

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

**District Office  
1601 South Lamar Street  
Board Room (007)  
Dallas, TX 75215  
Tuesday, January 6, 2009  
4:00 PM**

**AGENDA**

- I. Certification of Posting of Notice of the Meeting
- II. Citizens Desiring to Address the Board Regarding Agenda Items
- III. Richland Collegiate High School Status Report
- IV. Declaration of Conflict of Interest (pp. 5-7)
- V. Consideration of Bids
  1. Access Control
  2. Three CCTV Security Surveillance Systems
  3. Electronic Message Display
  4. Purchase of Vehicles
  5. Anatomical Models
  6. Simulator, Mini Angio Mentor
  7. Maintenance, Technical Support, and Repair of Proprietary Building Management System
- VI. 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 December 16, 2008 Work Session Meeting
9. Approval of Minutes of the December 16, 2008 Audit Committee Meeting
10. Approval of Minutes of the December 16, 2008 Regular Meeting

**Policy Reports**

11. Approval of Resolution to Add a Site for the Richland Collegiate High School of Mathematics, Science, and Engineering

#### Buildings and Grounds Reports

12. Approval of Amendment to Agreement with SHW Group, LLP

#### Curriculum Reports

13. Approval of Recommendation to Add Texas Education Agency Public Information Management System (PEIMS) Innovative Course Numbers to the Richland Collegiate High School Course Offerings

#### Financial Reports

14. Approval of Expenditures for November 2008
15. Presentation of Budget Report for November 2008
16. Notice of Grant Awards
17. Approval of Broker/Dealers
18. Approval of Agreement with Higher One, Inc.
19. Approval of Consultant Agreement with Russ Reid Company, Inc.
20. Approval of Agreement with Duncanville High School

#### VII. Individual Items

21. Consideration of Resignations
22. Employment of Contractual Personnel
23. Approval of Long-term Sabbatical Leaves for 2009-2010

#### VIII. Informative Reports

24. Presentation of 1st Quarter Financial Statements
25. Presentation of 1<sup>st</sup> Quarter Investment Transactions
26. Monthly Award and Change Order Summary
27. Payments for Goods and Services
28. Progress Report on Construction Projects
29. Bond Program Report on Projects
30. Reports of Sabbatical Experiences (Executive Summaries)

#### IX. Questions/Comments from the Board and Chancellor

#### X. Citizens Desiring to Appear Before the Board

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

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

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

## XII. Adjournment of Regular Meeting

**CERTIFICATION OF POSTING OF NOTICE JANUARY 6, 2009  
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 24<sup>th</sup> day of December, 2008, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 24<sup>th</sup> day of December, 2008, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.



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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](http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm) for current versions of each form. The forms must be submitted to DCCCD records administrator, Executive Vice Chancellor Edward M. DesPlas.

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

Listed below are the names of parties who were considered and/or recommended for awards in this agenda. This report is not intended or represented to be inclusive of all firms and persons contracting or desiring to contract with the Dallas County Community College District.

Abentrix, Inc.  
Accord Construction, Inc.  
Advanced Paving co.  
Airgas Southwest  
American 3B Scientific  
Anachem Corporation  
Apex Pinnacle  
Armstrong Medical Industries, Inc.  
Atlas Medical and Lab Supply  
Azteca Enterprises, Inc.  
Banc of America Securities LLC  
Barclay Capital  
Cabrera Capital Markets LLC  
Caldwell Country Chevrolet  
Cantor Fitzgerald L. P.  
Carolina Biological Supply Company  
Casteel & Associates, Inc.  
Coastal Securities L. P.  
Cohesive Automation, Inc.  
Convergint Technologies  
Dallas Trailer Repair Co., Inc.

Deutsche Bank Alex Brown Securities Inc.  
DFW Door & Hardware  
DMI Technologies, Inc.  
Duncanville High School  
Entech Sales & Service, Inc.  
Fisk Electric Company  
Friendly Chevrolet  
Gas & Alloy Supply Co.  
Grand Prairie Ford  
Henneberger Construction, Inc.  
Henry Brothers Electronics, Inc.  
Higher One, Inc.  
Holiday Chevrolet  
Holt Anatomical  
Inmatrix, Inc.  
Integrated Access Systems  
Johnson Controls, Inc.  
JP Morgan Securities, Inc.  
L. R. Richards Construction  
Laerdal Medical Corporation  
Lone Star  
Mart, Inc.  
Master Construction & Engineering, Inc.  
Metroplex Welding Supply, Inc.  
Muriel Siebert & Co., Inc.  
North Texas Contracting  
Planet Ford  
Primestar Development & Construction  
Products Unlimited, Inc.  
Protec Services LLC.  
RBC Capital Markets  
Retco Alloy Co.  
Sageworks, Inc.  
Sam Pack's Five Star Ford  
Sargent Welch/VWR  
SHW Group, LLP  
Symbionix USA Corporation  
TAC Americas  
Testout! Corporation  
Texas Standard Construction, LTD  
TexPool  
TexStar  
The American Education Corporation

The Trevino Group  
Thermo Fisher Scientific, LLC  
Topline Home Healthcare Supply  
UBS Financial Services, Inc.  
VWR Scientific  
Ward's Natural Science  
Wells Fargo Brokerage Services, LLC  
Zogo Technologies, LLC

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

CONSIDERATION OF BIDS

Tab No.	Bid No.	Title and Vendor(s)	Location	Amount
1	11456	Access Control Integrated Access Systems	BHC	\$419,396
2	11482	Three CCTV Security Surveillance Systems Johnson Controls, Inc.	BHC, MVC, & RLC	\$105,978
3	11489	Electronic Message Display Casteel & Associates, Inc.	RLC	\$59,844.96
4	11492	Purchase of Vehicles Sam Pack's Five Star Ford Planet Ford Grand Prairie Ford	MULTIPLE SITES	\$273,811.79 \$88,687.00 \$37,998
5	11500	Anatomical Models Sargent Welch/VWR	NLC	\$29,417.89
6	5D83532	Simulator, Mini Angio Mentor Symbionix USA Corporation	ECC	\$36,450
7	---	Maintenance, Technical Support, and Repair of Proprietary Building Management System TAC Americas	BHC, EFC, ECC, & MVC	(3-year estimate) \$160,000

Submitted by Mr. Philip Todd, district director of purchasing

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11456  
 (Tab 1) ACCESS CONTROL  
 BROOKHAVEN COLLEGE

RESPONSE: Of 35 companies that attended the mandatory prebid meeting, eight bids were received.

COMPARISON OF BIDS:

Integrated Access Systems	\$419,396.00
Henry Brothers Electronics, Inc.	\$471,396.74
DFW Door & Hardware	\$519,137.00
Entech Sales & Service, Inc.	\$580,715.00
Cohesive Automation, Inc.	\$605,130.00
TAC Americas	\$718,011.00
Fisk Electric Company	\$853,752.00
DMI Technologies, Inc.	\$950,080.00

RECOMMENDATION FOR AWARD:

INTEGRATED ACCESS SYTEMS	\$419,396
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LOW BID

COMMENTS: This project is to provide/install a campus-wide security system to control access and egress, monitor and track events, and equip designated doors with electronic door locking hardware.

Based on 15% of the awarded amount, a contingency fund of \$62,909 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 district director of purchasing be authorized to execute contracts for this project.

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

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11482  
(Tab 2) THREE CCTV SECURITY SURVEILLANCE SYSTEMS  
BROOKHAVEN, MOUNTAIN VIEW, AND RICHLAND  
COLLEGES

RESPONSE: Of 10 vendors that satisfied the mandatory site visit requirement,  
five bids were received.

COMPARISON OF BIDS:

Tabulation of bids attached.

RECOMMENDATION FOR AWARD:

JOHNSON CONTROLS, INC. \$105,978

LOW BID MEETING SPECIFICATIONS

JUSTIFICATION:

The low bidder is not recommended because the specifications required a turnkey project and associated interior cutting, patching, and repainting were excluded from their bid.

COMMENTS: This project is to provide/install a closed circuit television surveillance system to improve campus security measures at each of the three noted locations; included are all associated electrical work, conduit, and cabling for three complete systems.

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

FUNDING: Funds are budgeted in account #27431 in divisions #11-02-109000, #11-06-109000, and #11-08-809000.

Bid #11482  
 Three CCTV Security Systems  
 Brookhaven, Mountain View, and Richland Colleges

	Convergint Technologies	Entech Sales & Service, Inc.	Johnson Controls, Inc.	Protec Services, LLC.	TAC Americas
base bid for MVC and RLC only; BHC opted for alternate 5 in lieu of the base bid	\$75,400.14	\$71,691	\$57,720	\$52,556.78	\$48,097
Alternate 1a/MVC. digital recording hardware	7,387.55	7,155	4,237	5,526	4,814
Alternate 1b/MVC. flat panel monitor	203.78	421	450	680	770
Alternate 2/MVC. digital recording monitor	308.28	421	450	905	770
Alternate 3/RLC Bldg T. one additional camera w/turnkey installation	2,728.64	961	1,342	1,440	1,242
Alternate 4/RLC Bldg G. one additional camera w/turnkey installation	2,728.64	961	1,342	715	1,242
Alternate 5/BHC. provide/install turnkey sss utilizing remote DVR's in lieu of base bid	61,960.86	47,058	40,437	49,057.86	40,472
total	\$150,717.89	\$128,668	\$105,978	\$110,880.64	\$97,407

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11489  
(Tab 3) ELECTRONIC MESSAGE DISPLAY  
RICHLAND COLLEGE

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

COMPARISON OF BIDS:

Casteel & Associates, Inc.	\$59,844.96
Henneberger Construction, Inc.	\$64,905.00

RECOMMENDATION FOR AWARD:

CASTEEL & ASSOCIATES, INC.	\$59,844.96
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LOW BID

COMMENTS: This project is to provide/install one 4'h X 11'w electronic sign at the corner of Abrams Road and Walnut Street to complement existing message boards at the campus entrances; included are the concrete base, associated electrical and cabling, plus five years maintenance.

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

FUNDING: Funds are budgeted in account #27101 in division #12-08-300010.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11492  
(Tab 4) PURCHASE OF VEHICLES  
MULTIPLE LOCATIONS

RESPONSE: Requests for bids were sent to 23 companies, and five bids were received.

COMPARISON OF BIDS:

Tabulation of bids attached.

RECOMMENDATION FOR AWARD:

SAM PACK'S FIVE STAR FORD items 1, 2, 3, 6, 7, 8 and 10	\$273,811.79
PLANET FORD items 4, 5, and 5A.	\$88,687
GRAND PRAIRIE FORD item 9	\$37,998

LOW BID: items 1-4, 5A, 6-10  
LOW BID MEETING SPECIFICATIONS: item 5

JUSTIFICATION:

The low bidder for item # 5 is not recommended because the rear seats of the vehicle do not fold down to create cargo space as specified.

COMMENTS: Items #1 and #9 will be used by campus police; items #2, 3, and 10 will be used by facilities services personnel; item #4 is for district-wide mail delivery; items #5, 5A, 6, and 7 are for student and staff travel; item #8 is for delivery between the main campus and its satellites.

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

FUNDING: Funds are budgeted in account #27421 in division #11-02-

802000 and account #27431 in divisions #12-02-107080, 12-03-308030, 11-04-107080, 11-04-802000, 11-06-109000, 12-06-300010, 11-07-109000, 12-08-300010, 11-11-107061, and 14-11-105050.

Bid No. 11492  
 Fleet Vehicles  
 Multiple Locations

#	qty	site	description	Caldwell Country Chevrolet	Friendly Chevrolet	Grand Prairie Ford	Holiday Chevrolet	Planet Ford	Sam Pack's Five Star Ford
1	1 ea	MVC	Police Service Vehicle, Ford Expedition	23,990	25,074	no bid	24,900	23,900	20,683.04
2	1 ea	EFC	Pickup, 2500 WT, 2WD Regular Cab, Chevrolet Silverado	21,840	22,329	19,253	21,775	19,881	18,279.69
3	1 ea	RLC	4X2 Pickup, Regular Cab, Ford Ranger XL	14,186	no bid	10,658	14,750	10,910	10,475.65
4	1 ea	DSC	8-Passenger Van, Ford E150 XLT	22,940	23,488	20,145	23,175	20,226	20,051.78
5	1 ea	EFC	7-Passenger Mini-van, deluxe model, Chrysler Town & Country LX	no bid	no bid	no bid	24,285	25,945	25,980.65
5 A	2 ea	CVC DSC	7-Passenger Mini-Van , standard model, Dodge	no bid	no bid	no bid	24,285	21,258	22,446.65
6	2 ea	RLC	7-Passenger SUV, Chevrolet Uplander	34,440	no bid	no bid	30,250	29,980	24,492.65
7	6 ea	MVC/1 BHC-2 EFC/3	15-Passenger Club Wagon, Extended Length, Ford E350	26,590	27,400	21,417	24,650	21,186	21,172.78
8	1 ea	NLC	Delivery Van Cutaway w/ Cargo Body, Ford E350 Super Duty	no bid	28,577	no bid	no bid	no bid	26,525.78
9	2 ea	NLC	Ford Explorer XLT	23,805	20,737	18,999	no bid	20,226	19,968.65
1 0	1 ea	DSC	½ ton Pickup Supercrew, 4X2, Ford F150 XLT	23,990	23,691	21,997	25,300	22,186	21,825.65

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – BID NO. 11500  
(Tab 5) ANATOMICAL MODELS  
NORTH LAKE COLLEGE

RESPONSE: Request for bids were sent to 94 companies, and 11 bids were received.

COMPARISON OF BIDS:

Tabulation of bids attached.

RECOMMENDATION FOR AWARD:

SARGENT WELCH/VWR \$29,417.89

LOW BID: items 4 and 5

LOW BID MEETING SPECIFICATIONS: items 1-3

JUSTIFICATION:

The low bidders for items #1-3 are not recommended because the alternate models quoted are unacceptable in that they do not provide the required level of detail, limbs are not removable, and they are smaller than life-size as specified.

COMMENTS: Award is for the purchase of anatomical models to be used as teaching aids for instructors in the Biology Department.

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

FUNDING: Funds are budgeted in accounts #26101 and #24101 in division #40-07-970705.

Bid #11500  
 Anatomical Models  
 North Lake College

	1. Artificial Human Skeleton Somso #QS 10/1  Qty.: 2 ea.	2. Muscles of the Arm with Shoulder Girdle Somso #NS15  Qty.: 9 ea.	3. Muscles of the Leg with Base of Pelvis Somso #NS10  Qty.: 9 ea.	4. Spinal Cord in the Spinal Canal Somso #BS31  Qty.: 2 ea.	5. Lymphatic System Relief Model Somso #HS19/1  Qty.: 2 ea.
American 3B Scientific	423.30 (alternate)	6,043.50 (alternate)	8,858.70 (alternate)	no bid	no bid
Atlas Medical and Lab Supply	2,343.68	12,867.93	14,219.55	2,544.08	2,711.76
Carolina Biological Supply Company	no bid	13,455.00	14,931.00	2,898.00	no bid
Holt Anatomical	2,040.00	10,989.00	12,213.00	2,294.00	2,474.00
Laerdal Medical Corporation	1,897.20 (alternate)	no bid	no bid	no bid	no bid
Products Unlimited, Inc.	2,199.80	12,517.65	13,797.00	2,460.00	2,617.90
Sargent Welch/VWR	1,960.54	10,763.55	11,960.28	2,236.22	2,497.30
ThermoFisher Scientific	351.52 (alternate)	2,858.85 (alternate)	3,938.85 (alternate)	no bid	no bid
Topline Home Healthcare Supply	2,974.00	15,093.00	16,785.00	3,328.00	3,600.00
VWR Scientific	no bid	11,904.39	13,230.36	no bid	no bid
Ward's Natural Science	2,176.20	11,947.50	13,275.90	2,398.00	2,658.78

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD – REQUISITION NO. 5D83532  
(Tab 6) SIMULATOR, MINI ANGIO MENTOR  
EL CENTRO COLLEGE

RECOMMENDATION FOR AWARD:

SIMBIONIX USA CORPORATION \$36,450

SOLE SOURCE

COMMENTS: Simbionix is the manufacturer of the Mini Angio Mentor simulator and does not offer this product through distribution channels. The unit provides a true-to-life simulated environment for hands-on practice in the performance of interventional endovascular procedures. Included are one portable trainer with a laptop computer, control panel, patient table, tracking system with various components, plus five training modules and a training class.

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

FUNDING: Funds are budgeted in account #27401 in division #13-05-133563.

TO: The Board of Trustees

FROM: Administrative Purchasing Committee

SUBJECT: RECOMMENDATION FOR AWARD  
(Tab 7) MAINTENANCE, TECHNICAL SUPPORT, AND REPAIR OF PROPRIETARY BUILDING MANAGEMENT SYSTEM PRICE AGREEMENT, BROOKHAVEN, EASTFIELD, EL CENTRO & MOUNTAIN VIEW COLLEGES JANUARY 1, 2009 THROUGH DECEMBER 31, 2012

RECOMMENDATION FOR AWARD:

TAC AMERICAS	(3-year estimate) \$160,000
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SOLE SOURCE

COMMENTS: This price agreement provides planned monthly maintenance of proprietary equipment, operating system updates, inspections, testing and calibration, and technical and telephone support.

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

FUNDING: Funds are budgeted in account #22321 for divisions #11-06-801030, #11-05-801030 and #11-05-801061, account #23901 for division #11-02-801030, and account #24431 in division #11-04-801030.

CONSENT AGENDA NO. 8

Approval of Minutes of the December 16, 2008 Work Session Meeting

It is recommended that the Board approve the minutes of the December 16, 2008 Board of Trustees Work Session.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES  
WORK SESSION MINUTES  
DECEMBER 16, 2008**

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

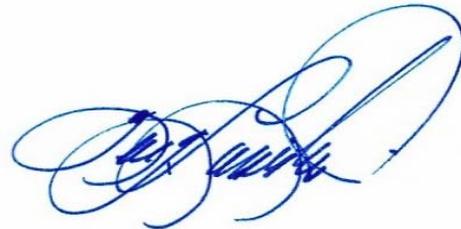
**Absent:** None

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

Board Chair Jerry Prater convened the meeting at 2:13 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE DECEMBER 16, 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 12<sup>th</sup> day of December, 2008, in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 12<sup>th</sup> day of December, 2008, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.

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

Wright L. Lassiter Jr., Secretary

### **Work Plan for Increasing Student Retention**

The Work Plan for Increasing Student Retention was presented by Executive Vice Chancellor Andrew Jones and Dr. Sharon Blackman.

### **Other Notes from the Meeting**

At the meeting on January 6, 2009, Dr. Lassiter will brief the Board about applications to external sources for grants to improve student retention.

Dr. Lassiter will provide comparative state and national student retention and more details about execution of the 2008-09 initiative. He will also arrange for the Board to receive e-mail alerts each time the retention web page is updated.

### **Executive Session**

There was no Executive Session.

### **Adjournment**

Board Chair Jerry Prater adjourned the meeting at 3:06 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 December 16, 2008 Audit Committee Meeting

It is recommended that the Board approve the minutes of the December 16, 2008 Board of Trustees Audit Committee Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES  
AUDIT COMMITTEE MEETING MINUTES  
DECEMBER 16, 2008**

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

**Absent:** None

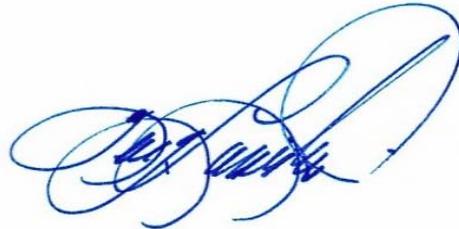
**Staff:** Dr. Wright Lassiter, Mr. Ed DesPlas, Dr. Andrew Jones, Mr. Denys Blell, Mr. Justin Lonon and Mrs. Kathryn Tucker

**Guests:** Mr. Ben Kohnle, Mr. Jim Forson and staff from Grant Thornton

Board Chair Jerry Prater convened the meeting at 3:19 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE DECEMBER 16, 2008  
AUDIT COMMITTEE MEETING OF THE  
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 12<sup>th</sup> day of December, 2008 in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 12<sup>th</sup> day of December, 2008 to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.



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Wright L. Lassiter, Jr., Secretary

**Communications Related to the Audit, a presentation by Grant Thornton**

Mr. Ben Kohnle, Mr. Jim Forson and staff from Grant Thornton discussed responsibilities, audit approach and focus, review of reports issued, results of audit and single audit, financial highlights, required auditor communications, Grant Thornton's Commitment to Ethical and Professional Excellence and committee questions and answers.

**Financial Statements and Office of Management and Budget Circular A-133 Supplemental Financial and Compliance Report Together with Reports of Independent Auditors, August 31, 2008 and 2007, and, internal controls letter to the Board of Trustees (as provided by Board of Trustees policy CDC-LOCAL)**

Executive Vice Chancellor Ed DesPlas presented the *Financial Statements and Office of Management and Budget Circular A-133 Supplemental Financial and Compliance Report Together with Reports of Independent Auditors, August 31, 2008 and 2007, and, internal controls letter to the Board of Trustees.*

Mr. Bob Ferguson moved and Mrs. Kitty Boyle seconded a motion to present at the regular meeting on December 16, 2008. Motion passed.

**1<sup>st</sup> Quarter Report from Internal Audit (as provided by Board of Trustees policy CDC-LOCAL)**

Mr. Rafael Godinez reviewed the *1<sup>st</sup> Quarter Report from Internal Audit.*

**Review of Chancellor's Travel**

The committee received the chancellor's travel report.

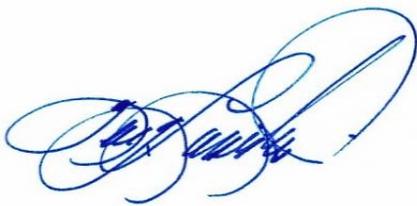
**Other Notes from the Meeting**

Dr. Lassiter will assure that Grant Thornton issues a letter to the Board stating, for the record, that they did not issue an internal controls letter related to this audit.

**Adjournment**

Mr. Ferguson moved and Mrs. Boyle seconded a motion to adjourn the meeting. Motion passed and the meeting was adjourned at 4:06 PM.

Approved:



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Wright L. Lassiter, Jr., Secretary

CONSENT AGENDA NO. 10

Approval of Minutes of the December 16, 2008 Regular Meeting

It is recommended that the Board approve the minutes of the December 16, 2008 Board of Trustees Regular Meeting.

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
DECEMBER 16, 2008**

**Attendees:** Mrs. Kitty Boyle (left at 5:16 PM), Ms. Charletta Compton, Mr. Bob Ferguson, Ms. Diana Flores (Board Vice Chair), Mrs. Martha Sanchez Metzger, Mr. Jerry Prater (Board Chair) and Mr. JL Sonny Williams

**Absent:** None

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

Board Chair Jerry Prater convened the meeting at 4:16 PM. Dr. Wright Lassiter certified to the posting of the meeting notice.

**CERTIFICATION OF POSTING OF NOTICE DECEMBER 16, 2008  
REGULAR MEETING OF THE DALLAS COUNTY COMMUNITY  
COLLEGE DISTRICT AND RICHLAND COLLEGIATE HIGH SCHOOL  
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 12<sup>th</sup> day of December, 2008, in a place convenient to the public in the R.L. Thornton, Jr. Administration Building, and a copy of this notice was provided on the 12<sup>th</sup> day of December, 2008, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the Frank Crowley Courts Building, all as required by the Texas Government Code, §551.054.



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

### **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. Kay Eggleston 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. Charletta Compton moved and Ms. Diana Flores seconded a motion to approve all bids, except bid #8, in the Consideration of Bids section of the agenda. Motion passed. (See December 16, 2008, Board Meeting, Consideration of Bids, Agenda Items #1-11, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

Ms. Flores moved and Mrs. Martha Sanchez Metzger seconded a motion to approve bid #8 in the Consideration of Bids section of the agenda. Motion passed. (See December 16, 2008, Board Meeting, Consideration of Bids, Agenda Item #8, which is made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

### **Consent Agenda**

Ms. Flores moved and Mrs. Boyle seconded a motion to approve recommendations #12-40 in the Consent Agenda. Motion passed. (See December 16, 2008, Board Meeting, Agenda Items #12-40, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

### **Individual Items**

Ms. Flores moved and Ms. Charletta Compton seconded a motion to approve recommendations #41-44, in the Individual Items section of the agenda. Motion passed. (See December 16, 2008, Board Meeting, Agenda Items #41-44, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes.)

### **Informative Reports**

Chancellor Wright Lassiter reviewed the Informative Report, Agenda Items #45 and #46. Executive Vice Chancellor Ed DesPlas reviewed the Informative Report, Agenda Items #47-50. (See December 16, 2008, Board Meeting, Agenda Items #45-50, 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 an inventory of vehicles assigned to physical plant and security departments; arrange for each college to host an open house for the community after all new construction is completed; provide information about how many DCCCD colleges are HSI eligible, how many have applied for funding, and how many that are eligible have not applied for funding.

He will also have Legal Counsel look into legality of items brought up for discussion during the Questions/Comments portion of the agenda.

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

There were no citizens desiring to appear before the Board.

### **Executive Session**

The Board went into executive session at 5:16 PM as authorized under §551.074 of the Texas Government Code to deliberate on personnel matters, including commencement of annual evaluation of the chancellor, election of Board officers, and any prospective employee who is noted in Employment of Contractual Personnel.

Board Chair Jerry Prater concluded the Executive Session on December 16, 2008 at approximately 6:15 PM.

At approximately 6:15 PM, the Board re-convened in its regular meeting.

### **Adjournment**

Board Chair Jerry Prater adjourned the meeting at 6:15 PM.

Approved:

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

Wright L. Lassiter Jr., Secretary

## POLICY REPORT NO. 11

### Approval of Resolution to Add a Site for the Richland Collegiate High School of Mathematics, Science, and Engineering

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

Effective Date: January 6, 2009

#### Background

The current charter for the RCHS authorizes a school focused on mathematics, science, and engineering. To expand opportunities for high school students who want to study and pursue careers in the visual, performing, and digital arts, the charter must be amended to create a separate high school to be known as the Richland Collegiate High School for Visual, Performing, and Digital Arts.

The new high school would open in August 2010 with a maximum of 150 students entering the 11<sup>th</sup> grade. In 2011-2012 and subsequent years, the total maximum enrollment would expand to 300 students to accommodate these 150 students as they become seniors.

The Texas Education Agency requires a resolution approving a new school be attached to the request to amend the charter. TEA requires every Board member who votes for the resolution to sign it.

Start-up funds for the new school will be provided from the Richland College and RCHS fund balances as needed. Revenues from state funding will allow the new school to become self-supporting within one year of operation and repay any advances from fund balances within three years.

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

BUILDING & GROUNDS REPORT NO. 12

Approval of Amendment to Agreement with SHW Group, LLP

It is recommended that authorization be given to approve an amendment to the agreement with SHW Group, LLP in an amount not to exceed \$79,500 for additional services for Brookhaven College.

Original Agreement	\$541,118
Previous Amendments	\$0
Amendment	\$79,500
Revised Agreement	\$620,618

Background

The Board approved the original contract with SHW Group, LLP on May 01, 2007 in the amount of \$541,118 for professional architectural and design services for the workforce and continuing education building for Brookhaven College. With escalating construction costs experienced during the design of the building, it was determined that the quality and configuration desired for the facility could not be achieved with the existing construction budget of \$5,500,000. Brookhaven College had the option to have the architect continue to reduce the building size and quality to meet with construction costs. Instead, the college elected to use existing project contingency to increase the construction budget to \$6,300,000 and add approximately 2,791 square feet to the design.

With the project budget increased at the owner's option the architect was entitled to additional fees based on that increase. In addition, the City of Farmers Branch required an upgrade to the water retention system. This upgrade added additional fees for revised documentation to the City for their review and approval. The amount for these additional services in total was \$79,500.

Board Approved	VCBA Approved	Change Order No.	Amount	Revised Contract
05/01/07			\$541,118	
Pending		1	\$79,500	\$620,618

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 \$620,618, which is \$79,500 (6.80%) over the original contract amount. This project is financed by General Obligation Bond Series 2004. Funds are budgeted in architects & engineers

account #27211 in division #40-02-970207.

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

## CURRICULUM REPORT NO. 13

### Approval of Recommendation to Add Texas Education Agency Public Information Management System (PEIMS) Innovative Course Numbers to the Richland Collegiate High School Course Offerings

It is recommended that the addition of the following innovative course numbers be approved by the Richland Collegiate High School Board of Trustees (see attached listing).

#### Background

Richland Collegiate High School (RCHS) students are requesting enrollment in college level classes that require additional innovative PEIMS course numbers in order to code the courses accurately on the high school transcript. Richland Collegiate High School staff members have worked with the Regional Education Service Center to identify the appropriate innovative course numbers.

The Texas Education Agency requires that the use of additional innovative course numbers be approved by the Board of Trustees.

Submitted by Dr. Stephen Mittelstet, president, Richland College and superintendent, Richland Collegiate High School of Mathematics, Science, and Engineering

<b>COURSE NAME</b>	<b>SHORT NAME</b>	<b>PEIMS #</b>	<b>HIGH SCHOOL CREDIT</b>
Three Dimensional Calculus	3D CALC	N1110005	1
Advanced College Preparatory Skills	ACPS	N1290311	0.5
Academic Skills	AS	N1280036	1
Botany	BOTANY	N1120007	0.5
Botany	BOTZOO	N1120014	1
Changing Lives	CHANLIV	N1290034	1
Chemistry with Engineering Applications	CHMENG	N1120029	1
Composition	COMPOSIT	N1170095	0.5
Community Service I	COMSERV1	N1130007	0.5
Community Service II	COMSERV2	N1130008	0.5
Community Service Problem Solving	CSPS	N1290316	1
Database Fundamentals	DATAFUND	N1205011	0.5 - 2
Database Programming	DATAPROG	N1205012	0.5 - 2
Differential Equations	DIFF EQS	N1110009	1
Digital Videography	DIGVIDEO	N1170102	1
Financial Planning	FINPLAN	N1205002	0.5
Genetics	GENETICS	N1120026	1
Gifted & Talented Interdisciplinary Studies/Mentor Seminar	GTISM	N1290309	1
Human Genetics	HUMGEN	N1120028	0.5
Introduction to Computer Aided Drafting	ICAD	N1234101	0.5 - 1
Introduction to Stellar Astronomy	INTSTAS	N1120019	0.5 - 1
Methodology of Academic & Personal Success	MAPS	N1130021	0.5 - 1
A Model United Nations Simulation	MODELUN	N1130011	0.5 - 1
Molecular Genetics	MOLGEN	N1120009	1
Microsoft Office Specialist I	MOS1	N1295030	0.5 - 1
Microsoft Office Specialist II	MOS2	N1295031	0.5 - 1
Multivariable Calculus	MTL CALC	N1110008	1
Organic Chemistry	ORGCHE	N1120027	1
Problem Solving	PRBSLV	N1130015	0.5
Robotics I	ROBI	N1234102	1-2
Robotics II	ROBII	N1234103	1-2
Space Based Astronomy	SPACEBA	N1120015	0.5 - 1
Supportive Peer Relationships	SPPRS	N1290207	0.5 - 1
Supportive Peer Relationships II	SPPRS II	N1290208	0.5 - 1
Service Learning I	SRVLRNG	N1290032	1
Topics in Advanced Algebra	TPCAA	N1110012	1
Video Game Design	VGD	N1251239	1

FINANCIAL REPORT NO. 14

Approval of Expenditures for November 2008

It is recommended that expenditures of \$33,678,426 for November 2008 be approved. A year to date summary of expenditures is included in the budget report. Detailed expenditure information is available in the business affairs office at the District Service Center.

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

## FINANCIAL REPORT NO. 15

### Presentation of Budget Report for November 2008

The budget report for November 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 “13<sup>th</sup> month accounting.” The budget report for month ending August 31 should be viewed differently compared to the other monthly reports because the activities of 13<sup>th</sup> month accounting and closing the books begin immediately and culminate with publication of the audited annual financial statements in December. The Board’s Audit Committee reviews the audited financial statements, in concert with the independent auditor, before they are presented to the Board of Trustees.

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

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

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

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

**REVENUES & ADDITIONS**

Year-to-Date November 30, 2008  
25.0% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
<b>UNRESTRICTED FUND</b>						
State Appropriations	\$ 89,473,204	\$ 34,037,882	\$ 55,435,322	38.0%	32.3-35.6%	(1)
Tuition	67,337,461	36,171,307	31,166,154	53.7%	46.9-55.7%	
Taxes for Current Operations	126,851,795	4,418,494	122,433,301	3.5%	3.8-5.2%	(2)
Federal Grants & Contracts	844,062	261,457	582,605	31.0%	9.2-46.5%	
State Grants & Contracts	148,520	-	148,520	0.0%	n/a	
General Sources:						
Investment Income	6,625,000	1,397,373	5,227,627	21.1%	21.9-29.50%	(3)
General Revenue	2,291,414	771,409	1,520,005	33.7%	n/a	
Subtotal General Sources	8,916,414	2,168,782	6,747,632	24.3%	23.1-30.6%	
<b>SUBTOTAL UNRESTRICTED</b>	<b>293,571,456</b>	<b>77,057,922</b>	<b>216,513,534</b>	<b>26.2%</b>	<b>n/a</b>	
Use of Fund Balance & Transfers-in	24,107,909	-	24,107,909	0.0%	n/a	
<b>TOTAL UNRESTRICTED</b>	<b>317,679,365</b>	<b>77,057,922</b>	<b>240,621,443</b>	<b>24.3%</b>	<b>21.9-27.8%</b>	
<b>AUXILIARY FUND</b>						
Sales & Services	6,694,212	1,142,528	5,551,684	17.1%	14.1-24.2%	
Investment Income	294,664	64,551	230,113	21.9%	13.5-38.2%	
Transfers-in	5,048,797	5,048,797	-	100.0%	n/a	(4)
Use of Fund Balance	-	-	-	0.0%	n/a	
<b>TOTAL AUXILIARY</b>	<b>12,037,673</b>	<b>6,255,876</b>	<b>5,781,797</b>	<b>52.0%</b>	<b>18.6-55.6%</b>	
<b>RESTRICTED FUND</b>						
State Appropriations:						
Insurance & Retirement Match	23,758,341	2,384,724	21,373,617	10.0%	n/a	
SBDC State Match	1,551,288	404,057	1,147,231	26.0%	n/a	
Subtotal State Appropriations	25,309,629	2,788,781	22,520,848	11.0%	n/a	
Grants, Contracts & Scholarships:						
Federal	52,219,278	8,520,099	43,699,179	16.3%	n/a	
State	4,425,594	1,128,235	3,297,359	25.5%	n/a	
Local	5,911,446	59,412	5,852,034	1.0%	n/a	
Transfers-in	700,335	-	700,335	0.0%	n/a	
Subtotal Grants, Contracts & Scholarships	63,256,653	9,707,746	53,548,907	15.3%	n/a	
Richland Collegiate High School	-	-	-	n/a	n/a	
<b>TOTAL RESTRICTED</b>	<b>88,566,282</b>	<b>12,496,527</b>	<b>76,069,755</b>	<b>14.1%</b>	<b>n/a</b>	
<b>RICHLAND COLLEGIATE HIGH SCHOOL</b>						
State Funding	2,079,322	366,734	1,712,588	17.6%	n/a	
Investment Income	19,530	5,370	14,160	27.5%	n/a	
<b>TOTAL COLLEGIATE HIGH SCHOOL</b>	<b>2,098,852</b>	<b>372,104</b>	<b>1,726,748</b>	<b>17.7%</b>	<b>n/a</b>	
<b>TOTAL REVENUES &amp; ADDITIONS</b>	<b>\$ 420,382,172</b>	<b>\$ 96,182,429</b>	<b>\$ 324,199,743</b>	<b>22.9%</b>	<b>n/a</b>	

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

Year-to-Date November 30, 2008  
25.0% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
<b>UNRESTRICTED FUND</b>						
Instruction	\$ 119,685,646	\$ 36,058,627	\$ 83,627,019	30.1%	26.7-29.0%	(5)
Public Service	5,797,545	1,668,365	4,129,180	28.8%	19.8-28.2%	(6)
Academic Support	16,781,506	5,020,862	11,760,644	29.9%	23.5-30.9%	
Student Services	26,299,182	6,711,797	19,587,385	25.5%	24.1-25.6%	
Institutional Support	54,943,269	17,577,096	37,366,173	32.0%	23.0-29.6%	(7)
Staff Benefits	10,310,363	6,313,282	3,997,081	61.2%	18.2-23.2%	(8)
Operations & Maintenance of Plant	28,931,326	11,770,601	17,160,725	40.7%	23.3-40.9%	
Repairs & Rehabilitation	24,234,688	2,424,249	21,810,439	10.0%	5.6-39.3%	
Special Items:						
Reserve - Campus	2,518,022	-	2,518,022	n/a	n/a	
Reserve - Compensation	9,235,525	-	9,235,525	n/a	n/a	
Reserve - State Funding Reduction	-	-	-	n/a	n/a	
Reserve - Operating	6,186,883	-	6,186,883	n/a	n/a	
Reserve - New Campuses	-	-	-	n/a	n/a	
Reserve - New Buildings	500,000	-	500,000	n/a	n/a	
Reserve - Non-operating	1,960,223	-	1,960,223	n/a	n/a	
<b>TOTAL UNRESTRICTED</b>	<b>307,384,178</b>	<b>87,544,879</b>	<b>219,839,299</b>	<b>28.5%</b>	<b>25.0-29.1%</b>	
<b>AUXILIARY FUND</b>						
Student Activities	6,538,578	1,834,732	4,703,846	28.1%	22.9-31.7%	
Sales & Services	4,458,205	1,191,333	3,266,872	26.7%	21.4-42.9%	
Reserve - Campus	744,868	-	744,868	n/a	n/a	
Reserve - District	206,009	-	206,009	n/a	n/a	
Transfers-out	90,013	52,311	37,702	58.1%	0-93.5%	
<b>TOTAL AUXILIARY</b>	<b>12,037,673</b>	<b>3,078,376</b>	<b>8,959,297</b>	<b>25.6%</b>	<b>15.6-45.1%</b>	
<b>RESTRICTED FUND</b>						
State Appropriations	23,758,341	2,384,724	21,373,617	10.0%	4.0-40.5%	
Grants & Contracts	25,489,134	5,588,902	19,900,232	21.9%	n/a	
Scholarships	39,318,807	4,522,901	34,795,906	11.5%	n/a	
Subtotal Grants, Contracts & Scholarships	88,566,282	12,496,527	76,069,755	14.1%	n/a	
Richland Collegiate High School	-	-	-	n/a	n/a	
<b>TOTAL RESTRICTED</b>	<b>88,566,282</b>	<b>12,496,527</b>	<b>76,069,755</b>	<b>14.1%</b>	<b>n/a</b>	
<b>RICHLAND COLLEGIATE H.S.</b>						
Expenditures	2,098,852	287,206	1,811,646	13.7%	n/a	
<b>TOTAL COLLEGIATE HIGH SCHOOL</b>	<b>2,098,852</b>	<b>287,206</b>	<b>1,811,646</b>	<b>13.7%</b>	<b>n/a</b>	
<b>SUBTOTAL EXPENDITURES &amp; USES</b>	<b>410,086,985</b>	<b>103,406,988</b>	<b>306,679,997</b>	<b>25.2%</b>	<b>n/a</b>	
<b>TRANSFERS &amp; DEDUCTIONS:</b>						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,141,649	943,875	1,197,774	44.1%	36.3-49.1%	
LoanStar Loan to Debt Service Fund	52,071	52,071	-	100.0%	n/a	(9)
Institutional Matching-Contracts/Grants	28,000	73,027	(45,027)	260.8%	7.1-73.9%	
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	5,048,797	5,048,797	-	100.0%	n/a	(10)
Unexpended Plant Fund	-	-	-	n/a	n/a	
Debt Service Fund	3,024,670	756,167	2,268,503	25.0%	n/a	
<b>TOTAL TRANSFERS &amp; DEDUCTIONS</b>	<b>10,295,187</b>	<b>6,873,937</b>	<b>3,421,250</b>	<b>66.8%</b>	<b>n/a</b>	
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 420,382,172</b>	<b>\$ 110,280,925</b>	<b>\$ 310,101,247</b>	<b>26.2%</b>	<b>n/a</b>	

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

**EXPENDITURES & USES BY ACCOUNT CLASSIFICATION**

Year-to-Date November 30, 2008  
25.0% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget
<b>UNRESTRICTED FUND</b>				
Salaries & Wages	\$ 192,635,672	\$ 53,204,655	\$ 139,431,017	27.6%
Staff Benefits	10,310,363	6,313,282	3,997,081	61.2%
Purchased Services	12,178,288	4,515,098	7,663,190	37.1%
Operating Expenses	76,588,362	19,615,433	56,972,929	25.6%
Supplies & Materials	7,043,156	4,531,019	2,512,137	64.3%
Minor Equipment	906,764	1,331,847	(425,083)	146.9%
Capital Outlay	4,756,013	1,808,730	2,947,283	38.0%
Charges	(17,435,093)	(3,775,185)	(13,659,908)	21.7%
<b>SUBTOTAL UNRESTRICTED</b>	<b>286,983,525</b>	<b>87,544,879</b>	<b>199,438,646</b>	<b>30.5%</b>
Reserve - Campus	2,518,022	-	2,518,022	n/a
Reserve - Compensation	9,235,525	-	9,235,525	n/a
Reserve - State Funding Reduction	-	-	-	n/a
Reserve - Operating	6,186,883	-	6,186,883	n/a
Reserve - New Campuses	-	-	-	n/a
Reserve - New Buildings	500,000	-	500,000	n/a
Reserve - Non-operating	1,960,223	-	1,960,223	n/a
Transfers & Deductions:				
Mandatory Transfers:				
Tuition to Debt Service Fund	2,141,649	943,875	1,197,774	44.1%
LoanStar Loan to Debt Service Fund	52,071	52,071	-	100.0%
Institutional Matching - Contracts/Grants	28,000	73,027	(45,027)	260.8%
Non-Mandatory Transfers & Deductions:				
Auxiliary Fund	5,048,797	5,048,797	-	100.0%
Unexpended Plant Fund	-	-	-	n/a
Debt Service Fund	3,024,670	756,167	2,268,503	25.0%
<b>TOTAL UNRESTRICTED</b>	<b>317,679,365</b>	<b>94,418,816</b>	<b>223,260,549</b>	<b>29.7%</b>
<b>AUXILIARY FUND</b>	<b>12,037,673</b>	<b>3,078,376</b>	<b>8,959,297</b>	<b>25.6%</b>
<b>RESTRICTED FUND</b>	<b>88,566,282</b>	<b>12,496,527</b>	<b>76,069,755</b>	<b>14.1%</b>
<b>RICHLAND COLLEGIATE HIGH SCHOOL</b>	<b>2,098,852</b>	<b>287,206</b>	<b>1,811,646</b>	<b>13.7%</b>
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 420,382,172</b>	<b>\$ 110,280,925</b>	<b>\$ 310,101,247</b>	<b>26.2%</b>

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

**REVENUES & ADDITIONS**

Year-to-Date -25.0% of Fiscal Year Elapsed

	November 30, 2008			November 30, 2007		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
<b>UNRESTRICTED FUND</b>						
State Appropriations	\$ 89,473,204	\$ 34,037,882	38.0%	\$ 89,473,204	\$ 30,039,204	33.6%
Tuition	67,337,461	36,171,307	53.7%	64,164,856	33,231,495	51.8%
Taxes for Current Operations	126,851,795	4,418,494	3.5%	119,889,500	4,914,342	4.1%
Federal Grants & Contracts	844,062	261,457	31.0%	1,048,090	213,394	20.4%
State Grants & Contracts	148,520	-	0.0%	131,292	93,081	70.9%
General Sources:						
Investment Income	6,625,000	1,397,373	21.1%	6,250,000	1,752,014	28.0%
General Revenue	2,291,414	771,409	33.7%	2,150,649	759,908	35.3%
Subtotal General Sources	8,916,414	2,168,782	24.3%	8,400,649	2,511,922	29.9%
<b>SUBTOTAL UNRESTRICTED</b>	<b>293,571,456</b>	<b>77,057,922</b>	<b>26.2%</b>	<b>283,107,591</b>	<b>71,003,438</b>	<b>25.1%</b>
Use of Fund Balance & Transfers-in	24,107,909	-	0.0%	5,000,000	-	0.0%
<b>TOTAL UNRESTRICTED</b>	<b>317,679,365</b>	<b>77,057,922</b>	<b>24.3%</b>	<b>288,107,591</b>	<b>71,003,438</b>	<b>24.6%</b>
<b>AUXILIARY FUND</b>						
Sales & Services	6,694,212	1,142,528	17.1%	6,104,397	958,458	15.7%
Investment Income	294,664	64,551	21.9%	432,000	83,526	19.3%
Transfers-in	5,048,797	5,048,797	100.0%	4,523,797	4,523,797	100.0%
Use of Fund Balance	-	-	0.0%	-	-	0.0%
<b>TOTAL AUXILIARY</b>	<b>12,037,673</b>	<b>6,255,876</b>	<b>52.0%</b>	<b>11,060,194</b>	<b>5,565,781</b>	<b>50.3%</b>
<b>RESTRICTED FUND</b>						
State Appropriations:						
Insurance & Retirement Match	23,758,341	2,384,724	10.0%	23,258,341	5,935,018	25.5%
SBDC State Match	1,551,288	404,057	26.0%	1,501,733	172,783	11.5%
Subtotal State Appropriations	25,309,629	2,788,781	11.0%	24,760,074	6,107,801	24.7%
Grants, Contracts & Scholarships:						
Federal	52,219,278	8,520,099	16.3%	63,601,103	7,644,242	12.0%
State	4,425,594	1,128,235	25.5%	7,032,507	755,182	10.7%
Local	5,911,446	59,412	1.0%	6,568,181	566,725	8.6%
Transfers-in	700,335	-	0.0%	942,019	33,007	3.5%
Subtotal Grants, Contracts & Scholarships	63,256,653	9,707,746	15.3%	78,143,810	8,999,156	11.5%
Richland Collegiate High School	-	-	n/a	-	-	n/a
<b>TOTAL RESTRICTED</b>	<b>88,566,282</b>	<b>12,496,527</b>	<b>14.1%</b>	<b>102,903,884</b>	<b>15,106,957</b>	<b>14.7%</b>
<b>RICHLAND COLLEGIATE HIGH SCHOOL</b>						
State Funding	2,079,322	366,734	17.6%	1,806,465	356,993	19.8%
Investment Income	19,530	5,370	27.5%	-	-	0.0%
<b>TOTAL COLLEGIATE HIGH SCHOOL</b>	<b>2,098,852</b>	<b>372,104</b>	<b>17.7%</b>	<b>1,806,465</b>	<b>356,993</b>	<b>19.8%</b>
<b>TOTAL REVENUES &amp; ADDITIONS</b>	<b>\$ 420,382,172</b>	<b>\$ 96,182,429</b>	<b>22.9%</b>	<b>\$ 403,878,134</b>	<b>\$ 92,033,169</b>	<b>22.8%</b>

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

**EXPENDITURES & USES BY FUNCTION**

Year-to-Date -25.0% of Fiscal Year Elapsed

	November 30, 2008			November 30, 2007		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
<b>UNRESTRICTED FUND</b>						
Instruction	\$ 119,685,646	\$ 36,058,627	30.1%	\$ 108,595,822	\$ 33,543,135	30.9%
Public Service	5,797,545	1,668,365	28.8%	5,308,955	1,482,948	27.9%
Academic Support	16,781,506	5,020,862	29.9%	23,832,589	4,675,585	19.6%
Student Services	26,299,182	6,711,797	25.5%	24,914,859	6,288,406	25.2%
Institutional Support	54,943,269	17,577,096	32.0%	50,518,036	15,208,748	30.1%
Staff Benefits	10,310,363	6,313,282	61.2%	10,082,226	1,985,964	19.7%
Operations & Maintenance of Plant	28,931,326	11,770,601	40.7%	26,800,503	11,142,410	41.6%
Repairs & Rehabilitation	24,234,688	2,424,249	10.0%	5,992,591	2,222,740	37.1%
Special Items:						
Reserve - Campus	2,518,022	n/a	n/a	1,800,771	-	n/a
Reserve - Compensation	9,235,525	n/a	n/a	13,570,650	-	n/a
Reserve - State Funding Reduction	-	n/a	n/a			n/a
Reserve - Operating	6,186,883	n/a	n/a	4,209,167	-	n/a
Reserve - New Campuses	-	n/a	n/a	500,000	-	n/a
Reserve - New Buildings	500,000	n/a	n/a		-	n/a
Reserve - Non-operating	1,960,223	n/a	n/a	500,000	-	n/a
<b>TOTAL UNRESTRICTED</b>	<b>307,384,178</b>	<b>87,544,879</b>	<b>28.5%</b>	<b>276,626,169</b>	<b>76,549,936</b>	<b>27.7%</b>
<b>AUXILIARY FUND</b>						
Student Activities	6,538,578	1,834,732	28.1%	6,080,844	1,826,878	30.0%
Sales & Services	4,458,205	1,191,333	26.7%	3,929,815	1,417,679	36.1%
Reserve - Campus	744,868	n/a	n/a	567,459	-	n/a
Reserve - District	206,009	n/a	n/a	364,163	-	n/a
Transfers-out	90,013	52,311	58.1%	117,913	41,658	35.3%
<b>TOTAL AUXILIARY</b>	<b>12,037,673</b>	<b>3,078,376</b>	<b>25.6%</b>	<b>11,060,194</b>	<b>3,286,215</b>	<b>29.7%</b>
<b>RESTRICTED FUND</b>						
State Appropriations	23,758,341	2,384,724	10.0%	23,258,341	5,935,018	25.5%
Grants & Contracts	25,489,134	5,588,902	21.9%	33,691,255	5,768,417	17.1%
Scholarships	39,318,807	4,522,901	11.5%	45,954,288	3,403,522	7.4%
Subtotal Grants, Contracts & Scholarships	88,566,282	12,496,527	14.1%	102,903,884	15,106,957	14.7%
Richland Collegiate High School	-	-	n/a	-	-	n/a
<b>TOTAL RESTRICTED</b>	<b>88,566,282</b>	<b>12,496,527</b>	<b>14.1%</b>	<b>102,903,884</b>	<b>15,106,957</b>	<b>14.7%</b>
<b>RICHLAND COLLEGIATE H.S.</b>						
Expenditures	2,098,852	287,206	13.7%	1,806,465	271,418	15.0%
<b>TOTAL COLLEGIATE HIGH SCHOOL</b>	<b>2,098,852</b>	<b>287,206</b>	<b>13.7%</b>	<b>1,806,465</b>	<b>271,418</b>	<b>15.0%</b>
<b>SUBTOTAL EXPENDITURES &amp; USES</b>	<b>410,086,985</b>	<b>103,406,988</b>	<b>25.2%</b>	<b>392,396,712</b>	<b>95,214,526</b>	<b>24.3%</b>
<b>TRANSFERS &amp; DEDUCTIONS:</b>						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,141,649	943,875	44.1%	2,134,765	912,810	42.8%
LoanStar Loan to Debt Service Fund	52,071	52,071	100.0%	208,281	208,281	100.0%
Institutional Matching-Contracts/Grants	28,000	73,027	260.8%	63,000	74,098	117.6%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	5,048,797	5,048,797	100.0%	4,523,797	4,523,797	100.0%
Unexpended Plant Fund	-	-	n/a	1,500,000	-	0.0%
Debt Service Fund	3,024,670	756,167	25.0%	3,051,579	762,895	25.0%
<b>TOTAL TRANSFERS &amp; DEDUCTIONS</b>	<b>10,295,187</b>	<b>6,873,937</b>	<b>66.8%</b>	<b>11,481,422</b>	<b>6,481,881</b>	<b>56.5%</b>
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 420,382,172</b>	<b>\$ 110,280,925</b>	<b>26.2%</b>	<b>\$ 403,878,134</b>	<b>\$ 101,696,407</b>	<b>25.2%</b>

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

**EXPENDITURES & USES BY ACCOUNT CLASSIFICATION**

Year-to-Date -25.0% of Fiscal Year Elapsed

	November 30, 2008			November 30, 2007		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
<b>UNRESTRICTED FUND</b>						
Salaries & Wages	\$ 192,635,672	\$ 53,204,655	27.6%	\$ 182,886,575	\$ 49,733,459	27.2%
Staff Benefits	10,310,363	6,313,282	61.2%	10,082,226	1,985,964	19.7%
Purchased Services	12,178,288	4,515,098	37.1%	11,236,628	3,760,030	33.5%
Operating Expenses	76,588,362	19,615,433	25.6%	53,853,262	17,556,948	32.6%
Supplies & Materials	7,043,156	4,531,019	64.3%	7,037,187	3,811,419	54.2%
Minor Equipment	906,764	1,331,847	146.9%	976,300	1,214,457	124.4%
Capital Outlay	4,756,013	1,808,730	38.0%	4,774,084	1,654,120	34.6%
Charges	(17,435,093)	(3,775,185)	21.7%	(14,800,681)	(3,166,461)	21.4%
<b>SUBTOTAL UNRESTRICTED</b>	<b>286,983,525</b>	<b>87,544,879</b>	<b>30.5%</b>	<b>256,045,581</b>	<b>76,549,936</b>	<b>29.9%</b>
Reserve - Campus	2,518,022	n/a	n/a	1,800,771	0.0%	n/a
Reserve - Compensation	9,235,525	n/a	n/a	13,570,650	0.0%	n/a
Reserve - State Funding Reduction	-	n/a	n/a			n/a
Reserve - Operating	6,186,883	n/a	n/a	4,209,167	0.0%	n/a
Reserve - New Campuses	-	n/a	n/a	500,000	0.0%	n/a
Reserve - New Buildings	500,000	n/a	n/a			n/a
Reserve - Non-operating	1,960,223	n/a	n/a	500,000	0.0%	n/a
Transfers & Deductions:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,141,649	943,875	44.1%	2,134,765	912,810	42.8%
LoanStar Loan to Debt Service Fund	52,071	52,071	100.0%	208,281	208,281	100.0%
Institutional Matching - Contracts/Grants	28,000	73,027	260.8%	63,000	74,098	117.6%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	5,048,797	5,048,797	100.0%	4,523,797	4,523,797	100.0%
Unexpended Plant Fund	-	-	n/a	1,500,000	-	0.0%
Debt Service Fund	3,024,670	756,167	25.0%	3,051,579	762,895	25.0%
<b>TOTAL UNRESTRICTED</b>	<b>317,679,365</b>	<b>94,418,816</b>	<b>29.7%</b>	<b>288,107,591</b>	<b>83,031,817</b>	<b>28.8%</b>
<b>AUXILIARY FUND</b>	<b>12,037,673</b>	<b>3,078,376</b>	<b>25.6%</b>	<b>11,060,194</b>	<b>3,286,215</b>	<b>29.7%</b>
<b>RESTRICTED FUND</b>	<b>88,566,282</b>	<b>12,496,527</b>	<b>14.1%</b>	<b>102,903,884</b>	<b>15,106,957</b>	<b>14.7%</b>
<b>RICHLAND COLLEGIATE HIGH SCHOOL</b>	<b>2,098,852</b>	<b>287,206</b>	<b>13.7%</b>	<b>1,806,465</b>	<b>271,418</b>	<b>15.0%</b>
<b>TOTAL EXPENDITURES &amp; USES</b>	<b>\$ 420,382,172</b>	<b>\$ 110,280,925</b>	<b>26.2%</b>	<b>\$ 403,878,134</b>	<b>\$ 101,696,407</b>	<b>25.2%</b>

## NOTES

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

- (1) & (8) *Actual State Appropriations* and *Staff Benefits* reflect a higher than normal percent of budget due to a change in the State’s funding method to provide cash flow for state insurance benefits until the Legislature can re-establish the vetoed funding in January. State health insurance is currently being paid in local staff benefits using advanced cash flow.
- (2) *Actual Taxes for Current Operations* reflects a slightly lower than normal percent of budget due to timing difference in reporting taxes due to a conversion of a new system at the Tax Assessor Collector’s office.
- (3) *Actual Interest Income* reflects a slightly lower than normal percent of budget due to changes in current market conditions. An adjustment was made to this budget for Fall revision to reflect the declining interest rate environment.
- (4) *Actual Transfers-in* reflects a transfer of unrestricted funds to support Student Activities.
- (5) – (7) *Actual Instruction, Public Service, and Institutional Support* reflect board approved salary adjustments and encumbrances not yet budgeted. During the Fall budget revision, these items were reallocated to functional areas.
- (9) *Actual LoanStar Loan to Debt Service Fund* reflects the final payment of the debt service note.
- (10) *Actual Non-Mandatory Transfers* to the Auxiliary Fund reflects a transfer in support of Student Activity. Additional transfers will not be required this fiscal year.

FINANCIAL REPORT NO. 16

Notice of Grant Awards

Grant Awards Reported in January 2009

*Source:* Texas Education Agency – Safe and Drug-Free Schools Program  
*Beneficiary:* Richland College (Richland Collegiate High School)  
*Amount:* \$591  
*Term:* August 29, 2008 – June 30, 2009  
*Purpose:* To support comprehensive drug use prevention and violence prevention programs at the college.

*Source:* Texas Education Agency – Teacher and Principal Training Program  
*Beneficiary:* Richland College (Richland Collegiate High School)  
*Amount:* \$9,465  
*Term:* August 29, 2008 – June 30, 2009  
*Purpose:* 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.

*Source:* Texas Education Agency – IDEA-B Formula Program  
*Beneficiary:* Richland College  
*Amount:* \$27,012  
*Term:* September 2, 2008 – June 30, 2009  
*Purpose:* To support special education programs at Richland Collegiate High School.

*Source:* Texas Higher Education Coordinating Board  
*Beneficiary:* Eastfield College (College Readiness Special Advisors Program)  
*Amount:* \$15,000 award increase, new award total \$30,000  
*Term:* September 1, 2008 – August 31, 2010  
*Purpose:* To develop programs which support the participation and success goals in the state’s master plan for higher education.

*Source:* Texas Higher Education Coordinating Board  
*Beneficiary:* DCCCD colleges – Collegiate G- Force Work Study Program

<i>Amount:</i>	Eastfield College	\$40,000
	Mountain View College	\$40,000

*Term:* September 1, 2008– August 31, 2009  
*Purpose:* To provide academic mentors for high school students for supporting the College For Texans Initiatives.

*Source:* The University of Tulsa, through a grant from National Science Foundation  
*Beneficiary:* Richland College - Subgrantee

*Amount:* \$18,000  
*Term:* September 1, 2008 – August 31, 2009  
*Purpose:* To provide cyber security training through the Cyber Security Education Consortium. Students taking courses at Richland College in Forensics will have a seamless transition to 4-year universities to earn their undergraduate or even to continue on to a graduate level in Computer Science focusing on Information Assurance and Forensics.

Grant Awards Reported in Fiscal Year 2008-09	
September 2008	\$ 915,899
October 2008	7,375,409
November 2008	4,876,915
December 2008	3,267,298
January 2009	150,068
February 2009	
March 2009	
April 2009	
May 2009	
June 2009	
July 2009	
August 2009 <sup>1</sup>	
<b>Total To Date</b>	<b>16,585,589</b>

Grant Awards Reported in Fiscal Years 2001-02 through 2007-08							
Type	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
Competitive	\$11,917,647	\$20,264,070	\$18,750,094	\$22,137,173	\$17,679,698	\$17,168,910	\$21,334,592
Pell Grants <sup>1</sup>	19,658,023	26,199,861	29,899,662	31,449,815	31,467,783	29,413,886	30,189,339
<b>Total</b>	<b>\$31,575,670</b>	<b>\$46,463,931</b>	<b>\$48,649,756</b>	<b>\$53,586,988</b>	<b>\$49,147,481</b>	<b>\$46,582,796</b>	<b>\$51,523,931</b>

<sup>1</sup> The annual notice of Pell grants almost always appears in the August report. Pell grants are not awarded based on competitive applications; they are a component of Title IV student financial aid.

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

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

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

## FINANCIAL REPORT NO. 17

### Approval of Broker/Dealers

It is recommended that the Board of Trustees approve the attached list of broker/dealers, as provided by Board Policy CAK (LEGAL), which states: *The Board or a designated investment committee, shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the College District.*

### Background

After reviewing the investment needs of the District for fiscal year 2008-09, the staff recommends the attached list of broker/dealers and investment pools. Proposals for broker/dealers were received from thirteen broker/dealers, two of which were not qualified to handle the type of transactions required by the District. In addition a new investment pool has been added which is competitive in the current interest rate environment.

This list replaces the list recommended by the Audit Committee at its September 16, 2008 meeting and approved by the Board in October 2008.

The new list of broker/dealers being recommended includes three investment pools and eleven broker/dealers, two of which are MWBE firms. Seven of the broker/dealer firms were also on the previous list, but two of them were operating under different names.

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

## LIST OF QUALIFIED BROKERS/DEALERS

### INVESTMENT POOLS RECOMMENDED

The investment pools listed in this report, TexPool, Lone Star and TexSTAR, were organized in accordance with The Interlocal Cooperation Act and the Public Funds Investment Act, (Chapters 791 and 2256) of the Texas Government Code. These two acts provide for the creation of public funds investment pools and permit eligible governmental entities to jointly invest their funds in authorized investments.

**TexPool:** Texas Local Government Investment Pool ("TexPool") was organized in 1989 with the State Comptroller of Public Accounts providing oversight. Federated Investors manages the daily operations of the pool under a contract with the Comptroller with assets kept in a separate custodial account at State Street Bank. As of October 2008, TexPool has 2,139 participants and a total invested balance of \$16.8 billion. Of that amount, 36.32% is invested in Repurchase Agreements, and 63.70% in Agency Notes. TexPool's weighted average maturity is 48 days; Standard & Poor's current rating is AAAM.<sup>1</sup>

**TexSTAR:** TexSTAR was created in April 2002 through a contract among its participating governing units. The pool is governed by a board of directors to provide for the joint investment of participants' public funds under their control. TexSTAR is administered by JP Morgan Chase and First Southwest Asset Management, Inc. TexSTAR is organized in full compliance with the Texas Public Funds Investment Act. As of October, 2008, TexSTAR has 659 participants and a total invested balance of more than \$4.6 billion. Of that amount, 36.51% is invested in Repurchase Agreements, and 63.49% in Agency Notes. TexSTAR's weighted average maturity is 39 days; Standard & Poor's current rating is AAAM.<sup>2</sup>

**Lone Star:** Lone Star Investment Pool was organized under the laws of Texas primarily to service public school investment needs. They have entered into an agreement with the Texas Association of School Boards (TASB) for advisory services and with First Public, LLC to provide fund management of the pool. As of October, 2008, Lone Star has 868 participants and a total invested balance of more than \$3.6 billion. The break-down of investment types includes: 24% is invested in Repurchase Agreements, and 52% in Agency Notes. Lone Star's weighted average maturity is 54 days; Each Lone Star fund has earned Standard & Poor's highest rating – AAAs/S1+ - which meets the standards set by the Public Funds Investment Act<sup>3</sup>.

<sup>1</sup> Source: October 2008 TexPool Newsletter

<sup>2</sup> Source: October 2008 TexSTAR Newsletter

<sup>2</sup> Source: October 2008 Lone Star Performance Report

## **BROKERS/DEALERS**

Annually the District performs due diligence on the brokers/dealers that are approved to do business with the District. This is accomplished by researching the record of actions taken by individuals and filed with the Security Industry and Financial Markets Association (SIFMA). Each of the following brokers/dealers has been reviewed. None have actions that involve any criminal activity. The actions listed are various lawsuits and arbitration actions taken by the SEC that are not material in effect.

All brokers/dealers are registered with the Security and Exchange Commission (SEC) and all are members of SIFMA. Primary brokers/dealers may perform treasury and federal agency notes transactions and repurchase transactions with the District. Secondary brokers/dealers may perform only treasury and federal agency notes transactions for the District.

### **Primary Dealers**

**Banc of America Securities LLC:** This firm is a subsidiary of Bank of America Corporation (NYSE:BAC), one of the world's leading financial services companies. The company's Global Capital Markets and Investment Banking (GCIB) provide investment banking, equity and debt capital raising, research, trading, risk management, treasury management and financial advisory services. Through offices in 35 countries, GCIB serves domestic and international corporations, institutional investors, financial institutions and government entities.

**Deutsche Bank Alex Brown Securities Inc.:** The firm is part of the Corporate and Investment Bank unit of German colossus Deutsche Bank. Deutsche Bank is one of the world's leading international financial service providers. With roughly 65,435 employees, the bank serves customers in 73 countries worldwide. More than half of the bank's staff work outside Germany. The bank offers corporate and institutional clients the full product assortment of an international corporate and investment bank. The firm's investment banking activities focus on health care, media, telecommunications, real estate, and technology industries.

**Barclay Capital:** The firm offers investment and merchant banking services, as well as underwriting, equities and fixed income products (bonds and other debt), asset management, institutional sales, and private client services. The firm's alliance with Fidelity Investments gives Fidelity's brokerage clients access to Barclay's investment products. Barclay Capital acquired Lehman Brothers Brokers in an historic buyout of the long-term investment banking fixture on Wall Street.

**Cantor Fitzgerald L. P.:** This is a global financial services firm with leading

position in the institutional equity and fixed income markets. Founded in 1945 and headquartered in New York City, Cantor Fitzgerald has trading desks in all major worldwide financial centers, 30 worldwide offices and a 2,500 person global workforce. Cantor Fitzgerald first commenced operations as a world-class voice brokerage service for Wall Street's fixed income inter-dealer community. Cantor is a recognized leader in the specialized areas of equity and fixed income capital markets, offering an array of products and services to more than 5,000 institutional clients around the world. Presently, Cantor operates trading desks in every major financial center in the world, with offices in 36 locations around the world and a team of approximately 1,400 employees.

**JP Morgan Securities, Inc.** is an industry leader in providing clearing, custody, operations, and technology including order execution capabilities to broker/dealers worldwide. JP Morgan Securities provides access to J.P. Morgan's resources, tools and products. Their platform supports diverse business types: institutional / capital markets, trading, wealth management, prime brokerage, fixed income and international firms. JP Morgan Securities is registered with the SEC and 11 Self-regulatory organizations. Their headquarters office is in New York City.

### *Secondary Dealers*

**Wells Fargo Brokerage Services, LLC** is a national financial services firm with an experienced team of brokers, traders and sales assistants who are affiliated with Wells Fargo Institutional Securities, LLC. They are members of FINRA and SIPC. They provide a full-service approach with support in sales of treasuries, agency securities, and other money market securities.

**UBS Financial Services, Inc.** is one of the world's leading financial firms, serving an international client base. UBS is a leading global wealth manager, a leading global investment banker and securities firm. It is one of the largest global asset managers. In Switzerland, UBS is the market leader in retail and commercial banking.

**Cabrera Capital Markets LLC** is a full service broker-dealer headquartered in the heart of Chicago's financial district and with offices throughout the country. Cabrera is a member of the Financial Industry Regulatory Authority ([FINRA](#)), the Municipal Securities Rulemaking Board (MSRB), the Chicago Stock Exchange (CHX) and the Securities Investor Protection Corporation (SIPC). Cabrera Capital Markets is also a certified Minority Business Enterprise (MBE).

**Coastal Securities L.P.:** Headquartered in Houston, Texas, Coastal Securities L.P. was founded in 1991 as a broker-dealer of fixed income securities. Coastal Securities L.P. serves as either an underwriter or financial advisor to a variety of public entities. In June 1996, Coastal Securities L.P. acquired another Houston-based securities firm,

confirming Coastal's commitment to the fixed income market.

**Muriel Siebert & Co., Inc.:** Siebert was one of the first stock brokerage firms in the U.S. to adopt a discounted commission schedule on May 1, 1975, when discounting was first permitted. Siebert conducts its municipal investment banking activities through Siebert, Brandford, Shank & Co., LLC, a separate M/WBE certified affiliate specializing in municipal and financial advisory services. Siebert is based in New York City and recently purchased the retail brokerage accounts of William O'Neill & Co., the Los Angeles-based institutional equities and financial data firm which is the parent company of Investors Business Daily. Siebert has a large well-established retail account base, over 100 employees, and revenues greater than \$25 million a year.

**RBC Capital Markets:** This is a wholly owned subsidiary of Royal Bank of Canada. The company's broker-dealer, RBC Dain Rauscher Inc., serves individual investors and small business owners through offices across the United States, and capital markets and correspondent clients in select U.S. and international markets. In March 2002, RBC Dain Rauscher merged with Tucker Anthony Sutro to form the nation's ninth largest full-service securities firm.

## FINANCIAL REPORT NO. 18

### Approval of Agreement with Higher One, Inc.

It is recommended that authorization be given to approve an agreement with Higher One, Inc. in an amount not to exceed \$81,000 for the initial term of January 6, 2009 through April 15, 2012, to provide services to process student financial disbursements for refunds and financial aid district-wide. The agreement is automatically renewable for five additional one-year periods.

### Background

Higher One, Inc. processes student financial disbursements for colleges and universities. They do this by contracting with colleges and universities to provide three methods of disbursing funds to students: 1) offering a bank account to students from Higher One through which they can receive disbursements in their Higher One account, 2) allowing students to provide information on their own banking institution to which disbursements can be sent, or 3) mailing a check to students. All students are sent a debit card and materials informing them of the choices. The student makes his/her choice through the Higher One web site. If choosing to open a Higher One account, the debit card is activated for use.

The District has been processing refunds and financial aid disbursements in the past through having students provide a bank account number for disbursement of funds, choosing a stored value card, and/or mailing checks to students. But having Higher One process the payments provides several advantages to students as well as to the District. The main advantage for the District is not having to store sensitive banking information in the District's IT system.

The switch is fairly cost neutral as the amount paid per transaction to Higher One, Inc. is about equal to what the District pays for stored value cards, ACH fees, and check processing, based on an analysis of processing by the District for fiscal year 2007-08.

This recommendation has undergone the following administrative review:

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

Each individual student transaction will cost \$0.40. Based on disbursements for

fiscal year 2007-08, expenditures are estimated to be approximately \$81,000 for the initial three-year term of the contract. Financial resources are budgeted in account #11-11-102948-22321.

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

## FINANCIAL REPORT NO. 19

### Approval of Consultant Agreement with Russ Reid Company, Inc.

It is recommended that authorization be given to approve an agreement with Russ Reid Company, Inc. under which they will provide governmental relations consulting services at the federal level. The cost of the consulting services are not to exceed \$10,000 per month and reimbursable expenses are not to exceed \$4,800 per year. The initial term of the contract will run from January 7, 2009 through December 31, 2009. The contract may be extended for an additional one year period subject to written approval by both parties.

### Background

The District's purchasing department advertised a formal request for qualifications for a government relations consultant and responses were received from:

LockeLord Strategies  
Russ Reid Company, Inc  
Van Scoyoc

In the opinion of the evaluators, and based on an assessment of references, qualifications, experience and interviews with each respondent, Russ Reid Company is the most qualified and competent firm and award of a contract to them will best serve the interests of the district.

The consultant will work collaboratively with district leadership and designated staff members to develop and implement a federal interest program and represent those interests in Washington, D.C.

Estimated expenditures are \$124, 480 over the initial one-year period Financial resources are budgeted in account # 11-10-107010-22201.

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

## FINANCIAL REPORT NO. 20

### Approval of Agreement with Duncanville High School

It is recommended that authorization be given to approve an agreement with Duncanville High School in an amount not to exceed \$130,000 for the period August 15, 2008 through August 15, 2009, to provide dual credit courses for high school students in Duncanville High School through Mountain View College.

### Background

Board Policy GH (LOCAL) provides a tuition waiver for dual credit as follows: *By written agreement with various high schools, the College District is authorized to offer dual credit enrollment classes to high school students. The Chancellor or designee is authorized to enter into these agreements. The Board waives tuition for students enrolled in courses for which they receive joint credit under Section 130.008 of the Texas Education Code. This provision applies to public and private high schools, including home schools.* This agreement relates to the DCCCD goal for student success.

This contract is retroactive due to inability to obtain signature from Duncanville High School until after the start of the 2008-2009 academic year.

This recommendation has undergone the following administrative review:

- Approval of the form of the agreement from DCCCD's legal counsel;
- Assurance from the chief business officer, 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, \$130,000, were calculated using a formula based on projected enrollment in each class.

Contingent on approval, Mountain View College has designated financial and other resources to implement this recommendation. Specifically, financial resources will be budgeted in account #22301 in divisions #11-06-403522, 11-06-403768, 11-06-404275, 11-06-505320 and 11-06-505725.

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

PERSONNEL REPORT NO. 21

Consideration of Resignations

RESIGNATIONS

So, Julia (District Office)	Director, Community Engagement	January 5, 2009
Rodriquez, Rufus (Cedar Valley)	Campus Peace Officer (Full-time)	December 18, 2008
Nightingale, Eric (Eastfield)	Executive Dean	December 31, 2008
Huston, Sharon (North Lake)	Instructor, Computer Information System	December 31, 2008

Background

Resignations

Dr. Julia So (District Office), Mr. Rufus Rodriquez (Cedar Valley), Mr. Eric Nightingale (Eastfield) and Ms. Sharon Huston (North Lake) are resigning for personal reasons.

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

## PERSONNEL REPORT NO. 22

### 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

MICHAEL WHITE (Cedar Valley) -- \$57,644 per year from January 7, 2009 through August 31, 2009, plus \$180 per month business and travel allowance  
Director, Information Technology  
Biographical Sketch: M.A. and B.B.A., Prairie View A&M University, Prairie View, TX  
Experience: Technology Specialist, Technology Coordinator and Director of Technology, Wilmer-Hutchins Independent School District-Administration Office, Dallas, TX

#### GRANT-FUNDED APPOINTMENT ADMINISTRATOR

VIVIEN TAYLOR (Eastfield) -- \$45,000 per year from January 7, 2009 through August 31, 2009, plus \$95 per month business and travel allowance  
Program Coordinator  
Biographical Sketch: M.Ed., Texas A&M-Commerce, Commerce, TX; B.A., University of Southern Colorado, Pueblo, CO  
Experience: Owner/Administrator, Armor Care Alcohol/Drug Education Services, Garland, TX; Contract Trainer, Department of State Health Services, Austin, TX; Adjunct Faculty, Eastfield College

#### INTERIM APPOINTMENT ADMINISTRATOR

GEORGE MASSINGALE (Eastfield) -- \$72,050 per year from January 7, 2009 through August 31, 2009, plus \$180 per month business and travel allowance  
Interim, Executive Dean  
Biographical Sketch: Ph.D., University of North Texas, Denton, TX; M.M.E. and B.A., Northeast Louisiana University, Monroe, LA  
Experience: Assistant Dean of Students and Assistant Professor of Music, Southern State College, Magnolia, AR; Executive Dean and Academic Advisor, Richland College

#### REGULAR APPOINTMENT FACULTY

DEBRA OBERA (El Centro) -- \$44,000 (Range F01 – Masters Degree or

equivalency) January 12, 2009 through May 14, 2009

Instructor, Nursing

Biographical Sketch: M.S. and B.S., University of Phoenix, Phoenix, AZ

Experience: Nurse Manager, Veterans Administration Hospital, Dallas, TX;  
Registered Nurse, John Ireland Elementary-Dallas Independent School District,  
Dallas, TX; Adjunct Faculty, El Centro College

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

Instructor, Physical Education and Health

Biographical Sketch: M.S., United States Sports Academy, Daphne, TX; M.Ed.,  
Tarleton State University, Stephenville, TX; B.S., Texas Christian University, Fort  
Worth, TX

Experience: Instructor, Meadowcreek Elementary-Crowley Independent School  
District, Crowley, TX; Adjunct Faculty, Tarrant County College-Northwest  
Campus, Fort Worth, TX; Adjunct Faculty, Mountain View College

JOHN MERRIFIELD (Mountain View) -- \$46,200 (Range F02 – Masters  
Degree and 24 additional hours) January 12, 2009 through May 14, 2009

Instructor, Dance

Biographical Sketch: M.F.A. and B.F.A., University of Oklahoma-Norman  
Campus, Norman, OK

Experience: Visiting Scholar-Faculty and Adjunct Faculty, Mountain View  
College

#### GRANT-FUNDED APPOINTMENT FACULTY

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

Instructor, Biology

Biographical Sketch: M.S. and B.S., University of North Texas, Denton, TX

Experience: Environmental Scientist, Halff Associates, Dallas, TX; Research  
Assistant, Dallas Zoo, Dallas, TX; Adjunct Faculty, Richland College

#### VISITING SCHOLAR APPOINTMENT FACULTY

JON HICKERSON (El Centro) -- \$42,000 (Range F01 – Masters Degree or  
equivalency) January 12, 2009 through May 14, 2009

Instructor, Speech

Biographical Sketch: M.S. and B.B.A., University of North Texas, Denton, TX

Experience: Director of Product Marketing, VMX, Inc., Dallas, TX; Director of  
Marketing, AMR/American Airlines, Fort Worth, TX; Adjunct Faculty, El Centro  
College

MEHRDAD PANAHI (El Centro) -- \$43,000 (Range F01 – Masters Degree or equivalency) January 12, 2009 through May 14, 2009

Instructor, Mathematics

Biographical Sketch: M.S., Texas A&M University-Commerce, Commerce, TX;  
B.S., University of Texas-Dallas, Richardson, TX

Experience: Math Lab Coordinator, University of Texas-Dallas, Richardson, TX;  
Adjunct Faculty, Collin County Community College-Preston Ridge Campus,  
Frisco, TX; Adjunct Faculty, Richland College

#### EXTENSION OF ADMINISTRATIVE CONTRACT

KATHERINE LISTI (LeCroy) -- \$48,413

Producer

Note: It is recommended that Ms. Listi's contract be extended beginning January 1, 2009 through March 31, 2009

#### ADMINISTRATOR RETURNING TO ORIGINAL POSITION

GEORGE BUSH (Eastfield) -- \$53,716

Program Administrator II

Note: It is recommended that Mr. Bush return to his original administrative position effective February 1, 2009.

#### Background

##### Regular Appointment Administrator

Mr. Michael White (Cedar Valley) (African-American) is recommended to fill a position due to the transfer of Roderick Crowder to Richland College.

##### Grant-funded Appointment Administrator

Ms. Vivien Taylor (Eastfield) (African-American) is recommended to fill a new position created by the Gateway to College Grant.

##### Interim Appointment Administrator

Dr. George Massingale (Eastfield) (Anglo-American) is recommended to fill a position due to the resignation of Eric Nightingale.

##### Regular Appointment Faculty

Ms. Debra Obera (El Centro) (African-American) is recommended to fill a position due the resignation of Brenda Fields. Mr. Paul Shaver (El Centro) (Anglo-American) is recommended to fill a position due to the Visiting Scholar Appointment ending for Dwayne Richard. Mr. John Merrifield (Mountain View) (Anglo-American) is recommended to fill a position due to the retirement of Jay Hall.

#### Grant funded Appointment Faculty

Ms. Robin Graham (El Centro) (Anglo-American) is recommended to fill a new position through the Stem Grant.

#### Visiting Scholar Appointment Faculty

Mr. Jon Hickerson (El Centro) (Anglo-American) is recommended to fill a position due to increased enrollment. Mr. Mehrdad Panahi (El Centro) (Asian/Pacific Islander) is recommended to fill a position due to increased enrollment and to help develop math labs.

#### Extension of Administrative Contract

Ms. Katherine Listi (LeCroy) (Anglo-American) It is recommended that Ms. Listi's contract be extended beginning January 1, 2009 through March 31, 2009.

#### Administrator Returning to Original Position

Mr. George Bush (Eastfield) (African-American) It is recommended that Mr. Bush return to his original administrative position effective February 1, 2009.

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

PERSONNEL REPORT NO. 23

Approval of Long-term Sabbatical Leaves for 2009-2010

It is recommended that long-term sabbatical leaves be authorized for the following Administrator and Faculty listed below:

Administrative Long-Term Sabbatical

Xeriland, Tim – Instructional Support and Distance Education – Cedar Valley College

Period of Leave: Spring 2010

Synopsis: To enhance current knowledge of instructional design and to investigate new approaches to the discipline while gaining exposure to other approaches to instructional design that are used by different cultures.

Faculty Long-Term Sabbatical

Drescher, Nita – Communications – Brookhaven College

Period of Leave: Fall 2009

Synopsis: To visit college-level classes in all disciplines, examine and analyze syllabi and assignments given to students and to meet with individual instructors to discuss student needs and challenges in order to facilitate developmental reading courses and materials to better meet student and instructor needs. In addition, incumbent will write proposals for speaking engagements at yearly discipline area conferences.

Phillips, Jim – Social Science – Eastfield College

Period of Leave: Fall 2009

Synopsis: To provide an opportunity to gain exposure to methods of psychological assessments that are fairer to the multicultural student populations.

Carolan, Catherine – Health and Legal Studies – El Centro College

Period of Leave: Fall 2009

Synopsis: To enhance distance education features of the Adult Echocardiology

Technology program and expand the program.

Snidow, Barry – Visual and Performing Arts – North Lake College

Period of Leave: Fall 2009

Synopsis: To examine and gain insight into other college photography programs for the purpose of improving the North Lake College photography program.

### Background

Contractual employees who have satisfactorily completed a minimum sequence of seven full years of service may be granted sabbatical leave for purpose of study or travel that will benefit the institution, the students and the employees. A faculty member may apply for either a one-year sabbatical leave in which compensation will equal half salary or a one-semester sabbatical leave in which full salary will be paid. An administrator may be granted a sabbatical for the period of one semester only, to be compensated at full pay. An approved sabbatical leave carries with it an obligation of at least two (2) years of continued service immediately after completion of the leave, if the individual is tendered contracts for such periods.

### ADMINISTRATORS

This procedure calls for consideration and support for the written proposal by the senior location administrator before forwarding to District Human Resources for verification. There is one (1) administrator being recommended for approval for the coming year. Last year, two (2) administrators were recommended and approved for long-term sabbaticals.

### FACULTY

Proposals for faculty sabbaticals are made in writing to the location president. Following college recommendation, the proposals are reviewed and recommended by the District Faculty Cabinet and sent to the Executive Vice Chancellor of Educational Affairs (EVCEA). The EVCEA reviews the recommendations and forwards them to the Chancellor for presentation to the Board. Last year, three (3) faculty members were approved for long-term sabbatical leaves. There are four (4) faculty members being recommended for approval for the coming year.

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

## INFORMATIVE REPORT NO. 24

### Presentation of 1st Quarter Financial Statements

The 1st quarter financial statements are presented as provided by Board Policy CDA (Local) which states: *Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all District funds and District accounts.*

### Background

The 1<sup>st</sup> quarter financial statements are typical for this phase of the annual financial cycle.

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

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT



## **Financial Statements**

*As of November 30, 2008*

**Dallas County Community College District  
1st Quarter Financial Report  
Executive Summary**

There have been no significant changes or transactions affecting the financial position of the District for the period September 1, 2008 through November 30, 2008, with the exception of the issuance of \$211.9 million in Series 2008 General Obligation Bonds in September 2008. A brief analysis of each of the primary statements follows.

**Balance Sheet**

The schedule *Combined Balance Sheet* presents the unaudited Combined Balance Sheet by fund group as of November 30, 2008. The assets of the District continue to consist primarily of cash, investments, and plant assets (approximately 96.8% of total assets). Cash, cash equivalents, and investments decreased approximately \$27.3 million (8.9%) from November 30, 2007. This decrease is primarily due to payment of construction expenditures related to the voter-approved capital improvement projects. Receivables increased approximately \$1.9 million (13.7%) from November 30, 2007. This increase is primarily due to an increase in student tuition receivables. Inventories and other assets increased approximately \$0.6 million (8.0%) from November 30, 2007. This increase is primarily due to the increase in investment interest receivable for securities in the investment pool. Property, plant and equipment increased approximately \$102.5 million (28.4%) from November 30, 2007. This increase is primarily related to the capitalization of assets for major repairs and rehabilitation projects, construction projects and other capital equipment expenditures, net of asset disposals and depreciation. Total combined assets have increased from November 2007 by about \$74.2 million (10.7%). The District's Combined Assets, Liabilities and Fund Balances are depicted graphically in Figures 1-2.

District assets are funded approximately 50.9% by fund balances, and 49.1% by liabilities. Isolating the effects of interfund payables, total liabilities of the District have increased about \$90.7 million (31.7%) when compared to November 2007. This increase is mainly attributable to the issuance of the \$211.9 million of General Obligation Bonds.

**Schedule of Fund Balances**

The *Schedule of Fund Balances* presents the total fund balances of the District by fund and by type (i.e. Restricted, Designated, etc.). The largest components of fund balance are the investment in plant assets (\$190.0 million, 48.7%) and current operating funds (\$134.7 million, 34.5%). Total current fund balances increased by

approximately \$42,000 for the year to date. The change in fund balance is cyclical in nature over the course of the fiscal year. The components of the fund balances are depicted graphically in Figure 3.

### Statement of Current Funds Revenues, Expenditures, and Other Changes

The results of operations for the current funds are summarized in the *Combined Current Funds Revenues, Expenditures and Transfers* table. This table presents a comparison for the first quarter ended November 30, 2008, 2007 and 2006.

Current revenues have increased from the same period in the prior year. Unrestricted state appropriations to date increased approximately \$4.0 million (13.3%) from November 2007 as a result of payments from the state being paid in advance of the scheduled time until vetoed funds for insurance benefits can be restored by the legislature. Total tuition and charges have increased approximately \$2.9 million (8.0%) from November 2007 primarily due to a fall enrollment increase. Investment revenue is relatively unchanged from November 2007. Contracts and grants revenue increased approximately \$1.0 million (12.0%) from November 2007 as a result of increased Federal grants from the Department of Education and increased specialized training grants. Auxiliary Enterprises revenue increased approximately \$0.2 million (22.8%) from November 2007 as a result of an increase in telecourse revenue. The District's Current Unrestricted Revenues are depicted graphically in Figure 4.

Current unrestricted funds expenditures are relatively unchanged from those from the same period in the prior year reflecting mainly the cost of living increase. Institutional Support grew proportionately larger than other expenditures due to IT purchases and disallowed grants. Current Unrestricted Expenditures are shown in Figure 5.

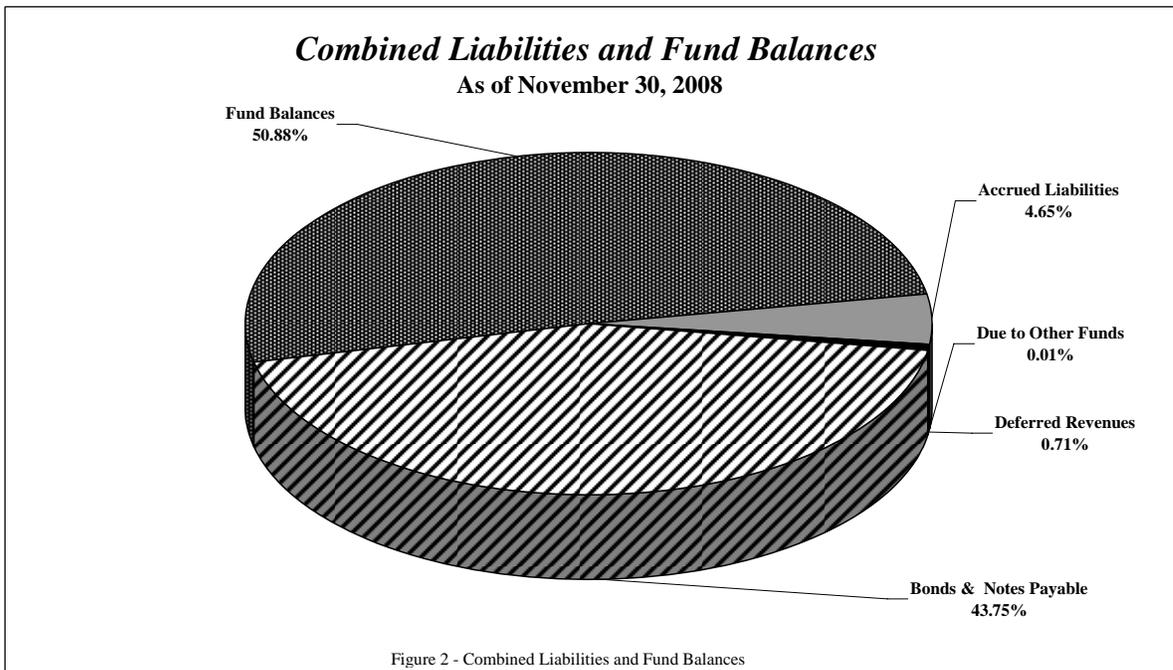
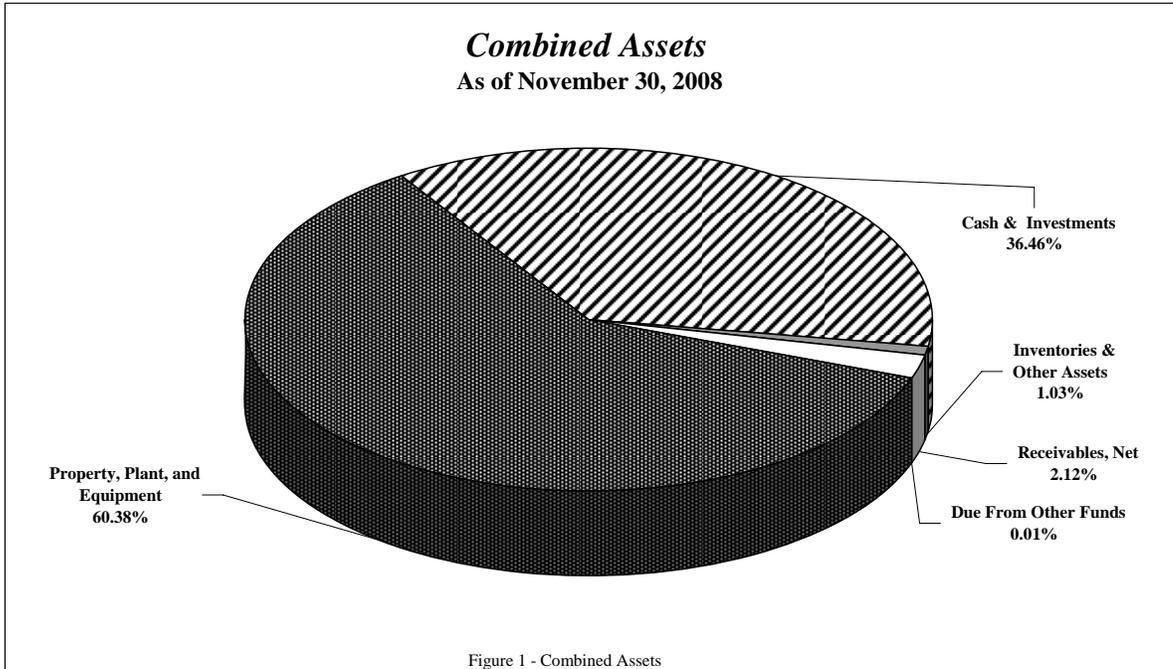
Restricted expenditures are approximately \$1.0 million (22.8%) ahead of those from the same period in the prior year primarily due to corresponding increases in expenditures resulting from the increased revenues for the grants described above.

In summary, the net difference between total expenditures and transfers and total revenues results in an increase to fund balance of approximately \$42,000 for the first three months of the 2008-09 fiscal year. This change is due primarily to the increase in tuition revenues.

Note: See Glossary for fund groups, functional areas and financial terms at the end of the report.

*Dallas County Community College District  
Combined Balance Sheet (Unaudited)  
November 30, 2008  
With Comparative Totals (000's)*

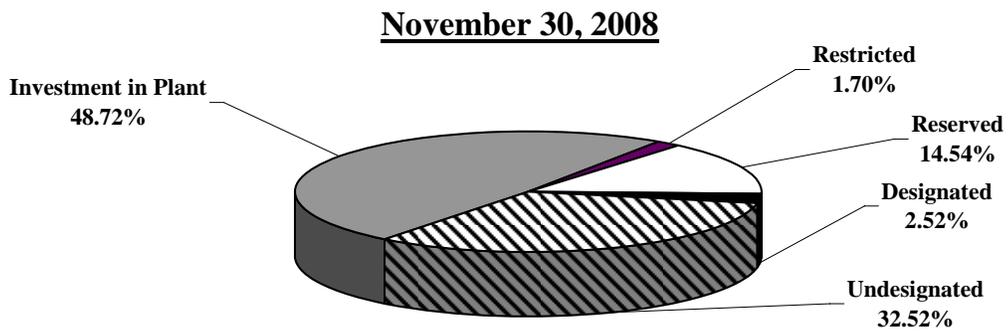
	<i>Current Funds</i>	<i>Plant Funds</i>	<i>Loan and Agency Funds</i>	<i>Quasi- Endowment Fund</i>	<i>Total Current Year</i>	<i>Total As Of 08/31/08</i>	<i>Total November 2007</i>
<b><u>ASSETS:</u></b>							
Cash and Cash Equivalents	\$6,257	\$18,639	\$2,085	\$1,599	\$28,580	\$108,906	\$190,465
Receivables, Net	16,102	134	40		16,276	28,668	14,316
Inventories and Other Assets	4,888	2,998			7,886	5,495	7,303
Due From Other Funds	24			10	34	2,545	3,488
Investments	153,589	93,444		3,873	250,906	149,606	116,354
Property, Plant, and Equipment		462,773			462,773	466,381	360,286
<b>TOTAL ASSETS</b>	<b>\$180,860</b>	<b>\$577,988</b>	<b>\$2,125</b>	<b>\$5,482</b>	<b>\$766,455</b>	<b>\$761,601</b>	<b>\$692,212</b>
<b><u>LIABILITIES:</u></b>							
Accounts Payable and Accrued Liabilities	\$19,789	\$15,778	\$106		\$35,673	\$53,882	\$20,932
Due to Other Funds		21	13		34	2,545	3,488
Deposits and Deferred Revenues	3,746		1,541	133	5,420	29,817	5,491
Notes Payable						51	203
Bonds Payable		335,330			335,330	248,355	259,145
<b>TOTAL LIABILITIES</b>	<b>\$23,535</b>	<b>\$351,129</b>	<b>\$1,660</b>	<b>\$133</b>	<b>\$376,457</b>	<b>\$334,650</b>	<b>\$289,259</b>
<b><u>FUND BALANCES:</u></b>							
<b><u>Current Funds:</u></b>							
Operating	\$134,733				\$134,733	\$138,622	\$118,673
Auxiliary	22,324				22,324	18,480	20,634
Restricted	-				-	-	-
Richland Collegiate High School	268				268	181	155
<b><u>Plant Funds:</u></b>							
Unexpended		30,687			30,687	22,973	19,266
Retirement of Indebtedness		6,147			6,147	3,541	5,495
Investment in Plant		190,025			190,025	237,335	232,888
Loan Fund			465		465	469	479
Quasi-Endowment Fund				5,349	5,349	5,350	5,363
<b>TOTAL FUND BALANCES</b>	<b>\$157,325</b>	<b>\$226,859</b>	<b>\$465</b>	<b>\$5,349</b>	<b>\$389,998</b>	<b>\$426,951</b>	<b>\$402,953</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$180,860</b>	<b>\$577,988</b>	<b>\$2,125</b>	<b>\$5,482</b>	<b>\$766,455</b>	<b>\$761,601</b>	<b>\$692,212</b>



*Dallas County Community College District*  
*Schedule of Fund Balances (Unaudited)*  
*November 30, 2008*  
*With Comparative Totals (000's)*

	<i>Unrestricted</i>			<i>Restricted</i>		<i>Net Investment in Plant</i>	<i>Total-Current Month</i>	<i>Fiscal Year Ending 08/31/08</i>	<i>Net Change Increase/ (Decrease)</i>
	<i>Reserved</i>	<i>Designated</i>	<i>Undesignated</i>	<i>Debt Service</i>	<i>Other</i>				
<b><i>FUND BALANCES:</i></b>									
<b><i>Current Funds:</i></b>									
Operating	\$21,826	\$4,484	\$108,423				\$134,733	\$138,622	(\$3,889)
Auxiliary	4,200	2	18,122				22,324	18,480	3,844
Restricted							-	-	-
Richland Collegiate High School	2		266				268	181	87
<i>Subtotal:</i>	26,028	4,486	126,811				157,325	157,283	42
<b><i>Plant Funds:</i></b>									
Unexpended	30,687						30,687	22,973	7,714
Retirement of Indebtedness				6,147			6,147	3,541	2,606
Investment in Plant						190,025	190,025	237,335	(47,310)
Loan Fund					465		465	469	(4)
Quasi-Endowment Fund		5,349					5,349	5,350	(1)
<b>TOTAL FUND BALANCES</b>	<b>\$56,715</b>	<b>\$9,835</b>	<b>\$126,811</b>	<b>\$6,147</b>	<b>\$465</b>	<b>\$190,025</b>	<b>\$389,998</b>	<b>\$426,951</b>	<b>(\$36,953)</b>

### *Fund Balances by Type - All Funds*



### *Fund Balances by Fund Group - All Funds*

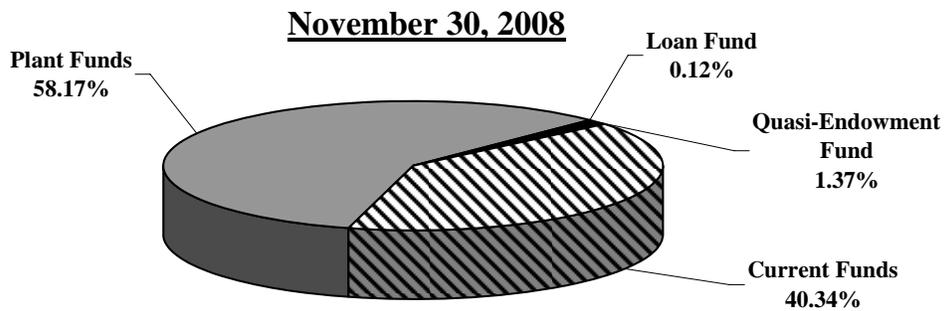
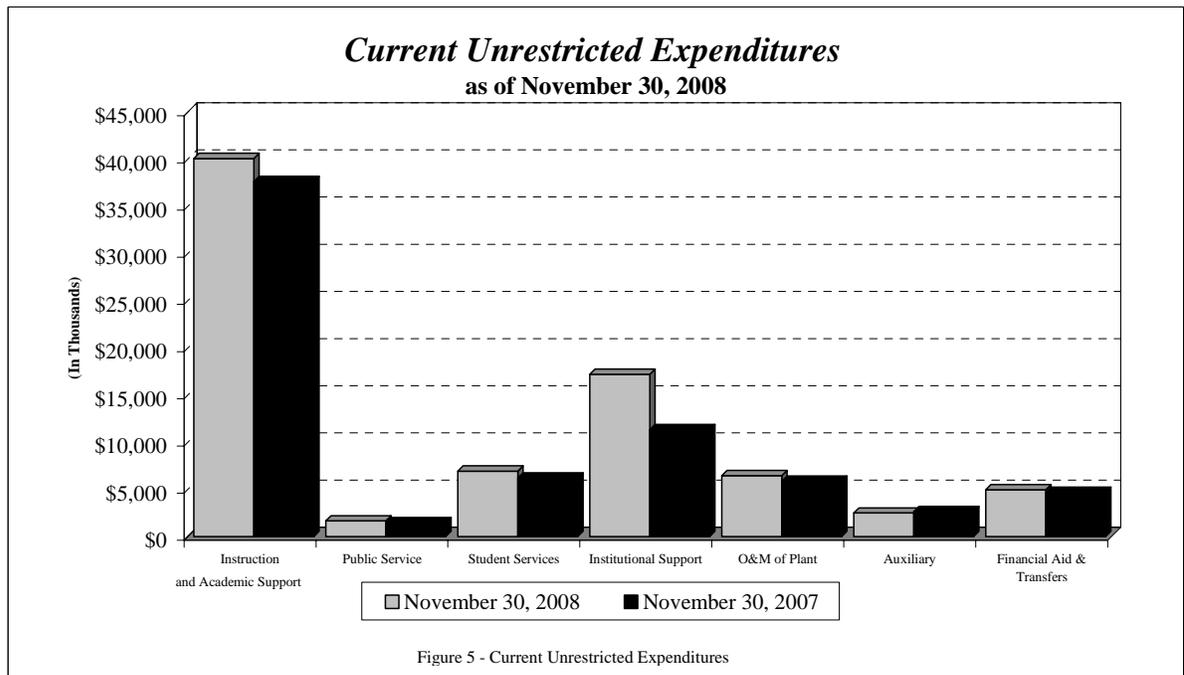
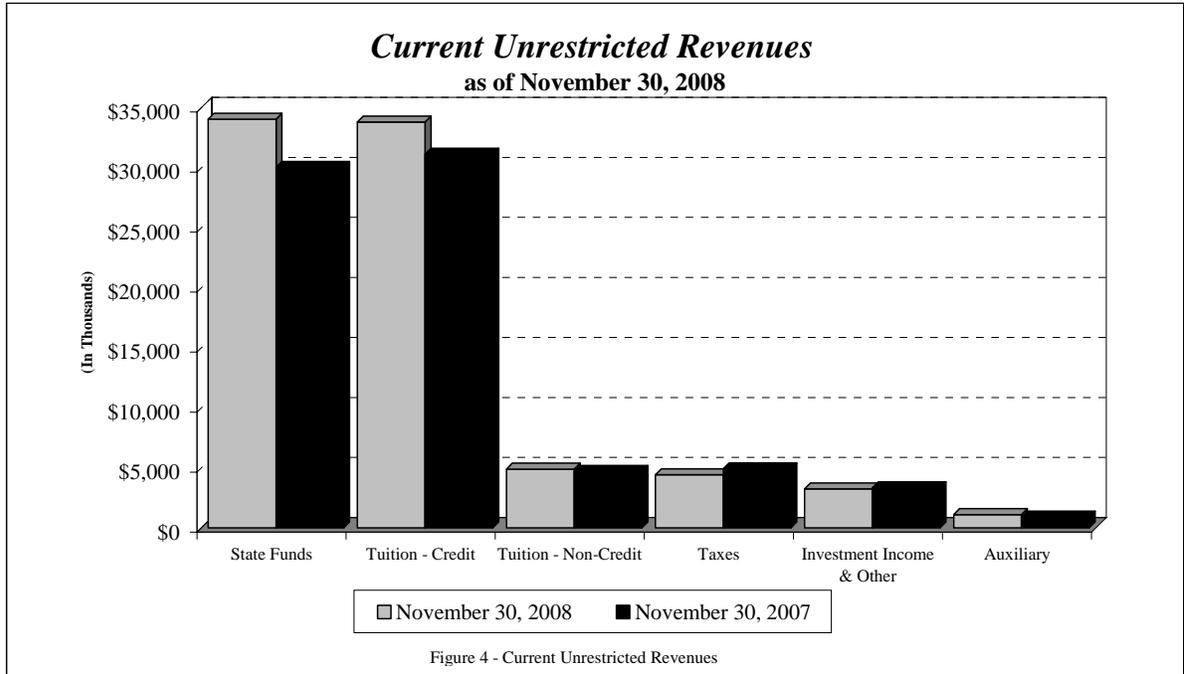


Figure 3 - Fund Balances By Type & Fund Group

*Dallas County Community College District  
 Combined Current Funds Revenues, Expenditures, and Transfers (Unaudited)  
 For the Three Months Ending November 30, 2008  
 With Comparative Totals (000's)*

	<i>Operating</i>	<i>Auxiliary</i>	<i>Restricted</i>	<i>RCHS</i>	<i>Total Current Year</i>	<i>Total November 2007</i>	<i>Total November 2006</i>
<b><u>REVENUES:</u></b>							
State Appropriations	\$34,038		\$2,758	\$367	\$37,163	\$36,486	\$34,276
Tuition & Charges - Credit	33,803				33,803	31,128	28,931
Tuition & Charges - Non-Credit	4,898				4,898	4,692	3,833
Total Tuition & Charges	38,701				38,701	35,820	32,764
Ad Valorem Taxes	4,418				4,418	4,914	5,345
Investment Income	2,257	187		5	2,449	2,490	2,260
Contracts & Grants	261		9,082		9,343	8,340	6,573
Other	533				533	540	347
Auxiliary Enterprises		1,094			1,094	891	1,302
<b>TOTAL REVENUES</b>	<b>\$80,208</b>	<b>\$1,281</b>	<b>\$11,840</b>	<b>\$372</b>	<b>\$93,701</b>	<b>\$89,481</b>	<b>\$82,867</b>
<b><u>EXPENDITURES:</u></b>							
Instruction and Academic Support	\$40,047		\$3,461	\$67	\$43,575	\$43,868	\$41,905
Public Service	1,643		1,470	43	3,156	1,914	1,709
Student Services	6,923		1,264	42	8,229	8,356	7,413
Institutional Support	17,185		1,594	133	18,912	13,762	13,479
Operation and Maintenance of Plant	6,451				6,451	5,850	5,838
Financial Aid	2,664		4,523		7,187	5,864	4,970
Auxiliary Enterprises		2,486			2,486	2,642	2,794
Mandatory Transfers	(2,286)		399		(1,887)	(1,916)	(1,811)
<b>TOTAL EXPENDITURES &amp; MANDATORY TRANSFERS</b>	<b>\$77,199</b>	<b>\$2,486</b>	<b>\$11,913</b>	<b>\$285</b>	<b>\$91,883</b>	<b>\$84,172</b>	<b>\$79,919</b>
<b><u>Other Transfers and Additions, net</u></b>	<b>(6,898)</b>	<b>5,049</b>	<b>73</b>		<b>(1,776)</b>	<b>(4,550)</b>	<b>(2,276)</b>
<b>NET INCR/(DECR) in FUND BALANCE</b>	<b>(\$3,889)</b>	<b>\$3,844</b>	<b>-</b>	<b>87</b>	<b>\$42</b>	<b>\$759</b>	<b>\$672</b>



# GLOSSARY

## FUND GROUPS

**Current funds:** Funds available for current operating and maintenance purposes as well as those restricted by donors and other outside agencies for specific operating purposes. Current funds are segregated into separately balanced fund groups.

**Unrestricted current funds:** Funds that have no limitation or stipulations placed on them by external agencies or donors. The funds are used for carrying out the primary purpose of the District, i.e., educational, student services, extension, administration and maintenance of facilities.

**Auxiliary enterprises:** Funds for activities that serve students, faculty, or staff for charges that are directly related to, although not necessarily equal to, the cost of the service. Examples are food services and bookstores. The state of Texas expects auxiliary enterprises to be self-supporting on a perpetual basis.

**Restricted current funds:** Funds available for current purposes but with restrictions from outside agencies or persons. Revenues are reported only to the extent of expenditures for the current year.

**Plant funds:** Plant funds are divided into three separately balanced fund groups.

**Unexpended:** Funds for the construction, rehabilitation, and acquisition of physical properties for institutional purposes.

**Retirement of indebtedness:** Funds accumulated to meet debt service charges and the retirement of indebtedness.

**Investment in plant:** Funds already expended for plant properties. Physical properties are stated at cost at the date of acquisition or fair market value at the date of donation for gifts. Depreciation on physical plant and equipment is recorded.

**Loan funds:** Funds available for loan to students.

**Agency funds:** Funds held by the District as custodial or fiscal agent for students, faculty members, and/or others.

**Quasi-endowment and similar funds:** Funds subject to certain Board-designated restrictions.

## **FUNCTIONAL AREAS OF EXPENDITURES**

**Instruction:** Salaries, wages, supplies, travel, office furniture, equipment and other expenses for the operation of general academic and technical/vocational instructional departments.

**Public service:** All costs of activities designed primarily to serve the general public, including correspondence courses, adult study courses, public lectures, workshops, institutes, and similar activities.

**Academic support:** Library – Salaries, wages, library materials (including books, journals, audiovisual media, computer-based information, manuscripts and other information sources), binding costs, equipment and other operating costs of the library. Also, Instructional Administration Expense – Salaries, wages, supplies, travel, equipment and other operating expense of the offices of academic deans or directors of major teaching department groupings.

**Student services:** Salaries, wages and all other costs associated with admissions and registration, student financial services (including financial aid), student recruitment and retention, testing and guidance, career placement services and other student services.

**Institutional support:** Salaries, wages and all other costs for the governance of the institution, executive direction and control, business and fiscal management, campus security, administrative data processing, central support services, purchasing and other general institutional activities.

**Operation and maintenance of plant:** Salaries, wages, supplies, travel, equipment, services and other operating expenses for physical plant administration services, building maintenance, custodial services, grounds maintenance, utilities and major repairs and rehabilitation of buildings and facilities.

**Staff benefits:** Premiums and costs toward staff benefit programs for employees. Examples of authorized staff benefits are group insurance premiums, workers' compensation insurance, Medicare, retirement contributions and parking stipends. For reporting purposes, staff benefits are allocated over the functional areas based on salaries.

**Scholarships and fellowships:** Expenditures for student financial aid including waivers, scholarships, and state and federal financial assistance.

**Auxiliary enterprises:** Expenditures related to bookstore, food service, intercollegiate athletics, and Center for Educational Telecommunications operations.

## **OTHER FINANCIAL TERMS**

**Audit of financial statements:** Generally the expression of an opinion by the auditor that the financial statements present fairly in accord with certain standards, in all material respects the financial position of the organization being audited. It is not a determination of the presence or absence of fraud or deliberate misrepresentation.

**Fraud:** A false representation of a matter of fact that should have been disclosed, which deceives another so that he/she acts upon it to his/her injury.

**GAAP:** Generally accepted accounting principles. Rules, conventions, standards, and procedures that are widely accepted among accountants. GAAP doctrine is established by a combination of authoritative standards set by policy boards such as the Governmental Accounting Standards Board (GASB), an independent, self-regulating organization, and accounting practices developed over time that have become universally accepted as appropriate.

**GASB 31:** A pronouncement by the Governmental Accounting Standards Board that provided for dissolution of distinct differences between book and market values. It caused there to be a “mark to market” on a regular basis, with recognition of gains or losses contemporaneously by booking an unrealized gain or loss.

**GASB 34 and 35:** Pronouncements by the Governmental Accounting Standards Board that were implemented beginning with the August 31, 2002 audited financial statements. Implementation of the pronouncements changed wording of the auditor's opinion, added a management's discussion and analysis section, reformatted financial statement line items, presented a single consolidated funds column, added a cash flow statement, and made various changes to the footnotes.

**Internal control:** The system of business procedures that limits and may prevent access of individuals to misappropriate the funds of an organization. One example is a separation of duties between execution and recording of transactions.

**Management letter:** A letter, generally issued by external auditors, pointing out various findings that were noted in connection with the audit engagement. Often these items involve observed weaknesses in internal control.

**Materiality:** A state of relative importance. Strict adherence to any accounting principle is not required when the lack of adherence does not produce an error or misstatement sufficiently large as to influence a financial statement reader's judgment of a given situation.

**OMB Circular A-133:** The U.S. Office of Management and Budget's pronouncement that established the process of auditing all government grants of a specified threshold size, to be included in the regular annual audit of the grantee.

**Repurchase agreement:** Agreement between a seller and a buyer, usually of agency or treasury securities, where the seller agrees to repurchase the securities at an agreed upon price and date. A “flex-repo” allows periodic draws against the overall value without a complete repurchase of all principal values.

**Unrealized gain or loss:** The amount of difference between market value and book value of securities recorded on the financial records of an entity. The amount is an unrealized gain if market value is higher than book value. If the market value is lower than the book value, an unrealized loss is recorded. The amount is unrealized until such time as the security or asset is actually sold by the investor, at which time the amount of difference between market and book values is realized. A security held to maturity will not ever realize a gain or loss.

## INFORMATIVE REPORT NO. 25

### Presentation of 1st Quarter Investment Transactions

The 1st quarter investment transactions are presented as provided by Board Policy CAK (Legal), which states: *Not less than quarterly, the investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the Public Funds Investment Act.*

### Background

The 1st quarter investment transaction report is typical for this phase of the annual financial cycle.

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

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT



## **Investment Portfolio**

*As of November 30, 2008*

**Dallas County Community College District  
1st Quarter Report of Investment Transactions  
Executive Summary**

The investment portfolio of the District is summarized in the table *Investment Portfolio Summary Report*. The purchase date, maturity date, yield to maturity, book value, and market value are shown for each of the investment securities of the District as of November 30, 2008. The configuration of the portfolio is shown for both the quarters ended August 31, 2008 and November 30, 2008, see Figures 1 and 2. The portfolio is invested 88.33% in U.S. Agency securities and 11.67% is invested in TexPool and TexSTAR. Within the portfolio, 51.66 % will mature in one year or less. No security has a maturity of more than four years from November 30, 2008. An analysis of the portfolio maturity is shown in Figure 3. The portfolio has coupons that range from 2.90% to 5.25%. In the past quarter, the District has earned 1.97% average return on the short-term investment pools. Because of a declining interest environment, the portfolio yield is currently outperforming the Treasury yield curve as of November 30, 2008 from a minimum of 190 basis points for securities that are one years or less to a maximum of 246 basis points for securities that are 4 years or less. An analysis of the District's portfolio yield compared with the Treasury yield at November 30, 2008 and November 30, 2007 is shown in Figure 4.

Note: There is a *Glossary of Investment Terms* at the end of this report.

*Dallas County Community College District*  
*Investment Portfolio Summary Report*  
*Activity for the 1st Quarter Ended November 30, 2008*

INVESTMENTS:		MARKET	ACCRUED INTEREST	WEIGHTED AVERAGE MATURITY	YIELD TO MATURITY
<b>Beginning of Period</b>	August 31, 2008	\$ 265,432,110	\$ 1,158,488	558	2.87%
Purchases		\$ 439,305,648			
Maturities / Sold		\$ (424,726,383)			
Market Value Change		\$ 1,426,688			
<b>End of Period</b>	November 30, 2008	\$ 281,438,063	\$ 1,949,886	521	3.13%

This report is prepared in compliance with generally accepted accounting principles, the investment strategy expressed in the Investment Policy of the DCCCD Board of Trustees, and the Public Funds Investment Act, as amended.

/s/ Edward M. DesPlas

Edward M. DesPlas, Executive Vice Chancellor of Business Affairs

/s/ Kim Green

Kim Green, Associate Vice Chancellor of Business Affairs

/s/ Robb Dean

Robb Dean, Director of Finance and Treasury

*Dallas County Community College District*  
*Investment Portfolio Transaction Summary Report*  
*Activity for the 1st Quarter Ended November 30, 2008*  
*By Type of Investment*

	Face Amount 11/30/2008	Market Transactions				Market Value Change	Market Value 11/30/2008
		Market Value 8/31/2008	Securities Purchased	Securities Matured /Sold			
<b>SUMMARY:</b>							
MONEY MARKET FUNDS / INVESTMENT POOLS	\$ 32,840,001	\$ 97,101,986	\$ 260,305,648	\$ (324,567,633)	\$ -	\$ 32,840,001	
REPURCHASE AGREEMENTS	-	-	-	-	-	-	
TREASURY SECURITIES	24,000,000	24,109,640	-	(24,158,750)	49,110	-	
AGENCY SECURITIES	323,100,000	144,220,484	179,000,000	(76,000,000)	1,377,578	248,598,062	
<b>PORTFOLIO TOTAL</b>	<b>\$ 379,940,001</b>	<b>\$ 265,432,110</b>	<b>\$ 439,305,648</b>	<b>\$ (424,726,383)</b>	<b>\$ 1,426,688</b>	<b>\$ 281,438,063</b>	

	Face Amount 11/30/2008	Book Transaction Excludes Unrealized Gain and Loss				Book Value 11/30/2008
		Book Value 8/31/2008	Securities Purchased	Securities Matured / Sold	Securities (Disc.)/Prem.	
<b>SUMMARY:</b>						
MONEY MARKET FUNDS / INVESTMENT POOLS	\$ 32,840,001	\$ 97,101,986	\$ 260,305,648	\$ (324,567,633)	\$ -	\$ 32,840,001
REPURCHASE AGREEMENTS	-	-	-	-	-	-
TREASURY SECURITIES	24,000,000	24,002,677	-	(24,000,000)	(2,677)	-
AGENCY SECURITIES	323,100,000	144,111,341	179,000,000	(76,000,000)	(9,162)	247,102,179
<b>PORTFOLIO TOTAL</b>	<b>\$ 379,940,001</b>	<b>\$ 265,216,004</b>	<b>\$ 439,305,648</b>	<b>\$ (424,567,633)</b>	<b>\$ (11,839)</b>	<b>\$ 279,942,180</b>

*Dallas County Community College District  
Investment Portfolio Transaction Report  
Activity for the 1st Quarter Ended November 30, 2008*

Invest. ID	Cusip Number	Description	Purchase Date	Call Date	Maturity Date	Face Amount	Yield
<b>MONEY MARKET FUNDS / INVESTMENT POOLS</b>							
73190		TEXPOOL	30-Jul-90		N/A	\$ 11,713,906	(1)
1111		TEXSTAR	23-Jun-03		N/A	6,440	(2)
2003		TEXSTAR (TAX NOTE)	06-Aug-03		N/A	1,318,432	(2)
2004		TEXSTAR (TAX NOTE)	06-Apr-04		N/A	6,031,593	(2)
40		TEXSTAR (GO)	14-Sep-04		N/A	9,506,741	(2)
40-1		TEXSTAR (CP)	09-Oct-07		N/A	4,262,889	(2)
<b>TREASURY SECURITIES</b>							
13081	T912828BV1	U. S. Treasury	29-Jan-04		15-Jan-09	4,000,000	3.23%
13082	T912828BZ2	U. S. Treasury	25-Feb-04		15-Feb-09	20,000,000	2.97%
<b>AGENCY SECURITIES</b>							
16223	3128X2F34	FHLMC Notes	27-Feb-04	27-Feb-07	27-Feb-09	15,000,000	3.40%
16248	3133XPHN7	FHLB	4-Feb-08	4-Feb-09	4-Feb-10	10,000,000	3.00%
16251	3134A4UD4	FHLMC Notes	13-Mar-08		15-Sep-08	21,000,000	2.19%
16254	3133XQVP4	FHLB	29-Apr-08	29-Apr-09	29-Apr-10	15,000,000	3.05%
16255	3133XQVP4	FHLB	29-Apr-08	29-Apr-09	29-Apr-10	15,000,000	3.05%
16256	3128X7WA8	FHLMC	27-May-08	27-Aug-08	27-Nov-09	10,000,000	2.95%
16257	3128X7WR1	FHLMC	9-Jun-08	9-Jun-09	9-Jun-11	15,000,000	3.63%
16258	3136F9SL8	FHLMC	27-Jun-08	28-Jul-09	28-Jul-11	15,000,000	3.87%
16259	3133XRQT0	FHLB	17-Jul-08	17-Jul-09	17-Jan-12	15,000,000	4.40%
16260	3128X7U36	FHLMC	30-Jul-08	30-Jan-09	30-Jul-10	5,000,000	3.75%
16261	31331Y5N68	FFCB	20-Aug-08	20-Aug-09	20-Aug-12	5,000,000	4.25%
16262	3128X7Z23	FHLMC	29-Sep-08	29-Sep-09	29-Sep-11	15,000,000	3.55%
16263	3133XSC48	FHLB	2-Oct-08	2-Jan-09	2-Oct-09	5,000,000	3.40%
16264	3136F9K77	FNMA	8-Oct-08	8-Jan-09	8-Oct-10	9,000,000	4.00%
16265	3133XSGN2	FHLB	15-Oct-08	15-Jan-09	15-Oct-09	15,000,000	3.50%
16266	3133XSG93	FHLB	14-Oct-08	14-Jan-09	14-Oct-11	5,000,000	4.25%
40-14	313384K73	FHLBDN	9-Sep-08		15-Oct-08	10,500,000	2.12%
40-15	313396M75	FHLMC Notes	9-Sep-08		31-Oct-08	11,000,000	2.11%
40-16	313396P31	FHLMC Notes	9-Sep-08		12-Nov-08	11,500,000	2.13%
40-17	313384R35	FHLBDN	9-Sep-08		28-Nov-08	12,000,000	2.17%
40-18	313588U37	FNDN	9-Sep-08		22-Dec-08	12,500,000	2.20%
40-19	313385AE6	FHLBDN	9-Sep-08		5-Jan-09	12,500,000	2.30%
40-20	31359MEK5	FNMA Notes	9-Sep-08		15-Jan-09	13,000,000	2.38%
40-21	3133XSCB2	FHLB	26-Sep-08		24-Mar-09	13,000,000	2.90%
40-22	3133XSDK1	FHLB	2-Oct-08		2-Apr-09	10,000,000	3.25%
40-23	3133XSF60	FHLB Step-up	2-Oct-08		2-Oct-09	13,000,000	3.63%
40-24	3128X74X97	FFCB	5-Nov-08	5-Dec-08	5-Nov-10	5,000,000	3.55%
92-34	3136F9Q55	FNMA	28-Nov-08	28-May-09	28-Nov-11	6,000,000	3.55%
45-1	3128X3WY5	FHLMC Notes	1-Feb-06	22-Sep-06	22-Sep-09	1,300,000	4.00%
45-2	31359MWP4	FNMA Notes	1-Feb-06		21-Oct-09	1,800,000	4.01%
<b>PORTFOLIO TOTAL</b>						<u>\$ 379,940,001</u>	

(1) The TexPool yield varies daily. The yield as of August 31, 2008 was 2.2878% and November 30, 2008 was 1.8207%.  
(2) The TexSTAR yield varies daily. The yield as of August 31, 2008 was 2.2120% and November 30, 2008 was 1.5651%.

### Market Transactions

Invest. ID	Market Value 8/31/2008	Securities Purchased	Securities Matured / Sold	Market Value Change	Market Value 11/30/2008
<b>MONEY MARKET FUNDS / INVESTMENT POOLS</b>					
73190	\$ 127,282	\$ 100,834,959	\$ (89,248,335)		\$ 11,713,906
1111	50,378,032	34,188,634	(84,560,226)		6,440
2003	1,312,269	6,163	-		1,318,432
2004	11,976,103	55,490	(6,000,000)		6,031,593
40	-	125,057,492	(115,550,751)		9,506,741
40-1	33,308,300	162,910	(29,208,321)		4,262,889
<b>TREASURY SECURITIES</b>					
13081	4,020,640		(4,027,500)	6,860	-
13082	20,089,000		(20,131,250)	42,250	-
<b>AGENCY SECURITIES</b>					
16223	15,021,900			60,750	15,082,650
16248	9,984,400			46,900	10,031,300
16251	21,006,510		(21,000,000)	(6,510)	-
16254	14,976,600			126,600	15,103,200
16255	14,976,600			126,600	15,103,200
16256	9,976,000		(10,000,000)	24,000	-
16257	14,967,150			170,250	15,137,400
16258	15,023,400			154,800	15,178,200
16259	15,117,150			89,100	15,206,250
16260	5,015,800			2,650	5,018,450
16261	5,026,550			32,850	5,059,400
16262	-	15,000,000		159,900	15,159,900
16263	-	5,000,000		7,800	5,007,800
16264	-	9,000,000		11,250	9,011,250
16265	-	15,000,000		37,500	15,037,500
16266	-	5,000,000		15,650	5,015,650
40-14	-	10,500,000	(10,500,000)		-
40-15	-	11,000,000	(11,000,000)		-
40-16	-	11,500,000	(11,500,000)		-
40-17	-	12,000,000	(12,000,000)		-
40-18	-	12,500,000		(1,250)	12,498,750
40-19	-	12,500,000		(3,750)	12,496,250
40-20	-	13,000,000		69,030	13,069,030
40-21	-	13,000,000		85,280	13,085,280
40-22	-	10,000,000		78,100	10,078,100
40-23	-	13,000,000		28,470	13,028,470
40-24	-	5,000,000		850	5,000,850
92-34	-	6,000,000		31,860	6,031,860
45-1	1,312,116			10,322	1,322,438
45-2	1,816,308			18,576	1,834,884
<b>PORTFOLIO TOTAL</b>	<b>\$ 265,432,110</b>	<b>\$ 439,305,648</b>	<b>\$ (424,726,383)</b>	<b>\$ 1,426,688</b>	<b>\$ 281,438,063</b>

(1) The TexPool yield varies daily. The yield as of August 31, 2008 was 2.2878% and November 30, 2008 was 1.8207%.

(2) The TexSTAR yield varies daily. The yield as of August 31, 2008 was 2.2120% and November 30, 2008 was 1.5651%.

### Book Transaction Excludes Unrealized Gain

Invest. ID	Book Value 8/31/2008	Securities Purchased	Securities Matured / Sold	Securities (Disc.)/Prem.	Book Value 11/30/2008
<b>MONEY MARKET FUNDS / INVESTMENT POOLS</b>					
73190	\$ 127,282	\$ 100,834,959	\$ (89,248,335)		\$ 11,713,906
1111	50,378,032	34,188,634	(84,560,226)		6,440
2003	1,312,269	6,163	-		1,318,432
2004	11,976,103	55,490	(6,000,000)		6,031,593
40	-	125,057,492	(115,550,751)		9,506,741
40-1	33,308,300	162,910	(29,208,321)		4,262,889
<b>TREASURY SECURITIES</b>					
13081	4,000,236		(4,000,000)	(236)	-
13082	20,002,441		(20,000,000)	(2,441)	-
<b>AGENCY SECURITIES</b>					
16223	15,000,000				15,000,000
16248	10,000,000				10,000,000
16251	21,011,341		(21,000,000)	(11,341)	-
16254	15,000,000				15,000,000
16255	15,000,000				15,000,000
16256	10,000,000		(10,000,000)		-
16257	15,000,000				15,000,000
16258	15,000,000				15,000,000
16259	15,000,000				15,000,000
16260	5,000,000				5,000,000
16261	5,000,000				5,000,000
16262	-	15,000,000			15,000,000
16263	-	5,000,000			5,000,000
16264	-	9,000,000			9,000,000
16265	-	15,000,000			15,000,000
16266	-	5,000,000			5,000,000
40-14	-	10,500,000	(10,500,000)		-
40-15	-	11,000,000	(11,000,000)		-
40-16	-	11,500,000	(11,500,000)		-
40-17	-	12,000,000	(12,000,000)		-
40-18	-	12,500,000		(15,677)	12,484,323
40-19	-	12,500,000		(27,344)	12,472,656
40-20	-	13,000,000		45,200	13,045,200
40-21	-	13,000,000			13,000,000
40-22	-	10,000,000			10,000,000
40-23	-	13,000,000			13,000,000
40-24	-	5,000,000			5,000,000
92-34	-	6,000,000			6,000,000
45-1	1,300,000				1,300,000
45-2	1,800,000				1,800,000
<b>PORTFOLIO TOTAL</b>	<b>\$ 265,216,004</b>	<b>\$ 439,305,648</b>	<b>\$ (424,567,633)</b>	<b>\$ (11,839)</b>	<b>\$ 279,942,180</b>

(1) The TexPool yield varies daily. The yield as of August 31, 2008 was 2.2878% and November 30, 2008 was 1.8207%.  
 (2) The TexSTAR yield varies daily. The yield as of August 31, 2008 was 2.2120% and November 30, 2008 was 1.5651%.

*Dallas County Community College District  
Investment Portfolio Percentage Report  
Activity for the 1st Quarter Ended November 30, 2008*

Type of Security	Portfolio Pct 8/31/2008	Market Value 8/31/2008	Portfolio Pct 11/30/2008	Market Value 11/30/2008
MONEY MKT FUNDS & INVESTMENT POOLS	36.58%	\$ 97,101,986	11.67%	\$ 32,840,001
TREASURY SECURITIES	9.08%	24,109,640	0.00%	-
AGENCY SECURITIES	54.34%	144,220,484	88.33%	248,598,062
<b>PORTFOLIO TOTAL</b>	<b>100.00%</b>	<b>\$ 265,432,110</b>	<b>100.00%</b>	<b>\$ 281,438,063</b>

**Portfolio Percent by Investment Type**

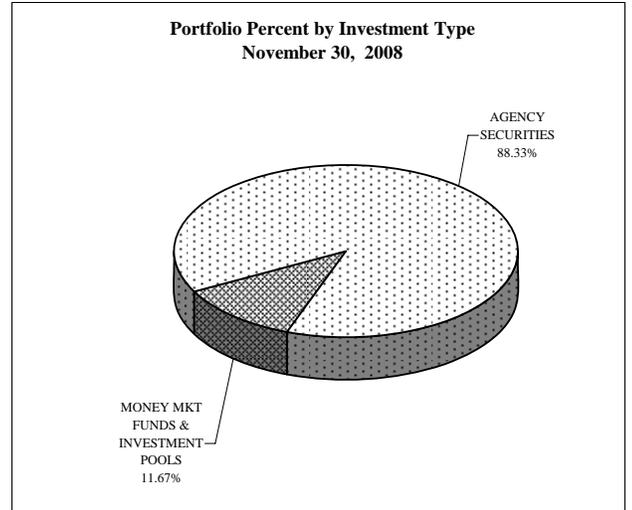
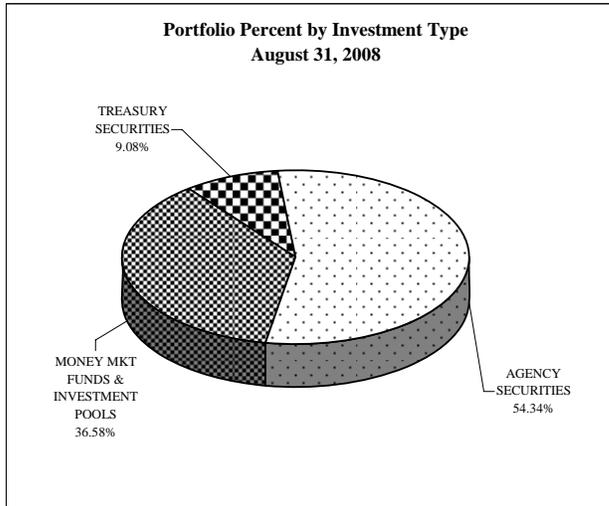


Figure 1 - Investment Portfolio Percentage Report

*Dallas County Community College District  
Investment Pool Report by Fund Type  
Activity for the 1st Quarter Ended November 30, 2008*

Fund Description	Portfolio Pct 8/31/2008	Market Value 8/31/2008	Portfolio Pct 11/30/2008	Market Value 11/30/2008
Unrestricted Fund	70.81%	\$ 187,941,239	54.25%	\$ 152,681,053
Auxiliary Fund	6.83%	18,131,834	4.32%	12,147,748
Unexpended Plant Fund	19.82%	52,612,315	39.95%	112,452,786
Quasi - Endowment Fund	2.54%	6,746,722	1.48%	4,156,476
<b>PORTFOLIO TOTAL</b>	<b>100.00%</b>	<b>\$ 265,432,110</b>	<b>100.00%</b>	<b>\$ 281,438,063</b>

Portfolio Pool Allocation Percent by Fund Type

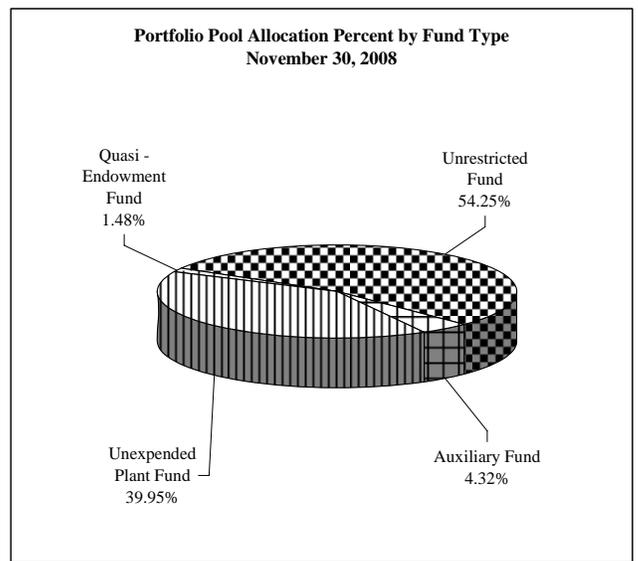
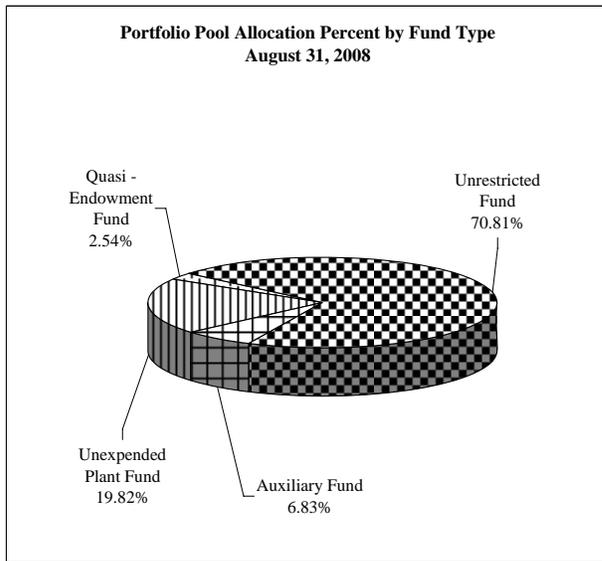
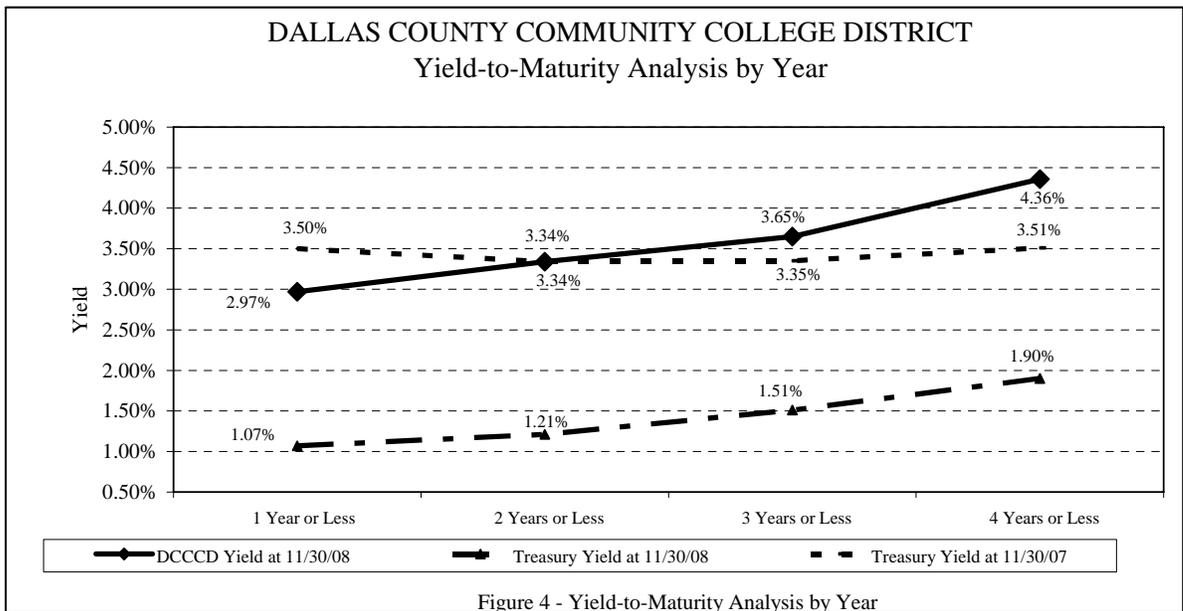
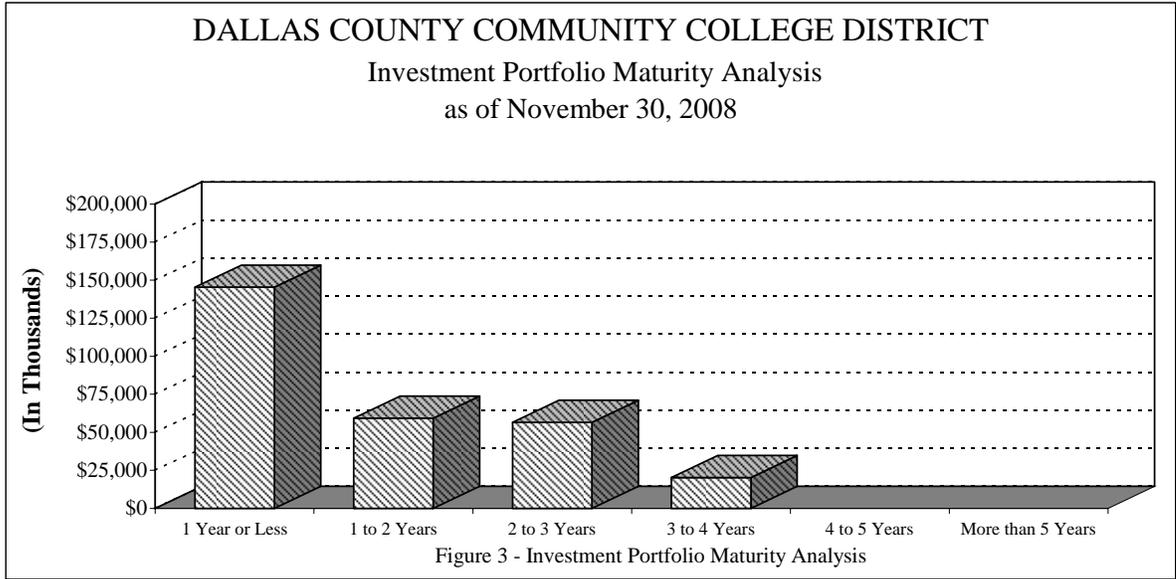


Figure 2 - Investment Portfolio Fund Report



## GLOSSARY OF INVESTMENT TERMS

**Agency:** A security that is issued with an implied or actual pledge of the credit of the U.S. government. The agency is a department of the government or a pseudo-agency that is providing a governmental function (e.g., SLMA, FHLB).

**Arbitrage:** Arbitrage involves the simultaneous purchase of a security in one market and the sale of it or a derivative product in another market to profit from price differentials between the two markets. As used in municipal finance, it represents the spread between bond interest rates and the interest rate on investments of proceeds. Generally these earnings are limited by IRS requirements to spend proceeds quickly, usually within 24 months.

**Basis point:** 1/100th of a point (i.e., 50 basis points = .50 % or one half of one percent).

**Bond:** A long-term promissory note in which the issuer agrees to pay the owner the amount of the face value on a future date and to pay interest at a specified rate at regular intervals.

**Broker/dealer:** An individual or firm who acts as an intermediary between a buyer and seller, usually charging a commission.

**Call:** The right to redeem outstanding bonds before their scheduled maturity.

**Coupon:** The stated interest payment that is based on the face amount of a fixed income security. This amount is usually redeemable at a specific date for a specific payment.

**Delivery vs. payment:** The control feature that will not allow a security to be paid unless the security is delivered in the exact amount of value as the payment. This transaction usually involves a third party, usually the safekeeping department of a bank.

**Discount:** The amount of reduction from the face of a fixed income security to compensate for the difference in coupon price and the market value.

**GASB 31:** A pronouncement by the Governmental Accounting Standards Board that provided for a dissolution of distinct differences between book and market values. It caused there to be a “mark to market” on a regular basis, with a recognition of gains or losses contemporaneously by booking an unrealized gain or loss.

**GO bond:** A bond which is supported by general obligation tax revenues of a governmental entity.

**Liquidity:** The liquidity of a security is the ease with which the market can absorb volume buying or selling without dramatic fluctuation in price, i.e., ease of entry/exit into/from a market.

**Market value:** The market value of a security is the last-sale price multiplied by total units outstanding. It is calculated throughout the trading day and is related to the total value of the index.

**Maturity:** The date that a security comes due. The issuer must pay the holder the face amount of the security.

**Municipal bonds:** Bonds issued by states, cities, counties, and towns to fund public capital projects like roads, schools, sanitation facilities, bridges, as well as operating budgets. These bonds are exempt from federal taxation and from state and local taxes for the investors who reside in the state where the bond is issued.

**Premium:** The amount of extra price that is added above the face of a fixed income security to compensate for the difference in coupon price and the market value (which takes into consideration the current interest market compared to the stated coupon).

**Repurchase agreement:** Agreement between a seller and a buyer, usually of agency or treasury securities, where the seller agrees to repurchase the securities at an agreed upon price and date. A “flex-repo” allows periodic draws against the overall value without a complete repurchase of all principal values.

**Revenue bond:** A bond which is supported by pledged revenues of the entity.

**Settlement:** The conclusion of a securities transaction; a broker/dealer buying securities pays for them; a selling broker delivers the securities to the buyer's broker.

**Treasury:** A security that is issued with the full faith and credit of the United States government.

**Underwriter:** An investment banker who assumes the risk of bringing a new securities issue to market. The underwriter will buy the issue from the issuer and guarantee sale of a certain number of shares to investors; this is firm-commitment underwriting. To spread the risk of purchasing the issue, the underwriter often will

form a syndicate (underwriting group, purchase group) among other investment firms. If the investment firm is unwilling to buy the issue outright, other underwriting forms may be used.

**Unrealized gain or loss:** The amount of difference between market value and book value of securities recorded on the financial records of an entity. The amount is an unrealized gain if market value is higher than book value. If the market value is lower than the book value, an unrealized loss is recorded. The amount is unrealized until such time as the security or asset is actually sold by the investor, at which time the amount of difference between market and book values is realized. A security held to maturity will not ever realize a gain or loss.

INFORMATIVE REPORT NO. 26

Monthly Award and Change Order Summary

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

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

**AWARDS:**

11467	Building R TAS Compliance - BHC Advancing Paving Co.	\$20,864.00
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This award consists of labor and materials necessary to remove/replace the existing landing and sidewalk at the building entrance; included are an additional 8" drain, grading, sodding, and installation of handrails on the associated walkway.

11471	Biology Lab Equipment - RLC	
	Abentrix, Inc.	\$ 357.00
	Anachem Corporation	3,619.20
	Atlas Medical & Lab Supply, Inc.	1,367.32
	Thermo Fisher Scientific, LLC	6,019.81
	Products Unlimited	<u>6,389.13</u>
	TOTAL	\$18,022.46

This award is for the purchase of equipment for use in the Biology laboratory.

Award is not recommended to the lowest bidder Johnson Scientific, Inc., as they offered alternate products which do not meet specifications. Award is recommended to the next lowest bidder for the centrifuge rotor, Atlas Medical & Lab Supply, Inc.

Award is not recommended to the low bidder Atlas Medical & Lab Supply, Inc., as they offered an alternate propane Bunsen burner instead of the specified Bunsen burner with a nozzle for mixed gases. Award is recommended to the next lowest bidder, Products Unlimited, Inc.

Award is not recommended to the low bidder Cynmar Corporation, as they offered an alternate colony counter with a Petri dish holder that only adjusts up to 100 mm in diameter while the specified item adjusts up to 150mm. Award is recommended to the next lowest bidder, Thermo Fisher Scientific, LLC.

Award is not recommended to the low bidder of Abentrix, Inc., as they failed to meet bid requirements. Bid documents instructed bidders to submit specifications for alternate products with their bid to determine if they are comparable to the specified item. Award is recommended to the next lowest bidder, Thermo Fisher Scientific, LLC.

Award is not recommended to the lowest bidders Cynmar Corporation, Products Unlimited, and Thermo Fisher, Scientific, LLC, respectively, as they offered alternate products which do not meet specifications for one or more of the following reasons; no stir bar, temperature and speed range lower than specified, or no specifications provided. Award is recommended to Anachem Corporation for the stirring hot plate.

Award is not recommended to the lowest bidders Cynmar Corporation, Johnson Scientific, and Products Unlimited, respectively, as they offered alternate products which do not meet specifications for one or more of the following reasons; no electrode, or pH range lower than specified. Award is recommended to the next lowest bidder, Abentrix, Inc. for the PH meter with electrode.

Award is not recommended to the low bidder for the boiling water bath. Cynmar Corporation, offered a chamber constructed of polypropylene instead of stainless steel and a smaller chamber than specified. Award is recommended to the next lowest bidder, Thermo Fisher Scientific, LLC.

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11476	Welding Equipment - BJP Metroplex Welding Supply, Inc. Dallas Trailer Repair Co., Inc,	\$12,403.99 <u>4,139.20</u>
	Total	\$16,543.19

This award is for the purchase of seven welders to be used for teaching students in the Welding Department.

Award is not recommended to the low bidder for Alloy Supply co., as the alternate item quoted does not include all of the specified equipment. Award is recommended to the next low bidder, Dallas Trailer Repair Co.

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11480	Medical Manikins - ECC Armstrong Medical Industries, Inc.	\$18,850.00
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This award is for the purchase of manikins for use as instructional aids in the Nursing Program.

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11496	SBDC Financial Planning System - BJP Inmatrix, Inc.	\$15,200.00
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This award consists of the installation, training, annual licensing and maintenance support for a small business financial planning system to be used by the SBDC (Small Business Development Center ) at the Bill J. Priest Institute. Counselors will use the system to provide financial projections and analysis for their small business clients throughout the North Texas SBDC. Also included is the RMA (Risk Management Associates) module for industry financial comparisons used by banking and credit officers. The software runs on individual computers operated by SBDC counselors.

Award is not recommended to the low proposer, Sageworks, Inc., because in the opinion of the evaluators, the Optimist system offered by Inmatrix is more robust and user-friendly. Ease of use is a primary concern as the clients of the SBDC have widely varying backgrounds and skill levels, and past efforts to standardize software have failed due to lack of use. The Optimist system is expected to be more easily understood and subsequently used more often by the clients. Award is recommended to Inmatrix, Inc.

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4D60593	Purchase of A+Dvancer Testing Material - EFC The American Education Corporation	\$19,800.00
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This request is for the purchase of A+Dvancer College Readiness Online tests which offer subject specific assessment tests and associated prescriptive courses in four subject areas; arithmetic, elementary algebra, reading comprehension and sentence skills. The tests provide assessment tools to match skill levels of all students, whether on a developmental, remedial, or enhanced learning track. The college is requesting 1,000 A+Dvancer placement tests at \$3.30 each, and 500 units of the courseware at \$33.00 each.

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5D12139	Estudias Software License Update & Support - ECC Zogo Technologies, LLC	\$22,555.00
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This award consists of an update of the current version of Estudias tracking software and one year technical support. The current version is obsolete and unusable for generating mandatory federal reports requiring these reports to be done manually, with serious impact on staff workload and report accuracy.

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5D97784	Testout! Software License & Support - ECC		
	Richland College	(previously spent, PO#130992)	\$ 7,195.50
	El Centro College	(this requisition)	<u>7,195.50</u>
	Total	(FY 2008/2009)	\$14,391.00

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. It operates on campus-level educational servers.

The use of the system by another campus (Richland) and a purchase order placed for that activity earlier in the fiscal year necessitates that EVCBA approval be requested as the current amount being paid to this vendor now exceeds the Purchasing Department's approval level.

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**CHANGE ORDERS:**

Azteca Enterprises, Inc. – BID #11203  
Construction of Sports Complex – MVC  
Purchase Order No. B11804  
Change Order No. 4

Change: Credit for rerouting 8” water line to feed from Duncanville Road.

Original Contract Amount	\$7,776,000.00
Change Order Limit/Contingency	777,600.00
Prior Change Order Total Amounts	479,246.00
Net <b>Decrease</b> this Change Order	(31,735.00)
Revised Contract Amount	\$8,223,511.00

Board approved original award 04/03/2007. This is for MVC project #6, *Progress Report on Construction Projects*.

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Azteca Enterprises, Inc. – BID #11203  
Construction of Sports Complex – MVC  
Purchase Order No. B11804  
Change Order No. 5

Change: Extend ticket window coiling doors above ceiling & Revise utility work per City Comments

Original Contract Amount	\$7,776,000.00
Change Order Limit/Contingency	777,600.00
Prior Change Order Total Amounts	447,511.00
Net <b>Increase</b> this Change Order	12,036.00
Revised Contract Amount	\$8,235,547.00

Board approved original award 04/03/2007. This is for MVC project #6, *Progress Report on Construction Projects*.

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North Texas Contracting – BID #11362  
Slope Remediation – NLC  
Purchase Order No. B13363  
Change Order No. 1

Change: Provide labor and material to performed additional work to stabilize the soil bed at NLC for the slope remediation project. The soil bed will be stabilized by placing three layers, the first layer must be of rock material with gradation of 3-6 inches of size and material must be compacted into the soil. The second layer must have a gradation of 1-2 inches of size of rock material. The third layer must be a flexible base material. Each of the layers must be six inches deep and the area of stabilization should be 200' long x 30' wide maximum.

Original Contract Amount	\$296,600.00
Change Order Limit/Contingency	0
Prior Change Order Total Amounts	0
Net <b>Increase</b> this Change Order	33,670.00
Revised Contract Amount	\$330,270.00

Board approved original award 04/01/2008. This is for NLC project #1, *Progress Report on Construction Projects*.

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North Texas Contracting – BID #11362  
Slope Remediation – NLC  
Purchase Order No. B13363  
Change Order No. 2

Change: Contractor's claim for additional compensation of the contract and owner's claim for liquidated damages.

Original Contract Amount	\$296,600.00
Change Order Limit/Contingency	44,490.00
Prior Change Order Total Amounts	33,670.00
Net <b>Increase</b> this Change Order	3,750.00
Revised Contract Amount	\$334,020.00

Board approved original award 04/01/2008. This is for NLC project #1, *Progress Report on Construction Projects*.

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INFORMATIVE REPORT NO. 27

Payments for Goods and Services

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

Payments for Goods and Services

September – November 2008 Compared to 1<sup>st</sup> Quarter (September – November 2007)

<u>Ethnicity/ Gender</u>	<u>September 08</u>		<u>October 08</u>		<u>November 08</u>		<u>1<sup>st</sup> Quarter</u>			
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>	<u>2007</u>	<u>%</u>	<u>2008</u>	<u>%</u>
Amer Indian/ Alaskan Native	30,129	0.1	69,080	0.3	8,221	0.0	85,197	0.4	107,430	0.1
Black/African- American	5,057,922	22.2	2,773,180	12.6	3,960,548	14.1	632,982	2.6	11,791,649	16.2
Asian Indian	547,305	2.4	566,624	2.6	655,003	2.3	702,129	2.9	1,768,933	2.4
Anglo-American, Female	1,245,194	5.5	879,590	4.0	1,152,561	4.1	543,505	2.3	3,277,345	4.5
Asian Pacific	34,430	0.2	3,741	0.0	21,820	0.1	16,026	0.1	59,990	0.1
Hispanic/ Latino/ Mex-American	2,590,645	11.4	3,816,340	0.0	2,375,204	8.5	1,480,839	6.1	8,782,189	12.1
Other Female	251,365	1.1	137,660	0.6	59,452	0.2	184,804	0.8	448,477	0.6
<b>Total M/WBE</b>	<b>9,756,990</b>	<b>42.9</b>	<b>8,246,214</b>	<b>37.6</b>	<b>8,232,810</b>	<b>29.3</b>	<b>3,645,482</b>	<b>15.1</b>	<b>26,236,014</b>	<b>36.1</b>
Not Classified	13,006,078	57.1	13,693,784	62.4	19,831,935	70.7	20,554,331	85.0	46,531,797	63.9
Subtotal for Discretionary Payments	22,763,068	100.0	21,939,998	100.0	28,064,744	100.0	24,199,814	100.0	72,767,810	100.0
Non-discretionary Payments	3,568,720		1,726,781		1,172,782		5,493,388		6,468,282	
<b>Total Payments</b>	<b>26,331,788</b>		<b>23,666,779</b>		<b>29,237,526</b>		<b>29,693,201</b>		<b>79,236,093</b>	

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

	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>
Amer Indian/Alaskan Native	16,009	1,985	2,735,072	3,849,775	300,869	976,953	1,098,580	293,244
Black/African-American	1,067,785	1,777,088	2,292,519	3,205,921	4,404,239	4,706,496	3,125,284	14,934,516
Asian Indian	789,252	422,606	66,670	148,477	468,352	1,112,483	3,170,023	3,494,574
Anglo-American, Female	1,549,240	1,861,600	1,615,111	1,237,126	5,569,275	4,684,336	3,902,023	4,893,713
Asian Pacific	200,204	193,409	236,225	286,589	995,558	25,793	26,035	656,552
Hispanic/Latino/Mex-American	1,120,478	2,214,839	1,019,652	816,123	2,574,890	4,034,906	1,993,010	11,019,093
Other Female	0	14,602	13,991	11,092	33,805	712,096	695,800	940,788
HUB	N/A	N/A	N/A	N/A	1,363,959	N/A	N/A	N/A
<b>Total paid to M/WBEs</b>	<b>4,742,968</b>	<b>6,486,128</b>	<b>7,979,240</b>	<b>9,555,103</b>	<b>14,346,989</b>	<b>16,253,063</b>	<b>14,010,757</b>	<b>36,232,479.20</b>
<b>% of all payments</b>	<b>9.00%</b>	<b>9.89%</b>	<b>12.02%</b>	<b>14.33%</b>	<b>22.63%</b>	<b>22.27%</b>	<b>20.07%</b>	<b>21.69%</b>

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

INFORMATIVE REPORT NO. 28

Progress Report on Construction Projects

The status of all construction projects as of November 30, 2008 is shown on the attached charts.

# PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of October 31, 2008

PROJECTS		DESIGN							CONSTRUCTION					Final Completion Acceptance					
		Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%	Bidding	Board Approval		Construction Start	30%	65%	95%	100%
<b>BHC</b>																			
1	Pavement improvements Juniper Rd																		
2	Install access control system																		
3	Recarpet bldgs B,D,J,T																		
4	Provide acoustical study B304																		
5	Install Scene Shop fire protection																		
6	DCCCD Public Safety Comm Sys																		
7	Renovate bldgs R; ADA/TAS																		
8	Waterproof wall bldg K																		
9	Upgrade restrooms campus-wide																		
10	Repaint 40 classrooms, 20 labs, & performance hall																		
<b>Bond Program</b>																			
11	Construct Science bldg																		
12	Expand automotive tech																		
13	Construct Workforce & Continuing Ed bldg with expanded classrooms																		
<b>CVC</b>																			
1	Repair stairwell bldg. A																		
2	Correct subsurface drainage bldgs B, C, D																		
3	Replace transformer & switchgear bldg B																		
4	Replace glass doors & related store fronts bldgs C & E																		
<b>Bond Program</b>																			
5	Expand mechanical infrastructure																		
6	Construct Science bldg																		
7	Construct Industrial Tech bldg																		
<b>DO</b>																			
1	Replace window tint																		
<b>Bond Program</b>																			
2	District Office at 1601 Lamar																		
<b>DSC</b>																			
1	Install emergency generator																		
2	Diversity renovation																		
3	Remodel Record Mgmt																		
4	Replace underground roof drainage																		
5	Seal & redo parking lots																		
6	Upgrade security system																		
<b>ECC</b>																			
1	Upgrade security system 701																		
2	Replace 9 air handlers																		
3	Replace carpet offices/classrooms @ BJP																		
4	Replace toilet partitions @ BJP																		
5	Replace restroom fixtures @ BJP																		
<b>Bond Program</b>																			
6	Develop West Campus																		
7	Back fill Adaptive Remodel																		
<b>EFC</b>																			
1	Upgrade bromide exhaust																		
2	Reconstruct roadway																		

# PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of October 31, 2008

PROJECTS		DESIGN						CONSTRUCTION				Final Completion Acceptance							
		Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%		Bidding	Board Approval	Construction Start	30%	65%	95%	100%
	■ Project Status																		
3	Replace drain piping Central Plant floor																		
4	Repair concrete sidewalk																		
5	Repair structural crack in stairwell																		
6	Refurb Paint booth #2																		
7 <sup>2</sup>	Remodel Police offices																		
8	Realign La Prada Drive																		
9	Replace foam roofs bldgs A & F																		
10	Repair foam roof bldgs C,L,M,N, P																		
11	Gymnasium bleacher replacement																		
	<b>Bond Program</b>																		
12	Develop South campus																		
13	Expand parking																		
14	Expand mechanical infrastructure																		
15	Build general classroom																		
16	Remodel vacated space																		
17	Construct Workforce Development																		
18	Construct Parent Child Study Center																		
19	Construct Industrial Technology Center																		
	<b>LCET</b>																		
1	Replace emergency generator																		
	<b>MVC</b>																		
1	Replace access control																		
2	Install security cameras																		
3	Replace gym roof																		
4	Replace pool filter tanks, deck & underwater lights																		
5	Repair cooling tower/Replace pipe																		
	<b>Bond Program</b>																		
6	Build soccer fields & community recreation complex																		
7	Expand mechanical infrastructure																		
8	Construct Science bldg																		
9	Construct Performing Arts bldg																		
10	Remodel vacated space																		
11	Construct Economic & Workforce Center																		
12	Construct Student Center																		
	<b>NLC</b>																		
1	Restore slope bldg T																		
2	Remodel & convert old library																		
3	Install CCTV system																		
4	Retrofit interior lighting																		
5	Replace temporary sidewalk bldg A																		
6	Construct new elevator for bldg A																		
7	Relocate above ground fuel tanks																		
8	Improve drainage bldg F entrance																		
9	Oncor Easements																		

<sup>2</sup> This project, "Remodel Police offices" at EFC, has been cancelled by the campus and will not appear on this report next month.

# PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of October 31, 2008

PROJECTS		DESIGN						CONSTRUCTION				Final Completion Acceptance							
		Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%		Bidding	Board Approval	Construction Start	30%	65%	95%	100%
10	Repair tunnel bldgs F & A300																		
11	Replace HVAC system bldg H; H200 & H300																		
	<b>Bond Program</b>																		
12	Develop South campus																		
13	Develop North campus																		
14	Expand mechanical infrastructure																		
15	Construct Science bldg																		
16	Construct General Purpose bldg																		
17	Workforce Development Center																		
18	Remodel vacated space																		
19	Repair structural/waterproofing																		
	<b>RLC</b>																		
1	Replace restroom partitions																		
2	Replace AHU Hondo bldg																		
3	Replace fire alarms campus-wide																		
4	Install security cameras																		
5	Install 3 solar light poles																		
6	Install new modular bldg																		
7	Replace storefront doors																		
8	Repair sinkhole south end of lake																		
9	Replace existing wood ADA w/concrete ADA ramps																		
10	Replace ADA Access																		
11	Replace tennis court fencing & gates																		
12	Restore roof bldgs A,N,F																		
13	Graduation stage																		
14	Electronic marquee sign																		
15	Replace roof bldgs C,H,G, L, M, P																		
	<b>Bond Program</b>																		
16	Construct Science bldg & expand parking/mechanical infrastructure																		
17	Renovate Sabine Hall																		
18	Develop Garland Workforce Training Center																		

## COMPLETED PROJECTS<sup>3</sup>

Replace AHU Hondo bldg (RLC)

<sup>2</sup> This is the last report on which these projects will appear.

## INFORMATIVE REPORT NO. 29

### Bond Program Report on Projects

The status of planning as of November 30, 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](http://www.dcccd.edu) that includes site photographs, Gantt charts for each project, upcoming deadlines and persons to contact for submitting proposals and bids. The primary audiences for the Internet report are taxpayers in Dallas County and local businesses that are interested in participating in the District's bond program.

The primary audience for this report is the District's Board of Trustees. In this report, Trustees are informed about program design for new buildings, potential and actual impacts on campus operations and surrounding neighborhoods, and other matters that may affect student learning, operational productivity, public safety, and constituents' perceptions about use of public funds. Also listed are projects managed through DCCCD Facilities Management as part of the 2004 bond program.

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

Brookhaven College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
<b>Location Wide</b> Original Budget: \$0 Revised Budget: \$3,030,342	2,973,192				
<b>Science Building</b> Original Budget: \$29,200,000 Revised Budget: \$46,542,573 Total Awarded: \$41,046,859	0	3,673,731	37,089,291	283,563	274
	Construction Start / Beneficial Occupancy: Dec 07 / Jul 09 Managed by Bond Program Management Team. <b>\$37,089,291 CMAR Guaranteed Maximum Price 01/28/2008.</b>				
<b>Automotive Technology Expansion</b> Original Budget: \$4,000,000 Revised Budget: \$4,534,780 Total Awarded: \$4,083,630	0	352,950	3,656,000	74,680	0
	Construction Start / Beneficial Occupancy: Aug 08 / Aug 09 Managed by Bond Program Management Team.				
<b>Workforce &amp; Continuing Education Building</b> Original Budget: \$8,200,000 Revised Budget: \$7,799,145 Total Awarded: \$6,873,927	0	541,118	6,300,000	32,809	0
	Construction Start / Beneficial Occupancy: Nov 08 / Dec 09 Managed by Bond Program Management Team. <b>\$6,300,000 CMAR Guaranteed Maximum Price 11/7/2008.</b>  November 30, 2008				
<b>Location Summary</b>	<b>Original Budget: 60,606,840</b>		<b>Revised Budget: 61,906,840</b>		<b>Total Awarded: 54,977,608</b>

<b>BHC M/WBE Participation</b>						
<b>Location</b>	<b>Total Contracted Dollars</b>	<b>Dollars Allocated</b>	<b>Non-MWBE Dollars</b>	<b>Non-MWBE %</b>	<b>MWBE Dollars</b>	<b>MWBE %</b>
<b>Sub-total</b>	<b>55,005,834</b>	<b>48,040,428</b>	<b>28,554,934</b>	<b>59%</b>	<b>19,485,494</b>	<b>41%</b>

Cedar Valley College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
<b>Location Wide</b> Original Budget: \$0 Revised Budget: \$2,585,342	2,536,582				
<b>Mechanical Infrastructure</b> Original Budget: \$4,306,840 Revised Budget: \$77,810 Total Awarded: \$77,810	0	0	0	77,810	0
Construction Start / Beneficial Occupancy: Apr 08 / Sep 09 Managed by Bond Program Management Team. --Budget and scope included in science, allied health, and veterinary technology building.					
<b>Science, Allied Health, and Veterinary Technology Building</b> Original Budget: \$30,600,000 Revised Budget: \$38,021,487 * Total Awarded: \$33,015,884	0	2,341,837	30,194,547	455,040	24,460
Construction Start / Beneficial Occupancy: Apr 08 / Sep 09 Managed by Bond Program Management Team. <b>\$30,194,547 CMAR Guaranteed Maximum Price 3/17/2008.</b> * \$55,500 added from non-bond program dollars.					
<b>Industrial Technology Building</b> Original Budget: \$6,600,000 Revised Budget: \$13,177,701 Total Awarded: \$12,236,571	0	979,150	11,086,842	170,479	100
Construction Start / Beneficial Occupancy: Jan 08 / Mar 09 Managed by Bond Program Management Team. <b>\$11,086,842 CMAR Guaranteed Maximum Price 12/13/2007.</b> November 30, 2008					
<b>Location Summary</b>	<b>Original Budget: 53,506,840</b>		<b>Revised Budget: 53,862,340</b>		<b>Total Awarded: 47,866,847</b>

<b>CVC M/WBE Participation</b>						
<b>Location</b>	<b>Total Contracted Dollars</b>	<b>Dollars Allocated</b>	<b>Non-MWBE Dollars</b>	<b>Non-MWBE %</b>	<b>MWBE Dollars</b>	<b>MWBE %</b>
<b>Sub-total</b>	<b>47,840,807</b>	<b>39,999,257</b>	<b>32,234,183</b>	<b>81%</b>	<b>7,765,074</b>	<b>19%</b>

Eastfield College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
<b>Location Wide</b> Original Budget: \$0 Revised Budget: \$2,825,342	2,565,107				
<b>South Campus</b> Original Budget: \$10,200,000 Revised Budget: \$13,298,137 * Total Awarded: \$9,782,834	0	822,999	8,578,302	131,229	250,304
	Construction Start / Beneficial Occupancy: May 08 / May 09 Managed by Bond Program Management Team. <b>\$8,578,302 CMAR Guaranteed Maximum Price 4/24/2008.</b> * \$2,420,039 land purchase and \$296,152 demolition. \$250,000 added from non-bond program dollars.				
<b>Expanded Parking</b> Original Budget: \$1,500,000 Revised Budget: \$0 Total Awarded: \$0	0	0	0	0	0
	Construction Start / Beneficial Occupancy: Sep 08 / Sep 09 Managed by Bond Program Management Team. --Budget and scope included in workforce development building and parent child study center.				
<b>Mechanical Infrastructure</b> Original Budget: \$2,306,840 Revised Budget: \$94,433 Total Awarded: \$94,433	0	0	0	94,433	0
	Construction Start / Beneficial Occupancy: Sep 08 / Sep 09 Managed by Bond Program Management Team. --Budget and scope included in workforce development building.				
<b>Adaptive Remodel</b> Original Budget: \$4,600,000 Revised Budget: \$3,547,599 Total Awarded: \$2,950,517	0	23,880	2,920,037	6,600	0
	Construction Start / Beneficial Occupancy: Jul 09 / Feb 10 Managed by Bond Program Management Team. --Budget transferred to workforce development building, parent child study center, and industrial technology building.				

Eastfield College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
<b>General Classroom Building</b> Original Budget: \$17,400,000 Revised Budget: \$14,686,078 Total Awarded: \$12,918,018	0	1,058,965	11,721,403	119,275	18,375
Construction Start / Beneficial Occupancy: Aug 07 / Nov 08 Managed by Bond Program Management Team. <b>\$11,721,403 CMAR Guaranteed Maximum Price 8/9/2007.</b>  --Budget transferred to workforce development building, parent child study center, and industrial technology building.					
<b>Workforce Development Building</b> Original Budget: \$7,100,000 Revised Budget: \$10,986,741 Total Awarded: \$10,183,532	0	735,194	9,322,145	126,193	0
Construction Start / Beneficial Occupancy: Sep 08 / Sep 09 Managed by Bond Program Management Team. <b>\$9,322,145 CMAR Guaranteed Maximum Price 8/15/2008.</b>  --Budget transferred to industrial technology building.					
<b>Parent Child Study Center</b> Original Budget: \$0 Revised Budget: \$7,167,787 Total Awarded: \$6,655,508	0	440,712	6,148,188	66,608	0
Construction Start / Beneficial Occupancy: Sep 08 / Jul 09 Managed by Bond Program Management Team. <b>\$6,148,188 CMAR Guaranteed Maximum Price 8/12/2008</b>					
<b>Industrial Technology Center</b> Original Budget: \$0 Revised Budget: \$8,278,860 Total Awarded: \$7,331,490	0	446,607	6,793,958	90,925	0
Construction Start / Beneficial Occupancy: Nov 08 / Oct 09 Managed by Bond Program Management Team. <b>\$6,793,958 CMAR Guaranteed Maximum Price 11/10/2008</b>  November 30, 2008					
<b>Location Summary</b>	<b>Original Budget:</b> <b>61,706,840</b>		<b>Revised Budget:</b> <b>60,884,977</b>		<b>Total Awarded:</b> <b>52,481,439</b>

<b>EFC M/WBE Participation</b>						
<b>Location</b>	<b>Total Contracted Dollars</b>	<b>Dollars Allocated</b>	<b>Non-MWBE Dollars</b>	<b>Non-MWBE %</b>	<b>MWBE Dollars</b>	<b>MWBE %</b>
<b>Sub-total</b>	<b>52,351,177</b>	<b>36,019,449</b>	<b>25,184,215</b>	<b>70%</b>	<b>10,835,234</b>	<b>30%</b>

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

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

<b>Mountain View College</b>	<b>Awarded \$</b>				
	<b>Program Manager Fee</b>	<b>Architect Fee</b>	<b>CMAR / Contractor</b>	<b>Other Professional Services</b>	<b>Other Awards</b>
<b>Location Wide</b> Original Budget: \$0 Revised Budget: \$2,594,564	2,545,628				
<b>Mechanical Infrastructure</b> Original Budget: \$4,491,280 Revised Budget: \$74,000 Total Awarded: \$74,000	0	0	0	74,000	0
	Construction Start / Beneficial Occupancy: Dec 07 / Aug 09 Managed by Bond Program Management Team.  --Budget and scope included in science building and student center and services building. Partial budget transferred to economic and workforce development building.				
<b>Science Building</b> Original Budget: \$15,300,000 Revised Budget: \$17,013,439 Total Awarded: \$15,829,127	0	1,171,350	14,305,212	352,106	459
	Construction Start / Beneficial Occupancy: Dec 07 / Jan 09 Managed by Bond Program Management Team. <b>\$12,948,189 CMAR Guaranteed Maximum Price 11/19/2007.</b>				
<b>Performing Arts Center</b> Original Budget: \$5,700,000 Revised Budget: \$4,435,777 Total Awarded: \$4,000,204	0	278,552	3,668,000	53,652	0
	Construction Start / Beneficial Occupancy: Jul 08 / Apr 09 Managed by Bond Program Management Team.  --Partial budget transferred to student center and services building.				

<b>Mountain View College</b>	<b>Awarded \$</b>				
	<b>Program Manager Fee</b>	<b>Architect Fee</b>	<b>CMAR / Contractor</b>	<b>Other Professional Services</b>	<b>Other Awards</b>
<b>Adaptive Remodel</b> Original Budget: \$2,300,000 Revised Budget: \$2,185,000 Total Awarded: \$1,795,006	0	16,050	1,778,956	0	0
Construction Start / Beneficial Occupancy: May 09 / Feb 10 Managed by Bond Program Management Team.					
<b>Economic &amp; Workforce Development Building</b> Original Budget: \$7,600,000 Revised Budget: \$7,716,750 Total Awarded: \$6,667,655	0	525,407	6,079,499	62,749	0
Construction Start / Beneficial Occupancy: Aug 08 / Aug 09 Managed by Bond Program Management Team. <b>\$6,079,499 CMAR Guaranteed Maximum Price 7/10/2008</b>					
<b>Student Center and Services Building</b> Original Budget: \$16,500,000 Revised Budget: \$17,871,750 Total Awarded: \$15,452,671	0	1,068,265	14,247,500	136,906	0
Construction Start / Beneficial Occupancy: Jan 08 / Aug 09 Managed by Bond Program Management Team. <b>\$14,247,500 CMAR Guaranteed Maximum Price 01/04/2008.</b>					
<b>Athletic and Community Recreation Complex</b> Original Budget: \$5,300,000 Revised Budget: \$9,309,625 *	0	309,075	8,235,547	319,588	0
Construction Start / End: Mar 07 / Dec 08 Managed by Facilities Management. Awarded \$8,864,210 * \$3,009,625 added from non-bond program dollars. November 30, 2008					
<b>Location Summary</b>	<b>Original Budget:</b> 57,191,280		<b>Revised Budget:</b> 61,200,905		<b>Total Awarded:</b> 55,225,503

<b>MVC M/WBE Participation</b>						
<b>Location</b>	<b>Total Contracted Dollars</b>	<b>Dollars Allocated</b>	<b>Non-MWBE Dollars</b>	<b>Non-MWBE %</b>	<b>MWBE Dollars</b>	<b>MWBE %</b>
<b>Sub-total</b>	<b>53,348,103</b>	<b>48,573,379</b>	<b>31,794,595</b>	<b>65%</b>	<b>16,778,784</b>	<b>35%</b>

North Lake College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
<b>Location Wide</b> Original Budget: \$0 Revised Budget: \$2,789,534	2,736,922				
<b>South Campus</b> Original Budget: \$10,200,000 Revised Budget: \$14,752,732 * Total Awarded: \$8,907,420	0	638,350	7,977,698	134,578	156,794
	Construction Start / Beneficial Occupancy: Dec 07 / Feb 09 Managed by Bond Program Management Team. <b>\$7,977,698 CMAR Guaranteed Maximum Price 12/04/2007.</b> * \$4,465,797 land purchase and \$596,935 demolition.				
<b>North Campus</b> Original Budget: \$10,200,000 Revised Budget: \$18,832,469 * Total Awarded: \$9,046,075	0	731,031	8,185,430	104,120	25,494
	Construction Start / Beneficial Occupancy: Aug 07 / Aug 08 Managed by Bond Program Management Team. <b>\$8,185,430 CMAR Guaranteed Maximum Price 08/08/2007.</b> * \$8,968,631 land purchase and related cost of \$23,900.				
<b>Mechanical Infrastructure</b> Original Budget: \$1,990,680 Revised Budget: \$76,795 Total Awarded: \$76,795	0	0	0	76,795	0
	Construction Start / Beneficial Occupancy: Nov 07 / Dec 08 Managed by Bond Program Management Team. --Budget and scope included in science and medical professions building.				
<b>Adaptive Remodel</b> Original Budget: \$4,100,000 Revised Budget: \$3,895,000 Total Awarded: \$3,191,056	0	23,980	3,156,576	10,500	0
	Construction Start / Beneficial Occupancy: May 09 / Jan 10 Managed by Bond Program Management Team.				

North Lake College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
<b>Science &amp; Medical Professions Building</b> Original Budget: \$6,800,000 Revised Budget: \$15,156,956 * Total Awarded: \$13,380,729	0	941,613	12,121,726	317,390	0
Construction Start / Beneficial Occupancy: Nov 07 / Jan 09 Managed by Bond Program Management Team. <b>\$12,121,726 CMAR Guaranteed Maximum Price 10/29/2007.</b> * \$165,900 added from non-bond program dollars.					
<b>General Purpose Building</b> Original Budget: \$0 Revised Budget: \$12,460,000 Total Awarded: \$10,902,680	0	851,285	9,933,236	118,159	0
Construction Start / Beneficial Occupancy: Jun 08 / Aug 09 Managed by Bond Program Management Team. <b>\$9,933,236 CMAR Guaranteed Maximum Price 5/29/2008.</b>					
<b>Workforce Development Center</b> Original Budget: \$0 Revised Budget: \$1,722,004 Total Awarded: \$1,538,218	0	148,261	1,330,839	59,118	0
Construction Start / Beneficial Occupancy: Jul 08 / Dec 08 Managed by Bond Program Management Team. * \$121,942 added from non-bond program dollars.					
<b>Structural Repairs</b> Original Budget: \$2,000,000 Revised Budget: \$1,598,295 Total Awarded: \$0	0	0	0	0	0
Construction Start / Beneficial Occupancy: Apr 09 / Oct 09 Managed by Bond Program Management Team. November 30, 2008					
<b>Location Summary</b>	<b>Original Budget:</b> 55,790,680		<b>Revised Budget:</b> 71,283,785		<b>Total Awarded:</b> 49,779,895

<b>NLC M/WBE Participation</b>						
<b>Location</b>	<b>Total Contracted Dollars</b>	<b>Dollars Allocated</b>	<b>Non-MWBE Dollars</b>	<b>Non-MWBE %</b>	<b>MWBE Dollars</b>	<b>MWBE %</b>
<b>Sub-total</b>	<b>49,725,185</b>	<b>42,214,471</b>	<b>30,580,671</b>	<b>72%</b>	<b>11,633,800</b>	<b>28%</b>

Richland College	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
<b>Location Wide</b> Original Budget: \$0 Revised Budget: \$3,310,342	3,209,570				
<b>Garland Workforce Development Center</b> Original Budget: \$0 Revised Budget: \$14,793,119 * Total Awarded: \$11,250,429	0	904,560	10,002,843	302,013	41,013
	Construction Start / Beneficial Occupancy: Dec 07 / Feb 09 Managed by Bond Program Management Team. <b>\$10,002,843 CMAR Guaranteed Maximum Price 11/12/2007.</b> * \$3,216,953 land purchase and \$230,617 demolition. \$1,580,749 added from non-bond program dollars.				
<b>Science Building</b> Original Budget: \$31,600,000 Revised Budget: \$49,881,498 Total Awarded: \$46,313,339	0	3,534,900	42,287,315	410,673	80,451
	Construction Start / Beneficial Occupancy: Nov 07 / Sep 09 Managed by Bond Program Management Team. <b>\$42,287,315 CMAR Guaranteed Maximum Price 2/19/2008.</b>				
<b>Adaptive Remodel</b> Original Budget: \$0 Revised Budget: \$4,325,000 Total Awarded: \$3,541,840	0	24,840	3,517,000	0	0
	Construction Start / Beneficial Occupancy: Jul 09 / Feb 10 Managed by Bond Program Management Team. November 30, 2008				
<b>Location Summary</b>	<b>Original Budget:</b> <b>56,006,840</b>	<b>Revised Budget:</b> <b>72,309,959</b>		<b>Total Awarded:</b> <b>64,315,178</b>	

<b>RLC M/WBE Participation</b>						
<b>Location</b>	<b>Total Contracted Dollars</b>	<b>Dollars Allocated</b>	<b>Non-MWBE Dollars</b>	<b>Non-MWBE %</b>	<b>MWBE Dollars</b>	<b>MWBE %</b>
<b>Sub-total</b>	<b>60,796,599</b>	<b>57,164,648</b>	<b>45,686,191</b>	<b>80%</b>	<b>11,478,457</b>	<b>20%</b>

District Office at 1601 S Lamar	Awarded \$				
	Program Manager Fee	Architect Fee	CMAR / Contractor	Other Professional Services	Other Awards
<b>Location Wide</b> Original Budget: \$0 Revised Budget: \$510,000	500,379				
<b>District Office Relocation</b> Original Budget: \$0 Revised Budget: \$16,132,643 * Total Awarded: \$10,561,502	0	22,000	10,373,000	122,618	43,884
	Construction Start / Beneficial Occupancy: Feb 08 / Dec 08 Managed by Bond Program Management Team. <b><i>\$10,373,000 CMAR Guaranteed Maximum Price 3/5/2008.</i></b> * \$3,391,716 land purchase and \$93,402 demolition. \$1,500,000 added from non-bond program dollars. November 30, 2008				
<b>Location Summary</b>	<b>Original Budget: 10,200,000</b>	<b>Revised Budget: 16,642,643</b>		<b>Total Awarded: 11,061,881</b>	

<b>DO M/WBE Participation</b>						
<b>Location</b>	<b>Total Contracted Dollars</b>	<b>Dollars Allocated</b>	<b>Non-MWBE Dollars</b>	<b>Non-MWBE %</b>	<b>MWBE Dollars</b>	<b>MWBE %</b>
<b>Sub-total</b>	<b>11,134,289</b>	<b>10,159,176</b>	<b>\$8,037,075</b>	<b>79%</b>	<b>2,122,101</b>	<b>21%</b>

<b>Other</b>	
<b>Property Acquisition</b>	Revised budget dollars were \$27,890,120. There is \$210,739 designated of remaining property acquisition budget.
<b>Project Development</b>	Revised budget dollars were \$10,000,000. There is \$7,305,729 now designated of program development costs as needed for project contingencies, particularly those associated with site development for the new campuses.  November 30, 2008

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

INFORMATIVE REPORT NO. 30

Reports of Sabbatical Experiences (Executive Summaries)

At Chancellor Lassiter's request, Executive Vice Chancellor Andrew Jones assembled executive summaries from the reports of seven (7) faculty members who were on sabbatical during Fall 2008. The table below contains names and college assignments for the faculty members.

<u>Faculty Member</u>	<u>College</u>
Jane Slone	Cedar Valley
Cassandra Bowell	El Centro
Pamela K. Rouze	El Centro
Kenneth G. Alfors	Mountain View
Joyce Kerr Tarpley	Mountain View
Raifu Durodoye	North Lake
David Shorow	Richland

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

Report of Sabbatical Leave During Fall Semester 2008  
Jane Slone, Cedar Valley College  
November 12, 2008

Purpose of the Sabbatical

Develop goals and objective for an Environmental Science class.

Results

Jane Slone Biology Instructor at Cedar Valley College.  
November 12, 2008

Develop goals and objectives for an Environmental Science class to be offered at Cedar Valley College.

I visited four year universities that offered a degree in Environmental Science. This observation allowed me to develop an introductory class that could be offered in the DCCCD.

The course was developed with objectives for each chapter. The topics can be used with any text, however they were written for use with the book written by Enger. Once the objectives were completed, the next step was to develop power point presentations. These lectures could be offered in a traditional classroom, and can be adapted for distance learners.

The next step will involve the campus Administrators. This will allow for partnerships to begin between the various organizations involved in Environmental Science. The connection between credit and non-credit classes could be offered. The function of a lab would allow the space to be used for both types of learners.

The benefit of this sabbatical will allow for greater diversification in class offerings. It will allow students to begin their college specialty at a DCCCD school. After completion of the two years they will be able to transfer their college hours to a four year university.

Report of Sabbatical Leave during FALL Semester 2008  
Cassandra Bowell, El Centro College  
December 11, 2008

Purpose of the Sabbatical

The enrollment in MATH 1325, Business Calculus and Applications I, has grown steadily at ECC over the last several years. Earlier in the decade, the MATH department was offering this class spring semesters only. In Spring 2004, I taught this course both on-campus and on-line. This was the first MATH course to be offered on-line at El Centro. The follow-up course, Business Calculus II, is offered by local universities. The DCCCD has a special needs course set up for transfer to these schools. MATH 1370 is the course number. The purpose of my sabbatical leave during this semester was to develop the materials and expertise necessary to offer this course on-line.

Results

In the first phase of my sabbatical, I contacted instructors at other campuses who were teaching MATH 1370. It was a very enjoyable and energizing experience to visit their class sessions. I learned much from them and I believe the instructors enjoyed meeting with me and discussing our favorite subject, Mathematics. In October, I attended the LeCroy Center presentation by Dr. Curtis Bonk. Dr. Bonk is well-known for his expertise in developing on-line classes with rich and diverse learning experiences for the students. I also met a fellow MATH faculty member from RLC who has shared with me some of his expertise with Maplesoft, software for developing mathematical content. Maplesoft's "Clickable Calculus" will be extraordinarily beneficial. As I continue to learn about this program and implement it into my course, students in MATH 1370 as well as those in Calculus I and II will benefit from the engaging, exploratory activities that can be created. My sabbatical time also allowed me the opportunity to attend several webinars and gain exposure to other types of technology. I have compared the course objectives for MATH 1370 as offered on other campuses. I have written a set of objectives to govern El Centro's MATH 1370 course offering. I will ask two peers in the district to appraise these newly written objectives. As part of the process of establishing the best possible course for students, I reviewed several texts during my sabbatical time. I have selected a text that is especially well-regarded and is accompanied by a set of DVD videos. Having these videos incorporated in the on-line class will most certainly improve a student's grasp of the concepts. The last phase of this work is the course development phase. An eCampus template has been established with content being added on a daily basis. The eCampus site will be open for students on the first day of classes, Spring 2009. Of course, a faculty member's work is never done; I am continuously striving to improve the content and instructional delivery in MATH 1325, the on-line course I've taught for more than 4 years. I expect that my work on MATH 1370 will carry on in the same fashion.

Report of Sabbatical Leave During Fall Semester 2008  
Pamela K. Rouze, El Centro College  
December 11, 2008

Purpose of the Sabbatical

Create a comprehensive credit program to increase the retention and improve the success rate of students scoring 42 or less on the Accuplacer Reading Assessment.

Results

Historically, advisors and faculty at El Centro have struggled to meet the needs of students who score very low on the reading assessment, approximately the fifth grade reading level or below. Currently, that score is 42 or less on Accuplacer Reading. The course now available to these students is offered through Continuing/Workforce Education at the Bill J. Priest Campus.

Currently, students at El Centro in the 42 or less category are not enrolling in the appropriate reading course due to the logistics of traveling to another campus, financial aid problems caused by enrolling in both credit and non-credit courses, and the problem of some second language students not being assessed with the appropriate instrument. As a result, all students in DREA 0090 are not able to receive the maximum benefits from classroom instruction. The curriculum for the DREA 0300 course that I have developed offers a credit option on campus which emphasizes skill development based on individual needs with learning outcomes addressing reading, critical thinking, and study skills. The connections that I have made with other academic areas and college departments at El Centro will provide additional learning opportunities and assist students in building strategies to strengthen language communications. These include:

1. Discussions with the HDEV and Disability Services Coordinators about creating an HDEV companion course for DREA 0300.
2. Discussions with the Dean of Counseling and Advisement and the Interim Dean of the Communications, Mathematics, Developmental Studies, and Teacher Preparation Division about using the resources of and creating a liaison with the Community Council of Greater Dallas for making student referrals.
3. Discussions with the DMAT/MATH Coordinator regarding the development of a math vocabulary used in DMAT 0066 to be integrated into the DREA 0300 vocabulary lessons.
4. Beginning discussions with the DWRI/ENGL Coordinator during the spring semester regarding the development of a DWRI 0300 course.

Once the pilot program is implemented, data will be collected which, along with other forms of evaluation, will allow for continued revision and improvement of DREA 0300 and related courses and services. Student success can then be measured in its various forms.

Report of Sabbatical Leave During Fall Semester 2008  
Kenneth G. Alferts, Mountain View College  
December 11, 2008

Purpose of the Sabbatical

The purpose of my sabbatical was to gain sufficient TIME away from my regular duties so that I could begin drafting a manuscript describing my unique experiences in the development of four different telecourses produced by the DCCCD. Working on these projects afforded me the opportunities to interview over 150 of the leading American historians in the United States and to spend quality time in many of the most significant places in American history. At this point in my career, it was time for me to record my quest for history.

Results

I have used the time granted by the sabbatical to complete most of my background research and to begin drafting a manuscript describing my experiences. The title of my sabbatical proposal, "Opportunities of a Lifetime: My Quest for History," established the framework for my work. After reflection, I developed a working sub-title, "The Places I've Gone, The People I've Talked With. . . ."

I have begun my narrative by drafting a prologue describing my own family background. My experiences growing up in Iowa as the son of tenant farmers certainly shaped my life and my opportunities. The power of place was very real for me even before I realized it, and I want students to think about how their own family histories and the places they have lived have shaped them.

In the first chapter of my manuscript, I have described how and why I became involved in telecourse productions and the process used in making these award-winning documentaries and courses. I decided to include this chapter in response to inquiries I have received throughout my career. Essentially, people who see the videos and/or teach or take the courses wonder how in the world we were able to produce something so rich in content and quality. And, on a personal note, I wanted to explain why I kept coming back for four productions!

I am now in the process of writing the remaining chapters of the manuscript. I am taking a chronological approach in describing my quest for American history. I am highlighting my search for greater understanding of the content of all the periods of United States history we cover in our college survey courses. My emphasis is on the historical places we visited and filmed in our telecourse productions and on the truly fascinating people we interviewed to provide perspective and analysis.

Once the manuscript is finished, I plan to submit it for publication. In the meantime, I will continue to share my experiences with students, hoping to inspire them to pursue their own opportunities and a lifetime of learning.

Report of Sabbatical Leave During Fall Semester 2008  
Joyce Kerr Tarpley, Ph.D., Mountain View College  
November, 2008

Purpose of the Sabbatical

To develop a course for DW 0093 sequence to serve a target group of developmental writing students: those whose scores fall in a range that is close to but not quite passing for English 1301, those who have never taken a developmental writing course, and those who have been recommended because they possess sufficient motivation and self-discipline to work independently in a hybrid DW 0093 course while simultaneously taking a traditional English 1301 course.

Results

I created a course, DW 0093 English 1301 Support Course, for a target group of students in developmental population. This course allows a select group of developmental students—those whose scores fall within a range that is close to but not quite passing—to take English 1301 along with my hybrid course, part online and part in-class.

This effort expands and enhances student success by allowing students capable of bypassing the traditional developmental class to take my hybrid along with English 1301. It enhances student success by giving them a chance they would otherwise not have to take 1301; it motivates students to work harder for the privilege of being allowed to take English 1301 despite their close but not quite passing scores. It expands the possibilities for students to take and pass English 1301. It also expands the course offerings for the division.

The potential benefit to the institution is significant. As the numbers in developmental studies continue to rise, (the numbers at MVC in the fall of 2008 greatly exceeded anything the college has ever seen) this course offers a way to separate out those students who may be able to handle 1301 with some assistance, thereby offsetting somewhat the number of students who have to take traditional developmental courses. It may also provide a model for other campuses in the future.

The syllabus for this course is included as a separate attachment.

Report of Sabbatical Leave During \_Fall\_ Semester 2008\_  
Raifu Durodoye, North Lake College  
August –December, 2008

Purpose of the Sabbatical

The primary objectives of the sabbatical leave include the planning, development, training and implementation of GLOBE protocols through GLOBE teaching and learning master workshops. The knowledge and skills gained from this experience will assist in the development of curriculum materials for faculty and teachers to integrate GLOBE concepts in their program and course materials.

Results

Describe, in the remainder of this page, what you did and how it has or will benefit the institution, students and employees (Board Policy DEC LOCAL). Specifically, please address how this effort will enhance or expand student success and what learning outcomes were addressed.

The sabbatical effort began with a GLOBE master workshop at Bowen University in Iwo Nigeria, on September 15, 2008. The training covered GLOBE protocols including atmosphere, hydrology, and soil and land scape. The strategic development and implementation of the protocols was also addressed.

On September 27, 2008, I participated in a follow-up program at the United States Embassy, Abuja, Nigeria. This seminar included practical applications of GLOBE principles in the management of environmental science and health sanitation. The enhancement of school curricula through GLOBE syllabi was demonstrated.

On October 13, 2008, I attended a grant writing seminar at the Federal University of Technology, Akure, Nigeria that outlined worldwide funding sources. The aim of the seminar was to provide additional grant writing strategies, and to meet with representatives of potential funding institutions and organizations.

The GLOBE protocol will empower faculty to relate what they teach in math and science to real life experiences. This in turn, helps students understand the sciences from a global perspective. The overall gain of my sabbatical was a “train the trainer” experience designed to assist teachers to increase student interest in math and science at North Lake College.

Report of Sabbatical Leave During \_Fall, 2008  
David Shorow, Richland College  
November 20, 2008

Purpose of the Sabbatical

The purpose of the sabbatical is to design a project to engage students in teaching, learning, and community building by working together on a collaborative partnership with the Family Gateway shelter. Students will understand the economic challenge of local poverty and design an involvement for self reliance. The goal is to connect learning about a community challenge with a learning outcome positive to the community and students.

Results

The project was designed to engage students in a new collaborative model for community learning. Beginning in spring, 2009 we will have 5 faculty and over 20 classes involved in this project. Although the involvement by student is voluntary, in the past we have had similar programs and found that we seldom have a student drop a class who is involved in such a project.

Students will discuss the purpose and operations of the Family Gate shelter with staff employees. Students will be assigned a role of working with children and providing assistance for classes taught to adults for employment. Student work with children will include tutoring, reading, and encouraging school achievement.

After reading extensively about successful programs assisting people in poverty and traveling to New York, Chicago, Detroit and San Lois Potosi, Mexico, to discuss poverty projects, I am aware of the similarity of problems faced by people in poverty. My understanding of the poverty problem has increased but I have also become aware of the difficult nature of changing behavior. Although each individual case is different, the challenge of change is fundamental.

I am thankful for the opportunity to study, discuss, and work with poverty assistance programs. We are now designing a program that will bring new opportunities to clients at Family Gateway. Students will become more involved through this project, learn they can make a difference but also realize that we have choices and responsibilities to ourselves and our communities.

Thank you for this opportunity. I hope I will be able to give back something meaningful because of this project.