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. Presentation
   Dr. Matt Smith, Superintendent, Belton ISD, to address the Belton ISD 2022 Bond Election
5. Consideration of Approval of Consent Agenda
   A. Consideration of Approval of Minutes from the Regular Meeting on February 21, 2022
   B. Consideration of the Appointment of Full-Time Professional Staff
   C. Consideration of the Appointment of Adjunct Faculty
   D. Consideration of Approval of Texas Commission on Law Enforcement Standards and Education (TCLEOSE) Mandated Racial Profiling Report for 2021
   E. Consideration of Approval of Public Funds Investment Act Disclosure-Monthly Investment Report-December 31, 2021-January 31, 2022, the Budget Revision Schedule for Second Quarter 2021-2022, and the Cumulative Budget February 2022
   F. Consideration of Approval of an Adjustment to a Previously Budgeted Grant Program
6. Consideration of Approval of Disbursements for February 2022
7. Outstanding Faculty and Student Spotlight
   Dr. Felix Greco, Assistant Professor, Biology
   Glenda Panzieri, Student
8. President’s Report
9. Reports
   A. Faculty Council
   B. Academic Affairs and Student Services Reports
   C. Resource Development and External Relations
   D. Workforce Development
   E. Board Committees
      1. Building/Facility Planning Committee Report
2. Finance Committee Report
3. Policy Committee Report

10. New Business
   A. Consideration of Approval of the Adoption of the Tuition and Fee Schedule for the 2022-2023 Academic Year
   B. Consideration of Approval of a Renewal of the TASB Risk Management Fund Interlocal Participation Agreement

11. Miscellaneous

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

13. Adjournment
AGENDA ITEM 5-A

Approval of Minutes from the Regular Meeting on February 21, 2022

Staff Recommendation: Approval

Following this cover page for Agenda Item 5-A are the proposed Minutes for the Board of Trustees meeting held on February 21, 2022 for consideration of approval.
A Regular Board Meeting of the Board of Trustees of Temple College was held Monday, February 21, 2022 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 (Virtually Attended)
Katie Burrows
Steve Niemeier (Virtually Attended)

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 (Virtually Attended)
Dede Griffith, Vice President of Workforce Development
Dr. Robbin Ray, Associate Vice President and Chief of Operations, East Williamson County Centers
Susan Allamon, Associate Vice President, Finance

OTHERS PRESENT
Shawn Dach
Eric Eckert
Monica Lefner
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
Harry Adams offered the invocation.
Larry Wilkerson recited the Pledge of Allegiance.

3. Opportunity for Citizens to Address the Board
   A. 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 Approval 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 Harry Adams, seconded by Alejandro Arroliga, and without negative vote, the Board approved the Consent Agenda as presented.

A. Consideration of Approval of Minutes from the Special Meeting on December 6, 2021 and the Regular Meeting on January 24, 2022

B. Consideration of Approval of the Appointment of Full-Time Faculty
The following individuals are being recommended by the President for appointment as members of the Full-Time Faculty

   ⭐ Ginger Ketcham—Assistant Professor—Associate Degree Nursing—Health Professions Division-Ms. Ketcham received a Master of Science in Nursing Education degree from Western Governors University

   ⭐ Ami Stone—Associate Professor—Associate Degree Nursing—Health Professions Division

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

- **Carlos Bernal** – Adjunct Professor-EMS, Health Professions Division
- **Rusty Holmes, DMA** – Adjunct Professor-Music, Private Lessons Fine Arts Division
- **Paula Reeves** – Adjunct Professor–Clinical Teaching Assistant, Nursing–Health Professions Division
- **Kelsey Sodek** – Adjunct Professor–EMS, Health Professions Division
- **Cynthia Maldonado** – Adjunct Professor-Dental Hygiene, Health Professions Division

E. Consideration of Approval of the Equal Employment Opportunity (EEO) Report - 1st Quarter-September 2021-December 2021
Brandon Bozon submitted the Equal Employment Opportunity (EEO) Report as part of Temple College’s Strategic Initiative which focuses on employing a diverse, highly trained workforce. Reports are presented on a quarterly basis.

F. Consideration of Approval of the Spring 2022 Part-Time/Overload Salaries for 16- and 1st 8-Weeks
The Board was asked to approve the Spring 2022 Part-Time/Overload Salaries for 16- and 1st 8-Weeks as submitted by the Vice President of Academic Affairs and Student Services with any necessary corrections.

G. Consideration of Approval of the following LOCAL Policies:
The Board was asked to approve the Policy Manual Revisions BBF (LOCAL, DEB- (LOCAL), DHC (LOCAL), DLB (LOCAL), DMAA (LOCAL), DMC (LOCAL), as submitted to the Policy Manual, Review Committee as included in the Board Materials.

H. Consideration of Approval of an Amendment to the FY 2022 Budget to Appropriate Grant Funds Awarded and Recognize an Adjustment to a Previously Budgeted Grant Program
The Board was asked to approve an amendment to the FY 2022 budget to appropriate grant funds received for TRUE Advanced Manufacturing, TRUE Polysomnography, AETNA Certified Nursing Aide, AACC Cyber Skills for All, and THECB Accelerating Credentials of Purpose and Value grants, and to true up the College Credit for Heroes grant.
I. Consideration of Approval of the Monthly Investment Report January FY 2021-2022
The Board was asked to approve the monthly investment report as required by the Public Funds Investment Act. A copy of the report was included in the Board Materials.

5. Consideration of Approval of Disbursements for January 2022

On a motion by Harry Adams, seconded by Alejandro Arroliga, and without negative vote, the disbursements for January 2022 were approved as presented.

6. Student/Faculty Spotlight

Student Spotlight

Temple College SkillsUSA STEM Club Students

Dr. Sandra Melendez, Advisor for SkillsUSA STEM Club, asked club officers to introduce themselves and each one gave a short report on his or her duties and responsibilities. The club officers include Jennifer Ognibene, President; Lori Kliebert, Vice President; Adrianna Rogers, Secretary; Mauricio Leza, Treasurer; John Anderson, Reporter; Geraldo Pirela, Parliamentarian; and Mike Woods, Recruiter/Retention. The students related the need for funds to cover the costs of jackets for State meetings and projects. Dr. Avots-Avotins and Dr. Arroliga graciously donated the cost for the jackets for the students.

Outstanding Faculty Spotlight

Dr. Sandra Melendez, Department Chair, Engineering Technology, and Advisor for the Temple College SkillsUSA STEM Club, reported on the Skills USA 2022 challenges hosted by Temple College on Saturday, January 29. Middle school and high school students from across the region competed in a variety of SkillsUSA 2022 challenges. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Students competed in simulations relating to crime scene investigation, community emergency response, forensic science, and more.

7. President's Report

- Dr. Ponce reported on student athletes in the classroom. Congratulations were extended to Coach McMurtry for the encouragement and support given to student athletes to ensure student success. She noted that 50 athletes have a 3.0 or higher GPA and 19 athletes were on the Vice President’s Honor List with 5 on the President’s List. Everyone was encouraged to go to the games and support the athletes.
• Launch Temple is a partnership with the City of Temple and the Rotary Club South and Temple Rotary Club of Temple, and Temple College for entrepreneurs who want to start businesses in Temple or expand a current business. The purpose of the program is to provide mentorship, classroom time, college credit hours, assistance building a complete business plan, networking opportunities, and funding opportunities.

• Dr. Ponce shared meeting community college advocates First Lady of the United States, Dr. Jill Biden, Dr. Miguel Cardona, U.S. Secretary of Education, and Martin J. Walsh, U.S. Secretary of Labor at the ACCT National Legislative Summit held in February in Washington, D.C. She extended an invitation to all of them to visit Temple College.

• Workforce Solutions of Central Texas accepted a $7.8 million check from the Texas Workforce Commission to help Soldiers separating from the military.

• A contract has been negotiated with Stantec, architecture meetings have begun, schedules set, timelines reviewed, schematic design changes being made, etc.

8. Reports
   A. Faculty Council

   The Faculty Council report was included in the Board materials. The report includes the Health Professions Divisions’ participation in the SkillsUSA challenges.

   B. Academic Affairs and Student Services Reports

   • Stephen Phelps, Division Director, Business and Career Professions, noted that the Police Academy’s current class passed the state exam on their 1st attempt maintaining the 100% pass rate for the Temple Police Academy. There are now a total count of 285 officers who have completed the Temple Police Academy.

   • Dr. Guzmán-Treviño reported on the goal of focus group goals including
     - How can we better support our students?
     - What services can we add or improve?
     - How can their experiences help inform our redesigned onboarding process?
     - How can students’ feedback can help inform our new strategic plan’s priorities?
     - How can their experiences inform design of the new Temple College Main Building?
     She also reviewed the student and faculty feedback that was received from the focus groups.

   C. Resource Development and External Relations

   There was no report.
D. Board Committees
1. Building/Facility Planning Committee
   The Building/Facility Planning Committee did not meet since the last Board meeting so there was no report.

2. Finance Committee Report
   The Board Committee did meet since the last Board meeting so there was no report.

3. Policy Committee Report
   The Policy Committee reviewed the following policies and they were reviewed and approved by the Board Policy Committee.
   - BBF (LOCAL) Board Members – Ethics
   - DEB (LOCAL) Compensation and Benefits – Fringe Benefits
   - DHC (LOCAL) Employee Standards of Conduct – Child Abuse and Neglect Reporting
   - DLB (LOCAL) Employee Performance – Suspension
   - DMAA (LOCAL) Term Contracts – Termination Mid-Contract
   - DMC (LOCAL) Term of Employment – Reduction in Force

9. New Business
   There was no New Business for discussion.

10. Miscellaneous
    There were no miscellaneous items for discussion.

11. Executive Session to Consider Personnel, Legal Matters, and Real Estate
    Chairman Browder announced that an Executive Session would not be called as there were no items for discussion.

12. Adjournment
    There being no further business, the Meeting of the Board of Trustees was adjourned on a motion by Dr. Alejandro Arroliga, and seconded by Harry Adams, at 7:04 p.m.

NEXT BOARD OF TRUSTEES MEETING:

A Regular Meeting of the Temple College Board of Trustees will be held Monday, March 21, 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 5-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.

★ Susan Allamon – Associate Vice President, Finance and Human Resources, Administrative Services Division. Ms. Allamon received a Bachelor of Business in Accounting degree from Tarleton State University. She has been employed with Temple College since March 2021 as Associate Vice President, Finance.

★ Elvis Bromley – Coordinator, Human Resources, Resource Management Division. Mr. Bromley received an Associate of Arts in Criminal Justice, and an Associate of Applied Science in Criminal Justice degree from Temple College. He has been employed with Temple College since 2013. Mr. Bromley’s most recent position was Administrative Assistant for Human Resources.

★ Monique Gibson – Coordinator, Evening and Remote Testing, Student and Enrollment Services Division. Ms. Gibson received an Associate of Arts in General Studies degree from Temple College. She has been employed with Temple College since 2011. Ms. Gibson’s most recent position with Temple College was Testing Specialist.

★ Alicia Hover – Associate Director, Human Resources, Resource Management Division. Ms. Hover received a Bachelor of Arts in Psychology degree from the University of Texas of the Permian Basin. She has been employed with Temple College since November of 2021. Ms. Hover’s most recent position was Coordinator, Payroll and Records Manager.

★ Monica Lefner – Executive Director, Human Resources, Resource Management Division. Ms. Lefner received a Bachelor of Business Administration in Accounting degree from the University of Mary Hardin Baylor. She has been employed with Temple College since 2002. Ms. Lefner’s most recent position was Director of Payroll.

★ Eva Margarita Munguia, Ed.D. – Executive Director of Student Success & Hispanic Serving Institution Project Director – Grant Funded, Academic Affairs Division. Dr. Munguia received a Doctor of Education in Educational Leadership from California State University. She has over 12 years of extensive knowledge and experience working in community colleges.
★ **Terri Reynolds** – Coordinator, Human Resources, Resource Management Division. Ms. Reynolds received an Associate of Arts in General Studies degree from Temple College. She has been employed with Temple College since 2018. Ms. Reynolds’ most recent position was Administrative Assistant, Human Resources.

★ **Julie Weaver** – Data Analyst, Business and Continuing Education Division. Ms. Weaver received her Associates of Applied Science in Computer Aided Drafting & Design degree from Lee College. She has more than 10 years of experience working in a community college environment. Ms. Weaver worked for Lee College from 2008 through 2018.
AGENDA ITEM-5-C

Consideration of Approval of Appointment of Adjunct Faculty

Staff Recommendation: Approval

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

★ Young Kee Cho, Ph.D – Adjunct Professor-Philosophy-Liberal Arts Division. Dr. Cho received his Doctor of Philosophy from The University of Texas at Austin. His specialty area is ancient philosophy. Dr. Cho has taught logic and philosophy courses both at undergraduate and graduate levels for seven years.
AGENDA ITEM 5-D

Consideration of the Approval of the Texas Commission on Law Enforcement Standards and Education (TCLEOSE) Mandated Racial Profiling Report for 2021

Staff Recommendation: Approval

The Board is asked to review and approve the Texas Commission on Law Enforcement Standards and Education (TCLEOSE) required report as submitted by the Temple College Police Department.
RACIAL PROFILING REPORT FOR 2021

Temple College D.P.S.

Reporting Dates: January 1, 2021 – December 31, 2021

Submitted to the Texas Commission on Law Enforcement on February 11, 2022.

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

Chief Markum
Director of Public Safety/
Chief of Police
Temple College Police Department
FULL EXEMPTION RACIAL PROFILING REPORT

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

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

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

Executed by: 02/11/2022
Chief of Police
Date: 02/11/2022

Submitted electronically to the

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

Temple College Department of Public Safety

House Bill 3399 changed several portions of the Code of Criminal Procedure. The major change that is now in the law (CCP Article 2.131 - 2.132) is that all agencies must report racial profiling data to TCLEOSE as well as their governing body.

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

Code of Criminal Procedure


(a) In this article:

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

(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

(3) "Race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, Native American, or Middle Eastern descent.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

(1) clearly define acts constituting racial profiling;
(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

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

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

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

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

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

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

(A) the Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

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

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

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

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

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


With the addition of the "Sandra Bland Act" and adjustments to the racial profiling law there are new changes to reporting that go into effect beginning Jan. 1st, 2018 - Dec. 31st, 2018 and thereafter for each calendar year.
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<th>Cash and Cash Equivalents</th>
<th>Interest Rate</th>
<th>Book/Market Value 11/30/2021</th>
<th>Receipts</th>
<th>Interest Earnings</th>
<th>Distributions</th>
<th>Book/Market Value 2/28/2022</th>
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<th>Restricted Funds</th>
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| Total Cash, Cash Equivalents and Investments  |               | **$155,192,982**              | **$52,095,699** | **$35,486**       | **$44,628,308** | **$162,695,862**             | **$26,693,626** | **$136,002,236** |

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

Signed:

Vice President Administrative Services/CFO
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<th>BUDGET REVISION NUMBER</th>
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<tr>
<td>2022-22</td>
<td>Reallocation of expenses for Engineering Technology: $325</td>
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<td>2022-23</td>
<td>Reallocation of expenses for Biology: $2,000</td>
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<td>2022-24</td>
<td>Reallocation of expenses for College Credit for Heros: $4,509</td>
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<td>2022-25</td>
<td>Reallocation of expenses for VPAA: $900</td>
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<tr>
<td>2022-26</td>
<td>Refrigerator for Sonography Suite: Contingency funds of $449</td>
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<td>2022-27</td>
<td>Reallocation of expenses for Circle of Support: $2,000</td>
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<td>2022-28</td>
<td>Reallocation of expenses for Testing: $18,000</td>
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<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$50,292,395</td>
<td>$50,292,395</td>
<td>$50,292,395</td>
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</table>
## REVENUES

### Educational & General

**State Funds**
- State Appropriations: 9,230,615 / 3,951,674 (43%)
- State Grants & Contracts: 965,498 / 582,016 (60%)

**Federal Funds**
- Federal Grants: 6,597,953 / 8,675,098 (131%)
- Title IV Grants: 8,805,354 / 5,303,305 (60%)

**Local Funds**
- Private Grants, Gifts, & Contracts: 2,770,142 / 1,976,355 (71%)
- Tuition: 12,856,900 / 10,461,633 (81%)
- Fees: 3,954,925 / 3,247,868 (82%)
- Exemptions, Waivers, & Discounts: (2,425,732) / (2,023,444) (83%)
- Taxes: 13,178,149 / 12,781,138 (97%)
- Other Local Funds: 421,219 / 194,080 (46%)

**Total Educational & General**
- 56,355,023 / 45,149,723 (80%)

### Transfers from OA to Other Funds

- Use Fees: (1,222,000) / (983,078) (80%)
- Taxes: (4,630,628) / (4,520,334) (98%)
- Parking, Energy Conservation, HVAC: (215,000) / 0 (0%)
- Other: 0 / 0 (0%)
- Transfer - TIF Remittance: 0 / 0 (0%)

**Total Transfers from OA to Other Funds**
- (6,067,628) / (5,503,412) (91%)

### Auxiliary Enterprises

- 5,000 / 11,102 (222%)

**TOTAL REVENUES**
- 50,292,395 / 39,657,413 (79%)

## EXPENDITURES

### Educational & General

**Instruction**
- 15,522,189 / 7,181,970 (46%)
- Public Service: 1,326,746 / 475,055 (36%)
- Academic Support: 3,197,411 / 2,987,021 (93%)
- Student Services: 4,414,352 / 1,610,281 (36%)
- Institutional Support: 10,459,478 / 5,174,245 (49%)
- Physical Plant: 3,414,583 / 1,507,220 (44%)

**Total Educational & General**
- 38,334,759 / 18,935,792 (49%)

**Student Aid**
- 10,937,765 / 11,824,119 (108%)

**Auxiliary Enterprises**
- 915,320 / 474,780 (52%)

**Contingency for Unexpected Expenditures**
- 104,551 / 0 (0%)

**TOTAL EXPENDITURES**
- 50,292,395 / 31,234,691 (62%)

**NET DIFFERENCE**
- 0 / 8,422,722
To: Dr. Ponce & Board of Trustees

From: Brandon Bozon

Date: March 21, 2022

Re: Approval of Amendment to the FY 2022 Budget

Temple College received notice from THECB that it was awarded an additional $30,651 for the FY21-22 Perkins Basic grant. The budget amendment will increase both budgeted revenues and expenses.

Recommendation: Approve amendment to the FY 2022 budget to appropriate additional grant funds received for the Perkins Basic grant.
# PERKINS BASIC

## Revenues

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## Expenditures

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<td>24-01-5-12-162222-603830 OE,Sup,Bks,Serv : CP Basic 21-22</td>
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</table>
AGENDA ITEM 6

Approval of Disbursements for February 2022

Staff Recommendation: Approval

Mr. Wilkerson will review the Summary Check Register for the month of February 2022 before the meeting.
AGENDA ITEM 9-A

Reports: Faculty Council

Staff Recommendation: No Action Required

Claudia Turner, President of the Temple College Faculty Council, will present a report on Faculty Council activities.
In Fall 2021, a new course was offered in the Liberal Arts Department that was inspired by the work of the HEB Equity Scholars grant program. ENGL 2351: Mexican American Literature is the brain-child of Dr. Christopher Krejci. I asked Dr. Krejci, course developer and primary instructor, some questions to give you information about this very innovative and exciting course. The following is a summary of the virtual interview. Key: CT = Claudia Turner. CK: Dr. Christopher Krejci.

CT: What prompted you to develop this course?
CK: The proposal to add Mexican American Literature to the curriculum and Core came out of conversations that took place around the book From Equity Talk to Equity Walk, and author, Tia Brown McNair’s presentation during Leadership Training at the start of the Fall 2020 semester. After a discussion of one chapter during the book club meeting, I volunteered to advocate for the addition of culturally relevant courses that are already listed in the ACGM and offered at neighboring institutions. As a Hispanic serving institution with almost 30% of the student population identifying as Hispanic, (29.8 % according to 2020 the Texas Public Higher Education Almanac), English 2351, Mexican American Literature, fulfills a need at Temple College: It is culturally relevant and can speak to students lived experiences, included in the ACGM, offered at ACC, and in line with the college's Equity & Diversity initiatives.

CT: What does the course description include?
CK: As described in the ACGM, the course is a survey of Mexican American/Chicanx literature from Mesoamerica to the present. Students study literary works of fiction, poetry, drama, essays, and memoirs in relation to their historical, linguistic, political, regional, gendered, and cultural contexts. Texts are selected from a diverse group of authors, literary movements, and media forms, and topics and themes may include the literary performance of identity and culture, aesthetic mediation of racialization, struggle and protest, and artistic activism.

CT: How was the course developed?
CK: To develop the course, I worked with a committee that included faculty who teach English (Reid Echols, Kim George, and Esther Guenat), faculty who teach Spanish (George Solano), and the director of learning resources (Carrie Cruce). We began by researching how the course was being taught at other two-year institutions in Texas and four-year institutions across the US. We also investigated community-based organizations that might offer resources, related textbooks, OER materials, and online archives of Mexican American history, culture, literature and art. We modeled the syllabus on the other literature survey courses offered at Temple College.

CT: Tell me about the course content and format.
CK: As described in the adopted standardized departmental syllabus, the course is divided into three units: (1) Literary Performance of Identity and Culture; (2) Aesthetic Mediation of Racialization; (3) Struggle, Protest, and Artistic Activism. The first unit includes topics related to language, history, and identity. The second unit includes topics related to the representation of Mexican American/Chicanx culture in literature, film, and television. And the third unit includes topics related to civil rights, dramatic literature, and theatre for social change.

The course was taught for the first time in the second 8-week session in the Fall 2021 semester in a fully online format, which allowed students from various campuses to take the course. (Because of the pandemic, one student was even taking the course from South Korea.)
CT: What kind of assessments and assignments did you develop for the course?
CK: Despite being offered online, students get to know each other and interact through weekly online discussion boards and a group presentation on an assigned topic. The presentation includes a research component, analysis of a text, and a creative component. It also requires students to write a sample quiz with objective and open-ended questions. In this way, the group presentations become a study-aide for students to use when trying to master course concepts, understand texts, and prepare for the final exam. Students are also encouraged to pursue their own individual research interests for the final research paper.

CT: What kinds of things do you provide to help students be successful? (Student support)
CK: I offer additional support for students by holding optional weekly meetings via Zoom and meeting with each group on Zoom prior to their presentation. At the start of the semester, I give students three questions to ask of each text we read to help encourage independent critical-thinking. I also use Google Forms and collaborative documents to collect responses to weekly critical-thinking reflections and active-learning exercises.

CT: How do the students like the course? Give me some examples of student feedback.
CK: End-of-course reflections and course evaluations demonstrate the impact the course had on students:

"The most important thing I learned from the readings this semester is being able to understand more about Mexican American identity and culture. . . . [L]earning about events, stories, and the universal struggle for freedom . . . is helpful in developing that connection with human-beings. . . . I really appreciate how many works by women we read. My American Lit class had a few female writers . . . and Brit Lit had 0. I loved both of those classes, but it was refreshing to see."

"The most important thing that I learned from the reading this semester is that I matter, and I am important. I know that may sound strange, but being Latina it was a bit difficult growing up. I never seemed to fit in, and when I thought I did even my own kind told me I didn't. It was often a struggle within myself, and reading the writings helped me feel like I'm not always alone. The readings in this class were so great that I actually bought many of the full books . . . ."

"A lot of history, in general, is dictated by men, but I noticed that a lot of the texts that we read in this class were written by women about the experience of being a Latina/Chicana woman. I thought 'Woman Hollering Creek' was a really interesting story that helped explain the gender roles prescribed to women, especially from a Mexican American woman's perspective."

"I really enjoyed reading 'Soy la Avon Lady,' by Lorraine Lopez. This story was extremely relatable to me . . . [Molly] was belittled by family because of physical differences, made to feel like she didn't belong, and had a sense of embarrassment when being associated with her culture. . . . She endured turmoil and was asked a few times, "Quien es?" I struggle to find the answer to that question at times because of cultural racism . . . . I am not dark enough to be a Mexican, not curved enough, and do not speak fluent Spanish to qualify as a Mexican. This story was remarkable in every way."

"The piece of literature I read this semester that clearly spoke to my understanding of Mexican American identity was the story called 'Real Life Border Thriller' by Guillermo Gómez-Peña. . . . The story opened my eyes . . . The most important thing I learned from the reading . . . is that I will never judge someone because of how they look . . . ."

"Reading the stories in this class, I became better informed about Mexican American culture and struggles, and for that I truly am grateful."

"I'm really glad this course was offered this semester. I was able to engage in texts that I otherwise wouldn't have known about. I liked the energy Dr. Krejci had for this course; he encouraged participation & input on
assignments, etc. The texts for this class, I thought, were a good mixture throughout Latinx history. I really hope that this class continues to be taught at Temple."

"I loved the literature and lessons. Dr K. is excellent."

"He is an amazing teacher!! I learned so much from this class about my culture."

"The course overall was so great. I enjoyed all the content and learning so much about something I live daily."

CT: What are your future plans for this course?
CK: In the future, I hope to build course enrollment. I also plan to compose an annotated bibliography of resources to help other faculty who may teach the course.

For additional information, please feel free to see my course website at www.doctorkrejci.com.

Dr. Christopher Krejci
Associate Professor
Department: English and Foreign Languages

Mexican American Literature
Coming Fall 2021, Second 8-Week Session

ENGL 2351 Catalog Description
A survey of Mexican American/Chicano literature from Mesoamerica to the present. Students will study literary works of fiction, poetry, drama, essays, and memoirs in relation to their historical, linguistic, political, regional, gendered, and cultural contexts. Texts will be selected from a diverse group of authors, literary movements, and media forms. Topics and themes may include the literary performance of identity and culture, aesthetic mediation of racialization, struggle and protest, and artistic activism.

Contact christopher.krejci@temple.edu for more information.
AGENDA ITEM 9-B

Reports: Academic Affairs and Student Services

Staff Recommendation: No Action Required

Dr. Susan Guzmán-Treviño prepared an Academic Affairs and Student Services report that follows this cover page.
MEMORANDUM
Provost, Academic Affairs and Student Services

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

ACADEMIC AFFAIRS AND STUDENT SERVICES REPORT

OUTSTANDING FACULTY AND STUDENT SPOTLIGHT: Dr. Felix Greco, Assistant Professor, Biology, and Ms. Glenda Panzieri, Student, will discuss their activities at the Texas Academy of Science Conference, held February 25-26. Ms. Panzieri will share her conference presentation entitled “The link between periodontal health and anti-inflammatory diet.”

DIVISION OF BUSINESS AND CONTINUING EDUCATION (BCE)

Open Enrollment
- Registration is ongoing for CDL, Clinical Medical Assistant, Computer Applications, Line Dancing, Project Management, Leopards Palette: Painting and Cookie Decorating
- Taylor classes: Computer Applications

TWC Grants
- Skills Development Fund Grant with Baylor Scott and White Health

Employer Engagement
- BCE continues to provide a monthly leadership training series to Wilsonart’s frontline supervisors and area managers. Engaging and Retaining Talent is scheduled for March 21, 2022.
- BCE will provide a customized Business Writing course to Texell Credit Union employees.

Community Outreach
- BCE is working with Workforce Solutions of Central Texas to provide a job-training program, Go2Work, to unemployed and under-employed individuals. The training is focused on customer service and employability skills. Participants in the program will have an opportunity to obtain a Customer Service Specialist credential from Electronic Technicians Association (ETA).
- Registration is now open for the upcoming class beginning:
  - March 28 - April 1, 8 am – 5pm
Financial Opportunities for Students
  o Reskilling Grant opportunities are available for students. If eligible, grant will cover up to $2,500 per student.

New Program Offerings
  Launch Temple
  ▪ Entrepreneur class offered to support small business owners
  ▪ April 5 – 7, Tuesdays, from 6 – 8:30 p.m.
  NCCER
  ▪ BCE is working through the accreditation process.

Polysomnography Technician
  ▪ Seeking full-time employee for Polysomnography Trainer position. Interested applicants can apply at www.templejc.edu/about/human-resources/
  ▪ Seeking Physician - Board Certified in Sleep Medicine to serve as Clinical Director.

INSTITUTIONAL EFFECTIVENESS

Assessment
  o Reminder infographic created and distributed to chairs and directors for spring assessment completion. 2/23

Grants
  o Adult Learner data request from Becky Musil for all learners 22 and over, including First Time In College (FTIC) term. She is scheduling focus groups for adult learners.
  o Update to Reskilling grant contact list, students who were enrolled spring 2021, summer 2021, and/or fall
  o Data request from Becky Musil for adult learners and their success rates, graduation rates, and retention rates.
  o Developmental student data for grant which includes number of entering students who are developmental and the completion rates of credit courses for all entering students.

Planning and Processes
  o Worked with IT to implement the new SurveyMonkey college account and distribute the 10 licenses. This will bring all TC SurveyMonkey accounts under the main TC enterprise account.

Surveys
  o Created a survey administration team in TEAMS in order to establish a shared calendar for anyone on campus administering surveys.
  o CCSSE survey administration codes for spring 2022 administration. Per Dr. Guzman-Trevino, administration will run March1 – April 30 in order to capture 1st and 2nd 8-week students.
  o Created survey for Writing Center, for Mike Hein. He will administer this to students who came to the Writing Center in the first 8-weeks term.
Professional Development
- Attended NAPE training on February 24, 8:30-12:00. This is the final meeting for the academic year. Results and report will be communicated by Dr. Robbin Ray.
- TAIR conference February 28-March 2.

Adhoc Data Requests
- Mark Ballard requested 2019-20 unduplicated headcount for credit and non-credit students.
- Psi Beta eligible student list requested by Dr. Christine Simon.
- STEM majors by ethnicity requested by Stephen Phelps for the CCS grant.
- Criminal Justice majors from 2015-2022 with contact data for Stephen Phelps.

 Committees
- Center for Teaching and Learning committee meeting

Miscellaneous
- Served on the hiring committee for CIS chair, Josh Wilson, for the GRIT grant faculty member. Three interviews were held for faculty candidates.

STUDENT ENROLLMENT SERVICES
General Information
- Second 8-week spring registration will continue until March 21, 2022. Summer registration will begin March 28, 2022, for priority and April 4, 2022, for regular registration. Fall registration will begin May 2, 2022, for priority and May 9, 2022, for regular registration.

Academic Advising
- Ms. Suzanna Bachman, Director of Advising, reports Academic Advisors, Ms. Alexz Martinez, Ms. Hattrice Freeman, Ms. Laura Rodriguez, Mr. Derrick Webb, and Director Ms. Suzanna Bachman have been assisting students with spring 2022 registration for second 8-weeks. We are approving classes on self-service, communicating via email, and in-person assistance. In February 2022, Ms. Bachman reports the advising office has seen 526 students and provided email and phone advising assistance for registration, change of majors, graduation applications, add/drops, and assistance using self-service. Students were emailed drop dates and scholarship application reminders. The Advising Center will continue to enroll students for second 8-week classes.

Admissions and Records
- Ms. Sarah Artus, Associate Director of Admissions and Records reports Admissions and Records has processed 315 applications for admissions to Temple College this month. 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 as well as the availability of other services. We have an online application program.

- Admissions and Records entered 3,901 transcripts in students’ records in January. Admissions and Records uses information from external transcripts for testing and course evaluations so that students can register for classes, receive an accurate degree plan, and apply for graduation.

- Admissions staff assisted with over 138 requests for internal transcripts and processed over 100 education verification requests.

- At this time, we have received 500 applications for graduation for spring 2022 with a total of 568 possible degrees and certificates to award. We have received 27 applications for summer graduation with 27 potential awards so far. In February, 248 letters were mailed to students regarding their graduation status.

- Admissions and Records’ staff assisted over 135 people in person at the front desk, assisted 31 people in Live Chats on our website using TAWK, received and handled 3,423 phone calls and responded to 2,413 emails.

- Staff received three reverse transfers from other institutions. With this information, we enter all classes on transcripts and evaluate graduation for each student.

- Ms. Dawn Ditto processed 25 grade changes as requested by TC faculty.

- Ms. Sarah Artus, Associate Director of Admissions and Records processed eight course substitution forms and five military experience credits. Military credits take military training, using the ACE Military Training Guide, and the Veteran Affairs department approved each course that qualifies.

Financial Aid

- Ms. Mary Daniel, Director of Financial Aid reports for 2021 - 2022, 1,794 learners at Temple College received Pell grants for a total disbursed amount of $5,240,289.91.

- 933 learners received Direct Loans for a total disbursed amount of $5,012,264.00.

- To date, 6,894 learners have listed Temple College on their Free Application for Federal Student Aid (FASFA) for 21-22.

- For the month of February, we saw 158 students in our office.

- Ms. Sheila McMillan, Financial Aid Advisor went to Rosebud-Lott High School and helped 50 students and parents with their 2022-2023 FAFSA.

Math Lab

- The Temple College Math Lab continues to provide its services to the student community. Efforts are currently underway to create a fillable form for students to schedule appointments in a one-step process, thus improving efficiency of communications. We would also like to welcome a new tutor, Ms. Dipti Ramani.
- Student traffic has been steady since the third week of the semester, with approximately 50 weekly visits. Students are primarily seeking assistance with statistics, pre-calculus, and college algebra. We thank the administration and board of Temple College for enabling us to continue to provide this service to the student community during the spring semester.

Math Lab – Daily

Attendance

Math Lab – Weekly

Attendance

Retention

- Mr. Adrian Sora, Director of Student Retention reports there are 97 students who received an academic suspension waiver, returned from a previous suspension, or entered Temple College on probation from another institution. The students are required to meet with Mr. Sora, or they will be dropped from all classes.

- Mr. Sora reports that there have been 675 faculty alerts that have been reported at this time with 30 faculty members reporting. Mr. Sora and the Success Coaches will work the alerts, based on the alert level.

- Mr. Sora will be creating CRM Advise user accounts for the new dual credit advisors and will begin training them within the next few weeks. The Spring Communication plan is currently running. The students really respond to “checking in” emails. All probation students have been instructed to contact Mr. Sora or a Success Coach if they run into any issues.

- There are currently 17 students approved for Title IX Pregnancy Services for the spring 2022 semester.
Student Accommodations

- On February 18, 2022, Ms. Misty Reid, Coordinator, attended an online Houston area international student advising forum to discuss international student regulations and issues.
- As of February 25, 2022, Ms. Reid has emailed 326 letters for 116 accommodation students to instructors for the spring 2022 semester at Temple College. Ms. Reid is still accepting new accommodation students for the spring 2022 semester.
- Ms. Reid is currently accepting applications for F1 visa international students for the fall 2022 semester.

Student Life

- March 1: "Mardi Gras" handout Mardi Gras neckless
  - Pass out King Cake
- March 2: Psychology Club Meeting in the Arnold Student Union (ASU)
  - Movie & Popcorn in the ASU
- March 3: Bean Bag Toss in the ASU
- March 7: March Madness "Basketball Shot Around" in the ASU
- March 9: Game Day in the ASU
- March 10: Baptist Student Ministry (BSM) Prayer and Free Hot Dogs
- March 11: Science Challenge in the ASU
- March 17: St Patrick Day – Give out Green Pins
- March 21: Popcorn & Movie inside ASU
- March 22: Puzzle Contest - Win A Prize inside ASU
- March 23: Karaoke inside ASU
- March 24: Scott & White Blood Drive on campus
- March 28: Fly a Kite outside ASU
- March 29: Jenga inside ASU
- March 30: Giant Checkers
- March 31: BSM Prayer/Bible Study

Testing Center

- The Testing Centers have resumed classroom testing, with numbers of Temple College class testers exceeding those before COVID, likely due to the 8-week course enrollment format.
- The Temple location of the Testing Center welcomed a new full-time Testing Specialist, Ms. April Jones, on January 31. Ms. Jones has spent the month of February becoming familiar with the department offerings and has become a wonderful addition to our team.
- Ms. Monique Gibson, Remote and Evening Testing Coordinator, has taken on all remote testing sessions for TSIA2. This month she has administered several remote TSIA sessions for Temple College students, to include one tester in Hong Kong.
- Ms. Shannon Bralley, Director of Testing, participated in the Multiple Measures Research meeting with several other members of the college community. She also participated in the remote Achieving the Dream conference on behalf of the
college February 15-17 to learn about creating a more equitable experience and environment for our student population.

- The Temple Testing Center provided a TCOLE testing session for 12 testers on February 10.
- Ms. Shannon Bralley administered 45 TSIA2 exams at Holland High School February 22-23 for sophomores interested in taking dual credit classes and graduating seniors yet to meet TSI requirements.
- The Testing Center held 27 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 January.

Veterans Affairs (VA)

- Mr. Brian Williams, Veterans Affairs Coordinator, reports the VA office has registered 380 (at 3,129 hours) veteran students for the spring 2022 semester.
- Our state VA representative has approved our new, changed, and deleted degree plans. The report is awaiting federal approval, which will allow students to receive and use GI Bill Education Benefits. The primary outcome is the addition of the Healthcare programs taught in the BCE department.

Writing Center

- Writing Center Coordinator, Mr. Michael Hein, reports the Writing Center (WC) hosted its second open house and had increased turnout from the first.

  - **Utilization Student Consultations (01/27 – 02/25)**
    - Total – 68
    - In-Person – 41 (main campus; Hutto and Taylor to be reported at end of first eight weeks)
    - Email – 26
    - Zoom – 1

- **TC Outreach**
  - Two informational interviews completed (Speech Dept., Testing Center)
  - 2nd open house completed – attendance > 11

- **Expansion of Services/Materials**
  - Business Club/Business Depart. Resume Workshop – Coordinator presented on aligning a CV and master resume to specific jobs and on building a LinkedIn page
  - ENGL 1301 Dangling/Misplaced Modifiers lesson/workshop – Coordinator developed and taught/led
  - Expansion of HESI and TSI materials and services under development in collaboration with Nursing Dept., Testing Center, and BCE

- **Writing Center Improvement Projects**
  - Coordinator collaborating with Institutional Effectiveness on student satisfaction survey to be released by 03/01/2022
Two brainstorming meetings with TC’s Professional Development Coordinator and Criminal Justice Dept. complete
Coordinator professional development included visiting UMHB’s writing center, presenting at SCWCA 2022, and mentoring from AEL Associate Director, James Skinner

FINE ARTS

- On February 21, the Division of Fine Arts hosted over 60 prospective students for Fine Art Major for a Day - Theatre, Music, and Visual Arts. Students participated in hands-on lessons in their disciplines, toured campus, and learned about degree and course offerings in the Fine Arts at TC. This was our first time to host a Division-wide event, and due to its success, we will definitely keep it going.

- We are entering prime performance and exhibition season in the Fine Arts Division. Our March and early April events include:
  - March 1 – April 1 – Art Exhibition, Guest Artist Leah Gose “Transplantations,” free admission
  - April 1, 7:30 p.m. – Temple College Jazz Festival, TCJE featuring Carl Saunders $20 general admission, $5 student
  - April 2, 7:30 p.m. – Temple College Jazz Festival, TJO featuring Wycliffe Gordon $20 general admission, $5 student
  - April 9, 5:00 p.m. – Faculty Music/Theatre Showcase, Backstage Theatre, free admission
  - April 12, 7:30 p.m. – Chorale presents “Make Our Garden Grow,” $5 general admission, students free
  - April 19, 7:30 p.m. – Orchestra Concert featuring Dr. Kate Bae and David Perez-Guerra, pianists
  - April 21, 12 p.m. – Student Art Exhibition Awards Reception (show runs through May 6), free admission

eLEARNING, EDUCATION TECHNOLOGIES and ONLINE SERVICES

eLearning Operations

- February Freeze closures
  - Temple College transitioned to remote services and online learning due to frigid weather and freezing rain. All services remained operational with no disruption to faculty or students.

- D2L
  - Fall semester course shell deactivation scheduled to occur March 1. Brian has researched and deployed new Course Updater tool in D2L to facilitate the deactivation of previous term courses.
- eLearning continues to engage with ITS, the Colleague Support Team, HR and departments to identify issues with role changes on Colleague and how our downstream systems are affected.
- Brian will continue to monitor impact of conflicts in Eastern Europe and Asia on cybersecurity and our eLearning systems including the Amazon web hosting services for D2L. We will engage with ITS and the Colleague Support Team as needed and alert stakeholders of any issues or impacts.

- Business & Community Education
  - Working with Business and Continuing Education and the Colleague Support Team to continue facilitation of integrate course creation and enrollment management in D2L.

- New Publisher Integrations
  - Facilitating Evolve publisher integration for Pharmacy instructor Charles Bartley and D2L training and course cartridge build for Refrigeration instructor Richard Askey.

Watermark End of Course Survey
- Brian St. Amour met with Becky Musil, Special Projects Coordinator to review and set up 16-week courses and 1st 8-week courses for end of course surveys. Some courses will be removed from the list including the eLearning Workshops, New Student Orientations, Professional Development course sections in addition to our BIOL Anatomy & Physiology Resource Lab shell and Nursing clinical shells. We are collaborating on improvements to notifications and emails disseminated to students and faculty and incorporating them with D2L news items.

Councils and Committees
- Proctored Testing Solutions Committee
  - Honorlock utilization is holding steady as shown:

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<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan *</th>
<th>Feb</th>
<th>YTD</th>
</tr>
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<tbody>
<tr>
<td>Faculty</td>
<td>22</td>
<td>14</td>
<td>17</td>
<td>17</td>
<td>23</td>
<td>24</td>
<td>22</td>
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<td>Courses</td>
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<td>33</td>
<td>54</td>
<td>52</td>
<td>55</td>
<td>53</td>
<td>3</td>
<td>23</td>
<td>351</td>
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<td>Unique Exams</td>
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<td>62</td>
<td>99</td>
<td>54</td>
<td>81</td>
<td>78</td>
<td>97</td>
<td>104</td>
<td>5</td>
<td>35</td>
<td>699</td>
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<tr>
<td>Students</td>
<td>756</td>
<td>393</td>
<td>431</td>
<td>375</td>
<td>718</td>
<td>733</td>
<td>700</td>
<td>564</td>
<td>104</td>
<td>354</td>
<td>4774</td>
</tr>
<tr>
<td>Exams Taken</td>
<td>1564</td>
<td>1069</td>
<td>1181</td>
<td>633</td>
<td>1176</td>
<td>1157</td>
<td>1345</td>
<td>925</td>
<td>125</td>
<td>517</td>
<td>9692</td>
</tr>
</tbody>
</table>

* Spring semester started 1/18 explaining low usage.
Additional Honorlock training information provided to faculty and D2L widget links updated for students for the following information:
- System Requirements
- How to Use Honorlock
- Honorlock Knowledge Base
- Starting an Exam Issue? Click Here
- Asked for a Password? You do not need one! Click Here for Video Help
- Using Honorlock with 3rd Party Exam
- Honorlock “Live Chat” Support

Student Success Council and the OER Subcommittee
- Temple College was awarded a one-year paid membership in Open Education Global (OEG) under a membership paid by the Digital Higher Education Consortium of Texas (DigiTex). As a member, we will have access to the Community College Consortium for Open Educational Resources (CCCOER). As the Temple College DigiTex Coordinator, Christa Quigley will be reviewing and passing along information and opportunities that will benefit TC or can assist faculty with Open Education and OER materials.

- Christa is reviewing past OER course usage communications and data to develop a thorough evaluation/feedback request for Department Chairs and faculty to detail their use of OER materials to gain a better understanding of where we are in our level of participation and how to best provide information and support.

Textbook Policy Committee
- Chris Krejci, Chair held a Zoom call on 22 February with Christa Quigley and Juanita Lockett to touch-base on the new access to the Community College Consortium for Open Educational Resources (CCCOER). We discussed the purpose of the TPC and how we can work together to develop policies for textbooks and OER usage that can benefit faculty and students. Chris had participated in the March Open Texas 2021 virtual conference along with Carrie Cruce, Daniel Brown, and Christa Quigley, and we discussed the availability of those materials and recordings within the D2L OER Resources shell for our review.

- The Division of Learning Resources headed by Carrie Cruce, created a Temple College OER LibGuide at https://libguides.templejc.edu/OER several years ago which provides information on regulations, Open Access and Creative Commons Licensing. We discussed the goal of publishing and linking OER/ZTC information on the Center for Teaching and Learning (CTL) Faculty site, which will be an on-going and extensive project.

Education Services Committee
- Brian provided an update on Honorlock usage, major milestones are 9175 exams taken since initial deployment since June 2021.
Professional Development

Personnel
- Associate Director, Christa Quigley will attend the 2022 National Institute for Staff and Organizational Development’s (NISOD) International Conference on Teaching and Leadership Excellence, May 28-31, in Austin with other Temple College recipients of the 2022 NISOD Excellence Award. This conference will provide opportunities to engage with community and technical college educators on important issues during over 200 innovative and engaging work sessions.

Texas Distance Learning Association
- Brian will attend and present at the TxDLA Conference in Galveston March 21-23, “When Mission-Critical Services Are Interrupted: Being a Better First Responder.”

Regulatory Compliance
- Update of Annual HERC Report for Region 7 & THECB
  - Brian St. Amour as the Institution Coordinator for Region 7, distributed the 2020-2021 report to department divisions requesting updates and edits. TC will report any changes since last year such as locations where we offer Dual Credit courses delivered at the ISDs within our service area, as well as any courses we provide outside of our service area. To date, the only courses we offer outside of our service area have been medical profession clinicals.

EAST WILLIAMSON COUNTY HIGHER EDUCATION CENTERS
- Taylor and Hutto continue to work with our local high schools with weekly on-site visits to assist graduating seniors seeking college admission.

- The staff participated in a Trades Day Career Fair at the Wilco Expo Center for the public and area ISDs on March 2. An estimated 700 middle and high school students attended from Taylor, Burnet, Pflugerville, Temple, Elgin, Hutto, and Fayetteville.

- Student life events this month are centered on Mardi Gras and St. Patrick’s Day.

- EWCHEC Area Student & Community Events this month:
  - March 2 – Trade Days – Wilco Expo Center, Taylor
  - March 9 – Hutto Chamber of Commerce Luncheon – Hutto Center
  - March 10 – City of Hutto Power Breakfast – Hutto Holiday Inn Express
  - March 10 – TCAT Board Meeting – Taylor Center
  - March 16 – Taylor Executive Luncheon & Meeting
  - March 21 – Taylor Chamber Luncheon featuring Samsung – Taylor Holiday Inn
  - March 24 – TBI Open House – Hutto Center
  - March 25 – TBI Spring Fling – Hutto Center
AGENDA ITEM 9-C

Temple College Resource Development and External Relations

Staff Recommendation: No Action Required

Dr. Evelyn Waiwaiole, Vice President of Development and External Relations, will present a report at the meeting.
Workforce Development

Staff Recommendation: No Action Required

DeDe Griffith, Vice President of Workforce Development, will present a report at the meeting.
AGENDA ITEM 9-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 9-E-2

Board Committees: Finance Committee

Staff Recommendation: No Action Required

The Board Finance Committee met on March 7, 2022.
AGENDA ITEM 9-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.
Finance Committee Meeting: Academic Year 2022-2023 Tuition and Fees

Purpose
The purpose of this memo is to outline potential changes to the tuition and fee schedule for the 2022-2023 academic year.

Background Information
At the meeting of the Board Finance Committee on March 7, 2022, College staff made four recommendations to the 2022-2023 tuition and fee schedule for the academic year. The Finance Committee concurred with the staff recommendations, and has recommended the 2022-2023 academic year tuition and fee schedule, reflecting those adjustments.

The College adopts its tuition and fee schedule annually. The following chart summarizes the College’s tuition and fees since the fall of 2015, including the proposed changes for the coming academic year.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$67</td>
<td>$67</td>
<td>$75</td>
<td>$77</td>
<td>$77</td>
<td>$77</td>
<td>$77</td>
<td>$77</td>
</tr>
<tr>
<td>Out of District Fee</td>
<td>$70</td>
<td>$70</td>
<td>$72</td>
<td>$73</td>
<td>$74</td>
<td>$74</td>
<td>$74</td>
<td>$74</td>
</tr>
<tr>
<td>Use Fee</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
<td>$13</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td>$9</td>
<td>$22</td>
<td>$22</td>
<td>$25</td>
</tr>
<tr>
<td>General Fee</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$2</td>
<td>$5</td>
</tr>
<tr>
<td>Total In-District</td>
<td>$89</td>
<td>$89</td>
<td>$97</td>
<td>$99</td>
<td>$101</td>
<td>$114</td>
<td>$114</td>
<td>$120</td>
</tr>
<tr>
<td>Total Out of District</td>
<td>$159</td>
<td>$159</td>
<td>$169</td>
<td>$172</td>
<td>$175</td>
<td>$188</td>
<td>$188</td>
<td>$194</td>
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<tr>
<td>DC In District</td>
<td>$64</td>
<td>$64</td>
<td>$67</td>
<td>$69</td>
<td>$71</td>
<td>$71</td>
<td>$71</td>
<td>$66</td>
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<tr>
<td>DC Out of District</td>
<td>$134</td>
<td>$134</td>
<td>$139</td>
<td>$112</td>
<td>$115</td>
<td>$115</td>
<td>$115</td>
<td>$99</td>
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<td>Select Other Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet or Hybrid</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$35</td>
<td>$0</td>
<td>$0</td>
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<td>Health Science</td>
<td>$20</td>
<td>$20</td>
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<td>$20</td>
<td>$20</td>
<td>$50</td>
<td>$50</td>
<td>$70</td>
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<tr>
<td>EWCHEC</td>
<td>$8</td>
<td>$8</td>
<td>$8</td>
<td>$8</td>
<td>$8</td>
<td>$8</td>
<td>$8</td>
<td>$0</td>
</tr>
</tbody>
</table>

Recommendation 1: General Fee and Technology Fee
As part of its general tuition and fees, Temple College charges a $2 general fee and $22 technology fee per credit hour. The general fee has not been adjusted in over a decade. The technology fee was adjusted from $9 to $22 in the 2020-2021 academic year. However, that adjustment did not result in a net-increase in revenues to the College, as it was an offset for the elimination of the $35 per credit hour that was previously charged to only online or hybrid courses. The increase of these two fees will help to offset the increased cost of all services, and specifically technology services. For the coming academic year, staff recommends increasing both the general and technology fee by $3 per semester credit hour, to $5 and $25 per semester credit hour, respectively.
These fee adjustments are proposed instead of adjusting the tuition, as increases in tuition yield only 94% of the increased revenue to the College. This is because the Texas Public Education Grant (TPEG) statue requires that 6% of tuition revenue must be set aside for local financial aid.

**Recommendation 2: Increase Health Science Course Fee**

Temple College charges $50 per semester credit hour as a health science course fee. The intention of this fee is to provide an offset of the additional personnel, capital and operating costs that are required to deliver courses in the health science fields. This fee was increased from $20 to $50 per semester credit hour to address the continued increase in the cost of the delivery of these courses. For the coming academic year, staff recommends increasing this fee to $70 per semester credit hour.

The College completed a comprehensive evaluation of its net revenues/(investment) in programs, organized by department. A summary of that evaluation is attached to this memo. In FY 2020-2021, Health Science programs required an investment of between $188 to $904 per semester credit hour to operate. The analysis included only direct instructional expenses, and did not include any allocation of student or academic support services, administrative service or capital resources. Further, those figures include only tuition and fees revenue. While it is not feasible for the College to charge fees to bring the net revenue/(investment) in all programs to balance for all health professions programs and maintain the College’s mission of affordability, increases are necessary to keep the programs financially viable for the College, especially as we aim to grow them in the future.

It is worth noting that the College’s health science programs do an excellent job of controlling operational expenses relative to their peers across the state. On average, our cost to deliver on a contact hour basis was 90% of the state average. The net investment requirement is primarily due to a high staffing cost per billable credit hour, which are driven by the following:

1.) Due to the extensive amounts of lab and clinical times required for many health science courses, they have a higher faculty load to billable credit hour ratio. While a traditional lecture course has a 1:1 ratio, and a traditional 4 hour lecture + lab science course has a 1.25:1 ratio, health science courses have an average faculty load to billable credit hour ratio of approximately 1.7:1. Therefore, while a full-time faculty member teaching lecture courses must teach 15 credit hours per semester to fulfill their teaching load requirements, the average full-time load for health professions professors is approximately 9 hours. This leads to a lower number of billable credit hours per enrollment to offset the cost of faculty.

2.) Accreditation requirements, and in some cases space constraints, cap class sizes at lower numbers than a traditional lecture course. For some lab or clinical courses, that number is as low as four students per section. This leads to a lower number of total enrollments to offset the cost of faculty.

While small class sizes and extensive training lead to the delivery of exceptional education to our students, it creates an unavoidable financial challenge. The most pronounced example of this is in the College’s Dental Hygiene program, where providing a total of 432 credit hours in academic year 2020-2201 required $441,533 in staff cost.
Any fee increase has the potential to reduce demand for a course. However, Temple College’s health science programs currently have demand in excess of supply. Currently, competitive selection is used to determine admittance into a number of the health science programs, and there are significant wait-lists for the most in-demand programs. An increase in the health science course fee would provide greater financial stability for the College and equity across programs, while not adversely affecting enrollment.

The position of the College staff is that the Finance Committee should consider an increase in the health science course fee by up to $20 per hour, to a total of $70 per hour for recommendation to the Board for academic year 2022-2023.

Looking to the future, the College will have to continue to evaluate strategies to reduce the investment required to operate our health professions programs. Those could include:

- Continued increases in health science fee.
- Course fees assigned to specific courses that have a very high faculty burden due to lab or clinical hours or low enrollment caps.
- Increasing the use of adjunct professors in lieu of additional full-time faculty as programs grow.
- Grant opportunities or industry partnerships to fund programs or provide scholarships to assist students in paying increased tuition.

Recommendation 3: Increase Dual Credit Waiver

Temple College waives $43 per semester credit hour to dual credit students within its taxing district and $73 per semester credit hour to dual credit students that live outside its taxing district. In FY 2021, $813,785 in tuition and fees were waived for dual credit students, not including those students enrolled at Taylor Legacy Early College High School.

The College continues to face pressure to reduce its tuition and fees for dual credit students. In part, this is driven by school districts looking to reduce the cost for their districts and students, but it is also driven by the continued growth of competitors. TSTC and UT-Onramps both offer dual credit courses at lower costs to high schools within the Temple College service district. While the formats differ, the lower cost has made these options appealing to our school district partners, and have created an expectation that Temple College increase its dual credit waiver to remain competitive.

To respond to our school district partners, and remain competitive in the dual credit market, College staff recommends increasing the dual credit waiver to $54 per semester credit hour for dual credit students within its taxing district and $95 per semester credit hour for dual credit students that live outside its taxing district. While partially offset by the proposed increase in the general and technology fee, the increase in the waiver will still lower the in-district dual credit tuition rate from $71 to $66 per hour, and the out-of-district dual credit tuition rate from $115 to $99 per hour. This will lower the cost of a three-hour course to $198 and $297 for in-district and out-of-district students, respectively. College staff believes this adjustment will provide a price point that is more marketable to our dual credit students and strengthen the College’s relationship with our school district partners.
Recommendation 4: Eliminate EWCHEC Fee for courses taken at the Hutto Center

The College charges a fee of $8 per semester credit hour for courses taken at the Taylor or Hutto centers in East Williamson County. The fee is designed to offset the operational cost of the centers. As we near the point that the proceeds of the branch campus maintenance tax are sufficient to cover the operating (non-instructional) costs of the Hutto Center, it is an appropriate time to discuss the timeline for eliminating this student fee for courses taught at the Hutto Center. Based on the growth in Hutto, this point will likely be reached in 2022-2023. The fee could remain in place at the Taylor center to help offset the cost of those operations, which cannot be covered by the Hutto ISD branch campus maintenance tax. However, approximately 85% of credits offered at the Taylor Center are to Legacy Early High School students or other dual credit students, so the resulting fee is typically waived.

<table>
<thead>
<tr>
<th>Hutto - M&amp;O</th>
<th>2019 Actuals</th>
<th>2020 Actuals</th>
<th>2021 Budget</th>
<th>2022 Budget</th>
<th>Change ($)</th>
<th>Change (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch Maintenance Tax</td>
<td>$1,597,034</td>
<td>$1,831,029</td>
<td>$2,062,569</td>
<td>$2,409,887</td>
<td>$347,318</td>
<td>17%</td>
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<tr>
<td>EWCHEC Fee</td>
<td>$57,827</td>
<td>$64,790</td>
<td>$65,795</td>
<td>$63,008</td>
<td>$(2,787)</td>
<td>-4%</td>
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<tr>
<td>EWCHEC Fee Waiver</td>
<td>$(10,565)</td>
<td>$(14,685)</td>
<td>$(14,155)</td>
<td>$(13,536)</td>
<td>$619</td>
<td>-4%</td>
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<tr>
<td>Partner Contributions</td>
<td>$76,333</td>
<td>-</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$2,985</td>
<td>$4,720</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>$1,723,614</td>
<td>$1,885,854</td>
<td>$2,114,209</td>
<td>$2,459,360</td>
<td>$345,150</td>
<td>16%</td>
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<td>Hutto Administration</td>
<td>$216,838</td>
<td>$194,637</td>
<td>$231,121</td>
<td>$260,977</td>
<td>$29,856</td>
<td>13%</td>
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<td>Lease &amp; Facilities Maintenance</td>
<td>$1,142,663</td>
<td>$1,106,493</td>
<td>$1,186,057</td>
<td>$1,299,278</td>
<td>$113,221</td>
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<tr>
<td>IT</td>
<td>$317,286</td>
<td>$386,090</td>
<td>$444,972</td>
<td>$572,430</td>
<td>$127,458</td>
<td>29%</td>
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<td>Library</td>
<td>$78,904</td>
<td>$108,212</td>
<td>$109,219</td>
<td>$109,671</td>
<td>$452</td>
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<td>Advertising &amp; Marketing</td>
<td>$10,456</td>
<td>$10,427</td>
<td>$9,445</td>
<td>$9,445</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Security</td>
<td>$62,630</td>
<td>$51,890</td>
<td>$74,363</td>
<td>$75,450</td>
<td>$1,087</td>
<td>1%</td>
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<tr>
<td>Student &amp; Enrollment Services</td>
<td>$258,993</td>
<td>$268,434</td>
<td>$272,249</td>
<td>$270,385</td>
<td>$(1,864)</td>
<td>-1%</td>
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<td><strong>Total Expense</strong></td>
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<td>$2,126,183</td>
<td>$2,327,426</td>
<td>$2,597,636</td>
<td>$270,210</td>
<td>12%</td>
</tr>
</tbody>
</table>

Net Surplus/(Deficit)       | $(364,156)   | $(240,328)   | $(213,217)  | $(138,276)  | $74,940   |

College staff recommends eliminating the EWCHEC fee. The potential revenue loss of $52,000 will almost entirely be offset by increased branch campus maintenance tax receipts. This adjustment will simplify our fee schedule and help to make Temple College more competitive in Williamson County.

**Fiscal Impact Summary**

Based on 2020-2021 enrollment, the impact of the recommended changes would be $431,532, broken down as follows:

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Fiscal Impact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase General Fee</td>
<td>$267,045</td>
<td>$3 increase per semester credit hour ($2 to $5)</td>
</tr>
<tr>
<td>Increase Tech Fee</td>
<td>$267,045</td>
<td>$3 increase per semester credit hour ($22 to $25)</td>
</tr>
<tr>
<td>Increase DC Waivers</td>
<td>$(233,420)</td>
<td>$11 increase (net $5) in-district and $22 increase (net $16) out-district per semester credit hour</td>
</tr>
<tr>
<td>Increase Health Science Fee</td>
<td>$182,540</td>
<td>$20 increase per semester credit hour ($50 to $70)</td>
</tr>
<tr>
<td>Elimination of EWCHEC Fee</td>
<td>$(51,678)</td>
<td>Elimination of $8 per semester credit hour</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$431,532</strong></td>
<td></td>
</tr>
</tbody>
</table>

50
<table>
<thead>
<tr>
<th>Division</th>
<th>Department</th>
<th>Net Tuition and Fee FY 2021 Actuals</th>
<th>Net Revenue</th>
<th>Net Rev per Credit Hour</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts</td>
<td>Social Sciences I &amp; II</td>
<td>$3,129,997 $1,719,183</td>
<td>$1,410,815</td>
<td>$59</td>
<td>23,871</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Speech Humanities Drama Dance</td>
<td>$634,793 $379,161</td>
<td>$255,632</td>
<td>$54</td>
<td>4,767</td>
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<td>Business and Career Professions</td>
<td>Business Management</td>
<td>$585,251 $404,888</td>
<td>$180,363</td>
<td>$45</td>
<td>3,975</td>
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<tr>
<td>Liberal Arts</td>
<td>English and Foreign Languages</td>
<td>$1,774,972 $1,235,388</td>
<td>$539,584</td>
<td>$38</td>
<td>14,288</td>
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<td>Math Science and Physical Ed.</td>
<td>Biology</td>
<td>$1,442,169 $1,181,412</td>
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<td>$27</td>
<td>9,484</td>
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<tr>
<td>Math Science and Physical Ed.</td>
<td>Math</td>
<td>$1,340,338 $1,084,898</td>
<td>$255,440</td>
<td>$27</td>
<td>9,620</td>
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<tr>
<td>Business and Career Professions</td>
<td>Computer Information Systems</td>
<td>$404,260 $339,409</td>
<td>$64,851</td>
<td>$22</td>
<td>2,972</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Visual Arts</td>
<td>$334,261 $324,214</td>
<td>$10,047</td>
<td>$4</td>
<td>2,295</td>
</tr>
<tr>
<td>Math Science and Physical Ed.</td>
<td>Chemistry &amp; Physical Sciences</td>
<td>$586,312 $574,430</td>
<td>$11,833</td>
<td>$3</td>
<td>4,242</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>Academic Foundations and Education</td>
<td>$391,694 $391,665</td>
<td>$29</td>
<td>$0</td>
<td>2,596</td>
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<tr>
<td>Business and Career Professions</td>
<td>Child Development</td>
<td>$95,605 $97,279</td>
<td>$(1,674)</td>
<td>$(3)</td>
<td>639</td>
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<tr>
<td>Business and Career Professions</td>
<td>Criminal Justice</td>
<td>$163,923 $186,275</td>
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MEMORANDUM
Office of the Vice President for Administrative Services

To: Dr. Ponce and Board of Trustees

From: Brandon Bozon

Date: March 4, 2022

Re: Consider an Interlocal Agreement with the Texas Association of School Boards (TASB) Risk Management Fund.

Staff Recommendation: Approval
Interlocal Agreement with the Texas Association of School Boards

Description: Consider an Interlocal Agreement with Texas Association of School Boards Risk Management Fund.

Recommendation: The Board is asked to consider an Interlocal Agreement with the Texas Association of School Boards (TASB) Risk Management Fund.

The Texas Association of School Boards (TASB) Risk Management Fund was organized in 1974 and offers member higher education institutions and independent school districts (ISD) comprehensive coverage that are directly tailored for the risks faced by public schools across Texas. The membership currently consists of 1,039 community colleges and ISD’s across Texas.

The Texas Interlocal Cooperation Act within the Texas Government Code 791 permits joint participation by local governments, states, state agencies, and certain non-profit corporations. Each community college or ISD in Texas may join the TASB cooperative by executing an Interlocal Contract to participate. This document sets out the conditions, requirements, and processes of how participating entities may use the agreement for the purchase of goods and services.

The TASB Interlocal Agreement for the Risk Management Fund is structured where participating members may choose what types of coverages they want. The College is currently a member of the risk fund and we have auto, property, liability, cyber, and workers’ compensation coverages with the fund. TASB has updated their interlocal participation agreement and they have requested the College approve the new agreement. The changes are noted in the attached frequently asked questions and explanation of changes memo.

There is no cost to Temple College to approve the new Interlocal Agreement. The Board of Trustees is asked to approve the Interlocal Agreement with TASB and designate the President to sign the Interlocal Agreement.

Funds Available:
__________ Budgeted

53
AGENDA ITEM-10-B

_____ Fund Balance
____X____ Other: No Budget Impact

Approved:

__________________________________  ____________________
Brandon Bozon  Date
Vice President for Administrative Services
March 1, 2022

Dr. Christina Ponce
Temple College
christina.ponce@templejc.edu

Participation in TASB Risk Management Fund Coverage Programs

Dear Dr. Ponce:

Please accept this letter as formal written notice that the Interlocal Participation Agreement (IPA) between Temple College and the TASB Risk Management Fund (Fund) is amended by the Fund effective May 1, 2022. The IPA is the foundational agreement by which eligible organizations join the Fund.

The amended IPA will replace your current IPA with the Fund. A copy of the new IPA is included for review and execution. It was last amended in 2012. Pursuant to Chapter 791 of the Texas Government Code, the new IPA must be authorized and approved by your Board of Trustees.

Along with the new IPA, a Frequently Asked Questions document with more information and a summary of changes is included to assist you in executing the agreement. The updates to the IPA focus on three areas: 1) clarity of purpose and meaning, 2) updates to Fund Member duties and obligations, and 3) revisions to the dispute resolution provisions.

The IPA must be approved through Board action and returned to the Fund. Your organization may take one of following approaches related to the new IPA:

- Seek authorization from your Board of Trustees and return the executed IPA to the TASB Risk Management Fund at tasbrmf@tasbrmf.org no later than May 13, 2022. A countersigned copy will be returned to you for your records.

- Take no action. The IPA will go into effect May 1, 2022, and your current coverage will continue under the terms of the new IPA. However, your next renewal proposal for Fund coverage will require a board-approved executed IPA unless you terminate coverage at that time.

- Terminate coverage in all Fund programs effective April 30, 2022, by providing written notice of termination to the Fund by April 29, 2022.

Please reach out to your TASB Risk Management Marketing Consultant for assistance with this process. We thank you for your membership in the TASB Risk Management Fund. We are very
proud of our 48-year record of proven strength, stability, and service to Texas public school districts and other educational entities and look forward to our continued partnership.

Sincerely,

Dubravka H. Romano
Associate Executive Director
Risk Management Services
Texas Association of School Boards, Inc.

CC: Brian Supak, Laura Hutchens
    Heide Gaden (Heide.Gaden@tasb.org)

Attachments: Frequently Asked Questions and Explanation of Changes, Amended Interlocal Participation Agreement
Pursuant to the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, this Interlocal Participation Agreement (Agreement) is entered into by and between the Texas Association of School Boards Risk Management Fund (Fund) and the undersigned local government of the State of Texas (Fund Member). The Fund is an administrative agency of local governments (Fund Members) that cooperate in performing administrative services and governmental functions relative to risk management.

TERMS AND CONDITIONS

In consideration of the mutual covenants and conditions contained in this Agreement and other good and valuable consideration, including, without limitation, the agreement of the Fund and Fund Members to provide risk management programs as detailed in this Agreement, the receipt and sufficiency of which are hereby acknowledged, Fund Member and the Fund, intending to be legally bound, and subject to the terms, conditions, and provisions of this Agreement, agree as follows:

1. Authority. Fund Member hereby approves and adopts the Restatement of Interlocal Agreement, dated May 20, 1997, which restated the Interlocal Agreement dated July 2, 1974, establishing the predecessor of the Fund. The Restatement of Interlocal Agreement is incorporated into this Agreement by reference and is available from the Fund upon request. This Agreement serves to outline the relationship between the Fund and Fund Member. While the Texas Interlocal Cooperation Act provides the overarching basis for the Fund, certain Fund programs are further authorized pursuant to various statutes, such as Chapter 504 of the Texas Labor Code, pertaining to workers’ compensation; and Chapter 2259, Subchapter B, of the Texas Government Code, pertaining to other risks or hazards.

2. Program Participation. This Agreement enables Fund Member to participate in one or more of the Fund’s available programs. Because this is an enabling Agreement, Fund Member must also execute a separate Contribution and Coverage Summary (CCS) for each Fund program from which it seeks coverage and/or administrative services. Only a valid CCS will confer the right to participate in a specific program and each CCS shall be incorporated into this Agreement. Through participation in any Fund program, Fund Member waives none of its immunities and authorizes the Fund, or its designee, to assert such immunities on its behalf and on behalf of the Fund or its designee.

3. Term of Agreement. This Agreement shall be effective from the date of the last signature below and shall remain in effect unless terminated as provided in this Agreement. This Agreement will automatically terminate if Fund Member ceases to participate in at least one of the Fund’s programs (due to the expiration of a CCS participation term or the valid termination of same) or fails to meet the membership qualifications of the Fund as provided in this Agreement and as determined by the Fund in writing.

4. Termination. Unless this Agreement is automatically terminated as described above, this Agreement, and/or any component CCS applicable to Fund Member, can be terminated as set forth below. However, unless specifically required in a CCS, the termination of any single Fund program under a CCS shall not also result in the automatic termination of another pending CCS, or this enabling Agreement if any other CCS is still in force for Fund Member. Rather, each Fund program can only be terminated as provided in this Agreement.

   a. By Either Party with 30 Days Notice before Renewal. Any CCS may be terminated by either party with termination to be effective on any successive renewal date by giving written notice to the other party no later than 30 days prior to automatic renewal.

   b. By Fund Member upon Payment of Late Notice Fee. If Fund Member fails to terminate a CCS as provided above, it may still terminate participation in any Fund program prior to the renewal date by paying a late notice fee as herein provided. If Fund Member terminates the CCS before the renewal date, but with fewer than 30 days’ advance written notice, Fund Member agrees to pay the Fund a late notice fee in the amount of 25% of the annual contribution for the expiring participation term. Fund Member expressly acknowledges that the late notice fee is not a penalty, but a reasonable approximation of the Fund’s damages for the Fund Member’s untimely withdrawal from the program identified in the CCS. However, once the renewal term of a CCS commences, Fund Member can no longer terminate the CCS by paying a late notice fee; the CCS shall renew and Fund Member must pay 100% of the annual contribution for the renewal period.

   c. By the Fund upon Breach by Fund Member. The Fund may terminate this Agreement or any CCS based on breach of any of the following obligations, by giving 10 days’ written notice to Fund Member of the breach; and Fund Member’s failure to cure the breach within said 10 days (or other time period allowed by the Fund):

      1) Fund Member fails or refuses to make the payments or contributions required by this Agreement;

      2) Fund Member fails to cooperate and comply with any reasonable requests for information and/or records made by the Fund;
3) Fund Member fails or refuses to follow loss prevention or statutory compliance requirements of the Fund, as provided in this Agreement; or

4) Fund Member otherwise breaches this Agreement.

If the Fund terminates this Agreement, or any CCS, based on breach as described above, Fund Member agrees that the Fund will have no responsibility of any kind or nature to provide coverage on the terminated Fund program post-termination. Further, Fund Member shall bear the full financial responsibility for any unpaid open claim and expense related to any claim, asserted or unasserted and reported or unreported, against the Fund or Fund Member, or incurred by the agents or representatives of Fund Member.

In addition to the foregoing, if termination is due to Fund Member’s failure to make required payments or contributions, Fund Member agrees that it shall pay the Fund liquidated damages in the amount of 50% of the annual contribution for the participation term identified in the terminated CCS.

5. Contributions.

a. Agreement to Pay Contribution. Fund Member agrees to pay its contribution for each Fund program in which it participates based on a plan developed by the Fund. The amount of contribution will be stated in the relevant CCS and will be payable upon receipt of an invoice from the Fund. Late fees amounting to the maximum interest allowed by law, but not less than the rate of interest authorized under Chapter 2251, Texas Government Code, shall begin to accrue daily on the first day following the due date and continue until the contribution and late fees are paid in full. If Fund Member fails to pay the amounts due under this Agreement, including any CCS, the Fund may redirect other amounts due to the Fund Member, payments received from Fund Member, or amounts held by the Fund for Fund Member’s benefit, to offset the amount owed. Any offset will not extinguish Fund Member’s obligation for any and all payments due under this Agreement, including any CCS.

b. Other Payments Due to the Fund. In addition to contributions, if the Fund Member owes other payments to the Fund, such as deductibles or claim overpayments, and Fund Member fails to timely pay the amounts due, the Fund may redirect other amounts due to the Fund Member, payments received from Fund Member, or amounts held by the Fund for the Fund Member’s benefit to offset the amounts owed.

c. Estimated Contribution and Contribution Adjustment. In specified situations, the amount of contribution shown in the CCS will be identified as an estimate. The Fund reserves the right to request an audit of updated exposure information at the end of the CCS participation term and adjust contributions if Fund Member’s exposure changes during the CCS participation term. As a result of the exposure review, any additional contribution payable to the Fund shall be paid by Fund Member, and any overpayment of contribution by Fund Member shall be returned or credited by the Fund. The Fund reserves the right to audit the relevant records of Fund Member in order to conduct this exposure review.

Upon expiration of each participation period, Fund Member may request a contribution adjustment due to exposure changes. Such request must be made in writing within 60 days after the end of the participation period. Fund Member must provide documentation as requested by the Fund to demonstrate that the exposure change warrants a contribution adjustment.

The annual contribution may be adjusted due to an exposure change or audit as presented in the CCS. The Fund may also request a contribution adjustment should the Fund’s underwriting income for any program within a given program year be inadequate to pay the ultimate cost of claims incurred for that year, the Fund may collect an adjusted contribution from any current or former Fund Member if that Fund Member’s contribution is inadequate to pay the Fund Member’s claims incurred during that year.

6. Coverage Summary. Fund Member agrees to abide by each CCS that governs its participation. A CCS will incorporate the program specific coverage document, if any, which sets forth the scope of coverage and/or services from the Fund. This Agreement will be construed to incorporate the CCS, Coverage Agreements, Endorsements, and Addenda, if any, whether or not physically attached. A CCS for a Fund program will state the participation term. After Fund Member’s execution of a CCS, the CCS will automatically renew annually, unless terminated in accordance with this Agreement. Any renewal containing a change in the amount of contribution or other terms will be subject to the Amendment by Notice process described in this Agreement.

7. Loss Prevention. The Fund may provide loss prevention services to Fund Member. Fund Member agrees to adopt the Fund’s reasonable and customary standards for loss prevention and to cooperate in implementing any and all reasonable loss prevention and statutory compliance recommendations or requirements. The Fund makes no warranty on Fund loss prevention recommendations.
8. **Other Duties of Fund Member.**

   a. **Standards of Performance.** Time shall be of the essence in Fund Member’s reporting of any and all claims to the Fund, payment of any contributions or monies due to the Fund, and delivery of any written notices under this Agreement.

   b. **Claims Reporting.** Notice of any claim must be provided to the Fund as required by law or the applicable Coverage Agreement. Failure by Fund Member to timely report a claim may result in denial of coverage or payment of fines or penalties imposed by law or regulatory agencies. If the Fund advances payment of any fine or penalty arising from Fund Member’s late claim reporting, Fund Member will reimburse the Fund for all such costs.

   c. **Cooperation and Access.** Fund Member agrees to cooperate and to comply in a timely manner with all reasonable requests for access, information and/or records made by the Fund or by a third-party acting for the Fund. Fund Member further agrees to provide complete and accurate statements of material facts, to not misrepresent or omit such facts, or make false statements to the Fund. The Fund Member agrees that any information held by the Fund’s Administrator, or its’ affiliated entities may be provided to the Fund. The Fund reserves the right to audit the relevant records of Fund Member to determine compliance with this Agreement.

9. **Administration of Claims.** The Fund or its designee agrees to administer all claims for which Fund Member has coverage after Fund Member provides timely written notice to the Fund. Fund Member hereby authorizes the Fund or its designee to act in all matters pertaining to handling of claims for which Fund Member has coverage pursuant to this Agreement. Fund Member expressly agrees that the Fund has sole authority in all matters pertaining to the administration of claims and grants the Fund or its designee full decision-making authority in all matters, including without limitation, discussions with claimants and their attorneys or other duly authorized representatives. Fund Member further agrees to be fully cooperative in supplying any information reasonably requested by the Fund in the handling of claims. All decisions on individual claims shall be made by the Fund or its designee, including, without limitation, decisions concerning claim values, payment due on the claim, settlement, subrogation, litigation, or appeals.

10. **Excess Coverage/Reinsurance.** The Fund, in its sole discretion, may purchase excess coverage or reinsurance for any or all Fund programs. In the event of a substantial change in terms or cost of such coverage, the Fund reserves the right to make adjustments to the terms and conditions of a CCS as allowed by the Amendment by Notice process under this Agreement. If any reinsurer, stop loss carrier, and/or excess coverage provider fails to meet its obligations to the Fund or any Fund Member, the Fund is not responsible for any payment or any obligations to Fund Member from any reinsurer, stop loss carrier, or excess coverage provider.

11. **Subrogation and Assignment of Rights.**

   a. Fund Member, on its own behalf and on behalf of any person entitled to benefits under this Agreement, assigns all subrogation rights to the Fund. The Fund has the right, in its sole discretion, without notice to Fund Member, to bring all claims and lawsuits in the name of Fund Member or the Fund. Fund Member agrees that all subrogation rights and recoveries belong first to the Fund, up to the amount of benefits, expenses, and attorneys’ fees incurred by the Fund, with the balance, if any, being paid to Fund Member, unless otherwise specifically stated in the Agreement. Award of funds to any person entitled to coverage, whether by judgment or settlement, shall be conclusive proof that the injured party has been made whole. Fund Member’s right to be made whole is expressly superseded by the Fund’s subrogation rights. If Fund Member procures alternate coverage for a risk covered by the Fund, the latter acquired coverage shall be deemed primary coverage concerning that risk.

   b. Fund Member shall do nothing to prejudice or waive the Fund’s existing or prospective subrogation rights under this Agreement. If Fund Member has waived any subrogation right without first obtaining the Fund’s written approval, the Fund shall be entitled to recover from Fund Member any sums that it would have been able to recover absent such waiver. Recoverable amounts include attorneys’ fees, costs, and expenses.

12. **Appeals.** Fund Member shall have the right to appeal any written decision or recommendation to the Fund’s Board of Trustees, and the Board’s determination will be final. Any appeal shall be made in writing to the Board Chair within 30 days of the decision or recommendation.

13. **Bylaws, Policies, and Procedures.** Fund Member agrees to abide by the Bylaws of the Fund, as they may be amended from time to time, and any and all written policies and procedures established by the Fund (which are available from the Fund upon written request). If a change is made to the Fund’s Bylaws, written policies or procedures which conflicts with or impairs a CCS, such change will not apply to Fund Member until the renewal of such CCS, unless Fund Member specifically agrees otherwise.

14. **Payments.** Fund Member represents and warrants that all payments required under this Agreement of Fund Member shall be made from its available current revenues.
15. **Fund Member's Designation of Coordinator.** Fund Member agrees to designate an employee with appropriate authority as coordinator (Program Coordinator) for Fund Member on this Agreement or any CCS executed by Fund Member. Fund Member's Program Coordinator shall have express authority to represent and to bind Fund Member, shall fully communicate with the Fund regarding Fund business, and shall not delegate this communication to a third party. The Fund will not be required to contact any other individual regarding matters arising from or related to this Agreement. Fund Member reserves the right to change its Program Coordinator as needed, by giving written notice to the Fund; such notice is not effective until actually received by the Fund. Notice provided to the Chief Executive Officer of Fund Member shall also serve as notice to the Program Coordinator.

16. **Risk Sharing Agreement.** This Agreement is a risk sharing and risk participation agreement and should not be construed to be a contract of insurance. If any ambiguity exists in this Agreement, including any CCS or specific coverage document, the provision shall not be construed against the Fund as drafter of this Agreement. The Fund is not an insurance company nor is any member an insured. The Fund is a self-insured risk pool through which its members agree to share risk and actively participate in their contractual obligations to lessen risk and cost for all members. Any reference in this Agreement to an insurance term or concept is coincidental, is not intended to characterize the Fund as “insurance” as defined by law, shall be deemed to apply to self-insurance, and is not to be construed as being contrary to the self-insurance concept.

17. **Representation.** Fund Member authorizes the Fund to represent Fund Member in any lawsuit, dispute, or proceeding arising under or relating to any Fund program and/or coverage in which Fund Member participates. The Fund may exercise this right in its sole discretion and to the fullest extent permitted or authorized by law. Fund Member shall fully cooperate with the Fund, its designee, and the Fund’s chosen counsel, including, without limitation, supplying any information necessary or relevant to the lawsuit, dispute, or proceeding in a timely fashion. Subject to specific revocation, Fund Member designates the Fund to act as a class representative on its behalf in matters arising out of this Agreement.

18. **Members’ Equity.** The Fund Board, in its sole discretion, may declare a distribution of the Fund’s members’ equity to Fund Members. Members’ equity belongs to the Fund. No current or former individual Fund Member is entitled to an individual allocation or portion of members’ equity.

19. **Entire Agreement.** This Agreement, together with the Restated Interlocal Agreement, Bylaws, CCSs, and Coverage Agreements that are in effect as to Fund Member from time to time, represent and contain the complete understanding and agreement of the Fund and Fund Member, and there are no representations, agreements, arrangements, or undertakings, oral or written, between the Fund and Fund Member other than those set forth in this Agreement duly executed in writing. In the event of conflict between the terms of this Agreement and the Restated Interlocal Agreement, Bylaws, CCS, or any Coverage Agreement, the specific terms of the later adopted agreement shall prevail to the extent necessary to resolve the conflict. This Agreement replaces all previous Interlocal Participation Agreements between the Fund and Fund Member. Notwithstanding the foregoing, this Agreement does not supersede any unexpired participation term or pending claim under an existing agreement between Fund Member and Fund.

20. **Amendment by Notice.** This Agreement, including any of its component CCSs or coverage documents, may be amended by the Fund, in writing, by providing Fund Member with written notice before the earlier of (i) the effective date of the amendment or (ii) the date by which Fund Member can terminate without payment of late notice fees or liquidated damages. Unless this Agreement expressly provides otherwise, an amendment shall only apply prospectively and Fund Member shall have the right to terminate this Agreement, or a component CCS to which the amendment applies, before the amendment becomes effective, as provided in this Agreement. If Fund Member fails to give the Fund timely written notice of termination, Fund Member shall be deemed to have consented to the Fund’s amendment and agrees to abide by and be bound by the amendment, without necessity of obtaining Fund Member’s signature.

The Fund may amend this Agreement or any CCS effective upon renewal. Amendments may be for any reason including changes to the terms or contribution amount.

The Fund may also amend this Agreement or any CCS, effective during the term of a CCS, for any reason including but not limited to the following:

a. State or federal governments, including any court, regulatory body, or agency thereof, adopt a statute, rule, decision, or take any action that would substantially impact the rights or financial obligations of the Fund as it pertains to this Agreement, or any Fund program or CCS.

b. The terms of the Fund’s stop-loss or excess coverage or reinsurance change substantially.

If the Fund exercises the option to amend the Agreement or any CCS during the term of a CCS and prior to renewal, the Fund shall give Fund Member 30 days advance written notice. Fund Member will then have the right during the 30-day period to give the Fund written notice of termination of the applicable Fund program, effective upon the expiration of the 30-day notice period (or longer period if so provided by the Fund in writing).
21. **Severability; Interpretation.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect. Any questions of particular interpretation shall not be interpreted against the drafter of this Agreement, but rather in accordance with the fair meaning thereof.

22. **Dispute Resolution.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to conflict of law principles that would require the application of the laws of another state. The Fund retains its governmental immunity except to the extent it is waived by the legislature. The parties agree that the following adjudication procedures apply to any legal dispute, and that the Fund Member's right to file suit against the Fund is contingent upon compliance with these procedures pursuant to Texas Local Government Code section 271.154:

a. Prior to filing suit, the Fund Member must comply with all of its obligations under this Agreement and any specific Coverage Agreement including an appeal to the Fund Board as described by Section 12 of this Agreement. A good-faith appeal to the Fund Board is a pre-suit adjudication procedure that is required before litigation by a Fund Member against the Fund.

b. Prior to filing suit, the Fund Member will participate in good faith in mediation in Travis County, Texas before a mediator approved by both parties; and

c. Any suit against the Fund must be brought in Travis County, Texas.

In the event of a lawsuit or formal adjudication between Fund Member and the Fund, the prevailing party is entitled to recover reasonable and necessary attorneys’ fees and expenses, including expert fees, that are equitable and just.

**Waiver and Estoppel.** No provision of this Agreement will be deemed waived by either party unless expressly waived in writing by the waiving party. No waiver shall be implied by delay or any other act or omission. No waiver by either party of any provision of this Agreement shall be deemed a waiver of such provision with respect to any subsequent matter relating to such provision. Estoppel may not be asserted against either party so as to prevent that party from enforcing or insisting on the other party’s compliance with any provision of this Agreement.

**Assignment.** This Agreement or any duties or obligations imposed by this Agreement shall not be assignable by Fund Member without the prior written consent of the Fund. Fund Member shall not transfer any interest in Fund claim related payments to any third party, including, but not limited to litigation finance companies, attorneys, banks, public adjusters, architects, engineers, or contractors. Any action by the Fund Member which grants or attempts to grant to any third party an interest in or control over any claim payment, including, but not limited to, the Member’s entry into a contingent fee contract, will immediately suspend any obligation by the Fund to make any claim payment under this Agreement. The obligation of the Fund to make any such claim payments shall not be restored unless and until the Fund Member provides the Fund with evidence reasonably satisfactory to the Fund that any such transfer or attempt to transfer an interest in or control over such claim payment to a third party has effectively been terminated.

23. **Authorization.** By the execution of this Agreement, the undersigned individuals warrant that they have been authorized by all requisite governance action to enter into and to perform the terms and conditions of this Agreement and that the Fund Member authorizes the Program Coordinator or Chief Executive Officer to approve and bind the Fund Member to any current or future CCS entered into under this Agreement.

24. **Notice.** Unless expressly stated otherwise in this Agreement, any notice required or provided under this Agreement by either party to the other party shall be in writing and shall be sent by first class mail, postage prepaid or by a carrier for overnight service or by electronic means typically used in commerce. Notice to the Fund shall be sufficient if made or addressed as follows: TASB Risk Management Fund, P.O. Box 301, Austin, Texas 78767-0301, or tasbrmf@tasbrmf.org. The Fund’s required notice address may be updated through explicit written or electronic notice to Fund Members. Notice to a Fund Member shall be sufficient if addressed to the Program Coordinator or Fund Member’s Chief Executive Officer and mailed to Fund Member’s physical or electronic address of record on file with the Fund.

25. **Miscellaneous.** These provisions apply throughout this Agreement:

a. **Fund reference.** Any reference to the Fund in this Agreement includes reference to its designees.

b. **CCS reference.** References to a Contribution and Coverage Summary (CCS) includes a reference to all separate coverage portions of a CCS and/or any similar service agreement between the Fund and a Fund Member.

c. “Including.” Unless the context requires otherwise, the term “including” means “including but not limited to.”

d. **Successors.** This Agreement binds and inures to the benefit of the parties and their successors.

e. **Headings.** The headings are for convenience only and do not affect the interpretation of this Agreement.
26. Signatures/Counterparts. The failure of a party to provide an original, manually executed signature to the other party shall not affect the validity or enforceability of this Agreement. Either party may rely upon a facsimile or imaged signature as if it were an original. This Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

WHEREFORE, the parties agree to be bound by this Agreement by signing below.

For FUND MEMBER: Temple College

By: ___________________________________________ Date: ______________
Signature of Fund Member’s Authorized Representative

Printed Name of Fund Member’s Authorized Representative

__________________________________________

Date approved by Fund Member’s Board of Trustees: ________________________________

For TASB Risk Management Fund Use Only

For TASB RISK MANAGEMENT FUND:

By: ___________________________________________ Date: ______________
Chair, TASB Risk Management Fund Board of Trustees
Texas Association of School Boards
Risk Management Fund

Financial Statements as of and for the Years Ended
August 31, 2021 and 2020, and
Report of Independent Auditors
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Report of Independent Auditors

The Board of Trustees
Texas Association of School Boards Risk Management Fund

Report on the Financial Statements

We have audited the accompanying financial statements of the Texas Association of School Boards Risk Management Fund, which comprise the statements of net position as of August 31, 2021 and 2020, and the related statements of revenues, expenses and changes in net position and cash flows for the years then ended, and the related notes to the financial statements.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in conformity with U.S. generally accepted accounting principles; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free of material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.
Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Texas Association of School Boards Risk Management Fund at August 31, 2021 and 2020, and the results of its operations, changes in its financial position and its cash flows for the years then ended in conformity with U.S. generally accepted accounting principles.

Required Supplementary Information

U.S. generally accepted accounting principles require that the management’s discussion and analysis on pages 3 to 8 and the ten-year claims development information and reconciliation of unpaid claims and claim adjustment expense liability by type of contract schedules on pages 23 to 27 be presented to supplement the financial statements. Such information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the financial statements and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

November 4, 2021
The Texas Association of School Boards Risk Management Fund (the “Fund”) herein sets forth a narrative overview and analysis of its financial activities for the fiscal year ended August 31, 2021.

Overview of the Financial Statements

The Texas Association of School Board Risk Management Fund’s financial statements consist of three components: 1) financial statements, 2) notes to the financial statements, and 3) required supplementary information. The financial statements present the results of operations from the following Fund programs: Workers’ Compensation, Auto, Property, Liability and Unemployment Compensation.

Financial Highlights

Assets exceeded Fund liabilities at August 31, 2021, by $252.9 million and no amounts were designated as restricted as of the end of the year.

The statement of net position presents the Fund’s net assets (total assets less total liabilities) as Net Position (Members’ Equity). The Fund’s governing Board of Trustees called for the use of Members’ Equity to support operations for the year. Net position increased by $33.4 million during the 2020-2021 fiscal year. The increase to $252.9 million was primarily due to increases in gross contributions earned, and realized and unrealized gains in our investment portfolio due to favorable market conditions.

The Fund’s investment portfolio continues to generate a steady source of income on which the Fund relies to support its operations. This financial strength helped in weathering the challenges of the past couple of years, as the COVID-19 pandemic resulted in unprecedented unemployment compensation claims across the country, including within Texas school districts. Additionally, Winter Storm Uri caused extensive damage throughout Texas school districts that culminated into the largest single loss event in the Fund’s history. Despite these challenges, the Fund’s investment portfolio is well-diversified to withstand the volatility in the financial marketplace and the Fund will continue to be a steady partner for its members.

Fund Accounting and Financial Statements

The Fund is a public entity risk pool created under the Texas Interlocal Cooperation Act and all of the Fund’s programs are accounted for as an enterprise fund within the Governmental Accounting Standards Board (GASB) framework.

The Fund’s reserves include case-based reserves, incurred but not reported (IBNR) claims and unallocated loss adjustment expenses (ULAE) for Workers’ Compensation, Auto, Property, and Liability. The Fund also carries reserves for certain claims where the Fund provided a layer of stop-loss coverage to self-funded workers’ compensation members from September 1, 1988 to August 31, 1992. Reserves are established by management in consultation with the Fund’s independent consulting actuary.

The Statement of Net Position presents information regarding all of the Fund’s assets and liabilities, with the difference between the two being reported as Net Position. Over time, increases or decreases in Net Position may provide a useful indicator regarding how the Fund is meeting the needs and expectations of its members.
The Statement of Revenues, Expenses and Changes in Net Position presents the financial results of the Fund. This statement presents information showing how the Fund’s Net Position changed during the most recent fiscal year. The Fund utilizes enterprise fund accounting and thus uses the accrual method of accounting. All changes in Net Position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenue and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (e.g. loss and loss adjustment expenses, accrued investment income and reinsurance premiums payable).

The Statement of Cash Flows presents the sources and uses of cash from operating activities, financing activities, and investing activities. This statement ends with the cash in the statement of net position. A reconciliation of operating income to cash provided by the operating activities is also presented. The basic financial statements begin on page 9.

Notes to the Financial Statements

The notes provide additional information that is integral to a full understanding of the financial information presented in the financial statements. The notes to the financial statements begin on page 12.

Supplemental Information

In addition to the basic financial statements and accompanying notes, this financial report also presents certain required supplementary information regarding the Fund’s ten-year claims development history and reconciliation. Setting member contribution rates today to cover the assumed risk of possible future loss occurrences are largely guided by claim development. Analysis of trends in claims development indicates whether losses are increasing, decreasing, or remain constant. Required supplementary information is located on pages 24-27.
Financial Analysis for the Fund

*The Statements of Net Position – As of August 31, 2021, 2020, and 2019*

**Comparative Condensed Statements of Net Position**  
As of August 31, 2021, 2020, and 2019

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and investments</td>
<td>$377,427,702</td>
<td>$367,731,073</td>
<td>$326,298,736</td>
</tr>
<tr>
<td>Other current assets</td>
<td>47,187,049</td>
<td>13,251,578</td>
<td>16,230,421</td>
</tr>
<tr>
<td>Long-term assets</td>
<td>203,419</td>
<td>255,758</td>
<td>62,068</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$424,818,170</td>
<td>$381,238,409</td>
<td>$342,591,225</td>
</tr>
</tbody>
</table>

| **Liabilities and equity:** |            |            |            |
| Current liabilities      | $98,167,559 | $95,661,355 | $77,096,114 |
| Long-term liabilities    | 73,780,984  | 66,057,531  | 61,972,027  |
| **Total Liabilities**    | 171,948,543 | 161,718,886 | 139,068,141 |

| **Net Position:**       |            |            |            |
| Members' Equity (Unrestricted) | 252,869,627 | 219,519,523 | 203,523,084 |
| **Total liabilities and net position** | $424,818,170 | $381,238,409 | $342,591,225 |

**Cash and Investments**

The Fund carried cash, cash equivalents and investments of $377.4 million, $367.7 million, $326.3 million on August 31, 2021, 2020, and 2019. The Fund’s investments are made in accordance with the Fund’s Investment Policy, which is reviewed and approved annually by the Fund’s Board of Trustees. The Fund’s investments consist primarily of corporate and government bonds, mortgage-backed securities, and equity mutual funds. The increase during 2020-2021 was primarily due to increased contribution revenue, steady investment income, and solid realized and unrealized gains in the investment portfolio due to favorable market conditions, which offset an increase in net incurred losses for the year.

**Other Current Assets**

Other current assets primarily consist of contributions receivable, stop loss coverage receivable, and accrued interest receivable. The majority of the fluctuation during the 2020-2021 fiscal year is due to the increase of stop loss coverage receivable of $32.8 million. The significant increase is a direct result of the Fund’s losses for Winter Storm Uri being capped at $7.5 million for one event; therefore, paid losses in excess of this specific retention is ceded to reinsurers.
Current Liabilities

Current liabilities primarily consist of the current portion of the reserves for losses and LAE, prepaid contributions, and unearned contributions-net of prepaid stop loss premiums. The majority of the fluctuation during the 2020-2021 fiscal year is due to the increase in accrued expenses and other liabilities of $7.2 million, reserves for losses and LAE of $3.1 million, and unearned contributions-net of prepaid stop loss premiums of $3.0 million which is offset by a decrease in unemployment compensation (UC) claims payable of $11.0 million. During the 2019-2020 fiscal year, the majority of the fluctuation was due to the increase in the current portion of reserves of $8.4 million as well as the increase in UC claims payable of $10.9 million.

Reserves

Reserves for losses and loss adjustment expenses were approximately $128.5 million, $117.7 million, and $105.2 million at August 31, 2021, 2020, and 2019. Actuarial projected reserves increased by approximately $10.8 million during 2020-2021. The majority of this increase is due to increased claim losses in the property program, including the Fund’s loss from Winter Storm Uri at $7.5 million.

The Fund discounts its workers’ compensation reserves to reflect an estimate of anticipated investment earnings on accumulated contributions during the payout period of the reserves. The Fund discounts reserves due to the relatively low variability in the amount and timing of future loss payments. Accordingly, reserves are presented at net present value using a discount rate of 4% as of August 31 of each year. The reserve discount as of August 31, 2021, 2020, and 2019, was $12.2 million, $12.7 million, and $12.8 million.

Net Position – Members’ Equity

Net Position (Members’ Equity) increased by approximately $33.4 million during 2020-2021, increased by $16.0 million during 2019-2020, and increased by $6.2 million during 2018-2019. The increase during 2020-2021 was primarily due to increases in gross contributions earned, and realized and unrealized gains in our investment portfolio due to favorable market conditions.

As of August 31, 2021, there were no amounts of Net Position that the Fund’s Board of Trustees had declared restricted as all such funds were determined necessary for operations of the Fund. At the end of the current fiscal year, Net Position totaled $252.9 million.
Comparative Condensed Statements of
Revenues, Expenses and Changes in Net Position
For the Years Ended August 31, 2021, 2020, and 2019

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2020</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating revenues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross contributions earned</td>
<td>$147,936,800</td>
<td>$123,810,817</td>
<td>$111,193,428</td>
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<tr>
<td>Other revenue</td>
<td>419,136</td>
<td>396,904</td>
<td>399,020</td>
</tr>
<tr>
<td>Stop-loss and reinsurance premiums</td>
<td>(24,817,477)</td>
<td>(19,536,783)</td>
<td>(17,309,226)</td>
</tr>
<tr>
<td>Net operating revenues</td>
<td>123,538,459</td>
<td>104,670,938</td>
<td>94,283,222</td>
</tr>
<tr>
<td>Non-operating revenues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment income – net of expenses</td>
<td>9,478,612</td>
<td>11,087,329</td>
<td>11,525,813</td>
</tr>
<tr>
<td>Realized and change in unrealized gains (losses) from investments</td>
<td>19,487,431</td>
<td>11,389,348</td>
<td>9,701,820</td>
</tr>
<tr>
<td>Net non-operating revenue</td>
<td>28,966,043</td>
<td>22,476,677</td>
<td>21,227,633</td>
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<td>Total revenues</td>
<td>152,504,502</td>
<td>127,147,615</td>
<td>115,510,855</td>
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<tr>
<td>Operating expenses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net incurred losses</td>
<td>73,719,489</td>
<td>60,744,244</td>
<td>70,327,565</td>
</tr>
<tr>
<td>Administrative and other expenses</td>
<td>45,434,909</td>
<td>50,406,932</td>
<td>38,966,223</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>119,154,398</td>
<td>111,151,176</td>
<td>109,293,788</td>
</tr>
<tr>
<td>Change in net position</td>
<td>33,350,104</td>
<td>15,996,439</td>
<td>6,217,067</td>
</tr>
<tr>
<td>Members' Equity -- Beginning of the year</td>
<td>219,519,523</td>
<td>203,523,084</td>
<td>197,306,017</td>
</tr>
<tr>
<td>Members' Equity -- End of year</td>
<td>$252,869,627</td>
<td>$219,519,523</td>
<td>$203,523,084</td>
</tr>
</tbody>
</table>

Contributions

Member contributions are the Fund’s main source of revenue and are recorded upon execution of the Interlocal Participation Agreement (IPA) and recognized as earned. These documents between the Fund and its members set forth the coverage terms, agreement period, required contribution, and the obligations of the parties.

For the fiscal years ended August 31, 2021, 2020, and 2019, the Fund reported earned contributions and Administrative-Services-Only (ASO) fees of $147.9 million, $123.8 million, and $111.2 million. Contributions increased for all program lines primarily due to increases in contribution rates.
Net operating revenue is calculated using program revenue, other revenue, and stop loss premiums expensed during the fiscal year. For the fiscal years ended August 31, 2021, 2020, and 2019, the Fund reported net operating revenue of $123.5 million, $104.7 million, and $94.3 million. Net operating revenue increased in 2021 primarily due to the increase of contributions for all program lines.

The Fund continues to operate in a challenging market environment. After weathering years of severe losses in the Property program and challenges in maintaining Workers’ Compensation membership, this year’s renewal strategy continued the Fund’s comprehensive coverage approach. The Fund’s laser focus on Texas public schools gives underwriting staff unique insight into the risks facing members. Through the Fund’s relationship with the Texas Association of School Boards, Inc. (TASB), staff has access to additional insight about current and prospective members that other providers do not. As a result, membership in all Fund programs increased, and the renewal rates remained above 96% across all lines of coverage. Contributions for the Fund’s programs were expected to increase 12% due to rate increases, but actually increased over 20% primarily because of higher exposures in the Property program. The increase in rates is a part of our recovery process, implemented to curb the large losses sustained by the programs over recent years.

Investment Income, realized and change in unrealized gains (losses) from investments

Investment income continues to contribute significantly to the Fund’s overall financial strategy. Interest and dividend earnings on fixed investment securities compose a large part of investment income. The Fund marks to market all investments on a monthly basis. The Fund reports realized and unrealized gains or losses from investments as a component of the results from operations. The Fund earned $9.5 million in investment income (net of fees) for the year ended August 31, 2021, compared to $11.1 million for the year ended August 31, 2020, and $11.5 million for the year ended August 31, 2019. For the years ended August 31, 2021, 2020, and 2019, the Fund recognized an unrealized net gain of $3,586,533, $10,988,806, and $10,729,019, respectively, on the investment portfolio. Net non-operating revenue includes the change in unrealized gains or losses, realized gains or losses, and interest and dividend earnings net of fees.

Operating Expenses

As of August 31, 2021, 2020, and 2019, total expenses were $119.2 million, $111.2 million, and $109.3 million, respectively. During the 2020-2021 fiscal year, the increase resulted from an increase in net incurred losses for the Property program mainly due to Winter Storm Uri. During the 2019-2020 fiscal year, the increase is primarily due to an increase in expenses for the Unemployment Compensation program as a result of the COVID-19 pandemic.

The Fund has no staff. Instead, it contracts with TASB for administration and management of its programs and it reports this expense as Program Administrative Fees. TASB performs marketing, underwriting, claims administration, loss prevention, financial operations, and other administrative and operational activities on behalf of the Fund. The Fund has a Service Agreement with TASB and pays TASB an administrative fee for TASB’s responsibilities as outlined in the Service Agreement. The administrative fee is approved annually by the Fund’s Board of Trustees and reimburses TASB’s actual costs incurred for administration of the Fund’s programs. The Fund incurred TASB administrative fees of $30.2 million, $30.1 million, and $28.6 million as of August 31, 2021, 2020, and 2019, respectively.

In addition to the Service Agreement for administration of the Fund’s program, the Fund and TASB have entered into an Affinity and License Agreement. The Agreement recognizes the role that TASB played in creation of the Fund and allows the Fund to use TASB’s name and logo. The sponsorship and license fee was $1.8 million as of August 31, 2021, 2020, and 2019, and is reported as sponsorship fees.
# Texas Association of School Boards
## Risk Management Fund
### Statements of Net Position
#### As of August 31, 2021 and 2020

### Assets

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$16,430,852</td>
<td>$21,335,373</td>
</tr>
<tr>
<td>Mutual funds</td>
<td>70,314,269</td>
<td>77,353,398</td>
</tr>
<tr>
<td>Fixed income securities</td>
<td>1,704,361</td>
<td>2,908,511</td>
</tr>
<tr>
<td>Contributions receivable</td>
<td>8,815,159</td>
<td>7,716,656</td>
</tr>
<tr>
<td>Stop loss coverage receivable</td>
<td>36,108,343</td>
<td>3,276,807</td>
</tr>
<tr>
<td>Accrued interest receivable</td>
<td>1,538,679</td>
<td>1,703,060</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>724,868</td>
<td>555,055</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td><strong>135,636,531</strong></td>
<td><strong>114,848,860</strong></td>
</tr>
<tr>
<td><strong>Non-current assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed income securities</td>
<td>288,978,220</td>
<td>266,133,791</td>
</tr>
<tr>
<td>Other assets</td>
<td>203,419</td>
<td>255,758</td>
</tr>
<tr>
<td><strong>Total non-current assets</strong></td>
<td><strong>289,181,639</strong></td>
<td><strong>266,389,549</strong></td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td><strong>$424,818,170</strong></td>
<td><strong>$381,238,409</strong></td>
</tr>
</tbody>
</table>

### Liabilities and Net Position

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for losses and LAE at estimated net present value</td>
<td>$54,747,609</td>
<td>$51,639,362</td>
</tr>
<tr>
<td>Unemployment compensation claims payable</td>
<td>1,093,448</td>
<td>12,046,861</td>
</tr>
<tr>
<td>Unearned contributions - net of prepaid stop loss premiums</td>
<td>25,925,408</td>
<td>22,920,148</td>
</tr>
<tr>
<td>Checks payable on losses</td>
<td>2,507,070</td>
<td>2,391,545</td>
</tr>
<tr>
<td>Accrued expenses and other liabilities</td>
<td>13,894,024</td>
<td>6,663,439</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td><strong>98,167,559</strong></td>
<td><strong>95,661,355</strong></td>
</tr>
<tr>
<td><strong>Non-current liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserve for losses and LAE at estimated net present value</td>
<td>73,780,984</td>
<td>66,057,531</td>
</tr>
<tr>
<td><strong>Total non-current liabilities</strong></td>
<td><strong>73,780,984</strong></td>
<td><strong>66,057,531</strong></td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td><strong>171,948,543</strong></td>
<td><strong>161,718,886</strong></td>
</tr>
<tr>
<td><strong>Net Position:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members' Equity (Unrestricted)</td>
<td>252,869,627</td>
<td>219,519,523</td>
</tr>
<tr>
<td><strong>Total liabilities and net position</strong></td>
<td><strong>$424,818,170</strong></td>
<td><strong>$381,238,409</strong></td>
</tr>
</tbody>
</table>
# Texas Association of School Boards

**Risk Management Fund**

## Statements of Revenues, Expenses and Changes in Net Position

**For the Years Ended August 31, 2021 and 2020**

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member contributions</td>
<td>$145,662,243</td>
<td>$120,920,311</td>
</tr>
<tr>
<td>Administrative-service-only fees</td>
<td>2,274,557</td>
<td>2,890,506</td>
</tr>
<tr>
<td>Other revenue</td>
<td>419,136</td>
<td>396,904</td>
</tr>
<tr>
<td>Stop-loss and reinsurance premiums</td>
<td>(24,817,477)</td>
<td>(19,536,783)</td>
</tr>
<tr>
<td><strong>Net Operating Revenue</strong></td>
<td><strong>123,538,459</strong></td>
<td><strong>104,670,938</strong></td>
</tr>
<tr>
<td><strong>Operating Expenses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claims expense</td>
<td>222,837,457</td>
<td>62,011,363</td>
</tr>
<tr>
<td>Reinsurance recoveries</td>
<td>(149,117,968)</td>
<td>(1,267,119)</td>
</tr>
<tr>
<td><strong>Net Incurred Losses</strong></td>
<td><strong>73,719,489</strong></td>
<td><strong>60,744,244</strong></td>
</tr>
<tr>
<td>Unemployment compensation claim reimbursements</td>
<td>9,236,929</td>
<td>15,049,636</td>
</tr>
<tr>
<td>Program administrative fees</td>
<td>30,197,407</td>
<td>30,093,448</td>
</tr>
<tr>
<td>General and administrative</td>
<td>3,828,045</td>
<td>3,153,554</td>
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<tr>
<td>Contract service fees</td>
<td>154,883</td>
<td>128,583</td>
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<tr>
<td>Sponsorship and royalties</td>
<td>2,017,645</td>
<td>1,981,711</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>119,154,398</strong></td>
<td><strong>111,151,176</strong></td>
</tr>
<tr>
<td><strong>Operating (Loss) Income</strong></td>
<td><strong>4,384,061</strong></td>
<td><strong>(6,480,238)</strong></td>
</tr>
<tr>
<td><strong>Non-Operating Revenues:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment income — Net of expenses</td>
<td>9,478,612</td>
<td>11,087,329</td>
</tr>
<tr>
<td>Realized and change in unrealized gains (losses) from investments</td>
<td>19,487,431</td>
<td>11,389,348</td>
</tr>
<tr>
<td><strong>Non-Operating Revenue, Net</strong></td>
<td><strong>28,966,043</strong></td>
<td><strong>22,476,677</strong></td>
</tr>
<tr>
<td><strong>Change in Net Position</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Members' Equity (Unrestricted) Beginning of year</td>
<td>219,519,523</td>
<td>203,523,084</td>
</tr>
<tr>
<td>Members' Equity (Unrestricted) End of year</td>
<td><strong>$252,869,627</strong></td>
<td><strong>$219,519,523</strong></td>
</tr>
</tbody>
</table>

NET POSITION:

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2020</th>
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</thead>
<tbody>
<tr>
<td>Members' Equity (Unrestricted) Beginning of year</td>
<td>$252,869,627</td>
<td>$219,519,523</td>
</tr>
</tbody>
</table>
TEXAS ASSOCIATION OF SCHOOL BOARDS
RISK MANAGEMENT FUND
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED AUGUST 31, 2021 AND 2020

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH FLOWS FROM OPERATING ACTIVITIES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash from members</td>
<td>$149,843,557</td>
<td>$126,740,158</td>
</tr>
<tr>
<td>Cash from reinsurers</td>
<td>32,963,051</td>
<td>8,405,709</td>
</tr>
<tr>
<td>Claims paid, including unemployment compensation claims</td>
<td>(148,757,193)</td>
<td>(59,580,396)</td>
</tr>
<tr>
<td>Cash paid to reinsurers</td>
<td>(24,934,952)</td>
<td>(18,738,601)</td>
</tr>
<tr>
<td>Cash paid to vendors and TASB</td>
<td>(34,180,335)</td>
<td>(33,375,585)</td>
</tr>
<tr>
<td>Cash paid in royalties</td>
<td>(2,017,645)</td>
<td>(1,981,711)</td>
</tr>
<tr>
<td>Cash from (used in) other revenue</td>
<td>7,649,722</td>
<td>(2,783,086)</td>
</tr>
<tr>
<td>Net cash (used in) provided by operating activities</td>
<td>(19,433,795)</td>
<td>18,686,488</td>
</tr>
<tr>
<td>CASH FLOWS FROM INVESTING ACTIVITIES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase of investments</td>
<td>(183,823,138)</td>
<td>(155,557,156)</td>
</tr>
<tr>
<td>Proceeds from sales and maturities of investments</td>
<td>188,709,419</td>
<td>135,227,252</td>
</tr>
<tr>
<td>Investment income</td>
<td>9,642,993</td>
<td>11,356,502</td>
</tr>
<tr>
<td>Net cash provided by (used in) investing activities</td>
<td>14,529,274</td>
<td>(8,973,402)</td>
</tr>
<tr>
<td>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</td>
<td>(4,904,521)</td>
<td>9,713,086</td>
</tr>
<tr>
<td>CASH AND CASH EQUIVALENTS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning of year</td>
<td>21,335,373</td>
<td>11,622,287</td>
</tr>
<tr>
<td>End of year</td>
<td>16,430,852</td>
<td>21,335,373</td>
</tr>
<tr>
<td>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating income (loss)</td>
<td>4,384,061</td>
<td>(6,480,238)</td>
</tr>
<tr>
<td>Adjustments to reconcile operating income (loss) to net cash (used in) provided by operating activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Increase) decrease in contributions receivable</td>
<td>(1,098,503)</td>
<td>124,928</td>
</tr>
<tr>
<td>(Increase) decrease in stop-loss coverage receivable</td>
<td>(32,831,536)</td>
<td>1,592,872</td>
</tr>
<tr>
<td>(Increase) decrease in prepaid expenses and other assets</td>
<td>(117,475)</td>
<td>798,182</td>
</tr>
<tr>
<td>Increase in unearned contributions, net of stop-loss premiums</td>
<td>3,005,260</td>
<td>2,804,414</td>
</tr>
<tr>
<td>Increase (decrease) in checks payable on losses</td>
<td>115,525</td>
<td>(373,753)</td>
</tr>
<tr>
<td>Increase in reserve for losses and loss adjustment expenses at estimated net present value</td>
<td>10,831,700</td>
<td>12,479,880</td>
</tr>
<tr>
<td>(Decrease) increase in unemployment compensation claims payable</td>
<td>(10,953,413)</td>
<td>10,920,194</td>
</tr>
<tr>
<td>Increase (decrease) in accrued expenses and other liabilities</td>
<td>7,230,586</td>
<td>(3,179,991)</td>
</tr>
<tr>
<td>NET CASH (USED IN) PROVIDED BY OPERATING ACTIVITIES</td>
<td>$ (19,433,795)</td>
<td>$ 18,686,488</td>
</tr>
</tbody>
</table>
What is the IPA?

The Interlocal Participation Agreement (IPA) is the foundational agreement of the TASB Risk Management Fund (Fund). The Fund is a self-funded risk pool, and the IPA is the agreement through which Fund Members participate in the Fund. The IPA sets out the basic terms, conditions, and requirements of Fund membership.

Through an executed IPA, Fund Members may participate in the various lines of coverage offered by the Fund. Membership in each specific Fund program is created and controlled through a Contribution and Coverage Summary (CCS).

The IPA is approved once by each Fund Member’s board. It remains in effect until the Fund Member ceases to participate in at least one Fund coverage program or the Fund terminates the IPA.

Does the IPA require Board approval?

Yes. The Fund is an interlocal entity formed under the provisions of Chapter 791 of the Texas Government Code. This law requires that an interlocal agreement be authorized by the governing body of each party to the agreement.

What is the effective date of the IPA?

The amended IPA is effective on May 1, 2022, for all Fund Members. Members should return a board-approved IPA prior to May 13, 2022. If the Fund Member takes no action, the IPA will still go into effect.

For Members who take no action, renewal proposals for coverage on or after May 1, 2022, will be contingent on the member returning a board-approved IPA. Coverage effective on or after May 1, 2022, will not be renewed without a properly executed IPA.

Members may also terminate coverage in all Fund programs effective April 30, 2022, by providing written notice to the Fund by April 29, 2022.

Why is the IPA Changing?
The IPA was last approved by the Fund Board in April 2012 as a universal IPA covering all Fund programs. It has not been modified since 2012. The Fund reviews and updates its IPA at least once every ten years or more frequently, as needed.

The amendments to the IPA focus on three separate areas: 1) clarity of purpose and meaning, 2) updating Fund Member duties and obligations, and 3) revising the dispute resolution provisions.

**What are the specific changes to the IPA?**

A thorough explanation of the changes is included in this document on the following page.

**Can my organization make changes to the IPA?**

No. This IPA was approved by the TASB Risk Management Fund Board on November 12, 2021, and is effective on May 1, 2022. The IPA is a Board-approved agreement and is universal. All members of the Fund agree to the same terms of participation.

**What if my organization doesn’t agree to the terms of the new IPA?**

Fund Members who do not agree to the terms of the new IPA may terminate coverage in all Fund programs effective April 30, 2022, by providing written notice to the Fund by April 29, 2022, prior to the IPA going into effect on May 1, 2022.

**Who can I contact for additional information?**

General questions can be directed to your Risk Management Marketing Consultant. If your questions are specific to the terms of the IPA, please contact Paul Taylor, Director of Legal and Regulatory Affairs in TASB Risk Management Services, at paul.taylor@tasb.org.

**What are the steps for signing and returning the IPA?**

As part of the Board approval process, the Board may authorize an administrator to sign the IPA. Electronic signatures are acceptable. The date of Board approval must be recorded on the signature page.

Please return the executed IPA to tasbrmf@tasbrmf.org no later than May 13th, 2022. Once the executed IPA is received, it will be countersigned by the Fund and a copy will be provided for your records.
Explanation of Changes to the IPA

The amendments to the IPA focus on three separate areas: 1) clarity of purpose and meaning, 2) updating Fund Member duties and obligations, and 3) revising the dispute resolution provisions.

Clarity:

- Section 2, Program Participation, removes references to the original Fund programs to allow expansion of programs and services by the Fund.
- Section 5, Agreement to Pay Contributions, now separately addresses situations where Fund Members fail to pay contributions or fail to repay the Fund any other amounts owed. The adjusted contribution provision is also moved to this section.
- Section 6, Contribution and Coverage Summary, states the CCS, Coverage Agreements, Endorsements, and Addenda are incorporated into the IPA as one agreement.
- Section 8, Other Duties of Fund Member, is expanded to address Cooperation and Access and authorizes the Fund access to member data held by the Fund’s administrator and its other affiliated entities.
- Section 11, Subrogation and Assignment of Rights, combines the two former sections on Subrogation into one section.

Updates to Member Duties and Obligations:

- Section 4, Termination, specifies that a Fund Member attempting to terminate the agreement after their renewal term begins still owes the full contribution amount.
- Section 7, Loss Prevention, states that loss prevention recommendations are given without warranty.
- Section 15, Fund Member’s Designation of Coordinator, states the Fund Member must appoint an employee with appropriate authority as Program Coordinator and may not delegate communication to a third-party.
- Section 16, Risk Sharing Agreement, states the IPA is a risk sharing and risk participation agreement and is not a contract of insurance. This section also provides that any ambiguity in the agreement will not be construed against the Fund.
- Section 23, Authorization, states the Fund Member authorizes the Program Coordinator or CEO to approve and bind current and future agreements with the Fund.
- In addition to the authorized signature, the new IPA requires entry of the date of approval of the IPA by the Fund Member’s Board of Trustees.
Revisions to Dispute Resolution provisions:

- Section 22, **Dispute Resolution**, requires an appeal to the Fund Board and mediation in Travis County, before pursuing litigation. The IPA requires that a suit against the Fund be filed in Travis County.
- A **Waiver and Estoppel** provision is added to the IPA to ensure that the parties to the agreement can enforce the contractual provisions in the IPA.
- The **Assignment** clause is updated and moved to Section 22 and states that a Fund Member may not transfer any interest in claim-related payments from the Fund to a third party. Action by the Fund Member which grants or attempts to grant interest or control over any claim payments suspends the Fund’s obligation to make any claim payments under the agreement. This provision prohibits assignments to a third-party under a contingency fee contract or similar agreement.