

**MEETING OF THE BOARD OF TRUSTEES  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL**

**R.L. Thornton, Jr. Administration Building**

**701 Elm Street**

**Board Room (4<sup>th</sup> floor)**

**Dallas, TX 75202**

**Tuesday, September 4, 2007**

**4:00 p.m.**

**AGENDA**

- I. Certification of Posting of Notice of the Meeting
- II. Public Hearing on Budget for 2007-08
- III. Citizens Desiring to Address the Board Regarding Agenda Items
- IV. Richland Collegiate High School Status Report
- V. Consideration of Bids
- VI. Consent Agenda: If a trustee requests an item to be removed from the consent agenda, it will be considered at this time.

**Minutes**

1. Approval of Minutes of the August 7, 2007 Work Session
2. Approval of Minutes of the August 7, 2007 Regular Meeting
3. Approval of Minutes of the August 21, 2007 Special Meeting
4. Approval of Minutes of the August 28, 2007 Special Meeting

**Policy Reports**

5. Approval of Academic Calendar for 2008-2009
6. Approval of Changes to Board Policy Regarding Fees for Intercollegiate Sporting Events
7. Approval of Revision to Board Policy -- Market Disparity Stipend for Faculty
8. Approval of Revision to Board Policy—Parking for Downtown Employees
9. Approval of Revisions to Guidelines for Awarding Grants Through the Texas Educational Grants Program
10. Approval of Revisions to Board Policies Related to Interest Rate Fluctuation, Mid-Year Pay Increases, Drug/Alcohol Screening, Copyrighted Materials, and Student Records

**Buildings and Grounds Reports**

11. Approval of Agreement with Nathan D. Maier Consulting Engineers, Inc.

12. Approval of Agreement with Dedman Facility Group
13. Approval of Amendment to Agreement with VAI Architects, Inc.

#### Financial Reports

14. Approval of Expenditures for July 2007
15. Presentation of Budget Report for July 2007
16. Approval of Agreement with Allied Eye Associates
17. Approval of Agreement with Condensed Curriculum International, Inc.
18. Approval of Agreement with Dental Careers Foundation
19. Approval of Agreement with Ed2Go/Thomson Course Technology
20. Approval of Agreement with Gatlin Education Services
21. Approval of Agreement with Herrington Publishing
22. Approval of Agreement with MGI Investigations
23. Approval of Agreement with Reed Educational Services
24. Approval of Agreement with Sterling Health Center
25. Approval of Interlocal Agreement with Best Southwest Cities
26. Approval of Interlocal Agreement with Cedar Hill Independent School District
27. Approval of Interlocal Agreement with the City of DeSoto (DeSoto Fire Academy)
28. Approval of an Interlocal Agreement with City of Garland (Police Department)
29. Approval of Interlocal Agreement with City of Mesquite
30. Approval of Interlocal Agreement with City of Mesquite
31. Approval of Agreement with City of Dallas
32. Approval of Agreement with Continental Truck Driver Training & Education School
33. Approval of Agreement with Coughlin Company for Commercial Real Estate Acquisition and Consulting Services
34. Approval of Amendment to Agreement with New View Publications, Inc.
35. Approval of Amendment to Interlocal Agreement with University of Texas at Arlington
36. Approval of an Interlocal Agreement with The University of Texas at Arlington
37. Approval of Agreement with Dallas Independent School District
38. Approval of Interagency Agreement with The University of Texas at Arlington
39. Approval of Agreement with Irving Independent School District
40. Approval of Annual Maintenance Support Services Fees with Blackboard, Inc.
41. Approval of Renewal of License Agreement with Blackboard, Inc.

42. Approval of Membership in Texas Association of Community Colleges
43. Approval of Lease Agreement with The Federation of North Texas Area Universities

VII. Individual Items

44. Adoption of Budget for 2007-08
45. Approval of Resolution Levying the Maintenance and Operation Component of the Ad Valorem Tax Rate for Tax Year 2007
46. Approval of Resolution Levying the Interest and Sinking Component of the Ad Valorem Tax Rate for Tax Year 2007
47. Approval of Administrator, Faculty and Professional Support Staff Across-the-Board Salary Adjustments: 2007-2008
48. Approval of Revised Salary Schedules for 2007-2008
49. Revision of Adjunct Rates Related to Instruction
50. Revision of Distance Learning Rates
51. Recommendation to Increase Administrative Business and Travel Allowance
52. Re-employment of Administrator for 2007-2008
53. Reclassification of Instructors
54. Non-Renewal of Administrator
55. Consideration of Resignations, Retirement, Phased Faculty Retirement, Developmental Leave of Absence and Rescission of Faculty Contract
56. Approval of Warrant of Appointment for Security Personnel
57. Employment of Contractual Personnel

VIII. Informative Reports

58. Notice of Grant Awards
59. Receipt of Business and Corporate Contracts
60. Monthly Award and Change Order Summary
61. Progress Report on Construction Projects
62. Bond Program Report on Projects
63. Firms and Persons Considered for Awards

IX. Questions/Comments from the Board and Chancellor

X. Citizens Desiring to Appear Before the Board

XI. Executive Session: The Board may conduct an executive session as authorized under §551.074 of the Texas Government Code to deliberate on personnel matters, including any prospective employee who is noted in Employment of Contractual Personnel.

As provided by §551.072 of the Texas Government Code, the Board of Trustees may conduct an executive session to deliberate regarding real property since open deliberation would have a detrimental effect upon negotiations with a third person.

The Board may conduct an executive session under §551.071 of the Texas Government Code to seek the advice of its attorney and/or on a matter in which the duty of the attorneys under the Rules of Professional Conduct clearly conflict with the Open Meetings Act. The Board may seek or receive its attorney's advice on other legal matters, including the Clear Channel case, during this executive session.

## XII. Adjournment of Regular Meeting

**CERTIFICATION OF POSTING OF NOTICE SEPTEMBER 4, 2007  
REGULAR MEETING OF THE DALLAS COUNTY COMMUNITY  
COLLEGE DISTRICT AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 31<sup>st</sup> day of August, 2007, in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 31<sup>st</sup> day of August, 2007, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.



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Wright L. Lassiter, Jr., Secretary

## II. Public Hearing on Budget for 2007-08

During the meeting on September 4, 2007, the Board of Trustees will hold a public hearing for persons who desire to speak on the proposed budget for 2007-08. The Board of Trustees reviewed the proposed budget in a public meeting held July 17-18, 2007. Notice of the public hearing on the proposed budget for 2007-08 was published in the *Dallas Morning News* on Friday, August 24, 2007.

### Background

Board Policy CC (LOCAL) provides the following:

#### *AVAILABILITY OF PROPOSED BUDGET*

*After it is presented to the Board and prior to adoption, a copy of the proposed budget shall be available for inspection during regular business hours. (Note: A copy of the proposed budget has been available for inspection in the business affairs department at the District Service Center.)*

#### *BUDGET MEETING*

*The annual public meeting to discuss the proposed budget shall be conducted as follows:*

- 1. The Board Chairperson shall request at the beginning of the meeting that all persons who desire to speak on the proposed budget sign up on the sheet provided.*
- 2. Prior to the beginning of the meeting, the Board may establish time limits for speakers.*
- 3. Speakers shall confine their remarks to the appropriation of funds as contained in the proposed budget.*
- 4. No officer or employee of the District shall be required to respond to questions from speakers at the meeting.*

There have been no substantive changes to the proposed budget for 2007-08 since the Board reviewed it at the budget hearing on July 17-18, 2007. However, at the time of the hearing the certified taxable assessed value (TAV) was not available. The certified TAV for 2007 is \$167.9 billion compared to the estimate of \$170.0 billion on which the tax revenue for the budget was based. Because the certified TAV is somewhat less than was projected at the time of the hearing, the maintenance and operation (M&O) tax rate is proposed to be set at \$0.0759 per \$100 assessed value in order to support the projected tax revenue proposed at the hearing for the 2007-08 budget.

Source of recommendation: Mr. Ed DesPlas, vice chancellor of business affairs

CONSIDERATION OF BIDS

Bid No.	Title and Vendor(s)	Location	Amount
11147	Construction Managers at Risk for Three of the 12 Projects	NLC & RLC	(increase) \$4,321,298
11205	Voice and Data Cable Installation Superior Fiber & Data Services, Inc.	ECC	\$212,752.42
11219	Construction Managers at Risk for One of the Seven Projects	NLC	(increase) \$1,119,205
11246	Technical Call Center Service Presidium Learning, Inc.	LCET	(3-year estimate) \$665,000
11254	Sidewalk Lighting Kennedy Electric, Inc.	NLC	\$107,800
11257	Cut Fine and Printing Paper Western Paper Company	D-W	(1-year estimate) \$71,000
11259	Exterior Lighting Upgrades Kennedy Electric, Inc.	MVC	\$27,300
11262	Electronic Newsletter System Insight Commerce/Enews Builder	DO	(3-year estimate) \$167,500
11267	Modular Building M Space Holdings, LLC.	RLC	\$1,492,910
11269	HVAC Renovations Global Mobile Recovery	EFC	\$28,747.06
11273	Chiller Replacement Infinity Contractors International Inc.	NLC	\$552,950
11274	Audio Video Equipment Visual Innovations Company, Inc.	ECC	\$1,460,893.82
11275	Scanning Electron Microscope Marine Reef International, Inc.	RLC	\$64,350

11281	Retreat Sites Services Double D Ranch Hilton Garden Inn CHG Cityplace American Airline Center	D-W	(2-year estimate) \$240,000
11285	Locking Hardware & Locksmith Services Clark Security Products Fairway Supply, Inc. Piper Weatherford Company Stanley Security Solutions, Inc.		(3-year estimate) \$200,000
---	Advertising	D-W	(1-year estimate) \$2,128,000
---	Contract Training & Workforce Development	ECC	(2-year estimate) \$2,000,000
---	Professional Services Contracts for Creative Services	DO	(1-year estimate) \$150,000
---	HESI Nursing Exams & Instructional Materials Elsevier	BHC, ECC, MVC, NLC	(2-year estimate) \$110,000
---	Scantron Hardware Maintenance Harland Technology Services	D-W	(1-year estimate) \$28,000
---	Cooperative Purchasing Contracts Various Goods and Services	D-W	(1-year estimate) \$3,500,000
---	State Contracts – Technology and Other Goods and Services	D-W	(1-year estimate) \$9,500,000

Source of recommendation: Mr. Philip Todd, director of purchasing

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AMENDMENT OF AWARDS – RFP  
NO. 11147  
CONSTRUCTION MANAGERS AT RISK FOR THREE OF THE  
TWELVE PROJECTS  
NORTH LAKE SOUTH CAMPUS, RICHLAND COLLEGE  
GARLAND WORKFORCE TRAINING CENTER AND RICHLAND  
COLLEGE SCIENCE BUILDING

RECOMMENDATION FOR AMENDMENT TO AWARDS:

See attached

COMMENTS: The amended Construction Budgets shown on this Board document include the original and amended Phase I Preconstruction Fee, Phase II Fee, cost for the CMAR to perform the general conditions, and the Cost of the Work. The rationale for increasing the construction budgets is attached.

The amended Construction Budget for the North Lake South Campus is within the previously established total project budget. The amended Construction Budget for the Garland Workforce Training Center is receiving supplemental land acquisition funding for the demolition of the former county tax office and supplemental campus funding to accommodate City of Garland requirements and the increased square footage of the building. The amended Construction Budget for the Richland Science Building is receiving supplemental funds from the Richland College fund balance to accommodate City of Dallas requirements and allow Richland College to maintain the project's current scope.

Administration further recommends the director of purchasing be authorized to execute contracts for these projects.

FUNDING: 2004 Bond Program and supplemental funding as noted above.

Summary of Changes:

North Lake South Campus

This request is coming due to issues outlined below:

The demolition services are recommended to be added to the CMAR's contract to achieve more efficient management of the demolition and to permit greater coordination of the demolition and subsequent construction requirements.

Richland College Garland Workforce Training Center

This request is coming due to issues outlined below:

Provide for items required by the City of Garland: detention ponds, revisions to exterior finishes including increased amount of natural stone and aluminum panels in lieu of stucco, additional enhancements in plaza area and landscaping, and site circulation modifications due to the City's proposed 6<sup>th</sup> Street extension.

Increase square footage of facility to accommodate an interior mechanical room, a larger atrium, showers and restroom, additional data closets and increase circulation area.

Richland College Science Building

This request is coming due to issues outlined below:

Provide for items required by the City of Dallas: fire lane behind Sabine Hall, additional 48" Reinforce Concrete Pipe (RCP) storm water line, 4' x 6' RCP storm water line, additional sidewalk, and demolition and addition of asphalt paving.

Company	College	Project	Original Award	Previously Approved Amendments to the Construction Budget	Proposed Increase	Amended Construction Budget
Cadence McShane	NLC	South Campus	\$7,152,700	\$400,000	\$424,998	\$7,977,698
Joe Funk Construction Engineers, Inc.	RLC	Garland Workforce Training Center	\$7,152,700	\$0	\$2,296,300	\$9,449,000
Gilbane Building Company	RLC	Richland Science Building	\$38,059,700	\$2,240,300	1,600,000	41,900,000

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11205  
VOICE AND DATA CABLE INSTALLATION  
EL CENTRO COLLEGE, PARAMOUNT BUILDING

RESPONSE: Of 35 companies that satisfied the mandatory site visit requirement, seven bids were received.

COMPARISON OF BIDS:

D'Tel Communications, Inc	\$156,462.00
Superior Fiber & Data Services, Inc.	\$212,752.42
Lazo Technologies	\$214,679.00
Data Tex Services, Inc	\$214,763.00
Able Communications	\$235,284.00
Devolve Network Cabling Services	\$251,597.18
DMI Technologies, Inc.	\$277,686.77

RECOMMENDATION FOR AWARD:

SUPERIOR FIBER & DATA SERVICES, INC.	\$212,752.42
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LOW BID MEETING SPECIFICATIONS

JUSTIFICATION:

The low bidder is not recommended because they are not a certified installer by the manufacturer of the specified equipment and cannot provide the twenty-five year warranty for the completed system as required.

COMMENTS: This award is to provide and install voice and data cabling infrastructure in the Paramount Building.

A contingency fund of \$31,912, based on 15% of the awarded amount, is recommended for unforeseen changes to this project. It is further recommended that the vice chancellor of business affairs be authorized to approve change order(s) in an amount not to exceed the contingency fund.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

**FUNDING:** Funds are budgeted in account # 27207 in division # 40-05-970501.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AMENDMENT OF AWARDS – RFP  
NO. 11219  
CONSTRUCTION MANAGERS AT RISK FOR ONE OF THE  
SEVEN PROJECTS  
NORTH LAKE GENERAL PURPOSE BUILDING

RECOMMENDATION FOR AMENDMENT TO AWARDS:

See attached

COMMENTS: The amended Construction Budget shown on this Board document includes the original and amended Phase I Preconstruction Fee, Phase II Fee, cost for the CMAR to perform the general conditions, and the Cost of the Work. The rationale for increasing the construction budget is attached.

The amended Construction Budget is within the previously established total project budget.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: 2004 Bond Program

Summary of Changes:

North Lake General Purpose Building

This request is coming due to issues outlined below:

The services related to the Remote Parking Lot are recommended to be added to the CMAR's contract to achieve more efficient management and permit greater coordination of the work due to it's relation to the General Purpose Building (to be located on an existing parking lot which will be removed). The Parking was not included in the original award due to the campus' desire to have it completed immediately. Due to a number of factors, finding an acceptable location on the campus, and drainage concerns the design on this new parking is falling in line with the General Purpose Building.

Company	College	Project	Original Award	Previously Approved Amendments to the Construction Budget	Proposed Increase	Amended Construction Budget
Satterfield & Pontikes	NLC	General Purpose Building	\$8,145,570	\$ 0	\$1,119,205	\$9,264,775

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – RFP NO. 11246  
TECHNICAL CALL CENTER SERVICE  
LECROY CENTER FOR TELECOMMUNICATIONS  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2010

RESPONSE: Requests for proposals were sent to 20 companies, and two proposals were received from:

Direct Integrators  
Presidium Learning, Inc.

RECOMMENDATION FOR AWARD:

	(3 year estimate)
PRESIDIUM LEARNING, INC.	\$665,000

BEST PROPOSAL

COMMENTS: In the opinion of evaluators, the recommended company provides the specified level of service at the best value to the district. They have a proven track record for call center services with an educational account base of more than 450 colleges.

The selected firm will provide telephone and email "help desk" technical support on a 24/7/365 basis for students, faculty, and staff across the district. The vendor will provide basic levels of technical support for district systems and escalate higher level issues to district employees for resolution.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in account #22321 in division #14-28-105786.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11254  
SIDEWALK LIGHTING  
NORTH LAKE COLLEGE

RESPONSE: Of two companies that satisfied the mandatory site visit requirement, two bids were received.

COMPARISON OF BIDS:

Kennedy Electric, Inc.	\$107,800
Peak Power Systems, LLC.	\$111,795

RECOMMENDATION FOR AWARD:

KENNEDY ELECTRIC, INC.	\$107,800
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LOW BID

COMMENTS: This project is to provide and install 26 outdoor light fixtures and two emergency call boxes along the jogging path around the lake; all associated electrical work is included. This effort will provide increased security around the lake.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in account #23651 in division #11-07-809000.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11257  
CUT FINE AND PRINTING PAPER  
PRICE AGREEMENT, DISTRICT-WIDE  
SEPTEMBER 5, 2007 THROUGH SEPTEMBER 4, 2008

RESPONSE: Requests for bids were sent to 25 companies, and five bids were received.

COMPARISON OF BIDS:

RIS Paper	\$70,078.10
Western Paper Company	\$70,722.13
Olmsted-Kirk Paper	\$81,177.18
Torrez Paper Company	\$84,593.48
MesaTech Corporation	\$102,071.51

RECOMMENDATION FOR AWARD:

	(1-year estimate)
WESTERN PAPER COMPANY	\$71,000

OVERALL LOW BID MEETING SPECIFICATIONS

JUSTIFICATION:

The low bid is not recommended because the bidder could not provide all of the specified products, and did not comply with specification requirements for failure to provide such information as a list of all available paper colors, number of sheets per carton, a complete list of manufacturer's part numbers, percentage discounts offered, or manufacturer's list prices.

COMMENTS: Contractor will provide cut paper on an as-needed basis for use by all district locations in office printers and facsimiles, as well as for in-house printing projects. Bidders were requested to provide pricing on a variety of papers based on quantity, quality, sizes, weight, and color.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in various accounts.

Tabulation of Bid No. 11257 – Cut/Fine Paper -  
District-Wide

	Western Paper Co.	RIS Paper	Olmsted- Kirk Paper	Torrez Paper Co.	MesaTech
<b>Section I - Bond, Color Copy, Laser and Multi-Use Papers</b>					
Multi-Use Paper, White. Weight: 20 lb.					
8.5 x 11"	\$42,640.00	\$42,480.00	\$49,200.00	\$51,280.00	\$61,840.00
8.5 x 14"	\$183.75	\$190.25	\$210.75	\$219.50	\$244.50
11 x 17"	\$173.25	\$179.40	\$198.90	\$207.15	\$250.05
Multi-Use Paper, Weight: 24 lb.					
8.5 x 11"	\$13,781.50	\$14,770.50	\$16,490.50	\$17,178.50	\$20,726.00
Color Copy Paper, Weight: 28 lb.					
8.5 x 11"	\$501.84	\$421.92	\$555.84	\$578.88	\$698.76
Laser Paper, White. Weight: 24 lb.					
8.5 x 11"	\$1,358.50	\$1,276.60	\$1,419.60	\$1,479.40	\$1,784.90
Multipurpose Paper, Color. Weight: 20#					
Pastel Colors, 8.5 x 11"	\$3,634.20	\$3,493.80	\$3,871.80	\$4,033.80	\$4,870.80
Multipurpose Paper, Color. Weight: 20#					
Bright Colors, 8.5 x 11"	\$331.10	\$323.40	\$352.80	\$367.50	\$443.80
<b>Section II - Offset Paper, Opaque White</b>					
Weight: 70 lb. 11 x 17"	\$81.32	\$73.35	\$80.60	\$83.97	\$101.34
<b>Section III - Text Paper</b>					
Text Paper, White & Colors. 60 lb.					
8.5 x 11"	\$3,484.35	\$3,171.15	\$3,710.55	\$3,867.15	\$4,663.20
Text Paper, Bright Colors. 60 lb.					
8.5 x 11"	\$2,996.25	\$2,657.10	\$3,190.05	\$3,322.65	\$4,011.15
<b>Section IV - Index</b>					
Index Paper, Pastel Colors. 90 lb.					
8.5 x 11"	\$119.52	\$113.04	\$127.28	\$132.56	\$160.00
Index Paper, White. 110 lb. 8.5 x 11"	\$133.44	\$130.40	\$142.16	\$148.08	\$178.64
<b>Section V - Bristol Vellum, White. 67 lb.</b>					
8.5 x 11"	\$76.26	\$71.76	\$86.88	\$90.48	\$109.20
<b>Section VI - Pre-collated, Carbonless Bond, Black Image, White</b>					
Carbonless Bond, 3-Part. 8.5 x 11"	\$275.50	\$265.50	\$441.75	\$460.25	\$555.50
Carbonless Bond, 2-Part. 8.5 x 11"	\$146.85	\$141.45	\$235.80	\$245.70	\$296.40
Padding Compound for pre-collated	\$115.00	0	\$153.25	\$159.65	\$192.65

carbonless bond (quart)					
<b>Section VII - Cover Papers</b>					
Offset Paper, Cover; Natural White					
Weight: 80 lb. 8.5 x 11"	\$364.16	0	\$332.80	\$346.72	\$418.40
Cover Paper, Bright Colors. 65 lb.					
8.5 x 11"	\$93.04	\$91.32	\$99.16	\$103.28	\$124.68
<b>Section VIII - Stationery, Writing Paper,</b>					
25% Cotton Fiber, White.					
Weight: 24 lb. 8.5 x 11"	\$70.90	\$70.65	\$104.45	\$108.80	\$131.00
<b>Section IX - Paper, Bond; Linen.</b>	\$161.40	\$156.51	\$172.26	\$179.46	\$216.54
Embossed color and white.					
Weight: 70 lb. 8.5 x 11"					
<b>Total</b>	<b>\$70,722.13</b>	<b>\$70,078.10</b>	<b>\$81,177.18</b>	<b>\$84,593.48</b>	<b>\$102,017.51</b>

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11259  
EXTERIOR LIGHTING UPGRADES  
MOUNTAIN VIEW COLLEGE

RESPONSE: Of four companies that satisfied the mandatory site visit requirement, two bids were received.

COMPARISON OF BIDS:

Kennedy Electric, Inc.	\$27,300
Groves Electrical Services, Inc.	\$35,570

RECOMMENDATION FOR AWARD:

KENNEDY ELECTRIC, INC.	\$27,300
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LOW BID

COMMENTS: This project is for the removal of 27 existing tree lights and replacing them with 18 ground-recessed light fixtures for security and aesthetic purposes in the Garden of Learning.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in account #23641 in division #11-06-802000.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – RFP NO. 11262  
ELECTRONIC NEWSLETTER SYSTEM  
DISTRICT-WIDE  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2010

RESPONSE: Requests for proposals were sent to eight companies, and three proposals were received from:

Exact Target  
Hobson's  
Insight Commerce/Enews Builder

RECOMMENDATION FOR AWARD:

INSIGHT COMMERCE/ENEWS BUILDER	(3-year estimate) \$167,500
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BEST PROPOSAL

COMMENTS: In the opinion of evaluators, the recommended company provides the services that best meet the needs of the district and provides the best value. The services to be provided include an electronic newsletter system that will deliver html-based publications by email through the district's public and governmental affairs division. Further, the services may be used by the district's colleges. The e-newsletters will be distributed to attract prospective students and retain current students. The estimated cost includes \$100,000 to cover the colleges that elect to use the service.

Administration further recommends the director of purchasing be authorized to execute contracts for this project

FUNDING: Funds are budgeted in account #22321 in various divisions.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11267  
MODULAR BUILDING  
RICHLAND COLLEGE

RESPONSE: Of nineteen companies that attended the mandatory prebid meeting, three bids were received.

COMPARISON OF BIDS:

M Space Holdings, LLC.	\$1,492,910
Comark Building Systems, Inc.	\$1,499,268
SCM Construction, Inc.	\$1,550,000

RECOMMENDATION FOR AWARD:

M SPACE HOLDINGS, LLC.	\$1,492,910
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LOW BID

COMMENTS: This project is to provide and install a 17,500+ square foot modular building to afford classroom space for students attending the Richland Collegiate High School; included are all associated requirements for site work, electrical, plumbing, walkways, etc. The structure will be manufactured off-site and is comprised of twelve classrooms, two office areas, one conference room, and restrooms.

A contingency fund of \$149,291, based on 10% of the awarded amount, is recommended for unforeseen changes to this project. It is further recommended that the vice chancellor of business affairs be authorized to approve change order(s) in an amount not to exceed the contingency fund.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in account #27201 in division #45-08-950822.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11269  
HVAC RENOVATIONS  
EASTFIELD COLLEGE

RESPONSE: Of one company that satisfied the mandatory site visit requirement, one bid was received.

COMPARISON OF BIDS:

Global Mobile Recovery	\$28,747.06
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RECOMMENDATION FOR AWARD:

GLOBAL MOBILE RECOVERY	\$28,747.06
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LOW AND ONLY BID

COMMENTS: This project is to provide and install two rooftop air conditioning units in Building A. These units will supplement existing air conditioning equipment which serves two computer rooms where operating temperatures are unacceptably warm for the computer equipment. It is recommended to proceed with award of this project to avoid further delay in getting the supplement air conditioning equipment in place. Also, rebidding is not expected to yield a significantly improved level of bidder interest due to the small scope of work involved.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in account #23641 in division #11-04-809000.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11273  
CHILLER REPLACEMENT  
NORTH LAKE COLLEGE

RESPONSE: Of 14 companies that attended the mandatory prebid meeting, six bids were received.

COMPARISON OF BIDS:

Infinity Contractors International, Inc.	\$552,950
Brandt Engineering	\$576,538
DMI Corp.	\$636,954
TDR Contractors, Inc.	\$650,700
Trevino Mechanical Contractors	\$719,580
Gulf Energy Systems, Inc.	\$772,000

RECOMMENDATION FOR AWARD:

INFINITY CONTRACTORS INTERNATIONAL, INC.	\$552,950
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LOW BID

COMMENTS: This project is for the removal of an existing 550 ton chiller and replacement with a 750 ton chiller, plus all associated pumps, piping, electrical work, and controls. The existing absorption chiller has reached the end of its useful life and requires extensive maintenance; the new chiller type is electric centrifugal, which will be significantly more energy efficient and capable of supporting campus expansion.

A contingency fund of \$82,942, based on 15% of the awarded amount, is recommended for unforeseen changes to this project. It is further recommended that the vice chancellor of business affairs be authorized to approve change order(s) in an amount not to exceed the contingency fund.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in account #27203 in division #92-07-964781.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – RFP NO. 11274  
AUDIO VIDEO EQUIPMENT  
EL CENTRO COLLEGE, PARAMOUNT BUILDING

RESPONSE: Of 17 companies that satisfied the mandatory site visit requirement, five proposals were received from:

CCS Presentation Systems	SPL Integrated Solutions
ECI Video	Visual Innovations Co., Inc.
Ford Audio-Video Systems, Inc.	

RECOMMENDATION FOR AWARD:

VISUAL INNOVATIONS COMPANY, INC.	\$1,460,893.82
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#### BEST PROPOSAL

COMMENTS: This award is to provide and install audio and video equipment throughout the Paramount Building. Included are such components as video projectors, various sizes of projection screens, DVD/VCR players, LCD monitors, speakers, microphones, lecterns, equipment racks, associated cabling and mounting brackets, etc.

In the opinion of the evaluators, the recommended company offered the best value for the best price and is expected to complete the project by the start of classes on January 15, 2008. The recommended company states they will assign seven installation crews comprised 2 to 3 persons each. One company submitted a lower priced proposal with a projected completion date of February 8, 2008. However, this company stated they would assign only six people to the project, four of whom have no more than two years experience. In the professional opinion of the evaluators, it is doubtful that this company could complete the project by the projected date with such a small inexperienced staff.

A contingency fund of \$219,134, based on 15% of the awarded amount, is recommended for unforeseen changes to this project. It is further recommended that the vice chancellor of business affairs be authorized to approve change order(s) in an amount not to exceed the contingency fund.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

**FUNDING:** Funds are budgeted in account #27421 in division #40-05-970501.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11275  
SCANNING ELECTRON MICROSCOPE

RESPONSE: Requests for bids were sent to 41 companies, and one response was received.

COMPARISON OF BIDS:

Marine Reef International, Inc. \$64,350

RECOMMENDATION FOR AWARD:

MARINE REEF INTERNATIONAL, INC. \$64,350

LOW AND ONLY BID

COMMENTS: This award is for one tabletop scanning electron microscope. Microscope uses a beam of highly energetic electrons to examine objects on a very fine scale. Students will use in science lab to determine the shape and size of particles making up an object, element composition, how atoms are arranged in the object, etc. Rebidding is not expected to yield a significantly improved level of bidder interest due to the highly specialized nature of the equipment.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in account #27402 in division #13-08-133450.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – RFP NO. 11281  
RETREAT SITE SERVICES SUPPLEMENTAL VENDOR POOL  
PRICE AGREEMENT, DISTRICT-WIDE  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2009

Requests for proposals were sent to 30 companies, and four proposals were received from:

Double D Ranch	CHG Cityplace
Hilton Garden Inn	American Airlines Center

RECOMMENDATION FOR AWARD:

DOUBLE D RANCH	(2-year estimate)
HILTON GARDEN INN	\$240,000
CHG CITYPLACE	
AMERICAN AIRLINES CENTER	

BEST PROPOSALS

COMMENTS: This price agreement provides retreat services for the District Office of Staff and Organizational Development as well as other District-wide programs. Proposers were requested to submit pricing packages to provide retreat/conference facilities for participants for educational meetings for DCCCD staff members. Meals and conference services are included. Awards are recommended to all four respondents to provide flexibility and choices to meet scheduling needs, and to provide additional sites to supplement the three sites previously approved by the board at last month's meeting.

Administration further recommends the vice chancellor of business affairs be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in account #23966 in various divisions.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11285  
LOCKING HARDWARE AND LOCKSMITH SERVICES  
PRICE AGREEMENT, DISTRICT-WIDE  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2010

RESPONSE: Requests for bids were sent to 30 companies, and four responses were received.

COMPARISON OF BIDS:

Tabulation of bids attached.

RECOMMENDATION FOR AWARD:

CLARK SECURITY PRODUCTS	
FAIRWAY SUPPLY, INC.	(3 year estimate)
PIPER WEATHERFORD COMPANY	\$200,000
STANLEY SECURITY SOLUTIONS, INC.	

BEST BIDS

COMMENTS: This award is for replacement door locking devices and keys for facilities across the district, as well as locksmith services. Award is recommended to all bidders to provide maximum flexibility in product availability and vendor location.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in accounts # 24401, #23641, #24211 in various divisions.

Bid # 11285 – Locking Hardware Supplies & Locksmith Services.

	Clark Security Products	Fairway Supply	Piper Weatherford Co.	Stanley Security Solutions
Locking hardware brands:				
Best	no bid	net	20%	40%
Sargent	30 – 55%	45%	20 %	20%
Lori	30 – 45%	45%	20 %	20%
Other brands	25 – 55%	N/A	20 %	20%
Locksmith services:				
On-site normal hours	\$110.00/hr	\$85.00/hr	\$75.00/ hr	\$85.00/hr
On-site after hours	\$165.00/hr	N/A	N/A	\$127.50
In-shop repair rate	\$75.00/hr	\$55.00/hr	N/A	\$47.50/hr
Emergency response time:				
Normal hours	2 hr	varies	varies	2 hr
After hours	2 hr	varies	varies	2 hr

TO: The Board of Trustees  
FROM: Administrative Purchasing Committee  
SUBJECT: RECOMMENDATION FOR AWARD  
ADVERTISING  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2008

**BACKGROUND:**

This award is for the purchase of media time and space to advertise and promote classes for which students may register. Media buys include non-print advertisements on television, radio, outdoors and in movie theatres plus print advertisements in newspapers and other print publications. Advertisements will run daily on DART bus and light rail cars.

The purchase of advertising will be coordinated by district marketing and communications and by campus administration. Oken Media Services, under a separate contract, provides buying services to identify the best and most appropriate media sources from entities that include, but are not limited to, those listed on attached Appendix A.1.

**SELECTION PROCESS:**

The purchase of advertising from radio and television stations as well as newspapers and other print publications covers general and minority audiences. For each campus or district-wide promotional campaign, specific media outlets are selected based on the target audience, station ratings, costs, and availability of media time and space.

ANNUAL COST ESTIMATE: (1-year estimate)  
\$2,128,000

The estimated district-wide expenditure for print advertising is \$378,000. For non-print advertising, the district department of marketing and communications estimates an expenditure of \$1,480,000 while the campuses estimate an expenditure of \$270,000.

**CONTRACT AUTHORIZATION:**

Administration recommends that the Executive Director, Public and Governmental Affairs or designee be authorized to execute contracts with, or issue work orders to, the applicable business entity as needed for various jobs. Campus expenditures will be authorized by administration at the campus level.

**FUNDING:** Funds are budgeted in account #23961 in various divisions.

**APPENDIX A.1**  
**Advertising Outlets**  
**09/04/07 – 9/30/08**

**Newspaper, Magazines and Specialty Publications**

African American News & Issues  
Asian Business Directory  
Carrollton Leader  
Coppell Gazette  
Dallas Black Chamber of Commerce  
Dallas Business Journal  
Dallas Chinese News  
Dallas Chinese Times  
Dallas Child Magazine  
Dallas Family Magazine  
Dallas Examiner  
D Magazine  
Dallas Observer  
Dallas Post Tribune  
Dallas Weekly  
Downtown Business News  
Eclipse Magazine  
El Extra  
El Herald News  
El Hispano News  
Elite News  
Garland Journal News  
Greater Dallas Asian Chamber of Commerce  
Greater Dallas Chamber of Commerce  
Greater Dallas Hispanic Chamber of Commerce  
Hispanic Journal  
Hobson's College Guides  
Korean Times  
Korean Journal  
Mesquite News  
MON-The Gazette  
Oak Cliff Tribune  
Park Cities News  
Senior Life Magazine  
Senior News-Dallas  
Sports Page Weekly  
Texas Herald  
Texas Monthly  
The Today Papers (Cedar Hill, DeSoto, Duncanville and Lancaster)  
Vietnam Weekly News  
White Rocker News

**Radio and Television**

KDAF-TV  
KDFW-TV  
KFWD-TV  
KTVT-TV  
KUVN-TV  
KODF-TV  
KXTX-TV  
KBFB-FM  
KDGE-FM  
KDXX-FM  
KEGL-FM  
KERA-FM  
KESS-KHCK-AM/FM  
KFLC-FM  
KFZO-FM  
KHVN-FM  
KJKK-FM  
KLIF-AM  
KLNO-FM  
KLTU-FM  
KNON-FM  
KPLX-FM  
KRNB-FM  
KTCK-AM  
KVIK-FM  
KYNG-FM  
KZPS-FM  
WBAP-AM

KDFI-TV  
KERA-TV  
KSTR-TV  
KTXA-TV  
KXAS-TV  
WFAA-TV  
KDBN-FM  
KDMX-FM  
KEOM-FM  
KESN-FM  
KHKS-FM  
KHVI-FM  
KKDA AM/FM  
KLLI-FM  
KLUV-FM  
KOAI-FM  
KRLC-AM  
KSCS-FM  
KTCY/KZMP/KKDL-FM  
KXEB-AM  
KZMP-FM  
WRR-FM

**Outdoor, Movie Theatre, Electronic Messaging on DART Bus and Light Rail**

ClearChannel Communications Outdoor  
Viacom Outdoor  
Billboard by the Day  
National CineMedia  
Cinemark  
Admobile Dallas  
The Transit Network  
Lamar Transit  
Lamar Advertising Co.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR PROFESSIONAL SERVICES FOR  
CONTRACT TRAINING AND WORKFORCE DEVELOPMENT  
EL CENTRO COLLEGE  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2009

**BACKGROUND:**

To support the economic development of the local community, El Centro College contract training and workforce development offer services to local businesses. These training services may include topics such as communications skills, computer skills, customer service, ESL, HR, information systems, interpersonal skills, language skills, management skills, organizational development, performance excellence, project management, regulatory/safety, strategic planning, supervision, technical writing, team building and quality tools. Local companies and organizations request these training services on a regular basis. These courses support the economic development of both new and established companies.

**SELECTION PROCESS:**

The Corporate Solutions team researched the available north Texas resources for training including area professional associations, local business associations, and all area Chambers of Commerce. Newspaper advertising was also a vehicle used to contact individuals and companies in training services. In addition, emails were sent to previous year's training providers and any others that have inquired about this possibility during the past fiscal year.

In accordance with the DCCCD Business Procedures Manual, Purchasing, Section 4.7.0 Professional Services Contract, companies and individuals were invited to submit course materials information and be interviewed for the delivery of training services. The following criteria were used in the selection process: content and design of curriculum, flexibility of modules, ability to customize the curriculum to meet industry-specific needs, evaluation methods used, industries served, years in the training industry, cost of services and reference checks. Where applicable, professional training certifications were considered.

In the opinion of the evaluators, the recommended trainers/training companies listed on Appendix A-1 met and/or exceeded all requirements and are qualified to meet the training needs of El Centro.

Inclusion of a business entity on the list does not mean that each contractor will be used on every project. Use of a contractor's services will be determined by an appropriate matching of skills to needs, budget and availability for each specific project.

Exclusion of a business entity from the present list does not mean that a business entity will be excluded from future consideration. As experience and skills increase, a business entity may upgrade its production profile filed with District and/or El Centro College and request to be reconsidered during the next evaluation period. During the fiscal year, new companies entering the market will be encouraged to submit resumes and production profiles to be included in the next review process. For unique training requirements, a separate competitive proposal process may be used to select the service providers. The award of any contract arising from the competitive process will follow the District's routine award processes.

COST ESTIMATE: (2-year estimate)  
\$2,000,000

Compensation will be determined based on project requirements and a competitive evaluation process. The estimated cost includes services for training services to local businesses for a two-year period. The revenue from the programs is estimated to be \$3,000,000 for the same two-year period.

**CONTRACT AUTHORIZATION:**

Administration recommends that the president of El Centro College or designee be authorized to execute contracts with the applicable independent contractor as needed for various jobs throughout the duration of this contract.

**FUNDING:** The funds are budgeted in accounts # 22211 in division #11-05-703010 account#22321 in division #11-20-703010.

**APPENDIX A.1  
EL CENTRO COLLEGE  
TRAINING SERVICES  
INDEPENDENT CONTRACTORS/TRAINING PARTNERS  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2009**

Accelerated Improvement Mentoring, Inc.	Julie Ann Turner & Co/Creators
Alexander & Associates	Knowledge Engineers
Ann McGee Cooper & Associates	Lourdes Menendez
BeDazzle Consulting Group	Marche Connections
Bernice Phillips (Ready to Work)	Mehta Consulting, LLC
Bracken & Associates	New Horizons
Emergency Management Resources	New View Publications
Essex Communications	Performisys
Exceed Resources	S. Huffman Seminars
Garcia-Shilling International	Synapse Decisions
Hogan Center for Performance Excellence	Ulibarri-Mason Global HR
Jani Rogers Enterprises	

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR PROFESSIONAL SERVICES  
CONTRACTS FOR CREATIVE SERVICES  
DISTRICT MARKETING/COMMUNICATIONS DEPARTMENT  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2008

**BACKGROUND:**

The District Marketing/Communications Department produces a variety of printed collateral materials and commercial work for television, radio, CD-Rom and Internet publishing and design. On an annual basis, independent contractors are engaged to provide professional services in the area of design and broadcast production.

**SELECTION PROCESS:**

The department's professional staff researched the available North Texas resources in the advertising and video/film industry (via North Central Texas Regional Certification Agency, area Chamber directories, professional association directories) and obtained numerous resumes and production profiles of business entities to be considered for inclusion in a pool of available independent contractors. After evaluation of each entity, review of written material and conducting individual interviews, the business entities listed in Appendix A-1 have been identified as possessing the unique skills and intellectual creativity required for successful production. Selection of these service providers was based on the following criteria:

1. Professional qualifications demonstrated by industry experience plus a proven level of creative excellence, skills, and competency in their areas of specialization;
2. Verification of experience and competency by professional references;
3. Availability to provide professional services on an "as needed" basis; and
4. Acceptance of a fee or compensation within the approved budget on a project-by-project basis.

Inclusion of a business entity on the list does not mean that each contractor will be used on every project. Use of a contractor's services

will be determined by an appropriate matching of creative skill to creative needs, budget, and availability for each specific project.

Exclusion of a business entity from the present list does not mean that a business entity will be excluded from consideration. For unique production requirements, a separate competitive proposal process may be used to select the service providers. The award of any contract arising from the competitive process will follow the District's routine award processes.

**COMPENSATION:**

On each of the projects, the independent contractor will be required to quote a not-to-exceed fixed fee based on project requirements. The fixed fee will include all incidental fees (meetings/consultations, travel, courier receipts, and spec design, etc.).

**ANNUAL COST ESTIMATE:** \$150,000

The estimated annual cost includes services for graphic design/illustration, photography, broadcast (television/radio) producers, and advertising agencies for projects to include Rising Star, internet development, international programs, senior adult programs, general audience, Spanish language materials, special high school seniors/parents projects, and web-based promotions. Category totals are only estimates, actual expenditures will be based on departmental priorities.

**CONTRACT AUTHORIZATION:**

Administration recommends that Executive Director, Public and Governmental Affairs or designee be authorized to execute contracts with, or issue work orders to, the applicable business entity as needed for various jobs throughout the fiscal year.

**FUNDING:** Funds are budgeted in marketing/communications account #22321 in division #11-10-107010.

**APPENDIX A.1  
INDEPENDENT CONTRACTORS  
CREATIVE SERVICES  
09/05/07 – 08/31/08**

**Advertising Agencies – \$3,000**

Cinco Media Communications  
Grant Harrison Advertising  
MasonBaronet  
Industrial Strength Productions, Inc.  
Lorraine and Associates  
Maloney Strategic Communications, Inc.  
Marketgarden LLC  
Peterson Ray & Company  
Perspectiva  
Proterra Concepts  
Raiz Public Relations  
Slingshot  
St. Hilaire Design  
Verve Communications Group

**Copy Writers - \$57,000**

Susan B. Aycock  
Cinco Media Communications  
Luis Estrada  
Peggy Fleming  
Erin Gooden

**Graphic Designers/Illustrators - \$60,000**

The Art Squad  
Shelly Ely  
Calligraphic Arts Design Studio  
Egara Studios  
Francisco Cuevas  
Frank Fleck, Jr.  
Sederrick Raphiel  
Les Kerr Creative  
Mapformation LLC  
Joe Ing  
The Black Scroll  
SJS Graphic Arts  
Kimberly Smith  
Marion Media  
Erin Gooden  
K-Designs Graphic Design Studio  
Trust Advertising  
ES Creative Gang

**Makeup/Stylists For Photo Shoots - \$1,500**

Kim Dawson Agency  
The Clutts Agency

Sher Walker/DreamWalker, LLC  
Yvonne Trammell Coan

**Photographers - \$15,000**

Adam Fish  
Scott Keith Photography  
Martin Jaime Photography  
Moses Olmos Photography  
Rolo Photography  
Skeeter Hagler Photography  
Those 3 Reps  
Frank Vasquez  
YBC Photography and Design

**Public Relations Specialists - \$1,000**

Raiz Public Relations  
Hattie Wayne Public Relations

**Translation Services - \$1,000**

Accento - The Language Company  
Cinco Media Communications  
Perspectiva  
Redan Bilingual Media

**Video Producers/Videographers – \$2,000**

Stephen Cabrero/Eye to Eye Productions  
Francisco Cuevas  
Luis Estrada  
Kenneth Hawkins/Hawkeye Video  
Productions  
The Communications Department, Inc.  
Susan Malone Creative  
ESI Films LLC

**Talent - \$1,000**

Frances Davis  
Gisela Janet Alonso –AKA- Jenny Vilchis  
Alvaro Fernandez  
Stephen Cabrero

**New Media Design & Development - \$8,500**

Wall-to-Wall Studios  
Erin Jennings  
Abeedle.com, Inc.  
Erin Gooden  
Sanchez Social Media

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD  
HESI NURSING EXAMS & INSTRUCTIONAL MATERIAL  
PRICE AGREEMENT  
BROOKHAVEN, EL CENTRO, MOUNTAIN VIEW, AND NORTH  
LAKE COLLEGES  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2009

RECOMMENDATION FOR AWARD:

ELSEVIER	(2 year estimate) \$110,000
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SOLE SOURCE

COMMENTS: This award will provide various types of proprietary instructional and course review materials, as well as course exit exams which have been required in campus nursing programs for several years. Unit prices paid by the students for the admission and exit exams range from \$20 to \$45 while prices for custom material can exceed \$200 per unit.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in account #86900 in divisions #24-02-939672, #24-05-939672, #24-05-939684, #24-06-939672, and #24-07-939672.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD  
SCANTRON HARDWARE MAINTENANCE AGREEMENT  
PRICE AGREEMENT, DISTRICT-WIDE  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2008

RECOMMENDATION FOR AWARD:

HARLAND TECHNOLOGY SERVICES	(1-year estimate) \$28,000
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SOLE SOURCE

COMMENTS: This award is for maintenance agreements of twenty-six hardware systems located across the district; included are repair parts, labor and travel charges.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in various accounts.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD FOR COOPERATIVE  
PURCHASING CONTRACTS  
VARIOUS GOODS AND SERVICES  
DISTRICT-WIDE  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2008

**BACKGROUND:**

In accordance with the provisions of Chapter 791 of the Texas Government Code which is known as the Inter-Local Cooperation Contracts Act, the board of trustees has previously authorized the district to participate in cooperative purchasing programs with The U.S. Communities Government Purchasing Alliance (USC) and The Texas Cooperative Purchasing Network (TCPN). Participation in these programs permits the district to purchase goods and services directly from companies which have contracts under the applicable cooperative entity. Purchases made under the cooperative contracts allow the district to achieve substantial savings and efficiencies. Purchases via the cooperative contracts meet statutory competitive bid requirements but do not preclude use of the advertised bid process when more favorable terms or pricing can be identified.

**RECOMMENDATION FOR AWARD:**

Various contracted vendors with USC and TCPN	(1-year estimate) \$3,500,000
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This recommendation is to authorize the Purchasing Department to continue to make purchases under contracts established under the cooperative purchasing programs for the 2007 –2008 fiscal year.

**COMMENTS:** Presently there are over 800 companies with contracts under the cooperative purchasing programs for products that include disaster response and recovery services, furniture, technology products, industrial supplies, HVAC equipment and maintenance services, office supplies and instructional supplies, materials and equipment.

Administration further recommends the director of purchasing be authorized to execute contracts for this project.

**FUNDING:** The funds to support the expenditures are budgeted in various accounts or grants.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – STATE CONTRACTS  
TECHNOLOGY AND OTHER GOODS AND SERVICES  
DISTRICT-WIDE  
SEPTEMBER 5, 2007 THROUGH AUGUST 31, 2008

RECOMMENDATION FOR AWARD:

In accordance with government Code 791, the district has a cooperative agreement with the State of Texas which permits the district to take advantage of contracts established by the State Comptroller's Office and the Department of Informational Resources. This recommendation is to authorize the director of purchasing to continue to make purchases under the cooperative purchasing agreement. Purchases via the cooperative agreement meet competitive bid requirements but do not preclude use of the advertised bid process when more favorable terms or pricing can be identified.

	(1-year estimate)
State Contracts	\$9,500,000

COMMENTS: The products and services that can be acquired under the cooperative purchasing programs include: computers and peripheral devices, printers, software and software licenses, facsimile and other office machines, imaging systems, travel services, telecommunications equipment, audio visual equipment, video equipment, electrical/electronic testing and training equipment, and related components, supplies, maintenance, support, and service.

Administration further recommends the director of purchasing be authorized to execute contracts and make purchases under the cooperative purchasing programs.

FUNDING: The funds to support the expenditures are budgeted in various accounts or grants.

**Summary of Recommendations for Awards  
With Minority and Woman Owned Businesses**

Recommendations for Awards in the Consideration of Bids Section of This Agenda

	# awards	% awards	\$ amount	% amount
MBE	1	14	28,747.06	1
WBE	2	29	1,673,646.24	43
Not classified	4	57	2,180,960.00	56
Total	7	100	3,883,353.30	100

Bidders and Proposers from Which Recommendations for Awards  
in the Consideration of Bids Section of This Agenda Were Derived

	#	%
MBE	6	23
WBE	6	23
Not classified	14	54
Total	26	100

Recommendations for Awards in the Consideration of Bids Sections  
September 4, 2007 – September 4, 2007

	# awards	% awards	\$ amount	% amount
MBE	1	14	28,747.06	1
WBE	2	29	1,673,646.24	43
Not classified	4	57	2,180,960.00	56
Total	7	100	3,883,353.30	100

Notes: This report excludes government agencies, state supported institutions, municipalities, non-profit organizations, price agreements, publicly traded companies, civic and other organizations not logically classified as minority or woman owned businesses. This report also excludes amendments because they attach to previously authorized awards. Classification of an individual or company as minority or women owned may be according to self-report or personal knowledge rather than on registration with a certification agency. An individual or company that is both a minority and woman owned business has MBE status in this report. "Not classified" includes firms known to be neither minority nor woman owned as well as firms for which ethnicity and gender of ownership is not known.

**Summary of Recommendations for Professional Services Pools  
With Minority and Woman Owned Businesses**

Recommendations for Professional Service Pools  
in the Consideration of Bids Section of This and Previous Agendas

	This Agenda		Sept. 4, 2007 – Sept. 4, 2007	
	# entities	% entities	# entities	% entities
MBE	0	0	0	0
WBE	0	0	0	0
Not classified	96	100	96	100
Total	96	100	96	100

Notes: This report excludes government agencies, state supported institutions, municipalities, non-profit organizations, publicly traded firms, civic and other organizations not logically classified as minority or woman owned businesses. Classification of an individual or company as minority or women owned may be according to self-report or personal knowledge rather than on registration with a certification agency. An individual or company that is both a minority and woman owned business has MBE status in this report. “Not classified” includes firms known to be neither minority nor woman owned as well as firms for which ethnicity and gender of ownership is not known.

CONSENT AGENDA NO. 1

Approval of Minutes of the August 7, 2007 Work Session

It is recommended that the Board approve the minutes of the August 7, 2007 Board of Trustees Work Session.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
AUGUST 7, 2007**

**Attendees:** Mrs. Kitty Boyle, Ms. Charletta Compton, Mr. Bob Ferguson, Ms. Diana Flores, Mrs. Martha Sanchez Metzger, Mr. Jerry Prater (Board Chair) and Mr. JL Sonny Williams

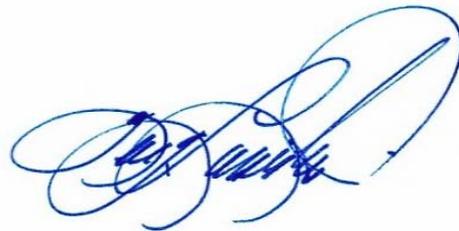
**Absent:** None

**Staff:** Dr. Wright Lassiter, Mr. Ed DesPlas, Mr. Denys Blell, Dr. Andrew Jones, Mr. Justin Lonon, Mrs. Kathryn Tucker, and Mr. Robert Young

Board Chair Mr. Jerry Prater convened the meeting at 3:02 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE AUGUST 7, 2007  
WORK SESSION OF DCCCD BOARD OF TRUSTEES  
AND RICHLAND COLLEGIATE HIGH SCHOOL**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 3<sup>rd</sup> day of August, 2007, in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 3<sup>rd</sup> day of August, 2007, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.

A handwritten signature in blue ink, appearing to read 'Wright L. Lassiter Jr.', is written over a horizontal line.

Wright L. Lassiter Jr., Secretary

**Bond Program Projects at Brookhaven College and the District Office at 1601 South Lamar**

The Brookhaven College bond program project was presented by Dr. Sharon Blackman. Dr. Andrew Jones presented the District Office at 1601 South Lamar project.

Dr. Lassiter will arrange for Board members to tour the building at 1601 South Lamar after Labor Day, follow up with presidents at colleges that offer automotive programs about blending returning veterans into these programs, assure that estimated cost per square foot and estimated cost per project is part of bond program presentations, look further into how expansion of the automotive tech facility at Brookhaven will impact ongoing classes, and assemble additional information about sources for referrals to Brookhaven's automotive tech program.

Dr. Lassiter will also advise the architect for 1601 South Lamar there should be provision for more than seven trustees, ask for more options for design of the room for the Board's regular business meetings (particularly more windows), and ask for handicapped parking in back of the building to be as accessible to the entry as is possible.

**Executive Session**

There was no Executive Session.

**Adjournment**

The meeting was adjourned at 4:29 PM.

Approved:

A handwritten signature in blue ink, appearing to read "Wright L. Lassiter Jr.", written over a horizontal line.

Wright L. Lassiter Jr., Secretary

CONSENT AGENDA NO. 2

Approval of Minutes of the August 7, 2007 Regular Meeting

It is recommended that the Board approve the minutes of the August 7, 2007 Board of Trustees Regular Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
AUGUST 7, 2007**

**Attendees:** Mrs. Kitty Boyle, Ms. Charletta Compton, Mr. Bob Ferguson, Ms. Diana Flores, Mrs. Martha Sanchez Metzger, Mr. Jerry Prater and Mr. JL Sonny Williams

**Absent:** None

**Staff:** Dr. Wright Lassiter, Mr. Ed DesPlas, Mr. Denys Blell, Dr. Andrew Jones, Mr. Justin Lonon, Mrs. Kathryn Tucker, and Mr. Robert Young

Board Chair Jerry Prater convened the meeting at 4:45 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE AUGUST 7, 2007  
REGULAR MEETING OF THE DALLAS COUNTY COMMUNITY  
COLLEGE DISTRICT AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 3<sup>rd</sup> day of August, 2007, in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 3<sup>rd</sup> day of August, 2007, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.



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Wright L. Lassiter, Jr., Secretary

### **Public Hearing on 2007-2008 Richland Collegiate High School Budget**

There were no citizens desiring to speak on the proposed budget for the Richland Collegiate High School for 2007-08. Ms. Flores moved and Mr. Ferguson seconded a motion to approve the 2007-2008 Richland Collegiate High School Budget. The motion passed. (See August 7, 2007, Board Meeting, Public Hearing on 2007-2008 Richland Collegiate High School Budget, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

### **Citizens Desiring to Address the Board Regarding Agenda Items**

There were no citizens desiring to address the board regarding agenda items.

### **Richland Collegiate High School Status Report**

Mr. David Canine presented the Richland Collegiate High School Status Report.

### **Consideration of Bids**

Ms. Flores moved and Mrs. Boyle seconded a motion to approve all bids in the Consideration of Bids section of the agenda. Motion passed. (See August 7, 2007, Board Meeting, Consideration of Bids, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

### **Consent Agenda**

Mr. Ferguson moved and Mrs. Metzger seconded a motion to approve recommendations #1-27 in the Consent Agenda. Motion passed. (See August 7, 2007, Board Meeting, Agenda Items #1-27, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

### **Individual Items**

Mrs. Boyle moved and Mr. Ferguson seconded a motion to approve recommendation #28, with the exception of those employees who received letters from human resources (Laura Gonzalez, Michael Santiago and Dianne Orfanos), in the Individual Items section of the agenda. Motion passed. (See August 7, 2007, Board Meeting, Agenda Item #28, which is made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Ms. Flores moved and Mrs. Boyle seconded a motion to approve recommendation #29 in the Individual Items section of the agenda. Motion passed. (See August 7, 2007, Board Meeting, Agenda Item #29, which is made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Ms. Flores moved and Ms. Compton seconded a motion to approve recommendation #30 in the Individual Items section of the agenda. Motion passed. (See August 7, 2007, Board Meeting, Agenda Item #30, which is made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Mrs. Boyle moved and Ms. Compton seconded a motion to approve recommendation #31 in the Individual Items section of the agenda. Motion passed. (See August 7, 2007, Board Meeting, Agenda Item #31, which is made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

### **Informative Reports**

Dr. Lassiter reviewed the Informative Reports, Agenda Items #32, #33, #36 and #37. Mr. Ed DesPlas reviewed the Informative Reports, Agenda Items #34 and #35. (See August 7, 2007, Board Meeting, Agenda Items #32-37, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

### **Questions/Comments from the Board and Chancellor**

Dr. Lassiter will provide information about the number of students who enroll from high schools where Jimmy Cabrera has spoken, send Board members a copy of the current "Truth in Taxation" manual published by the State Comptroller's office along (and include DCCCD's tax rates 1966 to present), address Board members' interest in increasing employee diversity (especially among adjunct faculty), provide information about the employee turnover rate, amend the report of resignations to include years employed with DCCCD, provide an opportunity for Board members to consider the memento and letter being prepared for extending their congratulations to employees who are retiring, amend recommendations for award in the bid section to include total amount approved (award plus contingency), amend the report of bond program projects to indicate minority participation, provide a report of expenditures in the bond program for professional fees (percent and dollars in the \$450 million that voters approved), and identify the number of exemplary high schools (specifying early college and charter) in the state.

Should state revenue lost due to the Governor's recent veto be restored, Dr. Lassiter will re-visit the budget with Board members before reallocating the restored funding. He will also follow-up with Board members about their interest in their accommodations in the new facilities at 1601 South Lamar.

### **Citizens Desiring to Appear Before the Board**

Mr. Bruce Albright addressed the board.

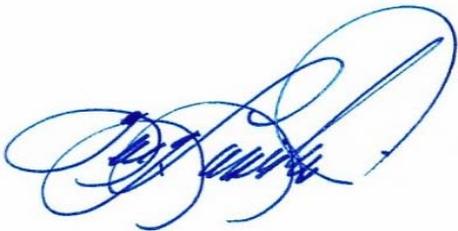
### **Executive Session**

There was no Executive Session.

### **Adjournment**

Ms. Compton moved and Ms. Flores seconded a motion to adjourn the meeting. Motion passed. The board meeting adjourned at 6:13 PM.

Approved:

A handwritten signature in blue ink, appearing to be 'Wright L. Lassiter Jr.', written in a cursive style.

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Wright L. Lassiter Jr., Secretary

CONSENT AGENDA NO. 3

Approval of Minutes of the August 21, 2007 Special Meeting

It is recommended that the Board approve the minutes of the August 21, 2007 Board of Trustees Special Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
AUGUST 21, 2007**

**Attendees:** Mrs. Kitty Boyle, Mr. Bob Ferguson, Ms. Diana Flores and Mr. Jerry Prater (Board Chair)

**Absent:** Ms. Charletta Compton, Mrs. Martha Sanchez Metzger and Mr. JL Sonny Williams

**Staff:** Dr. Wright Lassiter and Mrs. Kathryn Tucker

Board Chair, Mr. Jerry Prater convened the meeting at 4:10 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE AUGUST 21, 2007  
SPECIAL MEETING OF THE DALLAS COUNTY COMMUNITY  
COLLEGE DISTRICT AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 17<sup>th</sup> day of August, 2007, in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 17<sup>th</sup> day of August, 2007, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.



\_\_\_\_\_  
Wright L. Lassiter, Jr., Secretary

**Public Hearing on Tax Increase for Fiscal Year 2007-2008**

Chairman Jerry Prater announced that the meeting to adopt the tax rate will be held September 4, 2007 at 4:00 PM in the Board Room of the Dallas County Community College District at 701 Elm Street, Dallas, Texas.

**Citizens Desiring to Address the Board Regarding Agenda Items**

There were no citizens desiring to address the board regarding agenda items.

**Questions/Comments from the Board and Chancellor**

There were no questions/comments from the board and chancellor.

**Citizens Desiring to Appear Before the Board**

There were no citizens desiring to appear before the board.

**Executive Session**

There was no Executive Session.

**Adjournment**

Mrs. Boyle moved and Mr. Ferguson seconded a motion to adjourn the meeting. The meeting was adjourned at 4:13 PM.

Approved:

A handwritten signature in blue ink, appearing to read "Wright L. Lassiter Jr.", written over a horizontal line.

Wright L. Lassiter Jr., Secretary

CONSENT AGENDA NO. 4

Approval of Minutes of the August 28, 2007 Special Meeting

It is recommended that the Board approve the minutes of the August 28, 2007 Board of Trustees Special Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES  
SPECIAL MEETING MINUTES  
AUGUST 28, 2007**

**Attendees:** Ms. Charletta Compton, Mr. Bob Ferguson, Ms. Diana Flores, Mrs. Martha Sanchez Metzger, Mr. Jerry Prater (Board Chair) and Mr. JL Sonny Williams

**Absent:** Mrs. Kitty Boyle

**Staff:** Dr. Wright Lassiter, Mrs. Kathryn Tucker

Board Chair, Mr. Jerry Prater convened the meeting at 4:03 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE AUGUST 28, 2007  
SPECIAL MEETING OF THE DALLAS COUNTY COMMUNITY  
COLLEGE DISTRICT AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 24<sup>th</sup> day of August, 2007, in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 24<sup>th</sup> day of August, 2007, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.



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Wright L. Lassiter, Jr., Secretary

**Public Hearing on Tax Increase for Fiscal Year 2007-2008**

Chairman Jerry Prater announced that the meeting to adopt the tax rate will be held September 4, 2007 at 4:00 PM in the Board Room of the Dallas County Community College District at 701 Elm Street, Dallas, Texas.

**Citizens Desiring to Address the Board Regarding Agenda Items**

There were no citizens desiring to address the board regarding agenda items.

**Questions/Comments from the Board and Chancellor**

There were no questions/comments from the board and chancellor.

**Citizens Desiring to Appear Before the Board**

There were no citizens desiring to appear before the board.

**Executive Session**

There was no executive session.

**Adjournment**

Ms. Diana Flores moved and Mr. Bob Ferguson seconded a motion to adjourn the meeting. The meeting was adjourned at 4:05 PM.

Approved:

A handwritten signature in blue ink, appearing to read "Wright L. Lassiter Jr.", is written over a horizontal line.

Wright L. Lassiter Jr., Secretary

## POLICY REPORT NO. 5

### Approval of Academic Calendar for 2008-2009

It is recommended that the Board of Trustees adopt the Academic Calendar for 2008-2009.

#### Background

The proposed Academic Calendar was developed by the Academic Calendar Committee in accordance with District policies and practices. This calendar has been reviewed and approved by the Academic Calendar Committee and by the Joint Chancellor's Cabinet.

Source of recommendation: Dr. Andrew Jones, vice chancellor of educational affairs

**Academic Calendar for  
2008-2009**

**Mini-semesters, flexible-entry classes, and other alternative schedules along with their withdrawal and final exam dates may be offered between or during regular semesters by some of the Dallas County Community Colleges. Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Please check with the colleges or online at [www.dcccd.edu](http://www.dcccd.edu) for course information, class schedules, and registration times.**

**Fall Semester, 2008**

August 18 (M)	Faculty Reports
August 25 (M)	Classes Begin
September 1 (M)	Labor Day Holiday
September 8 (M)	12 <sup>th</sup> Class Day
November 13 (R)	Last Day to Withdraw with a Grade of “W”
November 27 (R)	Thanksgiving Holidays Begin
December 1 (M)	Classes Resume
December 8-11 (M-R)	Final Exams
December 11 (R)	Semester Ends
December 15 (M)	Last Day for Faculty to Submit Grades Electronically through eConnect to the Registrar’s Office
December 24 (W)	College Buildings & Offices close for the Holidays at End of Workday

**Winter Term, 2008-2009**

Contact Colleges for availability and schedules

**Spring Semester, 2009**

January 1 (R)	Holiday
January 2 (F)	College Buildings and Offices Open
January 12 (M)	Faculty Reports
January 19 (M)	Martin Luther King, Jr. Day Holiday
January 20 (T)	Classes Begin
February 2 (M)	12 <sup>th</sup> Class Day
February 19 (R)	Conference Day for Faculty, Administrators and PSS
February 20 (F)	Faculty Professional Development (TCCTA). Friday classes Will Not Meet. Saturday and Sunday Classes Will Meet.
March 16 (M)	Spring Break Begins
March 20 (F)	Spring Holiday for All Employees
March 23 (M)	Classes Resume
April 10 (F)	Holiday Begins
April 13 (M)	Classes Resume

### **Spring Semester, 2009**

April 16 (R) Last Day to Withdraw with a Grade of “W”  
May 11- 14 (M-R) Final Exams  
May 14 (R) Semester Ends  
May 2 -17 Graduation Weeks – ceremony dates may vary at the colleges  
May 18 (M) Last Day for Faculty to Submit Grades Electronically through eConnect to the Registrar’s Office.

**May Term, 2009** Contact Colleges for availability and schedules

**\*\* Summer Sessions, 2009 DCC Colleges’ summer sessions may vary. Please see your college’s class schedule for updated times, dates and locations.**

**\*\* See notice above** First Summer Session: (Based on a 4 day class week with 1<sup>st</sup> and 2<sup>nd</sup> Friday as class days)

May 25 (M) Memorial Day Holiday  
June 3 (W) Classes Begin  
June 5 (F) Class Day (1<sup>st</sup> Friday Class meeting)  
June 6 (S) 4<sup>th</sup> Class Day  
June 12 (F) Class Day (2<sup>nd</sup> Friday Class meeting)  
June 25 (R) Last Day to Withdraw with a Grade of “W”  
July 2 (R) Final Exams/ Summer Session I Ends  
July 3 (F) Fourth of July Employee Holiday  
July 6 (M) Last Day for Faculty to Submit Grades Electronically through eConnect to the Registrar’s Office.

Second Summer Session (Based on a 4 day class week with 1<sup>st</sup> Friday as class day)

July 7 (T) Classes Begin  
July 10 (F) Class Day (1<sup>st</sup> Friday class meeting)  
July 10 (F) 4<sup>th</sup> Class Day  
July 30 (R) Last Day to Withdraw with a Grade of “W”  
August 6 (R) Final Exams  
August 6 (R) Summer Session II Ends  
August 10 (M) Last Day for Faculty to Submit Grades Electronically through eConnect to the Registrar’s Office.

## Calendar Calculations

### **Fall Semester, 2008**

MWF - 43 meetings at 55 minutes each and final exam at 110 minutes  
(2475 total minutes)

MW & TR - 29 meetings at 80 minutes each and final exam 110 minutes  
(2430 total minutes)

### **Spring Semester, 2009**

MWF - 42 meetings at 55 minutes each and final exam at 110 minutes  
(2420 total minutes)

MW & TR - 29 meetings at 80 minutes each and final exam at 110 minutes  
(2430 total minutes)

### **Summer Sessions, 2009**

19 class meetings + exam equivalent to 1 class meeting = 20 total class meetings.

20 class meetings X 120 minutes = 2400 class minutes.

**Calendar calculations for all other classes are the responsibility of the college.**

POLICY REPORT NO. 6

Approval of Changes to Board policy regarding Fees for Intercollegiate Sporting Events

It is recommended that the Board of Trustees revise the current rates related to the Metro Athletic Conference as follows:

“b. Level 2: Metro Athletic Conference

Athletic Trainers Services	\$ 30 per hour
Baseball Assoc. Assigning Fee	\$100 per season
Baseball Mileage Fee	\$10.00 per day
Baseball Umpire	<u>\$90.00</u> ( <del>\$80</del> ) per seven inning game
	<u>\$105.00</u> ( <del>\$95</del> ) per nine inning game
Basketball Official	\$90.00 per game
Basketball Scrimmage Official	\$25.00 per game
Soccer Referee	\$110.00 per game
Soccer Linesman	\$75.00 per game
Soccer Assoc. Assigning Fee	\$30.00 per game
(Softball Fastpitch Umpire)	( <del>\$125.00/ two seven inning games</del> )
	( <del>\$65.00 per seven inning game</del> )
(Softball Scrimmage Umpire)	( <del>\$35.00 per game</del> )
(Softball Assoc. Assigning Fee)	( <del>\$100.00 per season</del> )
Scorekeeper/Timer	\$10.00 per game/match
Sr. Scorekeeper/Sr. Timer	\$15.00 per game/match
Tournament Scorekeeper/Timer	\$25.00 per game/match
Statistician/Video Tech.	\$10.00 per game/match
Sr. Statistician/Sr. Video Tech.	\$15.00 per game/match
Volleyball Linesman	\$10.00 per match
Sr. Volleyball Linesman	\$15.00 per match
Volleyball Official	\$70.00 for best of five matches
	\$50.00 for best of three matches
	\$45.00 for best of three
	tournament matches
	\$30.00 for one 30 pt. tie breaker
Volleyball Assigning Fee	\$150.00 per season”

Effective Date: September 1, 2007

## Background

Each year the Board approves the pay rates for sports officials. These rates are set by the various local area officiating associations and the DCCCD has little choice in establishing rates if it wishes to continue its excellent intercollegiate athletic programs. Funding to cover these pay rates come from Auxiliary Service Earnings.

Estimated changes to Baseball Umpire cost reflected below:

**Previous cost of \$80 (seven innings) and \$95 (nine innings):**

Baseball Umpires: 28 home games per year per school.

6 schools x 14 9 inning games = 84 total games

84 games x \$190 (two umpires per game) = \$15,960

6 schools x 14 7 inning games = 84 total games

84 games x \$160 (two umpires per game) = \$13,440

**Proposed increase of \$90 (seven innings) \$105 (nine innings):**

Baseball Umpires: 28 home games per year per school. Approximately half of those are single 9 inning games at the \$105 rate and the other half at the 7 inning rate of \$90.

6 schools x 14 9 inning games = 84 total games

84 games x \$210 (two umpires per game) = \$17,640

6 schools x 14 7 inning games = 84 total games

84 games x \$180 (two umpires per game) = \$15,120

Difference in cost for nine innings = \$2,520

Difference in cost for seven innings = \$2,520

It is recommended that the above noted rate changes be approved effective September 2007.

Source of recommendation: Dr. Andrew Jones, vice chancellor of educational affairs and Mr. Robert Young, legal counsel

POLICY REPORT NO. 7

Approval of Revision to Board Policy -- Market Disparity Stipend for Faculty

It is recommended that the Board of Trustees amend DEA (LOCAL) only as follows:

“MARKET DISPARITY STIPEND FOR FACULTY. The Board provides a stipend to full-time faculty teaching in the areas of RN, Surgical Technology, Veterinary Technology, LVN, Cardio Vascular Technology (CVT), Diagnostic Medical Sonography (Sonography, Echo cardiology), Radiological Technology and Respiratory Therapy as follows:

\$8,000 for Category 1 includes those faculty teaching in:

- RN Program
- Surgical Technology
- Veterinary Technology

\$5,000 for Category 2 for those faculty teaching in:

- LVN Program
- Cardio Vascular Technology (CVT)
- Diagnostic Medical Sonography (Sonography, Echo cardiology)
- Radiological Technology
- Respiratory Therapy

The Chancellor or his designee shall promulgate procedures to implement this provision.”

Effective: September 1, 2007

Background

There is an increasing demand for instructors in the areas of Nursing/Allied Health and Veterinary Technology. Often community colleges cannot compete with industry leaders to attract and retain qualified faculty to teach in these program areas because the pool of candidates is small and industry salaries are driven by a highly competitive and expensive market. For the district to be a competitive force in attracting new, and retaining current faculty, we recommend that the Board of Trustees amend Policy DEA (LOCAL) to offer a two-tier faculty market-disparity stipend as a benefit to attract and retain faculty in the categories listed below. This stipend is recommended to be awarded as follows:

\$8,000 for Category 1 for those faculty teaching in:

RN Program  
Surgical Technology  
Veterinary Technology

\$5,000 for Category 2 for those faculty teaching in:

LVN Program  
Cardio Vascular Technology (CVT)  
Diagnostic Medical Sonography (Sonography, Echo cardiology)  
Radiological Technology  
Respiratory Therapy

The projected cost for implementation is \$406,000, effective September 1, 2007.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development and Mr. Robert Young, legal counsel

## POLICY REPORT NO. 8

### Approval of Revision to Board Policy—Parking for Downtown Employees

It is recommended that the Board of Trustees amend DEB (LOCAL) only as follows:

“PARKING The District provides parking at each location for employees except at the District Office at 701 Elm Street, El Centro College and the Universities Center at Dallas. The District shall provide a monthly \$110 (~~\$75~~) parking stipend to each full-time and limited full-time employee at these three downtown locations in lieu of providing a parking facility. A faculty member who the College District employs on a full-time basis during the academic year shall receive a \$135 (~~\$100~~) stipend for each summer session the faculty member teaches at El Centro College. This provision does not apply to employees who are provided parking by the District. The Chancellor shall promulgate procedures to implement this policy.”

Effective: September 1, 2007

#### Background

The District provides parking at each location for employees except the District Office at 701 Elm, El Centro College and the Universities Center at Dallas. In lieu of parking, the District has provided full-time and limited full-time employees a monthly parking stipend since 1994. Due to increasing costs of parking in downtown Dallas and surrounding areas, it is recommended that the monthly parking stipend be increased from \$75 to \$110 dollars per month for Full-time and Limited Full-time staff and from \$100 to \$135 dollars per month for faculty members teaching summer sessions. The last increase made to this stipend occurred in May 2000. The projected cost for implementation is \$174,330, effective September 1, 2007.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development and Mr. Robert Young, legal counsel

## POLICY REPORT NO. 9

### Approval of Revisions to Guidelines for Awarding Grants Through the Texas Educational Grants Program

It is recommended that Board of Trustees approve revisions to the Guidelines for Awarding Grants Through the Texas Educational Grants Program under Subchapter C, Chapter 56 of the Texas Education Code. These Guidelines are attached.

Effective Date: September 4, 2007

### Background

The Texas Higher Education Coordinating Board (THECB) requested in July 2007 that all institutions participating in the Texas Educational Grants Program (TPEG) review the current awarding guidelines on file with the THECB and revise as necessary. The last revision to the guidelines for the DCCCD was in 1991.

Coordinating Board rules require that Guidelines for Awarding TPEG Grants must first be approved by the governing board of the institution and then approved by the Coordinating Board. Approved Guidelines must be on file at the Coordinating Board in order for the colleges to participate in the TPEG program.

The recommended revised Guidelines for Awarding TPEG Grants are attached.

The District Financial Aid Council reviewed these guidelines and is recommending the addition of two criteria that will bring the guidelines up to date with current state code and THECB Rules governing state aid programs.

The two criteria are:

1. Require that TPEG recipients must be registered for the Selective Service as required by federal law or be exempt from this requirement. (TEC Title III, Chapter 51)
2. A person is not eligible to receive an initial or continuation Texas Educational Opportunity Grant award if the person has been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act), or under the law of any other jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety

Code, unless the person has met the other applicable eligibility requirements under this subchapter and has:

(A) received a certificate of discharge by the Texas Department of Criminal Justice or a correctional facility or completed a period of probation ordered by a court, and at least two years have elapsed from the date of the receipt or completion; or

(B) been pardoned, had the record of the offense expunged from the person's record, or otherwise been released from the resulting ineligibility to receive a grant.

(NOTE: This criterion brings TPEG in line with general student eligibility for other state grants as provided in THECB TAC Rules Chapter 21.)

Other revisions to the guidelines are non-substantive changes to grammar, style, and dates.

Source of recommendation: Dr. Andrew Jones, vice chancellor for educational affairs and Mr. Robert Young, legal counsel

**GUIDELINES FOR AWARDING GRANTS  
THROUGH THE  
TEXAS PUBLIC EDUCATIONAL GRANTS PROGRAM  
(Under Subchapter C, Chapter 56, Texas Education Code)  
AT THE  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**

The Dallas County Community College District, hereinafter referred to as the DCCCD, on behalf of Brookhaven College, Cedar Valley College, Eastfield College, El Centro College, Mountain View College, North Lake College, and Richland College, a Texas political subdivision of higher education, submits the following guideline to the Texas Higher Education Coordinating Board, hereinafter referred to as the Coordinating Board or THECB, for the administration of the Texas Public Educational Grants Program (TPEG) at the DCCCD:

- Section 1      In order to provide a program to supply grants to needy students attending the DCCCD, the Board of Trustees of the DCCCD shall cause to be set aside for use as Texas Public Educational Grants, at least six percent out of each resident student's hourly tuition charge, and, at least \$1.50 out of each nonresident student's hourly tuition charge for academic courses, and, at least six percent of hourly tuition charges for vocational-technical courses as authorized in section 56.033 of the Texas Education Code.
- Section 2      These guidelines shall remain in effect until subsequent changes have been submitted to the Coordinating Board for review and have been approved.
- Section 3      Criteria for Awarding Grants:
- A. Grants are to be made only to students who have been accepted for enrollment and who actually enroll in credit courses and Coordinating Board-approved Continuing Education (vocational-technical) courses in the term or terms for which the grant is awarded.
  - B. Grants are to be awarded based upon the financial need of the applicant.

- C. Recipients must be registered for the Selective Service as required by Federal law, or are exempt from this requirement.
- D. A person is not eligible to receive an initial or continuation Texas Educational Opportunity Grant award if the person has been convicted of a felony or an offense under Chapter 481, Health and Safety Code (Texas Controlled Substances Act), or under the law of any other jurisdiction involving a controlled substance as defined by Chapter 481, Health and Safety Code, unless the person has met the other applicable eligibility requirements under this subchapter and has:
  - 1. received a certificate of discharge by the Texas Department of Criminal Justice or a correctional facility or completed a period of probation ordered by a court, and at least two years have elapsed from the date of the receipt or completion; or
  - 2. been pardoned, had the record of the offense expunged from the person's record, or otherwise been released from the resulting ineligibility to receive a grant.
- E. Financial need of resident and nonresident students enrolled in credit courses is to be determined by use of accepted needs analysis procedures generally in use in other needs-based financial assistance programs. Deviation from such procedures shall be properly documented.
- F. Foreign students who do not qualify for the federal need-based financial aid programs due to their residency status will have their need assessed based on the following procedure:
  - 1. The Student Expense Budgets established for resident and nonresident students and approved by the Coordinating Board will be utilized for foreign student evaluation.
  - 2. A foreign student's contribution to the Cost of Education will be based on figures provided by the student on the **Affidavit of Support** (Form 1-134) submitted to the Admissions Office.
- G. Financial need of students enrolled in Coordinating Board-approved Continuing Education courses seeking tuition, fees, and book expenses only will be assessed based on the following procedure:
  - 1. To assist in determining their financial need, applicants will be required to complete a TPEG "Continuing Education Application" form. The student is required to list his resources and reasonable expenses on this form.

2. If the student's resources are less than his reasonable expenses, the student will be eligible for a grant in an amount that will meet his need, not to exceed the amount of tuition, fees, and books only.
3. If the student's resources are equal to or greater than his reasonable expenses, the student will not be eligible for a TPEG award.

H. During the first six weeks of a semester, awards to residents may only be funded through funds set aside from resident student tuition revenues, and awards to nonresidents and foreign students may only come from funds set aside from the tuition revenues of nonresident and foreign students. After the first six weeks, funds may be transferred from funding for one group of students to the other as needed.

Continuing Education (vocational-technical) tuition revenues will be considered resident revenues because the tuition rate for such courses is not based upon the student's residency classification

- I. Any or all of the funds set aside for making Texas Public Educational Grants may be transferred to the Texas Higher Education Coordinating Board to be used for matching federal or other grant funds for awarding to students at the Dallas County Community College District. Generally only such amounts as can be equally matched by funds held by the Coordinating Board shall be sent to the Board. Unencumbered funds transferred to the Coordinating Board shall be returned to the Dallas County Community College District upon request of the Chancellor or his designate.
- J. Up to ten percent of the funds set aside for the Texas Public Educational Grants Program may be used to provide short-term tuition and fee loans to students.
- K. At the end of a fiscal year, if the total amount of encumbered grant funds that have been set aside under this program by the Dallas County Community College District, together with the total amount of unencumbered funds transferred by the Dallas County Community College District to the Texas Higher Education Coordinating Board,, exceeds 150 percent of the amount of funds set aside by the Dallas County Community College District in the fiscal year, the Dallas County Community College District shall transfer the excess amount to the Coordinating Board for the purpose of

awarding scholarships as provided by law to students at other institutions.

Dallas County Community College District

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date Guidelines were approved by DCCCD Board of Trustees

Approved by:

\_\_\_\_\_  
Commissioner of Higher Education

\_\_\_\_\_  
Date

POLICY REPORT NO. 10

Approval of Revisions to Board Policies Related to Interest Rate  
Fluctuation, Mid-Year Pay Increases, Drug/Alcohol Screening,  
Copyrighted Materials, and Student Records

It is recommended that the Board of Trustees amend Board Policy BCAF (LOCAL), CAK (LOCAL), DBD (LOCAL), DEA (LOCAL), DHB (LOCAL), EDD (LOCAL), and FJ (LOCAL), only as follows:

BCAF (LOCAL) BOARD OFFICERS AND OFFICIALS  
DUTIES AND REQUIREMENTS OF DEPOSITORY

~~“ALLOWABLE COLLATERAL~~

~~Eligible securities for collateralization of deposits are those defined as “eligible securities” by the Public Funds Collateral Act.~~

~~MONITORING COLLATERAL ADEQUACY~~

~~The College District shall require monthly reports with market values of pledged securities from all financial institutions with which the College District has collateralized deposits. The investment officers shall monitor adequacy of collateralization levels to verify market values and total collateral positions.~~

~~RELEASE OF PLEDGED SECURITIES~~

~~The investment officer or designee shall approve in writing the release or substitution of any securities pledged to the College District that are being held by any organization.”~~

CAK (LOCAL) APPROPRIATIONS AND REVENUE SOURCES  
INVESTMENTS

“INTEREST RATE RISK

To reduce exposure to changes in interest rates that could adversely affect the value of investments, the College District shall use final and weighted-average-maturity limits and diversification.

The College District shall monitor interest rate risk using weighted average maturity and specific identification.”

DBD (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CONFLICT OF INTEREST

## “DISCLOSURE

### GENERAL STANDARD

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or that creates a potential conflict of interest with the best interest of the College District.

Annually, any employee engaged in the preparation of specifications, evaluation, recommendation, execution, or administration of any purchase or contract for the purchase of goods or services by the College District (other than employment contracts) shall certify in writing that he or she does not have a substantial interest in any business entity which is a party to or receives direct financial benefit from the College District's purchase or contract. The College District director of human resources shall promulgate rules to implement this certification.

### SPECIFIC DISCLOSURES

#### SUBSTANTIAL INTEREST

The Chancellor shall file an affidavit with the Board Chairman disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Chancellor or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest as defined by Local Government Code 171.002 shall file an affidavit with the Chancellor; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

#### INTEREST IN PROPERTY

The Chancellor shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

#### CONFLICTS DISCLOSURE STATEMENT

No employee other than the Chancellor shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003-.004.

[See BBFA]

#### GIFTS

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of

assigned duties and responsibilities. [See CDE]

### ENDORSEMENTS

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the employee during nonschool hours, unless the product, material, or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

No employee shall require students to purchase a specific brand of supplies if other brands are equal and suitable for the intended instructional purpose.

### SALES

An employee shall not use his or her position with the College District to attempt to sell products or services, unless the product or service is recommended, endorsed, or required for a course the employee teaches and is reasonably related to the subject matter of the course and the course syllabus.

~~(No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest. This policy shall serve not only as a guide for official conduct of these covered persons but also as a basis for discipline of those who refuse to abide by its terms.~~

### DEFINITIONS

In this policy the following definitions apply:

- ~~1. "Business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust, or any other entity recognized in law through which business for profit is conducted.~~
- ~~2. An individual has a "substantial interest" in a business entity if he or she:
  - a. Has controlling interest in the business entity;
  - b. Has ownership in excess of ten percent of the voting interest in the business entity or in excess of \$25,000 of the fair market value of the business entity;
  - c. Has any participating interest, either direct or indirect, by shares, stock,~~

~~or otherwise, whether or not voting rights are included, in the profits, proceeds, or capital gains of the business entity in excess of ten percent of them;~~

- ~~d. Holds the position of a member of the board of directors or other governing board of the business entity;~~
  - ~~e. Serves as an elected officer of the business entity; or~~
  - ~~f. Is an employee of the business entity.~~
- ~~3. "Dependent child" means a person's natural child, adopted child, or stepchild, if during the calendar year the employee provides over 50% of the child's support.~~
- ~~4. An "employee" is any full time or part time, permanent or temporary employee of the District.~~
- ~~5. The term "transact any business," as used under Standards of Conduct, item 5 [see DH(LOCAL)], shall include the preparation of specifications, evaluation, recommendation, execution, or administration of any purchase or contract for the purchase of goods or services by the District, other than Board approved employment contracts.~~

~~For the purpose of this policy, a substantial interest in a business entity of any employee's spouse or dependent child shall be deemed a substantial interest of the employee.~~

#### ~~DISCLOSURE OF INTEREST~~

~~Employees shall be required to disclose any conflicts of interest as follows:~~

- ~~1. Certification of no interest. Any employee engaged in the preparation of specifications, evaluation, recommendation, execution, or administration of any purchase or contract for the purchase of goods or services by the District (other than employment contracts) shall certify in writing that he or she does not have a substantial interest in any business entity which is a party to or receives direct financial benefit from the District's purchase or contract.~~
- ~~2. Noncertification. If in any case an employee is or anticipates that he or she will be unable to make the certification prescribed above, he or she shall immediately notify his or her immediate supervisor of such fact, identifying the business entity in which he or she has a substantial interest and the~~

~~nature and extent thereof. Such employee shall immediately be removed from any involvement in the transaction, and the Chancellor shall take such other action as deemed necessary to avoid a potential conflict of interest with regard to such transaction.~~

- ~~3. Financial statement. Any employee routinely involved in activities covered by this policy may, at his or her option, make a disclosure of his or her personal interest by filing with the Chancellor (or, in the case of the Chancellor, with the Board) a financial statement substantially complying with the content requirements of Section 4, Article 6252-9b, V.A.T.S. Any such statement shall be updated annually. The Chancellor may require the filing of such financial statement by any employee routinely or extensively involved in the type of business transactions contemplated by this policy.)”~~

## INSTRUCTIONAL MATERIALS

The Chancellor shall establish procedures governing the required purchase by students of instructional materials (including textbooks, study guides, syllabi, and supplies) either from District employees or in a manner by which a District employee may receive direct financial benefit.

~~“(An employee who believes he or she has or may have a conflict of interest shall disclose the interest to the Chancellor, College President, location chief administrator, or designee, who shall take whatever action is necessary, if any, to ensure that the District’s best interests are protected.~~

~~The failure of any employee to comply with one or more of the provisions of this policy which apply to him or her shall constitute grounds for termination of employment.)”~~

## DEA (LOCAL) COMPENSATION AND BENEFITS SALARIES

### “MID-YEAR PAY INCREASES CONTRACT EMPLOYEES

A contract employee's pay shall not be increased after performance on the contract has begun unless there is a change in the employee's job assignment or duties that warrants additional compensation. Any such changes in pay during the term of the contract shall require Board approval.”

## COMPENSATORY TIME

### “ACCRUAL

At the College District's option, nonexempt employees may receive compensatory

time off, rather than overtime pay, for overtime work. (Compensation for overtime hours shall be awarded at one and a half times the employee's regular rate of pay or by time and a half earned in compensatory time.) The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee shall be required to use compensatory time or, at the College District's option, shall receive overtime pay.

### USE

An employee shall use compensatory time within the work period (month) in which it is earned or the next work period immediately following. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay.

Compensatory time may be used at either the employee's or the College District's option. An employee may use compensatory time in accordance with the College District's leave policies and if such use does not unduly disrupt the operations of the College District. The College District may require an employee to use compensatory time when in the best interest of the College District. (Compensatory time shall be used within the duty year in which it is earned. The College District shall pay an employee overtime for all unused compensatory time remaining at the end of the fiscal year. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the College District's schedules and activities.)"

## “DHB (LOCAL) EMPLOYEE STANDARDS OF CONDUCT SEARCHES AND ALCOHOL/DRUG TESTING

### REASONABLE SUSPICION SEARCHES

The College District reserves the right to conduct searches when the College District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The College District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on College District premises or worksites or used in College District business.

**Note:** The following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

### DEPARTMENT OF TRANSPORTATION TESTING PROGRAM

The College District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

#### DRUG-RELATED VIOLATIONS

The following constitute drug-related violations:

1. Refusing to submit to a required test for alcohol or controlled substances.
2. Providing an adulterated, diluted, or a substituted specimen on an alcohol or drug test.
3. Testing positive for alcohol, at a concentration of 0.04 or above, in a postaccident test.
4. Testing positive for controlled substances in a postaccident test.
5. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
6. Testing positive for controlled substances in a random test.
7. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.
8. Testing positive for controlled substances in a reasonable suspicion test.

The Chancellor shall designate a College District official who shall be responsible for ensuring that information is disseminated to employees regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

#### CONSORTIUM

With specific Board approval, the Chancellor may contract on behalf of the College District with outside consultants and contractors and work with a consortium of other local governments to secure the testing services, educational materials, and other component elements needed for this program.

Under such contract, the consortium shall be responsible for implementing, directing, administering, and managing the alcohol and controlled substances

program within the U.S. Department of Transportation guidelines. The consortium shall serve as the principal contact with the laboratory and for collection activities in assuring the effective operation of the testing portion of the program.

#### REASONABLE SUSPICION TESTING

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after the period of the workday that the driver is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

#### CONSEQUENCES OF POSITIVE TEST RESULTS

In addition to the consequences established by federal law, a College District employee confirmed to have violated the College District's policy pertaining to alcohol or controlled substances shall be subject to College District-imposed discipline, as determined by his or her supervisor(s) and the Chancellor. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment.

In cases where a driver is also employed in a nondriving capacity by the College District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee's functions and duties that involve driving. Additionally, upon recommendation of the employee's supervisor, disciplinary measures up to and including termination of employment with the College District may be considered.

#### ALCOHOL RESULTS BETWEEN 0.02 AND 0.04

A driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended without pay from driving duties for 24 hours. A subsequent violation may subject the driver to termination in accordance with Board policy.”

“EDD (LOCAL) INSTRUCTIONAL RESOURCES  
COPYRIGHTED MATERIALS

## COPYRIGHT INFRINGEMENT

All persons are prohibited from using College District technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with College District technology. No person shall use the College District's technology to post, publicize, or duplicate information in violation of copyright law. The Board shall direct the Chancellor or designee to employ all reasonable measures to prevent the use of College District technology in violation of the law. All persons using College District technology in violation of law shall lose user privileges in addition to other sanctions.

The College District shall notify the U.S. Copyright Office of the designated agent's identity. The College District's Web site shall include information on how to contact the College District's designated agent and a copy of the College District's copyright policy. Upon notification, the College District's designated agent shall take all actions necessary to remedy any violation. The College District shall provide the designated agent appropriate training and resources necessary to protect the College District.

If a content owner reasonably believes that the College District's technology has been used to infringe upon a copyright, the owner may notify the designated agent.

## ELECTRONIC MEDIA

To comply with copyright law, electronic media used in the classroom shall be for educational purposes only.

## COMPUTER SOFTWARE

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used to make copies. A computer program may be legally copied only if:

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded); or
2. The new copy is a backup; backups cannot be used simultaneously with the original and must be erased if the original is resold.

College District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the College District to network the program or allows other specified multiple use of the single copy.”

## FJ (LOCAL) STUDENT RECORDS

### CUSTODIANS OF RECORDS

The registrar is custodian of all records for currently enrolled students and for all official academic records. The academic dean is custodian of academic status records. The dean of students is custodian of all other records. Address for the custodian of records shall be included in the Annual Notice of Students Rights under 20 U.S.C., 1232g.

~~“(The students and parents of students who are dependents for tax purposes shall be notified annually of the addresses of the custodians of records.)”~~

### “ACCESS BY PARENTS

The College District may disclose educational records to a student’s parent without the student’s consent if the student is a dependent of the parent for tax purposes.”

### ~~“(ACCESS BY STUDENTS~~

~~If the student qualifies for financial aid and is unable to view the records during regular school hours, upon written request of the student, one copy of the record shall be provided at no charge.)”~~

Effective Date: September 4, 2007

### Background

As part of Update 22 to the Policy Manual, these revisions are recommended by the Texas Association of School Boards (TASB) and District Legal Counsel.

## BCAF (LOCAL) BOARD OFFICERS AND OFFICIALS

### DUTIES AND REQUIREMENTS OF DEPOSITORY

TASB recommends deleting this policy since the identical language is found at CB (LOCAL) under DEPOSITORY OF FUNDS, where it is more appropriately placed.

## CAK (LOCAL) APPROPRIATIONS AND REVENUE SOURCES

### INVESTMENTS

TASB recommends a new provision under INTEREST RATE RISK that requires the District to reduce the risk of interest rate fluctuation by specifying final and weighted-average-maturity limits and by diversification. The District already follows this policy.

## DBD (LOCAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS

## CONFLICT OF INTEREST

TASB updates the CONFLICT OF INTEREST provisions in this policy and clarifies language under SUBSTANTIAL INTEREST. To that end, a substantial interest of an employee's relative does not require an employee to file an affidavit under Local Government Code, Chapter 171.

## DEA (LOCAL) COMPENSATION AND BENEFITS SALARIES

TASB recommends under MID-YEAR PAY INCREASES, CONTRACT EMPLOYEES restricting mid-year contract pay increases unless an employee is reassigned or an employee's duties are changed with the increases requiring Board approval. The District already follows this policy.

TASB clarifies language under COMPENSATORY TIME to more clearly present options and requirements governing overtime payment and compensatory time.

## DHB (LOCAL) EMPLOYEE STANDARDS OF CONDUCT SEARCHES AND ALCOHOL/DRUG TESTING

TASB recommends a new policy that puts in writing standards the District has been following under the federal Department of Transportation rules. These rules require an employee who has a commercial drivers license and drives for the District to submit to alcohol and drug testing in various situations.

## EDD (LOCAL) INSTRUCTIONAL RESOURCES COPYRIGHTED MATERIALS

TASB recommends this new policy that requires lawful use of copyrighted material by employees and requires designation of an agent to comply with the Digital Millennium Copyright Act. The District has already designated the District Legal Counsel as its agent.

## FJ (LOCAL) STUDENT RECORDS

TASB recommends various minor revisions in the STUDENT RECORDS policy that includes deleting provisions covered in the legal sections of the Policy Manual and adding a provision allowing access to student records by parents of a dependent student.

Source of recommendation: Mr. Robert Young, legal counsel

BUILDING & GROUNDS REPORT NO. 11

Approval of Agreement with Nathan D. Maier Consulting Engineers, Inc.

It is recommended that authorization be given to approve an agreement with Nathan D. Maier Consulting Engineers, Inc. in an amount not to exceed \$58,539 to provide professional land surveying services for Eastfield College.

Background

The recommendation is for new construction projects at Eastfield College (project #970405, #970408, #970409 and #970410). The contract is to provide professional land surveying to perform fire lane location and platting services for the new General Classroom, Workforce Development Center, Parent Child Study Center and Industrial Technology Building of Eastfield College.

The City of Mesquite is requiring additional surveying and re-platting services in conjunction with the four new projects planned for Eastfield College. Nathan D. Maier Consulting Engineers, Inc. was selected to perform this work based on their extensive recent platting work on the campus. Contract negotiations were finalized as of August 13, 2007. Attachment 3 of the proposed agreement provides for compensation of specified scope of work in the amount of \$50,904 and reimbursables in the amount of \$7,635 for a total contract amount not to exceed \$58,539.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel.

This project is financed by General Obligation Bond Series 2004. Funds are budgeted in architects & engineers account #27211 in the following divisions:

<u>Project</u>	<u>Division</u>	<u>Amount</u>
General Classroom	# 40-04-970405	\$23,763
Workforce Development	# 40-04-970408	\$14,973
Parent Child Study Center	# 40-04-970409	\$9,190
Industrial Technology Bldg.	# 40-04-970410	\$10,613

Source of recommendation: Mr. Ed DesPlas, vice chancellor for business affairs and Mr. Steve Park, executive director of bond program management team

## BUILDING AND GROUNDS REPORT NO. 12

### Approval of Agreement with Dedman Facility Group

It is recommended that authorization be given to approve an agreement with Dedman Facility Group in an amount not to exceed \$30,998 to provide construction management services at Richland College.

### Background

This project is *RLC 14, Progress Report on Construction Projects* (Informative Reports section of this agenda). The project is for construction management services for the modular classroom building.

The facilities management staff pre-qualifies architectural and engineering firms and selected Dedman Facility Group from its pool of pre-qualified firms. The agreement will be made as of September 5, 2007. Compensation is to be a fee not to exceed \$30,998.

Financial resources are budgeted in account #, 45-08-950822-27202.

Source of recommendation: Mr. Ed DesPlas, vice chancellor of business affairs and Mr. Clyde Porter, associate vice chancellor for facilities management/district architect

BUILDING & GROUNDS REPORT NO. 13

Approval of Amendment to Agreement with VAI Architects, Inc.

It is recommended that authorization be given to approve an amendment to the agreement with VAI Architects, Inc. in an amount not to exceed \$40,000 for additional services for Richland College.

Original Agreement	\$729,575
Previous Amendment (s)	61,405
Amendment Amount	40,000
Revised Agreement	\$830,980

Background

The Board approved the original contract with VAI Architects, Inc. on August 8, 2006 in the amount of \$729,575 for professional architectural and design services for the north education campus for Eastfield College (now the DCCCD Richland College Garland Workforce Training Center). Amendment 1 for \$16,850 provided for additional design services due to the incorporation of “Gold” LEED certification and the development of the DCCCD Richland College Garland Workforce Training Center facility. Amendment 2 was a clarification of agreement wording and did not change the scope of work. Amendment 3 for \$44,555 provided for additional design services related to city zoning change, surveys and demolition of existing structure on site. The following table contains information about prior amendments to the contract.

Board Approved	VCBA Approved	Change Order No.	Amount	Revised Contract
08/08/2006			\$729,575	
01/16/2007		1	\$16,850	\$746,425
	04/10/07	2	\$0	\$746,425
05/01/2007		3	\$44,555	\$790,980
Pending		4	\$40,000	\$830,980

This amendment of \$40,000 provides for additional design services due to an increase in the square footage and due to the incorporation of site, plaza, landscaping and exterior finishes changes required by the City of Garland.

This amendment has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD’s legal counsel.

This recommendation increases the contract to \$830,980, which is \$101,405 (13.90%) over the original amount. This project is financed by General Obligation

Bond Series 2004. Funds are budgeted in architects & engineers account #27211 in division #40-08-970808.

Source of recommendation: Mr. Ed DesPlas, vice chancellor of business affairs and Mr. Steve Park, executive director bond program management team

**Summary of Recommendations for Agreements  
With Minority and Woman Owned Businesses**

Recommendations in the Building and Grounds Reports Section of This Agenda  
Architects and Engineers

	# agreements	% agreements	\$ amount	% amount
MBE	0	0	0	0
WBE	1	50	58,539	65
Not classified	1	50	30,998	35
Total	2	100	89,537	100

Pre-Qualified Pools from Which Recommendations for Agreements  
In the Building and Grounds Reports Section of This Agenda Were Derived  
Architects and Engineers

	# in pool	% in pool
MBE	30	30
WBE	11	11
Not classified	58	59
Total	99	100

Recommendations in the Building and Grounds Reports Sections  
Architects and Engineers  
September 4, 2007 – September 4, 2007

	# agreements	% agreements	\$ amount	% amount
MBE	0	0	0	0
WBE	1	50	58,539	65
Not classified	1	50	30,998	35
Total	2	100	89,537	100

Notes: This report excludes amendments and change orders because they attach to previously authorized engagements. Classification of an individual or company as a minority or women owned business may be according to self-report or personal knowledge rather than on registration with a certification agency. An individual or company that is both a minority and woman owned business has MBE status in this report. "Not classified" includes firms known to be neither minority nor woman owned as well as firms for which ethnicity and gender of ownership are not known.

FINANCIAL REPORT NO. 14

Approval of Expenditures for July 2007

It is recommended that expenditures for July 2007 be approved. A summary of expenditures is included in the FAB report. Detailed expenditure information is available in the business affairs office at the District Service Center.

FINANCIAL REPORT NO. 15

Presentation of Budget Report for July 2007

The budget report for July 2007 is presented as a matter of record (see attached).

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2006-07 CURRENT FUNDS OPERATING BUDGET

**REVENUES & ADDITIONS**

Year-to-Date July 31, 2007  
91.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
<b>UNRESTRICTED FUND</b>						
State Appropriations	\$ 84,752,747	\$ 76,708,063	\$ 8,044,684	90.5%	86.9-96.3%	
Tuition	61,304,028	63,525,263	(2,221,235)	103.6%	94.1-102.5%	(1)
Taxes for Current Operations	110,791,496	112,549,749	(1,758,253)	101.6%	98.0-102.5%	
Federal Grants & Contracts	1,133,870	954,189	179,681	84.2%	73.3-124.8%	
State Grants & Contracts	144,642	144,602	40	100.0%	n/a	
General Sources:						
Investment Income	5,077,543	6,337,382	(1,259,839)	124.8%	82.3-121.9%	(2)
General Revenue	2,164,983	2,153,744	11,239	99.5%	n/a	
Subtotal General Sources	7,242,526	8,491,126	(1,248,600)	117.2%	83.8-117.5%	
<b>SUBTOTAL UNRESTRICTED</b>	<b>265,369,309</b>	<b>262,372,992</b>	<b>2,996,317</b>	<b>98.9%</b>	<b>n/a</b>	
Use of Fund Balance & Transfers-in	14,967,133	-	14,967,133	0.0%	n/a	
<b>TOTAL UNRESTRICTED</b>	<b>280,336,442</b>	<b>262,372,992</b>	<b>17,963,450</b>	<b>93.6%</b>	<b>91.3-94.3%</b>	
<b>AUXILIARY FUND</b>						
Sales & Services	6,621,973	5,115,660	1,506,313	77.3%	70.7-93.3%	
Investment Income	385,322	367,873	17,449	95.5%	59.7-146.9%	
Transfers-in	4,003,439	4,003,439	-	100.0%	n/a	
Use of Fund Balance	586,494	-	586,494	0.0%	n/a	
<b>TOTAL AUXILIARY</b>	<b>11,597,228</b>	<b>9,486,972</b>	<b>2,110,256</b>	<b>81.8%</b>	<b>48.4-99.3%</b>	
<b>RESTRICTED FUND</b>						
State Appropriations:						
Insurance & Retirement Match	20,959,931	20,897,167	62,764	99.7%	n/a	
SBDC State Match	1,365,210	1,297,351	67,859	95.0%	n/a	
Subtotal State Appropriations	22,325,141	22,194,518	130,623	99.4%	n/a	
Grants, Contracts & Scholarships:						
Federal	65,273,765	33,813,061	31,460,704	51.8%	n/a	
State	7,208,445	4,231,246	2,977,199	58.7%	n/a	
Local	6,488,181	4,316,936	2,171,245	66.5%	n/a	
Transfers-in	903,745	675,997	227,748	74.8%	n/a	
Subtotal Grants, Contracts & Scholarships	79,874,136	43,037,240	36,836,896	53.9%	n/a	
Richland Collegiate High School	285,489	285,425	64	100.0%	n/a	
<b>TOTAL RESTRICTED</b>	<b>102,484,766</b>	<b>65,517,183</b>	<b>36,967,583</b>	<b>63.9%</b>	<b>n/a</b>	
<b>RICHLAND COLLEGIATE HIGH SCHOOL</b>						
State Funding	980,420	865,382	115,038	88.3%	n/a	
<b>TOTAL COLLEGIATE HIGH SCHOOL</b>	<b>980,420</b>	<b>865,382</b>	<b>115,038</b>	<b>88.3%</b>	<b>n/a</b>	
<b>TOTAL REVENUES &amp; ADDITIONS</b>	<b>\$ 395,398,856</b>	<b>\$ 338,242,529</b>	<b>\$ 57,156,327</b>	<b>85.5%</b>	<b>n/a</b>	

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2006-07 CURRENT FUNDS OPERATING BUDGET

**EXPENDITURES & USES BY FUNCTION**

Year-to-Date July 31, 2007  
91.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
<b>UNRESTRICTED FUND</b>						
Instruction	\$ 118,339,182	\$ 109,156,210	\$ 9,182,972	92.2%	89.3-96.8%	
Public Service	5,651,347	4,590,265	1,061,082	81.2%	73.8-92.2%	
Academic Support	16,934,565	14,851,068	2,083,497	87.7%	82.4-90.6%	
Student Services	25,173,405	21,611,162	3,562,243	85.8%	86.5-90.6%	(3)
Institutional Support	51,218,089	42,093,726	9,124,363	82.2%	76.9-86.4%	
Staff Benefits	10,171,219	7,939,735	2,231,484	78.1%	70.2-90.6%	
Operations & Maintenance of Plant	27,238,985	23,246,240	3,992,745	85.3%	81.5-88.4%	
Repairs & Rehabilitation	9,465,558	2,902,720	6,562,838	30.7%	31.7-92.2%	(4)
Special Items:						
Reserve - Campus	1,668,188	-	1,668,188	0.0%	n/a	
Reserve - Compensation	-	-	-	0.0%	n/a	
Reserve - Operating	1,163,500	-	1,163,500	0.0%	n/a	
Reserve - New Campuses	500,000	-	500,000	0.0%	n/a	
Reserve - Non-operating	230,116	-	230,116	0.0%	n/a	
<b>TOTAL UNRESTRICTED</b>	<b>267,754,154</b>	<b>226,391,126</b>	<b>41,363,028</b>	<b>84.6%</b>	<b>82.8-91.4%</b>	
<b>AUXILIARY FUND</b>						
Student Activities	6,332,711	5,210,900	1,121,811	82.3%	79.6-92.2%	
Sales & Services	4,666,963	4,059,864	607,099	87.0%	70.5-110.6%	
Reserve - Campus	128,938	-	128,938	0.0%	n/a	
Reserve - District	327,816	-	327,816	0.0%	n/a	
Transfers-out	140,800	141,836	(1,036)	100.7%	15.0-121.0%	(5)
<b>TOTAL AUXILIARY</b>	<b>11,597,228</b>	<b>9,412,600</b>	<b>2,184,628</b>	<b>81.2%</b>	<b>72.5-92.9%</b>	
<b>RESTRICTED FUND</b>						
State Appropriations	20,959,931	20,897,167	62,764	99.7%	87.1-101.8%	
Grants & Contracts	35,323,332	19,921,055	15,402,277	56.4%	n/a	
Scholarships	45,916,014	24,413,536	21,502,478	53.2%	n/a	
Subtotal Grants, Contracts & Scholarships	102,199,277	65,231,758	36,967,519	63.8%	n/a	
Richland Collegiate High School	285,489	285,425	64	100.0%	n/a	
<b>TOTAL RESTRICTED</b>	<b>102,484,766</b>	<b>65,517,183</b>	<b>36,967,583</b>	<b>63.9%</b>	<b>n/a</b>	
<b>RICHLAND COLLEGIATE H.S.</b>						
Expenditures	980,420	818,562	161,858	83.5%	n/a	
<b>TOTAL COLLEGIATE HIGH SCHOOL</b>	<b>980,420</b>	<b>818,562</b>	<b>161,858</b>	<b>83.5%</b>	<b>n/a</b>	
<b>SUBTOTAL EXPENDITURES &amp; USES</b>	<b>382,816,568</b>	<b>302,139,471</b>	<b>80,677,097</b>	<b>78.9%</b>	<b>n/a</b>	
<b>TRANSFERS &amp; DEDUCTIONS:</b>						
Mandatory Transfers:						
Tuition to Debt Service Fund	1,894,389	1,816,995	77,394	95.9%	79.9-102.0%	
LoanStar Loan to Debt Service Fund	208,281	208,281	-	100.0%	n/a	
Institutional Matching-Contracts/Grants	144,184	142,246	1,938	98.7%	61.6-142.2%	
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	4,003,439	4,003,439	-	100.0%	n/a	
Unexpended Plant Fund	3,752,763	3,752,763	-	100.0%	n/a	
Debt Service Fund	2,579,232	1,934,424	644,808	75.0%	n/a	
<b>TOTAL TRANSFERS &amp; DEDUCTIONS</b>	<b>12,582,288</b>	<b>11,858,148</b>	<b>724,140</b>	<b>94.2%</b>	<b>n/a</b>	
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 395,398,856</b>	<b>\$ 313,997,619</b>	<b>\$ 81,401,237</b>	<b>79.4%</b>	<b>n/a</b>	

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2006-07 CURRENT FUNDS OPERATING BUDGET

**EXPENDITURES & USES BY ACCOUNT CLASSIFICATION**

Year-to-Date July 31, 2007  
91.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget
<b>UNRESTRICTED FUND</b>				
Salaries & Wages	\$ 180,832,475	\$ 166,796,714	\$ 14,035,761	92.2%
Staff Benefits	10,171,219	7,939,735	2,231,484	78.1%
Purchased Services	11,960,417	9,211,308	2,749,109	77.0%
Operating Expenses	53,227,407	38,815,022	14,412,385	72.9%
Supplies & Materials	9,261,021	7,300,079	1,960,942	78.8%
Minor Equipment	4,332,038	4,220,381	111,657	97.4%
Capital Outlay	7,552,343	3,728,236	3,824,107	49.4%
Charges	(13,144,570)	(11,620,349)	(1,524,221)	88.4%
<b>SUBTOTAL UNRESTRICTED</b>	<b>264,192,350</b>	<b>226,391,126</b>	<b>37,801,224</b>	<b>85.7%</b>
Reserve - Campus	1,668,188	-	1,668,188	0.0%
Reserve - Compensation	-	-	-	0.0%
Reserve - Operating	1,163,500	-	1,163,500	0.0%
Reserve - New Campuses	500,000	-	500,000	0.0%
Reserve - Non-operating	230,116	-	230,116	0.0%
Transfers & Deductions:				
Mandatory Transfers:				
Tuition to Debt Service Fund	1,894,389	1,816,995	77,394	95.9%
LoanStar Loan to Debt Service Fund	208,281	208,281	-	100.0%
Institutional Matching - Contracts/Grants	144,184	142,246	1,938	98.7%
Non-Mandatory Transfers & Deductions:				
Auxiliary Fund	4,003,439	4,003,439	-	100.0%
Unexpended Plant Fund	3,752,763	3,752,763	-	100.0%
Debt Service Fund	2,579,232	1,934,424	644,808	75.0%
<b>TOTAL UNRESTRICTED</b>	<b>280,336,442</b>	<b>238,249,274</b>	<b>42,087,168</b>	<b>85.0%</b>
<b>AUXILIARY FUND</b>	<b>11,597,228</b>	<b>9,412,600</b>	<b>2,184,628</b>	<b>81.2%</b>
<b>RESTRICTED FUND</b>	<b>102,484,766</b>	<b>65,517,183</b>	<b>36,967,583</b>	<b>63.9%</b>
<b>RICHLAND COLLEGIATE HIGH SCHOOL</b>	<b>980,420</b>	<b>818,562</b>	<b>161,858</b>	<b>83.5%</b>
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 395,398,856</b>	<b>\$ 313,997,619</b>	<b>\$ 81,401,237</b>	<b>79.4%</b>

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2006-07 CURRENT FUNDS OPERATING BUDGET

**REVENUES & ADDITIONS**

Year-to-Date - 91.7% of Fiscal Year Elapsed

	July 31, 2007			July 31, 2006		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
<b>UNRESTRICTED FUND</b>						
State Appropriations	\$ 84,752,747	\$ 76,708,063	90.5%	\$ 84,766,610	\$ 76,771,889	90.6%
Tuition	61,304,028	63,525,263	103.6%	58,070,261	58,217,164	100.3%
Taxes for Current Operations	110,791,496	112,549,749	101.6%	102,266,178	104,424,102	102.1%
Federal Grants & Contracts	1,133,870	954,189	84.2%	1,321,024	1,238,020	93.7%
State Grants & Contracts	144,642	144,602	100.0%	131,292	131,293	100.0%
General Sources:						
Investment Income	5,077,543	6,337,382	124.8%	4,309,838	4,952,478	114.9%
General Revenue	2,164,983	2,153,744	99.5%	2,089,303	2,172,880	104.0%
Subtotal General Sources	7,242,526	8,491,126	117.2%	6,399,141	7,125,358	111.3%
<b>SUBTOTAL UNRESTRICTED</b>	265,369,309	262,372,992	98.9%	252,954,506	247,907,826	98.0%
Use of Fund Balance & Transfers-in	14,967,133	-	0.0%	15,704,187	91,387	0.0%
<b>TOTAL UNRESTRICTED</b>	280,336,442	262,372,992	93.6%	268,658,693	247,999,213	92.3%
<b>AUXILIARY FUND</b>						
Sales & Services	6,621,973	5,115,660	77.3%	7,031,067	5,551,906	79.0%
Investment Income	385,322	367,873	95.5%	435,233	295,692	67.9%
Transfers-in	4,003,439	4,003,439	100.0%	4,004,165	4,004,165	100.0%
Use of Fund Balance	586,494	-	0.0%	880,262	-	0.0%
<b>TOTAL AUXILIARY</b>	11,597,228	9,486,972	81.8%	12,350,727	9,851,763	79.8%
<b>RESTRICTED FUND</b>						
State Appropriations:						
Insurance & Retirement Match	20,959,931	20,897,167	99.7%	20,959,931	20,060,820	95.7%
SBDC State Match	1,365,210	1,297,351	95.0%	1,365,210	1,187,476	87.0%
Subtotal State Appropriations	22,325,141	22,194,518	99.4%	22,325,141	21,248,296	95.2%
Grants, Contracts & Scholarships:						
Federal	65,273,765	33,813,061	51.8%	64,306,697	36,775,305	57.2%
State	7,208,445	4,231,246	58.7%	6,417,583	3,093,791	48.2%
Local	6,488,181	4,316,936	66.5%	6,663,650	3,254,073	48.8%
Transfers-in	903,745	675,997	74.8%	913,372	717,065	78.5%
Subtotal Grants, Contracts & Scholarships	79,874,136	43,037,240	53.9%	78,301,302	43,840,234	56.0%
Richland Collegiate High School	285,489	285,425	100.0%	-	-	0.0%
<b>TOTAL RESTRICTED</b>	102,484,766	65,517,183	63.9%	100,626,443	65,088,530	64.7%
<b>RICHLAND COLLEGIATE HIGH SCHOOL</b>						
State Funding	980,420	865,382	88.3%	-	-	0.0%
<b>TOTAL COLLEGIATE HIGH SCHOOL</b>	980,420	865,382	88.3%	-	-	0.0%
<b>TOTAL REVENUES &amp; ADDITIONS</b>	\$ 395,398,856	\$ 338,242,529	85.5%	\$ 381,635,863	\$ 322,939,506	84.6%

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2006-07 CURRENT FUNDS OPERATING BUDGET

**EXPENDITURES & USES BY FUNCTION**

Year-to-Date - 91.7% of Fiscal Year Elapsed

	July 31, 2007			July 31, 2006		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
<b>UNRESTRICTED FUND</b>						
Instruction	\$ 118,339,182	\$ 109,156,210	92.2%	\$ 116,032,421	\$ 105,280,047	90.7%
Public Service	5,651,347	4,590,265	81.2%	5,413,374	4,732,670	87.4%
Academic Support	16,934,565	14,851,068	87.7%	16,802,899	14,440,621	85.9%
Student Services	25,173,405	21,611,162	85.8%	23,744,648	20,387,519	85.9%
Institutional Support	51,218,089	42,093,726	82.2%	48,614,833	39,323,883	80.9%
Staff Benefits	10,171,219	7,939,735	78.1%	10,149,075	7,746,696	76.3%
Operations & Maintenance of Plant	27,238,985	23,246,240	85.3%	25,036,165	21,539,455	86.0%
Repairs & Rehabilitation	9,465,558	2,902,720	30.7%	7,442,026	2,917,933	39.2%
Special Items:						
Reserve - Campus	1,668,188	-	0.0%	2,722,681	-	0.0%
Reserve - Compensation	-	-	0.0%	-	-	0.0%
Reserve - Operating	1,163,500	-	0.0%	1,102,618	-	0.0%
Reserve - New Campuses	500,000	-	0.0%	500,000	-	0.0%
Reserve - Non-operating	230,116	-	0.0%	184,217	-	0.0%
<b>TOTAL UNRESTRICTED</b>	<b>267,754,154</b>	<b>226,391,126</b>	<b>84.6%</b>	<b>257,744,957</b>	<b>216,368,824</b>	<b>83.9%</b>
<b>AUXILIARY FUND</b>						
Student Activities	6,332,711	5,210,900	82.3%	6,129,929	5,176,165	84.4%
Sales & Services	4,666,963	4,059,864	87.0%	5,002,622	4,049,206	80.9%
Reserve - Campus	128,938	-	0.0%	284,223	-	0.0%
Reserve - District	327,816	-	0.0%	392,781	-	0.0%
Transfers-out	140,800	141,836	100.7%	541,172	548,400	101.3%
<b>TOTAL AUXILIARY</b>	<b>11,597,228</b>	<b>9,412,600</b>	<b>81.2%</b>	<b>12,350,727</b>	<b>9,773,771</b>	<b>79.1%</b>
<b>RESTRICTED FUND</b>						
State Appropriations	20,959,931	20,897,167	99.7%	20,959,931	20,060,820	95.7%
Grants & Contracts	35,323,332	19,921,055	56.4%	33,036,591	18,654,415	56.5%
Scholarships	45,916,014	24,413,536	53.2%	46,629,921	26,373,295	56.6%
Subtotal Grants, Contracts & Scholarships	102,199,277	65,231,758	n/a	100,626,443	65,088,530	64.7%
Richland Collegiate High School	285,489	285,425	n/a	-	-	0.0%
<b>TOTAL RESTRICTED</b>	<b>102,484,766</b>	<b>65,517,183</b>	<b>63.9%</b>	<b>100,626,443</b>	<b>65,088,530</b>	<b>64.7%</b>
<b>RICHLAND COLLEGIATE H.S.</b>						
Expenditures	980,420	818,562	n/a	-	-	0.0%
<b>TOTAL COLLEGIATE HIGH SCHOOL</b>	<b>980,420</b>	<b>818,562</b>	<b>n/a</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>SUBTOTAL EXPENDITURES &amp; USES</b>	<b>382,816,568</b>	<b>302,139,471</b>	<b>78.9%</b>	<b>370,722,127</b>	<b>291,231,125</b>	<b>78.6%</b>
<b>TRANSFERS &amp; DEDUCTIONS:</b>						
Mandatory Transfers:						
Tuition to Debt Service Fund	1,894,389	1,816,995	95.9%	1,894,389	1,612,148	85.1%
LoanStar Loan to Debt Service Fund	208,281	208,281	100.0%	208,281	208,281	100.0%
Institutional Matching-Contracts/Grants	144,184	142,246	98.7%	249,004	230,022	92.4%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	4,003,439	4,003,439	100.0%	4,004,165	4,004,165	100.0%
Unexpended Plant Fund	3,752,763	3,752,763	100.0%	95,439	95,439	100.0%
Debt Service Fund	2,579,232	1,934,424	75.0%	4,462,458	3,346,843	75.0%
<b>TOTAL TRANSFERS &amp; DEDUCTIONS</b>	<b>12,582,288</b>	<b>11,858,148</b>	<b>94.2%</b>	<b>10,913,736</b>	<b>9,496,898</b>	<b>87.0%</b>
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 395,398,856</b>	<b>\$ 313,997,619</b>	<b>79.4%</b>	<b>\$ 381,635,863</b>	<b>\$ 300,728,023</b>	<b>78.8%</b>

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2006-07 CURRENT FUNDS OPERATING BUDGET  
**EXPENDITURES & USES BY ACCOUNT CLASSIFICATION**

Year-to-Date - 91.7% of Fiscal Year Elapsed

	July 31, 2007			July 31, 2006		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
<b>UNRESTRICTED FUND</b>						
Salaries & Wages	\$ 180,832,475	\$ 166,796,714	92.2%	\$ 174,543,698	\$ 159,339,490	91.3%
Staff Benefits	10,171,219	7,939,735	78.1%	10,149,075	7,746,696	76.3%
Purchased Services	12,141,434	9,211,308	75.9%	12,123,862	9,604,009	79.2%
Operating Expenses	53,046,390	38,815,022	73.2%	48,233,435	36,325,262	75.3%
Supplies & Materials	9,261,021	7,300,079	78.8%	8,752,116	7,118,477	81.3%
Minor Equipment	4,332,038	4,220,381	97.4%	5,423,659	4,066,488	75.0%
Capital Outlay	7,552,343	3,728,236	49.4%	7,039,295	2,967,846	42.2%
Charges	(13,144,570)	(11,620,349)	88.4%	(13,029,699)	(10,799,444)	82.9%
<b>SUBTOTAL UNRESTRICTED</b>	<b>264,192,350</b>	<b>226,391,126</b>	<b>85.7%</b>	<b>253,235,441</b>	<b>216,368,824</b>	<b>85.4%</b>
Reserve - Campus	1,668,188	-	0.0%	2,722,681	-	0.0%
Reserve - Compensation	-	-	0.0%	-	-	0.0%
Reserve - Operating	1,163,500	-	0.0%	1,102,618	-	0.0%
Reserve - New Campuses	500,000	-	0.0%	500,000	-	0.0%
Reserve - Non-operating	230,116	-	0.0%	184,217	-	0.0%
Transfers & Deductions:						
Mandatory Transfers:						
Tuition to Debt Service Fund	1,894,389	1,816,995	95.9%	1,894,389	1,612,148	85.1%
LoanStar Loan to Debt Service Fund	208,281	208,281	100.0%	208,281	208,281	100.0%
Institutional Matching - Contracts/Grants	144,184	142,246	98.7%	249,004	230,022	92.4%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	4,003,439	4,003,439	100.0%	4,004,165	4,004,165	100.0%
Unexpended Plant Fund	3,752,763	3,752,763	100.0%	95,439	95,439	100.0%
Debt Service Fund	2,579,232	1,934,424	75.0%	4,462,458	3,346,843	75.0%
<b>TOTAL UNRESTRICTED</b>	<b>280,336,442</b>	<b>238,249,274</b>	<b>85.0%</b>	<b>268,658,693</b>	<b>225,865,722</b>	<b>84.1%</b>
<b>AUXILIARY FUND</b>	<b>11,597,228</b>	<b>9,412,600</b>	<b>81.2%</b>	<b>12,350,727</b>	<b>9,773,771</b>	<b>79.1%</b>
<b>RESTRICTED FUND</b>	<b>102,484,766</b>	<b>65,517,183</b>	<b>63.9%</b>	<b>100,626,443</b>	<b>65,088,530</b>	<b>64.7%</b>
<b>RICHLAND COLLEGIATE HIGH SCHOOL</b>	<b>980,420</b>	<b>818,562</b>	<b>83.5%</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 395,398,856</b>	<b>\$ 313,997,619</b>	<b>79.4%</b>	<b>\$ 381,635,863</b>	<b>\$ 300,728,023</b>	<b>78.8%</b>

## NOTES

A column titled “Control Limits” appears in the two spreadsheets, *Revenues & Additions* and *Expenditures & Uses by Function*, to illustrate the method of analysis. This column contains plus and minus two standard deviations of the mean for each line item. If the entry is “n/a”, this is a line item that aggregates differently in the new format for the budget report and/or there is no historical data yet available.

- (1) Actual *Tuition* revenue continues to reflect a higher than budgeted enrollment increase, as well as the credit hour tuition rate increase for spring.
- (2) Actual *Investment Income* reflects a higher percent of budget due to a combination of the unrestricted funds higher proportion of the investment pool and improved yields.
- (3) Actual *Student Services* reflects a lower than normal percent of budget due to delayed hiring of personnel and vacancies not yet filled.
- (4) Actual *Repairs & Rehabilitation* reflects a lower percent of budget than normal due to lower than anticipated expenditures to date for deferred repairs and maintenance in combination with an increase in budget over prior years.
- (5) Actual *Transfers-out* exceeds 100 percent of budget due to a cash match contribution for a TACC Virtual College of Texas grant not originally budgeted.

## Background

Board of Trustees Policy CDA (LOCAL) requires that “*Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date....*” This is accomplished through the Board’s Planning and Budget Committee meetings held throughout the year and also through this informative report that appears on the Board of Trustees agenda each month.

Statistically based exception reporting for the monthly budget reports was implemented November 5, 1991, and has been in continuous use since then. In 1991, the business affairs staff had observed two patterns: (1) a repetition one year to the next of similar questions from trustees about various line items, and, (2) a repetition of similar conditions in the budget reports occurring at predictable points during the fiscal year. These patterns, combined with the District’s history of always operating within its revenues, indicated the District’s budget management processes were stable. Stable processes are amenable to exception reporting based on statistical analysis.

As a general rule, line items in the unrestricted fund have the smallest standard deviations and line items in the restricted fund have the largest. The restricted fund is also prone to have more exceptions than the unrestricted fund. This is because the fiscal year for contracts and grants is almost always different from DCCCD’s fiscal year, and, because there is greater variability in awards of contracts and grants to DCCCD than exists with, for example, collection of tuition and taxes or expenses for instruction. These are normal business conditions for institutions of higher education.

Trustees are asked to approve the budget at the start of each fiscal year, usually at the September Board meeting after review in July and August, and to approve revisions to the budget in the Fall and Spring semesters. The revisions recognize use of fund balance for significant equipment purchases and maintenance projects, enrollments that exceed or fall short of projections, and other changes that arise during the course of business.

At the end of the fiscal year, August 31, the business affairs staff begins the process of closing the books. This involves recognizing encumbrances that will be carried forward to the next fiscal year and making various other entries in what is called “13<sup>th</sup> month accounting.” The budget report for month ending August 31 should be viewed differently compared to the other monthly reports because the activities of 13<sup>th</sup> month accounting and closing the books begin immediately and culminate with publication of the audited annual financial statements in December. The Board’s Audit Committee reviews the audited financial statements, in concert with the independent auditor, before they are presented to the Board of Trustees.

In most cases, receipts and expenditures do not accumulate at the same rate as the fiscal year elapses. For example, whereas many salaries are paid at the rate of 1/12 per month, library books and classroom equipment are not purchased evenly throughout the year. Utility bills vary according to the season. Nonetheless, when reviewing a budget report it is normal to compare percent of receipts and expenditures to percent of fiscal year elapsed and to ask, "Why the difference? Is this normal?" The statistical calculation of means and standard deviations for each line item, based on a minimum of data from the seven preceding years, answers the question—"Is this normal?" In terms of statistical analysis, differences greater than plus or minus three standard deviations are exceptions and always warrant investigation. For purposes of the District's monthly review of the budget, the business affairs staff provides an explanation for line items with differences greater than two standard deviations.

Since implementing this methodology in 1991, none of the exceptions have occurred as an attempt to defraud the District. Most often, exceptions in the unrestricted and auxiliary funds have been caused by changes in account classifications or schedules for recording certain expenses. Occasionally employee error or oversight has caused a line item to appear as an exception.

Source of recommendation: Mr. Ed DesPlas, vice chancellor of business affairs

## FINANCIAL REPORT NO. 16

### Approval of Agreement with Allied Eye Associates

It is recommended that authorization be given to approve an agreement with Allied Eye Associates in an amount not to exceed \$63,000 for the period September 5, 2007 through August 31, 2008, to provide ophthalmic assisting and optician training courses for Brookhaven College.

### Background

This is a partnership between Brookhaven College and Allied Eye Associates to provide ophthalmic assisting and optician training courses. Allied Eye Associates will provide instructors and materials. Brookhaven College will register students and maintain students' records.

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

Allied Eye Associates  
ATI Career Training Center  
HTI High-Tech Institute  
Platt Health Careers Training

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, George T. Herring, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Sharon L. Blackman, president.

Brookhaven College will pay Allied Eye Associates an amount not to exceed \$63,000. Actual student enrollment and tuition receipts will determine the exact amount of payment. There is no additional financial obligation on Brookhaven College for any cancelled courses or additional activities.

Source of recommendation: Dr. Sharon Blackman, president, and Mr. Vernon Hawkins, associate vice president of corporate and continuing education

## FINANCIAL REPORT NO. 17

### Approval of Agreement with Condensed Curriculum International, Inc.

It is recommended that authorization be given to approve an agreement with Condensed Curriculum International Inc. in an amount not to exceed \$74,925 for the period September 5, 2007 through August 31, 2008, to provide EKG technician courses for Brookhaven College.

### Background

This is a partnership between Brookhaven College and Condensed Curriculum International, Inc to provide EKG technician courses. Condensed Curriculum International, Inc. will provide instructors and materials. Brookhaven College will register students and maintain students' records.

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

ATI Career Training Center  
Condensed Curriculum  
HTI High-Tech Institute  
Platt Health Careers Training

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, George T. Herring, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Sharon L. Blackman, president.

Brookhaven College will pay Condensed Curriculum International, Inc. an amount not to exceed \$74,925. Actual student enrollment and tuition receipts will determine the exact amount of payment. There is no additional financial obligation on Brookhaven College for any cancelled courses or additional activities.

Source of recommendation: Dr. Sharon Blackman, president, and Mr. Vernon Hawkins, associate vice president of corporate and continuing education

## FINANCIAL REPORT NO. 18

### Approval of Agreement with Dental Careers Foundation

It is recommended that authorization be given to approve an agreement with Dental Careers Foundation in an amount not to exceed \$190,350 for the period September 5, 2007 through August 31, 2008, to provide dental assisting courses for Brookhaven College.

#### Background

This is a partnership between Brookhaven College and Dental Careers Foundation to provide dental assisting courses. Dental Careers Foundation will provide instructors and materials. Brookhaven College will register students and maintain students' records.

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

ATI Career Training Center  
Dental Careers Foundation  
HTI High-Tech Institute  
Platt Health Careers Training

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, George T. Herring, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Sharon L. Blackman, president.

Brookhaven College will pay Dental Careers Foundation an amount not to exceed \$190,350. Actual student enrollment and tuition receipts will determine the exact amount of payment. There is no additional financial obligation on Brookhaven College for any cancelled courses or additional activities.

Source of recommendation: Dr. Sharon Blackman, president, and Mr. Vernon Hawkins, associate vice president of corporate and continuing education

## FINANCIAL REPORT NO. 19

### Approval of Agreement with Ed2Go/Thomson Course Technology

It is recommended that authorization be given to approve an agreement with Ed2Go/Thomson Course Technology in an amount not to exceed \$197,265 for the period September 15, 2007 through August 31, 2008, to provide on-line computer courses for Brookhaven College.

### Background

This is a partnership between Brookhaven College and Ed2Go/Thomson Course Technology to provide on-line computer courses. Ed2Go/Thomson Course Technology will provide instructors and materials for the courses. Brookhaven College will register students and maintain students' records.

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

click2learn.com  
Ed2Go/Thomson Course Technology  
Serebra.com

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, George T. Herring, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Sharon L. Blackman, president.

Brookhaven College will pay Ed2Go/Thomson Course Technology an amount not to exceed \$197,265. Actual student enrollment and tuition receipts will determine the exact amount of payment. There is no additional financial obligation on Brookhaven College for any cancelled courses or additional activities

Source of recommendation: Dr. Sharon Blackman, president, and Mr. Vernon Hawkins, associate vice president of corporate and continuing education

## FINANCIAL REPORT NO. 20

### Approval of Agreement with Gatlin Education Services

It is recommended that authorization be given to approve an agreement with Gatlin Education Services in an amount not to exceed \$617,150 for the period September 15, 2007 through August 31, 2008, to provide on-line computer courses for Brookhaven College.

### Background

This is a partnership between Brookhaven College and Gatlin Education Services to provide on-line computer courses. Gatlin Education Services will provide instructors and materials. Brookhaven College will register students and maintain students' records.

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

click2learn.com  
Gatlin Education Services  
Serebra.com

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, George T. Herring, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Sharon L. Blackman, president.

Brookhaven College will pay Gatlin Education Services an amount not to exceed \$617,150. Actual student enrollment and tuition receipts will determine the exact amount of payment. There is no additional financial obligation on Brookhaven College for any cancelled courses or additional activities.

Source of recommendation: Dr. Sharon Blackman, president, and Mr. Vernon Hawkins, associate vice president of corporate and continuing education

## FINANCIAL REPORT NO. 21

### Approval of Agreement with Herrington Publishing

It is recommended that authorization be given to approve an agreement with Herrington Publishing in an amount not to exceed \$26,250 for the period September 5, 2007 through August 31, 2008, to provide Montessori pre-primary teacher certification preparation courses for Brookhaven College.

### Background

This is a partnership between Brookhaven College and Herrington Publishing to provide Montessori pre-primary teacher certification preparation courses. Herrington Publishing will provide instructors and materials. Brookhaven College will register students and maintain students' records.

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

Albanesi Educational Center  
Dallas Montessori Academy  
Herrington Publishing

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, George T. Herring, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Sharon L. Blackman, president.

Brookhaven College will pay Herrington Publishing an amount not to exceed \$26,250. Actual student enrollment and tuition receipts will determine the exact amount of payment. There is no additional financial obligation on Brookhaven College for any cancelled courses or additional activities.

Source of recommendation: Dr. Sharon Blackman, president, and Mr. Vernon Hawkins, associate vice president of corporate and continuing education

## FINANCIAL REPORT NO. 22

### Approval of Agreement with MGI Investigations

It is recommended that authorization be given to approve an agreement with MGI Investigations in an amount not to exceed \$920,640 for the period September 5, 2007 through August 31, 2008, to provide private security and defense tactics courses for Brookhaven College.

### Background

This is a partnership between Brookhaven College and MGI Investigations to provide private security and defense tactics courses. MGI Investigations will provide instructors and materials. Brookhaven College will register students and maintain students' records.

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

Bullock Private Investigation School  
Corporate Security Services  
International Investigator's Institute  
MGI Investigations  
National Academy for Contract Security

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, George T. Herring, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Sharon L. Blackman, president.

Brookhaven College will pay MGI Investigations an amount not to exceed \$920,640. Actual student enrollment and tuition receipts will determine the exact amount of payment. There is no additional financial obligation on Brookhaven College for any cancelled courses or additional activities.

Source of recommendation: Dr. Sharon Blackman, president, and Mr. Vernon Hawkins, associate vice president of corporate and continuing education

## FINANCIAL REPORT NO. 23

### Approval of Agreement with Reed Educational Services

It is recommended that authorization be given to approve an agreement with Reed Educational Services in an amount not to exceed \$214,620 for the period September 5, 2007 through August 31, 2008, to provide on-line computer courses for Brookhaven College.

#### Background

This is a partnership between Brookhaven College and Reed Educational Services to provide on-line computer courses. Reed Educational Services will provide instructors and materials for the courses. Brookhaven College will register students and maintain students' records.

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

click2learn.com  
Reed Educational Services  
Serebra.com

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, George T. Herring, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Sharon L. Blackman, president.

Brookhaven College will pay Reed Educational Services an amount not to exceed \$214,620. Actual student enrollment and tuition receipts will determine the exact amount of payment. There is no additional financial obligation on Brookhaven College for any cancelled courses or additional activities

Source of recommendation: Dr. Sharon Blackman, president, and Mr. Vernon Hawkins, associate vice president of corporate and continuing education

## FINANCIAL REPORT NO. 24

### Approval of Agreement with Sterling Health Center

It is recommended that authorization be given to approve an agreement with Sterling Health Center in an amount not to exceed \$93,600 for the period September 5, 2007 through August 31, 2008, to provide massage therapy courses for Brookhaven College.

### Background

This is a partnership between Brookhaven College and Sterling Health Center to provide massage therapy courses. Sterling Health Center will provide instructors and materials for the courses. Brookhaven College will register students and maintain students' records.

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

ATI Career Training Center- North Richland Hills  
ATI Massage Therapy Program  
Hand-On Approach School of Massage  
Sterling Health Center

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, George T. Herring, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Sharon L. Blackman, president.

Brookhaven College will pay Sterling Health Center an amount not to exceed \$93,600. Actual student enrollment and tuition receipts will determine the exact amount of payment. There is no additional financial obligation on Brookhaven College for any cancelled courses or additional activities

Source of recommendation: Dr. Sharon Blackman, president, and Mr. Vernon Hawkins, associate vice president of corporate and continuing education

## FINANCIAL REPORT NO. 25

### Approval of Interlocal Agreement with Best Southwest Cities

It is recommended that authorization be given to approve an interlocal agreement with Best Southwest Cities in an amount not to exceed \$13,000 for the period of September 13, 2007 through August 31, 2008, to provide employee training through Cedar Valley College.

#### Background

This is a contract for Educational services. A distinguishing feature of contracts for educational services is that enrollment is not open to the public; eligibility to participate in the training is normally limited to employees of the participating businesses, industry or other institution. Board Policy CF (Local), Delegations of Contractual Authority, 2. Educational Services, provide the following: *The Chancellor (or designee) is authorized to enter into contracts to provide educational services, provided the contract is less than \$250,000. In this policy, "educational services" means providing classroom instruction, testing, development of curriculum, counseling, and similar activities to business, industry, and other institutions.*

This is also an interlocal agreement and must be approved by the Board irrespective of any dollar threshold, Board Policy GG (Legal) provides the following direction: *An interlocal contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make these payments from current revenues available to the paying party. The payment must be an amount that fairly compensates the performing party for the services, and the contract may be reviewed annually.*

**The purpose of this Interlocal Agreement** is to allow Cedar Valley College to provide training sessions exclusively to the employees of the Best Southwest Cities. The training sessions are non-credit courses. Cedar Valley College will provide the classroom space for each training session. If space is not available at the College for the training sessions, they will be conducted at a City facility within one of the Best Southwest Cities. Under this Agreement, Best Southwest Cities includes the Cities of Cedar Hill, DeSoto, Duncanville and Lancaster.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, David Browning, vice president of

business services, that relevant provisions of the *Board Policy Manual* have been observed;

- Approval of the substance of the agreement by Jennifer Wimbish president.

Estimated revenues are \$29,057

Estimated expenditures are \$13,000

Financial resources are budgeted in account #11-03-573010-22241

Source of recommendation: Dr. Jennifer Wimbish, president and Dr. Lynn Nolte, vice president of instruction

## FINANCIAL REPORT NO. 26

### Approval of Interlocal Agreement with Cedar Hill Independent School District

It is recommended that authorization be given to approve an interlocal agreement with Cedar Hill Independent School District in an amount not to exceed \$95,000 annually for the period of August 15, 2006 through August 14, 2009, to pay for dual credit instruction at Cedar Hill High School.

#### Background

This is a contract for dual credit instruction at the Cedar Hill High School. *The Dallas County Community College District Dual Credit program falls under the general "Concurrent Enrollment" category of Coordinating Board guidelines. As per the contract, Cedar Valley College will pay ISD once each year, at the end of the spring semester. The total compensation that College pays ISD under this Agreement shall not exceed \$95,000 per academic year. Monies received by High School District from the College will be the High School District's purview for use or distribution.*

This is also an interlocal agreement and must be approved by the Board irrespective of any dollar threshold, Board Policy GG (Legal) provides the following direction: *An interlocal contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make these payments from current revenues available to the paying party. The payment must be an amount that fairly compensates the performing party for the services and the contract may be reviewed annually.*

**The purpose of this Interlocal Agreement** is to provide college courses at Cedar High School for students who qualify for dual credit. Due to an administrative oversight, this contract was not submitted in August, 2006 as required.

- Assurance from the chief business officer, David Browning, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Jennifer Wimbish, President.

Estimated expenditures are \$95,000

Financial resources are budgeted in the following accounts:

11-03-402461-22301

11-03-403031-22301  
11-03-403126-22301  
11-03-505410-22301  
11-03-505450-22301  
11-03-403522-22301

Source of recommendation: Dr. Jennifer Wimbish, president

## FINANCIAL REPORT NO. 27

### Approval of Interlocal Agreement with the City of DeSoto (DeSoto Fire Academy)

It is recommended that authorization be given to approve an interlocal agreement with the City of DeSoto (DeSoto Fire Academy) in an amount not to exceed \$25,000 for the period of September 12, 2007 through August 31, 2008, to provide Emergency Medical Technology, Fire Fighting and related training through Cedar Valley College.

### Background

This is a contract for Educational services. A distinguished feature of contracts for educational services is that enrollment is not open to the public; eligibility to participate in the training is normally limited to employees of the participating businesses, industry or other institution. Board Policy CF (Local), Delegations of Contractual Authority, 2. Educational Services, provide the following: *The Chancellor (or designee) is authorized to enter into contracts to provide educational services, provided the contract is less than \$250,000. In this policy, "educational services" means providing classroom instruction, testing, development of curriculum, counseling, and similar activities to business, industry, and other institutions.*

This is also an interlocal agreement and must be approved by the Board irrespective of any dollar threshold, Board Policy GG (Legal) provides the following direction: *An interlocal contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make these payments from current revenues available to the paying party. The payment must be an amount that fairly compensates the performing party for the services, and the contract may be reviewed annually.*

**The purpose of this Interlocal Agreement** is to allow Cedar Valley College to offer courses to students at the DeSoto Fire Academy. Under this Agreement, students will be enrolled in college and the courses will be conducted at the DeSoto Fire Academy. This program is comprised of varying contact hours. The program is offered at various times during the term of this Agreement and the duration of each program varies. Students who graduate from the programs are eligible to take the Texas Commission on Fire Protection Examination and/ or the National Registry Examination, given at the Texas Department of Health.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, David Browning, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Jennifer Wimbish, president.

Estimated revenues are \$115,000

Estimated expenditures are \$25,000

Financial resources are budgeted in account #11-03-573010-22241

Source of recommendation: Dr. Jennifer Wimbish, president and Dr. Lynn Nolte, vice president of instruction

## FINANCIAL REPORT NO. 28

### Approval of an Interlocal Agreement with City of Garland (Police Department)

It is recommended that authorization be given to approve an interlocal agreement with City of Garland (Police Department) in an amount not to exceed \$56,000 for the period September 1, 2007 through August 31, 2008 to provide instructional services to the City's Police Department for Eastfield College.

### Background

This is a contract for educational services. A distinguishing feature of contracts for educational services is that enrollment is not open to the public; eligibility to participate in the training is normally limited to employees of the participating business, industry or other institution. Board Policy CF (Local), Delegation of Contractual Authority, 2. Educational Services, provides the following: *The Chancellor (or designee) is authorized to enter into contracts to provide educational services, provided the contract is less than \$250,000. In this policy, "educational services" means providing classroom instruction, testing development of curriculum, counseling, and similar activities to business, industry, and other institutions.*

This is also an interlocal cooperation contract and as such, must be approved by the Board irrespective of any dollar threshold. Board Policy GG (Legal) provides this direction: *An interlocal contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make those payments from current revenues available to the paying party. The payment must be an amount that fairly compensates the performing party for the services, and the contract may be renewed annually.*

This contract is being submitted with request for retroactive approval due to the contract negotiations not being completed by board submission deadline.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Jim Jones, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Carol Brown, president.

Estimated expenditures are not to exceed \$56,000.

Source of recommendation: Dr. Carol Brown, president

## FINANCIAL REPORT NO. 29

### Approval of Interlocal Agreement with City of Mesquite

It is recommended that authorization be given to approve an interlocal agreement with the City of Mesquite in an amount not to exceed \$2,389 for training provided during July 2007 by Eastfield College.

#### Background

This is a contract for educational services. A distinguishing feature of contracts for educational services is that enrollment is not open to the public; eligibility to participate in the training is normally limited to employees of the participating business, industry or other institution. Board Policy CF (LOCAL), Delegation of Contractual Authority, 2. Educational Services, provides the following: *The Chancellor (or designee) is authorized to enter into contracts to provide educational services, provided the contract is less than \$250,000. In this policy, "educational services" means providing classroom instruction, testing, development of curriculum, counseling, and similar activities to business, industry, and other institutions.*

This is also an interlocal cooperation contract and as such, must be approved by the Board irrespective of any dollar threshold. Board Policy GG (LEGAL) provides this direction: *An interlocal contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make those payments from current revenues available to the paying party. The payment must be an amount that fairly compensates the performing party for the services, and the contract may be renewed annually.*

This contract is being submitted with request for retroactive approval due to the City's request that the class start immediately.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Jim Jones, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Carol Brown, president.

Estimated revenue is \$2,389

Source of recommendation: Dr. Carol Brown, president

## FINANCIAL REPORT NO. 30

### Approval of Interlocal Agreement with City of Mesquite

It is recommended that authorization be given to approve an interlocal agreement with the City of Mesquite in an amount not to exceed \$2,389 for training provided during August 2007 by Eastfield College.

### Background

This is a contract for educational services. A distinguishing feature of contracts for educational services is that enrollment is not open to the public; eligibility to participate in the training is normally limited to employees of the participating business, industry or other institution. Board Policy CF (LOCAL), Delegation of Contractual Authority, 2. Educational Services, provides the following: *The Chancellor (or designee) is authorized to enter into contracts to provide educational services, provided the contract is less than \$250,000. In this policy, "educational services" means providing classroom instruction, testing, development of curriculum, counseling, and similar activities to business, industry, and other institutions.*

This is also an interlocal cooperation contract and as such, must be approved by the Board irrespective of any dollar threshold. Board Policy GG (LEGAL) provides this direction: *An interlocal contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make those payments from current revenues available to the paying party. The payment must be an amount that fairly compensates the performing party for the services, and the contract may be renewed annually.*

This contract is being submitted with request for retroactive approval due to the City's request that the class start immediately.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Jim Jones, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Carol Brown, president.

Estimated revenue is \$2,389

Source of recommendation: Dr. Carol Brown, president

## FINANCIAL REPORT NO. 31

### Approval of Agreement with City of Dallas

It is recommended that authorization be given to approve an agreement with City of Dallas in an amount not to exceed \$350,000 for the period September 1, 2007 through August 31, 2009, to provide basic training of recruits and in-service training of department personnel for El Centro College.

### Background

The Continuing Education Division of El Centro College has had a contract with the City of Dallas Fire Department since 1979. The courses are taught by fire Department personnel and are offered at the Fire Department training facility. The courses and instructors have Coordinating Board approval allowing the DCCCD to receive student contact hour reimbursement. The contract is written for a two-year period based on certified contact hours.

This is a contract for educational services. A distinguishing feature of contracts for educational services is that enrollment is not open to the public; eligibility to participate in the training is normally limited to employees of the participating business, industry or other institution. Board Policy CF (LOCAL), Delegation of Contractual Authority, 2. Educational Services, provides the following: *The Chancellor (or designee) is authorized to enter into contracts to provide educational services, provided the contract is less than \$250,000. In this policy, "educational services" means providing classroom instruction, testing, development of curriculum, counseling, and similar activities to business, industry, and other institutions.*

This is also an interlocal cooperation contract and as such, must be approved by the Board irrespective of any dollar threshold. Board Policy GG (LEGAL) provides this direction: *An interlocal contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make those payments from current revenues available to the paying party. The payment must be an amount that fairly compensates the performing party for the services, and the contract may be renewed annually.*

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Huan Luong, vice president of business services, that relevant provisions of the *Board Policy Manual* have

been observed;

- Approval of the substance of the agreement by Micheal Jackson, interim president.

Estimated expenditures are \$350,000. Financial resources are budgeted in account #11-05-575530-22301 and 11-05-575530-22321 in the approved budget for fiscal year 2007-2008.

Source of recommendation: Dr. Micheal Jackson, interim president

## FINANCIAL REPORT NO. 32

### Approval of Agreement with Continental Truck Driver Training & Education School

It is recommended that authorization be given to approve an agreement with Continental Truck Driver Training & Education School in an amount not to exceed \$2,956,121 for the period October 1, 2007 through August 31, 2009, to provide truck driver training for Bill Priest campus of El Centro College.

#### Background

The Bill Priest campus of El Centro College has grant funds from the Texas Workforce Commission, Self-Sufficiency Fund program, to provide truck driver training for employees of the Teamsters Union member companies as well as for other students recruited specifically for this program. The agreement with Continental Truck Driver Training & Education School to provide this training, if approved, spans the period of September 5, 2007 through August 31, 2009 in order to comply with the anticipated grant period.

Copies of 1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience and capability relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

Continental Truck Driver Training & Education School  
International Schools Professional Driver Training  
Texas State Technical College

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Huan Luong, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Micheal Jackson, interim president.

Estimated revenues are \$2,902,500. Estimated expenditures are \$2,956,121. Financial resources will be budgeted in account # 11-20-703010-22321.

Source of recommendation: Dr. Micheal Jackson, interim president

## FINANCIAL REPORT NO. 33

### Approval of Agreement with Coughlin Company for Commercial Real Estate Acquisition and Consulting Services

It is recommended that authorization be given to approve an agreement with Coughlin Company, in an amount not to exceed \$31,500, for real estate acquisition and consulting services for El Centro College West Campus land acquisition.

#### Background

Mr. Coughlin assisted the District by negotiating a three-party real estate transaction. In this capacity he acted as a mediator between the three parties and was essential to bringing the transactions to closure. According to the resulting sales and purchase contracts, the DCCCD would bear the cost of Mr. Coughlin's services.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Robb Dean, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Ed DesPlas, vice chancellor for business affairs.

Estimated expenditures are \$31,500. Financial resources are budgeted in account # 40-05-970503-27001.

Source of recommendation: Mr. Ed DesPlas, vice chancellor for business affairs

## FINANCIAL REPORT NO. 34

### Approval of Amendment to Agreement with New View Publications, Inc.

It is recommended that authorization be given to approve an amendment to the agreement with New View Publications, Inc. The amendment is to increase the original contract amount by an additional \$10,000 and to add a new program. The contract period of January 8, 2007 through August 31, 2007 will remain the same.

### Background

The original contract is for educational services. Board Policy CF (LOCAL), Delegation of Contractual Authority, 2. Educational Services, provides the following: *The Chancellor (or designee) is authorized to enter into contracts to provide educational services, provided the contract is less than \$250,000. In this policy, "educational services" means providing classroom instruction, testing development of curriculum, counseling, and similar activities to business, industry, and other institutions.*

This is an amendment to an agreement with New View Publications to increase the contract amount from \$35,000 to \$45,000, and must be approved by the Board irrespective of any dollar threshold. Board Policy GG (LEGAL) provides the following direction: *A contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make these payments from current revenues available to the paying party. The payment must be an amount that fairly compensates the performing party for the services, and the contract may be reviewed annually.*

The original contract for an amount of \$24,900 was forecasted to meet customer needs identified at the first of the year. The planned needs were fully delivered to the customer through March 2007. In March, the customer determined a need for a new, follow-on program that further enhanced skills learned to date and also addressed specific areas with more hands-on learning exercises. An amendment to increase the contract to \$35,000 was requested and approved by the Board in May 2007. Now, an additional need has been realized by the customer with training to be delivered this fiscal year. The new program is another level of enhancement for skills following earlier training. The September 2007 amendment is a retroactive request for an additional \$10,000 for this final program in this grant funding cycle for this customer.

Copies of (1) the invitation to prospective parties for statements of qualifications, price and availability, and 2) the rating instrument for evaluating respondents' competency, experience, and capacity relative to the assignment, are available from the cabinet resource named below. Parties who responded to the invitation are the following:

AIM, Inc.  
Hogan Center  
New View Publications, Inc.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Huan Luong, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Micheal Jackson, interim president.

Estimated revenues are \$66,600. Estimated expenditures are \$45,000. Financial resources are budgeted in account #11-20-703010-22321.

Source of recommendation: Dr. Micheal Jackson, interim president and Ms. Genie Dillon, director of solutions development

## FINANCIAL REPORT NO. 35

### Approval of Amendment to Interlocal Agreement with University of Texas at Arlington

It is recommended that authorization be given to approve an amendment to the interlocal agreement with University of Texas at Arlington (UTA). The amendment is to increase the original contract amount by an additional \$125,000. The contract period will remain the same September 1, 2006 through August 31, 2007.

#### Background

The original contract is for educational services. Board Policy CF (LOCAL), Delegation of Contractual Authority, 2. Educational Services, provides the following: *The Chancellor (or designee) is authorized to enter into contracts to provide educational services, provided the contract is less than \$250,000. In this policy, "educational services" means providing classroom instruction, testing development of curriculum, counseling, and similar activities to business, industry, and other institutions.*

This is an amendment to an interlocal agreement to increase the contract amount from \$200,000 to \$325,000, and must be approved by the Board irrespective of any dollar threshold. Board Policy GG (LEGAL) provides the following direction: *An Interlocal contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make these payments from current revenues available to the paying party. The payment must be an amount that fairly compensates the performing party for the services, and the contract may be reviewed annually.*

The original contract, approved by the Board for September 1, 2006 through August 31, 2007, was for an amount that was forecasted to meet customer needs at that time. The September 2007 amendment is a retroactive request for additional funds to allow delivery of requested training for several consortium customers that are involved in Lean Enterprise improvement activities and related training funded under an additional grant award for this fiscal year and will allow processing of invoices for such work to be processed against the 2006-2007 fiscal year budget. Additionally, the higher dollar value agreement requested correlates to a high number of requests from manufacturing companies in the consortiums and to their emerging needs for the type of training that TMAC/UTA provides.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Huan Luong, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Dr. Micheal Jackson, interim president.

Estimated revenues are \$526,500. Estimated expenditures are \$325,000. Financial resources are budgeted in account #11-20-703010-22321.

Source of recommendation: Dr. Micheal Jackson, interim president and Ms. Genie Dillon, director of solutions development

## FINANCIAL REPORT NO. 36

### Approval of an Interlocal Agreement with The University of Texas at Arlington

It is recommended that authorization be given to approve an interlocal agreement with The University of Texas at Arlington (UTA) in an amount not to exceed \$250,000 for the period September 5, 2007 through August 31, 2008, to provide training/facilitation/consulting services through the Bill J. Priest Institute, a campus of El Centro College.

#### Background

This is a contract for educational services. A distinguished feature of contracts for educational services is that enrollment is not open to the public; eligibility to participate in the training is normally limited to employees of the participating business, industry or other institution. Board Policy CF (LOCAL), Delegations of Contractual Authority, 2. Educational Services, provides the following: *The Chancellor (or designee) is authorized to enter into contracts to provide educational services, provided the contract is less than \$250,000. In this policy, "educational services" means providing classroom instruction, testing, development of curriculum, counseling, and similar activities to business, industry, and other institutions.*

This is also an interlocal agreement and must be approved by the Board irrespective of any dollar threshold. Board Policy GG (LEGAL) provides the following direction: *An interlocal contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance of governmental functions or services shall make these payments from current revenues available to the paying party. The payment must be an amount that fairly compensates the performing party for the services, and the contract may be reviewed annually.*

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Huan Luong, vice president, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Dr. Micheal Jackson, interim president.

Estimated revenues are \$405,000. Estimated expenditures are \$250,000. Financial resources are budgeted in account # 11-20-703010-22321.

Source of recommendation: Dr. Micheal Jackson, interim president and Ms. Genie Dillon, director of solutions development

## FINANCIAL REPORT NO. 37

### Approval of Agreement with Dallas Independent School District

It is recommended that authorization be given to approve an agreement with the Dallas Independent School District to continue with the Early College High School (ECHS) on the Mountain View Campus for the period August 8, 2007 through July 31, 2008.

### Background

This is a continuing partnership between Mountain View College and the Dallas Independent School District to continue with an Early College High School (ECHS) on the Mountain View College campus. The partnership began in the fall of 2006. As one of many Early Colleges being developed in Texas under the auspices of the Texas High School Project funded by Michael Dell and Bill and Melinda Gates Foundation through the Communities Foundation of Texas, the ECHS began with 105 9<sup>th</sup> grade students and a grade level is to be added each succeeding year. By 2009, the ECHS will have its maximum of 400 students, 100 at each grade level. The ECHS is a charter campus of the Dallas Independent School District.

The ECHS is targeted toward economically and educationally disadvantaged students who are unlikely to pursue postsecondary education. Students will be able to earn both a high school diploma and an Associates Degree, or alternatively, two years of college credit toward a Bachelor's Degree. The ECHS prepares high school students for successful careers and educational futures through seamless integration of high school, college, and the world of work, improve academic performance and self-concepts, and increase high school and college/university completion rates. It is part of the answer to the issues raised in "Closing the Gaps".

This request is retroactive since the signatures could not be obtained from Dallas ISD prior to the deadline for the August Board.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Sharon Davis, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Felix A. Zamora, president.

The ECHS at Mountain View College will address pressing community needs for greater high school and college completion rates for economically and

educationally disadvantaged students.

Source of recommendation: Mr. Felix Zamora, president

## FINANCIAL REPORT NO. 38

### Approval of Interagency Agreement with The University of Texas at Arlington

It is recommended that authorization be given to approve an agreement with The University of Texas at Arlington in an amount not to exceed \$716,805 for the period September 1, 2007 through September 30, 2010, to provide opportunities toward improving transfer rates and strengthening transfer success for students in Teaching and Nursing programs at Mountain View College.

#### Background

Mountain View College is serving as the coordinating institution for a Title V Cooperative Grant project developed jointly with The University of Texas at Arlington. The grant activity, "Opening Pathways for Future Hispanic Teachers and Nurses", is geared toward improving transfer rates and strengthening transfer success of future teachers and nurses completing their lower-division coursework at Mountain View College, a significant portion of whom are Hispanic students, by: strengthening instruction and creating a support community for Teaching students at Mountain View College and The University of Texas at Arlington; developing curriculum and support systems to assist students in successfully climbing the Teaching Career Ladder at Mountain View College and The University of Texas at Arlington; developing a nursing program at Mountain View College and strengthening existing math and science offerings to improve transfer success and improving conditions for transfer.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Sharon Davis, vice president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Felix A. Zamora, president.

Estimated expenditures are \$716,805. Financial resources are budgeted in account #13-06-133564-22301.

Source of recommendation: Mr. Felix Zamora, president

## FINANCIAL REPORT NO. 39

### Approval of Agreement with Irving Independent School District

It is recommended that authorization be given to approve an agreement with Irving Independent School District in an amount not to exceed \$100,000 for the period September 10, 2007 through June 10, 2008, to provide dual credit academic and technology courses for high school students in the Irving Independent School District, including Irving High School, MacArthur High School, Nimitz High School, and The Academy of Irving Independent School District for North Lake College.

### Background

Since the opening in 1977, North Lake College has offered dual credit enrollment in college-level English, government, economics, mathematics, biology, and history courses for juniors and seniors enrolled in the Irving Independent School District high schools. In 2001, North Lake College also began offering technology courses to juniors and seniors in the Irving Independent School District. Approximately 500 students each semester will enroll in these dual credit courses.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Christa Slejko, vice-president of business services, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Herlinda Glasscock, president.

Estimated revenues are based upon state reimbursement. Estimated expenditures are \$100,000. Financial resources are budgeted in account # 11-07-402712-22301, 11-07-403522-22301, 11-07-403768-22301, 11-07-404274-22301, 11-07-404275-22301.

Source of recommendation: Dr. Herlinda Glasscock, president

## FINANCIAL REPORT NO. 40

### Approval of Annual Maintenance Support Services Fees with Blackboard, Inc.

It is recommended that authorization be given to approve the annual maintenance support services fees with Blackboard, Inc. in the amount of \$42,893 for the period October, 2007, to September, 2008, for the web-based enterprise-wide course management system for the R. Jan LeCroy Center for Educational Telecommunications.

#### Background

On August 3, 1999, the Board approved the original agreement with Blackboard, Inc. for a web-based enterprise-wide course management system. A major upgrade to the system was done last year. This system has become mission critical as it is being used by most credit students, some continuing education students and for administrative purposes. The annual maintenance support services fee for 2007-2008 represents a 5% increase from prior year.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Dorothy J. Clark, dean of financial affairs, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Pamela K. Quinn, provost.

Estimated expenditures are \$42,893. Contingent upon approval the LeCroy Center has designated financial resources to implement this recommendation. Financial resources are budgeted in services contract account #14-28-105786- 23901 in fiscal year 2007-2008.

Source of recommendation: Dr. Pamela Quinn, provost

## FINANCIAL REPORT NO. 41

### Approval of Renewal of License Agreement with Blackboard, Inc.

It is recommended that authorization be given to approve the renewal of license agreement with Blackboard, Inc. in the amount of \$80,150 for the period of August, 2007, through September, 2008, for the Content System software for the R. Jan LeCroy Center for Educational Telecommunications.

#### Background

On July 11, 2006, the Board approved the original license agreement with Blackboard, Inc. for the Content System software for management of course files embedded in the course management system, substantially enhancing operational efficiencies.

When the quote was received from vendor, the term of license renewal was effective in August 2007. Staff requested that renewal of Content System be consistent with renewal of annual maintenance support services, however, no change was received from vendor. Request retroactive approval of this license renewal.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Dorothy J. Clark, dean of financial affairs, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the agreement by Pamela K. Quinn, provost.

Estimated expenditures are \$80,150. Contingent upon approval the LeCroy Center has designated financial resources to implement this recommendation. Financial resources are budgeted in capital software account #14-28-105786- 27601 in fiscal year 2007-2008.

Source of recommendation: Dr. Pamela Quinn, provost

FINANCIAL REPORT NO. 42

Approval of Membership in Texas Association of Community Colleges

It is recommended that authorization be given to approve membership with Texas Association of Community Colleges in an amount not to exceed \$47,911 for the period September 1, 2007 through August 31, 2008, to pay for the District's annual membership dues and associated fees.

Background

The Texas Association of Community Colleges (TACC) is comprised of all 50 public community college districts in the state and represents the interests of the colleges before the Texas Legislature and state agencies. The General Appropriations Bill and legislation affecting public community colleges in general have been and remain the principal concerns of TACC.

Membership dues and fees for each institution are based on enrollment. At the TACC meeting in Galveston on July 20, 2004, the Association voted unanimously to impose a special assessment of \$410,000 to purchase a new building for the association located at 1304 San Antonio Street in Austin. Part of the amount due is the District's annual portion of the building assessment fee.

This recommendation has undergone the following administrative review:

- Assurance from the chief business offices, Edward DesPlas, vice chancellor of business affairs, that relevant provisions of the Board Policy Manual have been observed;
- Approval of the substance of the agreement by Wright Lassiter, chancellor.

Estimated revenues of	\$35,444
Building Assessment Fee	12,467

Financial resources for this agreement are budgeted in account #11-11-107020-23951.

Source of recommendation: Mr. Ed DesPlas, vice chancellor of business affairs

## FINANCIAL REPORT NO. 43

### Approval of Lease Agreement with The Federation of North Texas Area Universities

It is recommended that authorization be given to approve a lease agreement with The Federation of North Texas Area Universities beginning on September 1, 2007 and ending on August 31, 2008. This agreement leases all the space on the first through fourth floors to the Federation.

When the sale of Universities Center at Dallas to the University of North Texas System occurs, this lease will be assumed by the University.

Effective Date: September 4, 2007.

### Background

DCCCD acquired the property known as “UCD” in 1998. Since 1998, the District has leased space to the Federation.

The agreement provides the following: *As rent for the Premises, the Federation agrees to pay the Actual Operating Cost...of the Premises.... “Actual Operating Cost” ...is limited to the verifiable cost of building management, ground leases, janitorial services, normal repair and maintenance (except roof replacement and other capital items are not included in the calculation of the Actual Operating Cost), security, utilities, trash removal, property damage caused by the Federation and liability insurance for the UCD.*

The agreement further provides: *The DCCCD shall perform the following obligations as an affiliate members of the Federation...Pay an amount to the Federation of \$1.50 per contact hour...for all DCCCD course offerings at the UCD...but this amount shall not be less than \$100,000 annually or a prorated amount thereof upon sale of UCD to the University of North Texas System.*

Source of recommendation: Mr. Ed DesPlas, vice chancellor of business affairs and Mr. Robert Young, legal counsel

**Summary of Recommendations for Agreements  
With Minority and Woman Owned Businesses**

Recommendations in the Financial Reports Section of This Agenda

	# agreements	% agreements	\$ amount	% amount
MBE	0	0	0	0
WBE	2	29	240,870	5
Not classified	5	71	4,785,136	95
Total	7	100	5,026,006	100

Respondents from Which Recommendations for Agreements  
In the Financial Section of This Agenda Were Derived

	#	%
MBE	4	17
WBE	2	8
Not classified	18	75
Total	24	100

Recommendations in the Financial Reports Sections  
September 4, 2007 – September 4, 2007

	# agreements	% agreements	\$ amount	% amount
MBE	0	0	0	0
WBE	2	29	240,870	5
Not classified	5	71	4,785,136	95
Total	7	100	5,026,006	100

Notes: This report excludes government agencies, state supported institutions, municipalities, non-profit organizations, publicly traded firms, individuals or organizations written into grant proposals, civic and other organizations not logically classified as minority or woman owned businesses. This report also excludes amendments because they attach to previously authorized engagements. Classification of an individual or company as minority or woman owned may be according to self-report or personal knowledge rather than on registration with a certification agency. An individual or company that is both a minority and woman owned business has MBE status in this report. "Not classified" includes firms known to be neither minority nor woman owned as well as firms for which ethnicity and gender of ownership is not known.

FINANCIAL REPORT NO. 44

Adoption of Budget for 2007-08

It is recommended that the Board of Trustees adopt the attached resolution approving the budget for 2007-08.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**  
**2007-08 PROPOSED CURRENT FUNDS OPERATING BUDGET**  
 ESTIMATED REVENUES

CURRENT FUNDS REVENUES & ADDITIONS	Proposed 2008 Budget
<b>UNRESTRICTED FUND:</b>	
State Appropriations	\$ 89,473,204
Tuition	64,164,856
Taxes for Current Operations	119,889,500
Federal Grants & Contracts	1,048,090
State Grants & Contracts	131,292
General Sources:	
Investment Income	6,250,000
General Revenue	2,150,649
Subtotal General Sources	8,400,649
Use of Fund Balance & Transfers-in	5,000,000
<b>TOTAL UNRESTRICTED FUND</b>	<b>\$ 288,107,591</b>
<b>AUXILIARY FUND:</b>	
Sales & Services	\$ 6,104,397
Investment Income	432,000
Transfers-in	4,523,797
Use of Fund Balance	-
<b>TOTAL AUXILIARY FUND</b>	<b>\$ 11,060,194</b>
<b>RESTRICTED FUND:</b>	
State Appropriations	
Insurance/Retirement Match	\$ 23,258,341
SBDC State Match	1,501,733
Subtotal State Appropriations	24,760,074
Grants & Contracts	
Federal	63,601,103
State	7,032,507
Local	6,568,181
Transfers-in	942,019
Subtotal	\$ 78,143,810
Richland Collegiate High School	-
<b>TOTAL RESTRICTED FUND</b>	<b>\$ 102,903,884</b>
<b>RICHLAND COLLEGIATE HIGH SCHOOL:</b>	
State Funding	\$ 1,806,465
<b>TOTAL RICHLAND COLLEGIATE HIGH SCHOOL</b>	<b>\$ 1,806,465</b>
<b>TOTAL CURRENT FUNDS REVENUES &amp; ADDITIONS</b>	<b>\$ 403,878,134</b>

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**  
**2007-08 PROPOSED CURRENT FUNDS OPERATING BUDGET**  
ESTIMATED EXPENDITURES

CURRENT FUNDS EXPENDITURES & USES	Proposed 2008 Budget
<b>UNRESTRICTED FUND:</b>	
Instruction	\$ 108,595,822
Public Service	5,308,955
Academic Support	23,832,589
Student Services	24,914,859
Institutional Support	50,518,036
Staff Benefits	10,082,226
Plant Operations & Maintenance	26,800,503
Repairs & Rehabilitation	5,992,591
<b>SPECIAL ITEMS</b>	
Reserve - Campus	1,800,771
Reserve - Compensation	13,570,650
Reserve - Operating	4,209,167
Reserve - New Campuses	500,000
Reserve - Non-operating	500,000
<b>TOTAL UNRESTRICTED FUND</b>	<b>\$ 276,626,169</b>
<b>AUXILIARY FUND:</b>	
Student Activities	\$ 6,080,844
Sales & Services	3,929,815
Reserve - Campus	567,459
Reserve - District	364,163
Transfers-out	117,913
<b>TOTAL AUXILIARY FUND</b>	<b>\$ 11,060,194</b>
<b>RESTRICTED FUND:</b>	
Insurance/Retirement Match	\$ 23,258,341
Grants & Contracts	33,691,255
Scholarships	45,954,288
<b>TOTAL</b>	<b>\$ 102,903,884</b>
Richland Collegiate High School	-
<b>GRAND TOTAL RESTRICTED FUND</b>	<b>\$ 102,903,884</b>
<b>RICHLAND COLLEGIATE HIGH SCHOOL:</b>	
Instruction	\$ 1,001,000
Academic Support	241,156
Student Services	154,029
Institutional Support	410,280
<b>TOTAL RICHLAND COLLEGIATE HIGH SCHOOL</b>	<b>\$ 1,806,465</b>
<b>SUBTOTAL</b>	<b>\$ 392,396,712</b>
<b>Transfers</b>	
Mandatory Transfers:	
Tuition to Debt Service Fund	\$ 2,134,765
LoanStar Loan to Debt Service Fund	208,281
Institutional Matching - Contracts & Grants	63,000
Non-mandatory Transfers:	
Auxiliary Fund	4,523,797
Unexpended Plant Fund	1,500,000
Debt Service Fund	3,051,579
<b>TOTAL TRANSFERS &amp; DEDUCTIONS</b>	<b>\$ 11,481,422</b>
<b>TOTAL CURRENT FUNDS EXPENDITURES &amp; USES</b>	<b>\$ 403,878,134</b>

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2007-08 PROPOSED ANNUAL BUDGET**

**PROPOSED UNEXPENDED PLANT FUND BUDGET**

REVENUES & ADDITIONS	Proposed 2008 Budget
Investment Revenue	\$ 1,600,000
Commercial Papers	150,000,000
Transfers-in	1,500,000
Use of Fund Balance	25,223,654
<b>TOTAL UNEXPENDED PLANT FUND REVENUES &amp; ADDITIONS</b>	<b>\$ 178,323,654</b>
<b>EXPENDITURES &amp; USES</b>	
Bldg & Physical Plant Repairs	9,820,451
Construction & Land Purchases	148,006,942
Architects/Design/Engineering	16,787,341
Furniture & Equipment	3,635,464
Commercial Paper Cost of Issurance	73,456
<b>TOTAL UNEXPENDED PLANT FUND EXPENDITURES &amp; USES</b>	<b>\$ 178,323,654</b>

**PROPOSED DEBT SERVICE BUDGET**

REVENUES & ADDITIONS	Proposed 2008 Budget
Investment Revenue	\$ 50,000
Taxes (Maintenance Tax Notes)	6,127,618
Taxes (General Obligation Bonds)	5,445,996
Taxes (Commercial Paper)	2,222,436
Transfers-in (Tuition)	2,134,765
Transfers-in (Unrestricted)	3,259,860
<b>TOTAL DEBT SERVICE REVENUES &amp; ADDITIONS</b>	<b>\$ 19,240,675</b>
<b>EXPENDITURES &amp; USES</b>	
General Obligation Bonds (Principal & Interest)	\$ 5,299,250
General Obligation Bonds (Debt Service Expense)	1,000
Revenue Bonds (Principal & Interest)	5,234,594
Revenue Bonds (Debt Service Expense)	1,750
Maintenance Tax Notes (Principal & Interest)	5,963,331
Maintenance Tax Notes (Debt Service Expense)	300
CP Interest Expense	2,162,959
LoanStar Loan (State of TX)	208,281
Uncollectible Tax Expense	95,193
Tax Collection Fees	274,017
<b>TOTAL DEBT SERVICE EXPENDITURES &amp; USES</b>	<b>\$ 19,240,675</b>

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
2007-08 PROPOSED ANNUAL BUDGET**

**PROPOSED QUASI-ENDOWMENT FUND BUDGET**

<u>PROPOSED QUASI-ENDOWMENT FUND BUDGET</u>	<b>Proposed 2008 Budget</b>
Revenues:	
Investment Income	\$ 230,000
Lease Income	<u>400,000</u>
<b>TOTAL QUASI-ENDOWMENT REVENUES AND ADDITIONS</b>	<b><u>\$ 630,000</u></b>
Transfers-out	
Rising Star Program	<u>\$ 630,000</u>
<b>TOTAL QUASI-ENDOWMENT EXPENDITURES &amp; USES</b>	<b><u>\$ 630,000</u></b>

## Background

Board Policy CC (LEGAL), ADOPTION, provides the following: *An itemized budget covering the operation of the College District shall be approved on or before September 1 of each year for the fiscal year beginning on September 1 of each year. [Education Code 51.0051, 19 TAC 13.42]*

Re BUDGET ADOPTION, Board Policy CC (Local) states: *The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, Board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the Chancellor or designee who shall ensure that funds are expended in accordance with the adopted budget. Receipts and expenditures are reported to the Board of Trustees each month.*

Total current funds (operating) budget is \$403,878,134 and comprised of the following components:

- unrestricted fund -- \$288,107,591
  - auxiliary fund -- \$11,060,194
  - restricted fund -- \$102,903,884
  - Richland Collegiate H.S. -- \$1,806,465
- Unexpended plant fund budget is \$178,323,654.  
Debt service budget is \$19,240,675.  
Quasi-endowment fund budget is \$630,000.

Source of recommendation: Mr. Ed DesPlas, vice chancellor of business affairs

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

WHEREAS, on the twenty fourth day of August, 2007, notice was given of a public meeting on September 4, 2007, at the Board Room of the Dallas County Community College District, 701 Elm Street, Dallas, Texas, to adopt a budget for the fiscal year September 1, 2007, through August 31, 2008;

WHEREAS, all requirements of the statutes of the State of Texas and the regulations of the Texas Higher Education Coordinating Board regarding the budget have been met;

WHEREAS, the meeting was held by the Board of Trustees of the Dallas County Community College District on the fourth day of September, 2007, and all members of the public were given an opportunity to speak in regard to the proposed budget, and the members of the Board of Trustees were given a full explanation of the proposed budget;

WHEREAS, the meeting was closed from further public comments, and the Board of Trustees, after fully considering the proposed budget, is of the opinion that the proposed budget should be approved; and now therefore;

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT:**

Section 1. That the proposed budget for the fiscal year beginning September 1, 2007, and ending August 31, 2008, is adopted, and is designated as the official budget for the Dallas County Community College District for the 2007-08 fiscal year, and is effective on September 1, 2007.

Section 2. That Dr. Wright L. Lassiter, Secretary of the Board of Trustees of the Dallas County Community College District, is directed to file a copy of the official budget with the county clerk of Dallas County, Texas, and the Texas Higher Education Coordinating Board.

This resolution is effective from and immediately upon its adoption.

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Jerry Prater, Chair  
Board of Trustees  
Dallas County Community College District

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Wright L. Lassiter, Jr., Secretary  
Board of Trustees  
Dallas County Community College District

THE STATE OF TEXAS

COUNTY OF DALLAS

We, the undersigned, Chairman of the Board of Trustees and Secretary of the Board of Trustees of the Dallas County Community College District, do hereby certify that the attached is a true, full and correct copy of the resolution adopted by the Board of Trustees of said District on the fourth day of September, 2007, establishing the budget for the 2007-08 fiscal year, which resolution is of record in said minutes.

WITNESSETH MY HAND AND SEAL of said District the fourth day of September, 2007.

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Jerry Prater, Chairman  
Board of Trustees  
Dallas County Community College District

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Wright L. Lassiter, Jr., Secretary  
Board of Trustees  
Dallas County Community College District

(S E A L)

THE STATE OF TEXAS

COUNTY OF DALLAS

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Jerry Prater and Wright L. Lassiter, Jr., known to me to be the true persons and officers whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed, and in the capacity therein stated, and declared to me upon oath that the foregoing instrument is true and correct.

GIVEN UNDER MY HAND AND SEAL of office this fourth day of September, 2007.

Notary Public:

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My Commission Expires:

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TO THE BOARD OF TRUSTEES:

The proposed budget for the Dallas County Community College District for the 2007-08 fiscal year has had careful review by the Board of Trustees, including the Board's Planning and Budget Committee. An official public meeting was held on September 4, 2007, after notice of the meeting was advertised as required by law.

We believe that the proposed budget is an estimate of the needs for the Dallas County Community College District for the 2007-08 fiscal year.

Total current funds expenditures and transfers are budgeted at approximately \$403,878,134 of which approximately \$288,107,591 is the unrestricted fund. This budget supports an estimated two percent increase in contact hours. The proposed maintenance and operations (M&O) tax rate is \$0.0759/\$100 of assessed valuation. This tax rate is based on 100 percent of appraised values. The major sources of unrestricted educational and general revenues are state appropriations, 31.1 percent; local taxes, 41.6 percent; and tuition, 22.3 percent. Salaries account for approximately 63.5 percent of the proposed budget for unrestricted fund expenditures.

To service the debt incurred by the issuance of \$70,000,000 in general obligation bonds on August 17, 2004, and the proposed issuance of \$150,000,000 in commercial paper as interim financing for the bond program, the District will collect revenue on an interest and sinking (I&S) tax rate of \$0.0045/\$100 of assessed valuation.

Because the certified taxable assessed value received on July 25, 2007, was \$167.9 billion instead of the \$170.0 billion estimated at the time of the July 17-18, 2007, Planning and Budget Committee, the proposed M&O tax rate is \$0.0009 per \$100 assessed value higher than estimated in order to maintain the proposed tax revenue.

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Wright L. Lassiter, Jr.  
Chancellor

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Diana Flores  
Planning & Budget Committee Chair

## FINANCIAL REPORT NO. 45

### Approval of Resolution Levying the Maintenance and Operation Component of the Ad Valorem Tax Rate for Tax Year 2007

It is recommended that the Board of Trustees adopt the attached resolution establishing the tax rate of \$0.0759 per \$100 valuation for tax year 2007.

#### Background

Board Policy CAI (LEGAL) provides the following: *The Board, before the later of September 30 or the 60<sup>th</sup> day after the date the certified appraisal roll is received by the Board, shall adopt a tax rate for the current tax year and shall notify the assessor for the unit of the rate adopted. The tax rate consists of two components, each of which must be approved separately. The components are:*

- 1. The rate that, if applied to the total taxable value, will impose the total amount published under Tax Code 26.04(e)(3)(c), less any amount of additional sales and use tax revenue that will be used to pay debt service; and*
- 2. The rate that, if applied to the total taxable value, will impose the amount of taxes needed to fund maintenance and operation expenditures of the College District for next year.*

The Board may not impose property taxes in any year until it has adopted a tax rate for that year, and the annual tax rate shall be set by ordinance, resolution, or order. The vote setting the tax rate must be separate from the vote adopting the budget.

The 2007 *Truth-in-Taxation* manual further states: *Adoption of the tax rate must be a separate item on the agenda for the meeting. State law requires most counties...general law cities...and school districts...to adopt a budget before they adopt the tax rate. These units may adopt a budget and a tax rate at the same meeting as long as the budget is adopted first as a separate item. (p. 9)* Agenda items for adoption of the budget and tax rate are individual reports rather than in the consent agenda to ensure compliance with this requirement.

As required by law, the District published effective and rollback rates, statements and schedules on August 13, 2007.

Revenue generated by the M&O tax rate supports both the line item "Taxes for Current Operations" in the unrestricted fund and the line item "Taxes (Maintenance Tax Notes)" in the debt service budget.

The proposed M&O rate to support the 2007-08 budget of \$0.0759 per \$100 assessed valuation is \$0.0019 less than the rate of \$0.0778 per \$100 assessed

valuation that supported the 2006-07 budget.

Although the M&O rate is being reduced, levies may increase due to increases in assessed valuation on some properties. Administration estimates the levy on an average homestead in Dallas County will be increased by \$2.56 annually (2.3%).

Source of recommendation: Mr. Ed DesPlas, vice chancellor of business affairs

Dallas, Texas

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
OF DALLAS COUNTY, TEXAS

AN ORDER

LEVYING AD VALOREM TAXES FOR THE TAX YEAR 2007, FOR THE  
MAINTENANCE AND OPERATION OF THE DALLAS COUNTY  
COMMUNITY COLLEGE DISTRICT.

WHEREAS, the Dallas County Community College District has been duly organized in accordance with Act 1929, Forty-first Legislature, Chapter 290 as amended (Chapter 130, Subchapter C, of the Texas Education Code), and is governed by its terms;

WHEREAS, at an election held in Dallas County, Texas, on the 25th day of May, 1965, the qualified voters approved the creation of the Dallas County Community College District, and the election also authorized a levy of taxes for the maintenance and operation of the College District and to pay interest and sinking fund requirements on general obligation bonds authorized by the District;

WHEREAS, it is necessary that the District levy ad valorem taxes for the maintenance and operation of the colleges operated by the District; and: NOW THEREFORE;

IT IS ORDERED by the Board of Trustees of the Dallas County Community College District, of Dallas County, Texas, a tax is levied for the tax year 2007, on all taxable property situated within the limits of Dallas County Community College District, whose boundaries are the same as those of Dallas County, Texas, on the first day of January of 2007, as follows:

Ad valorem tax at a rate of \$0.0759 on each one hundred dollar (\$100) increment of assessed valuation of property for the maintenance and operation of the colleges and for paying current interest and principal on the maintenance tax notes of the District as authorized by law;

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE  
AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL RAISE TAXES FOR MAINTENANCE AND

OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-0-.

THAT, the assessed value of taxable property made by the Dallas Central Appraisal District pursuant to the contract made for this purpose, the assessment rolls are approved and adopted and the taxes shall be levied on this valuation.

THAT, the taxes are subject to the same discount as allowed for Dallas County ad valorem taxes under the law.

IT IS FURTHER ORDERED THAT, upon the adoption of this Order of Resolution, the Chairman of the Board of Trustees and the Secretary of the Board of Trustees of the Dallas County Community College District shall certify a copy of this Order of Resolution and send it to the Tax Assessor and Collector of Dallas County, Texas, to the Commissioner's Court of Dallas County, and to the County Auditor of Dallas County, Texas; and when taxes are collected, that the Tax Assessor and Collector shall remit collections to the Business Office of the College District in accordance with the contract between the Dallas County Community College District and Dallas County.

This Order of Resolution is effective from and after its adoption, and it is accordingly so ordered.

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Jerry Prater, Chair  
Board of Trustees  
Dallas County Community College District

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Wright L. Lassiter, Jr., Secretary  
Board of Trustees  
Dallas County Community College District

THE STATE OF TEXAS

COUNTY OF DALLAS

We, the undersigned, Chairman of the Board of Trustees and Secretary of the Board of Trustees of the Dallas County Community College District, do hereby certify that the attached is a true, full and correct copy of the resolution adopted by the Board of Trustees of said District on the fourth day of September, 2007, establishing the tax rate to levy taxes for the 2007 tax year, which resolution is of record in said minutes.

WITNESSETH MY HAND AND SEAL of said District the fourth day of September 2007.

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Jerry Prater, Chairman  
Board of Trustees  
Dallas County Community College District

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Wright L. Lassiter, Jr., Secretary  
Board of Trustees  
Dallas County Community College District

(S E A L)

THE STATE OF TEXAS

COUNTY OF DALLAS

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Jerry Prater and Wright L. Lassiter, Jr., known to me to be the true persons and officers whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed, and in the capacity therein stated, and declared to me upon oath that the foregoing instrument is true and correct.

GIVEN UNDER MY HAND AND SEAL of office this fourth day of September, 2007.

Notary Public:

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My Commission Expires:

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FINANCIAL REPORT NO. 46

Approval of Resolution Levying the Interest and Sinking Component of the Ad Valorem Tax Rate for Tax Year 2007

It is recommended that the Board of Trustees adopt the attached resolution establishing the tax rate of \$0.0045 per \$100 valuation for tax year 2007.

Background

Board Policy CAI (Legal) provides the following: *The Board, before the later of September 30 or the 60<sup>th</sup> day after the date the certified appraisal roll is received by the Board, shall adopt a tax rate for the current tax year and shall notify the assessor for the unit of the rate adopted. The tax rate consists of two components, each of which must be approved separately. The components are:*

3. *The rate that, if applied to the total taxable value, will impose the total amount published under Tax Code 26.04(e)(3)(c), less any amount of additional sales and use tax revenue that will be used to pay debt service; and*
4. *The rate that, if applied to the total taxable value, will impose the amount of taxes needed to fund maintenance and operation expenditures of the College District for next year.*

The Board may not impose property taxes in any year until it has adopted a tax rate for that year, and the annual tax rate shall be set by ordinance, resolution, or order. The vote setting the tax rate must be separate from the vote adopting the budget.

The 2007 *Truth-in-Taxation* manual further states: *Adoption of the tax rate must be a separate item on the agenda for the meeting. State law requires most counties...general law cities...and school districts...to adopt a budget before they adopt the tax rate. These units may adopt a budget and a tax rate at the same meeting as long as the budget is adopted first as a separate item.* (p. 9) Agenda items for adoption of the budget and tax rate are individual reports rather than in the consent agenda to ensure compliance with this requirement.

As required by law, the District published effective and rollback rates, statements and schedules on August 13, 2007.

In the debt service fund budget for 2007-08, the line item “Taxes (General Obligation Bonds)” and “Taxes (Commercial Paper)” is based on an I&S rate of \$0.0045 per \$100 assessed valuation.

Until 2004 DCCCD had not levied ad valorem taxes to pay interest and sinking fund requirements on bonded indebtedness since the 1994 tax year.

Administration estimates the levy on an average homestead in Dallas County attributable to the I&S rate will be \$6.65.

Provided the Board approves each component, DCCCD's tax rate for 2007 will be \$0.0804 (\$0.0759 for M&O plus \$0.0045 for I&S).

Source of recommendation: Mr. Ed DesPlas, vice chancellor of business affairs

Dallas, Texas

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
OF DALLAS COUNTY, TEXAS

AN ORDER

LEVYING AD VALOREM TAXES FOR THE TAX YEAR 2007, FOR THE  
DEBT SERVICE OF THE DALLAS COUNTY COMMUNITY COLLEGE  
DISTRICT.

WHEREAS, the Dallas County Community College District has been duly organized in accordance with Act 1929, Forty-first Legislature, Chapter 290 as amended (Chapter 130, Subchapter C, of the Texas Education Code), and is governed by its terms;

WHEREAS, at an election held in Dallas County, Texas, on the 25th day of May, 1965, the qualified voters approved the creation of the Dallas County Community College District, and the election also authorized a levy of taxes for the maintenance and operation of the College District and to pay interest and sinking fund requirements on general obligation bonds authorized by the District;

WHEREAS, it is necessary that the District levy ad valorem taxes to pay interest and sinking fund requirements on general obligation bonded indebtedness of the District; and: NOW THEREFORE;

IT IS ORDERED by the Board of Trustees of the Dallas County Community College District, of Dallas County, Texas, a tax is levied for the tax year 2007, on all taxable property situated within the limits of Dallas County Community College District, whose boundaries are the same as those of Dallas County, Texas, on the first day of January of 2007, as follows:

Ad valorem tax at a rate of \$0.0045 on each one hundred dollar (\$100) increment of assessed valuation of property for debt service interest and sinking requirements on the general obligation bonds of the District as authorized by law;

THAT, the assessed value of taxable property made by the Dallas Central Appraisal District pursuant to the contract made for this purpose, the assessment rolls are approved and adopted and the taxes shall be levied on this valuation.

THAT, the taxes are subject to the same discount as allowed for Dallas County ad valorem taxes under the law.

IT IS FURTHER ORDERED THAT, upon the adoption of this Order of Resolution, the Chairman of the Board of Trustees and the Secretary of the Board of Trustees of the Dallas County Community College District shall certify a copy of this Order of Resolution and send it to the Tax Assessor and Collector of Dallas County, Texas, to the Commissioner's Court of Dallas County, and to the County Auditor of Dallas County, Texas; and when taxes are collected, that the Tax Assessor and Collector shall remit collections to the Business Office of the College District in accordance with the contract between the Dallas County Community College District and Dallas County.

This Order of Resolution is effective from and after its adoption, and it is accordingly so ordered.

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Jerry Prater, Chair  
Board of Trustees  
Dallas County Community College District

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Wright L. Lassiter, Jr., Secretary  
Board of Trustees  
Dallas County Community College District

THE STATE OF TEXAS

COUNTY OF DALLAS

We, the undersigned, Chairman of the Board of Trustees and Secretary of the Board of Trustees of the Dallas County Community College District, do hereby certify that the attached is a true, full and correct copy of the resolution adopted by the Board of Trustees of said District on the fourth day of September, 2007, establishing the tax rate to levy taxes for the 2007 tax year, which resolution is of record in said minutes.

WITNESSETH MY HAND AND SEAL of said District the fourth day of September 2007.

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Jerry Prater, Chairman  
Board of Trustees  
Dallas County Community College District

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Wright L. Lassiter, Jr., Secretary  
Board of Trustees  
Dallas County Community College District

(S E A L)

THE STATE OF TEXAS

COUNTY OF DALLAS

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Jerry Prater and Wright L. Lassiter, Jr., known to me to be the true persons and officers whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed, and in the capacity therein stated, and declared to me upon oath that the foregoing instrument is true and correct.

GIVEN UNDER MY HAND AND SEAL of office this fourth day of September, 2007.

Notary Public:

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My Commission Expires:

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POLICY REPORT NO. 47

Approval of Administrator, Faculty and Professional Support Staff Across-the-Board Salary Adjustments: 2007-2008

It is recommended that the Board of Trustees authorize the Chancellor to award across-the-board salary adjustments to all full-time, limited full-time, and part time employees (excluding student assistants) equal to 2.5 % of current salary.

If approved, the adjustments for administrators and professional support staff will be effective September 1, 2007. Faculty adjustments will be effective Fall semester 2007.

Background

As a result of analysis and recommendation by District Human Resources, an across-the-board salary adjustment of 2.5 percent is recommended. Excluded are student assistants whose rate changes generally track changes in minimum wage.

The projected cost for implementation in all employee groups is \$4,500,000\*.

\*The actual cost will be based on full-time, limited full-time, and part-time individuals actually employed on September 1, 2007.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development

## POLICY REPORT NO. 48

### Approval of Revised Salary Schedules for 2007-2008

It is recommended that the Board of Trustees approve the implementation of the revised salary schedules listed below:

Faculty Schedule.

Professional Support Staff – General Schedule (37.5 Hour Work Week)

Professional Support Staff – Facilities Schedule (40 Hour Work Week)

Professional Support Staff – Information Technology Schedule

Professional Support Staff – College Police/Safety/Security

Effective: September 1, 2007

### Background

It is recommended that a new salary schedules be approved for Faculty, Professional Support Staff-General, Professional Support Staff-Facilities, Professional Support Staff-Information Technology and Professional Support Staff-College Police/Safety/Security.

As the District continues to recruit and retain new faculty and staff, the minimum salary must be attractive in order to attract a broad pool of applicants and pay the selected individual competitively.

In order to maintain the competitive schedule, a schedule adjustment is recommended for each schedule listed. The cost to implement these changes will be \$1,088,000\*. A total of 33 faculty members and 1,294 support staff will be moved to the new minimums.

\*Please note that the cost to implement reflects not only the salary schedule adjustments as noted above, but also includes a faculty compression adjustment for 353 faculty members and also includes the professional support staff job evaluation adjustments for 162 employees.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development

PROPOSED FACULTY SALARY SCHEDULE

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
FO1 (Master's Degree)	\$40,000	\$57,000	\$74,000
FO2 (Master's plus 24 graduate hours)	\$42,000	\$59,850	\$77,700
FO3 (Master's plus 48 graduate hours)	\$44,000	\$62,700	\$81,400
F04 (Earned doctorate)	\$46,000	\$65,550	\$85,100

PROPOSED PROFESSIONAL SUPPORT STAFF-GENERAL  
SALARY SCHEDULE (37.5 HOUR WORKWEEK)

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
1	\$15,063	\$20,712	\$26,361
2	\$16,952	\$23,309	\$29,666
3	\$19,079	\$26,233	\$33,387
4	\$21,473	\$29,525	\$37,577
5	\$24,166	\$33,228	\$42,290
6	\$27,197	\$37,396	\$47,595
7	\$30,610	\$42,088	\$53,567
8	\$34,449	\$47,368	\$60,287
9	\$38,770	\$53,309	\$67,848
10	\$43,506	\$59,820	\$76,135

PROPOSED PROFESSIONAL SUPPORT STAFF-GENERAL  
SALARY SCHEDULE (40 HOUR WORKWEEK)

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
1	\$16,058	\$22,090	\$28,122
2	\$18,075	\$24,856	\$31,637
3	\$20,342	\$27,976	\$35,610
4	\$22,901	\$31,491	\$40,082
5	\$25,771	\$35,443	\$45,115
6	\$29,016	\$39,894	\$50,773
7	\$32,656	\$44,886	\$57,138
8	\$36,754	\$50,523	\$64,314
9	\$41,350	\$56,867	\$72,363
10	\$46,405	\$63,814	\$81,203

PROPOSED PROFESSIONAL SUPPORT STAFF-INFORMATION  
TECHNOLOGY SALARY SCHEDULE

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
1	\$25,443	\$34,984	\$44,524
2	\$29,301	\$38,092	\$51,277
3	\$33,745	\$43,868	\$59,054
4	\$38,864	\$50,523	\$68,011
5	\$44,757	\$58,184	\$78,325
6	\$51,547	\$67,011	\$90,207
7	\$59,364	\$77,173	\$103,887

PROPOSED COLLEGE POLICE/SAFETY/SECURITY  
SALARY SCHEDULE

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
1	\$30,556	\$42,015	\$53,473
2	\$32,592	\$44,814	\$57,036
3	\$34,874	\$47,951	\$61,029
4	\$37,315	\$51,308	\$65,301
5	\$39,927	\$54,900	\$69,873
6	\$42,722	\$58,743	\$74,764

## POLICY REPORT NO. 49

### Revision of Adjunct Rates Related to Instruction

It is recommended that the Board of Trustees authorize the Chancellor to adjust compensation for adjunct faculty, not including distance learning rates by 2.5%, consistent with the recommendation for full-time, limited full-time employees, and part-time employees.

Effective: September 1, 2007

#### Background

Each year part-time faculty and administrative rates are reviewed for competitiveness. A summary of historical changes follows:

1989-1990	-	0 percent change
1990-1991	-	6.8 percent increase to \$23.50 and \$18.85
1991-1992	-	3.75 percent increase to \$24.38 and \$19.56
1992-1993	-	2.8 percent increase, rounded to \$25 and \$20
1993-1994	-	3.2 percent increase, rounded to \$26 and \$21
1994-1995	-	2.5 percent increase to \$26.65 and \$21.53
1995-1996	-	0 percent change
1996-1997	-	3.5 percent increase to \$27.58 and \$22.28
1997-1998	-	5.0 percent increase to \$28.96 and \$23.29
1998-1999	-	3.0 percent increase to \$29.83 and \$24.09
1999-2000	-	5.0 percent increase to \$31.32 and \$25.29
2000-2001	-	3.2 percent increase to \$32.32 and \$26.10
2001-2002	-	4.0 percent increase to \$33.61
2002-2003	-	2.3 percent increase to \$34.38
2003-2004	-	1.5 percent increase to \$34.90
2004-2005	-	2.5 percent increase to \$35.77
2005-2006	-	3.0 percent increase to \$36.84
2006-2007	-	3.5 percent increase to \$38.13

#### Background

A 2.5 percent increase in the hourly rates is recommended to address the District's continued dependency on quality part-time instruction. This will translate to changing the teaching rate from \$38.13 per hour to \$39.08 per hour.

Estimated total cost, based on budget, is \$938,411.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development

## POLICY REPORT NO. 50

### Revision of Distance Learning Rates

It is recommended that the Board of Trustees authorize the Chancellor to adjust distance learning rates by 2.5%, consistent with the recommendation for full-time, limited full-time employees, and part-time employees.

Effective: September 1, 2007

### Background

A 2.5 percent increase in the hourly rates is recommended to address the District's continued dependency on quality part-time instruction. This will translate to changing the distance learning teaching rate from \$38.13 per hour to \$39.08.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development

## POLICY REPORT NO. 51

### Recommendation to Increase Administrative Business and Travel Allowance

It is recommended that the minimum business and travel amounts for Ranges on the Administrative Schedule be increased as indicated below:

Band I	from \$82.50 per month to \$95 per month
Band II	from \$107.50 per month to \$125 per month
Band III	from \$132.50 per month to \$150 per month
Band IV	from \$157.50 per month to \$180 per month
Band V	from \$207.50 per month to \$235 per month
Vice Presidents	from \$207.50 per month to \$235 per month
Unbanded (without Vice Chancellors/Presidents)	from \$357.50 per month to \$405 per month
Vice Chancellors/ Presidents	from \$450 per month to \$510 per month

In addition, it is recommended that the business and travel rates of all current administrators be adjusted to the new rates. Administrators previously approved for a higher business and travel allowance than band-specified will receive an increase to their current business and travel allowance in accordance with the rate approved for their particular band.

Effective: September 1, 2007

### Background

In 1999, band-specific business and travel amounts were approved for administrative employees to off-set out-of-pocket dollars spent performing business on behalf of the DCCCD (in-county travel and other expenses). In 2002, these amounts were again reviewed and adjusted to better address increased mileage reimbursement rates as approved by the IRS. No changes have been made to these rates since Sept. 2002.

Due to increased costs in fuel and also the IRS's new mileage rate, it is recommended that effective September 1, 2007, the business and travel rates be increased and that all incumbents currently at or above the band-specific rate be carried over to the new rate. The projected cost for this adjustment is approximately \$116,000.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development

PERSONNEL REPORT NO. 52

Re-employment of Administrator for 2007-2008

It is recommended that the Chancellor, on behalf of the DCCCD, be authorized to enter into a written contract of employment with the administrator listed below. This incumbent is recommended for a one-year contract (re-employment) for the period of September 1, 2007 through August 31, 2008.

<b>Last</b>	<b>First</b>	<b>Location</b>	<b>Title</b>
Nightingale	Lisa	3	Executive Dean

Background

This entry is made to add Ms. Lisa Nightingale to the re-employment of administrative employees list as submitted to the Board on their August agenda and to request the Board to approval a contract for Ms. Nightingale for one year beginning Sept. 1, 2007 through August 31, 2008.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development

PERSONNEL REPORT NO. 53

Reclassification of Instructors

In accordance with District policy, the following instructors have met requirements to reclassify on the 2007-2008 Faculty Salary Schedule through the attainment of additional college hours and/or degrees:

<u>NAME</u>	<u>NEW CLASSIFICATION</u>
Reyes, Czarina (Brookhaven)	F03
Daily, Michael (Cedar Valley)	F02
Burks, Mark (Eastfield)	F03
Kelman, Alla (Eastfield)	F02
Patterson, Patrick (Eastfield)	F02
Adegbola, Maxine (El Centro)	F03
Baker, Jay (North Lake)	F02
Hambric, Tuesday (North Lake)	F03
Edwards, Angela (Richland)	F04
Espinosa, Genevieve (Richland)	F03

Background

In accordance with the District Policy, this recommendation is made to reclassify those individuals who have met the requirements for reclassification on the 2007-2008 Faculty Salary Schedule through the attainment of additional college hours and/or degrees.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development

PERSONNEL REPORT NO. 54

Non-Renewal of Administrator

It is recommended that the individual listed below not be offered renewal of her Administrative contract. Employment in the Administrative job title listed will be concluded on August 31, 2007.

Last Name	Title
Love, Teresa (District Office)	District Special College Program Initiative Coordinator

Background

This item is to document the location recommendation for the non-renewal of the contract for the individual listed who held an Administrative position.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development

PERSONNEL REPORT NO. 55

Consideration of Resignations, Retirement, Phased Faculty Retirement,  
Developmental Leave of Absence and Rescission of Faculty Contract

RESIGNATIONS

Smith, Jr., Thomas (Cedar Valley)	Campus Peace Officer (Part-time)	August 21, 2007
Andrews, Letitia (El Centro)	Instructor, Information Technology	August 17, 2007
Kuklinski R. Mark (El Centro)	Instructor, Radiological Sciences	August 31, 2007

RETIREMENT

Legg, Larry (Mountain View)	Instructor, Biology	August 20, 2007
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PHASED FACULTY RETIREMENT

Smith, Bea (Eastfield)	Instructor, Business and Information Systems	Academic Year 2007-2008
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DEVELOPMENTAL LEAVE OF ABSENCE

Mewhinney, Christina (Eastfield)	Instructor, Chemistry	Academic Year 2007-2008
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RESCISSION OF FACULTY CONTRACT

Saari, Geoffrey (Brookhaven)	Instructor English	August 20, 2007
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## Background

### Resignations

Mr. Thomas Smith Jr., (Cedar Valley) is resigning for personal reasons after serving the district for nine months. Ms. Letitia Andrews (El Centro) is resigning to accept a corporate position after serving the district for two years. Mr. R. Mark Kuklinski (El Centro) is resigning for personal reasons after serving the district for one year.

### Retirement

Dr. Larry Legg (Mountain View) is retiring after serving the District for 37 years.

### Phased Faculty Retirement

Ms. Bea Smith (Eastfield) has declared her participation in the Phased Faculty Retirement Program after serving the district for thirty-seven years.

### Developmental Leave of Absence

Ms. Christina Mewhinney (Eastfield) has requested a one-year developmental leave of absence to complete her Ph.D. in Chemistry at Iowa State University.

### Rescission of Faculty Contract

Mr. Geoffrey Saari (Brookhaven) was approved by the Board in June 2007 as full-time faculty. He has declined our offer of employment effective on August 20, 2007.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
 ADJUNCT FACULTY TEACHING CREDIT CLASSES  
 BY ETHNICITY & LOCATION  
 PAID ON July 31, 2006

	Brookhaven		Cedar Valley		Eastfield		El Centro	
Paid On 07/31/06	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White/Non-Hispanic	172	81.52%	45	66.18%	109	79.56%	71	66.36%
Black/Non-Hispanic	21	9.95%	18	26.47%	16	11.68%	19	17.76%
Hispanic/Mexican-American	6	2.84%	1	1.47%	6	4.38%	8	7.48%
Asian/Pacific Islander	10	4.74%	3	4.41%	6	4.38%	9	8.40%
American Indian/Alaskan Native	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Non Res Alien/For. National	2	0.95%	0	0.00%	0	0.00%	0	0.00%
Other/Not Reported	0	0.00%	1	1.47%	0	0.00%	0	0.00%
Total	211	100.00%	68	100.00%	137	100.00%	107	100.00%
	Mountain View		North Lake		Richland		Grand Total	
Paid On 07/31/07	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White/Non-Hispanic	67	64.43%	117	79.06%	209	80.39%	790	76.33%
Black/Non-Hispanic	19	18.27%	13	8.78%	13	5.00%	119	11.50%
Hispanic/Mexican-American	6	5.77%	6	4.05%	11	4.23%	44	4.25%
Asian/Pacific Islander	9	8.65%	12	8.11%	19	7.31%	68	6.57%
American Indian/Alaskan Native	1	0.96%	0	0.00%	3	1.15%	4	0.38%
Non Res Alien/For. National	0	0.00%	0	0.00%	1	0.38%	3	0.29%
Other/Not Reported	2	1.92%	0	0.00%	4	1.54%	7	0.68%
Total	104	100.00%	148	100.00%	260	100.00%	1,035	100.00%

PAID ON July 31, 2007

	Brookhaven		Cedar Valley		Eastfield		El Centro	
Paid On 07/31/07	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White/Non-Hispanic	143	80.79%	36	59.02%	97	75.19%	25	60.98%
Black/Non-Hispanic	14	7.91%	20	32.79%	15	11.63%	11	26.83%
Hispanic/Mexican-American	9	5.08%	1	1.64%	9	6.98%	3	7.32%
Asian/Pacific Islander	10	5.65%	2	3.28%	7	5.43%	2	4.88%
American Indian/Alaskan Native	0	0.00%	1	1.64%	0	0.00%	0	0.00%
Non Res Alien/For. National	1	0.56%	0	0.00%	0	0.00%	0	0.00%
Other/Not Reported	0	0.00%	1	1.64%	1	0.78%	0	0.00%
Total	177	100.00%	61	100.00%	129	100.00%	41	100.00%
	Mountain View		North Lake		Richland		Grand Total	
Paid On 07/31/07	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White/Non-Hispanic	62	74.70%	92	74.80%	147	76.96%	602	74.78%
Black/Non-Hispanic	12	14.46%	14	11.38%	17	8.90%	103	12.80%
Hispanic/Mexican-American	2	2.41%	6	4.88%	8	4.19%	38	4.72%
Asian/Pacific Islander	4	4.82%	10	8.13%	16	8.38%	51	6.34%
American Indian/Alaskan Native	0	0.00%	1	0.81%	2	1.05%	4	0.50%
Non Res Alien/For. National	0	0.00%	0	0.00%	0	0.00%	1	0.12%
Other/Not Reported	3	3.61%	0	0.00%	1	0.52%	6	0.75%
Total	83	100.00%	123	100.00%	191	100.00%	805	100.00%

PERSONNEL REPORT NO. 56

Approval of Warrant of Appointment for Security Personnel

It is recommended that a warrant of appointment be approved for the following College Police/Peace Officer for the period indicated:

<u>NAME</u>	<u>PERIOD OF APPOINTMENT</u>
Esparza, Eric (Richland) (Full-time)	From 8:00 a.m., September 5, 2007, through termination of DCCCD employment

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development

PERSONNEL REPORT NO. 57

Employment of Contractual Personnel

It is recommended that the Chancellor, on behalf of the DCCCD, be authorized to enter into written contracts of employment with the persons named below on the terms and at the compensation stated:

REGULAR APPOINTMENT ADMINISTRATORS

PERLA MOLINA (District Office) -- \$47,188 per year from September 1, 2007 through August 31, 2008, plus \$200.00 per month business and travel allowance  
Director of Outreach and Recruitment  
Biographical Sketch: M.S., University of Texas at Arlington, Arlington, TX; B.S., University of Texas at Dallas, Dallas, TX  
Experience: Secretary II, Community Development Associate and Senior Community Development Associate, District Office

M. YOLANDA NOLAN (District Office) -- \$73,000 per year from September 5, 2007 through August 31, 2008, plus \$207.50 per month business and travel allowance  
District Director, Human and Organizational Development  
Biographical Sketch: M.S.W., Washington University, St. Louis, MO; B.A., University of Arkansas at Little Rock, Little Rock, AR  
Experience: Program Director, Dallas Challenge, Inc., Dallas, TX; Executive Director, Our Brother's Keeper, Dallas, TX; Assistant Director, District Human and Organizational Development, District Office

ROBERT BROCKMAN (District Service Center) -- \$58,106 per year from September 1, 2007 through August 31, 2008, plus \$82.50 per month business and travel allowance  
Senior Financial Analyst II  
Biographical Sketch: B.B.A., Texas A&M University at College Station, College Station, TX  
Experience: Senior Financial Analyst II, District Service Center

SUE GLENN (Brookhaven) -- \$38,518 per year from September 5, 2007 through August 31, 2008, plus \$82.50 per month business and travel allowance  
Program Director, Career and Continuing Education  
Biographical Sketch: B.A., Austin College, Sherman, TX  
Experience: Director of Training and Marketing, The Center for Nonprofit Management, Dallas, TX; Program Director, FUN/ED Learning Center, Dallas, TX; Assistant Director and Director of Community Access, The Writer's Garret, Dallas, TX

DANIEL HUBBARD (Brookhaven) -- \$48,620 per year from September 1, 2007 through August 31, 2008, plus \$107.50 per month business and travel allowance  
Director, Institutional Research  
Biographical Sketch: M.S. and B.A., University of Texas at Dallas, Richardson, TX  
Experience: Research Assistant, El Centro College; Adjunct Faculty and Coordinator of Statistical Processes, Brookhaven College

MATHEWOS KASSA (Brookhaven) -- \$48,620 per year from September 1, 2007 through August 31, 2008, plus \$107.50 per month business and travel allowance  
Director, Institutional Effectiveness and Improvement  
Biographical Sketch: M.S., University of Texas at Dallas, Richardson, TX; B.A., Addis Ababa University, Addis Ababa, Ethiopia  
Experience: Supervisor, Experts Disbursements and Expert, Market Research and Analysis, Ethiopian Airlines, Addis Ababa, Ethiopia; Coordinator, Statistical Processes, Brookhaven College

MIYOSHI HOLMES (Cedar Valley) -- \$39,353 per year from September 1, 2007 through August 31, 2008, plus \$82.50 per month business and travel allowance  
Director, Student Programs and Resources  
Biographical Sketch: M.A., Amber University, Garland, TX; B.S., Westminster College, Salt Lake City, UT  
Experience: Student Program Development Specialist, Eastfield College; Coordinator of Student Programs and Senior Coordinator, SPAR, Cedar Valley

SHELIA LUMAR (Cedar Valley) -- \$36,684 per year from September 10, 2007 through August 31, 2008, plus \$82.50 per month business and travel allowance  
Program Director, Career and Continuing Education  
Biographical Sketch: M.S., Tarleton State University, Killeen, TX; M.S., University of Central Texas, Killeen, TX; B.S., Kansas State University, Manhattan, KS  
Experience: Director of Adult Programs and Services, Community Gatepath, Burlingame, CA; Site Director, Communities in Schools, Fort Hood, TX; Family Relations Program Coordinator/Instructor, Texas A&M University Cooperative Extension Program, Killeen, TX

DECHA REID (Cedar Valley) -- \$42,964 per year from September 5, 2007 through August 31, 2008, plus \$107.50 per month for business and travel allowance  
Director, Financial Aid  
Biographical Sketch: B.S., University of Dallas, Dallas, TX  
Experience: Senior Financial Aid Counselor, University of Dallas, Dallas, TX; Associate Director, Financial Aid, El Centro College

ESTHER BUENO (Eastfield) -- \$51,755.00 per year from September 1, 2007

through August 31, 2008, plus \$107.50 per month business and travel allowance  
Director, Business Operations.

Biographical Sketch: A.A., Eastfield College

Experience: Accountant, Senior Accountant and Manager, Business Office, Eastfield College

JANICE GEORGE-JACQUES (Eastfield) -- \$49,780 per year from August 8, 2007 through August 31, 2007 and September 1, 2007 through August 31, 2008, plus \$107.50 per month business and travel allowance

Director of Title III

Biographical Sketch: M.A., California State University at Dominguez Hills, Carson, CA; B.A., Southern University of New Orleans, New Orleans, LA

Experience: Program Coordinator/Counselor, Atlanta Metropolitan College, Atlanta, GA; Director, Educational Outreach, Georgia Perimeter College-Decatur Campus, Decatur, GA; Director, Early College Initiative, University System of Georgia, Atlanta, GA

LINDA BAKER (El Centro) -- \$55,311 per year from September 5, 2007 through August 31, 2008, plus \$82.50 per month for business and travel allowance

Librarian III

Biographical Sketch: M.L.S., Texas Woman's University, Denton, TX; B.S., Morningside College, Sioux City, IA

Experience: Librarian, Texas Education Agency, Region IX, Wichita Falls, TX; Librarian II, El Centro College

JOAN BECKER (El Centro) -- \$81,875 per year from September 5, 2007 through August 31, 2008, plus \$157.50 per month for business and travel allowance

Director, Nursing/Allied Health Satellite Program

Biographical Sketch: M.A., New York University, New York, NY; B.S.N., Hunter College-Bellevue School of Nursing, New York, NY

Experience: Coordinator of Distance Education Site, Excelsior College, Albany, NY; Full-time Faculty Brookhaven and El Centro Colleges

RACHEL CULLUM (El Centro) -- \$36,684 per year from September 1, 2007 through August 31, 2008, plus \$82.50 per month for business and travel allowance

Program Administrator

Biographical Sketch: M.S. and B.S., Texas A&M University at Commerce, Commerce, TX

Experience: Counseling Intern, Family Haven Crisis and Resource Center, Paris, TX; Instructor, High Tech Institute, Irving, TX; Program Director, Sanford Brown Institute, Dallas, TX

TIMOTHY GAPPA (Mountain View) -- \$46,100 per year from September 1, 2007 through August 31, 2008, plus \$82.50 per month for business and travel allowance  
Director of Testing I  
Biographical Sketch: B.S., Sul Ross State University, Alpine, TX  
Experience: Testing Coordinator, Mountain View College

LINDA BROWN (Richland) -- \$58,216 per year from September 1, 2007 through August 31, 2008, plus \$107.50 per month business and travel allowance  
Director, Services to Special Populations and Health Services  
Biographical Sketch: M.S. and B.S., Texas Woman's University, Denton, TX  
Experience: Coordinator, Services for Special Populations, College Nurse and College Nurse II, Richland College

BILL DIAL (Richland) -- \$41,916 per year from October 3, 2007 through August 31, 2008, plus \$107.50 per month business and travel allowance  
College Director, Human Resources II  
Biographical Sketch: M.S., Lindenwood University, St. Charles, MO; B.S., University of Arkansas, Fayetteville, AR  
Experience: Medical Management Consultant, Kendall and Davis, St. Louis, MO; Institutional Personnel Analyst, University of Arkansas, Fayetteville, AR; Assistant Director, Human Resources, Richland College

MATTHEW HINCKLEY (Richland) -- \$39,813 per year from September 1, 2007 through August 31, 2008, plus \$82.50 per month business and travel allowance  
Assistant Instructional Dean/Chair  
Biographical Sketch: M.A., University of Texas at Dallas, Richardson, TX; B.A., College of Saint Francis, Joliet, IL  
Experience: Adjunct Faculty, Instructional Associate and Instructional Specialist III, Richland College

ALISA JONES (Richland) -- \$43,171 per year from September 1, 2007 through August 31, 2008, plus \$82.50 per month business and travel allowance  
Assistant Dean, Continuing Education I  
Biographical Sketch: M.S., Texas A&M University at Commerce, Commerce, TX; B.S., East Texas State University, Commerce, TX  
Experience: Academic Advisor and Assistant Principal, Winfree Academy Charter School, Grapevine, TX; Team Leader, Richland College

#### INTERIM APPOINTMENT ADMINISTRATORS

SANDY WYCHE (Brookhaven) -- \$62,225 per year from September 5, 2007 through August 31, 2008 or until position is filled whichever occurs first, plus \$157.50 per month for business and travel allowance

Interim Executive Dean, Business Studies

Biographical Sketch: M.S. and B.A., Texas A&M University at Kingsville, Kingsville, TX

Experience: Area Manager, Southwestern Bell, Dallas, TX; Adjunct and Full-time Faculty, El Centro College

RUBEN JOHNSON (Cedar Valley) -- \$72,050 per year from September 5, 2007 through May 31, 2008 or until position is filled whichever occurs first, plus \$157.50 per month for business and travel allowance

Interim Executive Dean, Business and Professions

Biographical Sketch: M.B.A., University of Phoenix, Phoenix, AZ; B.S., Parks University, Parkville, MO

Experience: Quality Supply Inspector, United States Marine Corps, Cherry Point, NC; Warehouse Supervisor, Air Products Chemical Corporation, Dallas, TX; Full-time Faculty, North Lake College

#### REGULAR APPOINTMENT FACULTY

NORMAN BURGESS (Brookhaven) -- \$39,547 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008

Instructor, Radiology Technology

Biographical Sketch: B.S., Dallas Christian College, Dallas, TX

Experience: Technical Consultant, Eastman Kodak Company-Health Group, Rochester, NY; Director of Radiology, Citizen's Memorial Medical Center, Victoria, TX; Full-time Temporary Faculty, Brookhaven College

EDWARD DUDLO (Brookhaven) -- \$43,391 (Range F03 – Masters Degree and 48 additional hours) Academic Year 2007-2008

Instructor, History

Biographical Sketch: M.A and B.A., Stanford University, Stanford, CA

Experience: Assistant Director, SCORE! Educational Center, Dallas, TX; Adjunct Instructor, Southern Methodist University, Dallas, TX; Visiting Scholar-Faculty, Brookhaven College

IVORY ARMSTEAD (Cedar Valley) -- \$38,026 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008

Instructor, Heating and Air Conditioning

Biographical Sketch: A.A., Cedar Valley College

Experience: Adjunct Faculty, Cedar Valley College; Project Manager, Professional Balancing Company, Inc., Dallas, TX; Technician, Total Air System Services, Dallas, TX

CATHERINE HENON (Cedar Valley) -- \$41,828 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008  
Instructor, Patient Care Technician Coordinator  
Biographical Sketch: A.A.S., El Centro College  
Experience: Adjunct Faculty, Navarro College, Waxahachie, TX; Adjunct Faculty, Mountain View and Cedar Valley Colleges

TIMONET ABULOC (El Centro) -- \$41,829 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008  
Instructor, Associate Degree Nursing  
Biographical Sketch: M.S.N., West Texas State University, Canyon, TX; B.S.N., St. Luke College of Nursing, Manila, Philippines  
Experience: Critical Care Educator and Registered Nurse, Medical City Dallas Hospital, Dallas, TX; Clinical Instructor, North Texas Professional Career Institute, Dallas, TX

#### TEMPORARY APPOINTMENT FACULTY

PHILIP GABBERT (Brookhaven) -- \$38,026 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008  
Instructor, Computer Information Technology  
Biographical Sketch: M.S., University of Phoenix, Phoenix, AZ; B.S., National American University, Colorado Springs, CO  
Experience: Instructor, Technical Trades Institute, Colorado Springs, CO; Instructor, Compaq Telecom, Plano, TX; Adjunct Faculty, Brookhaven College

DESSIE SANDERS (Brookhaven) -- \$38,026 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008  
Instructor, English  
Biographical Sketch: M.A. and B.A., Grambling State University, Grambling, LA  
Experience: Substitute Teacher, Dallas Independent School District, Dallas, TX; Adjunct Faculty, Criswell College, Dallas, TX; Adjunct Faculty, Richland College

GINA MEALY (Eastfield) -- \$38,026 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008  
Instructor, Chemistry  
Biographical Sketch: M.S., Texas A&M University at College Station, College Station, TX; B.S., St. Norbert College, De Pere, WI  
Experience: Instructor, Texas A&M University at College Station, College Station, TX; Adjunct Faculty, Eastfield College

DONALD BITTINGER (El Centro) -- \$41,829 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008

Instructor, Internet Development

Biographical Sketch: M.B.A., Amber University, Garland, TX; B.A., Dallas Baptist University, Dallas, TX

Experience: Webmaster, Texas Instruments, Inc., Dallas, TX; Network Systems Specialist III, LeCroy Center; Consultant, Affiliated Computer Services, Dallas, TX

LEA DAVIS (El Centro) -- \$38,026 (Range F01 – Masters Degree or equivalency) Fall Semester 2007

Instructor, Management

Biographical Sketch: M.S. and B.B.A., Amberton University, Garland, TX

Experience: Interim Director, Purchasing and Manager, Special Collections Division, City of Dallas, Dallas, TX; Adjunct Faculty, El Centro College

KAREN JOHNSON (El Centro) -- \$38,026 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008

Instructor, Developmental Math

Biographical Sketch: B.S., University of Texas at Dallas, Richardson, TX

Experience: Tutor, Richardson Independent School District, Richardson, TX; Adjunct Faculty, Richland and El Centro Colleges

WENDI LUNDQUIST (El Centro) -- \$38,026 (Range F01 – Masters Degree or equivalency) Fall Semester 2007

Instructor, English

Biographical Sketch: M.A., Southern Methodist University, Dallas, TX; B.A., Texas Christian University, Fort Worth, TX

Experience: Adjunct Instructor, Southern Methodist University, Dallas, TX; Adjunct Faculty, Tarrant County College-Northwest Campus, Fort Worth, TX; Adjunct Faculty, El Centro College

#### VISITING SCHOLAR APPOINTMENT FACULTY

TRAMAINE ANDERSON (Eastfield) -- \$38,026 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008

Instructor, History

Biographical Sketch: M.A., University of Texas of the Permian Basin, Odessa, TX; B.A., University of North Texas, Denton, TX

Experience: Supervisor, Foundation Communities, Carrollton, TX; Candidate Coordinator, Preferred Personnel, Midland, TX; Graduate Teaching Assistant, University of Texas of the Permian Basin, Odessa, TX

KATAWNA CALDWELL (Eastfield) -- \$38,026 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008

Instructor, English

Biographical Sketch: M.A., Southern Methodist University, Dallas, TX; B.S., Northeastern State University, Tahlequah, OK  
Experience: Client Services Representative, First Data Remitco, Dallas, TX;

CATHERINE ROBIN (Eastfield) -- \$43,920 (Range F02 – Masters Degree plus 24 graduate hours) Academic Year 2007-2008

Instructor, Early Childhood

Biographical Sketch: M.A. and B.A., University of New Orleans, New Orleans, LA

Experience: Early Childhood Education Specialist, TCA, Inc., Head Start, New Orleans, LA; Site Manager, Head Start of Greater Dallas, Dallas, TX

JULIA HARRYMAN (El Centro) -- \$43,729 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008

Instructor, Radiological Sciences

Biographical Sketch: A.S., El Centro College

Experience: Radiological Technologist, Doctor's Hospital Tenet Health Care, Dallas, TX; Adjunct Faculty, El Centro College

TIMOTHY FRY (Mountain View) -- \$41,829 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008

Instructor, Physical Education

Biographical Sketch: M.S., Texas A&M at Commerce, Commerce, TX; B.S., Concordia University, Seward, NE

Experience: Athletic Director, Lutheran High School of Dallas, Dallas, TX

HEATHER APPLEBY (Richland) -- \$38,787 (Range F01 – Masters Degree or equivalency) Academic Year 2007-2008

Instructor, Physics

Biographical Sketch: M.S. and B.S., University of North Texas, Denton, TX

Experience: Adjunct Faculty, Collin County Community College-Spring Creek Campus, Plano, TX; Adjunct Instructor, University of North Texas, Dallas, TX; Adjunct Faculty, Richland College

### EXTENSION OF INTERIM APPOINTMENT

DON PERRY (District Office)

Interim Associate Vice Chancellor, Educational Affairs

Note: It is recommended that the current interim appointment be extended for the period beginning September 1, 2007 through August 31, 2008 or until the return of the incumbent to his original position.

JOYCE WILLIAMS (District Office)

Interim District Director of Workforce Education

Note: It is recommended that the current interim appointment be extended for the period beginning September 1, 2007 through August 31, 2008 or until the return of the incumbent to her original position.

CORRECTION TO JULY 10, 2007, PERSONNEL REPORT

JUDY DACUS (Cedar Valley)

Instructor, Biology

Note: Ms. Dacus was submitted for a one year faculty contract. The location requests that Ms. Dacus be approved for a three-year faculty contract.

CORRECTION TO AUGUST 7, 2007, PERSONNEL REPORT

ELIZABETH OKIGBO (Brookhaven)

Instructor, Speech

Note: Ms. Okigbo was submitted for a one year Visiting Scholar-Faculty contract. The location requests that Ms. Okigbo be approved for a one-year temporary faculty contract.

RECLASSIFICATION OF REGULAR APPOINTMENT – ADMINISTRATORS

District Office

MEREDITHE GREER from District Coordinator, Curriculum Management to District Director, Curriculum Management. This reclassification involves movement to Band IV on the Administrative Salary Schedule. This reclassification includes a salary increase to \$56,852 per year plus an increase in business and travel allowance to \$157.50 per month. Effective September 1, 2007.

KATHRYN HAMMONTREE from Director, Foundation Administration to Director of Board and Donor Relations. This reclassification involves movement to Band IV on the Administrative Salary Schedule. This reclassification includes a salary increase to \$66,122 per year plus an increase in business and travel allowance to \$157.50 per month. Effective September 1, 2007.

GREGORY WILLIAMS District Coordinator of Transfer Services and University Relations. This reclassification involves movement to Band IV on the Administrator Salary Schedule. This reclassification includes a salary increase to \$57,560 per year plus an increase in business and travel allowance to \$157.50 per month. Effective September 1, 2007.

District Service Center

PHILIP TODD from Director of Purchasing to District Director of Purchasing. This reclassification involves movement to Band V on the Administrative Salary Schedule. This reclassification includes a salary increase to \$91,989 per year plus an increase in business and travel allowance to \$207.50 per month. Effective September 1, 2007.

LeCroy Center

VICKIE MONTGOMERY from College Director, Human Resources I to College Director, Human Resources II. This reclassification involves movement to Band II on the Administrative Salary Schedule. This reclassification includes a salary increase to \$48,495 per year plus an increase in business and travel allowance to \$107.50 per month. Effective September 1, 2007.

EMILIO RAMOS from Dean, Academic and Administrative Technology to District Director, Educational Technology. This reclassification involves movement to Band V on the Administrative Salary Schedule. This reclassification includes a salary increase to \$97,868 per year plus an increase in business and travel allowance to \$207.50 per month. Effective September 1, 2007.

Brookhaven College

JOY ARDNT from Director, Student Programs and Resources to Director, Student Programs and Resources II. This reclassification involves movement to Band II on the Administrative Salary Schedule. This reclassification includes a salary increase to \$52,904 per year plus an increase in business and travel allowance to \$107.50 per month. Effective September 1, 2007.

BRENDA DALTON from Director of Advising and TASP to Dean, Student Success. This reclassification involves movement to Band IV on the Administrative Salary Schedule. This reclassification includes a salary increase to \$72,770 per year plus an increase in business and travel allowance to \$157.50 per month. Effective September 1, 2007.

ADAM GONZALEZ from Assistant Dean, Continuing Education and Contract Training to Associate Dean, Workforce Development. This reclassification involves movement to Band III on the Administrative Salary Schedule. This reclassification includes a salary increase to \$67,042 per year plus an increase in business and travel allowance to \$132.50 per month. Effective September 1, 2007.

CARRIE SCHWEITZER from Assistant to the President II to Assistant to the President III. This reclassification involves movement to Band III on the Administrative Salary Schedule. This reclassification includes a salary increase to

\$65,096 per year plus an increase in business and travel allowance to \$132.50 per month. Effective September 1, 2007.

TERESA WALKER from Assistant Dean, Institutional Effectiveness to Dean, Planning and Research for Institutional Effectiveness. This reclassification involves movement to Band IV on the Administrative Salary Schedule. This reclassification includes a salary increase to \$59,013 per year plus an increase in business and travel allowance to \$157.50 per month. Effective September 1, 2007.

Cedar Valley College

FELICIA COOK from Program Director, Career and Continuing Education to Director, Off-site Facility. This reclassification involves movement to Band II on the Administrative Salary Schedule. This reclassification includes a salary increase to \$54,334 per year plus an increase in business and travel allowance to \$107.50 per month. Effective September 1, 2007.

JARLENE DECAY from Director, Academic Advising/Career and Education Planning to Dean of Student Success. This reclassification involves movement to Band IV on the Administrative Salary Schedule. This reclassification includes a salary increase to \$52,404 per year plus an increase in business and travel allowance to \$157.50 per month. Effective September 1, 2007.

Eastfield College

SHARON COOK from Director, Marketing and Communications to College Director, Marketing/Public Information. This reclassification involves movement to Band III on the Administrative Salary Schedule. This reclassification includes a salary increase to \$72,888 per year plus an increase in business and travel allowance to \$132.50 per month. Effective September 1, 2007.

JOHN EMERY from Assistant Dean, Career and Continuing Education to Assistant Dean, Continuing Education and Contract Training. This reclassification involves movement to Band II on the Administrative Salary Schedule. This reclassification includes a salary increase to \$48,228 per year plus an increase in business and travel allowance to \$107.50 per month. Effective September 1, 2007.

CONSTANCE HOWELLS from Assistant Dean, Institutional Effectiveness and Research to Dean/Director, Planning, Research and Institutional Effectiveness. This reclassification involves movement to Band IV on the Administrative Salary Schedule. This reclassification includes a salary increase to \$59,786 per year plus an increase in business and travel allowance to \$157.50 per month. Effective September 1, 2007.

MARY SATHER from Program Director, Career and Continuing Education to Assistant Dean, Continuing Education and Contract Training. This reclassification involves movement to Band II on the Administrative Salary Schedule. This reclassification includes a salary increase to \$44,410 per year plus an increase in business and travel allowance to \$107.50 per month. Effective September 1, 2007.

Richland College

RACHEL BARBER from Assistant Instructional Dean to Associate Dean, World Languages, Cultures and Communications. This reclassification involves movement to Band II on the Administrative Salary Schedule. This reclassification includes a salary increase to \$50,869 per year plus an increase in business and travel allowance to \$107.50 per month. Effective September 1, 2007.

KIMBERLY BOOKER from Director, Community Programs to Assistant Dean, Continuing Education II. This reclassification involves movement to Band II on the Administrative Salary Schedule. This reclassification includes a salary increase to \$51,928 per year plus an increase in business and travel allowance to \$107.50 per month. Effective September 1, 2007.

JANET JAMES from Associate Dean/Exemplary Programs to Dean/Executive Assistant to the President. This reclassification involves movement to Band IV on the Administrative Salary Schedule. This reclassification includes a salary increase to \$81,525 per year plus an increase in business and travel allowance to \$157.50 per month. Effective September 1, 2007.

WHITNEY ROSENBALM from Director, Marketing and Public Relations to College Director, Marketing/Public Information. This reclassification involves movement to Band III on the Administrative Salary Schedule. This reclassification includes a salary increase to \$56,619 per year plus an increase in business and travel allowance to \$132.50 per month. Effective September 1, 2007.

FINNEY VARGHESE from College Director, Business Operations to Dean, Financial Affairs. This reclassification involves movement to Band IV on the Administrative Salary Schedule. This reclassification includes a salary increase to \$62,365 per year plus an increase in business and travel allowance to \$157.50 per month. Effective September 1, 2007.

TITLE CHANGE ONLY ADMINISTRATORS

District Office

ALLATIA HARRIS is recommended for a title change from District Director of Faculty Development and Core Curriculum Evaluation to District Director, Academic Curriculum Initiatives

JULIA SO is recommended for a title change from Director of Community Development to Director of Community Engagement

District Service Center

KATE KELLEY is recommended for a title change from College Director, Human Resources IV to Executive Director, Human Resources

Brookhaven

TERESA EDRICH is recommended for a title change from College Director, Human Resources IV to Executive Director, Human Resources  
Cedar Valley

GEORGE WELLS is recommended for a title change from Training Consultant to Senior Training Consultant

North Lake

ELLA BARBER is recommended for a title change from College Director, Human Resources IV to Executive Director, Human Resources

KAREN MATTHEWS is recommended for a title change from Assistant Director Admissions/Registrar to Director, Technical Programs

SHANNON WEAVER is recommended for a title change from Director, Community Programs to Director, Fiscal Affairs and Compliance

Richland

PATRICIA BOLLIN is recommended for a title change from College Director, Human Resources IV to Executive Director, Human Resources

DAVID CANINE is recommended for a title change from Vice President, Student Learning to Vice President for Educational Transitions

CHERYL GREEN is recommended for a title change from Senior Dean, Resource Development to Dean, Resource Development

SHELLIE HEARD is recommended for a title change from Senior Dean, Resource Development to Dean, Resource Development

MARCIA PARRISH is recommended for a title change from Dean, Workforce Development to Dean, Technical Occupational Programs

MELINDA WEAVER is recommended for a title change from Dean, Continuing Education to Executive Dean

#### BUSINESS AND TRAVEL INCREASE ADMINISTRATORS

JOHN LOPEZ (District Service Center) is recommended for an increase to his business and travel allowance to the amount of \$375 per month.

ROSALYN McDONALD (District Service Center) is recommended for an increase to her business and travel allowance to the amount of \$250 per month.

CARMENCITA PAGANO (Richland) is recommended for an increase to her business and travel allowance to the amount of \$207.50 per month.

#### Background

##### Regular Appointment Administrators

Ms. Perla Molina (District Office) (Hispanic) and Mr. Robert Brockman (District Service Center) (Anglo-American) are recommended to fill new positions through the internal promotion process. Ms. M. Yolanda Nolan (District Office) (African-American) is recommended to fill the vacancy created by the retirement of Guy Gooding. Ms. Sue Glenn (Brookhaven) (Anglo-American) is recommended to fill the vacancy created by the transfer of Renee Prupes to Mountain View College. Mr. Daniel Hubbard (Brookhaven) (Anglo-American), Mr. Mathewos Kassa (Brookhaven) (African-American) and Ms. Miyoshi Holmes (Cedar Valley) (African-American) and Ms. Esther Bueno (Eastfield) (Hispanic) are recommended to fill new positions through the internal promotion process. Ms. Shelia Lumar (Cedar Valley) (African-American) is recommended to fill the vacancy created by the resignation of Dolly Pope. Ms. Decha Reid (Cedar Valley) (African-American) is recommended to fill a position created by the retirement of Frank Ellis. Ms. Janice George-Jacques (Eastfield) (African-American) is recommended to fill a new position created to manage Title III grants. Ms. Linda Baker (El Centro) (Anglo-American) is recommended to fill a new position created through the regular job evaluation process. Ms. Joan Becker (El Centro) (Anglo-American) is recommended to fill the vacancy created by the retirement of Charlotte Green. Ms. Rachel Cullum (El Centro) (Anglo-American) is recommended to

fill a vacancy created by the resignation of Eleanor Williams. Mr. Tim Gappa (Mountain View) (Anglo-American) is recommended to fill a new position created through the regular job evaluation process. Ms. Linda Brown (Richland) (Anglo-American), Mr. Bill Dial (Richland) (Anglo-American), Mr. Matthew Hinckley (Richland) (Anglo-American) and Ms. Alisa Jones (Richland) (African-American) are recommended to fill new positions through the internal promotion process.

#### Interim Appointment Administrators

Mr. Sandy Wyche (Brookhaven) (African-American) is recommended to fill an interim position until the hiring of an Executive Dean. Mr. Ruben Johnson (Cedar Valley) (African-American) is recommended to fill an interim position created by the resignation of Mark Fincher.

#### Regular Appointment Faculty

Mr. Norman Burgess (Brookhaven) (Anglo-American) is recommended to fill a vacancy created by the resignation of Philip Flewellen. Mr. Edward Dudlo (Brookhaven) (Hispanic) is recommended to fill a position created by the participation of Jay Hammond in the Phased Faculty Retirement Program. Mr. Ivory Armstead (Cedar Valley) (African-American) is recommended to fill a position created by the reassignment of David Eishen. Ms. Catherine Henon (Cedar Valley) (Anglo-American) is recommended to fill a vacancy created by the retirement of Rosemary Smith. Ms. Timonet Abuloc (El Centro) (Pacific Islander) is recommended to fill a vacancy created by the resignation of Yamamah Isa.

#### Temporary Appointment Faculty

Mr. Philip Gabbert (Brookhaven) (Anglo-American) is recommended to fill a position created by the resignation of Patricia Nolan. Ms. Dessie Sanders (Brookhaven) (African-American) is recommended to fill the vacancy created by the rescission of Mr. Geoffrey Saari's full-time faculty contract. Ms. Gina Mealy (Eastfield) (Anglo-American) is recommended to fill a vacancy created by the developmental leave of absence of Christina Mewhinney. Mr. Donald Bittinger (El Centro) (Anglo-American) is recommended to fill a vacancy created by the resignation of Letitia Davis. Ms. Lea Davis (El Centro) (African American) is recommended to fill a vacancy created by the leave of absence of John Berry. Ms. Karen Johnson (El Centro) (Anglo-American) and Ms. Wendi Lundquist (El Centro) (Anglo-American) are recommended to fill a new positions created by increased enrollment.

### Visiting Scholar Appointment Faculty

Ms. Tramaine Anderson (Eastfield) (African-American), Ms. Catherine Robin (Eastfield) (African-American), Ms. Katawna Caldwell (African-American), Mr. Timothy Fry (Mountain View) (Anglo-American) and Ms. Heather Appleby (Richland) (Anglo-American) are recommended to fill new positions created due to increased enrollment. Ms. Julia Harryman (El Centro) (Anglo-American) is recommended to fill a vacancy created by the resignation of Robert Kuklinski.

### Extension of Interim Appointment Administrators

Mr. Don Perry (District Office) (Anglo-American) and Ms. Joyce Williams (District Office) (African-American) are recommended for an extension to their interim appointment through August 31, 2008 or until the return of the incumbents to their original positions.

### Correction to July 10, 2007, Personnel Report

Ms. Judy Dacus (Cedar Valley) (Anglo-American) is recommended for a correction to contractual status.

### Correction to August 7, 2007, Personnel Report

Ms. Elizabeth Okigbo (Brookhaven) (African-American) is recommended for a correction to her contractual status.

### Reclassification of Regular Appointment – Administrators

During 1996, it was determined that board action for on-going Administrators resulting from reorganization and/or expanded job duties resulting in a promotion would occur one time per year in September. It is recommended that the following individuals be reclassified on the Administrative Salary Schedule:

#### District Office

Meredithe Greer (African-American), Kathryn Hammontree (Anglo-American) and Gregory Williams (African-American)

#### District Service Center

Philip Todd (Anglo-American)

LeCroy Center

Vickie Montgomery (African-American) and Emilio Ramos (Hispanic)

Brookhaven

Joy Ardnt (Anglo-American), Brenda Dalton (Anglo-American), Adam Gonzalez (Hispanic), Carrie Schweitzer (Anglo-American), and Teresa Walker (Anglo-American)

Cedar Valley

Felicia Cook (African-American) and Jarlene DeCay (African-American)

Eastfield

Sharon Cook (Hispanic), John Emery (Anglo-American), Constance Howells (Anglo-American), and Mary Sather (Anglo-American)

Richland

Rachel Barber (Anglo-American), Kimberly Booker (African-American), Janet James (Anglo-American), Whitney Rosenbalm (Anglo-American) and Finney Varghese (Asian)

Title Change Only Administrators

The following administrators are recommended for title changes for 2007-2008:

District Office

Dr. Allatia Harris (Anglo-American) and Dr. Julia So (Asian)

District Service Center

Ms. Kate Kelley (African-American)

Brookhaven

Ms. Teresa Edrich (Anglo-American)

Cedar Valley

Mr. George Wells (Anglo-American)

North Lake

Ms. Ella Barber (Anglo-American), Ms. Shannon Weaver (Anglo-American), and Ms. Karen Matthews (African-American)

Richland

Ms. Patricia Bollin (Anglo-American), Mr. David Canine (Anglo-American), Ms. Cheryl Green (African-American), Ms. Shellie Heard (Anglo-American), Ms. Marcia Parrish (African-American) and Ms. Melinda Weaver (Anglo-American)

Business and Travel Increase Administrators

Mr. John Lopez (District Service Center) (Hispanic), Ms. Rosalyn McDonald (District Service Center) (African-American), and Ms. Carmencita Pagano (Richland) (Hispanic) are recommended for increases to their monthly business and travel allowances.

Source of recommendation: Mr. Denys Blell, vice chancellor for human and organizational development

**NEW HIRES ETHNICITY INFORMATION**  
**September 2007**  
**Regular Administrators & Faculty**

<u>September 2007</u>	<u>Anglo- Am</u>	<u>African- Am</u>	<u>Hispani c</u>	<u>Asia n</u>	<u>Am Indian</u>	<u>Other</u>	<u>Total</u>
ADMINISTRATORS	10	7	2	0	0	0	19
FACULTY	2	1	1	1	0	0	05
<b>TOTAL TO DATE</b>	12	8	3	1	0	0	24

**Visiting Administrators & Faculty**

<u>September 2007</u>	<u>Anglo- Am</u>	<u>African- Am</u>	<u>Hispani c</u>	<u>Asia n</u>	<u>Am Indian</u>	<u>Othe r</u>	<u>Total</u>
ADMINISTRATORS	0	0	0	0	0	0	0
FACULTY	3	3	0	0	0	0	6
<b>TOTAL TO DATE</b>	3	3	0	0	0	0	6

**Non Grant Temporary and Alternative Administrators & Faculty**

<u>September 2007</u>	<u>Anglo- Am</u>	<u>African- Am</u>	<u>Hispani c</u>	<u>Asia n</u>	<u>Am Indian</u>	<u>Other</u>	<u>Total</u>
ADMINISTRATORS	0	2	0	0	0	0	2
FACULTY	5	2	0	0	0	0	7
<b>TOTAL TO DATE</b>	5	4	0	0	0	0	9

**Grant Funded Administrators & Faculty**

<u>September 2007</u>	<u>Anglo- Am</u>	<u>African- Am</u>	<u>Hispani c</u>	<u>Asia n</u>	<u>Am Indian</u>	<u>Other</u>	<u>Total</u>
ADMINISTRATORS	0	0	0	0	0	0	0
FACULTY	0	0	0	0	0	0	0
<b>TOTAL TO DATE</b>	0	0	0	0	0	0	0

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**GRAND TOTAL: 39**

## INFORMATIVE REPORT NO. 58

### Notice of Grant Awards

Awards in this informative report are usually funded by local, state, or federal public agencies and are budgeted in DCCCD's restricted fund. (Occasionally, private grants managed through Fund 13 are also included in this report.) The fiscal year for each award is defined by the grantor and often will not correspond to DCCCD's fiscal year. In addition to guidelines established by the funding agency, administration of grant awards is subject to all DCCCD policies and procedures.

As provided by Board Policy CAB (Regulation), Grant Receipt Process, the chancellor advises trustees that DCCCD has received notice of the following grant awards.

- The Texas Higher Education Coordinating Board has awarded the DCCCD, Cedar Valley College, \$21,599 to support the Summer Bridge program. The purpose of this grant is to provide at least four weeks of academic instruction in Mathematics, Science, and or/English language arts to eligible students. The funding period is from July 16, 2007, to August 31, 2007.
- The Texas Higher Education Coordinating Board has awarded the DCCCD, R. Jan LeCroy Center for Educational Telecommunications (LCET), \$256,445 to support the Texas Course Redesign Project for English 1301 and 1302. The funding period is from July 1, 2007, to August 31, 2009.
- The Texas Higher Education Coordinating Board has awarded the DCCCD, R. Jan LeCroy Center for Educational Telecommunications (LCET), \$140,737 to support the Texas Course Redesign Project for Spanish 1411. The funding period is from July 1, 2007, to August 31, 2009.
- The Texas Higher Coordinating Board has awarded the DCCCD, Richland College, \$122,752 to support the Texas Course Redesign Project for Developmental Writing 0091 and 0093. The funding period is from July 1, 2007, to August 31, 2009.
- The Texas Workforce Commission has awarded the DCCCD, El Centro College/Bill J. Priest Campus, \$590,882 for a Skills Development Fund program in partnership with Corporate Express, Dexas International, Manda Machine Company, Mary Kay, Morrison Products, Nestle Waters, Omega Environmental Tech, On-Target Supplies and Logistics, TCS Corporate Services, Trintech, Inc., TurboChef Technologies, Inc., Turbomeca, Web Converting, Inc., and Western Extrusions Corporation to provide training to new hires and incumbent workers in the manufacturing industry. The funding period is from August 15, 2007, to

August 14, 2008.

- The U.S. Department of Education has awarded the DCCCD, Eastfield College, \$226,000 for the Educational Talent Search Federal TRIO program. The funding period is from September 1, 2007, to August 31, 2008.

The amounts of awards reported, to date, in fiscal year 2007-2008, and the amounts of awards for seven fiscal years, 2000-2001 through 2006-2007, appear in tables below.

**Amounts of Awards Reported in Fiscal Year 2007-2008**

<u>Month Reported</u>	<u>Amount</u>
September 2007	\$ 1,358,415
October 2007	
November 2007	
December 2007	
January 2008	
February 2008	
March 2008	
April 2008	
May 2008	
June 2008	
July 2008	
August 2008 <sup>1</sup>	
<b><u>Total To Date</u></b>	<b><u>\$ 1,358,415</u></b>

**Amounts of Awards Reported in Fiscal Years 2000-2001 through 2006-2007**

<u>Type</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Competitive	24,959,783	11,917,647	20,264,070	18,750,094	22,137,173	17,679,698	17,168,910
Pell Grants <sup>1</sup>	13,407,492	19,658,023	26,199,861	29,899,662	31,449,815	31,467,783	39,780,918
<b>Total</b>	<b><u>38,367,275</u></b>	<b><u>31,575,670</u></b>	<b><u>46,463,931</u></b>	<b><u>48,649,756</u></b>	<b><u>53,586,988</u></b>	<b><u>49,147,481</u></b>	<b><u>56,949,828</u></b>

Background

The DCCCD received six new awards as reported in the Informative Report for a total of \$1,358,415.

Source of recommendation: Mrs. Betheny Reid, executive district director of DCCCD Foundation, Inc.

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<sup>1</sup> The annual notice of Pell grants almost always appears in the August report. Pell grants are not awarded based on competitive applications; they are a component of Title IV student financial aid.

INFORMATIVE REPORT NO. 59

Receipt of Business and Corporate Contracts

The DCCCD colleges have contracted services with the following companies:

**BROOKHAVEN COLLEGE**

Companies:

DART  
DART  
Ford  
Ford  
Ford  
GM  
GM  
GM  
GM  
GM  
GM  
ITT Technical Institute

Types of Training Provided:

In-ground Lifts  
Sheet Metal  
Automatic Transmission Diagnosis  
Automatic Transaxle Repair  
Transfer case & 4x4 Repair  
Automatic Transmission Repair  
Power Train Repair  
4180e Transmission Repair  
Aisin Transmission Repair  
Vibration Correction  
HVAC Repair  
Professional Development

**BHC TOTAL: \$19,262**

**CEDAR VALLEY COLLEGE**

Companies:

American Ace Motorcycle Company  
DeSoto Fire Academy  
DeSoto Police Department  
DeSoto Police Department  
  
DeSoto Police Department  
DeSoto Police Department  
DeSoto Police Department  
Medical Center at Lancaster  
Methodist Health System  
Texas Department of Criminal Justice  
Texas Department of Criminal Justice

Types of Training Provided:

Basic Rider  
Fire Fighting 1 & 2  
Basic Crisis Intervention  
Intermediate Spanish for Law Enforcement  
Basic Instructor  
Intermediate Child Abuse  
Intermediate Search, Arrest and Seizure  
Leadership Development  
Intermediate Access  
Principles of Selling  
Principles of Retailing  
Principles of Marketing  
Customer Service  
Advertising and Sales Promotion

**CEDAR VALLEY COLLEGE**

Texas Department of Criminal Justice  
Texas Department of Criminal Justice  
Texas Department of Criminal Justice  
Texas Department of Criminal Justice

Problem Solving & Decision Making  
Composition 1  
Biology for Non-Science Majors  
Principles of Economics 2

**CVC TOTAL: \$16,986**

**EASTFIELD COLLEGE**

Companies:  
ChildCare Group  
  
IntegraColor, LTD.  
International Schools, Inc.

Types of Training Provided:  
Science for Pre-School & School-Aged  
Children  
Excel: Basic, Intermediate & Advanced  
CVOP 1013 & CVOP 1040

**EFC TOTAL: \$12,998**

**EL CENTRO COLLEGE**

Companies:  
Low Birth Weight Development Center  
Low Birth Weight Development Center

Types of Training Provided:  
Introduction to Computers in Spanish  
Pre-GED in Spanish

**ECC TOTAL: \$900**

**MOUNTAIN VIEW COLLEGE**

Companies:  
Lockheed Martin  
Halliburton  
Open Enrollment  
Open Enrollment  
Open Enrollment  
Sanders Estes Unit

Types of Training Provided:  
Professional Development  
Machine Shop Basic II  
Machine Shop CNC (Lathe)  
Welding Technology  
OSHA: General Industry 30 HR  
GED Testing

**MVC TOTAL: \$7128**

## **NORTH LAKE COLLEGE**

### Companies:

Abbott Laboratories  
Abbott Laboratories  
City of Coppell  
Construction Education Foundation  
Dallas Joint Electrical Training Center  
Promotional Products Assoc.,  
International  
Promotional Products Assoc.,  
International  
Promotional Products Assoc.,  
International

### Type of Training Provided:

Essentials Workplace Spanish  
Foundations Workplace Spanish  
Consulting/Training  
Career  
Career  
Interaction Skills for Success  
  
Improving Personal Productivity  
  
Communication & Listening

**NLC TOTAL: \$51,183**

## **RICHLAND COLLEGE**

### Companies:

Alliance for Employee Growth &  
Development  
Alliance for Employee Growth &  
Development  
Brookhaven College  
Chambrell Hill  
City of Garland  
City of Plano  
City of Plano  
Dallas County  
Dallas County  
Dallas County  
Dallas County  
Hatco  
Kingsley Tools  
Presbyterian Village North

### Types of Training Provided:

Bookkeeping for Small Business  
  
Computer  
  
Customer Service  
Emeritus  
Professional Development  
CPR  
Professional Development  
Professional Development  
Business Writing  
Occupational Spanish  
Advanced Lean Manufacturing  
ESL for Manufacturing  
Emeritus

**RLC TOTAL: \$24,477**

**TOTAL AMOUNT THIS REPORT: \$132,934**

**PREVIOUS YEAR: \$273,036**

**TOTAL AMOUNT THIS REPORT SINCE SEPTEMBER 2006: \$2,557,447**

**TOTAL AMOUNT FOR SAME PERIOD FOR PREVIOUS YEAR:\$2,803,949**

Background

The DCCCD received awards totaling \$132,934

Source of recommendation: Dr. Andrew Jones, vice chancellor of educational affairs

INFORMATIVE REPORT NO. 60

Monthly Award and Change Order Summary

Attached is the informative report summarizing awards and change orders approved by the vice chancellor of business affairs in July 2007.



**CHANGE ORDERS:**

3i/J.E. DunnConstruction – BID #11124  
Interior Renovations – ECC  
Purchase Order No. B11283  
Change Order No. 15

Change: This change order is for electrical and plumbing for equipment requirements

Original Contract Amount	\$10,535,800.00
Change Order Limit/Contingency	1,053,580.00
Prior Change Order Total Amounts	196,439.87
Net <b>Increase</b> this Change Order	8,896.00
Revised Contract Amount	\$10,739,229.87

Board approved original award 09/05/2006. This is for ECC project #5, *Progress Report on Construction Projects*.

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INFORMATIVE REPORT NO. 61

Progress Report on Construction Projects

The status of all construction projects as of July 31, 2007 is shown on the attached charts.

**PROGRESS REPORT ON CONSTRUCTION PROJECTS**  
Status Report as of July 31, 2007

PROJECTS	DESIGN						CONSTRUCTION											
	Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%	Bidding	Board Approval	Construction Start	30%	65%	95%	100%	Final Completion Acceptance
<b>BHC</b>																		
1	Renovate cafeteria	■	■	■	■	■	■	■	■	■	□							
2	Install gym bleachers	■	■	■	■	■	■	■	■	■	■	■	□					
3	Install access control system	■	■	■	■	■	■	■	■	□								
4	Recarpet Bldg. B,D,J,T	■	■	■	■	■	■	■	■	■	■	□						
5	Provide acoustical study B304	■	□															
<b>Bond Program</b>																		
5	Construct Science bldg	■	■	■	■	■	■	■	■	■	□							
6	Expand automotive tech	■	■	■	■	■	■	■	■	■	□							
7	Construct Workforce & Continuing Ed bldg with expanded classrooms	■	■	■	■	■	■	■	■	■	□							
<b>CVC</b>																		
1	Renovate library	■	■	■	■	■	■	■	■	■	□							
2	Install steps & railing southside Bldg. L	■	■	■	■	■	■	■	■	■	■	□						
3	Replace main entrance signs	■	■	■	■	■	■	■	■	■	■	□						
4	Install gate at Wintergreen Rd entrance	■	■	■	■	■	■	■	■	■	■	□						
5	Install theater mezzanine	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
6	Install new kiln	■	■	■	■	■	■	■	■	■	■	■	□					
7	Administrate lease for office modular Vet Tech bldg	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
8	Repair water damage bldgs B,C,D	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
<b>Bond Program</b>																		
9	Expand mechanical infrastructure	■	■	□														
10	Construct Science bldg	■	■	■	■	■	■	■	■	■	□							
11	Construct Industrial Tech bldg	■	■	■	■	■	■	■	■	■	■	□						
<b>DO</b>																		
<b>Bond Program</b>																		
1	District Office at 1601 Lamar	■	■	■	■	■	■	■	■	■	□							
<b>DSC</b>																		
1	Install emergency generator	■	■	■	■	■	■	■	■	■	■	■	■	□				
2	Replace 140T chiller	■	■	■	■	■	■	■	■	■	■	■	□					
<b>ECC</b>																		
1	Replace HW & CW valves cent. plant	■	■	■	■	■	■	■	■	■	■	■	■	□				
2	Replace domestic HW pipes Bldg. A	■	■	■	■	■	■	■	■	■	■	■	■	□				
3	Modify storm drainage system	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□	
<b>Bond Program</b>																		
4	Develop West Campus	■	■	■	■	■	■	■	■	■	□							
5	Build Center for Allied Health & Nursing	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
<b>EFC</b>																		
1	Replace lower courtyard	■	■	■	■	■	■	■	■	■	■	■	■	□				
2	Reconstruct roadway	■	■	■	■	■	■	■	■	■	■	■	□					
3	Evaluate renovation of lecture hall	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
4	Renovate HVAC Bldg. A, 2 <sup>nd</sup> floor	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
5	Replace drain piping Central Plant floor	■	■	■	■	■	■	■	■	■	■	■	■	□				
6	Replace paint booth Bldg. T	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
<b>Bond Program</b>																		
7	Develop South campus	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
8	Expand parking	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
9	Expand mechanical infrastructure	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
10	Build General Classroom	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
11	Remodel vacated space	■	□															

**PROGRESS REPORT ON CONSTRUCTION PROJECTS**  
 Status Report as of July 31, 2007

PROJECTS	DESIGN						CONSTRUCTION												
	Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%	Bidding	Board Approval	Construction Start	30%	65%	95%	100%	Final Completion Acceptance	
12	Construct Workforce Development	■	■	■	□														
13	Construct Parent Child Study Center	■	■	■	□														
14	Construct Industrial Technology Center	■	■	■	□														
	<b>LCET</b>																		
1	Renovate server room	■	■	■	■	■	■	■	■	■	□								
	<b>MVC</b>																		
1	Create ADA access to performance hall	■	■	■	■	■	■	■	■	■	□								
2	Replace KIVA lighting	■	■	■	■	■	■	■	■	■	■	□							
3	Replace access control	■	■	□															
4	Install security cameras	■	■	■	□														
	<b>Bond Program</b>																		
5	Build soccer fields & community recreation complex	■	■	■	■	■	■	■	■	■	■	■	□						
6	Expand mechanical infrastructure	■	■	■	■	■	■	■	■	■	■	□							
7	Construct Science bldg	■	■	■	■	■	■	■	■	■	□								
8	Construct Performing Arts bldg	■	□																
9	Remodel vacated space	■	□																
10	Construct Economic & Workforce Center	■	■	■	■	■	□												
11	Construct Student Center	■	■	■	■	■	■	□											
	<b>NLC</b>																		
1	Replace signage	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□			
2	Restore slope Bldg. T	■	■	■	■	■	■	■	■	■	■	□							
3	Remodel & convert old library	■	■	■	■	■	■	■	■	■	□								
4	Replace chiller	■	■	■	■	■	■	■	■	■	■	□							
5	Test and balance HVAC systems	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□		
6	Install CCTV system	■	■	■	■	■	■	■	■	■	□								
7	Retrofit interior lighting	■	■	■	■	■	■	■	■	■	□								
8	Replace sidewalk lighting	■	■	■	■	■	■	■	■	■	■	■	□						
9	Replace temporary sidewalk Bldg. A	■	■	■	■	■	■	■	■	■	□								
10	Replace existing main entrance signs with digital marquees	■	■	■	■	■	■	■	■	■	■	□							
11	Construct new elevator Bldg. A	■	■	□															
12	Relocate above ground fuel tanks	■	■	■	■	□													
	<b>Bond Program</b>																		
13	Develop South campus	■	■	■	■	■	■	■	■	■	■	■	□						
14	Develop North campus	■	■	■	■	■	■	■	■	■	■	■	■	□					
15	Expand parking	■	■	■	■	■	■	■	■	■	■	■	□						
16	Expand mechanical infrastructure	■	■	■	■	■	■	■	■	■	■	■	□						
17	Construct Science bldg	■	■	■	■	■	■	■	■	■	■	□							
18	Construct General Purpose bldg	■	■	■	■	■	■	■	■	■	□								
19	Build General Classroom	■	■	■	■	□													
20	Remodel vacated space	■	□																
21	Repair structural/waterproofing	■	□																
	<b>RLC</b>																		
1	Develop softball complex	■	■	■	■	■	■	■	■	■	■	□							
2	Develop Graduation site improvements	■	■	■	■	■	■	■	■	■	■	■	□						
3	Replace restroom partitions	■	■	■	■	■	■	■	■	■	■	■	□						
4	Install new handrails in Fannin Perf. Hall	■	■	■	■	■	■	■	■	■	■	■	■	□					
5	Improve soccer field	■	■	■	■	■	■	■	■	■	■	■	■	■	□				
6	Change door swing	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□			
7	Replace AHU Hondo bldg	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□		

**PROGRESS REPORT ON CONSTRUCTION PROJECTS**  
 Status Report as of July 31, 2007

PROJECTS		DESIGN						CONSTRUCTION											
		Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%	Bidding	Board Approval	Construction Start	30%	65%	95%	100%	Final Completion Acceptance
8	Replace fire alarms campus-wide	■	■	■	■	■	■	□											
9	Improve East entrance	■	□																
10	Install security cameras	■	■	■	□														
11	Install 3 solar light poles	■	■	■	□														
12	Install retaining wall for berm	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
13	Replace sidewalk bldg C & G	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	□
14	Install new modular bldg	■	■	■	■	■	■	■	■	■	■	□							
15	Revise east entryway Walnut St.	■	■	■	■	□													
	<b>Bond Program</b>																		
16	Construct Science bldg & expand parking/mechanical infrastructure	■	■	■	■	■	■	■	■	■	□								
17	Renovate Sabine Hall	■	□																
18	Develop Garland Workforce Training Center	■	■	■	■	■	■	■	■	□									

COMPLETED PROJECTS<sup>1</sup>

<sup>1</sup> This is the last report on which these projects will appear.

## INFORMATIVE REPORT NO. 62

### Bond Program Report on Projects

The status of planning as of July 31, 2007 for projects assigned to contracted construction program managers and other bond funded projects.

#### Background

The Bond Program Management Team has begun publishing a status report at [www.dcccd.edu](http://www.dcccd.edu) that includes site photographs, Gantt charts for each project, upcoming deadlines and persons to contact for submitting proposals and bids. The primary audiences for the Internet report are taxpayers in Dallas County and local businesses that are interested in participating in the District's bond program.

The primary audience for this report is the District's Board of Trustees. In this report, Trustees are informed about program design for new buildings, potential and actual impacts on campus operations and surrounding neighborhoods, and other matters that may affect student learning, operational productivity, public safety, and constituents' perceptions about use of public funds. Also listed are projects managed through DCCCD Facilities Management as part of the 2004 bond program.

Source of recommendation: Mr. Ed DesPlas, vice chancellor of business affairs and Mr. Steve Park, executive director bond/program management team and Mr. Clyde Porter, associate vice chancellor of facilities management/district architect

	Brookhaven			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		3,030,342	2,973,192 <del>2,973,191</del> Program manager fee	Increased for Austin Commercial / Con-Real supplemental contract.	
Mechanical Infrastructure	2,306,840	0		Scope and budget combined with science building.	
Science Building	29,200,000	46,958,437 <del>47,203,153</del>	3,339,639 Architect fee  37,000,000 <del>30,293,900</del> CMAR  161,123 <del>32,426</del> Engineer fee	Budget adjusted to reflect increased programmed size and current estimated cost of science building	Oct Nov 07 / Jul 09
Automotive Tech Expansion	4,000,000	4,043,916 <del>3,799,200</del>	336,200 <del>303,500</del> Architect fee  49,230 Engineer fee		Jan 08 / <del>Dec 08</del> Jan 09
Music Hall	7,000,000	0		Project cancelled; budget moved to science building	
Adaptive Remodel	2,000,000	0		Scope and budget combined with science building	

	Brookhaven (cont.)			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Library / Classroom Addition	7,900,000	0		\$1,724,250 moved to science building, remainder combined with CE, moves as one building	
Workforce & Continuing Ed Building	8,200,000	7,574,145	5,494,587 CMAR  541,118 Architect fee	\$1,724,250 moved to science building, remainder combined with library addition, will move forward as one building. \$4,272,355 moved to science building.	Jun 08 / Jul 09
<b>Total</b>	60,606,840	61,606,840	49,895,089 49,717,161	Increase of \$1M to college allocation for mechanical infrastructure.	
July 31, 2007					

	Cedar Valley			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		2,585,342	2,536,582 <del>2,536,580</del> Program manager fee	Increased for Austin Commercial / Con-Real supplemental contract.	
Mechanical Infrastructure	4,306,840	77,810 <del>4,091,498</del>	77,810 Engineer fee		Jan 08 / Aug 08
Science Building	30,600,000	37,965,987 <del>32,973,479</del>	2,156,237 <del>1,895,346</del> Architect fee  269,800 LEED  <del>9,160</del> 11,160 Engineer fee 29,852,547 <del>22,552,200</del> CMAR	Budget adjusted to reflect campus direction	Nov 07 / <del>Mar</del> Jan 09
Industrial Tech	6,600,000	12,877,701 <del>13,856,521</del>	951,010 <del>902,900</del> Architect fee  17,624 Engineer fee  10,428,800 CMAR	Budget adjusted to reflect campus direction	Oct 07 / Dec 08
Performing Arts	10,200,000	0		Budget combined with science building	
<b>Total</b>	51,706,840	53,506,840	46,301,568 <del>46,301,570</del>		

	Cedar Valley (cont).			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
<b>Managed by Facilities Management</b>					
Expanded Athletic Fields and Facility	1,800,000	0		Funding consolidated with science building	
<b>Total</b>	1,800,000	0			
<b>Grand Total</b>	53,506,840	53,506,840	46,301,568 46,301,570		
<p>July 31, 2007</p>					

	Eastfield			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		2,825,342 <del>3,335,342</del>	2,565,107 <del>3,027,151</del> Program manager fee		
South Campus	10,200,000	9,690,000	731,053 Architect fee  19,187 <del>7,980</del> Engineer fee  217,327 Demolition  7,152,700 CMAR		Aug 07 / Oct 08
North Campus	10,200,000	0		Project reassigned to Richland College	Oct 07 / Dec 08
Expanded Parking	1,500,000	1,425,000			Feb 08 / Aug 08
Mechanical Infrastructure	2,306,840	94,433 <del>3,191,498</del>	94,433 Engineer fee	Project combined with Workforce building	Jan 08 / Aug 08
General Classroom	17,400,000	16,176,770 <del>16,530,000</del>	1,051,100 Architect fee  7,800 Engineer fee  10,995,000 CMAR	\$353,230 moved to Workforce building & Parent Child Study Center due to change in scope	Sep 07 / Oct 08
Fine Arts Building	8,400,000	0 <del>7,980,000</del>		Project cancelled; Budget moved to Workforce building & Parent Child Study Center	<del>Oct 08 / Dec 09</del>

	Eastfield (cont.)			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Adaptive Remodel	4,600,000	3,622,610 4,370,000		\$747,390 moved to Workforce building & Parent Child Study Center	Feb 09 / Dec 09
Workforce Building	7,100,000	10,192,415 6,745,000	7,752,179 CMAR  705,994 Architect fee  4,995 Engineer fee	Budget increased to reflect campus direction	<del>May</del> Jul 08 / Jul Sep 09
Expanded workforce and other projects		0 5,000,000		Project cancelled; \$250,000 moved to Campus for PM fees; \$4,750,000 moved to Industrial Technology Center	
Parent Child Study Center	0	6,255,980	407,301 Architect fee  4,617,898 CMAR  3,155 Engineer fee	Budget increased to reflect campus direction	Oct 08 / Dec 09

	Eastfield (cont.)			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Industrial Technology Center	0	7,224,290	446,607 Architect fee 5,293,958 CMAR 4,995 Engineer fee	Budget increased to reflect campus direction	Jul 08 / Sep 09
<b>Total</b>	61,706,840	58,016,840 57,506,840	42,291,154 42,070,789		
July 31, 2007					

	El Centro			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		802,034	786,906 <del>786,905</del> Program manager fee	Increased for Austin Commercial / Con-Real supplemental contract.	
West Campus of El Centro	10,200,000	9,690,000	582,429 Architect fee  7,152,700 CMAR		<del>Mar</del> Jan 08 / <del>Feb</del> Jan 09
Adaptive Remodel	3,850,000	0		Budget combined with allied health and nursing.	
Mechanical Infrastructure	1,990,680	1,000,000		Increased \$1M to college allocation. Partial budget combined with allied health and nursing.	
<b>Total</b>	16,040,680	11,492,034	8,522,035 <del>8,522,034</del>		
<b>Managed by Facilities Management</b>					
Allied Health and Nursing	16,100,000	*20,592,600	933,000	Construction in progress	Jan 06 / Aug 07
Adaptive Remodel	3,850,000	3,998,646			
Paramount Building/Land Acquisition	11,000,000	11,309,880	11,243,117		Completed
<b>Total</b>	30,950,000	35,901,126	12,176,117 933,000		
<b>Grand Total</b>	46,990,680	47,393,160	20,698,152 <del>20,698,151</del>		
*292,600 have been added from non-bond dollars. July 31, 2007					

	Mountain View			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		2,594,564	2,545,628 <del>2,545,629</del> Program manager fee	Increased for Austin Commercial / Con-Real supplemental contract.	
Mechanical Infrastructure	4,491,280	4,266,716 643,054	74,000 Engineer fee	\$3,623,662 transferred to science bldg and student ctr	Feb 08 / Aug 08
Science Building	15,300,000	14,535,000 17,790,162	902,050 1,171,350 Architect fee  13,940 15,140 Engineer fee  10,729,100 13,705,212 CMAR	\$3,255,162 budget increase to reflect campus direction.	<del>Dec Nov 07 /</del> Dec-08 Jan 09
Performing Arts	5,700,000	5,415,000 3,990,000	269,052 Architect fee  9,500 Engineer fee	\$1,425,000 moved to student center project	May 08 / Sep 08
Adaptive Remodel	2,300,000	2,185,000		Scope and schedule dependent on completion of student center and extent of spaces being vacated	<del>Feb</del> Mar 09 / <del>Oct</del> Nov 09

	Mountain View (cont.)			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Economic and Workforce	7,600,000	<del>7,220,000</del> 7,216,750	525,407 Architect fee 5,329,499 CMAR  11,540 Engineer fee	\$3,250 transferred to science bldg and student ctr	<del>Jul-Jun Aug</del> 08 / <del>Nov-09</del> Jan-10 Jul 09
Student Center	16,500,000	<del>17,100,000</del> 17,471,750	1,038,090 Architect fee  12,900 Engineer fee  <del>12,622,500</del> 12,997,500 CMAR	\$1,425,000 moved from performing arts project  \$371,750 budget increase to reflect campus direction.	Jan 08 <del>Nov-07 /</del> May <del>Mar</del> 09
<b>Total</b>	51,891,280	51,891,280	<del>37,423,027</del> 37,704,818		

Managed by Facilities Management					
Athletic and Community Recreation Complex	5,300,000	8,794,063	309,075		Mar 07 / Apr 08
<b>Total</b>	5,300,000	*8,794,063	309,075		
<b>Grand Total</b>	57,191,280	*60,685,343	<del>37,732,102</del> 38,013,893		
* 2,494,063 have been added from non-bond dollars.					
July 31, 2007					

	North Lake			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		2,789,534	2,736,922 <del>2,736,923</del> Program manager fee	Increased for Austin Commercial / Con-Real supplemental contract.	
South Campus	10,200,000	9,690,000	638,350 Architect fee 2,850 Engineer fee 7,552,700 <del>7,152,700</del> CMAR	Budget increased to reflect campus direction	Sep <del>Oct</del> 07 / Dec 08
North Campus	10,200,000	9,690,000	731,031 <del>707,131</del> Architect fee 15,060 Engineer fee 7,452,700 <del>7,152,700</del> CMAR		Jul 07 / Aug 08
Expanded Parking	1,500,000	0 1,425,000		\$1,425,000 moved to general purpose building project	<del>Oct 08</del> / Apr 09

	North Lake (cont.)			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Mechanical Infrastructure	1,990,680	<del>2,891,146</del> 76,795	76,795 Engineer fee	Increased \$1M to college allocation. \$2,814,351 moved to science building project. \$76,795 balance remaining to fund campus assessments.	Mar 08 / Sep 08
Science Building	6,800,000	<del>14,689,351</del> 14,991,056	894,413 <del>724,913</del> Architect fee  165,900 LEED  8,750 Engineer fee  12,076,584 <del>11,326,584</del> CMAR	Budget increased to reflect campus direction	<del>Oct Jul</del> Aug 07 / <del>Dec Sep</del> Oct 08
Fine Arts	12,500,000	0		\$6,460,000 moved to general purpose building; \$340,000 moved to campus budget; \$5,700,000 moved to science and medical professions	

	North Lake (cont.)			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
General Purpose Building		11,035,000 12,460,000	851,285 Architect fee 8,145,570 CMAR 10,900 Engineer fee	Scope and budget adjusted to reflect combined fine arts building and general classroom building. \$1,425,000 moved from expanded parking project.	<del>Jul</del> May Jun 08 / <del>Sept</del> Jul Aug 09
General Classroom	6,500,000	0		Scope and budget combined with fine arts building to create general purpose building	
Workforce Development Center		1,600,000	133,761 <del>133,261</del> Architect fee	Budget re-allocated from general classroom building	Jan 08 / Jul 08
Adaptive Remodel	4,100,000	3,895,000			May 08 / Dec 09
Structural Repairs	2,000,000	1,598,295 <del>1,900,000</del>		Budget decreased to reflect campus direction	Feb 09 / Aug 09
<b>Total</b>	55,790,680	56,790,680	41,493,571 40,008,772		
July 31, 2007					

	Richland			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		3,310,342 <del>2,800,342</del>	3,209,570 <del>2,747,525</del> Program manager fee	Increased for Austin Commercial / Con-Real supplemental contract.	
Garland Workforce Development Center		9,690,000	790,980 <del>746,425</del> Architect fee  14,850 Engineer fee  95,650 LEED  7,152,700 CMAR	Project reassigned from Eastfield College to Richland College	Oct 07 / Dec 08
Expanded Parking	3,800,000	0		Scope and budget combined with science building	
Mechanical Infrastructure	2,306,840	0		Scope and budget combined with science building	

	Richland (cont.)			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Science Building	31,600,000	49,881,498	3,534,900 Architect fee  20,070 <del>9,398</del> Engineer fee  40,300,000 <del>38,059,700</del> CMAR  207,340 LEED	Budget adjusted to reflect programmed size and current estimated cost. \$284,900 Amendment: Acoustical consulting, A-V/multimedia design, furniture & equipment consulting, scientific principle learning art design, surveillance system design.	<del>May Jun</del> Aug 07 / Jun 09
Fine Arts Addition	10,000,000	0		Budget combined with science building and adaptive remodel.	
Guadalupe Hall	2,200,000	0		Budget combined with science building and adaptive remodel.	
Library Expansion	4,100,000	0		Cancelled; budget moved to science building	
Student Food Service	2,000,000	0		Budget combined with science building and adaptive remodel.	

	Richland (cont.)			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Adaptive Remodel		4,325,000		Increased dollars for adaptive remodeling from other campus projects. Increase of \$1M to college allocation.	<del>Jan</del> Apr 09 / <del>Feb 10</del> Dec 09
Total	56,006,840	67,206,840 <del>66,696,840</del>	55,326,060 <del>54,853,343</del>		

July 31, 2007

	District Office Relocation 701 Elm to 1601 S. Lamar			Scope / Budget Comments	Estimated Construction Start / Finish
	Original \$	Revised \$	Awarded \$		
Campus		510,000	500,379 <del>500,382</del> Program Manager fee	Increased for Austin Commercial / Con-Real supplemental contract.	
Bill Priest Expansion	10,200,000	0		Budget re- assigned to District office relocation	
District Office Relocation		9,690,000	22,000 Architect fee  7,930,000 Design- Build		Oct Dec 07 / Oct 08
Total	10,200,000	10,200,000	8,452,382 8,452,379		

**Project Development**

There is also \$10,000,000 designated of program development costs as needed for project contingencies, particularly those associated with site development for the new campuses.

<b>Property Acquisition</b>						
<b>*\$27,890,120 Designated in Revised Program</b>						
	<b>Actual</b>		<b>Projected Additional</b>		<b>Total</b>	
<b><u>Location</u></b>	<b><u>Expenditures</u></b>	<b><u>Acres</u></b>	<b><u>Expenditures</u></b>	<b><u>Acres</u></b>	<b><u>Expenditures</u></b>	<b><u>Acres</u></b>
Coppell	\$9,049,733	37.04	0		\$9,049,733	37.04
Garland	\$2,579,577	20.50	\$770,000	4.38	\$3,349,577	24.88
Pleasant Grove	\$2,499,289	10.73	0		\$2,499,289	10.73
South Irving	\$4,453,850	15.62	0		\$4,453,850	15.62
West Dallas	\$2,772,449	4.56	\$665,000	2.73	\$3,437,449	7.29
Corinth/Lamar	\$1,828,664	2.34	0		\$1,828,664	2.34
Demolition			\$1,300,000		\$1,300,000	
<b>Total</b>	<b>\$23,183,562</b>	<b>90.79</b>	<b>\$2,735,000</b>	<b>7.11</b>	<b>\$25,918,562</b>	<b>97.90</b>
*109,880 are expenses related to land acquisition of Paramount building now listed under El Centro. July 31, 2007						

INFORMATIVE REPORT NO. 63

Firms and Persons Considered for Awards

Firms and persons considered for awards, including those recommended for awards, that appear in this agenda are listed below.

Abeedle.com, Inc.  
Accelerated Improvement Mentoring, Inc.  
Accento - The Language Company  
Adam Fish  
Admobile Dallas  
African American News & Issues  
Albanesi Educational Center  
Alexander & Associates  
Allied Eye Associates  
Alvaro Fernandez  
Ann McGee Cooper & Associates  
Asian Business Directory  
ATI Career Training Center  
ATI Career Training Center  
ATI Career Training Center  
ATI Career Training Center- North Richland Hills  
ATI Massage Therapy Program  
BeDazzle Consulting Group  
Bernice Phillips (Ready to Work)  
Billboard by the Day  
Bracken & Associates  
Bullock Private Investigation School  
Calligraphic Arts Design Studio  
Carrollton Leader  
Cinco Media Communications  
Cinco Media Communications  
Cinco Media Communications  
Cinemark  
ClearChannel Communications Outdoor  
click2learn.com  
click2learn.com  
click2learn.com  
Condensed Curriculum  
Continental Truck Driver Training & Education School  
Coppell Gazette  
Corporate Security Services  
D Magazine  
Dallas Black Chamber of Commerce

Dallas Business Journal  
Dallas Child Magazine  
Dallas Chinese News  
Dallas Chinese Times  
Dallas Examiner  
Dallas Family Magazine  
Dallas Montessori Academy  
Dallas Observer  
Dallas Post Tribune  
Dallas Weekly  
Dental Careers Foundation  
Downtown Business News  
DreamWalker, LLC  
Eclipse Magazine  
Ed2Go/Thomson Course Technology  
Egara Studios  
El Extra  
El Heraldo News  
El Hispano News  
Elite News  
Emergency Management Resources  
Erin Gooden  
Erin Gooden  
Erin Gooden  
Erin Jennings  
ES Creative Gang  
ESI Films LLC  
Essex Communications  
Exceed Resources  
Frances Davis  
Francisco Cuevas  
Francisco Cuevas  
Frank Fleck, Jr.  
Frank Vasquez  
Garcia-Shilling International  
Garland Journal News  
Gatlin Education Services  
Gisela Janet Alonso –AKA- Jenny Vilchis  
Grant Harrison Advertising  
Greater Dallas Asian Chamber of Commerce  
Greater Dallas Chamber of Commerce  
Greater Dallas Hispanic Chamber of Commerce  
Hand-On Approach School of Massage  
Hattie Wayne Public Relations  
Herrington Publishing  
Hispanic Journal  
Hobson's College Guides  
Hogan Center for Performance Excellence

HTI High-Tech Institute  
HTI High-Tech Institute  
HTI High-Tech Institute  
Industrial Strength Productions, Inc.  
International Investigator's Institute  
International Schools Professional Driver Training  
Jani Rogers Enterprises  
Joe Ing  
Julie Ann Turner & Co/Creators  
KBFB-FM  
KDAF-TV  
KDBN-FM  
K-Designs Graphic Design Studio  
KDFI-TV  
KDFW-TV  
KDGE-FM  
KDMX-FM  
KDXX-FM  
KEGL-FM  
Kenneth Hawkins/Hawkeye Video Productions  
KEOM-FM  
KERA-FM  
KERA-TV  
KESN-FM  
KESS-KHCK-AM/FM  
KFLC-FM  
KFWD-TV  
KFZO-FM  
KHKS-FM  
KHVN-FM  
KHVI-FM  
Kim Dawson Agency  
Kimberly Smith  
KJKK-FM  
KKDA AM/FM  
KLIF-AM  
KLLI-FM  
KLNO-FM  
KLTU-FM  
KLUV-FM  
KNON-FM  
Knowledge Engineers  
KOAI-FM  
KODF-TV

Korean Journal  
Korean Times  
KPLX-FM  
KRLC-AM  
KRNB-FM  
KSCS-FM  
KSTR-TV  
KTCK-AM  
KTCY/KZMP/KKDL-FM  
KTVT-TV  
KTXA-TV  
KUVN-TV  
KVIK-FM  
KXAS-TV  
KXEB-AM  
KXTX-TV  
KYNG-FM  
KZMP-FM  
KZPS-FM  
Lamar Advertising Co.  
Lamar Transit  
Les Kerr Creative  
Lorraine and Associates  
Lourdes Menendez  
Luis Estrada  
Luis Estrada  
Maloney Strategic Communications, Inc.  
Mapformation LLC  
Marche Connections  
Marion Media  
Marketgarden LLC  
Martin Jaime Photography  
MasonBaronet  
Mehta Consulting, LLC  
Mesquite News  
MGI Investigations  
MON-The Gazette  
Moses Olmos Photography  
National Academy for Contract Security  
National CineMedia  
New Horizons  
New View Publications  
Oak Cliff Tribune  
Park Cities News  
Peggy Fleming

Performisys  
Perspectiva  
Perspectiva  
Peterson Ray & Company  
Platt Health Careers Training  
Platt Health Careers Training  
Platt Health Careers Training  
Proterra Concepts  
Raiz Public Relations  
Raiz Public Relations  
Redan Bilingual Media  
Reed Educational Services  
Rolo Photography  
S. Huffman Seminars  
Sanchez Social Media  
Scott Keith Photography  
Sederrick Raphiel  
Senior Life Magazine  
Senior News-Dallas  
Serebra.com  
Serebra.com  
Serebra.com  
Shelly Ely  
Sher Walker/  
SJS Graphic Arts  
Skeeter Hagler Photography  
Slingshot  
Sports Page Weekly  
St. Hilaire Design  
Stephen Cabrero  
Stephen Cabrero/Eye to Eye Productions  
Sterling Health Center  
Susan B. Aycock  
Susan Malone Creative  
Synapse Decisions  
Texas Herald  
Texas Monthly  
Texas State Technical College  
The Art Squad  
The Black Scroll  
The Clutts Agency  
The Communications Department, Inc.  
The Today Papers (Cedar Hill, DeSoto, Duncanville and Lancaster)  
The Transit Network  
Those 3 Reps  
Trust Advertising  
Ulibarri-Mason Global HR  
Verve Communications Group

Viacom Outdoor  
Vietnam Weekly News  
Wall-to-Wall Studios  
WBAP-AM  
WFAA-TV  
White Rocker News  
WRR-FM  
YBC Photography and Design  
Yvonne Trammell Coan

### Background

House Bill 914 added Chapter 176 to the Local Government Code and took effect January 1, 2006. Chapter 176 provides that local government officers, such as DCCCD's chancellor and Trustees, shall file conflict disclosure statements in certain defined circumstances. It also provides that persons contracting or desiring to contract with DCCCD shall file conflict of interest questionnaires.

Local government officers, persons contracting and persons desiring to contract are required to file information on forms approved by the Texas Ethics Commission. See [http://www.ethics.state.tx.us/whatsnew/conflict\\_forms.htm](http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm) for current versions of each form. The forms must be submitted to DCCCD records administrator, Vice Chancellor Edward M. DesPlas.

This report contains the names of all parties who were considered and/or recommended for awards in this agenda. This report is not intended or represented to be inclusive of all firms and persons contracting or desiring to contract with the Dallas County Community College District.

The penalty for violating Chapter 176 accrues to the individual who failed to file a disclosure, not to DCCCD.

Source of recommendation: Mr. Ed DesPlas, vice chancellor of business affairs

**Summary of Recommendations for Awards  
With Minority and Woman Owned Businesses**

VCBA Awards in the Informative Reports Section of This Agenda

	# awards	% awards	\$ amount	% amount
MBE	0	0	0	0
WBE	1	25	15,000	22
Not classified	3	75	53,062	78
Total	4	100	68,062	100

Bidders and Proposers from Which VCBA Awards  
in the Informative Reports Section of This Agenda Were Derived

	#	%
MBE	0	0
WBE	2	25
Not classified	6	75
Total	8	100

VCBA Awards in the Informative Reports Sections  
September 4, 2007 – September 4, 2007

	# awards	% awards	\$ amount	% amount
MBE	0	0	0	0
WBE	1	25	15,000	22
Not classified	3	75	53,062	78
Total	4	100	68,062	100

Notes: This report excludes government agencies, state supported institutions, municipalities, non-profit organizations, pricing agreements, publicly traded firms, civic and other organizations not logically classified as minority or woman owned businesses. This report also excludes amendments and change orders because they attach to previously authorized engagements. Classification of an individual or company as a minority or woman owned business may be according to self-report or personal knowledge rather than on registration with a certification agency. An individual or company that is both minority and woman owned has MBE status in this report. "Not classified" includes firms known to be neither minority nor woman owned as well as firms for which ethnicity and gender of ownership is not known. As provided by DCCCD policy and procedure, these awards were based on lowest and best bid or proposal.