



BOARD OF TRUSTEES

Board Meeting

Thursday, September 12, 2024

12:30 p.m.

***Community Room
Of the
Emerging Technologies and Workforce Building***

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
September 12, 2024
12:30 p.m.**

AGENDA

A meeting of the Board of Trustees of Weatherford College will be held on Thursday, September 12, 2024 beginning at 12:30 p.m. in the Community Room of the Emerging Technologies and Workforce Building, located at 225 College Park Drive, Weatherford, Texas, to consider and act on the posted agenda:

1. Call to Order, Invocation and Pledge of Allegiance
2. Public Comment for Individuals Not on the Agenda
3. Consideration and Appointment of Trustee and Swearing-In of Newly Appointed Trustee
4. President's Report:
 - a. Recognitions
 - b. Employee Notices
 - c. Enrollment Update
5. Consent Agenda and Financial Reports:
 - a. Approval of Minutes from the August 5, 2024 Called Board Meeting, August 8, 2024 Regular Board Meeting, and August 22, 2024 Called Board Meeting
 - b. Financial Reports Ending August 31, 2024
 - c. Quarterly Investment Report
 - d. TASB Policy Service Update #47
 - e. Renewal of Sealed Proposal for Insurance Coverages, Loss Control & Risk Management Services #RFP-01-18
 - f. Sealed Bids for Color & Web Printing Services #SB-01-25
 - g. TIPS Cooperative Contract Proposal from 1 Priority Environmental Services LLC for Asbestos Abatement & Demolition of Carter and Sloan Properties
 - h. Renewal of Comprehensive Chatbot System #RFP-05-20
 - i. Cosmetology Supplies & Equipment #SB-02-25
 - j. Cooperative Contract Offers for Purchase of Motor Coach Bus #RFO-01-24
6. Consideration and Possible Action: Authorization of Architectural Design Services for New Student Center and Adjacent Parking Lots

7. Consideration and Possible Action: Resolution Declaring the Official Intent of the College to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the College.

8. Reports:
 - a. WCWC, Academics, and Student Services Update
 - b. Workforce Initiatives

9. Future Agenda Items or Meetings:
 - a. BI (Legal) Access and Affordability Report
 - b. Clery Act Report

10. Announcements

11. Closed Session:
 - a. Deliberate Real Property in Accordance with Government Code 551.072
 - b. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee, in Accordance with Government Code 551.074

12. Consideration and Possible Action: Real Property

13. Consideration and Possible Action: Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee

14. Adjourn



Weatherford College Board of Trustees

DATE: September 12, 2024

AGENDA ITEM #2

SUBJECT: Public Comment for Members of the Public

INFORMATION AND DISCUSSION:

1. In accordance with Texas Government Code Sec. 551.007 (b), the Board of Trustees shall allow each member of the public who desires to address the body regarding an item on an agenda for an open meeting of the body to address the body regarding the item at the meeting before or during the body's consideration of the item.
2. In further accordance with Texas Government Code Sec. 551.007 (c), the Board of Trustees may adopt reasonable rules regarding the public's right to address the body under this section, including rules that limit the total amount of time that a member of the public may address the body on a given item.
 - a. In Local Board Policy BDB, the Board of Trustees has adopted reasonable rules regarding public comment.
 - b. Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board. Public comment shall occur at the beginning of the meeting. Except as permitted by this policy and the Board's procedures, an individual's comments to the Board shall not exceed five minutes per meeting.

ATTACHMENTS: Public Comment Sign Up Form

SUBMITTED BY: Jaci Edwards, Director of Special Projects



**Request to speak to the
Weatherford College Board of Trustees
Public Comment**

Name: _____

Address: _____

Subject: _____

Please read and sign below:

I understand that I am to limit my remarks to five or fewer minutes and that the board will not take action on this item unless it is on today's agenda. The board chair may direct the college president to place the matter on a future agenda if board action is contemplated.

Signature of speaker

Date

*From the Weatherford College Policy Manual BDB:
Individuals who wish to participate during the portion of the meeting designated for public comment shall sign up with the presiding officer or designee before the meeting begins as specified in the Board's procedures on public comment and shall indicate the agenda item or topic on which they wish to address the Board. Public comment shall occur at the beginning of the meeting. Except as permitted by this policy and the Board's procedures, an individual's comments to the Board shall not exceed five minutes per meeting. Meeting Management: When necessary for effective meeting management or to accommodate large numbers of individuals wishing to address the Board, the presiding officer may make adjustments to public comment procedures, including: Adjusting when public comment will occur during the meeting; Reordering agenda items; Deferring public comment on nonagenda items; and Continuing agenda items to a later meeting. However, public comment on agenda items shall not be moved after the agenda items have been heard. The presiding officer may also provide expanded opportunity for public comment, establish an overall time limit for public comment, and adjust the time allotted to each speaker. However, no individual shall be given less than one minute to make comments.*



Weatherford College Board of Trustees

DATE: September 12, 2024

AGENDA ITEM: #3

SUBJECT: Consideration and Appointment of Trustee and Swearing-In of Newly Appointed Trustee

INFORMATION AND DISCUSSION: The Board may decide to swear in a newly appointed member to Place 6 on the Weatherford College Board of Trustees.

RECOMMENDATION: None at this time.

ATTACHMENTS: None.

SUBMITTED BY: Dan Carney, Chair of the Board of Trustees



**Weatherford College Board of Trustees
President's Report**

DATE: September 12, 2024

AGENDA ITEM: #4

SUBJECT: President's Report

INFORMATION AND DISCUSSION: President Tod Allen Farmer will report to the Board of Trustees on the following items:

- a. Recognitions
 - b. Employee Notices
 - c. Enrollment Update
-

SUBMITTED BY: Dr. Tod Allen Farmer, President



**Weatherford College Board of Trustees
Consent Agenda**

DATE: September 12, 2024

AGENDA ITEM: #5.a.

SUBJECT: Minutes from the August 8 Regular and August 22 Called Board Meetings

INFORMATION AND DISCUSSION: On August 8, 2024, the Board of Trustees met in Regular Session, and on August 22, 2024 the Board of Trustees met in Called Session. The attached minutes detail the actions taken by the Board, in accordance with Texas Government Code 551.021.

RECOMMENDATION: That the Board of Trustees review and approve the Minutes from the August 8 Regular and August 22 Called Board Meeting as presented.

ATTACHMENTS: Minutes from the August 8, 2024 Regular and August 22, 2024 Called Board Meetings.

SUBMITTED BY: Jaci Edwards, Director of Special Projects

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
MINUTES OF CALLED MEETING
August 5, 2024**

The Weatherford College Board of Trustees met in regular session at 12:30 a.m., Monday, August 5, 2024, in the Community Room of the Emerging Technologies and Workforce Building. Board Chair Dan Carney called the meeting to order. Other trustees present were Vice Chair Dowd, Secretary Morris, G.B. Bailey, and Judy McAnally. Dr. Trev Dixon and Dr. Robert Marlett were absent. Doug Dowd gave the invocation and the Pledge of Allegiance was recited.	1	Call to Order, Invocation and Pledge of Allegiance 835-1
There were no participants in public comment.	2	Public Comment 835-2
Dr. Andra Cantrell, Executive Vice President for Financial and Administrative Affairs, gave the budget presentation and offered a time for questions.	3	Budget Workshop 835-3
Board of Trustees entered into Closed Session at 1:07 p.m., to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee in accordance with Government Code 551.074.	4	Closed Session 835-4
The Board of Trustees reconvened in Open Session at 2:00 p.m.		Open Session
No action regarding real estate.	5	Consideration and Possible Action 835-5
No action regarding personal matters.	6	Consideration and Possible Action 835-6
At 2:01 p.m., Mr. Bailey made the motion to adjourn the meeting. Mr. Dowd seconded and the motion carried unanimously.	7	Adjourn 835-7

Dan Carney
Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
MINUTES OF REGULAR MEETING
August 8, 2024**

<p>The Weatherford College Board of Trustees met in regular session at 12:30 p.m., Thursday, August 8, 2024, in the Community Room of the Emerging Technologies and Workforce Building. Board Chair Dan Carney called the meeting to order. Other trustees present were Vice Chair Dowd, Secretary Morris, G.B. Bailey, Dr. Trev Dixon, Dr. Robert Marlett. Judy McAnally was absent. Brent Baker gave the invocation and the Pledge of Allegiance was recited.</p>	1	Call to Order, Invocation and Pledge of Allegiance 836-1
<p>There were no participants in public comment.</p>	2	Public Comment 836-2
<p>President Tod Allen Farmer gave the following recognitions, employment notices, and enrollment update.</p>	3	President's Report 836-3
<p>1. Recognitions-</p>		
<ul style="list-style-type: none">a. The state comptroller's office has issued Weatherford College a financial transparency star in the area of debt obligations. WC is one of the few colleges in the state that has no general obligation bond debt and collects zero tax dollars to our facilities. WC already earned a financial transparency star in the area of traditional finances in 2020. We are now only one of two colleges or universities in the great state of Texas to have earned two financial transparency stars.b. Weatherford College recently signed a transfer agreement with Texas A&M Corpus Christi. Graduates of WC's Bachelor of Science in Nursing program will now have preferred access to Texas A&M Corpus Christi's Master of Science in Nursing and other graduate programs.c. Weatherford College has launched a new Department of Business and Behavioral Science with Dr. Philip Mathew serving as chair. The new department will better serve both our students and our thriving business community.d. The Texas Higher Education Coordinating Board recently approved Weatherford College's fifth bachelor's degree, a bachelor's degree in computer science.		

2. Employee Notices- DMAC Local requires the college president to provide the names of contract employees that have resigned since the last board meeting.
 - a. Jennifer Miller, Resignation, Administrative Assistant, ADN/LVN, 8/1/24.
 - b. Elizabeth Stone, Resignation, Instructor, Associate Degree Nursing, 8/9/24.
 - c. Dr. Tasha Brown, Resignation, Instructor/Department Chair, Behavioral Sciences, 7/18/24.
 - d. Amanda Wood, Resignation, Instructor, Associate Degree Nursing, 8/16/24.
 - e. Gina Serrano, Resignation, Instructor, Associate Degree Nursing, 8/16/24.
 - f. Dr. Diann Ainsworth, Retirement, Instructor, Humanities, 8/31/24.

3. Enrollment Report:

- a. As of July 29th, our year-to-date fall enrollment was 4,589 students compared to 3,924 students at the same time last summer. This represents an enrollment increase of 17% or 665 additional students.
- b. With fall registration ongoing, we anticipate an enrollment increase this fall.

4. Consent Agenda
836-4

A recommendation was made that the Board reviews and approves the Minutes from the July 11, 2024 Regular Board Meeting. *Submitted by Jaci Edwards, Director of Special Projects.*

4.a Approval of Minutes from the July 11, 2024 Regular Board Meeting.

A recommendation was made that the Board approves the financial reports ending July 31, 2024 as presented. *Submitted by Dr. Andra Cantrell, Executive Vice President of Financial and Administrative Services.*

4.b Financial Reports Ending July 31, 2024

A recommendation was made that the Board of Trustees approve the future board meetings date and times for the 2024-25 fiscal year as presented. *Submitted by Dr. Tod Allen Farmer, President.*

4.c Policy BD (Local) – Future Board Meeting Dates and Times

A recommendation was made that the Board approves the Bachelor of Applied Arts and Science in Computer Science (BAAS). *Submitted by Dr. Shannon Ydoyaga, Executive Vice President of Academic Services and Dr. Alex Ibe, Dean of Emerging Technology and Workforce.*

4.d Approval of Bachelor of Applied Arts and Science in Computer Science (BAAS)

A recommendation was made that the Board of Trustees reaffirm Weatherford College's Safety Procedures Related to Firearms in Student Housing and on Campus. <i>Submitted by Anthony Bigongiari, Chief of Police.</i>	4.e	Request to Reaffirm Weatherford College's Safety Procedures Related to Firearms in Student Housing and on Campus
A recommendation was made that the Board approves #DIR-TSO-3763 Contract Quote from Dell Technologies and the Dell Financial Services Proposal 0000090458.2 for the lease of employee computers. <i>Submitted by Dr. Andra Cantrell, Executive Vice-President of Financial & Administrative Services; Mrs. Jeanie Hobbs, Director of Purchasing.</i>	4.f	#DIR-TSO-3763 Contract Quote from Dell Technologies and Dell Financial Services Proposal under Master Lease Agreement 570845-16311
A recommendation was made that the Board approves the resolution authorizing the Interlocal Cooperative Purchasing Agreement with H-GAC as presented. <i>Submitted by Dr. Andra Cantrell, Executive Vice-President of Financial & Administrative Services; Mrs. Jeanie Hobbs, Director of Purchasing</i>	4.g	Resolution to Authorize an Interlocal Cooperative Purchasing Agreement with H-GAC
Dr Marlett mad a motion to approve the consent agenda in its entirety. Mr. Bailey seconded the motion, and it passed unanimously		Consent Agenda Approved 836-4
A recommendation was made that the Board approves Texas Government Code Section 2258.022(a), Subsection (2) as its option in determining the general prevailing wage rate of per diem wages as presented. <i>Submitted by Dr. Andra Cantrell, Executive Vice-President of Financial & Administrative Services; Mrs. Jeanie Hobbs, Director of Purchasing</i>	5	Consideration and Possible Action: Determination of Prevailing Wages on Construction Projects for fiscal year 2024-2025 836-5
A motion was made by Secretary Morris to approve. Dr. Dixon seconded the motion, and the vote passed unanimously.		
A recommendation was made that the Board of Trustees propose to adopt the 2024 ad valorem tax rate of \$0.106087 on August 22, 2024 and confirm the tax hearing date and time of August 22, 2024 at 12:30 p.m. in the Allene Strain Community Room of the Doss Student Center of Weatherford College, located at 225 College Park Drive, Weatherford, Texas and, immediately following the tax hearing, to vote to approve the 2024-2025 budget and 2024 proposed tax rate. <i>Submitted by Dr. Andra Cantrell, Executive Vice President of Financial and Administrative Services.</i>	6	Consideration and Possible Action: Proposal of 2024 Ad Valorem Tax Rate and Scheduling of Public Tax Hearing. 836-6

A motion was made by Vice Chair Dowd to approve. Mr. Bailey seconded the motion. Dr. Marlett abstained. The motion passed.

The following reports were presented to the Board:	7	Reports 836-7		
<ul style="list-style-type: none"> a) Wise County, Academics, and Student Services Update b) Security Audit Report – BI (Legal), Education Code 37.108 c) Athletic Trainers 				
The following future meetings were presented to the Board:	8	Future Agenda Items or Meetings 836-8		
<ul style="list-style-type: none"> a) August 22, 2024 – Called Board Meeting, Public Tax Hearing and Adoption of 2024-25 Budget and Ad Valorem Tax Rate, 12:30 p.m., DOSS Strain Room. 				
Brent Baker made the following announcements to the Board:	9	Announcements 836-9		
<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">August 12</td> <td>Ex- Students Luncheon (Alumni House, Noon.)</td> </tr> </table>	August 12	Ex- Students Luncheon (Alumni House, Noon.)		
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<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">August 22</td> <td>“Twice as Nice” Employee/Alumni Mixer (Alumni House, 2:00 to 4:00 p.m.)</td> </tr> </table>	August 22	“Twice as Nice” Employee/Alumni Mixer (Alumni House, 2:00 to 4:00 p.m.)		
August 22	“Twice as Nice” Employee/Alumni Mixer (Alumni House, 2:00 to 4:00 p.m.)			
<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">September 5</td> <td>Volleyball – WC vs Midland College (Graber Athletic Center, 7:00 p.m.)</td> </tr> </table>	September 5	Volleyball – WC vs Midland College (Graber Athletic Center, 7:00 p.m.)		
September 5	Volleyball – WC vs Midland College (Graber Athletic Center, 7:00 p.m.)			
<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">September 9</td> <td>Ex-Student Luncheon (Alumni House, Noon)</td> </tr> </table>	September 9	Ex-Student Luncheon (Alumni House, Noon)		
September 9	Ex-Student Luncheon (Alumni House, Noon)			
<p>The Board of Trustees entered into Closed Session at 12:54 p.m. to deliberate real property in accordance with Government Code 551.072, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee in accordance with Government Code 551.074.</p>	10	Closed Session 836-10		
<p>The Board of Trustees reconvened in Open Session at 1:50 p.m.</p>		Open Session		
<p>No action regarding real estate.</p>	11	Consideration and Possible Action 836-11		

No action regarding personnel matters.

12

Consideration and
Possible Action
836-12

At 1:51 p.m., Dr. Marlett made the motion to adjourn the meeting. Dr. Dixon seconded and the motion carried unanimously.

13

Adjourn
836-13

Dan Carney
Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees

**WEATHERFORD COLLEGE
BOARD OF TRUSTEES
MINUTES OF CALLED MEETING
August 22, 2024**

<p>The Weatherford College Board of Trustees met in called session at 12:30 p.m., Thursday, August 22, 2024, in the Allene Strain Room of the Doss Student Center. Vice Chair Doug Dowd called the meeting to order. Other trustees present were Secretary Morris, G.B. Bailey, and Judy McAnally. Chair Dan Carney, Dr. Trev Dixon, and Dr. Robert Marlett were absent. Brent Baker gave the invocation and the Pledge of Allegiance was recited.</p>	<p>1</p>	<p>Call to Order, Invocation and Pledge of Allegiance 837-1</p>
<p>There were no participants in public comment.</p>	<p>2</p>	<p>Public Comment 837-2</p>
<p>Dr. Cantrell gave a short presentation to the Board regarding the tax rate proposal. The public was given the opportunity to address the Board of Trustees about the proposed tax rate. There were no comments made regarding the proposed tax rate during the public hearing.</p>	<p>3</p>	<p>Public Hearing on Proposed Tax Rate 837-3</p>
<p>A recommendation was made that the Board of Trustees approve the proposed 2024-25 budget in the amount of \$87,152,104, the salary structure schedules for the 2024-25 fiscal year, and the employment of the contractual employees included in the proposed 2024-25 budget. <i>Submitted by Dr. Andra Cantrell, Executive Vice-President of Financial & Administrative Services.</i></p> <p>A motion was made by Secretary Morris to approve. Mrs. McAnally seconded the motion, and the vote passed unanimously.</p>	<p>4</p>	<p>Consideration and Possible Action: Adoption of 2024-25 Budget, Salary Structure Schedules and Approval of Contract Employees 837-4</p>
<p>A recommendation was made that the Board of Trustees adopt the 2024 ad valorem tax rate of \$0.106087 (maintenance and operations) by also adopting the Tax Ordinance Fixing and Levying Ad Valorem Taxes for the Weatherford College District for the Year of 2024 and for each year thereafter until otherwise provided. <i>Submitted by Dr. Andra Cantrell, Executive Vice President of Financial and Administrative Services.</i></p> <p>A motion was made by Mrs. McAnally that the property tax rate be increased by the adoption of a tax rate of \$0.106087, which is effectively a 2.22% increase in the tax rate. Secretary Morris seconded the motion, and the vote passed unanimously.</p>	<p>5</p>	<p>Consideration and Possible Action: Adoption of the 2024 Ad Valorem Tax Rate of \$0.106087 (maintenance and operations) 837-5</p>
<p>The following report was presented to the Board:</p> <p>a) Hilltop Securities Inc.</p>	<p>6</p>	<p>Reports 837-6</p>

The Board of Trustees entered into Closed Session at 12:53 p.m. to deliberate real property in accordance with Government Code 551.072, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee in accordance with Government Code 551.074.	7	Closed Session 837-7
The Board of Trustees reconvened in Open Session at 1:20 p.m.		Open Session
No action regarding real estate.	8	Consideration and Possible Action 837-8
No action regarding personnel matters.	9	Consideration and Possible Action 837-9
At 1:21 p.m., Mr. Bailey made the motion to adjourn the meeting. Mrs. McAnally seconded and the motion carried unanimously.	10	Adjourn 837-10

Dan Carney
Chair, Board of Trustees

Lela Morris
Secretary, Board of Trustees



**Weatherford College Board of Trustees
Consent Agenda**

DATE: September 12, 2024

AGENDA ITEM #5.b

SUBJECT: Financial Report Ending August 31, 2024

INFORMATION AND DISCUSSION: The preliminary cash balance as of August 31, 2024 is \$73,362,468.59. This is a decrease of \$2,573,097.17 from last year at August 31, 2023. The operating statement at August 31, 2024 indicates that total revenues collected are \$91,889,087 or 119.05% of budget. Total expenditures are \$69,613,435 or 90.20% of budget.

RECOMMENDATION: That the Board approves the financial reports ending August 31, 2024 as presented.

ATTACHMENTS: Cash Balance Reports and Operating Statements at August 31, 2024.

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President of Financial & Administrative Services

WEATHERFORD COLLEGE
PRELIMINARY CASH BALANCE REPORT
August 31, 2024

<u>Unrestricted Funds</u>	<u>Checking</u>	<u>Investments</u>	<u>Petty Cash</u>	<u>Total</u>
Beginning Balance	20,813,978.24	42,885,015.18	4,945.00	63,703,938.42
Deposits	5,303,532.85	10,013,462.75	-	15,316,995.60
Disbursements	(15,027,881.23)	-	-	(15,027,881.23)
Ending Balance	11,089,629.86	52,898,477.93	4,945.00	63,993,052.79

<u>Unrestricted Funds:</u>	<u>Checking Acct</u>	<u>Investments</u>	<u>Acct Balance</u>
Maintenance and Carter	11,089,629.86	52,898,477.93	63,988,107.79
Petty cash	4,945.00	-	4,945.00
Sub-total	11,094,574.86	52,898,477.93	63,993,052.79
Restricted Funds:			
Scholarships & Loans	1,413,326.05	2,295,736.17	3,709,062.22
Schropshire Cap. Impr.	321,617.89	-	321,617.89
Construction	2,090,183.46	-	2,090,183.46
Debt Service	5,065.58	2,579,685.39	2,584,750.97
Interest & Sinking	38,801.26	-	38,801.26
Contingency Reserves	-	625,000.00	625,000.00
Sub-total	3,868,994.24	5,500,421.56	9,369,415.80
Grand Total	14,963,569.10	58,398,899.49	73,362,468.59

Preliminary Recap of Investments

<u>Investments</u>	<u>Current Value 8/31/2024</u>	<u>Rate</u>	<u>Maturity Date</u>
<u>Prosperity Bank</u>			
Money Market Account	5,140,793.85	1.40%	
CD	26,322,857.78	5.00%	9/20/2024
CD	10,291,522.57	5.00%	10/10/2024
CD	1,029,107.72	4.54%	2/8/2025
CD	3,005,752.13	4.54%	2/8/2025
CD	2,608,865.44	4.50%	10/7/2025
CD	10,000,000.00	5.00%	12/28/2024
Total Investments	<u>58,398,899.49</u>		

**WEATHERFORD COLLEGE
PRELIMINARY STATEMENT OF REVENUES
August 31, 2024**

	2022-2023			2023-2024			
	Amended Budget	Received 8/31/2023	% of Budget	Amended Budget	Received 8/31/2024	Balance	% of Budget
Operating Revenues							
Tuition							
In-District Resident	\$ 5,206,330	\$ 5,227,600	100.41%	\$ 5,536,380	\$ 6,257,540	\$ (721,160)	113.03%
Out-of District Resident	\$ 6,882,487	\$ 7,075,991	102.81%	\$ 7,645,416	\$ 7,993,799	\$ (348,383)	104.56%
Out-of District Resident - EC Granbury	\$ 228,810	\$ 80,524	35.19%	\$ -	\$ -	\$ -	#DIV/0!
Out-of District Resident - Wise County	\$ 2,067,282	\$ 1,969,798	95.28%	\$ 2,188,174	\$ 2,102,920	\$ 85,254	96.10%
Non-Resident	\$ 1,250,348	\$ 1,466,456	117.28%	\$ 1,416,154	\$ 1,725,358	\$ (309,204)	121.83%
Differential Tuition	\$ 1,134,805	\$ 1,234,391	108.78%	\$ 1,237,944	\$ 1,426,540	\$ (188,596)	115.23%
State Funded Continuing Education	\$ 560,000	\$ 842,210	150.39%	\$ 694,150	\$ 876,584	\$ (182,434)	126.28%
Non-State Funded Continuing Education	\$ 22,700	\$ 72,438	319.11%	\$ 22,750	\$ 30,669	\$ (7,919)	134.81%
Total Tuition	\$ 17,352,762	\$ 17,969,409	103.55%	\$ 18,740,968	\$ 20,413,410	\$ (1,672,442)	108.92%
Fees							
General Fee	\$ 2,983,878	\$ 3,164,444	106.05%	\$ 4,099,147	\$ 4,825,116	\$ (725,969)	117.71%
Laboratory Fee	\$ 341,369	\$ 341,433	100.02%	\$ 342,200	\$ 365,091	\$ (22,891)	106.69%
Total Fees	\$ 3,325,247	\$ 3,505,876	105.43%	\$ 4,441,347	\$ 5,190,207	\$ (748,860)	116.86%
Allowances and Discounts							
Bad Debt Allowance	\$ (27,500)	\$ (1,097)	3.99%	\$ (32,500)	\$ -	\$ (32,500)	0.00%
Remissions and Exemptions	\$ (1,643,500)	\$ (2,150,084)	130.82%	\$ (2,732,000)	\$ (3,311,774)	\$ 579,774	121.22%
Total Allowances and Discounts	\$ (1,671,000)	\$ (2,151,182)	128.74%	\$ (2,764,500)	\$ (3,311,774)	\$ 547,274	119.80%
Additional Operating Revenues							
Federal Grants and Contracts (Operating)	\$ 1,431,472	\$ 1,319,461	92.18%	\$ 1,333,540	\$ 1,155,915	\$ 177,625	86.68%
State Grants and Contracts	\$ 258,402	\$ 220,041	85.15%	\$ 628,919	\$ 520,310	\$ 108,609	82.73%
Non-Governmental Grants	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Local Grants & Contracts	\$ 4,236,000	\$ 4,227,106	99.79%	\$ 4,566,700	\$ 4,583,093	\$ (16,393)	100.36%
Sales & Services of Educational Activities	\$ 43,000	\$ 66,157	153.85%	\$ 43,000	\$ 67,442	\$ (24,442)	156.84%
Investment income - Program Restricted	\$ 44,750	\$ 169,960	379.80%	\$ 95,000	\$ 74,905	\$ 20,095	78.85%
Other Operating Revenues	\$ 913,112	\$ 1,475,071	161.54%	\$ 665,000	\$ 1,088,709	\$ (423,709)	163.72%
Total Additional Operating Revenues	\$ 6,926,736	\$ 7,477,796	107.96%	\$ 7,332,159	\$ 7,490,374	\$ (158,215)	102.16%
Auxiliary Income							
Bookstore	\$ 167,366	\$ 139,999	83.65%	\$ 138,833	\$ 99,975	\$ 38,858	72.01%
Cafeteria	\$ 715,000	\$ 875,286	122.42%	\$ 745,000	\$ 1,019,365	\$ (274,365)	136.83%
Dormitory	\$ 1,234,185	\$ 1,193,267	96.68%	\$ 1,250,585	\$ 1,311,938	\$ (61,353)	104.91%
Golf Course	\$ -	\$ -	#DIV/0!	\$ 1,550,000	\$ 1,241,556	\$ 308,444	80.10%
Student Services	\$ 218,000	\$ 200,506	91.98%	\$ 215,000	\$ 235,065	\$ (20,065)	109.33%
Carter Agricultural Center	\$ 25,600	\$ 61,051	238.48%	\$ 55,000	\$ 47,417	\$ 7,583	86.21%
Total Auxiliary Enterprises	\$ 2,360,151	\$ 2,470,108	104.66%	\$ 3,954,418	\$ 3,955,316	\$ (898)	100.02%
Total Operating Revenues	\$ 28,293,896	\$ 29,272,007	103.46%	\$ 31,704,392	\$ 33,737,533	\$ (2,033,141)	106.41%
Non-Operating Revenues							
State Appropriations							
Education and General State Support	\$ 8,925,333	\$ 8,925,332	100.00%	\$ 9,682,488	\$ 9,682,488	\$ 0	100.00%
State Group Insurance	\$ -	\$ 1,745,710	#DIV/0!	\$ -	\$ 1,692,356	\$ (1,692,356)	#DIV/0!
State Retirement Matching	\$ -	\$ 711,386	#DIV/0!	\$ -	\$ 775,816	\$ (775,816)	#DIV/0!
State Appropriations-Other	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Professional Nursing Shortage Reduction	\$ -	\$ 69,507	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Total State Appropriations	\$ 8,925,333	\$ 11,451,935	128.31%	\$ 9,682,488	\$ 12,150,659	\$ (2,468,171)	125.49%
Maintenance Ad Valorem Taxes-Parker County	\$ 22,627,920	\$ 23,147,025	102.29%	\$ 25,851,835	\$ 26,215,440	\$ (363,605)	101.41%
Debt Service Ad Valorem Taxes	\$ -	\$ 9,626	#DIV/0!	\$ -	\$ 4,629	\$ (4,629)	#DIV/0!
Federal Grants and Contracts (Non-Operating)	\$ 9,122,799	\$ 8,784,143	96.29%	\$ 6,855,000	\$ 7,977,797	\$ (1,122,797)	116.38%
Lost Revenue Reimbursement	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Gifts	\$ 176,658	\$ 145,724	82.49%	\$ 73,649	\$ 10,150,686	\$ (10,077,037)	13782.52%
Investment Income	\$ 100,000	\$ 739,713	739.71%	\$ 500,000	\$ 1,652,343	\$ (1,152,343)	330.47%
Unrealized Gain on Mineral Rights	\$ -	\$ 121,090	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Unrealized Gain on Carter Ag	\$ -	\$ 3,110,000	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Contributions in Aid of Construction	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Total Non-Operating Revenue	\$ 40,952,710	\$ 47,509,257	116.01%	\$ 42,962,972	\$ 58,151,554	\$ (15,188,582)	135.35%
Budgeted Transfers	\$ 416,001	\$ -		\$ 2,516,178	\$ -	\$ 2,516,178	
TOTAL	\$ 69,662,607	\$ 76,781,264	110.22%	\$ 77,183,542	\$ 91,889,087	\$ (14,705,545)	119.05%

WEATHERFORD COLLEGE
PRELIMINARY STATEMENT OF EXPENDITURES
August 31, 2024

	2022-2023			2023-2024			
	Amended Budget	Expended 8/31/2023	% of Budget	Amended Budget	Expended 8/31/2024	Balance	% of Budget
Operating Expenses							
Unrestricted							
Instruction	\$ 16,905,628	\$ 17,671,359	104.53%	\$ 18,751,862	\$ 18,023,234	\$ 728,628	96.11%
Public Service	\$ 337,325	\$ 334,177	99.07%	\$ 361,752	\$ 335,892	\$ 25,860	92.85%
Academic Support	\$ 4,041,539	\$ 3,316,213	82.05%	\$ 4,342,559	\$ 3,631,951	\$ 710,608	83.64%
Student Services	\$ 2,552,652	\$ 2,261,318	88.59%	\$ 2,676,298	\$ 2,170,905	\$ 505,393	81.12%
Institutional Support	\$ 11,700,236	\$ 7,994,130	68.32%	\$ 12,277,557	\$ 9,107,981	\$ 3,169,576	74.18%
Operation & Maint. of Plant	\$ 9,387,158	\$ 4,269,888	45.49%	\$ 11,388,408	\$ 7,183,063	\$ 4,205,345	63.07%
Scholarships and Fellowships	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Staff Benefits	\$ 650,000	\$ 684,189	105.26%	\$ 700,000	\$ 684,796	\$ 15,204	97.83%
Total Unrestricted Educational Activities	\$ 45,574,538	\$ 36,531,275	80.16%	\$ 50,498,436	\$ 41,137,822	\$ 9,360,614	81.46%
Restricted							
Instruction	\$ 154,127	\$ 225,521	146.32%	\$ 155,374	\$ 153,739	\$ 1,635	98.95%
Public Service	\$ 6,000	\$ 6,672	111.20%	\$ 6,000	\$ 8,994	\$ (2,994)	149.90%
Academic Support	\$ -	\$ -	#DIV/0!	\$ 325,950	\$ 146,121	\$ 179,829	44.83%
Student Services	\$ 2,971,499	\$ 2,204,877	74.20%	\$ 1,035,389	\$ 920,589	\$ 114,800	88.91%
Institutional Support	\$ 6,245	\$ 2,112	33.82%	\$ 6,245	\$ 1,787	\$ 4,458	28.61%
Operation & Maint. of Plant	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Scholarships and Fellowships	\$ 9,676,141	\$ 9,663,200	99.87%	\$ 10,473,578	\$ 11,274,289	\$ (800,711)	107.65%
Staff Benefits	\$ -	\$ 2,457,097	#DIV/0!	\$ -	\$ 2,468,172	\$ (2,468,172)	#DIV/0!
Total Restricted Educational Activities	\$ 12,814,012	\$ 14,559,479	113.62%	\$ 12,002,536	\$ 14,973,691	\$ (2,971,155)	124.75%
Total Educational Activities	\$ 58,388,550	\$ 51,090,754	87.50%	\$ 62,500,972	\$ 56,111,513	\$ 6,389,459	89.78%
Auxiliary Enterprises	\$ 4,094,481	\$ 4,172,742	101.91%	\$ 7,832,049	\$ 6,500,629	\$ 1,331,420	83.00%
Depreciation Expense - Buildings and Land Improvements	\$ 1,203,924	\$ 1,673,872	139.03%	\$ 1,436,542	\$ 1,641,471	\$ (204,929)	114.27%
Depreciation Expense - Furniture, Machinery, Vehicles, and Other Equipment	\$ 675,348	\$ 713,527	105.65%	\$ 645,258	\$ 760,261	\$ (115,003)	117.82%
Amortization Expense - Right of Use Asset and Subscription Based IT Arrangements	\$ -	\$ 3,256,973	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Total Operating Expenses	\$ 64,362,303	\$ 60,907,867	94.63%	\$ 72,414,821	\$ 65,013,874	\$ 7,400,947	89.78%
Non-Operating Expenses							
Expenses on Capital Related Debt	\$ 2,141,819	\$ 2,126,588	99.29%	\$ 1,933,308	\$ 1,911,930	\$ 21,378	98.89%
Gain/Loss on Disposal of Fixed Assets	\$ (25,000)	\$ (6,725)	26.90%	\$ (25,000)	\$ (1,095)	\$ (23,905)	4.38%
Other non-operating expense	\$ -	\$ (331,069)	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Other Uses of Cash							
Principal on Capital Related Debt	\$ 1,693,450	\$ 1,209,058	71.40%	\$ 1,902,896	\$ 1,902,895	\$ 1	100.00%
Capital Outlay (Non-Construction)	\$ 1,002,738	\$ 1,059,603	105.67%	\$ 953,430	\$ 785,830	\$ 167,600	82.42%
TOTAL	\$ 69,175,310	\$ 64,965,323	93.91%	\$ 77,179,455	\$ 69,613,435	\$ 7,566,020	90.20%



**Weatherford College Board of Trustees
Consent Agenda**

DATE: September 12, 2024

AGENDA ITEM #5.c.

SUBJECT: Quarterly Investment Report

INFORMATION AND DISCUSSION: As required by Government Code 2256.005, the investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the Public Funds Investment Act. This report is submitted to the Board on a quarterly basis, within a reasonable time after the end of the period. Attached you will find a Report of Investments for the period ending August 31, 2024.

RECOMMENDATION: That the Board of Trustees approve the Report of Investments at August 31, 2024.

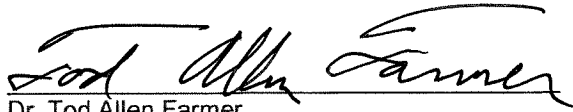
ATTACHMENTS: Report of Investments at August 31, 2024.

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President of Financial & Administrative Services


**WEATHERFORD COLLEGE
REPORT OF INVESTMENTS
August 31, 2024**

	<u>Money Market</u>	<u>CD's</u>	<u>Total</u>
Unrestricted	\$ 4,729,801.84	\$ 46,614,380.35	\$ 51,344,182.19
Restricted	-	3,005,752.13	3,005,752.13
Carter Endowment	410,992.01	1,029,107.72	1,440,099.73
Plant Retirement Indebtedness	-	2,608,865.44	2,608,865.44
Construction	-	-	-
	<u>\$ 5,140,793.85</u>	<u>\$ 53,258,105.64</u>	<u>\$ 58,398,899.49</u>

The investment of Weatherford College's funds as described above is in compliance with the investment policy and strategy of Weatherford College.



 Dr. Tod Allen Farmer
 President



 Dr. Andra R. Cantrell
 Executive V.P. for Financial and Administrative Affairs

**WEATHERFORD COLLEGE
REPORT OF INVESTMENTS
8/31/2024**

Investment	Number	Closing Balance May 31, 2024	Closing Balance August 31, 2024	Changes in Current Value	Opening Date	Maturity Date	Interest Rate
Money Market Accounts							
Prosperity Bank							
Unrestricted	218082740	4,689,950.17	4,729,801.84	39,851.67	09/25/18		1.40%
Total Unrestricted		\$ 4,689,950.17	\$ 4,729,801.84	\$ 39,851.67			
Restricted	218082740	-	-	0.00	09/25/18		1.40%
Total Restricted		\$ -	\$ -	\$ -			
Carter Endowment	218082740	410,992.01	410,992.01	0.00	09/25/18		1.40%
Total Carter Endowment		\$ 410,992.01	\$ 410,992.01	\$ -			
Plant Retirement Indebtedness	218082740	-	-	0.00			
Total Plant Retirement Indebtedness		\$ -	\$ -	\$ -			
Total All Money Market Accounts		\$ 5,100,942.18	\$ 5,140,793.85	\$ 39,851.67			
Certificates of Deposit							
Prosperity Bank							
Unrestricted	2030000192	10,291,522.57	10,291,522.57	0.00	03/10/24	10/10/24	5.00%
	2030000281	-	10,000,000.00	10,000,000.00	08/28/24	12/28/24	5.00%
	2030000251	26,322,857.78	26,322,857.78	0.00	05/20/24	09/20/24	5.00%
Total Unrestricted		\$ 36,614,380.35	\$ 46,614,380.35	\$ 10,000,000.00			
Restricted	2030000225	2,920,736.17	3,005,752.13	85,015.96	12/07/23	07/07/24	5.00%
Total Restricted		\$ 2,920,736.17	\$ 3,005,752.13	\$ 85,015.96			
Carter Endowment	2030000224	1,000,000.00	1,029,107.72	29,107.72	12/07/23	07/07/24	5.00%
Total Carter Endowment		\$ 1,000,000.00	\$ 1,029,107.72	\$ 29,107.72			
Plant Retirement Indebtedness	2030000226	2,579,685.39	2,608,865.44	29,180.05	12/07/23	10/07/25	4.50%
Total Plant Retirement Indebtedness		\$ 2,579,685.39	\$ 2,608,865.44	\$ 29,180.05			
Total All Certificates of Deposit		\$ 43,114,801.91	\$ 53,258,105.64	\$ 10,143,303.73			
TOTAL INVESTMENTS		\$ 48,215,744.09	\$ 58,398,899.49	\$ 10,183,155.40			



**Weatherford College Board of Trustees
Consent Agenda**

DATE: September 12, 2024

AGENDA ITEM: #5.d.

SUBJECT: TASB Policy Service Update #47

INFORMATION AND DISCUSSION: Weatherford College utilizes the Texas Association of School Boards (TASB) Policy Service for legal and local policies contained in the *Weatherford College Board Policy Manual*. TASB provides ongoing updates for college districts to ensure that the *Manual* is current and reliable. The most recent update by TASB is #47.

TASB updates legal policies in the *Manual* based on changes in state or federal laws. Board of Trustees action is not permitted on legal policies since they are mandated through state or federal law. However, it is recommended that the Board review updates to the legal policies.

In addition, TASB recommends updates to “local” policies, which the Board of Trustees may approve as written, or amended, to ensure that the College’s local policies are consistent with recent changes in legislation and legal policies. Below are the Local policies included in Update #47, along with explanatory notes regarding the recommended changes:

Policy Code	Action	Explanatory Note
CC (Local)	REPLACE policy	ANNUAL OPERATING BUDGET Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college’s accreditor is named in GK(LOCAL).
CHA (Local)	REPLACE policy	SITE MANAGEMENT: SECURITY Recommended revisions to this local policy address the application of SB 1445 to the Employment of Peace Officers and Telecommunicators, Medical and Psychological Examinations, Misconduct Investigations, and Personnel Files.
CS (Local)	REPLACE policy	INFORMATION SECURITY At Reports, recommended revisions to this local policy have been made due to Administrative Code changes that add an Information Security

		Assessment and remove a Monthly Reports requirement. Additional changes have been made to conform to TASB style.
DBA (Local)	REPLACE policy	EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: CREDENTIALS AND RECORDS New recommended local policy language addresses the application of SB 1445 to Law Enforcement Personnel Files. Additional changes have been made to conform to TASB style.
DBB (Local)	REPLACE policy	EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES New recommended local policy language addresses the application of SB 1445 to the Medical and Psychological Examination of a Peace Officer or Telecommunicator. A fill-in for the applicable licensed positions to which this policy applies has been added.
DC (Local)	REPLACE policy	EMPLOYMENT PRACTICES New recommended local policy language addresses the application of SB 1445 to the Employment of Certain Law Enforcement Personnel.
DH (Local)	REPLACE policy	EMPLOYEE STANDARDS OF CONDUCT Recommended revisions to this local policy have been made to include an employee Code of Ethics derived from the Texas Community College Teacher's Association (TCCTA) code of ethics. Also, new recommended local policy language addresses the application of SB 1445 to investigations of Misconduct by Certain Law Enforcement Personnel.
DK (Local)	REPLACE policy	PROFESSIONAL DEVELOPMENT Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL). Additional changes have been made to conform to TASB style.
DMC (Local)	REPLACE policy	TERMINATION OF EMPLOYMENT: REDUCTION IN FORCE Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL). Additional changes have been made to conform to TASB style.
EBA (Local)	REPLACE policy	ALTERNATE METHODS OF INSTRUCTION: DISTANCE EDUCATION Recommended revisions to this local policy have been made in response to updates to Coordinating Board rules allowing the college to select an accreditor other than SACSCOC. The college's accreditor is named in GK(LOCAL).

RECOMMENDATION: That the Board of Trustees add, revise, and/or delete Local policies as indicated above and as recommended by Cabinet and by TASB Policy Service Update #47.

ATTACHMENT: Update #47 Local Policy Comparison Packet

SUBMITTED BY: Paul Williams
Executive Director, Human Resources



(LOCAL) Policy Comparisons

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue, bold font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes moved text.
- Revision bars appear in the right margin to show sections with changes.

Note: While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Contact:	School Districts and Education Service Centers	Community Colleges
	policy.service@tasb.org	colleges@tasb.org
	800.580.7529	800.580.1488

- Budget Planning** Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be a part of each month's activities.
- Budget Preparation** The College President or designee shall supervise the development of a budget calendar and a specific plan for budget preparation that ensures appropriate input from all levels of operation within the College District. The budget shall conform to Coordinating Board requirements and meet the standards of the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~. College District's accreditor [see GK].
- Budget Review** The College District's proposed draft budget for the upcoming fiscal year shall be available for review by the public in June and will be periodically updated for review by the public prior to the tax rate being adopted in August.
- Budget Adoption** The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the ~~College President~~ College President or designee who shall ensure that funds are expended in accordance with the adopted budget.
- Budget Amendments** The Board may amend the budget at any time during the fiscal year. The College District shall develop procedures for budget amendments.
- Reserves** The College District must ensure that sufficient financial reserves are available for unanticipated emergencies. The College District shall set a goal of maintaining an unrestricted fund balance level that is not less than 20 percent as measured by the College District's unrestricted fund balance on August 31 divided by total unrestricted revenue budgeted for the ensuing fiscal year. This goal shall be evaluated with the completion of each annual audit.

**College District
Police Department**

To ensure sufficient security and protection of students, staff, and property, the Board authorizes the formation of a College District police department and shall employ and commission peace officers.

Jurisdiction

The jurisdiction of College District peace officers shall include all counties in which property is owned, leased, rented, or otherwise under the control of the College District.

Police Authority

While within the jurisdiction set out in this policy, peace officers employed and commissioned by the College District shall have all the powers, privileges, and immunities of peace officers. Subject to limitations in law, College District peace officers shall have the authority to:

1. Protect the safety and welfare of any person in the jurisdiction of the College District and protect the property of the College District.
2. Enforce all laws, including municipal ordinances, county ordinances, and state laws, and investigate violations of law as needed. In doing so, College District police officers may serve search warrants in connection with College District-related investigations in compliance with the Texas Code of Criminal Procedure.
3. Arrest suspects consistent with state and federal statutory and constitutional standards governing arrests, including arrests without warrant, for offenses that occur in the officer's presence or under the other rules set out in the Texas Code of Criminal Procedure.
4. Coordinate and cooperate with commissioned officers of all other law enforcement agencies in the enforcement of this policy as necessary.
5. Enforce College District policies, rules, and regulations on College District property or at College District functions.
6. Investigate violations of College District policies, rules, and regulations as requested by the College President and participate in hearings concerning alleged violations.
7. Carry weapons as directed by the chief of police and approved by the College President.
8. Carry out all other duties as directed by the chief of police or College President.

Temporary
Assignment

College District police officers shall enforce all laws, including municipal ordinances, county ordinances, and state laws within another law enforcement agency's jurisdiction while temporarily assigned to the other agency.

**Employment of
Peace Officers and
Telecommunicators**

For additional provisions regarding the employment of peace officers and telecommunicators, see DC.

**Limitations on
Outside Employment**

No officer commissioned under this policy shall provide law enforcement or security services for an outside employer without prior written approval from the chief of police and College President or designee.

**Relationship with
Outside Agencies**

The College District's police department and the law enforcement agencies with which it has overlapping jurisdiction shall enter into a memorandum of understanding that outlines reasonable communication and coordination efforts among the department and the agencies. The chief of police and the College President or designee shall review the memorandum of understanding at least once every year. The memorandum of understanding shall be approved by the Board.

Use of Force

The use of force, including deadly force, shall be authorized only when reasonable and necessary, as outlined in the department regulations manual.

By Drone

The College District shall not use force by means of a drone.

High-Speed Pursuit

Officers shall not engage in high-speed chases in a motor vehicle when the immediate danger to the public or the officer created by the pursuit exceeds the immediate or potential danger presented by the offenders remaining at large. Guidelines for high-speed pursuits shall be addressed in the department regulations manual.

Body-Worn
Cameras

College District officers shall use body-worn cameras only when performing official law enforcement duties and in accordance with the provisions of the College District police department's body-worn camera program. Officers shall receive training on the program, including proper use and operation of cameras. Any College District employee who has access to data from body-worn cameras shall receive training on storage, retention, and release of recordings.

Officer Training

All College District officers shall receive at least the minimum amount of education and training as required by law.

**Peace Officer
Medical and
Psychological
Examinations
Leave**

For provisions regarding the fitness-for-duty examination of a peace officer or telecommunicator, see DBB.

For provisions regarding mental health leave for peace officers and telecommunicators and quarantine leave for peace officers, see DEC.

Complaints

Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]

Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.

**Misconduct
Investigations**

For provisions regarding the investigation of allegations of misconduct by peace officers and telecommunicators, see DH.

Personnel Files

For provisions regarding personnel files maintained with respect to peace officers and telecommunicators, see DBA.

**Department
Regulations Manual**

To carry out the provisions in this policy, the police department shall compile and maintain a manual that describes and sets forth operational procedures, rules, and regulations pertaining to the administration of police services. The chief of police and the College President or designee shall review the manual annually and make any appropriate revisions.

Racial Profiling

The chief of police shall develop and implement regulations to ensure compliance with state law regarding racial profiling. Peace officers employed by the College District shall not initiate any law enforcement action based on an individual's race, ethnicity, or national origin.

~~Complaints~~

~~Complaints against a College District police officer shall be in writing on a form provided by the College District and shall be signed by the person making the complaint. In accordance with law, the College District shall provide to the police officer a copy of the complaint. [See Complaint Against Peace Officer at CHA(LEGAL)]~~

~~Appeals regarding this complaint process shall be filed in accordance with DGBA, FLD, or GB, as appropriate.~~

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

Information Security Officer

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

Information Security Program

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

College District Website and Mobile Application Security

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

Covered Social Media Applications

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

	use of the covered application and the documentation of those measures.
Reports	The College District shall submit a biennial information security plan to DIR in accordance with law.
Information Security Plan	
Effectiveness of Policies and , Procedures, and Practices	The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.
<u>Biennial Information Security Plan</u>	<u>The College District shall submit a biennial information security plan to DIR in accordance with law.</u>
Information Security Assessment	In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.
Security Incidents	The College District shall assess the significance of a security incident and report urgent incidents it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.
<i>By the College District</i>	
Generally	
Security Breach Notification	Upon discovering or receiving notification of a breach of system security or a security incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law. The College District shall give notice by using one or more of the following methods: <ol style="list-style-type: none">1. Written notice.2. Electronic mail, if the College District has electronic mail addresses for the affected persons.3. Conspicuous posting on the College District's website.4. Publication through broadcast media.
Monthly Reports	The College District must provide summary reports of security incidents monthly to DIR in accordance with the deadlines, form, and manner specified by law and DIR.
<i>By Vendors and Third Parties</i>	The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

**Social Security
Number**

The College District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the College District shall keep an employee's social security number confidential.

**Law Enforcement
Personnel Files**

The College President or designee and the College District police department shall develop regulations, in accordance with law, for the compilation and retention of, and access to, personnel files maintained with respect to peace officers and telecommunicators.

**Faculty Eligibility
Requirements**

All faculty members shall have specific competence in the fields in which they teach. The following guidelines shall apply:

1. Faculty teaching courses at the associate degree level in humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics, or courses that are components of associate degree programs designed for college transfer or from which substantial numbers of students transfer to senior institutions, shall have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation in the above areas. Exceptional cases shall be justified by the vice president of academic services on an individual basis.
2. Faculty teaching courses in areas that are components of associate degree programs not usually leading to college transfer shall possess appropriate academic preparation or academic preparation coupled with work experience. The minimum academic degree shall be at the same level at which the faculty member is teaching. The typical combination is a baccalaureate degree with appropriate work experience. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty teaching both transfer and nontransfer courses in these areas. Exceptional cases shall be justified by the vice president of academic services on an individual basis.
3. Nondegree diploma or certificate occupational courses may be taught by faculty members with some college or specialized training but with an emphasis in the fields in which they teach. Applicants shall be required to furnish documentation of work experience, certifications, and other qualifications if these are to substitute for or supplement formal academic preparation.

4. Faculty members who teach in developmental programs shall hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in developmental/remedial education.
5. The College District shall employ, where possible, faculty members whose highest earned degree presented as the credential qualifying the faculty members to teach at the institution is from a regionally accredited institution. If a faculty member's highest earned degree is from a nonregionally accredited institution within the United States or an institution outside the United States, the faculty member shall present official transcripts showing appropriate academic preparation.
6. Part-time faculty members shall meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same disciplines.

English Language Competency

Each faculty member teaching college credit courses shall complete a statement affirming that ~~he or she~~ the faculty member is proficient in oral and written communication in English. Information regarding the faculty member's country of origin and academic preparation shall be used to verify the signed statement.

A faculty member teaching college credit courses, who indicates that English is not ~~his or her~~ the faculty member's primary language or who fails to specify a primary language, shall be administered the Test of Spoken English (TSE). Employment in a position that involves teaching college credit courses is contingent upon the faculty member achieving a TSE score of 220 out of a possible 300.

Faculty shall have three chances to achieve the required TSE score. Any faculty member who has failed the TSE for the third time shall no longer be employed by the College District.

Examinations During Employment

~~The College President~~The College President or designee may require an employee to undergo a medical examination if information received from the employee, the employee's supervisor, or other sources indicates the employee has a physical or mental impairment that:

1. Interferes with the employee's ability to perform essential job functions; or
2. Poses a direct threat to the health or safety of the employee or others. A communicable or other infectious disease may constitute a direct threat.

The College District may designate the physician to perform the examination. If the College District designates the physician, the College District shall pay the cost of the examination. The College District may place the employee on paid administrative leave while awaiting results of the examination and evaluating the results.

Based on the results of the examination, the ~~College President~~College President or designee shall determine whether the employee has an impairment. If so, the ~~College President~~College President or designee shall determine whether the impairment interferes with the employee's ability to perform essential job functions or poses a direct threat. If not, the employee shall be returned to his or her job position.

If the impairment does interfere with the employee's ability to perform essential job functions or poses a direct threat, the ~~College President~~College President or designee shall determine whether the employee has a disability and, if so, whether the disability requires reasonable accommodation, including the use of available leave. The granting of additional unpaid leave may be a reasonable accommodation in some circumstances. If the employee does not have a disability, the ~~College President~~College President or designee shall evaluate the employee's eligibility for leave. [See DEC(LOCAL)]

[See DAA for information on disabilities and reasonable accommodation]

Other Requirements

Employees with communicable diseases shall follow recommendations of public health officials regarding contact with students and other employees. Food service workers shall comply with health requirements established by city, county, and state health authorities. [See DBA]

**Medical and
Psychological
Examination of a
Peace Officer or
Telecommunicator**

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the fitness-for-duty examination of a peace officer or telecommunicator who is licensed, or a person for whom the College District police department seeks a license, under Occupations Code Chapter 1701. The regulations must address:

1. The criteria for requiring an examination;
2. The provision of notice to the license holder or applicant that includes the reasons for the examination;
3. The examination procedures;
4. The determination of the license holder's or applicant's duty status during and following the examination;
5. Appeals of the application or interpretation of the regulations; and
6. The submission of a report to the Texas Commission on Law Enforcement (TCOLE):
 - a. If the license holder or applicant refuses to submit to the examination; or
 - b. Absent the successful completion of a treatment program, if the license holder or applicant fails the examination.

EMPLOYMENT PRACTICES

DC
(LOCAL)

Goal The College District shall seek the highest qualified person for any positions based on knowledge, skill, ability, and other qualifications actually needed for the job.

Filling Vacancies The ~~College President~~ College President or designee shall advertise College District employment opportunities and shall establish guidelines for posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and the pursuit of continuous quality improvement. Current employees shall be eligible to apply for any vacancy. All external positions shall be posted for ~~ten~~10 business days. All internal jobs shall be posted for three business days.

Reassignment and / or Promotion The internal reassignment and/or promotion of an employee shall be through the following procedures:

1. The immediate supervisor shall determine if the job will be advertised internally or externally.
2. An employee shall meet the minimum qualifications of the vacant position.
3. The reassignment and/or promotion shall be proposed by the appropriate dean/director and vice president.
4. The resulting vacant position shall be advertised.
5. The College President or designee shall issue the appointment and/or contract.

Applications All applicants shall complete the application form supplied by the human resources office of the College District. Information in applications for contractual positions shall be verified before a contract is offered, and information in applications for noncontractual positions shall be verified before hiring.

Falsification of either information or credentials shall be cause for dismissal or denial to employ.

Employment Practices The College District shall follow prudent personnel practices when recruiting, interviewing, screening, and employing all personnel.

Employment of Contractual Personnel The ~~College President~~ College President has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel. [See DCA]

EMPLOYMENT PRACTICES

DC
(LOCAL)

**Employment of
Noncontractual
Personnel**

The Board delegates to the ~~College President~~ College President final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCC]

**Employment of
Certain Law
Enforcement
Personnel**

The College President or designee and the College District police department shall develop regulations, in accordance with law, for the employment of peace officers and telecommunicators. The regulations shall address:

1. The investigation of the applicant's background;
2. Medical and psychological examination and drug screening of the applicant;
3. The applicant's qualification to carry a firearm, if applicable;
4. A provisional hiring period applicable upon employment; and
5. The submission of any required forms to the Texas Commission on Law Enforcement (TCOLE).

Reemployment

Any former employee who is rehired by the College District shall:

1. Be treated as a new employee; and
2. Forfeit accumulated sick leave, credit for service during the time away from the College District, and salary increments that would have been earned during continuous employment.

In no event shall an individual who has been discharged for cause be reemployed or reinstated, except with the expressed approval of the Board.

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Ethical Standards

The College District holds all employees to the ethical standards ~~expressed~~ set out in this policy.

As a Citizen

An employee shall treat all persons with dignity and respect.

An employee shall accept all rights and responsibilities of citizenship, always avoiding use of the privileges of the employee's public position for private or partisan advantage.

As an Educator

An employee shall strive to help each student realize the student's full potential as a learner and as a human being.

An employee shall by example and action encourage and defend the unfettered pursuit of truth by all persons employed by the College District in the educational enterprise and students supporting the free exchange of ideas, observing the highest standards of academic honesty and integrity, and seeking always an attitude of scholarly objectivity and tolerance of other viewpoints.

An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.

An employee shall maintain competence through continued professional development, shall demonstrate that competence through consistently adequate performance, and shall seek to enhance that competence by accepting and appropriating constructive criticism and evaluation.

As a Colleague

An employee shall recognize and preserve the confidential nature of professional relationships, neither disclosing nor encouraging the disclosure of information or rumor, which might damage or embarrass or violate the privacy of any other person.

An employee shall support the right of all colleagues to academic freedom and due process and defend and assist a professional colleague accused of wrongdoing, incompetence, or other serious offense so long as the colleague's innocence may reasonably be maintained.

As a Member of the
College District

An employee shall not support a colleague whose persistently unethical conduct or professional incompetence has been demonstrated through due process.

An employee shall make the most judicious and effective use of the College District's time and resources.

An employee shall fulfill the employment agreement both in spirit and in fact, shall give reasonable notice upon resignation, and shall neither accept tasks for which the employee is not qualified nor assign tasks to unqualified persons.

An employee shall support the goals and ideals of the College District and shall act in public affairs in such a manner as to bring credit to the College District.

An employee shall not engage in unlawful discrimination or harassment of students or colleagues and shall adhere to the College District's policies on unlawful discrimination and harassment and other conduct.

An employee shall observe the stated policies and procedures of the College District, reserving the right to seek revision in a judicious and appropriate manner.

An employee shall participate in the governance of the College District by accepting a fair share of committee and institutional responsibilities.

REFERENCE: derived from the [Texas Community College Teachers Association Code of Professional Ethics \(PDF\)](#).¹

Violations

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as College District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCC, DIAA, and DM series]

Misconduct by Certain Law Enforcement Personnel

The College President or designee and the College District police department shall develop regulations, in accordance with law, addressing the investigation of allegations of misconduct by peace officers and telecommunicators.

Electronic Media

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

Record Retention An employee shall comply with the College District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CIA and GCB]

Personal Use Employees shall be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media violates state or federal law or College District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Safety Requirements All employees shall adhere to College District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Tobacco and E-cigarettes An employee shall not use tobacco products or e-cigarettes on College District property, in College District vehicles, or at College District-related activities, unless authorized by the College President or designee. [See FLBD]

An employee shall not give or sell tobacco products or e-cigarettes to a person in violation of law.

Alcohol and Drugs A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall be prohibited from using, possessing, controlling, manufacturing, transmitting, distributing, dispensing, selling, or being under the influence of any of the following substances while conducting College District business or while on College District property, in College District vehicles, or at College District-related activities, whether during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any performance-enhancing substance, including steroids.
5. Any designer drug.
6. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

An employee need not be legally intoxicated to be considered “under the influence” of alcohol.

Exceptions

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, controls, sells, transmits, distributes, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use;
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian;
4. Cultivates, possesses, transports, or sells hemp as authorized by law; or
5. Possesses, sells, or distributes Dextromethorphan.

Paraphernalia

The use, possession, control, manufacture, transmission, distribution, dispensation, or sale of paraphernalia related to any prohibited substance is prohibited.

Notice

Each employee shall be given a copy of the College District’s notice regarding a drug-free workplace. [See DI(EXHIBIT)]

Arrests, Indictments, Convictions, and Other Adjudications

An employee shall notify the employee’s immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony or any offense involving moral turpitude.

Moral Turpitude

Moral turpitude includes but is not limited to:

1. Dishonesty, fraud, deceit, theft, or misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;

EMPLOYEE STANDARDS OF CONDUCT

DH
(LOCAL)

5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

¹ Texas Community College Teachers Association Code of Professional Ethics (PDF): <https://drive.google.com/file/d/1hOLs-YhIWH4ccH7VtAM-wks2GGy9KqjR/view>

Each employee shall meet the professional development standards described by the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ College District's accreditor [see GK] as well as any professional development required of the employee by state or federal law or administrative regulations.

The College District shall require each full-time employee to participate in professional development activities that are specified by the institution to meet institutional needs or governmental mandates and other professional development needs that are necessary to fulfill the employee's professional growth plan as determined by the employee and ~~his or her~~the employee's department chair or supervisor, as part of the evaluation system.

The evaluation system shall include a record of each employee's participation in the professional development activities specified by the College District. An employee who does not fulfill this part of ~~his or her job~~the employee's responsibilities shall have this noted in ~~his or her~~the employee's individual professional growth plan and annual employee appraisal.

The College District shall provide required professional development activities on campus. Schedules shall be published and distributed electronically via email. All College District personnel shall be required to be in attendance at designated professional development activities.

Cybersecurity Training

The ~~College President~~College President or designee shall determine, from the list of cybersecurity training programs certified by the Department of Information Resources (DIR) and published to DIR's website, the cybersecurity training program to be used in the College District. ~~The College President~~The College President shall verify and report to DIR, in the form required by DIR, the compliance of each employee required to complete the program. ~~The College President~~The College President may remove access to the College District's computer systems and databases for noncompliance with training requirements as appropriate.

~~The College President~~The College President shall periodically require an internal review of the College District to ensure compliance with the cybersecurity training requirements.

Accounting and Tracking

Each employee shall be responsible for keeping ~~his or her~~the employee's own professional development records. The employee shall be responsible for listing the professional development and related hours on the professional development summary form during the year. This form, along with any backup documentation requested by the supervisor, shall be discussed at the employee's

PROFESSIONAL DEVELOPMENT

DK
(LOCAL)

annual performance conference. Work unit supervisors may request professional development documentation throughout the year to help track each employee's progress. Attendance at professional development activities shall require prior approval of the immediate supervisor. All contracts include the professional development requirement as approved by the Board.

**Contractual
Employees**

A contractual employee who does not meet the professional development requirement shall be issued a probationary contract until in compliance. Continued noncompliance shall be documented on the employee's annual appraisal and may result in recommendation for nonrenewal of the employee's contract.

TERMINATION OF EMPLOYMENT
REDUCTION IN FORCE

DMC
(LOCAL)

Applicability

This policy shall apply only when a reduction in force requires the termination of a term contract employee during the contract term. [See DDA]

As determined by the College President, a necessary reduction in personnel may include the reduction of personnel employed pursuant to other employment arrangements not covered by this policy. This policy shall not apply to the termination at any time of at-will employees or the nonrenewal of a term contract employee. [See DDC and DMAB]

Definitions

Definitions used in this policy are as follows:

1. "Financial exigency" shall mean any event or occurrence that creates a need for the College District to reduce financial expenditures for personnel, including, for example, a decline in the College District's financial resources, a decline in enrollment, a reduction in funding, a decline in tax revenues, an unanticipated capital need, or an increase in expenses.
2. "Program change" shall mean any elimination, curtailment, or reorganization of a curriculum offering, or College District operation, including, for example, a change in curriculum objectives, a modification or reorganization of staffing patterns in a particular department or College District-wide, a redirection of financial resources to meet the educational needs of the students, a lack of student response to particular course offerings, legislative revision of programs, or a reorganization or consolidation of departments.

**General
Grounds for
Termination**

A reduction in force may take place when the College President recommends and the Board determines that a financial exigency or program change requires the termination of term contract employees during the term of the contract in accordance with this policy. A determination of financial exigency and/or a program change constitutes sufficient good cause for termination.

Scope of Reduction

When a reduction in force is to be implemented, the College President shall recommend and the Board shall determine the affected employment areas.

**Employment
Areas**

A reduction in force may be implemented in one, several, or all employment areas. Employment areas shall be defined as:

1. Administration.
2. Departments and/or colleges.
3. Associate degree programs, areas, or classes.
4. Certificate degree programs, areas, or classes.

TERMINATION OF EMPLOYMENT
REDUCTION IN FORCE

DMC
(LOCAL)

5. Remedial and other programs, areas, or classes.
6. Academic support programs, such as library or computer programs.
7. Counseling and other support programs.
8. Other noninstructional professional staff.
9. Other College District-wide programs.
10. Programs funded by state or federal grants or other dedicated funding.
11. Other contractual position(s).

Criteria for Decisions

After the Board has determined the employment area(s) to be affected, the College President shall recommend termination of employees within the affected employment area(s), based on the following criteria:

1. Qualifications for Current or Projected Assignment: Appropriate degree, certificate, and/or endorsement for current or projected assignment required by the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ College District's accreditor [see GK] or the Coordinating Board and/or specialized or advanced content-specific training or skills for the current or projected assignment.
2. Performance: Employee's effectiveness as reflected by the most recent written evaluations and/or other written evaluative information, including any disciplinary information, from the last 48 months. If the College President at ~~his or her~~the College President's discretion decides that the documented performance differences between two or more reduction-in-force prospects are too insubstantial to rely upon, ~~he or she~~the College President may proceed to apply the remaining criteria in the order listed below.
3. Professional Background: Professional education and work experience related to the current or projected assignment.
4. Seniority: Length of service in the College District, as measured from the employee's most recent date of hire.

These criteria are listed in the order of importance. The College President shall apply them sequentially to the extent necessary to identify the employees who least satisfy the criteria and therefore are subject to the reduction in force. For example, if all necessary reductions can be accomplished by applying the first criterion, it is not necessary to apply the second criterion and so forth.

TERMINATION OF EMPLOYMENT
REDUCTION IN FORCE

DMC
(LOCAL)

Board Action

After considering the College President's recommendation, the Board shall determine the employees to be proposed for termination. The College President shall provide each employee written notice of the proposed action, including a statement of the reason(s) requiring such action and notice that the employee is entitled to a hearing.

Appeals

An employee receiving notice of the proposed termination in accordance with this policy may appeal the decision by submitting a request for a hearing in accordance with DMAA(LOCAL) within seven calendar days from receipt of notice.

Exception

Appeals of a dismissal due to a reduction in force of a former foster child entitled to an employment preference shall be handled through the hearing afforded under DC. [See DC]

**Rights of
Employees
Subject to RIF**

An employee dismissed pursuant to this policy, if subsequently re-employed by the College District, shall be credited with the amount of local sick leave that had accrued at the time of dismissal.

Reemployment

Upon written request, an employee terminated pursuant to this policy shall be notified in writing of any subsequent availability of a position in ~~his or her~~ the employee's subject field(s) for a period of one calendar year following the effective date of such dismissal. The notice shall be mailed to the address that was on file for the former employee at the time of dismissal, unless the College District has been notified in writing of a change of address. A former employee so notified may apply for the position by submitting an application and otherwise complying with the College District's procedures to be considered for a particular vacancy on the same basis as all other applicants.

ALTERNATE METHODS OF INSTRUCTION
DISTANCE EDUCATION

EBA
(LOCAL)

The College District shall offer distance education courses and programs in accordance with:

- Applicable law;
- Coordinating Board regulations and guidelines, including the Principles of Good Practice for Distance Education;
- Principles, policies, and guidelines of the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~; and College District's accreditor [see GK]; and
- College District policies and procedures.

The College President shall develop procedures to implement this policy.

The College District shall maintain accreditation with the ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~. ~~Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~. SACSCOC accredits that entire institution and its programs and services, wherever they are located or however they are delivered.

Substantive Change Notifications

The College District shall notify SACSCOC of any changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of any change. The College District's Procedures Manual shall contain written procedures to ensure that all substantive changes are reported to SACSCOC in a timely fashion.

Notifications and Representation to All USDOE-Recognized Accrediting Agencies

SACSCOC requires member institutions holding accredited status from more than one U.S. Department of Education (USDOE) ~~-~~ recognized institutional accrediting agency¹ to keep each agency apprised of any change in its status with one or another agency. Any institution seeking or holding accreditation from more than one USDOE-recognized institutional accrediting agency must represent itself accurately to each agency with regard to purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents, and must keep each USDOE-recognized accrediting body, including SACSCOC, apprised of any change in its status with one or another accrediting agency.

The College District program directors and/or other College District administrators must ensure that the College District is represented accurately to each USDOE-recognized accrediting agency and notify the College ~~District~~ District's SACSCOC liaison of any changes in accreditation status as soon as possible so that proper notifications to all such agencies can be made.

¹ U.S. Department of Education Database of Postsecondary Institutions and Programs: <https://ope.ed.gov/accreditation/Agencies.aspx>



**Weatherford College Board of Trustees
Consent Agenda**

DATE: September 12, 2024

AGENDA ITEM #5.e.

SUBJECT: Renewal of Sealed Proposal for Insurance Coverages, Loss Control & Risk Management Services #RFP-01-18

INFORMATION AND DISCUSSION: HUB International Insurance Services was awarded the sealed proposal for our insurance coverages, loss control and risk management services for 2017-2022, with five (5) one-year options to renew. Coverages include Auto, Crime, Cyber, Liability Package, Property, Umbrella, Wind Hail Buy Down and Workplace Violence. After review of the renewal proposal, administration recommends awarding year three of the option to renew to HUB International Insurance Services in the amount of \$1,230,893.

RECOMMENDATION: That the Board of Trustees approve awarding year three of the option to renew insurance coverages, loss control and risk management services to HUB International Insurance Services in the amount of \$1,230,893.

ATTACHMENTS: Confirmation to Bind.

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President of Financial & Administrative Services

Confirmation to Bind

CONFIRMATION TO BIND AGREEMENT

Weatherford College, acknowledge that we have reviewed the enclosed proposal and confirm HUB's acknowledgment to bind the programs described within:

PLEASE BIND THE FOLLOWING AS QUOTED:

<input checked="" type="checkbox"/> Property:	\$249,893.00
<input checked="" type="checkbox"/> Inland Marine:	\$ 553.00
<input checked="" type="checkbox"/> Liability:	\$178,542.00
<input checked="" type="checkbox"/> Auto:	\$120,973.00
<input checked="" type="checkbox"/> Umbrella:	\$ 71,374.00
<input checked="" type="checkbox"/> W&H Coverage:	\$561,318.00
<input checked="" type="checkbox"/> Crime:	\$ 2,398.00
<input checked="" type="checkbox"/> Cyber Liability :	\$ 15,943.00
<input checked="" type="checkbox"/> Active Shooter/Workplace Violence Coverage:	\$ 11,347.00
<input type="checkbox"/> 1 Year Extended Reporting SAM:	\$ 9,276.00
<input type="checkbox"/> 2 Year Extended Reporting SAM:	\$ 13,914.00
<input checked="" type="checkbox"/> 3 Year Extended Reporting SAM:	\$ 18,552.00

Subject to:

- Signed Surplus Lines Disclosure, Confirmation to Bind and Signed Cyber Applications

Accepted By: ANDRA R. CANTRELL, Exec. V.P. **Date:** 9/3/24
Name & Title

Electronic Documents

CONSENT TO RECEIVE ELECTRONIC DOCUMENTS

Weatherford College (Client) hereby consents and agrees to receive electronic documents related to insurance coverage procured or quoted by, or Client's business relationship with, Hub International Insurance Services (HUB). In addition to traditional manners of delivery, Hub may transmit documents to Client through electronic means, such as electronic mail and facsimile. The documents that may be transmitted electronically include, but are not limited to, the following: insurance policies; policy information pages; coverage forms; endorsements; applications; binders; certificates and evidence of insurance; invoices; premium finance agreements; audit statements; loss control reports; claim reports; correspondences; notices of cancellation and non-renewal; and policies related to the operation of HUB's business.

Please provide e-mail address of proper recipient below.

acantrell@wc.edu

I approve of receiving policies and other documentation, when available, via electronic mail.

 Please consider the Environment

Andra R. Cantrell
Signature

9-3-24
Date



**Weatherford College Board of Trustees
Consent Agenda**

DATE: September 12, 2024

AGENDA ITEM # 5.f.

SUBJECT: Sealed Bids for Color & Web Printing Services #SB-01-25

INFORMATION AND DISCUSSION: A total of four (4) vendors submitted competitive sealed bids for as-needed color and web printing services for 2024-2025. Four (4) vendors met Weatherford College specifications: AC Printing LLC, Aslant Creative, Hartness LLC, and Marfield, Inc. Three (3) vendors offer the best value on items requested: AC Printing LLC, Hartness LLC, and Marfield, Inc. Funds have been approved in the 2024-2025 budget for purchase of these products and services.

After evaluation and review of sealed bids, Katie Edwards, Executive Director of Creative Services, and Melanie Parker, Assistant Director of Purchasing, recommend award of this sealed bid not to exceed budget funds as follows:

AC Printing LLC	\$ 20,859.25
Hartness LLC	\$ 38,418.79
Marfield, Inc.	\$ 15,221.15
Total Estimated Cost	\$ 74,499.19

RECOMMENDATION: The Board of Trustees award sealed bids to vendors as presented.

ATTACHMENTS: SB-01-25 Tabulation by Vendor

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice-President of Financial & Administrative Services; Mrs. Jeanie Hobbs, Director of Purchasing

SB-01-25 FY25 COLOR & WEB PRINTING TABULATION BY VENDOR

VENDOR NAME	ITEM/SERVICE	DESCRIPTION	SIZE	# PP OR SLIDES	COLOR	PAPER	FINISHING	BLEED	NOTES	QUANTITY	COST
AC Printing	Publications-Specific	Greeting Card-Christmas	6.1875 x 9.25 flat (for A-6)	2 sides	4-color process/1; Black	100# C1S, White	Single fold	Yes		500	\$ 211.05
AC Printing	Publications-Specific	Viewbook-SM	8.5x5.5 finished	16 pages/self-cover	4/4; Process	80# House Gloss Book, White-Euroart (.0040 thickness)	Cut to Size(Trimmed edges)/Saddle stitch	Yes-Full/Throughout		5,000	\$ 1,533.00
AC Printing	Publications-Specific	Viewbook-M	8.5x5.5 finished	16 pages/self-cover	4/4; Process	80# House Gloss Book, White-Euroart (.0040 thickness)	Cut to Size(Trimmed edges)/Saddle stitch	Yes-Full/Throughout		10,000	\$ 2,350.00
AC Printing	Publications-Specific	Sports Recruitment Pamphlet	16.625 x 8.5 flat, 5.5x8.5 folded	2 sides	4/4; Process	100# Gloss Cover	Trim, fold, score	Yes-Full		150	\$ 256.50
AC Printing	Publications-Specific	Sports Recruitment Magazine (M)	8.5x11 finished	8 pages/self-cover	4/4; process	80# Coated Text, White	Fold/Saddle/Trim	Yes		250	\$ 315.00
AC Printing	Publications-Specific	Sports Recruitment Magazine (L)	8.5x11 finished	12 pages/self-cover	Colore: 4/4; Process	80# Coated Text, White	Fold, Cut to size, saddle stitch	Yes-Throughout		250	\$ 437.50
AC Printing	Publications-Specific	Rodeo Media Guide	8.5x11 finished	20 pages/separate cover	Cover: 4/1 - Body: 1/1, Black only	80# Coated Cover, White/60# Coated Text, White	Fold/Saddle/Trim	Yes-Throughout	Supplier Note: estimated as 16pg plus cover to yield 20 pages.	250	\$ 470.00
AC Printing	Publications-Specific	Commencement Program	5.5x8.5 finished	28+ pages plus cover	1/1; Black only	80# Cream Royal Sundance Fiber Cover	Fold/Saddle/Trim	No	Supplier Note: cvr on sundance, inside pages on 70lb white offset.	2,000	\$ 1,703.20
AC Printing	Publications-Specific	Fancy Departmental Brochure	5.96x9 finished (23.875x9 flat)	2 sides	4/4; Process	100# White Cover, Uncoated 2 sides	Double gate fold/Cut to size	Yes-Full		1,000	\$ 1,110.00
AC Printing	Publications-Specific	Presidential Annual Report	8.5x11 finished	36 pages plus cover	4/4	Body: 100# Silk Text, White. Cover: 100# Gloss Cover, White	Fold/Perfect Bind	Yes-Throughout		500	\$ 2,350.00
AC Printing	Publications-Specific	Presidential Annual Report-Large	8.5x11 finished	40 pages plus cover	4/4	Body: 100# Silk Text, White. Cover: 100# Gloss Cover, White	Fold/Perfect Bind	Yes-Throughout		500	\$ 4,105.00
AC Printing	Publications-Specific	Welcome Center Folder	9"x12" finished	2 sides	4-color process/2; 2 PMS colors	100# Cover with UV Coating outside, White	Fold in half and pockets on both insides	Yes-Full		1,200	\$ 1,788.00
AC Printing	Publications-Specific	The Hilltop Printing	8.5x11 finished	12 pages/self-cover	4/4; Process	Cover: 80# Coated Cover, White. Body: 80# Coated Text, White	Fold/Saddle/Trim	Yes-Full/Throughout	Supplier Note: estimated as 8pg plus cvr	8,000	\$ 4,080.00
AC Printing	Publications-Specific	Posters	24x36" finished	1 side	4/0; process	Matte Coated; 170 gsm	Cut to size	Yes-Full		10	\$ 150.00
TOTAL ESTIMATED COST: AC PRINTING LLC											\$ 20,859.25
Hartness LLC	Publications - Generic	Brochure 11-144	8.5x11 flat	2 sides	4/4; Process	80# Coated Text, White	Tri-fold	Yes-Full	All brochures will be awarded to a single vendor.	1,000	\$ 214.36
Hartness LLC	Publications - Generic	Brochure 11-344	8.5x11 flat	2 sides	4/4; Process	80# Coated Text, White	Tri-fold	Yes-Full	All brochures will be awarded to a single vendor.	3,000	\$ 372.90
Hartness LLC	Publications - Generic	Brochure 11-544	8.5x11 flat	2 sides	4/4; Process	80# Coated Text, White	Tri-fold	Yes-Full	All brochures will be awarded to a single vendor.	5,000	\$ 425.00
Hartness LLC	Publications - Generic	Brochure 11-744	8.5x11 flat	2 sides	4/4; Process	80# Coated Text, White	Tri-fold	Yes-Full	All brochures will be awarded to a single vendor.	7,000	\$ 695.10
Hartness LLC	Publications - Generic	Brochure 14-111	8.5x14 flat	2 sides	1/1 Black only	24# Colored bond	Tri-fold	Yes-Full	All brochures will be awarded to a single vendor.	1,000	\$ 194.20
Hartness LLC	Publications - Generic	Brochure 14-711	8.5x14 flat	2 sides	1/1 Black only	24# Colored bond	Tri-fold	Yes-Full	All brochures will be awarded to a single vendor.	7,000	\$ 934.50
Hartness LLC	Publications - Generic	Brochure 14-144	8.5x14 flat	2 sides	4/4; Process	80# Coated Text, White	4-Panel double parallel fold	Yes-Full	All brochures will be awarded to a single vendor.	1,000	\$ 345.30

Hartness LLC	Publications - Generic	Brochure 14-344	8.5x14 flat	2 sides	4/4; Process	80# Coated Text, White	4-Panel double parallel fold	Yes-Full	All brochures will be awarded to a single vendor.	3,000	\$	678.30
Hartness LLC	Publications - Generic	Brochure 16.5-144	16.5x5.25 (flat) 8.25x5.25 folded	2 sides	4/4; Process	80# Coated Text, White	Single fold in half	Yes-Full	All brochures will be awarded to a single vendor.	1,000	\$	529.10
Hartness LLC	Publications - Generic	Brochure 16.5-1.544	16.5x5.25 (flat) 8.25x5.25 folded	2 sides	4/4; Process	80# Coated Text, White	Single fold in half	Yes-Full	All brochures will be awarded to a single vendor.	1,500	\$	615.75
Hartness LLC	Publications - Generic	Brochure 16.5-244	16.5x5.25 (flat) 8.25x5.25 folded	2 sides	4/4; Process	80# Coated Text, White	Single fold in half	Yes-Full	All brochures will be awarded to a single vendor.	2,000	\$	665.60
Hartness LLC	Publications - Generic	Brochure 16.5-2.544	16.5x5.25 (flat) 8.25x5.25 folded	2 sides	4/4; Process	80# Coated Text, White	Single fold in half	Yes-Full	All brochures will be awarded to a single vendor.	2,500	\$	727.50
Hartness LLC	Publications-Specific	Invitation-Small	4.25x5.25 for (A-2)	2 sides	4/4; Process	100# Cover, Matte, Uncoated inside	Single fold	No		50	\$	52.95
Hartness LLC	Publications-Specific	Invitation-Small-Foil	4.25x5.25 for (A-2)	2 sides	4-color process + Gold Foil/1; Black	100# Coated Cover, White	Single fold	No		50	\$	476.00
Hartness LLC	Publications-Specific	Invitation-Large-Foil	4.25x5.25 for (A-2)	2 sides	4-color process + Gold Foil/1; Black	100# Coated Cover, White	Single fold	No		1,500	\$	1,099.20
Hartness LLC	Publications-Specific	Cards-A1-101 (RSVP)	3.5 x 4.875 (A1)	1 side	1/0; Black only	Standard White, 100# Cover	cut to size	No		100	\$	19.56
Hartness LLC	Publications-Specific	Workforce Viewbook	8.5x5.5 finished	20 pages/self-cover	4/4; Process	80# House Gloss Book, White-Euroart (.0040 thickness)	Cut to Size(Trimmed edges)/Saddle stitch	Yes-Full/Throughout		2,500	\$	1,378.25
Hartness LLC	Publications-Specific	Campus Map	8.5x11	2 sides	1/1; Black only	100# Uncoated text, White	None	No		1,000	\$	110.00
Hartness LLC	Publications-Specific	Talent Search Application	11x17 flat	2 sides	4-color process/1; Black	80# White Offset	Single fold	No		1,500	\$	570.00
Hartness LLC	Publications-Specific	Community/Program Handout (SM)	3.625x8.5	1 side	4/4; Process	100# White Cover, Uncoated	Cut to size	Yes-Full		500	\$	81.40
Hartness LLC	Publications-Specific	Community/Program Handout (M)	3.625x8.5	1 side	4/4; Process	100# White Cover, Uncoated	Cut to size	Yes-Full		1,000	\$	110.90
Hartness LLC	Publications-Specific	Rack Card	3.625x9	2 sides	4/4; Process	100# White Cover, Uncoated	Cut to size	Yes-Full		1,000	\$	158.90
Hartness LLC	Publications-Specific	Locker Tags	1-15/16" x 12" finished	1 side	4/4; Process	120# Cardstock, White	Laminate, cut to size	Yes-Full		30	\$	38.95
Hartness LLC	Publications-Specific	Reserved Athletic Tickets	3.5x2	2 sides	4/4; Process	80# White Coated Cover	Cut to size	Yes-Full		148	\$	25.25
Hartness LLC	Publications-Specific	Athletic Schedule Card	3.5x2	2 sides	4-color process/2; Black plus PMS 872	80# White Coated Cover	Cut to size	Yes		250	\$	30.40
Hartness LLC	Publications-Specific	Recruitment Trifold	16.625 x 8.5 flat	2 sides	4/4; Process	100# White Cover, Coated 2 sides	Tri-fold/Cut to size	Yes-Full		5,000	\$	1,580.50
Hartness LLC	Publications-Specific	Recruitment Bifold	12 x 8.5 flat	2 sides	4/4; Process	100# White Cover, Coated 2 sides	Trim/Single fold	Yes-Full		10,000	\$	2,022.00
Hartness LLC	Publications-Specific	Coyote Village Living Guide	5.5x8.5 finished	32 pages plus cover	Cover: 1/1; Black only, Body: 1/1; Black only	Cover: any color cardstock. Body: 50# Uncoated Text/Offset White	Fold; Saddle staple	Yes-Throughout		300	\$	387.00
Hartness LLC	Publications-Specific	Presidential Annual Report Tag	3 in W x7.5 in H	1 side	1/0; PMS 872 Thermography	100# Cover, White	Score at 2 inches from the top	No		500	\$	277.55
Hartness LLC	Publications-Specific	Welcome Center Planner	8.5" x 11" finished	Standard weekly & Monthly Calendar insert plus cover	4/4 cover; 1/1 Black only body	1.4 C15# Gloss Cover w/UV Coating outside, 60# Offset Opaque Uncoated inside	Fold/Saddle/Trim	Yes-Full		1,200	\$	8,106.00
Hartness LLC	Publications-Specific	Summer Musical Program	8.5x5.5 finished	12 pages/self-cover	4/4; process	80# House Gloss Book, White	Fold/Saddle/Trim	Yes-Full/Throughout		1,500	\$	1,155.00
Hartness LLC	Publications-Specific	Summer Musical Program-Small	8.5x5.5 finished	6 pages/self-cover	4/4; process	80# House Gloss Book, White	Fold/Saddle/Trim	Yes-Full/Throughout		1,000	\$	560.00
Hartness LLC	Forms	Form 5.5-102	5.5x8.5 finished	1 side	1/0; Black only	2pt NCR	Cut to size, glue	No		1,000	\$	165.00
Hartness LLC	Forms	Form 5.5-502	5.5x8.5 finished	1 side	1/0; Black only	2pt NCR	Cut to size, glue-Shrink wrap in 100s	No		5,000	\$	590.50
Hartness LLC	Forms	Form 5.5-253	5.5x8.5 finished	1 side	1/0; Black only	3pt NCR	Cut to size/Glue	No		2,500	\$	490.50

Hartness LLC	Forms	Form 5.5-253 Number-Rec of Receipt	5.5x8.5 finished	1 side	1/0; Black only	3pt NCR	Cut to size/Glue/Number	No		2,500	\$	536.50
Hartness LLC	Forms	Form 8.5-032	8.5x11	1 side	1/0; Black only	2 pt NCR	Glue	No		300	\$	107.79
Hartness LLC	Forms	Form 8.5-052	8.5x11 flat	1 side	1/0; Black only	2pt NCR	Glue	No		500	\$	145.20
Hartness LLC	Forms	Form 8.5-1002	8.5x11	1 side	1/0; Black only	2pt NCR - Shrink wrap in 100s	Glue-Shrink wrap in 100s	No		10,000	\$	1,290.00
Hartness LLC	Forms	Form 8.5-033	8.5x11	1 side	1/0; Black only	3 pt NCR	Glue	No		300	\$	148.50
Hartness LLC	Forms	Form 8.5-053	8.5x11	1 side	1/0; Black only	3pt NCR - White/Yellow/Pink	Glue	No		500	\$	211.20
Hartness LLC	Forms	Form 8.5-503	8.5x11	1 side	1/0; Black only	3pt NCR - White/Yellow/Pink	Glue	No		5,000	\$	1,055.00
Hartness LLC	Forms	Form 8.5-254	8.5x11	1 side	1/0; Black only	4pt NCR	Glue-Shrink wrap in 100s	No		2,500	\$	807.50
Hartness LLC	Forms	Form 14-104	8.5x14 +Snap off	1 side	1/0; Black only	4pt NCP - White/Yellow/Pink/Blue	Snap off perforated top-shrink wrap in 50s	No		1,000	\$	710.60
Hartness LLC	Forms	Vehicle Registration	7x3.5 finished	1 side	1/0; Black only	2pt. NCR White/Pink Shrink wrap in 100s	Glue	No		1,000	\$	172.60
Hartness LLC	Forms	Parking Citations	8.5x3.5	1 side	1/0; Black only	2pt NCR CB White/Manila Tag (3.5x7.25 Detached)	Perforate; bind with wrap cover; number	No		4,000	\$	770.00
Hartness LLC	Forms	Warning Citations	6.75x5 in book	1 side	1/0; Black only	Manila Tag in Green (6x5 Detached)	Perforate; bind in books of 50	No		1,000	\$	130.60
Hartness LLC	Forms	Warning Citations-LG	6.75x5 in book	1 side	1/0; Black only	Manila Tag in Green (6x5 Detached)	Perforate; bind in books of 50	No		3,000	\$	327.30
Hartness LLC	Forms	Trespass Warning	8.5x3.5	1 side	1/0; Black only	3pt NCR CB White/Yellow/Pink (3.5x7.25 Detached)	Perforate; bind with wrap cover (Manila tag) in books of 50; number	No		1,000	\$	293.20
Hartness LLC	Forms	Incident Tickets	9.25x4.25 in book	1/0 white; 1/1 blue and manilla	1/0 White; 1/1 Blue and Manila, Black only	2pt NCR CB White/Blue/Manila Tag (8.25 x4.25 Detached)	Perforate; bind with wrap cover (Manila tag); number	No		500	\$	405.70
Hartness LLC	Forms	Baseball Lineup card	5.5x8.5	1 side	1/0; Black only	4pt NCR - White/Yellow/Pink card stock	Glue	No		250	\$	176.00
Hartness LLC	Stationery-Generic	Mailing Labels-121	4x3-1/3	1 side	1/0; 1 PMS	Standard sheet of 4x3-1/3 labels, 6-up, White	None	No		1,200	\$	169.20
Hartness LLC	Stationery-Generic	Mailing Labels-061	4x3-1/3	1 side	1/0; 1 PMS	Standard sheet of 4x3-1/3 labels, 6-up, White	None	No		600	\$	92.40
Hartness LLC	Stationery-Generic	Mailing Labels-062	4x3-1/3	1 side	2/0; Black plus PMS 872	Standard sheet of 4x3-1/3 labels, 6-up, White	None	No		600	\$	92.40
Hartness LLC	Stationery-Generic	Labels-Gold-Seal-3	2" round	1 side	Embossed image	Roll labels, Gold Metallic	None	No		3,000	\$	524.40
Hartness LLC	Stationery-Generic	Labels-Gold-Seal-1	2" round	1 side	Embossed image	Roll labels, Gold Metallic	None	No		1,000	\$	318.50

Hartness LLC	Stationery-Generic	President Business Cards	3.5x2	1 side	2/0; Black plus PMS 872 - THERMOGRAPHY	New Pearl Gold in 84C	Cut to size	No	Business cards will be awarded to a single vendor. Business card vendor must have software or ordering system in place so that departments can input their data to order, proof and approve their order, with Creative Services having final order approval.	1,000	\$	124.10
Hartness LLC	Stationery-Generic	Notepads HP2050	5.5x8.5 finished	Single side	2/0; Black plus 1 PMS	50# Uncoated Text, White	Pad, Glue, Trim	No	Supplier Note: for 20 pads of 50 sheets per pad for a total of 1000 sheets.	1,000	\$	125.00
Hartness LLC	Stationery-College	Letterhead-Departmental BW	8.5x11	1 side	1/0; Black only	24# Writing, White	None	No	Departmental letterheads and envelopes will be grouped together by department, and each department awarded to a single vendor.	500	\$	51.00
Hartness LLC	Stationery-College	Envelope-Departmental BW	#10	1 side	1/0; Black only	24# Writing, White	None	No	Departmental letterheads and envelopes will be grouped together by department, and each department awarded to a single vendor.	500	\$	49.00
Hartness LLC	Stationery-College	Letterhead-Bookstore	8.5x11	1 side	2/0; Black plus PMS 872 Gold	24# Capitol Bond, White-Laser compatible	Boxed in 500s	No	Bookstore letterheads and envelopes will be grouped together and awarded to a single vendor.	2,500	\$	444.50
Hartness LLC	Stationery-College	Envelopes-Bookstore	#10	1 side	2/0; Black plus PMS 872 Gold	24# Match Capitol Bond, Writing, White-Laser compatible	Boxed in 500s	No	Bookstore letterheads and envelopes will be grouped together and awarded to a single vendor.	2,500	\$	497.00
Hartness LLC	Stationery-College	Scholarship Dinner Invites	5x7 finished	1 side	4CP/0	110# Classic Linen Cover, Cream	folded in half/shrinkwrapped in 50s	No	President's Scholarship Dinner invitations and envelopes will be grouped together and awarded to a single vendor.	175	\$	67.95
Hartness LLC	Stationery-College	A-7 Envelopes-President	A-7 (5.25 x 7.25)	1 side	2/0; Black plus PMS 872	Match Classic Linen, Cream (recommend envelope weight, nice)	shrinkwrapped in 50s	No	President's Scholarship Dinner invitations and envelopes will be grouped together and awarded to a single vendor.	300	\$	149.43

Hartness LLC	Stationery-College	Quality Christmas Cards-Cabinet	5x7 folded (10x7 flat)	2 sides	4/1; 4cp/Black	80# Classic Linen Cover, Solar White	folded in half/shrinkwrapped in 50s	No	Cabinet's Christmas cards and envelopes will be grouped together and awarded to a single vendor.	500	\$	362.90
Hartness LLC	Stationery-College	A-7 Envelopes-Cabinet	A-7 (5.25 x 7.25)	1 side	1/0; Black printed on flap	Match Classic Linen, Solar White (recommend envelope weight, nice)	shrinkwrapped in 50s	No	Cabinet's Christmas cards and envelopes will be grouped together and awarded to a single vendor.	500	\$	139.50
Hartness LLC	Stationery-College	Quality Christmas Cards-Foundation	5x7 folded (10x7 flat)	2 sides	4/2; 4cp/black + PMS 872	80# Classic Linen Cover, Solar White	folded in half/shrinkwrapped in 50s	No	Foundation's Christmas cards and envelopes will be grouped together and awarded to a single vendor.	500	\$	457.90
Hartness LLC	Stationery-College	A-7 Envelopes-Foundation	A-7 (5.25 x 7.25)	1 side	2/0; Black plus PMS 872	Match Classic Linen, Solar White (recommend envelope weight, nice)	shrinkwrapped in 50s	No	Foundation's Christmas cards and envelopes will be grouped together and awarded to a single vendor.	500	\$	209.50
Hartness LLC	Stationery-College	Cards	5x7 folded (10x7 flat)	2 sides	4/4 Process	100# C1S, White	folded in half/shrinkwrapped in 50s	Yes	Cards and envelopes will be grouped together and awarded to a single vendor.	100	\$	141.00
Hartness LLC	Stationery-College	A0-7 Envelopes	A-7 (5.25 x 7.25)	1 side	1/0; Black printed on flap	28# Writing, White	shrinkwrapped in 50s	No	Cards and envelopes will be grouped together and awarded to a single vendor.	100	\$	25.00
Hartness LLC	Stationery-College	Thank You Notes	4.25x5.5 folded	1 side	2/0; Black plus Gold Foil	28# Writing, White	folded in half/shrinkwrapped in 50s	No	Thank you notes and envelopes will be grouped together and awarded to a single vendor.	1,000	\$	625.20
Hartness LLC	Stationery-College	A-2 Envelopes	A-2 Baronial	1 side	1/0; Black printed on flap	28# Writing, White	shrinkwrapped in 50s	No	Thank you notes and envelopes will be grouped together and awarded to a single vendor.	1,000	\$	135.00
Hartness LLC	Stationery-College	Thank You Notes-SM	4.25x5.5 folded	1 side	2/0; Black plus Gold Foil	28# Writing, White	folded in half/shrinkwrapped in 50s	No	Thank you notes and envelopes will be grouped together and awarded to a single vendor.	50	\$	432.80
Hartness LLC	Stationery-College	A-2 Envelopes	A-2 Baronial	1 side	1/0; Black printed on flap	28# Writing, White	shrinkwrapped in 50s	No	Thank you notes and envelopes will be grouped together and awarded to a single vendor.	50	\$	14.00
TOTAL ESTIMATED COST: HARTNESS LLC											\$	38,418.79
Marfield, Inc.	Publications - Generic	Postcard 5.75-311	4x5.75 finished	2 sides	1/1; 1 PMS	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	3,000	\$	132.55

Marfield, Inc.	Publications - Generic	Postcard 5.75-144	4x5.75 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	1,000	\$	78.50
Marfield, Inc.	Publications - Generic	Postcard 5.75-344	4x5.75 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	3,000	\$	132.55
Marfield, Inc.	Publications - Generic	Postcard 5.75-544	4x5.75 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	5,000	\$	214.00
Marfield, Inc.	Publications - Generic	Postcard 5.75-744	4x5.75 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	7,500	\$	307.10
Marfield, Inc.	Publications - Generic	Postcard 5.75-1044	4x5.75 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	10,000	\$	390.00
Marfield, Inc.	Publications - Generic	Postcard 6-144	4.25x6 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	1,000	\$	78.50
Marfield, Inc.	Publications - Generic	Postcard 6-344	4.25x6 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	3,000	\$	132.55
Marfield, Inc.	Publications - Generic	Postcard 8.5-311	5.5x8.5 finished	2 sides	1/1; 1 PMS	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	3,000	\$	290.00
Marfield, Inc.	Publications - Generic	Postcard 8.5-02544	5.5x8.5 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	250	\$	140.00
Marfield, Inc.	Publications - Generic	Postcard 8.5-0544	5.5x8.5 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	500	\$	140.25
Marfield, Inc.	Publications - Generic	Postcard 8.5-144	5.5x8.5 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	1,000	\$	145.00
Marfield, Inc.	Publications - Generic	Postcard 8.5-244	5.5x8.5 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	2,000	\$	226.00
Marfield, Inc.	Publications - Generic	Postcard 8.5-344	5.5x8.5 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	3,000	\$	290.00
Marfield, Inc.	Publications - Generic	Postcard 8.5-544	5.5x8.5 finished	2 sides	4/4; Process	100# White	Cut to size	Yes-Full	All postcards will be awarded to a single vendor.	5,000	\$	414.00
Marfield, Inc.	Publications-Specific	Greeting Card-Misc-Small	6.1875 x 9.25 flat (for A-6)	2 sides	4-color process/1; Black	100# C1S, White	Single fold	Yes		50	\$	53.00
Marfield, Inc.	Publications-Specific	Greeting Card-Misc-Large	6.1875 x 9.25 flat (for A-6)	2 sides	4-color process/1; Black	100# C1S, White	Single fold	Yes		1,000	\$	271.00
Marfield, Inc.	Publications-Specific	Greeting Card-Christmas-Large	5 x 14 flat (for A-7)	2 sides	4-color process/1; Black	100# Cover, (NOT COATED), White	Single fold	Yes		500	\$	195.00
Marfield, Inc.	Publications-Specific	Greeting Card-Small	6.1875 x 9.25 flat (for A-6)	1 side	2/0; Black plus Gold Foil	100# Cover, (NOT COATED), White	Single fold	No		50	\$	186.00
Marfield, Inc.	Publications-Specific	Greeting Card	6.1875 x 9.25 flat (for A-6)	1 side	2/0; Black plus Gold Foil	100# Cover, (NOT COATED), White	Single fold	No		500	\$	223.00
Marfield, Inc.	Publications-Specific	Invitation-Medium	5x14 for (A7)	2 sides	4/4; Process	100# Cover, Matte, Uncoated inside	Single fold	No		150	\$	114.00
Marfield, Inc.	Publications-Specific	Invitation-Large	4.25x5.25 for (A-2)	2 sides	4/4; Process	100# Cover, Matte, Uncoated inside	Single fold	No		1,500	\$	186.00
Marfield, Inc.	Forms	Withdrawal	8.5x7 finished	1 side	1/0; Black only (w/security area pts. 2,3,4)	4pt NCR - White/Yellow/Pink/Gold - Shrink wrap in 100s	Cut to size, glue left side	No		5,000	\$	984.00
Marfield, Inc.	Forms	Form 8.5-252	8.5x11	1 side	1/0; Black only	2 pt NCR	Glue	No		2,500	\$	437.00
Marfield, Inc.	Forms	Form 8.5-203	8.5x11	1 side	1/0; Black only	3pt NCR - White/Yellow/Pink	Glue	No		2,000	\$	530.50
Marfield, Inc.	Stationery-Generic	Mailing Labels-602	4x3-1/3	1 side	2/0; Black plus PMS 872	Standard sheet of 4x3-1/3 labels, 6-up, White	None	No		6,000	\$	438.00

Marfield, Inc.	Stationery-Generic	Business Cards	3.5x2	1 side	2/0; Black plus PMS 872 - THERMOGRAPHY	80# Uncoated Cover	Cut to size	No	Business cards will be awarded to a single vendor. Business card vendor must have software or ordering system in place so that departments can input their data to order, proof and approve their order, with Creative Services having final order approval.	250	\$	36.00
Marfield, Inc.	Stationery-Generic	Business Cards	3.5x2	1 side	2/0; Black plus PMS 872 - THERMOGRAPHY	80# Uncoated Cover	Cut to size	No	Business cards will be awarded to a single vendor. Business card vendor must have software or ordering system in place so that departments can input their data to order, proof and approve their order, with Creative Services having final order approval.	500	\$	46.00
Marfield, Inc.	Stationery-Generic	Business Cards	3.5x2	1 side	2/0; Black plus PMS 872 - THERMOGRAPHY	80# Uncoated Cover	Cut to size	No	Business cards will be awarded to a single vendor. Business card vendor must have software or ordering system in place so that departments can input their data to order, proof and approve their order, with Creative Services having final order approval.	1,000	\$	59.00
Marfield, Inc.	Stationery-Generic	Business Cards	3.5x2	1 side	2/0; Black plus PMS 872 - THERMOGRAPHY	80# Uncoated Cover	Cut to size	No	Business cards will be awarded to a single vendor. Business card vendor must have software or ordering system in place so that departments can input their data to order, proof and approve their order, with Creative Services having final order approval.	1,500	\$	78.00

Marfield, Inc.	Stationery-Generic	Business Cards	3.5x2	2 sides	2/1; Black plus PMS 872 - THERMOGRAPHY/Black -ink	80# Uncoated Cover	Cut to size	No	Business cards will be awarded to a single vendor. Business card vendor must have software or ordering system in place so that departments can input their data to order, proof and approve their order, with Creative Services having final order approval.	250	\$	52.00
Marfield, Inc.	Stationery-Generic	Business Cards	3.5x2	2 sides	2/1; Black plus PMS 872 - THERMOGRAPHY/Black -ink	80# Uncoated Cover	Cut to size	No	Business cards will be awarded to a single vendor. Business card vendor must have software or ordering system in place so that departments can input their data to order, proof and approve their order, with Creative Services having final order approval.	500	\$	65.00
Marfield, Inc.	Stationery-Generic	Business Cards	3.5x2	2 sides	2/1; Black plus PMS 872 - THERMOGRAPHY/Black -ink	80# Uncoated Cover	Cut to size	No	Business cards will be awarded to a single vendor. Business card vendor must have software or ordering system in place so that departments can input their data to order, proof and approve their order, with Creative Services having final order approval.	1,000	\$	82.00
Marfield, Inc.	Stationery-Generic	Business Cards	3.5x2	2 sides	2/1; Black plus PMS 872 - THERMOGRAPHY/Black -ink	80# Uncoated Cover	Cut to size	No	Business cards will be awarded to a single vendor. Business card vendor must have software or ordering system in place so that departments can input their data to order, proof and approve their order, with Creative Services having final order approval.	1,500	\$	170.00
Marfield, Inc.	Stationery-Generic	Envelopes 10-101	#10	1 side	1/0; Black only	24# Smooth Bond, White	None	No	Envelopes will be awarded to a single vendor.	10,000	\$	840.00

Marfield, Inc.	Stationery-Generic	Envelopes 10-11	#10	1 side	1/0; Black only	24# Smooth Bond, White	None	No	Envelopes will be awarded to a single vendor.	1,000	\$	80.75
Marfield, Inc.	Stationery-Generic	Envelopes 10-51	#10	1 side	1/0; Black only	24# Smooth Bond, White	None	No	Envelopes will be awarded to a single vendor.	5,000	\$	430.50
Marfield, Inc.	Stationery-Generic	Envelopes 9-101-Return	#9	1 side	1/0; Black only	24# Smooth Bond, White	None	No	Envelopes will be awarded to a single vendor.	10,000	\$	694.00
Marfield, Inc.	Stationery-Generic	Envelopes 9-51-Return	#9	1 side	1/0; Black only	24# Smooth Bond, White	None	No	Envelopes will be awarded to a single vendor.	5,000	\$	840.00
Marfield, Inc.	Stationery-Generic	Envelopes 9-11-Return	#9	1 side	1/0; Black only	24# Smooth Bond, White	None	No	Envelopes will be awarded to a single vendor.	1,000	\$	80.70
Marfield, Inc.	Stationery-Generic	Envelopes A2-051	5.75x4.375	1 side; Address printed on flap	1/0; Black only	24# Writing, White	None	No	Envelopes will be awarded to a single vendor.	50	\$	28.95
Marfield, Inc.	Stationery-Generic	Envelopes A2-151	5.75x4.375	1 side; Address printed on flap	1/0; Black only	24# Writing, White	None	No	Envelopes will be awarded to a single vendor.	1,500	\$	141.00
Marfield, Inc.	Stationery-Generic	Envelopes A6-015	6.5x4.75	1 side; Address printed on flap	1/0; Black only	24# Writing, White	None	No	Envelopes will be awarded to a single vendor.	50	\$	31.00
Marfield, Inc.	Stationery-Generic	Envelopes A6-051	6.5x4.75	1 side; Address printed on flap	1/0; Black only	24# Writing, White	None	No	Envelopes will be awarded to a single vendor.	500	\$	93.75
Marfield, Inc.	Stationery-Generic	Envelopes A6-101	6.5x4.75	1 side; Address printed on flap	1/0; Black only	24# Writing, White	None	No	Envelopes will be awarded to a single vendor.	1,000	\$	161.00
Marfield, Inc.	Stationery-Generic	Envelopes A7-0701	5.25x7.25	1 side; Address printed on flap	1/0; Black only	24# Writing, White	None	No	Envelopes will be awarded to a single vendor.	700	\$	155.00
Marfield, Inc.	Stationery-Generic	Envelopes A1-101	3.625 x 5.125 (A1)	1 side; Address printed on front	1/0; Black only	24# Writing, White	None	No	Envelopes will be awarded to a single vendor.	100	\$	121.00
Marfield, Inc.	Stationery-Generic	Envelopes SECW-51-Security	#10	1 side	1/0; Black only	White Window-Security	None	No	Envelopes will be awarded to a single vendor.	5,000	\$	467.00
Marfield, Inc.	Stationery-Generic	Envelopes SW-51-Std Window	#10	1 side	1/0; Black only	White Window-Standard	None	No	Envelopes will be awarded to a single vendor.	5,000	\$	437.00
Marfield, Inc.	Stationery-Generic	Envelopes 9-SECW-51-Security	#9	1 side	1/0; Black only	White Window-Security	None	No	Envelopes will be awarded to a single vendor.	5,000	\$	461.00
Marfield, Inc.	Stationery-Generic	9x12 Envelope-Gold	9x12	1 side	1/0; PMS 872 only	White	Open end	No	Envelopes will be awarded to a single vendor.	1,000	\$	199.00
Marfield, Inc.	Stationery-Generic	9x12 Envelope-Black	9x12	1 side	1/0; Black only	White	Open end	No	Envelopes will be awarded to a single vendor.	1,000	\$	199.00
Marfield, Inc.	Stationery-Generic	Envelopes-Payroll-Security, two windows	5.5 x 9.125"	1 side	1/0; Black only	White Window-Security	None	No	Envelopes will be awarded to a single vendor.	1,000	\$	184.00
Marfield, Inc.	Stationery-College	Letterhead-Departmental	8.5x11	1 side	2/0; Black plus PMS 872 Gold	24# Writing, White-Laser compatible	None	No	Departmental letterheads and envelopes will be grouped together by department, and each department awarded to a single vendor.	500	\$	71.00

Marfield, Inc.	Stationery-College	Envelopes-Departmental	#10	1 side	2/0; Black plus PMS 872 Gold	24# Writing, White-Laser compatible	None	No	Departmental letterheads and envelopes will be grouped together by department, and each department awarded to a single vendor.	500	\$	85.00
Marfield, Inc.	Stationery-College	Letterhead-Presidential	8.5x11	1 side	2/0; Black plus Gold Foil-Laser compatible	24# Capitol Bond, Linen Finish, Classic Natural White-Laser compatible	None	No	Presidential letterheads and envelopes will be grouped together and awarded to a single vendor. Supplier Note: One time die charge \$180.00.	500	\$	235.00
Marfield, Inc.	Stationery-College	Envelopes-Presidential	#10	1 side	2/0; Black plus Gold Foil-Laser compatible	24# Capitol Bond, Linen Finish, Classic Natural White-Laser compatible	None	No	Presidential letterheads and envelopes will be grouped together and awarded to a single vendor. Supplier Note: One time die charge \$180.00.	500	\$	303.00
Marfield, Inc.	Stationery-College	Quality Christmas Cards-President	5x7 folded (10x7 flat)	2 sides	4CP plus Gold Foil/2-Black Thermography plus Gold Foil	80# Classic Linen Cover, Solar White	folded in half/shrinkwrapped in 50s	No	President's Christmas cards and envelopes will be grouped together and awarded to a single vendor.	300	\$	325.00
Marfield, Inc.	Stationery-College	A-7 Envelopes-President	A-7 (5.25 x 7.25)	1 side	1/0; Black printed on flap	Match Classic Linen, Solar White (recommend envelope weight, nice)	shrinkwrapped in 50s	No	President's Christmas cards and envelopes will be grouped together and awarded to a single vendor.	300	\$	193.00
Marfield, Inc.	Stationery-College	President Notecards	4.25x5.5 finished (To fit A-2 Env.)	1 side	2/0; Black plus Gold Foil	80# Text Ivory Royal Silk or White Astroparche or equivalent	single fold	No	President's notecards and envelopes will be grouped together and awarded to a single vendor.	250	\$	320.00
Marfield, Inc.	Stationery-College	A-2 Envelopes	A-2	1 side	1/0;Black	80# Text Ivory Royal Silk or White Astroparche or equivalent	None	No	President's notecards and envelopes will be grouped together and awarded to a single vendor.	250	\$	231.00
Marfield, Inc.	Stationery-College	President Notecards-SM	4.25x5.5 finished (To fit A-2 Env.)	1 side	2/0; Black plus Gold Foil	80# Text Ivory Royal Silk or White Astroparche or equivalent	single fold	No	President's notecards and envelopes will be grouped together and awarded to a single vendor.	50	\$	269.00
Marfield, Inc.	Stationery-College	A-2 Envelopes	A-2	1 side	1/0;Black	80# Text Ivory Royal Silk or White Astroparche or equivalent	None	No	President's notecards and envelopes will be grouped together and awarded to a single vendor.	50	\$	228.00
TOTAL ESTIMATED COST: MARFIELD, INC											\$	15,221.15

Not Awarded	Publications-Specific	Workforce Certificate Cover	12"x19"	1 side	Gold Foil	90# Black Cordwaine Cover (100# Black linen or felt if not available)	Score to fold in half, die cut 4 slits to hold certificates	No		300	No bids received
Not Awarded	Forms	Receipts, Continuous	9.5x11	1 side	1/0; Black only	2pt NCR Continuous Feed - White/Yellow (8.5x11 Detached)	N/A	No		32,000	No bids received
TOTAL ESTIMATED COST: NOT AWARDED										\$	-
TOTAL ESTIMATED COST: ALL VENDORS										\$	74,499.19



**Weatherford College Board of Trustees
Consent Agenda**

DATE: September 12, 2024

AGENDA ITEM #5.g.

SUBJECT: TIPS Cooperative Contract Proposal from 1 Priority Environmental Services LLC for Asbestos Abatement & Demolition of Carter and Sloan Properties

INFORMATION AND DISCUSSION: Pursuant to the authority granted under State of Texas Government Code, Chapter 791 Interlocal Cooperation Contracts, as amended, Weatherford College requested a TIPS cooperative contract proposal from 1 Priority Environmental Services LLC for asbestos abatement and demolition services.

In October of 2023, Weatherford College completed Phase 1 of site development at the 2606 South Main Street property for the lease to Chick-fil-A. We are now ready to commence with Phase 2 for the asbestos abatement and demolition of the Carter farmhouse. This project will also include asbestos abatement and demolition of the newly acquired house at 1401 Sloan Street. The necessary asbestos testing and abatement scopes of work for both properties have been completed and notifications have been filed with the state. If board approval is received, we anticipate start to finish of both projects to be approximately 21 days. The conclusion of the demolition of Sloan Street will lead us into the site development and eventual parking area to service the Alumni House.

To comply with state law, purchases or \$50,000 and above require board approval. Jon Stark, Facilities Manager with CBRE, and Jeanie Hobbs, Director of Purchasing, recommend 1 Priority Environmental Services LLC to serve as the contractor for the asbestos abatement and demolition of the Carter and Sloan properties at a fixed fee of \$58,400.00.

RECOMMENDATION: The Board of Trustees award TIPS cooperative contract proposal as presented

ATTACHMENTS: TIPS Cooperative Contract Proposal from 1 Priority Environmental Services LLC

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President of Financial & Administrative Services and Jeanie Hobbs, Director of Purchasing

Proposal Submitted to Owner

Company: Weatherford College
 Attn: Jon Stark
 Address: 225 College Park Drive, Weatherford, TX
 Phone: 817-458-6842
 Email: jon.stark@cbre.com

Proposal No.

DFWB002382

Project Short Name

House Demo & Abate

Date

8/12/2024

Project:

**Demolition & Asbestos Abatement – 2606 S. Main St. & 1401 Sloan St. Weatherford TX
 TIPS-USA Cooperative # 22100201**

PROPOSED SCOPE OF WORK – 1 Priority Environmental Services, LLC (1 Priority) hereby proposes to:

ASBESTOS ABATEMENT SERVICES

- Identified asbestos materials per the Summary of Work – Asbestos Abatement, part 01013 provided by PASS Associates, Inc. both properties dated June 19, 2024.
- Provide power and water for asbestos abatement activities.
- Hauling and disposal of asbestos waste.
- Filing and management of TDSHS notification during the abatement.
- Close out package

DEMOLITION SERVICES

- Demolition of 2 properties per “Specification For Building Demolition”.
- For capping of well – remove 2’ of case and top with concrete.
- Remove and backfill aerobic septic system.
- Provide 2 days of air monitoring during demolition at 2606 S Main St property

ASSUMPTIONS - This Proposal is subject to and provided based upon the following assumptions:

- Asbestos Abatement per TDSHS Regulations
- Only Materials Identified
- Weatherford College calls in disconnect of all utilities prior to demolition activities

EXCLUSIONS – This Proposal is subject to and provided based upon the following exclusions:

- Replacement or repair of any building material removed during abatement activities.
- Third Party Consulting Services
- Excavating or hand digging sub-surface for asbestos abatement
- Identifying or testing of additions asbestos or suspect asbestos materials

DOCUMENTS INCORPORATED BY REFERENCE, if any:

Summary of work for each property by PASS Associates, Inc & Specifications for Building Demolition provided via email from Jon Stark 8/8/2024

PROPOSED DURATION OF WORK:

15 working days

CONTRACT PRICE – 1 Priority proposes to provide the above-described Scope of Work for the sum of:

Asbestos Abatement	\$14,800.00
Demolition	\$43,600.00

House Demo & Abate

Proposal No. DFWB002382

Page 2 of 5

Total

\$58,400.00

Additional Terms

Unless noted otherwise above, the following items apply. 1 Priority proposes to provide supplies, materials, equipment, documentation, environmental insurance, labor, supervision, and disposal to complete this project. State notification fees are excluded for this proposal, as well as third party consulting fees. 1 Priority requires the following to be provided by the Owner or Client: access, electricity, water, third party consulting services, location for equipment/supply storage/trailer, and parking, as needed. Bonds, applicable sales and use taxes are not included in pricing. Payment shall be due within thirty (30) days after the above-described Scope of Work is complete. Owner's obligation to pay 1 Priority under this agreement may be secured by a general mechanics' lien. Interest shall accrue on all over-due balances at the rate of 1.5% per month. In the event payment is not made as required herein, 1 Priority shall be entitled to recover all costs of collection, including, but not limited to, reasonable attorney fees. Retainage, if any, shall be paid within thirty (30) days of completion of the Scope of Work as defined above. Owner and 1 Priority may agree to changes in the Scope of Work. Any modifications to the Scope of Work shall be approved in writing by both Parties. Owner shall carry fire, tornado, or other necessary loss insurance. 1 Priority is not the generator of waste, Owner is the generator of waste and hereby gives 1 Priority authority to sign waste disposal documents on Owner's behalf. Owner also gives 1 Priority the authority to sign asbestos/renovation/demolition notifications on behalf of the owner. To the extent this proposal is incorporated by reference in and/or may conflict with other project or contract documents, this agreement shall control.

Authorization

Submitted by 1 Priority Representative –

Name: Randy Timms

Title: Estimator / Project Manager

Phone: 817-305-6591

Address: Priority Environmental Services, LLC
4028 Daley Ave., Fort Worth, Texas
76118

Authorized Signature _____

NOTE: This proposal shall be deemed withdrawn by 1 Priority if not accepted within thirty (30) days.

Acceptance

Acceptance of Proposal - The above terms and conditions are satisfactory and hereby accepted. 1 Priority is authorized to do the work as described. Payment will be made as specified above. Should you accept this proposal, please sign and return via email.

Authorized Signature: _____

Printed Name: Dr. Andra R. Cantrell

Title: Vice President of Financial & Administrative Services

Date: [Click or tap to enter a date.](#)



**Weatherford College Board of Trustees
Consent Agenda**

DATE: September 12, 2024

AGENDA ITEM #5.h.

SUBJECT: Renewal of Comprehensive Chatbot System #RFP-05-20

INFORMATION AND DISCUSSION: The Office of Student Services is requesting to renew the Comprehensive Chatbot System #RFP-05-20 from May 1, 2024 through April 30, 2025, which was awarded on April 9, 2020 to Ivy.ai, Inc. The purpose of renewing the chatbot system is to continue increased student success by improving student experience through enhanced communication provided to our constituents through the analysis and refinement of the data that the system collects.

Ivy's Chatbot AI client, called Champ at Weatherford College, currently assists students and community members by answering basic questions from the wc.edu website. Additionally, the platform allows the institution to generate meaningful data on frequently asked questions and obtain insights on type of information to highlight at specific times of the year. For this past academic year, over 12,305 messages were received and responded positively to by the AI client.

To comply with state law, purchases of \$50,000 and above require board approval. Adam Finley, Executive Dean of Enrollment Management & Registrar, and Jeanie Hobbs, Director of Purchasing, recommend renewal of the Comprehensive Chatbot System to Ivy.AI at the annual fee of \$60,638.00. Funds for this renewal were approved in the 2023-2024 budget.

RECOMMENDATION: The Board of Trustees award renewal to Ivy.ai, Inc. as presented

ATTACHMENTS: Renewal Invoice from Ivy.ai, Inc.

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President of Financial & Administrative Services and Jeanie Hobbs, Director of Purchasing



INVOICE

Weatherford College
Attention: Accounts Payable
225 College Park Dr
WEATHERFORD TX 76086
USA

Invoice Date
18 Apr 2024

Invoice Number
INV-1707

Reference

Ivy.ai, Inc.
9650 Strickland Rd
Ste 103 #196
RALEIGH NC 27615
UNITED STATES

[CLICK HERE: Ivy W9 Download](#)

Description	Quantity	Unit Price	Tax	Amount USD
Chatbot, Ivy.ai ChatBot renewal for Weatherford College Public website Student Focus: * 05/01/2024 - 04/30/2025	1.00	60,638.00	TX tax	60,638.00
			Subtotal	60,638.00
			Total TEXAS 0%	0.00
			Invoice Total USD	60,638.00
			Total Net Payments USD	0.00
			Amount Due USD	60,638.00

Due Date: 18 May 2024

SEND ACH/WIRE PAYMENTS TO:

Ivy.ai, Inc.
Routing number: 053000196
Account number: 237039171896

MAIL CHECK PAYMENTS TO:

Ivy.ai, Inc.
9650 Strickland Rd
Ste 103 #196
RALEIGH NC 27615
UNITED STATES





**Weatherford College Board of Trustees
Consent Agenda**

DATE: September 12, 2024

AGENDA ITEM # 5.i.

SUBJECT: Sealed Bids for Cosmetology Supplies & Equipment #SB-02-25

INFORMATION AND DISCUSSION: A total of two (2) vendors submitted competitive sealed bids for the requested Cosmetology Supplies & Equipment. Burmax and Armstrong McCall have submitted bids that provide acceptable products that meet the specifications and offer the best value. Funds have been allocated in the current budget for purchase of these products. After evaluation and review of the sealed bids, Valerie Hawkins, Director of Cosmetology & Barbering-WC Main Campus, and Gail Henard, Cosmetology Director for WCWC; Jeanie Hobbs, Director of Purchasing, and Deborah Terrell, Senior Purchasing Buyer recommend award of this sealed bid not to exceed budget funds as follows:

Burmax	\$85,298.87
Armstrong McCall	\$15,175.36
TOTAL ESTIMATED COST	\$100,474.23

RECOMMENDATION: The Board of Trustees award bid to vendors as presented.

ATTACHMENTS: Tabulation on Sealed Bids for Cosmetology Supplies & Equipment #SB-02-25

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President of Financial & Administrative Services and Jeanie Hobbs, Director of Purchasing.

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

ARMSTRONG McCALL - Weatherford, TX - Vendor #12485

Vendor Number: 12485

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
COLOR & PERM-WC							
47	80	EA LIGHTMASTER BLEACH NE, 2# Matrix , Reference No. Armstrong McCall #817818 or approved equivalent.	\$29.84	\$2,387.20	Matrix #010904		AWARD
53	72	EA PERM, Option 3 Resistant Wave ISO , Reference No. Armstrong McCall #823613 or approved equivalent.	\$10.63	\$765.36	ISO #823613		AWARD
57	300	EA SOCOLOR, Hair Color, Assorted Colors, 3 oz Matrix , Reference No. Armstrong McCall Various #'s or approved equivalent.	\$8.01	\$2,403.00	Matrix Various #'s for Asst. Colors		AWARD
68	40	EA UNIVERSAL DEVELOPER, 10 Vol, 32 oz Matrix , Reference No. Armstrong McCall #804563 or approved equivalent.	\$7.80	\$312.00	Matrix #804563		AWARD
69	40	EA UNIVERSAL DEVELOPER, 20 Vol, 32 oz Matrix , Reference No. Armstrong McCall #804564 or approved equivalent.	\$7.80	\$312.00	Matrix #804564		AWARD
71	25	EA VCOLOR INTENSITY, Various Colors, 4 oz Joico , Reference No. Armstrong McCall Various #'s or approved equivalent.	\$10.35	\$258.75	Joico Various #'s		AWARD
72	50	EA WELLA BLONDOR, Multi Lightening Powder, 28.2 Ounce Wella , Reference No. Marianna #59309 or approved equivalent.	\$43.89	\$2,194.50	Wella #815700		AWARD

Items Bid On in Category: 7

ARMSTRONG McCALL - Weatherford, TX Lot Total: \$8,632.81

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

ARMSTRONG McCALL - Weatherford, TX - Vendor #12485

Vendor Number: 12485

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
COLOR & PERM-WCWC							
176	35	EA LIGHTMASTER BLEACH NE, 2# Matrix , Reference No. Armstrong McCall #817818 or approved equivalent.	\$29.84	\$1,044.40	Matrix #010904		AWARD
181	20	EA PERM, Option 3 Resistant Wave ISO , Reference No. Armstrong McCall #823613 or approved equivalent.	\$10.63	\$212.60	ISO #823613		AWARD
184	150	EA SOCOLOR, Hair Color, Assorted Colors, 3 oz Matrix , Reference No. Armstrong McCall Various #'s or approved equivalent.	\$8.01	\$1,201.50	Matrix Various #'s for Asst. Colors		AWARD
186	15	EA UNIVERSAL DEVELOPER, 10 Vol, 32 oz Matrix , Reference No. Armstrong McCall #804563 or approved equivalent.	\$7.80	\$117.00	Matrix #804563		AWARD
187	30	EA UNIVERSAL DEVELOPER, 20 Vol, 32 oz Matrix , Reference No. Armstrong McCall #804564 or approved equivalent.	\$7.80	\$234.00	Matrix #804564		AWARD
189	25	EA VCOLOR INTENSITY, Various Colors, 4 oz Joico , Reference No. Armstrong McCall Various #'s or approved equivalent.	\$10.35	\$258.75	Joico Various #'s		AWARD

Items Bid On in Category: 6

ARMSTRONG McCALL - Weatherford, TX Lot Total: \$3,068.25

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

ARMSTRONG McCALL - Weatherford, TX - Vendor #12485

Vendor Number: 12485

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
DISINFECTION-WC							
82	10	CS SPACIDE COMPLETE, Gallon, One Step, No Rinse, Neutral pH Disinfectant, 4/cs Barbicide , Reference No. Burmax #55400 or approved equivalent.	\$66.99	\$669.90	King Research #585031		AWARD

Items Bid On in Category: 1

ARMSTRONG McCALL - Weatherford, TX Lot Total: \$669.90

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

ARMSTRONG McCALL - Weatherford, TX - Vendor #12485

Vendor Number: 12485

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
HAIR CARE-WC							
83	6	CS CHI ROYAL, Hair Spray, 12/cs Chi , Reference No. Armstrong McCall #639070 or approved equivalent.	\$183.60	\$1,101.60	Chi by Farouk #033829		AWARD
87	80	EA FINISH SPRAY, Medium, 10 Oz Biosilk , Reference No. Armstrong McCall #638191 or approved equivalent.	\$13.65	\$1,092.00			AWARD

Items Bid On in Category: 2

ARMSTRONG McCALL - Weatherford, TX Lot Total: \$2,193.60

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

ARMSTRONG McCALL - Weatherford, TX - Vendor #12485

Vendor Number: 12485

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
HAIR CARE-WCWC							
198	3	CS CHI ROYAL, Hair Spray, 12/cs Chi , Reference No. Armstrong McCall #639070 or approved equivalent.	\$183.60	\$550.80	Chi Farouk #033829		AWARD

Items Bid On in Category: 1

ARMSTRONG McCALL - Weatherford, TX Lot Total: \$550.80

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

ARMSTRONG McCALL - Weatherford, TX - Vendor #12485

Vendor Number: 12485

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
MANICURE & PEDICURE-WC							
107	10	EA POLISH REMOVER, Professional Pure Acetone, 32 Ounce N/A , Reference No. Armstrong McCall #831665 or approved equivalent.	\$6.00	\$60.00	Marianna #831134 DEVIATION FROM SPEC		AWARD

Items Bid On in Category: 1

ARMSTRONG McCALL - Weatherford, TX Lot Total: \$60.00

Total Items Bid On: 18

ARMSTRONG McCALL - Weatherford, TX Grand Total: \$15,175.36

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
APPAREL-WC							
1	25	EA KIDDIE SHAMPOO CAPE, Vinyl, Water Resistant, Tropical Fish Print Salon Chic , Reference No. Burmax #4056 or approved equivalent.	\$4.55	\$113.75	Salonchic #4056		AWARD
2	50	EA STYLING CAPE, Barber, Static Free, Water Resistant, Striped Print ScalpMaster , Reference No. Burmax #4122 or approved equivalent.	\$8.49	\$424.50	Scalpmaster #4122		AWARD

Items Bid On in Category: 2

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$538.25

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
APPAREL-WCWC							
139	25	EA ADULT SALON APRON, Nylon, Leopard Print, 2 Pockets, Over the Neck, Adjustable Neck Strap Salonchic , Reference No. Burmax #4052 or approved equivalent.	\$8.59	\$214.75	Salonchic #4052		AWARD
140	30	EA KIDDIE SHAMPOO CAPE, Sugar Rush, 100% Polyester, Hands Free w/Arm Slits, Colorful, Candy Print Betty Dain , Reference No. Burmax #BD403 or approved equivalent.	\$7.53	\$225.90	Betty Dain #BD403		AWARD
141	25	EA STYLING CAPE, Barber, Static Free, Water Resistant, White, w/ Scissors, Hair Dryers & Tools Print ScalpMaster , Reference No. Burmax #4132 or approved equivalent.	\$8.97	\$224.25	ScalpMaster #4132		AWARD

Items Bid On in Category: 3

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$664.90

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BARBER & GROOMING-WC							
3	10	EA BARBER TOOL MAT, Magnetic, Heat & Water Resistant, Protects Work Surface ScalpMaster , Reference No. Burmax #SC9062 or approved equivalent.	\$37.94	\$379.40	Scalpmaster #SC9062		AWARD
4	10	EA BARBER TOOL CHARGER, USB Station, Compact, Charges Up to 3 Devices Simultaneously ScalpMaster , Reference No. Burmax #SC9063 or approved equivalent.	\$15.24	\$152.40	Scalpmaster #SC9063		AWARD
5	25	EA CLIPPER, Master, Cordless, Adjustable, High Speed, Rotary Motor, w/Lithium Ion Battery Andis , Reference No. Burmax #A12660 or approved equivalent.	\$207.71	\$5,192.75	Andis #A12660		AWARD
6	25	EA GROOMING SET, 4Pc, Includes: SS Shaving Razor, 5 Replacement Blades, 3" Mustache Comb, Boar Bristle Beard Brush, Beard Styling Tool ScalpMaster , Reference No. Burmax #SC-9050 or approved equivalent.	\$4.71	\$117.75	Scalpmaster #SC-9050		AWARD
7	50	EA MANICURE IMPLEMENT SET, 8 pc. Includes: Nail Clipper, Cuticle Nipper, Non-Slip Slant/Pointed Tip Tweezer, Slant Tip Tweezer, Nail File, Toe Nail Clipper, Eye Lash Curler, Resealable Plastic Pouch/Case Satin Edge , Reference No. Burmax #SE-2127 or approved equivalent.	\$4.35	\$217.50	Satin Edge #SE-2127		AWARD
8	10	EA NAPE & BODY RAZOR KIT, Includes Razor, 10 Replacement Blades, 2oz Blade Glide Spray Feather , Reference No. Burmax #F180500 or approved equivalent.	\$33.98	\$339.80	Feather #F180500		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BARBER & GROOMING-WC							
9	75	EA PROFESSIONAL SHEAR, 5-3/4", Black Ice, Japanese, Stainless Steel, Adjustable Tension TK Togatta , Reference No. Burmax #TK-4456 or approved equivalent.	\$14.88	\$1,116.00	Togatta #TK-4456		AWARD
11	20	EA RAZOR, Shaving, Ejectable Blade, Rubber Grip Handle, 1 Stainless Steel Blade, Carrying Case ScalpMaster , Reference No. Burmax #SC-7900 or approved equivalent.	\$2.70	\$54.00	Scalpmaster #SC-7900		AWARD
12	50	EA RAZOR, Styling, Titanium, Multi-Color, Rubberized Handle, 7" long ScalpMaster , Reference No. Burmax #SC-7004 or approved equivalent.	\$3.85	\$192.50	Scalpmaster #SC-7004		AWARD
14	10	BX REPLACEMENT BLADES for Titanium Multicolor Styling Razor SC-7004, 10/bx ScalpMaster , Reference No. Burmax #SC-7005 or approved equivalent.	\$3.85	\$38.50	Scalpmaster #SC-7005		AWARD
15	50	EA SHEAR, RIGHT Handed, Shark Fin Shinzu Set, Forged Japanese Steel, 5.5" Cutting Shear, 6" 28 Tooth Thinner, Shear Case Shark Fin , Reference No. Marianna #01690 or approved equivalent.	\$67.38	\$3,369.00	Shark Fin #SF-RSHINZU		AWARD
16	25	EA SHEAR, LEFT Handed, Shark Fin Shinzu Set, Forged Japanese Steel, 5.5" Cutting Shear, 6" 28 Tooth Thinner, Shear Case Shark Fin , Reference No. Marianna #01689 or approved equivalent.	\$73.71	\$1,842.75	Shark Fin #SF-LSHINZU		AWARD
17	25	EA TRIMMER, GTX-EXO, Cordless, Modern Look Andis , Reference No. Burmax #A74150 or approved equivalent.	\$125.28	\$3,132.00	Andis #A74150		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BARBER & GROOMING-WC							

Items Bid On in Category: 13

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$16,144.35

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BARBER & GROOMING-WCWC							
143	25	EA CLIPPER SET, All Star Combo. Includes: Designer clipper (#8355-400); 6 attachment combs (1/8" - 1"); Peanut clipper (#8685); Snap on/off blade, 4 cutting guides (1/8" - 1/2") Wahl , Reference No. Burmax #8331 or approved equivalent.	\$77.23	\$1,930.75	Wahl #8331		AWARD
144	10	SETS CORDLESS BARBER COMBO, Includes: Magic Clip Cordless Clipper and 5* T-Wide Detailer, w/Accessories Wahl , Reference No. Burmax #3025397 or approved equivalent.	\$203.19	\$2,031.90	Wahl #3025397		AWARD
145	25	EA GROOMING KIT, 4 pc, Includes: SS Shaving Razor & 5 Replacement Blades, 3" Mustache Comb, Boar Bristle Beard Brush, Beard Styling Tool ScalpMaster , Reference No. Burmax SC-9050 or approved equivalent.	\$4.71	\$117.75	ScalpMaster #SC-9050		AWARD
146	2	EA LATHER MACHINE, Lather Time, Professional, To Create Warm Foamy Lather ScalpMaster , Reference No. Burmax #LATHER-M or approved equivalent.	\$132.63	\$265.26	ScalpMaster #LATHER-M		AWARD
147	5	EA NAPE & BODY RAZOR KIT, Includes Razor, 10 Replacement Blades, 2oz Blade Glide Spray Feather , Reference No. Burmax #F180500 or approved equivalent.	\$33.98	\$169.90	Feather #F-180500		AWARD
148	20	EA PROFESSIONAL SHEAR, Black Ice, 5-3/4", Japenese, Stainless Steel, Tension Control, Smooth Finish, Black TK Togatta , Reference No. Burmax #TK-4456 or approved equivalent.	\$14.88	\$297.60	Togatta #TK-4456		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BARBER & GROOMING-WCWC							
149	10	EA RAZOR, Straight, Shaving, w/ Replaceable Blade, Rubber Grip Handle, 1 Stainless Steel Blade ScalpMaster , Reference No. Burmax #SC-7900 or approved equivalent.	\$2.70	\$27.00	ScalpMaster #SC-7900		AWARD
150	20	EA RAZOR, Styling, Titanium, Multi-Color, Rubberized Handle, 7" long ScalpMaster , Reference No. Burmax #SC-7004 or approved equivalent.	\$3.85	\$77.00	ScalpMaster #SC-7004		AWARD
152	5	BX REPLACEMENT BLADES, Stainless Steel, In Self Dispensing Tray, 10/bx ScalpMaster , Reference No. Burmax #SC-7005 or approved equivalent.	\$3.85	\$19.25	ScalpMaster #SC-7005		AWARD
153	10	EA SHEAR SET, BLU Shear, Duo Set, 5-3/4" Shear & Thinning Shear, Stainless Alloy, Blue Titanium Coating, Rubber Coated Handles JW Shears , Reference No. Burmax # JW-X381-575 or approved equivalent.	\$114.29	\$1,142.90	JW Shears #JW-X381-575		AWARD
154	25	EA STUDENT SHEAR KIT, Shear Razor Kit, Right-Handed. Includes: 5-1/2" Cutting Shear w/Removable Finger Inserts, 27 Tooth Thinning Shear w/Removable Finger Inserts, 5-1/2" Manikin Shear, Hair Shaping Razor, 10 Replacement Blades, Shear Oil TK Togatta , Reference No. Burmax #TK2-SET or approved equivalent.	\$38.87	\$971.75	Togatta #TK2-SET		AWARD

Items Bid On in Category: 11

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$7,051.06

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BEAUTY-WC							
18	75	EA BEAUTY KIT, 5-Piece Set Includes Slant Tip Tweezer, Orangewood Stick, Nail File, Toe Nail Clipper, Nail Clipper DL Professional , Reference No. Burmax #DL-C71 or approved equivalent.	\$0.87	\$65.25	DebraLynn #DL-C71		AWARD
19	50	EA CLIP SET, 172 Piece, Assorted, Includes 80 Single & Double Prong Pin Curls Each, 12 Duck Bill Clips, Travel Case Soft n Style , Reference No. Burmax #SNS-CLIPS or approved equivalent.	\$10.18	\$509.00	Soft n Style #SNS-CLIPS		AWARD
20	3	CS COTTON ROUNDS, 2", Petite, Professional, 100% Cotton, 80 Ct/Bg, 48 Bags/Cs Intrinsic , Reference No. Burmax #IN400084EA or approved equivalent.	\$95.52	\$286.56	Intrinsic #IN400084		AWARD
21	50	EA CURLER, Platform Bounce, Tourmaline, Ceramic Pro, 1" Fhiheat , Reference No. Marianna #02954-1" or approved equivalent.	\$25.27	\$1,263.50	Babyliss Pro #BABP1005 DEVIATION FROM SPEC		AWARD
22	50	EA CURLING IRON, Marcel, Nano Titanium, 3/4", Ceramic Barrel, Infrared Heat, Variable Temp Control BaByliss Pro , Reference No. Burmax #BABNT75M or approved equivalent.	\$29.17	\$1,458.50	Babyliss Pro #BABNT75M		AWARD
23	50	EA CURLING IRON, Nano, Titanium, 1", Spring Grip, Variable Heat Settings, Ceramic Barrel, Fold Away Safety Stand BaByliss Pro , Reference No. Burmax #BABNT100S or approved equivalent.	\$29.17	\$1,458.50	Babyliss Pro #BABNT100S		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BEAUTY-WC							
24	75	EA HAIR DRYER, Classic Dryer, Nano, Titanium, 1875 Watt, High Torque DC Motor, 2 Heat/Speed Settings, Cool Shot Button; Includes Concentrator Nozzle, Straightening Pic & Diffuser, 9 Ft Power Cord BaByliss Pro , Reference No. Marianna #03478 or approved equivalent.	\$50.00	\$3,750.00	Babylliss Pro #BABNT5548		AWARD
25	75	EA HAIR DRYER, High Speed, Lightweight, Sleek, Slim, w/Diffuser & Concentrator Tips Product Club , Reference No. Burmax #PC-RGDRYER or approved equivalent.	\$66.24	\$4,968.00	Product Club PC-RGDRYER		AWARD
26	75	SETS ROLLER, Super Grip, Assorted Sizes & Colors, Includes: 12 Dozen Soft n Style , Reference No. Burmax #134X or approved equivalent.	\$6.89	\$516.75	Soft n Style #134X		AWARD
27	50	EA STRAIGHTENER, Prima 3100, Nano, Titanium, 1", Stainless Steel, Dual Function- Straighten or Curl, Aircraft Grade Titanium Plates, Heats Up to 465 Degrees, Ion Multiplier Technology BaByliss Pro , Reference No. Mariana #02393-1" or approved equivalent.	\$100.41	\$5,020.50	Babylliss Pro #BABSS3100T		AWARD

Items Bid On in Category: 10

BURMAX COMPANY, INC. - Holtsville, NY

Lot Total: \$19,296.56

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BEAUTY-WCWC							
155	30	EA CLIP SET, 172 Piece, Assorted, Includes 80 Single & Double Prong Pin Curls Each, 12 Duck Bill Clips, Travel Case Soft n Style , Reference No. Burmax #SNS-CLIPS or approved equivalent.	\$10.18	\$305.40	Soft n Style #SNS-CLIPS		AWARD
156	3	CS COTTON ROUNDS, 2", Petite, Professional, 100% Cotton, 80 Ct/Bg, 48 bags/cs Intrinsic , Reference No. Burmax #IN400084EA or approved equivalent.	\$95.52	\$286.56	Intrinsic #IN400084	Vendor Comments: 1.99/bg or 95.52/case	AWARD
157	10	EA CURLING IRON, Marcel, 1", Professional, 24K Gold, Variable Temp Control & Heat Settings, Fold Away Safety Stand, On/Off Switch, Indicator Light Hot Tools Professional , Reference No. Burmax #HTL1108 or approved equivalent.	\$30.00	\$300.00	Hot Tools #HTL1108		AWARD
158	25	EA CURLING IRON, Marcel, 3/4", 24K Gold, Variable Temp Control & Heat Settings Hot Tools , Reference No. Burmax #HTL1105 or approved equivalent.	\$28.00	\$700.00	Hot Tools #HTL1105		AWARD
159	25	EA DIGITAL CURLING IRON, Black Gold, 3/4", Advanced Styling Surface, Rapid Heating Hot Tools , Reference No. Burmax #HT1123BG or approved equivalent.	\$36.95	\$923.75	Hot Tools #HT1123BG		AWARD
160	25	EA HAIR DRYER, High Speed, Lightweight, Sleek, Slim, w/Diffuser & Concentrator Tips Product Club , Reference No. Burmax #PC-RGDRYER or approved equivalent.	\$66.24	\$1,656.00	Product Club #PC-RGDRYER		AWARD
161	24	EA HAND MIRROR, XL, Heavyweight Plastic, Black, 8" H x 9" W, Single Sided Soft'n Style , Reference No. Burmax #SNS-11BK or approved equivalent.	\$1.56	\$37.44	Soft n Style #SNS-11BK		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BEAUTY-WCWC							
162	10	PK HEAD BANDS, Disposable, Elastic, White, 24/PK FantaSea , Reference No. Burmax #FSC520 or approved equivalent.	\$3.19	\$31.90	FantaSea #FSC520		AWARD
163	25	EA STRAIGHTENER, Tourmaline, Ceramic, 1 Inch, Floating Plates Product Club , Reference No. Burmax #PC-RGIRON or approved equivalent.	\$24.13	\$603.25	Product Club #PC-RGIRON		AWARD
164	5	EA WAVER, 3 Barrel, 24K Gold, Variable Temp Settings Hot Tools , Reference No. Burmax #HTIR8000G or approved equivalent.	\$40.00	\$200.00	Hot Tools #HTIR8000G		AWARD

Items Bid On in Category: 10

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$5,044.30

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BOTTLES-WC							
28	50	EA METRIC HAIR COLORING BOTTLE, Angled Tip Cap, 200mL, Squeezable Soft'n Style , Reference No. Burmax #B35 or approved equivalent.	\$0.45	\$22.50	Soft n Style #B35		AWARD
29	25	EA DISPENSER BOTTLE, Lockable Pump, 10 oz/296 mL, Flip Cap Top, 4-3/8" H x 2-5/8" D DL Professional , Reference No. Burmax #DL-C420 or approved equivalent.	\$1.94	\$48.50	Debra Lynn #DL-C420		AWARD
30	75	EA SPRAY BOTTLE, Designer, 16 oz, Printed, Shear, Scissor Design on Bottle, 75/cs Soft-n-Style , Reference No. Burmax #B43 or approved equivalent.	\$0.86	\$64.50	Soft n Style B43		AWARD

Items Bid On in Category: 3

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$135.50

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BOTTLES-WCWC							
165	10	EA DISPENSER BOTTLE, Lockable Pump, 10 Oz/296 mL, Flip Cap Top, 4-3/8" H x 2-5/8" D DL Professional , Reference No. Burmax #DL-C420 or approved equivalent.	\$1.94	\$19.40	Debra Lynn #DL-C420		AWARD
166	50	EA METRIC HAIR COLORING BOTTLE, Angled Tip Cap, 200mL, Squeezable Soft'n Style , Reference No. Burmax #B35 or approved equivalent.	\$0.45	\$22.50	Soft n Style #B35		AWARD
167	30	EA SPRAY BOTTLE, Just Water, Vintage Designer, 20 Oz, Brown Shear Bottle ScalpMaster , Reference No. Burmax #B117 or approved equivalent.	\$2.47	\$74.10	ScalpMaster #B117		AWARD

Items Bid On in Category: 3

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$116.00

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BRUSHES-WC							
31	50	EA BRUSH BAG SET, Includes 3 Thermal Round Brushes, 1- 1/4", 1- 3/4", & 2", Rectangular Cushion Paddle Brush, Rubber Base Styling Brush, Round Styling Brush, Vent Brush, Clear Zippered Case NA , Reference No. Mariana #04304 or approved equivalent.	\$8.01	\$400.50	Scalpmaster #SC-9146 DEVIATION FROM SPEC		AWARD
32	75	EA DETANGLING BRUSH, 11 Row, Black, For Wet or Dry Hair ScalpMaster , Reference No. Burmax #SC9254 or approved equivalent.	\$1.26	\$94.50	Scalpmaster #SC9254		AWARD
33	75	EA ROUND BRUSH, 100% Boar Bristles, 2-1/2", Wooden Handle, Brown ScalpMaster , Reference No. Burmax #SC9245 or approved equivalent.	\$2.16	\$162.00	Scalpmaster #SC9245		AWARD
34	75	EA ROUND BRUSH, Ceramic, Thermal, 2 ", Vented Thermal Barrel, Black ScalpMaster , Reference No. Burmax #SC9166 or approved equivalent.	\$2.48	\$186.00	Scalpmaster #SC9166		AWARD
35	75	EA ROUND BRUSH, Neck, 5 Row, Nylon Bristles, Black ScalpMaster , Reference No. Burmax #S-5-BK or approved equivalent.	\$0.42	\$31.50	Scalpmaster #S-5-BK		AWARD
36	75	EA TEASING BRUSH, Nylon Bristle ScalpMaster , Reference No. Burmax #SC300 or approved equivalent.	\$0.25	\$18.75	Scalpmaster #SC300		AWARD
37	75	EA VENT BRUSH, Tunnel, 9 Row, Nylon Ball Tipped Bristles ScalpMaster , Reference No. Burmax #SC9206 or approved equivalent.	\$1.09	\$81.75	Scalpmaster #SC9206		AWARD

Items Bid On in Category: 7

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$975.00

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
BRUSHES-WCWC							
168	20	CTN CLIPS, Super Grip, 4-1/2", 25/Storage Container, Expandable Middle Sections, For Thick or Thin Hair Soft n Style , Reference No. Burmax #SNS-206 or approved equivalent.	\$7.19	\$143.80	Soft n Style #SNS-206	Vendor Comments: 172.56/case	AWARD
169	30	EA DETANGLING BRUSH, 11 Row, Black, For Wet or Dry Hair ScalpMaster , Reference No. Burmax #SC9254 or approved equivalent.	\$1.26	\$37.80	ScalpMaster #SC9254		AWARD
170	30	EA DETANGLING BRUSH, Black, Flexible, Contours to Head Shape, Nylon Bristles ScalpMaster , Reference No. Burmax #SC9307 or approved equivalent.	\$1.64	\$49.20	ScalpMaster #SC9307		AWARD
171	25	EA ROUND BRUSH, Ceramic, 2", Thermal, Vented, Black, Rubber Gray Handle Salonchic , Reference No. Burmax #SC9166 or approved equivalent.	\$2.48	\$62.00	Salonchic #SC9166		AWARD
172	25	EA ROUND NECK BRUSH, 5 Row, Nylon Bristles, Black, Smooth Handle Scalpmaster , Reference No. Burmax #S-5-BK or approved equivalent.	\$0.42	\$10.50	ScalpMaster #S-5-BK		AWARD

Items Bid On in Category: 5

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$303.30

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
COLOR & PERM-WC							
38	75	EA BALAYAGE & OMBRE TOOL KIT, Includes: Sm & Lg Balayage Board, 2 1/2" & 1 1/2" Wide Color Brush, Angled Color Brush, 3/4" W Precision Color Brush, 8 1/2" Styling Comb, 8" Pin Tail Comb, 8" Color Whisk, 4 Sectioning Clips Soft n Style , Reference No. Burmax #788 or approved equivalent.	\$7.19	\$539.25	Soft n Style #788		AWARD
39	75	EA BOWL & BRUSH SET, 6 pc, Interlocking, 3 Bowls, 3 Feather Bristle Brushes, Assorted Colors, Non-Slip Rubber Bottom Soft n Style , Reference No. Burmax #SNS- BBSET or approved equivalent.	\$3.70	\$277.50	Soft n Style #SNS- BBSET		AWARD
40	75	EA COLOR WHEEL, w/Problems, Suggestions, Rules for Coloring Hair Soft'n Style , Reference No. Burmax #SNS- CWHL or approved equivalent.	\$1.07	\$80.25	Soft n Style #SNS- CWHL		AWARD
41	4	CS DEEPSHINE, Cream Developer, Volume 10, 33.8 oz Rusk , Reference No. Burmax #IRVOL10 or approved equivalent.	\$85.56	\$342.24	Rusk #IRBVOL10		AWARD
42	4	CS DEEPSHINE, Cream Developer, Volume 20, 33.8 oz Rusk , Reference No. Burmax #IRVOL20 or approved equivalent.	\$85.56	\$342.24	Rusk #IRBVOL20		AWARD
43	4	CS DEEPSHINE, Cream Developer, Volume 30, 33.8 oz Rusk , Reference No. Burmax #IRVOL30 or approved equivalent.	\$85.56	\$342.24	Rusk #IRBVOL30		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
COLOR & PERM-WC							
44	4	CS DEEPSHINE, Cream Developer, Volume 40, 33.8 oz Rusk , Reference No. Burmax #IRVOL40 or approved equivalent.	\$85.56	\$342.24	Rusk #IRBVOL40		AWARD
45	75	EA DEEPSHINE, Pure Pigments, Hair Color, Conditioning, Cream, Asst Colors, 3.4 oz Rusk , Reference No. Burmax Various #'s or approved equivalent.	\$7.13	\$534.75	Rusk Various #'s per specified colors		AWARD
46	1	PKG HAIR COLOR REMOVER WIPES, 100 Ct, Premoistened, In Dispensing Container Colortrak , Reference No. Burmax #BD6044 or approved equivalent.	\$6.15	\$6.15	Colortrak #BD6044		AWARD
48	72	EA OPTI EFFECTS RESISTANT PERM Matrix , Reference No. Armstrong McCall #810685 or approved equivalent.	\$7.08	\$509.76	EFX #TEX-2899367 DEVIATION FROM SPEC		AWARD
50	20	PKG PERM PROCESSING CAPS, Plastic, 21", Clear, Elastic Edge, 200 Ct Soft'n Style , Reference No. Burmax #PC-200 or approved equivalent.	\$7.32	\$146.40	Soft n Style #PC-200		AWARD
51	72	EA PERM, Option 1 Normal Wave ISO , Reference No. Armstrong McCall #823611 or approved equivalent.	\$4.72	\$339.84	Design Freedom #DF-2899392 DEVIATION FROM SPEC		AWARD
52	72	EA PERM, Option 2 Col Treated Wave ISO , Reference No. Armstrong McCall #823612 or approved equivalent.	\$7.08	\$509.76	EFX #TEX-2899337 DEVIATION FROM SPEC		AWARD
54	24	BX PERM, Option Exo Damage-Free Wave ISO , Reference No. Armstrong McCall #823610 or approved equivalent.	\$4.72	\$113.28	Quantum #Q-2899397 DEVIATION FROM SPEC		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
COLOR & PERM-WC							
55	10	EA PERMANENT HAIR COLOR, Liquid Crème, 1.42 oz, Assorted Colors Wella Color Charm , Reference No. Burmax Various #'s - 84833 Series or approved equivalent.	\$5.13	\$51.30	Wella Various #'s per specified color		AWARD
56	10	SETS RODS, Cold Wave Set, Concave, 180 Piece, Includes: 3 Dz ea Jumbo Lilac & Long White, 2 Dz Long Gray, 2 Dz Long Pink, 2 Dz Long Blue, 1 Dz Short White, 1 Dz ea Short Gray & Pink Soft n Style , Reference No. Burmax #356-SET or approved equivalent.	\$12.16	\$121.60	Soft n Style #356- SET		AWARD
58	10	BX TIPPING CAPS, for Highlighting, 12 Ct, w/ Metal Needle Soft n Style , Reference No. Burmax #BX-300 or approved equivalent.	\$4.49	\$44.90	Soft n Style #BX300		AWARD
59	50	EA TONER, Wella Color Charm, T-10 Pale Blonde Wella , Reference No. Marianna #59501 or approved equivalent.	\$5.13	\$256.50	Wella #84833466 Specify Color		AWARD
60	50	EA TONER, Wella Color Charm, T-11 Lightest Pale Beige Blonde Wella , Reference No. Marianna #59502 or approved equivalent.	\$5.13	\$256.50	Wella #84833467		AWARD
61	50	EA TONER, Wella Color Charm, T-14 Silver Lady Wella , Reference No. Marianna #59503 or approved equivalent.	\$5.13	\$256.50	Wella #84833468		AWARD
62	50	EA TONER, Wella Color Charm, T-15 Pale Ash Blonde Wella , Reference No. Marianna #59504 or approved equivalent.	\$5.13	\$256.50	Wella #84877693		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
COLOR & PERM-WC							
63	50	EA TONER, Wella Color Charm, T-18 Lightest Ash Blonde Wella , Reference No. Marianna #59505 or approved equivalent.	\$5.13	\$256.50	Wella #84833469		AWARD
64	50	EA TONER, Wella Color Charm, T-27 Med Beige Wella , Reference No. Marianna #59506 or approved equivalent.	\$5.13	\$256.50	Wella #84877694		AWARD
65	50	EA TONER, Wella Color Charm, T-28 Nat Blonde Wella , Reference No. Marianna #59507 or approved equivalent.	\$5.13	\$256.50	Wella #84877695		AWARD
66	50	EA TONER, Wella Color Charm, T-35 Imp Beige Wella , Reference No. Marianna #59508 or approved equivalent.	\$5.13	\$256.50	Wella #84833470		AWARD
67	50	EA TONER, Wella Color Charm, 050 Cool Violet Wella , Reference No. Marianna #59482 or approved equivalent.	\$5.13	\$256.50	Wella #84833464		AWARD

Items Bid On in Category: 26

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$6,952.20

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
COLOR & PERM-WCWC							
173	35	EA COLOR WHEEL, w/Problems, Suggestions, Rules for Coloring Hair Soft'n Style , Reference No. Burmax #SNS-CWHL or approved equivalent.	\$1.07	\$37.45	Soft n Style #SNS-CWHL		AWARD
174	25	EA DEEPSHINE, Pure Pigments, Hair Color, Conditioning, Cream, Assorted Colors, 3.4 oz Rusk , Reference No. Burmax Various #'s or approved equivalent.	\$7.13	\$178.25	Rusk Various #'s per specified color		AWARD
175	10	PKG HAIR COLOR REMOVER WIPES, 100 Ct, Premoistened Betty Dain , Reference No. Burmax #BD6044 or approved equivalent.	\$6.15	\$61.50	ColorTrak #BD6044 DEVIATION FROM SPEC		AWARD
177	25	EA OPTI EFFECTS, RESISTANT PERM Matrix , Reference No. Armstrong McCall #810685 or approved equivalent.	\$7.08	\$177.00	EFX #TEX-2899367 DEVIATION FROM SPEC		AWARD
179	25	EA PERM, Option 1 Normal Wave ISO , Reference No. Armstrong McCall #823611 or approved equivalent.	\$4.72	\$118.00	Design Freedom #DF-2899392 DEVIATION FROM SPEC		AWARD
180	25	EA PERM, Option 2 Col Treated Wave ISO , Reference No. Armstrong McCall #823612 or approved equivalent.	\$4.72	\$118.00	Design Freedom #DF-2899393 DEVIATION FROM SPEC	Vendor Comments: Tinted	AWARD
182	20	BX PERM, Option Exo Damage-Free Wave ISO , Reference No. Armstrong McCall #823610 or approved equivalent.	\$4.72	\$94.40	Quantum #Q-2899397 DEVIATION FROM SPEC		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
COLOR & PERM-WCWC							
183	10	EA PERMANENT HAIR COLOR, Liquid Crème, 1.42 oz, Assorted Colors Wella Color Charm , Reference No. Burmax Various #'s - 84833 Series or approved equivalent.	\$5.13	\$51.30	Wella Various #'s per specified color		AWARD
185	10	BX TIPPING CAPS, Metal Tipping Needle, Pre-Punched Holes, for Highlighting, Includes: 12 Caps & 1 Metal Needle Soft n Style , Reference No. Burmax #BX300 or approved equivalent.	\$4.49	\$44.90	Soft n Style #BX300		AWARD

Items Bid On in Category: 9

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$880.80

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
COMBS-WC							
74	75	EA BARBER COMB, 9", Black, Smooth Surface ScalpMaster , Reference No. Burmax #SC9279 or approved equivalent.	\$0.67	\$50.25	Scalpmaster #SC9279		AWARD
75	10	EA BLENDING FLATTOP COMB, For Clippers & Trimmers, 5-3/4"L x 5"W, Compact, No Handle ScalpMaster , Reference No. Burmax #SC-9039 or approved equivalent.	\$1.06	\$10.60	Scalpmaster #SC-9039		AWARD
76	75	EA CLIPPER COMB, 8", Black, Lightweight ScalpMaster , Reference No. Burmax #SC-9257 or approved equivalent.	\$0.38	\$28.50	Scalpmaster #132 DEVIATION FROM SPEC	Vendor Comments: 8 1/2"	AWARD
77	10	EA FLAT TOP COMB, Level Indicator, w/Sideburn Comb On Bottom, Can Use w/Clippers or Shears, 4"W x 10-3/4"H x 1"D ScalpMaster , Reference No. Burmax #SC9271 or approved equivalent.	\$2.50	\$25.00	Scalpmaster #SC9271		AWARD
78	10	DZ RAT TAIL COMB, Imitation Bone, 9", Medium Tooth Gold Magic , Reference No. Burmax #80005 or approved equivalent.	\$1.80	\$18.00	Gold Magic #80005	Vendor Comments: .15 ea or 1.80/dozen	AWARD
79	10	DZ TEASING COMB, Dual Purpose, 8", 5 Prong Metal Lift Comb Aristocrat , Reference No. Burmax #K-4 or approved equivalent.	\$1.68	\$16.80	Aristocrat #K-4	Vendor Comments: .14 ea or 1.68/dozen	AWARD

Items Bid On in Category: 6

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$149.15

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
COMBS-WCWC							
190	25	EA BARBER COMB, 9", Black, Long Teeth ScalpMaster , Reference No. Burmax #SC9279 or approved equivalent.	\$0.67	\$16.75	ScalpMaster #SC9279		AWARD
191	10	EA BLENDING FLATTOP COMB, For Clippers & Trimmers, 5-3/4"L x 5"W, Compact, No Handle ScalpMaster , Reference No. Burmax #SC- 9039 or approved equivalent.	\$1.06	\$10.60	ScalpMaster #SC- 9039		AWARD
192	25	EA CARBON CLIPPER COMB, 8", Wide Spaced Teeth Champion , Reference No. Burmax #CC06 or approved equivalent.	\$1.10	\$27.50	Champion #CC06		AWARD
193	10	EA FLAT TOP COMB, With Level, Blk, For Shears & Clippers ScalpMaster , Reference No. Burmax #SC9271 or approved equivalent.	\$2.50	\$25.00	ScalpMaster #SC9271		AWARD
194	10	DZ RAT TAIL COMB, Imitation Bone, 9", Medium Tooth Gold Magic , Reference No. Burmax #80005 or approved equivalent.	\$1.80	\$18.00	Gold Magic #80005	Vendor Comments: 1.80 per dozen (.15 each)	AWARD
195	10	DZ TEASING/LIFTING COMB, Dual Purpose, 8", 5 Wide Spaced Metal Prongs, Short Thin Teeth Aristocrat , Reference No. Burmax #K-4 or approved equivalent.	\$1.68	\$16.80	Aristocrat #K-4	Vendor Comments: 1.68 per dozen (.14 each)	AWARD

Items Bid On in Category: 6

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$114.65

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
DISINFECTION-WC							
80	10	EA BARBICIDE, Liquid Concentrate, U.S. EPA Registered, Hospital Grade, Broad Spectrum Disinfectant, Anti-Rust Formula, 64 Oz King Research Barbicide , Reference No. Burmax #56420 or approved equivalent.	\$11.80	\$118.00	King Research #56420		AWARD
81	10	EA CLIPPERCIDE for Hair Clippers, Aerosol Spray, 5 in 1 Formula, Effective Against Bacteria, Viruses & Fungus, Disinfects, Lubricates, Cleans, Cools, Anti Rust, Reduces Friction, 12 Oz King Research Barbicide , Reference No. Burmax #72130 or approved equivalent.	\$6.98	\$69.80	Clippercide #72130		AWARD

Items Bid On in Category: 2

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$187.80

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
DISINFECTION-WCWC							
196	5	EA BARBICIDE, Liquid Concentrate, U.S. EPA Registered, Hospital Grade, Broad Spectrum Disinfectant, Anti-Rust Formula, 64 Oz King Research Barbicide , Reference No. Burmax #56420 or approved equivalent.	\$11.80	\$59.00	King Research #56420		AWARD
197	5	EA CLIPPERCIDE for Hair Clippers, Aerosol Spray, 5 in 1 Formula, Effective Against Bacteria, Viruses & Fungus, Disinfects, Lubricates, Cleans, Cools, Anti Rust, Reduces Friction, 12 Oz King Research Barbicide , Reference No. Burmax #72130 or approved equivalent.	\$6.98	\$34.90	Clippercide #72130		AWARD

Items Bid On in Category: 2

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$93.90

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
HAIR CARE-WC							
85	5	EA CHOLESTERAL CREAM, Hair Conditioner, 5 # Jar Queen Helene , Reference No. Burmax #QH-68903 or approved equivalent.	\$10.50	\$52.50	Chemco #C01M-03224 DEVIATION FROM SPEC	Vendor Comments: 85 ounce jar	AWARD
86	50	EA DAPPEN DISH, Plastic, White, Removable Base & Lid DL Professional , Reference No. Burmax # DL-C510 or approved equivalent.	\$0.30	\$15.00	Debra Lynn #DL-C510		AWARD
88	10	EA HAIR FUNNEL, Vinyl, Adjustable Velcro Closure Soft n Style , Reference No. Burmax #4123 or approved equivalent.	\$1.84	\$18.40	Soft n Style #4123		AWARD
89	50	EA PRO COIL COTTON, 40 Ft, Soft, Absorbent, In Dispenser Box, 100% Purified Reinforced CelluCotton Intrinsics , Reference No. Marianna #16721 or approved equivalent.	\$26.72	\$1,336.00	Intrinsics #IN100619 DEVIATION FROM SPEC	Vendor Comments: 5 lbs, 1200 ft	AWARD
90	50	EA SHAMPOO, Honey and Almond, 32 Oz Nature's Advantage , Reference No. Marianna #52009 or approved equivalent.	\$11.00	\$550.00	Chemco Moda #C01M-45015 DEVIATION FROM SPEC	Vendor Comments: 11.00/gallon, only available in gallon size	AWARD
91	5	EA STYLING GEL, Strong Hold, Pink, 5 lb Jar Moda , Reference No. Burmax # C01M-03334 or approved equivalent.	\$36.00	\$180.00	Chemco Moda #C01M-45018 DEVIATION FROM SPEC	Vendor Comments: 4 gallons/carton. Sold only by carton	AWARD

Items Bid On in Category: 6

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$2,151.90

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
HAIR CARE-WCWC							
199	5	EA CHOLESTERAL CREAM, Hair Conditioner, 5 # Jar Queen Helene , Reference No. Burmax #QH-68903 or approved equivalent.	\$10.50	\$52.50	Chemco #C01M-03224 DEVIATION FROM SPEC	Vendor Comments: 85 ounce jar	AWARD
200	3	EA HAIR FUNNEL, Vinyl, Adjustable Velcro Closure Soft n Style , Reference No. Burmax #4123 or approved equivalent.	\$1.84	\$5.52	Soft n Style #4123		AWARD
201	3	EA STYLING GEL, Strong Hold, Pink, 5 lb Jar Moda , Reference No. Burmax #C01M-03334 or approved equivalent.	\$7.50	\$22.50	Moda Chemco #C01M-03334		AWARD

Items Bid On in Category: 3

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$80.52

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
MANICURE & PEDICURE-WC							
92	75	EA ACRYLIC NAIL SLICER, Rubber Grip, Sharp Blade, Stainless Steel, Satin Finish Satin Edge , Reference No. Burmax #SE-2024 or approved equivalent.	\$2.69	\$201.75	Satin Edge #SE-2024		AWARD
94	50	EA BAREFEET SOAK, For Pedicure Cleaning & Deodorizing, 1 Gallon Barefeet , Reference No. Marianna #56680 or approved equivalent.	\$61.96	\$3,098.00	Gena #GN-02111 DEVIATION FROM SPEC	Vendor Comments: 1 gallon size	AWARD
95	50	EA BAREFEET SCRUB, With Natural Exfoliants & Botanicals that Condition & Remove Dead Skin During Pedicure, 1 Gallon Barefeet , Reference No. Marianna #56677 or approved equivalent.	\$13.81	\$690.50	Gena #GN-02134 DEVIATION FROM SPEC	Vendor Comments: 32 ounces	AWARD
96	50	EA DAPPEN DISH, Plastic, White, Removable Base & Lid DL Professional , Reference No. Burmax #DL-C510 or approved equivalent.	\$0.30	\$15.00	Debra Lynn #DL-C510		AWARD
97	50	EA FOOT FILE, 2-Sided, Fine/Course Grit & Massager, Waterproof, Sanitizable DL Professional , Reference No. Burmax #DL-C11 or approved equivalent.	\$0.48	\$24.00	Debra Lynn #DL-C11		AWARD
98	50	EA MANICURE BOWLS, Classic, 4-5/8"W x 7"H x 1-3/4"D, Pink DL Professional , Reference No. Burmax #111-PK or approved equivalent.	\$0.69	\$34.50	Debra Lynn #111-PK		AWARD
100	6	PK MANICURE STICKS, 7", Orangewood, 144/PK DL Professional , Reference No. Burmax #DL-C41 or approved equivalent.	\$3.59	\$21.54	Debra Lynn #DL-C41		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
MANICURE & PEDICURE-WC							
101	6	EA NAIL BRUSH, 36 Pc, In Container, 4 Row Brushes, 3" Long, Asst Colors DL Professional , Reference No. Burmax #NB-36 or approved equivalent.	\$11.19	\$67.14	Debra Lynn #NB-36		AWARD
102	10	EA NAIL ENAMEL DRYER, Finishing Spray, 7.5 oz, For Natural & Artificial Nails DeMert , Reference No. Burmax #D-52134 or approved equivalent.	\$2.48	\$24.80	DeMert #D-52134		AWARD
103	2	CTN NAIL POLISH REMOVER, Non-Acetone, 4 Gallon/Ctn, For Artificial & Natural Nails ProNail Nail Systems , Reference No. Burmax #C01P-01745 or approved equivalent.	\$177.78	\$355.56	Chemco #C01P-01745 DEVIATION FROM SPEC	Vendor Comments: Price includes hazmat fee	AWARD
104	6	EA PEDICURE COOLING MASQUE, Milk & Honey, 120 Oz, Creamy, Natural Ingredients Cuccio Naturale , Reference No. Burmax #CU-CN9903 or approved equivalent.	\$55.47	\$332.82	Cuccio #CU-CN9903		AWARD
105	100	EA PEDICURE SET, 8-Piece, Disposable, Including 2-Sided Pedicure Wand, 2 Nail Files , 2 Orangewood Sticks, Nail Brush, Pair of Toe Separators DL Professional , Reference No. Burmax #DL-C72 or approved equivalent.	\$0.87	\$87.00	DL Professional #DL-C72		AWARD
106	20	PK PLASTIC CUP, 2 Oz, W/Lid, 250/Pk, Clear FantaSea , Reference No. Burmax #SOLO-2 or approved equivalent.	\$17.23	\$344.60	Fantasea #SOLO-2		AWARD
108	6	KITS SPA PEDICURE SYSTEM, Milk & Honey, 1 Gal each of Salt Soak, Seasalt Scrub, Cooling Masque, Massage Cream Cuccio Naturale , Reference No. Burmax #CU-CN9905 or approved equivalent.	\$206.32	\$1,237.92	Cuccio #CU-CN9905		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
MANICURE & PEDICURE-WC							
109	75	EA STATE BOARD NAIL KIT, Student, Acrylic Kit, Odorless, Includes: Liquid, Clear & White, Non-Acid Primer, Nail Forms, 5" Mini Round Brush Cuccio Pro , Reference No. Burmax #CU-15904 or approved equivalent.	\$9.93	\$744.75	Cuccio #CU-15904		AWARD
110	10	BX STERILIZATION POUCH, Self Seal, Small, 200 Ct Bx, 3-1/2" x 10" FantaSea , Reference No. Burmax #FSC-872 or approved equivalent.	\$4.74	\$47.40	Fantasea #FSC-872		AWARD
111	85	EA STORAGE CASE, Large, Clear, Rectangle DL Professional , Reference No. Burmax #DL-C90 or approved equivalent.	\$0.83	\$70.55	DL Professional #DL-C90		AWARD
112	50	EA STUDENT NAIL TRAINING KIT: Manicure Bowl, Sterilizing Jar w/Lid & Dappen Dish, Toe Separators, Practice Hand, Nail Brush, 2 Sided Pedi File, Toenail & Nail Clipper, Sapphire Nail File, Dbl Thick Nailforms, 5 Wooden Dowels, Plastic Storage Container DL Professional , Reference No. Burmax #DL-C194 or approved equivalent.	\$13.87	\$693.50	DL Professional #DL-C194		AWARD

Items Bid On in Category: 18

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$8,091.33

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
MANICURE & PEDICURE-WCWC							
202	25	EA ACRYLIC NAIL SLICER, Rubber Grip, Sharp Blade, Stainless Steel, Satin Finish Satin Edge , Reference No. Burmax #SE-2024 or approved equivalent.	\$2.69	\$67.25	Satin Edge #SE-2024		AWARD
203	50	EA DAPPEN DISH, Plastic, White, Removable Base & Lid DL Professional , Reference No. Burmax #DL-C510 or approved equivalent.	\$0.30	\$15.00	Debra Lynn #DL-C510		AWARD
204	20	EA FOOT FILE, 2-Sided, Fine/Course Grit & Massager, Waterproof, Sanitizable DL Professional , Reference No. Burmax #DL-C11 or approved equivalent.	\$0.48	\$9.60	Debra Lynn #DL-C11		AWARD
205	10	EA MANICURE BOWLS, Classic, 4-5/8"W x 7"H x 1-3/4"D, Pink DL Professional , Reference No. Burmax #111-PK or approved equivalent.	\$0.69	\$6.90	Debra Lynn #111-PK		AWARD
206	3	PK MANICURE STICKS, 7", Orangewood, 144/PK DL Professional , Reference No. Burmax #DL-C41 or approved equivalent.	\$3.59	\$10.77	Debra Lynn #DL-C41		AWARD
207	1	EA NAIL BRUSH, 36 Pc, In Container, 4 Row Brushes, 3" Long, Asst Colors DL Professional , Reference No. Burmax #NB-36 or approved equivalent.	\$11.19	\$11.19	Debra Lynn #NB-36		AWARD
208	5	EA NAIL ENAMEL DRYER, Finishing Spray, 7.5 oz, For Natural & Artificial Nails DeMert , Reference No. Burmax #D-52134 or approved equivalent.	\$2.48	\$12.40	DeMert #D-52134		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
MANICURE & PEDICURE-WCWC							
209	75	EA PEDICURE SET, 8-Piece, Disposable, Including 2-Sided Pedicure Wand, 2 Nail Files, 2 Orangewood Sticks, Nail Brush, Pair of Toe Separators DL Professional , Reference No. Burmax #DL-C72 or approved equivalent.	\$0.87	\$65.25	Debra Lynn #DL-C72		AWARD
210	4	KITS SPA PEDICURE SYSTEM, Milk & Honey, 1 Gal each of Salt Soak, Seasalt Scrub, Cooling Masque, Massage Cream Cuccio Naturale , Reference No. Burmax #CU-CNSC9905 or approved equivalent.	\$206.32	\$825.28	Cuccio #CU-CNSC9905		AWARD
211	35	EA STATE BOARD NAIL KIT, Student, Acrylic Kit, Odorless, Includes: Liquid, Clear & White, Non-Acid Primer, Nail Forms, 5" Mini Round Brush Cuccio Pro , Reference No. Burmax #CU-15904 or approved equivalent.	\$11.59	\$405.65	Cuccio #CU-15904		AWARD
212	30	EA STORAGE CASE, Large, Clear, Rectangle DL Professional , Reference No. Burmax #DL-C90 or approved equivalent.	\$0.83	\$24.90	Debra Lynn #DL-C90		AWARD

Items Bid On in Category: 11

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$1,454.19

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
OTHER SUPPLIES-WC							
113	40	EA CHAIRBACK COVER, Vinyl, Round, Clear, Strong, Waterproof ScalpMaster , Reference No. Burmax #3060 or approved equivalent.	\$1.65	\$66.00	Scalpmaster #3060		AWARD
114	40	EA CHAIRBACK COVER, Vinyl, Square, Clear, Strong, Waterproof ScalpMaster , Reference No. Burmax #3061 or approved equivalent.	\$1.65	\$66.00	Scalpmaster #3061		AWARD
115	2	CTN COOL BREEZE ASTRINGENT, Skin Anti-Septic, Cleanser & Refresher, 1 Gal, 4 Gal/Ctn ProNail Nail Systems , Reference No. Burmax #C01P-01680 or approved equivalent.	\$109.19	\$218.38	Chemco #C01P-01680 DEVIATION FROM SPEC	Vendor Comments: Price includes hazmat fee	AWARD
116	10	EA LOTION WARMER, w/3 Disposable Cups FantaSea , Reference No. Burmax #FSC-840 or approved equivalent.	\$9.39	\$93.90	Fantasea #FSC-840		AWARD
117	10	PK LOTION WARMER CUPS, 25/Pk, White FantaSea , Reference No. Burmax #FSC448 or approved equivalent.	\$1.18	\$11.80	Fantasea #FSC448		AWARD
120	50	EA TRAVEL BOTTLE SET, 7 Piece, Includes: 1 Pump Btl, 1 Spray Btl, 1 Flip Cap Btl, 2 Twist Cap Btls, 2 Jars, Reusable Travel Pouch Soft n Style , Reference No. Burmax #8069 or approved equivalent.	\$1.94	\$97.00	Soft n Style #8069		AWARD
121	100	EA WAVE TIMER, 60 Minute, w/Bell, Translucent, Wave Design, Asst Color Soft n Style , Reference No. Burmax #T-18 or approved equivalent.	\$2.37	\$237.00	Soft n Style #T-18		AWARD

Items Bid On in Category: 7

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$790.08

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
OTHER SUPPLIES-WCWC							
213	25	EA CHAIRBACK COVER, Vinyl, Round, Clear, Strong, Waterproof ScalpMaster , Reference No. Burmax #3060 or approved equivalent.	\$1.65	\$41.25	ScalpMaster #3060		AWARD
214	4	EA CHAIRBACK COVER, Vinyl, Square, Clear, Strong, Waterproof ScalpMaster , Reference No. Burmax #3061 or approved equivalent.	\$1.65	\$6.60	ScalpMaster #3061		AWARD
215	1	CTN COOL BREEZE ASTRINGENT, Skin Anti-Septic, Cleanser & Refresher, 1 Gal, 4 Gal/Ctn ProNail Nail Systems , Reference No. Burmax #C01P-01680 or approved equivalent.	\$109.19	\$109.19	Chemco/ProNail #C01P-01680	Vendor Comments: Price includes hazmat fee	AWARD
216	25	EA MANIKIN, Color Training, Debra, Level 12, 17-19" Long, 100% Human Hair Celebrity , Reference No. Burmax #D804-BL or approved equivalent.	\$33.16	\$829.00	Celebrity #D804-BL		AWARD
217	25	EA MANIKIN, Debra, Level 5, 17-19" Long, 100% Human Hair Celebrity , Reference No. Burmax #D804 or approved equivalent.	\$33.84	\$846.00	Celebrity #D804		AWARD
218	25	EA MANIKIN, Tyrone, Tight Curl, Level 2, 100% Human Afro Hair w/Beard Celebrity , Reference No. Burmax #E339 or approved equivalent.	\$50.87	\$1,271.75	Celebrity #F339		AWARD
219	30	EA TRAVEL BOTTLE SET, 7 Piece, Includes: 1 Pump Btl, 1 Spray Btl, 1 Flip Cap Btl, 2 Twist Cap Btls, 2 Jars, Reusable Travel Pouch Soft n Style , Reference No. Burmax #8069 or approved equivalent.	\$1.94	\$58.20	Soft n Style #8069		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
OTHER SUPPLIES-WCWC							

Items Bid On in Category: 7

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$3,161.99

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
SKIN CARE-WC							
124	2	DZ HAND MIRROR, XL, Heavyweight Plastic, Black, 8" H x 9 " W, Single Sided, Long Handle, Oval Face Soft n Style , Reference No. Burmax #7703-BK or approved equivalent.	\$49.32	\$98.64	Soft n Style #7703-BK		AWARD
125	10	PK HEAD BANDS, Disposable w/Velcro Closure, White, 48/PK FantaSea , Reference No. Burmax #FSC472 or approved equivalent.	\$12.20	\$122.00	Fantasea #FSC472		AWARD
126	50	SETS LASH APPLICATOR KIT, 4 Pc, Includes: 3 1/2", SS Scissor, 4 1/4" SS Lash Applicator, 4" SS Dual Tip Tweezer, Lash Curler w/5 Rubber Replacement Pads Beauty Inspo , Reference No. Burmax #BI-LAK or approved equivalent.	\$2.27	\$113.50	Beauty Inspo #BI-LAK		AWARD
127	50	EA OFRA Dual Action Cleanser, Hypoallergenic, 2 in 1, Deep Cleansing, Pore Minimizing Ofra , Reference No. Marianna #130287 or approved equivalent.	\$8.21	\$410.50	Ofra #OF4030		AWARD
128	50	EA OFRA Pro Foaming Kiwi Cleanser, Foaming, Hypoallergenic, Normal to Dry Skin and All Skin Types Ofra , Reference No. Marianna #130288 or approved equivalent.	\$8.21	\$410.50	Ofra #OF4032		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
SKIN CARE-WC							
129	50	EA	PARIS CLASSIC EYELASH KIT: 015 Mixed Classic Lash Tray-CC Curl, 0.15 Mixed Classic Lash Tray-C Curl, Sterile Cleanser, Fusion Adhesive, Cream Adhesive Remover, 3 Pc Tweezer Set w/Case, Foam Eyepads, Disposable Lip Applicators, Eyelash Brush Wands Paris , Reference No. Marianna #071422 or approved equivalent.	\$143.75	\$7,187.50	3D Beauty #3D-52106 DEVIATION FROM SPEC	AWARD

Items Bid On in Category: 6

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$8,342.64

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
SKIN CARE-WCWC							
220	10	EA ENZYMATIC PUMPKIN PEEL, 6 Oz, Exfoliating Peel, Made w/Pumpkin Enzymes Ofra , Reference No. Burmax #OF899136 or approved equivalent.	\$26.33	\$263.30	Ofra #OF899136		AWARD
221	10	EA ESSENTIAL TONER, pH Balancing, 16 Oz Ofra , Reference No. Burmax #OF80222 or approved equivalent.	\$10.03	\$100.30	Ofra #OF80222		AWARD
222	10	EA EYE MAKEUP REMOVER, Instant, 16 Oz, Gentle Ofra , Reference No. Burmax #OF80611 or approved equivalent.	\$11.20	\$112.00	Ofra #OF80611		AWARD
223	10	EA GLORIOUS MASSAGE CREAM, 6 Oz Ofra , Reference No. Burmax #OF80911 or approved equivalent.	\$11.29	\$112.90	Ofra #OF80911		AWARD
224	10	EA MINERAL MUD MASK, 6 Oz Ofra , Reference No. Burmax #OF41018 or approved equivalent.	\$8.15	\$81.50	Ofra #OF41018		AWARD
225	10	EA MOISTURE REPAIR MASK, Hydrating, 6 Oz, For Normal, Dry or Sensitive Skin Ofra , Reference No. Burmax #OF80834 or approved equivalent.	\$15.05	\$150.50	Ofra #OF80834		AWARD
226	10	EA MOISTURIZER, Oil Free, 6 Oz, Lightweight, Hydrating Ofra , Reference No. Burmax #OF80255 or approved equivalent.	\$11.92	\$119.20	Ofra #OF80255		AWARD
227	10	EA SOFT PEARL PEEL, Gentle, Exfoliating Cream, All Skin Types, For Face & Neck, 6 Oz Ofra , Reference No. Burmax #OF899123 or approved equivalent.	\$15.05	\$150.50	Ofra #OF899123		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
SKIN CARE-WCWC							
228	10	EA VITAMIN C CLEANSER, Gentle, 16 Oz, Removes Dirt, Oil & Makeup Ofra , Reference No. Burmax #OF80211 or approved equivalent.	\$12.54	\$125.40	Ofra #OF80211		AWARD
229	10	EA VITAMIN C CREAM, 6 Oz, Brightens, Adds Moisture, Anti-Aging Ofra , Reference No. Burmax #OF80217 or approved equivalent.	\$23.74	\$237.40	Ofra #OF80217		AWARD

Items Bid On in Category: 10

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$1,453.00

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
WAXING-WC							
130	10	EA CLEANER, Sure Clean, All Purpose, Surface Cleanser, Cleans & Maintains Warmer, Removes Residue 16 oz GiGi , Reference No. Burmax #GG-0750 or approved equivalent.	\$7.47	\$74.70	GiGi #GG-0750		AWARD
131	30	PKG EPILATING STRIPS, Lip & Brow, Non-Woven, Extra Small, 100/Pk FantaSea , Reference No. Burmax #FSC703 or approved equivalent.	\$0.67	\$20.10	FantaSea #FSC703		AWARD
132	4	BX PARAFFIN LINERS, Pop Up, 6"W x 15"L, Clear, Disposable, 100/Bx FantaSea , Reference No. Burmax #FSC648 or approved equivalent.	\$3.67	\$14.68	FantaSea #FSC648		AWARD
133	6	EA PARAFFIN WAX, Lavendar, 1 Lb FantaSea , Reference No. Burmax #FSC639 or approved equivalent.	\$2.23	\$13.38	FantaSea #FSC639		AWARD
134	5	EA PARAFFIN WAX SPA, Thermostat Controlled, Holds 6 Lbs Wax Satin Smooth , Reference No. Burmax #CPJBPB10 or approved equivalent.	\$46.24	\$231.20	Satin Smooth #CPJBPB10		AWARD
135	2	CS TOWELS, Disposable, Made w/Interwoven Fibers, 15 3/4" x 31 1/2", 600/CS Soft n Style , Reference No. Burmax #TOW-50 or approved equivalent.	\$115.68	\$231.36	Soft n Style #TOW-50		AWARD
136	10	EA WAX, Honee, All-Purpose, All Natural Formula, Contains Bees Wax, 14 oz GiGi , Reference No. GG-0330 or approved equivalent.	\$10.38	\$103.80	GiGi #GG-0330		AWARD

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
 Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
WAXING-WC							
137	2	KIT WAX APPLICATOR KIT, 350 Piece, Wooden Sticks, Including: 150 Small, 100 Medium, 100 Large, Reusable Storage Case w/3 Compartments FantaSea , Reference No. Burmax #FSC294 or approved equivalent.	\$5.63	\$11.26	FantaSea #FSC294		AWARD
138	30	PK WAXING APPLICATOR STICKS, Wood, Medium, 100 Ct, 3/8" W x 4-1/2" L FantaSea , Reference No. Burmax #FSC623 or approved equivalent.	\$0.78	\$23.40	FantaSea #FSC623		AWARD

Items Bid On in Category: 9

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$723.88

**SEALED BID No. SB-02-25 - Cosmetology Supplies & Equipment
Tabulation Sheet by Vendors Grouped by Category - Awarded Vendors**

BURMAX COMPANY, INC. - Holtsville, NY - Vendor #00186

Vendor Number: 00186

Line #	Quantity	Unit Description	Unit Cost	Ext. Cost	Brand/Model	Notes	AWARD
WAXING-WCWC							
230	5	EA CLEANER, Sure Clean, All Purpose, Surface Cleanser, Cleans & Maintains Warmer, Removes Residue 16 oz GiGi , Reference No. Burmax #GG-0750 or approved equivalent.	\$7.47	\$37.35	GiGi #GG-0750		AWARD
231	15	PKG EPILATING STRIPS, Lip & Brow, Non-Woven, Extra Small, 100/Pk FantaSea , Reference No. Burmax #FSC703 or approved equivalent.	\$0.67	\$10.05	FantaSea #FSC703		AWARD
232	2	CS TOWELS, Disposable, Made w/Interwoven Fibers, 15 3/4" x 31 1/2", 600/CS Soft n Style , Reference No. Burmax #TOW-50 or approved equivalent.	\$115.68	\$231.36	Soft n Style #TOW-50		AWARD
233	10	EA WAX, Honee, All-Purpose, All Natural Formula, Contains Bees Wax, 14 oz GiGi , Reference No. GG-0330 or approved equivalent.	\$10.38	\$103.80	GiGi #GG-0330		AWARD
234	2	KIT WAX APPLICATOR KIT, 350 Piece, Wooden Sticks, Including: 150 Small, 100 Medium, 100 Large, Reusable Storage Case w/3 Compartments FantaSea , Reference No. Burmax #FSC294 or approved equivalent.	\$5.63	\$11.26	FantaSea #FSC294		AWARD
235	10	PK WAXING APPLICATOR STICKS, Wood, Medium, 100 Ct, 3/8" W x 4-1/2" L FantaSea , Reference No. Burmax #FSC623 or approved equivalent.	\$0.78	\$7.80	FantaSea #FSC623		AWARD

Items Bid On in Category: 6

BURMAX COMPANY, INC. - Holtsville, NY Lot Total: \$401.62

Total Items Bid On: 201

BURMAX COMPANY, INC. - Holtsville, NY Grand Total: \$85,298.87



**Weatherford College Board of Trustees
Consent Agenda**

DATE: September 12, 2024

AGENDA ITEM #5.j.

SUBJECT: Cooperative Contract Offers for Purchase of Motor Coach Bus #RFO-01-24

INFORMATION AND DISCUSSION: Pursuant to the authority granted under State of Texas Government Code, Chapter 791 Interlocal Cooperation Contracts, as amended, Weatherford College requested cooperative contract offers from four (4) companies with awarded contracts for purchase of a motor coach bus to replace the 38-passenger bus that will transport our athletic teams and student groups. Two (2) offers were received from ABC Bus, Inc. and Motor Coach Industries, Inc. as follows:

ABC Bus, Inc.	\$577,339.22
Motor Coach Industries, Inc.	\$661,745.00

A bus acquisition committee was formed, which includes Anthony Bigongiari, Chief of Police; Penny Garcia, Bus Driver/Fleet Coordinator; Jeff Lightfoot, Head Baseball Coach/Assistant Athletic Director; Kailee May, Head Volleyball Coach; and Christine Endy, Upward Bound Director. This committee is currently reviewing and evaluating the two offers submitted. A recommendation will be forthcoming from the committee to board members before the board meeting next week, no later than Wednesday, September 11, 2024.

RECOMMENDATION: To be determined

ATTACHMENTS: Tabulation of Offers from Cooperative Contract Awarded Vendors

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President of Financial & Administrative Services and Jeanie Hobbs, Director of Purchasing

**REQUEST FOR OFFERS No. RFO-01-24 -
Tabulation Sheet by Vendors Grouped by Category**

Vendor Number: JH016

ABC Bus Companies - Grand Prairie, TX - Vendor #JH016

Line #	Quantity	Unit	Description	Unit Cost	Ext. Cost	Tie	Brand/Model	Notes	Recommendation
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1	1	EA	Motor Coach Bus w/Minimum 50 Passenger Seating. See attached Proposed Motor Coach Specs. MCI, Reference No. J Series Limo Package or approved equivalent.	\$574,076.72	\$574,076.72		Van Hool CX45	Vendor Comments: Quote No. 499686 ABC	
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2	1	EA	Trade-In of 2020 Freightliner M2-106 Shuttle Bus; VIN #3ALACWFD9LDLC2978; 25,000 Miles; Seats 38 plus Driver; Cummings Engine 66.7 #74495786; Gross Weight is 20,380	\$0.00	\$0.00			Vendor Comments: No Trade-In	
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3	1	EA	Delivery Fee of New Motor Coach to Weatherford College, 225 College Park Drive, Weatherford, TX 76086	\$3,262.50	\$3,262.50			Vendor Comments: First hour of driver training is included with any new coach purchase. We also offer a full day of Van Hool Coach - Driver Familiarization Class for \$1,600.	
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4	1	HR	Cost Per Hour for Hands-On Driver Training of Weatherford College Bus Driver	\$0.00	\$0.00			Vendor Comments: 180 Days	
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5	1	EA	Delivery Time After Receipt of Purchase Order						
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Items Bid On in Category: 5 ABC Bus Companies - Grand Prairie, TX Category Total: \$577,339.22

Total Items Bid On: 5 ABC Bus Companies - Grand Prairie, TX Grand Total: \$577,339.22

**REQUEST FOR OFFERS No. RFO-01-24 -
Tabulation Sheet by Vendors Grouped by Category**

Motor Coach Industries, Inc. (MCI) - Des Plains, IL - Vendor #JH017

Vendor Number: JH017

Line #	Quantity	Unit	Description	Unit Cost	Ext. Cost	Tie	Brand/Model	Notes	Recommendation
1	1	EA	Motor Coach Bus w/Minimum 50 Passenger Seating. See attached Proposed Motor Coach Specs. MCI , Reference No. J Series Limo Package or approved equivalent.	\$661,745.00	\$661,745.00		MCI J4500	Vendor Comments: Quote No. 1 Plus any applicable duties & taxes. A Flush LAV is not available.	
2	1	EA	Trade-In of 2020 Freightliner M2-106 Shuttle Bus; VIN #3ALACWFD9LDLC2978; 25,000 Miles; Seats 38 plus Driver; Cummings Engine 66.7 #74495786; Gross Weight is 20,380					Vendor Comments: \$10,000 Trade-In	
3	1	EA	Delivery Fee of New Motor Coach to Weatherford College, 225 College Park Drive, Weatherford, TX 76086	\$0.00	\$0.00			Vendor Comments: Included in proposal sell price.	
4	1	HR	Cost Per Hour for Hands-On Driver Training of Weatherford College Bus Driver	\$0.00	\$0.00			Vendor Comments: Included in proposed sell price.	
5	1	EA	Delivery Time After Receipt of Purchase Order					Vendor Comments: On or before October 31, 2024.	

Items Bid On in Category: 5

Motor Coach Industries, Inc. (MCI) - Des Plains, IL Category Total: \$661,745.00

Total Items Bid On: 5

Motor Coach Industries, Inc. (MCI) - Des Plains, IL Grand Total: \$661,745.00



Weatherford College Board of Trustees

DATE: September 12, 2024

AGENDA ITEM #6

SUBJECT: Consideration and Possible Action: Authorization of Architectural Design Services for New Student Center and Adjacent Parking Lots

INFORMATION AND DISCUSSION: As required by the Texas Government Code 2267.052, the Board of Trustees, on or before the selection of a construction manager-at-risk, is required to select or designate an architect or engineer to prepare the construction renderings for the project. The administration has been in discussion with our selected architects, Huckabee & Associates, Inc., regarding design of a new Student Center and adjacent parking lots.

RECOMMENDATION: That the Board of Trustees authorize Huckabee & Associates, Inc. to proceed with architectural design services for the new Student Center and adjacent parking lots.

ATTACHMENTS: None.

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President for Financial & Administrative Services



Weatherford College Board of Trustees

DATE: September 12, 2024

AGENDA ITEM #7

SUBJECT: Consideration and Possible Action: Resolution Declaring the Official Intent of the College to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the College

INFORMATION AND DISCUSSION: Tania Askins with Hilltop Securities, Inc. and Hasan Mack with McCall Parkhurst & Horton will be present at the September 12, 2024 Board meeting to discuss the financing of the new Student Service/Union Center including parking and related facilities. Since a final Guaranteed Maximum Price (GMP) will not be available until further work has been finalized, it is recommended that a Resolution expressing the College's official intent to reimburse certain expenditures relating to the new Student Service/Union Center including parking and related facilities be passed by the Board of Trustees. The passage of this Resolution will allow such payments for consultant fees, architect fees, construction managers at risk (CMAR) fees, equipment, and any other payments associated with the construction of the facilities be reimbursed at the time the revenue bond is issued. Attached you will find a copy of the Resolution Expressing Official Intent to Reimburse Certain Expenditures.

RECOMMENDATION: That the Board of Trustees approve the Resolution Expressing Official Intent to Reimburse Certain Expenditures.

ATTACHMENTS: Resolution Expressing Official Intent to Reimburse Certain Expenditures.

SUBMITTED BY: Dr. Andra R. Cantrell, Executive Vice President for Financial & Administrative Services

**RESOLUTION EXPRESSING OFFICIAL INTENT TO
REIMBURSE CERTAIN EXPENDITURES**

WHEREAS, the Board of Trustees (the "Board") of the Parker County Junior College District (the "District") has identified certain projects described in Exhibit A hereto (the "Projects") for which it may be advantageous for the District to expend lawfully available funds on all or a portion thereof with the current intent of reimbursing the District for such expenditures from the proceeds of a future debt issuance;

WHEREAS, Section 1201.042(c) of the Texas Government Code allows the District to reimburse itself with the proceeds of a legally authorized debt issuance for expenditures attributable to the projects such as the Projects that have been previously paid or incurred by the District;

WHEREAS, additionally, federal tax law allows for the proceeds of tax-exempt debt to be used to reimburse the District for prior expenditures made for projects if the Board expresses a prior official intent to make such reimbursements and the reimbursements occur within the time period required by federal tax law;

WHEREAS, the Board desires to adopt this resolution to establish its intent that the District reimburse itself with the proceeds of a future debt issuance in connection with the Projects; and

WHEREAS, the Board finds, considers and declares that the reimbursement of the District for the payment of such expenditures will be appropriate and consistent with the lawful objectives of the District and, as such, chooses to declare its intention, in accordance with the provisions of Section 1.150-2 of the Treasury Regulations, to reimburse itself for such payments at such time as it issues debt to finance the Projects;

THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PARKER COUNTY JUNIOR COLLEGE DISTRICT:

Section 1. The District reasonably expects to incur debt, as one or more separate series of various types of obligations, with an aggregate maximum principal amount not to exceed \$25,000,000 for the purpose of paying the costs of the Projects.

Section 2. All costs to be reimbursed pursuant hereto will be capital expenditures. No tax-exempt obligations will be issued by the District in furtherance of this Resolution after a date which is later than 18 months after the later of (1) the date the expenditures are paid or (2) the date on which the property, with respect to which such expenditures were made, is placed in service.

Section 3. The foregoing notwithstanding, no tax-exempt obligation will be issued pursuant to this Resolution more than three years after the date any expenditure which is to be reimbursed is paid.

PASSED AND APPROVED THIS _____, 2024.

President, Board of Trustees
Parker County Junior College District

EXHIBIT A

Costs associated with the acquisition, construction, equipping, or furnishing of a student service/union center, including any parking facilities or other related facilities supporting such service/union center.



Weatherford College Board of Trustees
Consent Agenda

DATE: September 12, 2024

AGENDA ITEM #8.a.

SUBJECT: **Wise County, Academics, and Student Services Update**

INFORMATION AND DISCUSSION:

Program Updates:

Wise County:

Program Updates

- The testing center administered 184 tests in July as compared to 117 tests in July 2023. August 2024 there were 127 tests administered as compared to 123 in August 2023.
- WCWC Workforce had 25 local high school students start the Patient Care Technician program in August. The majority of the students are from Bridgeport High School and they come to WCWC for the program. We are grateful for the partnerships with the local ISDs.
- WCWC had an increase in dual credit enrollments and up from 146 students to 187.
- WCWC enrollment for academic classes was slightly up by about 2%. WCWC saw an overall increase from 505 students to 637 with academic students and workforce education students combined.
- WCWC had 80 new ADN students start this fall. In addition, there are approximately 67 Level IV ADN students who will graduate this December.
- WCWC had a busy and fun Welcome Week September 3-5. Students received free t-shirts, ice cream and popcorn and prizes for bingo and raffles.

Academics (Office of the Executive Vice-President):

- Partnership updates

Weatherford College will be meeting with the University of Texas at Arlington on October 18th to discuss the partnership and program articulation opportunities between our institutions.

Other Updates

- The Watermark implementation team (Drs. Jones, Parsons, and Ydoyaga) have met weekly with faculty and student services to learn how to use the Planning and Self Study



module to assess student learning in compliance with SACSCOC standards. Next module will be the deployment of evaluations, promotion and rank.

- A special thank you to our Connections Week Committee for a robust week of professional development with fun and engaging activities. A special thank you to the committee for their engagement and amazing ideas. Next up will be First Fridays to continue to enhance professional development and ongoing learning at Weatherford College. Some highlights included:

- Breaking Down Barriers to Promote Student Success
 - Canvas Lab Workshops, New Features and Shell Training
 - Connections Students to Resources – ROOTS QEP
 - Can Nutrition Labels Encourage Healthier Eating Habits?
 - Further than Chat GPT and Generative AI workshops
 - Mail Art – The Historical and Contemporary Use of the USPS
 - Navigating the Impact of Foundational Education on College-Level Learning
 - Open Educational Resources
 - Success, Challenges and Solutions: Prepare for the Academic Year with WCLC
 - Trading Places
 - EVP of Academic Services Hot Topics and Watermark Training Sessions
 - Self Defense, AED and Stop the Bleed Training
 - Tours of Workforce Education, Art Walk, and Workforce Solutions Resources
-
- President Farmer and Dr. Ydoyaga met with the academic departments during Connections Week to greet faculty and answer specific department questions.



- Dr. Ydoyaga met with the Faculty Senate President, Christel Brenner, and Vice President, Scott Williams, on September 3rd to discuss recent updates for Weatherford College. The Faculty are very thankful for the 7% pay increase and the overall spirit at the college.
- Dr. Ydoyaga participated in the Governor’s Small Business Summit on September 5th on a session titled “Recruiting, Training and Retaining Employees in Today’s Economy.”

Emerging Technologies and Workforce

- The Cosmetology Program is running 3 cohorts this fall semester: a morning cohort, afternoon cohort of high school students from Springtown ISD, and an evening cohort which also meets every Saturday. Students are wait-listed to get into the program. Program Director, Valarie Hopkins and her instructors are doing a fantastic job. Kudos to Karen Wells who processed and registered all the students.
- BAAS ORGL: Cohort 3 has entered their final year of the program. Cohort 4 is starting their first year.
- Dr. Philip Mathew was selected as a Year 1 Texas OER Fellow – sponsored by the Texas Higher Education Coordinating Board’s Division of Digital Learning. The program starts this month and meets through 2024-2025.
- **AAS degree in Robotics & Automation Engineering:**
 - Enrolled its largest cohort to date: 11 first-semester students!
 - Started our first 3rd-semester cohort in Advanced courses
- **AAS degree in Welding Technology:**
 - Experiencing a robust enrollment, including all classes full and a waiting list.



- We started our first 3rd-semester cohort in Advanced courses, including Robotics Welding
 - G.R.I.T. And Dual Credit continue to see robust enrollment and growth
- **Drones/4-D Mapping**
 - Enrolled its largest Drone/4-D Mapping class in late Summer
- **Computer-Aided Drafting & Design Program**
 - Continues to see robust enrollment at max capacity with a waiting list
 - Continued working with area businesses for employment and internship opportunities
- **Industrial Maintenance & Automation Technician Program**
 - Continues to see steady enrollment
- **HVAC Program**
 - Has seen a 400% increase in enrollment from its beginning
 - Running two full classes with enough students on the waiting list for two more classes (27 enrolled; 25 on a waiting list)!
 - Summer HVAC student interned at CBRE and hired on as Full-Time HVAC staff for the new Dorms!
 - 100% EPA 608 Exam Pass Rate and 100% jobs upon graduation
- **Machining/CNC Machining Program**
 - Continues to see steady enrollment each term
 - 100% jobs upon graduation
- **Basic Welding Program**
 - Experiencing a Robust Enrollment including all classes full



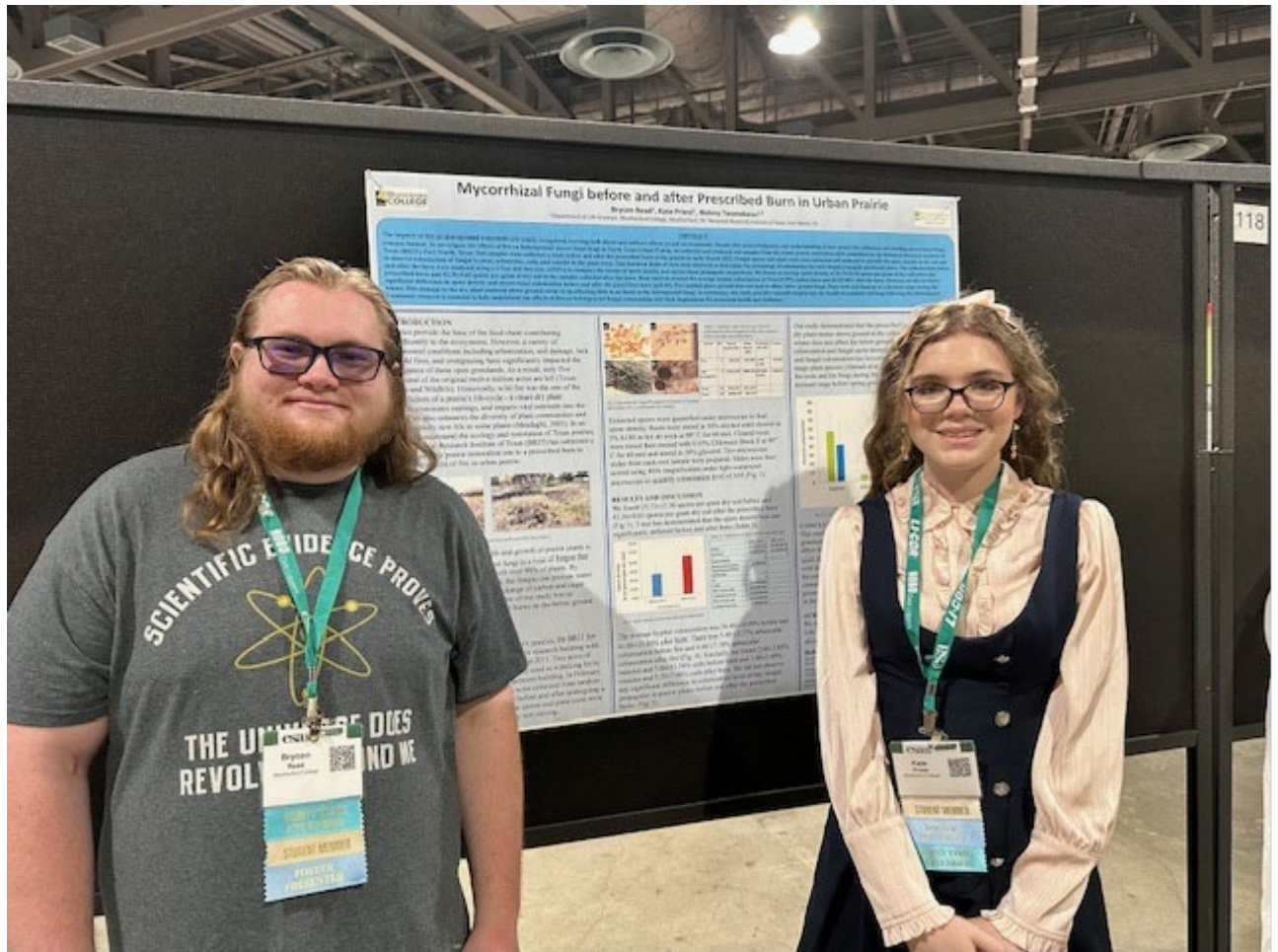
- Continued working with area businesses for employment and internship opportunities
- **Logistics Program**
 - Continued steady enrollment, specifically from our business partners who express the need for highly-trained workforce personnel
- **Certified Production Technician Program**
 - Launched this new program in the Fall 2024 semester to a full first-year cohort, plus on-site, on-demand delivery of training at service area businesses

*TRUE Grant funding has played a vital role in helping student fund their programs

Humanities and Sciences

- Due to the increased registration demand, 9 new course sections across various departments were opened the Friday before the Fall Semester began. Additionally, faculty members increased the student capacity in 7 different online courses to accommodate additional students.
- Dr. Dana Brewer, Department Chair of Humanities, was appointed to serve as Interim Department Chair of Social Sciences. Dr. Brewer's ability and willingness to balance multiple roles is highly appreciated.
- Shelley Hampe, Department Chair of Physical Sciences, is preparing her department to launch pre-engineering courses, beginning Spring 2025. These courses support the WC-to-UTA engineering pathway.
- Dr. Dedric Taylor, WCWC Life Sciences Instructor, met with UNTHSC to continue planning a rural health pre-medical pathway for Weatherford College students.

- Dr. Bishnu Twanbasu and two of his biology students presented research on Mycorrhizal fungi at an ecology conference. The conference allowed the students to share their research conducted at the Botanical Research Institute of Texas (BRIT), Fort Worth.



Fine Arts and Community Relations

- Dr. Yein Lee from the University of North Texas Health Science Center presented to more than 80 Weatherford College students and faculty regarding proper technique for musicians in order to prevent injury due to repetitive motion in music or impact injuries in areas such as dance.



- On September 5th, the Fine Arts Department hosted an art reception in the lobby of the Alkek from 5:30pm until 7:00pm. Works by two local artists, Michael Oats and Trista Towles, are on exhibit. The reception and show were held in Texas Hall and was well attended by the community.

eLearning, Education, and Dual Credit

- Dual credit had a record 2100+ students enroll in WC classes this fall, an astounding 40% growth compared to fall 2023. Thank you to Dr. Lock, Dana Orban, and student services staff at both campuses for managing this explosive growth. The high success rate of dual credit students bodes well for performance funding under HB8.
- This fall, the college rolled out a new, common Canvas blueprint for all WC classes. This joint effort between eLearning and Tech Services helps students have a more cohesive, user-friendly online experience across their classes.
- The BAAS in Early Childhood Education and Teaching (ECET) enrolled its second cohort. Cohort 2 doubled the number of students from Cohort 1, for a total of 36 students in the BAAS program in only its second semester. Great job, Dr. Hancock!
- Our AAT pathway, a pipeline to the BAAS ECET, is filling with students eager to earn excellent teaching credentials at community college tuition rates. Our numbers in introductory education courses have almost doubled from Fall 2023.
- The Academic Support Center maximized remaining FY24 funds to replace four outdated laptops with new devices better able to meet student needs.

Health and Human Sciences

- The redesign of our Cardio-Vascular Program is well on its way and will begin this Spring. We will be applying for National Accreditation through JRC-DMS this Spring.



- Our new evening VN program is full and proceeding along very well. Also, the VN program is applying for National Accreditation through ACEN this Spring.
- Our new evening LVN to RN program is also full and proceeding along well.
- We have three new program directors who are doing an excellent job moving their programs forward. Doug Soloman, Cardiovascular. Kaylee Black, Radiology Technology.

Melanie Sharp, Associate Degree Nursing.

- The Health and Human Sciences Division is planning a campus wide Health Fair for the Spring of 2025. More information to come.
- The Substance Abuse Counseling and Human Service Provider program is starting classes on the WCWC campus this Fall.

Institutional Effectiveness

- A team from Weatherford College will be attending the SACSCOC Annual meeting to begin preparation for our 5th year report.
- Drs. Lock and Jones will attend the SACSCOC Substantive Change workshop.
- The Watermark team just completed the implementation for Planning and Student Success and the first module of Faculty Success.

Student Services:

Enrollment Management

Admissions and Advising:

- In the month of August, Admissions provided advising for 1,157 students.
- Received 859 applications for admission and processed 860 applications.

Registrar's Office:



-223 students officially graduated or earned a credential for the summer.

Financial Aid (months of May and June):

-Pell: In August, processed 1,576 application and awarded 815.

-Awards: 412 scholarships awarded during the month. 119 in Workforce aid.

Veterans Affairs:

655 calls, 87 walk-ins, and 235 emails.

Disability Services:

Currently have 251 students that have been processed through for disability services.

TRIO:

-Student Support Services:

New Student Intakes: SSS is actively working on completing the new student intakes for their 2024-2025 cohort with a focus on ensuring a smooth onboarding process for all incoming students.

Individual Development Plans (IDPs): They are in the process of completing Individual Development Plans with both new and returning students. Those plans are crucial for setting personalized goals and tracking their progress throughout the year.

-Talent Search:

August was a busy month for TALENT SEARCH as our counselors were back in schools and busy recruiting.

Recruited 77 students in August.

Received the GAN (Grant Award Notification) and preparing the budget to send to the Department of Education.

-Upward Bound (UB):

Upward Bound has seen many of its students get accepted into various universities, many on scholarships as well as here at WC. Below is a list of some of those students for this coming academic year:

Justin Harwell from Mineral Wells has been awarded a Texas TRIO scholarship to attend UT-Arlington, where he will study Mechanical Engineering.

Miguel Montes from Mineral Wells is attending Weatherford College, supported by a Texas Bank Foundation Scholarship and a WC Jazz Band scholarship.

Abigail Smirl from Springtown has earned a generous band scholarship to Tyler Junior College, where she plans to pursue a career as a high school band director.

Catherine Trejo from Springtown is attending Weatherford College. You may be able to spot her on campus as a Student Ambassador. She dreams of becoming an architect.



Isaac Buchanan from Azle and **Zach Schlotter** from Springtown are both beginning their Aerospace Engineering studies at UT-Arlington, with aspirations of contributing to the space race to Mars.

Jaden Salazar from Mineral Wells is also headed to UT-Arlington to study Mechanical Engineering.

Jayden Morazzano from Millsap is on her way to Texas A&M, where she will pursue her goal of becoming a veterinarian.

Yair Hernandez and **Zane Sudduth**, both from Springtown and both pursuing Engineering degrees, are off to Texas Tech University—best friends forever.

Student Development and Wellness:

Coyote Care Center:

-Coyote Mental Health Center:

53 contacts in person/zoom sessions

66 contacts by email/phone

2 contacts from walk-ins

1 risk assessment

29 current caseloads

-Coyote Clinic:

23 patients in August.

Present at Move-in Days to make sure that no one overexerted themselves.

Student Ambassadors:

-The new set of ambassadors received their training last week and are now providing tours. They also were nice enough to help during the move-in days.

Madison Enriquez from Mineral Wells is attending Tarleton State University on a band scholarship.

Ava Kelley from Springtown has joined Cisco Junior College on a cheerleading scholarship.

Testing:

618 tests of various types were administered by the Testing Center.

International:

60 International students plus

Education Navigation (Catholic Charities):

-33 current students are being advised and provided assistance.

Numbers with Heart:



**Weatherford College Board of Trustees
Report**

DATE: September 12, 2024

AGENDA ITEM # 8b

SUBJECT: Workforce Education Updates

INFORMATION AND DISCUSSION:

Workforce Education Initiatives:

- I. Grant opportunities
 - a. Texas Higher Education Coordinating Board
 - i. TRUE Grant – Consortium with Grayson College and Vernon College
 - ii. TRUE Grant – Solo
 - b. North Texas Council of Governments
 - i. Youth Career Exploration Event 2024 host site
 - c. Texas Workforce Commission
 - i. Skills for Small Business Grant
 - ii. Childcare Grant
- II. New programs
 - a. Certified Logistics Technician
 - b. Industrial Certified Production Technician
 - c. Recovery Support Peer Specialist
 - d. Bookkeeping and QuickBooks
 - e. Computer Skills
 - f. Micro credentialing
 - i. Welding
 - ii. Machining
 - iii. CADD
- III. Program enrollment and completion
 - a. Health Professions
 - b. Industrial and Automation
 - c. General Workforce
 - d. Corporate College
- IV. Outreach
 - a. WISD Adult Education
 - b. Workforce Solutions of North Central Texas
 - c. Parker County System of Care Counselors' Summit
 - d. CTE Educators Summit
- V. Robotics demonstration



ATTACHMENTS: Power Point presentation

SUBMITTED BY: Meryll Carson



Department Highlights Fiscal Year 23-24



Grant Opportunities

- **Texas Workforce Commission**

Skills for Small Business Grant Award (07/01/24 - 06/30/25): **\$189,000** [Students served to 2023-24: 80]

- **Texas Higher Education Coordinating Board**

Texas Reskilling and Upskilling through Education (TRUE) Grant (01/2024 – 12/2024):

Consortium (Grayson, Vernon): **\$113,900** [Students served to date: 78]

Solo: **\$250,000** [Students served to date: 129]

- **North Texas Council of Governments / Workforce Solutions of North Central Texas**

Youth Career Exploration Event Grant (09/20/2024): **\$10,000** [Anticipated attendance: 500]

New Programs

Certified Logistics Technician (hybrid)

- Three cohorts
- 24 students to date

Industrial Certified Production Technician

- 12 students on campus
- 11 students at Parker Hannifin

Recovery Support Peer Specialist

- Unity Recovery instruction
- 320 contact hour program

Micro-credentialing

- Shorter term programs with certification opportunity
- Meets guidelines for TRUE and HB8 reporting
- Welding, Machining/CNC Machining, CADD

Weatherford ISD Adult Education

- HSE course meets in the Emerging Technologies and Workforce building
- Intentional focus on Logistics, HVAC, Nurse Aide

Workforce Solutions of North Central Texas

- Collaborative efforts to better serve students

Counselors' Summit (Parker County System of Care)

- 100 guests from area school districts
- School counselors and school resource officers (SROs)

CTE Educators' Summit

- Aledo ISD and Weatherford ISD
- Over 75 participants

Outreach Efforts: Participated in and/or hosted 80 recruitment efforts / group tours

Health Professions

(Weatherford)

Program	Total Enrolled	Pass Rate
Certified Nurse Aide (CNA)	43 (up 19%)	37 (86%)
Medication Aide	12	11
Medication Aide Update	52	49
Clinical Medical Assistant (CMA)	30 (up 88%)	27 (90%)
Dental Assistant	23 (up 21%)	12 (+9 pending)
Pharmacy Technician	8	7
CPR	177	170



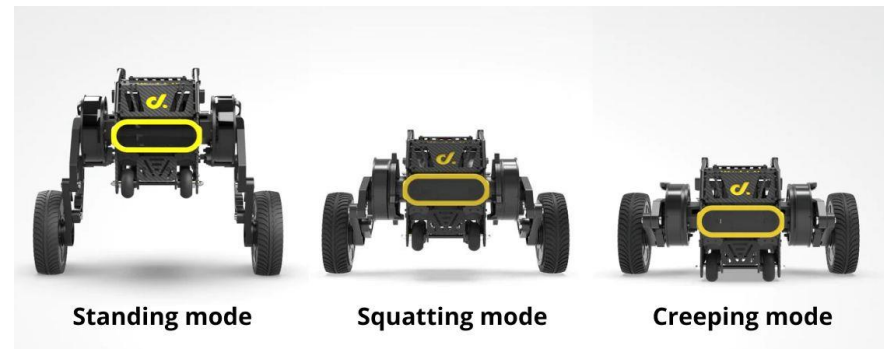
Corporate College

- Classes offered for local businesses including JAMAK, Imperial Construction, Integrated Machinery Solutions, ameriCARE [Students served to 2023-24: **183**]
- New childcare provider training classes offered at The Learning Experience, South Bowie Daycare [Students served to 2023-24: **25**]
- 2024 Workforce Advisory Committee: 56 representatives from area businesses participated
- 54 employers + 250 job seekers participated in Spring Career Fair
- Reintroduced Computer Skills course and Bookkeeping and QuickBooks program



Robotics & Automation

Program	Total Enrolled
Robotics and Automation AAS	11
IMAT	4
Welding AAS	74
Welding (Workforce)	41
TOTAL	130





Future Agenda Items or Meetings:

- BI (Legal) Access and Affordability Report
- Clery Act Report



Upcoming Events

September 13	Baseball – WC vs McLennan College (Roger Williams Ballpark, 7:00 p.m.)
September 14	Baseball – WC vs Howard College (Roger Williams Ballpark, 7:00 p.m.)
September 17	Presidential Luncheon (Alkek Theater, 11:45 a.m.)
September 19	Special Guest: Lynn Seaton (Alkek Theater, 5:30 p.m.)
September 21	Volleyball – WC vs Vernon College (Graber Athletic Center, 1:00 p.m.)
September 28	Volleyball – WC vs Ranger College (Graber Athletic Center, 1:00 p.m.)
October 3	WC Foundation Golf Tournament (Canyon West, 12:30 p.m.)
October 9	Volleyball – WC vs Hill College (Graber Athletic Center, 6:00 p.m.)
October 10	Art Show Reception: Richard Sukup (Alkek Texas Hall, 5:30 p.m.)
October 14	Ex-Students Luncheon (Alumni House, Noon)



**Weatherford College Board of Trustees
Closed Session**

DATE: September 12, 2024

AGENDA ITEM: #11.a.

SUBJECT: Deliberation of Real Property in Accordance with Government Code 551.072.

INFORMATION AND DISCUSSION: The Board may deliberate items regarding real property in accordance with Texas Government Code 551.072.

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Dan Carney, Chair of the Board of Trustees



**Weatherford College Board of Trustees
Closed Session**

DATE: September 12, 2024

AGENDA ITEM: #11.b.

SUBJECT: Deliberation of Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee in accordance with Government Code 551.074.

INFORMATION AND DISCUSSION: The Board may deliberate on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee as discussed in closed session.

RECOMMENDATION: None at this time.

ATTACHMENT: None.

SUBMITTED BY: Dan Carney, Chair of the Board of Trustees



Weatherford College Board of Trustees

DATE: September 12, 2024

AGENDA ITEM: #12

SUBJECT: Consideration and Possible Action: Real Property

INFORMATION AND DISCUSSION: The Board may decide to act on items that include real property.

RECOMMENDATION: None.

ATTACHMENT: None.

SUBMITTED BY: Dan Carney, Chair of the Board of Trustees



Weatherford College Board of Trustees

DATE: September 12, 2024

AGENDA ITEM: #13

SUBJECT: Consideration and Possible Action: Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee in accordance with Government Code 551.074.

INFORMATION AND DISCUSSION: The Board may decide to act on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee as discussed in closed session.

RECOMMENDATION: None at this time.

ATTACHMENT: None.

SUBMITTED BY: Dan Carney, Chair of the Board of Trustees



Adjourn