

**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, March 4, 2008

4:00 PM

AGENDA

- I. Certification of Posting of Notice of the Meeting
- II. Special Presentation: *Expanding Irving ISD Academy at North Lake College – Dr. Linda Glasscock*
- III. Citizens Desiring to Address the Board Regarding Agenda Items
- IV. Richland Collegiate High School Status Report
- V. Declaration of Conflict of Interest (pp. 5-6)
- VI. Consideration of Bids
 1. Replace Gymnasium Bleachers
 2. Roofing Consultant Services
 3. Simulator, Computerized Virtual Intravenous Trainer
 4. Domestic Student Travel Services
 5. Corporate Training
 6. Summary of Recommendations for Awards with Minority and Woman Owned Businesses [Consideration of Bids section]
 7. Summary of Recommendations for Professional Services Pools with Minority and Woman Owned Businesses [Consideration of Bids section]
- VII. Consent Agenda: If a trustee wishes to remove an item from the consent agenda, it will be considered at this time.

Minutes

8. Approval of Minutes of the February 5, 2008 Work Session
9. Approval of Minutes of the February 5, 2008 Regular Meeting

Buildings and Grounds Reports

10. Approval of Agreement with Lerch Bates
11. Approval of Resolutions Regarding Water Easement at Cedar Valley College
12. Approval of Amendment to Agreement with Criado & Associates, Inc.
13. Approval of Traffic Control Device & Sidewalk Easement at North Lake College
14. Approval of Agreement with Mayse & Associates, Inc.
15. Approval of Change Order with Mart, Inc.
16. Approval of Amendment to Agreement with VAI Architects, Inc.

Financial Reports

17. Approval of Expenditures for January 2008
18. Presentation of Budget Report for January 2008
19. Acceptance of Gifts
20. Notice of Grant Awards
21. Approval of District Corporate Resolution Relating to Check Signatures
22. Approval of Agreement with Michael Gniest to purchase property for Eastfield College
23. Approval of Sub-contractor Agreement with Authentix, Inc.
24. Approval of Extension of Sub-Contractor Agreement with Source Inc.
25. Approval of Agreement with International Schools
26. Summary of Recommendations for Agreements with Minority and Woman Owned Businesses [Financial section]

VIII. Individual Items

27. Approval of Resolution Giving Notice of the Trustee Election on May 10, 2008
28. Approval of Resolution Authorizing a Joint Election Agreement with the Dallas County Elections Department
29. Revision to Safety/Security Personnel Salary Schedule
30. Consideration of Resignation, Retirement and Phased Faculty Retirements
31. Adjunct Faculty Teaching Credit Classes by Ethnicity & Location Paid on January 31, 2007
32. Employment of Contractual Personnel
33. New Hires Ethnicity Information September 2007 through March 2008
34. Approval of Proposed Settlement Agreement in the *Paul Forte, Jr. and James M. Hawkins, Jr. v. Dallas County Community College*

District and Dr. Jesus "Jess" Carreon lawsuit

- IX. Informative Reports
 - 35. Submission of Annual Racial Profiling Reports
 - 36. Receipt of Business and Corporate Contracts
 - 37. Monthly Award and Change Order Summary
 - 38. Progress Report on Construction Projects
 - 39. Bond Program Report on Projects
 - 40. Summary of Recommendations for Awards with Minority and Woman Owned Businesses [VCBA Awards in Informative section]

X. Questions/Comments from the Board and Chancellor

XI. Citizens Desiring to Appear Before the Board

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

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

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

XIII. Adjournment of Regular Meeting

**CERTIFICATION OF POSTING OF NOTICE MARCH 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 29th day of February, 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 29th day of February, 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.

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

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, 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.

Advantage Resources Services
Armko Industries, Inc.
Authentix, Inc.
City of Dallas
City of Irving
Conley Group
Development Dimensions International, Inc.
Donal Green & Associates
Drytec Roof Consultants
Exterior Consulting Innovations, Inc.
Facility Engineering Associates
International Schools
John F. Clark Company
Laerdal Medical Corporation
Lerch Bates
Maui Sky Court Hotel
Mayse & Associates, Inc.
Michael Gniest
Pasco Brokerage, Inc.
Pbk Facility Consulting Group
Pearson Longman

Plantation Hale
Professional Service Industries, Inc.
Rooftech Amtech Building Sciences, Inc.
Rufe Snow Travel
Seating Specialists, L.L.C.
Source Inc.
Specialty Supply & Installation, LLC
Teaching Systems, Inc.
Testout! Corporation
Texas Scenic Company, Inc.
Thrifty Car Rental
Uncle Billy's Hilo Bay Hotel

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

CONSIDERATION OF BIDS

Tab Bid No.	Title and Vendor(s)	Location	Amount
1 11348	Replace Gymnasium Bleachers John F. Clark Company	RLC	\$176,300
2 11352	Roofing Consultant Services Armko Industries, Inc. Conley Group Drytec Roof Consultants PBK Facility Consulting Group Professional Service Industries, Inc. Rooftech	D-W	(36-mo. estimate) \$425,000
3 2D20410	Simulator, Computerized Virtual Intravenous Trainer Laerdal Medical Corporation	BHC	\$55,587.15
4 ---	Domestic Student Travel Services- Hawaii Biological and Geological Field Studies Uncle Billy's Hilo Bay Hotel Plantation Hale Thrifty Car Rental Maui Sky Court Hotel Rufe Snow Travel	NLC	(38-mo. estimate) \$22,299 \$47,937 \$20,847 \$9,000 \$45,858
5 ---	Corporate Training Development Dimensions International, Inc.	D-W	(30-mo. estimate) \$275,000

Submitted by Mr. Philip Todd, director of purchasing

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11348
(Tab 1) REPLACE GYMNASIUM BLEACHERS
RICHLAND COLLEGE

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

COMPARISON OF BIDS:

Specialty Supply & Installation, LLC	\$158,934
John F. Clark Company	\$176,300
Seating Specialists, L.L.C.	\$7,972*

RECOMMENDATION FOR AWARD:

JOHN F. CLARK COMPANY	\$176,300
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LOW BID MEETING SPECIFICATIONS

JUSTIFICATION:

The low bidder is not recommended because of the reference information provided. Of the five references listed in the bid, only one exceeded the value of this project while all the others were for significantly smaller projects, one company was named twice, and two did not return phone calls. Of the two references actually contacted, both were for fixed-in-place seating rather than the retractable or telescoping type of bleachers specified.

*This bid was incomplete and given no consideration in that only removal and disposal of the existing bleachers was quoted.

COMMENTS: This project is to remove and replace existing bleachers which have reached the end of their useful life.

Based on 15% of the awarded amount, a contingency fund of \$26,445 is recommended for unforeseen changes to this project. It is further recommended that the vice chancellor of business affairs be authorized to approve change order(s) in an amount not to exceed the contingency fund.

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

FUNDING: Funds are budgeted in account #23641 in division #11-08-809000.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – RFQ NO. 11352
(Tab 2) ROOFING CONSULTANT SERVICES

RESPONSE: Advertised Requests for Qualifications were solicited and 10 responses were received.

Per Attached List (36 months estimate)
\$425,000

BEST PROPOSALS

COMMENTS: This project establishes master contracts with a pool of professional roofing consultants for use on an as needed basis over a period of approximately 36 months. The consulting services will include review of roofing designs, materials, and installations for the 2004 bond program and ongoing warranty inspections. As required by law, using the criteria published in the RFQ, the responses received were rated and ranked based on competency and capability. Out of a maximum score of 100, six of the responses were rated at or above the cut-off rating of 90. The four responses that scored below 90 are not recommended for inclusion in the pool. As needed, the consultants will be used on a rotational or specialty basis. For any given project, based on predetermined hourly rates for basic services, one or more of the consultants in the pool will be selected to provide a firm quotation for the required services. The cost of a typical project is projected to be less than \$20,000. Being on the list of approved consultants is not a guarantee that any consultant will be requested to provide services or be chosen for any specific project.

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

FUNDING: 2004 bond program

RFQ #11352
CONSULTANT POOL
FOR ROOFING CONSULTANT

Recommended For Inclusion In The Roofing Consultant Pool:

Armko Industries, Inc.
Conley Group
Drytec Roof Consultants
Pbk Facility Consulting Group
Professional Service Industries, Inc.
Rooftech

Not Recommended:

Amtech Building Sciences, Inc.
Donal Green & Associates
Exterior Consulting Innovations, Inc.
Facility Engineering Associates

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – REQUISITION NO. 2D20410
(Tab 3) SIMULATOR, COMPUTERIZED VIRTUAL INTRAVENOUS
TRAINER
BROOKHAVEN COLLEGE

RECOMMENDATION FOR AWARD:

LAERDAL MEDICAL CORPORATION \$55,587.15

SOLE SOURCE

COMMENTS: Laerdal is the manufacturer of the SimMan full-body universal patient simulator and does not offer this product through its normal distribution channels. This award is for one portable patient simulator with a peripheral kit, laptop computer, compressor, headset, software modules, video system, and license. The simulator has realistic anatomy and clinical functionality for use as a training aid to test students' clinical and decision making skills. It includes software with video debriefing, nursing scenarios, an interactive technology manikin, a two-year extended warranty, and a two-day training class.

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

FUNDING: Funds are budgeted in accounts #24211, #24501, #26101, and #27401 in division #13-02-535081.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD
 (Tab 4) DOMESTIC STUDENT TRAVEL SERVICES-HAWAII
 BIOLOGICAL AND GEOLOGICAL FIELD STUDIES
 NORTH LAKE COLLEGE
 JUNE 4, 2008 THROUGH JULY 31, 2011

RECOMMENDATION FOR AWARDS:

	(38 months estimate)
UNCLE BILLY'S HILO BAY HOTEL	\$22,299
PLANTATION HALE	\$47,937
THRIFTY CAR RENTAL	\$20,847
MAUI SKY COURT HOTEL	\$9,000
RUFE SNOW TRAVEL	<u>\$45,858</u>
TOTAL	\$145,941

BEST NEGOTIATED PROPOSALS

BACKGROUND

North Lake offers two studies programs during the months of June and July offering academic courses in Biology, Geology, Botany, Earth Science and Physical Education. Students receive classroom instruction, take local field trips and class excursions to the islands of Oahu, Hawaii and Kauai. Prior to the trip to Hawaii students take pre-trip classes over a twelve week period.

The above recommendations are to cover requirements for lodging, inter-island air travel, ground transportation, fuel, entrance fees, and other program related expenses. Cost estimates are based on two groups of twenty-four (24) students.

Students are responsible for arranging their own round-trip flights to and from Honolulu, Hawaii and first night lodging. In addition students are responsible for their meals for the duration of program.

Uncle Billy's Hilo Hotel in Hilo, Hawaii and Plantation Hale Kauai,

Hawaii are recommended to provide lodging for both groups. In addition, both hotels provide classrooms and meeting space for the groups. Uncle Billy's rate includes complimentary breakfast for the groups. Rufe Snow is recommended to book inter-island air transportation for students and staff. Thrifty Car Rental is recommended to provide mini vans for field trips.

NLC personnel identified the referenced entities as suitable providers of designated services. In making the selections, NLC personnel used their experience and knowledge of local environments and conditions to determine the most suitable service provider that would best serve the interests of the program. In addition to economic considerations, factors that were taken into consideration in selecting the recommended entities included proximity of lodging to transportation resources, security and safety of students and property, the nature and availability of meeting rooms and related services, and the skills and knowledge needed to access local events and services.

Administration further recommends the president of North Lake College, or designee, be authorized to execute contracts for this program.

FUNDING: Fund 24 Clearing Account – Agency account, funds held by the district as a custodial or fiscal agent for students.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD FOR CORPORATE
(Tab 5) TRAINING
PRICE AGREEMENT, DISTRICT-WIDE
MARCH 5, 2008 THROUGH AUGUST 31, 2010

BACKGROUND:

On April 4, 2006 the Board approved the purchase of instructional materials from Development Dimensions International, Inc. ("DDI") for use by the Corporate Services program at Richland College. On August 8, 2006 a recommendation was approved to add Bill J. Priest to the agreement. This recommendation is to allow Corporate Services and Continuing Education programs at all District locations to use DDI's training programs on an as required basis.. Training material purchased is based on various corporate requests for specialized training for its employees. This request is for approval to continue purchasing instructional materials for training courses including Leadership Skills, Personal Effectiveness, Getting Business Results, Group Effectiveness and Customer Service Skills.

RECOMMENDATION FOR AWARD:

DEVELOPMENT DIMENSIONS	(30 month estimate)
INTERNATIONAL, INC.	\$275,000

SOLE SOURCE

COMMENTS: Through approval of this award, DDI will provide instructional materials for training that uses DDI's programs, curricula and instructional strategies. The DDI program provides corporations with tools to assess employee interpersonal skills, build leadership qualities, improve team performance and create a customer-focused service environment.

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

FUNDING: Funds are budgeted in classroom supplies account #24101 in various division and various grant funded accounts.

**Summary of Recommendations for Awards
With Minority and Woman Owned Businesses**
(Tab 6)

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

	# awards	% awards	\$ amount	% amount
MBE	0	0	0	0
WBE	0	0	0	0
Not classified	2	100	231,887.15	100
Total	2	100	231,887.15	100

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

	#	%
MBE	0	0
WBE	1	33
Not classified	2	67
Total	3	100

Recommendations for Awards in the Consideration of Bids Sections
September 4, 2007 – March 4, 2008

	# awards	% awards	\$ amount	% amount
MBE	2	8	404,507.06	7
WBE	3	12	1,763,923.24	32
Not classified	21	80	3,378,313.41	61
Total	26	100	5,546,743.71	100

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

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

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

(Tab 7)

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

	This Agenda		Sept. 4, 2007 – Mar. 4, 2008	
	# entities	% entities	# entities	% entities
MBE	0	0	0	0
WBE	1	17	1	1
Not classified	5	83	101	99
Total	6	100	102	100

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

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

CONSENT AGENDA NO. 8

Approval of Minutes of the February 5, 2008 Work Session

It is recommended that the Board approve the minutes of the February 5, 2008 Board of Trustees Work Session.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES
WORK SESSION MINUTES
FEBRUARY 5, 2008**

Attendees: Mrs. Kitty Boyle (arrived at 3:12p.m.), Ms. Charletta Compton (arrived at 3:12p.m.), Mr. Bob Ferguson, Ms. Diana Flores, Mr. Jerry Prater (Board Chair) and Mr. JL Sonny Williams

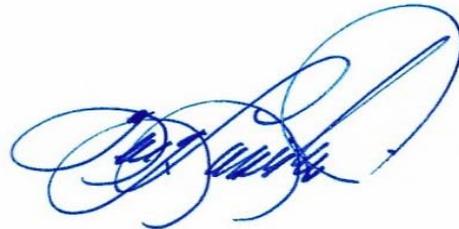
Absent: Mrs. Martha Sanchez Metzger

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

Board Chair Mr. Jerry Prater convened the meeting at 3:05 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE FEBRUARY 5, 2008
WORK SESSION OF DCCCD BOARD OF TRUSTEES
AND RICHLAND COLLEGIATE HIGH SCHOOL**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 1st day of February, 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 1st day of February, 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

District Office of Educational Affairs: What We Do, Who We Serve – Dr. Andrew Jones

Dr. Andrew Jones presented power point slides detailing information about the office of educational affairs.

Dr. Lassiter will ask staff to look into whether it is possible to identify the number of dual credit students who enroll in a DCCCD college after graduating high school, and whether it is possible to identify the number of those dual credit students who transfer from a DCCCD college to a university.

Dr. Lassiter will also provide up-to-date background about efforts to increase graduation rates and discerning, in a community college setting, what is a reasonable goal for graduation rates.

Executive Session

There was no Executive Session.

Adjournment

Mr. Prater adjourned the work session at 4:02 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. 9

Approval of Minutes of the February 5, 2008 Regular Meeting

It is recommended that the Board approve the minutes of the February 5, 2008 Board of Trustees Regular Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
FEBRUARY 5, 2008**

Attendees: Mrs. Kitty Boyle, Ms. Charletta Compton, Mr. Bob Ferguson, Ms. Diana Flores, 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, Mrs. Kathryn Tucker, and Mr. Robert Young

Board Chair Jerry Prater convened the meeting at 4:17 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE FEBRUARY 5, 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 1st day of February, 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 1st day of February, 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.

Declaration of Conflict of Interest

There were no declarations of conflict of interest.

Consideration of Bids

Ms. Diana Flores moved and Mr. Bob Ferguson seconded a motion to approve all bids in the Consideration of Bids section of the agenda. Motion passed. (See February 5, 2008, Board Meeting, Consideration of Bids, Agenda Items #1-5, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Consent Agenda

Mrs. Kitty Boyle moved and Mr. JL Sonny Williams seconded a motion to approve recommendations #6-26 in the Consent Agenda. Motion passed. (See February 5, 2008, Board Meeting, Agenda Items #6-26, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Individual Items

Mrs. Boyle moved and Ms. Flores seconded a motion to approve recommendations #27-32 in the Individual Items section of the agenda. Motion passed. (See February 5, 2008, Board Meeting, Agenda Items #27-32, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Informative Reports

Dr. Wright Lassiter reviewed the Informative Report, Agenda Item #33. Dr. Andrew Jones reviewed the Informative Report, Agenda Item #34. Mr. Ed DesPlas and Mr. Clyde Porter reviewed the Informative Reports, Agenda Items #35-38. (See February 5, 2008, Board Meeting, Agenda Items #33-38, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Questions/Comments from the Board and Chancellor

Dr. Lassiter will provide Board members with a comparison of grants received February 2007 to February 2008, additional information about the change order related to brass trim at UCD, and an overview of DCCCD's joint-use programs (such as the North Lake natatorium and Eastfield soccer fields).

Citizens Desiring to Appear Before the Board

There were no citizens desiring to appear before the board.

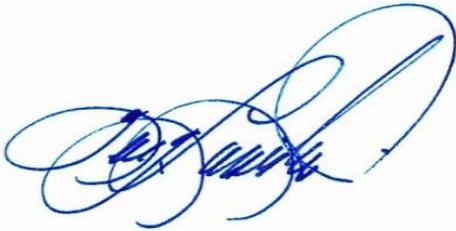
Executive Session

There was no executive session.

Adjournment

Ms. Charletta Compton moved and Ms. Flores seconded a motion to adjourn the meeting. Motion passed. Mr. Jerry Prater adjourned the meeting at 5:06 PM.

Approved:



Wright L. Lassiter Jr., Secretary

BUILDING AND GROUNDS REPORT NO. 10

Approval of Agreement with Lerch Bates

It is recommended that authorization be given to approve an agreement with Lerch Bates in an amount not to exceed \$47,148 to provide professional consulting services for vertical transportation equipment for all district locations.

Background

The project is for professional consulting services to perform an audit of the existing elevator and escalators for all district locations.

The facilities management staff pre-qualifies architectural and engineering firms and selected Lerch Bates from its pool of pre-qualified firms. The agreement was made as of March 4, 2008. Compensation is to be a fee not to exceed \$44,064 plus reimbursable expenses not to exceed \$3,084. The amount of the total contract shall not exceed \$47,148.

Financial resources are budgeted in account #11-11-801004-22201 and 11-11-801000-22201.

Submitted by Mr. Ed DesPlas, vice chancellor of business affairs and Mr. Clyde Porter, associate vice chancellor for facilities management, district architect

BUILDING & GROUNDS REPORT NO. 11

Approval of Resolutions Regarding Water Easement at Cedar Valley College

It is recommended that the Board of Trustees approve resolutions authorizing the Vice Chancellor of Business Affairs to execute a private development contract with the City of Dallas for construction of underground water improvements at Cedar Valley College.

It is further recommended that the Board of Trustees approve resolutions authorizing the Chancellor to execute a Water Easement granting the City of Dallas easements to maintain the underground water improvements to be constructed in said easements on the Cedar Valley College campus.

Effective Date: March 4, 2008

Background

The City of Dallas requires a property owner to execute a Private Development Contract prior to the start of construction of water improvements. Approval is sought of resolutions authorizing the Vice Chancellor of Business Affairs, Edward M. DesPlas, to execute a Private Development Contract with the City of Dallas for construction of underground water improvements. Following construction of the water improvements at Cedar Valley College, the City will inspect and accept those improvements. Upon such inspection and acceptance, ownership of said water improvements will transfer from the Dallas County Community College District to the City of Dallas.

The City of Dallas also requires a property owner to grant the City a Water Easement prior to the start of construction of water improvements. Approval of resolutions is sought authorizing the Chancellor, Dr. Wright L. Lassiter, Jr., to execute such easements, granting the City of Dallas easements “for the purpose of ...maintaining, repairing and replacing” the water improvements at Cedar Valley College.

The District Legal Counsel, the Vice Chancellor of Business Affairs, and the Executive Director, Bond Program Management Team have reviewed the proposed resolutions, contract and easements.

Submitted by Mr. Robert Young, district legal counsel and Mr. Ed DesPlas, vice chancellor of business affairs and Mr. Steven Park, executive director bond program management team

BUILDING AND GROUNDS REPORT NO. 12

Approval of Amendment to Agreement with Criado & Associates, Inc.

It is recommended that authorization be given to approve amendments in the amount of \$135,500 to the agreement with Criado & Associates, Inc. for a total amount not to exceed \$135,500 for additional services at Eastfield College.

Background

This project is #2 EFC, *Progress Report on Construction Projects* (Informative Reports section of this agenda).

The Board approved the original contract with Criado & Associates, Inc. on 04/03/2007 in the amount of \$197,780. The purpose of the agreement was providing civil engineering services for roadway reconstruction of the 2.2 mile service loop road servicing Eastfield College.

<u>Board Approved</u>	<u>VCBA Approved</u>	<u>Amendme nt no.</u>	<u>Amount</u>	<u>Revised Contract</u>
04/03/2007			197,780	
	08/27/2007	1	4,200	201,980
Pending		2	38,500	240,480
Pending		3	97,000	337,480

Amendment no. 1 in the amount of \$4,200 provides for civil engineering services for preparatory work and mobilization closed circuit television inspection of pipe.

Amendment no. 2 in the amount of \$38,500 provides for civil engineering services for the design and construction plans in preparation for the new driveway design from La Prada Drive to serve as a new main drive entrance.

Amendment no. 3 in the amount of \$97,000 provides for civil engineering services for the design and construction plans for the proposed drainage improvements to alleviate existing drainage problems at Eastfield College Loop Road.

This recommendation increases the cost to \$337,480 which is \$139,700 (70%) over the original amount. Financial resources are budgeted in account # 11-04-894000-22201 and #16-04-894000-22201.

Submitted by Mr. Ed DesPlas, vice chancellor of business affairs and Mr. Clyde Porter, associate vice chancellor of facilities management, district architect

BUILDING AND GROUNDS REPORT NO. 13

Approval of Traffic Control Device & Sidewalk Easement at North Lake College

It is recommended that authorization be given to the Board Chair to execute an agreement granting the City of Irving an easement and right-of-way instrument to construct and maintain a traffic control device along the sidewalk on MacArthur Boulevard for the North Lake College Campus.

Background

Authorization of an easement and right-of-way agreement with the City of Irving will initiate the installation of a traffic control device and sidewalk along MacArthur Boulevard for North Lake College.

The easement agreement will bind the City of Irving to preserve and protect the Dallas County Community College District property upon installation of the traffic control device and sidewalk. The District will have the right to review, approve design and construction of this work.

The District Facilities Management and Legal Counsel have reviewed the proposed easement agreement.

Submitted by Mr. Ed DesPlas, vice chancellor of business affairs and Mr. Clyde Porter, associate vice chancellor of facilities management, district architect

BUILDING AND GROUNDS REPORT NO. 14

Approval of Agreement with Mayse & Associates, Inc.

It is recommended that authorization be given to approve an agreement with Mayse & Associates, Inc. in an amount not to exceed \$166,448 to provide architectural and engineering services for conversion of H200 (old library) into a Student Life Center and to house various student life departments: Student Programs and Resources, Student Lounge, Career Services and Upward Bound at North Lake College.

Background

This project is *NLC #3, Progress Report on Construction Projects* (Informative Reports section of this agenda). The project is for conversion of H200 (old library) into a Student Life Center and to house various student life departments: Student Programs and Resources, Student Lounge, Career Services and Upward Bound.

The facilities management staff pre-qualifies architectural and engineering firms and selected Mayse & Associates, Inc. from its pool of pre-qualified firms. The agreement was made as of March 4, 2008. Compensation is to be a fee not to exceed \$161,600 plus reimbursable expenses of \$11,312 not to exceed a total of \$172,912.

Financial resources are budgeted in account #22201, in division #11-07-809000.

Submitted by Mr. Ed DesPlas, vice chancellor of business affairs and Mr. Clyde Porter, associate vice chancellor of facilities management, district architect

BUILDING AND GROUNDS REPORT NO. 15

Approval of Change Order with Mart, Inc.

It is recommended that authorization be given to approve change order No. 2 with Mart, Inc. in an amount not to exceed \$19,886 to provide services for ADA sidewalk repairs and parking lot spaces at Richland College.

Original agreement	\$214,500
Previous change order(s)	21,450
Change order No.2	<u>19,886</u>
Revised agreement	\$255,836

Background

This is project *RLC #15, Progress Report on Construction Projects* in the Informative Reports section of the agenda. The project is for 500-seat pre-engineered metal bleacher with a pre-engineered press box and parking lot improvements. Construction was 100% complete as of February 1, 2008, pending project close-out.

The Board approved the recommendation for award for bid No. 11218 for installation of a 500-seat pre-engineered metal bleacher with a pre-engineered press box on 05/01/2007. Original contract amount was \$214,500 plus (10%) contingency for unforeseen changes to the project. The vice chancellor of business affairs was authorized to approve change orders in an amount not to exceed the contingency fund.

The project will be finally completed upon project close-out and final payment. Change order No. 2 will not change the date of substantial completion.

As provided by Board Policy CF (Local), change orders Nos. 1 was approved as follows:

<u>Board Approved</u>	<u>VCBA Approved</u>	<u>Change Order No.</u>	<u>Amount</u>	<u>Revised Contract</u>
05/01/2007			\$214,500	
	1/08/2008	1	\$21,450	\$235,950
Pending		2	\$19,886	\$255,836

Change order No. 1 provided services to add ADA ramp to north end of bleachers,

remove, replace concrete sidewalk, and remove players' bench pads.

Change order No. 2 provides additional ADA sidewalk repairs and parking lot parking spaces.

This recommendation increases the project cost to \$255,836, which is \$41,336 (19%) over the original amount. Financial resources are budgeted in account #27201 in division #45-08-949052.

Submitted by Mr. Ed DesPlas, vice chancellor of business affairs and Mr. Clyde Porter, associate vice chancellor of facilities management, district architect

BUILDING & GROUNDS REPORT NO. 16

Approval of Amendment to Agreement with VAI Architects, Inc.:

It is recommended that authorization be given to approve an amendment to the agreement with VAI Architects, Inc. in an amount not to exceed \$30,500 for additional services for Richland College.

Original Agreement	\$729,575
Previous Amendment (s)	101,405
Amendment Amount	30,500
Revised Agreement	<u>\$861,480</u>

Background

The Board approved the original contract with VAI Architects, Inc. on August 8, 2006 in the amount of \$729,575 for professional architectural and design services for the Richland College Garland Workforce Training Center. Amendment 1 for \$16,850 provided for additional design services due to the incorporation of “Gold” LEED certification and the development of the DCCCD Richland College Garland Workforce Training Center facility. Amendment 2 was a clarification of agreement wording and did not change the scope of work. Amendment 3 for \$44,555 provided for additional design services related to city zoning change, surveys and demolition of existing structure on site. Amendment 4 for \$40,000 provided for additional design services due to an increase in the square footage and due to the incorporation of site, plaza, landscaping, and exterior finishes changes required by the City of Garland. The following table contains information about prior amendments to the contract.

Board Approved	VCBA Approved	Change Order No.	Amount	Revised Contract
08/08/2006			\$729,575	
	01/16/2007	1	\$16,850	\$746,425
	04/10/2007	2	\$0	\$746,425
05/01/2007		3	\$44,555	\$790,980
09/04/2007		4	\$40,000	\$830,980
Pending		5	\$30,500	\$861,480

This amendment of \$30,500 provides for the following:

1. Additional civil engineering design services to incorporate changes due to the City of Garland revisions to the building elevations, to prepare easement documents for an Atmos gas easement and an Oncor electric easement, and to prepare a revised grading and drainage plan and revised Storm Water

Pollution Prevention Plan documents to incorporate the redistribution of excavated soils on site;

2. Services to prepare revised owner/user presentations, revised interior finishes, revised material boards and services required to modify and reissue construction documents due to changes made by the Garland Chamber of Commerce to tenant space interior design;
3. Architectural and engineering services for the design of a monument sign to identify the campus;
4. Revisions to south plaza including creating a pedestrian walkway, adding a sitting area, introducing different plant materials to enhance the urban style design per the City of Garland. Updated related exterior and interior finish selections for use by the DCCCD, Garland Chamber of Commerce and the City of Garland.

This amendment has undergone the following administrative review:

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

This recommendation increases the contract to \$861,480, which is \$131,905 (18.08%) over the original amount. This project is financed by General Obligation Bond Series 2004. Funds are budgeted in architects & engineers account #27211 in division #40-08-970808.

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

FINANCIAL REPORT NO. 17

Approval of Expenditures for January 2008

It is recommended that expenditures for January 2008 be approved. A summary of expenditures is included in the FAB report. Detailed expenditure information is available in the business affairs office at the District Service Center.

FINANCIAL REPORT NO. 18

Presentation of Budget Report for January 2008

The budget report for January 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. Ed DesPlas, vice chancellor of business affairs

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2007-08 CURRENT FUNDS OPERATING BUDGET

REVENUES & ADDITIONS

Year-to-Date January 31, 2008
41.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
UNRESTRICTED FUND						
State Appropriations	\$ 89,473,204	\$ 38,533,347	\$ 50,939,857	43.1%	41.4-45.6%	
Tuition	64,384,882	52,323,351	12,061,531	81.3%	72.8-81.8%	
Taxes for Current Operations	119,889,500	78,064,667	41,824,833	65.1%	49.9-77.8%	
Federal Grants & Contracts	981,855	382,435	599,420	39.0%	13.4-73.0%	
State Grants & Contracts	151,832	147,385	4,447	97.1%	n/a	
General Sources:						
Investment Income	6,250,000	2,934,243	3,315,757	46.9%	35.7-48.9%	
General Revenue	2,276,850	1,356,406	920,444	59.6%	n/a	
Subtotal General Sources	8,526,850	4,290,649	4,236,201	50.3%	36.4-60.0%	
SUBTOTAL UNRESTRICTED	283,408,123	173,741,834	109,666,289	61.3%	n/a	
Use of Fund Balance & Transfers-in	21,775,981	-	21,775,981	0.0%	n/a	
TOTAL UNRESTRICTED	305,184,104	173,741,834	131,442,270	56.9%	51.2-62.1%	
AUXILIARY FUND						
Sales & Services	6,545,897	1,974,490	4,571,407	30.2%	27.4-36.1%	
Investment Income	373,426	147,075	226,351	39.4%	26.2-73.1%	
Transfers-in	4,523,797	4,523,797	-	100.0%	n/a	
Use of Fund Balance	735,408	-	735,408	0.0%	n/a	
TOTAL AUXILIARY	12,178,528	6,645,362	5,533,166	54.6%	19.0-60.7%	
RESTRICTED FUND						
State Appropriations:						
Insurance & Retirement Match	23,258,341	10,062,863	13,195,478	43.3%	n/a	
SBDC State Match	1,501,733	516,686	985,047	34.4%	n/a	
Subtotal State Appropriations	24,760,074	10,579,549	14,180,525	42.7%	n/a	
Grants, Contracts & Scholarships:						
Federal	63,601,103	23,155,417	40,445,686	36.4%	n/a	
State	7,032,507	3,214,869	3,817,638	45.7%	n/a	
Local	6,568,181	1,508,674	5,059,507	23.0%	n/a	
Transfers-in	942,019	78,753	863,266	8.4%	n/a	
Subtotal Grants, Contracts & Scholarships	78,143,810	27,957,713	50,186,097	35.8%	n/a	
Richland Collegiate High School	68,372	-	68,372	0.0%	n/a	
TOTAL RESTRICTED	102,972,256	38,537,262	64,434,994	37.4%	n/a	
RICHLAND COLLEGIATE HIGH SCHOOL						
State Funding	2,089,322	704,648	1,384,674	33.7%	n/a	
TOTAL COLLEGIATE HIGH SCHOOL	2,089,322	704,648	1,384,674	33.7%	n/a	
TOTAL REVENUES & ADDITIONS	\$ 422,424,210	\$ 219,629,106	\$ 202,795,104	52.0%	n/a	

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2007-08 CURRENT FUNDS OPERATING BUDGET

EXPENDITURES & USES BY FUNCTION

Year-to-Date January 31, 2008
41.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits
UNRESTRICTED FUND					
Instruction	\$ 120,096,300	\$ 51,792,719	\$ 68,303,581	43.1%	41.6-46.3%
Public Service	5,349,959	2,295,320	3,054,639	42.9%	31.6-41.6%
Academic Support	17,981,184	7,271,936	10,709,248	40.4%	36.9-46.1%
Student Services	25,718,527	10,299,682	15,418,845	40.0%	39.7-42.0%
Institutional Support	52,501,960	23,155,358	29,346,602	44.1%	38.2-43.8%
Staff Benefits	10,255,978	3,337,286	6,918,692	32.5%	31.7-38.4%
Operations & Maintenance of Plant	27,781,934	14,445,584	13,336,350	52.0%	42.4-53.1%
Repairs & Rehabilitation	20,124,989	3,036,411	17,088,578	15.1%	11.0-58.1%
Special Items:					
Reserve - Campus	2,973,784	-	2,973,784	n/a	n/a
Reserve - Compensation	2,223,245	-	2,223,245	n/a	n/a
Reserve - Operating	2,942,084	-	2,942,084	n/a	n/a
Reserve - New Campuses	500,000	-	500,000	n/a	n/a
Reserve - Non-operating	329,194	-	329,194	n/a	n/a
TOTAL UNRESTRICTED	288,779,138	115,634,296	173,144,842	40.0%	39.9-44.5%
AUXILIARY FUND					
Student Activities	6,409,059	2,827,347	3,581,712	44.1%	34.4-47.3%
Sales & Services	4,755,375	2,233,884	2,521,491	47.0%	30.9-66.1%
Reserve - Campus	532,018	-	532,018	n/a	n/a
Reserve - District	364,163	-	364,163	n/a	n/a
Transfers-out	117,913	94,226	23,687	79.9%	0.0-107.0%
TOTAL AUXILIARY	12,178,528	5,155,457	7,023,071	42.3%	27.1-60.3%
RESTRICTED FUND					
State Appropriations	23,258,341	10,062,863	13,195,478	43.3%	39.4-46.2%
Grants & Contracts	33,691,255	9,559,882	24,131,373	28.4%	n/a
Scholarships	45,954,288	18,914,517	27,039,771	41.2%	n/a
Subtotal Grants, Contracts & Scholarships	102,903,884	38,537,262	64,366,622	37.4%	n/a
Richland Collegiate High School	68,372	-	68,372	0.0%	n/a
TOTAL RESTRICTED	102,972,256	38,537,262	64,434,994	37.4%	n/a
RICHLAND COLLEGIATE H.S.					
Expenditures	2,089,322	648,937	1,440,385	31.1%	n/a
TOTAL COLLEGIATE HIGH SCHOOL	2,089,322	648,937	1,440,385	31.1%	n/a
SUBTOTAL EXPENDITURES & USES	406,019,244	159,975,952	246,043,292	39.4%	n/a
TRANSFERS & DEDUCTIONS:					
Mandatory Transfers:					
Tuition to Debt Service Fund	2,134,765	912,810	1,221,955	42.8%	19.7-98.7%
LoanStar Loan to Debt Service Fund	208,281	208,281	-	100.0%	n/a
Institutional Matching-Contracts/Grants	136,544	74,098	62,446	54.3%	24.9-108.5%
Non-Mandatory Transfers & Deductions:					
Auxiliary Fund	4,523,797	4,523,797	-	100.0%	n/a
Unexpended Plant Fund	6,350,000	3,600,000	2,750,000	56.7%	n/a
Debt Service Fund	3,051,579	762,895	2,288,684	25.0%	n/a
TOTAL TRANSFERS & DEDUCTIONS	16,404,966	10,081,881	6,323,085	61.5%	n/a
TOTAL EXPENDITURES & USES	\$ 422,424,210	\$ 170,057,833	\$ 252,366,377	40.3%	n/a

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2007-08 CURRENT FUNDS OPERATING BUDGET

EXPENDITURES & USES BY ACCOUNT CLASSIFICATION

Year-to-Date January 31, 2008
41.7% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget
UNRESTRICTED FUND				
Salaries & Wages	\$ 186,246,675	\$ 79,919,693	\$ 106,326,982	42.9%
Staff Benefits	10,255,978	3,337,286	6,918,692	32.5%
Purchased Services	12,602,686	5,940,995	6,661,691	47.1%
Operating Expenses	64,209,478	23,765,634	40,443,844	37.0%
Supplies & Materials	9,016,721	4,574,840	4,441,881	50.7%
Minor Equipment	6,511,246	1,701,627	4,809,619	26.1%
Capital Outlay	6,593,703	1,990,634	4,603,069	30.2%
Charges	(15,625,655)	(5,596,413)	(10,029,242)	35.8%
SUBTOTAL UNRESTRICTED	279,810,832	115,634,296	164,176,536	41.3%
Reserve - Campus	2,973,784	-	2,973,784	n/a
Reserve - Compensation	2,223,245	-	2,223,245	n/a
Reserve - Operating	2,942,083	-	2,942,083	n/a
Reserve - New Campuses	500,000	-	500,000	n/a
Reserve - Non-operating	329,194	-	329,194	n/a
Transfers & Deductions:				
Mandatory Transfers:				
Tuition to Debt Service Fund	2,134,765	912,810	1,221,955	42.8%
LoanStar Loan to Debt Service Fund	208,281	208,281	-	100.0%
Institutional Matching - Contracts/Grants	136,544	74,098	62,446	54.3%
Non-Mandatory Transfers & Deductions:				
Auxiliary Fund	4,523,797	4,523,797	-	100.0%
Unexpended Plant Fund	6,350,000	3,600,000	2,750,000	56.7%
Debt Service Fund	3,051,579	762,895	2,288,684	25.0%
TOTAL UNRESTRICTED	305,184,104	125,716,177	179,467,927	41.2%
AUXILIARY FUND	12,178,528	5,155,457	7,023,071	42.3%
RESTRICTED FUND	102,972,256	38,537,262	64,434,994	37.4%
RICHLAND COLLEGIATE HIGH SCHOOL	2,089,322	648,937	1,440,385	31.1%
TOTAL EXPENDITURES & USES	\$ 422,424,210	\$ 170,057,833	\$ 252,366,377	40.3%

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2007-08 CURRENT FUNDS OPERATING BUDGET

REVENUES & ADDITIONS

Year-to-Date - 41.7% of Fiscal Year Elapsed

	January 31, 2008			January 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	\$ 38,533,347	43.1%	\$ 84,752,747	\$ 36,484,638	43.0%
Tuition	64,384,882	52,323,351	81.3%	60,814,917	50,307,600	82.7%
Taxes for Current Operations	119,889,500	78,064,667	65.1%	110,791,496	80,580,602	72.7%
Federal Grants & Contracts	981,855	382,435	39.0%	1,133,870	324,257	28.6%
State Grants & Contracts	151,832	147,385	97.1%	131,292	3,176	2.4%
General Sources:						
Investment Income	6,250,000	2,934,243	46.9%	4,925,543	2,326,545	47.2%
General Revenue	2,276,850	1,356,406	59.6%	2,256,630	1,065,621	47.2%
Subtotal General Sources	8,526,850	4,290,649	50.3%	7,182,173	3,392,166	47.2%
SUBTOTAL UNRESTRICTED	283,408,123	173,741,834	61.3%	264,806,495	171,092,439	64.6%
Use of Fund Balance & Transfers-in	21,775,981	-	0.0%	10,251,852	-	0.0%
TOTAL UNRESTRICTED	305,184,104	173,741,834	56.9%	275,058,347	171,092,439	62.2%
AUXILIARY FUND						
Sales & Services	6,545,897	1,974,490	30.2%	7,227,730	2,137,311	29.6%
Investment Income	373,426	147,075	39.4%	385,322	167,200	43.4%
Transfers-in	4,523,797	4,523,797	100.0%	3,998,797	3,998,797	100.0%
Use of Fund Balance	735,408	-	0.0%	351,462	-	0.0%
TOTAL AUXILIARY	12,178,528	6,645,362	54.6%	11,963,311	6,303,308	52.7%
RESTRICTED FUND						
State Appropriations:						
Insurance & Retirement Match	23,258,341	10,062,863	43.3%	20,959,931	9,186,736	43.8%
SBDC State Match	1,501,733	516,686	34.4%	1,365,210	631,862	46.3%
Subtotal State Appropriations	24,760,074	10,579,549	42.7%	22,325,141	9,818,598	44.0%
Grants, Contracts & Scholarships:						
Federal	63,601,103	23,155,417	36.4%	63,652,450	20,558,821	32.3%
State	7,032,507	3,214,869	45.7%	5,924,624	1,995,546	33.7%
Local	6,568,181	1,508,674	23.0%	5,425,565	2,447,498	45.1%
Transfers-in	942,019	78,753	8.4%	903,745	248,403	27.5%
Subtotal Grants, Contracts & Scholarships	78,143,810	27,957,713	35.8%	75,906,384	25,250,268	33.3%
Richland Collegiate High School	68,372	-	0.0%	n/a	n/a	n/a
TOTAL RESTRICTED	102,972,256	38,537,262	37.4%	98,231,525	35,068,866	35.7%
RICHLAND COLLEGIATE HIGH SCHOOL						
State Funding	2,089,322	704,648	33.7%	n/a	n/a	n/a
TOTAL COLLEGIATE HIGH SCHOOL	2,089,322	704,648	33.7%	n/a	n/a	n/a
TOTAL REVENUES & ADDITIONS	\$ 422,424,210	\$ 219,629,106	52.0%	\$ 385,253,183	\$ 212,464,613	55.1%

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2007-08 CURRENT FUNDS OPERATING BUDGET

EXPENDITURES & USES BY FUNCTION

Year-to-Date - 41.7% of Fiscal Year Elapsed

	January 31, 2008			January 31, 2007		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
UNRESTRICTED FUND						
Instruction	\$ 120,096,300	\$ 51,792,719	43.1%	\$ 119,358,286	\$ 51,833,756	43.4%
Public Service	5,349,959	2,295,320	42.9%	5,621,001	1,937,351	34.5%
Academic Support	17,981,184	7,271,936	40.4%	16,587,463	7,279,046	43.9%
Student Services	25,718,527	10,299,682	40.0%	25,389,830	9,887,484	38.9%
Institutional Support	52,501,960	23,155,358	44.1%	49,492,311	22,483,919	45.4%
Staff Benefits	10,255,978	3,337,286	32.5%	10,106,751	3,533,295	35.0%
Operations & Maintenance of Plant	27,781,934	14,445,584	52.0%	27,147,376	13,456,272	49.6%
Repairs & Rehabilitation	20,124,989	3,036,411	15.1%	7,106,956	1,537,545	21.6%
Special Items:						
Reserve - Campus	2,973,784	n/a	n/a	736,058	n/a	n/a
Reserve - Compensation	2,223,245	n/a	n/a	-	n/a	n/a
Reserve - Operating	2,942,084	n/a	n/a	1,382,500	n/a	n/a
Reserve - New Campuses	500,000	n/a	n/a	500,000	n/a	n/a
Reserve - Non-operating	329,194	n/a	n/a	658,910	n/a	n/a
TOTAL UNRESTRICTED	288,779,138	115,634,296	40.0%	264,087,442	111,948,668	42.4%
AUXILIARY FUND						
Student Activities	6,409,059	2,827,347	44.1%	6,054,509	2,615,777	43.2%
Sales & Services	4,755,375	2,233,884	47.0%	5,317,752	2,367,157	44.5%
Reserve - Campus	532,018	n/a	n/a	158,234	n/a	n/a
Reserve - District	364,163	n/a	n/a	327,816	n/a	n/a
Transfers-out	117,913	94,226	79.9%	105,000	89,982	85.7%
TOTAL AUXILIARY	12,178,528	5,155,457	42.3%	11,963,311	5,072,916	42.4%
RESTRICTED FUND						
State Appropriations	23,258,341	10,062,863	43.3%	20,959,931	9,186,736	43.8%
Grants & Contracts	33,691,255	9,559,882	28.4%	31,355,580	8,050,850	25.7%
Scholarships	45,954,288	18,914,517	41.2%	45,916,014	17,831,280	38.8%
Subtotal Grants, Contracts & Scholarships	102,903,884	38,537,262	37.4%	98,231,525	35,068,866	35.7%
Richland Collegiate High School	68,372	-	0.0%	n/a	n/a	n/a
TOTAL RESTRICTED	102,972,256	38,537,262	37.4%	98,231,525	35,068,866	35.7%
RICHLAND COLLEGIATE H.S.						
Expenditures	2,089,322	648,937	31.1%	n/a	n/a	n/a
TOTAL COLLEGIATE HIGH SCHOOL	2,089,322	648,937	31.1%	n/a	n/a	n/a
SUBTOTAL EXPENDITURES & USES	406,019,244	159,975,952	39.4%	374,282,278	152,090,450	40.6%
TRANSFERS & DEDUCTIONS:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,134,765	912,810	42.8%	1,894,389	903,690	47.7%
LoanStar Loan to Debt Service Fund	208,281	208,281	100.0%	208,281	208,281	100.0%
Institutional Matching-Contracts/Grants	136,544	74,098	54.3%	63,000	117,214	186.1%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	4,523,797	4,523,797	100.0%	3,998,797	3,998,797	100.0%
Unexpended Plant Fund	6,350,000	3,600,000	56.7%	1,250,000	1,250,000	100.0%
Debt Service Fund	3,051,579	762,895	25.0%	3,556,438	911,316	25.6%
TOTAL TRANSFERS & DEDUCTIONS	16,404,966	10,081,881	61.5%	10,970,905	7,389,298	67.4%
TOTAL EXPENDITURES & USES	\$ 422,424,210	\$ 170,057,833	40.3%	\$ 385,253,183	\$ 159,479,748	41.4%

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2007-08 CURRENT FUNDS OPERATING BUDGET

EXPENDITURES & USES BY ACCOUNT CLASSIFICATION

Year-to-Date - 41.7% of Fiscal Year Elapsed

	January 31, 2008			January 31, 2007		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
UNRESTRICTED FUND						
Salaries & Wages	\$ 186,246,675	\$ 79,919,693	42.9%	\$ 181,688,260	\$ 77,402,717	42.6%
Staff Benefits	10,255,978	3,337,286	32.5%	10,106,751	3,533,295	35.0%
Purchased Services	12,602,686	5,940,995	47.1%	11,658,334	5,408,394	46.4%
Operating Expenses	64,209,478	23,765,634	37.0%	49,737,943	21,565,925	43.4%
Supplies & Materials	9,016,721	4,574,840	50.7%	8,679,707	4,727,317	54.5%
Minor Equipment	6,511,246	1,701,627	26.1%	2,987,856	2,345,134	78.5%
Capital Outlay	6,593,703	1,990,634	30.2%	9,065,193	1,865,888	20.6%
Charges	(15,625,655)	(5,596,413)	35.8%	(13,114,070)	(4,900,002)	37.4%
SUBTOTAL UNRESTRICTED	279,810,832	115,634,296	41.3%	260,809,974	111,948,668	42.9%
Reserve - Campus	2,973,784	n/a	n/a	736,058	n/a	n/a
Reserve - Compensation	2,223,245	n/a	n/a	-	n/a	n/a
Reserve - Operating	2,942,083	n/a	n/a	1,382,500	n/a	n/a
Reserve - New Campuses	500,000	n/a	n/a	500,000	n/a	n/a
Reserve - Non-operating	329,194	n/a	n/a	658,910	n/a	n/a
Transfers & Deductions:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,134,765	912,810	42.8%	1,894,389	903,690	47.7%
LoanStar Loan to Debt Service Fund	208,281	208,281	100.0%	208,281	208,281	100.0%
Institutional Matching - Contracts/Grants	136,544	74,098	54.3%	63,000	117,214	186.1%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	4,523,797	4,523,797	100.0%	3,998,797	3,998,797	100.0%
Unexpended Plant Fund	6,350,000	3,600,000	56.7%	1,250,000	1,250,000	100.0%
Debt Service Fund	3,051,579	762,895	25.0%	3,556,438	911,316	25.6%
TOTAL UNRESTRICTED	305,184,104	125,716,177	41.2%	275,058,347	119,337,966	43.4%
AUXILIARY FUND	12,178,528	5,155,457	42.3%	11,963,311	5,072,916	42.4%
RESTRICTED FUND	102,972,256	38,537,262	37.4%	98,231,525	35,068,866	35.7%
RICHLAND COLLEGIATE HIGH SCHOOL	2,089,322	648,937	31.1%	n/a	n/a	n/a
TOTAL EXPENDITURES & USES	\$ 422,424,210	\$ 170,057,833	40.3%	\$ 385,253,183	\$ 159,479,748	41.4%

NOTES

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

- (1) Actual *Public Service* reflects a higher than normal percent of budget due to an increase in contracted services at the Bill J. Priest Institute in support of grant programs.

- (2) Actual *Institutional Support* reflects a higher than normal percent of budget due primarily to the obligation of funds for new police vehicles and information technology purchases.

FINANCIAL REPORT NO. 19

Acceptance of Gifts

The following gifts have been offered to the DCCC District as indicated below. It is recommended that the gifts be accepted under the donors' conditions and that appropriate acknowledgment be sent to the donors.

1. Through the Development Office (equipment):

none

2. From the Dallas County Community College District Foundation, Inc. (DCCCD Foundation), actual expenditures on behalf of the DCCCD:

<u>Number of Expenditures</u>	<u>Expenditure Type</u>	<u>Total of Expenditures</u>
16	Chancellor's Council	\$ 12,000
<u>11</u>	Programs and Services	<u>\$ 18,925</u>
27		\$ 30,925

3. From the Dallas County Community College District Foundation, Inc. (DCCCD Foundation), gifts that will be expended in the future:

<u>Number of Gifts</u>	<u>\$ Range of Gifts</u>	<u>Gift Purpose</u>	<u>Total of Gifts</u>
5	\$100 - \$5,000	Scholarships	\$ 8,329
1	\$5,001 - \$50,000	Scholarships	\$ 10,000
3	\$100 - \$5,000	Programs and Services	\$ 3,375
3	\$5,001 - \$50,000	Programs and Services	\$ 27,069
<u>5</u>	\$100 - \$5,000	Chancellor's Council	<u>\$ 9,000</u>
17			\$ 57,773

Amounts of Gifts to Foundation Reported in Fiscal Year 2007-08

<u>Month Reported</u>	<u>Amount by Category of Gift</u>		
	<u>Equipment</u>	<u>Rising Star</u>	<u>Other Gifts</u>
September 2007	600	53,500	70,706
October 2007	6,000	50,100	65,530
November 2007	850	1,135	56,840
December 2007	0	0	79,139
January 2008	140,120	21,600	60,035
February 2008	15,756	15,750	183,199
March 2008	0	0	57,773
April 2008			
May 2008			
June 2008			
July 2008			
August 2008			
Total To Date	<u>163,326</u>	<u>142,085</u>	<u>573,222</u>

Amounts of Awards Reported in Fiscal Years 2000-2001 through 2006-07

<u>Type</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Equipment	368,475	3,519,952	2,267,725	187,915	137,643	396,503	64,830
Rising Star	0	0	724,230	439,556	728,836	492,032	57,068
Other Gifts	1,157,444	221,703	734,917	1,135,653	939,058	1,432,358	972,010
Total	<u>1,525,919</u>	<u>3,741,655</u>	<u>3,726,872</u>	<u>1,763,124</u>	<u>1,805,537</u>	<u>2,320,893</u>	<u>1,093,908</u>

Submitted by Mrs. Betheny Reid, executive director of DCCCD Foundation, Inc.

FINANCIAL REPORT NO. 20

Notice of Grant Awards

Awards in this informative report are usually funded by local, state, or federal public agencies and are budgeted in DCCCD's restricted fund. (Occasionally, private grants managed through Fund 13 are also included in this report.) The fiscal year for each award is defined by the grantor and often will not correspond to DCCCD's fiscal year. In addition to guidelines established by the funding agency, administration of grant awards is subject to all DCCCD policies and procedures.

As provided by Board Policy CAB (Regulation), Grant Receipt Process, the chancellor advises trustees that DCCCD has received notice of the following grant awards.

- The Texas Education Agency has awarded the DCCCD, Richland College, \$167 for the Innovative Program to support local education reform efforts that are consistent with supporting statewide education reform efforts to provide a continuing source of innovation and educational improvement, including support programs to provide library service and instructional and media materials. The funding period is from August 31, 2007, to June 30, 2008.
- The Texas Education Agency has awarded the DCCCD, Richland College, \$304 for the Safe and Drug-Free Schools Program to support comprehensive drug use prevention and violence prevention programs on campus. The funding period is from August 31, 2007, to June 30, 2008.
- The Texas Education Agency has awarded the DCCCD, Richland College, \$2,741 for the Teacher and Principal Training Program to increase student academic achievement through improving teacher and principal quality and increasing the number of highly qualified teachers in classrooms, and principals and assistant principals in schools. The funding period is from August 31, 2007, to June 30, 2008.

- The Texas Higher Education Coordinating Board has awarded the DCCCD a re-allocation increase in the amount of \$329,826 for the 2007-2008 Carl D. Perkins Annual Application grant. This increase will be allocated internally as follows:

<u>College</u>	<u>Increase</u>	<u>New Total</u>
Brookhaven	\$37,877	\$ 351,870
Cedar Valley	\$51,185	\$ 475,501
Eastfield	\$26,926	\$ 250,136
El Centro	\$55,561	\$ 516,151
Mountain View	\$49,959	\$ 464,108
North Lake	\$27,080	\$ 251,575
Richland	\$77,939	\$ 724,033
LeCroy	\$ 3,299	\$ 30,641

- Workforce for Dallas County has awarded the DCCCD, Bill J. Priest Campus of El Centro College, an increase of \$198,134, bringing the new total to \$1,033,134 for the WIA Statewide Activity Fund Encouraging Employer Advancement program to provide training to incumbent employees and new hires in the WorkSource Training Skills Consortium in Dallas County. The funding period is from October 18, 2006, to June 30, 2008.
- Workforce for Dallas County has awarded the DCCCD, Richland College, an increase of \$72,500, bringing the new total to \$616,745 for the WIA Statewide Activity Fund Encouraging Employer Advancement program to provide training for incumbent employees and new hires in the manufacturing industry. The funding period is from January 30, 2007, to June 30, 2008.

The amounts of awards reported, to date, in fiscal year 2007-2008, and the amounts of awards for seven fiscal years, 2000-2001 through 2006-2007, appear in tables on the following page.

Amounts of Awards Reported in Fiscal Year 2007-08

<u>Month Reported</u>	<u>Amount</u>
September 2007	\$ 1,358,415
October 2007	\$ 10,309,885
November 2007	\$ 507,092
December 2007	\$ 434,834
January 2008	\$ 1,319,127
February 2008	\$ 375,860
March 2008	\$ 603,672
April 2008	
May 2008	
June 2008	
July 2008	
August 2008 ¹	
<u>Total To Date</u>	<u>\$ 14,908,885</u>

Amounts of Awards Reported in Fiscal Years 2000-2001 through 2006-07

<u>Type</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Competitive	24,959,783	11,917,647	20,264,070	18,750,094	22,137,173	17,679,698	17,168,910
Pell Grants ¹	13,407,492	19,658,023	26,199,861	29,899,662	31,449,815	31,467,783	39,780,918
Total	<u>38,367,275</u>	<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>56,949,828</u>

Submitted by Mrs. Betheny Reid, executive director of DCCCD Foundation, Inc.

¹ 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.

FINANCIAL REPORT NO. 21

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. Ed DesPlas, vice chancellor of 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 March 4, 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
Cedar Valley College
Huan Luong
Anna Mays

DELETE

Cedar Valley College
David Browning
Lynn Nolte

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: March 4, 2008

Wright Lassiter
Secretary, Board of Trustees

AFFIRMED AND CERTIFIED:

Jerry M. Prater
Board Chair

FINANCIAL REPORT NO. 22

Approval of Agreement with Michael Gniest to purchase property for Eastfield College

It is recommended that authorization be given to approve a sales agreement with Michael Gniest in an amount not to exceed \$102,192, plus closing and brokerage costs to purchase a tract of land of 1.56 acres or 68,128 square feet adjacent to Eastfield College.

Background

Michael Gniest as the owner of the tract of land along La Prada immediately north of Eastfield College property. Mr. Gniest has agreed to an offer for the DCCCD to purchase the land. Once acquired, Eastfield plans to use the land to accommodate a portion of the new service driveway that will enter the campus from La Prada.

This recommendation has undergone the following administrative review:

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

Estimated expenditures are \$1.50 per square foot. Financial resources are budgeted in account # 45-04-949021-27001

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

FINANCIAL REPORT NO. 23

Approval of Sub-contractor Agreement with Authentix, Inc.

It is recommended that authorization be given to approve a sub-contractor agreement with Authentix, Inc. in an amount not to exceed \$73,081 for the period January 5, 2008 through January 4, 2009, to provide training to new hires and incumbent workers in the area of advanced technology and manufacturing for Brookhaven College.

Background

Brookhaven College received a Texas Workforce Commission Skills Development Fund grant to provide training for new hires and incumbent workers in the area of advanced technology and manufacturing in partnership with Authentix, Inc. Authentix, Inc. will provide the instructors, training materials, and curriculum development. Brookhaven College will register students and maintain student records.

This is a request for retroactive approval since the TWC Skills Development Fund contract #0608SDF000 was recommended and approved by the DCCCD Board of Trustees on January 8, 2008.

This recommendation has undergone the following administrative review:

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

Payment to Authentix, Inc. to provide instruction, materials, and curriculum development will be paid through TWC Skills Development Fund contract #0608SDF000 and will not exceed \$73,081.

Submitted by Dr. Sharon Blackman, president, Brookhaven College and Ms. Mary Brumbach, vice president for resource and economic development

FINANCIAL REPORT NO. 24

Approval of Extension of Sub-Contractor Agreement with Source Inc.

It is recommended that authorization be given to approve an extension of a sub-contractor agreement with Source Inc. to April 3, 2008, to provide training associated with TWC Skills Development Fund Grant contract #0607SDF000, awarded to and administered by Brookhaven College.

Background

Authorization for an extension of the current sub-contractor agreement with Source Inc. to April 3, 2008 provides 7,332 hours of training for a minimum of 205 employees including 16 new positions. Positions range from management level to technician. Brookhaven College will provide project and instructional management. Training will be conducted through continuing education in the DCCCD as well as through vendors selected by the subcontractor in the approved competitive process for highly specialized training.

No additional funding is required to extend this grant through April 3, 2008.

This recommendation has undergone the following administrative review:

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

The TWC Skills Development Fund contract #0607SDF000 will fund all expenses associated with extending the training program.

Submitted by Dr. Sharon Blackman, president, Brookhaven College and Ms. Mary Brumbach, vice president for resource and economic development

FINANCIAL REPORT NO. 25

Approval of Agreement with International Schools

It is recommended that authorization be given to approve an agreement with International Schools in an amount not to exceed \$250,000 for the period March 7, 2008 through March 6, 2009, to provide a truck driver training program for Mountain View College.

Background

This is the twelfth agreement with International Schools for truck driver training. The first agreement was made in 1997. The success of these agreements is evidenced by the fact that since 1997, approximately 845 students have entered the program and of that number, 765 or 91% have graduated.

This contract provides for payment not to exceed \$250,000 to International Schools of Dallas, Texas for instructional services related to the training of up to 80 individuals enrolled in the Professional Truck Driver training program at Mountain View College between March 7, 2008 and March 6, 2009. The agreement calls for remittance by the College to International Schools in the amount of \$3,440 per student training except for Texas Rehabilitation Commission (TRC) referred students. Remittance to International Schools for TRC referred students will be at a rate of \$3,597 per student. Payment to International Schools will be made upon the conclusion of each class offering.

This recommendation has undergone the following administrative review:

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

Estimated expenditures are \$250,000. Financial resources are budgeted in account #11-06-577000-22301 for fiscal year 2007-2008 and will be included in the proposed budget for fiscal year 2009.

Submitted by Mr. Felix Zamora, president, Mountain View College

**Summary of Recommendations for Agreements
With Minority and Woman Owned Businesses**
(Tab 26)

Recommendations in the Financial Reports Section of This Agenda

	# agreements	% agreements	\$ amount	% amount
MBE	0	0	0	0
WBE	0	0	0	0
Not classified	0	0	0	0
Total	0	0	0	0

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

	#	%
MBE	0	0
WBE	0	0
Not classified	0	0
Total	0	0

Recommendations in the Financial Reports Sections
September 4, 2007 – March 4, 2008

	# agreements	% agreements	\$ amount	% amount
MBE	0	0	0	0
WBE	3	38	356,070	7
Not classified	5	63	4,785,136	93
Total	8	100	5,141,206	100

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

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

POLICY REPORT NO. 27

Approval of Resolution Giving Notice of the Trustee Election on May 10, 2008

It is recommended that the Board of Trustees of the Dallas County Community College District adopt the attached resolution that gives notice to the public of the election on May 10, 2008 for Trustee Districts 5 and 6.

Effective Date: March 4, 2008

Background

The Texas Election Code requires the Board of Trustees to adopt a resolution that informs the public of the purpose of its election including the date of the election, and related information.

Submitted by Mr. Robert Young, district legal counsel and Mr. David Hay, election administrator and Ms. Maria Miller, assistant election administrator

RESOLUTION

NOTICE OF ELECTION

WHEREAS, the Board of Trustees of Dallas County Community College District has previously ordered an election to elect one member of the Board of Trustees on May 10, 2008 in Trustee Districts 5 and 6; and

WHEREAS, Section 4.004, Election Code, requires the Board of Trustees to give notice of the election to the public; NOW THEREFORE,

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

Section 1. That an election shall be held on the second Saturday in May, 2008, which is the tenth day of May, 2008 to elect two (2) members of the Board of Trustees of Dallas County Community College District in Trustee Districts 5 and 6.

Section 2. That the location of each polling place is identified in Exhibit "A" which is attached to this resolution. If the County Elections Administrator is required to change the location of any polling place in Exhibit "A", he will report the changes to the Board of Trustees who shall make such changes to Exhibit "A" without further Board action.

Section 3. That the polling places in Exhibit "A" will be open from 7 a.m. until 7 p.m. on May 10, 2008.

Section 4. That Bruce Sherbet is early voting clerk for the May 10, 2008 election. Early voting by mail shall be conducted at Dallas County Elections Department, 2377 N. Stemmons Frwy, Suite 820, Dallas, Texas 75207.

Section 5. The main early polling location for voting by personal appearance is the first floor of the Records Building, 509 Main Street, Dallas, Texas 75202. The early polling locations for voting by personal appearance are identified in Exhibit "B" which is attached to this resolution. The early polling locations will be open:

April 28 through May 2	(Monday thru Friday)	8:00 am to 5:00 pm
May 3	(Saturday)	8:00 am to 5:00 pm
May 4	(Sunday)	1:00 pm to 6:00 pm
May 5 & May 6	(Monday and Tuesday)	7:00 am to 7:00 pm

Section 6. That simultaneously with the adoption of this resolution, there is adopted a Spanish version of this resolution.

Notice of Election Resolution
March 4, 2008
Page 2

Section 7. That this resolution shall be published in a newspaper and posted upon the bulletin board which is used to notify the public of meetings of the Board of Trustees, as required by Section 4.003, Election Code.

Section 8. 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: March 4, 2008

AVISO DE ELECCIÓN

POR TANTO, la Junta de Síndicos del Distrito del Colegio Comunitario del Condado de Dallas ha ordenado previamente una elección para elegir a un miembro de la Junta de Síndicos el 10 de mayo de 2008 en los Distritos de Síndicos 5 y 6; y

POR TANTO, la Sección 4.004 del Código Electoral requiere que la Junta de Síndicos dé aviso público de la elección; ASÍ ENTONCES,

LA JUNTA DE SÍNDICOS DEL DISTRITO DEL COLEGIO COMUNITARIO DEL CONDADO DE DALLAS RESUELVE QUE:

Sección 1. Se sostendrá una elección el segundo sábado de mayo de 2008, es decir, el día diez de mayo de 2008, para elegir dos (2) miembros de la Junta de Síndicos del Distrito del Colegio Comunitario del Condado de Dallas en los Distritos de Síndicos 5 y 6.

Sección 2. La localidad de cada lugar de votación está identificada en el Documento "A" adjunto a esta resolución. Si al Administrador Electoral del Condado se le hace necesario cambiar la localidad de cualquier lugar de votación indicado en el Documento "A", éste reportará los cambios a la Junta de Síndicos el cual hará dichos cambios al Documento "A" sin la necesidad de acción adicional por parte de la Junta.

Sección 3. Los lugares de votación en el Documento "A" estarán abiertos de 7 a.m. a 7 p.m. el 10 de mayo de 2008.

Sección 4. Bruce Sherbet será el administrador de la votación para la elección del 10 de mayo de 2008. La votación temprana por correo será llevada a cabo en el Dallas County Elections Department, 2377 N. Stemmons Frwy, Suite 820, Dallas, Texas 75207.

Sección 5. El lugar principal de votación temprana para votar en persona es el primer piso del Records Building, 509 Main Street, Dallas, Texas 75202. Los lugares de votación temprana para votar en persona están identificados en el Documento "B" que se halla adjunto a esta resolución. Los lugares de votación temprana estarán abiertos como sigue:

28 de abril hasta el 2 de mayo	lunes a viernes	8:00 a.m. hasta las 5:00 p.m.
3 de mayo	sábado	8:00 a.m. hasta las 5:00 p.m.
4 de mayo	domingo	1:00 p.m. hasta las 6:00 p.m.
5 de mayo y 6 de mayo	lunes y martes	7:00 a.m. hasta las 7:00 p.m.

Sección 6. Simultáneamente con la adopción de esta resolución, se adoptará una versión en español de la misma.

Sección 7. Esta resolución será publicada en un periódico y colocada en un tablero de anuncios usado para dar aviso público de las reuniones de la Junta de Síndicos, según lo requiere la Sección 4.003 del Código Electoral.

Sección 8. Esta resolución entrará en efecto después de su adopción por la Junta de Síndicos del Distrito del Colegio Comunitario del Condado de Dallas y será firmada por el Presidente de la Junta de Síndicos.

DISTRITO DEL COLEGIO COMUNITARIO DEL
CONDADO DE DALLAS

Por: _____
Jerry Prater, Presidente de la
Junta de Síndicos

ATESTIGUADO

Por: _____
Wright L. Lassiter, Jr., Secretario
de la Junta de Síndicos

Adoptada el 4 de marzo de 2008

POLICY REPORT NO. 28

Approval of Resolution Authorizing a Joint Election Agreement with the Dallas County Elections Department

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 the attached Joint Election Agreement with the Dallas County Elections Department and other public entities. The Agreement requires the Election Department to conduct the May 10, 2008 trustee election. The estimated cost is \$152,896.64

Effective Date: March 4, 2008

Background

The District has historically contracted with the Dallas Elections Department and other public entities to conduct trustee elections. The participation of these public entities in a Joint Election Agreement lowers the cost of trustee elections by sharing election costs. This agreement requires the Election Department to manage the operational aspects of the election.

It is recommended that the Board approve the Joint Election Agreement with the Dallas Elections Department and other public entities to minimize the cost of the trustee election.

Submitted by Mr. Robert Young, district legal counsel and Mr. David Hay, election administrator and Ms. Maria Miller, assistant election administrator

RESOLUTION
AUTHORIZING A JOINT ELECTION AGREEMENT BETWEEN
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT AND THE DALLAS
COUNTY ELECTIONS DEPARTMENT

WHEREAS, Dallas County Community College District will hold an election on May 10, 2008 to elect trustees to Districts 5 and 6; and

WHEREAS, Dallas County Community College District desires to share the cost of the election with Dallas County, Town of Addison, City of Balch Springs, City of Carrollton, City of Cedar Hill, City of Cockrell Hill, City of Coppell, City of Desoto, City of Duncanville, City of Farmers Branch, City of Garland, City of Grand Prairie, City of Hutchins, City of Irving, City of Lancaster, City of Mesquite, City of Rowlett, City of Sachse, City of Seagoville, Town of Sunnyvale, City of Wilmer, Dallas County Water Control and Improvement District #6, Wilmer Utility District, Carrollton-Farmers Branch Independent School District, Cedar Hill Independent School District, Coppell Independent School District, Dallas Independent School District, DeSoto Independent School District, Duncanville Independent School District, Garland Independent School District, Grand Prairie Independent School District, Irving Independent School District, Lancaster Independent School District, Mesquite Independent School District, Richardson Independent School District, Sunnyvale Independent School District; and

WHEREAS, Dallas County Community College District wishes for the Dallas County Elections Department to conduct the elections; NOW THEREFORE,

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

Section 1. That the Chancellor, Wright L. Lassiter, Jr., is authorized to enter into an agreement with the Dallas County Elections Department, and other public entities specified above in this resolution, whereby the Dallas County Elections Department will conduct the election on May 10, 2008 for the trustee Districts 5 and 6.

Section 2. That, under the terms and conditions of the Joint Election Agreement, the election expenses and costs will be shared by the other parties to the Agreement. The parties are identified above in this resolution.

Section 3. That Dallas County Community College District's estimated share of the election costs and expenses is \$152,896.64 which amount will be made payable and tendered to the Dallas County Treasurer in two equal payments on March 21, 2008 and April 11, 2008.

Resolution Authorizing A Joint Election Agreement

Between the Dallas County Community College District
and the Dallas County Elections Department
Page 2 of 2

Section 4. That this resolution is effective upon adoption by the Board of Trustees of
Dallas County Community College District.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

By: _____
Jerry Prater, Chairman
Board of Trustees

ATTEST

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

Adopted: March 4, 2008

JOINT ELECTION AGREEMENT
AND
ELECTION SERVICE CONTRACT
BETWEEN
DALLAS COUNTY

AND
TOWN OF ADDISON (TOA)
CITY OF BALCH SPRINGS (COBS)
CITY OF CARROLLTON COC)
CITY OF CEDAR HILL (COCdH)
CITY OF COCKRELL HILL (COCKH)
CITY OF COPPELL (COCp)
CITY OF DESOTO (CODe)
CITY OF DUNCANVILLE (CODu)
CITY OF FARMERS BRANCH (COFB)
CITY OF GARLAND (COG)
CITY OF GRAND PRAIRIE (COGP)
CITY OF HUTCHINS (COH)
CITY OF IRVING (COI)
CITY OF LANCASTER (COL)
CITY OF MESQUITE (COM)
CITY OF ROWLETT (CORw)
CITY OF SACHSE (COS)
CITY OF SEAGOVILLE (COSe)
TOWN OF SUNNYVALE (TOS)
CITY OF WILMER (COW)

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT (DCCCD)
DALLAS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT #6 (DCWCID#6)
WILMER UTILITY DISTRICT (WUD)
CARROLLTON-FARMERS BRANCH INDEPENDENT SCHOOL DISTRICT (CFBISD)
CEDAR HILL INDEPENDENT SCHOOL DISTRICT (CHISD)
COPPELL INDEPENDENT SCHOOL DISTRICT (CPISD)
DALLAS INDEPENDENT SCHOOL DISTRICT (DISD)
DESOTO INDEPENDENT SCHOOL DISTRICT (DeISD)
DUNCANVILLE INDEPENDENT SCHOOL DISTRICT (DuISD)
GARLAND INDEPENDENT SCHOOL DISTRICT (GISD)
GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT (GPISD)
IRVING INDEPENDENT SCHOOL DISTRICT (IISD)
LANCASTER INDEPENDENT SCHOOL DISTRICT (LISD)
MESQUITE INDEPENDENT SCHOOL DISTRICT (MISD)
RICHARDSON INDEPENDENT SCHOOL DISTRICT (RISD)
SUNNYVALE INDEPENDENT SCHOOL DISTRICT (SuISD)

FOR THE CONDUCT OF A JOINT ELECTION
TO BE HELD SATURDAY, MAY 10, 2008
TO BE ADMINISTERED BY THE DALLAS COUNTY ELECTIONS DEPARTMENT (DCED)

1. JURISDICTION

- 1.1 Dallas County plans to hold a Local Option Election in the City of Hutchins in three (3) Dallas County voting precinct, and in the City of Wilmer in one (1) Dallas County voting precinct on May 10, 2008.
- 1.2 The Town of Addison (TOA) plans to hold a General Municipal Election on May 10, 2008 for 3 City Councilmembers at-large in 4 Dallas County voting precincts. The City of Balch Springs (COBS) plans to hold a Special Charter Amendment Election and a General Municipal Election on May 10, 2008 for City Councilmember Places 2,4,6 and a Mayoral position in 12 Dallas County voting precincts. The City of Carrollton (COC) plans to hold a General Municipal Election for City Councilmember Places 2, 4, 6 and Mayoral position on May 10, 2008 in 12 Dallas County voting precincts and 16 Denton County voting precincts. The City of Cedar Hill (COCdH) plans to hold a General

Municipal Election for City Councilmember Places 2, and 6 on May 10, 2008 in 11 Dallas County voting precincts and 1 Ellis County voting precinct. The City of Cockrell Hill (COCKH) plans to hold a General Municipal Election on May 10, 2008 for Alderman Places 1, 2 and Mayoral position in 1 Dallas County voting precinct. The City of Coppell plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Places 1,3,5, and 7 in 11 Dallas County voting precincts and 1 Denton County voting precinct. The City of DeSoto (CODE) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Places 2, and 4 and a Mayoral position in 21 Dallas County voting precincts. The City of Duncanville (CODu) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Districts 2, 4 and Mayoral position in 14 Dallas County voting precincts. The City of Farmers Branch (COFB) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Place 2 and Mayoral position in 13 Dallas County voting precincts. The City of Garland plans to hold a General Municipal Election for City Councilmember Districts 1,2,4, and 5 in 42 Dallas County voting precincts and 2 Collin County voting precincts. The City of Grand Prairie (COGP) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Districts 1, 3, and City Councilmember District 7 at large in 29 Dallas County voting precincts and 1 Ellis County voting precinct. The City of Hutchins (COH) plans to hold a General Municipal Election on May 10, 2008 for two (2) City Councilmembers and Mayoral position in 3 Dallas County voting precincts. The City of Irving (COI) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Places 3, 5 and Mayoral position in 53 Dallas County voting precincts. The City of Lancaster (COL) plans to hold a Special Election to fill a vacancy in City Councilmember District 5 an unexpired term, and a General Municipal Election on May 10, 2008 for City Councilmember Districts 2, 4, 6 and Mayoral position in 11 Dallas County voting precincts. The City of Mesquite (COM) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Places 2, 3, 4, 5 and Mayoral position in 36 Dallas County voting precincts and 2 Kaufman County voting precincts. The City of Rowlett (CORw) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Places 1,3,and 5 in 10 Dallas County voting precincts and 2 Rockwall County voting precincts. The City of Sachse (COS) plans to hold a General Election on May 10, 2008 for City Councilmember Places 3 and 4 in 5 Dallas County voting precincts and 2 Collin County voting precincts. The City of Seagoville (COSe) plans to hold a General Municipal Election on May 10, 2008 for City Councilmember Places 1, 3, and 5 in 3 Dallas County voting precincts and 1 Kaufman County voting precinct. The Town of Sunnyvale (TOS) plans to hold a General Election on May 10, 2008 for three (3) Councilmembers at-large in 1 Dallas County voting precinct. The City of Wilmer (COW) plans to hold a General Municipal Election on May 10, 2008 for three (3) City Councilmembers at-large and a Mayoral Position, in 1 Dallas County voting precinct.

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1.3 The Dallas County Community College District (DCCCD) plans to hold on May 10, 2008 a Board of Trustee's Election for Districts 5 and 6, in 185 Dallas County voting precincts located wholly or partially within the District and Dallas County. The Dallas County Water Control and Improvement District #6 (DCWCID#6) plans to hold a Board of Directors election for three (3) Director positions on May 10, 2008 in 12 Dallas County voting precincts. The Wilmer Utility District (WUD) plans to hold a Board of Directors election for two (2) Directors position on May 10, 2008 in 1 Dallas County voting precinct.

The Carrollton Farmers Branch Independent School District (CFBISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 1 and 2 in 38 Dallas County voting precincts and 10 Denton County voting precincts located wholly or partially within the District. The Cedar Hill Independent School District (CHISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 3, 4 and 5 in 19 Dallas County voting precincts located wholly or partially within the District. The Coppell Independent School District (CpISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 4 and 5 in 21 Dallas County voting precincts located wholly or partially within the District. The Dallas Independent School District (DISD) plans to hold a Special Bond Election and a Board of Education Trustee Election on May 10, 2008 for Districts 2, 6, and 8 within 530 Dallas County voting precincts located wholly or partially within the District. The DeSoto Independent School District (DeISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 3, 4 and 5 in 23 Dallas County voting precincts located wholly or partially within the District. The Duncanville Independent School District (DuISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 4 and 5 in 32 Dallas County voting precincts located wholly or partially within the District. The Garland Independent School District (GISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 4 and 5 in 67 Dallas County voting precincts located wholly or partially within the District. The Grand Prairie Independent School District (GPISD) plans to hold a Board of Education Trustee Election for Places 3 and 4 on May 10, 2008 in 41 Dallas County voting precincts located wholly within the District. The Irving Independent School District (IISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 1 and 2 in 47 Dallas County voting precincts located wholly or partially within the District. The Lancaster Independent School District (LISD) plans to hold a Special Election to fill a vacancy in Board of Education Trustee District 5 an unexpired term and a Board of Education Trustee Election on May 10, 2008 for Districts 4, and 7 within 11 Dallas County voting precincts

located wholly or partially within the District. The Mesquite Independent School District (MISD) plans to hold a Board of Trustee Election on May 10, 2008 for Places 3, 4 and 5 in 47 Dallas County voting precincts located wholly or partially within the District. The Richardson Independent School District (RISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 6 and 7 in 74 Dallas County voting precincts located wholly or partially within the District. The Sunnyvale Independent School District (SuISD) plans to hold a Board of Education Trustee Election on May 10, 2008 for Places 1 and 2 in 1 Dallas County voting precinct located wholly or partially within the District.

- 1.5 A list of each election precinct or partial election precinct (each precinct unit) involved in the Joint Election, together with the name of the participating authority holding an election in that precinct unit, and the number of registered voters in that precinct unit, is shown in Attachment "E". DCED will forward an updated version of Attachment "E" to each participating authority showing registered voters as of the deadline for registering to vote in the election.

2. ADMINISTRATION

DCED agrees to coordinate, supervise and handle all aspects of administering the Joint Election in accordance with the provisions of the Texas Election Code and as outlined in this agreement. Each participating authority agrees to pay DCED for equipment, supplies, services and administrative costs as outlined in this agreement. DCED will serve as administrator for the election; however, each participating authority remains responsible for the lawful conduct of their respective election.

3. LEGAL DOCUMENTS

- 3.1 Each participating authority will be responsible for preparation, adoption and publication of all required election orders, resolutions, notices and any other pertinent documents required by their respective governing bodies.
- 3.2 DCED will be responsible for making the submission required by the Federal Voting Rights Act of 1965, as amended, with regard to administration of the Joint Election. A copy of the submission will be furnished to each participating authority. Any other changes which require preclearance by the U.S. Department of Justice will be the responsibility of each participating authority. Preparation of necessary bilingual materials for notices and preparation of the text for the official ballot will also be the responsibility of each participating authority. Each participating authority will provide a copy of their respective election notices and justice submission to DCED.

4. DIRECT RECORD VOTING SYSTEM/OPTICAL SCAN

- 4.1 Each participating authority agrees that voting at the Joint Election will be by use of a direct record and optical scan voting system approved by the Secretary of State in accordance with the Texas Election Code. DCED will be responsible for the preparation of programs and the testing of the direct record system and optical scan system used for tabulating the ballots. Testing of the direct record equipment will be conducted at the Elections Department, 2377 N. Stemmons Frwy, Suite 820, Dallas beginning Thursday, April 24, 2008 at 10:00 am and testing of the optical scan equipment will be conducted at the Election Equipment Warehouse, 1506 East Langdon Road, Hutchins beginning Monday, April 14, 2008 at 10:00 am, and before ballots are tabulated at the scheduled polling locations listed in Section 13 of this contract and Attachment "B" by the presiding judges. DCED agrees to establish ten (10) regional sites and a central counting station to receive and tabulate the voted ballots and provisional ballots as outlined in Section 9 of this agreement.
- 4.2 DCED agrees to provide direct record tabulators, precinct tabulators and voting booths for the Joint Election. The Gemini voting booth allocation will be based on providing one (1) Gemini for each 300 registered voters in each election precinct unit, not to exceed six (6) Gemini voting booths in any given precinct unit, one (1) ADA Terminal per location, one (1) precinct tabulator in any given precinct unit, and not to exceed at any given time eight (8) iVotronics and two(2)Master PEB's per early voting location.
- 4.3 It is estimated that 1556 geminis, 378 precinct tabulators, 264 iVotronics, 422 ADA Terminals, and 422 Master PEB's will be needed to conduct the May 10, 2008 Joint Election. The cost of the direct record voting system for the election will be determined by multiplying the total number of iVotronics by \$250.00 each, ADA Terminals by \$300.00 each, and Master PEB's at no cost each. The cost for the use of the gemini voting booths will be \$35.00 each. The cost for the use of the precinct tabulators will be \$175.00 each (See Attachment "A"). It is agreed by all entities that ADA voting terminals will be used during the Joint Election in accordance with the Help America Vote Act (HAVA), and that the said terminals will be part of the Joint Election Agreement.

5. VOTING LOCATIONS

- 5.1 DCED will select and arrange for the use of and payment for all voting locations, subject to the approval of each participating authority. Voting locations will be, whenever possible, the usual voting locations for the precincts. Voting precincts may be combined by mutual agreement between the participating authorities. The proposed voting locations are listed in Attachment "B" of this agreement. In the event a voting location is not available, DCED will arrange for use of an alternate location with the approval of each participating authority affected by the change. DCED will be responsible for submitting any polling location changes to the Department of Justice for pre-clearance. DCED will notify each participating authority of any changes from the locations listed in Attachment "B".
- 5.2 DCED will send each participating authority a final version of Attachment "B" which reflects the actual locations to be used on the day of the election.

6. ELECTION JUDGES, CLERKS AND OTHER ELECTION PERSONNEL

- 6.1 DCED will be responsible for the appointment of the presiding judge and alternate for each polling location subject to the approval of each participating authority. DCED shall arrange for the training and compensation of all presiding judges and clerks. The proposed election judges are listed in Attachment "C" of this agreement. If a person is unable or unwilling to serve, DCED will name a judge for the precinct and notify each participating authority affected by the change.
- 6.2 In compliance with the Federal Voting Rights Act of 1965, as amended, precincts containing more than 5% Hispanic population, according to the 2000 census statistics, are required to have interpreter assistance. If a presiding judge is not bilingual and is unable to hire a bilingual clerk, DCED may make a recommendation. If DCED is unable to make a recommendation, the participating authorities shall be notified and responsible for providing a recommendation for the precinct.
- 6.3 DCED is responsible for notifying all election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to insure that all election judges appointed for the Joint Election are eligible to serve. The presiding judge, with assistance from DCED, will be responsible for insuring the eligibility of each appointed clerk hired to assist the judge in the conduct of the election.

- 6.4 If a participating authority recommends a person not listed in Attachment "C", and that recommendation conflicts with the recommendation from any of the other entities involved in the election in that precinct, DCED will conduct a drawing from the recommendations to determine the election judge. Once a person has been notified of his/her selection as election judge, no changes may be made by any of the participating authorities.
- 6.5 DCED will send joint participants an updated version of Attachment "C" which reflects the names of judges who were sent the letter requesting service for this election. A final version for Attachment "C" which reflects the name of the judges who actually presided on the day of the election will be sent to each participating authority.
- 6.6 DCED will hold two (2) public schools of instruction on the use of optical scan card voting equipment, ADA terminals and election laws on Saturday, May 3, 2008 from 10am - 12pm, and Thursday, May 8, 2008, from 7pm -9pm in the Central Jury Room, Frank Crowley Courthouse, 133 N. Industrial Blvd, Dallas, Texas 75207. No election judge will be appointed unless he/she has attended an election judge training session taught by DCED in the past eighteen (18) months and on the optical scan and direct record systems. However, participating entities have requested that judges appointed for the Joint Election should attend one of the two scheduled training sessions. Election judges and clerks attending a training class on Election Law Procedures will receive a one-time stipend of \$ 10.00 for the completion of the course.
- 6.7 The election judges are responsible for picking up election supplies at the time and place determined by DCED (which will be set forth in the election judge letter requesting service for this election). Each election judge will receive \$9.00 per hour and each clerk will receive \$8.00 per hour (for a maximum of 14 hours). The election judge will receive an additional \$25.00 for picking up the election supplies prior to election day and for delivering election returns and supplies to their designated regional drop off site.
- 6.8 DCED will employ other personnel necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, to ensure the timely delivery of supplies and equipment assistance during the period of early voting and on election day, and for the efficient tabulation of ballots at the central counting station and regional sites. Part-time personnel will be paid an amount agreed to by the participating authorities as outlined in Attachment "A". Part-time personnel working in support of the central counting station and regional sites on election night will receive pay for at least four hours, minimum call for service, regardless of the actual hours worked. (Attachment E)

7. SUPPLIES AND PRINTING

- 7.1 DCED will arrange for all election supplies and election printing, including, but not limited to, all forms, signs and other materials used by the election judges at the voting locations.
- 7.2 DCED will provide maps, if necessary, instructions and other information needed to enable the election judges to conduct a proper election.
- 7.3 Each participating authority shall furnish to DCED a list of candidates and/or propositions showing the order and the exact manner in which their candidate names and/or proposition(s) in both English and Spanish as they are to appear on the official ballot. The list will be delivered to DCED as soon as possible after ballot positions have been determined by each of the participating authorities. Each participating authority will be responsible for proofreading and approving the ballot in so far as it pertains to that authority's candidates and/or propositions.

8. OPTICAL SCAN CARD BALLOTS

- 8.1 The ballot allocation for this election is based on providing enough ballots in every reporting precinct to handle the same turnout as in comparable elections plus twenty-five percent (25%) of that number, for an original allocation of no less than 25% of the registered voters.
- 8.2 Ballot allocation for Local Option Election will be allocation in accordance to Chapter 501.104 of the Texas Election Code.
- 8.3 Additional ballots will be printed on demand to respond to any precinct requesting additional ballots.

9. RETURNS OF ELECTIONS

- 9.1 DCED will be responsible for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this agreement.

9.2 The participating authorities hereby, in accordance with Section 127.002, 127.003 and 127.005 of the Texas Election Code, appoint the following central counting station officials:

Manager - Bruce R. Sherbet
Dallas County
Elections Administrator

Tabulating Supervisor - Mary Kay West
Dallas County Elections Dept.

Presiding Judge - David Hay
Joint Election Rep.

9.3 The manager or his representative will deliver timely cumulative reports of the election results as precincts are tabulated. The manager will be responsible for releasing cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public by distribution of hard copies or electronic transmittals (where accessible). DCED will operate an election result center to release election results in the Health and Human Services Building, 2377 N. Stemmons Frwy, Suite 820, Dallas, Texas. Any participating authority, upon request, may require release of returns be given only at a specified location other than from the result center. Any participating entity that would like the DCED web-site linked to their web-site, must provide their web-site address to the Central Counting Station Manager.

9.4 DCED will prepare the unofficial canvass report after all precincts have been counted, and will deliver a copy of the unofficial canvass to each participating authority as soon as possible after all returns, provisional ballots, and late overseas ballots have been tabulated, but in no event no later than 10:00am Monday, May 19, 2008. All participating authorities will be responsible for the official canvass of their respective elections.

9.5 DCED will be responsible for conducting the post election manual recount, unless a waiver is given from the Secretary of State in accordance with Section 127.201 of the Texas Election Code. Notification and copies of the recount, if waiver is denied, will be provided to each participating authority and the Secretary of State's Office. Each political subdivision must notify the Elections Department if waiver has been granted or denied twenty (20) days before the election.

10. ELECTION EXPENSES

- 10.1 The participating authorities agree to share the costs of administering the May 10, 2008 Joint Election. A general supervisory fee not to exceed 10% of the total cost of the election shall be assessed as authorized by the Texas Election Code, Sec. 31.100. Allocation of costs, unless specifically stated otherwise, is mutually agreed to be shared according to a formula which is based on average cost per polling place (unit cost) as determined by adding together the overall expenses and dividing expenses equally among the total number of polling places. Any participants requesting a combination of polling places which exceeds the average cost (Unit Cost), shall be billed directly for any excess expenditures (supplies, equipment, personnel, etc..). The cost of any special request from a participant, which is not agreed upon by all authorities, shall be borne by that participant. Each participating authority agrees that no participant shall be billed less than minimum of one full unit cost. Each stand alone precinct shall be billed to the requesting entity at no less than twenty-five percent of the cost of a full unit \$1,383.73 only if being combined with an established polling place. A stand alone precinct is created when two or more entities are located within a precinct and the participating entities are unable to agree upon a common polling place. See Attachment "A".
- 10.2 The expenses for early voting by mail and personal appearance will be paid equally by each participating authority, unless otherwise amended.
- 10.3 Final election expenses will be determined within 120 business days after the election. DCED will provide each participating authority with a final accounting in writing of all funds deposited into the Joint Election account and an accounting of all payments from the Joint Election account.
- 10.4 If additional funds are needed, DCED will bill each participating authority in accordance with the expense formula enumerated herein. Any amount remaining will be refunded accordingly to each participating authority.

11. DEPOSIT OF FUNDS

11.1 Each participating authority agrees to deposit with the Dallas County Treasurer's Office, by no later than Friday, March 21, 2008, a sum equal to 50% of the total estimated cost of election expenses to be paid to Dallas County as administrator of the Joint Election, and the remaining 50% is due by April 11, 2008; however, any participating entity may pay the total sum on or before March 21, 2008. Entities being billed for a minimum full unit cost are required to deposit total sum due no later than Friday, March 21, 2008. Such funds will be placed in a joint election account to be used by the County for paying expenses as outlined in this agreement. No funds will be expended by Dallas County except for supplies and services outlined in this agreement, or except as may be agreed to, in writing, by each participating authority. No adjustments will be made to deposits for partial withdrawals after contract has been signed by all participating authorities.

11.2 The amounts to be deposited are as follows (calculated on the basis of a cost of \$ 3,859.39 per polling place):

	<u>March 21</u>	<u>April 11</u>
TOA	\$ 3,859.39	
COBS	\$ 4,181.00	
COC	\$ 6,480.95	\$ 6,480.94
COCdH	\$ 3,859.39	
COckH	\$ 3,859.39	
COCp	\$ 3,859.39	
CODe	\$ 4,181.00	
CODu	\$ 3,537.77	
COFB	\$ 5,306.66	\$ 5,306.65
COG	\$ 18,492.90	\$ 18,492.89
COGP	\$ 10,516.83	\$ 10,516.83
COH	\$ 3,859.39	
COI	\$ 9,005.24	\$ 9,005.24
COL	\$ 5,467.47	\$ 5,467.47
COM	\$ 7,075.54	\$ 7,075.54
CORW	\$ 4,824.24	\$ 4,824.23
COS	\$ 3,859.39	
COSe	\$ 3,859.39	
TOS	\$ 3,859.39	
COW	\$ 3,859.39	
DCCCD	\$ 76,448.32	\$ 76,448.32
DCWCID	\$ 4,181.00	
WUD	\$ 3,859.39	
CFBISD	\$ 16,124.01	\$ 16,724.01
CHISD	\$ 5,596.11	
CPISD	\$ 5,145.85	\$
DISD	\$ 362,139.13	\$ 362,139.13

	<u>March 21</u>	<u>April 11</u>
DeISD	\$ 4,663.43	\$ 4,663.42
DUISD	\$ 6,496.64	\$ 6,496.64
GISD	\$ 41,649.22	\$ 41,649.21
GPISD	\$ 11,256.55	\$ 11,256.54
IISD	\$ 8,522.82	\$ 8,522.81
LISD	\$ 5,467.47	\$ 5,467.46
MISD	\$ 11,256.55	\$ 11,256.54
RISD	\$ 94,233.36	\$ 94,233.36
SuISD	\$ 3,859.39	

Total deposit \$ 1,481.329.92

Deposits should be delivered within the mandatory time frame to:

Joe Wells
Dallas County Treasurer
303 Records Building
509 Main Street
Dallas, Texas 75202

12. RECORDS OF THE ELECTION

12.1 Bruce Sherbet, Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

12.2 Access to the election records will be available to each participating authority as well as to the public in accordance with the Texas Public Information Act, Chapter 552, Government Code, at the Elections Department, 2377 N. Stemmons Frwy, Suite 820, Dallas, Texas, at any time during normal business hours. DCED shall ensure that the records are maintained in an orderly manner, so that records are clearly identifiable and retrievable per records storage container.

12.3 Under the law created by HB 1580, 79th Regular Session, 2005 which amended Section 66.058 (Texas Election Code), the DCED will retain election records for 60 days. After 60 days, DCED will make arrangements to deliver the Joint Election records to Dallas County Record Storage. The Joint Election records will then become the responsibility of Dallas County Record Storage for the remainder of the 22 month preservation period. Dallas County Record Storage will be responsible for the destruction of the Joint Election records after the preservation period.

13. EARLY VOTING

13.1 Bruce R. Sherbet, Elections Administrator, will be appointed as early voting clerk in compliance with Sections 271.006 of the Texas Election Code. Other deputy early voting judges/clerks will be appointed, subject to the approval of Joint Election participants, as needed to process early voting mail and to conduct early voting at the main location and branch locations. If a participating authority recommends a person not listed in Attachment "D", and that recommendation conflicts with the recommendation from any of the other entities involved in the election in that precinct, DCED will conduct a drawing from the recommendations to determine the deputy early voting judge/clerk. Once a person has been notified of his/her selection as deputy early voting judge/clerk, no changes may be made by any of the participating authorities. The recommended deputy early voting judges/clerks for the main and branch early voting locations are listed in Attachment "D".

13.2 Early voting by personal appearance will be conducted at the main and branch locations on weekdays beginning Monday, April 28, 2008, and continuing through Friday, May 2, 2008, between 8:00am and 5:00pm; Saturday, May 3, 2008 between 8:00 am and 5:00pm; Sunday, May 4, 2008, between 1:00pm and 6:00pm; Monday, May 5, 2008, and continuing through Tuesday, May 6, 2008 between 7:00am and 7:00pm.

Any qualified voter for the Joint Election may vote early by personal appearance at either the main early voting location or branch locations.

MAIN EARLY VOTING POLLING PLACE:

DALLAS COUNTY RECORDS BUILDING
509 MAIN STREET
DALLAS, TEXAS 75202

BRANCH EARLY VOTING POLLING PLACES:

ADDISON FIRE STATION
4798 AIRPORT PKWY
ADDISON, TEXAS 75240

BALCH SPRINGS CITY HALL
3117 HICKORY TREE RD
BALCH SPRINGS, TEXAS 75180

BARBARA BUSH MIDDLE SCHOOL
515 COWBOYS PKWY
IRVING, TEXAS 75063

CARROLLTON-FARMERS BRANCH ISD ADMIN. BLDG.
1445 N. PERRY
CARROLLTON, TEXAS 75006

CEDAR HILL ISD ADMIN. BUILDING
270 S. HWY 67
CEDAR HILL, TEXAS 75104

COCKRELL HILL CITY HALL
4125 W. CLARENDON
DALLAS, TEXAS 75211

COPPELL TOWN CENTER
255 W. PARKWAY BLVD.
COPPELL, TEXAS 75019

DALLAS COUNTY MUD #6
13503 ALEXANDER RD.
BALCH SPRINGS, TEXAS 75180

DALLAS FIRST ASSEMBLY OF GOD
11000 E NORTHWEST HWY
DALLAS, TEXAS 75238

DALLAS ISD ADMIN BUILDING
3700 ROSS AVENUE
DALLAS, TEXAS 75202

DESOTO MIDDLE SCHOOL EAST
601 E. BELTLINE RD
DESOTO, TEXAS 75115

DUNCANVILLE LIBRARY
201 JAMES COLLINS
DUNCANVILLE, TEXAS 75116

BRANCH EARLY VOTING POLLING PLACES cont.:

DUNFORD RECREATION CENTER 1015 GREEN CANYON MESQUITE, TEXAS 75150	FARMERS BRANCH CITY HALL 13000 WILLIAM DODSON FARMERS BRANCH, TEXAS 75234
GARLAND CITY HALL 200 N. FIFTH ST. GARLAND, TEXAS 75040	GISD STUDENT SERVICE CENTER 720 STADIUM DR GARLAND, TEXAS 75040
GARNER ELEMENTARY 145 POLO ROAD GRAND PRAIRIE, TEXAS 75052	GRAND PRAIRIE DEVELOPMENT CENTER 206 W CHURCH GRAND PRAIRIE, TEXAS 75050
GRAUWYLER PARK REC CENTER 7780 HARRY HINES BLVD. DALLAS, TEXAS 75235	HARRY STONE RECREATION CTR 2403 MILLMAR DR DALLAS, TEXAS 75228
HUTCHINS CITY HALL 321 N. MAIN ST. HUTCHINS, TEXAS 75141	IRVING ARTS CENTER 3333 N. MACARTHUR BLVD. IRVING, TEXAS 75061
IRVING CITY HALL 825 W. IRVING BLVD. IRVING, TEXAS 75060	JERRY R JUNKINS ELEMENTARY SCHOOL 2808 RUNNING DUKE DR CARROLLTON, TEXAS 75006
JOSEY RANCH LIBRARY 1700 KELLER SRINGS CARROLLTON, TEXAS 75006	LANCASTER ISD ADMIN BLDG 422 S CENTRE LANCASTER, TEXAS 75146
LANCASTER REC CENTER 1700 VETERANS MEMORIAL PKWY LANCASTER, TEXAS 75134	MARTIN LUTHER KING CORE BLDG. 2922 MLK BLVD. DALLAS, TEXAS 75215
MARTIN WEISS RECREATION CENTER 1111 MARTINDELL AVE DALLAS, TEXAS 75211	NORTHWAY BAPTIST CHURCH 3877 WALNUT HILL LN. DALLAS, TEXAS 75229
OAK CLIFF SUBCOURTHOUSE 410 S. BECKLEY AVE. DALLAS, TEXAS 75203	OUR REDEEMER LUTHERAN CHURCH 7611 PARK LN DALLAS, TEXAS 75225
PLEASANT OAKS RECREATION CENTER 8701 GREENMOUND DALLAS, TEXAS 75227	RICHARDSON CIVIC CENTER 411 W ARAPAHO RICHARDSON, TEXAS 75080
ROWLETT LIBRARY 3900 MAIN ST. ROWLETT, TEXAS 75088	SACHSE CITY HALL 5560 HWY 78 SACHSE, TEXAS 75048
SAMUELL GRAND RECREATION CENTER 6200 E GRAND AVE DALLAS, TEXAS 75212	SANDY JACOBS GOVT. CENTER 1029 W. ROSEMEADE CARROLLTON, TEXAS 75007
SEAGOVILLE CITY HALL 702 N HWY 175 SEAGOVILLE, TEXAS 75159	SUNNYVALE TOWN HALL 127 COLLINS RD. SUNNYVALE, TEXAS 75182
VETERANS MEDICAL CENTER 4500 S. LANCASTER RD DALLAS, TEXAS 75216	WEST DALLAS MULTIPURPOSE CENTER 2828 FISHTRAP DALLAS, TEXAS 75212
WILMER COMMUNITY CENTER 101 DAVIDSON PLAZA WILMER, TEXAS 75172	

- 13.3 All requests for early voting ballots by mail that are received by participating authorities will be transported by runner on the day of receipt to the Dallas County Elections Department, 8th Floor, Health and Human Service Building, 2377 N. Stemmons Frwy, Dallas, Texas 75207 for processing. Persons voting by mail will send their voted ballots to the Dallas County Elections Department.
- 13.4 All early voting ballots will be prepared for counting by an Early Voting Ballot Board appointed in accordance with Section 87.001 of the Texas Election Code. Each participating authority will appoint one member to the board/committee and will notify DCED of the person's name, telephone number and address no later than March 30, 2008. The participating authorities agree to appoint Chorsia Davis as presiding judge and Bonnie Wells as alternate judge of the early voting ballot board.
- 13.5 A signature verification committee will be appointed in accordance with Section 87.027 of the Texas Election Code. A list of the members of the signature verification committee will be furnished to each participating authority.

14. ELECTION REPORTS

- 14.1 DCED will be responsible for ensuring the delivery of the reports titled Early Voting Daily Vote Totals and Daily Early Voter Listing (Alphabetical by precinct) to each participating authority each day of Early Voting for the previous day's voting activity. On the day after the conclusion of Early Voting, a Daily Early Voter Listing by precinct report inclusive of all days of Early Voting is to be delivered to each participating authority. When possible, the Early Voters' reports will be delivered by electronic means via e-mail, facsimile, or website.

15. RUNOFF ELECTION

- 15.1 In the event a runoff is necessary, the agreement will automatically be extended to cover the runoff, unless a participating authority states in writing before Monday, May 12, 2008 that it does not wish to participate in a joint runoff. DCED will provide each participating authority in the Joint Runoff Election with an estimate of funds to be deposited in a special joint runoff election account. The funds must be deposited no later than five (5) days after the runoff estimate figures are received from DCED.

16. CONTRACT WITHDRAWAL

- 16.1 Any participating authority that certifies their election in accordance with Section 2.051, 2.052 and 2.053 of the Texas Election Code, may withdraw from the Joint Election contract. Any expenditure incurred prior to withdrawal shall be billed separately and that contracting authority shall be removed from the contract. An addendum to the contract shall be provided to the remaining participants no later than five (5) days after notification of all intents to withdraw have been received in writing by DCED.

17. NOTICE

17.1 Whenever this agreement requires any consent, approval notice, request or demand, it must be in writing to be effective and shall be delivered to the party intended to receive it as shown below:

If to DCED:

Bruce R. Sherbet
Dallas County Elections Administrator
Elections Department - Eighth Floor
Health and Human Service Building - 2377 N. Stemmons Frwy
Dallas, Texas 75207
(214) 819-6300

If to the Participants:

Mario Canizares, (TOA)
Town Secretary/Asst. City Mgr.
5300 Beltline Road
Addison, Texas 75240
(972) 450-7017

Cindy Gross, (COBS)
City Secretary
3117 Hickory Tree Rd.
Balch Springs, Texas 75180
(972) 557-6066

Ashley Mitchell, (COC)
City Secretary
1945 N. Jackson St.
Carrollton, Texas 750061
(972) 466-3021

Frankie Lee, (COCdH)
City Secretary
502 Cedar Street
Cedar Hill, Texas 75104
(972) 291-5100 ext. 1018

Bret Haney, (COCKH)
Chief Operating Officer
4125 W. Clarendon Dr.
Dallas, Texas 75211
(214) 330-6333

Libby Ball, (COCp)
City Secretary
255 Parkway Blvd.
Coppell, Texas 75019
(972) 304-3670

Anell Shipman, (CODE)
City Secretary
211 E. Pleasant Run Rd, Ste A
DeSoto, Texas 75115
(972) 230-9646

Dara Crabtree, (CODU)
City Secretary
203 E. Wheatland Road
Duncanville, Texas 75116
(972) 780-5004

Cindee Peters, (COFB)
City Secretary
13000 William Dodson Pkwy
Farmers Branch, Texas 75234
(972) 919-2503

Mary Kayser, (COG)
City Secretary
200 N. Fifth St.
Garland, Texas 75040
(972) 205-2404

Cathy DiMaggio (COGP)
City Secretary
317 W. College
Grand Prairie, Texas 75050
(972) 237-8039

Janis Daniels, (COH)
City Secretary
321 N. Main Street
Hutchins, Texas 75141
(972) 225-6121

Janice Carroll, (COI)
City Secretary
825 W. Irving Blvd
Irving, Texas 75060
(972) 721-2605

Dolle Shane, (COL)
City Secretary
211 N. Henry St.
Lancaster, Texas 75146
(972) 218-1311

Judy Womack, (COM)
City Secretary
1515 N. Galloway
Mesquite, Texas 75149
(972) 216-6401

Susie Quinn, (CORw)
City Secretary
4000 Main Street
Rowlett, Texas 75088
(972) 412-6109

Terry Smith, (COS)
City Secretary
5560 Hwy 78
Sachse, Texas 75048
(972) 495-1212 ext. 23

Elaine Simpson, (COSe)
City Secretary
702 N. Hwy 175
Seagoville, Texas 75159
(972) 287-2050 ext. 123

Kathryn Dewey, (TOS)
City Secretary
127 Collins Road
Sunnyvale, Texas 75182
(972) 226-7177

Crystal Birdwell, (COW)
City Secretary
128 N. Dallas Ave
Wilmer, Texas 75172
(972) 441-6373

David Hay, (DCCCD)
Legal Assistant/Elections Admin.
701 Elm St.
Dallas, Texas 75202
(214) 860-2373

Don Hamon, (DCWCID #6)
General Manager
13503 Alexander Rd.
Balch Springs, Texas 75180
(972) 286-1666

Mark Hyatt, (CFBISD)
Asst. Supt. of Support Svcs
1445 N. Perry Rd
Carrollton, Texas 75006
(972) 968-6109

Kim Lewis, (CHISD)
Associate Superintendent
270 S. HWY. 67
Cedar Hill, Texas 75104
(972) 291-1581 ext. 4023

Kay Ryon, (CpISD)
Secretary to Superintendent
200 S. Denton Tap Road
Coppell, Texas 75019
(214) 496-8002

Fay Matthews, (DISD)
Division Mgr-Board Svcs
3700 Ross Avenue, Box 1
Dallas, Texas 75204
(972) 925-3741

Ron Cagle, (DeISD)
Assistant Superintendent
For Community Engagements
200 E. Beltline Road
DeSoto, Texas 75115
972) 223-6666 ext.214

Jennifer Wilson, (DUISD)
Chief Financial Officer
802 S. Main
Duncanville, Texas 75137
(972) 708-2029 or 2011

Curtis Culwell, (GISD)
Superintendent
501 S. Jupiter
Garland, Texas 75042
(972) 487-3101

Dave Crittenden (GPISD)
Buyer-Purchasing Dept
2602 S. Beltline Rd
Grand Prairie, Texas 75052
(972) 237-5592

Scott Layne, (IISD)
Assistant Superintendent
of Support Services
2621 West Airport Frwy
Irving, Texas 75062-6020
(972) 215-5400

Joyce Brein, (LISD)
Asst. to Superintendent
422 S. Centre Ave
Lancaster, Texas 75146
(972) 218-1400

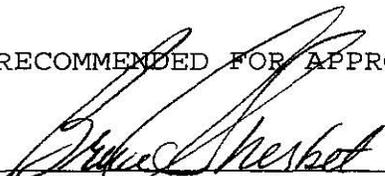
Michael Coffey, (MISD)
Assistant Superintendent
Administrative Services
405 East Davis
Mesquite, Texas 75149
(972) 882-7313

Judy Whitenton, (RISD)
Exec Asst. to Asst. Supt
Of Finance
400 S. Greenville Ave.
Richardson, Texas 75080
(469) 593-0331

Doug Williams, (SuISD)
Supt. of Schools
417 E. Tripp Rd
Sunnyvale, Texas 75182
(972) 226-5974

17.2 MAY 10, 2008 JOINT CONTRACT ACCEPTANCE AND APPROVAL

RECOMMENDED FOR APPROVAL BY:



BRUCE R. SHERBET,
DALLAS COUNTY ELECTIONS ADMINISTRATOR

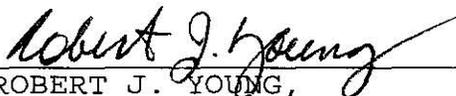
COUNTY DISTRICT ATTORNEY:



MOIRA SCHILKE,
STAFF ATTORNEY

ACCEPTED AND AGREED TO BY THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT:

APPROVED AS TO FORM:



ROBERT J. YOUNG,
DISTRICT LEGAL COUNSEL

APPROVED:

WRIGHT L. LASSITER, JR.
CHANCELLOR

MAY 10, 2008 ESTIMATED ELECTION COST AUDIT

Acct. TBA

Poll Location Info

<i>Location Splits</i>	<i>Total</i>	<i>DCCCD</i>
Split by 1	205.00	0
Split by 2	110.50	53
Split by 3	52.00	35
Split by 4	10.00	5
Split by 5	1.00	1
Split by 6	0.00	
Split by 7	0.00	
Total Splits	627.00	94
<i>Total Units</i>	<i>383.47</i>	<i>39.62</i>
<i>Cost per Poll</i>	<i>\$3,508.53</i>	<i>\$3,508.53</i>
<i>Total Cost</i>	<i>\$1,345,405.63</i>	<i>\$138,996.40</i>
<i>% of Units</i>	<i>100%</i>	<i>10.33%</i>

	<i>Total</i>	<i>DCCCD</i>
Election Total	\$1,345,405.63	\$138,996.40
Election Services Fee	\$134,540.56	\$13,899.64
Total Cost	\$1,479,946.19	\$152,896.04
Amount of Deposit	\$0.00	
Exceptional Cost (Stand Alone \$978.84) / Mobile Voting	\$1,383.73	
Total Cost	\$1,481,329.92	
(Overpaid)/Underpaid	\$1,481,329.92	\$152,896.04

Exp Code	Early Voting	Units	Cost Per Unit	Estimated	DCCCD
POSTAGE					
2170	EV Ballots Mailed	3,000	\$1.64	\$4,920.00	\$508.29
2170	Bad/Late Letters	Rejected/Incomplete mail(39)	\$0.97	\$150.00	\$15.50
2170	Polling location Change	Early Voting Location Change		\$1,500.00	\$154.97
5590	Election Related Correspondence	Translation/Press Release		\$650.00	\$67.15
EQUIPMENT RENTAL					
7040	Voting Booths (7p/loc.)	44(Provisonal Usage)	\$35.00	\$1,540.00	\$159.10
7040	Touch Screen/iVotronics(6p/loc.)	264	\$250.00	\$66,000.00	\$6,818.58
7040	PEB/Activators	44	\$10.00	\$440.00	\$45.46
7040	ADA Voter Terminals	44	\$300.00	\$13,200.00	\$1,363.72
7040	Communication Pack	44	\$50.00	\$2,200.00	\$227.29
7030	Furniture Rental	ious EV locations and Ballot Board		\$1,500.00	\$154.97
7040	Computer Rental (County)	68	\$400.00	\$27,200.00	\$2,810.08
7040	Provisional Ballot Bags	88	\$5.00	\$440.00	\$45.46
7050	Van Rental/Car Rental	6 vehicles tech and route usage and Delivery of Equipment		\$4,500.00	\$464.90
7213	Cellular Phones	6 Tech phones		\$500.00	\$51.66
7211	Telephones	various EV locations		\$650.00	\$67.15
RENTAL BUILDINGS					
7010	Custodial Charges	Our Redeemer,Dallas Park & Rec.,DISD,Nortway Baptist Church, Grand Prairie.....		\$9,000.00	\$929.81
PERSONNEL					
1050	Elections Overtime	8 people @ 9 days @ \$22p/h @ various hrs		\$3,500.00	\$361.59
1050	Warehouse Overtime	7 people @ various hrs @ \$24 p/h		\$3,500.00	\$361.59
1050	Security-Branch Locations	4 people @ various hrs @ \$25p/h		\$750.00	\$77.48
7010	Security-City of Dallas/Irving	3 people @ various hrs, @ \$30p/h		\$1,465.00	\$151.35
1060	Election Department Temporary	6 people @ various payrates		\$550.00	\$56.82
1060	Canvass Committee	24 people @ various payrates	Includes Signature Verification	\$5,500.00	\$568.22
1060	Judges	44 judges @ \$1,193.56ea	Includes Training	\$52,516.64	\$5,425.59
1060	Clerks	132 clerks @ \$878.74ea	Includes Training	\$115,465.68	\$11,928.98
1050	Mail Supervisor	1 person@various hrs@15.20p/h		\$1,700.00	\$175.63
1060	Mail Workers/PA Workers	1 person @ 30 days @ various hrs @ \$11.79, 1 person @ 30 days @ various hrs @ \$10.93, 6 people @ 30 days @ various hrs @ \$8.45		\$4,500.00	\$464.90
1060	Warehouse Temporaries	3 people @ various hrs@ 10.29 , 8 people @ various hrs @ 8.45p/h		\$1,500.00	\$154.97
1060	Supervisors/Ballot Board	2 people @12days@10hrs@various payrates		\$900.00	\$92.98
1060	Branch Runners	44 locations @ 1 day @ \$25.00		\$1,100.00	\$113.64
1060	Branch Technicians	6 people @ various payrates		\$9,500.00	\$981.46
1110	Social Security Chargeback	x 6.2%		\$12,460.91	\$1,287.36
1112	Medicare	x 1.45%		\$2,914.25	\$301.08
1150	Retirement Charge Back	x 8.5%		\$803.25	\$82.99
5590	Temporary Service	Bilingual Clerk		\$1,500.00	\$154.97
5590	Temporary Service	All Temps Personnel		\$2,500.00	\$258.28
SUPPLY EXPENSE					
2180	Ballot Cards	3,000	0.0800	\$240.00	\$24.79
2180	Test Ballots				\$0.00
2180	Sample Ballot	1,215	0.08/77	\$873.45	\$90.24
2180	Provisional Ballots	56,250	\$0.08	\$4,500.00	\$464.90
2180	Mail ballot kit	3,000	\$2.00	\$6,000.00	\$619.87
2160	Voted Stamps	1,512	\$1.05	\$184.80	\$19.09
2180	Personal Appearance Application	50,000	\$0.08	\$4,000.00	\$413.25
2180	Judge Kits	44	\$45.00	\$1,980.00	\$204.56
2880	Stamps/Office Budget Copy			\$2,500.00	\$258.28

MAY 10, 2008 ESTIMATED ELECTION COST AUDIT

Acct.TBA

SERVICE EXPENSE					
5590	ES& S Support/Consulting			\$22,791.00	\$2,354.58
5590	ES& S ADA Wave Card Programming			\$10,000.00	\$1,033.12
5590	Web Site/NTCOG	16	\$95.00	\$1,520.00	\$157.03
PREPARATION AND TRANSPORTATION OF VOTING EQUIPMENT					
2910	Early Voting Equipment Delivery and Pickup		\$45.00	N/A	\$0.00
MILEAGE					
3095	Mileage for Runners/Gas	Tech Cars and Trucks		\$500.00	\$51.66
1080	Warehouse /Elections Mileage	500	\$0.485	\$242.50	\$25.05
Early Voting Total				\$412,347.48	\$42,600.40

MAY 10, 2008 ESTIMATED ELECTION COST AUDIT

Acct.TBA

Exp Code	Election Day	Units	Cost Per Unit	Estimated	DCCCD
EQUIPMENT RENTAL					
7040	Precinct Counter (1p/loc.)	378	\$175.00	\$66,150.00	\$6,834.08
7040	Voting Booths (4p/loc.)	1,512	\$35.00	\$52,920.00	\$5,467.27
7040	ADA Voter Terminals	378	\$300.00	\$113,400.00	\$11,715.57
7040	Laptop	378	\$75.00	\$28,350.00	\$2,928.89
7040	Communication Pack		\$50.00	N/A	\$0.00
7030	Furniture Rental	Central Count Station/Various Polling Loc.		\$1,500.00	\$154.97
7040	Provisional Bags	378	\$5.00	\$1,890.00	\$195.26
7050	Truck Rental/Van Rental	ADA Tech's /Regional Sites		\$6,500.00	\$671.53
7211	Phones for Judges			\$0.00	\$0.00
7211	Phones for Warehouse	25 lines			\$0.00
7213	Phone Lines/Bulletin Board	ElectionCell phones for Tech's and department		\$2,500.00	\$258.28
RENTAL BUILDINGS					
7010	Location Rental	various polling locations		\$21,500.00	\$2,221.21
7010	Custodial Charges	various polling locations		\$30,000.00	\$3,099.36
PERSONNEL					
1020	Judges	378 includes 2 hrs of pollbook stamping	\$168.00	\$68,040.00	\$7,029.34
1020	Clerks	1,134 (3 clerks)	\$112.00	\$127,008.00	\$13,121.44
1020	Emergency Personnel	36 @ various hrs.		\$10,080.00	\$1,041.38
1020	Emergency Response Personnel	50 Includes Regular & ADA Techs/Phone Bank		\$12,000.00	\$1,239.74
1020	Regional Site Support (10 reg.sites)	Election night & Supply Pickup		\$7,500.00	\$774.84
1020	Traffic Control officers (10 reg. Sites)	Election night & Supply Pickup		\$6,500.00	\$671.53
1050	Security/Central Count	2 people @ 18 hrs @ \$25 p/h		\$450.00	\$46.49
1050	County Employee/CCS/Response Te	30 people @ various hrs @ various rates		\$5,000.00	\$516.56
1050	Election Department O/T	2 people @ \$22p/h @ various hrs		\$3,000.00	\$309.94
1050	Sheriff's Deputies	45 deputies @ \$630.00ea		\$23,000.00	\$2,376.17
1050	Warehouse O/T	8 people @ various hours @ \$24 p/h		\$4,800.00	\$495.90
1060	Election Dept. Temporaries	6 people @ various payrates		\$500.00	\$51.66
1060	Warehouse Temporaries	people @ various hrs @ \$8.45p/h		\$1,800.00	\$185.96
1111	Social Security Chargeback	x 8.2%		\$2,390.10	\$246.93
1112	Medicare	x 1.45%		\$558.98	\$57.75
1150	Retirement Charge Back	x 8.5%		\$3,081.25	\$318.33
5590	Temporary Service	All Temps Personnel	Regional Site	\$3,500.00	\$361.59
5590	Temporary Service	Bilingual Clerk		\$1,800.00	\$185.96
MILEAGE					
1080	Warehouse Mileage	250	\$0.485	\$121.25	\$12.53
1080	Mileage for Deputies	5,935	\$0.485	\$2,878.48	\$297.38
3095	Mileage for Runners/Gas	Tech Cars and Trucks		\$500.00	\$51.66
SERVICE EXPENSE					
5590	ES& S Support/Consulting			\$121,791.00	\$12,582.46
5590	Web Site/NTCOG	2 hrs election support	\$95.00	\$190.00	\$19.63
2013	Legal Notice	newspaper listing of Polling Locations		\$0.00	\$0.00
2170	Federal Express	Joint Justice Submission			\$0.00
POSTAGE					
2180	Election Judges Letters(+Alt)	378	\$0.55	\$250.00	\$25.83
2170	EJ Reply Card/(+Alt)	378	\$0.19	\$250.00	\$25.83
2170	Poll location letters/Alt judge letters		\$0.41		\$0.00
2180	Polling location Change			\$5,000.00	\$516.56
2170	Election Paychecks	1,598	\$0.41	\$655.18	\$67.69
PREPARATION & TRANSPORTATION OF VOTING EQUIPMENT					
2910	Election Day Equipment Delivery and Pickup	Special Deliveries (40)	45.00/ 22.50	\$1,800.00	\$185.96
2910	Election Day Equipment Delivery and Pickup	378	\$56.00	\$21,168.00	\$2,186.91

Attachment "A"

4

SUPPLY EXPENSE					
2180	Ballot Cards/Precinct	333,675	0.22000	\$74,075.85	\$7,652.92
2180	Formats	1,994	\$29.50	\$58,823.00	\$6,077.12
2160	Supplies			\$3,000.00	\$309.94
2180	Test Ballots	29,910	\$0.2220	\$6,640.02	\$685.99
2180	Ballot & Seal Certificate	997	\$2.95	\$2,941.15	\$303.86
2180	Blank Ballot & Seal Certificate	100	\$2.95	\$295.00	\$30.48
2180	Provisional Ballot Seal	997	\$2.95	\$2,941.15	\$303.86
2180	ADA Ballot & Seal Certificate	378	\$2.95	\$1,115.10	\$115.20
2180	Provisional Ballots	49,850	\$0.0800	\$3,988.00	\$412.01
2180	Sample Ballots	3,988	\$0.0800	\$319.04	\$32.96
2160	Voted Stamps	1,512	\$1.0500	\$1,587.60	\$164.02
2180	Misc. Judge Kit Supplies	378	\$45.00	\$17,010.00	\$1,757.34
SERVICE EXPENSE					
1080	Parking Fees (election night)				\$0.00
1080	Training Night (parking fee)		\$2.00	\$0.00	\$0.00
2180	Regional Site Computer Setup		\$150.00		\$0.00
	Election Day Total			\$933,058.15	\$96,396.00

PERSONNEL REPORT NO. 29

Revision to Safety/Security Personnel Salary Schedule

It is recommended that the Board of Trustees approve the implementation of a revised salary schedule for location/campus safety and security personnel.

Effective: March 1, 2008

Recommendation

It is recommended that the salary schedule for College Police/Safety/Security be increased and that each currently employed, full-time officer (including the position location Director of College Police (I and II)) receive a base salary increase of approximately \$8000. It is also recommended that all current part-time officers be moved to the higher hourly rate.

This increase will enable the DCCCD to maintain a competitive salary schedule, comparable with other local police agencies in our service area, such as DART, DISD and the Dallas Police Department. The cost to implement this recommendation is \$388,044. A total of 79 full-time officers, 22 part-time officers and 7 Directors will receive the base salary increase.

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

**Revised Safety/Security Personnel Salary Schedule
Pending Approval on the March 4, 2008 Board Agenda**

Annual

Range	Minimum	Midpoint	Maximum
1	\$38,556	\$53,015	\$67,473
2	\$40,592	\$55,814	\$71,036
3	\$42,874	\$58,952	\$75,030
4	\$45,315	\$62,308	\$79,301
5	\$47,927	\$65,900	\$83,872
6	\$49,722	\$68,368	\$87,014

Monthly

Range	Minimum	Midpoint	Maximum
1	\$3,213	\$4,418	\$5,623
2	\$3,383	\$4,651	\$5,920
3	\$3,573	\$4,913	\$6,252
4	\$3,776	\$5,192	\$6,608
5	\$3,994	\$5,492	\$6,989
6	\$4,144	\$5,697	\$7,251

Hourly

Range	Minimum		
1	\$18.54		
2	\$19.52		
3	\$20.61		
4	\$21.79		
5	\$23.04		
6	\$23.90		

Effective March 1, 2008

Retirement program after serving the district for thirty-six years. Ms. Marjorie Westberry (Brookhaven) has declared her participation in the Phased Faculty Retirement program after serving the district for thirty years. Mr. Stanley Fulton (Mountain View) has declared his participation in the Phased Faculty Retirement program after serving the district for thirty-eight years.

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

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
 ADJUNCT FACULTY TEACHING CREDIT CLASSES
 BY ETHNICITY & LOCATION
 PAID ON January 31, 2007

	Brookhaven		Cedar Valley		Eastfield		El Centro	
Paid On 01/31/07	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White/Non-Hispanic	29	82.86%	8	61.54%	27	75.00%	18	66.67%
Black/Non-Hispanic	2	5.71%	5	38.46%	7	19.44%	7	25.93%
Hispanic/Mexican-American	1	2.86%	0	0.00%	1	2.78%	2	7.41%
Asian/Pacific Islander	3	8.57%	0	0.00%	1	2.78%	0	0.00%
American Indian/Alaskan Native	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Non Res Alien/For. National	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Other/Not Reported	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Totals	35	100.00%	13	100.00%	36	100.00%	27	100.00%
	Mountain View		North Lake		Richland		Grand Total	
Paid On 01/31/07	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White/Non-Hispanic	22	81.48%	19	90.48%	62	84.93%	185	79.74%
Black/Non-Hispanic	2	7.41%	0	0.00%	3	4.11%	26	11.21%
Hispanic/Mexican-American	0	0.00%	1	4.76%	2	2.74%	7	3.02%
Asian/Pacific Islander	3	11.11%	1	4.76%	4	5.48%	12	5.17%
American Indian/Alaskan Native	0	0.00%	0	0.00%	2	2.74%	2	0.86%
Non Res Alien/For. National	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Other/Not Reported	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Totals	27	100.00%	21	100.00%	73	100.00%	232	100.00%

PAID ON APRIL January 31, 2008

	Brookhaven		Cedar Valley		Eastfield		El Centro	
Paid On 01/31/08	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White/Non-Hispanic	31	77.50%	5	55.56%	44	80.00%	13	54.17%
Black/Non-Hispanic	5	12.50%	2	22.22%	6	10.91%	7	29.17%
Hispanic/Mexican-American	0	0.00%	0	0.00%	3	5.45%	3	12.50%
Asian/Pacific Islander	4	10.00%	0	0.00%	2	3.64%	1	4.17%
American Indian/Alaskan Native	0	0.00%	1	11.11%	0	0.00%	0	0.00%
Non Res Alien/For. National	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Other/Not Reported	0	0.00%	1	11.11%	0	0.00%	0	0.00%
Totals	40	100.00%	9	100.00%	55	100.00%	24	100.00%
	Mountain View		North Lake		Richland		Grand Total	
Paid On 01/31/08	#	% Loc.	#	% Loc.	#	% Loc.	#	% Loc.
White/Non-Hispanic	18	81.82%	12	80.00%	43	72.88%	166	74.11%
Black/Non-Hispanic	3	13.64%	2	13.33%	6	10.17%	31	13.84%
Hispanic/Mexican-American	0	0.00%	1	6.67%	1	1.69%	8	3.57%
Asian/Pacific Islander	1	4.55%	0	0.00%	6	10.17%	14	6.25%
American Indian/Alaskan Native	0	0.00%	0	0.00%	2	3.39%	3	1.34%
Non Res Alien/For. National	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Other/Not Reported	0	0.00%	0	0.00%	1	1.69%	2	0.89%
Totals	22	100.00%	15	100.00%	59	100.00%	224	100.00%

Note: The number of Adjuncts teaching in 2007 is less than those teaching in 2006 because with the change in load allowed to be taught by adjuncts, we are now able to give adjuncts and full-time faculty more classes to teach as extra service and they do not have to go to another College to teach. Additionally, with hiring new full-time faculty, this reduces the need to hire adjuncts.

PERSONNEL REPORT NO. 32

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 ADMINISTRATOR

WILFRED MANYANGO (Richland) -- \$38,917 per year from June 1, 2008 through August 31, 2008, plus \$95 per month business and travel allowance
Assistant Director of Student Programs and Resources
Biographical Sketch: Th.M., Dallas Theological Seminary, Dallas, TX; B.S., Philadelphia Biblical University, Langhorne, PA
Experience: Resident Supervisor, Philadelphia Biblical University, Langhorne, PA; Graduate Assistant, University of North Texas, Denton, TX; Visiting Scholar- Assistant Director of Student Programs and Resources, Richland College

TEMPORARY APPOINTMENT ADMINISTRATOR

KATHERINE LISTI (LeCroy Center) -- \$46,107 per year from March 5, 2008 through July 31, 2008, plus \$125 per month business and travel allowance
Producer
Biographical Sketch: B.A., University of North Texas, Denton, TX
Experience: Office Manager, Park Cities Cable/Sammons Communication, Dallas, TX; Teacher, Nimitz High School-Irving Independent School District, Irving, TX; Executive Producer, Boy Scouts of America, Irving, TX

REGULAR APPOINTMENT FACULTY

THOMAS HOOPS (North Lake) -- \$41,829 (Range F01 – Masters Degree or equivalency) March 5, 2008 through May 8, 2008
Instructor, Electrical Construction
Biographical Sketch: A.A.S., North Lake College, Irving, TX; B.B.A., University of Texas at El Paso, El Paso, TX
Experience: Project Manager, Bridges Electric, Mesquite, TX; Project Manager, Ideal Electric, Dallas, TX; Adjunct Faculty, North Lake College

TEMPORARY APPOINTMENT FACULTY

RAYMOND WALLBURG (North Lake) -- \$40,000 (Range F01 – Masters Degree or equivalency) March 15, 2008 through May 8, 2008

Instructor, CISCO

Biographical Sketch: B.S., DeVry, Kansas City, MO

Experience: Telecommunications Analyst, Bizmart/Office Max, Arlington, TX;

Team Lead-Wide Area Network, Michaels Stores, Irving, TX; Adjunct Faculty, North Lake College

ADMINISTRATORS RETURNING TO ORIGINAL POSITION

CARLA BOYER (El Centro) -- \$43,761

Director, Center for Independent Studies

Note: It is recommended that Dr. Boyer return to her original administrative position effective March 1, 2008.

MICHEAL JACKSON (El Centro) -- \$100,429

Vice President, Academic Affairs and Student Success

Note: It is recommended that Dr. Jackson return to his original administrative position effective March 1, 2008.

TONI PENDERGRASS (El Centro) -- \$74,902

Executive Dean, Communications/Math and Student Support Services

Note: It is recommended that Dr. Pendergrass return to her original administrative position effective March 1, 2008.

AMENDMENT TO DECEMBER 4, 2007, PERSONNEL REPORT

PAUL McCARTHY (El Centro) -- \$176,908 for three years beginning no later than February 1, 2008 through January 31, 2011, plus \$510 per month business and travel allowance and an amount not to exceed \$10,000 for moving/relocation expenses, plus an amount not to exceed \$5,000 for insurance (medical) premiums

ADJUNCT FACULTY RETURNING TO ORIGINAL POSITION

WAYNE CONRAD (El Centro)

Instructor, Human Development

Note: It is recommended that Mr. Conrad return to his original adjunct position effective March 1, 2008.

RECISION OF ADMINISTRATIVE SABBATICAL

S. NEAL WILSON (Eastfield)

Program Director, Continuing Education

Note: It is recommended that Mr. Wilson's request to have his board-approved sabbatical cancelled.

Background

Regular Appointment Administrator

Mr. Wilfred Manyango (Richland) (African-American) is recommended to fill a position due to increased enrollment.

Temporary Appointment Administrator

Ms. Katherine Listi (LeCroy Center) (Anglo-American) is recommended to fill a position due to the resignation of Julia Dyer.

Regular Appointment Faculty

Mr. Thomas Hoops (North Lake) (Anglo-American) is recommended to fill a position due to the resignation of A.C. McAfee.

Temporary Appointment Faculty

Mr. Raymond Wallburg (North Lake) (Anglo-American) is recommended to fill a new position due to increased enrollment.

Administrators Returning to Original Position

Dr. Carla Boyer (El Centro) (Anglo-American), Dr. Micheal Jackson (El Centro) (African-American) and Dr. Toni Pendergrass (El Centro) (Anglo-American) are to return to their original positions effective March 1, 2008.

Amendment to December 4, 2007, Personnel Report

It is recommended that personnel item for Dr. Paul McCarthy (El Centro) (Anglo American) be amended to include an amount not to exceed \$5000 to cover insurance premium costs during the 90-day waiting period before DCCCD health insurance benefits will begin.

Adjunct Faculty Returning to Original Position

Mr. Wayne Conrad (El Centro) (Anglo-American) is recommended to return to his original position effective March 1, 2008.

Recision of Administrative Sabbatical

Mr. S. Neal Wilson (Eastfield) (Anglo-American) has requested to have his board-approved sabbatical cancelled.

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

NEW HIRES ETHNICITY INFORMATION

September 2007 through March 2008

Regular Administrators & Faculty

(Tab 33)

<u>March 2008</u>	<u>Anglo- Am</u>	<u>African- Am</u>	<u>Hispani c</u>	<u>Asia n</u>	<u>Am Indian</u>	<u>Other</u>	<u>Total</u>
ADMINISTRATORS	0	1	0	0	0	0	1
FACULTY	1	0	0	0	0	0	1
TOTAL TO DATE	22	15	8	2	0	0	47

Visiting Administrators & Faculty

<u>March 2008</u>	<u>Anglo- Am</u>	<u>African- Am</u>	<u>Hispani c</u>	<u>Asia n</u>	<u>Am Indian</u>	<u>Othe r</u>	<u>Total</u>
ADMINISTRATORS	0	0	0	0	0	0	0
FACULTY	0	0	0	0	0	0	0
TOTAL TO DATE	3	6	3	0	0	0	12

Non Grant Temporary and Alternative Administrators & Faculty

<u>March 2008</u>	<u>Anglo- Am</u>	<u>African- Am</u>	<u>Hispani c</u>	<u>Asia n</u>	<u>Am Indian</u>	<u>Other</u>	<u>Total</u>
ADMINISTRATORS	1	0	0	0	0	0	1
FACULTY	1	0	0	0	0	0	1
TOTAL TO DATE	12	5	1	0	0	0	18

Grant Funded Administrators & Faculty

<u>March 2008</u>	<u>Anglo- Am</u>	<u>African- Am</u>	<u>Hispani c</u>	<u>Asia n</u>	<u>Am Indian</u>	<u>Other</u>	<u>Total</u>
ADMINISTRATORS	0	0	0	0	0	0	1
FACULTY	0	0	0	0	0	0	0
TOTAL TO DATE	1	1	0	0	0	0	2

GRAND TOTAL: 79

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

POLICY REPORT NO. 34

Approval of Proposed Settlement Agreement in the *Paul Forte, Jr. and James M. Hawkins, Jr. v. Dallas County Community College District and Dr. Jesus “Jess” Carreon* lawsuit

It is recommended that the Board of Trustees authorize the Chancellor to execute a settlement agreement in the *Paul Forte, Jr. and James M. Hawkins, Jr. v. Dallas County Community College District and Dr. Jesus “Jess” Carreon* lawsuit; Civil Action No. 3:05-CV-1417-N; United States District Court; Northern Division of Texas.

Background

The District Legal Counsel and outside legal counsel will discuss a proposed settlement agreement in the *Paul Forte, Jr. and James M. Hawkins, Jr. v. Dallas County Community College District and Dr. Jesus “Jess” Carreon* lawsuit with the Board of Trustees in executive session prior to any action on the agenda item.

Submitted by Mr. Robert Young, district legal counsel

INFORMATIVE REPORT NO. 35

Submission of Annual Racial Profiling Reports

In accordance with the state racial profiling law, each college police department of the District is required to submit an annual report to the Board of Trustees.

These reports contain data that was gathered from stops made by campus police in their police vehicles. This data is categorized by ethnicity.

El Centro College is exempt from the racial profiling law since the college does not make traffic stops.

Effective Date: March 4, 2008

Background

The 77th Texas Legislature adopted a racial profiling law in 2001. This law requires submission of certain reports to the governing body that a police department serves.

The District's college police departments are required to submit its Tier 1 reports to the Board of Trustees. These reports reflect raw data from traffic stops at the colleges with the data categorized by ethnicity. There are two items under the "Disposition" column identified as "Searched" and "Consented to Search" within the Annual Tier 1 Report. The item labeled "Searched" refers to searches to which a party did not consent. The item labeled "Consented to Search" refers to searches to which a party consented. No action is required by the Board.

Also included are charts that provide the above information by student/non-student category.

Submitted by Mr. Robert Young, district legal counsel

**Racial Profiling
Annual Tier 1 Report**

Reporting Period: From: January 1, 2007
To: December 31, 2007

Brookhaven College

Disposition	Race or Ethnicity of Individual Detained						Total
	Asian / Pacific Islander	Black	Hispanic	White	Native American	Other	
Arrested	2	2	3	6	0	0	13
Ticketed	7	15	23	86	0	4	135
* Searched	2	2	3	6	0	0	13
* Consented to Search	2	2	3	6	0	0	13

* There are two items under the "Disposition" column identified as "Searched" and "Consented to Search" within the Annual Tier 1 Report. The item labeled "Searched" refers to searches where no consent was given. The item labeled "Consented to Search" refers to searches where consent was given.

I certify that the information provided in this report is true and correct.

David L. Leago
Chief of Police

Gregory Blackman
President
Gregory L. Blackman

**Racial Profiling
Annual Tier 1 Report**

Reporting Period: From: January 1, 2007
To: December 31, 2007

Cedar Valley College

Disposition	Race or Ethnicity of Individual Detained						Total
	Asian / Pacific Islander	Black	Hispanic	White	Native American	Other	
Arrested	0	12	0	0	0	0	12
Ticketed	1	336	24	82	1	0	444
* Searched	0	10	1	0	0	0	11
* Consented to Search	0	1	0	0	0	0	1

* There are two items under the "Disposition" column identified as "Searched" and "Consented to Search" within the Annual Tier 1 Report. The item labeled "Searched" refers to searches where no consent was given. The item labeled "Consented to Search" refers to searches where consent was given.

I certify that the information provided in this report is true and correct.


Chief of Police


President

**Racial Profiling
Annual Tier 1 Report**

Reporting Period: From: January 1, 2007
To: December 31, 2007

Eastfield College

Disposition	Race or Ethnicity of Individual Detained							Total
	Asian / Pacific Islander	Black	Hispanic	White	Native American	Other		
Arrested	0	2	1	1	0	0	0	4
Ticketed	3	54	31	75	0	0	0	163
* Searched	0	5	2	6	0	0	0	13
* Consented to Search	0	0	0	3	0	0	0	3

* There are two items under the "Disposition" column identified as "Searched" and "Consented to Search" within the Annual Tier 1 Report. The item labeled "Searched" refers to searches where no consent was given. The item labeled "Consented to Search" refers to searches where consent was given.

I certify that the information provided in this report is true and correct.


Chief of Police


President

**Racial Profiling
Annual Tier 1 Report**

Reporting Period: From: **January 1, 2007**
To: **December 31, 2007**

Mountain View College

Disposition	Race or Ethnicity of Individual Detained						Total
	Asian / Pacific Islander	Black	Hispanic	White	Native American	Other	
Arrested	0	3	4	2	0	0	9
Ticketed	11	267	466	140	0	0	884
* Searched	0	2	1	1	0	0	4
* Consented to Search	0	3	7	1	0	0	11

* There are two items under the "Disposition" column identified as "Searched" and "Consented to Search" within the Annual Tier 1 Report. The item labeled "Searched" refers to searches where no consent was given. The item labeled "Consented to Search" refers to searches where consent was given.

I certify that the information provided in this report is true and correct.


 Chief of Police

 President

**Racial Profiling
Annual Tier 1 Report**

**Reporting Period: From: January 1, 2007
To: December 31, 2007**

North Lake College

Disposition	Race or Ethnicity of Individual Detained						Total
	Asian / Pacific Islander	Black	Hispanic	White	Native American	Other	
Arrested	0	0	0	0	0	0	0
Ticketed	18	41	35	116	0	0	210
* Searched	0	0	0	0	0	0	0
* Consented to Search	0	0	0	0	0	0	0

* There are two items under the "Disposition" column identified as "Searched" and "Consented to Search" within the Annual Tier 1 Report. The item labeled "Searched" refers to searches where no consent was given. The item labeled "Consented to Search" refers to searches where consent was given.

I certify that the information provided in this report is true and correct.


 Chief of Police

 President

**Racial Profiling
Annual Tier 1 Report**

Reporting Period: From: January 1, 2007
To: December 31, 2007

Richland College

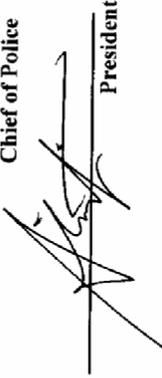
Disposition	Race or Ethnicity of Individual Detained							Total
	Asian / Pacific Islander	Black	Hispanic	White	Native American	Other		
Arrested	0	10	1	3	0	0	14	
Ticketed	5	34	12	44	0	3	98	
* Searched	0	11	1	3	0	0	15	
* Consented to Search	0	2	0	0	0	0	2	

* There are two items under the "Disposition" column identified as "Searched" and "Consented to Search" within the Annual Tier 1 Report. The item labeled "Searched" refers to searches where no consent was given. The item labeled "Consented to Search" refers to searches where consent was given.

I certify that the information provided in this report is true and correct.



 Chief of Police



 President

INFORMATIVE REPORT NO. 36

Receipt of Business and Corporate Contracts

The DCCCD colleges have contracted services with the following companies:

BROOKHAVEN COLLEGE

Companies:

Ford
Ford
Ford
GM
GM
GM
GM
GM
GM

Types of Training Provided:

Automatic Transmission Diagnosis
Automatic transaxle repair
Transfer case & 4X4 Repair
Automatic Transmission Repair
Power Train Repair
4180e Transmission repair
Aisin Transmission Repair
Vibration Correction
HVAC Repair

BHC TOTAL: \$30,908

CEDAR VALLEY COLLEGE

Companies:

Amercian Ace Motorcycle Company
Best Southwest Professional Employees
Development Program
Gatlin Educational Services, Inc.
Gatlin Educational Services, Inc.
Medical Center at Lancaster
Soar Turbines, Inc.
Texas Department of Transportation

Types of Training Provided:

Basic Rider
Diversity from a Management
Perspective
Medical Transcription 1
Medical Transcription 2
Medical Spanish
Train the Trainer
Administrative Fee

CVC TOTAL: \$28,162

EASTFIELD COLLEGE

Companies:

Mogo Enterprises, Inc.

First Baptist Dallas Developmental
Learning Center

Types of Training Provided:

Electrical License CE Requirement
Courses
Child Development

EASTFIELD COLLEGE

Shearer Electric

Youth Achievement Foundation

TDLR Approved Electrical Training Class
English Fundamentals for the Workplace III

EFC TOTAL: \$6,290

EL CENTRO COLLEGE

Companies:

Parkland Health & Hospital System
Dallas Public Library
UT Southwestern Medical Center
Dallas County Detention Service
Mary Kay, Inc.
Nestle Waters
Turbomeca USA, Inc
Web Converting of Dallas, Inc

Types of Training Provided:

Spanish for Medical Personnel
Spanish
Emergency Medical Technician Training
Food Service Manager Certification
Performance Excellence
Lean Manufacturing
Customer Service Excellence
Rapid Improvement

ECC TOTAL: \$ 93,883

MOUNTAIN VIEW COLLEGE

Companies:

Lockheed Martin
Lockheed Martin
Lockheed Martin
Lockheed Martin
Lockheed Martin
AT&T
Halliburton
Dallas County Juvenile Workforce Development
Sanders Estes Unit

Types of Training Provided:

Power Point Level II
Excel I
Advanced Excel
Project Level I
Project Coordination
Introduction to Telecommunications
Machine Shop
Technical Writing
Training
GED

MVC TOTAL: \$23,136

NORTH LAKE COLLEGE

Companies:

Construction Education Foundation

Types of Training Provided:

Career Training

NLC TOTAL: \$4,802

RICHLAND COLLEGE

Companies:

Alliance for Employee Growth &
Development
Chambrel Hill
Dallas County
Dallas County
DFW Test
The Forum
Hatco
Meadowstone
Sherwin-Williams
Sherwin-Williams
Parker Chiropractic College
Presbyterian Village North
Preston Place

Types of Training Provided:

Computer Training
Emeritus
Professional Development
Business Writing
Technical Training
Emeritus
Lean Manufacturing
Emeritus
Leadership
Business Writing
Command Spanish
Emeritus
Emeritus

RLC TOTAL: \$20,935

TOTAL AMOUNT THIS REPORT: \$208,116

PREVIOUS YEAR: \$161,125

TOTAL AMOUNT THIS REPORT SINCE SEPTEMBER 2006: \$3,335,638

TOTAL AMOUNT FOR SAME PERIOD FOR PREVIOUS YEAR: \$3,886,505

Background

The DCCCD received awards totaling \$208,116

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

INFORMATIVE REPORT NO. 37

Monthly Award and Change Order Summary

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

VICE CHANCELLOR OF BUSINESS AFFAIRS
MONTHLY AWARD AND CHANGE ORDER SUMMARY FOR
January, 2008

AWARDS:

11328	KITCHEN APPLIANCES (ECC) Advantage Resources Services Pasco Brokerage, Inc. Total	\$ 4,045.00 \$ 7,570.00 \$11,615.00
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This award consists of the purchase of blenders, mixers, and food processors for the Culinary Program.

11344	STAGE CURTAINS (RLC) Texas Scenic Company, Inc.	\$14,350.00
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This award consists of the purchase of stage curtains for Room F-170, the Band Room. The existing curtains were installed the year the campus opened. The curtains are a crucial component of the acoustic architecture for the room.

11345	3D COMPUTER PRINTER (MVC) Teaching Systems, Inc.	\$20,700.00
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This award is for a CADD Dimension BST 768 3D printer to be used by the Career & Technical Education department for computer aided drafting classes.

5D97738	TESTOUT! SOFTWARE LICENSE & SUPPORT (ECC) Testout! Corporation Richland College El Centro College Total	\$ 7,195.50 (previously purchased) \$ 7,195.50 (this requisition) \$14,391.00
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This award is for an additional year of licensing and support for Testout! Programs used by students enrolled in Microsoft and Cisco certification classes. The system provides computer-based tutorials for certification exams. This item required Vice Chancellor signature since the total within the fiscal period exceeds the Purchasing department approval level.

6D81590	FOCUS ON GRAMMAR INTERACTIVE SOFTWARE UPGRADE (MVC) Pearson Longman	\$21,807.60
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This request consists of upgrading the existing version of software used in conjunction with a five-level series of “focus on Grammar” interactive courseware. This software is used with textbooks published and copyrighted by Pearson and are an integral part of the successful campus course offerings for the ESOL program.

CHANGE ORDERS:

Accord Construction – BID #11221
Storm Water Relief – ECC
Purchase Order No. B11869
Change Order No. 1

Change: Includes: testing of materials, modify Main Street manhole, locate and repair sub floor leak, place Arizona medium Rock at Elm St., and provide new controller and wiring.

Original Contract Amount	\$395,000.00
Change Order Limit/Contingency	59,250.00
Prior Change Order Total Amounts	0.00
Net Increase this Change Order	28,943.31
Revised Contract Amount	\$423,943.31

Board approved original award 06/05/2007. This is for ECC project #3, *Progress Report on Construction Projects*.

Floresca Associates, Inc.
Physical Plant Drainage System – EFC
Purchase Order No. B11893
Change Order No. 1

Change: Remediation of environmental & code violations, design of sewage ejection system, and additional piping.

Original Contract Amount	\$3,210.00
Change Order Limit/Contingency	0.00
Prior Change Order Total Amounts	0.00
Net Increase this Change Order	9,790.00
Revised Contract Amount	\$13,000.00

Vice Chancellor of Business Affairs approved original award 07/05/2007. This is for EFC project #5, *Progress Report on Construction Projects*.

Infinity Contractors International, LTD – BID #11273
Chiller Replacement – NLC
Purchase Order No. B12670
Change Order No. 1

Change: This project was for removal and placement of a 750 ton chiller and other associated costs. This charge is for electrical work to relocate lights.

Original Contract Amount	\$552,950.00
Change Order Limit/Contingency	82,942.50
Prior Change Order Total Amounts	0.00
Net Increase this Change Order	2,774.00
Revised Contract Amount	\$555,724.00

Board approved original award 09/04/2007. This is for NLC project #4, *Progress Report on Construction Projects*.

Mart, Inc. – BID #11218
Soccer Field – RLC
Purchase Order No. B11821
Change Order No. 1

Change: Add ADA ramp to north end of bleachers, remove and replace concrete sidewalk, and remove players' bench pads.

Original Contract Amount	\$214,500.00
Change Order Limit/Contingency	21,450.00
Prior Change Order Total Amounts	0.00
Net Increase this Change Order	21,450.00
Revised Contract Amount	\$235,950.00

Board approved original award 05/01/2007. This is for RLC project #15, *Progress Report on Construction Projects*.

North Texas Contracting, Inc. – BID #10862
Irrigation/Fountain Repairs – BHC
Purchase Order No. B8874
Change Order No. 1

Change: The original contract was to provide/install campus-wide irrigation control. This charge includes: repair underground conduits, removal of existing sub structure concrete slab, demolition and raise existing monument and foundation, replace existing ADA ramp, relocate fountain control panel, furnish and install schedule PVC line, furnish and install a concrete vault for the double check valve, and delete one station controller.

Original Contract Amount	\$503,000.00
Change Order Limit/Contingency	50,300.00
Prior Change Order Total Amounts	0.00
Net Increase this Change Order	16,837.00
Revised Contract Amount	\$519,837.00

Board approved original award 03/01/2005.

Superior Fiber & Data Services, Inc. – BID #11205
Paramount Building – ECC
Purchase Order No. B12279
Change Order No. 2

Change: This award is to provide and install voice and data cabling infrastructure. This charge is for material and labor cost for 14 cables for various rooms and locations.

Original Contract Amount	\$212,752.42
Change Order Limit/Contingency	31,912.86
Prior Change Order Total Amounts	4,120.82
Net Increase this Change Order	4,334.18
Revised Contract Amount	\$221,207.42

Board approved original award 09/04/2007. This is for ECC project #5, *Progress Report on Construction Projects*.

INFORMATIVE REPORT NO. 38

Progress Report on Construction Projects

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

PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of December 31, 2007

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	Renovate cafeteria																		
2	Install gym bleachers																		
3	Install access control system																		
4	Recarpet Bldg. B,D,J,T																		
5	Provide acoustical study B304																		
6	Install Scene Shop fire protection																		
Bond Program																			
7	Construct Science bldg																		
8	Expand automotive tech																		
9	Construct Workforce & Continuing Ed bldg with expanded classrooms																		
CVC																			
1	Install theater mezzanine																		
2	Install new kiln																		
3	Administrate lease for office modular Vet Tech bldg																		
4	Repair water damage bldgs B,C,D																		
5	Repair stairwell Bldg. A																		
6	Subsurface roof moisture																		
Bond Program																			
7	Expand mechanical infrastructure																		
8	Construct Science bldg																		
9	Construct Industrial Tech bldg																		
DO																			
Bond Program																			
1	District Office at 1601 Lamar																		
DSC																			
1	Install emergency generator																		
2	Replace 140T chiller																		
ECC																			
1	Replace HW & CW valves cent. plant																		
2	Replace domestic HW pipes Bldg. A																		
3	Modify storm drainage system																		
Bond Program																			
4	Develop West Campus																		
5	Build Center for Allied Health & Nursing																		
EFC																			
1	Replace lower courtyard																		
2	Reconstruct roadway																		
3	Evaluate renovation of lecture hall																		
4	Renovate HVAC Bldg. A, 2 nd floor																		
5	Replace drain piping Central Plant floor																		
6	Replace paint booth Bldg. T																		
7	Repair concrete sidewalk																		
Bond Program																			
8	Develop South campus																		
9	Expand parking																		
10	Expand mechanical infrastructure																		
11	Build General Classroom																		

PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of December 31, 2007

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%
	█ Project Status																		
12	Remodel vacated space																		
13	Construct Workforce Development																		
14	Construct Parent Child Study Center																		
15	Construct Industrial Technology Center																		
	LCET																		
1	Renovate server room																		
	MVC																		
1	Create ADA access to performance hall																		
2	Replace KIVA lighting																		
3	Replace access control																		
4	Install security cameras																		
	Bond Program																		
5	Build soccer fields & community recreation complex																		
6	Expand mechanical infrastructure																		
7	Construct Science bldg																		
8	Construct Performing Arts bldg																		
9	Remodel vacated space																		
10	Construct Economic & Workforce Center																		
11	Construct Student Center																		
	NLC																		
1	Replace signage																		
2	Restore slope Bldg. T																		
3	Remodel & convert old library																		
4	Replace chiller																		
5	Test and balance HVAC systems																		
6	Install CCTV system																		
7	Retrofit interior lighting																		
8	Replace sidewalk lighting																		
9	Replace temporary sidewalk Bldg. A																		
10	Replace existing main entrance signs with digital marquees																		
11	Construct new elevator Bldg. A																		
12	Relocate above ground fuel tanks																		
13	Improve water filtration gym East wall																		
14	Improve drainage Bldg F entrance																		
	Bond Program																		
15	Develop South campus																		
16	Develop North campus																		
17	Expand parking																		
18	Expand mechanical infrastructure																		
19	Construct Science bldg																		
20	Construct General Purpose bldg																		
21	Build General Classroom																		
22	Remodel vacated space																		
23	Repair structural/waterproofing																		
	RLC																		

PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of December 31, 2007

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%
1 ²	Develop softball complex																		
2 ³	Develop Graduation site improvements																		
3	Replace restroom partitions																		
4	Install new handrails in Fannin Perf. Hall																		
5	Change door swing																		
6	Replace AHU Hondo bldg																		
7	Replace fire alarms campus-wide																		
8	Install security cameras																		
9	Install 3 solar light poles																		
10	Install new modular bldg																		
11	Revise east entryway Walnut St.																		
12	Replace storefront doors																		
13	Install west side ADA																		
14	Install speed bumps to East Circle Dr																		
15	Improve soccer field																		
	Bond Program																		
16	Construct Science bldg & expand parking/mechanical infrastructure																		
17	Renovate Sabine Hall																		
18	Develop Garland Workforce Training Center																		

COMPLETED PROJECTS⁴

Install new handrails in Fannin Perf. Hall (RLC)

Install speed bumps to East Circle Dr (RLC)

² This project, “develop softball complex” at RLC, has been cancelled by the campus and will not appear on this report next month.

³ This project, “develop Graduation site improvements” at RLC, has been cancelled by the campus and will not appear on this report next month.

⁴ This is the last report on which these projects will appear.

INFORMATIVE REPORT NO. 39

Bond Program Report on Projects

The status of planning as of January 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. Ed DesPlas, vice chancellor of business affairs and Mr. Steven Park, executive director, bond/program management team and Mr. Clyde Porter, associate vice chancellor of 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: \$46,947,573 Total Awarded: \$40,505,079	0	3,339,639	37,000,000	165,223	217
	Construction Start / End: Nov 07 / Aug 09 Managed by Bond Program Management Team. \$36,968,000 CMAR Guaranteed Maximum Price 01/28/2008.				
Automotive Technology Expansion Original Budget: \$4,000,000 Revised Budget: \$4,054,780 Total Awarded: \$387,880	0	336,200	0	51,680	0
	Construction Start / End: Mar 08 / Mar 09 Managed by Bond Program Management Team.				
Workforce & Continuing Education Building Original Budget: \$8,200,000 Revised Budget: \$7,574,145 Total Awarded: \$6,035,705	0	541,118	5,494,587	0	0
	Construction Start / End: Jun 08 / Jul 09 Managed by Bond Program Management Team.				
Location Summary	Original Budget: 60,606,840		Revised Budget: 61,606,840		Total Awarded: 49,901,856

BHC M/WBE Participation

Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	\$50,011,671	\$11,921,377	\$7,352,581	62%	\$4,568,796	38%

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 / End: Jan 08 / Mar 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: \$32,864,076	0	2,327,837	30,194,547	338,785	2,907
	Construction Start / End: Jan 08 / Mar 09 Managed by Bond Program Management Team. * \$55,500 added from non-bond program dollars.				
Industrial Technology Building Original Budget: \$6,600,000 Revised Budget: \$12,877,701 Total Awarded: \$11,503,674	0	979,150	10,428,800	95,624	100
	Construction Start / End: Nov 07 / Dec 08 Managed by Bond Program Management Team. \$10,403,914 CMAR Guaranteed Maximum Price 12/13/2007.				
Location Summary	Original Budget: 53,506,840		Revised Budget: 53,562,340		Total Awarded: 46,982,142

CVC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	\$46,418,394	\$15,348,045	\$13,411,188	87%	\$1,936,857	13%

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: \$12,485,456 * Total Awarded: \$8,989,399	0	731,053	7,916,356	97,689	244,301
	Construction Start / End: Aug 07 / Oct 08 Managed by Bond Program Management Team. * \$2,499,289 land purchase and \$296,167 demolition.				
Expanded Parking Original Budget: \$1,500,000 Revised Budget: \$1,425,000 Total Awarded: \$0	0	0	0	0	0
	Construction Start / End: Aug 09 / Feb 10 Managed by Bond Program Management Team.				
Mechanical Infrastructure Original Budget: \$2,306,840 Revised Budget: \$94,433 Total Awarded: \$94,433	0	0	0	94,433	0
	Construction Start / End: Oct 08 / Dec 09 Managed by Bond Program Management Team. --Budget and scope included in workforce development building.				
Adaptive Remodel Original Budget: \$4,600,000 Revised Budget: \$3,622,610 Total Awarded: \$0	0	0	0	0	0
	Construction Start / End: Jul 09 / May 10 Managed by Bond Program Management Team. --Budget transferred to workforce development building and parent child study center.				

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: \$16,176,770 Total Awarded: \$12,125,065	0	1,058,965	10,995,000	71,100	0
Construction Start / End: Sep 07 / Oct 08 Managed by Bond Program Management Team. \$10,995,000 CMAR Guaranteed Maximum Price 11/16/2007. --Budget balance transferred to workforce development building and parent child study center.					
Workforce Development Building Original Budget: \$7,100,000 Revised Budget: \$10,192,415 Total Awarded: \$8,478,141	0	705,994	7,752,179	19,968	0
Construction Start / End: Oct 08 / Dec 09 Managed by Bond Program Management Team.					
Parent Child Study Center Original Budget: \$0 Revised Budget: \$6,255,980 Total Awarded: \$5,065,097	0	434,854	4,617,898	12,345	0
Construction Start / End: Aug 08 / Aug 09 Managed by Bond Program Management Team.					
Industrial Technology Center Original Budget: \$0 Revised Budget: \$7,224,290 Total Awarded: \$5,756,173	0	446,607	5,293,958	15,608	0
Construction Start / End: Jul 08 / Sep 09 Managed by Bond Program Management Team.					
Location Summary	Original Budget: 61,706,840		Revised Budget: 60,302,296		Total Awarded: 43,073,415

EFC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	\$43,031,812	\$20,747,628	\$13,670,427	66%	\$7,078,021	34%

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: \$13,689,437 * Total Awarded: \$8,694,017	0	599,729	7,952,700	130,988	10,600
	Construction Start / End: Mar 08 / Mar 09 Managed by Bond Program Management Team. * \$3,484,907 land purchase and \$514,530 demolition.				
Allied Health and Nursing Original Budget: \$16,100,000 Revised Budget: \$20,592,600 *	Construction Start / End: Jan 06 / Aug 07 Managed by Facilities Management. Awarded \$15,103,450 * \$292,600 added from non-bond program dollars.				
Adaptive Remodel Original Budget: \$3,850,000 Revised Budget: \$4,998,646 *	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				
Location Summary	Original Budget: 46,990,680	Revised Budget: 51,392,597	Total Awarded: 35,827,490		

ECC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	\$24,515,521	\$11,636,520	\$6,212,179	53%	\$5,424,341	47%

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: \$643,054 Total Awarded: \$74,000	0	0	0	74,000	0
	Construction Start / End: Dec 07 / May 09 Managed by Bond Program Management Team. --Budget and scope included in science building and student center and services building.				
Science Building Original Budget: \$15,300,000 Revised Budget: \$17,790,162 Total Awarded: \$15,564,579	0	1,171,350	14,305,212	88,017	0
	Construction Start / End: 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: \$3,990,000 Total Awarded: \$290,143	0	278,552	0	11,591	0
	Construction Start / End: 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: \$0	0	0	0	0	0
Construction Start / End: Apr 09 / Dec 09 Managed by Bond Program Management Team.					
Economic & Workforce Development Building Original Budget: \$7,600,000 Revised Budget: \$7,216,750 Total Awarded: \$5,866,446	0	525,407	5,329,499	11,540	0
Construction Start / End: Sep 08 / Oct 09 Managed by Bond Program Management Team.					
Student Center and Services Building Original Budget: \$16,500,000 Revised Budget: \$17,871,750 Total Awarded: \$15,387,102	0	1,061,465	14,247,500	78,137	0
Construction Start / End: Feb 08 / May 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 *	Construction Start / End: Mar 07 / Apr 08 Managed by Facilities Management. Awarded \$8,341,989 * \$3,009,625 added from non-bond program dollars. January 31, 2008				
Location Summary	Original Budget: 57,191,280		Revised Budget: 61,600,905		Total Awarded: 48,069,887

MVC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	\$46,647,626	\$28,259,546	\$18,387,443	65%	\$9,866,102	35%

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: \$14,770,901 * Total Awarded: \$8,861,353	0	638,350	7,977,698	88,568	156,737
	Construction Start / End: Dec 07 / Jan 09 Managed by Bond Program Management Team. \$7,977,698 CMAR Guaranteed Maximum Price 12/04/2007. * \$4,493,873 land purchase and \$587,028 demolition.				
North Campus Original Budget: \$10,200,000 Revised Budget: \$18,936,338 * Total Awarded: \$8,729,784	0	731,031	7,898,239	75,020	25,494
	Construction Start / End: Aug 07 / Sep 08 Managed by Bond Program Management Team. \$7,898,239 CMAR Guaranteed Maximum Price 08/08/2007. * \$9,072,438 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 / End: 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: \$0	0	0	0	0	0
	Construction Start / End: Apr 09 / Nov 09 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: \$13,216,487	0	894,413	12,076,584	245,490	0
Construction Start / End: Nov 07 / Dec 08 Managed by Bond Program Management Team. \$12,076,584 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: \$10,126,960	0	851,285	9,264,775	10,900	0
Construction Start / End: Aug 08 / Sep 09 Managed by Bond Program Management Team.					
Workforce Development Center Original Budget: \$0 Revised Budget: \$1,662,742 Total Awarded: \$196,503	0	148,261	0	48,242	0
Construction Start / End: Apr 08 / Jul 08 Managed by Bond Program Management Team. * \$62,742 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 / End: Dec 08 / Jun 09 Managed by Bond Program Management Team.					
Location Summary	Original Budget: 55,790,680		Revised Budget: 71,346,561		Total Awarded: 43,944,804

NLC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	\$44,321,261	\$28,524,558	\$21,885,677	77%	\$6,638,881	23%

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: \$15,308,268 * Total Awarded: \$10,506,322	0	830,980	9,449,000	195,329	31,013
	Construction Start / End: Oct 07 / Dec 08 Managed by Bond Program Management Team. \$9,449,000 CMAR Guaranteed Maximum Price 11/12/2007. * \$3,331,175 land purchase and \$212,293 demolition. \$2,000,000 added from non-bond program dollars.				
Science Building Original Budget: \$31,600,000 Revised Budget: \$51,481,498 * Total Awarded: \$45,729,319	0	3,534,900	41,900,000	237,910	56,509
	Construction Start / End: Nov 07 / Aug 09 Managed by Bond Program Management Team. * \$1,600,000 added from non-bond program dollars.				
Adaptive Remodel Original Budget: \$0 Revised Budget: \$4,325,000 Total Awarded: \$0	0	0	0	0	0
	Construction Start / End: May 09 / Jan 10 Managed by Bond Program Management Team.				
Location Summary	Original Budget: 56,006,840		Revised Budget: 74,425,108		Total Awarded: 59,445,211

RLC M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non-MWBE %	MWBE Dollars	MWBE %
Sub-total	\$59,357,689	\$14,403,540	\$10,906,168	76%	\$3,497,372	24%

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: \$13,102,790 * Total Awarded: \$9,499,413	0	22,000	9,430,000	38,046	9,367
Construction Start / End: Dec 07 / Oct 08 Managed by Bond Program Management Team. * \$1,829,288 land purchase and \$83,502 demolition. \$1,500,000 added from non-bond program dollars.					
Location Summary	Original Budget: 10,200,000	Revised Budget: 13,612,790		Total Awarded: 9,999,792	

January 31, 2008

District Office M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non- MWBE Dollars	Non- MWBE %	MWBE Dollars	MWBE %
Sub-total	\$9,994,073	\$884,073	\$652,709	74%	\$231,364	26%

District-Wide M/WBE Participation						
Location	Total Contracted Dollars	Dollars Allocated	Non-MWBE Dollars	Non- MWBE %	MWBE Dollars	MWBE %
Grand Totals	\$324,298,047	\$131,725,287	\$92,478,372	70%	\$39,241,734	30%
January 31, 2008						

Other	
Property Acquisition	Revised budget dollars were \$27,890,120. There is \$1,461,730 designated of remaining property acquisition budget.
Project Development	Revised budget dollars were \$10,000,000. There is \$9,375,200 now designated of program development costs as needed for project contingencies, particularly those associated with site development for the new campuses.

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, 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.
Financial Analysis	This report is an informative report only.

**Summary of Recommendations for Awards
With Minority and Woman Owned Businesses
(Tab 40)**

VCBA Awards in the Informative Reports Section of This Agenda

	# awards	% awards	\$ amount	% amount
MBE	1	17	4,045.00	5
WBE	1	17	7,570.00	9
Not classified	4	66	71,248.60	86
Total	6	100	82,863.00	100

Bidders and Proposers from Which VCBA Awards
in the Informative Reports Section of This Agenda Were Derived

	#	%
MBE	1	12
WBE	2	22
Not classified	6	66
Total	9	100

VCBA Awards in the Informative Reports Sections
September 4, 2007 – March 4, 2008

	# awards	% awards	\$ amount	% amount
MBE	4	10	50,480.89	8
WBE	3	7	33,188.00	5
Not classified	36	83	574,520.22	87
Total	43	100	658,189.11	100

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

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