

TARRANT COUNTY COLLEGE DISTRICT

Meeting of the Board of Trustees

April 18, 2013

5:00 p.m.

1. Call to Order. The Board of Trustees conducted its regular monthly meeting on Thursday, April 18, 2013, 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, Mrs. Kristin Vandergriff, and Mrs. Robyn Medina Winnett. Also present were Chancellor Erma Johnson Hadley and members of the TCCD staff.
2. Public Comment. Doug Harmon of Fort Worth expressed his support for the Ripley Arnold Memorial project. Reggie Garner of Arlington, representing ImageTech, runner-up in the bidding reflected in Agenda Item 31, said he thought the Request for Proposals (RFP) had been designed as to favor the incumbent vendor. He said he feels his company did not receive adequate opportunity to present and requested a 30-day postponement of a vote on this item. Jerry Coats, dean of humanities on the Southeast Campus and administrative liaison to the campus Phi Theta Kappa chapter, introduced chapter President Martina Mapa, who presented to trustees for viewing several awards won by the chapter. Steven Williams, a student from Mansfield, said that it was his understanding that faculty member Darrell Castile would not be returning for 2013-14. He praised the faculty member and said he hoped for his return in the fall.
3. Board Budget Workshop II. Chancellor Hadley addressed three areas:
 - The Texas Higher Education Coordinating Board financial report comparing the financial strengths of all community college districts. She began by telling trustees that, thanks to having less debt than most districts and no revenue bond debt, TCCD is in a very strong financial position. She then showed a chart showing that TCCD compares very favorably with other “Big Ten” colleges in seven categories.

- Student Success Points. She reviewed the eight categories in which points will be given and showed charts reflecting how members of the “Big Ten” stood in THEB statistics, drawing attention to areas which need the College’s particular attention.
- Legislative Update: SB 1 (Appropriations). She said that, as things now stood, the state will pay for 50 percent of the total cost of employee retirement and health insurance contributions. She then showed charts showing the amounts of appropriations for TCCD in the Senate version of the bill (\$111,143,240) and the House version (\$106,246,297). She concluded by reviewing the outlook for ad valorem property value growth and reminding the board of tuition rates for 2013-14.

A copy of the chancellor’s PowerPoint presentation is found in the **Supplemental Minutes Book (SMB)**.

4. Board Action Items and Board Business Related Items.

- a. Approval of minutes of the meeting of March 7, 2013: On a motion from Mr. Carter, seconded by Mrs. Winnett, the board voted, 6-0 (Mr. Heede having left the room), to approved the minutes as presented.

5. Consideration and Approval of Ripley Arnold Monument Location Proposal.

Nina Petty, vice chancellor for real estate and facilities, read letters of support from the Anfin family, descendants of Major Arnold, who established Fort Worth in 1849, and from Eddie Sandoval, a retired TCC employee, who will perform a ground blessing ceremony. She then introduced James Toal of Gideon Toal Architects who, assisted by J.D. Granger, executive director of the Trinity River Vision Authority, made a presentation (**SMB**) describing the monument project, including its location on the bank of the Trinity River just east of the Trinity River Campus Trinity Building, the layout of the John V. McMillan Plaza in which the monument will stand, and the statue of Major Arnold. Questions from trustees centered on security and any liability on the part of the College. Mrs. Appleman moved that a memorandum of understanding be executed between TCCD and the Tarrant Regional Water District and the Trinity River Vision Authority for the construction of the monument and the plaza, such memorandum to include that

the TRWD provide maintenance, art conservation, and security (to include provision for liability). The motion was seconded by Mr. Heede and approved by a 7-0 vote.

6. Consideration and Approval of Tarrant County College Foundation Proposal for Capital Campaign to assist with Northeast Campus Visual and Performing Arts Learning Center. Foundation Board Chair Bob Benda, assisted by Resources Committee Chair David Parker, told trustees that, while the Foundation has heretofore concentrated on developing resources for student scholarships, the board feels it is time to take a next step by studying the feasibility of a capital campaign to assist TCCD in funding construction the Visual and Performing Arts Learning Center. Although there would be no cost to the College through the campaign, the Foundation board nevertheless wishes to have trustee approval before proceeding. Trustees were assured that the ongoing effort to fund scholarships would in no way be diminished. On a motion by Mrs. Appleman, seconded by Mr. Heede, the board voted, 7-0, to authorize the TCC Foundation to explore the feasibility of the capital campaign.
7. Presentations on Student Access and Success and Administrative Programs and Projects.
 - a. Northeast Campus: “Empowering Dreams-Creating Pathways” – Jackie Washington, Northeast Campus vice president for continuing education services, introduced Jan Davis-Miller, coordinator of the Pathways Program, which she described as a transitional skills program for students with developmental challenges. The goal of the program is to move students from dependence to independence and, if possible, to integrate them into the regular College curriculum. Students learn communications, job, life, social, and leadership skills. Math, physical education, and field trips are also part of the curriculum. Some students, she said, have progressed to the point where they have driver’s licenses, their own apartments, and are pursuing associate degrees. She then introduced Kathryn Albertini, a third-year Pathways student, who spoke eloquently about what the program has done for her.

- b. NHA/Charter School Update – South Campus President Peter Jordan gave a progress report (SMB) on the school, including development of a project plan, drafting of a charter application, community engagement, and meetings with members of the Texas State Board of Education. He then introduced Megan DeKraker of National Heritage Academies, TCC’s partner in the school venture, who gave trustees additional information including a timeline calling for the school to open in fall 2014.

8. Consent Agenda.

- a. Consideration and Approval of Proposed Policy Changes to DEA (LOCAL) – On a motion by Dr. Morrison, seconded by Mrs. Vandergriff, the board voted, 7-0 to approve the Consent Agenda

9. Consideration and Action on Items removed from Consent Agenda. No items were removed.

10. Committee Reports.

- a. Audit and Finance Committee – Mrs. Appleman called the board’s attention to a report (SMB) on collection of unpaid taxes and an a revised schedule for committee meetings.
- b. Governance Committee – No report.
- c. Institutional Plan Committee – Mrs. Vandergriff discussed the RFPdevised for financial advisor services using the Innovation Forum procedure. She also described the committee as a “work in progress” as members work through roles and responsibilities.

11. Consideration and Action on Committee Recommendations.

- a. Audit and Finance – No action.
- b. Governance – No action.
- c. Institutional Planning -- On a motion by Dr. Morrison, the board voted, 7-0, to approve the RFP. (SMB).

12. Consideration and Approval of Resolution Declaring Unopposed

CandidatesElected and Canceling Election in Single Member Districts Two, Six and Seven. Tom Carr, TCCD’s elections attorney, explained that, since incumbents were unopposed for re-election, the board would be voting on an

order declaring them elected and canceling the election scheduled for May 11. Certificates of unopposed status had been signed by Mr. Carter as board secretary and had been received and accepted by the board. Mr. Carter read the order (SMB) and moved approval. Mr. Heede seconded, and the order was approved by a 7-0 vote.

13. Tarrant County College Police Department Annual Traffic Contact Report 2012. Angela Robinson, vice chancellor for administration and general counsel, reviewed the legislation requiring the report (SMB). She introduced Police Chief Shaun Williams, who asked trustees if they had any questions about the report, copies of which they had already received. There were no questions.
14. Consideration and Approval of City of Kennedale Tax Increment Reinvestment Zone Number One (1) New Hope Road. This item was removed from the agenda.
15. Consideration and Approval of City of Sansom Park Tax Increment Reinvestment Zone Number One (1). This item was removed from the agenda and, along with Agenda Item No. 14, should come before the board in June.
16. Consideration and Approval of Foreign Trade Zone (FTZ) Subzone for Maruyama U.S., Inc. Steve Boecking of Alliance Corridor, Inc., and Chris Martin of Maruyama U.S., Inc., explained (SMB) that the company is relocating its Denton distribution center to Fort Worth and seeks a “letter of no objection” from TCC so that a Foreign Trade Zone can be established exempting certain inventory from ad valorem property taxes. The College will be giving up about \$400 annually, said Mark McClendon, vice chancellor for finance, but Maruyama has agreed to establish internships for TCC students, explore training opportunities for TCC in Asia, and to place job postings on TCC’s website. The board saw a video from Maruyama CEO Mark Dyos, who could not attend the meeting, but who thanked trustees for their consideration. On a motion by Mr. Heede, seconded by Mr. Carter, the board voted 7-0 that a letter of no objection should be issued.
17. Consideration and Approval of Foreign Trade Zone (FTZ) Subzone for Lasko Products, Inc. Ed McAssey, chief operating officer, and Shaun Robinson, plant manager, presented Lasko’s request (SMB) for a “letter of no objection” similar

- to that approved in Agenda Item No. 16. Mr. McClendon said that, in turn for giving up an estimated \$2,674 in 2014 taxes, Lasko has agreed to contract for at least \$5,000 in management training from TCC Corporate Services, to work with the Northeast Campus Career Services Office to identify jobs at Lasko for which TCC students might be qualified, to place job postings on TCC's website, and to sponsor five children from Diamond Hill Elementary School in College for Kids up to a total expenditure of \$2,500. On a motion by Mr. Heede, seconded by Mrs. Appleman, the board voted 7-0 that a letter of no objection should be issued.
18. Consideration and Approval of Texas Multiple Awards Schedule (TXMAS) Cooperative Agreement with Simplex Grinnell to Provide Fire Alarm Systems for Northwest Campus Fire Service Center (WFSC) and Fire Service Center Fire Station (WFSS): Amount, \$126,696. On a motion by Dr. Morrison, seconded by Mr. Heede, the board voted, 7-0, to approve the agreement.
 19. Consideration and Approval of BuyBoard Cooperative Agreement with Enviromatic Systems to Provide Thermal Utility Metering Equipment for Northwest Campus: Amount, \$113,819.16. On a motion by Mr. Carter, seconded by Mrs. Appleman, the board voted, 7-0, to approve the agreement.
 20. Consideration and Approval of Interlocal Purchasing System (TIPS) Cooperative Agreement with Texas Air Systems for Air Handler Replacement for Northeast Campus Health and Physical Education Building (NHPE): Amount, \$383,881. On a motion by Mr. Heede, seconded by Mrs. Vandergriff, the board voted, 7-0, to approve the agreement.
 21. Consideration and Approval of Texas Multiple Awards Schedule (TXMAS) Cooperative Agreement with Hallmark Casework to Provide and Install Laboratory Fume Hood Exhaust System for South Campus Science Building (SSCI): Amount, \$179,917.60. On a motion by Mr. Carter, seconded by Mr. Heede, the board voted, 7-0, to approve the agreement.
 22. Consideration and Approval of Contract with Imperial Construction for Renovations to Science Labs for South Campus Science Building (SSCI): Amount, \$4,238,000. On a motion by Mrs. Appleman, seconded by Mr. Carter, the board voted, 7-0, to approve the contract.

23. Consideration and Approval of Contract with Imperial Construction for Renovation for Math Emporium South Campus Nursing Building (SNUR): Amount, \$1,205,000. On a motion by Mr. Heede, seconded by Mr. Carter, the board voted, 7-0, to approve the contract.
24. Consideration and Approval of Contract with Big Sky-JQM J.V. for Renovation of Classrooms and Laboratories for South Campus Technology Building (STEC). Amount, \$2,597,205.30. On a motion by Mrs. Appleman, seconded by Mr. Carter, the board voted, 7-0, to approve the contract.
25. Consideration and Approval of Contract with Envision General Contractors for Renovation for Math Emporium Northwest Campus Academic Building (WACB) Amount: \$755,633.07. On a motion by Mr. Heede, seconded by Dr. Morrison, the board voted, 7-0, to approve the contract.
26. Consideration and Approval of Job Order Contracting General Contractor (JOC-GC) Agreement with Imperial Construction for Renovation Northwest Campus Bookstore: Amount, \$487,264. On a motion by Dr. Morrison, seconded by Mrs. Winnett, the board voted, 7-0, to approve the agreement.
27. Consideration and Approval of Indefinite Delivery/Indefinite Quantity (IDIQ) Professional Services Pool Authorization Agreement with Freese and Nichols for Engineering Design, Construction Documents and Construction Administration for South Campus Loop Road Extension: Amount, Not to exceed \$136,756. On a motion by Dr. Morrison, seconded by Mr. Carter, the board voted, 7-0, to approve the agreement.
28. Consideration and Approval of Interlocal Agreement Purchase of Three (3) Dell Computers on Wheels for Northeast and Northwest Campuses: Amount, \$119,261.94. On a motion by Mr. Carter, seconded by Mr. Heede, the board voted, 7-0, to approve the agreement.
29. Consideration and Approval of Agreement with Flycast Partners to Purchase the Cherwell Information Service Management (ITMS) Solution Amount: \$277,260. On a motion by Mr. Carter, seconded by Mrs. Winnett, the board voted, 7-0, to approve the agreement.

30. Consideration and Approval of Agreement to Engage the Gordian Group to Develop a Custom Job Order Contract (JOC) Program: Amount, percentage of JOC Construction Contracts. Mr. McClendon told the board of his experience using the R.S. Means pricing book as a way of estimating construction costs and that this agreement would improve that process. Michael Herndon, director of procurement, explained that the current JOC will expire August 31 and that, under this agreement, the vendor would develop a Job Order Contract Manual specific to TCCD and then would assist the College in developing both an RFP process and a pool of vendors, possibly a smaller pool than under the current contract. Gordian would be paid 5 percent of the first \$6 million of contracts and 1.95 percent of subsequent contracts. Mr. Herndon said that, based on information from Gordian's other clients, the College could be expected to save in the range of 10 to 12 percent. Mr. Carter said that he had insufficient information on Gordian to support the proposal. In answer to a question from Dr. Morrison, Mr. Herndon said the \$6 million threshold might be reached in 12 to 14 months. Mrs. Appleman observed that this would be a two-step process – approving the agreement at this meeting and approving the vendor pool later. Mr. Heede asked how a price comparison would be made and was told that it would be feasible at the point where bids had been received, but contracts not necessarily awarded, under the Gordian process. Should the College not be satisfied with the process at that time, Mr. Herndon added, it could abrogate the agreement at no cost. Both Mr. Carter and Dr. Morrison expressed concerns about using a smaller pool of vendors and were assured that Gordian and the College would take all factors into consideration in setting the pool size. Chancellor Hadley asked trustees to take into consideration the large volume of work generated by the College and the urgent need for a streamlined bid process. Mr. Heede moved approval of the agreement, provided that the administration come back to the board in the summer so that a judgment can be made as to whether to continue. Mrs. Winnett seconded, and the agreement was approved, 6-1, Mr. Carter voting in the negative.

31. Consideration and Approval of Unified Print Copy Center and Mail Room Management Agreement with Denitech: Amount, \$10,964,888 (\$152,290 per month – 72 month agreement). Mr. McClendon reminded the board that the current contract with Denitech had been extended by six months so that the College could find a more comprehensive way of managing print functions. Mr. Herndon explained that a consultant had been hired to examine print functions at TCC, compare them with national benchmarks, and make a recommendation. That recommendation was for a unified printing program to include the campus copy centers and mail delivery. He reviewed the RFP timetable and the criteria for judging proposals – technical requirements, service/support, corporate experience, implementation plan, references, value-added propositions, MWBE status, and cost. He introduced members of the selection committee present – Rick Heyser, Suresh Venugopal, Richard Sullivan, Angela Gonzales, and Andre McEwing. Committee member Kim Lambert-Thomas was not able to attend. The RFP, to which seven vendors responded, asked for pricing in specific areas and for alternative proposals. Two finalists – Denitech and ImageTech – were chosen and asked to provide equipment for demonstrations and testing and to make a formal presentation before the committee. They were then asked for a best and final offer and a solution to end existing equipment leases. Scoring was very close, he said, with Denitech holding a 91-88 edge. Trustees had numerous questions, and Mr. Herndon stated and clarified the following:

- The agreement includes three full-time technicians employed by Denitech.
- The three full-time technicians will be in addition to 12 copy center employees.
- The contract contains no salary increases for Denitech’s employees.
- The guaranteed service response time is four hours.
- Service is covered by the agreement except that a small charge might be incurred if a technician had to be brought in far outside of working hours.
- The selection process took MWBE into consideration, and it was one of the criteria.

- Costs are fixed over the life of the agreement for all supplies and equipment except paper.
- Equipment must have at least 98 percent up time. Equipment falling below this standard for two consecutive months will be replaced at no cost.
- A credit of \$25 would come to TCC for each hour a piece of equipment is below the standard.
- The agreement is constructed to allow for College expansion.
- Printing under the current contract is running about \$225,000 per month. Under the new agreement, it would be about an estimated \$152,000 per month. Savings over the life of the agreement would be about \$5.5 million.
- The agreement is not for unlimited copying, but there is a set fee for the various types of equipment.
- Mail delivery and processing had been part of the old contract, and the decision was made to retain that function. A study was done showing that the College assuming those duties would not result in savings. The College is willing to examine the use on-site vendors such as FedEx that might result in no cost for the mail function.
- The RFP and selection process was, in his opinion, fair to all concerned. While the human element is always present, he said, there is no provision in TCC's process giving current vendors any advantage.
- In his opinion, a 30-day delay will not bring about any change in the committee's decision.

Chancellor Hadley then recounted her lengthy discussions concerning the committee's decision with Mr. McClendon, Mr. Herndon, and Mrs. Robinson. She said she had met with committee members in her office earlier in the day and that, to a person, they consider their decision best for TCCD. Mr. McClendon noted that the committee members represented areas primarily affected by the decision and thus had a vested interest in making the best decision possible. On a motion by Dr. Morrison, seconded by Mrs. Winnett,

the board voted, 6-1, to approve the agreement, Mr. Carter voting in the negative.

32. Consideration and Approval of Contract with Enterprise Recovery Systems to Act on Behalf of TCC to Collect Delinquent Balances owed to the District Amount: \$285,166. Mr. McClendon explained that the bulk of these delinquent balances would be those incurred by students who have defaulted on financial aid. On a motion by Dr. Morrison, seconded by Mr. Carter, the board voted, 7-0 to approve the contract.

Supporting materials for Agenda Items Nos. 18-32 are found in the **Supplemental Minutes Book**.

33. Monthly Financial Report.

- a. Financial Summary Update and
- b. Review of Income and Expenditures – Mr. McClendon said that a comprehensive examination of actual expenditures vs. budget had been made and assured the board that the College is in very sound financial condition.
- c. Review of Investment Portfolio – Mr. McClendon said that cash on hand had been decreased and participation in funds increased. Also, funds have been moved from Texas Daily to TexSTAR to achieve a better yield. The investment portfolio for the month ended March 31 showed an overall yield of .44 percent.

34. Chancellor's Report.

- a. Senate Resolution Number 270 – Reginald Gates, vice chancellor for communications and external affairs, read the resolution **(SMB)**, authored by Senator Wendy Davis, that acknowledged the architectural excellence of Trinity River East Campus.
- b. Mid-Year Performance Goals Update – In the interest of time, Chancellor Hadley said she would not present the update **(SMB)**, but instead distributed it to trustees for their review. She will address any questions at the next board meeting.

- c. New Staff Member Introductions – Lawrence Galloway, principal, Marine Creek Collegiate High School, Northwest; Jade Borne, director of counseling, South; Nicole Minor, director of campus and community outreach, South.

A full listing of Campus Accolades and the chancellor’s activities are found in the **Supplemental Minutes Book**.

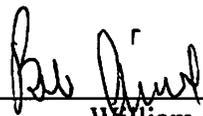
35. Board President’s Report.

- a. 2013 Board of Trustees Institute Santa Fe, New Mexico – Mr. Carter reported on programming at the institute, particularly as it addressed student success. Mr. Heede also reported on his attendance at a Governance Leadership Conference in San Antonio and requested a future presentation to the board on the College’s emergency preparedness.
- b. Appointment of Voting Delegate for Community College Association of Texas Trustees (CCATT) Annual Conference – On a motion by Dr. Morrison, seconded by Mrs. Winnett, Mr. Heede was named the voting delegate.
- c. Appointment of Alternate Voting Delegate for Community College Association of Texas Trustees (CCATT) Annual Conference – On a motion by Dr. Morrison, seconded by Mrs. Winnett, Mrs. Vandergriff was named alternate voting delegate.

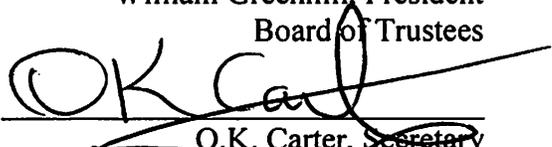
36. Closed Meeting. No closed meeting was conducted.

37. Consideration and Action on Closed Meeting Items. Not applicable

38. Adjournment and Announcement of next meeting. Mr. Greenhill announced that the board would next meet on May 10 prior to Commencement. He adjourned the meeting at 9:52 p.m.



William Greenhill, President
Board of Trustees



O.K. Carter, Secretary
Board of Trustees