

TARRANT COUNTY COLLEGE DISTRICT

Meeting of the Board of Trustees

August 18, 2011

6:00p.m.

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1. Call to Order. The Board of Trustees conducted its regular monthly meeting on Thursday, August 18, 2011, in the District Offices, May Owen Center, with Mrs. Kristin Vandergriff, interim president of the Board, presiding. Other trustees present were Mrs. Louise Appleman, Mr. O.K. Carter, Mr. Bill Greenhill, Mr. Joe Hudson, Dr. Gwendolyn Morrison, and Mrs. Robyn Media Winnett. Also present were Chancellor Erma Johnson Hadley and members of the TCCD staff.
 2. Public Comment. There were no public comments.
 3. Board Action Items and Board Business Related Items

Election of Board President and/or other Officers. Dr. Morrison nominated Mrs. Vandergriff to serve as Board President. Mr. Carter nominated Mr. Greenhill to serve as President. The Board voted, 4-3, for Mr. Greenhill to serve as Board President. Those voting in the affirmative for Mr. Greenhill were Mr. Carter, Mr. Hudson, Mrs. Winnett, and Mr. Greenhill. Mrs. Vandergriff yielded the President's chair to Mr. Greenhill with her congratulations.

Mr. Greenhill tendered his resignation as Board Secretary. On a motion by Mr. Hudson, seconded by Mrs. Winnett, the Board voted, 7-0, to accept Mr. Greenhill's resignation as Board Secretary. On a motion by Mrs. Appleman, seconded by Mr. Hudson, the Board voted, 7-0, to elect Mr. Carter as Board Secretary. Mr. Carter

therefore submitted his resignation as Assistant Secretary of the Board. On a motion by Mrs. Appleman, seconded by Mrs. Vandergriff, the Board voted, 7-0, to accept the resignation of Mr. Carter as Assistant Secretary of the Board. Mrs. Winnett nominated Mr. Hudson to serve as Assistant Secretary; Mr. Hudson declined the nomination. On a motion by Mrs. Winnett, seconded by Mrs. Vandergriff, the Board voted, 7-0, to elect Mrs. Appleman as Assistant Secretary of the Board.

4. Consent Agenda (Remove items/approval/consideration of items removed). No items were removed from the consent agenda.
 - a. Approval of Minutes of the Meeting of June 18, 2011. Mr. Greenhill indicated a typographical error in the June 18 minutes, with item 13 being followed by item 15. A notation was made to correct the error in the Minutes.
 - b. Consideration and Approval of TCCD Investment Broker List
 - c. Consideration and Approval of Chase Bank Safekeeping Custody Agreement
 - d. Consideration and Approval of Proposed Revisions to TCCD Policy Manual DJ (Local) and DK (Local)
 - e. Consideration and Approval of Proposed Recommendations for Tenure and Promotion in Rank
 - f. Consideration and Approval of Recommendation on Tuition for Continuing Education Classes
 - g. Consideration and Approval of Real Estate and Facilities Contract Awards:
 - i. Freese and Nichols on New Technology Center at South Campus
 - ii. CF Jordan Construction on New Parking Lot at Southeast Campus
 - iii. JC Commercial, Inc., on Natatorium Renovations at Northwest Campus

iv. Imperial Construction, LTD, on Construction TCC Opportunity Center

5. Consideration and Action on Items removed from Consent Agenda. On a motion by Mr. Carter, seconded by Dr. Morrison, the Board voted, 7-0, to approve the consent agenda. Information relative to consent agenda items is available in the Supplemental Minutes Book (SMB).

6. Committee Reports

a. Finance and Audit Committee. Mr. Greenhill reported that Mrs. Appleman, Mr. Carter, Mrs. Hadley, Mrs. McCurdy, and he met on June 21 to discuss internal audits and progress in the audit plan. Items discussed included the audit of travel expenses and reimbursements, analysis of the district code of conduct and ethics policy, feasibility study of an anonymous reporting line and grants. Mrs. McCurdy reported that her audit of travel expenses and reimbursements showed that policies and procedures were being followed appropriately. There was also an analysis of the code of ethics and policies; Mrs. McCurdy found that these were satisfactory except that there is no formal education in regard to these matters, with the exception of FERPA (Family Educational Rights and Privacy Act) training and substance abuse training. Mrs. McCurdy has sent recommendations to Dr. Rodney Chapman, Director of Process Improvement, to see if some of the suggestions regarding education in these areas be included in the District's policies. The grant process has been reviewed before; Dr. Chapman will review this again. The committee recommends that construction and payroll be taken out of the internal audit plan because construction projects are already being audited by other auditors. Removing payroll from internal

audit is seen as duplicating the work that external auditors Weaver and Tidwell already do. The committee also recommends that some additions be made to the audit plan in regard to vocational areas, to add examination of two current programs: the aviation program on Northwest Campus, and the HART (Heating, Air Conditioning, Refrigeration, and Technology) program on South Campus. The committee also recommends that the internal audit plan be changed to add examination of compliance with purchasing policies and procedures. In regard to office supplies, the committee is recommending to instruct internal audit to determine whether the current methodology is the most appropriate way to handle this expense. Mrs. McCurdy advised the committee that she is recommending the hiring of an additional internal auditor to assist with the workload. This position is included in the budget request for this coming year.

b. Governance Committee. Mrs. Vandergriff indicated that there is nothing to report.

7. Consideration and Action on Committee Recommendations. On a motion by Mrs. Appleman, seconded by Mr. Carter, the Board voted, 7-0, to accept the changes recommended by the Finance and Audit Committee.

8. Report on Changes to the Public Funds Investment Act. Mrs. Hadley introduced Mr. Jeff Leuschel with McCall, Parkhurst & Horton L.L.B, bond counsel to the District, who provided a legislative update to the Board as required by law. Additional documentation is provided in the SMB.

9. Consideration and Approval of Proposed Changes to TCCD Investment Policy. The Board minutes, along with the investment policy report, suffice to meet the legal obligations of reporting to the Board changes in the Investment Policy.
10. Consideration and Approval of TCCD Investment Policy. The Board discussed the changes of the Investment Policy. On a motion by Mrs. Vandergriff, seconded by Dr. Morrison, the Board voted, 7-0, to adopt the Investment Policy changes. On a motion by Dr. Morrison, seconded by Mrs. Appleman, the Board voted, 7-0, to approve the Investment Policy.
11. Presentation on TCC Foundation (TCCF) Management Agreement. Dr. Joe McIntosh presented information relative to the TCCF management agreement, allowing the District to assign funds to the Foundation for financial management. On a motion by Mrs. Appleman, seconded by Dr. Morrison, the Board voted, 7-0, to approve the TCCF Management Agreement.
12. Presentation on Redistricting/SB 100 Public Hearing. Mr. Tom Carr and Mr. Jesse Gaines presented an update of the status of the redistricting plan. Public hearings have been held. Members of the audience were invited to speak to the district regarding the redistricting. Those watching the presentation may also send their comments to Mr. Reginald Gates at the College.
13. Presentation on 2011-12 Operating Budget. Mrs. Hadley presented the operating budget for the upcoming year, along with a summary of educational offerings and initiatives for each campus.
14. Consideration and Approval of 2011-12 Operating Budget. Board members discussed the request to increase student tuition by \$2 per credit hour each year for up to five

years, depending on the wishes of the Board. On a motion by Dr. Morrison, seconded by Mr. Hudson, the Board voted, 7-0, to table voting on the approval of the 2011-12 operating budget, Plan A for the \$2 per hour tuition increase and an effective tax rate of \$0.14897, until Monday, August 29, 2011 at 6:00 p.m. to allow additional public comment.

15. Monthly Financial Report.

- a. Financial Summary Update. Mr. Mark McClendon acknowledged Mrs. Nancy Chang, associate vice chancellor for finance, for her contributions to the District's financial area. He announced that he has presented the Board with financial statements for this month.
- b. Review of Income and Expenditures. Expenditures for this month should show to be greater than 92 percent. He brought attention to the item, credit hour course tuition, which is at 107 percent; this is because we are expecting some refunds on tuition and thus this is expected to decrease. Staff Insurance is shown at 102 percent; adjustments typically appear at year-end and this percent is expected to decrease.
- c. Review of Investment Portfolio. The District has \$103 million of book value and expended \$11 million. This is what is in the pool and not in reserve. This month TCC had a bond called and we expended \$10 million; we bought another bond for \$10 million. The beginning book value on June 30 was \$221 million. The net effect is \$11 million, giving the District an ending book value on July 31 of \$210 million. If compared to the T-Bill amount, TCC has 13-week

yield of .66, which means the District is .66 better than the T-Bill on the 13-week. On the 26-week, the District is .61 better.

16. Chancellor's Report.

Dr. Judith Carrier is retiring at the end of August, as is Dr. Ernest Thomas. TCC has been conducting a search for replacements for both of them and have not yet named a person for either of those positions. Dr. Joy Gates Black will continue as Interim President of South Campus until a new president is named. Dr. David Wells will serve as the Interim President of Southeast Campus until a new president is named. The District will be honoring Dr. Carrier for her years of service on Thursday from 2:00 to 3:30 pm on Southeast Campus. We will be honoring Dr. Ernest Thomas on Wednesday, on the South Campus from 4:00 to 6:00 pm. We will be honoring the large number of retiring employees at the Chancellor's Employee Appreciation Breakfast on Monday, August 22.

- a. New Staff Member Introductions. Postponed until next month.
- b. Campus Accolades. Dr. Ludwig Otto, a Northeast English Professor, has been awarded the "Global Peace and Humanitarian Award" by the Security Council, Novena University, Lagos, Nigeria. Dr. Otto has been an educational consultant to institutions in Nigeria, Ghana, and South Africa for several years.

Through the Modern Language Studies Abroad (MLSA) Program, Spanish Assistant Professor Alejandro Garza, Northwest Campus, sponsored seven students at the University of Costa Rica, to receive transfer credits for SPAN 2211 and SPAN 2312 and high-level courses. The students receiving credits in courses at the University of Costa Rica from transfer to TCC or to senior institutions include Ana

Kristina Clay, Lina Dominguez, Yezenia Estrada, Jennifer Hines, Adriana Oronia, Aviel Vega, and Cody Zamaripa. Whentaking the University placement exams, four students were placed in upper level courses (Latin American Literature and Advanced Composition).

On South Campus, the Summer Bridge Program, a five-week program designed for recent high school graduates who are close to passing Accuplacer, added several new features this summer. These included a math component, a weekly service learning project at a nursing home, and “Earn While You Learn” incentives.

The Tarrant County College Southeast Campus’s float won the Mayor’s Award at the Arlington 4th of July parade. Students, faculty, and staff enjoyed volunteering to accompany the award winning float.

On June 21, Fort Worth Independent School District announced that the Trinity River Campus partnerships with I.M. Terrell Elementary School and Charles E. Nash Elementary School were recipients of the eighth annual Golden Achievement Award for Partnership Excellence for the 2010-2011 school year. The certificates of recognition are on display in the Center for Community Engagement and Service.

Mrs. Hadley reported that her trip to Australia was a great success. They are very interested in partnerships with us, particularly in workforce training. They invited students from universities there to visit with TCC as well as for TCC students to visit them.

a. Recent Activities

- i. June 20, Kay Granger Women’s Summit Luncheon, Ridglea Country Club, Fort Worth

- ii. June 24-26, 40th Western Area Conference, Scottsdale, Arizona
- iii. June 26-28, Speaker, American Association of Community Colleges, Future Leaders Institute, Baltimore, Maryland
- iv. June 30, Achieving the Dream, Northeast Campus
- v. July 13, Fort Worth Chamber Economic Impact Council Meeting, City Club, Fort Worth
- vi. July 15-25, Dallas Fort Worth Australia Air Service Development Mission, Sydney, Australia
- vii. July 25, Speaker, Student Success Conference, Embassy Suites, DFW
- viii. July 26, Speaker, PATHS Forward Leadership Program, Trinity River Campus
- ix. July 31-August 2, Governance Institute for Student Success, Marriott, DFW
- x. August 1, Fort Worth Executive Roundtable, City Club, Fort Worth
- xi. August 3, Texas Higher Education Coordinating Board, Formula Advisory Committee, Austin, Texas
- xii. August 9, Speaker, Alliance Aviation Education Community Roundtable, Northwest Campus
- xiii. August 11, North Texas LEAD 10th Anniversary Luncheon, Hyatt Regency, DFW
- xiv. August 11, Texas Academy of Biomedical Science meeting with UNT, UNTHSC, and FWISD
- xv. August 15, Trinity River East Campus Tour with City Council Members and Water District Members
- xvi. August 15, Northeast Performing Arts Center Community Roundtable, Northeast Campus
- xvii. August 15, Trinity River East Campus Tour with Mike Guyton (ONCOR), David Parker (AT&T) and Julie Wilson (Chesapeake)
- xviii. August 16, Trinity River East Campus Tour with Various Local Chambers
- xix. August 16, Trinity River East Campus Tour with UNTHSC

xx. August 17, Melody Johnson Luncheon, Colonial Parkway

17. Board President's Report

- a. Association of Community College Trustees. Four Board members, along with the Chancellor, attended the Governors' Institute for Student Success at the DFW Hyatt last month. It was sponsored and led by the Association for Community Colleges Trustees Association and also the University of Texas at Austin Community College Leadership Program. The colleges were asked to identify and plan for strategies in four areas: committed leadership, use of data, broad engagement, and systemic improvement. Specific initiatives outlined by TCC's Board are available in the SMB.

Mrs. Appleman read a resolution for consideration of approval by the Board supporting success of all students at Tarrant County College. The resolution is available in the SMB. On a motion by Mrs. Appleman, seconded by Dr. Morrison, the Board approved, 7-0, to approve the resolution.

Mrs. Hadley thanked the five Board members who attended the Institute for Student Success Conference: Mrs. Appleman, Dr. Morrison, Mr. Greenhill, Mr. Carter, and Mrs. Vandergriff.

Mr. Greenhill added that the Board will meet as a committee of the whole to address student success and Achieving the Dream initiatives.

Mrs. Hadley reminded the Board members of the upcoming August 22 Breakfast at the Arlington Convention Center. She called on Dr. Ricardo Coronado, associate vice chancellor for human resources to report on the August 22 activities. Dr. Coronado outlined the activities planned for the full

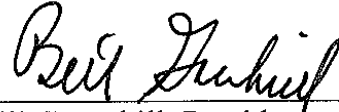
day of professional development, beginning with the Chancellor's Employee Appreciation Breakfast, and followed by a large array of professional development presentations and a health and wellness fair. In addition, faculty will hold discipline meetings and will have speakers address faculty on current educational topics. All campuses will be closed for the day to allow everyone to attend the professional development activities. In addition to faculty being recognized for exemplary teaching through the Chancellor's Award for Exemplary Teaching, new awards are being added this year, recognizing our systems of value and culture. Awards will be presented in areas of cultural diversity, innovation and creativity, and student success. TCC's Published authors will also be recognized at the Breakfast.

18. 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 Personnel Matters, Section 551.074, Texas Government Code. The deliberation will include a discussion on the Chancellor's Performance Evaluation and Campus President and Vice Chancellor vacancies. Deliberation on Pending/Contemplated Litigation, Section 551.071, Texas Government Code.


The Board went in to closed session at 9:06p.m.

19. Consideration and Action on Closed Meeting Items. The Board returned from closed session at 10:15 p.m. No action was taken on the closed session meeting items.

20. Adjournment and Announcement of Next Meeting. The next meeting will be held on Monday, August 29, 2011 at 6:00 p.m.



Bill Greenhill, President
Board of Trustees



O.K. Carter, Secretary
Board of Trustees