Notice is hereby given that a Regular Board Meeting of the Board of Trustees of Temple College will be held on Monday, January 24, 2022 at 6:00 PM, in the Louise L. Cox Board Room, Room 916, located in the Marc Nigliazzo Administration building on the Main Campus. 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
   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 Consent Agenda
   A. Consideration of Approval of Minutes of Regular Meeting on November 15, 2021
   B. Consideration of Approval of the Appointment of Full-Time Professional Staff
   C. Consideration of Approval of the Appointment of Full-Time Faculty
   D. Consideration of Approval of Quarterly Investment Act Report-1st Quarter 2021-2022
5. Consideration of Approval of Disbursements for November 2021 and December 2021
6. Student/Faculty Spotlight
   Student Spotlight:
   All-State Music Students
   Choir: Erica Aguillon, Jacoriah Jackson, Ethan Matous, Jouper Muring
   Outstanding Employee Spotlight:
   Amariah Moore, TGI-Hutto Coordinator
   Community Spotlight:
   Golf Sponsorship Committee
7. President's Report
8. Reports
   A. Faculty Council
   B. Academic Affairs and Student Services Reports
C. Administrative Services Report
D. Resource Development and External Relations Report
E. Board Committees
   1. Building/Facility Planning Committee Report
   2. Finance Committee Report
   3. Policy Committee Report

9. New Business
A. Consideration of the Approval of the Annual Financial Audit and Compliance Report for FY 2021
B. Consideration of Approval of Calling the 2022 Trustee Election for May 7, 2022
C. Consideration of Approval of an Election Services Contract with the County Elections Officer, State of Texas, County of Bell
D. Consideration of Approval of 2022-2023 Academic Calendar
E. Consideration of Approval of Associate of Applied Science, Polysomnography Degree
F. Consideration of Approval of Associate of Science Engineering Technology Degree
G. Consider adopting a resolution authorizing a Tax Abatement Agreement with Polmer LLC which will abate a percentage of the increases in the taxable value of certain real and personal property located in the Temple Industrial Park

10. Miscellaneous
11. Executive Session to Discuss Matters Related to Economic Development
12. Adjournment
MINUTES  
REGULAR BOARD MEETING  
OF THE BOARD OF TRUSTEES  
NOVEMBER 15, 2021

A Regular Board Meeting of the Board of Trustees of Temple College was held Monday, November 15, 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  
John Bailey, Vice Chairman  
Harry Adams, Secretary  
Dr. Alejandro Arroliga  
Dr. Andrejs Avots-Avotins  
Katie Burrows  
Steve Niemeier  
Lydia Santibanez-Ferrell  
Larry Wilkerson

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 Waiwaiole, 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  
D. J. Bailey, Advisor, Athletics
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.
On a motion by Lydia Santibanez-Ferrell, seconded by Alejandro Arroliga, and without negative vote, the Board approved the Consent Agenda as presented.

Items for consideration were:
A. Consideration of Approval of Minutes from the Regular Meeting on October 18, 2021
B. Consideration of the Appointment of Full-Time Professional Staff
   The following individuals are being recommended by the President for appointment as members of the Full-Time Professional Staff.
   ★ Anthony Enriquez–Full-Time-Specialist-Information Technology Support-Information Technology Division
   ★ Brenda Taylor–Full-Time-Specialist-Information Technology Support-Information Technology Division
C. Consideration of the Appointment of Part-Time Professional Staff
   The following individuals are being recommended by the President for appointment as members of the Part-Time Professional Staff.
   ★ Miracle Gant–Part-Time-Writing Center Consultant-Student and Enrollment Services Division
   ★ Caroline DePhillips–Part-Time-Writing Center Consultant-Student and Enrollment Services Division
D. Consideration of the Annual Security Report and Annual Fire and Safety Report-All Campuses-2021
   The Board was asked to approve the required Temple College Annual Security Report and Annual Fire and Safety Report 2021 as submitted by the Temple College Police Department
E. Consideration of Approval of the Fall 2021 Part-Time/Overload Salaries for 2nd 8-Weeks
   The Board was asked to approve the part-time/overload salaries for the 2nd 8-Week classes as submitted by the academic and technical divisions pending any adjustments.
F. Consideration of Approval of the Monthly Investment Report October 64 FY 2021-2022
G. Consideration of Approval of a Budget Amendment-FY22 Grants-Growing Resiliency Through Information Technology (GRIT) Grant and the Hispanic Serving Institution-Technology, Engineering or Mathematics (HSI STEM) Grant
   The Board was asked to approve an amendment to the FY 2022 budget to appropriate grant funds received for the GRIT and HIS STEM grants and to recognize the additional funding available for the WECM grant.

5. Approval of Disbursements for October 2021.

On a motion by Larry Wilkerson, seconded by John Bailey, and without negative vote, the disbursements for October 2021 were approved as presented.
6. Student/Faculty Spotlight

**Student Spotlight**

Team members on Temple College’s 2021-2022 Women’s Volleyball team attended the Board meeting. Highlights of team activities were reported.

**Faculty Spotlight**

D. Kirkland, Department Chair for Speech, Humanities, Drama, and Dance, is the recipient of the 2022 W. T. & Claudia Barnhart Outstanding Faculty Award. She was commended for her many accomplishments, outstanding dedication to her profession, her outstanding commitment to Temple College, her deep awareness of challenges of students with diverse backgrounds, and for being an outstanding colleague.

7. President’s Report

- Temple College has taken part in Texas Pathways, a statewide student success initiative, for the past several years and has been recognized as Cadre 8. As part of the initiative, students are given the support to work towards graduation, academic advisors help students to transition to other colleges, and using marketing data to make students aware of money they can earn through academic growth. Using Ellucian CRM Advise as a tool to retain students, faculty members send letters to students to assist them with getting back on track.
- Temple College was recognized at the Texas Pathways Conference for demonstrating best how to keep students on track. Dr. Ponce expressed thanks to the college faculty, staff, and administration for the effort put into this accomplishment.
- A new program for a Polysomnography degree will be starting. Discussions were held with Baylor Scott & White on filling the need for employees in this area. Grant opportunities for Polysomnography include a grant to receive an additional $500,00 for equipment and faculty.
- Bob Browder presented an overview from the ACCT Conference.

8. Reports

A. Faculty Council Report

The Faculty Council Report was included in the Board materials.

B. Academic Affairs and Student Services Reports

- Dr. Guzmán-Treviño presented a comprehensive local needs assessment (CLNA) on Perkins which was facilitated by Dr. Lesley Keeling-Olson in late September.
  - Attendees included representatives from businesses, ISDs, Temple College, and community resource organizations.
A goal was to learn attendee feedback and assessment of our career and technical programs.
Another goal was to gain insight into future programs and goals.
- Collaborative brainstorming session with the right people needed to identify resources and begin learning how to use the resources to best serve students at all stages of the pipeline including dual credit, continuing education/workforce, non-credit, and credit.
- A Temple College Humanities Series Event: Enhancing Civil Discourse was held. Discussion about civil discourse facilitated by a panel of communication experts. The five-member panel focused on how the communication strategies of Rhetoric, Debate, and Dialogue can inform the practice of civil discourse in the classroom and community.

C. Foundation Report

The Johnson Brothers Ford Temple College Foundation Golf Tournament hosted on October 25, 2021 was a huge success and raised $100,500
The Foundation has had the good fortune of receiving several grants. Below is an overview of the funders, the amount of the grant, and the project that is being funded.

- Lumina and Achieving the Dream, $75,000, Prioritizing Adult Community College Enrollment
- Aetna, $50,000, Scholarships for CNA Students
- Texas Higher Education Coordinating Board (TRUE Grant), $98,384, Polysomnography Program (Sleep Lab)
- Texas Higher Education Coordinating Board (TRUE Grant), $1,000,000, Advanced Manufacturing

D. Board Committees

1. Building/Facility Planning Committee Report
   There was no Building/Facility Planning Committee meeting so there is no report this month.

2. Finance Committee Report
   There was no Finance Committee meeting so there is no report this month.

3. Policy Committee
   There was no Policy Committee meeting so there is no report this month.

9. New Business

A. Consideration of Approval of the following action with regard to RFQ 21-02 for Architectural and Engineering Services.

   A.1. Brandon Bozon asked the Board to approve the creation of a Qualified Pool of the three finalists of architectural and engineering firms to provide architectural and engineering services for the five projects included in solicitation to last for a period not longer than five years.
On a motion by Andrejs Avots-Avotins, seconded by Larry Wilkerson, and without negative vote, the creation of a Qualified Pool of the three finalists of architectural and engineering firms to provide architectural and engineering services for the five projects included in solicitation to last for a period not longer than five years was approved as presented.

A.2. Brandon Bozon asked the Board to approve delegation to the President (or her designee) the authority to negotiate with the firms in the Qualified Pool, in rank order, and execute all documents necessary to secure architectural and engineering services for each project.

On a motion by Lydia Santibanez-Ferrell, seconded by Katie Burrows, and without negative vote, the delegation to the President (or her designee) the authority to negotiate with the firms in the Qualified Pool, in rank order, and execute all documents necessary to secure architectural and engineering services for each project was approved as presented.

B. Brandon Bozon asked the Board to approve the selection of a construction manager at risk as the preferred construction delivery method using a two-step process.

On a motion by Steve Niemeier, seconded by John Bailey, and without negative vote, selection of a construction manager at risk as the preferred construction delivery method using a two-step process was approved as presented.

C. Dr. Guzmán-Treviño presented the consideration of approval of a Faculty Title Change for Susan Dean, English Department to Professor. Ms. Dean has met the criteria for a title change.

10. Miscellaneous
There were no miscellaneous items for discussion.

11. Executive Session to Consider Personnel, Legal Matters, and Real Estate
At 7:43 p.m., Chairman Browder announced that after a short break, pursuant to Vernon’s Texas Civil Statutes, Article 6252-17, the Board will go into Executive Session to consider Personnel, Legal Matters, and Real Estate.

The Board convened into Executive Session at 7:48 p.m.

The Board reconvened into Regular Session at 9:02 p.m., and there were no deliberations during the Executive Session that required Board action.

12. Adjournment
There being no further business, the Meeting of the Board of Trustees was adjourned on a motion by John Bailey, and seconded by Larry Wilkerson, at 9:03 p.m.

NEXT BOARD OF TRUSTEES MEETING:
A Regular Meeting of the Temple College Board of Trustees will be held Monday, January 24, 2022 at 6:00p.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.

★ Marcus Bell—Full-Time—Dual Credit Advisor-Academic Affairs Division. Mr. Bell received a Master of Science in Education degree from Southern Illinois University. He recently worked as an Admissions Representative for South University in Round Rock.

★ Linda Bellamy—Full-Time—Coordinator-Texas Bioscience Institute-Academic Affairs Division. Ms. Bellamy received a Bachelor of Arts degree from Quincy University. She recently worked as a teacher for Nolanville Elementary School where she advised parents on skills, abilities, and needs for their children.

★ Eric Eckert—Full-Time—Executive Director-Strategic Communications and Outreach, Development and External Relations. Mr. Eckert received a Master of Art in English degree from Missouri State University. He has more than 20 years of experience in the field of professional communications and recruiting for higher education. Eric most recently worked for Baylor University in the position of Assistant Director of Faculty Development in the Office of Media and Public Relations.

★ Juanita Lockett, Ed.D—Full-Time—Professional Development Coordinator-Academic Affairs Division. Dr. Lockett received a Doctor of Education in Organizational Leadership from Argosy University. She currently teaches online as an adjunct for Indiana Wesleyan University. Juanita recently served as the Director of Career Services for Vista College in Killeen.

★ Zach Oldham—Full-Time—Executive Director-Creative Marketing, Development and External Relations. Mr. Oldham received an Associate in Commercial Art & Advertising degree from Texas State Technical College. He comes to us with 17 years professional marketing and design experience.
AGENDA ITEM 4-C

Consideration of Approval of Appointment of Full-Time Faculty

Staff Recommendation: Approval

The following individual is being recommended by the President for appointment as a member of the Full-Time Faculty

★ Richard Askey – Full-Time-Industrial Technology Trainer-Business and Continuing Education Division. Mr. Askey received a Bachelor of Business Administration degree from Sam Houston State University. He taught a workplace safety course to all incoming students at Northwest Louisiana Technical Community College from July 2019 until January 2022.
**AGENDA ITEM 4-D**

**TEMPLE COLLEGE**

**MONTHLY INVESTMENT REPORT**

**PUBLIC FUNDS INVESTMENT DISCLOSURE REPORT**

**1st Quarter FY 2022**

<table>
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<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</th>
<th>Book/Market Value 11/30/2021</th>
<th>Operating Funds</th>
<th>Restricted Funds</th>
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| Total Cash, Cash Equivalents and Investments | | $152,125,277 | $48,181,643 | $17,307 | $155,341,936 | $25,016,495 | $130,325,441 |

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

Signed:

Vice President Administrative Services/CFO
AGENDA ITEM 8-A

Reports: Faculty Council

Staff Recommendation: No Action Required

Claudia Turner, President of the Temple College Faculty Council, will present the January 2022 report on Faculty Council activities.
The HEB Equity Fellows presented two sessions during Welcome Week, January, 2022.

On Tuesday of Welcome Week, Dr. Christopher Krejci moderated a round table discussion in which he, Kaylyn Carew, Dr. Reid Echols, Kim George, and Dr. Christine Simon provided ideas and led discussion about ways to help all Temple College students be successful by adopting an equity mindset. This session was focused on faculty. The message “Implementing small changes can make big impacts on student success” was the overarching theme of discussion. Each member of the panel, using examples from their own classes, discussed small changes (as well as large changes) that were implemented and how students responded to the changes. Questions were answered and ideas were free flowing. It was a GREAT session!

On Thursday, Dr. Sara Harris Baker, along with Carrie Cruce, Kim George, Marcia Temple, and Claudia Turner, implemented the session for staff. “Making the Transition from Equity Talk to Equity Walk” discussed the definition of equity as making sure each student has the tools to be successful. There was discussion of the student population at Temple College as well as what challenges face these students. Participants were divided into breakout rooms (in Zoom) to discuss what is currently being done to improve equity as well what should be done more effectively and how staff can support these efforts. Afterwards, as part of the session evaluation, participants were asked “What is your personal equity commitment?” Some of the answers include:

- Create a warm environment for my students to feel welcomed on campus
- To learn they system so that I can help students navigate better which way is best to get into the _______ program.
- Any contributions I have toward future data reports will include language non-finance individuals can understand
- To be aware of the difference between equity vs equality, and use that knowledge to patiently serve the students with less knowledge about navigating the college environment.
- Equity starts with my personal awareness of the various barriers students face. I will continue to be aware and diligent to advocate for students and their personal and academic success.
- I want to view TC from the perspective of an incoming student.
- I will endeavor to apply the excellent information/knowledge/experiences shared in this session. Also, I will continue to research "Equity" and implement this concept into my daily life while working with students, team members, as well as family and friends.

Thanks to the HEB Equity Fellows for their commitment to improving equity on the Temple College Campus. We thank HEB for their support of this important work!
AGENDA ITEM 8-B

Reports: Academic Affairs and Student Services Reports

Staff Recommendation: No Action Required

Dr. Susan Guzmán-Treviño prepared the Academic Affairs and Student Services reports that follow this cover page.
MEMORANDUM
Provost, Academic Affairs and Student Services

To: Dr. Christina Ponce
From: Dr. Susan Guzmán-Treviño
Subject: January 2022 Academic Affairs and Student Services Report

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT

STUDENT SPOTLIGHT: We will spotlight our All-State Music students:
    Choir: Erica Aguillon, Jacoriah Jackson, Ethan Matous, Jouper Muring
    Jazz: Alex Buss, Deon Byrd, Justin Kirksey, Eliezer Ortiz

OUTSTANDING EMPLOYEE SPOTLIGHT: We will highlight our TBI-Hutto Coordinator, Ms. Amariah Moore.

DIVISION OF BUSINESS AND CONTINUING EDUCATION (BCE)

Open Enrollment
    • Registration is underway for spring 2022 classes.
    • Temple Offerings: EKG, Phlebotomy, Certified Medial Assistant (CMA), Certified Nurses Aide (CNA), Medical Coding, Pharmacy Technician, CompTIA A+, Project Management, Customer Service, CDL, SHRM, Essentials of HR, Go2Work, AutoDesk Inventor, Computer Applications
    • Taylor classes: Computer Applications courses, CMA, Pharmacy.
    • 2021 Spring/Summer/Fall Classes are wrapping up – Graduation planned for February 3.

TWC Grants
    • Skills Development Fund Grant with Baylor Scott and White Health continues as scheduled. Second cohort of 40 employees begins training on January 30.

Customized Training
    • BCE is providing a leadership training series to Wilsonart’s frontline supervisors and area managers.
    • BCE is providing a leadership training course to Central Texas Housing Consortium Residents.

Financial Opportunities for Students
    • Scholarship opportunities are available for the Certified Nurse Aide program. Scholarship covers background checks, drug screen, scrubs, tuition, certification exam fees, textbooks, and supplies.
• Reskilling Grant opportunities available for students. If eligible, grant will cover up to $2,500 per student.

Course Spotlight
• SHRM Certification Preparation course
  ▪ Begins Tuesday, January 27, 6 – 8 pm

EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTERS (EWCHEC)

• Staff at both Taylor and Hutto have been busy assisting students with registration, enrollment, and orientation for the spring 2022 semester. Much of this work has been done through in-person appointments and walk-ins, but virtual and phone appointments are continuing as well.

• Enrollment Coordinators are working with both Hutto and Taylor school districts to set up “Temple Tuesdays” beginning in February. These weekly events allow for a consistent presence at the high schools and provide for Temple College staff to meet in person with high school students and assist them with various recruitment, admission, and enrollment processes.

• EWCHEC Student and Community Events this month:
  January 7 – Regional FFA Mid-winter Conference
  January 12 – Hutto Chamber of Commerce Luncheon
  January 13 – City of Hutto Power Breakfast
  January 13 – TC-Hutto New Student/e-Learning Orientation
  January 13 – Hutto Fire Department Testing
  January 15 – Hutto Chamber of Commerce Annual Banquet
  January 18 – Taylor Chamber of Commerce Awards Banquet
  January 20 – Pflugerville HS – EWCHEC tour
  January 27 – Round Rock Chamber Board of Director’s Meeting

INSTITUTIONAL EFFECTIVENESS

Assessment
• Met with Isaac Masoner regarding 16 and 8-week measures and how to conduct research for his outcomes

• Downloaded English and Foreign Language program review feedback report and emailed to the department chair, in order for her to complete her summative report

• Pilot program review process completed with Biology program review in Curriculum Committee. Dr. Locklin presented the review in approximately 30 minutes. The review was evaluated with the new Program Review Rubric found here: https://www.surveymonkey.com/r/program_review_2021-22
• Sent Program Review presentation for Math to Daniel Hermann for his review. After sending these data, Daniel had a family emergency, and we needed to reschedule his program review. Chad Smith agreed to trade an April presentation for October.

• Program review data pull completed and slides created for Social Sciences II.

Grants
• National Alliance for Partnerships in Equity (NAPE) grant meeting on December 2 regarding project for this year’s project.

Planning and Processes
• Division strategic planning on December 6, 2:00-6:00.

On-going Projects
• Adult student data requested by Becky Musil, to include student contact information, student record, and demographics.

Surveys
• Survey created from basic questions for NAPE grant. Ran list of students qualifying from the last three years who are still attending Temple College. Sent the survey out to all students in the segment (black males without an English credit).

Adhoc Data Requests
• Data request from Isaac Masoner for student success and completion rates for all business courses in 8 week and 16-week formats. This will help determine interventions to take for courses where students are struggling.

STUDENT ENROLLMENT SERVICES

General Information
• Spring Priority registration began October 25, 2021 and regular registration will start November 1, 2021 and continue until January 14, 2022. Spring semester starts January 18, 2022 for 1st 8-week and 16-week classes.

Academic Advising
• Academic Advisors, Ms. Hattrice Freeman, Ms. Alexz Martinez, Ms. Laura Rodriguez, Mr. Derrick Webb, and Director Ms. Suzanna Bachman have been assisting students register for spring 2022 courses on self-service, via email, and in person. In November and December 2021, Ms. Bachman reports the advising office has seen 895 students, as well as provided email and phone advising assistance on registration, change of majors, graduation applications, add/drops, and assistance using self-service.

• Ms. Alexz Martinez attended Mental Health First Aid training.

• Ms. Suzanna Bachman conducted two Zoom drop-in sessions during November and in December; students were emailed an updated video instructional guide for Self-Service Registration. Ms. Bachman made a new registration video for the Advising website. Access video here >> [https://use.vg/f7pLc](https://use.vg/f7pLc)
Ms. Sarah Artus, Associate Director of Admissions and Records reports through November and December 2021, Admissions and Records has processed 760 applications for admissions to Temple College. All applicants were emailed acceptance letters. The acceptance email notifies prospective and returning students of the necessary steps to registration, email addresses to various departments at Temple College, and availability of other services.

Admissions and Records entered 3,838 transcripts in November and 1,485 transcripts in December 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.

At the end of the fall term, Temple College, through Admissions and Records, awarded 190 degrees and certificates with a total of 167 students graduating.

So far for spring 2022, we have 189 prospective graduates.

During the month of November, Admissions and Records assisted 130 people in person in addition to answering phone calls, emails, and the school’s chat system TAWK.

During the month of December, Admissions and Records assisted 128 people in the office and collectively responded to 986 emails, answered and assisted 890 people through phone calls, and had 28 TAWK chat conversations.

Ms. Erica Arredondo, Ms. Samantha Feetham and Ms. Denise Mooney, Admission and Records Technicians, attended the TACRAO annual conference in Lubbock Texas in November. TACRAO stands for Texas Association of Collegiate Registrars and Admissions Officers. TACRAO is a nonprofit, voluntary, professional educational association of cooperating collegiate level institutions. The purpose of the Association is to advance professionally the work in the offices of admissions, records, registration and other related functions among institutions of higher learning. At the conference, the Admissions staff attended presentations about legislative updates, TSI updates, and techniques for enrollment processes, Apply Texas updates, communication workshops, Clearinghouse information and other workshops. Staff were able to visit with many vendors, and network with many other educational professionals.

Ms. Sarah Artus worked with Ms. Laresa Trusty to build military course equivalencies for our students who have served in the Armed Forces and are eligible to receive college credit for military training.

Admissions and Records processed 22 course substitution forms in November and 25 in December. With these approvals, Ms. Sarah Artus enters a substitute course in each program for each student.

Admissions and Records worked with the EMT Department to register many of the EMT students and update their programs.

Ms. Toni Salazar, Registrar, consults with Recruit weekly to work on issues with the program. In November, they worked on Apply Texas/Recruit and Colleague integration
errors. Ms. Salazar was assigned new duties of running maintenance processes for Recruit, Colleague, and Apply Texas portals, and she is undergoing trainings on those processes, checking for errors, and correcting.

- Ms. Toni Salazar met with I.T. and Recruit staff to work on creating nursing Admissions process, workflows, and maintenance in Recruit. They are also working on creating Continuing Education application processes, workflows, maintenance in Recruit.

- At the end of the fall 2021 term, Admissions processed all necessary end-of-term reports. We worked with the faculty and department chairs to get all grades entered into the system for fall. All end-of-term processes require grades to be entered, so we work closely with staff and faculty to collect information in a timely manner. Ashley Schoeneman and other technicians ran graduation processes to find eligible students and graduate them with the appropriate degrees and certificates. End-of-term transcripts were processed for students who needed their transcripts to be sent after all grades have posted. We sent the honor lists to the Web Advisor, so students who have completed the fall term on the President’ List or the Vice President’s List will be recognized on the Temple College website. Other reports were run to close out the schedule and close out the information for the term, and graduates were issued their degrees and certificates.

Financial Aid
- Ms. Mary Daniel, Director of Financial Aid, reports for 2021 - 2022, 1,551 learners at Temple College received Pell grants for a total disbursed amount of $3,332,146.25; 855 learners received Direct Loans for a total disbursed amount of $3,062,075.00.

- To date, 6,582 learners have listed Temple College on their Free Application for Federal Student Aid (FASFA) for 21-22.

- For the month of November, financial aid saw 214 students in the office.

- In November, financial aid did a 3-day FAFSA workshop for Temple High School and helped over 100 students begin filling out their FAFSA. We also did FAFSA days at Edwards Academy and Holland ISD helping about 40 more students.

- Ms. Kelly Czapnik, Ms. Emily Nicholas, and Ms. Mary Daniel participated in the Mental Health First Aid responders class offered to Temple College employees.

Student Accommodations
- On December 1, 2021, Ms. Misty Reid, Student Accommodations and International Advisor attended a Transition Fair at the First Baptist Church in Academy for area high school juniors and seniors who currently receive accommodations in high school. Ms. Reid shared advice and information about current accommodations application processes and guidelines for students with disabilities who plan to apply for accommodations in college.

- On January 12, 2022, Ms. Reid will email spring 2022 accommodation letters to instructors for accommodation students enrolled in spring 2022 classes at Temple College. Ms. Reid is still accepting new accommodation students for the spring 2022 semester.
- January 10, 2022, Ms. Reid will reach out to all foster care students at Temple College to inform them about resources available to them on campus and funding assistance available to them from the Education and Training Voucher program.

- Ms. Reid currently has five international F1 visa students returning for the spring 2022 semester and is currently accepting applications for the fall 2022 semester.

**Math Lab**

- The Temple College Math Lab is happy to report that student attendance was strong in the fall semester of 2021. A chart representing weekly traffic can be seen below. Students primarily sought assistance for college algebra. We are currently awaiting survey results and pass/fail rates to ascertain our effectiveness as a department.

![Weekly Student Visits - Fall 2021](chart.png)

<table>
<thead>
<tr>
<th>Week</th>
<th>Total Visits</th>
<th>Total Unique Students</th>
<th>Median Visits per Student</th>
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<tbody>
<tr>
<td>1</td>
<td>21</td>
<td>1</td>
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<td>16</td>
<td>161</td>
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<td>16</td>
</tr>
</tbody>
</table>

**Recruitment**

- Mr. Michael Pilgrim, Coordinator of Recruitment Programs reports we are doing individual campus tours. We will offer group tours to high schools during the spring 2022 semester; however, they will remain outdoor tours until further notice.

- According to Recruit Records in December 2021, Temple College received 746 new applications. To date in December, 461 students have submitted their application and may move forward once we receive supplemental items such as shot records or transcripts.

- 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 with instructions on how to complete the process through registration.

**Student Life**
Ms. Ruth Bridges has the following events planned for the month of January.

- January 10 Law –enforcement Appreciation Day
- January 12 Open House (Writing & Math Lab)
- January 18 Handout Blow Pops “Welcome Spring 2022”
  - Display Dr. M. L. King, Jr. Birthday
  - Dr. M. L. King, Jr. Quiz
- January 19 National Popcorn Day (Handout)
- January 20 Music in Arnold Student Union (DJ Day)
- January 24 Handout Gold Corns (Chocolate & Gum)
- January 25 Play Giant Connect-4
- January 26 Do a Puzzle ASU “Puzzle Day”
- January 27 Giant Checkers
- January 31 Hot Coco & Cookies

**Testing Center**
- The Testing Centers have fully reopened for classroom testing and had a busy December assisting with final examinations, many TSIA2 testers enrolling for the spring 2022 term, and HESI and TEAS testers who will be applying for the Nursing and Diagnostic Medical Sonography programs. Late hours of operation have resumed, increasing availability until 8 pm, Mondays through Thursdays.

- Ms. Shannon Bralley, Director of Testing proctored 25 students at Holland High School on November 30, 2021.

- The Testing Center held 50 Core Academic Skills Assessment (CASA) testing sessions on behalf of the Adult Education and Literacy department for English Language Learners and Adult Basic Education placement, in November and December. With an increase in AEL enrollments, we have worked with many new High School Equivalency and English Language Learners.


- Testing staff administered the ACT in the Academic Building on the national testing date, Saturday, December 11, 2021.

- The Testing department expanded Pearson testing services to include Texas Educator Certification Examination testing, Texas Real Estate Exam, and National Strength and Conditioning Association testing to the local community. In November and December, the Testing department offered 48 Pearson exams, including ten Educator Certification tests, six Real Estate exams, and one Strength and Conditioning candidate.

- Additionally, Testing is now administering the Pharmacy Technician Certification Board (PTCB) exam to serve Business and Continuing Education students completing this program as well as CompTIA A+ Certification exams on behalf of the BCE department.
Veterans Affairs

- Mr. Brian Williams, Veteran Affairs Coordinator reports the department has registered 282 veteran students for the spring 2022 semester.

- As part of our responsibilities for our student soldiers and their wives and families, we continue to enter grades and degree information in the respective military enrollment systems [Tuition Assistance (Army IgnitED) – soldier tuition, MyCAA- spouse tuition, and the AI Portal – Air Force tuition]. Travis French and Brian Williams continue to assist the Business Office to reconcile payments from the VA. We also saw a significant increase in emails and phone calls during the year, with a drastic decrease in foot traffic.

Writing Center (WC)

- Writing Center Coordinator, Mr. Michael Hein, reports the Writing Center (WC) saw substantial utilization of consultations by students throughout the fall 2021 semester. Student use of online consulting opportunities increased by roughly 10% during the second 8-weeks. Video conferencing consultations account for most of the increase. As the semester came to a close, Continuous Orientation videos were updated for the WC and Turnitin.

- A two-day professional development event was held which included a review of accomplishments, activities targeted at developing awareness of the WC’s role in supporting Temple College’s (TC) mission and at individual and group improvement, and a preview of Spring 2022 plans. Refinements to processes and practices are already being implemented based on the professional development event. In collaboration with the Math Lab (ML), an open house is slated for Welcome Week and has been planned and marketed to students.

- The coordinator’s conference proposal was accepted, and he will present and lead a round table discussion in early February.

- Outreach to and collaboration with multiple departments across all TC campuses continues and is planned throughout spring 2022. Outreach will facilitate the achievement of learning outcomes and broader academic and professional goals of our students and to support our faculty, administrators, and other internal and external stakeholders.

HEALTH PROFESSIONS

Nursing

- Nancy Eaton, Simulation Lab Coordinator, Audra Xenakis, VN Lead Instructor, and Elizabeth Kiesle, Clinical Teaching Assistant, were selected to present a podium presentation at the International Nursing Association of Clinical Simulation and Learning conference (INACSL) June 15-18th in Milwaukee, WI. They will present the work they did to develop and implement the Nursing Skills Fair. This is a highly selective conference so it is impressive that they were selected!
  - Title of the Presentation: “Training Day: Conducting a skills fair to keep students on track”
eLEARNING, EDUCATION TECHNOLOGIES AND ONLINE SERVICES

eLearning Operations

- Nursing Orientation – D2L shell and enrollment – Christa Quigley worked course shell creation and enrollment of new RN students.

- Financial Aid – D2L training course for student workers – Christa Quigley to work with Mary Daniels to create course shell, course design, and enrollment logistics.

- ELRN Orientation - Hutto New Student Orientations will be held on Thursday, January 13 in the Triple Room (A214). In addition (5) face-to-face sessions scheduled for spring semester were not scheduled due to the variant. Instead, online tutorials were emailed to the student list and placed as a news item in D2L. Plans are underway to schedule three face-to-face sessions for 2nd 8-week term.

- Interruption in service for some D2L tools on December 7 between the hours of 10:00 AM to 11:55 AM. It appears that the D2L issues are due to Amazon Web Services being affected, an outage at Amazon Web.

- IT Services planning for domain name to @templecollege.edu. eLearning will research any implications to ensure no potential impacts with D2L and some of our whitelist requirements.

Professional Development

- Brian to host Honorlock faculty training session during Spring Zero week, scheduled for January 11 1:30 AM – 2:30 PM. Two faculty members will present on their use of Honorlock in their courses.

Community Engagement

- TXDLA Journal of Distance Learning – reviewed "The Rapid Transition from Face-To-Face to Online Education Due to COVID-19: Observations of Higher Education Faculty in Texas"

- TXDLA Annual conference, proposal approved for presentation

Committees

- Professional Development Coordinator – Brian St. Amour served on hiring committee, interviews were conducted, and recommendation submitted to Dr. Susan Guzman-Trevino. New hire is Dr. Juanita Lockett who currently residing in the eLearning department since some of her role will be related to D2L training to faculty, etc. Dr. Lockett is a very good hire, and she will be a great addition to the college.
AGENDA ITEM 8-E-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-E-2

Board Committees: Finance Committee

Staff Recommendation: No Action Required

The Board Finance Committee has not met since the last Board meeting.
AGENDA ITEM 8-E-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.
AGENDA ITEM 9-A

Consideration of the Approval of the Financial Audit and Compliance Report for FY 2021

Staff Recommendation: Approval

The Board is being asked to approve the Financial Audit and Compliance Report for FY 2021. Mr. Dane Legg, with Lott, Vernon, and Company, P.C., will present the highlights of the report to the Board.
AGENDA ITEM 9-B

Consideration of Approval of the Order of Election for the Temple College Trustee Election on May 7, 2022

Staff Recommendation: Approval

The Board must approve the Order of Election for May 7, 2022.
AGENDA ITEM 9-C

Consideration of Approval of an Election Services Contract with the County Elections Officer, State of Texas, County of Bell, for the May 7, 2022 Election

Staff Recommendation: Approval

Three Board seats will be up for election in May 2022 belonging to Dr. Avots-Avotins, Place 4, Bob Browder, Place 5, and J. Harry Adams, Place 6. If the candidates for all positions run unopposed, no formal balloting will be required. However, if there is opposition, a joint election with the City of Temple will be held. The Board is asked to approve the contract with the City in the event an election is needed.
ELECTION SERVICES
CONTRACT WITH THE COUNTY ELECTIONS OFFICER
STATE OF TEXAS, COUNTY OF BELL

THIS CONTRACT made this 24th day of January, 2022, by and between
Christina Ponce, representing Temple College, hereinafter referred to as
(Person representing entity)
“Political Subdivision,” and Shay Luedeke, Interim County Election Officer of Bell County, Texas
hereinafter referred to as “Contracting Officer,” and by authority of Section 31.092(b), Texas Election
Code, for the conduct and supervision of the Temple College Board of Trustees election to be held on
(Entity Name)
May 7, 2022. THIS AGREEMENT is entered into in consideration of the mutual covenants and
promises hereinafter set out:

DUTIES AND SERVICES OF CONTRACTING OFFICER

The Contracting Officer shall be responsible for performing the following duties and shall furnish the
following services and equipment:

(a) Procure and distribute all necessary election supplies, including:
   1. Ballots
   2. Ballot boxes and voting booths

(b) Procure all necessary voting machines and equipment, transport machines and equipment to
    and from the polling places, and prepare the voting machines and equipment for use at the
    polling places. Equipment includes the ES&S ExpressVote Accessible electronic ballot
    marker and ES&S Model DS200 Precinct scanner and Tabulator.

(c) Arrange for the use of a central counting station and for the tabulating personnel and
    equipment needed at the counting station and assist in the preparation of programs and the test
    materials for the tabulation of the ballots to be used with electronic voting equipment.
    Equipment used is ES&S Model DS850 Central Scanner and Tabulator.

(d) Publish/Post the legal notice of the date, time, and place of the test of the electronic tabulating
    equipment and conduct such test.

(e) Perform any necessary maintenance or repair on the furnished machines and equipment.

(f) Assist in the general overall supervision of the election and provide advisory services in
    connection with the decisions to be made and the actions to be taken by the officers of the
    Political Subdivision who are responsible for holding the election.
GENERAL CONDITIONS

(a) Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the election is to be filed, the place at which any function is to be carried out, the officers who conduct the official canvass of the election returns, the officer to serve as custodian of the voted ballots or other election records, or any other nontransferable functions specified by section 31.096 of the Texas Election Code.
(b) The Contracting Officer is the agent of the Political Subdivision for the purpose of contracting with third parties with respect to the election expenses within the scope of the Contracting Officer’s duties, and the Contracting Officer is not liable for the failure to pay a claim.
(c) The Contracting Officer shall file copies of this contract with the County Treasurer and the County Auditor of Bell County, Texas.
(d) Only actual expenses directly attributable to an election services contract may be charged, Texas Election Code Section 31.100 (b). An election services contract must include an itemized list of estimated election expenses. If the estimated expenses, not including the fee charged under Subsection (d), exceed the actual expenses, the amount of the difference shall be refunded to the contracting authority, Texas Election Code 31.100 (c). A fee charged by the officer for general supervision of the election may not exceed 10 percent of the total amount of the contract, but may not be less than $75, Texas Election Code Section 31.100 (d).
(e) The Political Subdivision shall have the right to terminate this contract by written notice to the Contracting Officer, and in that event the Political Subdivision shall only be liable for expenses and fees allowable under subparagraph (d) and incurred prior to the Contracting Officer’s receipt of such notice of termination.
(f) The Contracting Officer may enter into a separate elections services contract with another political subdivision for an election conducted on the same day, provided that no such contract will materially interfere with the performance of the Contracting Officer’s obligations hereunder.
(g) This contract constitutes the entire agreement of the parties concerning election services for the election described above, and there are no oral representations, warranties, agreements or promises pertaining to such services not incorporated in writing in this contract. This contract may be amended only by an instrument in writing signed by the parties. Neither party may assign this contract or its rights or duties hereunder without the written consent of the other, and any attempted or purported assignment in the absence of such consent shall be void. If a court of competent jurisdiction finds that any provision of this contract is unenforceable, the remaining provisions with remain in effect without the unenforceable parts.
WITNESS the following signatures and seal:

Temple College  
(Entity Name)

By: [Signature]  
(Name of person representing political subdivision)

Date: 11/24/2022

By: [Signature]  
Name: Shay Luedke. Interim Bell County Elections Administrator

Date: 


AGENDA ITEM 9-D

Consideration of Approval of the Academic Calendar 2022-2023

Staff Recommendation: Approval

Dr. Guzmán-Treviño will ask the Board to approve the Temple College Academic Calendar 2022-2023. This calendar has been developed in consultation with the Temple College academic and student services leadership, TSTC-Williamson County, and our area independent school districts.
<table>
<thead>
<tr>
<th></th>
<th>Fall 2022</th>
<th>Spring 2023</th>
<th>Summer 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Registration</td>
<td>May 2–May 6 – 8 &amp; 16-Week Classes</td>
<td>October 24-28 – 8 &amp; 16-Week Classes</td>
<td>April 3– April 6 – 1st 5, 8, &amp; 10-Week Classes</td>
</tr>
<tr>
<td>Regular Registration</td>
<td>May 9 -August 12 - 16 &amp; 1st 8-Week Classes  <em>August 15-16 Only those that can pay by deadline or already have FA awarded.</em>  May 9-October 15 - 2nd 8-Week Classes</td>
<td>October 31 - January 6 - 16 &amp; 1st 8-Week Classes  <em>January 9-13 Only those that can pay by deadline or already have FA awarded.</em>  Nov 1-March 4 - 2nd 8-Week Classes</td>
<td>April 10-May 19 - 1st 5, 8, &amp; 10-Week Classes  <em>May 23-25 Only those that can pay by deadline or already have FA awarded.</em>  April 5-July 5 - 2nd 5-Week Classes</td>
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<tr>
<td>FA &amp; SUSP Appeal Due</td>
<td>August 11</td>
<td>January 6</td>
<td>May 25</td>
</tr>
<tr>
<td>All College Day</td>
<td>August 10</td>
<td>January 9</td>
<td>N/A</td>
</tr>
<tr>
<td>Welcome Week</td>
<td>August 10,11,15, 16</td>
<td>January 9-13</td>
<td>May 23-25</td>
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<tr>
<td>Semester Starts</td>
<td>August 17 - 16 &amp; 1st 8-Week Classes</td>
<td>January 17 - 16 &amp; 1st 8-Week Classes</td>
<td>May 30 - 1st 5, 8, &amp; 10-Week Classes</td>
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<td>October 17 - 2nd 8-Week Classes</td>
<td>March 20 - 2nd 8-Week Classes</td>
<td>July 3 - 2nd 5-Week Classes</td>
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<tr>
<td>Last Day to Add/Drop</td>
<td>August 18 - 16 &amp; 1st 8-Week Classes</td>
<td>January 18 - 16 &amp; 1st 8-Week Classes</td>
<td>May 31 - 1st 5, 8, &amp; 10-Week Classes</td>
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<tr>
<td></td>
<td>October 18 - 2nd 8-Week Classes</td>
<td>March 21 - 2nd 8-Week Classes</td>
<td>July 5 - 2nd 5-Week Classes</td>
</tr>
<tr>
<td>Never Attended</td>
<td>August 22 – 1st 8-Week Classes</td>
<td>January 23 – 1st 8-Week Classes</td>
<td>June 1 – 1st 5-Week Classes</td>
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<td>August 25 – 16-Week Classes</td>
<td>January 25 – 16-Week Classes</td>
<td>June 6 – 8-Week Classes</td>
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<td>October 21 – 2nd 8-Week Classes</td>
<td>March 24 – 2nd 8-Week Classes</td>
<td>June 8 – 10-Week Classes</td>
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<td>July 7 – 2nd 5-Week Classes</td>
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<tr>
<td>Census</td>
<td>August 24 - 1st 8-Week Classes</td>
<td>January 24 - 1st 8-Week Classes</td>
<td>June 5 - 1st 5-Week Classes</td>
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<tr>
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<td>September 1 - 16-Week Classes</td>
<td>February 1 - 16-Week Classes</td>
<td>June 7 - 8-Week Classes</td>
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<td>October 24 - 2nd 8-Week Classes</td>
<td>March 27 - 2nd 8-Week Classes</td>
<td>June 19 - 10-Week Classes</td>
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<td>July 11 - 2nd 5-Week Classes</td>
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<tr>
<td></td>
<td>Fall 2022</td>
<td>Spring 2023</td>
<td>Summer 2023</td>
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</tbody>
</table>
| **Financial Aid Disbursements** | September 16 – Initial Refund  
October 7 – 1st time loan  
October 28 – 2nd loan only  
November 11 – 2nd 8-week | February 17 – Initial Refund  
March 3 – 1st time loan  
April 10 – 2nd loan only  
April 21 – 2nd 8-week | June 22 – Initial Refund  
July 6 – 1st time loan  
July 20 – 2nd 5-week |
| **Last Day to Drop a Class** | September 29 - 1st 8-Week Classes  
November 17 - 16-Week Classes  
December 1 - 2nd 8-Week Classes | February 23 - 1st 8-Week Classes  
April 13 - 16-Week Classes  
April 20 - 2nd 8-Week Classes | June 22 - 1st 5-Week Classes  
July 6 - 8-Week Classes  
July 20 - 10-Week Classes  
July 27 - 2nd 5-Week Classes |
| **Final Exams** | October 10-11 - 1st 8-Week Classes  
December 5-9 - 16-Week Classes  
December 7-8 - 2nd 8-Week Classes | March 8-9 - 1st 8-Week Classes  
May 8-12 - 16-Week Classes  
May 10-11 - 2nd 8-Week Classes | June 29 - 1st 5-Week Classes  
July 19-20 - 8-Week Classes  
August 2-3 - 10-Week Classes  
August 3 - 2nd 5-Week Classes |
| **Semester Ends** | October 11 - 1st 8-Week Classes  
December 9 - 16-Week Classes & 2nd 8-Week Classes | March 10 - 1st 8-Week Classes  
May 12 - 16-Week Classes  
May 12 – 2nd 8-week classes | June 29 - 1st 5-Week Classes  
July 20 - 8-Week Classes  
August 3 – 2nd 5 & 10-Week Classes  
August 36 |
| **Grades Due** | October 12 by noon -1st 8-Week Classes  
December 9 by noon -16-Week & 2nd 8-Week Classes | March 10 by noon – 1st 8-Week Classes  
May 12 by noon – 16-Week & 2nd 8-Week Classes | June 29 by noon – 1st 5-Week Classes  
August 3 by noon for 8, 10, and 2nd 5 Week Classes |
| **Fall Break** | October 12-14 – 8-Week & 16-Week Classes | | |
| **Holidays** | September 5 - Labor Day  
November 23-25 - Thanksgiving Break  
December 15 - January 2 - Winter Break | January 16 - MLK Holiday  
March 13-17 - Spring Break  
April 7 - Good Friday | May 29 - Memorial Day  
July 4 - Independence Day |
| **Graduation Application Due** | October 3 - December Graduation | February 1 - May Graduation | June 1 - Summer Graduation |
| **Commencement** | | May 13 | |
MEMORANDUM

VICE PRESIDENT OF ACADEMIC AFFAIRS AND STUDENT SERVICES

To: Dr. Christina Ponce
From: Dr. Susan Guzmán-Treviño
Date: January 24, 2022
RE: Approval of Associate of Applied Science-Polysomnography

We are requesting the Board of Trustees approve offering the Associate of Applied Science in Polysomnography.

This Associate of Applied Science in Polysomnography provides the opportunity for students to earn a high wage in a health care field, and this new credential will fulfill a need in the community. On November 10, 2021, the college Curriculum Committee voted to approve adding this new degree.

Please see Page 2 of this memo for the recommended degree plan.

We appreciate your consideration of this request.
### Associate of Applied Science - Polysomnography

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credits</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2401 - Anatomy &amp; Physiology I</td>
<td>4</td>
<td>3</td>
<td>3</td>
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<tr>
<td>BIOL 2402 - Anatomy &amp; Physiology II</td>
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<td>HPRS 1304 - Basic Health Profession Skills</td>
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**1st Semester (Spring)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Lecture</th>
<th>Lab</th>
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<th>Contact</th>
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<tbody>
<tr>
<td>PSGT 1205 - Neurophysiology of Sleep</td>
<td>2</td>
<td>1</td>
<td>2</td>
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<tr>
<td>PSGT 1310 - Neuroanatomy &amp; Physiology</td>
<td>3</td>
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<td>PSGT 1440 - Sleep Disorders</td>
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<tr>
<td>PSGT 1400 - Polysomnography I</td>
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<tr>
<td>PSGT 1215 - Introduction to Polysomnography</td>
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**2nd Semester (Summer)**

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<tr>
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<tr>
<td>RSPT 1237 - Basic Dysrhythmia Interpretation</td>
<td>2</td>
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<tr>
<td>PSGT 2205 - Sleep Scoring &amp; Staging</td>
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<tr>
<td>Humanities/Fine Arts Elective</td>
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**3rd Semester (Fall)**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSGT 2411 - Polysomnography II</td>
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<td>PSGT 2561 - AAS Clinical II</td>
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<td>ENGL 1301 - Composition I</td>
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**4th Semester (Spring)**

<table>
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<tr>
<th>Course</th>
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<th>Lab</th>
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<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSGT 1191 - Sleep Practice Management</td>
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<td>PSGT 2250 - Infant &amp; Pediatric Polysomnography</td>
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<td>PSGT 2662 - AAS Clinical III</td>
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**Total**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Lecture</th>
<th>Lab</th>
<th>Clinical</th>
<th>Contact</th>
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MEMORANDUM

VICE PRESIDENT OF ACADEMIC AFFAIRS AND STUDENT SERVICES

To: Dr. Christina Ponce

From: Dr. Susan Guzmán-Treviño

Date: January 24, 2022

RE: Approval of Associate of Science-Engineering Technology

We are requesting the Board of Trustees approve offering the Associate of Science-Engineering Technology.

This Associate of Science in Engineering Technology is a transferable degree, and this credential aligns with bachelor’s degrees at Texas A&M University-Central Texas and Texas State University. On December 1, 2021, the college Curriculum Committee voted to approve adding this new degree. If approved by the board, students may enroll in the program for the fall 2022 semester.

Please see Page 2 of this memo for the recommended degree plan.

We appreciate your consideration of this request.
# AS Engineering Technology

<table>
<thead>
<tr>
<th>FIRST YEAR FALL 1 &amp; 2</th>
<th>SCH</th>
<th>SECOND YEAR FALL 1 &amp; 2</th>
<th>SCH</th>
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<tbody>
<tr>
<td>16 weeks</td>
<td></td>
<td>16 weeks</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>MATH 2414 Calculus II</td>
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<tr>
<td></td>
<td></td>
<td>PHYS 2425 University Physics I</td>
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<tr>
<td>1st 8 Week</td>
<td>1st 8 Weeks</td>
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</tr>
<tr>
<td>MATH 1314 College Algebra or MATH 2412 Pre-Calculus Math or Math 2413 Calculus I (16-week class)</td>
<td>3</td>
<td>GOVT 2305 Federal Government</td>
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<tr>
<td>ENGR 1201 Introduction to Engineering</td>
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<tr>
<td>2nd 8 Weeks</td>
<td>2nd 8 Weeks</td>
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<tr>
<td>MATH 2412 Pre-Calculus Math</td>
<td>4</td>
<td>Social and Behavioral Sciences (GEOG 1303)</td>
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<tr>
<td>ENGL 1301 Composition I</td>
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<tr>
<td><strong>Total SCH</strong></td>
<td>12</td>
<td><strong>Total SCH</strong></td>
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</tbody>
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| FIRST YEAR SPRING 1 & 2             |     | SECOND YEAR SPRING 1 & 2               |     |
| 16 weeks                             |     | 16 weeks                               |     |
| MATH 2413 Calculus I or MATH 2414 Calculus II | 4 | PHYS 2426 University Physics II | 4 |
| 1st 8 Weeks                          | 1st 8 Weeks |
| HIST 1301 United States History 1   | 3   | ENGR 2301 Engineering Mechanics- Statics or ENGT 1409 AC/CD Circuits for Engineering Technology | 3 |
| ENGR 1304 Engineering Graphics I    | 3   | GOVT 2308 Texas Government             | 3   |
| 2nd 8 Weeks                          | 2nd 8 Weeks |
| ENGL 1302 Composition 2 or SPCH 1315 Public Speaking | 3 | Language, Philosophy and Culture (HUMA 1301) | 3 |
|                                      |     | ENTC 1191 Special Topics in Engineering Technology | 2 |
| **Total SCH**                        | 13  | **Total SCH**                          | 15  |

| SUMMER                               |     |                                       |     |
|                                      |     |                                       |     |
| HIST 1302 United States History 2    | 3   |                                       |     |
| Creative Arts                        | 3   |                                       |     |
| **Total SCH**                        | 6   |                                       |     |

**TOTAL FIRST YEAR**                  | 31  | **TOTAL SECOND YEAR**                  | 29  |

**TOTAL AS DEGREE**                   | 60  |                                       |     |

---

1 Students entering the degree plan with College Algebra and/or Pre-Calculus must work with an advisor to ensure the proper math course sequencing is completed for transfer. Advancement to MATH 2420 Differential Equations may be authorized.