

TARRANT COUNTY COLLEGE DISTRICT

Meeting of the Board of Trustees

April 23, 2011

5:30 p.m.

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1. Call to Order. The Board of Trustees conducted its regular monthly meeting on April 21, 2011, in the District Offices, May Owen Center, with Mrs. Kristin Vandergriff, vice president of the Board, presiding. Other trustees present were Mrs. Louise Appleman Dr. Gwendolyn Morrison, Mr. Bill Greenhill, and Mr. O.K. Carter. Mrs. Robyn Media Winnett and Mr. Joe Hudson joined the meeting after the closed session at approximately 6:15 pm, at which time Mr. Hudson presided. Also present were Chancellor Erma Johnson Hadley and members of the TCCD staff.
 2. Public Comment. Mr. Ross Meekins addressed the Board to propose a parking arrangement that would involve his company, the church near the MOC, and the College District. He said that he has spoken with David Schroeder, Director of Development Planning for Fort Worth, to ask the City to vacate West 15th Street to provide additional parking for all three entities. He said that doing so would remove the responsibility of property upkeep from the city and take it off the tax records while providing needed parking. He said that he has met with representatives from City departments for water, utilities, and streets, and that all are in agreement. Mrs. Vandergriff thanked Mr. Meekins for his presentation and asked him to provide his documentation to Mrs. Nina Petty, vice chancellor for real estate and facilities. She said that the Board would take this offer into consideration.

3. Closed Meeting. 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. Deliberation on Pending/Contemplated Litigation, Section 551.071, Texas Government Code.
4. Consideration and Action on Closed Meeting Items. The Board returned from closed session at 6:15 pm. There is no action to be taken on the closed session meeting items.
5. Presentation on Student Access and Success and Administrative Programs and Projects
 - a. Trinity River Campus: “Trinity River’s One Stop Shop”. Dr. Tahita Fulkerson, president, introduced Mr. Adrian Rodriguez, vice president for student development services, who showed a video highlighting the One Stop Shop. Departments included are: Registrar’s Office, Business Services, Student Financial Aid Services, Advising and Counseling Center, Testing Center, Disability Support Services, and Career and Employment Services.

Mrs. Winnett asked about the possibility of having a one-stop shop on the other campuses. Mrs. Hadley responded, saying that the design isn’t always conducive, but that consideration of changes is an option. Dr. Fulkerson gave Dr. Ernest Thomas credit for his input into the one-stop shop. Adrian introduced Trinity River administrators: Ms. Carol Everhart, library director; Dr. Louann Schulze, director of counseling, and Mr. Jerry Racioppi, registrar. He also thanked Michael Saunders for his assistance in creating the video. Mrs. Shelton also thanked Michael Saunders for the new boardroom screens.

b. Continuing Education Services Update. Dr. Ernest Thomas, South Campus president, introduced Kelly Daves, South Campus student, who received the 2011 Coca Cola New Century Scholar Award for Texas.

Dr. David Wells introduced Mr. Troy Vaughn, associate vice chancellor for continuing education services, who provided an update of services being offered, including fiscal year 2011 contact hours—a 16 percent increase over last year. He reported a 21 percent increase in enrollments over last year. The total amount of grants for this year totals \$8,072,638. Specific breakdowns of totals, along with current initiatives/programs, are included in the Supplemental Minutes Book (SMB).

Mrs. Winnett asked where the students come from for the continuing education grants programs. Mr. Vaughn explained that most grant programs are in affiliation with companies that TCC has formed partnerships with. He said that TCC recruits companies upfront to participate before we apply for grants. He further explained that the grants cover tuition for participants in these programs. Mrs. Winnett asked about the success rate for participants receiving employment. Mr. Vaughn explained that grant programs typically have an 85 percent placement requirement in order to be considered successful and to receive full funding. Mrs. Winnett stated that she would like to see data relative to the success rate of TCC's grant programs offered through continuing education services; Mr. Vaughn stated that he would provide that data to her. Mrs. Hadley added that all grants have an evaluation component built into the grants. The fact that we continue to get those grants each year is indicative of

the successes that we have with our grants. Programs such as the Summer Bridge Program are so new that we likely do not have longitudinal data for those programs yet.

6. Board Action Items and Board Business Related Items

a. Approval of Minutes of the Meeting of March 10, 2011. Mrs. Vandergriff pointed out that one clarification was needed in the March 10 minutes on page 5. The number cited by Mr. Carr was “257 to 258”. This should reflect 257,000 to 258,000. On a motion by Mrs. Appleman, seconded by Mrs. Vandergriff, the board voted, 7-0, to accept the March 10 minutes as amended.

b. Consent Agenda

- i. Consideration and Action on Proposed Revisions, TCCD Policy Manual: EGA (Local); FLAA (Local); FLBC (Local); FLD (Local); FLDB (Local); FM (Local); and FMA (Local)
- ii. Consideration and Action on Proposed Revisions to TCCD Emergency Management Plan
- iii. Consideration and Action on Proposed New Library Technician Program at Trinity River Campus

On a motion by Dr. Morrison, seconded by Mr. Carter, the Board voted, 7-0, to accept the consent agenda with the exception of item i, which is to be discussed separately.

Mr. Greenhill proposed that in Policy FLAA (Local), on page 1 of 18, governing principles, third paragraph, that the policy includes sexual preference in the list. Since this change requires 10 days’ notification, then Policy FLAA

can be removed from the list for this Board meeting and can be addressed at a future Board meeting. On a motion by Mr. Greenhill, seconded by Mrs. Winnett, the Board voted, 7-0, to approve the policy changes as presented with the exception of Policy FLAA (Local).

Dr. Morrison inquired if TCC could send the suggested change for Policy FLAA along with the other approved changes to the TASB to get their opinion before the Board makes the change. Dr. Lace said that normally the TASB will not accept any changes until they have been approved and that sending these to be considered separately will probably not be done by May 13 since it normally takes 30 to 45 days to get feedback from TASB. Dr. Morrison asked Dr. Lace to ask TASB to attempt to accommodate the Board's timeline.

7. Consideration and Action on a Resolution Establishing a Single-Member Districts Redistricting Committee. Mr. Tom Carr explained to the Board that they have an option to accept one of two options, or to accept a hybrid of one of those options, in consideration of redistricting trustee districts. He suggested that members of the Board sit on the redistricting committee; if a Board member chooses not to serve on the committee, the Board member can appoint an individual to sit in with other members in the redistricting process to act on the Board member's behalf. He stated that the redistricting process should take no longer than about two hours.

Dr. Morrison inquired about the timeframe in which this needs to go to the Justice Department. Mr. Carr said that he would like it in their hands no later than August. Mrs. Appleman stated that she did not see in the resolution where the Board

has a prerogative to appoint a representative. Mr. Carr said that there is nothing to prohibit Board members from choosing someone to serve as their designees.

Following a discussion of options for committee representation on the redistricting committee, Mr. Hudson read the Resolution Establishing a Single-Member District Redistricting Committee. See SMB.

On a motion by Mrs. Appleman, seconded by Mr. Carter, the Board voted, 7-0, to accept the resolution to establish a Redistricting Committee.

8. Consideration and Action on Tax Increment Finance Districts #12 and #13, City of Fort Worth. Mr. Mark McClendon, vice chancellor for finance, presented information relative to the two TIFs being considered. He said that the TIFs have been fully reviewed and are in compliance; further, the staff recommends both TIFs to the Board for approval. These TIFs were presented to the Board at the February meeting earlier this year.

Mr. Robert Sturns, City of Fort Worth Economic Development Manager, highlighted points made at the February presentation. Both TIFs are 20-year terms and both have been designed to reverse economic blight in their respective areas. Mr. Sturns outlined projects, both current and anticipated, for both TIFs. He provided estimated revenues and project costs (See SMB.) The formal request is that Tarrant County College District enter into participation agreements with the City of Fort Worth for participation in TIFs 12 (East Berry Renaissance) and 13 (Woodhaven).

On a motion by Dr. Morrison, seconded by Mrs. Vandergriff, the Board voted, to participate in TIFs 12 and 13 as presented. The motion passed 5-2. Mr. Carter and

Mrs. Winnett voted not to participate. Mr. Carter stated that he did not believe that these TIFs will result in any appreciable tax revenues and that passing such proposals will only encourage additional requests in the future.

9. Presentation on Firing Range Facility located at Northwest Campus. Mrs. Hadley said that Eagle Mountain Saginaw ISD had concerns about the proximity of the Firing Range on Northwest Campus to their new high school being built. They have a safety concern and have asked TCCD to review the facility and its safety features.

A committee was formed to review the situation and make recommendations. Dr. Elva LeBlanc, Northwest Campus president, provided background information relative to the Criminal Justice Training Center. Mr. McClendon provided a list of organizations affiliated with the Training Center, along with a list of all committee members who reviewed the situation. Mr. Ford Farris, risk and insurance manager, provided the background of TCC's Firing Range. He described the process used to evaluate the situation: (1) convened a committee; (2) addressed environmental concerns, and (3) selected an independent consultant for evaluation of the current and possible future firing range. Considerations included safety and both short- and long-term solutions. Recommendations included options: (1) immediate enhancement options at a cost of \$171,000; (2) short-term option to reduce or eliminate risks to existing structure at a cost of \$1,235,000; and (3) long-term option to build a new facility at a cost of \$4,200,000. Figures are estimates for construction costs only. Dr. Arrick Jackson, Northwest division dean of Public Service & Social and Behavioral Science, in addressing the Board, said that one recommendation is to hire a TCC range master to supervise the firing range. Mr. McClendon said that the

Chancellor endorses the option to improve the existing baffle system, improve the drainage system, and employ a full-time range master at a total approximate cost of \$200,000 to \$300,000. Chancellor Hadley also endorses the option to construct a new enclosed facility offering the highest security rating possible in the industry, and to convert the existing facility to provide Simunition (using blank cartridges) training. Dr. Clark Vargas, consulting engineer, addressed the Board with a summary of options available.

10. Presentation on Changes to TCCD Asset Disposal Procedures. Mr. Mark McClendon and Mrs. Maria Shelton, vice chancellor for information and technical services, have worked to bring about a new process for fixed asset disposal. Mr. McClendon described the current process to dispose of assets once they no longer have value to the District. The process currently used is not efficient, causing the district to lose money in the process. Mrs. Shelton and Mr. McClendon have explored the concept of sending surplus items to Goodwill Industries. This will allow the district to dispose of surplus items in quarters, rather than yearly, freeing up warehouse storage space. In addition, TCC students will have an option to purchase donated computers from Goodwill at a discounted price.

11. Committee Reports

- a. Finance and Audit Committee. Mr. Greenhill announced that he has discussed the audit procedures recently with Mr. Carter and Mrs. Appleman. The committee will meet in June with the independent auditors, and then will meet to review the audit report and thereafter to review the management letter after it

has been reviewed by the Chancellor. He suggested that the district's financial advisor might be invited to the June meeting to discuss the audit.

- b. Governance Committee. Mr. Hudson announced that the Governance Committee has met. He reviewed with the Board that this committee's job is to review the items on the agenda prior to board meetings.
- c. Budget Review Committee. Mr. Carter said that this committee was established as a short-term interim committee and was given two assignments—to look at executive compensation and to compare the Trustee budget process with that of other institutions. He said that the committee is no longer needed, having completed those activities.

12. Consideration and Action on Committee Recommendations. There was no action to be taken on any committee reports.

13. Monthly Financial Report

- a. Review of Income and Expenditures. We look at the cumulative of the months and then at the line items if anything surpasses that amount, as needed. For the Balance Sheet Statement as of March 31, 2011, there is nothing to be brought to the Board's attention. On Page 6 of the Expenditures Statement, on the line item "general expenses for clerical and duplication," 67.5 percent is higher than wanted. We have asked a company to come in and review to make suggestions in this area.
- b. Review of Investment Portfolio. Looking at this month in the column, Change in Book Value, this tells us what is happening this month. We have taken TexPool and TexSTAR and have converted this to cash. TCC converted \$31

million dollars this past month to cash, which means we used this amount. We received \$19 million. The net effect this past month is a decrease of \$11 million. The book value on March 31 is \$261 million. Our barometer on how we are doing financially is the T-Bill. If we compare ourselves with the 13-week amount, TCC is 55 basis points higher and on a 26-week comparison, we are 51 percentage points higher.

Mrs. Vandergriff inquired about TCC's investment policy and whether or not we are mandated by the PFIA (Public Funds Investment Act) strategy. Mr. McClendon said that we are mandated by the strategy that the Board has selected. Mrs. Nancy Chang, associate vice chancellor for finance, addressed the Board and said that every year we come to the Board in August and we have to present you anything changing in the investment policy, based on any changes brought about by the Texas legislature.

14. Chancellor's Report

- a. New Staff Introductions. Mr. Reginald Gates, vice chancellor for communication and external affairs, introduced Dr. Rodney Chapman as TCC's new Director of Process Improvement, and Mr. David Ximenez in his new role as Associate Vice Chancellor of Enrollment Services, where he will be leading the areas of admissions and records, campus registrars, and financial aid offices for the district. Dr. Bill Lace, vice chancellor for administration, introduced Mr. Shawn Williams, formerly with Southeast Campus, as TCC's new Assistant Chief of Police. Dr. Ernest Thomas, SO Campus president, introduced Dr. Marisa Garcia-Luna, formerly with Southeast Campus, as South Campus' new

Director of Counseling. Dr. Jo Bagley, SO Campus vice president for teaching and learning services, introduced Dr. Jeana Locke as their new Director of the Weekend College and Early Enrollment. Dr. David Wells, vice chancellor for academic affairs, introduced Dr. Jennifer Hawkins, former coordinator of special projects, as the new Director of Corporate Services in the continuing education area.

b. Campus Accolades.

Northeast Campus

- Andrea Ochoa, one of our Phi Theta kappa students, was selected as a Gold Scholar on Coca-Cola-s 2011 Community College Academic Team.

Northwest Campus

- Seven students received rewards for their competition at the Business Professionals of America State leadership Conference in Austin, March 2-5. Those students are going to Washington DC to compete in May.

South Campus

- Four students from the Electronics Department volunteered for a program sponsored by Lockheed and Bell Helicopter, providing an opportunity for students to work in an apprenticeship program designed to encourage the pursuit of engineering degrees.

Southeast Campus

- Aaron Carver, a Mansfield senior dual credit student has been recommended by the Honors College of Texas Tech University for the PRISM Program, a 2-year program created for high achieving students who plan to major in Biology or Mathematics.

Trinity River Campus

- Students Jeff Hebert and Damon Latham qualified for the National Phi Rho Pi Forensics Tournament in Greenwich, CT in April. Both are entered in multiple events.
- TCC will be a co-host for the Community College Trustees Conference to be held this fall in Dallas. Dallas County Community College District and Tarrant County College District will co-host the event on October 15. Chancellor Hadley announced that she has volunteered TCC Trustees to present at the Conference.

c. Recent Activities:

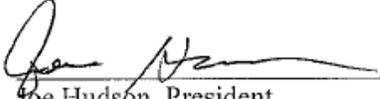
- i. April 8-12, American Association of Community Colleges Convention, New Orleans, LA
- ii. April 13, TCC Leadership Program Graduation, Trinity River Campus
- iii. April 14, Jim Bolen Math Competition, Trinity River Campus
- iv. April 18, Texas Tech Articulation Agreement Signing, Trinity River Campus

15. Board President's Report

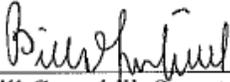
- a. Achieving the Dream 2011 Board Institute. Mrs. Appleman and Mr. Greenhill attended the recent ATD meeting in Santa Fe, along with Dr. Joy Gates Black. Mr. Greenhill provided an update of the Achieving the Dream Program at TCC, noting that we have to emphasize success of our students.
- b. Announcement of New Board Officers Special Election. Mr. Joe Hudson announced that he is stepping down as President of the Board, effective at the June meeting. He said this is a compromise considering his preference to have officers elected every year, rather than every two years. He said that he had attempted to change the policy to reflect this, but decided against this, and is compromising by stepping aside to allow someone else to serve in this capacity this coming year. He said that in this past year he has learned a lot about the

College and how to be a good Board member. Mrs. Angela Robinson, attorney, announced that the procedure that should take place is that Mr. Hudson will tender his resignation to the board and a motion will be made to accept that resignation. Once that vacancy occurs, then under Education Code 130.082, the Board is allowed to have an election to fill the position. Under BCAC Policy, the vice president of the board will preside until that vacancy is filled. Another option is for the Board not to have an election and allow the vice president to continue performing the duties of the president until the next scheduled election period.

16. Adjournment and Announcement of Next Meeting. The next regular meeting will be held on the evening of TCC's graduation, at 4 p.m. on Friday, May 13, 2011. Chancellor Hadley announced that the graduation processional begins at 6:15 and the ceremony at 6:30, promising that the ceremony will end no later than 8:30 pm. Mr. Hudson adjourned the meeting at 9:20 pm.



Joe Hudson, President
Board of Trustees



Bill Greenhill, Secretary
Board of Trustees