

TARRANT COUNTY COLLEGE DISTRICT

Meeting of the Board of Trustees

February 16, 2012

6:00p.m.

1. Call to Order. The Board of Trustees conducted its regular monthly meeting on Thursday, February 16, 2012, in the District Offices, May Owen Center, with Mr. Bill Greenhill presiding. Other trustees present were Mrs. Louise Appleman, Mr. O.K. Carter, Mr. Conrad C. Heede, 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.
 - a. Northwest Campus, "Fire Service Training Center". Dr. Arrick Jackson, Divisional Dean of Public Services and Social/Behavioral Sciences, and Mr. Steve Keller, Coordinator of the Fire Service Training Center, presented a video and annual report highlighting the Fire Service Training Center. A copy of the PowerPoint presentation is available in the Supplemental Minutes Book (SMB). In addition, Mr. Keller presented Board members with a flash drive resembling a fireplug containing the presentation.
 - b. Hotline Feasibility Study. Mrs. Annette McCurdy, Internal Auditor, gave an update on the possible implementation of a confidential complaint mechanism, or hotline, at Tarrant County College, in response to the Sarbanes-Oxley Reform

Act (SOX) of 2002 and the 2003 NACUBO (National Association of College and University Business Officers) Advisory Report both which can be used to advance our College's accountability, through the reporting of fraud and abuse.

The PowerPoint presentation is available in the SMB.

4. Board Action Items and Board Business Related Items

Approval of Minutes of the Meeting of January 19, 2012. On a motion by Mr. Heede, seconded by Mrs. Winnett, the Board voted, 7-0, to approve the Minutes of the regular meeting of February 16, 2012.

5. Consent Agenda.

- a. Consideration and Approval on Service Authorization with KAI, Texas for Design Services to Renovate Two Faculty Office Buildings (B & C) on South Campus **Amount: \$126,882.00**
- b. Consideration and Approval on Cooperative Purchasing Agreement with Knight Security Systems for Video Surveillance Software Licensing for District wide Code Blue Surveillance System **Amount: \$114,036.00**
- c. Consideration and Approval on Cooperative Purchasing Agreement with Sigma Surveillance for Equipment for District wide Code Blue Video Surveillance System **Amount: \$295,273.35**
- d. Consideration and Approval on Job Order Contracting (JOC) Agreement with Weatherproofing Technologies for Exterior Soffits and Lightning Modifications at South Campus **Amount: \$416,411.00**
- e. Consideration and Approval on Cooperative Purchasing Agreement with Tremco for Parking Lot Repairs at Northwest and South Campuses **Amount: NOT TO EXCEED \$1,050,000.00**
- f. Consideration and Approval on Cooperative Purchasing Agreement with Entech for Digital Signs on South, Northeast and Southeast Campuses **Amount: \$197,604.40**

- g. Consideration and Approval on Job Order Contracting (JOC) Agreement with FPI Builders for Replacement of Exterior Storefront Doors at Northeast, Northwest and South Campuses **Amount: NOT TO EXCEED \$1,500,000.00**
- h. Consideration and Approval on Cooperative Agreement with Weatherproofing Technologies for Modifications at the Northwest Campus Fire Training Center **Amount: \$409,115.82**
- i. Consideration and Approval on Cooperative Purchasing Agreement with Enviromatic Systems for Building Automation System Replacements at the Northeast Campus Technology Arts Building **Amount: NOT TO EXCEED \$281,604.00**
- j. Consideration and Approval on Contract with GCA Education Services for Custodial Management Services for South Campus **Amount: \$445,734.00**
- k. Consideration and Approval on Contract Renewal with Conti & Sons for Village Creek Warehouse Lease **Amount: \$134,400.00**
- l. Consideration and Approval on Blanket Purchase Order (BPO) Extension with Cushman & Wakefield to provide Facilities Financial Accounting Support **Amount: \$159,599.00**
- m. Consideration and Approval on Proposed Policy Changes to CAM (LOCAL) and CIB (Local)

On a motion by Mr. Carter, seconded by Mrs. Vandergriff, the Board voted, 7-0, to accept the consent agenda with the except of Item F which was removed from the consent agenda.

- 6. Consideration and Action on Items removed from Consent Agenda. Mr. Carter, as the trustee who asked for the item to be removed from the consent agenda, stated that he believed that Item F appears to be rather superfluous and costly in light of how this same amount of money could be used elsewhere. Mrs. Hadley said that this is a matter of safety for students. Mrs. Petty said that this item relates to being able to

provide messaging to students in the case of an emergency and was recommended by a faculty group as well as SACS, our accrediting agency.

On a motion by Mr. Carter, seconded by Mrs. Vandergriff, the Board voted, 7-0, to accept the consent agenda with the exception of Item F.

A motion was made by Dr. Morrison recommended that the Board proceed with Item F in the means of safety interest. With no second to the motion, the motion failed.

On a motion by Mrs. Appleman, seconded by Mr. Carter, the board voted, 7-0, to table Agenda Item F until it can be further researched and more information brought to the Board. Mr. Greenhill asked Mrs. Petty to bring pictures, designs, details, types of messages to be used, who controls the messages to be broadcast, and any other supporting information to the next Board meeting for consideration. Mrs. Winnett stated that she would like to know which other options have been considered to meet this same need. Mrs. Appleman asked that the Board be provided a copy of the SACS directive.

7. Committee Reports

- a. Finance and Audit Committee. Mrs. Appleman reported that the committee met on January 31 to consider the investment policy. The first item was the presentation by the auditors at Weaver; they presented the financial audit and their management letter. These called for centralization for compliance and significant control processes proving that certain measures were in place. The committee was assured by the Chancellor that both items had already been addressed. The consensus of the committee was to accept the financial audit and

management letter. A large part of the meeting was spent reviewing the TCCD Investment Policy/Procedures. The committee is recommending staying with our current practices. Supporting documents are available in the SMB.

- b. Governance Committee. Mr. Greenhill announced that the Governance Committee has agreed to recommend that the Board meet as a committee-as-a-whole to discuss the budget review process.

8. Consideration and Action on Committee Recommendations.

On a motion by Mrs. Vandergriff, seconded by Mr. Heede, the Board voted, 7-0, to accept the recommendation of the Audit Committee to accept the financial audit and management letter.

On a motion by Mrs. Appleman, seconded by Dr. Morrison, the Board voted, 7-0, to accept the recommendation of the Audit Committee to continue TCC's investment policy and procedures.

On a motion by Mr. Carter, seconded by Mr. Heede, the Board voted, 7-0, to accept the resolution to adopt the gas royalty scholarship fund as a part of the TCC Investment Policy.

- 9. Amended 457 Plan Document/Resolution. Mrs. Angela Robinson, Vice Chancellor for Administration and General Counsel, introduced Mrs. Deltra Hays, VALIC representative, who explained the needed update to TCC's 457 Deferred Compensation Plan. The update requirement is the result of changes to the 457(b) Plan in accordance with recent federal tax legislation and the resolution will ensure TCCD's compliance. Supporting documentation is available in the SMB.

On a motion by Mr. Carter, seconded by Mrs. Winnett, the Board voted, 7-0, to accept the amendment to the District's 457(b) Plan sponsored by VALIC to conform to recent law changes.

10. Monthly Financial Report.

- The financial report was presented by Mark McClendon.
- Refer to Exhibits 10B and 10C in the SMB for detailed information regarding income and expenditures.
- The overall investment portfolio yield was approximately .46 percent.

11. Chancellor's Report.

a. New Staff Introductions.

- Mr. Tim Marshall, Vice Chancellor for Information and Technology, MOC
- Ms. Margaret Taylor, Director of Academic Affairs and Weekend College, SE Campus
- Ms. Jo Klemm, promoted to Director of Library Services, SE Campus
- Ms. Veronica Mata, senior internal auditor (Accountant) in the office of Financial Services (Internal Auditing)

b. Academic Success Plan. Mrs. Hadley presented statistics relative to Fall 2011

Applications to Reinstate Academic Eligibility Statistics by Campus.

Supporting documentation is available in the SMB.

c. Campus Accolades. A summary of accolades is available in the SMB.

d. Recent Activities

- i. January 20, North Texas Community College Consortium Spring Leadership Convocation, Collin College, Plano
- ii. January 21, Birdville Education Foundation, Hurst Conference Center

- iii. January 25, Texas Association Community College Quarterly Meeting, Austin
- iv. January 26, Texas Higher Education Coordinating Board Meeting, Austin
- v. January 27, President Frederick G. Slabaugh Inauguration, Texas Wesleyan University
- vi. January 28-30, Southern Association of Colleges and Schools Commission On Colleges (SACSCOC), Atlanta
- vii. February 1, Lunch with Trustee Robyn Medina Winnett
- viii. February 1, Speaker, Chancellor's Emerging Leaders Program Kick-Off, Trinity River Campus
- ix. February 2, Southeast Campus President Welcome Reception for Dr. William Coppola, Southeast Campus
- x. February 2, Trinity River East Campus Tour with Laura Bird
- xi. February 3, Kids Vision Fest, Trinity River Campus
- xii. February 3, Planned Parenthood North Texas Annual Luncheon, Omni
- xiii. February 3, Achieving the Dream meeting, South Campus
- xiv. February 6, United Way Financial Stability Initiative Breakfast, Fort Worth Club
- xv. February 6, Trinity River East Campus Tour with Fort Worth Convention & Visitors Bureau
- xvi. February 6, Fort Worth Executive Roundtable, City Club
- xvii. February 6, Leadership North Texas Appreciation Reception, Irving
- xviii. February 8, Speaker, CUPA-HR Lone Star Chapter Winter Conference, Trinity River Campus
- xix. February 10, Speaker, North Central Texas College Black History Program, Gainesville
- xx. February 12-16, Community College National Legislative Summit, Washington, DC
- xxi. February 16, Tarrant County College Opportunity Center, accepted workforce development grant check for \$458,025.

Mr. Heede reported on his attendance at the Community College

National Legislative Summit in Washington, DC, February 12-16.

12. Board President's Report. TCC Leadership and Governance Panel. Mr. Greenhill announced that he, along with Mrs. Vandergriff and Mrs. Appleman, participated in the panel earlier this month.
13. Closed Meeting. The Board went in to closed session at 8:20 p.m. to discuss issues listed below.
 - a. Deliberation on Real Property, Section 551.072, *Texas Government Code*. The Real Property discussion will address the purchase, exchange, lease or value of Real Estate.
 - b. Deliberation on Personnel Matters, Section 551.074, *Texas Government Code*. The deliberation will include a discussion on the performance and evaluation of the chancellor.
 - c. Consultation with Attorney, Section 551.071, *Texas Government Code*. For purposes of a private consultation with Board's attorney on any subjects or matters authorized by law.
14. Consideration and Action on Closed Meeting Items. The Board returned from closed session at 9:34 p.m. No action was taken on the closed session meeting items.
15. Adjournment and Announcement of Next Meeting. The meeting adjourned at 9:38 p.m. The next regular meeting will be held on Thursday, March 8, 2012 at 6:00 p.m.


Kristin Vandergriff, Vice- President
Board of Trustees


O.K. Carter, Secretary
Board of Trustees