

TARRANT COUNTY COLLEGE DISTRICT

Board of Trustees Regular Monthly Meeting

September 22, 2012

9 a.m.

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1. Call to Order. The Board of Trustees conducted its regular monthly meeting on Saturday, September 22, 2012, in Action Room “A,” Trinity River Campus, with Mr. William Greenhill presiding. Other trustees present were Mrs. Louise Appleman, Mr. O.K. Carter, Mrs. Kristin Vandergriff, Mr. Conrad Heede, and Mrs. Robyn Medina Winnett. Also present were Chancellor Erma Johnson Hadley and members of the TCCD faculty and staff.
2. Public Comment. There was no public comment.
3. Presentation on Student Access and Success and Administrative Programs and Projects.
  - a. *South Campus TCC Scholars Charter School:* Chancellor Hadley reviewed events leading up to the presentation, saying that such a school would provide more access to education and might well equip a future generation of TCC students to be college-ready.  
  
Dr. Peter Jordan, South Campus president, outlined a vision for the school, which is to be a partnership between TCC and National Heritage Academies. It is to be a K-8 charter school that will emphasize science, technology, engineering, and mathematics on a high-tech platform. The school should enhance educational opportunities for FWISD students, foster collaboration between K-12 faculty and TCC faculty, and offer enhanced summer programs. Dr. Jordan also described Chancellor Hadley’s interaction with the NHA Board of Directors, a visit by TCC personnel to an NHA school in New York, and the development of a timeline pointing to opening of the school in fall 2014.

Kirby Chadwell, TCC director of facilities planning and development, using a campus map, showed the suggested location of the school as a tract in the far northeast corner of the campus near the intersection of Rushing Drive and Roberson Boulevard. This location, he said, could provide an access point separate from those into the main campus and would give students access to campus facilities but with only limited contact with the regular campus population.

Megan DeKraker, NHA manager of state development, then presented an overview of NHA and its schools; outlined the relationships between TCC and NHA, including the responsibilities of each; and gave a step-by-step timeline. In answer to a question from Mrs. Winnett, she said the school would enroll about 700 students, would be open enrollment with provisions for a lottery if applications exceed openings, and would not go beyond the eighth grade. She also said NHA is working toward a second school in Texas, this one in Dallas, and that the TCC school would be the only NHA school on a college campus.

Mr. Greenhill spoke about the New York site visit and how impressed he was with the students and the faculty. Chancellor Hadley then asked the board for approval to move the project forward. Mrs. Appleman moved approval, Mr. Carter seconded, and the motion was approved, 6-0. A copy of the PowerPoint presentation is found in the Supplemental Minutes Book (SMB).

4. Board Action Items and Board Business Related Items.

- a. Approval of Minutes of Meetings of August 16, 2012, and August 22, 2012: On a motion by Mr. Carter, seconded by Mrs. Vandergriff, the board voted, 6-0, to approve the minutes as presented.

5. Consent Agenda.

- a. Consideration and Approval of Construction Delivery Method for the Energy Technology Center on South Campus: This item was not removed from the consent agenda.

6. Consideration and Approval of Items Removed from Consent Agenda. On a motion by Mr. Heede, seconded by Mr. Carter, the board approved the Consent Agenda, 6-0.

7. Committee Reports.

a. Audit and Finance Committee

- Draft Procurement Manual: Committee Chair Appleman said the draft had been reviewed by all trustees with suggestions forwarded to the committee. Director of Procurement Mike Herndon reviewed changes to the draft, after which Mrs. Appleman moved approval of the manual. Her motion was approved, 6-0
- Internal Audit Report: Mrs. Appleman reported on the audit of trustee expenses, explaining that, in the mid 1990s, Trustees Morrison and Winnett availed themselves of legislation permitting trustees to obtain health insurance through the colleges they served. The audit review showed that, while both trustees made premium payments for several years, those payments ceased and the trustees thus were in debt to the District. Dr. Morrison has repaid all monies owed. Mrs. Winnett owes \$44,318.94. Arrangements for repayment are being discussed. Mrs. Appleman moved that the matter be referred to the vice chancellor for administration and general counsel for resolution of repayment of the outstanding

balance and that the Audit and Finance Committee as well as the board be kept informed as necessary and appropriate. Her motion was approved, 6-0.

- Internal Audit Work In Progress: District Internal Auditor Annette McCurdy described work on the internal audit plan for 2012-13 as to what types of services would be performed, what types of testing would be done, and what the timeline would be. She requested the plan receive full approval from the board.
- Internal Audit Plan 2012-13: Mrs. Appleman moved full approval of the board. The motion was approved, 6-0.
- Delinquent Tax Collections Report: Mrs. Appleman called the board attention to the latest report from Linebarger, Goggins, Blair and Sampson, LLP, on delinquent tax collections.

b. Governance Committee: No report.

8. Consideration and Approval of Committee Recommendations. The three recommendations, Procurement Manual, Internal Audit Report on Trustee Expenses, and Internal Audit Plan for 2012-13 were approved as described under Agenda Item No. 7.
9. Consideration and Approval of Final Deductive Change Order with Chambers Engineering for Southeast Campus Left Turn Lane and Driveway Project, Amount: (\$50,001.18) Credit. Mr. Heede moved approval, Mr. Carter seconded, and the change order was approved, 6-0.
10. Consideration and Approval of Three (3) Year Contract with Tradesman International for District-Wide Use of Leased Labor, Amount: Not to exceed \$4,800,000. Mrs. Appleman moved approval, Mrs. Vandergriff seconded, and the contract was approved, 6-0. The contract involved mainly building trade workers.

11. Consideration and Approval of Contract with Big Sky Construction for Renovation of Health Science Center (NHSC) on Northeast Campus, Amount: \$933,000. Mr. Heede moved approval, Mr. Carter seconded, and the contract was approved, 6-0.
12. Consideration and Approval of Contract with Struhs Commercial Construction for Loop 820 Driveway Improvements at Northwest Campus, Amount: \$839,230. Mrs. Vandergriff moved approval, Mr. Heede seconded, and the contract was approved, 6-0.
13. Consideration and Approval of Final Deductive Change Order with Rayco Construction for Campus Theatre, Library, and Office Building (WTLO) at Northwest Campus, Amount: (\$38,014.09) Credit. Mr. Heede moved approval, Mrs. Appleman seconded, and the change order was approved, 6-0.
14. Consideration and Approval of Continued Allocation of Funds for Cooperative Agreement with Buy Board and the Cooperative Purchasing Network (TCPN) for the Multi-Year Contracts with GCA Services Group for Custodial, Grounds, and Maintenance Services Amount: Not to exceed \$5,000,000. Mr. Carter moved approval, Mr. Heede seconded, and the contracts were approved, 6-0.
15. Consideration and Approval of Buy Board Agreement with Environmatic Systems to Provide Equipment and Installation to Upgrade the Central Utility Plant to Reliable Building Automation Control System on Southeast Campus, Amount: \$262,579. Mrs. Appleman moved approval, Mr. Heede seconded, and the agreement was approved, 6-0.
16. Consideration and Approval of The Interlocal Purchasing Systems (TIPS) Cooperative Agreement with Texas Air Systems to Provide Heating Equipment and Installation at the Central Utility Plant on Southeast Campus, Amount: \$253,445. Mrs. Vandergriff moved approval, Mr. Carter seconded, and the agreement was approved, 6-0.

17. Consideration and Approval of Interlocal Cooperative Agreement for Contract Extension with Texas General Land Office to Provide Wholesale Pricing of Natural Gas, Amount: \$1,200,000. Mr. Carter moved approval, Mrs. Vandergriff seconded, and the agreement was approved, 6-0.
18. Consideration and Approval of a One (1) Month Extension for TPG+Parsons Program Management Services for TCCD Capital Improvement Program (CIP), Amount: \$97,760. Mr. Heede moved approval, Mrs. Appleman seconded, and the contract extension was approved, 6-0.
19. Consideration and Approval of a Six (6) Month Extension of Copier Leases and Facilities Management Contracts with Denitech Corporation, Amount: \$583,065. Mr. Herndon reported that an RFP has been issued for a consulting firm to recommend a print management process for the College. Mr. Heede moved approval, Mrs. Vandergriff seconded, and the contract extension was approved, 6-0.
20. Consideration and Approval of Annual Renewal of Ellucian (Datatel) Administrative Software, Amount: \$411,945. Mrs. Vandergriff moved approval, Mr. Carter seconded, and the contract extension was approved, 6-0.
21. Consideration and Approval of Annual Renewal of Blackboard Learn Licensing and Hosting Fees, Amount: \$339,981.20. Mrs. Appleman moved approval, Mrs. Vandergriff seconded, and the fee amount was approved, 6-0.
22. Monthly Financial Report. Associate Vice Chancellor for Finance Nancy Chang reported that the College finished the 2011-12 school year in the black. She estimated that a year-end report would come to the board in November. The Investment Portfolio for the month ended August 31, 2012, showed an overall yield of .60 percent

NOTE: Supporting materials on Agenda Items Nos. 9-21 are found in the Supplemental Minutes Book.

23. Chancellor's Report. Chancellor Hadley, referred to a list of her recent activities, calling special attention to
- a. A presentation to the Grapevine Rotary Club. Her appearance had been arranged by Mr. Heede, who spoke to the need for the College to work with all service clubs in the county on scholarships, mentoring, and other projects.
  - b. A meeting with FWISD Superintendent Walter Dansby, Julie Wilson, and Vernell Sturns to discuss collaborative projects.
  - c. A meeting with Fort Worth Mayor Betsy Price and FWISD Trustee Toby Jackson on future collaboration.
  - d. A meeting with Joe McIntosh, executive director of the TCC Foundation, and Sheryl Neal and Fritz Schanz of Cengage Learning. The organization is seeking the assistance of the TCC Foundation in creating a foundation of its own.
  - e. Her presentation to the North Texas Community College Consortium as a member of the Board of Trustees of the American Association of Community Colleges.
  - f. Her presentation to the Northwest Tarrant Chamber of Commerce.
  - g. Her attendance at the Emerging Leaders Kickoff Luncheon at Trinity River Campus at which she discussed with local aviation industry leaders how they might assist the College in possible construction of a learning center at Alliance Airport.

24. Board President's Report.

- a. Chancellor's Breakfast: Mr. Greenhill said this is always, to him one of the most outstanding events of the year, and he praised the staff for the work done on it. Mrs. Vandergriff was then presented her pin for 10 years' service on the board.
- b. Grapevine Rotary Club: Covered by Mr. Heede under previous agenda item.
- c. Allan Saxe Garden Dedication: Mrs. Vandergriff described the dedication and added that Dr. Saxe is donating two ship replicas to Trinity River Campus.
- d. Elected Officials Appreciation Reception and Dinner: Chancellor Hadley said there had been numerous questions from elected officials about the creation of the TCC educational center in Haltom City.
- e. Tarrant County Black Bar Association Recognition Scholarship Banquet: Mr. Greenhill and Dr. Tahita Fulkerson will attend this event at the Trinity River Campus.

25. Closed Meeting. Mr. Greenhill called at 10:46 a.m. for a closed meeting, citing the following sections of the *Texas Government Code*.

- 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 to include the Radio Shack amended lease.
- Deliberation on Personnel Matters, Section 551.074, *Texas Government Code*. The deliberation will include a discussion on the Chancellor's 2012-13 Performance Goals.
- 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. The deliberation will include any Pending/Contemplated Litigation.

The open meeting was reconvened at 12:10 p.m.

26. Consideration and Action on Closed Meeting Items. At Mr. Greenhill's direction, Vice

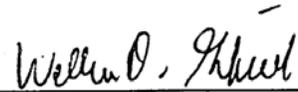
Chancellor for Administration and General Counsel Angela Robinson read the chancellor's goals for 2012-13 as follows:

1. Continue to focus on student success through careful analysis of data received from Achieving the Dream initiatives.
2. Increase the number of first-time-in-college students who receive intentional advising by 50 percent to include 2011-12 and 2012-13.
3. Increase the number of students who successfully complete a course with an A, B, or C grade by 3 percent in math, 4 percent in reading, and 4 percent in writing to include 2011-12 and 2012-13.
4. Increase the retention rate from fall to spring semesters by 4 percent and from fall to fall by 2 percent to include 2011-12 and 2012-13.
5. Standardize staffing in all remaining support departments across the District during the coming year and establish a metric for future staffing based upon enrollment growth and need.
6. Continue to seek opportunities for engaging community stakeholders, the ISDs, the business community, philanthropic organizations, and others in joint efforts to ensure access to the College for all who seek to enroll.
7. Develop a plan for alternative textbook products that will significantly reduce costs to the students – one District textbook for the top-10 highest enrollment courses and/or an e-reader or a combination of other strategies.

8. Develop an effective plan to fully utilize the TCC television broadcast license as a marketing tool for the College in conjunction with the teaching function.
9. Create a plan to enhance revenue from entrepreneurial sources.
10. Review all technical programs for relevancy, enrollment growth projections, and graduation/completion rates and develop a two- to three-year plan to eliminate low-performing programs, where possible, over the next two years, or plan a phase-out strategy for others where students have declared majors. Texas Workforce Commission jobs data will be used to set standards for defining low-performing programs.
11. Continuously evaluate how effectively the Chancellor represents the College.

On a motion by Mr. Carter, seconded by Mr. Heede, the board approved the Chancellor's Performance Goals for 2012-13, 5-0, Mrs. Winnett having left the meeting.

27. Adjournment and Announcement of Next Meeting. Mr. Greenhill announced that the next meeting of the board would be on Thursday, October 18, at the May Owen Center. He adjourned the meeting at 12:20 p.m.



William Greenhill, President,  
Board of Trustees



O.K. Carter, Secretary,  
Board of Trustees