



**Odessa College**

**Regular Meeting**

**Tuesday, July 30, 2019 6:30 PM**

**AGENDA OF REGULAR MEETING**  
**Odessa College Board of Trustees**  
**Tuesday, July 30, 2019, 6:30 PM**  
**Zant Community Room, 2nd Fl, Saulsbury Campus Center**

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- 1. Call to Order** - Mr. Tommy Clark
- 2. Pledge of Allegiance: United States & Texas** - Mr. Tommy Clark
- 3. Introduce New Employees** - Mr. Ken Zartner
- 4. Approval of Minutes of Regular Meeting of May 28, 2019, and Special Meeting of June 20, 2019** - Mr. Tommy Clark 4
- 5. Action Items:**
  - A. Committee Reports:**
    - 1. Finance Committee** - Mr. Gary S. Johnson
      - a. Consider for Approval the Resolution to Change Authorized Representatives for Local Government Investment Cooperative 13
      - b. Consider for Approval the Policy to Move a Designated Portion of the Increase in Unrestricted Funds Annually to Support Vision 2030
      - c. Review of Proposed Budget for 2019-20 Fiscal Year
      - d. Adoption of Budget for 2019-2020 Fiscal Year
    - 2. Property Committee Meeting** - Mr. Larry Johnson
      - a. Report on Approval of Bid for Snap-on Tools & Certification Equipment for Sewell Auto Tech 20
      - b. Report on Approval of Bid for Office & Classroom Furniture for Sewell Auto Tech 21
      - c. Report on Approval of Bid for Truck Driving Simulator 22
  - B. Monthly Financial Statements & Budget Amendments** - Ms. Brandy Ham 23
  - C. Executive Session: (1) Consultation with Attorney - Section 551.071 of the Texas Open Meetings Act of the Texas Government Code; and (2) Evaluation of Employee - Section 551.074 of the Texas Open Meetings Act of the Texas Government Code** - Mr. Tommy Clark
  - 6. Informational Items:**
    - A. Education Report: OC2UTPB Teaching in 3** - Dr. Jonathan Fuentes
    - B. Institutional Effectiveness Report** - Dr. Donald Wood
  - 7. President's Report** - Dr. Gregory Williams
    - A. Welcome Week Begins August 12
    - B. 30 for 30 Fitness Challenge
    - C. Recent Gifts to Odessa College
    - D. OC Blues Dance Team Awards
    - E. Summer Enrollment
  - 8. Adjournment** - Mr. Tommy Clark

Gregory D. Williams, Ed.D., President

**EXECUTIVE/ CLOSED SESSION:** If during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, the Board will convene in such executive or closed session in accordance with the Texas Open Meeting Act, Section §551.001 of the Texas Government Code.

Minutes of a Regular Meeting of the Odessa College Board of Trustees held Tuesday, May 28, 2019, in the Zant Community Room, Saulsbury Campus Center, with the following:

<u>Present</u>	<u>Absent</u>
Richard Abalos	Tommy Clark
Royce Bodiford	
Dr. Tara Deaver	
Neil Grape	
Gary Johnson	
Larry Johnson	
J. E. "Coach" Pressly	
Bruce Shearer	

Meeting was called to order by Board of Trustees Vice President, Mr. Gary Johnson, at 6:30 p.m.

**Pledge of Allegiance: United States & Texas**

Mr. Gary Johnson led the group in the pledges.

**Scholarship Presentation: Odessa Board of Realtors**

Ms. Jacqui Gore, Executive Director of Institutional Advancement, introduced Ms. Connie Coots, Executive Director of the Odessa Board of Realtors. Ms. Coots presented a check in the amount of \$12,641 raised for scholarships from their Christmas Tour of Homes event. Ms. Coots introduced the members of the Odessa Board of Realtors that were present.

**Introduced Employee Excellence Award Winners**

Ms. Kim McKay, Vice President for Student Services & Enrollment Management, introduced the 2019 Employee Excellence Award and Departmental Excellence Award winners including:

Armin Rashvand – Dept. Chair, Engineering & Technology  
Allisa Cornelius – Interim Director, Vocational Nursing  
Louis Gonzales – Associate Dean, Continuing Education  
Mehrnoosh Motamedi – Associate Professor II, Social Science  
Nissan Handawela – Professor Chemistry  
Dr. Oscar Gonzales, Dept. Chair, Business Professions  
Becky Gardner, Student Life Secretary  
Urisonya Flunder, Executive Director, Student Life  
Eric Whitley, Systems Analyst, Information Services  
Ruben Palma, Grounds Keeper

Departmental Excellence Award: Physical Plant  
Employee of the Year: Lindsey Bryant

**Introduce New Employees**

Mr. Ken Zartner, Vice President of Administrative Services, introduced the following new employee:

Tenisha Muhammed, Executive Director, LRC

**Approval of Minutes of Regular Meeting of April 23, 2019 and Special Meeting of May 17, 2019**

Mr. Larry Johnson moved, seconded by Mr. Shearer, to approve the minutes of the Regular Meeting of April 23, 1019, and Special Meeting of May 17, 2019.

Motion passed unanimously.

**Committee Reports**

**1. Property Committee**

**a. Report on Bid for Replacement of Cardio Equipment for Sports Center**

Committee Chairwoman, Dr. Tara Deaver, stated that the Property Committee met recently to consider bids for cardio equipment. The committee approved the following bids for 48-month leases of cardio equipment for the Sports Center:

\$144,581.60 – Marathon Fitness, Sugar Land, Texas  
\$49,010.00 – Fitness Specialist, Odessa, Texas

**b. Report on Award of Bid for Roofing Repairs & Replacements**

Dr. Deaver stated that the Property Committee met recently to review bids for roofing repairs and replacements for the Spur Building, Saulsbury Campus Center, and Williams Hall, due to 2017 hail damage. TASB will cover the base proposal on all buildings and pay the difference of \$50,000 which will be covered by a \$63,000 change order from the savings on the current roofing project at the Jack Rodgers Fine Arts Building.

Mr. Larry Johnson moved, seconded by Mr. Bodiford, to approve the bid from CS Advantage USAA for the Alternate A upgraded roof in the amount of \$1,109,000.00 for roofing repairs and replacements.

Motion passed unanimously.

**c. Report on Award of Bid for Automotive Lifts for Sewell Auto Tech**

Dr. Deaver stated that the Property Committee met recently to approve a bid for 10 lifts for Sewell Auto Tech which will be funded by the ODC grant. The committee approved the bid from Snap-on Industrial in the amount of \$137,572.68.

**d. Report on Award of Bid for Sewell Auto Tech Signage**

Dr. Deaver stated that the Property Committee met recently to review bids for signage for Sewell Auto Tech. The committee awarded the bid to Wellborn Sign Company, Lubbock, Texas, in the amount of \$140,700.00 which included the fabrication and installation of an electronic pylon sign, directional signage, and letter forms for the Truck Driving Academy and Sewell Auto Tech.

### **Monthly Financial Statements & Budget Amendments**

Ms. Virginia Chisum, Vice President for Business Affairs, highlighted various areas of the financial statements and budget amendments as printed below:

(Kristi Gibbs will put financial reports in minute book)

Mr. Shearer moved, seconded by Dr. Deaver, to approve the Monthly Financial Statements and Budget Amendments.

Motion passed unanimously.

### **Issuance of Certificates of Election**

Ms. Chisum stated that Certificates of Election have been issued to Mr. Neil Grape, Place 6, Mr. Royce Bodiford, Place 3, and Mr. Tommy Clark, Place 9.

### **Administer Oath of Office to Re-elected Board Members Royce Bodiford, Neil Grape, and Tommy Clark**

Ms. Gene Agnew, notary, administered the Oath of Office to re-elected board members, Royce Bodiford, Place 3, and Neil Grape, Place 6.

### **Recommendation for Appointment of Independent Auditors**

Ms. Brandy Ham, Executive Director of Financial Services, stated that Johnson, Miller & Co., CPAs has provided quality accounting services to the Permian Basin for over 50 years and have continually provided quality auditing, accounting, and tax consulting services to Odessa College.

Mr. Shearer moved, seconded by Mr. Bodiford, to approve the appointment of Johnson, Miller & Co., CPAs as independent auditors for 2019-20.

Motion passed unanimously.

### **Amend Investment Policy to Designate Investment Officers**

Ms. Chisum stated that there were no changes passed by the State Legislature that require changes to our policy. Changes include replacing "Odessa Junior College District" with "Odessa College District". In section 3.1, the title of the designated business officer changes from the Vice President of Business Affairs to Chief Financial Officer and adds the Executive Director of Finance, Brandy Ham, as an authorized investment officer in the absence of the Chief Financial Officer, along with Controller, Kristi Gibbs, which will give us at least two people to make investment transactions. No changes were recommended to the list of authorized investment business organizations.

Mr. Gary Johnson read the following resolution:

**ODESSA COLLEGE DISTRICT  
RESOLUTION  
ANNUAL REVIEW OF INVESTMENT POLICY  
May 28, 2019**

**Whereas**, Sec. 2256.006 (e) of the Texas Public Funds Investment Act states:

*"The governing body of an investing entity shall review its investment policy and investment strategies not less than annually. The governing body shall adopt a written instrument by rules, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies.";*

**Whereas**, the investment officer has reviewed the policy and strategies with the finance committee of the Board, and the finance committee has recommended changes to the investment policy and investment strategies, as fully described in Exhibit A:

**Be it resolved** that the Board of Trustees of ODESSA COLLEGE DISTRICT has on this date reviewed its investment policy and strategies and the proposed changes, and hereby adopts said policy and strategies.

The effective date of the Investment Policy shall be May 28, 2019.

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President, Board of Trustees

Attest:

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Secretary, Board of Trustees

**EXHIBIT A**  
**CHANGES TO INVESTMENT POLICY**  
**May 28, 2019**

**Section 3.1 (Designated Investment Officer) is amended to add the Executive Director of Finance as an additional Investment Officer. (This change is needed due to the announced retirement of the Vice President for Business Affairs.)**

3.1 Designated Investment Officer. The Vice President for Business Affairs shall be designated by resolution as the District's Investment Officer. The Investment Officer will approve all transactions conducted within the investment portfolio. The Investment Officer and Chairperson of the Finance Committee of the Board of Trustees or a designated alternate will be responsible for monitoring and reviewing all investment activity on a routine basis. The Executive Director of Finance or the Controller shall be designated as the District's Investment Officer to act in the absence of the Vice President for Business Affairs.

Mr. Shearer moved, seconded by Dr. Deaver, to adopt the resolution to amend the investment policy to designate investment officers.

Motion passed unanimously.

**Extension of Depository Contract with Frost Bank**

Ms. Chisum stated that the contract with Frost Bank is for a two year period of time with two additional two year periods of extension.

Ms. Chisum read the following resolution:

**RESOLUTION OF THE BOARD OF TRUSTEES  
OF ODESSA COLLEGE DISTRICT  
IN ECTOR COUNTY, TEXAS**

On the 28<sup>th</sup> day of May 2019, at a Regular Meeting of the Board of Trustees for the Odessa College District (hereinafter, "Board of Trustees") held in the City of Odessa, Ector County, Texas with a quorum of the Board Members present, the following Resolution was adopted:

WHEREAS, the college district entered in a Bank Depository Agreement dated September 1, 2017 with Frost Bank.

WHEREAS, this Bank Depository Agreement allows for the extension of said contract for two years, for the period of September 1, 2019 and through August 31, 2021.

WHEREAS, both parties agree that all pricing, terms and conditions of the original proposal package shall remain the same until said contract expiration date.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees that the Bank Depository Agreement between Frost Bank and Odessa College District be extended through August 31, 2021.

THE FOLLOWING VOTE WAS RECORDED:

Bruce Shearer (Place 1)	Yes: X	No	Absent
Richard C. Abalos (Place 2)	Yes: X	No	Absent
Royce Bodiford (Place 3)	Yes: X	No	Absent
J. E. "Coach" Pressly (Place 4)	Yes: X	No	Absent
Larry Johnson (Place 5)	Yes: X	No	Absent
Neil Grape (Place 6)	Yes: X	No	Absent
Gary S. Johnson (Place 7)	Yes: X	No	Absent
Tara Deaver (Place 8)	Yes: X	No	Absent
Tommy Clark (Place 9)	Yes:	No	Absent: X

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Gregory D. Williams, Ed.D., President  
Odessa College District

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Larry Johnson, Secretary Board of Trustees  
Odessa College District

Mr. Shearer moved, seconded by Dr. Deaver, to adopt the resolution for extension of depository contract with Frost Bank.

Motion passed unanimously.

**Approval of Municipal Advisory Agreement with RBC Capital Markets**

Ms. Chisum stated that RBC Capital Markets LLC has served as been our investment advisors since 2009. RBC has advised us in the issuance of bonds and any other long term financial arrangements. They help us manage our debt policy. In 2009 they helped us restructure and refinance the consolidated revenue bonds, saving us about \$1.7 million. Those bonds will be paid off in September, 2019, – a \$2.5 million debt service payment annually. They also provided us

invaluable service during the sale and marketing of the general obligation tax bonds for Vision 2015, and again when we re-funded the bonds in 2017 where we realized a savings of about \$6.5 million. In 2012, they helped us restructure and purchase Century Commons housing from a privatized organization by issuing revenue bonds. They analyze financial alternatives, advise us of any market interest rate or economic changes, let us know when it is a good time to re-fund for savings, assist in the credit monitoring process and the annual follow-ups, and help us file the required annual disclosure statements. A 5-year extension of our current agreement is recommended. There is no change of the fee structure. Financial advisors are only paid upon the issuance of bonds and their fee is wrapped up into the bond issuance cost. There is no annual fee, although they provide many annual services.

Dr. Deaver moved, seconded by Mr. Shearer, to approve the municipal advisory agreement with RBC Capital Markets LLC.

Motion passed unanimously.

#### **Reorganization of the Board**

Mr. Gary Johnson recommended the following slate of officers:

Tommy Clark – President  
Gary Johnson – Vice President  
Larry Johnson – Secretary  
Bruce Shearer – Assistant Secretary

Mr. Gary Johnson opened for floor for other nominations. There were none.

Mr. Larry Johnson moved, seconded by Mr. Royce Bodiford, to approve the proposed slate of officers.

Motion passed unanimously.

#### **Report on Odessa College Foundation Student Success Scholarship Employee Campaign**

Ms. Jacqui Gore stated that 2019 was a record-breaking year for the Student Success Scholarship Employee Campaign with a 99% participation rate and a total of \$47,068 in donations. Employees were divided into teams. 11 teams reached 100% participation.

#### **Education Report**

Dr. Aimee Callahan, Vice President for Instruction, stated that last year the Instructional Division was restructured into 5 schools: School of Public Service & Education, School of Science, Technology, Engineering & Math, School of Health Sciences, School of Business & Industry, and School of Arts & Humanities. After review, the number of schools have been reduced for the upcoming year and the following departments will report to each:

School of Liberal Arts & Education – Led by Dr. Eric Yeager, Senior Dean  
Art, English, Mass Communications, Music, Photography, Social Sciences, Speech, Theatre, Child Development, Education, Psychology, Sociology, Substance Abuse Counseling

School of Health Sciences – Led by Nicole Hays, Interim Dean  
Associate Degree Nursing, Kinesiology, Physical Therapy Assistant, Radiologic Technology, Surgical

Technology, Vocational Nursing, EMS Technology, Fire Technology

School of Science, Technology, Engineering & Math – Led by Dr. Diane Carrasco-Jacquez, Senior Dean  
BAAS-Automation, Biology, Chemistry, Computer Science, Energy Technology, Engineering, Geology, Math, Physics, Learning Resources Center

School of Business & Industry – Led by Dr. Jennifer Myers, Dean  
Automotive Technology, BAAS-Entrepreneurship, BAAS-Occupational Safety & Health Management, Business Administration, Business Leadership, Cosmetology, Culinary Arts, Diesel Technology, Office Administration, Occupational Safety & Environmental Technology, Paralegal Studies, Precision Manufacturing, Small Business Management, Welding, Criminal Justice, Law Enforcement Academy

Dr. Callahan stated that this summer, Teaching & Learning is working on several things for 2019-2020 including an online reboot with OC Global instruction, personalized instructional guidance, and a focus on meeting students and faculty members where they are.

### **Institutional Effectiveness Report**

Dr. Don Wood, Vice President for Institutional Effectiveness, stated that Odessa College started 8-week terms 5 years ago. Dr. Wood compared enrollment for the 5 years of 8-week terms (2014-2018) to the previous 5 years of 16-week terms (2009-2013). In 2009-2010, area colleges experienced high enrollment due to high unemployment rates in the Permian Basin. When the unemployment rate dropped, enrollment dropped. Midland College's enrollment dropped over 26% during that time. Odessa College introduced 8-week terms during a time of very low unemployment rates and developed processes and procedures around 8-week terms so that our enrollment is no longer affected by the cycle of unemployment rates. Enrollment continues to climb. The latest Texas Higher Education Coordinating Board *Almanac* reports that Odessa College's enrollment has grown 30% in the last 5 years, while Midland College's has grown .05%. Our contact hours have also soared, with over 2 million contact hours over the last 3 years in the Fall and Spring terms. The in-class completions rate 5 year average under 8-week terms for the Fall and Spring semesters is 96% compared to a high of 91% under 16-week terms. The student success rate 5 year average for 8-week terms is 81% compared to 78% under the 16-weeks terms.

### **President's Report**

#### **1. Record Graduations on May 10 & 11**

Most of you participated in yet another record graduation in the Ector County Coliseum on May 10 and 11<sup>th</sup>. 1,126 degrees and certificates were awarded and approximately 674 students walked the stage during the two ceremonies. Dr. Williams shared 2 graduation videos.

#### **2. Golf Team Update**

Congratulations to the OC Golf team. They finished in the top 10 at the NJCAA Division I National Championship in Melbourne, Florida, on May 14 - 17. Team member, Bryce Waters, was named an NJCAA All-American for the second year in a row. Tripp Wallace was awarded the 2019 Jimmy Russell Award given to the NJCAA Golf Student Athlete of the Year. This is the 19<sup>th</sup> year the Golf team has competed in the National Championships under Coach Chavez.

Five members of the golf team walked in the May graduation ceremonies.

### **3. SACSCOC Site Visit Results**

A team from the *Southern Association of Colleges & Schools Commission on Colleges* visited our campus April 29 – May 1 to take an in-depth look at our Bachelor of Applied Arts & Sciences degrees. Site team members met with students, faculty, library staff, learning outcomes representatives, administrators, and Board members Gary Johnson, Dr. Tara Deaver, and Bruce Shearer, during their visit. Kudos to Connie May, who coordinated the details of the visit. She did an excellent job. The results were a rare NO recommendations. The visitors made a point to complement our physical plant staff for maintaining a beautiful campus and stated that it was obvious that we were all “impatient for student success”.

Dr. Williams stated that this was Virginia Chisum’s last board meeting. He thanked her for her work. Ms. Chisum stated that this was the best board she had ever worked under and that she was leaving the college in good hands.

### **Adjournment**

The meeting was adjourned at 7:43 p.m.

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Secretary

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President

Minutes of a Special Meeting of the Odessa College Board of Trustees held Thursday, June 20, 2019, in the Administration Bldg., Presidential Conference Room with the following:

<u>Present</u>	<u>Absent</u>
Richard Abalos	Dr. Tara Deaver
Royce Bodiford	
Tommy Clark	
Neil Grape	
Gary Johnson	
Larry Johnson	
J. E. "Coach" Pressly	
Bruce Shearer	

Meeting was called to order by Board of Trustees President, Tommy Clark, at 5:31 p.m.

#### **Committee Reports**

##### **1. Property Committee**

###### **a. Approval of Bid for Equipment for Sewell Auto Tech**

Committee member, Mr. Larry Johnson, stated that the Property Committee met recently to consider bids for Sewell Auto Tech workstations and storage. The equipment is to be paid for from the ODC grant. The Property Committee reviewed the bids in detail and accepted the bid of \$363,461.09 from Snap-on Industrial due to their high quality, lifetime guarantee, and access control features.

Mr. Larry Johnson moved, seconded by Mr. Shearer, to approve the bid of \$363,461.09 from Snap-on Industrial.

Motion passed unanimously.

##### **2. Adjournment**

Meeting was adjourned at 6:01 p.m.

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Secretary

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President

PARTICIPANT NAME: Odessa College District      EFFECTIVE DATE: \_\_\_\_\_

**PART I: DELETIONS - Please enter the Authorized Representatives to be deleted**

1. Virginia Chisum      3. \_\_\_\_\_
2. \_\_\_\_\_      Inquiry: \_\_\_\_\_

**PART II: ADDITIONS - Please enter the Authorized Representatives to be added.**

1. Name: Brandy Ham      Email: bham@odessa.edu  
Signature: \_\_\_\_\_      Phone: 432-335-6651 Title: Chief Financial Officer
2. Name: \_\_\_\_\_      Email: \_\_\_\_\_  
Signature: \_\_\_\_\_      Phone: \_\_\_\_\_ Title: \_\_\_\_\_
3. Name: \_\_\_\_\_      Email: \_\_\_\_\_  
Signature: \_\_\_\_\_      Phone: \_\_\_\_\_ Title: \_\_\_\_\_

**PART III: APPROVALS - Please enter the names of all currently Authorized Representatives to authorize the deletions and additions of the individuals above.**

1. Name: Kristi Gibbs  
Signature: \_\_\_\_\_  
Title: Controller \_\_\_\_\_
2. Name: Virginia Chisum  
Signature: \_\_\_\_\_  
Title: Vice President Business Affairs \_\_\_\_\_
3. Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_
4. Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

**Official Seal of Participant  
(REQUIRED)\***

**\*REQUIRED\***  
**Attested By:** \_\_\_\_\_  
**Printed Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_



## ADDITION/DELETION FORM FOR AUTHORIZED REPRESENTATIVES

**PART IV: PRIMARY CONTACT [required]** - If the Primary Contact on file with LOGIC was deleted in Part I of this form, please provide the name of the Authorized Representative that will be the Primary Contact. The Primary Contact is the individual who will receive the daily transaction confirmations, monthly statements, monthly newsletter, LOGIC updates and other program mailings.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PART V: INQUIRY ONLY [optional]** - If an Inquiry Only Representative was deleted in Part I and you wish to replace this representative or add an inquiry only representative to your LOGIC account for the first time, please list this individual below. This limited representative cannot make deposits or withdrawals or sign Bank Information Sheets.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If you have any questions regarding this form or the Authorized Representatives currently on file with LOGIC for your entity, please contact LOGIC Participant Services at 1-800-895-6442.

Document with original signatures is required.

Forms with alterations (i.e. white out, mark out, etc.) will NOT be accepted  
Mail originals to LOGIC Participant Services \* 1201 Elm Street, Suite 3500 \* Dallas, Texas 75270

**RESOLUTION CHANGING AUTHORIZED REPRESENTATIVES FOR LOCAL  
GOVERNMENT INVESTMENT COOPERATIVE**

WHEREAS, **Odessa College District**

(the "Government Entity") by authority of that certain Local Government Investment Cooperative Resolution \_\_\_\_\_ (the "Resolution") has entered into that certain Interlocal Agreement (the "Agreement") and has become a participant in the public funds investment pool created thereunder known as Local Government Investment Cooperative ("LOGIC");

WHEREAS, the Resolution designated on one or more "Authorized Representatives" within the meaning of the Agreement;

WHEREAS, the Government Entity now wishes to update and designate the following persons as the "Authorized Representatives" within the meaning of the Agreement;

NOW, THEREFORE, BE IT RESOLVED:

The following officers, officials or employees of the Government Entity are hereby designated as "Authorized Representatives" within the meaning of the Agreement, with full power and authority to: deposit money to and withdrawal money from the Government Entity's LOGIC account or accounts from time to time in accordance with the Agreement and the Information Statement describing the Agreement and to take all other actions deemed necessary or appropriate for the investment of funds of the Government Entity in LOGIC:

1. Name: **Kristi Gibbs**

Title: **Controller**

Signature: \_\_\_\_\_

Phone: **432-335-6663**

Email: **kgibbs@odessa.edu**

2. Name: **Brandy Ham**

Title: **Chief Financial Officer**

Signature: \_\_\_\_\_

Phone: **432-335-6651**

Email: **bham@odessa.edu**

3. Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

4. Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**{REQUIRED} PRIMARY CONTACT:** List the name of the Authorized Representative listed above that will be designated as the Primary Contact and will receive all LOGIC correspondence including transaction confirmations and monthly statements

Name: **Kristi Gibbs**

**{OPTIONAL} INQUIRY ONLY CONTACT:** In addition, the following additional Participant representative (*not listed above*) is designated as an *Inquiry Only* Representative authorized to obtain account information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant may designate other authorized representatives by written instrument signed by an existing Applicant Authorized Representative or Applicant's chief executive officer.

The foregoing supersedes and replaces the Government Entity's previous designation of officers, officials or employees of the Government Entity as Authorized Representatives under the Agreement pursuant to paragraph 4 of the Resolution. Except as hereby modified, the Resolution shall remain in full force and effect.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Odessa College District**

(NAME OF ENTITY/APPLICANT)

SIGNED BY: \_\_\_\_\_  
(Signature of official)

\_\_\_\_\_  
(Printed name and title)

ATTESTED BY: \_\_\_\_\_  
(Signature of official)

\_\_\_\_\_  
(Printed name and title)

**OFFICIAL SEAL OF PARTICIPANT**  
(\*REQUIRED\*)

LOGIC strongly recommends that the Personal Identification Number (PIN) be changed if there is a change in "Authorized Representatives". Please include a request to change the PIN number when sending the "Amending Resolution" to LOGIC.



# Resolution Amending Authorized Representatives

Please use this form to amend or designate Authorized Representatives.

This document supersedes all prior Authorized Representative forms.

\* Required Fields

## 1. Resolution

WHEREAS,

Odessa College District

Participant Name\*

7 | 7 | 4 | 0 | 4 |

Location Number\*

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool/ Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Brandy Ham

Chief Financial Officer

Name

Title

4 | 3 | 2 | 3 | 3 | 5 | 6 | 6 | 5 | 1 |

4 | 3 | 2 | 3 | 3 | 5 | 6 | 8 | 6 | 0 |

bham@odessa.edu

Phone

Fax

Email

Signature

2. Kristi Gibbs

Controller

Name

Title

4 | 3 | 2 | 3 | 3 | 5 | 6 | 6 | 6 | 3 |

4 | 3 | 2 | 3 | 3 | 5 | 6 | 8 | 6 | 0 |

kgibbs@odessa.edu

Phone

Fax

Email

Signature

3. Gregory D. Williams

President

Name

Title

4 | 3 | 2 | 3 | 3 | 5 | 6 | 4 | 1 | 0 |

4 | 3 | 2 | 3 | 3 | 5 | 6 | 8 | 6 | 0 |

gwilliams@odessa.edu

Phone

Fax

Email

Signature

## 1. Resolution (continued)

4.    
Name  Title  
                 
Phone  Fax  Email  
  
Signature

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

**Kristi Gibbs**

Name   
In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot perform transactions. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name  Title  
                 
Phone  Fax  Email

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the  3  0 day of  July,  2  0  1  9.

**Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.**

Name of Participant\*

**SIGNED**

Signature\*

**Tommy Clark**

Printed Name\*

**Board President**

Title\*

**ATTEST**

Signature\*

**Larry Johnson**

Printed Name\*

**Board Secretary**

Title\*

## 2. Mailing Instructions

The completed Resolution Amending Authorized Representatives can be faxed to TexPool Participant Services at 1-866-839-3291, and mailed to:

TexPool Participant Services  
1001 Texas Avenue, Suite 1400  
Houston, TX 77002

**ORIGINAL SIGNATURE AND DOCUMENT REQUIRED**

**TEX-REP**

**2 OF 2**

TexPool Participant Services  
1001 Texas Avenue, Suite 1400 • Houston, TX 77002  
Phone: 1-866-TEXPOOL (839-7665) • Fax: 1-866-839-3291 • [www.texpool.com](http://www.texpool.com)

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## Authorized Representative Add Form

Name of Participant Odessa College Participant Number 68501

### ***Addition of Authorized Representative***

In order to either (i) carry out the role of Investment Officer for the Participant or (ii) aid the Investment Officer of the Participant in the execution of his or her duties pursuant to Texas Government Code, Section 2256.003(c), as the case may be, the following officers, officials, employees, or contractors of the Participant are hereby designated as Authorized Representatives within the meaning of the Investment Agreement (Agreement). These designated Authorized Representatives have full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool (Lone Star) account from time to time in accordance with the Agreement and the Information Statement, and take all other actions deemed necessary or appropriate for the investment of local funds of the Participant:

	Rep #1	Rep #2	Rep #3
Printed Name	Brandy Ham	Kristi Gibbs	Gregory D. Williams
Title	Chief Financial Officer	Controller	President
E-mail address	bham@odessa.edu	kgibbs@odessa.edu	gwilliams@odessa.edu
Signature			

In accordance with Lone Star procedures, an Authorized Representative shall promptly notify Lone Star of any changes in who is serving as Authorized Representative.

In addition to the foregoing Authorized Representatives, each Investment Officer of Lone Star appointed by the Lone Star Board of Trustees from time to time is hereby designated as an Investment Officer of the Government Entity and, as such, shall have responsibility for investing the share of Lone Star assets representing local funds of the Government Entity.

**PASSED AND APPROVED this** 30 **day of** July **, 20** 19**:**

By: \_\_\_\_\_

Tommy Clark

*Printed Name, Board President*

By: \_\_\_\_\_

Larry Johnson

*Printed Name, Board Secretary*

State of Texas,  
Ector  
County of

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to  
(name of notary) (name of President and Secretary)

me (or proved to me on the oath of \_\_\_\_\_) or through \_\_\_\_\_ to be the person(s)  
(person providing oath) (identification item)

whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Personalized Seal)

*Notary Public's Signature*

## BID TABULATION FOR PROPERTY COMMITTEE

### Tools for Sewell Auto Tech Program

BID/RFP NO: Auto Tech Tools/ Certification Equipment

PROJECT DESC: Sewell Automotive Technology Building

OPENING DATE: \_\_\_\_\_

ESTIMATED BUDGET: \$ 215,438.20 ODC Grant

EST. TIMELINE OF WORK: 4-5 weeks

**SCOPE OF PROJECT:** Odessa College has agreed to enter into a partnership with Snap-On. This partnership results in the College being a Snap-On School in regards to our Auto and Diesel Programs, therefore competitive proposals were not sent.

<b>VENDORS</b>	<b>MANUFACTURER</b>	<b>BID/PROPOSAL</b>
Snap-On – NTC Tool Sets	Snap-On	\$ 88,000.00
Snap-On – Cert Training equipment	Snap-On	\$ 127,438.20

**OTHER PERTINENT FACTS OR INFORMATION:** NTC tool sets are from the ASE certifications list required for certification. Cert Training equipment: Heavy Duty Diesel Cert Kit, Zeus Certification Kit Auto, and Polartek Dual CA Machine are needed for three certifications we will be offering through the Snap-On program.

Administration Recommends: Award to [Vendor name] for \$[award amount]

Action of the Property Committee:

Awarded Vendor: \_\_\_\_\_ Amount: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_ Date: \_\_\_\_\_

## BID TABULATION FOR PROPERTY COMMITTEE

BID/RFP NO: Coop Bid Quote  
PROJECT DESC: Sewell Auto Office and Classroom Furniture  
OPENING DATE: 7-15-2019  
ESTIMATED BUDGET: \$150,000  
EST. Delivery/Install September 5-14, 2019

**SCOPE OF PROJECT:** To purchase classroom, office, and various furniture for the Sewell Auto Technology. Three designers were sent quotes. All items are materials are on coop-contract and do not require bidding. But, we are seeking the best value for the College. We received two quotes back.

<b><u>VENDORS</u></b>	<b><u>MANUFACTURERS</u></b>	<b><u>BID/PROPOSAL</u></b>
West Office Interiors San Angelo, Texas	Steel Case, and National,	Jay designed the LRC, and Radtech, he started but did not complete his project with pricing.
Officewise Interiors Midland, Texas	HON	\$ 66,546.18 <u>Did not bid complete packet</u> and the design did not meet the project theme.
Built for Dreams Lubbock, Texas	Haworth, Sit ON IT, KI	\$146,968.86

**OTHER PERTINENT FACTS OR INFORMATION:** The design desired was to complete the look of the Auto Technology Center with an industrial theme. Built for Dreams put together a quality design package and pricing comparable to the Officewise with standard office and classroom furniture.

**BID TABULATION FOR PROPERTY COMMITTEE**  
**Truck Driving Simulator**

BID/RFP NO: RFP#18-010  
PROJECT DESC: Truck Driving Simulator  
OPENING DATE: 6-27-2018  
ESTIMATED BUDGET: \$120,000 Odessa Development Grant  
EST. TIMELINE OF Delivery: Within 30 Days of Purchase Order

**SCOPE OF PROJECT:** To purchase a Truck Driving Simulator for the new Sewell location to enhance the Odessa College Truck Driving Training. Competitive bids were sent to qualified vendors. Two complete RFP's were received.

<b>VENDORS</b>	<b>MANUFACTURER</b>	<b>BID/PROPOSAL</b>
Simulator Systems International Tulsa, Ok	Simulator Systems International EF-Truck NG	\$ 84,880.00
Virage Simulation Montpellier, Montreal, Canada	Virage Simulation VS600-V5600M	\$ 115,000

**OTHER PERTINENT FACTS OR INFORMATION:** Virage Simulation provides on site training for three days. Their simulator requires no software upgrade costs. The references from the above equipment, indicated that Virage provided excellent service, quality, and longevity. The references from Virage are many College's and Cities in the U.S.

**Action of the Property Committee:**

Awarded Vendor: \_\_\_\_\_ Amount: \_\_\_\_\_  
Voting For: \_\_\_\_\_ Date: \_\_\_\_\_  
Voting Against: \_\_\_\_\_

**ODESSA COLLEGE**  
**BUDGET COMPARISON STATEMENT**  
**CURRENT UNRESTRICTED INCOME & EXPENDITURES**  
**June 30, 2019 and 2018**

	THROUGH JUNE 2019	TOTAL BUDGET 2018-2019	PERCENT OF BUDGET		THROUGH JUNE 2018	TOTAL BUDGET 2017-2018	PERCENT OF BUDGET
<b>Revenues:</b>							
State Appropriation	6,781,765	8,372,550	81.0%		6,788,693	8,370,061	81.1%
Ad Valorem Taxes	23,530,688	23,847,048	98.7%		22,130,724	22,175,000	99.8%
Tuition and Fees - Credit	11,812,508	10,982,652	107.6%		11,197,833	10,564,630	106.0%
Tuition and Fees - Non Credit	1,322,628	1,725,596	76.6%		985,899	1,587,015	62.1%
Federal Grants & Contracts	8,345	10,000	83.5%		8,655	10,000	86.6%
Other Income	926,157	1,211,763	76.4%		888,146	1,178,592	75.4%
Gift Income	33,634	116,245	28.9%		14,070	78,695	17.9%
Investment Income	466,565	350,000	133.3%		323,481	350,000	92.4%
<b>Total Revenues</b>	<b>44,882,290</b>	<b>46,615,854</b>	<b>96.3%</b>		<b>42,337,501</b>	<b>44,313,993</b>	<b>95.5%</b>
<b>Salaries and Benefits:</b>							
General Administration	1,650,374	2,030,089	81.3%		1,521,534	1,849,037	82.3%
Student Services	2,046,563	2,509,233	81.6%		1,832,029	2,464,998	74.3%
General Institutional	2,161,569	2,723,335	79.4%		2,018,632	2,597,973	77.7%
Instruction	9,930,198	12,396,830	80.1%		8,862,325	11,313,930	78.3%
Instructional Support	2,314,808	3,456,843	67.0%		2,153,018	3,212,449	67.0%
Public Service	474,007	691,719	68.5%		436,812	714,495	61.1%
Physical Plant	879,171	1,077,186	81.6%		830,818	1,012,801	82.0%
Staff Benefits	4,348,166	5,284,229	82.3%		4,029,955	5,107,182	78.9%
<b>Total Payroll</b>	<b>23,804,856</b>	<b>30,169,464</b>	<b>78.9%</b>		<b>21,685,123</b>	<b>28,272,865</b>	<b>76.7%</b>
<b>Other Operating Expenditures:</b>							
General Administration	278,983	329,443	84.7%		249,009	289,035	86.2%
Student Services	335,781	510,596	65.8%		459,757	553,917	83.0%
General Institutional	2,847,386	3,560,287	80.0%		2,937,536	3,382,517	86.8%
Instruction	987,281	1,076,936	91.7%		1,035,122	1,251,270	82.7%
Instructional Support	404,625	470,131	86.1%		341,113	507,997	67.1%
Public Service	84,485	165,799	51.0%		116,874	176,915	66.1%
Physical Plant Operations	1,320,584	1,544,195	85.5%		1,278,587	1,522,048	84.0%
Utilities	824,251	1,047,816	78.7%		862,114	1,023,211	84.3%
Scholarships & Allowances	1,385,876	1,603,700	86.4%		1,460,598	1,538,400	94.9%
<b>Total Other Operating Expenditures</b>	<b>8,469,252</b>	<b>10,308,903</b>	<b>82.2%</b>		<b>8,740,710</b>	<b>10,245,310</b>	<b>85.3%</b>
<b>Transfers In:</b>							
Bookstore Profit (Loss)	46,607	65,000	71.7%		114,492	100,000	114.5%
OER Reserve Fund	83,333	100,000	83.3%		-	-	n/a
Other Auxiliary Profit (Loss)	(32,286)	(38,973)	n/a		(97,494)	(78,385)	n/a
Investment Income - Plant Funds	63,803	30,000	212.7%		53,115	28,000	189.7%
<b>Total Transfers In</b>	<b>161,457</b>	<b>156,027</b>	<b>103.5%</b>		<b>70,113</b>	<b>49,615</b>	<b>141.3%</b>
<b>Transfers Out:</b>							
For Revenue Bond Debt Service	2,106,900	2,484,000	84.8%		2,109,000	2,485,800	84.8%
Tuition for TPEG Scholarships	490,718	450,000	109.0%		432,083	425,000	101.7%
To Technology Replacement Fund	365,692	450,000	81.3%		294,495	300,000	98.2%
To Plant Renew/Replace Fund	772,200	686,100	112.5%		270,896	300,000	90.3%
To Construction Funds	700,000	900,000	77.8%		833,333	1,000,000	83.3%
Athletics Subsidy	1,191,785	1,296,584	91.9%		1,067,542	1,136,170	94.0%
Other Transfers	(47,987)	26,830	-178.9%		-	198,463	0.0%
<b>Total Transfers Out</b>	<b>5,579,308</b>	<b>6,293,514</b>	<b>88.7%</b>		<b>5,007,349</b>	<b>5,845,433</b>	<b>85.7%</b>
<b>Excess of Revenues over Expenditures and Transfers</b>							
	7,190,331	-			6,974,432	-	

**ODESSA COLLEGE**  
**BUDGET ADJUSTMENTS**  
**July 30, 2019**

**GENERAL CONTINGENCY EXPENDITURES (11-10390-5388)**

Original Budget, September 1, 2018	\$ 600,000
Approved Adjustments, September 25, 2018	(42,500)
Approved Adjustments, December 6, 2018	(92,130)
Approved Adjustments, February 26, 2019	(44,161)
Approved Adjustments, April 23, 2019	(6,218)
Proposed Adjustments, July 30, 2019	** (42,012)
Balance Remaining for General Contingencies	\$ <u>372,979</u>

**INCREASES (DECREASES) IN INCOME BUDGETS**

None	-\$
	\$ <u>      </u>

**INCREASES (DECREASES) IN EXPENDITURE BUDGETS**

Bus Replacement in excess of insurance proceeds			
11 - 10359 - 6010	Transportation	Capital > \$5000	42,012
11 - 10390 - 5388	General Contingency	Contingent Expenditures	** (42,012)
			\$ <u>(42,012)</u>

**ODESSA COLLEGE**  
**EXPENDITURE VOUCHERS EXCEEDING \$10,000**  
**May 22, 2019 - July 22, 2019**

05/22/2019	G & G Construction	Deaderick Hall Remodel	\$30,550.00
05/22/2019	Dini Spheris Inc.	Capital Campaign Consulting May 14 - June 14	\$15,521.82
05/22/2019	Dini Spheris Inc.	Capital Campaign Consulting April 15 - May 14	\$15,000.00
05/22/2019	ESCN, Inc	Globe Theater Sound System Upgrade Remainder	\$14,972.90
05/30/2019	Great Western Dining	Meal Charges (Week ending 05/15/19)	\$12,341.80
05/30/2019	Ron Osborn Inc.	EST building Insulation Removal and Reinstallation	\$37,773.00
05/30/2019	Ector County Elections Admin.	Board Member Election Cost	\$21,740.34
05/30/2019	Odessa Council for the Arts & Human	Headliner Sponsorship for Hot Summer Nights	\$10,000.00
05/30/2019	Honeywell, Inc.	Spur Hvac Upgrades	\$16,241.51
05/30/2019	Geary D. Umsted	Contract Instruction - Chevron CE Class (TWC Skills Dev Grant)	\$12,000.00
05/30/2019	Stephen Cooper	Contract Instruction - Chevron CE Class (TWC Skills Dev Grant)	\$21,398.40
06/05/2019	GCA Services Group	Custodial Services	\$58,761.48
06/05/2019	Great Western Dining	Meal Charges (Week ending 11/28/18 and 12/5/18)	\$32,375.59
06/05/2019	GRAPEVINE DCJ, LLC	2018 RAM Crew Cab Truck	\$48,115.00
06/05/2019	JSA Architects	Sewell AutoTech - Pay Application #15	\$21,254.82
06/12/2019	Miguel's Demolition & Backhoe Service	Graham Ranch Barn Demolition	\$17,500.00
06/12/2019	City of Odessa	Water & Sewer Utilities - May	\$16,994.60
06/12/2019	Dell Marketing L.P.	15 replacement computers	\$12,075.15
06/18/2019	The Odessa American	Spring graduation display	\$14,582.41
06/19/2019	J.C.Roberts Construction Co., Inc.	Baseball Field - Pay Application #10	\$87,676.20
06/19/2019	G & G Construction	Falcon ECHS - interior painting	\$13,988.00
06/19/2019	Aztec Software Associates, Inc.	Ready for Work Series Software (AEL Grant Funded)	\$41,550.00
06/19/2019	NRG Energy, Inc.	Electric Utilities - May	\$60,090.87
06/19/2019	Alliant Insurance Services Inc.	Athletic AD&D Accident Medical	\$132,638.00
06/19/2019	Ellucian Company, L.P.	License Fee for TouchNet OneCard VIP	\$30,264.00
06/19/2019	Ector County Appraisal Dist	3rd quarter Appraisal and Collection Fees	\$87,564.75
06/26/2019	G & G Construction	LRC ceiling patch and paint	\$26,520.00
06/26/2019	Ebsco Information Services	EBSCO Discovery Service for LRC	\$16,129.00
06/26/2019	Geary D. Umsted	Contract Instruction - Chevron CE Class (TWC Skills Dev Grant)	\$12,000.00
06/26/2019	Brex, LLC	Contract Instruction - Chevron CE Class Intro ESP Training	\$11,550.00
06/26/2019	Ron Osborn Inc.	Century Commons Room 103 Abatement	\$11,009.00
06/26/2019	Pinner Carpets	Student Housing carpet and instillation	\$11,546.35
07/03/2019	JSA Architects	Sewell AutoTech - Pay Application #16	\$11,067.86
07/03/2019	G & G Construction	OC Tech - Painting	\$31,167.00
07/03/2019	Lumen Inc	OER subscription - Spring 2019 enrollments	\$36,315.00
07/03/2019	Lumen Inc	OER subscription - Fall 2018 enrollments	\$26,570.00
07/03/2019	Digital Architeture, L.L.C	Online Catalog annual subscription	\$18,739.76
07/03/2019	Onyx General Contractors LLC	Sewell AutoTech - Pay Application #10	\$416,575.00
07/03/2019	GCA Services Group	Custodial Services	\$58,761.48
07/10/2019	The HON Company	EST building classroom furniture	\$18,634.04
07/10/2019	City of Odessa	Water & Sewer Utilities - June	\$12,197.62
07/10/2019	TouchNet Information Systems, Inc.	TouchNet annual software license fee	\$77,343.00
07/10/2019	Stephen Cooper	Contract Instruction - Chevron CE Class (TWC Skills Dev Grant)	\$21,610.84
07/17/2019	Four Winds Interactive Llc	25 Licenses for Wrangler Vision	\$12,744.75
07/17/2019	NRG Energy, Inc.	Electric Utilities - June	\$62,285.88
07/17/2019	Honeywell, Inc.	Building Automation Maintenance Agreement	\$10,833.54