

**AGENDA OF REGULAR MEETING**  
**Odessa College Board of Trustees**  
**Tuesday, January 26, 2021, 6:00 PM**  
**Virtual Meeting**  
**<https://zoom.us/s/93709914423>**  
**Odessa, TX 79764**

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1. **Call to Order** - Mr. Tommy Clark
2. **Pledge of Allegiance: United States & Texas** - Mr. Tommy Clark
3. **Tribute to Mr. Richard Abalos**- Dr. Greg Williams
4. **Introduce New Employees** - Ms. Lindsey Bryant
5. **Approval of Minutes of Regular Meeting of Dec 3, 2020** - Mr. Tommy Clark 2
6. **Action Items:**
  - A. **Committee Reports:**
    1. **Personnel/Policy Committee**- Mr. Bruce Shearer
      - a. Review & Consider for Approval Policy Update 40 to Odessa College Policy Manual 6
      - b. Review & Consider for Approval Policy Update to AD Local of Odessa College Policy Manual 17
    - B. **Review of OC Mission Statement**- Dr. Tramiane Anderson
    - C. **Health Science Building Naming Agreement**- Ms. Jacqui Gore 19
    - D. **Financial Report**- Ms. Brandy Ham
      1. Monthly Financial Statements & Budget Amendments 23
      2. Quarterly Investment Report 27
7. **Informational Items:**
  - A. **Education Report - Graduation, OC2UTPB & BAAS** - Ms. Kim McKay & Dr. Tramaine Anderson
  - B. **Institutional Effectiveness Report** - Mr. Robert Rivas
  - C. **President's Report** - Dr. Gregory Williams
    1. 2021 Odessa College Learning Summit
    2. Spring 2021 Registration Efforts
    3. COVID-19 Vaccines in the Permian Basin
    4. Welcoming Back Our Campus Residents
8. **Adjournment** - Mr. Tommy Clark

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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 Thursday, December 3, 2020, held remotely through Zoom, with the following:

Present

Richard Abalos  
Bruce Shearer  
Gary Johnson  
Larry Johnson  
J. E. "Coach" Pressly  
Tommy Clark  
Trudy Lewis

Absent

Meeting was called to order by Board of Trustees Chair, Mr. Tommy Clark, at 6:01 p.m.

**2902 Pledge of Allegiance: United States & Texas**

Mr. Tommy Clark led the group in the pledges.

**2903 Approval of Minutes of Regular Meeting of November, 3 2020**

Mr. Gary Johnson moved, seconded by Mr. Larry Johnson, to approve the minutes of the Regular Meeting of November 3, 2020.

Motion passed unanimously.

**2904 Consider and Approval of Health Sciences Building Naming Agreement**

Ms. Jacqui Gore, Executive Director of Advancement, brought forward the naming agreement for the new Health Sciences Building. Ms. Gore shared that the Wood Family Foundation has offered a contribution of \$5 million for the naming of this building and seeks board approval.

Mr. Gary Johnson moved, seconded by Dr. Tara Deaver, to approve the naming agreement.  
Motion passed unanimously.

**2905 Renewal of Terms of Directors for Odessa College Foundation**

Ms. Jacqui Gore stated that the mission of the Odessa College Foundation is three-fold: To secure donations for scholarship assistance through the annual campaign and Leave-a-Legacy campaign; to secure donations to the College that foster the continuation and development of projects and training programs; and to unify the community in promoting philanthropy for Higher Education at Odessa College. Ms. Gore presented the existing Foundation directors for renewal of terms:

David Boutin, President  
Jeff Adams  
Jefferson Cox  
Shem Culpepper  
Dr. Tara Deaver  
Melinda Garriga  
Kevin Gray  
Lisa Hill  
Gary Johnson  
Tom Passmore  
Tommy Salmon, Jr.  
Collin Sewell  
Craig Van Amburgh

Mr. Gary Johnson moved, seconded by Dr. Tara Deaver, to approve the renewal of terms for the Odessa College Foundation directors.

Motion passed unanimously.

**2906 Appointment of New Directors to Odessa College Foundation**

Ms. Gore presented the following as new directors for the Odessa College Foundation:

Charles Carlson  
Connie Coots  
Paul Hinojos  
Monica Tschauner

Mr. Larry Johnson moved, seconded by Ms. Trudy Lewis, to approve the new Odessa College Foundation directors as presented.

Motion passed unanimously.

**Committee Reports**

1. **Property Committee**

**2907 a. Report on Approval of Welding Equipment**

Dr. Tara Deaver reported that the property committee met on November 17, 2020, and approved the purchase of welding equipment from WestAirGas of Odessa at a cost of \$55,705.33. This purchase is being funded by the Carl Perkins Grant funds.

**2908 b. Report on Approval of Anatomage Table with Digital Library**

Dr. Deaver reported that the property committee met on November 17, 2020, and approved the purchase of an anatomage table at a cost of \$81,200. This purchase is being funded by Carl Perkins Grant funds.

**2909 c. Report on Approval of Zant Community Room Video Conference Upgrade**

Dr. Deaver reported that the property committee met on November 17, 2020, and approved the purchase of updates for the Zant Community Room video conferencing system at a cost of \$136,793.41. This purchase is being funded by institutional funds received from the CARES Act Higher Education Emergency Relief Fund.

**2910 2. Finance Committee**

**a. Approval of Audited Financial Statements**

Committee Chair, Mr. Gary Johnson, stated that the Finance Committee met recently to review the 2020 audited financial statements in detail with Whitley Penn. Mr. Scott Brown of Whitley Penn reviewed the Independent Auditors Reports. Ms. Brandy Ham, Chief Financial Officer, presented an overview of the audited financial statements. Mr. Gary Johnson congratulated the OC team for a great job.

Gary Johnson moved, seconded by Bruce Shearer, to approve the audited financial statements.

Motion passed unanimously.

**2911 Monthly Financial Statements & Budget Amendments**

Brandy Ham, Chief Financial Officer, highlighted various areas of the financial statements and budget amendments as printed below:

Gary Johnson moved, seconded by Ms. Lewis, to approve the Monthly Financial Statements and Budget Amendments.

Motion passed unanimously.

**2912 Transition to Remote Instruction**

Dr. Tramaine Anderson shared updates on Odessa College's Remote Instruction Transition plan. She reminded the group Odessa College students transitioned to fully remote for the spring semester and returned in the summer to having classes on campus, incorporating our health and safety protocols. These protocols for safe learning continue in the fall & spring semesters. The decision has been made to move instruction to remote during certain transition periods to allow respite for students and instructors when it is likely there will be an increase in positive COVID-19 cases. Students in face-to-face & hybrid classes will be transitioned completely online while faculty will teach from their classrooms during these one-week transitional periods. Early College High School & Dual Credit students will attend on campus during these remote instruction periods. Currently, there are three occasions Odessa College will observe these remote instruction times: the week after Thanksgiving break; the week after the winter break; and the week after spring break. It is our hope allowing students an additional week to ensure they are healthy before returning to campus will limit the spread of COVID-19 on Odessa College's campus.

**2913 Education Report: Health Science Building Construction Update**

Mr. Ken Zartner updated the campus on the Vision 2030 plan, including the new health science building. Cruz Castillo from JSA Architects was introduced and shared some of the interior and exterior design concepts for the new Health Science Building. Mr. Cruz was joined by Ms. Nicole Hays, interim Dean of School of Health Sciences to describe some of the functionality of the Health Science Building and thank the Wood Family Foundation for their contribution to this project. Ms. Jacqui Gore added that Odessa College has worked closely with hospital leadership across the Permian Basin for input on this building, and they have shown great support. Dr. Greg Williams closed the conversation by thanking the Odessa College community and noting that this night was a historic night. He shared the Wood Family continues to step up to support Odessa College and the students of this community. He also reminded the group that without a healthy community, we lack a community. Dr. Williams shared the corona virus has taught our community to lean on each other and help one another during difficult times.

**2914 Institutional Effectiveness Report**

Dr. Don Wood shared with the group that this would be his last board meeting. Dr. Wood took time to reflect on the great work and accomplishments Odessa College has seen during his time here. Following national and state recognition, community colleges across the country are now adopting programs that originated at Odessa College. Odessa College has been celebrated as a Leader College by Achieving the Dream and now has been invited to apply to be a Leader College of Distinction by Achieving the Dream. Odessa College has been invited three times to apply to be considered for the Aspen Prize, so far winning two Rising Star awards, and they await the results for the 2021 Aspen Prize. Dr. Wood thanked all of Odessa College for his time at Odessa College and allowing him to be a part of one of the best community colleges in the nation. Mr. Clark thanked Dr. Wood for his service.

**2915 President's Report**

**1. United Way Update**

Odessa College began their annual United Way giving campaign on October 19, with a goal of \$40,000 and 99% employee participation. The donation campaign ended on November 30, with a total \$38,261 of donations and 99% participation. The silent auction this year was virtual and included high bids that added up to \$5,330 in additional funds for United Way. This brought the total donations to \$43,591 and allowed Odessa College to exceed their goal.

**2. Wrangler Food Pantry Holiday Food Baskets**

The Wrangler Food Pantry put together Holiday Food Baskets to distribute the week before Thanksgiving to OC students. 145 baskets were given to families who might otherwise not have been able to afford to have a Thanksgiving meal.

**3. OCLI Class of 2020**

The Odessa College Leadership Institute Class of 2020 began their program together in February 2020, and soon after, the world as we know it changed. The 15 graduates of this year's Odessa College Leadership Institute persevered and were quick to adapt to a socially distanced and digital experience growing their leadership skills. This year's class developed new ideas to improve First Time in College enrollment and student persistence.

4. **OC2UTPB Transfer Specialist position**

Odessa College has yet again partnered with the University of Texas Permian Basin to find new ways to help students transfer successfully and navigate their move from Odessa College to UTPB to complete their bachelor's degrees. Professionals from both OC and UTPB will serve on an interview committee to search for the new, shared team member.

5. **Dr. Don Wood named CEO of MDA**

After 12 years at Odessa College, Vice President of Institutional Effectiveness Dr. Donald Wood will return to his "roots" at the Muscular Dystrophy Association to become its chief executive officer. Early in his career, Wood worked with MDA for 20 years in research, advising, consulting, fund-raising and marketing. From associate professor of biology to vice president, Dr. Wood has made a strong impact on Odessa College's past, present and future. The fundamental tenants of the Drop Rate Improvement Program, which he researched, implemented, cultivated and sustained, have become a national model for student success and completion. Dr. William's thanked Dr. Wood for his service to Odessa College.

**Adjournment**

The meeting was adjourned at 7:26 p.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair

**Board Authority**

The Board has final authority to determine and interpret the policies that govern the College District and, within the limits imposed by other legal authorities, has complete and full control of the College District.

**Transacting Business**

Official Board action shall be taken only in meetings that comply with the Open Meetings Act. When a proposal is presented to the Board, the Board shall hold a discussion and reach a decision. The affirmative vote of a majority of all Board members shall be required to transact business. [See BD] Although there may be dissenting votes, which are a matter of public record, each Each action of the Board supported by the majority is binding on the whole Board.

**Individual Authority for Committing the Board**

Board members as individuals shall not exercise authority over the College District, its property, or its employees. Except for appropriate duties and functions of the Board Chair, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BCAB]

**Individual Access to Information**

An individual Board member, acting in the member's his or her official capacity, shall have the right to seek information pertaining to College District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Act. Chapter of the Government Code. [See GCA]

Limitations

If a Board member is not acting in the member's official capacity, the Board member has no greater right to College District records than a member of the public.

An individual member shall not have access to confidential student records unless the member is acting in the member's his or her official capacity and has a legitimate educational interest in the records in accordance with policies FJ(LEGAL) and (LOCAL).

Requests for Records

Individual members shall seek access to records or request copies of records from the College President~~College President~~ or other designated custodian of records. When a custodian of records other than the College President~~College President~~ provides access to records or copies of records to individual Board members, the provider shall inform the College President of the records provided.

A Board member who is denied access to a record under this policy may ask the Board to determine whether the record should

Requests for Reports	<p><u>be provided or may file a request under the Public Information Act. [See GCA]</u></p> <p><u>No individual Board member shall direct or require College District employees to prepare reports derived from an analysis of information in existing College District records or to create a new record compiled from information in existing College District records.</u></p>
Confidentiality	<p>Directives to the <del>College President</del> <u>College President</u> or other College District staff regarding the preparation of reports that will, in the opinion of the <del>College President</del> <u>College President</u>, require excessive staff time or expense shall be authorized by action of the Board.</p> <p>At the time Board members are provided access to confidential records or to reports compiled from such records, the <del>College President</del> <u>College President</u> or other College District employee shall advise them of their responsibility to comply with confidentiality requirements <u>and the College District's information security controls.</u></p>
Referring Complaints	<p>If employees, students, or citizens bring a concern or complaint to an individual Board member, <del>the Board member</del> <u>he or she</u> shall refer them to the <del>College President</del> <u>College President</u> or designee, who shall proceed according to appropriate Board policy. [See DGBA, FLD, and GB]</p> <p>When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Board member may request that the issue be placed on the agenda.</p>
Staff Authority	<p>Except as authorized by these policies, no employee or agent shall have the authority to bind the College District contractually.</p>

Within the context of current law, the College District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, students, and community residents.

**Organization**

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the College District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

At each policy code, the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

**Terms**

The terms “Trustee” and “Board member” are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for College District name terminology]

**Harmony with Law**

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

Severability

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application. To this end, the provisions of this policy manual are declared to be severable.

**Policy Development**

Policies and policy amendments may be initiated by the ~~College President~~College President, Board members, College District personnel, students, or community citizens but generally shall be recommended for the Board’s consideration by the ~~College President~~College President.

**Adoption and Amendment**

Board policies may be adopted, amended, or suspended by a majority vote of the members of the Board.

Local policies and amendments shall become effective upon Board adoption or at a future date established by the Board at the time of adoption.

Legally referenced policies are not adopted by the Board.

**Official Policy Manual**

The Board shall designate one copy of the local policy manual as the official policy manual of the College District. The official copy shall be kept in the central administration office, and the ~~College President~~College President or designee shall be responsible for its



accuracy and integrity and shall maintain a historical record of the College District's policy manual.

TASB Localized  
Updates

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the College District. If discrepancies occur between different copies of the manual, the version contained in the official policy manual shall be regarded as authoritative.

## Reporting

Any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a responsibility under state law to immediately report the suspected abuse or neglect to an appropriate authority.

As defined in state law, child abuse and neglect include both sex and labor trafficking of a child.

A professional who has cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child has an additional legal obligation to submit a written or oral report within 48 hours of learning of the facts giving rise to the suspicion of abuse or neglect. A "professional" is anyone licensed or certified by the state who has direct contact with children in the normal course of duties for which the individual is licensed or certified.

A person is required to make a report if the person has cause to believe that an adult was a victim of abuse or neglect as a child and the person determines in good faith that disclosure of the information is necessary to protect the health and safety of another child or an elderly or disabled person.

## Making a Report

Reports may be made to any of the following:

1. A state or local law enforcement agency;
2. The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) at (800) 252-5400 or the Texas Abuse Hotline Website;
3. A local CPS office; or
4. If applicable, the state agency operating, licensing, certifying, or registering the facility in which the suspected abuse or neglect occurred.

However, if the suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child, the report must be made to DFPS, unless the report is to the state agency that operates, licenses, certifies, or registers the facility where the suspected abuse or neglect took place; or the report is to the Texas Juvenile Justice Department as a report of suspected abuse or neglect in a juvenile justice program or facility.

An individual does not fulfill the person's responsibilities under the law by only reporting suspicion of abuse or neglect to the College President or another College District staff member. The College District shall not require an employee to first report the employee's suspicion to a College District or campus administrator.

EMPLOYEE STANDARDS OF CONDUCT  
CHILD ABUSE AND NEGLECT REPORTING

DHC  
(LOCAL)

<u>Confidentiality</u>	<u>In accordance with state law, the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the rules of the investigating agency.</u>
<u>Immunity</u>	<u>A person who in good faith reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability.</u>
<u>Failure to Report</u>	<u>By failing to report suspicion of child abuse or neglect, an employee:</u> <ol style="list-style-type: none"><li><u>1. May be placing a child at risk of continued abuse or neglect;</u></li><li><u>2. Violates the law and may be subject to legal penalties, including criminal sanctions for knowingly failing to make a required report; and</u></li><li><u>3. Violates Board policy and may be subject to disciplinary action, including possible termination of employment.</u></li></ol> <p><u>It is a criminal offense to coerce someone into suppressing or failing to report child abuse or neglect.</u></p>
<b><u>Responsibilities Regarding Investigations</u></b>	<u>In accordance with law, College District officials shall be prohibited from:</u> <ol style="list-style-type: none"><li><u>1. Denying an investigator's request to interview a child on campus in connection with an investigation of child abuse or neglect;</u></li><li><u>2. Requiring a parent or College District employee be present during the interview; or</u></li><li><u>3. Coercing someone into suppressing or failing to report child abuse or neglect.</u></li></ol> <p><u>College District personnel shall cooperate fully and without parental consent with an investigation of reported child abuse or neglect.</u></p>
<b>Adverse Employment Action Prohibited</b>	The College District prohibits any adverse employment action, including termination or discrimination, against any employee who in good faith reports child abuse or neglect or participates in a related investigation.
<b><u>Training</u></b>	<u>The College District shall provide training to employees as required by law. Training shall address reporting requirements and techniques to prevent and recognize sexual abuse, trafficking, and all other maltreatment of children.</u>

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[Texas Abuse Hotline Website: https://www.txabusehotline.org](https://www.txabusehotline.org)

The Board shall determine the types of degrees and certificates to be awarded by the College District. The degrees and certificates offered by the College District and the associated recommended course sequences developed by the College District administration shall be described in the College District catalog and on the College District website.

# Explanatory Notes

## Community College Localized Policy Manual Update 40

### Odessa College

#### **ATTN(NOTE)**

#### **GENERAL INFORMATION ABOUT THIS UPDATE**

Unless otherwise noted, references to legislative bills throughout these explanatory notes refer to Senate Bills (SB) or House Bills (HB) from the 86th Regular Legislative Session. All referenced bills have already gone into effect unless otherwise noted.

#### **A25(INDEX)**

#### **CROSS-INDEX**

The cross-index has been updated to incorporate recommended course sequences at EFB and the mentorship program at FEB.

#### **BBBB(LLEGAL)**

#### **ELECTIONS: ETHICS**

A statutory citation has been updated in this policy due to Administrative Code renumbering.

#### **BBE(LOCAL)**

#### **BOARD MEMBERS: AUTHORITY**

Recommended revisions to this policy include:

- When Transacting Business, board members must discuss all proposals presented to the board and reach decisions, which can include dissenting votes;
- Board members have Limitations in relation to requesting records and Requests for Reports; and
- Board members must adhere to the college district's security controls for Confidentiality reasons.

#### **BDB(LLEGAL)**

#### **BOARD MEETINGS: PUBLIC PARTICIPATION**

A citation to a recent Attorney General opinion has been added addressing Reasonable Rules for conducting a public comment period.

#### **BE(LOCAL)**

#### **POLICY AND BYLAW DEVELOPMENT**

A revision to this local policy clarifies that a college district's legally referenced policies are not adopted by the board. Also, the Official Policy Manual is the sole responsibility of the chief executive officer of the college district and cannot be designated to another employee.

#### **CAAB(LLEGAL)**

#### **STATE AND FEDERAL REVENUE SOURCES: FEDERAL**

This legally referenced policy has been updated to reflect recent U.S. Office of Management and Budget (OMB) amendments to its guidance for grants and agreements.

#### **CAI(LLEGAL)**

#### **APPROPRIATIONS AND REVENUE SOURCES: AD VALOREM TAXES**

This policy was updated in response to SB 2, effective January 1, 2021, which requires an officer or employee designated by the college district to submit the college district's Tax Rate Calculation forms to the county assessor-collector for each applicable county.

#### **CC(LLEGAL)**

#### **ANNUAL OPERATING BUDGET**

Effective January 1, 2021, SB 2 requires a college district's governing body to include the forms used by the college district in the appendix to its budget.

#### **CDA(LLEGAL)**

#### **ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS**

This legally referenced policy has been updated at Form and Availability and Posting to reflect recent changes to Administrative Code rules related to the Annual Local Debt Report.

# Explanatory Notes

## Community College Localized Policy Manual Update 40

### Odessa College

#### **CGE(LLEGAL) SAFETY PROGRAM: MEDICAL TREATMENT**

This legally referenced policy has been updated to reflect recent Administrative Code changes related to the Administration of Epinephrine. The administration of epinephrine is also addressed in the FAQ [What Do Colleges Need to Know About Epinephrine Auto-Injectors?](#), available on [TASB College eLaw](#).

A model local policy is available for this code. If the college district is considering adopting a policy addressing the administration of epinephrine, please contact the college district's policy consultant to request the model.

#### **CHE(LLEGAL) SITE MANAGEMENT: MAIL AND DELIVERY**

This legally referenced policy has been updated at Political Advertising to reflect the renumbering of the Administrative Code provision. Additional changes were made to align more closely with the Administrative Code.

#### **CIA(LLEGAL) EQUIPMENT AND SUPPLIES MANAGEMENT: RECORDS MANAGEMENT**

In the Note, the cross references to additional records retention provisions have been replaced with a global reference to policies containing retention provisions found in specific laws.

#### **CKE(LLEGAL) INSURANCE AND ANNUITIES MANAGEMENT: WORKERS' COMPENSATION**

A paragraph at Leaves of Absence that described a court decision related to employees who violate absence policies has been replaced with a reference to related provisions in policy DEC.

#### **CRA(LLEGAL) TECHNOLOGY RESOURCES: WEBSITE POSTINGS**

Beginning the 2021–22 academic year, SB 25 requires college districts to develop at least one recommended course sequence for each undergraduate certificate or degree program they offer.

#### **CS(LLEGAL) INFORMATION SECURITY**

This legally referenced policy has been updated to include additional statutory information addressing the Biennial Information Security Plan. Additionally, citations were updated throughout.

#### **DAA(LLEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY**

This legally referenced policy has been updated to include the U.S. Supreme Court decision in *Bostock v. Clayton County, Georgia* that states Title VII prohibits discrimination based on sexual orientation and gender identity.

#### **DEA(LOCAL) COMPENSATION AND BENEFITS: SALARIES AND WAGES**

A new version of this policy that includes a section on Premium Pay During Disasters is now available.

Please contact your policy consultant if you are interested in this version. Note that, in most circumstances, the language would need to be adopted before the emergency occurs to qualify for FEMA reimbursement.

#### **DHC(LOCAL) EMPLOYEE STANDARDS OF CONDUCT: CHILD ABUSE AND NEGLECT REPORTING**

Revisions throughout this policy reflect Education Code requirements that a college district must develop procedures governing the reporting of child abuse and neglect as required by the Family Code.

# Explanatory Notes

## Community College Localized Policy Manual Update 40

### **Odessa College**

#### **EFB(LLEGAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES**

Beginning the 2021–22 academic year, SB 25 requires college districts to develop at least one Recommended Course Sequence for each undergraduate certificate or degree program they offer.

#### **EFB(LOCAL) CURRICULUM DESIGN: DEGREES AND CERTIFICATES**

Because of changes in law that will take effect in the near future, we are reissuing this policy for your review.

Revisions were added to comply with provisions in SB 25 that require college districts to develop at least one recommended course sequence for each undergraduate degree or certificate program beginning with the 2021–22 academic year.

#### **EFB(REGULATION) CURRICULUM DESIGN: DEGREES AND CERTIFICATES**

The local policy for this code has been issued to the college district in this update. Our records indicate that you have a regulation at this code that you may need to review and revise in light of the changes in this update. Please advise us:

- If this regulation is obsolete and should be deleted from your localized policy manual; or
- If you have revisions that you wish to submit for editorial and legal review and incorporation into your localized policy manual.

#### **EI(LLEGAL) TESTING PROGRAMS**

The TSI Assessment Time Periods section has been removed from this policy to align more closely with the Administrative Code.

#### **FAA(LLEGAL) EQUAL EDUCATIONAL OPPORTUNITY: SERVICE ANIMALS**

The U.S. Department of Housing and Urban Development provided new guidance related to a Fair Housing Act Assistance Animal. The new guidance prohibits housing providers from reassessing requests granted before this guidance was issued.

#### **FEA(LLEGAL) FINANCING EDUCATION: FINANCIAL AID AND SCHOLARSHIPS**

This policy has been revised at Contents of Disclosures to reflect recent changes to the Administrative Code clarifying that student debt letters are not required to include private loan information.

#### **FEB(LLEGAL) FINANCING EDUCATION: WORK STUDY**

This legally referenced policy has been updated in response to recent amendments to the Administrative Code that incorporate an existing Mentorship Program into provisions addressing the Texas College Work-Study Program.



**Mission**

Odessa College shall lead the way in preparing its students and community for the future. The College District offers exemplary courses, programs, and services to assist students in achieving their educational goals and becoming lifelong learners, community builders, and global citizens. Odessa College shall empower its employees to model excellence in their service to students, colleagues, and the community.

**Role**

Odessa College is an open-door institution accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, associate degrees and baccalaureate degrees. ~~Odessa College is an open-door, two-year institution offering quality career, technical, and academic courses for certification or associate degrees.~~ Additionally, the College District offers continuing education, remedial and compensatory education, and provides guidance and counseling programs. Odessa College primarily serves individuals located in our service area and insists on excellence in teaching, research, and public service.

**Purpose**

The purpose of Odessa College, as prescribed by the Texas Higher Education Coordinating Board, is to provide:

1. Technical programs up to two years in length leading to associate degrees or certificates.
2. Career and technical programs leading directly to employment in semi-skilled and skilled occupations.
3. Freshman and sophomore courses in arts and sciences.
4. Continuing adult education programs for occupational or cultural upgrading.
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
7. Workforce development programs designed to meet local and statewide needs.
8. Adult literacy and other basic skills programs for adults.

**Institutional  
Responsibility**

Odessa College, within its role and mission, must serve the public to:

1. Transmit culture through general education.

EDUCATIONAL ROLE, MISSION, PURPOSE, AND RESPONSIBILITY

AD  
(LOCAL)

2. Extend knowledge.
3. Teach and train students for professions.
4. Provide for scientific, engineering, medical, and other academic research.
5. Protect intellectual exploration and academic freedom.
6. Strive for intellectual excellence.
7. Provide educational opportunity for all who can benefit from postsecondary education and training.
8. Provide continuing education opportunities.

## NAMING AGREEMENT

This Naming Agreement ("Agreement"), effective as of January 26, 2021 ("Effective Date"), is made and entered into by and between Medical Center Health System, whose address is 500 West Fourth Street, Odessa, Texas 79761 ("Donor") and Odessa College District ("College"). Based upon the Recitals below, and in consideration of the mutual promises and benefits hereunder, the parties hereto hereby agree as follows:

### RECITALS

Donor wishes to make a Contribution to the College for the use and benefit of the College as set forth in this Agreement.

In consideration for the Contribution, the Odessa College District Board of Trustees ("Board") desires to accept such Contribution on behalf of the College, subject to the terms and conditions set forth in this Agreement.

### AGREEMENT

- Contribution.** Donor hereby pledges to the College, for the purpose of constructing a health sciences building on the campus of the College, the following Contribution: Five Million Dollars (\$5,000,000.00) ("Contribution").
- Payment of the Contribution.** Except as hereinafter specified, the Contribution is an irrevocable promise to make payments to the College over a period of ten (10) years. Payments will begin upon the execution of this Agreement with an initial payment of Five Hundred Thousand Dollars (\$500,000.00) on or before November 1, 2021, and will continue annually thereafter on the anniversary of the initial payment according to the following schedule:

Amount of Payment by Donor	Due Date
\$500,000	November 1, 2022
\$500,000	November 1, 2023
\$500,000	November 1, 2024
\$500,000	November 1, 2025
\$500,000	November 1, 2026
\$500,000	November 1, 2027
\$500,000	November 1, 2028
\$500,000	November 1, 2029
\$500,000	November 1, 2030

Donor may accelerate the payment of any or all of this pledge at any time in Donor's discretion so long as the cumulative total of all Contribution payments meets the foregoing schedule. Payments shall be paid by Donor to College via check, electronic

funds transfer, or other methods acceptable to Donor and the College. It is understood and agreed that the Contribution by Donor is specifically conditioned upon the construction of a health sciences building on the campus of the College, and in the event the building is not constructed substantially in accordance with the plans furnished to Donor by College, the obligations of Donor hereunder shall terminate and College shall refund to Donor any portion of the Contribution previously paid to the College. The College may make reasonable modifications to the plans for the facility. Modification to the plans for the facility shall be furnished to Donor by the College.

3. **Acknowledgement.** In consideration for the Contribution, the College will acknowledge the Contribution by naming the (to be constructed) health sciences building first floor the "Medical Center Health System Simulation Hospital" ("Facility") for a period of 75 years (the "Naming Rights Period"). The College may in its sole discretion agree to extend the Naming Rights Period. Donor leadership will have the opportunity to teach and mentor students taking classes in the health sciences building. The Donor can also schedule time in the health sciences building learning and meeting space at no charge.
4. **Modification of Naming.** If during the useful life of the Facility, the Facility is transferred or conveyed from the College; closed, deconstructed, destroyed or severely damaged; significantly renovated, upgraded, modified, relocated, or replaced at a cost equal to or exceeding the Contribution, then the Naming will cease. In such event, however, the Donor, if available, and in consultation with and as mutually agreed by the Board and College, will have the right, for no additional payment, to have another available and equivalent College facility named after the Donor for the remainder of the Naming Rights Period.
5. **Termination of Naming.** In addition to any rights and remedies available at law, the Board may terminate this Agreement and all rights and benefits of the Donor hereunder, including terminating the Naming:
  - a. In the event of any default in payment of the Contribution as provided in this Agreement, or
  - b. In the unlikely event the Board determines in its reasonable and good faith opinion that circumstances have changed, due to Donor's own acts and/or omissions, such that the Naming chosen by the Donor would adversely impact the reputation, image, mission or integrity of the College, or of the Board in the event of a continued association with Donor and the continuation of the Naming provided for herein.

Upon any such termination of this Agreement before all payments of the Contribution are made, the Board, the College and the Donor shall have no further obligation or liability to each other and the College shall be required to return any portion of the Contribution

already paid. However, notwithstanding the foregoing sentence, in the event of a termination of this Agreement because of a default in payment of the Contribution by Donor, the College shall not be required to return any portion of the Contribution already paid.

6. **Publicity.** For purpose of publicizing the Contribution and the Naming, College will have the right, at times and places reasonably acceptable to Donor, without charge, to photograph the Donor and use the names, likenesses, and images of the Donor in photographic, audiovisual, digital or any other form of medium ("Media Materials") and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, information and marketing materials, and reports and publications describing College's development and business activities.

Likewise, for purposes of publicizing the Contribution and the Naming Donor or Donor's affiliated entities or businesses will have the right, at times and places reasonably acceptable to College, without charge, to photograph the Wood Health Sciences Building and use the names, likenesses, and image of the College in photographic, audiovisual, digital or any other form of medium (the "Media Materials") and to use, reproduce, distribute, exhibit, and publish the Media Materials in any manner and in whole or in part, including in brochures, website postings, informational and marketing materials, and reports and publications describing Donor and Donor's affiliated entities and business activities.

7. **Assignment.** This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.
8. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. The captions and terms used in this Agreement are for convenience only and in no way define limit, or otherwise describe the scope or intent of this Agreement, or any provision hereof, or in any way affect the interpretation of this Agreement.
9. **Successors in Interest.** This Agreement will be binding on and inure to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors and assigns, as permitted by this Agreement.
10. **Waiver.** A breach of this Agreement may be waived only by a written waiver signed by the party granting the waiver. A waiver of any breach of this Agreement shall not operate nor

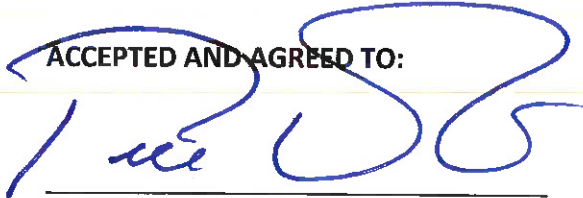
be construed as a waiver of any other similar, prior, or subsequent breach of this Agreement.

11. **Amendment.** This Agreement may be amended or modified only in writing and signed by both Donor and College. Any amendment or modification of this Agreement shall be subject to Paragraph 13 below.

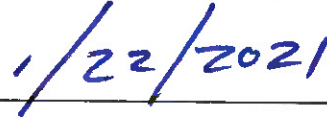
12. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Texas. Subject to the sovereign immunity of the State of Texas and Odessa College District, any legal proceeding brought in connection with disputes relating to or arising out of this Agreement will be filed and heard in Ector County, Texas, and Donor waives any objection that it might raise to such venue and any right it may have to claim that such venue is inconvenient.

13. **Board of Trustees Approval.** This Agreement and any amendment or modifications thereto, and the recognition and naming provided for herein, are subject to the approval by the Board and this Agreement will not be effective unless and until approved by the Board.

ACCEPTED AND AGREED TO:



Russell Tippin, Chief Executive Officer  
Medical Center Health System



Date

Tommy Clark, President  
Board of Trustees  
Odessa College

Date

Gregory D. Williams, President  
Odessa College

Date

**ODESSA COLLEGE**  
**BUDGET COMPARISON STATEMENT**  
**CURRENT UNRESTRICTED INCOME & EXPENDITURES**  
**December 31, 2020 and 2019**

	THROUGH DECEMBER 2020	TOTAL BUDGET 2020-2021	PERCENT OF BUDGET	THROUGH DECEMBER 2019	TOTAL BUDGET 2019-2020	PERCENT OF BUDGET
<b>Revenues:</b>						
State Appropriation	4,146,868	9,641,570	43.0%	4,146,942	9,641,570	43.0%
Ad Valorem Taxes	7,335,577	25,730,000	28.5%	4,245,746	25,705,000	16.5%
Tuition and Fees - Credit	10,032,336	11,282,133	88.9%	9,245,714	11,141,892	83.0%
Tuition and Fees - Non Credit	586,027	1,718,696	34.1%	731,287	1,888,367	38.7%
Federal Grants & Contracts	670	13,000	5.2%	-	13,000	0.0%
Other Income	172,421	1,105,611	15.6%	329,515	1,191,769	27.6%
Gift Income	42,428	52,000	81.6%	75,056	78,756	95.3%
Investment Income	66,909	330,000	20.3%	126,978	425,000	29.9%
<b>Total Revenues</b>	<b>22,383,236</b>	<b>49,873,010</b>	<b>44.9%</b>	<b>18,901,238</b>	<b>50,085,354</b>	<b>37.7%</b>
<b>Salaries and Benefits:</b>						
General Administration	718,219	2,190,983	32.8%	618,420	2,022,316	30.6%
Student Services	629,798	2,214,595	28.4%	850,837	2,709,174	31.4%
General Institutional	1,012,608	3,463,237	29.2%	904,591	3,246,450	27.9%
Instruction	4,618,073	13,670,979	33.8%	4,453,770	13,363,338	33.3%
Instructional Support	1,202,401	3,920,645	30.7%	1,064,125	3,462,730	30.7%
Public Service	189,250	695,833	27.2%	219,414	731,606	30.0%
Physical Plant	360,471	1,091,721	33.0%	351,706	1,115,925	31.5%
Staff Benefits	1,892,836	5,815,375	32.5%	1,751,961	5,592,480	31.3%
<b>Total Payroll</b>	<b>10,623,656</b>	<b>33,063,368</b>	<b>32.1%</b>	<b>10,214,824</b>	<b>32,244,019</b>	<b>31.7%</b>
<b>Other Operating Expenditures:</b>						
General Administration	172,974	421,052	41.1%	200,440	344,467	58.2%
Student Services	224,508	568,664	39.5%	251,452	533,792	47.1%
General Institutional	1,646,705	4,126,736	39.9%	1,831,343	3,918,962	46.7%
Instruction	147,369	979,877	15.0%	298,533	1,146,707	26.0%
Instructional Support	216,159	569,570	38.0%	250,363	626,942	39.9%
Public Service	74,451	138,198	53.9%	81,173	166,723	48.7%
Physical Plant Operations	1,031,750	1,853,001	55.7%	951,586	1,785,904	53.3%
Utilities	391,164	1,117,250	35.0%	384,762	1,115,750	34.5%
Scholarships & Allowances	589,720	1,659,000	35.5%	730,844	1,605,000	45.5%
<b>Total Operating Expenses</b>	<b>4,494,800</b>	<b>11,433,348</b>	<b>39.3%</b>	<b>4,980,496</b>	<b>11,244,247</b>	<b>44.3%</b>
<b>Transfers In:</b>						
Bookstore Profit (Loss)	-	60,000	0.0%	-	60,000	0.0%
OER Reserve Fund	33,333	100,000	33.3%	33,333	100,000	33.3%
Other Auxiliary Profit (Loss)	76,961	(455,126)	n/a	192,407	(117,730)	n/a
Investment Income - Plant Funds	-	20,000	0.0%	29,418	20,000	147.1%
<b>Total Transfers In</b>	<b>110,294</b>	<b>(275,126)</b>	<b>-40.1%</b>	<b>255,158</b>	<b>62,270</b>	<b>409.8%</b>
<b>Transfers Out:</b>						
For Revenue Bond Debt Service	-	-	n/a	-	-	n/a
Tuition for TPEG Scholarships	418,107	465,000	89.9%	333,547	465,000	71.7%
To Technology Replacement Fund	78,097	450,000	17.4%	83,136	600,000	13.9%
To Plant Renew/Replace Fund	183,975	600,000	30.7%	33,543	750,000	4.5%
To Construction Funds	778,333	2,335,000	33.3%	1,150,000	3,450,000	33.3%
Athletics Subsidy	471,346	1,264,934	37.3%	707,439	1,357,213	52.1%
Other Transfers	-	(13,766)	0.0%	-	37,145	0.0%
<b>Total Transfers Out</b>	<b>1,929,858</b>	<b>5,101,168</b>	<b>37.8%</b>	<b>2,307,665</b>	<b>6,659,358</b>	<b>34.7%</b>
<b>Excess of Revenues over Expenditures and Transfers</b>	<b>5,445,216</b>	<b>-</b>		<b>1,653,411</b>	<b>-</b>	

**ODESSA COLLEGE  
BUDGET ADJUSTMENTS  
January 26, 2021**

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

Original Budget, September 1, 2020	\$ 550,000
Proposed Adjustments, January 26, 2021	
Balance Remaining for General Contingencies	\$ <u>550,000</u>

**INCREASES (DECREASES) IN INCOME BUDGETS**

None	-
	<u>                    </u>
	\$ <u>                    </u>

**INCREASES (DECREASES) IN EXPENDITURE BUDGETS**

None	-
	<u>                    </u>
	\$ <u>                    </u>



**ODESSA COLLEGE**  
**EXPENDITURE VOUCHERS EXCEEDING \$10,000**  
**Nov 25, 2020 - Jan 21, 2021**

<u>DATE</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12/02/2020	Great Western Dining	Meal Charges (Week ending 11/18/20 through 11/25/20)	\$24,520.12
12/02/2020	Texas Multi-Chem, Ltd.	Baseball Field prep and mix	\$13,711.60
12/02/2020	Andrews ISD	Dual Credit Instruction	\$11,340.00
12/02/2020	Seminole I.S.D.	Dual Credit Instruction	\$13,194.00
12/02/2020	Johnson, Miller & Co	Audit Services	\$15,825.00
12/02/2020	GCA Services Group	Custodial Services-November	\$67,454.70
12/02/2020	B & H Photo	Visual and audio equipment (CARES Grant Funded)	\$13,594.94
12/02/2020	Motorola Solutions Inc	Police Radio Equipment (Approved Capital)	\$11,957.15
12/02/2020	Bauer Sports Floors	Main Gym Floor Final (Insurance Funded)	\$56,875.00
12/02/2020	Oakwood Solutions, LLC, Conover Com	Conover Workplace Readiness Software (Perkins Grant Funded)	\$10,000.00
12/09/2020	KOSA -TV	OC Mid Winter and Spring Advertisement	\$11,650.00
12/09/2020	City of Odessa	Water & Sewer Utilities - November	\$18,092.98
12/09/2020	Burlington English Inc.	Annual Software License for Adult Education (AEL Grant Funded)	\$48,000.00
12/09/2020	Dell Marketing L.P.	Server annual maintenance	\$40,708.63
12/09/2020	Texas Workforce Commission	Reimbursable Unemployment	\$21,891.63
12/09/2020	Ector County Appraisal Dist	1st Quarter Appraisal and Collection Fees	\$91,767.25
12/14/2020	Lithia Toyota of Odessa	2020 Toyota Camry Drivers Ed Car (Approved Capital)	\$23,883.00
12/16/2020	First Bank of Highland Park	Sports Center Cardio Equipment Annual Lease Payment	\$44,430.00
12/16/2020	Atmos Energy	Gas Utilities -November	\$10,875.94
12/16/2020	Advantage USAA Inc	Pecos Roof Pay App #3 Final	\$49,518.00
12/16/2020	Lumen Inc	OER subscription - Fall 2020 enrollments	\$20,955.00
12/16/2020	First Service	Welding Gas Line Repairs	\$16,600.00
12/16/2020	Great Western Dining	Meal Charges (Week ending 12/9/20)	\$13,409.48
12/16/2020	NRG Energy, Inc.	Electric Utilities - November	\$71,969.77
01/06/2021	Atlas Rearden Inc.	Window Washing Campus Wide	\$18,340.00
01/06/2021	Dell Financial Services Llc	Backup Software and Cloud Storage	\$41,796.93
01/06/2021	GCA Services Group	Custodial Services-December	\$67,454.70
01/13/2021	KOSA -TV	OC Spring Advertisement	\$18,327.00
01/13/2021	Ellucian Company, L.P.	Annual Maintenance Renewal	\$27,500.00
01/13/2021	Honeywell, Inc.	Building Automation Maintenance Agreement	\$11,716.47
01/13/2021	Atmos Energy	Gas Utilities -December	\$26,781.09
01/13/2021	City of Odessa	Water & Sewer Utilities - December	\$14,299.20
01/13/2021	Dell Marketing L.P.	Board Member Laptops	\$11,025.00
01/13/2021	Great Western Dining	Meal Charges (Week ending 1/6/21)	\$10,834.50
01/20/2021	NRG Energy, Inc.	Electric Utilities - December	\$63,634.78
01/20/2021	ATI	Nursing practice exam software (Funded by student fees)	\$29,575.00
01/20/2021	Powerschool Group Llc	People Admin Professional Learning Subscription	\$13,000.00
01/20/2021	Journey Ed.Com Inc.	Adobe Creative Cloud Renewals	\$20,020.00
01/20/2021	Great Western Dining	Meal Charges (Week ending 1/13/21)	\$13,240.98
01/20/2021	SIRSI Corporation	Renewal License for the LRC Data System	\$29,628.70

**VISION 2030 SUMMARY TO DATE**

Through 01/21/2021

**Available Funds**

FY19-20 Allocated funds from Budget	\$	1,300,000.00
FY20-21 Allocated funds from Budget	\$	2,185,000.00
Board Designated 25% from FY19 Audit	\$	356,642.00
Board Designated 25% from FY20 Audit	\$	1,209,036.00
Donations Pledged	\$	5,000,000.00
Foundation Donations Received	\$	900,000.00
	\$	<u>10,950,678.00</u>

**Expensed Funds**

<b>Admin Fees</b>	\$	16,427.50
<b>Terrace Apartments</b>	\$	854,674.75
<b>Health Science Building</b>	\$	73,830.00
<b>RA Pavilion</b>	\$	4,857.50
	\$	<u>949,789.75</u>

**VISION 2030 CONSTRUCTION EXPENDITURES**

December 01, 2020 - January 21, 2021

<u>CK DATE</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CURRENT</u>	<u>Transfers</u>	<u>TOTAL</u>
<b>Admin Fees</b>					
		Previous Expenditures		\$	16,427.50
		<b>Total Expenditures to Date</b>		\$	<u>16,427.50</u>
<b>Terrace Apartments</b>					
		Previous Expenditures		\$	854,074.75
12/17/2020	Vanco Insulation Abatement Inc	Fence Rental	300.00		
01/15/2021	Vanco Insulation Abatement Inc	Fence Rental	300.00		
		<b>Total Expenditures to Date</b>			<u>600.00</u>
				\$	<u>854,674.75</u>
<b>Health Science Building</b>					
		Previous Expenditures		\$	64,922.50
01/01/2021	JSA Architects	Admin and Planning	8,907.50		
		<b>Total Expenditures to Date</b>			<u>8,907.50</u>
				\$	<u>73,830.00</u>
<b>RA Pavilion</b>					
		Previous Expenditures		\$	4,857.50
		<b>Total Expenditures to Date</b>			<u>4,857.50</u>



**ODESSA COLLEGE**  
**QUARTERLY INVESTMENT REPORT**  
 Quarter Ending: November 30, 2020



**TEXAS PUBLIC FUNDS INVESTMENT ACT**

To the best of my knowledge, the investment portfolio of the District, at November 30, 2020, and the investment transactions entered into during the quarter then ended are in compliance with the Texas Public Funds Investment Act.

The investments of the District comply with the investment objectives and strategies as expressed in the Odessa Junior College District Investment Policy.

All business organizations that have sold investments to Odessa College during the quarter have executed a written instrument stating that they meet the requirements of the District's Investment Policy.

Market Value Source: Frost Bank

Asset Class	Face Amount/Shares	Market Value	Book Value	% of Portfolio	YTM @ Cost	Days To Maturity
CDs	1,243,000.00	1,271,389.00	1,243,000.00	3.86	1.32	1,599
Muni Bonds	11,655,000.00	12,276,628.95	12,184,010.61	37.86	1.67	961
Public LGIP	18,751,942.94	18,751,942.94	18,751,942.94	58.27	0.17	1
<b>Total / Average</b>	<b>31,649,942.94</b>	<b>32,299,960.89</b>	<b>32,178,953.55</b>	<b>100.00</b>	<b>0.78</b>	<b>426</b>

\_\_\_\_\_  
 Brandy Ham, Chief Financial Officer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Kristi Gibbs, Controller

\_\_\_\_\_  
 Date

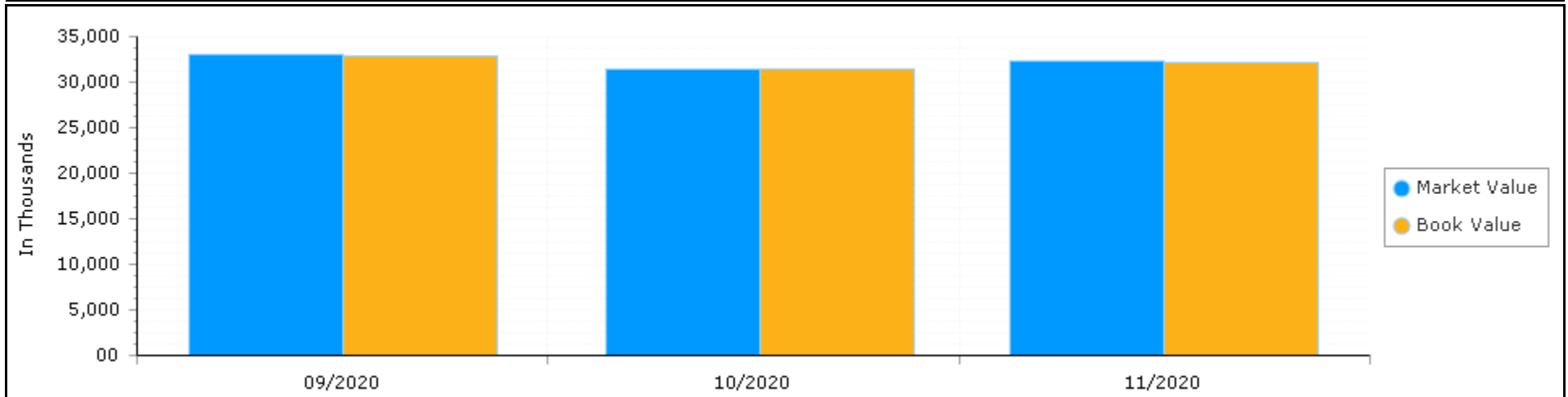


## Odessa College Portfolio Summary by Month All Portfolios

Begin Date: 9/30/2020, End Date: 11/30/2020

Month	Market Value	Book Value	Unrealized Gain/Loss	YTM @ Cost	YTM @ Market	Duration	Days To Maturity
9/30/2020	33,017,763.82	32,903,732.23	114,031.59	0.81	0.53	1.06	409
10/31/2020	31,500,420.73	31,422,771.46	77,649.27	0.82	0.55	1.13	433
11/30/2020	32,299,960.89	32,178,953.55	121,007.34	0.77	0.49	1.08	413
<b>Total / Average</b>	<b>32,272,715.15</b>	<b>32,168,485.75</b>	<b>104,229.40</b>	<b>0.80</b>	<b>0.52</b>	<b>1.09</b>	<b>418</b>

### Market Value / Book Value Comparison





## Odessa College Distribution by Asset Class - Market Value

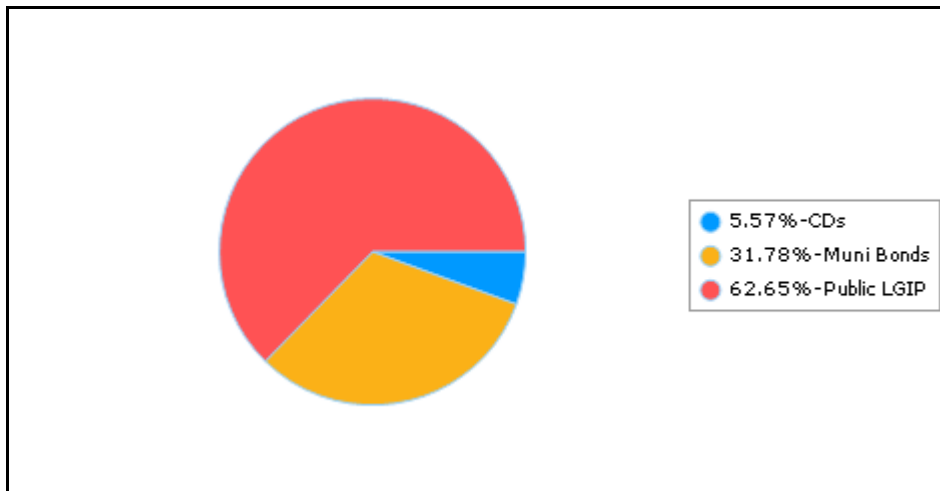
All Portfolios

Begin Date: 8/31/2020, End Date: 11/30/2020

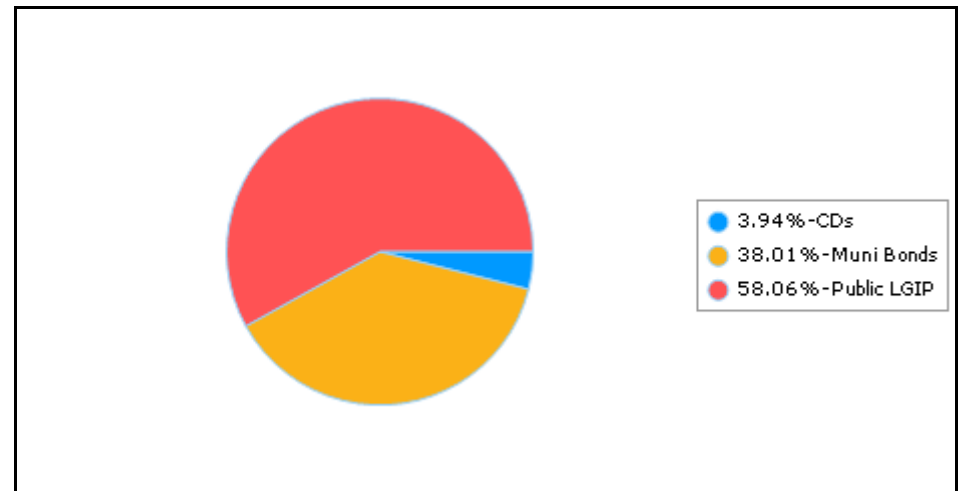
### Asset Class Allocation

Asset Class	Market Value 8/31/2020	% of Portfolio 8/31/2020	Market Value 11/30/2020	% of Portfolio 11/30/2020
CDs	2,020,355.91	5.57	1,271,389.00	3.94
Muni Bonds	11,536,978.30	31.78	12,276,628.95	38.01
Public LGIP	22,742,507.74	62.65	18,751,942.94	58.06
<b>Total / Average</b>	<b>36,299,841.95</b>	<b>100.00</b>	<b>32,299,960.89</b>	<b>100.00</b>

Portfolio Holdings as of 8/31/2020



Portfolio Holdings as of 11/30/2020



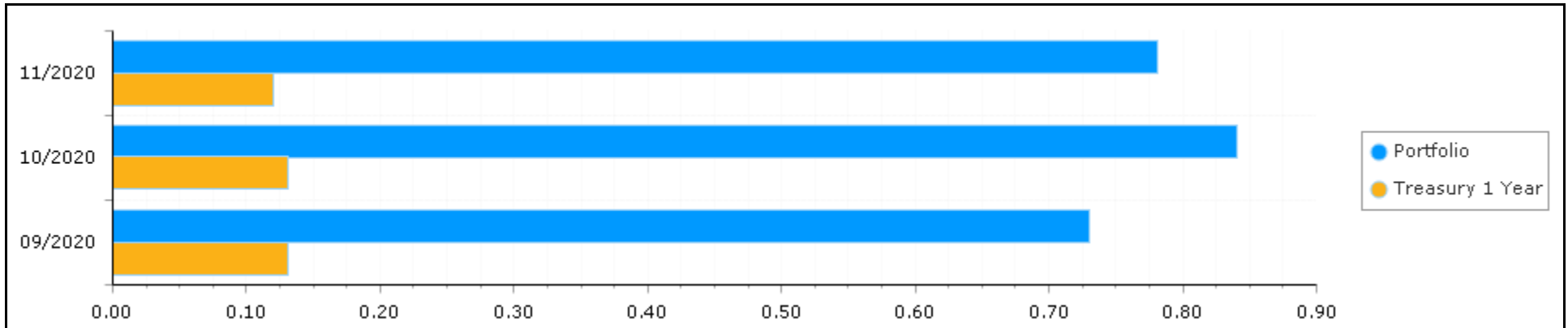


## Odessa College Total Rate of Return - Book Value by Month All Portfolios

Begin Date: 9/30/2020, End Date: 11/30/2020

Month	Beginning BV + Accrued Interest	Interest Earned During Period-BV	Realized Gain/Loss-BV	Investment Income-BV	Average Capital Base-BV	TRR-BV	Annualized TRR-BV	Treasury 1 Year
9/30/2020	36,288,394.83	21,816.83	0.00	21,816.83	36,172,481.32	0.06	0.73	0.13
10/31/2020	33,025,706.72	22,879.74	0.00	22,879.74	32,998,885.46	0.07	0.84	0.13
11/30/2020	31,548,553.04	20,246.24	0.00	20,246.24	31,441,214.13	0.06	0.78	0.12
<b>Total/Average</b>	<b>36,288,394.83</b>	<b>64,942.81</b>	<b>0.00</b>	<b>64,942.81</b>	<b>33,541,668.52</b>	<b>0.19</b>	<b>0.78</b>	<b>0.13</b>

### Annualized TRR-BV



TRR-BV: Total Rate of Return - Book Value Benchmark: US Treasury 1 Year  
Interest Earned: Quarterly \$ 64,943/Fiscal YTD: \$ 64,943



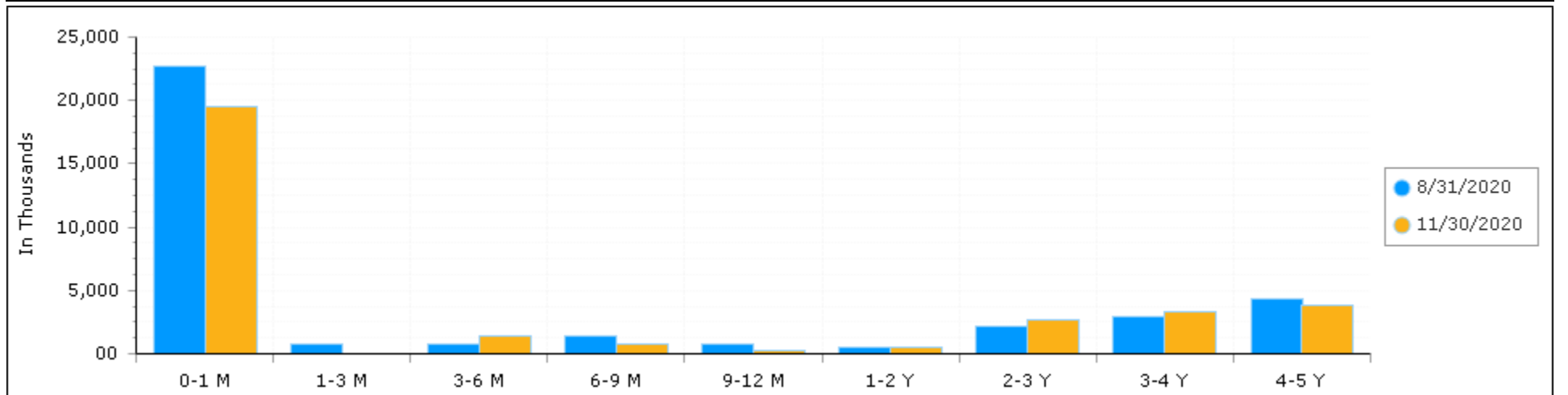
## Odessa College Distribution by Maturity Range - Market Value All Portfolios

Begin Date: 8/31/2020, End Date: 11/30/2020

### Maturity Range Allocation

Maturity Range	Market Value 8/31/2020	% of Portfolio 8/31/2020	Market Value 11/30/2020	% of Portfolio 11/30/2020
0-1 Month	22,742,507.74	62.65	19,532,348.54	60.47
1-3 Months	747,902.74	2.06	0.00	0.00
3-6 Months	782,808.00	2.16	1,367,159.85	4.23
6-9 Months	1,371,109.30	3.78	763,937.50	2.37
9-12 Months	769,572.50	2.12	204,386.00	0.63
1-2 Years	488,939.25	1.35	554,347.75	1.72
2-3 Years	2,127,474.40	5.86	2,703,090.70	8.37
3-4 Years	2,907,998.85	8.01	3,292,078.55	10.19
4-5 Years	4,361,529.17	12.02	3,882,612.00	12.02
<b>Total / Average</b>	<b>36,299,841.95</b>	<b>100.00</b>	<b>32,299,960.89</b>	<b>100.00</b>

### Portfolio Holdings





## Odessa College Portfolio Holdings by Portfolio Name All Portfolios

Date: 11/30/2020

Description	Face Amount / Shares	Settlement Date	Cost Value	Market Price	Market Value	% Portfolio	Credit Rating	Days To Call/Maturity
CUSIP		YTM @ Cost	Book Value	YTM @ Market	Accrued Interest	Unre. Gain/Loss	Credit Rating	Duration To Maturity
<b>Debt Service - Liquid Assets</b>								
TexPool - Prime LGIP		4/30/2017	283,311.87	100.00	283,311.87	0.88%	NR	1
LGIP0007P	283,311.87	0.16	283,311.87	0.16		0.00	NR	0
TexPool - Prime LGIP		4/30/2017	223,186.20	100.00	223,186.20	0.69%	NR	1
LGIP0005P	223,186.20	0.16	223,186.20	0.16		0.00	NR	0
			<b>506,498.07</b>		<b>506,498.07</b>	<b>1.57%</b>		<b>1</b>
<b>Sub Total Debt Service - Liquid Assets</b>	<b>506,498.07</b>	<b>0.16</b>	<b>506,498.07</b>	<b>0.16</b>		<b>0.00</b>		<b>0</b>
<b>Pooled Operating - Fixed Income</b>								
Amarillo TX Economic Dev Corp 2.657 8/15/2023		5/8/2019	602,082.00	104.89	629,310.00	1.87%	S&P-AA-	988
023026CL9	600,000.00	2.57	601,318.60	0.83	4,649.75	27,991.40	NR	2.61
Ayersville OH Local Sch Dist 5 11/1/2024		6/23/2020	573,505.00	113.13	565,660.00	1.76%	S&P-AA	1432
054717DN0	500,000.00	1.50	566,117.56	1.54	2,013.89	-457.56	NR	3.62
Carson CA Pension Obligation 1.823 1/15/2025		8/28/2020	776,385.00	102.24	766,762.50	2.41%	S&P-AA-	1507
14574AAC8	750,000.00	1.00	774,835.85	1.27	6,152.62	-8,073.35	NR	3.96
Celtic Bank Salt Lake City Utah 1.7 3/13/2025-21		3/13/2020	249,000.00	100.48	250,188.23	0.77%	NR	103
15118RTM9	249,000.00	1.70	249,000.00	1.59	197.15	1,188.23	NR	4.13
County of Licking OH 4 12/1/2024		5/7/2020	200,293.20	113.24	203,828.40	0.61%	S&P-AA	1462
531643VK7	180,000.00	1.44	197,776.31	0.65	4,060.00	6,052.09	NR	3.68
Denver Colo Pub Schs 2.168 12/15/2020		10/27/2017	783,946.80	100.05	780,405.60	2.42%	Moodys-Aa3	15
249218AT5	780,000.00	2.00	780,051.70	0.91	7,750.60	353.90	Fitch-AA	0.04
Dist of Columbia 1.817 4/1/2025		8/13/2020	673,978.50	103.48	672,639.50	2.09%	Moodys-A2	1583
25483VXA7	650,000.00	1.00	672,433.79	0.99	1,935.61	205.71	S&P-A+	4.18
Dumas Tex ISD 4 2/1/2024		4/7/2020	666,806.80	111.69	675,730.55	2.04%	Moodys-Aa2	1158
264669GD8	605,000.00	1.25	656,306.29	0.29	18,082.78	19,424.26	NR	2.94





## Odessa College Portfolio Holdings by Portfolio Name All Portfolios

Date: 11/30/2020

Description	Face Amount / Shares	Settlement Date	Cost Value	Market Price	Market Value	% Portfolio	Credit Rating	Days To Call/Maturity
CUSIP		YTM @ Cost	Book Value	YTM @ Market	Accrued Interest	Unre. Gain/Loss	Credit Rating	Duration To Maturity
Enerbank USA 1.25 4/29/2025		4/29/2020	248,000.00	104.02	257,959.43	0.77%	NR	1611
29278TNX4	248,000.00	1.25	248,000.00	0.33	271.78	9,959.43	NR	4.3
Flagstar Bank FSB 1.15 4/29/2025		4/29/2020	248,000.00	103.58	256,873.19	0.77%	NR	1611
33847E3D7	248,000.00	1.15	248,000.00	0.33	250.04	8,873.19	NR	4.31
Hale County TX 3 2/15/2023		5/7/2019	254,465.00	104.83	262,080.00	0.79%	S&P-AA-	807
405468CT4	250,000.00	2.50	252,611.05	0.79	2,187.50	9,468.95	None	2.14
Harris Cnty TX MUD #542 4.5 4/1/2025		8/27/2020	172,786.50	114.72	172,078.50	0.53%	S&P-AA	1583
41428VBB4	150,000.00	1.10	171,496.44	1.02	2,231.25	582.06	NR	3.97
Hawthorne Calif CTFS Partn 3.15 8/1/2024		6/2/2020	492,443.80	106.13	488,202.60	1.52%	S&P-AA	1340
420507CL7	460,000.00	1.40	488,582.97	1.43	4,789.75	-380.37	NR	3.47
Hays ISD Ref 3 2/15/2023		3/18/2020	324,988.50	105.94	328,398.50	1%	Moody's-Aa2	807
4211103A3	310,000.00	1.30	321,368.16	0.30	2,712.50	7,030.34	NR	2.14
Houston TXTXBL Public Impt 2.17 3/1/2021		1/22/2019	247,045.00	100.41	251,017.50	0.78%	S&P-AA	91
442331YU2	250,000.00	2.75	249,650.32	0.56	1,341.18	1,367.18	NR	0.25
Kansas City MO SPL 3.501 4/1/2024		8/28/2020	244,386.00	107.41	241,679.25	0.76%	Moody's-A1	1218
485106SQ2	225,000.00	1.05	242,997.06	1.23	1,290.99	-1,317.81	S&P-AA-	3.17
Lancaster CA 2.625 8/1/2024		7/30/2020	319,080.00	103.97	311,916.00	0.99%	S&P-AA	1340
513802CH9	300,000.00	1.00	317,475.87	1.51	2,603.12	-5,559.87	NR	3.5
Laredo college Tex Combined Fee Rev 2.405 8/1/2025		11/12/2020	264,960.00	104.21	260,532.50	0.82%	Moody's-A2	1705
51677QAK3	250,000.00	1.10	264,803.71	1.47	1,987.47	-4,271.21	S&P-AA	4.42
Maryland St Stad Auth Rev 5 5/1/2023		4/27/2020	617,182.20	111.09	616,549.50	1.88%	Moody's-Aa3	882
574296BD0	555,000.00	1.20	604,904.19	0.39	2,235.42	11,645.31	S&P-AA-	2.31
Milwaukee WI TXBL Promissory 2.75 4/1/2021		2/7/2019	355,000.00	100.71	357,509.85	1.1%	NR	122
602366XJ0	355,000.00	2.75	355,000.00	0.64	1,599.97	2,509.85	NR	0.34



## Odessa College Portfolio Holdings by Portfolio Name All Portfolios

Date: 11/30/2020

Description	Face Amount / Shares	Settlement Date	Cost Value	Market Price	Market Value	% Portfolio	Credit Rating	Days To Call/Maturity
CUSIP		YTM @ Cost	Book Value	YTM @ Market	Accrued Interest	Unre. Gain/Loss	Credit Rating	Duration To Maturity
Morgan Stanley Bank CD 1 5/28/2025		5/28/2020	249,000.00	102.98	256,425.68	0.77%	Moody's-A1	1640
61765QP37	249,000.00	1.00	249,000.00	0.33	13.64	7,425.68	S&P-A+	4.4
North Muskegon Mich Pub Schs Sch Dist 2.56 5/1/202		10/4/2019	506,260.00	100.86	504,315.00	1.56%	S&P-AA	152
661224HH1	500,000.00	1.75	501,654.82	0.50	1,031.11	2,660.18	NR	0.42
Pennsylvania Hsg Fin Agy 3.2 4/1/2024		6/1/2020	214,724.00	107.20	214,400.00	0.66%	Moody's-Aa2	1218
708796Q34	200,000.00	1.23	212,809.88	1.00	1,048.89	1,590.12	S&P-AA+	3.18
Rhode Island Hsg & Mtg Fin Corp Rev 4 10/1/20		10/6/2020	527,390.00	104.49	522,430.00	1.63%	Moody's-Aa1	670
76221TAN9	500,000.00	2.10	526,007.94	2.36	3,277.78	-3,577.94	S&P-AA+	2.7
San Marcos ISD 5 8/1/2021		5/7/2019	264,042.50	103.05	257,612.50	0.79%	Moody's-Aa2	244
798781XT2	250,000.00	2.40	254,193.84	0.44	4,131.94	3,418.66	None	0.66
Sierra View CA Loc Hlth Care 4 7/1/2023		9/17/2020	108,229.00	107.64	107,638.00	0.33%	Fitch-A	943
82650PDD4	100,000.00	1.00	107,630.23	1.00	811.11	7.77	NR	2.47
Sierra View CA Loc Hlth Care 4 7/1/2024		9/17/2020	110,613.00	110.16	110,161.00	0.34%	Fitch-A	1309
82650PDE2	100,000.00	1.13	110,045.13	1.10	811.11	115.87	NR	3.36
Stephen F Austin TX St Univ 5 10/15/2023		5/18/2020	236,193.30	112.71	236,684.70	0.72%	Moody's-A1	1049
858620Y76	210,000.00	1.25	232,069.70	0.54	1,312.50	4,615.00	Fitch-AA-	2.71
Texas A & M University 4 5/15/2021		2/13/2018	262,445.00	101.73	254,317.50	0.78%	Moody's-Aaa	166
88213ACH6	250,000.00	2.40	251,740.41	0.23	416.67	2,577.09	S&P-AAA	0.46
Texas A&M University 2.246 5/15/2022		11/7/2017	277,315.50	102.88	282,922.75	0.86%	Moody's-Aaa	531
88213AEH4	275,000.00	2.05	275,745.17	0.27	257.35	7,177.58	S&P-AAA	1.44
Tulsa Co ISD 3.125 6/1/2021		6/7/2018	503,475.00	101.27	506,325.00	1.56%	Moody's-Aa2	183
899593MA2	500,000.00	2.87	503,475.00	0.60	7,769.10	2,850.00	NR	0.5
University NC Wilmington LTD 5 6/1/2024		8/28/2020	487,543.00	113.06	480,500.75	1.5%	Moody's-A1	1279
91472TAX2	425,000.00	1.00	483,261.10	1.18	10,565.97	-2,760.35	NR	3.2



## Odessa College Portfolio Holdings by Portfolio Name All Portfolios

Date: 11/30/2020

Description	Face Amount / Shares	Settlement Date	Cost Value	Market Price	Market Value	% Portfolio	Credit Rating	Days To Call/Maturity
CUSIP		YTM @ Cost	Book Value	YTM @ Market	Accrued Interest	Unre. Gain/Loss	Credit Rating	Duration To Maturity
Wells Fargo Bk NA Sioux Falls SD Step 3/18/2025-21		3/18/2020	249,000.00	100.38	249,942.47	0.77%	NR	108
95001UEK4	249,000.00	1.50	249,000.00	1.44	106.42	942.47	NR	4.18
West Covina CA 2.318 8/1/2025		7/30/2020	739,391.25	101.96	739,210.00	2.29%	S&P-A+	1705
95236PGC8	725,000.00	1.90	738,422.91	1.88	5,601.83	787.09	NR	4.42
West Virginia St HSG Dev 3.622 11/1/2021		10/4/2019	206,764.00	102.19	204,386.00	0.63%	Moody's-Aaa	336
95662MG87	200,000.00	1.95	202,994.34	1.22	583.54	1,391.66	S&P-AAA	0.91
Wisconsin St Hlth & Educatnl Facility 5 11/15/2		5/15/2020	270,747.50	108.57	271,425.00	0.83%	S&P-AA-	715
97712DHF6	250,000.00	1.60	266,230.27	0.59	520.83	5,194.73	S&P-AAA	1.89
<b>Sub Total Pooled Operating - Fixed Income</b>	<b>12,898,000.00</b>	<b>1.64</b>	<b>13,427,010.61</b>	<b>0.96</b>	<b>106,603.16</b>	<b>121,007.34</b>	<b>41.7%</b>	<b>951</b>
<b>Pooled Operating - Liquid Assets</b>								
LOGIC LGIP		4/30/2017	7,110,954.74	100.00	7,110,954.74	22.1%	NR	1
LGIP7010	7,110,954.74	0.16	7,110,954.74	0.16		0.00	NR	0
Lone Star LGIP		4/30/2017	45,043.43	100.00	45,043.43	0.14%	NR	1
LGIP8501	45,043.43	0.08	45,043.43	0.08		0.00	NR	0
Lone Star LGIP		4/30/2017	9,503,149.70	100.00	9,503,149.70	29.53%	NR	1
LGIP8501P	9,503,149.70	0.17	9,503,149.70	0.17		0.00	NR	0
TexPool - Prime LGIP		4/30/2017	1,578,389.69	100.00	1,578,389.69	4.91%	NR	1
LGIP0002P	1,578,389.69	0.16	1,578,389.69	0.16		0.00	NR	0
TexPool LGIP		4/30/2017	7,907.31	100.00	7,907.31	0.02%	NR	1
LGIP0002	7,907.31	0.12	7,907.31	0.12		0.00	NR	0
<b>Sub Total Pooled Operating - Liquid Assets</b>	<b>18,245,444.87</b>	<b>0.16</b>	<b>18,245,444.87</b>	<b>0.16</b>	<b>18,245,444.87</b>	<b>56.7%</b>	<b>0.00</b>	<b>0</b>



**Odessa College**  
**Portfolio Holdings by Portfolio Name**  
**All Portfolios**

Date: 11/30/2020

Description	Face Amount / Shares	Settlement Date	Cost Value	Market Price	Market Value	% Portfolio	Credit Rating	Days To Call/Maturity
CUSIP		YTM @ Cost	Book Value	YTM @ Market	Accrued Interest	Unre. Gain/Loss	Credit Rating	Duration To Maturity
			32,279,410.29		32,299,960.89	100.00%		398
<b>TOTAL PORTFOLIO</b>	<b>31,649,942.94</b>	<b>0.78</b>	<b>32,178,953.55</b>	<b>0.50</b>	<b>106,603.16</b>	<b>121,007.34</b>		<b>1.11</b>