



**REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES**

Monday, May 20, 2024 – 6:00 PM

AGENDA

Notice is hereby given that a Regular Board Meeting of the Board of Trustees of Temple College will be held on Monday, May 20, 2024, at 6:00 PM in the Louise L. Cox Board Room, Room 916, located in the Marc Nigliazzo Administration Building on the Main Campus. The items listed in this notice may be considered in any order at the discretion of the Chair of the Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

A dinner for Board Members will be held at 5:15 p.m., 1st Floor, President's Conference Room, Room 903, Marc Nigliazzo Administration Building, Main Campus.

The ***Order of Business*** will be as follows:

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Opportunity for Citizens to Address the Board
 - A. Citizens who desire to address the Board on any matter listed on the agenda may sign up to do so prior to this meeting. Public Comments will be received during this portion of the meeting. Please limit comments to three minutes. No discussion or final action will be taken by the Board.
4. Consideration of Approval of Consent Agenda

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C. Consideration of Approval of an Amendment to the President's Contract	9
D. Review and Re-Adoption of Temple College's Investment Policy	
1. Memo-Review and Re-adoption of Temple College's Investment Policy	10
2. Investment Policy CAK (LOCAL) 5-20-2024	FF
3. Investment Policy CAK (LEGAL)-5-20-2024	
4. Investment Policy Resolution	
E. Consideration of Approval of Public Funds Investment Disclosure Report, March 2024	

- F. Consideration of Approval of Budget Summary Report-February 2024-
Current Fiscal Year vs Prior Fiscal Year
- G. Consideration of Approval of Lott Vernon as Auditor for FY2024
- 5. Consideration of Approval of Disbursements for April 2024
- 6. Student and Outstanding Employees Spotlights
 - Student Spotlight
Barton Mackenzie, Diagnostic Medical Sonography Student
 - Outstanding Employees Spotlight
Jack Edwards, Executive Director, Physical Plant
Jackie Klaus, Associate Director, Physical Plant
- 7. President's Report
- 8. Reports
 - A. Faculty Council Report
 - B. Provost-Academic Affairs and Student Services Reports
- 9. New Business
 - A. Consider an Order Canvassing of Election Returns for May 4, 2024
General Election
 - B. Administration of Oath of Office to Newly-Elected Members of the
Board of Trustees
 - C. Consideration of Election of Officers for Board of Trustees
- 10. Miscellaneous
- 11. Executive Session to Consider Personnel, Legal Matters, and Real Estate
- 12. Adjournment

One or more Board Members may be attending the meeting by video conference, in compliance with the Texas Open Meetings Act.

A physical quorum of the Board will be present at the posted time and location of the meeting.



MINUTES
REGULAR BOARD MEETING
OF THE BOARD OF TRUSTEES
April 15, 2024

A Regular Board Meeting of the Board of Trustees of Temple College was held Monday, April 15, 2024 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

John Bailey, Chairman; Lydia Santibañez-Farrell, Vice Chairman; Dr. Alejandro Arroliga; Dr. Andrejs Avots-Avotins; Dr. Mark Durham; Dr. Hope Koch; Dr. Jack Myers

ADMINISTRATION

Dr. Christy Ponce, President; Judy Dohnalik, Assistant to the President and Board of Trustees; Dr. Susan Guzmán-Treviño, Provost; Brandon Bozon, Vice President, Administrative Services; and Dr. Evelyn Waiwaiole, Vice President, Development, and Executive Director of the Foundation; Dr. Robbin Ray, Associate Vice President and Chief of Operations, East Williamson County Centers

OTHERS PRESENT

Thea Andrews; Dr. Sara Baker; Amanda Burkhart, TC Student; Heather Chandler; Tracey Cooper; Eric Eckert; Jeff Fritz; David Fry; Kim George; Harlee Haley, TC Student; Dr. Jason Locklin; Erica Perrine; Rachel Scott, TC Student; Donny Sims, Dr. John White; Joshua Wilson; Audra Xenakis

1. Call to Order

John Bailey, Chairman, called the Board of Trustees meeting to order at 6:01 p.m.

2. Invocation and Pledge of Allegiance

Lydia Santibañez-Farrell offered the Invocation.

Dr. Andrejs Avots-Avotins recited the Pledge of Allegiance.

3. Opportunity for Citizens to Address the Board

A. Chairman Bailey 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 Bailey 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.

Item 4-A

On a motion by Dr. Jack Myers, seconded by Dr. Andrejs Avots-Avotins, and without negative vote, the Board approved the Consent Agenda as presented.

Items for consideration were:

- A. Consideration of Approval of Minutes from the Regular Meeting on March 18, 2024
 - B. Consideration of Approval of Appointment of Full-Time Professional Staff
The following individual was recommended by the President for appointment as a member of the Full-Time Professional Staff.
***Ashley Curry – Dual Credit Navigator – Academic Affairs Division**
 - C. Consideration of Approval of Appointment of Adjunct Faculty
The following individual was recommended by the appropriate departmental and divisional supervisors, and by the Provost-Academic Affairs and Student Services for appointment as a member of the Adjunct Faculty.
***Amy Avila – Adjunct Professor, Associate Degree Nursing- Health Profession Divisions**
 - D. Consider Authorizing the President to Execute Gift/Naming Agreement with Donor
A Gift Agreement was presented to the Board and the College from a donor wishing to make a charitable gift to the Board for the use and benefit of the College. The Board will acknowledge the Gift by naming an area or location for the donor.
 - E. Consideration of Approval of Spring 2024 2nd 8-Week Classes Part Time/Overload Salaries.
 - F. Consideration of Approval of the Budget Summary Report-December 2024
 - G. Consideration of Approval of the Public Funds Disclosure Report-December 2023
 - H. Consideration of Approval of Budget Revision Schedule for 2nd Quarter 2023-2024
 - I. Consideration of Approval of the 2024-2025 College Catalog
The Board was asked to approve Temple College's 2024-2025 Catalog which is managed by the software system, Acalog. Instructions to access the online catalog were included in the Board materials. The draft catalog has been reviewed by both instructional and student and enrollment services leadership personnel.
 - J. Consideration of Approval of Amendments to FY 2024 Budget
Temple College received an additional funding allocation for the Perkins Basic grant. The amendment to the FY2024 budget will appropriately reflect activity since budget adoption.
5. Consideration of Approval of Disbursements for March 2024
On a motion by Lydia Santibañez-Farrell, seconded by Dr. Alejandro Arroliga, and without negative vote, the Disbursements for March 2024 were approved as presented.
6. Student, Faculty, and Employee Spotlights
Student Spotlight
- Amanda Burkhart, President, Associate Degree Nursing Student Organization, Brooke Heaps, Vice President; Rachel Scott, Vice President; Caroline Sims, Secretary; Dania Chavez, Treasurer; Cynthia Andrews, Sponsor; and Angela Guterrez, Sponsor.

Item 4-A

- Harlee Haley, President, Vocational Nursing Student Organization, announced that the VNSO officers are Desirea Wade, Vice President; Cassidy Harmon, Secretary; Patsy Orantes, Treasurer; Dr. Audra Xenakis, Sponsor; Paula Reeve, Sponsor; and Niomi Quinteros, Sponsor.
- Donations are being sought for the Natalie Aviles Memorial Nursing Scholarship.
- The fundraiser committees have been very busy with various activities including a Skill Faculty Challenge, several Self-Care Social Committee activities, Community Service Committee, and the TC Spirit Committee,

Chairman Bailey announced that Item 9. New Business, Item 9-A, would be taken out of agenda order for consideration.

9.A.Consideration of Approval of Faculty Recommended for Tenure Fall 2024

The Board was asked to approve the following faculty who have met all requirements for the granting of tenure for Temple College. The administration recommended that tenure be granted for fall 2024. Dr. Guzmán-Treviño introduced the candidates for Board approval.

Liberal Arts Division

- Heather Chandler – Assistant Professor-Academic Foundations, English

Fine Arts Division

- Dr. Alexander Corbett – Assistant Professor, Music

Mathematics/Science/Physical Educations Division

- Kristen Griffith – Assistant Professor, Economics
- Mark Leech – Assistant Professor, Mathematics

Health Professions Division

- Donald Sims – Assistant Professor, Respiratory Care

Information Technology Division

- Joshua Wilson -Assistant Professor, Computer Information Systems

On a motion by Lydia Santibañez-Farrell, seconded by Dr. Mark Durham, and without negative vote, faculty who have met all requirements for the granting of tenure for Temple College for Fall 2024 were approved as presented.

Chairman Bailey called for return to the Order of the Day.

7. The President's Report included the following:

- Dr. Ponce congratulated Coach Craig McMurtry on 800 wins as athletic director and head baseball coach. Coach McMurtry retired from professional baseball in 1998. He was named the athletic director at Temple College in 2013.
- There were many events taking place or will take place at the college and all the teams participating in these events were thanked for their efforts. Some of the happenings include the Transfer Fair, Leopard Fest, the Alumni Association accomplishments, events at Hutto, the upcoming Open House, and the Solar Eclipse event. Temple College hosted a community event featuring Temple High School graduate Keelan Hamilton, NASA astronaut.
- Samsung invited Temple College to its large announcement of new investments and opportunities to partner on training.

Item 4-A

8. Reports

A. Faculty Council Report

- Nomination requests for the 2024-2025 Claudia and W. T. Barnhart Outstanding Faculty Award will be sent out soon.
- Faculty Council is conducting elections for all of their committees and executive positions.
- Faculty Achievements and Sponsors of Student Organizations were acknowledged. They are listed in the Faculty Council Report which was included in the Board materials and the complete report is posted on the Temple College web page.

B. Provost Report

The Provost, Academic Affairs and Student Services Reports were included in the Board materials and are posted on the Temple College web page. No oral report was given.

9. New Business

A. Consideration of Approval of Faculty Recommended for Tenure Fall 2024

This item was considered and approved before Item 7.

B. Approval of Associate of Science, Engineering Technology, TBI STEM

The Board of Trustees was asked to consider approval for offering the Associate of Science, Engineering, TBI STEM. This degree will serve the Texas Bioscience Institute (TBI) students and their particular Science, Technology, Engineering, and Math (STEM) pathway mandates. On April 3, 2024, the college Curriculum Committee voted to approve adding this new degree. If approved by the board, students may enroll in the program for the fall 2024 semester.

On a motion by Dr. Hope Koch, seconded by Dr. Mark Durham, and without negative vote, the Associate of Science, Engineering Technology, TBI STEM was approved as presented.

C. Consideration of Approval of an Upgraded Card Access System at Temple, Hutto, and Taylor

The Board was asked to approve 3 proposals for installing a Lenel S2 Card Access System for Temple, Hutto, and Taylor Campuses from IES Communications through the DIR cooperative. The contract is offered through The Texas Department of Information Resources (DIR) cooperative, contract DIR-CPO-4813. This cooperative meets the College's requirements for competitive solicitations found in Texas Education Code 44. The Board of Trustees was also asked to give authority to the Vice President of Administration to approve the contract and to approve any change orders up to the amount allowed by the Texas Education Code 44.0411.

On a motion by Lydia Santibañez-Farrell, seconded by Dr. Andrejs Avots-Avotins, and without negative vote, an Upgraded Card Access System at Temple, Hutto, and Taylor was approved as presented.

10. Miscellaneous

Chairman Bailey announced that there were no miscellaneous items for discussion.

Item 4-A

11. Executive Session to Consider Personnel, Legal Matters, and Real Estate
Chairman Bailey 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. Hope Koch, and seconded by Dr. Andrejs Avots-Avotins, at 7:11 p.m.

NEXT BOARD OF TRUSTEES MEETING:

A Regular Meeting of the Temple College Board of Trustees will be held Monday, May 20, 2024 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, Assistant to the Board of Trustees

Minutes Approved as Submitted: _____
Date

AGENDA ITEM 4-B

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 a member of the Adjunct Faculty.

- ★ **Chad Pettit** - Adjunct Professor, English– Liberal Arts Division – Mr. Pettit received his Master of Arts in Rhetoric and Composition degree from Texas A&M University. He currently teaches high school English classes for the Killeen Independent School District.

ITEM 4-C

Consideration of Approval of an Amendment to the President's Contract

Recommendation: Board Approval

The Board conducted the President's Annual Evaluation on May 14, 2024. The proposed amendment extends the President's contract by one year to August 31, 2025 and provides the same percentage increase received by all employees for FY2025.



MEMORANDUM

Office of the Vice President for Administrative Services

To: Board of Trustees and Dr. Ponce

From: Brandon Bozon

Date: May 20, 2024

Re: Review and re-adoption of Temple College's Investment Policy

Staff Recommendation: Approval

As required by Public Funds Investment Act, Government Code Chapter 2256, Temple College must annually review and adopt its Investment Policy. The local and legal policies (CAK) address the requirements for an Investment Policy. The policies serve as a guide for Temple College's Investment Officers in areas such as investing strategies, authorized types of investments and collateral, quarterly reporting to the Board, and internal control safeguards.

There have been no changes to either policy since the last review.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

- Investment Policy** This policy, in conjunction with CAK(LEGAL), shall serve as the College District's written investment policy as required by the Public Funds Investment Act, Government Code Chapter 2256.
- Investment Authority** The College President or other person designated by Board resolution shall serve as the investment officer of the College District and shall invest College District funds as directed by the Board and in accordance with the College District's written investment policy and generally accepted accounting procedures. All investment transactions except investment pool funds and mutual funds shall be settled on a delivery versus payment basis.
- Approved Investment Instruments** From those investments authorized by law and described further in CAK(LEGAL) under Authorized Investments, the Board shall permit investment of College District funds, including bond proceeds and pledged revenue to the extent allowed by law, in only the following investment types, consistent with the strategies and maturities defined in this policy:
1. Obligations of, or guaranteed by, governmental entities as permitted by Government Code 2256.009.
 2. Certificates of deposit and share certificates as permitted by Government Code 2256.010.
 3. Fully collateralized repurchase agreements permitted by Government Code 2256.011.
 4. A securities lending program as permitted by Government Code 2256.0115.
 5. Banker's acceptances as permitted by Government Code 2256.012.
 6. Commercial paper as permitted by Government Code 2256.013.
 7. No-load mutual funds, except for bond proceeds, and no-load money market mutual funds as permitted by Government Code 2256.014.
 8. A guaranteed investment contract as an investment vehicle for bond proceeds, provided it meets the criteria and eligibility requirements established by Government Code 2256.015.
 9. Public funds investment pools as permitted by Government Code 2256.016.
 10. Cash management and fixed income funds as permitted by Government Code 2256.020.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

11. Negotiable certificates of deposit as permitted by Government Code 2256.020.
12. Corporate bonds, debentures, or similar debt obligations as permitted by Government Code 2256.020.

Safety

The primary goal of the investment program is to ensure safety of principal, to maintain liquidity, and to maximize financial returns within current market conditions in accordance with this policy. Investments shall be made in a manner that ensures the preservation of capital in the overall portfolio, and offsets during a 12-month period any market price losses resulting from interest-rate fluctuations by income received from the balance of the portfolio. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

Investment Management

In accordance with Government Code 2256.005(b)(3), the quality and capability of investment management for College District funds shall be in accordance with the standard of care, investment training, and other requirements set forth in Government Code Chapter 2256.

Liquidity and Maturity

Any internally created pool fund group of the College District shall have a maximum dollar weighted maturity of 180 days. The maximum allowable stated maturity of any other individual investment owned by the College District shall not exceed two years from the time of purchase. The Board may specifically authorize a longer maturity for a given investment, within legal limits.

The College District's investment portfolio shall have sufficient liquidity to meet anticipated cash flow requirements.

Diversity

The investment portfolio shall be diversified in terms of investment instruments, maturity scheduling, and financial institutions to reduce risk of loss resulting from overconcentration of assets in a specific class of investments, specific maturity, or specific issuer.

Monitoring Market Prices

The investment officer shall monitor the investment portfolio and shall keep the Board informed of significant changes in the market value of the College District's investment portfolio. Information sources may include financial/investment publications and electronic media, available software for tracking investments, depository banks, commercial or investment banks, financial advisers, and representatives/advisers of investment pools or money market funds. Monitoring shall be done at least quarterly, as required by law, or more often as economic conditions warrant by using appropriate reports, indices, or benchmarks for the type of investment.

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

Monitoring Rating Changes	In accordance with Government Code 2256.005(b), the investment officer shall develop a procedure to monitor changes in investment ratings and to liquidate investments that do not maintain satisfactory ratings.
Funds / Strategies	Investments of the following fund categories shall be consistent with this policy and in accordance with the applicable strategy defined below. All strategies described below for the investment of a particular fund should be based on an understanding of the suitability of an investment to the financial requirements of the College District and consider preservation and safety of principal, liquidity, marketability of an investment if the need arises to liquidate before maturity, diversification of the investment portfolio, and yield.
Operating Funds	Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Custodial Funds	Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.
Debt Service Funds	Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.
Capital Project Funds	Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.
Safekeeping and Custody	The College District shall retain clearly marked receipts providing proof of the College District's ownership. The College District may delegate, however, to an investment pool the authority to hold legal title as custodian of investments purchased with College District funds by the investment pool.
Sellers of Investments	<p>Prior to handling investments on behalf of the College District, a broker/dealer or a qualified representative of a business organization must submit required written documents in accordance with law.</p> <p>Representatives of brokers/dealers shall be registered with the Texas State Securities Board and must have membership in the Securities Investor Protection Corporation (SIPC), and be in good standing with the Financial Industry Regulatory Authority (FINRA).</p>

APPROPRIATIONS AND REVENUE SOURCES
INVESTMENTS

CAK
(LOCAL)

**Soliciting Bids for
CDs**

In order to get the best return on its investments, the College District may solicit bids for certificates of deposit in writing, by telephone, or electronically, or by a combination of these methods.

Interest Rate Risk

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.

The College District shall monitor interest rate risk using weighted average maturity and specific identification.

Internal Controls

A system of internal controls shall be established and documented in writing and must include specific procedures designating who has authority to withdraw funds. Also, they shall be designed to protect against losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the College District. Controls deemed most important shall include:

1. Separation of transaction authority from accounting and recordkeeping and electronic transfer of funds.
2. Avoidance of collusion.
3. Custodial safekeeping.
4. Clear delegation of authority.
5. Written confirmation of telephone transactions.
6. Documentation of dealer questionnaires, quotations and bids, evaluations, transactions, and rationale.
7. Avoidance of bearer-form securities.

These controls shall be reviewed by the College District's independent auditing firm.

Annual Review

The Board shall review this investment policy and investment strategies not less than annually and shall document its review in writing, which shall include whether any changes were made to either the investment policy or investment strategies.

Annual Audit

In conjunction with the annual financial audit, the College District shall perform a compliance audit of management controls on investments and adherence to the College District's established investment policies.

