

**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 (4th floor)

Dallas, TX 75202

Tuesday, December 16, 2008

4:00 PM

AGENDA

- I. Certification of Posting of Notice of the Meeting
- II. Citizens Desiring to Address the Board Regarding Agenda Items
- III. Richland Collegiate High School Status Report
- IV. Declaration of Conflict of Interest (pp. 5-6)
- V. Consideration of Bids
 1. Mail and Copy Center
 2. Metal Fabricating Machinery
 3. Access Control
 4. Electric Vehicles with Police Package
 5. Steam Sterilizer
 6. Golf Carts
 7. Accutrak Software Upgrade
 8. Electricity
 9. Authorization to Award Contract for Snack and Food Vending Services
 10. Authorization to increase PO #13373 for emergency rental of chiller pump
 11. Recommendation for ratification of emergency contract to repair underground hot water lines
- VI. Consent Agenda: If a trustee wishes to remove an item from the consent agenda, it will be considered at this time.

Minutes

12. Approval of Minutes of the November 4, 2008 Regular Meeting
13. Approval of Minutes of the November 18, 2008 Special Meeting
14. Approval of Minutes of the November 18, 2008 Planning and

Budget Committee Meeting

Policy Reports

15. Approval of Academic Calendar for 2009-2010
16. Approval of Resolution to Increase the Enrollment Maximum for the Richland Collegiate High School of Mathematics, Science, and Engineering
17. Approval of Resolution to Adopt A New 403(b) Plan Document
18. Approval of Revision to Board Policy—Parking for Downtown Employees
19. Approval of Policy Amending Location of Board Meetings and Confidentiality of Executive Sessions
20. Approval of Policies Amending Ethical Standards for Board Members and Employees

Buildings and Grounds Reports

21. Approval of Amendment to Agreement with McCarty and Associates, Inc.
22. Approval of Amendment to Agreement with Perkins + Will – CRA, LP
23. Approval of Agreement with Chandana Design, LLC
24. Approval of Agreement with Little Diversified Architectural Consulting, Inc.
25. Approval of Agreement with Walter P. Moore Engineer and Consultant
26. Approval of Agreement with Robert Torres, PhD, PE
27. Approval of Agreement with Sunil Talati, PE
28. Approval of Agreement with Baird, Hampton & Brown, Inc.

Financial Reports

29. Approval of Expenditures for October 2008
30. Presentation of Budget Report for October 2008
31. Approval of Adjustments to the Budget for Fiscal Year 2008-09
32. Approval of Audited Annual Financial Statements
33. Acceptance of Gifts
34. Notice of Grant Awards
35. Approval of Resolution Amending Authorized Representatives
36. Approval of District Corporate Resolution Relating to Check Signatures
37. Approval of Resolution to Transfer Funds to Institutional Scholarships
38. Approval of Membership in American Association of Community Colleges

39. Approval of Agreement with the City of Garland to participate in Tax Improvement Finance (TIF) Zone #1
40. Approval to Amend Rental Payments to Reflections of Highpoint Apartments

VII. Individual Items

41. Consideration of Resignations and Retirement
42. Approval of Warrants of Appointment for Security Personnel
43. Employment of Contractual Personnel
44. Approval of Resolution Authorizing the Chancellor to Enter Various Agreements with the City of Irving to Authorize a DART Rail Line and Station on North Lake Campus

VIII. Informative Reports

45. Receipt of Business and Corporate Contracts – November Report
46. Receipt of Business and Corporate Contracts – December Report
47. Monthly Award and Change Order Summary
48. Payments for Goods and Services
49. Progress Report on Construction Projects
50. Bond Program Report on Projects

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 commencement of annual evaluation of the chancellor, election of Board officers, and any prospective employee who is noted in Employment of Contractual Personnel.

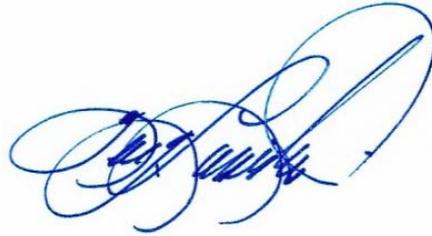
As provided by §551.072 of the Texas Government Code, the Board of Trustees may conduct an executive session to deliberate regarding real property since open deliberation would have a detrimental effect upon negotiations with a third person.

The Board may conduct an executive session under §551.071 of the Texas Government Code to seek the advice of its attorney on an investigation of an alleged ethics violation 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 during this executive session.

XII. Adjournment of Regular Meeting

**CERTIFICATION OF POSTING OF NOTICE DECEMBER 16, 2008
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 12th day of December, 2008, 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 12th day of December, 2008, 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

Declaration of Conflict of Interest

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 for current versions of each form. The forms must be submitted to DCCCD records administrator, Executive Vice Chancellor Edward M. DesPlas.

The penalty for violating Chapter 176 accrues to the individual who failed to file a disclosure, not to DCCCD.

Listed below are the names of 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.

Adventure Golf Cars
Aggreko, LLC.
Ambius, Inc.
American Association of Community Colleges
American Golf Cars
Anixter
ARW Systems, LLC
Baird, Hampton & Brown, Inc.
Brandt Engineering Company
Chandana Design, LLC
City of Garland
DFW Door & Hardware/TWS
Engineerica Systems, Inc.
External Technologies, Inc.
Fabricating Machinery, Inc.
Fairway Supply, Inc.
Fisk Electric Company
Flair Data Systems, Inc.
Florance & Associates Consulting
Geneva Scientific
Getinge USA. Inc.

Haas Factory Outlet
Key Enterprises
Little Diversified Architectural Consulting, Inc.
Luber Bros.
Marketing and Service Associates
Nevco Scoreboard Company
Oce Business Services
Olen Williams, Inc.
Plant Interscapes
Primus Sterilizer Company, LLC.
Riedel Interior Specialties
Robert Torres, PhD, PE
Santech, Inc.
SATCO Supply
Southern Tool.Com
Steck-Vaughn
Steris Corporation
Sunil Talati, PE
Touch of Green
Walter P. Moore Engineer and Consultant

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs

CONSIDERATION OF BIDS

Tab No.	Bid No.	Title and Vendor(s)	Location	Amount
1	10802	Mail and Copy Center Oce Business Services	NLC	(3-mo. estimate) \$45,000
2	11442	Metal Fabricating Machinery Fabricating Machinery Southern Tool.Com Haas Factory Outlet	BPI & MVC	\$18,140.00 \$24,418.54 \$27,184.10
3	11477	Access Control Fairway Supply, Inc.	MCV	\$398,526.68
4	11483	Electric Vehicles with Police Package Marketing and Service Associates	BHC	\$27,792
5	11484	Steam Sterilizer Primus Sterilizer Company, Inc.	EFC	\$41,619
6	11486	Golf Carts Adventure Golf Cars American Golf Cars	EFC & RLC	\$27,600 \$18,992
7	5D97435	Accutrak Software Upgrade Engineerica Systems, Inc.	ECC	\$33,306
8	---	Electricity		
9	---	Authorization to Award Contract for Snack and Food Vending Services		
10	---	Authorization to increase PO #13373 for emergency rental of chiller pump Aggreko, LLC.	RLC	\$63,385.25
11	8D98616	Recommendation for ratification of emergency contract to repair underground hot water lines	RLC	

Submitted by Mr. Philip Todd, district director of purchasing

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR EXTENSION – RFP NO. 10802
(Tab 1) MAIL AND COPY CENTER
NORTH LAKE COLLEGE
JANUARY 1, 2009 THROUGH MARCH 31, 2009

BACKGROUND:

On December 7, 2004, the Board approved a recommendation to award a contract to OCE Business Services to operate the mailroom and copy center for North Lake College.

RECOMMENDATION FOR AWARD:

	(3-month estimate)
OCE BUSINESS SERVICES	\$45,000

COMMENTS: This recommendation is to extend the contract for an additional three months to allow college personnel time to review increased service requirements due to the addition of two new campuses.

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

FUNDING: Funds are budgeted in account #23901 in division #11-07-107080.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11442
(Tab 2) METAL FABRICATING MACHINERY
BILL PRIEST INSTITUTE AND MOUNTAIN VIEW COLLEGE

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

COMPARISON OF BIDS:

Tabulation of bids attached.

RECOMMENDATION FOR AWARD:

Fabricating Machinery, Inc. item 4	\$18,140.00
Southern Tool.Com items 1 and 2	\$24,418.54
Haas Factory Outlet item 3	\$27,184.10

LOW BID: items 1 and 3

LOW BID MEETING SPECIFICATIONS: items 2 and 4

JUSTIFICATION:

The low bidder for item # 2 is not recommended due to their failure to include all specified accessories; the low bidder for item # 4 did not include installation of the equipment as specified.

COMMENTS: Items 3 and 4 will be used in classrooms to teach students to setup and program lathes for the CAD/CAM certificate at Mountain View College while items 1 and 2 will be used for the Welding Program at Bill Priest Institute.

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

FUNDING: Funds are budgeted in account #27401 in division #11-20-573110 and account #27402 in division #11-06-675000.

Bid No. 11442
 Metal Fabricating Machinery

item	description	Fabricating Machinery, Inc.	Haas Factory Outlet	SATCO Supply	Southern-Tool.Com
1	Mechanical Shear, Tennsmith #LM510	no bid	no bid	no bid	\$10,850
2	Hydraulic Ironworker, 55 ton Edwards Jaws IV	\$13,283.50	no bid	\$13,795	\$13,568.54
3	Lathe, Haas TL-1	no bid	\$27,184.10	no bid	no bid
4	Mechanical Shear, Tennsmith #LM610	\$18,140	no bid	\$16,615	no bid

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11477
(Tab 3) ACCESS CONTROL
MOUNTAIN VIEW COLLEGE

RESPONSE: Of 18 companies that satisfied the mandatory site visit requirement, three bids were received.

COMPARISON OF BIDS:

DFW Door & Hardware/TWS	\$352,812.00
Fairway Supply, Inc.	\$398,526.68
Fisk Electric Company	\$398,558.00

RECOMMENDATION FOR AWARD:

FAIRWAY SUPPLY, INC.	\$398,526.68
----------------------	--------------

LOW BID MEETING SPECIFICATIONS

COMMENTS: This project is to provide/install door-mounted stand-alone proximity card readers on approximately 198 designated doors to improve campus-wide security; included are 450 mortise locks and 50 cylindrical locks for future installation by campus staff.

The low bidder is not recommended because, of the five references provided, only two of the phone numbers were valid and neither of those companies were willing to recommend the low bidder for this size project due to their experience with delays and poor communications. In addition, the low bidder excluded programming of the installed locks as required by the specifications.

Based on 10% of the awarded amount, a contingency fund of \$39,852 is recommended for unforeseen changes to this project. It is further recommended that the executive 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 district director of purchasing be authorized to execute contracts for this project.

FUNDING: Funds are budgeted in account #27203 in division #92-06-964646.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11483
(Tab 4) ELECTRIC VEHICLES WITH POLICE PACKAGE
BROOKHAVEN COLLEGE

RESPONSE: Requests for bids sent to 13 companies, and one bid was received.

RECOMMENDATION FOR AWARD:

MARKETING AND SERVICE ASSOCIATES	\$27,792
-------------------------------------	----------

LOW AND ONLY BID

COMMENTS: This award is for the purchase of two three-wheeled stand-up electric personal mobility vehicles at \$13,896.00 each; included are additional batteries, vehicle covers, graphics, safety helmets, and a two-year extended warranty. These vehicles are directly targeted at the public safety and private security markets and will be used by the Brookhaven College Police Department to patrol and monitor the campus. There is no assurance that rebidding would achieve an improved level of response due to the unique design and limited distribution.

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

FUNDING: Funds are budgeted in accounts #27421, #24501, and #23901 in division #11-02-109000.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11484
(Tab 5) STEAM STERILIZER
EASTFIELD COLLEGE

RESPONSE: Requests for bids were sent to 29 companies, and five bids were received.

COMPARISON OF BIDS:

Riedel Interior Specialties	\$41,280.00
Primus Sterilizer Company, LLC.	\$41,619.00
Steris Corporation	\$43,154.00
Getinge USA, Inc.	\$48,024.84
Geneva Scientific	\$50,400.00

RECOMMENDATION FOR AWARD:

PRIMUS STERILIZER COMPANY, LLC.	\$41,619.00
------------------------------------	-------------

LOW BID MEETING SPECIFICATIONS

JUSTIFICATION:

The low bidder is not recommended due to their failure to meet the specified delivery/installation time of March during spring break, which is imperative to ensure that classes are not interrupted.

COMMENTS: This request is for the purchase of a steam sterilizer to replace the existing unit that is in constant need of repair. The sterilizer is used in the microbiology labs to grow media for students to use for various lab experiments, as well as to sterilize glassware and other apparatuses after they have been used to destroy the bacteria.

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

FUNDING: Funds are budgeted in account #27401 in division #11-04-402461.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11486
(Tab 6) GOLF CARTS
EASTFIELD AND RICHLAND COLLEGES

RESPONSE: Request for bids were sent to 41 companies, and three responses were received.

COMPARISON OF BIDS:

Tabulation of bids is attached.

RECOMMENDATION FOR AWARD:

Adventure Golf Cars item 1	\$27,600
American Golf Cars items 2 and 3	\$18,992

LOW BID

COMMENTS: This award is for the purchase of six golf carts. Four gasoline powered units will be used by the Eastfield College Police Department, and two electric powered cars will be used by the Facilities Department at Richland College.

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

FUNDING: Funds are budgeted in account #27431 in division #11-04-109000, account #27421 in divisions #11-08-804000 and #11-08-801060.

Bid No. 11486
 Golf Carts
 Eastfield & Richland Colleges

Item No.	Qty	Description	Adventure Golf Cars	American Golf Cars	Luber Bros.
1	4 ea.	Club Car Police Cruiser, gasoline powered	EZ Go 2+2 \$6,900	no bid	no bid
2	1 ea.	Cushman Cargo Car Bellhop 2	EZ Go MPT 1000E \$13,444	Cushman Bellhop 2 \$12,837.	no bid
3	1 ea.	Yamaha U-max Light Utility Vehicle	EZ Go MPT 1000E \$8,395	Yamaha U-Max \$6,155	Yamaha YTE \$6,460

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – REQ. NO. 5D97435
(Tab 7) ACCUTRAK SOFTWARE UPGRADE
EL CENTRO COLLEGE

RECOMMENDATION FOR AWARD:

ENGINEERICA SYSTEMS, INC. \$33,306

SOLE SOURCE

COMMENTS: This purchase is to upgrade the current AccuTrak Version 8.5 software to the latest release, Version 10. AccuTrak is a computer program used for tracking and scheduling student activity in the labs, and maintenance of the current version has been discontinued. In addition, the current campus-level license will be upgraded to an institutional-level license to accommodate the multiple sites that now comprise El Centro College.

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

FUNDING: Funds are budgeted in account #27601 in division #11-05-409999.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AUTHORIZATION TO AWARD A
(Tab 8) CONTRACT FOR ELECTRICITY AND ASSOCIATED SERVICES
DISTRICT-WIDE

BACKGROUND:

Since deregulation went into effect on January 1, 2000, the electricity industry in the State of Texas has been comprised of three distinctly separate business entities: (1) generators, (2) transporters, and (3) sellers that are called Retail Electricity Providers ("REP"). REPs are regulated by the Public Utilities Commission ("PUC") and only authorized REPs can sell electricity under contracts they have with Generators and Transporters. At the present time, there are over 100 REPs but all not are authorized to sell electricity in Dallas County.

Since electricity was first deregulated, the district has selected its REP through a competitive proposal process. The competitive purchase for electricity is different than other commodities because the contract rate per kilowatt hour ("kwh") is determined by the rate in effect at the time the REP is notified they have been selected to provide electricity. Quotes provided by REPs are good for acceptance for only 24 hours. Once the quote is accepted, the rate is locked in throughout the term of the contract.

Because of the time limitations for accepting a quotation for electricity, administration recommends that the board authorize the chancellor, or designee, to approve the award of a contract for electricity.

In fiscal year 2007-2008, the district paid approximately \$7,400,000 for electricity and delivery services.

Since the last time proposals were requested for electricity, there have been statutory and regulatory changes pertaining to the generation, transportation and sale of electricity. As such, administration further recommends that the board authorize the chancellor, or designee, to engage a consultant to advise the district in the development of the district's competitive proposal process as well as the assessment and selection of the best offer for electricity and related services.

COMMENTS: The contract award information will be sent to the trustees in a memo immediately after the awards and included in the informative report section of a regular board agenda.

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

FUNDING: Funds are budgeted in various facility services divisions.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AUTHORIZATION TO AWARD A
(Tab 9) CONTRACT FOR SNACK AND FOOD VENDING SERVICES

BACKGROUND:

On October 2, 2007, per RFP #11258, the board awarded a five-year contract to Custom Food Group to provide snack and food vending service for the district. As permitted under the terms of the contract, the contractor has given 90 days prior written notice of termination of the agreement effective February 12, 2009. Citing increased costs and current economic conditions, the company indicated that they are unable to continue providing vending service to the district under the terms, conditions and consideration of the present contract.

As an alternative to termination, opportunities are being explored to determine if the present agreement can be amended and services continued. In the event amendment discussions are not successful, to assure continuity of service, it will be necessary to solicit proposals and make an award on an accelerated basis. Accordingly, administration recommends that the board authorize the chancellor, or designee, to approve the award of a contract for snack and food vending services.

COMMENTS: The contract award information will be sent to the trustees in a memo immediately after the award and included in the informative report section of a regular board agenda.

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

FUNDING: Revenue account

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AUTHORIZATION TO INCREASE
(Tab 10) PO #13373 FOR EMERGENCY RENTAL OF CHILLER PUMP
RICHLAND COLLEGE

BACKGROUND:

On June 2, 2008, the vice chancellor for business affairs approved an award for \$23,485.25 to Aggreko, LLC., for the emergency rental of a portable chiller pump required to maintain air conditioning to two buildings. This became necessary when it was discovered that chilled water lines for the new science building did not match up properly for tie-in to existing lines. This recommendation is to increase the existing award by \$39,900 for an extension of the rental period while adjustments were made in the water line connections.

RECOMMENDATION:

AGGREKO, LLC.	\$63,385.25
---------------	-------------

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

FUNDING: Funding is budgeted in account #23821 in division #40-08-970803.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR RATIFICATION OF EMERGENCY
(Tab 11) CONTRACT TO REPAIR UNDERGROUND HOT WATER LINES –
8D98616
RICHLAND COLLEGE

BACKGROUND:

On December 3, 2008, the executive vice chancellor business affairs approved engagement of Brandt Engineering Company, Inc. to repair leaking underground hot water lines on the north side of Crockett Hall in an amount not to exceed \$24,999. Excavation has revealed that deterioration of the pipes is more extensive than originally projected. The leaking pipes provide heat to five classrooms, faculty offices, the Emeritus Center and the Brazos Gallery which is a heavily used meeting room. Due to the forecast of lower temperatures, the need to provide heat to the affected space, and to prevent further property damage, the contractor was directed to continue with excavation and repairs on December 9, 2008. At the time this document was prepared, the full nature of the work and associated costs have not been established.

Administration recommends ratification of this action.

COMMENTS: The contract cost information will be sent to the trustees in a memo immediately after cost of the work is determined and included in the informative report section of a routine board agenda.

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

FUNDING: Funding is budgeted in account #23621 in division #11-08-801030.

CONSENT AGENDA NO. 12

Approval of Minutes of the November 4, 2008 Regular Meeting

It is recommended that the Board approve the minutes of the November 4, 2008 Board of Trustees Regular Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
NOVEMBER 4, 2008**

Attendees: Mrs. Kitty Boyle, Ms. Charletta Compton, Mr. Bob Ferguson (arrived at 4:10PM), Ms. Diana Flores (Board Vice Chair), Mr. Jerry Prater (Board Chair) and Mr. JL Sonny Williams

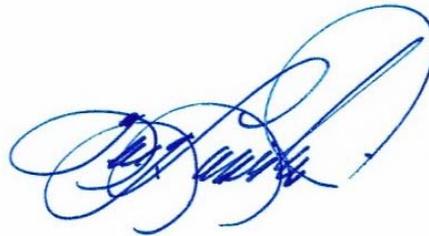
Absent: Mrs. Martha Sanchez Metzger

Staff: Dr. Wright Lassiter, Mr. Ed DesPlas, Mr. Denys Blell, Dr. Andrew Jones, Justin Lonon and Ms. Theresa Rose (for Mrs. Kathryn Tucker)

Chair Jerry Prater convened the meeting at 4:05 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE NOVEMBER 4, 2008
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 31st day of October, 2008, 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 31st day of October, 2008, 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

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

Dr. Steve Mittelstet presented the Richland Collegiate High School Status Report. Now that they have completed two years, their desire is to increase the scope of offerings to include a focus on visual and performing arts. Next month they will ask the board for an increase in enrollment in the charter.

Declaration of Conflict of Interest

There were no declarations of conflict of interest.

Consideration of Bids

Ms. Diana Flores moved and Mrs. Kitty Boyle seconded a motion to approve all bids in the Consideration of Bids section of the agenda. Motion passed. (See November 4, 2008, Board Meeting, Consideration of Bids, Agenda Items #1-7, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Consent Agenda

Ms. Charletta Compton requested a separate vote on Agenda Item #21 in the Consent Agenda.

Mrs. Boyle moved and Ms. Compton seconded a motion to approve recommendations # 8-20 in the Consent Agenda. Motion passed. (See November 4, 2008, Board Meeting, Agenda Items #8-20, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Ms. Flores moved and Mr. Bob Ferguson seconded a motion to approve recommendation #21 in the Consent Agenda. Ms. Compton abstained. Motion passed. (See November 4, 2008, Board Meeting, Agenda Item #21, which is made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Individual Items

Ms. Flores moved and Mr. Ferguson seconded a motion to approve recommendation #22 in the Individual Items section of the agenda. Motion passed. (See November 4, 2008, Board Meeting, Agenda Item #22, which is made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Ms. Compton moved and Ms. Flores seconded a motion to approve recommendation #23 in the Individual Items section of the agenda. Motion passed.

(See November 4, 2008, Board Meeting, Agenda Item #23, which is made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Informative Reports

Executive Vice Chancellor Ed DesPlas reviewed the Informative Report, Agenda Items #24-27. (See November 4, 2008, Board Meeting, Agenda Items #24-27, 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

Chancellor Wright Lassiter invited Ms Jeana Remington, associate dean, International Education, Richland College and Ms. Joyce McKnight-Williams, district director of Workforce Development, Teacher Education and International Programs to introduce our special guests. Ms. Liz Bergeron, Program Manager, Community Colleges for International Development, Kirkwood Community College and Dr. Karene Grad, Academic Exchange Specialist, Office of Global Educational Exchange Programs, United States Department of State thanked the board for their approval and support of the CCI Egyptian project.

Chair Jerry Prater announced that DCCCD had won the Association of Community College Trustees (ACCT) Western Region Equity Award. Additionally, DCCCD also won the national ACCT Charles Kennedy Equity Award. Chair Prater and Chancellor Lassiter thanked the board members, presidents, Dr. Nancy LeCroy and employees for their hard work and progress. Equity and diversity is a journey, not a destination. The awards represent the spirit with which the District is moving forward.

Board members commended Mrs. Kathryn Tucker's work with *Board Briefs*, a trustee orientation tool, with the support of the ACCT Trust Fund Grant.

Special recognition was made of all veterans present at the meeting in remembrance of the upcoming Veteran's Day celebration.

Chancellor Lassiter mentioned an article in the *Trustee Quarterly*, Fall 2008, which highlighted the newly founded Community College Association of Texas Trustees (CCATT). The article also noted founding officer, DCCCD Trustee Boyle, who serves as CCATT vice chair.

All locations exceeded their goals and participation levels in the SECC campaign this year.

College presidents announced awards that had been received, including an award from Commissioner's Court to ECC and a resolution presented to the district from DISD Board of Trustees.

Ms. Flores requested that we move the regular board meeting to the second week of the month on years that we have elections. Mr. Prater instructed staff to implement.

Citizens Desiring to Appear Before the Board

There were no citizens desiring to appear before the Board.

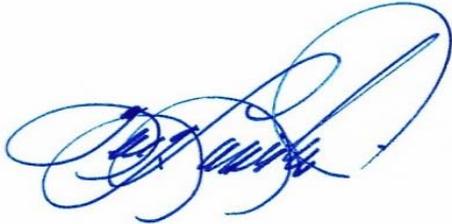
Executive Session

There was no Executive Session.

Adjournment

Ms. Compton moved and Mrs. Boyle seconded a motion to adjourn the meeting. Motion passed. Chair Prater adjourned the meeting at 5:05 PM.

Approved:



Wright L. Lassiter Jr., Secretary

CONSENT AGENDA NO. 13

Approval of Minutes of the November 18, 2008 Special Meeting

It is recommended that the Board approve the minutes of the November 18, 2008 Board of Trustees Special Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
NOVEMBER 18, 2008**

Attendees: Mrs. Kitty Boyle, Ms. Diana Flores (Board Vice Chair), Mrs. Martha Sanchez Metzger and Mr. JL Sonny Williams

Absent: Ms. Charletta Compton, Mr. Bob Ferguson and Mr. Jerry Prater (Board Chair)

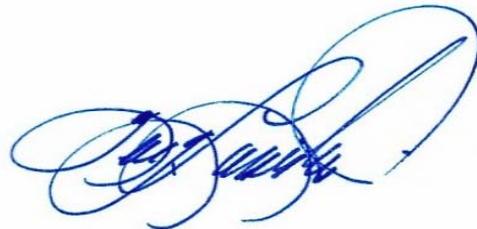
Guests: Mr. Martin Glenn, Deputy City Manager, Office of the City Manager, City of Garland and Mr. George Kauffman, Managing Director, Financial Services Department, City of Garland

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

Vice Chair Diana Flores convened the meeting at 3:04 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE NOVEMBER 18, 2008
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 14th day of November, 2008 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 14th day of November, 2008 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

City of Garland TIF #1

Mr. Martin Glenn, Deputy City Manager and Mr. George Kauffman, Managing Director from the City of Garland presented information about a proposed tax increment financing district – Garland, Texas Downtown Forest/Jupiter TIF District, summarized as follows:

- Infrastructure and mixed used residential improvements significantly enhance and promote educational opportunities.
- Large industrial base compliments work force training initiatives.
- DART and SH190 serve as transportation hubs to increase accessibility.
- TIF meets DCCCD participation criteria.

Adjournment of Special Meeting

Vice Chair Diana Flores adjourned the meeting at 3:25 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

CONSENT AGENDA NO. 14

Approval of Minutes of the November 18, 2008 Planning and Budget Committee Meeting

It is recommended that the Board approve the minutes of the November 18, 2008 Board of Trustees Planning and Budget Committee Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES
PLANNING AND BUDGET COMMITTEE MEETING MINUTES
NOVEMBER 18, 2008**

Attendees: Mrs. Kitty Boyle, Ms. Charletta Compton (arrived at 3:45 PM), Mr. Bob Ferguson (arrived at 3:50 PM), Ms. Diana Flores (Board Vice Chair), Mrs. Martha Sanchez Metzger and Mr. JL Sonny Williams

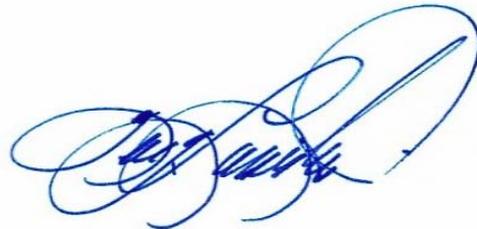
Absent: Mr. Jerry Prater (Board Chair)

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

Vice Chair Diana Flores convened the meeting at 3:30 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE NOVEMBER 18, 2008
PLANNING & BUDGET COMMITTEE 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 14th day of November, 2008 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 14th day of November, 2008 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

Fall Revision of the 2008-09 Budget

Mrs. Kitty Boyle moved and Mrs. Martha Sanchez Metzger seconded a motion to place the proposed revisions on the agenda of the December 16, 2008, Board meeting. Motion passed.

Planning Assumptions for 2009-10 Budget

Vice Chancellor DesPlas presented planning assumptions for the 2009-10 budget.

Three-year Financial Plan

Vice Chancellor DesPlas gave Board members a document titled, "First Draft, Multi-Year Financial Outlook and Plan, FY 2009 – FY 2011." As there would not be sufficient time to discuss the plan in this meeting, discussion was deferred to a later date.

Other Notes from the Meeting

Chancellor Lassiter will follow-up with additional information about rate per square foot for space leased to Corner Bakery and FBI compared to other properties in the vicinity; estimated amount of designated college funds balances after the Fall revision; how student activity budgets are adjusted relative to changes in enrollment; history of changes in property valuation, M&O and I&S tax rates, and collections; repayment schedules for the various debt issues; a background piece about how DCCCD has managed "belt-tightening" (including the dramatic mid-year 7% rescission in state appropriation in January 2003), and a status report on the Governor's veto of funding for employee insurance in 2007.

Mrs. Boyle noted that lease revenue is managed inconsistently, in some cases accruing to a college and in other cases not.

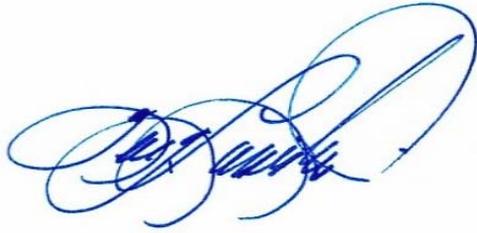
Executive Session

There was no Executive Session.

Adjournment

Mr. Bob Ferguson moved and Mrs. Metzger seconded a motion to adjourn the meeting. Motion passed. Vice Chair Diana Flores adjourned the meeting at 5:15 PM.

Approved:

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

Wright L. Lassiter, Jr., Secretary

POLICY REPORT NO. 15

Approval of Academic Calendar for 2009-2010

It is recommended that the Board of Trustees adopt the Academic Calendar for 2009-2010.

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 Chancellor's Cabinet.

Submitted by Dr. Andrew Jones, executive vice chancellor of educational affairs

**Academic Calendar for
2009-2010**

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 for course information, class schedules, and registration times.

Fall Semester, 2009

August 17 (M)	Faculty Reports
August 24 (M)	Classes Begin
September 5 (S)	12 th Class Day
September 7 (M)	Labor Day Holiday
November 12 (R)	Last Day to Withdraw
November 26 (R)	Thanksgiving Holidays Begin
November 30 (M)	Classes Resume
December 7-10 (M-R)	Final Exams
December 10 (R)	Semester Ends
December 14 (M)	Last day for faculty to submit grades electronically through eConnect to the Registrar's Office.
December 24 (R)	College buildings & offices close for the holidays at end of workday.

Winter Term, 2009-2010

Contact Colleges for availability and schedules

Spring Semester, 2010

January 1 (F)	Holiday
January 4 (M)	College Buildings and Offices Open
January 11 (M)	Faculty Reports
January 18 (M)	Martin Luther King, Jr. Day Holiday
January 19 (T)	Classes Begin
February 1 (M)	12 th Class Day
March 4 (R)	Conference Day for Faculty, Administrators and Professional Support Staff.
March 5 (F)	Faculty Professional Development (TCCTA). Friday classes will not meet. Saturday and Sunday classes will meet.
March 8 (M)	Classes Resume
March 15 (M)	Spring Break Begins
March 19 (F)	Spring Holiday for All Employees
March 22 (M)	Classes Resume

Spring Semester, 2010

April 2 (F)	Holiday Begins
April 5 (M)	Classes Resume
April 15 (R)	Last Day to Withdraw
May 10 - 13 (M-R)	Final Exams
May 13 (R)	Semester Ends
May 1 -16	Graduation Weeks – Ceremony dates may vary at the colleges.
May 17 (M)	Last day for faculty to submit grades electronically through eConnect to the Registrar’s Office

May Term, 2010

Contact Colleges for availability and schedules

**** Summer Sessions, 2010 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 1st Friday as class day)

May 31 (M)	Memorial Day Holiday
June 7 (M)	Classes Begin
June 10 (R)	4 th Class Day
June 11 (F)	Class Day (1 st Friday Class meeting)
June 24 (R)	Last Day to Withdraw
July 5 (M)	Fourth of July Employee Holiday
July 8 (R)	Final Exams/Summer Session I Ends
July 12 (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 1st Friday)

July 13 (T)	Classes Begin
July 16 (F)	Class Day (1 st Friday class meeting)
July 16 (F)	4 th Class Day
August 5 (R)	Last Day to Withdraw
August 12 (R)	Final Exams
August 12 (R)	Summer Session II Ends
August 16 (M)	Last day for faculty to submit grades electronically through eConnect to the Registrar’s Office.

Calendar Calculations

Fall Semester, 2009

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, 2010

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, 2010

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. 16

Approval of Resolution to Increase the Enrollment Maximum for the
Richland Collegiate High School of Mathematics, Science, and
Engineering

It is recommended that the Board approve the attached resolution, which is an amendment to the charter of the Richland Collegiate High School of Mathematics, Science, and Engineering, and that a request to amend this charter be sent to the Texas Education Agency.

Effective Date: February 1, 2009

Background

The current charter for the RCHS contains an enrollment maximum of 400 students. To allow additional students to take advantage of the RCHS, the charter must be amended to allow an enrollment maximum of 600 students.

Since the RCHS is only allowed to admit students in the 11th grade, this expansion will occur in two stages with up to 300 juniors entering for the 2009-2010 school year. In 2010-2011 and subsequent years, the total maximum enrollment would expand to 600 students to accommodate these 300 students as they become seniors.

The Texas Education Agency requires that resolutions to increase the enrollment maximum include a statement that the Board of Trustees has reviewed a business plan demonstrating the impact of the increased enrollment. That business plan is attached to the resolution. TEA requires every Board member who votes for the resolution to sign it.

The attached Business Plan provides an analysis for increased enrollment.

Submitted by Dr. Stephen Mittelstet, president, Richland College and superintendent, Richland Collegiate High School of Mathematics, Science, and Engineering and Mr. Robert Young, district legal counsel

RESOLUTION
OF THE BOARD OF TRUSTEES
OF THE RICHLAND COLLEGIATE HIGH SCHOOL
OF MATHEMATICS, SCIENCE, AND ENGINEERING

WHEREAS, the Richland Collegiate High School of Mathematics, Science and Engineering has received more than 250 applications to enter the school before the start of each of the past three school years;

WHEREAS, the Richland Collegiate High School of Mathematics, Science and Engineering has communicated with potential students and their parents each year who did not apply or withdrew their applications to enter the school because they were reluctant to participate in the lottery process;

WHEREAS, the Richland Collegiate High School of Mathematics, Science and Engineering has received information from students and their parents each year that potential eligible applicants did not apply to attend the school because they failed to understand the admissions and lottery process and assumed they could not apply;

WHEREAS, the Richland Collegiate High School of Mathematics, Science, and Engineering Board of Trustees has considered the attached business plan containing the elements required by the Texas Education Agency to request an amendment to the charter to increase the maximum enrollment; NOW THEREFORE

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE RICHLAND COLLEGIATE HIGH SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING:

Section 1. That the maximum enrollment for the Richland Collegiate High School of Mathematics, Science, and Engineering be increased to 500 students for the 2009-2010 school year.

Section 2. That the maximum enrollment for the Richland Collegiate High School of Mathematics, Science, and Engineering be increased to 600 students for the 2010-2011 school year.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
Board of Trustees

By: _____
Jerry Prater, Chairman

By: _____
Diana Flores, Vice Chair

By: _____
Kitty Boyles, Board Member

By: _____
Charletta Compton, Board Member

By: _____
Bob Ferguson, Board Member

By: _____
Martha Sanchez Metzger, Board Member

By: _____
JL Sonny Williams, Board Member

ATTEST

By: _____
Wright L. Lassiter, Jr., Secretary
Board of Trustees

Adopted: December 16, 2008

RICHLAND COLLEGIATE HIGH SCHOOL
OF MATHEMATICS, SCIENCE, AND ENGINEERING

Business Plan to Increase Maximum Enrollment for 2009-2010 and 2010-2011

Need for an increase in maximum enrollment: The Richland Collegiate High School of Mathematics, Science, and Engineering (RCHS) is requesting approval from the Texas Education Agency to increase its maximum enrollment to 500 students for the 2009-2010 school year and 600 for the 2010-2011 school year. The RCHS serves students in the 11th and 12th grades, but only admits students into the 11th grade, with a current enrollment maximum of 400 students. This staged increase to the enrollment cap will allow the RCHS to accept approximately 300 students as juniors in 2009 and subsequent years while continuing to serve those students as seniors in their second year of attendance at the RCHS.

The enrollment maximum needs to be increased due to the growing number of students applying to attend the RCHS, which is currently in its third year of operation. At least 250 prospective students have submitted the initial application for admission to the RCHS during each enrollment period. In addition, as many as 50 additional potential students have submitted applications after the lottery deadline date each year. These students are then put on a waiting list if no openings are available in the incoming RCHS class at that time.

Due to a lack of understanding of public charter schools and the required lottery process, some students who have applied for admission withdraw their applications before the lottery deadline, fearing they will not be selected in the lottery and could miss other educational opportunities. These students and their parents feel they are facing a dilemma by risking admission to the RCHS, their first choice, while rejecting offers from private schools, the Texas Academy of Math and Science, and other desirable educational options. These students and their parents would prefer to attend the RCHS to earn college credit while graduating from high school, to avoid the cost of a private high school, and to allow the student to continue to live at home while completing high school. However, they feel unsure about possibly attending the RCHS due to the lottery while rejecting acceptance letters from other institutions and scholarship offers from private high schools.

This factor is especially critical for families that have limited financial resources. Parents in these families must take advantage of concrete opportunities that will allow their children to take advantage of improved learning options even though the RCHS might well be the best solution to their economic barriers. While the RCHS has attracted a diverse student population from socio-economic groups, more lower-

income families could benefit from two years of college credit at no cost and enhanced scholarship opportunities to universities with an increased enrollment maximum.

In addition, as word of the RCHS and its success spreads in the communities it serves, friends, associates, and neighbors of current students and their families consider the RCHS as an option for students entering the 11th grade. However, many current students inform RCHS staff members that these potential students and their parents decide to not even apply to the RCHS because they are concerned about the current enrollment cap and the lottery process. Too often, these prospective students and their parents even fail to contact the RCHS because they assume the student will not be selected in a lottery.

By increasing the enrollment maximum to 600 students, the RCHS will become a viable option for more juniors who wish to complete their high school experience in a higher education setting while saving the cost of two years of college. Expanding learning opportunities for students from lower socio-economic strata, especially those groups that are not well-represented in science and engineering fields, meets the educational and economic development goals of Texas and the United States.

Current and projected financial condition of the charter holder and the charter school: The charter holder is the Dallas County Community College District (DCCCD) and the DCCCD/RCHS Board of Trustees. As of August 31, 2007, (date of most recent audit) the DCCCD had net assets over \$400 million. The district has held AAA bond ratings from Moody's, Standard & Poor's, and Fitch Rating Service for more than 5 years.

The district has three primary revenue sources – legislative appropriations, local property taxes, and student tuition. While legislative appropriations have declined as a percentage of total DCCCD revenues, they continue to increase. Growing tax values in Dallas County and increased enrollment across the district more than offset any slowed funding. District revenues are projected to increase by 5% over the next year despite national economic concerns.

The RCHS has operated efficiently over its first two full years, building a fund balance exceeding \$180,000 while repaying the loan received from Richland College to cover start-up costs before Foundation School Program funding and start-up grant revenues came to the high school. The RCHS has paid all expenses from these funding sources.

Financial projections indicate the positive financial situation will continue for the foreseen future. Since the RCHS is located on the Richland College campus integrating operations with the college, including educational services, and all staffing

is provided by Richland College, the RCHS has a positive cash flow that will continue as enrollments grow. Financial data provided in following sections of this business plan demonstrate the positive financial condition the RCHS will be expected to continue to exhibit.

Financial position, activities, and cash flows for the current year: Since this business plan is being completed in November 2008, the RCHS budget for the 2008-2009 approved by the RCHS Board of Trustees best represents the financial position, activities, and cash flows for the current fiscal year that began on September 1, 2008. A copy of this budget is provided on the following page.

RCHS Budget: 2008-2009

Revenues:

5800 - Foundation School Program funds (345 students at 95% attendance).....\$2,152,019

Total Revenues\$2,152,019

Expenditures:

0011 – Instruction\$1,045,541

0012 – Instructional Resources & Media Services 246,807

0013 – Curriculum & Instructional Staff Development 10,000

0023 – School Administration 345,995

0031 – Guidance & Counseling Services 198,500

0033 – Health Services 22,131

0035 – Food Services 4,500

0036 – Co-Curricular/Extracurricular Activities 20,000

0041 – General Administration..... 215,545

0052 – Security & Monitoring Services43,000

Total Expenditures.....\$2,152,019

Pro forma budget based on implementing expansion amendment: The budget on the following page includes budgets for the 2009-2010 and 2010-2011 fiscal years based on enrollment at the requested enrollment maximums for both years – 500 students in 2009-2010 and 600 students in 2010-2011 and subsequent years.

**Budgets for 2009-2010 and 2010-2011 Fiscal Years Based on Enrollment
Maximums**

<u>Object</u>	<u>Description</u>	<u>2009-2010 Budget</u>	<u>2010-2011 Budget</u>
Revenues:			
5800	State Funding (500 students in 2009-2010, 600 students in 2010-2011, 95% attendance rate)	\$2,947,331	\$3,742,642
	Total Revenues	\$2,947,331	\$3,742,642
Expenditures:			
0011	Instruction	\$1,431,937	\$1,818,332
0012	Instructional Resources & Media Services	\$338,019	\$429,230
0013	Curriculum & Instructional Staff Development	\$13,696	\$17,391
0023	School Administration	\$473,863	\$601,731
0031	Guidance & Counseling Services	\$271,859	\$345,217
0033	Health Services	\$30,310	\$38,489
0035	Food Services	\$6,163	\$7,826
0036	Co-Curricular/Extracurricular Activities	\$27,392	\$34,783
0041	General Administration	\$295,203	\$374,860
0052	Security & Monitoring Services	\$58,892	\$74,783
	Total Expenditures	\$2,947,331	\$3,742,642

Assumptions used to calculate estimated Foundation School Program (FSP)

revenues: For the 2009-2010 school year, a total enrollment of 500 students was entered into the FSP template with an anticipated attendance rate of 95%. No figures were entered for student categories that generate additional funding. These data provided anticipated revenues of \$2,947,331 for that year.

For the 2010-2011 school year, a total enrollment of 600 students was entered into the FSP template with an anticipated attendance rate of 95%. No figures were entered for student categories that generate additional funding. These data provided anticipated revenues of \$3,742,642 for that year.

Use of debt instruments: The RCHS will not use any debt instruments to implement this enrollment expansion. Initial additional costs will be covered using the RCHS fund balance until revenues balance expenditures during each fiscal year.

Incremental costs of acquiring additional facilities, furniture, and equipment: No additional facilities will be required to implement this expansion. RCHS offices are located in Crockett Hall at Richland College. Additional offices to accommodate Richland College employees assigned to serve new students are in place and furnished. The only additional equipment needed for these expansions will be office equipment for any new Richland College personnel assigned to serve the RCHS students. These one-time costs will be paid from current RCHS funds at no more than a total of \$5,000.

Incremental costs of additional on-site personnel: All personnel assigned to the RCHS are Richland College employees. Funds earned by the RCHS pay Richland College for these personnel costs. One additional Academic Advisor can be employed in 2009 and one in 2010 to serve the additional 200 students as needed. The additional cost for each Academic Advisor's salary and fringe benefits will be approximately \$50,000 for a total of \$100,000 annually for the 2010-2011 fiscal year and beyond. This would increase the number of full-time equivalent of Richland College.

POLICY REPORT NO. 17

Approval of Resolution to Adopt A New 403(b) Plan Document

It is recommended that the Board of Trustees approved the attached resolution to adopt a new 403(b) Plan Document consistent with new IRS regulations.

Effective Date: January 1, 2009

Background

Due to changing IRS regulation effective in January 2009, regarding 403(b) plans, the DCCCD and other community colleges, have found it necessary to modify current plan documents in order to meet compliance with the IRS code.

The attached resolution seeks Board Approval of the new Plan Document for DCCCD to be effective January 1, 2009.

Submitted by Mr. Denys Blell, vice chancellor, human and organizational development

ADOPTION AGREEMENT

Dallas County Community College hereby adopts the 403(b) Plan Document for Public Education Organizations plan document (the "Plan") as modified by this Adoption Agreement and agrees that the following provisions shall be incorporated as part of the Plan document.

EMPLOYER INFORMATION

Name of Employer: Dallas County Community College District

Federal Tax ID: 74-1213149

Employer's Address:

701 Elm Street Suite 600
Dallas, TX 75202

Telephone Number: 214-860-2434 Fax: 214-860-2740

Contact Person: Luis A. Camacho

Telephone/Extension: 214-860-2434 E-mail luis.camacho@dccd.edu

Type of Organization:

K-12 Public School Community College Public College/University

Note: If Employer is not a public education organization, this document may not be used.

PLAN INFORMATION

1. Name of Plan: Dallas County Community College's 403(b) Plan

2. Effective Date: This Adoption Agreement:

- Establishes a Plan effective as of January 1, 2009 (the "Effective Date") and is the first 403(b) plan document established by the Employer.
- Amends and restates a previously established 403(b) Plan document of the Employer. The effective date of this amended Plan is _____ (the "Effective Date").

Default Construction Rule: If no box is checked, that feature is NOT included in the Plan.

3. **Eligibility:** Under the Plan document, ALL common law employees except student teachers are immediately eligible to make contributions under the Plan, unless an exception is indicated below. Eligibility for Employer Contributions is based on applicable employment agreements or collective bargaining agreements to which an employee is subject, or as determined by the Employer from year to year.

Employers that participate in External Plans may have additional eligibility requirements established by the plan(s). See Appendix 3 for additional conditions, if any, applicable for ORP contribution. Employees that participate in the Supplemental 403(b) Program will have different eligibility requirements which are described in the plan document that establishes the Supplemental 403(b) Plan.

The following employees are excluded from participating in the Plan:

- Employees who normally work fewer than 18.5 hours per week (must be 20 or less and generally equivalent to 1,000 hours or less in a working year except as otherwise provided under applicable 403(b) regulations.
- Employees who are participants in another plan sponsored by the Employer that permits salary reduction contributions described under Section 403(b)(12)(A) of the Code.

Note: Excluding any employees will greatly increase the risk of violating the “universal availability” requirements of Section 403(b)(A)(ii) of the Code which may result in complete Plan failure.

4. Contributions: Employees may make pre-tax salary reduction contributions under the terms of the Plan. The following contributions, as indicated, may also be made to the Plan:

Employee Contributions (in addition to pre-tax Elective Deferrals):

- Roth 403(b) Contributions are NOT permitted under the Plan
- Roth 403(b) Contributions to the Plan are permitted beginning on January 1, 2009. If Roth 403(b) Contributions are permitted to the Plan, direct rollovers from Roth 403(b) or 401(k) plans are accepted into the Plan

Employer Contributions, if any:

- No Employer Contributions will be made.
- Employer Contributions will be made in accordance with applicable employment agreements and collective bargaining agreements, or as may be determined from year to year by the Employer.
- Other (Describe) _____

External Plan Contributions will be made as indicated below (See Section 2.2(d)):

- ORP (Optional Retirement Plan) contributions will be made under the Plan. By checking this box, Employer understands that the provisions of Section 11 of the Plan apply. Appendix 3 and/or Appendix 3A must be completed.
- Supplemental 403(b) Program contributions will be made under the Plan. By checking this box, Employer understands that the provisions of Section 12 of the Plan apply. The Supplemental 403(b) Program is described in the document entitled _____ Plan
- FICA Alternative Plan contributions will be made under the Plan. By checking this box, Employer understands that the provisions of Section 13 of the Plan apply. Appendix 4 must be completed.

5. 15 Years of Service Catch Up Contributions: The Plan *will* or *will not* permit employees with 15 years of service with the Employer that satisfy the conditions for the Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service (Section 3.2 of the Plan) to increase their Elective Deferrals limitation.

6. Investment Options: Any Annuity Contracts and/or Custodial Accounts that meet the requirements of Section 403(b) of the Code offered by the organizations listed on Appendix 1 are authorized as Vendors under the Plan.

7. Exchanges Within the Plan: The Plan *will* or *will not* permit Participants to make Exchanges. If permitted, Exchanges may occur:

- Only between those Vendors listed on Appendix 1 (*permitted only between Vendors authorized to maintain current payroll slots*).
- Between Vendors listed on Appendix 1 and from vendors that are not listed on Appendix 1 to Vendors listed on Appendix 1. Exchanges to Vendors not listed on Appendix 1 are not permitted. (*permitted between authorized Vendors AND from unauthorized vendors to authorized Vendors*)
- Between Vendors listed on Appendix 1 and any other organization offering annuity contracts and/or custodial accounts that satisfy the requirements of Section 403(b) of the Code and execute the information sharing agreement provided by Employer for purposes of satisfying applicable compliance requirements. Administrator will maintain a list of organizations (Appendix 2) that have executed information sharing agreements and will make this list available to Vendors. (*permitted between authorized Vendors and between any other vendor that executes an information sharing agreement that is listed on Appendix 2*).

8. Plan to Plan Transfers Into the Plan : The Plan *will* or *will not* accept plan to plan Transfers from another employer's 403(b) plan.

9. Plan to Plan Transfers From the Plan : The Plan *will* or *will not* permit plan to plan Transfers from the Plan to another employer's 403(b) plan, if requested by a former Participant.

10. Financial Hardship Distributions: Hardship Distributions *are* or *are not* available under the Plan subject to availability and any additional conditions that may apply under a Participant's Individual Agreement(s).

11. Loans: Loans are or are not available under the Plan subject to availability and any additional conditions that may apply under a Participant's 403(b) Individual Agreement(s).

Note: The Plan prohibits loans to any Participant who has previously defaulted on a loan from any retirement or deferred compensation plan sponsored by the Employer.

12. Beneficiary Rights. A Beneficiary of a deceased Participant's Account may, or may not designate his/her own Beneficiary.

13. Additional Modifications: The following section may be used to insert provisions for which there were no acceptable alternatives provided. It may be used to modify any portion of the Plan Document or Adoption Agreement.

NOTE: Any modifications should be carefully reviewed by Employer's legal counsel to ensure that changes do not adversely affect the Plan's qualification under Section 403(b) of the Code.

Other provisions of the Plan (Attach additional pages as necessary):

EMPLOYER ACKNOWLEDGEMENTS AND SIGNATURES

Employer acknowledges that it is an eligible public education organization under Section 170(b)(1)(A)(ii) of the Code and is authorized to offer a program qualified under Section 403(b) of the Internal Revenue Code. By executing this Adoption Agreement, Employer is adopting a 403(b) program as set forth herein.

EMPLOYER

Print Name of Employer: Dallas County Community College District

By: _____

Print Name of Signer: _____

Title: Chairman, DCCCD Board of Trustee or Designate

Dated: December 16, 2008

APPENDIX 1

Authorized Vendors under the Plan Are:

AIG Retirement / VALIC
AXA Equitable Life Insurance Company
Commonwealth Annuity Life Insurance Company (Chase)
Fidelity Investments
First Investors Corporation
Franklin Templeton Funds
FTJ Fund Choice, LLC
Great American Life Insurance Co
IDS Financial Services Inc. (American Express Financial Advisors)
ING Retirement Plans
ISC Group, Incorporated
Jackson National Life Insurance Co
Kemper Investors Life Insurance (Annuity Premium Reserve Account)
Life Insurance of the Southwest
Lincoln Financial Group
Lincoln Investment Planning, Inc
MetLife of Connecticut (CitiStreet LLC)
MetLife Resources
Northern Life (ING Retirement)
Security Benefit Group
The Legend Group
TIAA-CREF
Twentieth Century Mutual Fund
USAA Investments
Western Reserve Life

Important Note:

As provided under the Plan, any authorized Vendor named above agrees to share information necessary for compliance purposes with Employer, an Administrator and/or with any other 403(b) provider as may be required or desirable to facilitate compliance with the Plan and all applicable laws and regulations.

This Appendix is dated: 1/1/09

APPENDIX 2

Only to be completed if Employer has elected to permit exchanges from vendors who are NOT currently authorized to maintain an active 403(b) payroll slot with the Employer to vendors that are listed in the Plan. (Question 7)

The following organizations are authorized to send exchanges from Plan Participants to organizations listed in Appendix 1.

Name of Organization

None

Important Note:

As provided under the Plan, any organization named above agrees to share information necessary for compliance purposes with Employer, an Administrator and/or with any other 403(b) provider as may be required or desirable to facilitate compliance with the Plan and all applicable laws and regulations.

This Appendix is dated: _____

APPENDIX 3

If ORP participation is indicated in item 4, the terms of the ORP program(s) in which Employer participates, if any, are incorporated herein by reference and are included as part of this Plan. Where the ORP includes provisions that are inconsistent with the Plan features selected in this Agreement, the ORP provisions shall govern, as applicable, only to those provisions that are exclusive to the ORP.

ORP contributions may be invested only in Funding Vehicles established with the following vendors:

- The same Vendors listed on Appendix 1
- The vendors authorized by the ORP statute or other authorizing legislative or regulatory authority.
- The vendors listed below labeled "ORP Authorized Vendors"
- Other (describe) _____

ORP Authorized Vendors

Name of Organization

- _____
AIG Retirement / VALIC
- _____
AXA Equitable Life Insurance Company
- _____
Commonwealth Annuity Life Insurance Company (Chase)
- _____
Fidelity Investments
- _____
First Investors Corporation
- _____
FTJ Fund Choice, LLC
- _____
Great American Life Insurance Co
- _____
Great West Company
- _____
IDS Financial Services Inc. (American Express Financial Advisors)
- _____
ING Retirement Plans
- _____
ISC Group, Incorporated
- _____
Jackson National Life Insurance Co
- _____
Life Insurance of the Southwest
- _____
Lincoln Financial Group
- _____
Lincoln Investment Planning, Inc
- _____
MetLife of Connecticut (CitiStreet LLC)
- _____
MetLife Resources
- _____
Northern Life (ING Retirement)
- _____
RSGroup
- _____
Security Benefit Group
- _____
Security First Insurance Group
- _____
The Legend Group
- _____
TIAA-CREF
- _____
Twentieth Century Mutual Fund
- _____
USAA Investments
- _____
Western Reserve Life

Important Note:

As provided under the Plan, any organization named above agrees to share information necessary for compliance purposes with Employer, an Administrator and/or with any other 403(b) provider as may be required or desirable to facilitate compliance with the Plan and all applicable laws and regulations.

This Appendix is dated: 1/1/09

APPENDIX 4

FICA ALTERNATIVE PLAN PROVISIONS

If FICA Alternative Plan participation is indicated in item 4, the terms of the FICA Alternative Plan in which Employer participates, if any, are incorporated herein by reference and are included as part of this Plan. Where the FICA Alternative Plan includes provisions that are inconsistent with the Plan features selected in this Agreement, the FICA Alternative Plan provisions shall govern with respect to the FICA Alternative portion of this Plan. Plan features modified by the FICA Alternative Plan include the following:

- 1. Eligibility for Employer contributions: Each Employee who is not eligible to participate in the Teachers Retirement System of Texas is eligible to participate in the FICA Alternative Plan:

(Check one)

- [X] Eligible employees may waive participation in the FICA Alternative Plan
[] Eligible Employees may NOT waive participation in the FICA Alternative Plan.

Default Option. If neither box is checked, participation is mandatory under the terms of the FICA Alternative Plan.

- 2. Employer Contributions: Employer:

- [X] shall make 414(h) "pick up" contributions (employee salary reduction contributions) under the FICA Alternative Plan. The amount of the contributions shall equal:

- [X] 7.5% of each participant's compensation
[] the amount required under any applicable employment agreement
[] an amount to be determined each year by the governing board
[] Other (describe)

- [] shall make nonelective 403(b) contributions under the FICA Alternative Plan. The amount of the contributions shall equal:

- [] % of each participant's compensation
[] the amount required under any applicable employment agreement
[] an amount to be determined each year by the governing board
[] Other (describe)

- 3. Investment Options. FICA Alternative Plan contributions may be invested only in Funding Vehicles established with the following vendors:

- [] The same Vendors listed on Appendix 1
[] The vendors listed on the attached sheet labeled FICA Alternative Plan Authorized Vendors
[] The vendors authorized by state statute or other authorizing legislative or regulatory authority.
[X] Other (describe) MetLife

- 4. Restrictions on FICA Alternative Plan Assets. FICA Alternative Plan contributions and any earnings thereon may not be withdrawn from the Plan unless one of the following events has occurred:

- [X] The participant has terminated employment with the Employer
[] The participant has died or become disabled under Section 72(m) of the Code.

Default Option. If no box is checked, distributions may be made upon a participant's Severance From Employment or death.

Continue to next page

5. Plan Year. The Plan Year shall be the calendar year unless another period is indicated below:

- The calendar year (default answer)
- The period coincident with the fiscal year
- The 12 month period ending on each _____.

6. Additional Plan Provisions. The following terms, as described hereafter, are included as part of the FICA Plan:

(Insert any unique plan features that are not otherwise described in the FICA Plan or this Adoption Agreement.)

POLICY REPORT NO. 18

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 College District provides parking at each location for employees except at the College District Office at 701 Elm Street, El Centro College, and the Universities Center at Dallas. The College District shall provide a monthly \$110 parking stipend to each fulltime 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 stipend for each summer session the faculty member teaches at El Centro College.

The College District shall provide a parking stipend to adjunct faculty* teaching at a downtown location (801 Main, 701 Elm or 301 Market) as follows:

\$100 per semester if teaching credit classes during the fall or spring (16 weeks)

\$37.50 per semester if teaching credit classes during the summer semester (6 weeks)

\$25.00 per semester if teaching credit classes during the winter-term or Maymester (3 weeks)

\$25.00 per month (prorated to the nearest half month) for adjuncts teaching non-credit classes.

*Full-time employees receiving the \$110 monthly parking stipend are not eligible for the adjunct parking stipend when teaching adjunct classes (credit or non-credit) at these locations.

Part-time professional support staff employees at 801 Main, 701 Elm or 301 Market, are eligible for a parking stipend of \$25.00 per month. This stipend is not applicable to student assistants or students enrolled in a classload of 6 or more credit hours, or both.

This provision does not apply to employees who are provided parking by the District. The Chancellor shall promulgate procedures to implement this policy.”

Effective: Spring 2009 for Adjunct Faculty Teaching Credit Classes
January 2, 2009 for Part-time Professional Support Staff
February 1, 2009 for Adjunct Faculty Teaching Non-Credit Classes

Recommendation

The District provides parking at each location for employees except the District Office at 701 Elm, El Centro College and the University Center at Dallas. In lieu of parking, the District has provided full-time and limited full-time employees a monthly parking stipend since 1994.

It is recommended that this stipend extended to include faculty teaching adjunct classes (credit and non-credit) and also part-time professional support staff employees who are not student assistants and/or whose classload does not exceed 6 credit hours.

This recommendation is made to provide further parity regarding parking to our downtown locations. Full-time employees who already receive the \$110 per month parking stipend are not eligible for an adjunct parking stipend.

Submitted by Mr. Ed DesPlas, executive vice chancellor, business affairs and Mr. Robert Young, district legal counsel

POLICY REPORT NO. 19

Approval of Policy Amending Location of Board Meetings and Confidentiality of Executive Sessions

It is recommended that the Board amend BD(LOCAL) only as follows:

BOARD MEETINGS

PLACE OF MEETING

Unless otherwise provided, Board meetings shall be held at the District offices, "1601 South Lamar Street" (~~701 Elm Street~~), "Dallas, Texas."

EXECUTIVE SESSION

Notice of all meetings shall provide for the possibility of a closed or executive session during an open meeting, as provided by law. [See BDA] "All matters conducted in an executive session are confidential, including conversations and materials. No person shall reveal these matters unless required by law."

Effective Date: December 16, 2008

Submitted by Mr. Robert Young, district legal counsel

POLICY REPORT NO. 20

Approval of Policies Amending Ethical Standards for Board Members and Employees

It is recommended that the Board amend BBF(LOCAL) and DH(LOCAL) only as follows:

“BBF(LOCAL)

BOARD MEMBERS

ETHICS

CODE OF “RESPONSIBILITY” (~~ETHICS~~)

Each Board member subscribes to the following “code” (~~ereed~~) (as written in the first person):

1. To devote time, thought, and study to the duties and responsibilities of a Dallas County Community College District Board member so that I may render effective and credible service.
2. To bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
3. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points or issues.
4. To work with other Board members to establish effective policies and practices prohibiting unlawful discrimination, including conduct that constitutes sexual harassment.
5. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; to abide by and support the final majority decision of the Board.
6. To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the District staff, the local citizenry, and all media of the community on the basis of this fact.
7. To resist every temptation and outside pressure to use my position as a Board member to benefit either myself or any other individual or agency apart from the total interest of the District.
8. To recognize that it is as important for the Board to understand and evaluate

the educational program of the District as it is to plan for the business of District operation.

9. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the District is to be administered, but that the administration of the educational program and the conduct of District business shall be left to the Chancellor and his or her staff.
10. To welcome and encourage active communications by citizens, organizations, and the media with respect to establishing policy on current District operation and proposed future developments.
11. Finally, to strive step by step toward ideal conditions for the most effective community college board service to my community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

ETHICS

A Board member shall not:

1. solicit, accept, or agree to accept any benefit, gift, favor, or service that might reasonably tend to influence the Board member in the discharge of official duties, or that the Board member knows or should know is being offered with the intent to influence official conduct;
2. intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the Board member's official powers or performed the Board member's official duties in favor of another;
3. disclose confidential information, information that is excluded from public disclosure under the Texas Public Information Act, or information that has been ordered sealed by a court, that was acquired by reason of the Board member's official position, or accept other employment, including self-employment, or engage in a business, charity, nonprofit organization, or professional activity that the Board member might reasonably expect would require or induce the Board member to disclose confidential information, information that is excluded from public disclosure under the Texas Public Information Act, or information that has been ordered sealed by a court, that was acquired by reason of the Board member's official position;
4. accept employment, including self-employment, or compensation or engage in a business, charity, nonprofit organization, or professional activity that could reasonably be expected to impair the Board member's independence of

judgment in the performance of official duties;

5. make personal investments, or have a personal or financial interest, that could reasonably be expected to create a substantial conflict between the Board member's interest and the public interest;
6. utilize District time, property, facilities, or equipment for any purpose other than official District business, unless such use is reasonable and incidental and does not result in any direct cost to the District, interfere with official duties, or interfere with District functions;
7. utilize the Board member's official position, or District-issued items, such as a badge, to obtain financial gain or privileges, or to avoid consequences of illegal acts;
8. knowingly make misleading statements, either oral or written, or provide false information in the course of official District business;
9. engage in any political activity while on District time or utilize District resources for any political activity; or
10. use the Board member's own public office for private gain.

A Board member shall:

1. perform the Board member's official duties in a lawful, professional, and ethical manner benefiting the District;
2. report any conduct or activity that the Board member believes to be in violation of this ethics policy to the Chancellor and/or District legal counsel;
and
3. endeavor to avoid any actions that would create the appearance that the Board member is violating the law or the ethical standards of the District."

“DH(LOCAL)

EMPLOYEE STANDARDS OF CONDUCT ETHICAL STANDARDS

All College District personnel engaged in counseling and guidance activities shall adhere to the high ethical and professional standards required by virtue of the relationship between the counselor and counselee. In this regard, the ethical standards adopted and published by the American Personnel and Guidance Association, as revised, shall be the standard of conduct for College District

personnel engaged in such activities.

The Board expects all employees to discharge their duties free from the influence of controlled substances and thereby maintain a working environment free of the problems associated with the use and abuse of controlled substances.

All College District employees shall perform their duties in accordance with state and federal law, College District policy, and ethical standards.

All College District personnel shall recognize and respect the rights of students, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the College District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

An employee shall not:

1. solicit, accept, or agree to accept any benefit, gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties, or that the employee knows or should know is being offered with the intent to influence official conduct;
2. intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed official duties in favor of another;
3. disclose confidential information, information that is excluded from public disclosure under the Texas Public Information Act, or information that has been ordered sealed by a court, that was acquired by reason of the employee's official position, or accept other employment, including self-employment, or engage in a business, charity, nonprofit organization, or professional activity that the employee might reasonably expect would require or induce the employee to disclose confidential information, information that is excluded from public disclosure under the Texas Public Information Act, or information that has been ordered sealed by a court, that was acquired by reason of the employee's official position;
4. accept employment, including self-employment, or compensation or engage in a business, charity, nonprofit organization, or professional activity that could reasonably be expected to impair the employee's independence of judgment in the performance of official duties;
5. make personal investments, or have a personal or financial interest, that could reasonably be expected to create a substantial conflict between the

employee's private interest and the public interest;

6. utilize District time, property, facilities, or equipment for any purpose other than official District business, unless such use is reasonable and incidental and does not result in any direct cost to the District, interfere with official duties, or interfere with District functions;
7. utilize the employee's official position, or District-issued items, such as a badge, to obtain financial gain or privileges, or to avoid consequences of illegal acts;
8. knowingly make misleading statements, either oral or written, or provide false information in the course of official District business;
9. engage in any political activity while on District time or utilize District resources for any political activity; or
10. use the employee's own public office for private gain.

An employee shall:

1. perform the employee's official duties in a lawful, professional, and ethical manner benefiting the District;
2. report any conduct or activity that the employee believes to be in violation of this ethics policy to District Human Resources and/or District legal counsel; and
3. endeavor to avoid any actions that would create the appearance that the employee is violating the law or the ethical standards of the District."

Effective Date: December 16, 2008

Background

As part of a review of the Board's Policy Manual by outside counsel, Mike Buchanan, and district legal counsel, Robert Young, it is recommended that the Board adopt these model ethics policies for both Board members and employees.

The model policies, written by the Texas Attorney General's Office, are designed to strengthen and enhance the current ethical standards of the District.

Submitted by Dr. Wright Lassiter, chancellor and Mr. Robert Young, district legal counsel

BUILDING AND GROUNDS REPORT NO. 21

Approval of Amendment to Agreement with McCarty and Associates, Inc.

It is recommended that authorization be given to approve an amendment in the amount of \$77,600 to the agreement with McCarty and Associates, Inc. for a total amount not to exceed \$77,600 for additional services at Mountain View College.

Background

This is MVC *project #6, Progress Report on Construction Projects* (Informative Reports section of this agenda). Construction was 90% complete as of 11/19/2008.

The Board approved the original contract with McCarty and Associates, Inc. on August 31, 2007 in the amount of \$240,278. The purpose of the agreement was to provide Construction Management services for the Sports Complex project at Mountain View College. Estimated completion date is 12/03/2008.

<u>Board Approved</u>	<u>VCBA Approved</u>	<u>Change Order No.</u>	<u>Amount</u>	<u>Revised Contract</u>
pending		1	\$77,600	\$317,878

This amendment of \$77,600 provides a 4 month time extension beginning on 08/20/08 at a rate of \$19,400 per month and changes the completion date to 12/3/08.

This recommendation increases the cost to \$317,878 which is \$77,600, (32% over the original amount). Financial resources are budgeted in account # 27202 in division #45-970601

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs and Mr. Clyde Porter, associate vice chancellor, facilities management/district architect

BUILDING & GROUNDS REPORT NO. 22

Approval of Amendment to Agreement with Perkins + Will – CRA, LP

It is recommended that authorization be given to approve an amendment to the agreement with Perkins + Will – CRA, LP in an amount not to exceed \$20,800 for additional services for Richland College.

Original Agreement	\$3,250,000
Previous Amendment (s)	\$284,900
Amendment	\$20,800
Revised Agreement	\$3,555,700

Background

This is RLC *project #17, Progress Report on Construction Projects* (Informative Reports section of this agenda). The Board approved the original contract with Perkins + Will – CRA, LP on July 11, 2006 in the amount of \$3,250,000 for professional architectural and design services for the science project for Richland College. Amendment 1 was clarification of agreement wording and did not change the scope of the project. Amendment 2 provided for additional services for acoustical consulting, audio visual/multi-media design, furniture and equipment consulting, scientific principal learning art design, and surveillance system design. The following table contains information about prior amendments to the contract.

Board Approved	VCBA Approved	Change Order No.	Amount	Revised Contract
07/11/06			\$3,250,000	
	01/31/07	1	\$0	\$3,250,000
04/03/07		2	\$284,900	\$3,534,900
Pending		3	\$20,800	\$3,555,700

This proposed amendment consisting of two proposals totaling \$20,800 provides for the architectural, structural, MEP and AV/IT design services required to make revisions to 1) conference room and 2) modifications to the lab AV/IT cabinets necessary due to conference room redesign. Automatic moving partition walls were removed from the scope of work prior to acceptance of the guaranteed maximum price (GMP) in an effort to reduce the project's cost. It was intended that the walls would be purchased with contingency, if available at a later date. After acceptance of the GMP further discussions revealed that by using the rooms differently the automatic moving partitions could be removed entirely from the project and were not needed to be purchased later. It would be reconfigured to be two rooms with a permanent partition between them. This

caused the rooms to be redesigned to suit the new function. Savings to the project from this value engineering exercise will be \$209,200, which includes design fees.

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 \$3,555,700, which is \$305,700 (9.41%) over the original amount. This project is financed by General Obligation Bond Series 2004. Funds are budgeted in architects & engineers account #27211 in division #40-08-970803.

Submitted by Mr. Ed DesPlas, executive vice chancellor, business affairs and Mr. Steve Park, executive director, bond/program management team

BUILDING AND GROUNDS REPORT NO. 23

Approval of Agreement with Chandana Design, LLC

It is recommended that authorization be given to approve an agreement with Chandana Design, LLC in an amount not to exceed \$40,446 to provide architectural services for Brookhaven College and Bill J. Priest Institute.

Background

This is BHC *project #10* and ECC/BJP *project #'s 3, 4, and 5, Progress Report on Construction Projects* (Informative Reports section of this agenda). The project is for the repainting of 40 classrooms, 20 labs and the performance hall at Brookhaven College; the replacement of carpet on the 1st and 2nd floor offices and classrooms, replacement of toilet partitions, and the replacement of restroom fixtures at Bill J. Priest Institute.

The facilities management staff pre-qualifies architectural and engineering firms and selected Chandana Design, LLC from its pool of pre-qualified firms. The agreement was made as of December 16, 2008. Compensation is to be a fee not to exceed \$37,800 plus reimbursable expenses not to exceed \$2,646.

Financial resources are budgeted in account #22201 and 22202; in divisions # 16-02-892002, 16-20-890000, 16-20-890001 and 16-20-890002.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs and Mr. Clyde Porter, associate vice chancellor, facilities management/district architect

BUILDING AND GROUNDS REPORT NO. 24

Approval of Agreement with Little Diversified Architectural Consulting, Inc.

It is recommended that authorization be given to approve an agreement with Little Diversified Architectural Consulting, Inc. in an amount not to exceed \$104,486 to provide architectural services for Brookhaven and Cedar Valley Colleges.

Background

This is BHC *project # 9* and CVC *project # 5, Progress Report on Construction Projects* (Informative Reports section of this agenda). The project is for campus wide M.E.P. (mechanical, engineering & plumbing) upgrades, interior renovation of Brookhaven College restrooms, and replacement of glass doors and related store fronts for buildings C and E at Cedar Valley College.

The facilities management staff pre-qualifies architectural and engineering firms and selected Little Diversified Architectural Consulting from its pool of pre-qualified firms. The agreement was made as of December 16, 2008. Compensation is to be a fee not to exceed \$97,650 plus reimbursable expenses not to exceed \$6,836.

Financial resources are budgeted in account #22201 and 22202; in division #16-02-892001 and 16-03-893001.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs and Mr. Clyde Porter, associate vice chancellor, facilities management/district architect

BUILDING AND GROUNDS REPORT NO. 25

Approval of Agreement with Walter P. Moore Engineer and Consultant

It is recommended that authorization be given to approve an agreement with Walter P. Moore Engineer and Consultant in an amount not to exceed \$37,450 at Cedar Valley College.

Background

This is CVC *project #3, Progress Report on Construction Projects* (Informative Reports section of this agenda). The project is for sub-surface water drainage at buildings B, C & D at Cedar Valley College.

The facilities management staff pre-qualifies architectural and engineering firms and selected Walter P. Moore Engineer and Consultant from its pool of pre-qualified firms. The agreement was made as of 12/16/2008. Compensation is to be a fee not to exceed \$35,000 plus reimbursable expenses not to exceed \$2,450.

Financial resources are budgeted in account #27212 and 27214 in division #45-03-949035.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs and Mr. Clyde Porter, associate vice chancellor, facilities management/district architect

BUILDING AND GROUNDS REPORT NO. 26

Approval of Agreement with Robert Torres, PhD, PE

It is recommended that authorization be given to approve an agreement with Robert Torres, PhD, PE in an amount not to exceed \$38,948 to provide engineering services for Cedar Valley, Eastfield, and Mountain View Colleges.

Background

This is CVC, EFC, and MVC *project #'s 6, 15, and 7 consecutively, Progress Report on Construction Projects* (Informative Reports section of this agenda). The project is for 4 mechanical, electrical and plumbing projects located at Eastfield College, Mountain View College and Cedar Valley College.

The facilities management staff pre-qualifies architectural and engineering firms and selected Robert Torres, PhD, PE from its pool of pre-qualified firms. The agreement was made as of December 16, 2008. Compensation is to be a fee not to exceed \$36,400 plus reimbursable expenses not to exceed \$2,548.

Financial resources are budgeted in account #22201 and 22202; in division #16-03-893000, 16-04-894001, 16-06-896000 and 16-06-896001.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs and Mr. Clyde Porter, associate vice chancellor, facilities management/district architect

BUILDING AND GROUNDS REPORT NO. 27

Approval of Agreement with Sunil Talati, PE

It is recommended that authorization be given to approve an agreement with Sunil Talati, PE in an amount not to exceed \$89,880 to provide professional engineering design and construction administration for El Centro College.

Background

This is ECC *project #2, Progress Report on Construction Projects* (Informative Reports section of this agenda). The project is for replacement of nine (9) air handling units and associated piping and controls at El Centro College.

The facilities management staff pre-qualifies architectural and engineering firms and selected Sunil Talati, PE from its pool of pre-qualified firms. The agreement was made as of 12/16/2008. Compensation is to be a fee not to exceed \$84,000 plus reimbursable expenses not to exceed \$5,880.

Financial resources are budgeted in account #27212 and 27214 in division #45-05-949037.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs and Mr. Clyde Porter, associate vice chancellor, facilities management/district architect

BUILDING AND GROUNDS REPORT NO. 28

Approval of Agreement with Baird, Hampton & Brown, Inc.

It is recommended that authorization be given to approve an agreement with Baird, Hampton & Brown, Inc. in an amount not to exceed \$44,048 to provide professional engineering & design services for the reconstruction of sidewalks and ramps at Richland College.

Background

This is RLC *project # 10 & 11, Progress Report on Construction Projects* (Informative Reports section of this agenda). The project is for the reconstruction of sidewalks and ramps on the campus of Richland College.

The facilities management staff pre-qualifies architectural and engineering firms and selected Baird, Hampton & Brown, Inc. from its pool of pre-qualified firms. The agreement was made as of December 16, 2008. Compensation is to be a fee not to exceed \$31,120 plus reimbursable expenses not to exceed \$2,178 and topographic surveying expense not to exceed \$10,750.

Financial resources are budgeted in account #22201 in division #11-08-809000.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs and Mr. Clyde Porter, associate vice chancellor, facilities management/district architect

FINANCIAL REPORT NO. 29

Approval of Expenditures for October 2008

It is recommended that expenditures of \$32,896,490 for October 2008 be approved. A year to date summary of expenditures is included in the budget report. Detailed expenditure information is available in the business affairs office at the District Service Center.

FINANCIAL REPORT NO. 30

Presentation of Budget Report for October 2008

The budget report for October 2008 is presented as a matter of record (see attached).

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 “13th month accounting.” The budget report for month ending August 31 should be viewed differently compared to the other monthly reports because the activities of 13th 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.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2008-09 CURRENT FUNDS OPERATING BUDGET

REVENUES & ADDITIONS

Year-to-Date October 31, 2008
16.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
UNRESTRICTED FUND						
State Appropriations	\$ 89,473,204	\$ 24,210,846	\$ 65,262,358	27.1%	23.1-25.6%	(1)
Tuition	67,337,461	29,614,553	37,722,908	44.0%	36.8-42.0%	(2)
Taxes for Current Operations	126,851,795	(7,167)	126,858,962	(0.0%)	0.0-1.8%	(3)
Federal Grants & Contracts	844,062	142,812	701,250	16.9%	5.6-20.3%	
State Grants & Contracts	148,520	-	148,520	0.0%	n/a	
General Sources:						
Investment Income	6,625,000	947,433	5,677,567	14.3%	15.2-20.0%	(4)
General Revenue	2,291,414	573,233	1,718,181	25.0%	n/a	
Subtotal General Sources	8,916,414	1,520,666	7,395,748	17.1%	16.2-21.3%	
SUBTOTAL UNRESTRICTED	293,571,456	55,481,710	238,089,746	18.9%	n/a	
Use of Fund Balance & Transfers-in	24,107,909	-	24,107,909	0.0%	n/a	
TOTAL UNRESTRICTED	317,679,365	55,481,710	262,197,655	17.5%	15.3-20.0%	
AUXILIARY FUND						
Sales & Services	6,694,212	823,981	5,870,231	12.3%	6.1-19.4%	
Investment Income	294,664	42,267	252,397	14.3%	9.1-23.7%	
Transfers-in	5,048,797	-	5,048,797	0.0%	n/a	
Use of Fund Balance	-	-	-	0.0%	n/a	
TOTAL AUXILIARY	12,037,673	866,248	11,171,425	7.2%	0-33.8%	
RESTRICTED FUND						
State Appropriations:						
Insurance & Retirement Match	23,758,341	1,582,385	22,175,956	6.7%	n/a	
SBDC State Match	1,551,288	357,744	1,193,544	23.1%	n/a	
Subtotal State Appropriations	25,309,629	1,940,129	23,369,500	7.7%	n/a	
Grants, Contracts & Scholarships:						
Federal	52,219,278	6,379,328	45,839,950	12.2%	n/a	
State	4,425,594	826,976	3,598,618	18.7%	n/a	
Local	5,911,446	462,067	5,449,379	7.8%	n/a	
Transfers-in	700,335	-	700,335	0.0%	n/a	
Subtotal Grants, Contracts & Scholarships	63,256,653	7,668,371	55,588,282	12.1%	n/a	
Richland Collegiate High School	-	-	-	n/a	n/a	
TOTAL RESTRICTED	88,566,282	9,608,500	78,957,782	10.8%	n/a	
RICHLAND COLLEGIATE HIGH SCHOOL						
State Funding	2,079,322	181,981	1,897,341	8.8%	n/a	
Investment Income	19,530	3,312	16,218	17.0%	n/a	
TOTAL COLLEGIATE HIGH SCHOOL	2,098,852	185,293	1,913,559	8.8%	n/a	
TOTAL REVENUES & ADDITIONS	\$ 420,382,172	\$ 66,141,751	\$ 354,240,421	15.7%	n/a	

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2008-09 CURRENT FUNDS OPERATING BUDGET
EXPENDITURES & USES BY FUNCTION

Year-to-Date October 31, 2008
16.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
UNRESTRICTED FUND						
Instruction	\$ 119,685,646	\$ 24,407,973	\$ 95,277,673	20.4%	18.0-19.6%	(5)
Public Service	5,797,545	1,058,376	4,739,169	18.3%	13.7-20.0%	
Academic Support	16,781,506	3,595,925	13,185,581	21.4%	16.3-22.1%	
Student Services	26,299,182	4,531,146	21,768,036	17.2%	16.0-17.8%	
Institutional Support	54,943,269	14,205,587	40,737,682	25.9%	16.9-23.3%	(6)
Staff Benefits	10,310,363	4,166,092	6,144,271	40.4%	10.4-16.1%	(7)
Operations & Maintenance of Plant	28,931,326	9,538,898	19,392,428	33.0%	22.2-36.2%	
Repairs & Rehabilitation	24,234,688	1,901,308	22,333,380	7.8%	11.5-27.7%	(8)
Special Items:						
Reserve - Campus	2,518,022	-	2,518,022	n/a	n/a	
Reserve - Compensation	9,235,525	-	9,235,525	n/a	n/a	
Reserve - State Funding Reduction	-	-	-	n/a	n/a	
Reserve - Operating	6,186,883	-	6,186,883	n/a	n/a	
Reserve - New Campuses	-	-	-	n/a	n/a	
Reserve - New Buildings	500,000	-	500,000	n/a	n/a	
Reserve - Non-operating	1,960,223	-	1,960,223	n/a	n/a	
TOTAL UNRESTRICTED	307,384,178	63,405,305	243,978,873	20.6%	18.0-21.2%	
AUXILIARY FUND						
Student Activities	6,538,578	1,339,053	5,199,525	20.5%	18.2-22.0%	
Sales & Services	4,458,205	996,036	3,462,169	22.3%	16.0-35.8%	
Reserve - Campus	744,868	-	744,868	n/a	n/a	
Reserve - District	206,009	-	206,009	n/a	n/a	
Transfers-out	90,013	50,275	39,738	55.9%	n/a	
TOTAL AUXILIARY	12,037,673	2,385,364	9,652,309	19.8%	8.6-39.5%	
RESTRICTED FUND						
State Appropriations	23,758,341	1,582,385	22,175,956	6.7%	2.7-27.0%	
Grants & Contracts	25,489,134	4,105,075	21,384,059	16.1%	n/a	
Scholarships	39,318,807	3,921,040	35,397,767	10.0%	n/a	
Subtotal Grants, Contracts & Scholarships	88,566,282	9,608,500	78,957,782	10.8%	n/a	
Richland Collegiate High School	-	-	-	n/a	n/a	
TOTAL RESTRICTED	88,566,282	9,608,500	78,957,782	10.8%	n/a	
RICHLAND COLLEGIATE H.S.						
Expenditures	2,098,852	186,428	1,912,424	8.9%	n/a	
TOTAL COLLEGIATE HIGH SCHOOL	2,098,852	186,428	1,912,424	8.9%	n/a	
SUBTOTAL EXPENDITURES & USES	410,086,985	75,585,597	334,501,388	18.4%	n/a	
TRANSFERS & DEDUCTIONS:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,141,649	943,875	1,197,774	44.1%	36.3-49.1%	
LoanStar Loan to Debt Service Fund	52,071	-	52,071	0.0%	n/a	
Institutional Matching-Contracts/Grants	28,000	73,027	(45,027)	260.8%	0.0-64.2%	(9)
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	5,048,797	-	5,048,797	0.0%	n/a	
Unexpended Plant Fund	-	-	-	n/a	n/a	
Debt Service Fund	3,024,670	-	3,024,670	0.0%	n/a	
TOTAL TRANSFERS & DEDUCTIONS	10,295,187	1,016,902	9,278,285	9.9%	n/a	
TOTAL EXPENDITURES & USES	\$ 420,382,172	\$ 76,602,499	\$ 343,779,673	18.2%	n/a	

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2008-09 CURRENT FUNDS OPERATING BUDGET
EXPENDITURES & USES BY ACCOUNT CLASSIFICATION

Year-to-Date October 31, 2008
16.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget
UNRESTRICTED FUND				
Salaries & Wages	\$ 192,635,672	\$ 35,413,546	\$ 157,222,126	18.4%
Staff Benefits	10,310,363	4,166,092	6,144,271	40.4%
Purchased Services	12,178,288	3,624,080	8,554,208	29.8%
Operating Expenses	76,588,362	15,879,822	60,708,540	20.7%
Supplies & Materials	7,043,156	3,849,990	3,193,166	54.7%
Minor Equipment	906,764	1,266,230	(359,466)	139.6%
Capital Outlay	4,756,013	1,539,025	3,216,988	32.4%
Charges	(17,435,093)	(2,333,480)	(15,101,613)	13.4%
SUBTOTAL UNRESTRICTED	286,983,525	63,405,305	223,578,220	22.1%
Reserve - Campus	2,518,022	-	2,518,022	n/a
Reserve - Compensation	9,235,525	-	9,235,525	n/a
Reserve - State Funding Reduction	-	-	-	n/a
Reserve - Operating	6,186,883	-	6,186,883	n/a
Reserve - New Campuses	-	-	-	n/a
Reserve - New Buildings	500,000	-	500,000	n/a
Reserve - Non-operating	1,960,223	-	1,960,223	n/a
Transfers & Deductions:				
Mandatory Transfers:				
Tuition to Debt Service Fund	2,141,649	943,875	1,197,774	44.1%
LoanStar Loan to Debt Service Fund	52,071	-	52,071	0.0%
Institutional Matching - Contracts/Grants	28,000	73,027	(45,027)	260.8%
Non-Mandatory Transfers & Deductions:				
Auxiliary Fund	5,048,797	-	5,048,797	0.0%
Unexpended Plant Fund	-	-	-	n/a
Debt Service Fund	3,024,670	-	3,024,670	0.0%
TOTAL UNRESTRICTED	317,679,365	64,422,207	253,257,158	20.3%
AUXILIARY FUND	12,037,673	2,385,364	9,652,309	19.8%
RESTRICTED FUND	88,566,282	9,608,500	78,957,782	10.8%
RICHLAND COLLEGIATE HIGH SCHOOL	2,098,852	186,428	1,912,424	8.9%
TOTAL EXPENDITURES & USES	\$ 420,382,172	\$ 76,602,499	\$ 343,779,673	18.2%

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2008-09 CURRENT FUNDS OPERATING BUDGET

REVENUES & ADDITIONS

Year-to-Date -16.7% of Fiscal Year Elapsed

	October 31, 2008			October 31, 2007		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
UNRESTRICTED FUND						
State Appropriations	\$ 89,473,204	\$ 24,210,846	27.1%	\$ 89,473,204	\$ 21,545,060	24.1%
Tuition	67,337,461	29,614,553	44.0%	64,164,856	27,298,545	42.5%
Taxes for Current Operations	126,851,795	(7,167)	(0.0%)	119,889,500	726,767	0.6%
Federal Grants & Contracts	844,062	142,812	16.9%	1,048,090	125,042	11.9%
State Grants & Contracts	148,520	-	0.0%	131,292	-	0.0%
General Sources:						
Investment Income	6,625,000	947,433	14.3%	6,250,000	1,206,028	19.3%
General Revenue	2,291,414	573,233	25.0%	2,150,649	546,648	25.4%
Subtotal General Sources	8,916,414	1,520,666	17.1%	8,400,649	1,752,676	20.9%
SUBTOTAL UNRESTRICTED	293,571,456	55,481,710	18.9%	283,107,591	51,448,090	18.2%
Use of Fund Balance & Transfers-in	24,107,909	-	0.0%	5,000,000	-	0.0%
TOTAL UNRESTRICTED	317,679,365	55,481,710	17.5%	288,107,591	51,448,090	17.9%
AUXILIARY FUND						
Sales & Services	6,694,212	823,981	12.3%	6,104,397	462,275	7.6%
Investment Income	294,664	42,267	14.3%	432,000	56,096	13.0%
Transfers-in	5,048,797	-	0.0%	4,523,797	-	0.0%
Use of Fund Balance	-	-	0.0%	-	-	0.0%
TOTAL AUXILIARY	12,037,673	866,248	7.2%	11,060,194	518,371	4.7%
RESTRICTED FUND						
State Appropriations:						
Insurance & Retirement Match	23,758,341	1,582,385	6.7%	23,258,341	4,102,699	17.6%
SBDC State Match	1,551,288	357,744	23.1%	1,501,733	108,856	7.2%
Subtotal State Appropriations	25,309,629	1,940,129	7.7%	24,760,074	4,211,555	17.0%
Grants, Contracts & Scholarships:						
Federal	52,219,278	6,379,328	12.2%	63,601,103	5,545,787	8.7%
State	4,425,594	826,976	18.7%	7,032,507	419,955	6.0%
Local	5,911,446	462,067	7.8%	6,568,181	466,440	7.1%
Transfers-in	700,335	-	0.0%	942,019	-	0.0%
Subtotal Grants, Contracts & Scholarships	63,256,653	7,668,371	12.1%	78,143,810	6,432,182	8.2%
Richland Collegiate High School	-	-	n/a	-	-	n/a
TOTAL RESTRICTED	88,566,282	9,608,500	10.8%	102,903,884	10,643,737	10.3%
RICHLAND COLLEGIATE HIGH SCHOOL						
State Funding	2,079,322	181,981	8.8%	1,806,465	178,468	9.9%
Investment Income	19,530	3,312	17.0%	-	-	0.0%
TOTAL COLLEGIATE HIGH SCHOOL	2,098,852	185,293	8.8%	1,806,465	178,468	9.9%
TOTAL REVENUES & ADDITIONS	\$ 420,382,172	\$ 66,141,751	15.7%	\$ 403,878,134	\$ 62,788,666	15.5%

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2008-09 CURRENT FUNDS OPERATING BUDGET

EXPENDITURES & USES BY FUNCTION

Year-to-Date -16.7% of Fiscal Year Elapsed

	October 31, 2008			October 31, 2007		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
UNRESTRICTED FUND						
Instruction	\$ 119,685,646	\$ 24,407,973	20.4%	\$ 108,595,822	\$ 22,446,379	20.7%
Public Service	5,797,545	1,058,376	18.3%	5,308,955	971,553	18.3%
Academic Support	16,781,506	3,595,925	21.4%	23,832,589	3,262,238	13.7%
Student Services	26,299,182	4,531,146	17.2%	24,914,859	4,267,932	17.1%
Institutional Support	54,943,269	14,205,587	25.9%	50,518,036	11,677,573	23.1%
Staff Benefits	10,310,363	4,166,092	40.4%	10,082,226	1,333,917	13.2%
Operations & Maintenance of Plant	28,931,326	9,538,898	33.0%	26,800,503	8,948,260	33.4%
Repairs & Rehabilitation	24,234,688	1,901,308	7.8%	5,992,591	1,852,742	30.9%
Special Items:						
Reserve - Campus	2,518,022	n/a	n/a	1,800,771	n/a	n/a
Reserve - Compensation	9,235,525	n/a	n/a	13,570,650	n/a	n/a
Reserve - State Funding Reduction	-	n/a	n/a	-	n/a	n/a
Reserve - Operating	6,186,883	n/a	n/a	4,209,167	n/a	n/a
Reserve - New Campuses	-	n/a	n/a	500,000	n/a	n/a
Reserve - New Buildings	500,000	n/a	n/a	-	n/a	n/a
Reserve - Non-operating	1,960,223	n/a	n/a	500,000	n/a	n/a
TOTAL UNRESTRICTED	307,384,178	63,405,305	20.6%	276,626,169	54,760,594	19.8%
AUXILIARY FUND						
Student Activities	6,538,578	1,339,053	20.5%	6,080,844	1,298,790	21.4%
Sales & Services	4,458,205	996,036	22.3%	3,929,815	1,018,203	25.9%
Reserve - Campus	744,868	n/a	n/a	567,459	n/a	n/a
Reserve - District	206,009	n/a	n/a	364,163	n/a	n/a
Transfers-out	90,013	50,275	55.9%	117,913	37,097	31.5%
TOTAL AUXILIARY	12,037,673	2,385,364	19.8%	11,060,194	2,354,090	21.3%
RESTRICTED FUND						
State Appropriations	23,758,341	1,582,385	6.7%	23,258,341	4,102,699	17.6%
Grants & Contracts	25,489,134	4,105,075	16.1%	33,691,255	3,775,774	11.2%
Scholarships	39,318,807	3,921,040	10.0%	45,954,288	2,765,264	6.0%
Subtotal Grants, Contracts & Scholarships	88,566,282	9,608,500	10.8%	102,903,884	10,643,737	10.3%
Richland Collegiate High School	-	-	n/a	-	-	n/a
TOTAL RESTRICTED	88,566,282	9,608,500	10.8%	102,903,884	10,643,737	10.3%
RICHLAND COLLEGIATE H.S.						
Expenditures	2,098,852	186,428	8.9%	1,806,465	219,996	12.2%
TOTAL COLLEGIATE HIGH SCHOOL	2,098,852	186,428	8.9%	1,806,465	219,996	12.2%
SUBTOTAL EXPENDITURES & USES	410,086,985	75,585,597	18.4%	392,396,712	67,978,417	17.3%
TRANSFERS & DEDUCTIONS:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,141,649	943,875	44.1%	2,134,765	912,810	42.8%
LoanStar Loan to Debt Service Fund	52,071	-	0.0%	208,281	-	0.0%
Institutional Matching-Contracts/Grants	28,000	73,027	260.8%	63,000	-	0.0%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	5,048,797	-	0.0%	4,523,797	-	0.0%
Unexpended Plant Fund	-	-	n/a	1,500,000	-	0.0%
Debt Service Fund	3,024,670	-	0.0%	3,051,579	-	0.0%
TOTAL TRANSFERS & DEDUCTIONS	10,295,187	1,016,902	9.9%	11,481,422	912,810	8.0%
TOTAL EXPENDITURES & USES	\$ 420,382,172	\$ 76,602,499	18.2%	\$ 403,878,134	\$ 68,891,227	17.1%

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2008-09 CURRENT FUNDS OPERATING BUDGET

EXPENDITURES & USES BY ACCOUNT CLASSIFICATION

Year-to-Date -16.7% of Fiscal Year Elapsed

	October 31, 2008			October 31, 2007		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
UNRESTRICTED FUND						
Salaries & Wages	\$ 192,635,672	\$ 35,413,546	18.4%	\$ 182,886,575	\$ 33,093,791	18.1%
Staff Benefits	10,310,363	4,166,092	40.4%	10,082,226	1,333,917	13.2%
Purchased Services	12,178,288	3,624,080	29.8%	11,236,628	3,203,339	28.5%
Operating Expenses	76,588,362	15,879,822	20.7%	53,853,262	13,584,827	25.2%
Supplies & Materials	7,043,156	3,849,990	54.7%	7,037,187	3,271,384	46.5%
Minor Equipment	906,764	1,266,230	139.6%	976,300	995,588	102.0%
Capital Outlay	4,756,013	1,539,025	32.4%	4,774,084	1,401,444	29.4%
Charges	(17,435,093)	(2,333,480)	13.4%	(14,800,681)	(2,123,696)	14.3%
SUBTOTAL UNRESTRICTED	286,983,525	63,405,305	22.1%	256,045,581	54,760,594	21.4%
Reserve - Campus	2,518,022	n/a	n/a	1,800,771	n/a	n/a
Reserve - Compensation	9,235,525	n/a	n/a	13,570,650	n/a	n/a
Reserve - State Funding Reduction	-	n/a	n/a	-	n/a	n/a
Reserve - Operating	6,186,883	n/a	n/a	4,209,167	n/a	n/a
Reserve - New Campuses	-	n/a	n/a	500,000	n/a	n/a
Reserve - New Buildings	500,000	n/a	n/a	-	n/a	n/a
Reserve - Non-operating	1,960,223	n/a	n/a	500,000	n/a	n/a
Transfers & Deductions:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,141,649	943,875	44.1%	2,134,765	912,810	42.8%
LoanStar Loan to Debt Service Fund	52,071	-	0.0%	208,281	-	0.0%
Institutional Matching - Contracts/Grants	28,000	73,027	260.8%	63,000	-	0.0%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	5,048,797	-	0.0%	4,523,797	-	0.0%
Unexpended Plant Fund	-	-	n/a	1,500,000	-	0.0%
Debt Service Fund	3,024,670	-	0.0%	3,051,579	-	0.0%
TOTAL UNRESTRICTED	317,679,365	64,422,207	20.3%	288,107,591	55,673,404	19.3%
AUXILIARY FUND	12,037,673	2,385,364	19.8%	11,060,194	2,354,090	21.3%
RESTRICTED FUND	88,566,282	9,608,500	10.8%	102,903,884	10,643,737	10.3%
RICHLAND COLLEGIATE HIGH SCHOOL	2,098,852	186,428	8.9%	1,806,465	219,996	12.2%
TOTAL EXPENDITURES & USES	\$ 420,382,172	\$ 76,602,499	18.2%	\$ 403,878,134	\$ 68,891,227	17.1%

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) & (7) Actual *State Appropriations* and *Staff Benefits* reflect a higher than normal percent of budget due to a change in the State’s funding method to provide cash flow for state insurance benefits until the Legislature can re-establish the vetoed funding in January. State health insurance is currently being paid in local staff benefits using the advanced cash flow.
- (2) Actual *Tuition* reflects a slightly higher than normal percent of budget due to a higher than expected growth in enrollment for the fall semester.
- (3) Actual *Taxes for Current Operations* reflects a negative year-to-date actual amount related to timing difference in reporting taxes due to a conversion to a new system at the Tax Assessor Collector’s office.
- (4) Actual *Interest Income* reflects a slightly lower than normal percent of budget due to changes in current market conditions.
- (5) – (6) Actual *Instruction* and *Institutional Support* reflect board approved salary adjustments and encumbrances not yet budgeted. During the Fall budget revision, these items were reallocated to functional areas.
- (8) Actual *Repairs & Rehabilitation* reflects a slightly lower than normal percent of budget due to projects budgeted but not yet started.
- (9) Actual *Institutional Matching-Contracts/Grants* exceeded budget due to the new Gateway grant.

FINANCIAL REPORT NO. 31

Approval of Adjustments to the Budget for Fiscal Year 2008-09

It is recommended that adjustments to the budget for fiscal year 2008-09 be approved and the budget be revised.

Background

Board Policy CC (Local) provides the following: *The Budget may be amended during the fiscal year upon approval of the Board according to the Business Office Procedures Manual.* Normally, the administration proposes adjustments to the budget in Fall and Spring semesters.

The Planning and Budget Committee reviewed the proposed adjustments on November 18, 2008. Following a presentation and question/answer period, the committee approved submitting the proposed adjustments to the Board for formal action. Members of the committee present were Trustee Flores (chair), Trustee Metzger and Trustee Williams. Trustee Ferguson, Trustee Boyle and Trustee Compton also attended the meeting.

Most adjustments in a Fall semester are due to encumbrances carried forward from the prior fiscal year, distribution of salary increases, reallocations from reserve to departmental accounts, and corrections to income estimates based on Fall enrollments. This is true for the Fall 2008 revision.

Significant adjustments in addition to salary increases and encumbrances carried forward include the following:

- Tuition was adjusted upward by \$1,005,693 based on an increase of projected continuing education enrollments, mainly at BJP, of \$805,693 and \$200,000 increase due to credit enrollment increases.
- Investment Income is being decreased by \$400,000 due to current market conditions.
- General revenue was increased by \$482,110.
- Sales & Services for the Auxiliary Fund decreased by \$751,302 because of the sale of UCD and a decrease in LCET national sales netted against an increase in bookstore commissions.
- The unexpended plant fund shows a \$9,258,396 net decrease because more was paid on projects than estimated for 2007-08 reducing the expenditures for 2008-09.

Submitted by Mr. Ed DesPlas, executive vice chancellor, business affairs

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED CURRENT FUNDS OPERATING BUDGET
Revenues & Additions

	2009		
	Original	Proposed Change	Fall Revision
Unrestricted Fund:			
State Appropriations	\$ 89,473,204	\$ 25,000	\$ 89,498,204
Tuition	67,337,461	1,005,693	68,343,154
Taxes for Current Operations	126,851,795	-	126,851,795
Federal Grants and Contracts	844,062	43,107	887,169
State Grants and Contracts	148,520	-	148,520
Investment Income	6,625,000	(400,000)	6,225,000
General Revenue	2,291,414	482,110	2,773,524
Use of Fund Balance	24,107,909	16,064,535	40,172,444
Total	\$ 317,679,365	\$ 17,220,445	\$ 334,899,810
Auxiliary Fund:			
Sales & Services	\$ 6,694,212	\$ (751,302)	\$ 5,942,910
Investment Income	294,664	(19,511)	275,153
Transfers-in	5,048,797	200,000	5,248,797
Use of Fund Balance	-	524,546	524,546
Total	\$ 12,037,673	\$ (46,267)	\$ 11,991,406
Restricted Fund:			
Insurance/Retirement Match	\$ 23,758,341	\$ -	\$ 23,758,341
SBDC State Match	1,551,288	-	1,551,288
Subtotal State Appropriations	\$ 25,309,629	\$ -	\$ 25,309,629
Grants & Contracts			
Federal	\$ 52,219,278	\$ -	\$ 52,219,278
State	4,425,594	-	4,425,594
Local	5,911,446	-	5,911,446
Transfers-in	700,335	(39,034)	661,301
Total	\$ 88,566,282	\$ (39,034)	\$ 88,527,248
Richland Collegiate High School	-	-	-
Grand Total	\$ 88,566,282	\$ (39,034)	\$ 88,527,248
Richland Collegiate High School			
State Funding	\$ 2,079,322	\$ 72,697	\$ 2,152,019
Investment Income	19,530	(2,530)	17,000
Total	\$ 2,098,852	\$ 70,167	\$ 2,169,019
TOTAL CURRENT FUNDS REVENUES & ADDITIONS	\$ 420,382,172	\$ 17,205,311	\$ 437,587,483

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED CURRENT FUNDS OPERATING BUDGET
Expenditures & Uses by Function

	2009		
	Original	Proposed Change	Fall Revision
Unrestricted Fund			
Instruction	\$ 119,685,646	\$ 8,848,525	\$ 128,534,171
Public Service	5,797,545	986,029	6,783,574
Academic Support	16,781,506	1,000,096	17,781,602
Student Services	26,299,182	748,104	27,047,286
Institutional Support	54,943,269	3,389,041	58,332,310
Staff Benefits	10,310,363	(38,406)	10,271,957
Operations & Maintenance	28,931,326	1,619,772	30,551,098
Repairs & Rehabilitation	24,234,688	9,671,276	33,905,964
Reserve - Campus	2,518,022	716,948	3,234,970
Reserve - Compensation	9,235,525	(9,235,525)	-
Reserve - Operating	6,186,883	(327,633)	5,859,250
Reserve - New Building	500,000	395,000	895,000
Reserve - Non-operating	1,960,223	(1,806,004)	154,219
Mandatory Transfers	2,221,720	-	2,221,720
Non-mandatory Transfers	8,073,467	1,253,222	9,326,689
Total	\$ 317,679,365	\$ 17,220,445	\$ 334,899,810
Auxiliary Fund			
Student Activities	\$ 6,538,578	\$ 559,843	\$ 7,098,421
Sales & Services	4,458,205	(902,575)	3,555,630
Reserve - Campus	744,868	305,054	1,049,922
Reserve - District	206,009	(10,982)	195,027
Transfers-out	90,013	2,393	92,406
Total	\$ 12,037,673	\$ (46,267)	\$ 11,991,406
Restricted Fund			
State Appropriations	\$ 23,758,341	\$ -	\$ 23,758,341
Grants & Contracts	25,489,134	-	25,489,134
Scholarships	39,318,807	(39,034)	39,279,773
Total	\$ 88,566,282	\$ (39,034)	\$ 88,527,248
Richland Collegiate High School	-	-	-
Grand Total	\$ 88,566,282	\$ (39,034)	\$ 88,527,248
Richland Collegiate High School			
Instruction	\$ 1,152,085	\$ (197,014)	\$ 955,071
Public Service	125,000	(15,000)	110,000
Academic Support	103,500	153,307	256,807
Student Services	253,000	60,048	313,048
Institutional Support	465,267	68,826	534,093
Total	\$ 2,098,852	\$ 70,167	\$ 2,169,019
TOTAL CURRENT FUNDS EXPENDITURES & USES	\$ 420,382,172	\$ 17,205,311	\$ 437,587,483

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED NON-OPERATING BUDGET
Revenues & Expenditures

Unexpended Plant Fund

	2009		
	Original	Proposed Change	Fall Revision
Revenues & Additions:			
Investment Revenue	\$ 1,855,718	\$ (116,718)	\$ 1,739,000
Commercial Paper	80,000,000	-	80,000,000
Transfers-in	-	1,040,906	1,040,906
Use of Fund Balance	161,915,742	(10,182,584)	151,733,158
Total	\$ 243,771,460	\$ (9,258,396)	\$ 234,513,064
Expenditures & Uses:			
Bldg & Physical Plant Repairs	\$ 5,989,454	\$ 1,190,068	\$ 7,179,522
Construction & Land Purchases	192,154,932	22,720,440	214,875,372
Architects	45,427,584	(36,530,745)	8,896,839
Furniture & Equipment	160,314	3,361,841	3,522,155
Commercial Paper Cost of Issuance	39,176	-	39,176
Total	\$ 243,771,460	\$ (9,258,396)	\$ 234,513,064

Debt Service Fund

	2009		
	Original	Proposed Change	Fall Revision
Revenues & Additions:			
Investment Revenue	\$ 73,316	\$ (12,316)	\$ 61,000
Taxes (Maintenance Tax Notes)	6,252,716	-	6,252,716
Taxes (General Obligation Bonds)	23,602,212	(980,627)	22,621,585
Taxes (Commercial Paper)	-	980,627	980,627
Transfers-in (Tuition)	2,141,649	-	2,141,649
Transfers-in (Unrestricted)	3,076,741	12,316	3,089,057
Total	\$ 35,146,634	\$ -	\$ 35,146,634
Expenditures & Uses:			
General Obligation Bonds (Principal & Interest)	\$ 22,970,569	\$ (954,384)	\$ 22,016,185
Revenue Bonds (Principal & Interest)	5,239,636	-	5,239,636
Maintenance Tax Notes (Principal & Interest)	6,085,381	-	6,085,381
CP Interest Expense	-	792,384	792,384
CP Fees	-	162,000	162,000
Lone Star Notes (State of TX)	52,071	-	52,071
Uncollectible Tax Expense	205,998	-	205,998
Tax Collection Fees	592,979	-	592,979
Total	\$ 35,146,634	\$ -	\$ 35,146,634

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2008-09 PROPOSED NON-OPERATING BUDGET
Revenues & Expenditures

Quasi-endowment Fund

	2009		
	Original	Proposed Change	Fall Revision
Revenues:			
Investment Income	\$ 174,034	\$ (39,034)	\$ 135,000
Lease Income	400,000	-	400,000
Total	<u>\$ 574,034</u>	<u>\$ (39,034)</u>	<u>\$ 535,000</u>
Expenditures:			
Transfers-out			
Rising Star Program	\$ 574,034	\$ (39,034)	\$ 535,000
Total	<u>\$ 574,034</u>	<u>\$ (39,034)</u>	<u>\$ 535,000</u>

FINANCIAL REPORT NO. 32

Approval of Audited Annual Financial Statements

It is recommended that the Board of Trustees accept the audited annual financial statements.

Background

This recommendation supports the Board of Trustees' guideline to keep the District in a positive financial condition.

Board Policy CDA (Legal) provides the following: *The Board shall be responsible for the preparation of an annual financial statement showing total receipts from each fund, itemized according to source (i.e., taxes, grants of state money, gifts); showing total disbursements, itemized according to nature of expenditures; and showing the balance on hand in each fund at the close of the fiscal year.* Further, Board Policy CDC (Legal) provides for an audit as follows: *The accounts of the District shall be audited in accordance with the approved financial reporting system. An annual audit report for the fiscal year ending August 31 shall be filed with the Coordinating Board on or prior to January 1 next following the close of the fiscal year for which the audit was made.*

The Board's Audit Committee met December 16, 2008, and received information from the District's independent auditor, Grant Thornton. Members of the Audit Committee are Trustee Charletta Compton (chair), Trustee Kitty Boyle and Trustee Bob Ferguson. Upon acceptance by the Board, the URL where the District's annual audited financial statements are displayed will be updated.

Submitted by Mr. Ed DesPlas, executive vice chancellor, business affairs

FINANCIAL REPORT NO. 33

Acceptance of Gifts

Administration recommends the Board accept the gifts, summarized in the following table, under the donors' conditions.

<u>Gifts Reported in December 2008</u>				
<u>Beneficiary</u>	<u>Purpose</u>	<u>Quantity</u>	<u>Range</u>	<u>Total</u>
DCCCD	Chancellor's Council	3	\$100 - 5,000	4,500
	Programs and Services	18	\$100 - 5,000	13,950
	Programs and Services	1	\$5,001 - 250,000	15,000
	Scholarships ¹	9	\$100 - 5,000	7,950
Total	n/a	31	n/a	41,400

<u>Gifts Reported in Fiscal Year 2008-09</u>				
<u>Month Reported</u>	<u>Amount by Category</u>			
	<u>Equipment</u>	<u>Rising Star</u>	<u>Other Gifts</u>	<u>Total</u>
September 2008	\$669,921	\$175,000	\$89,000	\$933,921
October 2008	\$0	\$6,000	\$151,020	\$157,020
November 2008	\$10,878	\$2,297	\$262,268	\$275,443
December 2008	\$0	\$0	\$41,400	\$41,400
January 2009				
February 2009				
March 2009				
April 2009				
May 2009				
June 2009				
July 2009				
August 2009				
Total To Date	\$680,799	\$183,297	\$543,688	\$1,407,784

<u>Type</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>	<u>2007-08</u>
Equipment	\$3,519,952	\$2,267,725	\$ 187,915	\$ 137,643	\$ 396,503	\$ 64,830	\$220,565
Rising Star	0	724,230	439,556	728,836	492,032	57,068	163,227
Other Gifts	221,703	734,917	1,135,653	939,058	1,432,358	972,010	879,876
Total	\$3,741,655	\$3,726,872	\$1,763,124	\$1,805,537	\$2,320,893	\$1,093,908	\$1,263,668

¹ The "Scholarships" category does not include gifts to the Rising Star program, which are reported as a separate line item.

In November 2008, DCCCD Foundation, Inc. made the following expenditures on behalf of DCCCD:

<u>Purpose</u>	<u>Quantity</u>	<u>Total</u>
Chancellor's Council	5	9,225
Programs and Services	6	78,076
Total	11	\$87,301

Submitted by Mrs. Betheny Reid, associate vice chancellor, DCCCD Foundation, Inc.

FINANCIAL REPORT NO. 34

Notice of Grant Awards

<u>Grant Awards Reported in December 2008</u>	
<i>Source:</i>	Academy for Educational Development – Open World Leadership Program
<i>Beneficiary:</i>	Richland College - Subgrantee
<i>Amount:</i>	\$8,200
<i>Term:</i>	November 2, 2008 – January 27, 2009
<i>Purpose:</i>	To provide an opportunity for elected and emerging political and civic leaders from Eurasia to observe the American political system and effective, responsive government at the federal, state, county, and municipal levels. Principles of accountability, transparency, and citizen involvement are emphasized.
<i>Source:</i>	Stephen F. Austin State University, through a grant from U. S. Department of Education – Articulated Internet Teacher Education Program
<i>Beneficiary:</i>	District Office - Subgrantee
<i>Amount:</i>	\$3,500 award increase Year 3, new award total \$14,000
<i>Term:</i>	October 1, 2008 – September 30, 2009
<i>Purpose:</i>	To improve good communication and to encourage collaboration toward success of students and teachers.
<i>Source:</i>	Texas Higher Education Coordinating Board
<i>Beneficiary:</i>	DCCCD colleges – Collegiate G- Force Work Study Program
<i>Amount:</i>	Brookhaven College \$40,000 Cedar Valley College \$40,000 North Lake College \$40,000
<i>Term:</i>	September 1, 2008– August 31, 2009
<i>Purpose:</i>	To provide academic mentors for high school students for supporting the College For Texans Initiatives.
<i>Source:</i>	The University of Texas at Austin, through a grant from Substance Abuse and Mental Health Services Administration – Gulf Coast Addiction Technology Transfer Center Program
<i>Beneficiary:</i>	Eastfield College - Subgrantee
<i>Amount:</i>	\$22,000
<i>Term:</i>	September 30, 2008 – September 29, 2009
<i>Purpose:</i>	To provide substance abuse and mental health services.

Source: U.S. Department of Education
Beneficiary: El Centro College – Hispanic Servicing Institutions Cooperative College
 Cost Reduction Act STEM Partnership
Amount: El Centro College – Fiscal Agent \$1,773,513
Texas Tech - Subcontract 678,360
 Total Award \$2,451,873
Term: October 1, 2008– September 30, 2009
Purpose: To increase the number of STEM (Science, Technology, Engineering, Math) degree awards, transfer opportunities and articulated transfer agreements.

Source: U.S. Department of Education
Beneficiary: Mountain View College – Hispanic Serving Institutions STEM Infrastructure
Amount: \$661,725
Term: October 1, 2008– September 30, 2009
Purpose: To develop a regional, relevant and rigorous strategy to ensure that an increased number of students are Science, Technology, Engineering, Math dominant upon graduation from high school and that more students succeed in postsecondary education and advanced training in STEM disciplines.

Grant Awards Reported in Fiscal Year 2008-09

September 2008	\$ 915,899
October 2008	7,375,409
November 2008	4,876,915
December 2008	3,267,298
January 2009	
February 2009	
March 2009	
April 2009	
May 2009	
June 2009	
July 2009	
August 2009 ¹	

Total To Date 16,435,521

Grant Awards Reported in Fiscal Years 2001-02 through 2007-08

Type	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Competitive	\$11,917,647	\$20,264,070	\$18,750,094	\$22,137,173	\$17,679,698	\$17,168,910	\$21,334,592
Pell Grants ²	19,658,023	26,199,861	29,899,662	31,449,815	31,467,783	29,413,886	30,189,339
Total	<u>\$31,575,670</u>	<u>\$46,463,931</u>	<u>\$48,649,756</u>	<u>\$53,586,988</u>	<u>\$49,147,481</u>	<u>\$46,582,796</u>	<u>\$51,523,931</u>

² 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.

Most of the grants in the *Notice of Grant Awards* report are from government agencies. Very occasionally, a private donor may direct a gift to DCCCD rather than to DCCCD Foundation, Inc., in which case the gift from the private donor is included in *Notice of Grant Awards*.

Funding agencies define fiscal years for each grant, which often do not align with DCCCD's fiscal year. DCCCD administers grants in accordance with requirements of the funding agency and its own policies and procedures.

Submitted by Mrs. Betheny Reid, associate vice chancellor, DCCCD Foundation, Inc.

FINANCIAL REPORT NO. 35

Approval of Resolution Amending Authorized Representatives

It is recommended that authorization be given for the resolution amending authorized representatives with Texas Local Government Investment Pool (TexPool).

Background

TexPool is a local government investment pool organized in 1989. It was organized in conformity with the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. This act provides for the creation of public funds investment pools and permits eligible governmental entities to jointly invest their funds in investments that are authorized under the Public Funds Investment Act. The pool is managed by Federated Investors, Inc. and is supervised by Barclay Capital acting on behalf of the Texas Treasury Safekeeping Trust Company which is overseen by the State Comptroller of Public Accounts.

The Board renewed its approval of TexPool as an authorized investment pool on October 5, 2008 (Financial Report No. 26). The resolution amends the list of authorized signatures to the following persons: Robb Dean, Patricia Disbrow, Betty Butler, Marcus Warr, and Ginny Selman.

Board action is required on the resolution in compliance with TexPool requirements.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs

FINANCIAL REPORT NO. 36

Approval of District Corporate Resolution Relating to Check Signatures

It is recommended that the attached District Corporate Resolution relating to the authorized signatures for checks drawn upon the Depository of the District be approved.

Background

The District Corporate Resolution currently authorizes the designated colleges to sign checks for the Imprest Account on behalf of the District:

The attached revised Corporate Resolution makes changes to the current authorized signatures. The Resolution reflects add or delete columns for the names to be corrected for a particular campus and may not include all campuses.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs

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

I, Wright Lassiter, Secretary of the Board of Trustees of the Dallas County Community College District, a political subdivision organized under the laws of the State of Texas, hereinafter called "District," do hereby certify that I am keeper of the records and the minutes of the proceedings of the Board of Trustees of the District, and I am authorized by law to execute and deliver this certificate, and that on December 16, 2008 there was held a meeting of the Board of Trustees of the District at which meeting a quorum of the Trustees was present and acting throughout, and that at such meeting the following resolutions were duly and legally adopted:

RESOLVED, that Depository is hereby authorized to change signatures on an account in the name of the District styled Imprest Fund (account 638476648). Changes should be implemented as follow:

ADD

Imprest Fund
Eastfield College
Joy Black
Luz Lopez

DELETE

Eastfield College
Esther Bueno
Reva Rattan

The above resolutions are in conformity with State Law which has not been modified or replaced and is now in full force and effect.

DATE: December 16, 2008

Wright Lassiter
Secretary, Board of Trustees

AFFIRMED AND CERTIFIED:

Jerry M. Prater
Board Chair

FINANCIAL REPORT NO. 37

Approval of Resolution to Transfer Funds to Institutional Scholarships

It is recommended that the Board approve a resolution authorizing the transfer of \$200,000 from the auxiliary services fund to institutional scholarships to replenish the enterprise scholarship for all seven colleges.

Background

In August of 2006, the Enterprise Scholarship was established within Institutional Scholarships Fund. Funds derived from bookstore and vending commissions within the auxiliary services fund have reached a level that permits this transfer to replenish the Enterprise Scholarship. Each college receives a portion of the \$200,000 transfer. Each college financial aid office administers and awards these scholarships.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs

FINANCIAL REPORT NO. 38

Approval of Membership in American Association of Community Colleges

It is recommended that authorization be given to renew membership in the American Association of Community Colleges in an amount not to exceed \$53,680.

Background

Annual membership dues in AACC are based on credit enrollment. Included in the total dues is an additional \$350 to cover the President's Academy.

Funds are budgeted in the institutional memberships account #23951 in division #11-XX-107020 at each college.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs

FINANCIAL REPORT NO. 39

Approval of Agreement with the City of Garland to participate in Tax Improvement Finance (TIF) Zone #1

It is recommended that authorization be given to approve an agreement with the City of Garland for the period January 2009 through December 2024, to participate in the downtown Garland TIF #1 for the purpose of economic development of the area immediately adjacent to the Garland Workforce Development Center.

Background

The Garland TIF Zone #1 was created in December 2003 to provide pedestrian enhancements, gateway features, infrastructure improvements, landscaping and development incentives to the area in downtown Garland near the Granville Performing Arts Center, the DART Transit Center and the DART Rail Station. The TIF Zone will be immediately south of the District's new Garland Workforce Development Center and will provide an extension from downtown to Walnut Street to become a main entry into the campus. The Zone will provide for esthetic amenities including a landscaped plaza, tree-lined wider sidewalks and library renovations. The cost to the District includes taxes transferred to the TIF equal to 50% of the increase in taxes generated for approximately ten years.

Upon Board approval of the TIF, it is recommended that Kim Green be the appointed representative for the District to the Garland TIF.

This recommendation has undergone the following administrative review:

- Meeting with officials from the City of Garland to discuss the specifics of the agreement including the direct educational benefits to the District;
- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, Edward M. DesPlas, executive vice-chancellor for business affairs, that relevant provisions of the *Board Policy Manual* have been observed.

Estimated revenues transferred are \$718,000 over the life of the TIF. The amounts will be calculated as an offset each year of estimated maintenance and operations taxes to be received.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs

FINANCIAL REPORT NO. 40

Approval to Amend Rental Payments to Reflections of Highpoint Apartments

It is recommended that authorization be given to amend current rental agreements to Reflections of Highpoint Apartments not to exceed \$83,500 for the period August 12, 2008 through July 31, 2009. This amendment is being requested based upon funding agency request that six students be relocated from Garden Oaks and Talisker apartments to Reflections at Highpoint. This will provide eleven rental apartments for 21 international students from Egypt for a collaborative training program hosted by Brookhaven, Richland and El Centro Colleges.

Background

Community Colleges of International Development (CCID) has issued a sub-award to the District for a collaborative partnership with Brookhaven, El Centro, and Richland to serve twenty-two students from Egypt. The focus of the grant is to provide training in technical workforce education courses in the area of allied health, engineering and information technology. Housing is required by the grant. Therefore, apartment rental including utilities of water and electricity will be paid by the grant. The leases will be in the students' names and the students will bear all responsibility for other services and for any damages.

During a recent site visit on November 4-7, CCID requested that staff relocate the six students to Reflections of Highpoint from Garden Oaks and Talisker apartments. This would allow students better access to bus transportation options and improve group activities for all students. CCID has agreed to pay for all transitional cost to relocate the students including re-letting fees, moving, and deposits.

Students will be relocating December 31, 2008.

This recommendation has undergone the following administrative review:

- An assessment from the director of purchasing that this work was not suited to solicitation of formal bids or quotes;
- Approval of the form and substance of the arrangement from DCCCD's legal counsel;
- Assurance from the chief business officer, Ed DesPlas, that relevant provisions of the *Board Policy Manual* have been observed;
- Approval of the substance of the arrangement by Ed DesPlas.

Estimated expenditures for 12 months for the housing, including deposits and application fees are \$83,500. Financial resources are budgeted in account #13-10-538585-22321.

Submitted by Dr. Andrew Jones, executive vice chancellor, educational affairs

PERSONNEL REPORT NO. 41

Consideration of Resignations and Retirement

RESIGNATIONS

Drews, Marvin (North Lake)	Instructor, Logistics	December 11, 2008
Martinez, Eliazar (North Lake)	Instructor, CISCO	December 31, 2008
McMullen, William (Richland)	Director of Financial Aid	October 31, 2008

RETIREMENT

Washington, Gloria (Richland)	Director, Process Support Services	January 31, 2009
----------------------------------	---------------------------------------	------------------

Background

Resignations

Mr. Marvin Drews (North Lake) is resigning his full-time position due to personal commitments. Mr. Eliazar Martinez (North Lake) is resigning for personal reasons. Mr. William McMullen (Richland) is resigning to accept a position with Tarrant County College-Northeast Campus.

Retirement

Ms. Gloria Washington (Richland) is retiring after serving the district for twenty-seven years.

Submitted by Mr. Denys Blell, vice chancellor, human and organizational development

PERSONNEL REPORT NO. 42

Approval of Warrants of Appointment for Security Personnel

It is recommended that warrants of appointment be approved for the following College Police/Peace Officers for the period indicated:

<u>NAME</u>	<u>PERIOD OF APPOINTMENT</u>
Mobley, Ryan (Cedar Valley) (Part-time)	From 8:00 a.m., December 17, 2008, through termination of DCCCD employment
Beck, Melissa (Mountain View) (Full-time)	From 8:00 a.m., December 17, 2008, through termination of DCCCD employment
Kimbrow, Mickey (Mountain View) (Full-time)	From 8:00 a.m., December 17, 2008, through termination of DCCCD employment

PERSONNEL REPORT NO. 43

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

THOMAS GALLEGOS (Brookhaven) -- \$61,603 per year from December 17, 2008 through August 31, 2009, plus \$150 per month business and travel allowance
College Director, Facilities Management II
Biographical Sketch: A.A.A., University of Texas at El Paso, El Paso, TX
Experience: Facilities Coordinator, Eastfield College; Facilities Coordinator, Irving Arts Center, Irving, TX; Facilities Manager, Home Interiors and Gifts, Carrollton, TX

KAREN HOLDER (Eastfield) -- \$45,000 per year from January 5, 2009 through August 31, 2009, plus \$95 per month business and travel allowance
Coordinator, Center for Child and Family Studies Lab School
Biographical Sketch: Ph.D., Texas A&M University-Commerce, Commerce, TX; M.A., University of Louisiana in Monroe, Monroe, LA; B.S., Louisiana State University in Shreveport, Shreveport, LA
Experience: Program Coordinator, Meadows Principal Improvement Program, Dallas, TX; Mental Health Professional & Intake Specialist, Dallas MetroCare Services-Child and Adolescent, Dallas, TX; Director of Children's Programs and Childcare, First United Methodist Church, Rowlett, TX

RONALD VAN GORDON (El Centro) -- \$61,167 per year from December 17, 2008 through August 31, 2009, plus \$125 per month business and travel allowance
Manager, Business Incubation Center
Biographical Sketch: B.G.S., Wayne State University, Detroit, MI
Experience: Document Control Engineer, New United Motor Manufacturing, Fremont, CA; Document Control Engineer, Toyota Motor Manufacturing, Georgetown, KY; Coordinator, Grants Management and Compliance, Bill J. Priest-El Centro College

JAMES CASEY (North Lake) -- \$68,452 per year from December 3, 2008 through August 31, 2009, plus \$125 per month business and travel allowance
Dean, Educational and Administrative Technology
Biographical Sketch: B.A.A.S., University of North Texas, Denton, TX; A.A.S., North Lake College
Experience: Adjunct Faculty, Network Specialist III and LAN Manager III, North

Lake College

GRANT-FUNDED APPOINTMENT ADMINISTRATOR

KAREN STILLS (El Centro) -- \$49,335 per year from December 17, 2008 through August 31, 2009, plus \$125 per month business and travel allowance

Coordinator, Student Services

Biographical Sketch: B.S., University of New Orleans, New Orleans, LA

Experience: School Alliance Coordinator, Adjunct Faculty and College Rising Star Program Coordinator, El Centro College

SPECIAL ADMINISTRATIVE APPOINTMENT PROGRAM

DAVID RODRIGUEZ (El Centro) -- \$54,753 per year from December 17, 2008 through August 31, 2009, plus \$125 per month business and travel allowance

Program Administrator II

Biographical Sketch: Ph.D., Texas Tech University, Lubbock, TX; M.S. and B.A., Texas State University, San Marcos, TX

Experience: Graduate Fellow, Teaching Assistant and Postdoctoral Teaching Fellow, Texas Tech University, Lubbock, TX

REGULAR APPOINTMENT FACULTY

MARGARET FORD (El Centro) -- \$44,000 (Range F01 – Masters Degree or equivalency) January 12, 2009 through May 14, 2009

Instructor, Nursing

Biographical Sketch: M.S. and B.S., Texas Woman's University, Denton, TX

Experience: Staff Nurse, VANTCHS, Dallas, TX; Staff Nurse, Parkland Memorial Hospital, Dallas, TX; Adjunct Faculty, El Centro College

GRANT-FUNDED APPOINTMENT FACULTY

NANCY FIELDS (El Centro) -- \$41,200 (Range F01 – Masters Degree or equivalency) January 12, 2009 through May 14, 2009

Instructor, Environmental Sciences

Biographical Sketch: M.A. and B.S., Baylor University, Waco, TX

Experience: Adjunct Faculty, Collin County Community College-Spring Creek Campus, Plano, TX; Teacher, Seabourn Elementary School-Mesquite Independent School District, Mesquite, TX; Adjunct Faculty, El Centro College

ALTERNATIVE GRANT-FUNDED APPOINTMENT FACULTY

MWAUNA DAVIS (Cedar Valley) -- \$56,466 (Range F03 – Masters Degree plus

48 additional hours) December 3, 2008 through November 16, 2009

Faculty Counselor

Biographical Sketch: M.S., Amberton University, Garland, TX; B.S., Texas Woman's University, Denton, TX

Experience: Counseling Associate, Director, Upward Bound and Visiting Faculty Counselor, Cedar Valley College

VISITING SCHOLAR APPOINTMENT FACULTY

ANGELA TAYLOR (El Centro) -- \$41,200 (Range F01 – Masters Degree or equivalency) January 12, 2009 through May 14, 2009

Instructor, Developmental Writing

Biographical Sketch: B.A., University of Houston, Houston, TX

Experience: Adjunct Faculty and Senior Program Development Specialist, El Centro College

CORRECTION TO OCTOBER 7, 2008 PERSONNEL REPORT

RICHARD STEENO (El Centro) -- \$46,000

Instructor, Computer Information Technology

Note: It is recommended that Dr. Steeno's salary be corrected to reflect the amount listed.

REDUCED FACULTY LOAD

JUSTINE SCHMITT (Brookhaven)

Instructor, Nursing

Note: It is recommended that Ms. Schmitt's faculty load be reduced from 73 percent to 71 percent for the spring 2009 semester.

Background

Regular Appointment Administrators

Mr. Thomas Gallegos (Brookhaven) (Hispanic) is recommended to fill a position due to the death of James Dwyer. Dr. Karen Holder (Eastfield) (Anglo-American) is recommended to fill a position due to the resignation of Jennifer McFarlane. Mr. Ronald Van Gordon (El Centro) (Anglo-American) is recommended to fill a new position due to reorganization. Mr. James Casey (North Lake) (Anglo-American) is recommended to fill a position due to the resignation of J.D. Haight.

Grant-funded Appointment Administrator

Ms. Karen Stills (El Centro) (African-American) is recommended to fill a position due to the resignation of Sarah Oglesby.

Special Administrative Appointment Program

Dr. David Rodriguez (El Centro) (Hispanic) is recommended to fill a new position through the Special Administrative Appointment Program.

Regular Appointment Faculty

Ms. Margaret Ford (El Centro) (African-American) is recommended to fill a position due to the non-renewal of Manujual Shrivastava's contract.

Grant-funded Appointment Faculty

Ms. Nancy Fields (El Centro) (Anglo-American) is recommended to fill a new position due to increased enrollment.

Alternative Grant-funded Appointment Faculty

Ms. Mwauna Davis (Cedar Valley) (African-American) is recommended to fill a new position through Title III Grant.

Visiting Scholar Appointment Faculty

Ms. Angela Taylor (El Centro) (African-American) is recommended to fill a new position due to increased enrollment.

Correction to October 7, 2008 Personnel Report

Dr. Richard Steeno (El Centro) (Anglo-American) It is recommended that Dr. Steeno's salary be corrected.

Reduced Faculty Load

Ms. Justine Schmitt (Brookhaven) (Anglo-American) It is recommended that Ms. Schmitt's faculty load be reduced from 73 percent to 71 percent for the spring 2009 semester.

Submitted by Mr. Denys Blell, vice chancellor, human and organizational development

POLICY REPORT NO. 44

Approval of Resolution Authorizing the Chancellor to Enter Various Agreements with the City of Irving to Authorize a DART Rail Line and Station on North Lake Campus

It is recommended that the Board of Trustees of the Dallas County Community College District adopt the attached resolution that authorizes the Chancellor to enter into various agreements with the City of Irving for the purpose of DART providing a light rail line, station, bus transfer area and bus access, vehicular parking and related uses on North Lake College campus. This authorization is contingent upon the City of Irving contributing to the District an amount not to exceed \$400,000 to purchase a four acre tract near the College for future expansion by the College.

Effective Date: December 16, 2008

Background

DART and the City of Irving desire to build a new light rail line that terminates at DFW Airport. The best route for part of this new line is through a perimeter area of North Lake College, which is approximately four acres.

Among other accommodations to the College by the City and DART, the City is willing to contribute to the District an amount not to exceed \$400,000 for the purchase by the District of four acres of land near the College for future expansion.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs and Mr. Robert Young, district legal counsel

RESOLUTION
BOARD OF TRUSTEES
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

WHEREAS, DART intends to construct, operate and maintain public mass transit facilities, including a project known as the DART Light Rail Orange Line (“LINE”) part of which crosses North Lake College Campus;

WHEREAS, the City of Irving wishes to secure necessary property rights for the LINE through the City of Irving as well as North Lake College;

WHEREAS, the DCCCD will benefit from the LINE, station and related uses on the College campus by providing convenient and affordable access to mass transit for students, faculty and patrons of the College and by providing a sustainable alternative for transportation to and from the College;

WHEREAS, the City of Irving has pledged to contribute to the District an amount not to exceed \$400,000 toward the District’s purchase of approximately four acres of land near the College for future expansion; NOW THEREFORE,

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

Section 1. That the Chancellor is authorized to enter into various agreements on behalf of the Board of Trustees in furtherance of construction of the DART Light Rail Orange Line on the North Lake Campus, such authority being contingent on the City of Irving’s \$400,000 pledge.

Section 2. That the Chancellor is authorized to enter into a construction Right of Entry Agreement with the City of Irving after review and approval of this Agreement by appropriate College and District officials as well as the District Legal Counsel.

Section 3. That the Chancellor is authorized to enter into a Joint Use Agreement with the City of Irving to provide permanent and perpetual right of joint use of the North Lake College property for purposes of a rail LINE, station, bus transfer area and bus access, vehicular parking and related use along with a temporary construction area after review and approval by appropriate College and District officials as well as the District Legal Counsel.

Section 4. That the Chancellor is authorized to enter into a Deed for Mass Transit Purposes that conveys certain property to the City of Irving for the purpose of the

LINE and station after review and approval by appropriate College and District Officials as well as the District Legal Counsel.

Section 5: That this resolution is effective upon adoption by the Board of Trustees of Dallas County Community College District and that this resolution shall be signed by the Chairman of the Board of Trustees.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

By: _____
Jerry Prater, Chairman
Board of Trustees

ATTEST

By: _____
Wright L. Lassiter, Jr., Secretary
Board of Trustees

Adopted: December 16, 2008

INFORMATIVE REPORT NO. 45

Receipt of Business and Corporate Contracts – November Report

The following table lists companies with which the colleges have entered into contracts during the past month, courses titles, and the sum of contract amounts.

BROOKHAVEN COLLEGE - \$ 20, 502

Ford	Automatic Transmission Diagnosis
Ford	Automatic Transaxle Repair
Ford	Transfer Case & 4X4 Repair
GM	Automatic Transmission Repair
GM	Power Train Repair
GM	4180e Transmission Repair
GM	Aisin Transmission Repair
GM	Vibration Correction
GM	HVAC Repair
Navarro Regional Hospital	PALS
TRANE Commercial Systems	Effective Presentation Skills
Womack Machine Supply Company	Communication Skills-ESL Level 1
Womack Machine Supply Company	Workplace Comm ESL Level 5

CEDAR VALLEY COLLEGE - \$ 12, 326

American Ace Motorcycle Company	Basic Rider
Best Southwest Professional Employee Development Program	Mediation for Managers
Best Southwest Professional Employee Development Program	Advanced PowerPoint
Best Southwest Professional Employee Development Program	Effective Interpersonal Communication
Best Southwest Professional Employee Development Program	Drug & Alcohol Awareness
Federal Correctional Institute	Automotive Technology
Federal Correctional Institute	Building Trades Technology
Federal Correctional Institute	Computer Technology
Federal Correctional Institute	GED (Spanish)
Federal Correctional Institute	Heating, Ventilation & Air Conditioning Technology
Federal Correctional Institute	Upholstery Technology
Gatlin Educational Services, Inc	Dental Assistant
Gatlin Educational Services, Inc	Freight Broker/Agent
Gatlin Educational Services, Inc	Comp TIA A+ Certification

Gatlin Educational Services, Inc
Gatlin Educational Services, Inc
McGraw Hill Companies
McGraw Hill Companies

Non-Profit Management

Payroll Practice & Management
Principles of Management
Cooperative Education

EASTFIELD COLLEGE - \$350

CC Young

Comparative Religion Course

EL CENTRO COLLEGE – \$ 63, 810

Southern Botanical, Inc.
American Physician Housecalls
Parkland Health & Hospital System
Parkland Health & Hospital System
Dallas Airmotive, Inc.
Dallas Airmotive, Inc.
UT Southwestern Medical Center
API Precision Machining

English as a Second Language
Insurance Coding
Anatomy & Physiology
Medical Terminology
Safety & Environmental
Curriculum Development
Emergency Medical Technician
Practical Skills for Management &
Supervisors

Bombardier Aerospace
Bombardier Aerospace

Aircraft Service & Maintenance
Practical Skills for Managers &
Supervisors

Bombardier Aerospace
Manda Machine Co. Onc.
Mary Kay, Inc.
Metalwest
Paragon Industries, Inc.
Pollock Paper

Customer Service Excellence
Lean Process Improvement
Lean Process Improvement
Lean Process Improvement
Lean Manufacturing
Practical Skills for Management &
Supervisors

Western Extrusions Corp

Practical Skills for Management &
Supervisors

MOUNTAIN VIEW COLLEGE – \$ 51, 016

AT&T
General Motors
Advanced Manufacturing
Workforce Development
Workforce Development
Sanders Estes Unit
Lew Sterrett

DC 1 Electronics
Welding Technology
Machine Shop/Welding
Welding Technology
Machine Shop
GED
GED

NORTH LAKE COLLEGE - \$ 21, 079

Construction Education Foundation

Career

NORTH LAKE COLLEGE - \$ 21, 079

Dallas Joint Electrical Training Center Career

RICHLAND COLLEGE – \$ 32, 540

Alliance for Employee Growth & Development	eBay Selling Basics
Alliance for Employee Growth & Development	Technical Support
Chambrel Hill	Emeritus
Dallas County	Business Writing
Dallas County	Professional Development
The Forum	Emeritus
Garland Chamber of Commerce	Lean Manufacturing
Garland Chamber of Commerce	Professional Development
Meadowstone	Emeritus
Parker Chiropractic College	Command Spanish
Presbyterian Village North	Emeritus

Contracts Reported in 2008-09

	<u>BHC</u>	<u>CVC</u>	<u>EFC</u>	<u>ECC</u>	<u>MVC</u>	<u>NLC</u>	<u>RLC</u>	<u>Total</u>
September 2008	\$ 13,411	\$ 50,489	\$ 24,455	\$134,620	\$ 1,848	\$ 6,119	\$ 3,130	\$ 234,072
October 2008	\$35, 923	\$156,436	\$5,126	\$40,595	\$ 6,630	\$ 7,245	\$ 9,124	\$261,079
November 2008	\$20,502	\$12, 326	\$350	\$63, 810	\$51, 016	\$21, 079	\$32, 540	\$201, 623
December 2008								
January 2009								
February 2009								
March 2009								
April 2009								
May 2009								
June 2009								
July 2009								
August 2009								
Total To Date	\$ 69,836	\$219,251	\$29,931	\$239,025	\$59,494	\$34, 443	\$44, 794	\$696, 774

Contracts Reported in Fiscal Years 2001-02 through 2007-08

<u>Campus</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>	<u>2007-08</u>
BHC	\$ 227,110	\$ 240,776	\$ 369,414	\$ 310,983	\$ 272,691	\$ 344,651	\$ 263,919
CVC	115,313	150,814	198,999	563,088	501,655	886,499	804,523
EFC	108,683	186,901	156,515	72,145	125,727	122,943	95,796
ECC	495,808	484,360	555,163	117,300	646,509	312,686	500,707
MVC	289,068	187,826	250,008	202,878	202,246	137,995	164,883
NLC	811,344	1,162,953	791,704	624,729	428,096	424,961	431,473
RLC	438,343	427,108	291,799	343,528	238,414	196,645	173,689

BPI	82,736	248,459	195,066	326,457	115,575 ³	0	0
Total	<u>\$2,568,405</u>	<u>\$3,089,197</u>	<u>\$2,808,668</u>	<u>\$2,561,108</u>	<u>\$2,530,913</u>	<u>\$2,426,380</u>	<u>\$2,434,990</u>

Submitted by Dr. Andrew Jones, executive vice chancellor, educational affairs

³ The Bill J. Priest Institute for Economic Development ceased contract training in October 2005. The Institute subsequently became El Centro College-Bill Priest Campus.

INFORMATIVE REPORT NO. 46

Receipt of Business and Corporate Contracts – December Report

The following table lists companies with which the colleges have entered into contracts during the past month, courses titles, and the sum of contract amounts.

BROOKHAVEN COLLEGE - \$ 16,992

Ford	Automatic Transmission Diagnosis
Ford	Automatic Transaxle Repair
Ford	Transfer Case & 4X4 Repair
GM	Automatic Transmission Repair
GM	Power Train Repair
GM	4180e Transmission Repair
GM	Aisin Transmission Repair
GM	Vibration Correction
GM	HVAC Repair
Navarro Regional Hospital	PALS
Doubletree Hotel	Re-certification

CEDAR VALLEY COLLEGE - \$ 295,096

American Ace Motorcycle Company	Basic Rider
American Animal Hospital Association	Veterinary Medical Terminology
American Animal Hospital Association	Veterinary Office Management
American Animal Hospital Association	Canine & Feline Clinical Mgt
American Animal Hospital Association	Veterinary Clinical Pathology 1
American Animal Hospital Association	Veterinary Parasitology
American Animal Hospital Association	Veterinary Pharmacology
American Animal Hospital Association	Veterinary Anesthesia & Surgical Assistance
American Animal Hospital Association	Veterinary Nursing Care
American Animal Hospital Association	Veterinary Radiology
American Animal Hospital Association	Veterinary Clinical Pathology 2
Best Southwest Professional Employee Development Program	Reports and Presentations
Best Southwest Professional Employee Development Program	Conflict Resolution
Texas Department of Transportation	Administration Fees

EASTFIELD COLLEGE - \$ 3,820

C C Young	Oil Painting
-----------	--------------

EASTFIELD COLLEGE - \$ 3,820

City of Dallas	Welding/Cutting
Motorcycle Training Center, Inc.	Motorcycle Rider

EL CENTRO COLLEGE – \$ 61,927

Parkland Health & Hospital System	Spanish for Medical Personnel
Parkland Health & Hospital System	Medical Terminology
Dallas Airmotive	Inc. Curriculum Development
Low Birth Weight Development Center	Pre-GED in Spanish
UT Southwestern Medical Center	Emergency Medical Technician
Youth Village Foundation	Certified Food Manager
Bombardier Aerospace	Aircraft Service and Maintenance
Metalwest	Lean Process Improvement
Paragon Industries, Inc.	Customer Service Skills

MOUNTAIN VIEW COLLEGE – \$ 11, 696

AT&T	DC 2 Electronics
VECTA	Excel
Sanders Estes Unit	GED
City of Ft Worth	Airport Safety & Operations

NORTH LAKE COLLEGE - \$ 0.00

RICHLAND COLLEGE – \$ 9, 220

Alliance for Employee Growth & Development	Technical Support
Chambrel Hill	Emeritus
City of Plano	CPR
EcoLab	Consulting
The Forum	Emeritus
Garland Chamber of Commerce	Lean Manufacturing
Garland Chamber of Commerce	Professional Development
Meadowstone	Emeritus
Presbyterian Village North	Emeritus

Contracts Reported in 2008-09

	<u>BHC</u>	<u>CVC</u>	<u>EFC</u>	<u>ECC</u>	<u>MVC</u>	<u>NLC</u>	<u>RLC</u>	<u>Total</u>
September 2008	\$ 13,411	\$ 50,489	\$ 24,455	\$134,620	\$ 1,848	\$ 6,119	\$ 3,130	\$ 234,072
October 2008	\$35, 923	\$156,436	\$5,126	\$40,595	\$ 6,630	\$ 7,245	\$ 9,124	\$261,079
November 2008	\$20,502	\$12, 326	\$350	\$63, 810	\$51, 016	\$21, 079	\$32, 540	\$201, 623
December 2008	\$16, 992	\$295,096	\$3,820	\$61,927	\$11,696	\$0.00	\$ 9, 220	\$398, 751
January 2009								
February 2009								
March 2009								
April 2009								
May 2009								
June 2009								
July 2009								
August 2009								
Total To Date	\$ 86,828	\$514,347	\$33,751	\$300,952	\$71,190	\$34, 443	\$54,014	\$1,095,525

Contracts Reported in Fiscal Years 2001-02 through 2007-08

<u>Campus</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>	<u>2007-08</u>
BHC	\$ 227,110	\$ 240,776	\$ 369,414	\$ 310,983	\$ 272,691	\$ 344,651	\$ 263,919
CVC	115,313	150,814	198,999	563,088	501,655	886,499	804,523
EFC	108,683	186,901	156,515	72,145	125,727	122,943	95,796
ECC	495,808	484,360	555,163	117,300	646,509	312,686	500,707
MVC	289,068	187,826	250,008	202,878	202,246	137,995	164,883
NLC	811,344	1,162,953	791,704	624,729	428,096	424,961	431,473
RLC	438,343	427,108	291,799	343,528	238,414	196,645	173,689
BPI	82,736	248,459	195,066	326,457	115,575 ⁴	0	0
Total	\$2,568,405	\$3,089,197	\$2,808,668	\$2,561,108	\$2,530,913	\$2,426,380	\$2,434,990

Submitted by Dr. Andrew Jones, executive vice chancellor, educational affairs

⁴ The Bill J. Priest Institute for Economic Development ceased contract training in October 2005. The Institute subsequently became El Centro College-Bill Priest Campus.

INFORMATIVE REPORT NO. 47

Monthly Award and Change Order Summary

Attached is the informative report summarizing awards and change orders approved by the executive vice chancellor, business affairs in October 2008.

EXECUTIVE VICE CHANCELLOR, BUSINESS AFFAIRS
MONTHLY AWARD AND CHANGE ORDER SUMMARY FOR
October 2008

AWARDS:

11470	Price Agreement – Lease & Maintenance of Interior Plants – NLC, N, S, & W Campuses Ambius, Inc	(11 month estimate) \$15,000.00
-------	---	------------------------------------

This award consists of the lease and maintenance of plants and containers. These locations North Campus, South Campus, and West Campuses will be added to the district-wide contract, running through August 31, 2009, when it is rebid.

11474	Replacement of Baseball Scoreboard - RLC Olen Williams, Inc.	\$20,500.00
-------	---	-------------

This award consists of the labor and materials necessary to replace the original baseball scoreboard used by the athletics department. The existing scoreboard, which is over twenty years old, will be replaced by a new model that can be remotely controlled by a wireless operating system. Scope of work includes the removal and disposal of the existing scoreboard and associated support assembly, installation of a new pre-engineered mounting structure, providing and installing the new scoreboard with school sign and operator training.

1D84461	Packetcare Maintenance Agreement - DSC Florance & Associates Consulting	\$12,560.00
---------	--	-------------

This award consists of the annual Packetcare maintenance agreement for the Packeteer equipment located at the District Service Center. This equipment manages the bandwidth available on the district network by identifying data types and prioritizing certain types over others. It is a vital part of the infrastructure for the district data network.

CHANGE ORDERS:

Mayse & Associates, Inc
Architectural and engineering services for conversion of old Library into Student Life Center – NLC
Purchase Order No. B13285
Change Order No. 1

Change: H3000 HVAC duct replacement.

Original Contract Amount	\$172,912.00
Change Order Limit/Contingency	0.00
Prior Change Order Total Amounts	0.00
Net Increase this Change Order	22,470.00
Revised Contract Amount	\$195,382.00

Board approved original award 03/04/2008. This is for NLC project #13, *Progress Report on Construction Projects*.

Phoenix 1 Restoration – BID #11409
Recoat foam roofs – EFC
Purchase Order No. B13460
Change Order No. 2

Change: Wet substrate encountered during construction

Original Contract Amount	\$126,000.00
Change Order Limit/Contingency	0.00
Prior Change Order Total Amounts	19,455.00
Net Increase this Change Order	2,140.00
Revised Contract Amount	\$147,595.00

Board approved original award 07/01/2008. This is for EFC project #10, *Progress Report on Construction Projects*.

The 02 Group –
Renovations & installations – DSC
Purchase Order No. B11919
Change Order No. 4

Change: Additional services related to this project.

Original Contract Amount	\$4,280.00
Change Order Limit/Contingency	0.00
Prior Change Order Total Amounts	10,484.00
Net Increase this Change Order	4,967.92
Revised Contract Amount	\$19,731.92

This is for DSC project #2, *Progress Report on Construction Projects*.

Tomden Engineering, L.L.P.
Engineering services for drainage improvements – NLC
Purchase Order No. B0013161
Change Order No. 1

Change: Field Review and office preparation of a design plan change to increase the limits of pavement removal and replacement

Original Contract Amount	\$6,350.00
Change Order Limit/Contingency	0.00
Prior Change Order Total Amounts	0.00
Net Increase this Change Order	750.00
Revised Contract Amount	\$7,100.00

This is for NLC project #10, *Progress Report on Construction Projects*.

INFORMATIVE REPORT NO. 48

Payments for Goods and Services

This is an indicator report for the M/WBE participation provision in Policy BAA (LOCAL), which the Board of Trustees adopted on April 1, 2008. The policy statement is “The Board intends that the District, in the awarding of contracts for goods and services, shall make competitive opportunities available to all prospective suppliers including but not limited to new businesses, small businesses, and minority and woman-owned business enterprises (M/WBEs).”

Payments for Goods and Services

September and October 2008 Compared to 1st Quarter (September – November 2007)

<u>Ethnicity/Gender</u>	<u>September 08</u>		<u>October 08</u>		<u>1st Quarter</u>			
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>2007</u>	<u>%</u>	<u>2008</u>	<u>%</u>
Amer Indian/Alaskan Native	30,129	.1	69,080	.3	85,197	.4		
Black/African-American	5,057,922	22.2	2,773,180	12.6	632,982	2.6		
Asian Indian	547,305	2.4	566,624	2.6	702,129	2.9		
Anglo-American, Female	1,245,194	5.5	879,590	4.0	543,505	2.3		
Asian Pacific	34,430	0.2	3,741	0.0	16,026	.1		
Hispanic/Latino/Mex-American	2,590,645	11.4	3,816,340	17.4	1,480,839	6.1		
Other Female	251,365	1.1	137,660	.6	184,804	.8		
Total M/WBE	9,756,990	42.9	8,246,214	37.6	3,645,482	15.1		
Not Classified	13,006,078	57.1	13,693,784	62.4	20,554,331	85.0		
Subtotal for Discretionary Payments	22,763,068	100.0	21,939,998	100.0	24,199,814	100.0		
Non-discretionary Payments	3,568,720		1,726,781		5,493,388			
Total Payments	26,331,788		23,666,779		29,693,201			

Note: Business Diversity has revised the numbers for the September 2008 report based on errors identified when preparing the current report. The total dollars reported are correct: however, the distribution of the dollars and percentages in the categories were incorrect. Instead of the overall MWBE percentage reported in October of 24.2% the correct total is 42.9%.

Payments to M/WBEs in Fiscal Years 2000/01 – 2007/08

	<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>	<u>2007-08</u>
Amer Indian/Alaskan Native	16,009	1,985	2,735,072	3,849,775	300,869	976,953	1,098,580	293,244
Black/African-American	1,067,785	1,777,088	2,292,519	3,205,921	4,404,239	4,706,496	3,125,284	14,934,516
Asian Indian	789,252	422,606	66,670	148,477	468,352	1,112,483	3,170,023	3,494,574
Anglo-American, Female	1,549,240	1,861,600	1,615,111	1,237,126	5,569,275	4,684,336	3,902,023	4,893,713
Asian Pacific	200,204	193,409	236,225	286,589	995,558	25,793	26,035	656,552
Hispanic/Latino/Mex-American	1,120,478	2,214,839	1,019,652	816,123	2,574,890	4,034,906	1,993,010	11,019,093
Other Female	0	14,602	13,991	11,092	33,805	712,096	695,800	940,788
HUB	N/A	N/A	N/A	N/A	1,363,959	N/A	N/A	N/A
Total paid to M/WBEs	4,742,968	6,486,128	7,979,240	9,555,103	14,346,989	16,253,063	14,010,757	36,232,479.20
% of all payments	9.00%	9.89%	12.02%	14.33%	22.63%	22.27%	20.07%	21.69%

Note: Effective September 1, 2004, sources for ascertaining certification were expanded from only NCTRCA to include HUB-State of Texas, DFWMBDC, and WBC - Southwest.

INFORMATIVE REPORT NO. 49

Progress Report on Construction Projects

The status of all construction projects as of October 31, 2008 is shown on the attached charts.

PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of October 31, 2008

PROJECTS		DESIGN							CONSTRUCTION				Final Completion Acceptance						
		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%
BHC																			
1	Pavement improvements Juniper Rd																		
2	Install access control system																		
3	Recarpet bldgs B,D,J,T																		
4	Provide acoustical study B304																		
5	Install Scene Shop fire protection																		
6	DCCCD Public Safety Comm Sys																		
7	Renovate bldgs R; ADA/TAS																		
8	Waterproof wall bldg K																		
9	Upgrade restrooms campus-wide																		
10	Repaint 40 classrooms, 20 labs, & performance hall																		
Bond Program																			
11	Construct Science bldg																		
12	Expand automotive tech																		
13	Construct Workforce & Continuing Ed bldg with expanded classrooms																		
CVC																			
1	Repair stairwell bldg. A																		
2	Subsurface roof moisture																		
3	Correct subsurface drainage bldgs B, C, D																		
4	Replace transformer & switchgear bldg B																		
5	Replace glass doors & related store fronts bldgs C & E																		
Bond Program																			
6	Expand mechanical infrastructure																		
7	Construct Science bldg																		
8	Construct Industrial Tech bldg																		
DO																			
1	Replace window tint																		
Bond Program																			
2	District Office at 1601 Lamar																		
DSC																			
1	Install emergency generator																		
2	Diversity renovation																		
3	Remodel Record Mgmt																		
4	Replace underground roof drainage																		
5	Seal & redo parking lots																		
6	Upgrade security system																		
ECC																			
1	Upgrade security system 701																		
2	Replace 9 air handlers																		
3	Replace carpet offices/classrooms @ BJP																		
4	Replace toilet partitions @ BJP																		
5	Replace restroom fixtures @ BJP																		
Bond Program																			
6	Develop West Campus																		
7	Back fill Adaptive Remodel																		
EFC																			
1	Upgrade bromide exhaust																		

PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of October 31, 2008

PROJECTS		DESIGN							CONSTRUCTION				Final Completion Acceptance						
		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%
2	Reconstruct roadway																		
3	Replace drain piping Central Plant floor																		
4	Replace paint booth bldg. T																		
5	Repair concrete sidewalk																		
6	Repair structural crack in stairwell																		
7	Refurb Paint booth #2																		
8	Remodel Police offices																		
9	Realign La Prada Drive																		
10	Replace foam roofs bldgs A & F																		
11	Repair foam roof bldgs C,L,M,N, P																		
12	Gymnasium bleacher replacement																		
Bond Program																			
13	Develop South campus																		
14	Expand parking																		
15	Expand mechanical infrastructure																		
16	Build general classroom																		
17	Remodel vacated space																		
18	Construct Workforce Development																		
19	Construct Parent Child Study Center																		
20	Construct Industrial Technology Center																		
LCET																			
1	Replace emergency generator																		
MVC																			
1	Replace access control																		
2	Install security cameras																		
3	Replace gym roof																		
4	Replace pool filter tanks, deck & underwater lights																		
5	Repair cooling tower/Replace pipe																		
Bond Program																			
6	Build soccer fields & community recreation complex																		
7	Expand mechanical infrastructure																		
8	Construct Science bldg																		
9	Construct Performing Arts bldg																		
10	Remodel vacated space																		
11	Construct Economic & Workforce Center																		
12	Construct Student Center																		
NLC																			
1	Restore slope bldg T																		
2	Remodel & convert old library																		
3	Test and balance HVAC systems																		
4	Install CCTV system																		
5	Retrofit interior lighting																		
6	Replace temporary sidewalk bldg A																		
7	Construct new elevator for bldg A																		
8	Relocate above ground fuel tanks																		
9	Improve water filtration gym East wall																		
10	Improve drainage bldg F entrance																		

PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of October 31, 2008

PROJECTS		DESIGN							CONSTRUCTION				Final Completion Acceptance						
		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%
11	Oncor Easements																		
12	Repair tunnel bldgs F & A300																		
13	Replace HVAC system bldg H; H200 & H300																		
	Bond Program																		
14	Develop South campus																		
15	Develop North campus																		
16	Expand mechanical infrastructure																		
17	Construct Science bldg																		
18	Construct General Purpose bldg																		
19	Workforce Development Center																		
20	Remodel vacated space																		
21	Repair structural/waterproofing																		
	RLC																		
1	Replace restroom partitions																		
2	Replace AHU Hondo bldg																		
3	Replace fire alarms campus-wide																		
4	Install security cameras																		
5	Install 3 solar light poles																		
6	Install new modular bldg																		
7	Revise east entryway Walnut St.																		
8	Replace storefront doors																		
9	Repair sinkhole south end of lake																		
10	Replace existing wood ADA w/concrete ADA ramps																		
11	Replace ADA Access																		
12 ⁵	Replace tennis court fencing & gates																		
13	Restore roof bldgs A,N,F																		
14	Graduation stage																		
15	Electronic marquee sign																		
16	Replace roof bldgs C,H,G, L, M, P																		
	Bond Program																		
17	Construct Science bldg & expand parking/mechanical infrastructure																		
18	Renovate Sabine Hall																		
19	Develop Garland Workforce Training Center																		

COMPLETED PROJECTS⁶

- Subsurface roof moisture (CVC)
- Replace paint booth bldg T (EFC)
- Test and balance HVAC systems (NLC)
- Improve water filtration gym East wall (NLC)
- Revise east entryway Walnut St. (RLC)

⁵ This project, "Replace tennis court fencing & gates" at RLC, has been cancelled by the campus and will not appear on this report next month.

⁶ This is the last report on which these projects will appear.

INFORMATIVE REPORT NO. 50

Bond Program Report on Projects

The status of planning as of October 31, 2008 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 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.

Submitted by Mr. Edward DesPlas, executive vice chancellor, business affairs and Mr. Steven Park, executive director, bond/program management team and Mr. Clyde Porter, associate vice chancellor, facilities management/
district architect

Brookhaven College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
Location Wide Original Budget: \$0 Revised Budget: \$3,030,342	2,973,192				
Science Building Original Budget: \$29,200,000 Revised Budget: \$46,542,573 Total Awarded: \$41,046,859	0	3,673,731	37,089,291	283,563	274
	Construction Start / Beneficial Occupancy: Dec 07 / Jul 09 Managed by Bond Program Management Team. \$37,089,291 CMAR Guaranteed Maximum Price 01/28/2008.				
Automotive Technology Expansion Original Budget: \$4,000,000 Revised Budget: \$4,534,780 Total Awarded: \$4,060,630	0	352,950	3,656,000	51,680	0
	Construction Start / Beneficial Occupancy: Aug 08 / Jul 09 Managed by Bond Program Management Team.				
Workforce & Continuing Education Building Original Budget: \$8,200,000 Revised Budget: \$7,799,145 Total Awarded: \$6,845,927	0	541,118	6,300,000	4,809	0
	Construction Start / Beneficial Occupancy: Nov 08 / Dec 09 Managed by Bond Program Management Team. \$6,300,000 CMAR Guaranteed Maximum Price 11/7/2008. October 31, 2008				
Location Summary	Original Budget: 60,606,840		Revised Budget: 61,906,840		Total Awarded: 54,926,608

BHC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	54,926,334	47,948,240	28,462,746	59%	19,485,494	41%

Cedar Valley College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
Location Wide Original Budget: \$0 Revised Budget: \$2,585,342	2,536,582				
Mechanical Infrastructure Original Budget: \$4,306,840 Revised Budget: \$77,810 Total Awarded: \$77,810	0	0	0	77,810	0
Construction Start / Beneficial Occupancy: Apr 08 / Sep 09 Managed by Bond Program Management Team. --Budget and scope included in science, allied health, and veterinary technology building.					
Science, Allied Health, and Veterinary Technology Building Original Budget: \$30,600,000 Revised Budget: \$38,021,487 * Total Awarded: \$33,015,384	0	2,341,837	30,194,547	454,540	24,460
Construction Start / Beneficial Occupancy: Apr 08 / Sep 09 Managed by Bond Program Management Team. \$30,194,547 CMAR Guaranteed Maximum Price 3/17/2008. * \$55,500 added from non-bond program dollars.					
Industrial Technology Building Original Budget: \$6,600,000 Revised Budget: \$13,177,701 Total Awarded: \$12,236,571	0	979,150	11,086,842	170,479	100
Construction Start / Beneficial Occupancy: Jan 08 / Mar 09 Managed by Bond Program Management Team. \$10,820,539 CMAR Guaranteed Maximum Price 12/13/2007. October 31, 2008					
Location Summary	Original Budget: 53,506,840		Revised Budget: 53,862,340		Total Awarded: 47,866,347

CVC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	47,840,807	39,409,515	31,644,441	80%	7,765,074	20%

Eastfield College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
Location Wide Original Budget: \$0 Revised Budget: \$2,825,342	2,565,107				
South Campus Original Budget: \$10,200,000 Revised Budget: \$13,298,137 * Total Awarded: \$9,784,499	0	822,999	8,578,302	132,894	250,304
	Construction Start / Beneficial Occupancy: May 08 / May 09 Managed by Bond Program Management Team. \$8,578,302 CMAR Guaranteed Maximum Price 4/24/2008. * \$2,420,039 land purchase and \$296,152 demolition. \$250,000 added from non-bond program dollars.				
Expanded Parking Original Budget: \$1,500,000 Revised Budget: \$0 Total Awarded: \$0	0	0	0	0	0
	Construction Start / Beneficial Occupancy: Sep 08 / Sep 09 Managed by Bond Program Management Team. --Budget and scope included in workforce development building and parent child study center.				
Mechanical Infrastructure Original Budget: \$2,306,840 Revised Budget: \$94,433 Total Awarded: \$94,433	0	0	0	94,433	0
	Construction Start / Beneficial Occupancy: Sep 08 / Sep 09 Managed by Bond Program Management Team. --Budget and scope included in workforce development building.				
Adaptive Remodel Original Budget: \$4,600,000 Revised Budget: \$3,547,599 Total Awarded: \$2,950,517	0	23,880	2,920,037	6,600	0
	Construction Start / Beneficial Occupancy: Jul 09 / Feb 10 Managed by Bond Program Management Team. --Budget transferred to workforce development building, parent child study center, and industrial technology building.				

Eastfield College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
General Classroom Building Original Budget: \$17,400,000 Revised Budget: \$14,686,078 Total Awarded: \$12,906,385	0	1,058,965	11,709,770	119,275	18,375
Construction Start / Beneficial Occupancy: Aug 07 / Nov 08 Managed by Bond Program Management Team. \$11,709,770 CMAR Guaranteed Maximum Price 8/9/2007. --Budget transferred to workforce development building, parent child study center, and industrial technology building.					
Workforce Development Building Original Budget: \$7,100,000 Revised Budget: \$10,986,741 Total Awarded: \$10,156,432	0	735,194	9,322,145	99,093	0
Construction Start / Beneficial Occupancy: Sep 08 / Sep 09 Managed by Bond Program Management Team. \$9,322,145 CMAR Guaranteed Maximum Price 8/15/2008. --Budget transferred to industrial technology building.					
Parent Child Study Center Original Budget: \$0 Revised Budget: \$7,167,787 Total Awarded: \$6,634,648	0	440,712	6,148,188	45,748	0
Construction Start / Beneficial Occupancy: Sep 08 / Jul 09 Managed by Bond Program Management Team. \$6,148,188 CMAR Guaranteed Maximum Price 8/12/2008					
Industrial Technology Center Original Budget: \$0 Revised Budget: \$8,278,860 Total Awarded: \$6,297,250	0	446,607	5,793,958	56,685	0
Construction Start / Beneficial Occupancy: Nov 08 / Oct 09 Managed by Bond Program Management Team. October 31, 2008					
Location Summary	Original Budget: 61,706,840		Revised Budget: 60,884,977		Total Awarded: 51,389,271

EFC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	48,432,172	31,993,129	22,058,018	69%	9,935,111	31%

El Centro College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
Location Wide Original Budget: \$0 Revised Budget: \$802,034	786,906				
West Campus Original Budget: \$10,200,000 Revised Budget: \$13,665,239 * Total Awarded: \$8,733,098	0	599,729	7,952,700	178,486	2,183
	Construction Start / Beneficial Occupancy: May 08 / Apr 09 Managed by Bond Program Management Team. \$7,952,700 CMAR Guaranteed Maximum Price 4/30/2008. * \$3,444,384 land purchase and \$530,855 demolition.				
Allied Health and Nursing Original Budget: \$16,100,000 Revised Budget: \$20,592,600 *	0	1,093,129	11,361,796	351,538	5,429,231
	Construction Start / End: Jan 06 / Aug 08 Managed by Facilities Management. Awarded \$18,235,694 * \$292,600 added from non-bond program dollars.				
Adaptive Remodel Original Budget: \$3,850,000 Revised Budget: \$4,998,646 *	0	342,976	0	0	0
	Managed by Facilities Management. * \$1,000,000 from mechanical infrastructure.				
Paramount Building / Land Acquisition Original Budget: \$11,000,000 Revised Budget: \$11,309,880	Construction: Completed Managed by Facilities Management. Awarded \$11,243,117 October 31, 2008				
Location Summary	Original Budget: 46,990,680	Revised Budget: 51,368,399	Total Awarded: 39,341,791		

ECC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	28,472,573	21,754,624	12,418,743	57%	9,335,881	43%

Mountain View College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
Location Wide Original Budget: \$0 Revised Budget: \$2,594,564	2,545,628				
Mechanical Infrastructure Original Budget: \$4,491,280 Revised Budget: \$74,000 Total Awarded: \$74,000	0	0	0	74,000	0
	Construction Start / Beneficial Occupancy: Dec 07 / Aug 09 Managed by Bond Program Management Team. --Budget and scope included in science building and student center and services building. Partial budget transferred to economic and workforce development building.				
Science Building Original Budget: \$15,300,000 Revised Budget: \$17,013,439 Total Awarded: \$15,829,127	0	1,171,350	14,305,212	352,106	459
	Construction Start / Beneficial Occupancy: Dec 07 / Jan 09 Managed by Bond Program Management Team. \$12,948,189 CMAR Guaranteed Maximum Price 11/19/2007.				
Performing Arts Center Original Budget: \$5,700,000 Revised Budget: \$4,435,777 Total Awarded: \$3,997,206	0	278,552	3,668,000	50,654	0
	Construction Start / Beneficial Occupancy: Jul 08 / Mar 09 Managed by Bond Program Management Team. --Partial budget transferred to student center and services building.				

Mountain View College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
Adaptive Remodel Original Budget: \$2,300,000 Revised Budget: \$2,185,000 Total Awarded: \$1,795,006	0	16,050	1,778,956	0	0
Construction Start / Beneficial Occupancy: May 09 / Jan 10 Managed by Bond Program Management Team.					
Economic & Workforce Development Building Original Budget: \$7,600,000 Revised Budget: \$7,716,750 Total Awarded: \$6,667,655	0	525,407	6,079,499	62,749	0
Construction Start / Beneficial Occupancy: Aug 08 / Aug 09 Managed by Bond Program Management Team. \$6,079,499 CMAR Guaranteed Maximum Price 7/10/2008					
Student Center and Services Building Original Budget: \$16,500,000 Revised Budget: \$17,871,750 Total Awarded: \$15,452,671	0	1,068,265	14,247,500	136,906	0
Construction Start / Beneficial Occupancy: Jan 08 / Aug 09 Managed by Bond Program Management Team. \$14,247,500 CMAR Guaranteed Maximum Price 01/04/2008.					
Athletic and Community Recreation Complex Original Budget: \$5,300,000 Revised Budget: \$9,309,625 *	0	309,075	7,945,758	319,588	0
Construction Start / End: Mar 07 / Dec 08 Managed by Facilities Management. Awarded \$8,574,421 * \$3,009,625 added from non-bond program dollars. October 31, 2008					
Location Summary	Original Budget: 57,191,280		Revised Budget: 61,200,905		Total Awarded: 54,935,714

MVC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	51,566,148	48,188,551	31,575,942	66%	16,612,609	34%

North Lake College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
Location Wide Original Budget: \$0 Revised Budget: \$2,789,534	2,736,922				
South Campus Original Budget: \$10,200,000 Revised Budget: \$14,752,732 * Total Awarded: \$8,907,420	0	638,350	7,977,698	134,578	156,794
	Construction Start / Beneficial Occupancy: Dec 07 / Feb 09 Managed by Bond Program Management Team. \$7,977,698 CMAR Guaranteed Maximum Price 12/04/2007. * \$4,465,797 land purchase and \$596,935 demolition.				
North Campus Original Budget: \$10,200,000 Revised Budget: \$18,832,469 * Total Awarded: \$9,046,075	0	731,031	8,185,430	104,120	25,494
	Construction Start / Beneficial Occupancy: Aug 07 / Aug 08 Managed by Bond Program Management Team. \$8,185,430 CMAR Guaranteed Maximum Price 08/08/2007. * \$8,968,631 land purchase and related cost of \$23,900.				
Mechanical Infrastructure Original Budget: \$1,990,680 Revised Budget: \$76,795 Total Awarded: \$76,795	0	0	0	76,795	0
	Construction Start / Beneficial Occupancy: Nov 07 / Dec 08 Managed by Bond Program Management Team. --Budget and scope included in science and medical professions building.				
Adaptive Remodel Original Budget: \$4,100,000 Revised Budget: \$3,895,000 Total Awarded: \$3,180,556	0	23,980	3,156,576	0	0
	Construction Start / Beneficial Occupancy: May 09 / Jan 10 Managed by Bond Program Management Team.				

North Lake College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
Science & Medical Professions Building Original Budget: \$6,800,000 Revised Budget: \$15,156,956 * Total Awarded: \$13,380,729	0	941,613	12,121,726	317,390	0
Construction Start / Beneficial Occupancy: Nov 07 / Jan 09 Managed by Bond Program Management Team. \$12,121,726 CMAR Guaranteed Maximum Price 10/29/2007. * \$165,900 added from non-bond program dollars.					
General Purpose Building Original Budget: \$0 Revised Budget: \$12,460,000 Total Awarded: \$10,902,680	0	851,285	9,933,236	118,159	0
Construction Start / Beneficial Occupancy: Jun 08 / Aug 09 Managed by Bond Program Management Team. \$9,933,236 CMAR Guaranteed Maximum Price 5/29/2008.					
Workforce Development Center Original Budget: \$0 Revised Budget: \$1,722,004 Total Awarded: \$1,512,329	0	148,261	1,304,950	59,118	0
Construction Start / Beneficial Occupancy: Jul 08 / Feb 09 Managed by Bond Program Management Team. * \$121,942 added from non-bond program dollars.					
Structural Repairs Original Budget: \$2,000,000 Revised Budget: \$1,598,295 Total Awarded: \$0	0	0	0	0	0
Construction Start / Beneficial Occupancy: Apr 09 / Oct 09 Managed by Bond Program Management Team. October 31, 2008					
Location Summary	Original Budget: 55,790,680		Revised Budget: 71,283,785		Total Awarded: 49,743,506

NLC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	49,609,285	42,088,921	30,468,560	72%	11,620,461	28%

Richland College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
Location Wide Original Budget: \$0 Revised Budget: \$3,310,342	3,209,570				
Garland Workforce Development Center Original Budget: \$0 Revised Budget: \$14,793,119 * Total Awarded: \$11,185,109	0	899,080	10,002,843	242,173	41,013
Construction Start / Beneficial Occupancy: Dec 07 / Feb 09 Managed by Bond Program Management Team. \$10,002,843 CMAR Guaranteed Maximum Price 11/12/2007. * \$3,216,953 land purchase and \$230,617 demolition. \$1,580,749 added from non-bond program dollars.					
Science Building Original Budget: \$31,600,000 Revised Budget: \$49,881,498 Total Awarded: \$46,300,339	0	3,534,900	42,287,315	397,673	80,451
Construction Start / Beneficial Occupancy: Nov 07 / Aug 09 Managed by Bond Program Management Team. \$42,287,315 CMAR Guaranteed Maximum Price 2/19/2008.					
Adaptive Remodel Original Budget: \$0 Revised Budget: \$4,325,000 Total Awarded: \$3,541,840	0	24,840	3,517,000	0	0
Construction Start / Beneficial Occupancy: Jul 09 / Feb 10 Managed by Bond Program Management Team. October 31, 2008					
Location Summary	Original Budget: 56,006,840	Revised Budget: 72,309,959	Total Awarded: 64,236,858		

RLC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	60,658,160	52,502,126	41,047,209	78%	11,454,917	22%

District Office at 1601 S Lamar	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
Location Wide Original Budget: \$0 Revised Budget: \$510,000	500,379				
District Office Relocation Original Budget: \$0 Revised Budget: \$16,132,643 * Total Awarded: \$10,452,138	0	22,000	10,226,208	122,618	81,312
	<p>Construction Start / Beneficial Occupancy: Feb 08 / Dec 08 Managed by Bond Program Management Team. \$10,226,208 CMAR Guaranteed Maximum Price 3/5/2008.</p> <p>* \$3,391,716 land purchase and \$93,402 demolition. \$1,500,000 added from non-bond program dollars.</p> <p style="text-align: right;">October 31, 2008</p>				
Location Summary	Original Budget: 10,200,000	Revised Budget: 16,642,643		Total Awarded: 10,952,517	

DO M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	10,987,497	10,159,266	8,037,165	79%	2,122,101	21%

Other	
Property Acquisition	Revised budget dollars were \$27,890,120. There is \$210,739 designated of remaining property acquisition budget.
Project Development	Revised budget dollars were \$10,000,000. There is \$7,305,729 now designated of program development costs as needed for project contingencies, particularly those associated with site development for the new campuses. October 31, 2008

Notes	
Other Professional Services	Examples of 'Other Professional Services' are geotechnical investigation services, civil and utility assessments, construction materials testing service consultants, environmental and hazardous materials consulting services and abatement, roofing consultant services, HVAC testing / adjusting / balancing consultant, and unique professional services (i.e., a theater assessment or LEED green building commissioning services).
Other Awards	Examples of 'Other Awards' are demolition activity, electrical and plumbing work, site cleanup, permits, and fees.
Construction Start and End Dates	Construction start and end dates are subject to change due to weather, process delays, or unforeseen events beyond the scope of the District and the bond program management team. End date a.k.a. beneficial occupancy.
Financial Analysis	This report is an informative report only.