

TARRANT COUNTY COLLEGE DISTRICT

Board of Trustees Regular Meeting

November 15, 2012

6:00 p.m.

1. Call to Order. The Board of Trustees conducted a its regular, monthly meeting on Thursday, November 15, 2012, in the District Offices, May Owen Center, with Mr. William Greenhill presiding. Other trustees present were Mrs. Louise Appleman, Mr. O.K. Carter, Mr. Conrad Heede, Dr. Gwendolyn Morrison, and Mrs. Kristin Vandergriff. Also present were Chancellor Erma Johnson Hadley and members of the TCCD faculty and staff.
2. Public Comment. There was no public comment.
3. AT&T Check Presentation. Dr. Joe McIntosh, executive director of the TCC Foundation, introduced Mr. David Parker, member of the Foundation Board of Directors and a regional vice president of AT&T. Mr. Parker presented, on behalf of AT&T, a check for \$20,000 in support of the Chancellor's Emerging Leaders Program
4. Presentations on Student Access and Success.
 - a. Information and Administrative Programs and Practices – Southeast Campus, Seamless Pathway/Transitioning from High School to College: Campus President Bill Coppola described the program as one developed by the faculty to help high school seniors prepare for college. He introduced faculty members Regina Cannon and Benita Reed and Arlington Sam Houston High School Principal Fernando Benevides, who spoke on development of the program, its partnership with the Arlington Chamber of Commerce, program demographics, student recruitment, and the two phases of the program. The Arlington Chamber has pledged \$250 scholarships for each student completing the program, and

participating faculty have raised more than \$1,000 in additional support. Plans are for the program to expand next to Arlington Seguin High School

- b. Diversity Assessment and Strategic Plan: Mrs. Angela Robinson, vice chancellor for administration and general counsel, introduced Shani Barrax Moore, director of institutional diversity and inclusion to the board. Ms. Moore gave a PowerPoint presentation (Supplemental Minutes Book – SMB) in which she told how TCCD defines diversity, gave a methodology and timeline for formulating a data-based diversity plan, reviewed her department’s goals, described an upcoming diversity and inclusion survey, and said the diversity plan would be ready for board approval by March 2013.
- c. Achieving the Dream Update: Dr. Joy Gates Black, vice chancellor for student success, and Dr. Kimberly Beatty, associate vice chancellor, gave a PowerPoint Presentation (SMB) in which they described the AtD progress report and the responses to it from AtD, gave an update on campus implementation, and TCCD’s progress toward becoming an AtD Leader College.

5. Board Action Items and Board Business-Related Items.

- a. Approval of Minutes of the Meeting of October 18, 2012: On a motion by Mr. Heede, seconded by Dr. Morrison, the minutes were approved, 6-0.

6. Consent Agenda.

- a. Consideration and Approval of the Reappointment of Mr. Mark McClendon to the City of Grand Prairie Tax Increment Reinvestment Zone (TIF) Number Two Board of Directors
- b. Consideration and Approval of the Reappointment of Mr. Mark McClendon to the City of Benbrook Tax Increment Reinvestment Zone (TIF) Number One Board of Directors
- c. Consideration and Approval of the Reappointment of Mr. Mark McClendon to the City of Euless Tax Increment Reinvestment Zone (TIF) Number Three Board of Directors
- d. Consideration and Approval of the Reappointment of Mr. Mark McClendon to the City of Keller Tax Increment Reinvestment Zone (TIF) Number One Board of Directors
- e. Consideration and Approval of Recommendation on Tuition for Continuing Education Classes

f. Consideration and Approval of Proposed Revisions to TCCD Policy Manual Update 27 with Staff Recommendations

On a motion by Mr. Heede, seconded by Dr. Morrison, the Consent Agenda items were approved, 6-0.

7. Consideration and Approval of Items Removed from the Consent Agenda. No items were removed.

8. Committee Reports.

a. Audit and Finance Committee: Mrs. Appleman introduced James Fitts of the accounting firm of Weaver and Tidwell. Mr. Fitts reviewed the external audit for 20011-12, saying that the firm had issued an unqualified opinion, the highest form of assurance. No material weaknesses of internal control were found.

b. Governance Committee: No report

c. Institutional Plan Committee: Mrs. Vandergriff reported on discussions concerning the BOKA Powell plan. She asked for approval of the newly written bylaws (SMB) for the Institutional Planning Committee and said that the committee will soon be presenting a recommendation for board action. On a motion by Mr. Heede, seconded by Dr. Morrison, the committee bylaws were approved, 6-0.

9. Consideration and Approval of Committee Recommendations.

a. Receipt of Annual Audit Report: On a motion by Mrs. Appleman, seconded by Dr. Morrison, the board formally acknowledged receipt of the Annual Audit Report.

10. Consideration and Approval of Request from TTI, Inc., Application for Free Trade Zone Designation. Mr. Mark McClendon, vice chancellor for finance, introduced Mr. Steve Boecking of Hillwood, Inc., and Mr. Allen Clem of TTI, Inc., who explained their request for a letter from TCCD saying that the College District has no objection to the establishment of a Foreign Trade Zone at Alliance, Texas. Establishment of the FTZ would result in an annual loss of property tax revenues to TCCD of about \$15,000, but new construction planned for the FTZ would, when completed, yield about \$30,000 in additional tax revenue annually. On a motion by Mr. Heede, seconded by Mr. Carter, the board voted, 6-0, to authorize issuance of the letter. On a motion by Dr. Morrison, seconded by Mr. Heede, the board voted, 6-0, to authorize Mr. McClendon to sign the letter on behalf of the College.

11. Consideration and Approval of Interlocal Agreement with the City of Fort Worth to Purchase Unleaded Diesel Fuel from Martin Eagle Oil. Amount not to exceed \$296,000. On a motion by Mrs. Appleman, seconded by Dr. Morrison, the board voted, 6-0, to approve the agreement.
12. Consideration and Approval of Indefinite Delivery/Indefinite Quantity (IDIQ) Pool Service Authorization Agreement with Quorum Architects for Architectural and Engineering Services For Renovation of the Northwest Campus Bookstore. Amount: \$103,129. On a motion by Mrs. Appleman, seconded by Mrs. Vandergriff, the board voted, 6-0, to approve the agreement.
13. Consideration and Approval of Contract with Sewell Advisory Services (SAS) for Financial Construction Consultant Services for Capital Improvement Program (CIP) Projects. Amount not to exceed \$491,400. On a motion by Dr. Morrison, seconded by Mr. Heede, the board voted, 6-0, to approve the contract.
14. Consideration and Approval of Job Order Contracting-General Contractor (JOC-GC) Agreement with Struhs Commercial Construction for Northwest Campus Central Utility Plant Building Expansion. Amount: \$448,602. On a motion by Mrs. Vandergriff, seconded by Dr. Morrison, the board voted, 6-0, to approve the agreement.
15. Consideration and Approval of Texas Multiple Awards Schedule (TXMAS) Cooperative Agreement with Schneider Electric to Supply Electrical Distribution Equipment for the Northwest Campus Central Utility Plant Building Expansion. Amount: \$192,526. On a motion by Mr. Heede, seconded by Dr. Morrison, the board voted, 6-0, to approve the agreement.
16. Consideration and Approval of Job Order Contracting Trades (JOC-TRADES) Agreement with Texas Refrigeration for Reconfiguring of Heating and Cooling Pumping Systems for the Northeast Campus Communication Arts Building (NCAB). Amount: \$121,089.15. On a motion by Mr. Heede, seconded by Dr. Morrison, the board voted, 6-0, to approve the agreement.

17. Consideration and Approval of Blanket Purchase Order (BPO) with AT&T for Inter-campus Connectivity and Local Phone Services. Amount: \$121,089.15. On a motion by Mrs. Appleman, seconded by Dr. Morrison, the board voted, 6-0, to approve the blanket purchase order.
18. Consideration and Approval of Blanket Purchase Order (BPO) with Department of Information Services for Long Distance and Internet Services. Amount: \$145,000. On a motion by Dr. Morrison, seconded by Mr. Heede, the board voted, 6-0, to approve the blanket purchase order.
19. Consideration and Approval of Contract with Ex Libris to Purchase Alma Software for Access to TCC Library Holdings. Amount: \$192,096. On a motion by Mrs. Appleman, seconded by Mr. Carter, the board voted, 6-0, to approve the contract.
20. Consideration and Approval of Annual Renewal Agreement for McAfee Protection Software. Amount: \$118,431.45. On a motion by Mrs. Appleman, seconded by Dr. Morrison, the board voted, 6-0, to approve the agreement.
21. Consideration and Approval of Master Agreement with Warren Douglas Creative Brand Marketing to Develop and Implement TCCD Marketing/Branding Campaign. Amount \$126,000. On a motion by Mr. Heede, seconded by Dr. Morrison, the board voted, 6-0, to approve the agreement.
22. Consideration and Approval of Purchase Agreement with Flair Data Systems to Purchase 700 Cisco Telephones, Software Licensing and Voice Mail Licensing to Replace Phone Equipment on South Campus. Amount: \$397,040. On a motion by Mrs. Appleman, seconded by Dr. Morrison, the board voted, 6-0, to approve the agreement.

Supporting materials for Agenda items Nos. 10-22 are found in the Supplemental Minutes Book
23. Report on Annual Renewal of Insurance Coverage. Risk and Insurance Manager Michael Payton reviewed property and casualty policies by line of coverage (SMB). Under the original Request for Proposals, TCCD has an option for two one-year renewals. Should the board vote to renew, the annual premium would rise from

\$967,962 to \$1,030,699, an increase of 6.5 percent largely attributable to College growth. The deductible for wind and hail damage rises from \$1,000 to \$1 million, but the College has the option of buying down the deductible to \$250,000 for at a cost of \$89,000. On a motion by Dr. Morrison, seconded by Mr. Heede, the board voted, 6-0, to adopt the renews and approve the buy-down of the deductible.

24. Report on Requirement for Completion of Board Member Training as Required by Government Code Sec. 61.084. Mrs. Robinson informed the board that this section of the Government Code was amended to include community college trustees. She said that six trustees have completed the required training and that the seventh trustee has agreed to do so on or before December 31, 2012.

25. Monthly Financial Report.

- a. Financial Summary Update: Mr. McClendon reported that income is under budget based on the percentage of the fiscal year now completed. This is due, he said, to the fact that the bulk of tax revenue, as well as spring semester tuition, is yet to come in.
- b. Review of Income and Expenditures: He noted that expenses in several areas are showing greater than 25 percent of the budget line item because the encumbrance of these funds extends over more than one reporting period.
- c. Review of Investment Portfolio: Total investment portfolio for the month ended October 31, 2012, showed a yield of 0.52 percent.

26. Chancellor's Report. Chancellor Hadley asked members of the Chancellor's Executive Leadership Team to introduce new staff members Assistant Police Chief Chanissa Dietrich, South Campus Deal of Mathematics and Natural Sciences Yojana Sharma, Northeast Campus Director of Financial Aid Mary Lou Bledsoe, Director of Student Success Initiatives James Ramirez, and Director of Operations Infrastructure Walter Williams. Ms. Moore and Mr. Payton had been introduced earlier in the meeting. Mrs. Hadley then informed the board that the Commissioner of Higher Education had made his funding recommendation to the Texas Legislature in which 10 percent of funding for community colleges will be based on student success metrics. Among her recent activities, she singled out the acceptance of a Lear Jet for the Northwest Campus aviation program, acceptance of a \$334,000 grant from the Texas Workforce Commission, a reception at Trinity River Campus for elected

officials, a visit from a Chronicle of Higher Education reporter doing a story on the Institutional Plan, and the annual Mary I. Gourley Luncheon at Southeast Campus. A full list of the chancellor's activities is found in the Supplemental Minutes Book. She also acknowledged the election of Northeast Campus President Larry Darlage to the Hurst-Eules-Bedford Hall of Fame.

27. Board President's Report.

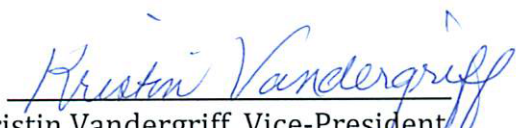
a. Trustee Office Space: Mr. Greenhill said that some trustees had inquired as to the possibility of office space at Trinity River Campus being available to them when downtown on College business. He agreed to a suggestion by Mrs. Appleman that, before such office space is made available, the matter be referred to Mrs. Robinson for study and recommendation.

28. Closed Meeting. Mr. Greenhill called for a closed meeting pursuant to the following sections of the *Texas Government Code*:

- Deliberation Real Property, Section 551.072, *Texas Government Code*. The Real Property discussion will address the purchase, improvement, exchange, lease or value of real estate to include recommendations from the Institutional Plan (*Facilities and Academics Plan*).
- Deliberation on Personnel Matters, Section 551.074, *Texas Government Code*. The deliberation will include a discussion on the Chancellor's contract renewal.
- 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 or contemplated Litigation.

29. Consideration and Action on Closed Meeting Matters. No action was taken.

30. Adjournment and Announcement of Next Meeting: January 17, 2013. As no action was to be taken subsequent to the closed meeting, Mr. Greenhill adjourned the meeting at 8:50 p.m.



Kristin Vandergriff, Vice-President,
Board of Trustees



O.K. Carter, Secretary,
Board of Trustees