookie Decorating Class
    Saturday, December 11, 2 – 3:30 p.m.

DIVISION OF HEALTH PROFESSIONS
Diagnostic Medical Sonography Department
We are excited about updating several ultrasound scanners. The new scanners will allow us to produce 3D/4D images, which will help to improve the visualization of structures and diagnostic accuracy. The newer technology will help the students to learn on equipment that will be used in the clinical setting.

EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTERS (EWCHEC)
- The Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) college fairs are here and will focus on the Central Texas area. Most of the larger school districts in Central Texas including Austin and Round Rock will once again participate through virtual fairs. Enrollment Coordinators will attending in-person fairs held at Hutto, Taylor, and Pflugerville.

- Enrollment Coordinators are working with Hutto ISD to complete FAFSA workshops October 6-9, which include all government and economics classes as well as a Saturday event for parents.

- Building repairs are nearing completion in Taylor following the water main break and the damage caused by the winter storm. All repairs were handled through Taylor ISD and were delayed due to insurance claims and remediation issues.

- Taylor staff and students will participate in the Taylor LifePark Fall Festival on October 16 in Heritage Square in Taylor.

- Registration continues for fall 2nd 8-week classes as well as advising preparations for spring registration.

INSTITUTIONAL EFFECTIVENESS
Assessment
- Program review data pull completed and slides created for Math
- Designed the data pull for QEP 8-week and 16-week courses to avoid having to use designated section numbers in excluding sections for the data
- Pilot program review process completed with Biology program review in Curriculum Committee
- Program review data pull completed and slides created for Social Sciences II

Grants
- GRIT grant initial award meeting
- Pulled list of Trellis grant mentees with age and ethnicity
- Project Vision meetings for ATE grant
- Trellis Grant student contact list
- HSI STEM Grant meeting
- Perkins Stakeholders CLNA meeting on 9/30.

Planning and Processes
- Request to Zogotech to add the dimension of program start date, needed for the annual Nursing Department Demographic report.
- Request to Zogotech to change our Dual Credit identifier field since this has been changed in Ellucian and is active for Fall 2021.

**Projects**
- Texas Association of Community College data request, multi-tabbed, disaggregated
- Dana Center and E3 disaggregated report regarding math students, developmental math, and success rates
- Trellis Contact list
- ATD Leader College of Distinction application data set, multi-tabbed, disaggregated data on course completion, program completion, transfers, etc

**Surveys**
- Sent access codes to SENSE survey administrator for survey to begin this month.
- Worked with Michael Hein to finalize a survey he would like to administer to faculty regarding the Writing Center and the services they provide. The purpose is to improve the Writing Center for students. The survey was created in SurveyMonkey and will be administered in the second 8-weeks of fall or in the spring term.
- SENSE survey was activated on September 15 and sent to 831 first-year students.
- Reviewed CLNA survey and suggested changes for Dr. Lesley Keeling-Olson for CLNA meeting

**Professional Development**
- Attended second NAPE equity meeting to discuss data needs and how the TC group will design our research project
- Attended advanced Excel course

**Adhoc Data Requests**
- Phi Theta Kappa Fall 2021 eligibility list for Michael Pilgrim
- Nursing Department student demographic data for Tracey Cooper
- Adhoc Public Information request from Pearson Education, enrollment numbers and National Student Clearinghouse reporting dates
- Public Information request for student directory information from Civitas, a Democratic political association
- Jeff Fritz, EMS Department grades by course and instructor, for five years
- Special Populations class list for Isaac Masoner
- CLNA Data for Dr. Keeling-Olson for community stakeholders meeting
- Data request for Co-Req success rates from Tammy Baca

**Committees**
- NAPE equity meeting
- Center for Teaching and Learning committee meeting

**Miscellaneous**
- IPEDS Completions Report
- Trained Tracey Cooper in Nursing to use pivot tables for her data reporting to State Board of Nursing.

**STUDENT ENROLLMENT SERVICES**
**General Information**
Second 8-week registration will continue until October 18, 2021. Spring priority registration will begin October 25, 2021, and regular registration will start November 1, 2021.

Advising

- Academic Advisors, Mr. Derrick Webb, Ms. Hattrice Freeman, Ms. Alexz Martinez, Ms. Laura Rodriguez, and Director Ms. Suzanna Bachman have been assisting students register for second 8-week classes for fall 2021 courses on Self-Service, via email, and in person.

- In September 2021, Ms. Bachman reports the advising office has seen 347 students, as well as provided email and phone advising assistance on registration, change of majors, graduation applications, add/drops, and assistance using Self-Service.

- Advising continues to discuss the available Emergency Aid grants with students. An email with important dates and Temple College resources was sent to students.

- Director Ms. Suzanna Bachman will conduct four Zoom drop-in sessions during October to December for students to virtually stop in and meet with an advisor to discuss any concerns, questions, and get assistance with using self-service for registration.

- Ms. Bachman is participating in a Focused Online Collaborative Interaction hosted by the Dana Center about Supporting Advisors to Scale Math Pathways.

Admissions and Records

- In September 2021, Admissions and Records has processed 201 applications for admissions to Temple College. All applicants were emailed acceptance notifications.

- Admissions and Records entered 2,532 transcripts in students’ records. Admissions and Records uses information from external transcripts for testing and course evaluations so that students can, among other things, register for classes, receive an accurate degree plan and apply for graduation.

- Admissions and Records has 177 prospective graduates for fall 2021 at this time with 200 degrees potentially being awarded.

- During the month of September, Admissions and Records assisted 102 people in person in addition to answering phone calls, emails, and the school’s chat system TAWK.

- Ms. Toni Salazar, Registrar attended the LULAC event Legacy Latina Y Familia. This event honored local Hispanic leaders, featured the Little Joe exhibit, and provided scholarships to Temple College students.

Financial Aid

- Ms. Mary Daniel, Director of Financial Aid, reports for 2021 - 2022, 1,308 learners at Temple College received Pell grants for a total disbursed amount of $2,076,674.23; 482 learners received Direct Loans for a total disbursed amount of $1,786,102.00.
• To date, 6,008 learners have listed Temple College on their Free Application for Federal Student Aid (FASFA) for 21 - 22.

• For the month of September Financial Aid staff saw 143 students in the office. Students have been active using email and phone calls and less foot traffic now that the semester has started.

Student Accommodations
• As of September 28, 2021, Ms. Reid has emailed 303 accommodation letters to instructors for 101 accommodation students enrolled in fall 2021 classes at Temple College. Ms. Reid is still accepting new accommodation students for the fall 2021 semester.

• Ms. Reid, along with representatives from Temple ISD, Belton ISD, Texas Workforce Commission, and UMHB hosted a Disability Job Fair for high school and college students with disabilities from Belton, Temple, and the Bell County Co-Op with students from Holland, Academy, Bartlett, and Rogers on September 17, 2021 at UMHB. Employers were at the job fair and interviewed students on the spot. Classes were available, so students learned tips on interviews skills on resume writing.

Math Lab
• Dr. Matthew Wolfe, has transitioned from part-time math tutor to the Math Lab Coordinator in September. Dr. Wolfe reports the Math Lab continues to provide a welcoming and supportive environment to increase student success in mathematics. To this end, the Math Lab is continuing its search for three excellent additional math tutors.

Recruitment
• Mr. Michael Pilgrim, Coordinator of Recruitment Programs, reports he is doing individual campus tours.

• Temple High School asked recruiting staff to spend a week on their campus helping students complete their Apply Texas profile and submit an application to Temple College. Mr. Pilgrim and Mrs. Kunze spent three days working with all senior English classes. Over 560 Temple High School students were able to finish their profile for Apply Texas, and most of them completed their Temple College Application. Next month recruiting staff will complete the same process with the FASFA application once it is available for students.

• Recruiting staff scheduled time with Belton High School to help students and parents complete their FASFA application. Recruiting staff will also spend a couple afternoons each month recruiting students at Belton High School during their Tiger Time. These activities will include students from the new Belton High School as well as New Tech.

• Many of the TACRAO recruiting events around Texas are virtual due to COVID closures. Recruiting staff attended an in-person fair in La Vega and virtual fairs in Dallas and Fort Worth. The Central Texas Recruiting fairs will begin the 3rd week in October.
According to Recruit Records in September, Temple College received 1,067 applications new applications.

Students get a welcome letter automatically through Recruit when they complete their application. Students that complete their FASFA but have not completed their Temple College Application will continue to get an email with instructions on how to complete the process through registration.

Retention
Mr. Adrian Sora, Director of Student Retention reports there are 155 students that 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.

Mr. Sora reports that there have been 269 faculty alerts at this time with 20 faculty members reporting. Mr. Sora also reports that he has granted access and has begun training for the following staff members: Ms. Rosa Berreles-Acosta and Ms. Melissa Kunze from the Dual Credit Department, Ms. Clarissa Martinez from the Circle of Support, and Ms. Julie Escamilla from Student Enrollment Services.

Mr. Sora has been sending texts and emails designed to check in with students to see how things are going. These emails and text messages are met with great responses. The idea behind this strategy is to be proactive in our approach to reaching out to the students to see if they need any help before they begin to fall off track.

There are currently eight students approved for Title IX Pregnancy Services for the fall 2021 semester.

Student Life
Ms. Ruth Bridges has the following events planned for the month of October:

- October 4 Horror Movie for Halloween in the Arnold Student Union (ASU)
- October 5 National Night Out display
- October 6 Hand out Snow Cones
- Celebrating Mexican Independence Month in the ASU
- October 7 Sigma Kappa Delta Open Mic on Zoom
- October 11 Columbus Day display
- October 12 Connect Four outside ASU
- October 13 Breast Cancer Awareness display
- Navy Birthday display
- October 18 Ring Toss outside ASU
- October 19 Gay Straight Alliance Meet & Greet in Taylor
- October 20 Horror Movie in the ASU
- October 21 Gay Straight Alliance Meet & Greet in Hutto
- October 25 Hunted House in the ASU
- October 27 Halloween Scramble Game in the ASU
- October 28 National First Responders Day display
- October 29 Hand out Halloween Candy
Testing Center

- During the month of September, the testing centers offered GED, HESI, CLEP, TEAS and TSIA2 exams in-person, as well as many classroom exams. Many faculty have resumed sending full classes for in-person exams, filling our testing centers to capacity on several occasions as we are still seating students three feet apart.

- The Testing Department held eight remote TSIA2 testing sessions in the month of September. Interviews for the Remote and Evening Testing Coordinator position will take place on September 30, 2021, and filling this position, the department hopes to expand to late hours by the end of October.

- Working with the nursing department, we have also developed protocol for a remote HESI testing option for students wishing to take this exam from home. The Nursing department is now advertising this option with their application packet.

- The Temple Fire Department held a certification exam on September 16, 2021. The Belton Fire Department held a certification exam on September 17, 2021. Testing gave 71 CASA examinations on behalf of Adult Education and Literacy for English Language Learners and High School Equivalency students.

Veterans Affairs

Mr. Brian Williams, Veteran Affairs Coordinator reports the VA department has registered 416 Veteran students for the Fall 2021 semester as of this date. The department will continue to register students for the second 8-week classes up until the first day of class.

Writing Center

- Writing Center Coordinator, Mr. Michael Hein, reports the Writing Center (WC) has seen consistent utilization of consultations by students. Recruitment of new consultants has commenced, and a campus-/community-wide outreach project has been planned. Systematic implementation of the outreach project will begin in spring 2022.

DIVISION OF BUSINESS AND CAREER PROFESSIONS

- Dr. Gail Cox has been selected as the 2021 Teacher Educator of the year by Texas Association for the Education of Young Children (TXAEYC). Every year, TXAEYC honors individuals who made extraordinary contributions to the field of early childhood care and education in Texas through their awards program, and this year Temple College is represented through the efforts of Dr. Cox.

DIVISION OF FINE ARTS

October marks the return of in-person concerts and events in the Fine Arts Division.

- Vocal Point will present a free Brown Bag concert, "Opening Up," on Tuesday, October 26 at 12:30 p.m. in the Backstage Theatre.

- The Fall Humanities Event, "Rhetoric, Debate, and Dialogue" will feature a panel of communication experts in the Newton Science Building Lecture Hall at 6:30 p.m. on October 26.
- The Jazz Ensemble will perform in the MAMPAC at 3 p.m. on October 31 - free to students and alumni with ID, $5 general admission.
- In the Visual Arts Center, the Faculty Art Exhibition is free and open to the public until November 1.

**eLearning, Education Technologies, and Online Services**

**Fall Semester 2nd 8-Week Term**
- Face-to-Face eLearning Workshops for students scheduled for October 12 – 19, adhering to social distancing protocols. In addition, eLearning tutorials will be available to students via email and D2L news item.

**D2L Course Management**
- Spring semester course shell will release on October 18. Ellucian Support Team has communicated new and revised course coding methods to departments, and eLearning will guide manual creation of all spring 2022 course offerings.
- In addition, Christa Quigley had Ellucian Support Team add steps to procedures, so administrative assistants will assign “Staff” to FASC faculty line for canceled sections so that the faculty will not be able to see the D2L shell.

**Single Sign on for D2L**
- The new SSO process will allow new students access to their D2L homepage in anticipation of the first day of classes when they will then have D2L course shell access for their registered courses. This is a great benefit to new students giving them the ability to follow along with the D2L tutorials provided by eLearning within their own D2L homepages.
- ITS has also implemented a new BCE student registration/activation workflow.

**Vendor Management**
- Contract renewals for the following service providers and services:
  - D2L - Learning Management System & Support, $68,729
  - D2L – Single Sign On Module for Ellucian, $2,633
  - HonorLock – Online Proctoring Service, $33,000
  - Smarthinking – Online Tutoring Service, $8,100 (negotiated savings of $8,000 for unused hours during 2020/2021 academic period)
  - SmarterMeasure – Online Learner Self-Assessment, $4,387
  - Turnitin – Essay GradeMark Service & Plagiarism Detection Service, $17,695

**Student Success**

**Logging into Temple College Document**
- Christa Quigley worked with ITS to update and revise the current document provided to students to assist with explanation of where to begin with accessing their student Microsoft Office 365 email accounts to enable the SSO process to work correctly for all systems.

**Committees**

**Proctored Testing Committee**
- Committee resumed in September, conducted meetings during spring semester, also collaborating and sharing on Microsoft Teams page.
Continuing research on Honorlock and other providers – to date, competitors of interest are either much more expensive. Integrity Advocate costs over $350K per year as compared to Honorlock at a cost of $55k per year. Current belief is that Honorlock remains the best solution for Temple College instructors wanting to utilize an on-demand online proctoring service.

Training sessions conducted for faculty over the summer and early fall semesters; continuing to monitor faculty adoption and usage.

Renewed Honorlock contract for 2021/2022 academic year in the meantime to ensure continuity of services.

Coordinating with Proctored Testing Policy Committee (Chaired by Shannon Bralley) who will develop policy and practices along with guidelines for faculty who wish to use the Testing Center.

**Regulatory Oversight and Compliance**

*Integrated Postsecondary Education Data System (IPEDS) Report*

- Assisted Institutional Effectiveness with preparation of annual IPEDS report

**WEAVE Strategic Planning**

- Submitted 2021/2022 goals and objectives for Single Sign On project and process improvements in coordination with IT Services.

**Community Relations**

*United Way – Day of Caring*

- Brian St. Amour and Christa Quigley have signed up to volunteer on the first Friday of October to donate their time to assist the community partners with a variety of projects such as painting, reorganizing clothing, preparing food packages, unloading food trucks, landscaping, cleaning, trash removal, and more.

**Adult, Education, and Literacy (AEL)**

*Recruitment and Enrollment*

**On September 29, 2021 – October 1, 2021, the AEL staff conducted a community outreach/program awareness initiative.**

**Career Pathways**

- The Direct Your Destiny (DYD) scholarship program awarded 25 students DYD scholarships in the first quarter of the grant program year. Twenty-two of 25 students continue their matriculation through the program. The Career Pathway program has introduced a variety of measures to mitigate the drop-out rate that include continual registration, free medical care to address BCE program requirements, referral for free childcare to qualified candidates, hybrid instruction, laptop loaner program, and flexible class makeup.

- While funding for the grant decreased this program year based on a drop in the population in our service area, we see potential growth in the greater Killeen area.
Negotiations with Heart of Texas Goodwill for placement of services within their newly approved building are ongoing and encouraging.

- The Career Pathways program is also in the process of planning for spring course offerings. Given the population density, we must be prepared to offer multiple courses to attract candidates. The goal for this spring semester is 25 students.
AGENDA ITEM 8-C

Temple College Foundation Report-October, 2021

Staff Recommendation: No Action Required

Evelyn Waiwaiole, Vice President Development and Executive Director of the Foundation, will present a report at the meeting.
AGENDA ITEM 8.D.1

Board Committees: Building/Facility Planning Committee Report

Staff Recommendation: No Action Required

Mr. John Bailey, Chairman, Building/Facility Planning Committee, will report that the 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 has not met since the September 20, 2021 Board meeting.
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 September 20, 2021 Board meeting.
AGENDA ITEM 9-A

Consideration of Approval of Faculty Recommended for Tenure Effective Spring 2022

Staff Recommendation: Approval

The Board is 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 fall 2021.

Health Professions Division
- Dr. Felix Guzman, Sonography

Business and Career Professions Division
- Stephen Phelps, Criminal Justice

Liberal Arts Division
- Brenda Nichols, English

Each tenure candidate will be introduced by the Provost/Vice President, Academic Affairs and Student Services.
To: Dr. Ponce and Board of Trustees
From: Brandon Bozon, Mr. Mark Ballard
Date: October 7, 2021

Audit guidelines require that the Board be informed of Accounts Receivable balances that are being removed from College ledgers because of being over three (3) years of age. The amount being written off for 2021 is $158,096, a decrease from 2020, which was $198,909.

The accounts written to Bad Debt Expense & Allowance for Doubtful Accounts reflect the additional expenses for unpaid balances between one (1) year and three (3) years of age. The amount for 2021 is $233,044, a decrease from the 2020 amount of $238,614.

Even though the College is required to remove accounts over three (3) years of age, we do maintain holds on student records for those balances in excess of $300 and do, in some cases, recover those debts.
TEMPEL COLLEGE  
Schedule of Allowance for Doubtful Accounts  
For FY20 & 21

Accounts Written Off Accounts Receivable and Allowances: 
(Debt over 3 years, already recorded in Allowances for Doubtful Accounts)

<table>
<thead>
<tr>
<th></th>
<th>2019-2020</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Accounts:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$198,909</td>
<td>$155,036  *</td>
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<tr>
<td>Sponsorships</td>
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<td>$0</td>
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<tr>
<td>American Legion Short Term Loan</td>
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<tr>
<td>Johnny Payne Short Term Loan</td>
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<tr>
<td>Student Services Emergency Loan</td>
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<td>$360     *</td>
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<td>Hamrick-Harris</td>
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<tr>
<td>Hunter Short Term Loan</td>
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<td>Returned Checks</td>
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<td><strong>Non-Student Accounts:</strong></td>
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<td></td>
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<tr>
<td></td>
<td>$0</td>
<td>$0</td>
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<tr>
<td><strong>Total Accounts Receivable and Allowances Written Off</strong></td>
<td><strong>$198,909</strong></td>
<td><strong>$158,096</strong></td>
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</tbody>
</table>

Accounts Written to Bad Debt and Allowances:

<table>
<thead>
<tr>
<th></th>
<th>2019-2020</th>
<th>2020-2021</th>
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<tbody>
<tr>
<td><strong>Student Accounts:</strong></td>
<td></td>
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</tr>
<tr>
<td>Tuition and Fees</td>
<td>$228,978</td>
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<td>$458</td>
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<td><strong>Non-Student Accounts:</strong></td>
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<td></td>
<td>$0</td>
<td>$0</td>
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<tr>
<td><strong>Total Written to Bad Debt Expense and Allowance</strong></td>
<td><strong>$238,614</strong></td>
<td><strong>$233,044</strong></td>
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<tr>
<td>Budget - Bad Debt</td>
<td>$262,719</td>
<td>$236,300</td>
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</tbody>
</table>

* Includes accounts 1095 days and over. Includes Fiscal Year 17-18 and earlier.

** Allowance calculated of $256,868  
(Fiscal Year 19-20) and 18-19 of  
$255,542. Subtract allowance  
balance after allowance write-off  
($284,143).

| Fiscal Year 19-20 | 256,869 |
| Fiscal Year 18-19 | 255,542 |
| Allowance required | 512,411 |
| Allowance already on g/l | ($284,143) |
| Increase in allowance | 228,268 |
MOU

Temple College and Temple Independent School District

Growing Resilience through Information Technology

GRIT

Temple College (TC) and Temple Independent School District (TISD) will work together to agreements:

1. TC will hire a Computer Information Systems (CIS) faculty member who will focus on dual credit, computer science courses at Temple High School (THS).
   a. THS will provide an appropriate location for this faculty member to maintain office hours while at THS.
   b. The faculty member, although housed at THS, will be supervised and responsible to the Department Chair of CIS at TC.

2. TC will hire a Dual Credit advisor who will be located at THS.
   a. THS will provide an appropriate location for this advisor to perform their duties including recruitment, guidance, and advising of Dual Credit interested and current Dual Credit students.
   b. The Dual Credit advisor, although housed at THS, will be supervised and responsible to the Executive Director of Dual Credit at TC.
   c. TC will provide to THS, a list of job duties and responsibilities that the Dual Credit advisor will be responsible for.

3. THS will provide a classroom for CIS instruction.
   a. TC will provide all computers and associated software costs as well as $10,000 toward computer tables for the specific use of the CIS department.
      i. All computers and tables, funded by the grant, will be serviced by TISD while located at THS.
      ii. THS will ensure CDC compliance in regards to the spacing and location of the tables.
      iii. Upon completion of the grant, and dependent on the sustained interest of the THS student body, the computer lab will remain at THS at least through the Spring 2027 semester.
      iv. The computers can be returned to TC at a time earlier, or later, than Spring 2027 upon mutual agreement between THS and TC.
      v. All devices will adhere to TISD security guidelines for student usage.

4. Starting in the second 8-week term of the Fall 2021 semester, all THS students taking Dual Credit courses through TC will receive funding for their enrolled courses as well as their associated textbooks.
   a. This funding will remain in effect until fully distributed according to the grant guidelines.
   b. TC will provide TISD continual funding availability for student tuition and fees, books, and exam reimbursement, at each of the quarterly meetings.
5. TC will provide transportation funding to TISD to transport students, taking advanced CIS courses through Dual Credit, between THS and TC.

6. TC will provide up to $6,620 in THS student funding costs for the Skills USA competition in CIS, in both year 1 and year 2 of the grant.
   a. This funding is specific to hotel and transportation costs and available for the students only.
   b. All other costs will be covered by THS and the students.

7. TC will provide exam vouchers for THS students ready to sit for CIS certification exams as funding permits.
   i. Funding will be provided only after the students have demonstrated exam readiness based on TISD guidelines.

8. TC will contract with external entities for professional development opportunities in distance learning.
   a. These professional development sessions will be made available to THS faculty.

9. TC will hire a Professional Development Coordinator who will make training opportunities available to both TC and THS faculty.

10. TC will provide funding for one THS faculty member to attend and participate in the War Games Cybersecurity conference in both year 1 and 2.
    a. Funding for airfare, lodging, meals, parking, and transportation will not exceed $1,150.
    i. Any additional monies required for the THS faculty member will be provided by THS.

11. TC will produce marketing materials specific to the GRIT grant.
    a. TISD will provide an approved logo for inclusion in marketing materials.
    b. TISD will distribute materials via established communication channels at THS.

This MOU is entered and agreed upon by the following:

Temple College

______________________________
Dr. Christy Ponce
President

______________________________
Mr. Bob Browder
Board of Trustees, Chair

Temple Independent School District

______________________________
Dr. Bobby Ott
Superintendent of Schools

______________________________
Dan Posey
Board of Trustees, President