

TARRANT COUNTY COLLEGE DISTRICT

Meeting of the Board of Trustees

January 20, 2011

6:00 p.m.

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1. Call to Order. The Board of Trustees conducted its regular monthly meeting on January 20, 2011, in the District Office, May Owen Center, with Mr. Joe Hudson presiding. Other trustees present were Mrs. Louise Appleman, Mr. O.K. Carter, Mr. Bill Greenhill, Dr. Gwendolyn Morrison, Mrs. Kristin Vandergriff, and Mrs. Robyn Medina Winnett. Also present were Chancellor Erma Johnson Hadley and members of the TCCD staff.
 2. Public Comment. There were no public comments.
 3. Presentation on Student Access and Success and Administrative Programs and Projects
 - a. Northeast Campus, Student (Veterans) Success. Mrs. Hadley asked Dr. Larry Darlage, president of Northeast Campus, to introduce the presenter for this program, Mr. Jack Dalrymple, Director of the Weekend College at Northeast Campus, and also faculty advisor to the Student Veterans Group. He made a presentation highlighting the need for supporting student success of veterans at the community college level. The full presentation is available in the Supplemental Minutes Book (SMB). He reported that at TCC, there are currently 1,730 students on the GI bill. He said that the community college is the college of choice for most veterans because of (1) flexibility, (2) affordability, (3) demographics, and (4) curriculum. He described potential initiatives for student

veterans. He also addressed potential initiatives for student veterans at Tarrant County College.

Mrs. Winnett asked about the Hazelwood Act and how it affects students at TCC. Mr. Dalrymple explained that this act is specifically for Texas residents, and that there are various criteria used to determine eligibility. Mrs. Appleman inquired if there is an outreach program or other ways in which veterans find out about the Veterans Club and what they offer. He said that the Veterans Club works to help identify veterans who are enrolled at students at TCC.

Mrs. Appleman inquired if there is data to identify if veterans are taking credit or non-credit courses. He stated that courses have to be monitored and must be a part of a degree program in order to be included in the GI Bill. Mrs. Winnett asked if veterans also qualify for a Pell grant. He replied that the new post-911 GI bill was enacted to provide a full education and a living stipend for veterans and that there are about six different forms of the GI bill. Dr. Morrison congratulated Mr. Dalrymple for his efforts and offered the Board's support to help ensure success of veterans' programs in the District. Mr. Carter added that, with the impending downsizing of the military, TCC can expect increased enrollment of this particular population. Dr. Morrison stated that there should be better advertisement of the fact that veterans' benefits are often transferable to family members.

- b. Emergency Management Program. Dr. Bill Lace, Vice Chancellor for Administration, introduced Mr. Robie Robinson, Director of Emergency Management, who presented information about Tarrant County College's

Emergency Management Program. The full presentation is available in the SMB. He reminded the Board that Vision 2015 Goal 3, Strategy 3.9, was to Develop and Implement an Emergency Management Plan for the District. Mr. Robinson described the safety and security program at TCC and all the departments that are involved in that program. The National Incident Management System (NIMS) is under review. Homeland Presidential Security Directive No. 5 says that every political subdivision has to adopt NIMS and has to develop a process. Also, TCC must be compliant if the District is to be eligible for any federal grant money for security. Several NIMS training classes have already been conducted; more will be done. Board members will also have to complete NIMS training as a part of the federal requirement. Efforts will be coordinated district-wide for preparedness safety and prioritizing risks. There will soon be a NIMS resolution presented for Board adoption. The Emergency Management Program looks at ways to improve our processes for a safer environment, focusing our efforts to provide a learning environment to make our students successful. Mr. Greenhill inquired about the use of blue emergency touch pads; Mr. Robinson said we already have those in place. Mr. Greenhill asked if this program includes technology for such areas as monitoring electronic systems, including efforts regarding terrorism. The Information Systems Department handles that arena, according to Mr. Robinson. When Mrs. Vandergriff inquired if there was a particular date that TCC needs to meet the federal and state requirements for NIMS, Mr. Robinson stated that there is an implementation period, but not a specific deadline date at this point. Mr. Hudson asked if TCC has some

mechanism or some training for recognizing when a student is a potential threat. Mr. Robinson said that the Trinity River Campus has a “care team” that is designed to recognize and address such issues for all of TCC’s campuses.

4. Board Action Items and Board Related Items.

- a. Approval of Minutes of the Meeting of November 18, 2010. With no Board member objection, the Minutes were approved as written.
- b. Consent Agenda. The consent agenda includes items that the board president and chancellor think are non-controversial; this allows the Board to vote on several items at once. If any Board member wishes to remove any item from the consent agenda and address it separately, this can be done.

On a motion by Mr. Greenhill, seconded by Mr. Carter, the Board voted, 7-0, to approve the consent agenda.

- i. Consideration and Action on Amendment Number 5, Jacobs Engineering Group, Inc. Design consulting for the District Emergency Operations Center Project at Trinity River Campus.
- ii. Consideration and Action on Revision to TCCD Policies DJ (Local).

5. Consideration and Action on Tax Increment Reinvestment Zone Number Three—

City of Euless. Euless City Manager, Mr. Gary McKamie, presented the proposal for the Glades Park Development, a TIRZ for the City of Euless. He said that this development will help provide needed jobs for the area and is requesting Tarrant County College’s participation. Mrs. Winnett asked what kinds of jobs would be involved as a result of this. He stated that jobs would include construction jobs, retail jobs, commercial jobs, and jobs that are generated as the result of the development. Mrs. Winnett stated that she has never been in agreement with

TIFFs, even though she knows it would be something good. In response to Mr. Greenhill's question regarding the approval of the TIRZ by Tarrant County and the Hospital District, Mr. McKamie said that Tarrant County has approved it, but they did not ask for the Hospital District's participation.

On a motion by Dr. Morrison, seconded by Mrs. Vandergriff, the Board voted, 7-0, to give the Chancellor the authority to sign the agreement to participate in the TIRZ as requested.

6. Audit Committee Report

- a. Audit Committee Report. Mr. Greenhill stated that the Audit Committee, consisting of Mrs. Appleman, Mr. Carter, and himself, met on January 18, primarily to discuss the management's letter (in the Board Packet). They went over the required communications with the auditors. There were no material deficiencies reported. Basically, it was a clean report.

On a motion by Mr. Greenhill, seconded by Mr. Carter, the Board voted, 7-0, to accept the Audit Committee Report.

The committee also discussed some proposed amendments to the Finance and Audit Committee charter. Two changes are requested: (1) to expand the committee to be the Finance and Audit Committee, and (2) to make recommendations in all material respects of the district's capital expenditures. Another recommended change is to expand the committee's role to assist the Board in exercising its obligations under the public funds investment act (CAK legal)—TCC's investment policy.

On a motion by Mr. Greenhill, seconded by Mrs. Vandergriff, the Board voted, 7-0, to expand the role of the committee to include the Finance area, and to expand the committee's role to assist the Board in exercising its obligations under the public funds investment act. (See attachment)

- b. Governance Committee Report. Mr. Hudson said that when the charter was approved to create this committee, that the committee would bring back to the full Board the full charter outlining the duties and responsibilities of this committee, and that is what is in the Board packet.

On a motion by Mr. Greenhill, seconded by Mrs. Vandergriff, the Board voted, 6-0, (Dr. Morrison was not in the room at the time) to approve the charter of the Governance Committee.

- c. Budget Committee Report. Mr. Carter said that a survey was sent to the other nine largest community colleges in Texas to determine the extent of the Board's involvement in the budget preparation process. Most of the colleges said they have two to three budget exclusive work sessions, with the latest being in early August. Some begin as early as eleven months ahead and others said they start in February. Most of them also have public hearings. The committee will meet again before the next Board meeting and will bring back a report. There is currently no action to be taken regarding this committee.
7. Consideration and Action on expanding the role of the Audit Committee to the Finance and Audit Committee. On a motion by Mr. Greenhill, seconded by Mr. Carter, the Board voted, 7-0, to adopt the amendments included in the document

entitled Tarrant County College Finance and Audit Committee, the provision of the charter to approve the document as written.

8. Monthly Financial Report. Mr. McClendon, vice chancellor for finance, presented the financial reports.
 - a. Review of Income and Expenditures. From the revenue side, we have selected items we think are of note. The Coordinating Board is looking at the 2.5 percent of state appropriations, which would bring about a reduction of \$1.3 million. From the revenue side, tax collections are running a little slower than expected because of one real estate transaction that did not take place as planned in December. Because of a seven percent increase in enrollment, income from tuition is also up. Insurance tends to be a little bit higher because we pay those policies up front. TCC has \$1.9 million in software and another \$900,000 in encumbered software. Some items, because they cover longer periods, are encumbered up front, and that is why it they appear at greater than 40 percent on the expenditures. Specific financial information is available in the SMB.
 - b. Review of Investment Portfolio. TCC had \$180 million in cash, and added \$13 million, for an ending balance of \$193 million. If we compare ourselves to the 13-week average T bill, we are 61 basis points higher. If you look at the 26-week average, we are 57 basis points higher.

Mr. Greenhill asked when the policy that TCC currently uses for our investment portfolio was adopted. Mrs. Hadley stated that it is reviewed yearly, so it will be on the agenda again soon.

9. Chancellor's Report

In the Board packet is a copy of this month's Major Capital Improvement Project Summary, as provided by Nina Petty, Vice Chancellor for Real Estate and Facilities, and as agreed to be provided on a quarterly basis. This report provides financial information on all the construction taking place so you will have an easy way to keep track of expenditures as we go forward.

Dr. Ernest Thomas, South Campus President, introduced Dr. Nicole Bradford, newly selected as Vice President for Student Development Services.

Dr. Bill Lace, Vice Chancellor for Administration, introduced Ms. Theresa Schrantz, newly selected as Dean of the Faculty Academy.

Mrs. Hadley announced that House Bill 1 was rolled out day before yesterday in Austin. It is quite a startling bill, especially for community colleges. Four of our sister institutions have been slated to be closed. The biggest issue for TCC if we are to face the proposed cuts would be the 82 percent lack of benefits funding. The other one is the formula funding issue; this would affect us greatly because of our continuing increase in student enrollment each semester. Board members will need to ask themselves how they want to deal with growth in enrollment, considering budgetary concerns that face the District. One of the things the district will do is increase the class size.

a. Campus Accolades (Available in Board Packets and SMB)

Northeast Campus

- Two students were selected through a competitive audition to the Texas 2-year all-state choir program in February 2011.

- During the Winter-semester they had 150 students enrolled in 7 courses, with a success rate of 89 percent.
- The TCC Northeast Forensics students competed in a tournament at the “Red River Forensics Classic” on November 5-7, with one of two teams winning first place in the novice parliamentary debate competition.

Northwest Campus

- The Criminal Justice Training Center had 100 percent of the 140th Basic Police Officer Academy cadets pass both their final exam and the State of Texas Licensing exam on the first attempt.
- May Olmos won “Best of Show” for her photography work at the Fall 2010 Northwest Student Art Exhibit.
- Janice Smith, Biology professor, won the *R. Gordon and Louise Appleman Professional Development Award* this year. She will use the award to fund her travel to the annual Human Anatomy and Physiology Society conference where she is going to present a workshop on a hybrid physiology and physiology laboratory.

South Campus

- Dr. Thomas announced the opening of the Fort Worth Dual Credit Academy which brought over 70 new students to South Campus.
- The PAVE learning communities are supporting student success with accelerated learning and a cohort dynamic, as well as the collaborative and thematic approach taken by the team of instructors.

- The TCC chapter of Texas Nursing Students' Association completed numerous community service activities during the Fall 2010 semester.

Southeast Campus

- Dr. Carrier reported a thriving Winter-mester
- The Library is the heart of success for their students. During the first week of classes, the librarians presented nine specially tailored Library Instruction Sessions with over 200 students in attendance.
- The Student Development Services office is pleased to have a new home in the new campus facility.
- They offer advising in the classroom for ESOL students.
- In Continuing Education, the First Choice program had a celebration on December 16. This program is a uniquely designed academic and vocational program that offers a multitude of educational opportunities for student with special needs to train for employment and to provide tools for independent living.

Trinity River Campus

- The staff of the Center for Community Engagement and Service participated in a college fair at Paschal High School, where they spoke with 225 students, 55 of whom completed an information request form.
- Students in the Sign Language Interpreting program sponsored the annual Signing Santa as a service to hearing impaired children from area schools.

- On December, the Center for Community Engagement and Service hosted 40 fourth graders and faculty from Washington Heights Elementary School for a TAKS Writing Camp.

b. Recent Activities:

- i. November 15-16, Diversity 2015, Trinity River Campus
- ii. November 22-23, Achieving the Dream, Trinity River Campus
- iii. December 1, Dr. Helen Benjamin, Contra Costa Community College, Trinity River Campus
- iv. December 2, Speaker, Fort Worth Housing Authority Annual Resident Achievement Recognition Program, Goodwill Industries
- v. December 4-7, Southern Association of Community Colleges Conference, Louisville, Kentucky
- vi. December 8, Johnson County Community College, Kansas City, Kansas. They have an outstanding entrepreneurship program and make money from allowing sales on campus. They also have a museum on their campus.
- vii. December 9, Conversations with the Chancellor, May Owen Center
- viii. December 14, Conversations with the Chancellor, Northeast Campus
- ix. January 5, Path Forward Recognition Dinner, Ruth Chris
- x. January 7, Tom Vandergriff's Memorial Service, University of Texas at Arlington
- xi. January 10, Academic and Science Laboratory Building Grand Opening, Southeast Campus
- xii. January 10, TCC/Dallas Baptist University Articulation Agreement Signing, Southeast Campus
- xiii. January 11, Speaker, Fort Worth Chamber of Commerce Luncheon, Trinity River Campus
- xiv. January 12, Faculty Academics Day, Northeast Campus
- xv. January 13, Achieving the Dream Spring 2011 Vision 2015 Dialogue, Hurst Conference Center

10. Board President's Report

- a. Academic and Science Laboratory Building Dedication, Southeast Campus.
Mr. Hudson lauded the ceremony honoring the opening of the new building and Dr. Carrier, Southeast Campus President, expressed her delight with the new facility. Mr. Carter noted that the building was completed ahead of schedule and under budget.
- b. Achieving the Dream, Spring 2011 Vision 2015 Dialog. Mrs. Louise Appleman recognized faculty members present and thanked them for their hard work and dedication. She presented the Vision 2015 logo being used to identify the program. Several Achieving the Dream sessions were held in January, with more to come. There will be monthly meetings of the core committee, looking at statistics gathered and planning for the future. Ten grants will be awarded at \$1,000 each to support the Title III grant. In order to be eligible for second-year funding, in March, the staff has to begin the new implementation program.

Mrs. Hadley read an email she received from a long-standing adjunct faculty member who expressed his renewed belief in the importance of identifying the barriers that impede students' success and how to overcome those barriers. (Copy of email in SMB)

11. Closed Meeting

- a. Deliberation on Real Property, Section 551.072 Texas Government Code.
The real property discussion will address the acquisition of property near property already owned by the College District.

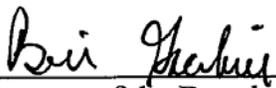
b. Deliberation on Pending/Contemplated Litigation, Section 551.071, Texas Government Code.

12. Consideration and Action on Closed Meeting Items. No action was taken on closed session items.

13. Adjournment and Announcement of next Meeting. The next Board meeting will be held Thursday, February 17, at 6:00 pm.



President of the Board



Secretary of the Board