

TARRANT COUNTY COLLEGE DISTRICT

Meeting of the Board of Trustees

November 17, 2011

6:04 p.m.

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1. Call to Order. The Board of Trustees conducted its regular monthly meeting on Thursday, November 17, 2011, in the District Offices, May Owen Center, with Mr. Bill Greenhill, president of the Board, presiding. Other trustees present were Mrs. Louise Appleman, Mr. O.K. Carter, 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. Swearing-In Ceremony for District 2 Trustee Conrad C. Heede. County Judge Glen Whitley conducted the ceremony.
 3. Public Comment. No public comments were made.
 4. Presentation on Student Access and Success.
 - a. Trinity River Campus, *Cultivating a Culture of Service and Student Success*.

Dr. Tahita Fulkerson addressed the Board about the hallmarks of Trinity River Campus and how well they are working at the campus. They are 1) An “unshakeable” focus on student learning, 2) Service and community engagement, 3) Strong, open communication, 4) Professional and personal growth, 5) Multi-cultural competence and language acquisition, 6) Interdisciplinary collaboration, and 7) Wellness.

Mr. Angel Garcia spoke on Service Learning. Service Learning involves students on campus and in their community. Mrs. Hadley responded by saying research will show

you that it really does make that much difference. If you can get a student to experience success during that first year, the students tend to work harder and go on.

- b. Friends of the River Award Presentation. Adelaide Leavens with Streams and Valleys presented the award to the Trinity River Campus for their staff and students' participation in Friends of the River Party on the Plaza, a Friends of the River Fun Run, and the beautification of the Trinity River. Laura Escamilla accepted an award silver belt buckle.

Mrs. Hadley thanked Adelaide Levins for partnering with TCCD.

- c. New Professional Development Program and Policy. Ms. Angela Robinson introduced Dr. Ricardo Coronado to discuss the new program and policy for TCC employees.
- d. Dr. Coronado introduced Dr. Joe Jernigan and Ms. Cherie Keplinger who manage the new program. TCC employees may sign up for Pathways to Success. TCC full-time staff and adjunct faculty are required to complete 24 hours of professional development each year. The details about the program are on the TCC Website.

Mrs. Hadley clarified that the Human Resources office keeps records of the employee's courses that are taken and completed.

5. Board Action Items and Board Business Related Items.
 - a. Approval of Minutes of the meeting of October 20, 2011. On a motion by Mr. Carter, second by Mrs. Vandergriff, the Board voted 7-0 to approve the October 20 Board minutes.
6. Consent Agenda.
 - a. Consideration and Approval on Proposed Policy Changes to DK (LOCAL).
 - b. Consideration and Approval on Proposed Policy Changes to CAM (LOCAL).

Mrs. Hadley requested item 6. b be pulled because there is a statement toward the end of the policy about gifts to the College for scholarships. She stated, "Some time ago this Board decided that all gifts would go to the Foundation, and the main item that's in that Board policy for review had nothing to do with that." The item will be pulled and brought back next time, so that the right language can be entered.

7. Consideration and Action on Items Removed from Consent Agenda. On a motion by Dr. Morrison, second by Mr. Carter, the Board voted 7-0 to approve pulling Item 6 b and tabling it until the next meeting.

On a motion by Dr. Morrison, second by Mrs. Vandergriff, the Board voted 7-0 to approve the Consent Agenda.

8. Committee Reports.

- a. Finance and Audit Committee. The committee met on November 9, 2011. Mr. Greenhill, Mrs. Louise Appleman, and Mr. O.K. Carter were present. Also present was Mr. Conrad Heede by invitation for orientation purposes. Also present were Mr. James Fitts and Becky Reeder, the representatives of our outside auditors Weaver and Tidwell. Mr. Fitts discussed in detail the draft of the annual report, including the auditors' report. The committee went through item-by-item asking questions, and nothing in particular came out. Mr. Fitts confirmed that in January, the management's letter in which Weaver-Tidwell's conclusions regarding the District's accounting policies and procedures and internal controls and operating policies will be delivered, first to the management and then to the Audit Committee. The committee discussed pay-as-you-go and how that relates to long-range planning. Mr. Greenhill submitted this report to the Board.

- b. Governance Committee. No report was submitted.
- 9. Consideration and Action on Committee Recommendations. Mr. Greenhill resigned from the Finance and Audit Committee and recommended the appointment of Mr. Conrad Heede.
 - a. Appointment of Conrad C. Heede to the Finance and Audit Committee. Mr. Greenhill asked the Board if there were any objections to this appointment and there were none. Mr. Heede was approved by consent.
 - b. Appointment of Louise Appleman as Chair of the Finance and Audit Committee. Mr. Greenhill recommended the appointment of Mrs. Appleman as chair of the Finance and Audit Committee. He asked the Board if there were any objections, and there were none. Mrs. Appleman was approved by consent.
 - c. Appointment of Kristin Vandergriff to the TCC Foundation Board. Mr. Greenhill recommended Mrs. Vandergriff to take his place on the Foundation Board. Mr. Greenhill asked the Board if there were any objections, and there were none. Mrs. Vandergriff was approved by consent.
 - d. Appointment of O. K. Carter to City of Arlington Tax Increment Finance (TIF) Districts #1, #4, #5, #6. On a motion by Mrs. Appleman, seconded by Mrs. Morrison, the Board voted 7-0 to approve the appointment of Mr. Carter.
- 10. Consideration and Action on Service Authorization to Jacobs Engineering. Mrs. Hadley explained that this is a Service authorization that provides specific scope and service at an hourly rate not to exceed the \$430,000 under the terms and conditions of a previously Board approved indefinite delivery, indefinite quantity pool and contract (IDIQ). This work is for a programming and feasibility study for the Alliance Center and is within the

budget approved by the Board. Nina Petty answered questions. On a motion by Mr. Carter, second by Dr. Morrison, the Board voted 7-0 to approve the authorization.

11. Receipt of Annual Audit Report. Mrs. Hadley announced that TCCD is now officially a billion dollar enterprise. We have a clean audit, and there are no issues. Mrs. Hadley thanked Ms. Nancy Chang for her hard work. Mr. McClendon introduced Mr. James Fitts and Ms. Becky Weaver to present the audit report. The District received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the Nineteenth consecutive year. The report had already been thoroughly reviewed by Mrs. Hadley and the Finance and Audit Committee. The total net assets exceeded one billion dollars for the first time at **\$1,008 billion**. Liabilities are going down. They're down \$15,000,000 from the prior year, about 15%. About half of that is due to the payment of the outstanding bonds. Net assets exceeded liabilities by \$923,000,000 at the end of the fiscal year. The bottom line of increase in net assets was 53.3 million dollars at the end of the fiscal year.
12. Report on Annual Renewal of Insurance Coverage. Mrs. Hadley stated that we have an excellent insurance program at TCC. Mrs. Angela Robinson explained that we sent out an RFQ and the total premiums are \$966,932. That is a \$90,000 increase over last year. The increase is driven by the TREC property. On a motion by Mr. Heede, second by Mr. Carter, the Board voted 7-0 to approve the insurance premiums.
13. Report on New Requirement for Completion of Board member training as required by Government Code Section 61.084. Ms. Angela Robinson explained the training which has been amended to add additional responsibilities on the Board. In the past during the members' first two years of service the governing members of the Board had to take at least one training session. The change to that is now the minutes of the last regular meeting

held by a governing Board of a public junior college district during a calendar year must reflect whether each member of the governing Board has completed any of the training required by the educational code section. At the December Board meeting, the Board members must place into the minutes any training that they've had under the education code requirement.

14. Monthly Financial Report. Presented by Mr. Mark McClendon.

- a. Financial Summary Update. The fund balance is greater than our 3-month requirement. That is why we're able to keep our AAA rating.
- b. Review of Income and Expenditures. Credit tuition and state appropriations are doing well. We are ahead of the 25 percent. Expenditures are not over.
- c. Review of Investment Portfolio. This month, we have gone from \$182,000,000 to \$177,000,000. We turned into cash \$13,000,000. We invested \$7,500,000, so the net effect is that we decreased our cash by \$6,000,000.

15. Chancellor's Report.

- a. New Staff Introductions. Mr. Joe Bosley introduced Mr. Elbert Taylor as Director of Network and Communication Services.

Dr. David Wells introduced Mr. Gary Tomerlin as Director of Academic Analysis and Dr. Jimmy Adams as Director of Corporate Services.

- b. Campus Accolades. Mrs. Hadley highlighted the NE Campus Financial Aid Services who presented three workshops at HEB college night on September 12 and at the Northeast Advisory Expo on October 22. Financial is very critical to our student's ability to go to school. If we can get information to those students prior to their coming to TCC, they have a better chance of being prepared for the financial aid.

Mrs. Hadley also wanted to highlight the Dental Hygiene program and their involvement in the Save a Smile Community Service Day on Friday, November 4. They provided preventive dental hygiene services to 19 children from 8:00 a.m. to noon in the Dental Hygiene clinic. That service would have cost \$4638. Volunteerism is one of the things that makes the United States so great.

For the fifteenth time, the Northeast Campus hosted the Heart of North Texas Business Conference on the campus, which is one of their signature events.

On Northwest Campus, the Fire Service Training Center held their inaugural Firefighter Memorial Ceremony on November 12. They honored 89 firefighters who lost their lives during 2010.

Christine Hubbard, Northwest Campus divisional dean, co-chaired the Community College Humanities Association National Conference. It was extremely well done. Tarrant County College was the host institution and did a wonderful job.

Also, the Northwest Campus hosted the annual literacy walk for kindergarten students at the W. I. Turner Elementary School. It began with a donation ceremony by our Phi Theta Kappa students. Our PTK students do excellent work.

Mrs. Hadley also mentioned the EEMT students at the South Campus, a holiday hiring fair at the South Campus.

At Southeast Campus Mrs. Hadley highlighted Mr. Michael Cinatl of Campus Services who has been appointed to the Gang Awareness and Community Action Team

c. Recent Activities.

- i. October 21, Speaker-Development Education Institute, Trinity River Campus

- ii. October 21, TCC Foundation Event, A Little River Music, Trinity River Campus
- iii. October 23, Speaker-Loyalty Class, First United Methodist Church
- iv. October 24, TREC tour with Bank Representatives and Texas Wesleyan University staff
- v. October 24, TREC tour with FWISD
- vi. October 24, TREC tour with Leadership Fort Worth
- vii. October 26, Texas Association Community College Quarterly meeting, Austin, Texas
- viii. October 26, Texas Association Community College and Texas Higher Education Coordinating Board Dinner and Reception, Austin, Texas
- ix. October 27, Texas Higher Education Coordinating Board meeting, Austin, Texas
- x. October 28, Conversations with the Chancellor, South Campus
- xi. October 28, Speaker-National Conference of Community College Humanities Association, Hilton, Fort Worth
- xii. October 31, South and Southeast Campus President Candidates Forums
- xiii. November 1, Speaker-Mary I. Gourley Scholarship Luncheon, Northwest Campus
- xiv. November 3-4, Texas Higher Education Leadership Conference, Austin, Texas
- xv. November 8, Texas Higher Education Coordinating Board Formula Funding Advisory Committee, Austin, Texas

- xvi. November 8-11, 2011 Executive Council Meeting and American Association of Community Colleges, Fall Global Education Commission, Washington, DC
- xvii. November 16, Conversations with the Chancellor, Southeast Campus
- xix. November 16, TCC Foundation Board meeting
- xx. November 17, 1st Annual State of the County featuring Judge Glen Whitley and Memorial Tribute honoring Tom Vandergriff, Omni Hotel

16. Board President's Report. Mr. Greenhill expressed his appreciation to the Chancellor, the Chancellor's Executive Leadership Team, and to everyone who participated in Mr. Conrad Heede's orientation. It was awesome. Thank you for taking your time and effort to orient Mr. Heede.

Mr. Greenhill also congratulated the Chancellor and her team on the appointment of the new presidents. The process was an amazing and thorough one.

- a. Texas Higher Education Coordinating Board Leadership Conference. The conference was attended by Mrs. Appleman, Mr. Carter, Mr. Greenhill, Mrs. Hadley, and Mrs. Vandergriff. Ethics, duties and finances were covered. There are some budget requirements and annual financial reporting requirements that the Board needs to be familiar with. All of the information is available from the Board members who attended.
- b. Mary I. Gourley Scholarship Luncheon. The luncheon was attended by Mr. Greenhill and Mrs. Appleman. Mrs. Hadley said that since they've been working with our students, they have awarded scholarships amounting to \$1,189,253 to our students and have helped 180 of our students graduate with Associate degrees. A special thank you to our Financial Aid people.

- c. Development Education Institute. Mrs. Appleman said that 170 faculty members attended the Development Education Institute program, which is the first five-year training for faculty who will be involved with students who require developmental classes.
- d. DFW Facility Opportunity. Mr. Heede reported on a meeting Mrs. Hadley and he attended with John Terrell, Vice President of DFW airport. The airport is about 18,000 acres and has over 50,000 employees at the facility. They do want an educational, job, and skills training facility located on the airport and have contacted other educational institutions, but no one has stepped up to the plate at this point. They want not only basic education but also skills training. They are even interested in trainers for pilots. They have some soon-to-be vacant buildings that might be available for an educational facility. They talked about a space of 70,000 square feet, and perhaps an entire campus. They are very open to a partnership with TCC. To be able to train their workers will attract business to the airport. Mr. Heede stated that the timing on this is excellent because the airport has the vacant buildings available. Mr. Terrell will contact Mr. Jeffrey Fegan, CEO of DFW Airport to discuss the meeting, then another meeting will be held with TCC.

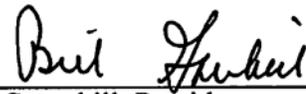
17. Closed Meeting.

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

- b. Deliberation on Personnel Matters, Section 551.074, Texas Government Code. The deliberation will include a discussion on candidates for the position of President at the South and Southeast Campuses.
- c. Deliberation on Pending/Contemplated Litigation, Section 551.071, Texas Government Code.
- d. Consultation with Attorney, Section 551.071, Texas Government Code. The discussion of legal issues will include those legal issues raised in connection with awarding contracts, purchasing and procurement.

The Board went in to closed session at 8:31 p.m.

- 18. Consideration and Action on Closed Meeting Items. The Board returned from closed session at 9:32 p.m. No action was taken on the closed session meeting items.
- 19. Adjournment and Announcement of Next Meeting. The next regular meeting will be held on Wednesday, December 14 at 6:00 p.m. at Trinity River Campus.



Bill Greenhill, President
Board of Trustees



O. K. Carter, Secretary
Board of Trustees