

Persons who address the board are reminded that the board may not take formal action on matters that are not part of the meeting agenda, and, may not discuss or deliberate on any topic that is not specifically named in the agenda that was posted 72 hours in advance of the meeting today. For any non-agenda topic that is introduced during this meeting, there are only three permissible responses: 1) to provide a factual answer to a question, 2) to cite specific Board of Trustees policy relevant to the topic, or 3) to place the topic on the agenda of a subsequent meeting.

Speakers shall direct their presentations *ONLY* to the Board Chair or the Board as a whole.

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

**District Office
1601 South Lamar Street
Lower Level, Room 007
Dallas, TX 75215
Tuesday, January 3, 2012
4:00 PM**

AGENDA

- I. Certification of notice posted for the meeting
- II. Pledges of allegiance to U.S. and Texas flags
- III. Oath of office for Trustee in District V
- IV. Richland Collegiate High School status report presented by Superintendent Donna Walker
- V. Brookhaven College President Thom Chesney will present Ms. Lauren MacKnight, winner of Second Place Juror's Award in the League for Innovation National Student Art Competition *Informative Report No. 30, pp. 148-149*
- VI. Special presentation about North Lake College Quality Enhancement Plan (QEP) presented by Mrs. Christa Slejko, interim president
- VII. Citizens desiring to address the Board regarding agenda items
- VIII. Opportunity for members of the Board and Chancellor to declare conflicts of interest specific to this agenda *p. 5*
- IX. Consideration of Bids

1. Low Bidders: Recommendation for award to Caldwell Country Chevrolet in an amount of \$62,469 and Sam Pack's Five Star Ford in an amount of \$42,793.64 for fleet vehicles. *pp. 6-7*
- X. Consent Agenda: If a trustee wishes to remove an item from the consent agenda, it will be considered at this time.

Minutes

2. Approval of Minutes of the December 6, 2011 Special Meeting *pp. 8-9*
3. Approval of Minutes of the December 6, 2011 Planning & Budget Committee Meeting *pp. 10-11*
4. Approval of Minutes of the December 6, 2011 Regular Meeting *pp. 12-14*
5. Approval of Minutes of the December 20, 2011 Planning & Budget Committee Meeting *pp. 15-16*
6. Approval of Minutes of the December 20, 2011 Audit Committee Meeting *pp. 17-18*
7. Approval of Minutes of the December 20, 2011 Special Meeting *pp. 19-20*

Financial Reports

8. Approval of Expenditures November for 2011 *p. 21*
9. Acceptance of Gifts *pp. 22-23*
10. Approval of Interlocal Contracts for Services Provided by Dallas Area Rapid Transit (DART) to DCCCD and Irving Independent School District on behalf of Barbara Cardwell Career Preparatory Center *pp. 24-25*
11. Approval of Amendment to Agreement with Raytheon Professional Services, L.L.C. *p. 26*

XI. Individual Items

Personnel Reports for Individual Action

12. Acceptance of Resignations and Retirement *p. 27*
13. Employment of Contractual Personnel *pp. 28-33*
14. Approval of Long-term Sabbatical Leaves for 2012-2013 *pp.34-35*

Building & Grounds Report for Individual Action

15. Approval of Change Order with Mart, Inc. *pp. 36-37*

Policy Reports for Individual Action

16. Approval of Revisions to Board Policies that Update Requirements for the Associate in Arts & Associate in Sciences and the Associate

in Applied Sciences; Update Various Provision; and Eliminate Outdated Provisions *pp. 38-51*

17. Approval of Intellectual Property Policy *pp. 52-67*
18. Approval of Revised Salary Schedules for 2011-2012 *pp. 68-69*
19. Approval of Adding Gender Identity and Gender Expression to Various Policies *pp. 70-74*

XII. Informative Reports

20. Presentation of Current Funds Operating Budget Report for November 2011 *pp. 75-82*
21. Presentation of 1st Quarter Financial Statements *pp. 83-95*
22. Presentation of 1st Quarter Investment Transactions *pp. 96-109*
23. Monthly Award and Change Order Summary *pp. 110-113*
24. Payments for Goods and Services *pp. 114-115*
25. Progress Report on Construction Projects *pp. 116-117*
26. Report of M/WBE Participation of Maintenance and SARS Report on Projects *pp. 118-124*
27. Facilities Management Project Report *pp. 125-143*
28. Presentation of Contracts for Educational Services *pp. 144-146*
29. Presentation of Impact of the Voluntary Retirement Incentive Program *p. 147*
30. Following Selected Students in Brookhaven's Art Department: A Companion Report to Agenda Item V. *pp. 148-149*

XIII. Questions/comments from members of the Board and Chancellor

XIV. Citizens desiring to appear before the Board

XV. Executive session

The Board may conduct an executive session as authorized under §551.074 of the Texas Government Code to deliberate on personnel matters, including commencement of annual evaluation of The Chancellor 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 and/or on a matter in

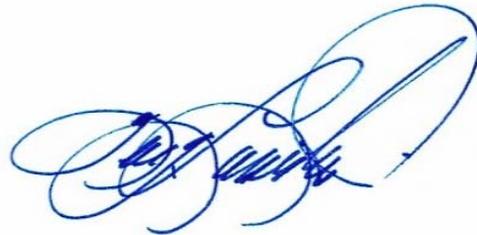
which the duty of the attorneys under the Rules of Professional Conduct clearly conflict with the Open Meetings Act. The Board may seek or receive its attorney's advice on other legal matters during this executive session, including a date for the District's general election for trustees.

The Board may conduct an executive session under §551.076 of the Texas Government Code to deliberate regarding the deployment or specific occasions for implementation of security personnel or devices.

XVI. Adjournment of regular meeting

**CERTIFICATION OF NOTICE POSTED
FOR THE
JANUARY 3, 2012
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 23rd of December 2011, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 23rd of December 2011, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the George Allen, Sr. Courts Building, all as required by the Texas Government Code §551.054.



Wright L. Lassiter, Jr., Secretary

VII. Opportunity for Chancellor and Board Members to Declare Conflicts of Interest Specific to this Agenda

Texas Local Government Code, Chapter 176, provides that local government officers shall file disclosure statements about potential conflict(s) of interest in certain defined circumstances. "Local government officers" are the chancellor and trustees. The penalty for violating Chapter 176 accrues to the chancellor or trustee, not to DCCCD.

Names of providers considered and/or recommended for awards in this agenda appear following this paragraph. If uncertain about whether a conflict of interest exists, the chancellor or trustee may consult with DCCCD Legal Counsel Robert Young.

Blind Impressions
Blinds 4 Less
Buffalo Contract, Inc.
Caldwell Country Chevrolet
Caldwell Country Ford
Dallas Area Rapid Transit
Info USA Marketing, Inc.
Irving Independent School District
KRS One Co.
Manufacturing Skill Standards Council
Organic Motion, Inc.
Raytheon Professional Services, L.L.C.
Sam Pack's Five Star Ford
Sunburst Shutters Texas

(Tab 1) RECOMMENDATION FOR AWARD – BID NO. 11911
FLEET VEHICLES
BROOKHAVEN, EASTFIELD, EL CENTRO, AND RICHLAND
COLLEGES

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

COMPARISON OF BIDS:

Tabulation of bids attached.

RECOMMENDATION FOR AWARD:

CALDWELL COUNTRY CHEVROLET one police vehicle/BHC two 15-passenger wagons/RLC	\$62,469.00
SAM PACK'S FIVE STAR FORD two 15-passenger wagons/ECC and EFC	\$42,793.64

LOW BIDDERS

COMMENTS: Police SUV – one unit used at Brookhaven College for routine campus security patrol and special events.

15- passenger wagons – one unit used by Eastfield College to transport staff for college related events, one unit used by El Centro College to transport students and equipment to academic and outreach events, and two units used by Richland College primarily for transportation of students and staff in the athletic department.

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

Bid # 11911
Fleet Vehicles

		Caldwell Country Chevrolet	Caldwell Country Ford	Sam Pack's Five Star Ford
1 ea	police cruiser Brookhaven trade-in ¹	\$30,919 <u><1,500></u> net \$29,419	no bid	\$30,690.88 <u><500.00></u> net \$30,190.88
1 ea	15 passenger wagon El Centro (no trade-in)	\$25,025	\$ 24,762	\$23,638.82
1 ea	Eastfield trade-in ²	<u><3,000></u> net \$22,025	running boards +265 <u><4,000></u> net \$21,027	running boards +266 <u><4,750.00></u> net \$19,154.82
2 ea	Richland trade-in ³	<u><8,500></u> net \$16,525	<u><8,000></u> net \$16,762	<u><5,500.00></u> net \$18,138.82

¹ 1996 Ford Ranger pickup

² 2002 Ford Econoline wagon

³ 2005 Dodge Sprinter cargo van

CONSENT AGENDA NO. 2

Approval of Minutes of the December 6, 2011 Special Meeting

The Chancellor recommends that the Board approve the minutes of the December 6, 2011 Board of Trustees special meeting.

Board Members and Officers Present:

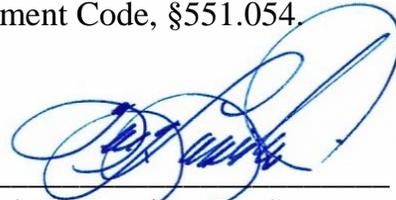
Mr. Jerry Prater (chair)
Ms. Charletta Rogers Compton (vice chair)
Mr. Bob Ferguson
Ms. Diana Flores (departed 3:52 p.m.)
Mr. Bill Metzger (arrived 10:20 a.m.)
Mr. JL Sonny Williams

Board Members and Officers Absent: Mrs. Kitty Boyle

Chairman Prater convened the meeting at 10:03 a.m. Dr. Wright Lassiter certified the meeting notice had been posted.

**CERTIFICATION OF NOTICE POSTED
FOR THE DECEMBER 6, 2011
SPECIAL MEETING OF THE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 2nd day of December 2011, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 2nd day of December 2011, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the George Allen Sr. Courts Building, all as required by the Texas Government Code, §551.054.



Wright L. Lassiter, Jr., Secretary

Executive Session

Chairman Prater recessed the special meeting to an executive session under provision of §551.074 of the Texas Government Code.

Adjournment

Chairman Prater adjourned the special meeting at 3:58 p.m.

Approved:

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

Wright L. Lassiter, Jr., Secretary

CONSENT AGENDA NO. 3

Approval of Minutes of the December 6, 2011 Planning and Budget
Committee Meeting

The Chancellor recommends that the Board approve the minutes of the December 6, 2011 Board of Trustees Planning and Budget Committee Meeting.

Committee Members Present:

Mr. Jerry Prater (chair)

Mr. Bob Ferguson

Dr. Wright Lassiter (board secretary and chancellor)

Mr. Bill Metzger

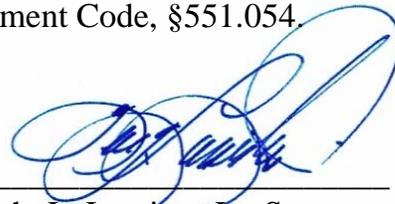
Mr. JL Sonny Williams

Committee Members Absent: Mrs. Kitty Boyle, Ms. Charletta Rogers Compton,
Ms. Diana Flores

Chairman Prater convened the meeting at 3:58 p.m. Dr. Wright Lassiter certified the meeting notice had been posted.

**CERTIFICATION OF NOTICE POSTED
FOR THE DECEMBER 6, 2011
PLANNING AND BUDGET COMMITTEE MEETING OF THE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES**

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Wright L. Lassiter, Jr., Secretary

Fall Revision to Fiscal Year 2011-12 Budgets

Executive Vice Chancellor for Business Affairs Ed DesPlas presented proposed revisions to the budgets.

Financial Planning for Fiscal Years 2012-2014

This item was re-scheduled to December 20, 2011.

Question/Comments from the Board and Chancellor

There was no discussion.

Citizens desiring to appear before the Board

There were none.

Executive Session

There was no Executive Session.

Adjournment

Chairman Prater adjourned the meeting at 4:07 p.m.

Approved:

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

Wright L. Lassiter, Jr., Secretary

CONSENT AGENDA NO. 4

Approval of Minutes of the December 6, 2011 Regular Meeting

The Chancellor recommends that the Board approve the minutes of the December 6, 2011 Board of Trustees regular meeting.

Board Members and Officers Present:

Mr. Jerry Prater (chair)

Ms. Charletta Rogers Compton (vice chair)

Mr. Bob Ferguson

Dr. Wright Lassiter (secretary and chancellor)

Mr. Bill Metzger

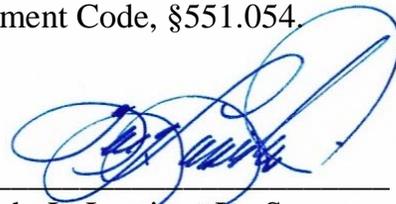
Mr. JL Sonny Williams

Board Members and Officers Absent: Mrs. Kitty Boyle, Ms. Diana Flores

Chairman Jerry Prater convened the meeting at 4:08 p.m. Dr. Wright Lassiter certified the meeting notice had been posted.

**CERTIFICATION OF NOTICE POSTED
FOR THE DECEMBER 6, 2011
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 2nd day of December 2011, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 2nd day of December 2011, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the George Allen Sr. Courts Building, all as required by the Texas Government Code, §551.054.



Wright L. Lassiter, Jr., Secretary

Certification of Notice Posted for the Meeting

Dr. Lassiter certified the notice had been posted as required.

Pledges of Allegiance to U.S. and Texas Flags

Pledges of allegiance to the flags were recited.

Public Hearing on Resolution to Tax Goods-in-Transit

There were no citizens present to speak about taxing goods-in-transit.

Richland Collegiate High School status report presented by Superintendent Donna Walker

Supt. Walker presented the monthly status report.

An Overview of Cedar Valley's Quality Enhancement Plan (QEP)

President Jennifer Wimbish, Professors Mikal McDowell and Diane Minger presented information about Cedar Valley's QEP and introduced student members of the planning committee.

Citizens Desiring to Address the Board Regarding Agenda Items

There were none.

Opportunity for Chancellor and Board Members to Declare Conflicts of Interest Specific to this Agenda

There were none.

Consideration of Bids

Vice Chair Compton moved and Mr. Ferguson seconded a motion to approve Items 1-7. Motion passed. (See December 6, 2011, Board Meeting, Consideration of Bids, Items 1-7, which is made part of and incorporated into the approved minutes as though fully set out in the minutes).

Consent agenda

Vice Chair Compton moved and Mr. Metzger seconded a motion to approve Items 8-16. Motion passed. (See December 6, 2011, Board Meeting, Consent Agenda, Items 8-16 which are made a part of and incorporated into the approved minutes as though fully set out in the minutes).

Individual items

Vice Chair Compton moved and Mr. Ferguson seconded a motion to approve Items 17 through 20 and 22. Motion passed. (See December 6, 2011, Board Meeting Individual Items, Items 17-20 and 22, which are made a part of and incorporated into the approved minutes as though fully set out in the minutes).

Informative reports

Trustees reviewed the informative reports.

Questions/comments from the board and chancellor

Vice Chair Compton restated her request to be informed of administration's plan for managing deferred maintenance, a subject that will be addressed December 20 as part of an update on the three-year financial plan.

Citizens desiring to appear before the Board

There were none.

Executive session

There was no executive session.

Adjournment

Chairman Prater adjourned the regular meeting at 4:58 p.m.

Approved:

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

Wright L. Lassiter, Jr., Secretary

CONSENT AGENDA NO. 5

Approval of Minutes of the December 20, 2011 Planning & Budget
Committee Meeting

The Chancellor recommends that the Board approve the minutes of the December 6, 2011 Board of Trustees planning & budget committee meeting.

Committee Members Present:

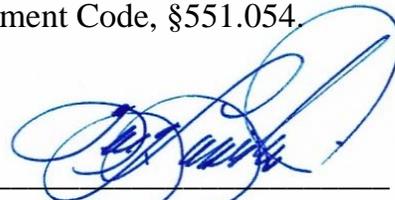
Mr. Jerry Prater (chair)
Ms. Charletta Rogers Compton (vice chair)
Mr. Bob Ferguson
Ms. Diana Flores (arrived 3:30 p.m.)
Dr. Wright Lassiter (secretary and chancellor)
Mr. Bill Metzger
Mr. JL Sonny Williams

Committee Members Absent: Mrs. Kitty Boyle

Chairman Prater convened the meeting at 2:32 p.m. Dr. Wright Lassiter certified the meeting notice had been posted.

**CERTIFICATION OF NOTICE POSTED
FOR THE DECEMBER 20, 2011
PLANNING & BUDGET COMMITTEE MEETING OF THE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES**

I, Wright L. Lassiter, Jr., Secretary of the Board of Trustees of the Dallas County Community College District, do certify that a copy of this notice was posted on the 16th day of December 2011, in a place convenient to the public in the District Office Administration Building, and a copy of this notice was provided on the 16th day of December 2011, to John F. Warren, County Clerk of Dallas County, Texas, and the notice was posted on the bulletin board at the George Allen Sr. Courts Building, all as required by the Texas Government Code, §551.054.



Wright L. Lassiter, Jr., Secretary

Financial Planning for Fiscal Years 2012-2014

Executive Vice Chancellor for Business Affairs Ed DesPlas reviewed the three-year financial plan.

Chancellor Lassiter will look into whether Spring 2012 enrollment is lagging at other community colleges as it is for DCCCD and advise Board of his finding (requested by Chairman Prater), re-evaluate assumptions for funding Visiting Scholars and faculty formula pay rather than cost-of-living-adjustments for all employees (requested by Chairman Prater, Vice Chair Compton and Trustee Metzger), re-evaluate assumption that tuition rate will remain unchanged (requested by Trustee Williams and Chairman Prater), add election expense to expenditures provisions in 2014 (requested by Trustee Williams), and look into instituting user-based fees (requested by Trustee Metzger).

Chancellor Lassiter will also schedule a briefing on DCCCD's debt, either in conjunction with the regular business meeting in February or at the next Audit Committee meeting (requested by Vice Chair Compton).

Executive Session

There was none.

Adjournment

Chairman Prater adjourned the meeting at 3:49 p.m.

Approved:

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

Wright L. Lassiter, Jr., Secretary

CONSENT AGENDA NO. 6

Approval of Minutes of the December 20, 2011 Audit Committee Meeting

The Chancellor recommends that the Board approve the minutes of the December 20, 2011 Board of Trustees audit committee meeting.

Committee and Board Members Present:

Ms. Charletta Rogers Compton (committee member)

Mr. Bob Ferguson (committee chair)

Ms. Diana Flores

Dr. Wright Lassiter (secretary and chancellor)

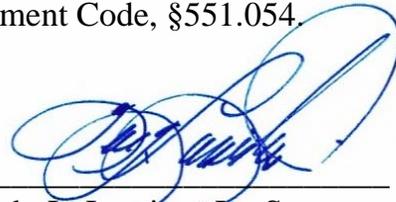
Mr. Bill Metzger

Mr. JL Sonny Williams (committee member)

Committee Chairman Ferguson convened the meeting at 3:57 p.m. Dr. Wright Lassiter certified the meeting notice had been posted.

**CERTIFICATION OF NOTICE POSTED
FOR THE DECEMBER 20, 2011
AUDIT COMMITTEE MEETING OF THE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES**

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Wright L. Lassiter, Jr., Secretary

Presentation of letter from independent auditors to the Audit Committee

Mr. Johnathan Ellis and Mr. Godwin Okoye of McConnell Jones addressed the Board concerning audit of DCCCD's financial statements.

Presentation of *Financial Statements and Office of Management and Budget Circular A-133 Supplemental Financial and Compliance Report Together with Reports of Independent Auditors, August 31, 2011 and 2010*

Trustee Williams moved and Trustee Compton seconded a motion to recommend the reports for presentation to Board of Trustees. Motion passed.

Chancellor Lassiter will brief the Board on DCCCD's corrections at a later date (requested by Trustee Compton).

Presentation of quarterly internal audit report

Executive Director of Internal Audit Rafael Godinez presented the quarterly report.

Review of Chancellor's travel

Committee members reviewed the quarterly report of chancellor's travel.

Executive Session

There was none.

Adjournment

Committee chairman Ferguson adjourned the meeting at 4:30 p.m.

Approved:



Wright L. Lassiter, Jr., Secretary

CONSENT AGENDA NO. 7

Approval of Minutes of the December 20, 2011 Special Meeting

The Chancellor recommends that the Board approve the minutes of the December 20, 2011 Board of Trustees special meeting.

Board Members and Officers Present:

Mr. Jerry Prater (chair)

Ms. Charletta Rogers Compton (vice chair)

Mr. Bob Ferguson

Ms. Diana Flores Dr. Wright Lassiter (secretary and chancellor)

Mr. Bill Metzger

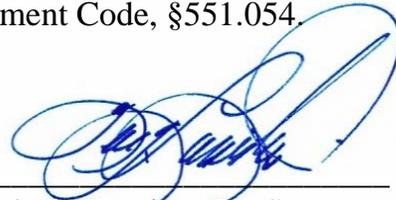
Mr. JL Sonny Williams

Board Members and Officers Absent: Mrs. Kitty Boyle

Chairman Prater convened the meeting at 4:43 p.m. Dr. Wright Lassiter certified the meeting notice had been posted.

**CERTIFICATION OF NOTICE POSTED
FOR THE DECEMBER 20, 2011
SPECIAL MEETING OF THE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
AND RICHLAND COLLEGIATE HIGH SCHOOL
BOARD OF TRUSTEES**

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Wright L. Lassiter, Jr., Secretary

Resolution authorizing Richland Collegiate High School to apply for exemption from Texas Education Agency School Breakfast Program

Vice Chair Compton moved and Trustee Metzger seconded a motion for approval. Motion passed.

Acceptance of audited annual financial statements

Trustee Ferguson moved and Vice Chair Compton seconded a motion for acceptance. Motion passed.

Executive Session

Chairman Prater recessed the special meeting at 4:49 p.m. to commence an executive session as provided by Texas Government Code, §551.071, §551.072, §551.074, and §551.076. Chairman Prater re-convened the special meeting at 6:10 p.m.

Approval of settlement agreement with Michael Daily

Trustee Metzger moved and Trustee Ferguson seconded a motion for approval. Motion passed.

Appointment to DCCCD Board of Trustees District V Seat

Trustee Metzger moved and Vice Chair Compton seconded a motion to appoint Mr. Wesley Jameson to Trustee District V Seat. Motion passed.

Adjournment

Chairman Prater adjourned the meeting at 6:14 p.m.

Approved:



Wright L. Lassiter, Jr., Secretary

FINANCIAL REPORT NO. 8

Approval of Expenditures for November 2011

The Chancellor recommends approval of expenditures in the amount of \$31,028,548 in the month of November 2011.

Policy Reminders

Board policies pertinent to evaluating a recommendation for approval of expenditures include:

Act as a fiduciary in the management of funds under the control of institutions subject to the Board's control and management. BAA (LEGAL), MANAGEMENT OF COLLEGE DISTRICT FUNDS, Education Code 51.352(e)

The College District shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation. CC (LEGAL), AUTHORIZED EXPENDITURES, Tx. Const. Art. III, Sec 52; Brazoria County v. Perry, 537 S.W.2d 89 (Civ. App. 1976)

The College District shall not grant any extra compensation, fee, or allowance to a public officer, agent, servant, or contractor after service has been rendered or a contract entered into and performed in whole or in part. Nor shall the College district pay or authorize the payment of any claim against the College District under agreement or contract made without authority of law. CC (LEGAL), AUTHORIZED EXPENDITURES, Tx. Const. Art III, Sec 53; Harlingen ISD v. C.H. Page and Bro., 48 S.W.2d 983 (Comm. App. 1932)

Board responsibilities shall be to...provide ways and means of financial support; approve the annual budget; review and approve expenditures. BAA (LOCAL), BOARD LEGAL STATUS – POWERS, DUTIES, RESPONSIBILITIES

The adopted budget provides authority to expend funds for the purposes indicated and in accordance with state law, board policy, and the College District's approved purchasing procedures. The expenditure of funds shall be under the direction of the Chancellor or designee who shall ensure that funds are expended in accordance with the adopted budget. CC (LOCAL), BUDGET ADOPTION

FINANCIAL REPORT NO. 9

Acceptance of Gifts

The Chancellor recommends the Board of Trustees accept the gifts, summarized in the following table, under the donors' conditions.

<u>Gifts Reported in December, 2011</u>				
<u>Beneficiary</u>	<u>Purpose</u>	<u>Quantity</u>	<u>Range</u>	<u>Total</u>
	Equipment	4	\$ 100 - 5,000	\$ 6,700
	Chancellor's Council	1	\$ 100 - 5,000	\$ 1,000
	Programs and Services	5	\$ 100 - 5,000	\$ 4,632
DCCCD	Programs and Services	1	\$5,001 - 15,000	\$ 11,565
	Rising Star	2	\$ 100 - 5,000	\$ 500
	Rising Star	2	\$5,001 -275,000	\$275,000
	Scholarship	13	\$ 100 - 5,000	\$ 5,475
	Scholarships	1	\$5,001 - 45,000	\$ 22,000
Total		29		\$326,872

<u>Gifts Reported in Fiscal Year 2011-12</u>				
<u>Month Reported</u>	<u>Amount by Category</u>			
	<u>Equipment</u>	<u>Rising Star</u>	<u>Other Gifts</u>	<u>Total</u>
September	\$ 6,277	\$ 0	\$ 29,281	\$ 35,558
October	0	0	196,436	196,436
November	5,400	200	66,101	71,701
December	6,700	275,500	44,672	326,872
January				
February				
March				
April				
May				
June				
July				
August				
Total	\$18,377	\$275,700	\$336,490	\$630,567

<u>Gifts Reported 2004-05 Through 2010-11</u>							
<u>Type</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
Equipment	\$ 137,643	\$ 396,503	\$ 64,830	\$ 220,565	\$ 791,041	\$ 96,567	\$ 183,113
Rising Star	728,836	492,032	57,068	163,227	978,546	1,327,400	941,177
Other Gifts	939,058	1,432,358	972,010	879,876	1,204,822	1,382,297	1,294,760
Total	\$1,805,537	\$2,320,893	\$1,093,908	\$1,263,668	\$2,974,409	\$2,806,264	\$2,419,050

In November 2011, DCCCD Foundation, Inc. made the following expenditures on behalf of DCCCD:

<u>Purpose</u>	<u>Quantity</u>	<u>Total</u>
Chancellor's Fund	6	\$ 2,222
Programs and Services	25	\$ 42,798
Total	31	\$ 45,020

In addition to activity from the preceding month, DCCCD foundation, Inc. will provide a cumulative summary of gifts pledged for major initiatives, such as the health careers resource center endowment and the Rising Star endowment. See table below.

<u>Strategic Initiatives</u>	<u>Pledged</u>
Health Careers Resource Center Endowment	\$ 150,000
Rising Star Endowment	\$2,750,000
Total	\$2,900,000

FINANCIAL REPORT NO. 10

Approval of Interlocal Contracts for Services Provided by Dallas Area Rapid Transit (DART) to DCCCD and Irving Independent School District on behalf of Barbara Cardwell Career Preparatory Center

The Chancellor recommends approval of the following interlocal contracts for services provided by DCCCD:

- An amended agreement with the Dallas Area Rapid Transit (DART) to provide bus services to Eastfield College. The Dallas County Community College District first entered into an agreement with DART in December 1997, to provide transit bus service to Eastfield for the benefit of the students, which has been renewed annually. The purpose of this amendment is to include the street names on the Eastfield College campus in the terms of the contract as well as on the campus map that is an attachment to the contract. This amendment has no financial impact. The amount of the agreement will continue to be between \$20,000 and \$30,000.
- An agreement with El Centro College to provide non-credit courses in nurse's aide certification training at the Barbara Cardwell Career Preparatory Center of the Irving Independent School District in an amount not to exceed \$50,000. This contract shall run from the date it is approved by the Dallas County Community College Board of Trustees and ends on August 31, 2013.

Policy Reminders

Board policies pertinent to evaluating a recommendation for approval of an interlocal contract for services provided by DCCCD include:

In order to increase the efficiency and effectiveness of College District operations and government, the College District may contract, to the extent it deems feasible, with other junior colleges, College Districts, local governments, and agencies of the state to study the feasibility of the performance of a governmental function or service by interlocal contract or to provide a governmental function or service that each party to the contract is authorized to perform individually.

An interlocal contract must be authorized by the Board and the governing body of each contracting party; must state the purpose, terms, rights, and duties of the contracting parties; and must specify that each party paying for the performance

of governmental functions or services shall make those payments from current revenues available to the paying party.

An interlocal contractual payment must be in an amount that fairly compensates the performing party for the services or functions performed under the contract.

GG (LEGAL), RELATIONS WITH GOVERNMENTAL AGENCIES AND AUTHORITIES, INTERLOCAL COOPERATION CONTRACTS, Gov't Code 791.001, 791.003(4), 791.011(c)-(f)

FINANCIAL REPORT NO. 11

Approval of Amendment to Agreement with Raytheon Professional Services, L.L.C.

The Chancellor recommends that authorization be given to approve an amendment to agreement with Raytheon Professional Services, L.L.C. in an amount not to exceed \$422,880 for the period April 1, 2009 through December 31, 2013, to reimburse for technical service instruction for Brookhaven College. This amendment extends the contract term, which is currently December 31, 2011, to December 31, 2013.

This is a partnership between Brookhaven College and Raytheon Professional Services, L.L.C. to reimburse the college for wages and benefits for technical service instruction for the automotive division. Continuation of this agreement will ensure Brookhaven College students are able to complete courses in the automotive technology program.

This contract is being submitted with request for retroactive approval due to the contract negotiations not completed by board submission deadline. No services have been provided prior to Board of Trustees' approval of this agreement.

Policy Reminder

Board policies pertinent to evaluating a recommendation for approval of a contract or agreement include:

The power to contract on behalf of the College District is vested in the Board and no contract or agreement shall be entered into without approval of the Board unless the authority to contract is expressly delegated in this policy. Delegations of contractual authority to various personnel who are specified in this policy are necessary and appropriate for the timely, efficient administration of the College District. The following guidelines should be rigidly adhered to and strictly construed to prevent unauthorized transactions and activities.
CF (LOCAL)

PERSONNEL REPORT NO. 12

Acceptance of Resignations and Retirements

The Chancellor recommends that the Board of Trustees accept the following request of resignations and retirement from the following employees:

RESIGNATIONS - 2

Kathy O'Connor
Instructor, Nursing
Length of Service: 1 year
Reason for resigning: For personal reasons.
Effective Date: May 31, 2012
Campus: Brookhaven College

Jaromy Green
Instructor, Physics
Length of Service: 4 months
Reason for resigning: For personal reasons.
Effective Date: December 15, 2011
Campus: Eastfield College

RETIREMENTS - 3

Joyce Adair
Instructor, Nursing
Length of Service: 8 years
Effective Date: May 31, 2012
Campus: Brookhaven College

Lianne Krueger Sullivan
Instructor, Art
Length of Service: 11 years
Effective Date: November 18, 2011
Campus: Brookhaven College

Clark Price
Director, College Police II
Length of Service: 10 years
Effective Date: December 31, 2011
Campus: Mountain View College

PERSONNEL REPORT NO. 13

Employment of Contractual Personnel

The Chancellor recommends that the Board of Trustees authorizes execution of written contracts of employment with the following persons on the terms and at the compensations stated.

REGULAR APPOINTMENT ADMINISTRATORS - 2

Judith Dumont
Annual Salary: \$51,521/Band II
Campus: Eastfield College
Effective Dates: January 4, 2012 through August 31, 2012
Monthly Business and Travel Allowance: \$62.50
Associate Instructional Dean
Biographical Sketch: M.Ed., University of North Texas, Denton, TX; B.A., University of Texas at Dallas, Dallas, TX
Experience: Adjunct Faculty, Richland College; Intern/Career Counselor, Southern Methodist University, Dallas, TX; Program Coordinator, Eastfield College

John DeLeon
Annual Salary: \$112,000/Band V
Campus: Mountain View College
Effective Dates: January 17, 2012 through August 31, 2012
Monthly Business and Travel Allowance: \$117.50 along with a moving allowance not to exceed \$5,000
Vice President of Academic Affairs and Student Services
Biographical Sketch: Ph.D., Texas A&M University, College Station, TX; M.A. and B.S.T., Texas State University, San Marcos, TX
Experience: Professor/Head of Engineering Technology, Kansas State University at Salina, Salina, KS; Dean of Instruction, Lone Star College-North Harris Campus, Houston, TX

INTERIM APPOINTMENT ADMINISTRATOR - 1

Dana Corbin
Annual Salary: \$46,108/Band II
Campus: Cedar Valley College
Effective Dates: January 4, 2012 through August 31, 2012 or the hiring of an Associate Dean, Educational Resources
Monthly Business and Travel Allowance: \$62.50
Biographical Sketch: M.L.I.S., M.A., and B.A., University of North Texas, Denton, TX
Experience: Graduate Library Assistant, University of North Texas Research Park

Library, Denton, TX; Instruction/Reference Librarian, Blinn College, Bryan, TX;
Librarian III, Cedar Valley College

REGULAR APPOINTMENT FACULTY - 3

Mathewos Kassa
Annual Salary (Range): \$48,400/F03
Campus: Cedar Valley College
Effective Dates: January 4, 2012
through May 10, 2012

Instructor, Economics
Biographical Sketch: M.A., University of Texas at Dallas, Richardson, TX; B.A.,
Addis Ababa University, Addis Ababa, ET
Experience: Adjunct Faculty, DeVry University, Wooddale, IL; Adjunct Faculty,
Brookhaven and Richland Colleges; Professor, Grayson County College, Denison,
TX

Jennifer Cooper
Annual Salary (Range): \$42,000/F01
Campus: El Centro College
Effective Dates: January 4, 2012 though
May 10, 2012

Instructor, Math/Developmental Math
Biographical Sketch: M.S., University of Oklahoma, Norman, OK; B.A., Cameron
University, Lawton, OK
Experience: Instructor, Fayetteville Academy, Fayetteville, NC; Adjunct Faculty,
Oklahoma State University, Oklahoma City, OK; Full-time-Temporary Faculty and
Adjunct Faculty, El Centro College

Bridgette Hudson
Annual Salary (Range): \$44,000/F01
Campus: El Centro College
Effective Dates: January 4, 2012
through May 10, 2012

Instructor, Nursing
Biographical Sketch: M.S.N., Loyola University, New Orleans, LA; B.S.N., Texas
Woman's University, Denton, TX
Experience: Staff/Charge Nurse, Methodist Medical Center; Dallas, TX; Assistant
Professor, Tarrant County College, Hurst, TX; Adjunct Faculty, El Centro College

TEMPORARY APPOINTMENT FACULTY - 7

Stephen Mabry
Annual Salary (Range): \$40,000/F01
Campus: Cedar Valley College
Effective Dates: Spring Semester 2012
Instructor, Sociology
Biographical Sketch: M.S. and B.S., Texas A&M University, Commerce, TX
Experience: Vocational Rehabilitation Counselor, State of Texas/Texas Department
of Assistive and Rehabilitation Services, Dallas, TX; Instructor, Our Lady of the
Lake University, Dallas, TX; Adjunct Faculty, Cedar Valley and El Centro Colleges

Ashok Kumar
Annual Salary (Range): \$40,000/F01

Campus: Eastfield College
Effective Dates: January 4, 2012
through May 10, 2012

Instructor, Physics

Biographical Sketch: M.A., Purdue University, West Lafayette, IN
Experience: Math Lab Specialist, Collin County College, Plano, TX; Adjunct
Faculty, Eastfield and North Lake Colleges

Robin Fletcher
Annual Salary (Range): \$40,000/F01

Campus: El Centro College
Effective Dates: January 9, 2012
through May 10, 2012

Instructor, Speech

Biographical Sketch: M.S., University of North Texas, Denton, TX; B.S., Tarleton
State University, Stephenville, TX
Experience: Adjunct Faculty, Tarrant County Community College, Hurst, TX;
Adjunct Faculty, North Central Texas College, Corinth, TX; Full-time Temporary
Faculty and Adjunct Faculty, El Centro College

Irena Borvakova
Annual Salary (Range): \$40,000/F01

Campus: North Lake College
Effective Dates: Spring Semester 2012

Instructor, Mathematics

Biographical Sketch: M.S. and B.S., Comenius University, Slovak Republic,
Slovakia
Experience: Research Associate, Pedagogical Research Institute, Bratislava,
Slovakia; Teacher, Hungarian High School, Bratislava, Slovakia; Adjunct Faculty,
North Lake College

Merry Fuhrer
Annual Salary (Range): \$42,000/F02

Campus: North Lake College
Effective Dates: Spring Semester 2012

Instructor, Art

Biographical Sketch: M.F.A., Texas Women's University, Denton, TX; B.A., Texas
Tech University, Lubbock, TX
Experience: Adjunct Faculty, Texas Women's University, Denton, TX; Adjunct
Faculty, Collin County Community College, Plano, TX; Adjunct Faculty,
Brookhaven and North Lake Colleges

John Mosley
Annual Salary (Range): \$40,000/F01

Campus: North Lake College
Effective Dates: Spring Semester 2012

Instructor, Theatre

Biographical Sketch: M.A., East Texas State University, Commerce, TX; B.A.,
Austin College, Austin, TX

Annual Salary (Range): \$50,600/F04 Effective Dates: January 9, 2012
through May 10, 2012

Instructor, Mathematics

Biographical Sketch: Ph.D., Syracuse University, Syracuse, NY; M.A. and B.A.,
Michigan State University, E. Lansing, MI

Experience: Teaching Assistant/Instructor, Syracuse University, Syracuse, NY;
Assistant Professor/Instructor, Thiel College, Greenville, TX; Adjunct Faculty,
Tarrant County Community College, Fort Worth, TX

Robyn Robertson Campus: Richland College
Annual Salary (Range): \$42,050/F04 Effective Dates: January 9, 2012
through May 10, 2012

Instructor, Accounting

Biographical Sketch: M.S. and B.B.A., Texas A&M University, College Station, TX

Experience: Tax Manager, Grant Thornton, LLP., Dallas, TX; Adjunct Faculty,
University of Texas at Dallas, Dallas, TX; Adjunct Faculty, Richland College

Ronald Stout Campus: Richland College
Annual Salary (Range): \$44,000/F01 Effective Dates: January 9, 2012
through May 10, 2012

Instructor, Learning Framework/Human Development

Biographical Sketch: M.S., University of North Texas, Denton, TX; B.A.,
University of Texas at Dallas, Dallas, TX

Experience: Consultant/Trainer, Cooper Academy, Dallas, TX; Senior Vice
President, Progressive Concepts, Inc., Dallas, TX; Adjunct Faculty, Richland
College

RETURNING TO ORIGINAL FACULTY POSITION - 1

Patrice Johnson Campus: Eastfield College
Annual Salary (Range): \$44,551/F01 Effective Date: January 4, 2012

Instructor, Development Writing

Note: It is recommended that Ms. Johnson return to her full-time faculty position
after serving as Interim Instructional Dean for the College Readiness and
Mathematics division at Eastfield College.

RETURNING TO ORIGINAL PROFESSIONAL SUPPORT STAFF POSITION - 1

Wilbert Brown Campus: District Office
Annual Salary: \$39,395 Effective Date: January 3, 2012

Note: It is recommended that Mr. Brown return to his original professional support
staff position.

CORRECTION TO DECEMBER 6, 2011 PERSONNEL REPORT - 2

Mickey Best
Executive Dean

Campus: Cedar Valley College
Effective Dates: January 4, 2012
through August 31, 2012

Note: It is recommended that Dr. Best be approved for a moving allowance not to exceed \$2,500.

William Eberle
Instructor, Physics

Campus: North Lake College
Effective Dates: January 9, 2012
through May 10, 2012

Note: It Is recommended that Dr. Eberle's status be changed from regular appointment faculty to temporary appointment faculty.

EXTENSION OF TEMPORARY FACULTY CONTRACT - 1

Lloyd Gregory III
Instructor, ESOL

Campus: El Centro College
Effective Dates: January 9, 2012
through May 10, 2012

Note: It is recommended that Mr. Gregory's contract be extended for the Spring Semester.

EXTENSION OF ADMINISTRATIVE INTERIM APPOINTMENT - 1

Sylvia Holmes
Director of Financial Aid

Campus: District Office

Note: It is recommended that Ms. Holmes interim contract be extended through August 31, 2012.

ENDING OF ADMINISTRATIVE INTERIM APPOINTMENT - 1

Eugene Gibbons
Vice President, Instruction

Campus: Mountain View College
Effective Date: January 31, 2012

Note: It is recommended that Dr. Gibbons administrative contract end due to the hiring of a Vice President of Academic Affairs and Student Services.

PERSONNEL REPORT NO. 14

Approval of Long-term Sabbatical Leaves for 2012-2013

The Chancellor recommends that long-term sabbatical leaves be authorized for the following Administrator and Faculty listed below:

Administrative Long-Term Sabbatical

Edrich, Teresa - Human Resources- Brookhaven College

Period of Leave: October 1, 2012 through February 7, 2013

Synopsis: To become knowledgeable in the major Human Resources functional areas as defined by the HR Certification Institute.

Faculty Long-Term Sabbatical

Branks, Scott – World Languages, Cultures, and Communication – Richland College

Period of Leave: Fall 2012

Synopsis: (*Title- Building Sustainable World Community – Ph.D Dissertation Project*) The purpose of this sabbatical is to better meet the strategic planning priority of responding to the learning needs of diverse student communities as a competent and compassionate faculty member. I will do this by completing my dissertation research project for my Ph.D. at University of Texas at Dallas. Students will benefit directly from my further education, which will be applied to my teaching fields, program coordination, course development to enhance current courses and to grow Richland's programs of creative writing, global and cultural studies, and peace education. I will also develop new course content in ecocriticism in response to the college's commitment to building a sustainable local and global community.

Epstein, Mark – Liberal Arts – Cedar Valley College

Period of Leave: Fall & Spring 2012

Synopsis: (*Title- The Development and Expansion of Cultural and Social Exchanges Through Ceramic Art*) The purpose for this sabbatical is to provide: (1) time for personal renewal through research, study and practice of my craft. (2) provide an opportunity to travel to China and collaborate with other Texas ceramic

artists. (3) provide an opportunity to work with artists in Jingdezhen, the porcelain capital of the world, in their studios, participating in and conducting workshops. (4) provide an opportunity to expand current knowledge base to include ancient processes of the area while creating a cross-cultural exchange of ideas.

Neal, Leslie – World Languages, Cultures, and Communication – Brookhaven College

Period of Leave: Fall 2012

Synopsis: (*Title- Researching Technology for Language Teaching*) The purpose of this sabbatical is: (1) To gain a better understanding of current free technology available to language-teaching educators to determine how this technology can be used in the classroom. (2) To become a better resource to my colleagues who want to use technology in the classroom; and (3) to become a better teacher of ESOL by using technology.

Polite, Giraud – Business Studies – Brookhaven College

Period of Leave: Spring 2013

Synopsis: (*Title- Aesthetic Studies*) This sabbatical would afford me the time to (1) investigate research in Aesthetic studies, (2) develop a service-learning course, and (3) share my knowledge with the colleagues at conference day and/or faculty enrichment sessions.

Reyes, Czarina S. – Mathematics/Science – Brookhaven College

Period of Leave: Fall 2012

Synopsis: (*Title- An In-Depth Analysis of the Factors Influencing Persistence Rates of Students at High Performing Community Colleges*) This sabbatical will give me the opportunity: (1) To travel to and learn from institutions that are able to maintain high student persistence and completion rates. (2) To improve instruction leading to student success in my own discipline. (3) To become a resource to my colleagues across the curriculum.

BUILDING AND GROUNDS REPORT NO. 15

Approval of Change Order with Mart, Inc.

The Chancellor recommends that authorization be given to approve change order No. 1 with Mart, Inc. in an amount not to exceed \$45,936 to provide additional construction material for Richland College.

Original agreement	\$286,250.00
Previous change order(s)	.00
Change order amount	<u>45,936.00</u>
Revised agreement	\$332,186.00

This is RLC project #1, *Progress Report on Construction Project* (Informative Reports section of this agenda). The project is for restoration of the embankment and spillway of the south dam; includes compaction, grouting around storm drain pipes, filling sink hole surface voids, sealing inside and outside joints, and the installation of four permanent monitoring wells. Construction was 65% complete as of November 18, 2011.

The Board approved the recommendation for award for bid No. 11847 for dam rehabilitation on September 6, 2011. Original contract amount was \$286,250 and 15% contingency, for a total of \$329,188. The Executive Vice Chancellor of Business Affairs was authorized to approve change orders in an amount not to exceed the contingency fund.

The project was to be completed on January 3, 2012. Change order No. 1 adds 0 days and does not change the date of substantial completion.

As provided by Board Policy CF (LOCAL),

Board Approval	EVCBA Approval	Change Order No.	Amount	Revised Contract	Contingency
Pending		1	\$45,936.00	\$332,186.00	(\$2,998.00)

Change order No. 1 provides for an additional 150 gallons of polyurethane grout for use in sealing joints in the concrete pipe.

This recommendation increases the project cost to \$332,186, which is \$45,936, or 16% over the original amount.

Policy Reminders

Board policies pertinent to evaluating a recommendation for contract amendment or change order include:

In the execution of his or her duties, the Chancellor must: ...

p. Ensure careful planning that minimizes need for change orders and amendments to contracts for facilities projects, and provide oversight for those that are deemed essential. BAA (LOCAL), POWERS, DUTIES, RESPONSIBILITIES: PROVIDE DIRECTION

Certain officials of the District are hereby expressly authorized to contract on behalf of the District as follows:

1. Capital improvement change orders. The Chancellor or Vice-Chancellor of Business Affairs may authorize a capital improvement change order if the amount of the change order is less than \$50,000 and is less than 25 percent of the original contract. The Board may delegate its authority to approve a change order of \$50,000 or more to the Chancellor or Vice-Chancellor if the board authorizes a contingency fund and the change order does not exceed the contingency fund. Otherwise, a change order of \$50,000 or more must be taken to the board for approval. CF (LOCAL), PURCHASING AND ACQUISITION: DELEGATION OF CONTRACTUAL AUTHORITY

POLICY REPORT NO. 16

Approval of Revisions to Board Policies that Update Requirements for the Associate in Arts & Associate in Sciences and the Associate in Applied Sciences; Update Various Provision; and Eliminate Outdated Provisions

The Chancellor recommends that the Board amend the polices below, only as follows:

Effective date: January 3, 2012

“COLLEGE DISTRICT LEGAL STATUS

AA
(LOCAL)

The Dallas County Community College District consists of the following units:

1. District Office.
2. Brookhaven College.
3. Cedar Valley College.
4. Eastfield College.
5. El Centro College.
6. Mountain View College.
7. North Lake College.
8. Richland College.
- (9. ~~Bill J. Priest Institute for Economic Development.~~)
- 9 (10). R. Jan LeCroy Center for Educational Telecommunications.

HISTORY

The District has evolved in ways at once typical and unique. The Dallas County Junior College District was chartered in 1965 as part of a surge of growth nationally within the community college movement. It was launched by a board of civic leaders who had the

clear intention of enhancing the Dallas community's growing reputation by building a first class community college district. In pursuit of this goal, they selected Bill J. Priest as the District's first Chancellor and provided him considerable freedom to chart a course promoting educational excellence and innovation, one which would effectively serve the Dallas County taxpayers who provided the mandate and resources for the undertaking.

These founding leaders developed a master plan which has been admired and emulated. It was a plan designed to serve the urban and suburban sprawl of Dallas County and which stipulated that the first college in the system would be located at the center of the city of Dallas. Thus, when it opened in 1966, El Centro College became the hub of a network which would eventually include six other colleges strategically placed throughout the county. With the periodic openings of Eastfield College (1970), Mountain View College (1970), Richland College (1972), Cedar Valley College (1977), North Lake College (1977), Brookhaven College (1978), and the Bill J. Priest Institute for Economic Development (1989), which is now a part of El Centro College, the District has defined its mission in increasingly comprehensive and community-based terms, changing its name to the Dallas County Community College District as it grew.

Certainly, much of the District's success can be attributed to its visionary and stable leadership. The founding Board Chairman and Vice-Chairman served through the District's first decade. The founding Chancellor served 15 years. More recently, R. Jan LeCroy, the second Chancellor, served for seven years; Lawrence W. Tyree served for two years; and J. William Wenrich assumed his duties in October, 1990 serving 13 years. Jess Carreon served three years, and Wright Lassiter began in 2006. From the beginning, these leaders made a commitment to hire excellent professional staff and to build excellent facilities. They determined to establish a unique identity for each college, clearly tying this identity to the local community, designing programs and services to serve that area, and designating a college president for each with the power and authority to lead in that location.

COLLEGE DISTRICT NAME AND DEFINITIONS

AB
(LOCAL)

The corporate name of this college, as provided by law, is Dallas County Community College District, herein referred to as “the College District.

DEFINITIONS

The following terms, when used in this manual, shall have the meanings as defined below, unless the context in which such terms are used clearly indicates another meaning:

1. **BOARD:** The Board of Trustees of the College District.
2. **CHANCELLOR:** The chief administrative officer of the College District.
3. **COLLEGE:** A constituent college of the College District; as an adjective, referring to any of the officers, personnel, or functions of a college.
4. **DIRECTOR OF HUMAN RESOURCES:** College District Director of Human Resources.
5. **DISTRICT OR COLLEGE DISTRICT:** The Dallas County Community College District; as an adjective, referring to any of the offices, officers, or other personnel having District wide jurisdiction or responsibility.
6. **MANUAL:** The “Board Policies and Administrative Procedures Manual.”
7. **PRESIDENT:** The chief administrative officer of a college of the College District, ~~(or the Bill J. Priest Center for Economic Development.)”~~
8. **PROVOST:** Provost of Educational Affairs or Provost of LeCroy Center for

Educational Telecommunications, as appropriate.

- 9.(8-) VICE CHANCELLOR: The (~~Vice Chancellor of Planning and Development,~~) Vice Chancellor of Business, or Vice Chancellor of Public and Governmental Affairs (~~Educational Affairs~~) in connection with College District procedures in this manual affecting each position the same. The Vice Chancellor title may also include the term Executive Vice Chancellor.
- 10.(9-) VICE CHANCELLOR OF BUSINESS: Vice Chancellor of Business Affairs.
11. VICE CHANCELLOR OF GOVERNMENTAL AFFAIRS: Vice Chancellor of Public and Governmental Affairs.
12. VICE PRESIDENT: An administrator performing vice presidential duties of business, instruction, or student development at a college may have a different title than vice president.
13. FISCAL YEAR: The fiscal year for the College District shall be the 12-month period beginning on the first day of September in each year and ending on the last day of August in the next succeeding calendar year.

USE OF
INSTITUTIONAL
NAME OR LOGO

The following names are protected trademarks under state law.

1. Brookhaven College.
2. Cedar Valley College.
3. Eastfield College.
4. El Centro College.
5. Mountain View College.

6. North Lake College.
7. Richland College.
8. Dallas County Community College District
9. R. Jan LeCroy Center for Telecommunications.
- (10. ~~Bill J. Priest Institute for Economic Development.~~)

ADMINISTRATIVE ORGANIZATION PLAN

BG
(LOCAL)

The District is a system of seven comprehensive, separately accredited, community colleges that comprise one legal entity. The colleges (including five community campuses) are served by (~~the Bill J. Priest Institute for Economic Development~~) the R. Jan LeCroy Center for Educational Telecommunications, and other District offices whose role it is to coordinate, facilitate, and otherwise support the work of the colleges.

The highest ranking administrative officer of the District is the Chancellor, who is responsible to the Board for administering the programs of the colleges in accordance with the policies of the Board and applicable local, state, and national laws.

The Board directs that the District shall be organized to ensure that:

1. The Chancellor represents the Board and is responsible for the overall management of the District.
2. The programs, procedures, and practices of the colleges advance the District's purpose and goals.
3. The District offices, including the (~~Priest Institute and~~) LeCroy Center, are organized to support college operations.
4. The Board Policies and Administrative Procedures Manual shall define the relationship between District and college

operations and shall delegate responsibilities for the development of detailed administrative procedures at the colleges.

CONTRACT AND AT-WILL EMPLOYMENT
TERM CONTRACTS

DDA
(LOCAL)

GENERAL PROVISIONS

All term contracts shall be in writing on a form approved by the Board, setting forth the length of the contract and other terms and conditions of employment. In most circumstances, contracts shall not be for specific assignments, but shall indicate employment as “faculty,” or “administrator,” or “~~faculty/special programs~~” category.) No term contract shall be valid or binding on the Board until approved by Board action. Contracts shall be signed by the employee and the Board’s designee.

The Chancellor, upon recommendation of the appropriate staff, shall recommend contracts for approval.

In exceptional circumstances, the Chancellor may authorize the employment of personnel when, in the opinion of the Chancellor, the deferral of employment authorization until the next regular Board meeting would cause a (significant) disruption in the operation of the College District. The terms of employment of such personnel must conform to policies in this manual concerning compensation, workload, benefits, and the like. Personnel so authorized shall be submitted to the Board for ratification at the earliest practical time.

~~(FACULTY / SPECIAL PROGRAMS)~~

~~Faculty/special program contracts for personnel who normally provide noncredit instruction shall normally be issued for 224 days per year. Contracts may be issued for periods other than 224 days based upon length of service required for a program.)~~

INSTRUCTIONAL ARRANGEMENTS
CREDIT BY EXAMINATION

ECD
(LOCAL)

CREDIT BY
EXAMINATION

A person who may be qualified by experience or previous training may take a special examination to establish credit in a particular course. Depending upon

the course, the examination may be a national testing program test or a departmental test.

An individual is allowed to earn as many credits through credit-by-examination procedures as the individual's needs require and abilities permit, provided that 25 (15)% of the semester hours required for graduation in any degree or certificate program may not be earned through credit-by-examination. ~~(except as approved by the College President or designee.)~~

Credit-by-examination may be attempted only one time in any given course and a grade of "C" or better on the examination is required in order to receive credit. Only a currently enrolled student will have the semester hours earned through examination placed upon the student's permanent record. The examination fee, which is nonrefundable, is determined by the Board.

INSTRUCTIONAL RESOURCES
INSTRUCTIONAL SERVICES

EDB
(LOCAL)

~~(INSTRUCTIONAL
TELEVISION~~

~~Instructional television (ITV) is an effective means of extending educational opportunity to citizens who otherwise might not avail themselves of it, or who prefer an individual study approach to learning. The Board acknowledges ITV as an important educational program of the District.)~~

CURRICULUM DESIGN
DEGREES AND DEGREE PLANS

EFB
(LOCAL)

ASSOCIATE IN ARTS
AND ASSOCIATE IN
SCIENCES

The Associate in Arts and the Associate in Sciences Degrees are designed for a student who wishes to pursue a two-year liberal studies degree and/or transfer to a four-year institution for the baccalaureate degree. Either degree may be combined with a Texas Higher Education Coordinating Board-approved Field of Study.

A student must have a minimum of 60 (61) hours, ~~(and)~~ present an average grade of at least “C” (2.0) ~~(and)~~, earn a grade of “C” or better in English 1301; Speech 1311, 1315, or 1321; and a selected college-mathematics course and meet all requirements of the Texas Success Initiative (TSI).

These 60 (61) hours may be earned at any College District college and must include the 42 (48) hours of the College District Core Curriculum, including 6 9 hours in ~~(communications, 3 hours in math, 8 hours in natural sciences, 9 hours in humanities/visual and performing arts, 15 hours of social and behavioral sciences, 4 hours of institutional designated options,)~~ Critical Reading and Writing (English 1301, HIST 1301) 3-4 hours in Speaking and Listening (Speech or Foreign Language), 3-5 hours in Quantitative Reasoning, (college mathematics), 1-3 hours in Wellness and the Human Experience, 3 hours in Qualitative Reasoning, Literacy and Research (English 1302), 9 hours in Self and Society, 6 hours in Humanity Creativity and the Aesthetic Experience, 8 hours in Scientific Discovery and Sustainability, 3 hours in Critical Issues in Local, National and Global Contexts (Government 2302) and 18 (43) hours of specified electives.

Courses numbered below 1000 and other noncollege-level courses may not be counted toward degree requirements.

ASSOCIATE IN
APPLIED SCIENCES

The Associate in Applied Sciences Degree is designed for a student who wishes to study for a two-year degree in career and technical programs. This degree is designed to enable students to enter the job market in their chosen field.

A student must have a minimum of 60 credit hours with an average grade of at least a "C" (2.0) and earn a grade of "C" or better in (three general education courses of) English 1301 or 1302; Speech (Communications) 1311, or 1315, or 1321; and Mathematics 1314 or higher or a laboratory science course in Biology, Chemistry, Geology, or Physics.

In addition, a student must select one course from Behavioral/Social Sciences and Humanities/Fine Arts approved course listings.

A student must demonstrate (~~basic computer knowledge~~) competency of practical skills and theoretical knowledge in their chosen field. Each major shall produce a list of courses that a student must complete in order to obtain the degree with 60 – 72 credit hours. Students receiving this degree must meet all requirements of the Texas Success Initiative (TSI).

(ASSOCIATE OF
COLLEGE /
UNIVERSITY
TRANSFER

~~The Associate of College/University Transfer Degree is designed for a student who wishes to pursue the first two years of a baccalaureate degree without any loss of credit upon transfer to a private or out-of-state institution. It incorporates elements of the College District Associate in Arts and Associate in Sciences Degree that fall within the student's transfer plan developed under the College District Student Transfer Guarantee program.~~

~~A student must have a minimum of 61 credit hours and an average grade of at least "C" (2.0); the student must earn a grade of "C" or better in English 1301, in Mathematics 1314 or higher, Speech 1311 or 1315 and must meet all requirements of the Texas Success Initiative (TSI).~~

~~The 61 credit hours must include History 1301–1302 and Government 2301–2302. The remaining hours are to be comprised of courses equivalent to those designated by a student's selected transfer institution as being applicable to the baccalaureate degree being sought. College District prerequisites shall not be waived. A student qualifying for an Associate in Arts and Associate in Sciences shall be granted that degree~~

~~rather than the Associate of College/University Transfer.)~~

ASSOCIATE OF ARTS IN TEACHING

The Associate of Arts in Teaching Degree is designed for students who wish to transfer to a Texas public university that offers baccalaureate degree programs leading to teacher certification. Programs offered under this degree title are based upon the Texas Higher Education Coordinating Board (THECB).

A student must have a minimum number of required hours for each degree plan (~~60 (64)~~–66 hours) with an average grade of at least 2.5 and meet all requirements of the Texas Success Initiative (TSI).

A student may earn these hours at any College District college and the hours must include ~~42 (48)~~ hours of the College District Core Curriculum, including 9 hours in communications, 3 hours in mathematics, 8 hours in natural sciences, 9 hours in humanities/visual and performing arts, 15 hours of social and behavioral sciences, 4 hours of institutionally designated options and additional hours required for the degree.

Courses numbered below 1000 and other noncollege-level courses may not be counted toward degree requirements.

ACADEMIC ACHIEVEMENT GRADING AND CREDIT

EGA
(LOCAL)

GRADE REPORTS

Grade reports are issued to each student at the end of each semester. Transcripts (~~Grades~~) shall be withheld if the student does not have all required student information on file in the Registrar's Office or if any financial obligations to the college have not been paid.

TRANSFER OF CREDITS

Transfer credit shall be given for all passing work completed at accredited colleges and universities. The registrar or Transcript Evaluation Center (TEC) shall be responsible for the evaluation of all transfer credit. The conditions governing transfer of credit are specified in FBA(LOCAL).

Students who are admitted with a grade point deficiency shall normally be required to earn additional grade points in the College District to offset the deficiency.

NONTRADITIONAL (6-
LEARNING

~~The Chancellor may enter into agreements with specific businesses, industries, associations and institutions for the purpose of equating their training to specific College District courses.)~~

- 6.(7.) Career and Technical Education (CTE) high school graduates (Tech Prep students) must enroll in an associate degree or certificate program at a College District college to receive college credit for high school CTE (Tech Prep) courses.

ADMISSIONS AND ATTENDANCE
ADMISSIONS REQUIREMENTS

FBA
(LOCAL)

GRADUATES OF AN
ACCREDITED HIGH
SCHOOL

1. A student is admitted upon proof of graduation from an accredited high school if an official high school transcript is submitted within five years of the student's graduation. In this policy, accredited high school means a Texas public high school accredited by the Texas Education Agency, a Texas nonpublic high school accredited by the Texas Private School Accreditation Commission, or an out-of-state high school accredited by an equivalent official accrediting body for the state in which the high school is located.

COLLEGE TRANSFER
STUDENTS

7. An applicant is eligible for admission from an accredited collegiate institution as defined in the "Transfer of Credit" section of this policy and must meet the following conditions:

- a. Present a complete, official transcript bearing (~~impression of~~) a seal and signature of a college or university official of each institution attended. Transcripts should include the previous admission record and evidence of honorable dismissal. Transcripts received become the permanent property of the college. A student transferring from another collegiate institution is not at liberty to disregard the student's collegiate records and apply as a beginning student. The college reserves the right to review academic credentials and transcripts from other higher education institutions for purposes of evaluating the acceptability of credits. An applicant who fails to report all accredited college or university coursework shall be subject to disciplinary action, which may include being ineligible to register (blocked), or to receive an official transcript as well as possible loss of credit for subsequent coursework taken at the college.

- b. Meet the minimum academic standards of the college. If an applicant on scholastic withdrawal or suspension from another institution meets the minimum academic standards of the college, the applicant may petition for admission to the (~~admissions committee~~) designated school official of the college. Admission may be provisional, and enrollment may be limited as to credit hours and coursework.

STUDENT WELFARE

FD
(LOCAL)

Students are responsible for acquainting themselves with the services maintained for

them and with procedures that are outlined for their assistance in such sources as the college catalog, the student handbook, student bulletins, and other official publications. Students services include the following:

1. ~~(Counseling)~~ Academic Advising The colleges shall provide extensive advising ~~(counseling)~~ service to students in their educational and vocational planning.
2. Counseling: Students are invited to see their counselors for assistance with personal problems that may be encountered in adjusting to college life.
- ~~(2-)~~ 3. Financial aids: A comprehensive program of financial aids will be offered including various student loan funds, scholarships, grants, and employment. The allocation to needy students of scholarship funds derived from student tuition fees shall be made in accordance with guidelines established by the Chancellor.
- ~~(3-)~~ 4. Job placement: The District will assist students in obtaining part-time work on or off campus while they are attending college, and full-time employment after graduation. The District participates in the Federal Work-Study Program, which provides many part-time jobs on campus for qualified students.
- ~~(4-)~~ 5. Health services: A health center is maintained on campus to provide health counseling, first aid, emergency care, vision and hearing tests, and rest areas for students.
- ~~(5-)~~ 6. Bookstore: A bookstore will be maintained on campus, which will stock all textbooks and supplies normally required for courses and laboratories. Students who have registered for classes may also buy books online through

eConnect.

7. Services for ~~(disabled)~~ students with disabilities: Many instructional programs and activities in the District are accessible to ~~(disabled)~~ students with disabilities. The types of assistance for this accessibility may include counseling, mobility assistance, interpreting for the deaf, reading, note-taking, textbook taping, removal of architectural barriers, and grievance procedures.

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT COMPLAINTS

FLD
(LOCAL)

EXCEPTION TO
PROCEDURES— SEXUAL
HARASSMENT

The student grievance procedure is not applicable to complaints of sexual harassment. All students shall report complaints of sexual harassment informally to location human resources personnel or location representatives selected by the highest level administrator at the location, or formally to the Provost (~~Vice Chancellor~~) of Educational Affairs as provided in DOA(REGULATION), which is the sexual harassment procedure.”

POLICY REPORT NO. 17

Approval of Intellectual Property Policy

The Chancellor recommends that the Board amend DBD(LOCAL) only as follows:

Effective date: September 1, 2012

“EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CONFLICT OF INTEREST

DBD
(LOCAL)

PURPOSE

The purpose of this intellectual property policy is to:

1. protect instructional quality,
2. protect the investment of time and resources on behalf of the College District,
3. encourage the creativity of faculty and staff, and
4. support sharing of instructional materials and resources among faculty and staff.

INTELLECTUAL
PROPERTY DEFINED

This policy covers all types of intellectual property and applies to other types not listed here, regardless of whether they are protected by patent, copyright, trade secret, or other law. The following examples are not exhaustive:

1. Inventions.
2. Discoveries.
3. Trade secrets.
4. Trade and service marks.
5. Writings.

6. Art works.
7. Musical compositions and performances.
8. Software.
9. Literary works.
10. Architecture.

DEFINITIONS

In this policy, the following definitions apply:

1. "College District-Supported Work", is intellectual property that was or will be created, modified, developed or reproduced under one or more of the following circumstances:
 - a. By a College District employee in the course and scope of employment.
 - b. Except for a "Scholarly Work", a work will be considered created in the course and scope of employment if it is related to an employee's job responsibilities whether or not the employee was specifically requested to create the work. Job responsibilities include tasks or activities that are included in a position description, that are assigned by the supervisor, or that are commonly expected of all persons in the job category. Creation of the Work would normally occur during College District time with College District resources, but an employee's use of personal time or other facilities will not change its characterization as a College District-supported work if it is related to the employee's job responsibilities.

- c. By a College District employee through efforts undertaken, in whole or in part, when the employee is on duty to conduct College District business. This provision shall not apply to convert the ownership of a Scholarly Work to a College District-supported work for faculty.
2. “Incidental Use” of College District resources means that the normal consumption of College District-owned supplies or College District-paid utilities as is consumed in the ordinary course of work or study by the routine authorized actions of similar types of employees or students. Examples of incidental use are use of electronic mail, remote connection through a College District server, word processing or other computing resources provided to all College District employees or students without restriction to quantity of use, library materials available to the public, and use of College District resources according to an approved course of instruction.
3. “Personal Work” is intellectual property that is unrelated to the employee’s job responsibilities and the employee has not used College District resources to create the property.

APPLICABILITY

All College District employees are covered by this policy and anyone using College District facilities under the supervision of College District personnel, including students.

INTELLECTUAL PROPERTY OWNED BY AN EMPLOYEE

Intellectual property is owned by an employee:

1. If such intellectual property is unrelated to the employee's job responsibilities and the employee did not use College District resources to create the property (Personal Work); or
2. If it is an invention that has been released to the inventor in accordance with this policy; or
3. If the intellectual property is embodied in a professional-, faculty-, or student-authored scholarly, educational (i.e., course materials), artistic, musical, literary, or architectural work in the author's field of expertise (from here on, a "scholarly work").

Unless it is a scholarly work created by someone who was specifically hired or required to create it or commissioned by the College District, the College District, not the creator, shall own the intellectual property.

PROFESSIONALS AND RESEARCHERS

The use of the terms "professionals," "faculty members," and "students," is intended to encompass all those individuals who routinely create scholarly works.

For example, if a library administrator writes a book about Texas History, his or her field of expertise, the College District will not assert ownership of the book. Similarly, if an employee writes a scholarly journal article, the College District will not assert ownership of the work, even though the author is not a faculty member.

In the case of educational materials that involve significant College District resource contributions, the College District retains rights, for example, to use the work and to recover its investment. And in some cases (see JOINT OWNERSHIP OF INTELLECTUAL PROPERTY, below), the College District may be a joint author and owner of such works.

SCHOLARLY WORKS

Scholarly works are owned by their authors/creators if the author is a professional, faculty member, or a student. Their scholarly works do not have to be disclosed to or reviewed by the institution. Scholarly works are usually protected by copyright rather than patent. Copyright protects works of authorship from the moment of their fixation in a tangible medium of expression, that is, instantly and automatically. As a result, the rigorous institutional review given to possibly patentable inventions is unnecessary to protect an interest in copyright works.

The College District's primary interests with scholarly works owned by professionals, faculty, and students are to allocate and recover resources that may be contributed to the creation of such works. If a project involves the use of significant College District resources, the creator and the College District shall agree before the project begins on use of facilities, allocation of rights to use the work, recovery of expenses, and sharing of benefits from commercialization of the work.

**WORKS CREATED
WITHIN THE SCOPE OF
EMPLOYMENT**

Except for Scholarly Work, works related to an employee's job responsibilities, even if he or she is not specifically requested to create them, shall belong to the College District as works-for-hire. A copyright work is related to an employee's job responsibilities if it is the kind of work he or she is employed to do it, at least in part, for use at work, or for use by fellow employees, the College District or the College District's clients. The work should be performed substantially at work using work facilities, but use of personal time or other facilities to create the work will not change its basic nature if it is related to the employee's job as described above. Works that have nothing to do with job duties shall remain the property of an employee, so long as the employee makes no more than incidental use of College District facilities.

For example, if an employee's job with the College District is related to safety, a software program that the employee creates on the employee's own initiative to run on each employee's computer to show a graphic of the nearest fire exits is related to the job duties and will belong to the College District, although no one asked the employee to create it and some of the programming was completed at home on a personally-owned computer. A program that the employee creates that does not relate to his or her job, that is not used at work by the employee or others, and that was created on personal time shall belong to the employee.

EMPLOYEES
SPECIFICALLY HIRED OR
REQUIRED TO CREATE A
WORK

An employee will know if he or she has been specifically hired or required to create a work in part by considering the employee's job description. For example, faculty members are required by the College District to create certain materials for use by their departments. In other cases a faculty member may be hired to create specific materials, such as online course materials for a specific class or department. In such a case, the College District shall own the copyright in the materials and any other resulting intellectual property.

There are several ways to clarify circumstances that are confusing or are exceptions to the more general rules.

Professionals, faculty members, or students employed to create specific intellectual property or hired to create intellectual property generally shall review and sign the single-page acknowledgement to clarify ownership of the works they create. The acknowledgment also applies to other employees who are hired to create intellectual property and to whom the royalty sharing provisions may not apply as discussed below.

INTELLECTUAL
PROPERTY COMMITTEE

In general, employees should ask questions about the ownership of intellectual property before its creation to avoid misunderstanding.

The College District recognizes that individual questions may arise which call for specific and individual consideration. The Chancellor shall designate an Intellectual Property Committee, to be composed of such administrators and faculty representatives as he shall deem appropriate, to address and resolve such questions in a manner consistent with College District policy.

COLLEGE-OWNED,
EMPLOYEE-CREATED
INTELLECTUAL
PROPERTY

Any one of these circumstances shall result in ownership by the College District, if the intellectual property:

1. Is created by an employee within the scope of employment; or
2. Is created on College District-paid time, with the use of College District facilities or state financial support; or
3. Is commissioned by the College District:
 - a. Pursuant to a signed contract; or
 - b. If it fits within one of the categories of works considered works for hire under copyright law, including: contribution to a collective work; part of a movie or other audiovisual work; a translation; a supplementary work; a compilation; an instructional text; a test; answer material for a test; or an atlas; or
4. Results from research supported by federal funds or third party sponsorship through the College District.

**ELECTRONICALLY
DEVELOPED COURSE
MATERIALS (EDCM)**

In general, EDCM embody text, graphics, and sound created by an employee directing a course or used by that employee with the permission of the creator. Ownership of the resulting intellectual property varies according to the circumstances. For example:

1. If an owner of a Personal or Scholarly Work independently combines that Work into HTML documents without more than incidental use of College District resources, a Personal or Scholarly Work owned by the creator is the result. If a faculty member or employee who is the owner of Personal or Scholarly Work, requests authorized personnel to copy a course or its content, or both, from a template or shell in BlackBoard or similar system into another template or shell in the same system, the copying process is considered an incidental use.

2. If an owner of the same Personal or Scholarly Work delivers it to a College District employee who combines the Work, for example, with additional expression and linking organization into an HTML document, then the resulting Work is a College District-supported Work, jointly owned by the College District and the employee. The College District's ownership interests extend to the EDCM, but not to the underlying Works.

Thus, a faculty member's lecture notes, manuscript excerpts, graphs, exam questions, and similar material that constitute Scholarly or Personal Works retain that status despite incorporation into EDCM, but the addition of original expression by others within the scope of their employment makes the final product a College District-supported Work.

1. A College District-supported Work results when the EDCM contains any underlying College District-supported Works, regardless of the manner of creation of the EDCM.

If an employee received a stipend or release time, the College District-Supported Work is owned by the College District.

JOINT OWNERSHIP OF INTELLECTUAL PROPERTY

Joint ownership of intellectual property between an employee and the College District is likely to be the case for works protected by copyright such as multimedia courseware products and distance learning materials. Anyone who contributes the kind of expression protected by the law is a joint author if the contribution is intended to be part of an integrated whole. The College District's employees who work as programmers, graphic artists, video technicians, script writers, and like, create this kind of expression. When added to a faculty member's contribution, the result is a jointly-authored work, owned by the College District and the faculty member. There can be other author-owners as well.

SHARING ROYALTIES OR OTHER BENEFITS FROM COMMERCIALIZATION

In the majority of cases, the owner, whether the College District or an employee shall retain all royalties or other benefits from any commercialization of intellectual property. The following are the exceptions:

1. An employee owner shall share benefits with the College District from commercializing a College District invention released to the employee; or if the work embodying the intellectual property required significant resource contributions from the College District to create or develop the intellectual property. In this case, the parties shall execute an agreement regarding the sharing arrangement before starting the project that will result in creation of the intellectual property.

2. The College District shall share royalties from commercialization of intellectual property it owns if the work is an invention, discovery, trade secret, trade or service mark, or software, regardless of how protected.

If an employee/creator was hired specifically or required to create the intellectual property or the work was commissioned by the College District, the royalty-sharing provisions of this policy shall not apply, and the owner (the College District) shall retain all benefits from commercialization.

ACTIONS

Intellectual property includes works protected by copyright, patent, trade secret, and other laws, but all intellectual property is not handled in the same way. Scholarly works are handled differently from inventions, discoveries, and ideas because concerns about protecting them are different, as explained below.

INVENTIONS

The College District shall normally own all inventions created by employees within the scope of their employment and must be sure that it can legally protect the invention if it hopes to license it. Since publication of the idea embodied in the invention bars the filing of a patent application in every country in the world except the United States and starts a one-year clock running on the right to file a patent application in the United States, publication is a very important event — one the College District would like to know about before it happens. Because of these concerns, inventors shall be required to disclose their inventions to the College District well before they have submitted any information about the invention for publication, made any public disclosure, or even a private disclosure to a commercial entity.

Occasionally, the inventor may wish to file a patent application while the College District's review is proceeding. If the College District authorizes such a patent application and then decides later to assert its interest, the inventor shall be reimbursed by the College District for patent expenses.

PATENTS AND OTHER LEGAL PROTECTIONS

If intellectual property belongs to the College District, the College District may secure patent or trademark protection. Copyrights do not require significant time or expense, and individuals who own a copyright work or invention may secure protection themselves, at their own expense.

EQUITY INTEREST AND
MANAGEMENT

Although the College District is free to take an equity interest in a licensee as partial or full consideration for the license of College District intellectual property, it could be a conflict of interest for an employee of the College District to also be an employee, officer, director, or stockholder in a corporation or other business entity that licenses College District intellectual property. Because of this possible conflict of interest, College District employees may hold equity interests in licensees or be employees, officers or directors only if approval is granted by the College President or Chancellor.

APPROVAL AND
EXECUTION OF
DOCUMENTS

Patent, technology and software license agreements, and other agreements that convey an interest in College District intellectual property are reviewed by the College District's legal counsel.

~~(INTELLECTUAL
PROPERTY~~

~~The Board acknowledges the need to protect ownership rights in intellectual property as illustrated by, but not limited to, literary, dramatic, musical, artistic, and other intellectual and creative works as well as inventions, trade secrets, and computer software which are copyrightable or patentable. The following statement of policy and procedure is made for the purpose of defining ownership of such rights which are created by College District employees, independently or with College District support, or by third parties. Employee, as used in this policy, means any full-time contractual employee or professional support staff as defined in DD(LOCAL).~~

~~INDEPENDENT
WORKS~~

~~A College District employee owns all rights to copyrightable or patentable work that is created by the College District employee while not in the course and scope of his or her employment as illustrated by, but not limited to, the following appropriate factors:~~

- ~~1. The work is the result of individual initiative.~~

2. The work is not a specific assignment made within the course of employment with the College District.
3. The work involves only insignificant use of College District facilities, time, or resources.

~~COLLEGE DISTRICT-SUPPORTED WORKS~~

Unless otherwise provided in this policy, the College District owns all rights to copyrightable or patentable work that is created by a College District employee in the course of the employee's employment with the College District as illustrated by, but not limited to, the use of significant facilities, time, or resources of the College District, including, but not limited to, released time, grant money, sabbatical leave, or other material or financial assistance by the College District.

~~THIRD PARTY WORKS~~

Rights to copyrightable or patentable works created by a third party, i.e., not a College District employee, shall reside in the author/creator.

~~RIGHTS AGREEMENT~~

The Chancellor shall establish procedures to ensure that any full-time College District employee who creates copyrightable or patentable work with College District support shall enter into an agreement with the College District providing either:

1. That the employee assigns ownership rights to the College District; or
2. For a fair and equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College District of its costs and support. In all cases where copyrightable or patentable work is created with College District support, the agreement shall provide that the College District will have a perpetual license to use the work without further compensation.

DISCLOSURE

All College District employees shall disclose potentially copyrightable or patentable work to the college president or vice chancellor of planning and development as appropriate and shall utilize the procedures specified in GI(REGULATION). In the case of copyrightable work, an employee shall make such disclosure prior to beginning the work, but not later than completion of the work. An employee shall disclose patentable work within 60 days after disclosure to the third party contractor, if any, or promptly after discovery.

INSTITUTIONAL REVIEW

The procedure for institutional review of copyrightable or patentable work created by a College District employee with College District support is enumerated in GI(REGULATION). For the purpose of this policy:

1. The review procedure in GI(REGULATION) for multi-college or College District research shall be used exclusively to review copyrightable or patentable work;
2. At each level of administrative approval in GI(REGULATION), the designated administrator shall determine the extent to which the College District and employee should share ownership and royalties of the copyrightable or patentable work based upon the significant benefit of the work to the College District, and the Chancellor's Staff shall exercise final approval; and
3. The approval criteria and notification procedures in GI (REGULATION) are not applicable.

If the College District's ownership and share in royalties of the work is 50 percent or more, the College District shall pay the costs of copyright or patent filing; otherwise the employee shall pay such costs.

~~EQUITY AND
MANAGEMENT~~

~~A College District employee who creates a copyrightable or patentable work with College District support may have an equitable interest in the work or a business entity involved with the work if the equity interest is promptly disclosed to the vice chancellor of educational affairs; however, the College District employee is prohibited from holding an executive position in the business entity.~~

~~APPLICABILITY—
PROJECT FUNDING~~

~~In the case of works created under grants from governmental or foundation sources prescribing ownership rights, this policy shall govern negotiations of the conditions of such grants.~~

~~LICENSE OR SALE OF
COLLEGE DISTRICT
WORKS~~

~~The Chancellor shall establish procedures to protect the copyright and patent interest of the College District in the sale, lease, or licensing to others of College District work products.)”~~

POLICY REPORT NO. 18

Approval of Revised Salary Schedules for 2011-2012

The Chancellor recommends that the Board of Trustees approve the implementation of the revised salary schedules listed below:

Professional Support Staff – General Schedule
Professional Support Staff – Facilities Schedule

As the District continues to recruit and retain new staff, the minimum salary must be attractive in order to attract a broad pool of applicants and pay the selected individual competitively. A schedule adjustment is recommended for each schedule listed which will increase the minimum salary amount for ranges C02 and F02 to \$18,720 per year (\$9.00 per hour). The reason for this adjustment is to ensure that salaries in the Dallas County Community College District do not fall below the amount designated as the Federal Poverty Level for a family of three (currently \$18,530). The cost to implement these changes will be approximately \$116,225. A total of five (5) full time employees and three hundred and five (305) part time employees will be moved to the new salary range minimums.

Effective: September 1, 2011

PROPOSED PROFESSIONAL SUPPORT STAFF
GENERAL SALARY SCHEDULE

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
2	\$18,720	\$25,740	\$32,760
3	\$19,079	\$26,233	\$33,387
4	\$21,473	\$29,525	\$37,577
5	\$24,166	\$33,228	\$42,290
6	\$27,197	\$37,396	\$47,595
7	\$30,610	\$42,088	\$53,567
8	\$34,449	\$47,368	\$60,287
9	\$38,770	\$53,309	\$67,848
10	\$43,506	\$59,820	\$76,135
11	\$48,944	\$67,298	\$85,652

PROPOSED PROFESSIONAL SUPPORT STAFF-
FACILITIES SALARY SCHEDULE

<u>RANGE</u>	<u>MINIMUM</u>	<u>MID-POINT</u>	<u>MAXIMUM</u>
2	\$18,720	\$25,740	\$32,760
3	\$20,342	\$27,976	\$35,610
4	\$22,901	\$31,491	\$40,082
5	\$25,771	\$35,443	\$45,115
6	\$29,016	\$39,894	\$50,773
7	\$32,656	\$44,886	\$57,138
8	\$36,754	\$50,523	\$64,314
9	\$41,350	\$56,867	\$72,363
10	\$46,405	\$63,814	\$81,203
11	\$52,208	\$71,781	\$91,354

POLICY REPORT NO. 19

Approval of Adding Gender Identity and Gender Expression to Various Policies

The Chancellor recommends that the Board amend various policies, only as follows:

Effective date: March 1, 2011

EMPLOYEE WELFARE
FREEDOM FROM DISCRIMINATION,
HARASSMENT, AND RETALIATION

DOA
(LOCAL)

“STATEMENT OF
NONDISCRIMINATION

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, gender expression, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

DISCRIMINATION

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, gender expression, or any other basis prohibited by law, that adversely affects the employee’s employment.

DEFINITIONS

In this Manual:

1. gender identity means a person’s internal or personal sense of being a man or woman; and
2. gender expression means external manifestations of a person’s gender identity, usually expressed through masculine or feminine clothing, haircut, voice, or body characteristics. Typically, transgender people make their gender expression match

their gender identity.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, gender expression, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property."

STUDENT WELFARE FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

FDE
(LOCAL)

"STATEMENT OF NONDISCRIMINATION

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, sexual orientation, gender identity, gender expression, or any other basis prohibited by law. Retaliation against anyone

involved in the complaint process is a violation of College District policy.

DISCRIMINATION

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, sexual orientation, gender identity, gender expression, or on any other basis prohibited by law, that adversely affects the student.

DEFINITIONS

In this Manual:

1. gender identity means a person's internal or personal sense of being a man or woman; and
2. gender expression means external manifestations of a person's gender identity, usually expressed through masculine or feminine clothing, haircut, voice, or body characteristics. Typically, transgender people make their gender expression match their gender identity.

PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, sexual orientation, gender identity, gender expression, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's

educational opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property."

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT COMPLAINTS

FLD
(LOCAL)

"DEFINITION

A student grievance is a College District-related problem or condition that a student believes to be unfair, inequitable, discriminatory, or a hinderance to the educational process. A grievance also includes discrimination on the basis of race, color, religion, national origin, sex, disability, age, (~~or~~) sexual orientation, gender identity, or gender expression.

SCOPE

The student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College District. This student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance. A student may file a grievance concerning a policy, procedure, rule, or grade if discrimination on the basis of race, color, religion, national origin, sex, disability, (~~or~~) age, sexual orientation, gender identity, or gender expression is the basis for the grievance. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are

generally handled through normal administrative channels. A grade dispute that is not based on an allegation of discrimination is handled under FLDB(LOCAL).

EXCEPTION TO
PROCEDURES—
SEXUAL
HARASSMENT

The student grievance procedure is not applicable to complaints of sexual harassment. All students shall report complaints of sexual harassment informally to location human resources personnel or location representatives selected by the highest level administrator at the location, or formally to the Provost (~~Vice Chancellor~~) of Educational Affairs as provided in DOA(REGULATION), which is the sexual harassment procedure.

INFORMATIVE REPORT NO. 20

Presentation of Current Funds Operating Budget Report for November 2011

The Chancellor presents the report of the current funds operating budget for November 2011 for review.

Policy Reminders

Board policies pertinent to evaluating a current funds operating budget report include:

Act as a fiduciary in the management of funds under the control of institutions subject to the Board's control and management. BAA (LEGAL), MANAGEMENT OF COLLEGE DISTRICT FUNDS, Education Code 51.352(e)

In the execution of his or her duties, the Chancellor must: ...Operate the College District with a budget balanced by current funds revenue except in instances when the Board approves use of fund balance for specific purposes. BAA (LOCAL), PROVIDE DIRECTION

In the execution of his or her duties, the Chancellor must: ...Promote fiscal integrity by avoiding material deviations of actual expenditures from the budget. BAA (LOCAL), PROVIDE DIRECTION

The College District should operate on a budget balanced with current funds except as the Board may give specific approval to use fund balance for nonrecurring expenses. BAA (LOCAL), ANNUAL BUDGET

Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the College District's programs and activities and provides the resources to implement them. In the planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered. Budget planning and evaluation are continuous processes and should be part of each month's activities. CC (LOCAL), BUDGET PLANNING

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. These financial and budget progress reports shall indicate all receipts and their sources for the period, expenditures and their classification for the period, and the various fund balances at the beginning and the end of the period. CDA (LOCAL)

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2011-12 CURRENT FUNDS OPERATING BUDGET

REVENUES & ADDITIONS

Year-to-Date November 30, 2011
25.0% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
UNRESTRICTED FUND						
State Appropriations	\$ 89,955,380	\$ 31,396,277	\$ 58,559,103	34.9%	31.2-37.3%	
Tuition	90,316,669	45,699,440	44,617,229	50.6%	48.8-54.4%	
Taxes for Current Operations	120,222,660	6,975,785	113,246,875	5.8%	2.7-6.8%	
Federal Grants & Contracts	1,037,885	68,145	969,740	6.6%	19.6-37.9%	(1)
State Grants & Contracts	126,452	-	126,452	0.0%	n/a	
General Sources:						
Investment Income	2,726,000	519,481	2,206,519	19.1%	17.3-29.6%	
General Revenue	3,132,454	710,391	2,422,063	22.7%	n/a	
Subtotal General Sources	5,858,454	1,229,872	4,628,582	21.0%	19.3-30.2%	
SUBTOTAL UNRESTRICTED	307,517,500	85,369,519	222,147,981	27.8%	n/a	
Use of Fund Balance & Transfers-in	9,118,186	-	9,118,186	0.0%	n/a	
TOTAL UNRESTRICTED	316,635,686	85,369,519	231,266,167	27.0%	22.3-25.7%	(2)
AUXILIARY FUND						
Sales & Services	5,207,596	1,024,931	4,182,665	19.7%	13.9-22.3%	
Investment Income	210,977	35,590	175,387	16.9%	16.1-29.9%	
Transfers-in	4,290,797	-	4,290,797	0.0%	n/a	
Use of Fund Balance	-	-	-	0.0%	n/a	
TOTAL AUXILIARY	9,709,370	1,060,521	8,648,849	10.9%	30.9-60.2%	(3)
RESTRICTED FUND						
State Appropriations:						
Insurance & Retirement Match	14,766,881	4,448,017	10,318,864	30.1%	n/a	
SBDC State Match	1,986,904	557,745	1,429,159	28.1%	n/a	
Subtotal State Appropriations	16,753,785	5,005,762	11,748,023	29.9%	n/a	
Grants, Contracts & Scholarships:						
Federal	103,529,698	17,635,185	85,894,513	17.0%	n/a	
State	7,527,437	3,092,925	4,434,512	41.1%	n/a	
Local	8,607,878	1,014,035	7,593,843	11.8%	n/a	
Transfers-in	501,650	2,545	499,105	0.5%	n/a	
Subtotal Grants, Contracts & Scholarships	120,166,663	21,744,690	98,421,973	18.1%	n/a	
Richland Collegiate High School	56,679	2,213	54,466	3.9%	n/a	
TOTAL RESTRICTED	136,977,127	26,752,665	110,224,462	19.5%	n/a	
RICHLAND COLLEGIATE HIGH SCHOOL						
State Funding	2,298,731	489,799	1,808,932	21.3%	n/a	
Investment Income	8,000	3,935	4,065	49.2%	n/a	
TOTAL COLLEGIATE HIGH SCHOOL	2,306,731	493,734	1,812,997	21.4%	n/a	
TOTAL REVENUES & ADDITIONS	\$ 465,628,914	\$ 113,676,439	\$ 351,952,475	24.4%	n/a	

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2011-12 CURRENT FUNDS OPERATING BUDGET

EXPENDITURES & USES BY FUNCTION

Year-to-Date November 30, 2011
25.0% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget	Control Limits	Notes
UNRESTRICTED FUND						
Instruction	\$ 127,014,775	\$ 37,279,332	\$ 89,735,443	29.4%	27.1-29.1%	(4)
Public Service	6,170,289	965,379	5,204,910	15.6%	16.8-32.9%	(5)
Academic Support	16,312,016	4,168,588	12,143,428	25.6%	25.3-28.8%	
Student Services	28,190,336	7,129,813	21,060,523	25.3%	24.4-25.3%	
Institutional Support	54,839,810	14,777,850	40,061,960	26.9%	23.9-32.7%	
Staff Benefits	12,310,224	7,312,796	4,997,428	59.4%	1.4-57.2%	(6)
Operations & Maintenance of Plant	28,950,413	13,072,340	15,878,073	45.2%	26.3-46.2%	
Repairs & Rehabilitation	10,707,652	3,089,863	7,617,789	28.9%	4.1-29.8%	
Special Items:						
Reserve - Campus	3,859,080	-	3,859,080	n/a	n/a	
Reserve - Benefits	12,074,260	-	12,074,260	n/a	n/a	
Reserve - Health Premiums Salary Increase	2,000,000	-	2,000,000	n/a	n/a	
Reserve - Technology	1,000,000	-	1,000,000	n/a	n/a	
Reserve - Operating	590,993	-	590,993	n/a	n/a	
Reserve - Enrollment Growth	-	-	-	n/a	n/a	
Reserve - New Campuses	-	-	-	n/a	n/a	
Reserve - New Buildings	-	-	-	n/a	n/a	
Reserve - Potential State Reduction/ERS Fees	3,286,197	-	3,286,197	n/a	n/a	
TOTAL UNRESTRICTED	307,306,045	87,795,961	219,510,084	28.6%	25.5-28.8%	
AUXILIARY FUND						
Student Activities	6,856,512	2,046,032	4,810,480	29.8%	25.0-31.5%	
Sales & Services	2,155,865	886,708	1,269,157	41.1%	24.2-35.9%	(7)
Reserve - Campus	451,497	-	451,497	n/a	n/a	
Reserve - District	150,596	-	150,596	n/a	n/a	
Transfers-out	94,900	26,124	68,776	27.5%	7.2-91.9%	
TOTAL AUXILIARY	9,709,370	2,958,864	6,750,506	30.5%	17.2-42.8%	
RESTRICTED FUND						
State Appropriations	14,766,881	4,448,017	10,318,864	30.1%	0.0-42.2%	
Grants & Contracts	27,859,561	6,516,874	21,342,687	23.4%	n/a	
Scholarships	94,294,006	15,730,960	78,563,046	16.7%	n/a	
Subtotal Grants, Contracts & Scholarships	136,920,448	26,695,851	110,224,597	19.5%	n/a	
Richland Collegiate High School	56,679	56,814	(135)	100.2%	n/a	
TOTAL RESTRICTED	136,977,127	26,752,665	110,224,462	19.5%	n/a	
RICHLAND COLLEGIATE H.S.						
Expenditures	2,306,731	333,710	1,973,021	14.5%	n/a	
TOTAL COLLEGIATE HIGH SCHOOL	2,306,731	333,710	1,973,021	14.5%	n/a	
SUBTOTAL EXPENDITURES & USES	456,299,273	117,841,200	338,458,073	25.8%	n/a	
TRANSFERS & DEDUCTIONS:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,529,623	1,194,285	1,335,338	47.2%	36.8-50.2%	
Institutional Matching-Contracts/Grants	54,719	57,936	(3,217)	105.9%	0.0-306.7%	
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	4,290,797	-	4,290,797	0.0%	n/a	
Unexpended Plant Fund	-	650,000	(650,000)	n/a	n/a	
Debt Service Fund	2,454,502	-	2,454,502	0.0%	n/a	
TOTAL TRANSFERS & DEDUCTIONS	9,329,641	1,902,221	7,427,420	20.4%	n/a	
TOTAL EXPENDITURES & USES	\$ 465,628,914	\$ 119,743,421	\$ 345,885,493	25.7%	n/a	

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2011-12 CURRENT FUNDS OPERATING BUDGET

EXPENDITURES & USES BY ACCOUNT CLASSIFICATION

Year-to-Date November 30, 2011
25.0% of Fiscal Year Elapsed

	Approved Budget	Year-to-Date Actuals	Remaining Balance	Percent Budget
UNRESTRICTED FUND				
Salaries & Wages	\$204,417,058	\$ 54,600,233	\$149,816,825	26.7%
Staff Benefits	12,310,224	7,312,796	4,997,428	59.4%
Purchased Services	17,336,929	5,625,238	11,711,691	32.4%
Operating Expenses	63,282,402	20,181,698	43,100,704	31.9%
Supplies & Materials	7,682,199	3,793,160	3,889,039	49.4%
Minor Equipment	534,808	564,310	(29,502)	105.5%
Capital Outlay	1,977,362	762,051	1,215,311	38.5%
Charges	(23,045,467)	(5,043,525)	(18,001,942)	21.9%
SUBTOTAL UNRESTRICTED	284,495,515	87,795,961	196,699,554	30.9%
Reserve - Campus	3,859,080	-	3,859,080	n/a
Reserve - Benefits	12,074,260	-	12,074,260	n/a
Reserve - Health Premiums Salary Increase	2,000,000	-	2,000,000	n/a
Reserve - Technology	1,000,000	-	1,000,000	n/a
Reserve - Operating	590,993	-	590,993	n/a
Reserve - Enrollment Growth	-	-	-	n/a
Reserve - New Campuses	-	-	-	n/a
Reserve - New Buildings	-	-	-	n/a
Reserve - Potential State Reduction/ERS Fees	3,286,197	-	3,286,197	n/a
Transfers & Deductions:				
Mandatory Transfers:				
Tuition to Debt Service Fund	2,529,623	1,194,285	1,335,338	47.2%
Institutional Matching - Contracts/Grants	54,719	57,936	(3,217)	105.9%
Non-Mandatory Transfers & Deductions:				
Auxiliary Fund	4,290,797	-	4,290,797	0.0%
Unexpended Plant Fund	-	650,000	(650,000)	n/a
Debt Service Fund	2,454,502	-	2,454,502	0.0%
TOTAL UNRESTRICTED	316,635,686	89,698,182	226,937,504	28.3%
AUXILIARY FUND	9,709,370	2,958,864	6,750,506	30.5%
RESTRICTED FUND	136,977,127	26,752,665	110,224,462	19.5%
RICHLAND COLLEGIATE HIGH SCHOOL	2,306,731	333,710	1,973,021	14.5%
TOTAL EXPENDITURES & USES	\$465,628,914	\$ 119,743,421	\$345,885,493	25.7%

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2011-12 CURRENT FUNDS OPERATING BUDGET

REVENUES & ADDITIONS

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

	November 30, 2011			November 30, 2010		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
UNRESTRICTED FUND						
State Appropriations	\$ 89,955,380	\$ 31,396,277	34.9%	\$ 91,676,880	\$ 31,000,508	33.8%
Tuition	90,316,669	45,699,440	50.6%	85,244,283	44,710,827	52.5%
Taxes for Current Operations	120,222,660	6,975,785	5.8%	120,222,660	7,347,352	6.1%
Federal Grants & Contracts	1,037,885	68,145	6.6%	1,272,735	296,485	23.3%
State Grants & Contracts	126,452	-	0.0%	125,661	-	0.0%
General Sources:						
Investment Income	2,726,000	519,481	19.1%	4,400,000	546,696	12.4%
General Revenue	3,132,454	710,391	22.7%	2,961,759	651,495	22.0%
Subtotal General Sources	5,858,454	1,229,872	21.0%	7,361,759	1,198,191	16.3%
SUBTOTAL UNRESTRICTED	307,517,500	85,369,519	27.8%	305,903,978	84,553,363	27.6%
Use of Fund Balance & Transfers-in	9,118,186	-	0.0%	9,706,525	-	0.0%
TOTAL UNRESTRICTED	316,635,686	85,369,519	27.0%	315,610,503	84,553,363	26.8%
AUXILIARY FUND						
Sales & Services	5,207,596	1,024,931	19.7%	5,523,597	993,119	18.0%
Investment Income	210,977	35,590	16.9%	230,899	40,995	17.8%
Transfers-in	4,290,797	-	0.0%	4,290,797	4,290,797	100.0%
TOTAL AUXILIARY	9,709,370	1,060,521	10.9%	10,045,293	5,324,911	53.0%
RESTRICTED FUND						
State Appropriations:						
Insurance & Retirement Match	14,766,881	4,448,017	30.1%	27,573,949	6,690,494	24.3%
SBDC State Match	1,986,904	557,745	28.1%	2,037,102	358,447	17.6%
ARRA	-	-	0.0%	780,000	48,000	6.2%
Subtotal State Appropriations	16,753,785	5,005,762	29.9%	30,391,051	7,096,941	23.4%
Grants, Contracts & Scholarships:						
Federal	103,529,698	17,635,185	17.0%	106,968,784	13,473,639	12.6%
State	7,527,437	3,092,925	41.1%	8,314,598	1,517,081	18.2%
Local	8,607,878	1,014,035	11.8%	6,085,578	4,123,223	67.8%
Transfers-in	501,650	2,545	0.5%	825,744	1,874	0.2%
Subtotal Grants, Contracts & Scholarships	120,166,663	21,744,690	18.1%	122,194,704	19,115,817	15.6%
Richland Collegiate High School	56,679	2,213	3.9%	-	-	0.0%
TOTAL RESTRICTED	136,977,127	26,752,665	19.5%	152,585,755	26,212,758	17.2%
RICHLAND COLLEGIATE HIGH SCHOOL						
State Funding	2,298,731	489,799	21.3%	2,694,622	462,935	17.2%
Investment Income	8,000	3,935	49.2%	8,000	2,002	25.0%
TOTAL COLLEGIATE HIGH SCHOOL	2,306,731	493,734	21.4%	2,702,622	464,937	17.2%
TOTAL REVENUES & ADDITIONS	\$ 465,628,914	\$ 113,676,439	24.4%	\$ 480,944,173	\$ 116,555,969	24.2%

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2011-12 CURRENT FUNDS OPERATING BUDGET

EXPENDITURES & USES BY FUNCTION

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

	November 30, 2011			November 30, 2010		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
UNRESTRICTED FUND						
Instruction	\$ 127,014,775	\$ 37,279,332	29.4%	\$ 135,914,308	\$ 38,886,188	28.6%
Public Service	6,170,289	965,379	15.6%	6,667,200	1,220,417	18.3%
Academic Support	16,312,016	4,168,588	25.6%	18,025,821	5,073,592	28.1%
Student Services	28,190,336	7,129,813	25.3%	28,190,067	7,261,624	25.8%
Institutional Support	54,839,810	14,777,850	26.9%	59,686,251	18,405,208	30.8%
Staff Benefits	12,310,224	7,312,796	59.4%	11,176,737	3,599,586	32.2%
Operations & Maintenance of Plant	28,950,413	13,072,340	45.2%	31,558,286	14,051,170	44.5%
Repairs & Rehabilitation	10,707,652	3,089,863	28.9%	12,704,079	5,206,668	41.0%
Special Items:						
Reserve - Campus	3,859,080	n/a	n/a	2,260,839	n/a	n/a
Reserve - Benefits	12,074,260	n/a	n/a	-	n/a	n/a
Reserve - Health Premiums Salary Increase	2,000,000	n/a	n/a	-	n/a	n/a
Reserve - Technology	1,000,000	n/a	n/a	-	n/a	n/a
Reserve - Operating	590,993	n/a	n/a	-	n/a	n/a
Reserve - Enrollment Growth	-	n/a	n/a	-	n/a	n/a
Reserve - New Campuses	-	n/a	n/a	-	n/a	n/a
Reserve - New Buildings	-	n/a	n/a	-	n/a	n/a
Reserve - Potential Reduction/ERS Fees	3,286,197	n/a	n/a	-	n/a	n/a
TOTAL UNRESTRICTED	307,306,045	87,795,961	28.6%	306,183,588	93,704,453	30.6%
AUXILIARY FUND						
Student Activities	6,856,512	2,046,032	29.8%	6,703,693	2,041,758	30.5%
Sales & Services	2,155,865	886,708	41.1%	2,597,854	846,923	32.6%
Reserve - Campus	451,497	-	n/a	457,800	n/a	n/a
Reserve - District	150,596	-	n/a	173,396	n/a	n/a
Transfers-out	94,900	26,124	27.5%	112,550	45,346	40.3%
TOTAL AUXILIARY	9,709,370	2,958,864	30.5%	10,045,293	2,934,027	29.2%
RESTRICTED FUND						
State Appropriations	14,766,881	4,448,017	30.1%	27,573,949	6,690,494	24.3%
Grants & Contracts	27,859,561	6,516,874	23.4%	29,306,928	5,768,925	19.7%
Scholarships	94,294,006	15,730,960	16.7%	95,704,878	13,753,339	14.4%
Subtotal Grants, Contracts & Scholarships	136,920,448	26,695,851	19.5%	152,585,755	26,212,758	17.2%
Richland Collegiate High School	56,679	56,814	100.2%	-	-	0.0%
TOTAL RESTRICTED	136,977,127	26,752,665	19.5%	152,585,755	26,212,758	17.2%
RICHLAND COLLEGIATE H.S.						
Expenditures	2,306,731	333,710	14.5%	2,702,622	206,497	7.6%
TOTAL COLLEGIATE HIGH SCHOOL	2,306,731	333,710	14.5%	2,702,622	206,497	7.6%
SUBTOTAL EXPENDITURES & USES	456,299,273	117,841,200	25.8%	471,517,258	123,057,735	26.1%
TRANSFERS & DEDUCTIONS:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,529,623	1,194,285	47.2%	2,529,623	1,116,210	44.1%
Institutional Matching-Contracts/Grants	54,719	57,936	105.9%	30,500	201,282	659.9%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	4,290,797	-	0.0%	4,290,797	4,290,797	100.0%
Unexpended Plant Fund	-	650,000	n/a	-	-	n/a
Debt Service Fund	2,454,502	-	0.0%	2,575,995	643,999	25.0%
TOTAL TRANSFERS & DEDUCTIONS	9,329,641	1,902,221	20.4%	9,426,915	6,252,288	66.3%
TOTAL EXPENDITURES & USES	\$ 465,628,914	\$ 119,743,421	25.7%	\$ 480,944,173	\$ 129,310,023	26.9%

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2011-12 CURRENT FUNDS OPERATING BUDGET

EXPENDITURES & USES BY ACCOUNT CLASSIFICATION

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

	November 30, 2011			November 30, 2010		
	Approved Budget	Year-to-Date Actuals	Percent Budget	Approved Budget	Year-to-Date Actuals	Percent Budget
UNRESTRICTED FUND						
Salaries & Wages	\$204,417,058	\$ 54,600,233	26.7%	\$213,603,682	\$ 57,861,484	27.1%
Staff Benefits	12,310,224	7,312,796	59.4%	11,176,737	3,599,586	32.2%
Purchased Services	17,336,929	5,625,238	32.4%	16,934,824	6,761,810	39.9%
Operating Expenses	63,282,402	20,181,698	31.9%	68,522,393	21,644,401	31.6%
Supplies & Materials	7,682,199	3,793,160	49.4%	8,042,162	5,175,079	64.3%
Minor Equipment	534,808	564,310	105.5%	1,800,886	998,965	55.5%
Capital Outlay	1,977,362	762,051	38.5%	2,978,915	1,375,211	46.2%
Charges	(23,045,467)	(5,043,525)	21.9%	(19,136,850)	(3,712,083)	19.4%
SUBTOTAL UNRESTRICTED	284,495,515	87,795,961	30.9%	303,922,749	93,704,453	30.8%
Reserve - Campus	3,859,080	n/a	n/a	2,260,839	n/a	n/a
Reserve - Benefits	12,074,260	n/a	n/a	-	n/a	n/a
Reserve - Health Premiums Salary Increase	2,000,000	n/a	n/a	-	n/a	n/a
Reserve - Technology	1,000,000	n/a	n/a	-	n/a	n/a
Reserve - Operating	590,993	n/a	n/a	-	n/a	n/a
Reserve - Enrollment Growth	-	n/a	n/a	-	n/a	n/a
Reserve - New Campuses	-	n/a	n/a	-	n/a	n/a
Reserve - New Buildings	-	n/a	n/a	-	n/a	n/a
Reserve - Potential State Reduction/ERS Fees	3,286,197	n/a	n/a	-	n/a	n/a
Transfers & Deductions:						
Mandatory Transfers:						
Tuition to Debt Service Fund	2,529,623	1,194,285	47.2%	2,529,623	1,116,210	44.1%
Institutional Matching - Contracts/Grants	54,719	57,936	105.9%	30,500	201,282	659.9%
Non-Mandatory Transfers & Deductions:						
Auxiliary Fund	4,290,797	-	0.0%	4,290,797	4,290,797	100.0%
Unexpended Plant Fund	-	650,000	n/a	-	-	n/a
Debt Service Fund	2,454,502	-	0.0%	2,575,995	643,999	25.0%
TOTAL UNRESTRICTED	316,635,686	89,698,182	28.3%	315,610,503	99,956,741	31.7%
AUXILIARY FUND	9,709,370	2,958,864	30.5%	10,045,293	2,934,027	29.2%
RESTRICTED FUND	136,977,127	26,752,665	19.5%	152,585,755	26,212,758	17.2%
RICHLAND COLLEGIATE HIGH SCHOOL	2,306,731	333,710	14.5%	2,702,622	206,497	7.6%
TOTAL EXPENDITURES & USES	\$465,628,914	\$ 119,743,421	25.7%	\$480,944,173	\$ 129,310,023	26.9%

NOTES

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

- (1) *Actual Federal Grants and Contracts* reflects a lower than normal percent of budget due to delays in the awarding process.
- (2) *Total Unrestricted* is over the control limit. This increase does not appear to be related to any isolated incident and since this is revenue, this variance is deemed an acceptable condition.
- (3) *Total Auxiliary* is below control limit because to date there has been no unrestricted fund Transfers-in activity.
- (4), (7) *Instruction* and *Sales and Service* reflect a slightly higher than normal percent of budget due primarily to the carry forward of encumbrance and requisition obligations funded in prior year. During the Fall Revision process colleges requested use of fund balance to cover these initiatives.
- (5) *Actual Public Service* reflects a lower percentage than the control limits due to the reduction in spending by the colleges.
- (6) *Staff Benefits* exceeded budget primarily due to the second phase of the DCCCD voluntary early retirement incentive program for those individuals who have turned in their paperwork and have passed the 21 day declaration date, as well as to the increase in cost of the state portion of insurance benefits not funded by the state. The reserve set aside to cover the State funding shortage will be transferred to Staff Benefits in Fall Revision and will be reflected in the December financials.

INFORMATIVE REPORT NO. 21

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.*

The 1st Quarter financial statements are typical for this phase of the annual financial cycle.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT



Financial Statements

As of November 30, 2011

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, 2011 through November 30, 2011. 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, 2011. The assets of the District continue to consist primarily of cash, investments, and plant assets (approximately 97.0% of total assets). Cash, cash equivalents, and investments decreased approximately \$9.4 million (4.2%) from November 30, 2010. This decrease is primarily due to the payment of retirement incentives and accrued vacation payoff for those employees electing to participate in the District's voluntary retirement incentive program. Receivables decreased approximately \$7.8 million (32.4%) from November 30, 2010. This decrease is primarily due to decreases in Federal grant receivables. Inventories and other assets decreased approximately \$0.5 million (5.3%) from November 30, 2010. This decrease is primarily due to the amortization of capitalized bond issuance costs. Property, plant and equipment decreased approximately \$23.9 million (3.3%) from November 30, 2010. This decrease is primarily related to asset disposals and the depreciation of capital assets. Total combined assets have decreased from November 2010 by about \$38.4 million (3.9%).

District assets are funded approximately 49.2% by fund balances, and 50.8% by liabilities. Isolating the effects of interfund payables, total liabilities of the District have decreased about \$27.7 million (5.5%) when compared to November 2010. This decrease is mainly attributable to the payment of scheduled principal payments on the District's bonds.

The District's Combined Assets, Liabilities and Fund Balances are depicted graphically in Figures 1-2.

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 (\$276.8 million, 59.9%) and current operating funds (\$131.3 million, 28.4%). Total current fund balances

increased by approximately \$5.9 million (4.1%) 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, 2011, 2010 and 2009.

Current revenues have increased from the same period in the prior year. Unrestricted state appropriations to date increased approximately \$0.4 million (1.3%) from November 2010 in the first year of the current biennium. Total tuition and charges have increased approximately \$1.2 million (2.4%) from November 2010 primarily due to an enrollment increase and a tuition increase that became effective in Spring 2011. Ad valorem tax revenue in the current funds decreased approximately \$0.4 million (5.0%) from November 2010 primarily due to a decrease in the tax base for the current year. Investment revenue decreased approximately \$0.3 million (93.7%) from November 2010 as a result of decreased interest rates in the District's investment portfolio. Contracts and grants revenue increased approximately \$2.2 million (12.2%) from November 2010 as a result of increased federal financial aid from the Department of Education. Auxiliary Enterprises revenue remained relatively unchanged from November 2010. The District's Current Unrestricted Revenues are depicted graphically in Figure 4.

Current unrestricted funds expenditures have decreased slightly from those from the same period in the prior year. Institutional Support and Operation and Maintenance of Plant decreased by a proportionately larger amount than other expenditures due to decreased IT expenditures and fewer maintenance projects. Current Unrestricted Expenditures are shown in Figure 5.

Restricted expenditures are approximately \$2.6 million (14.0%) ahead of those from the same period in the prior year primarily due to corresponding increases in expenditures resulting from the increased revenues for federal financial aid described above.

In summary, the net difference between total expenditures and transfers and total revenues results in an increase to fund balance of approximately \$5.9 million for the first three months of the 2011-12 fiscal year. This change is due primarily to the increase in tuition revenues and the decrease in expenditures.

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, 2011
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 08/31/11</i>	<i>Total November 2010</i>
<u>ASSETS:</u>							
Cash and Cash Equivalents	\$26,702	\$18,207	\$2,198	\$1,391	\$48,498	\$57,451	\$29,387
Receivables, Net	15,965	412	15		16,392	54,448	24,241
Inventories and Other Assets	4,961	3,246			8,207	8,495	8,662
Due From Other Funds	3,326				3,326	3,326	55
Investments	132,709	28,980		4,108	165,797	175,239	194,344
Property, Plant, and Equipment		695,827			695,827	700,888	719,759
TOTAL ASSETS	\$183,663	\$746,672	\$2,213	\$5,499	\$938,047	\$999,847	\$976,448
<u>LIABILITIES:</u>							
Accounts Payable and Accrued Liabilities	\$22,593	\$19,723	\$81		\$42,397	\$73,016	\$45,391
Due to Other Funds	3,326				3,326	3,326	\$55
Deposits and Deferred Revenues	6,923		1,694	83	8,700	44,852	\$9,528
Bonds Payable		421,735			421,735	421,735	445,660
TOTAL LIABILITIES	\$32,842	\$441,458	\$1,775	\$83	\$476,158	\$542,929	\$500,634
<u>FUND BALANCES:</u>							
<i>Current Funds:</i>							
Operating	\$131,276				\$131,276	\$124,756	\$133,968
Auxiliary	18,050				18,050	19,648	23,199
Restricted	-				-	-	-
Richland Collegiate High School	1,495				1,495	500	1,010
<i>Plant Funds:</i>							
Unexpended		22,236			22,236	21,528	25,206
Retirement of Indebtedness		6,185			6,185	2,790	9,819
Investment in Plant		276,793			276,793	281,853	276,799
Loan Fund			438		438	438	446
Quasi-Endowment Fund				5,416	5,416	5,405	5,367
TOTAL FUND BALANCES	\$150,821	\$305,214	\$438	\$5,416	\$461,889	\$456,918	\$475,814
TOTAL LIABILITIES & FUND BALANCES	\$183,663	\$746,672	\$2,213	\$5,499	\$938,047	\$999,847	\$976,448

Combined Assets
As of November 30, 2011

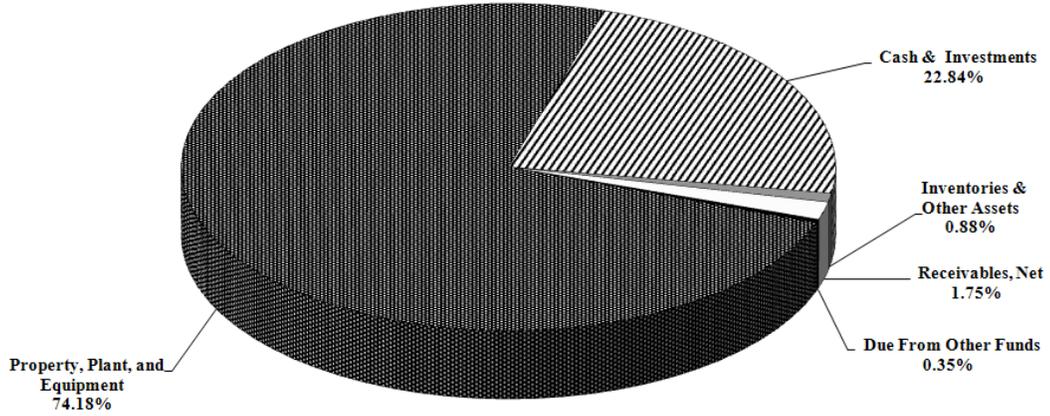


Figure 1 - Combined Assets

Combined Liabilities and Fund Balances
As of November 30, 2011

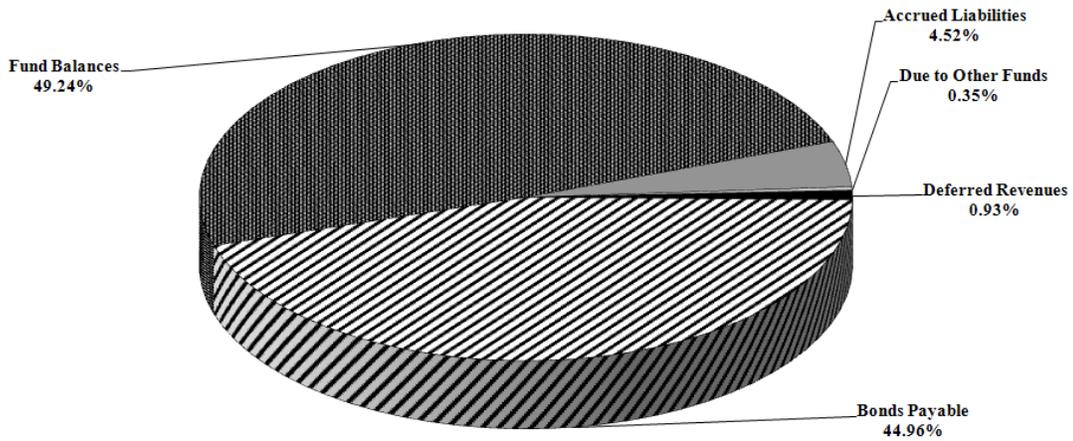


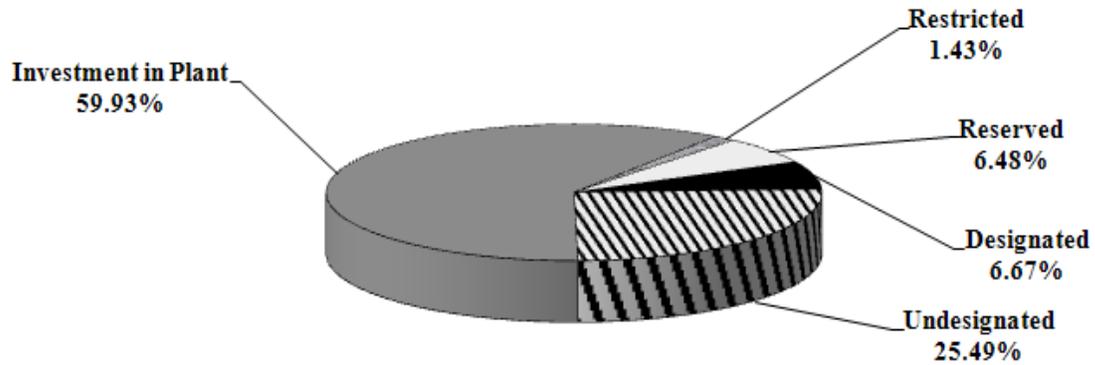
Figure 2 - Combined Liabilities and Fund Balances

*Dallas County Community College District
Schedule of Fund Balance (Unaudited)
November 30, 2011
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 08/31/11</i>	<i>Net Change Increase/ (Decrease)</i>
	<i>Reserved</i>	<i>Designated</i>	<i>Undesignated</i>	<i>Debt Service</i>	<i>Other</i>				
<i>FUND BALANCES:</i>									
<i>Current Funds:</i>									
Operating	\$25,384	\$4,484	\$101,408				\$131,276	\$123,935	\$7,341
Auxiliary	3,202	2	14,846				18,050	19,648	(1,598)
Restricted							-	-	-
Richland Collegiate High School	5		1,490				1,495	1,321	174
<i>Subtotal:</i>	28,591	4,486	117,744				150,821	144,904	5,917
<i>Plant Funds:</i>									
Unexpended	1,327	20,909					22,236	21,528	708
Retirement of indebtedness				6,185			6,185	2,790	3,395
Investment in Plant						276,793	276,793	281,853	(5,060)
Loan Fund					438		438	438	
Quasi-Endowment Fund		5,416					5,416	5,405	11
TOTAL FUND BALANCES	\$29,918	\$30,811	\$117,744	\$6,185	\$438	\$276,793	\$461,889	\$456,918	\$4,971

Fund Balances by Type - All Funds

November 30, 2011



Fund Balances by Fund Group - All Funds

November 30, 2011

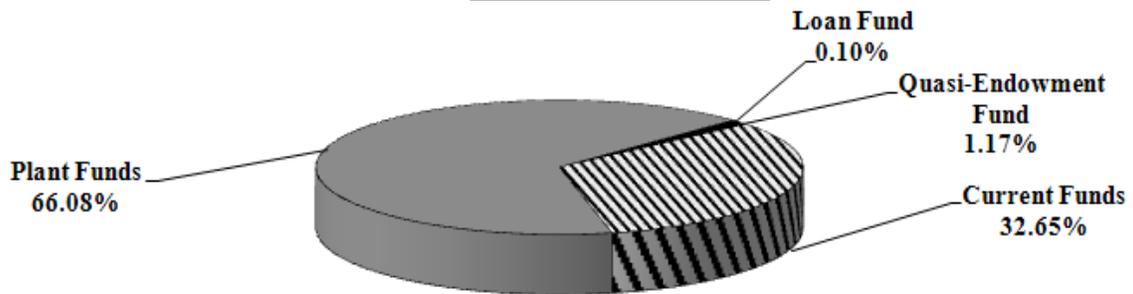
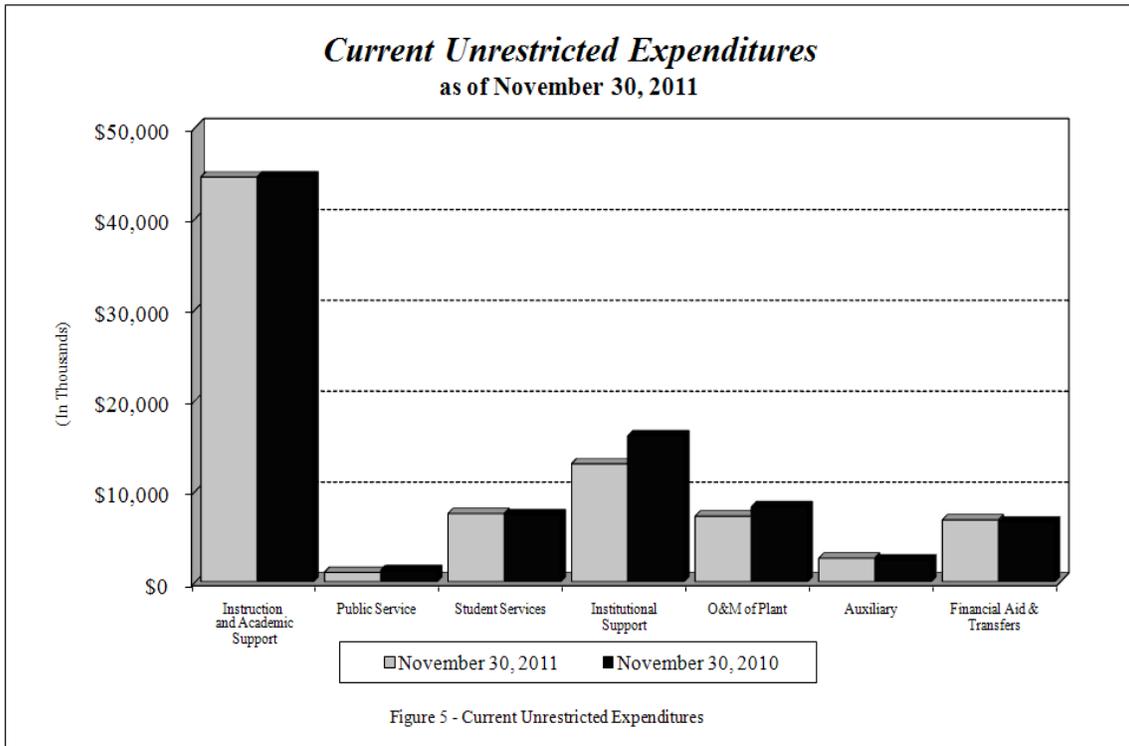
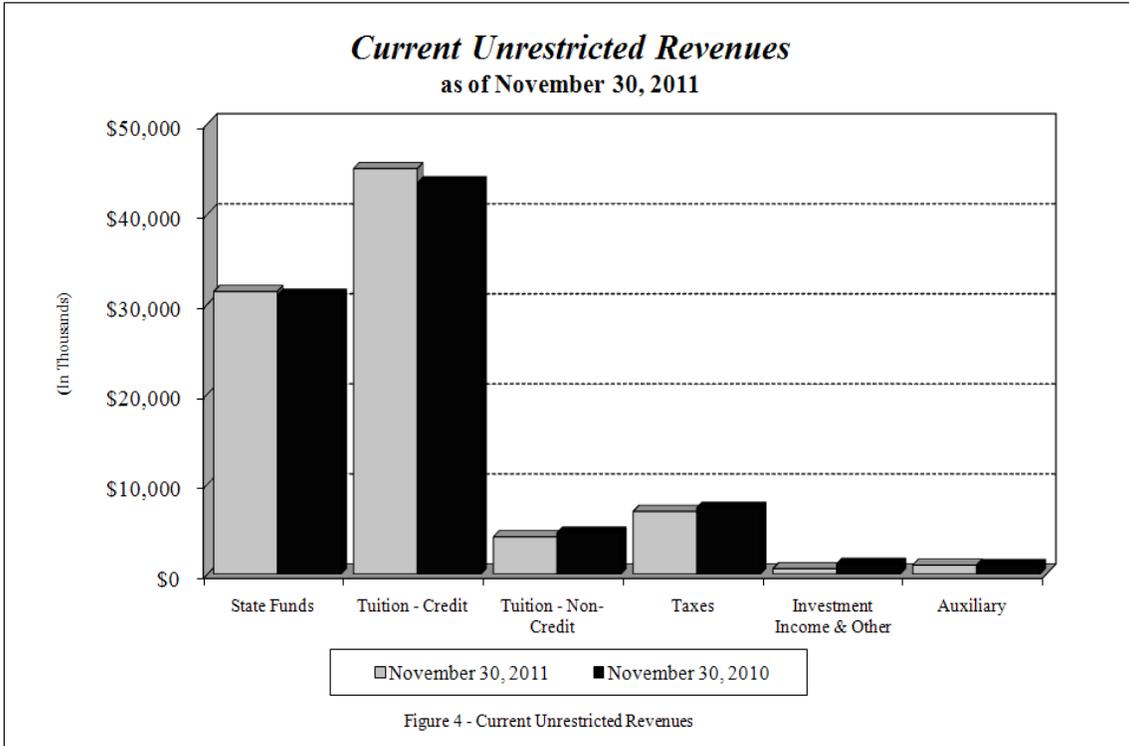


Figure 3 - Fund Balances By Type & Fund Group

*Dallas County Community College District
 Combined Current Funds Revenues, Expenditures, and Transfers (Unaudited)
 For the Six Months Ending November 30, 2011
 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 2010</i>	<i>Total November 2009</i>
<u>REVENUES:</u>							
State Appropriations	\$31,396		\$4,959	\$490	\$36,845	\$38,507	\$39,801
Tuition & Charges - Credit	45,045				45,045	43,457	39,798
Tuition & Charges - Non-Credit	4,155				4,155	4,588	5,901
Total Tuition & Charges	49,200				49,200	48,045	45,699
Ad Valorem Taxes	6,976				6,976	7,347	8,108
Investment Income		10		13	23	366	1,769
Contracts & Grants	68		20,536		20,604	18,356	15,465
Other	537				537	460	548
Auxiliary Enterprises		1,005			1,005	970	980
TOTAL REVENUES	\$88,177	\$1,015	\$25,495	\$503	\$115,190	\$114,051	\$112,370
<u>EXPENDITURES:</u>							
Instruction and Academic Support	\$44,549		\$4,897	\$36	\$49,482	\$51,236	\$50,696
Public Service	1,050		2,511	88	3,649	1,957	3,665
Student Services	7,525		1,082	63	8,670	8,914	9,151
Institutional Support	12,994		2,015	142	15,151	18,963	19,249
Operation and Maintenance of Plant	7,241				7,241	8,271	7,228
Financial Aid	3,806		15,731		19,537	17,480	12,076
Auxiliary Enterprises		2,613			2,613	2,428	2,605
Mandatory Transfers	(3,021)		741		(2,280)	(2,659)	(2,251)
TOTAL EXPENDITURES & MANDATORY TRANSFERS	\$80,186	\$2,613	\$25,495	\$329	\$108,623	\$111,908	\$106,921
<i>Other Transfers and Additions, net</i>	(650)				(650)	(600)	(725)
NET INCR/(DECR) in FUND BALANCE	\$7,341	(\$1,598)	-	\$174	\$5,917	\$1,543	\$4,724



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.

Fund 08 – Richland Collegiate High School

Fund 11 – general unrestricted funds

Fund 14 – unrestricted fund used to track services charged back to locations

Fund 16 – unrestricted fund used to track non-capital projects funded by the District for the locations

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. Fund 12

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.

Fund 13 – restricted funds

Fund 17 – restricted funds related to program income

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.

Fund 45 – general unexpended plant fund

Fund 40 – GO Bond projects

Fund 91 – 2003 Maintenance Tax Note projects

Fund 92 – 2004 Maintenance Tax Note projects

Retirement of indebtedness: Funds accumulated to meet debt service charges and the retirement of indebtedness. Fund 46

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. Fund 47

Loan funds: Funds available for loan to students. Fund 34

Agency funds: Funds held by the District as custodial or fiscal agent for students, faculty members, and/or others. Fund 24

Quasi-endowment and similar funds: Funds subject to certain Board-designated restrictions. Fund 58

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.

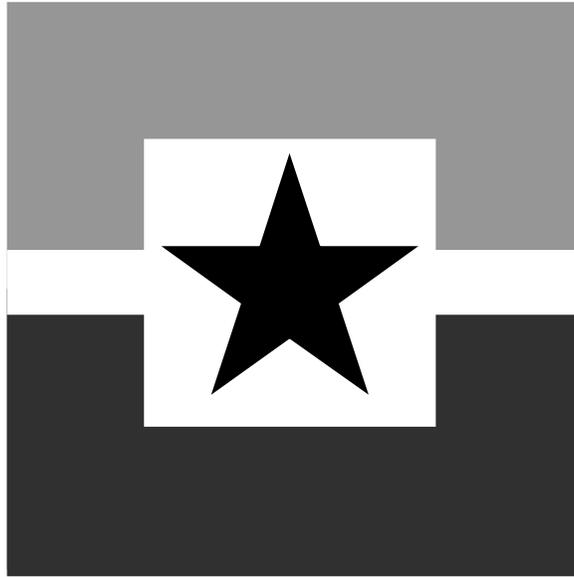
INFORMATIVE REPORT NO. 22

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.*

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

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT



Investment Portfolio

As of November 30, 2011

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

The District's investment portfolio 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 District's investment securities as of November 30, 2011. The configuration of the portfolio is shown for the quarters ended November 30, 2011 and August 31, 2011, see Figures 1 and 2. The portfolio is invested 56.91% in Agency Securities, 23.05% in Investment Pools, 17.19% in Treasury Securities and 2.85% in Municipal Securities.

No security has a term of more than six years. The portfolio's weighted average maturity is 3.19 years. An analysis of the portfolio maturity is shown in Figure 3.

In the first quarter, U.S. Agency and Treasury security market yields remained far below the market yields of the prior year. For example, U.S. Treasury yields for investments of one year or less, as of November 30, 2011, (0.012%), are less than half of what they were as of November 30, 2010 (0.027%).

The District portfolio currently has coupons that range in yield from 0.50% to 3.02%. For securities with maturities between two and three years, the District portfolio outperformed the Treasury yield curve as of November 30, 2011, excluding pools, by 1.71%. This was the maximum difference between the DCCCD portfolio yield and the Treasury yield curve. The District portfolio, excluding pools, outperformed the Treasury yield curve in every other category; by 1.69% for securities with maturities between three and four years, by 1.41% for securities with maturities between one and two years, by 1.38% for securities with maturities of one year and less, by 1.16 % for securities with maturities between five and six years and by 0.85% for securities with maturities between four and five years. The latter was the minimum difference between the DCCCD portfolio yield and the Treasury yield curve. An analysis of the District's portfolio yield compared with the Treasury yield at November 30, 2011 and November 30, 2010 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, 2011

INVESTMENTS:		MARKET	ACCRUED INTEREST	WEIGHTED AVERAGE MATURITY	YIELD TO MATURITY
Beginning of Period	August 31, 2011	\$ 233,865,264	\$ 796,703	1011	1.31%
Purchases		\$ 142,120,282			
Maturities / Sold		\$ (159,761,031)			
Market Value Change		\$ (764,240)			
End of Period	November 30, 2011	\$ 215,460,275	\$ 718,954	1162	1.36%

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, Business Affairs

/s/ John Robertson

John Robertson, Associate Vice Chancellor of Business Affairs

/s/ Marcus Charles Warr

Marcus Charles Warr, Investment Analyst

*Dallas County Community College District
Investment Portfolio Transaction Summary Report
Activity for the 1st Quarter Ended November 30, 2011
By Type of Investment*

	Market Transactions					
	Market Value 8/31/2011	Securities Purchased	Securities Matured /Sold	Market Value Change	Market Value 11/30/2011	Face Value 11/30/2011
SUMMARY:						
MONEY MARKET FUNDS / INVESTMENT POOLS	\$ 58,626,475	\$ 100,897,782	\$ (109,861,031)	\$ -	\$ 49,663,226	\$ 49,663,226
MUNICIPAL SECURITIES	6,190,820	-	-	(48,860)	6,141,960	6,000,000
TREASURY SECURITIES	39,188,410	-	(2,000,000)	(151,730)	37,036,680	36,000,000
AGENCY SECURITIES	129,859,559	41,222,500	(47,900,000)	(563,650)	122,618,409	121,300,000
PORTFOLIO TOTAL	\$ 233,865,264	\$ 142,120,282	\$ (159,761,031)	\$ (764,240)	\$ 215,460,275	\$ 212,963,226

	Book Transaction Excludes Unrealized Gain and Loss					
	Book Value 8/31/2011	Securities Purchased	Securities Matured / Sold	Securities Disc./(Prem.)	Book Value 11/30/2011	Face Value 11/30/2011
SUMMARY:						
MONEY MARKET FUNDS / INVESTMENT POOLS	\$ 58,626,475	\$ 100,897,782	\$ (109,861,031)	\$ -	\$ 49,663,226	\$ 49,663,226
MUNICIPAL SECURITIES	6,164,244	-	-	(37,229)	6,127,015	6,000,000
TREASURY SECURITIES	38,126,649	-	(2,000,000)	(21,989)	36,104,660	36,000,000
AGENCY SECURITIES	128,057,987	41,300,000	(47,900,000)	(119,642)	121,338,345	121,300,000
PORTFOLIO TOTAL	\$ 230,975,355	\$ 142,197,782	\$ (159,761,031)	\$ (178,860)	\$ 213,233,246	\$ 212,963,226

Dallas County Community College District
Investment Portfolio Transaction Report
Activity for the 1st Quarter Ended November 30, 2011

Invest. ID	Cusip Number	Description	Purchase Date	Maturity Date	Face Amount	Yield
MONEY MARKET FUNDS / INVESTMENT POOLS						
		JPMC ACCESS DDA	03-Aug-10	N/A	\$ 11,035,762	
73190		TEXPOOL	30-Jul-90	N/A	\$ 20,138,798	(1)
1111		TEXSTAR	23-Jun-03	N/A	\$ 8,078,211	(2)
2003		TEXSTAR (TAX NOTE)	06-Aug-03	N/A	\$ 43,476	(2)
2004		TEXSTAR (TAX NOTE)	06-Apr-04	N/A	\$ 250,451	(2)
40-0		TEXSTAR (GO)	14-Sep-04	N/A	\$ 10,101,415	(2)
40-2		TEXSTAR (GO 2009)	05-Jun-09	N/A	\$ 15,113	(2)
TREASURY SECURITIES						
F46-4-P	912828LQ1	U.S. T Notes	9-Oct-09	30-Sep-14	7,000,000	2.321%
13083-P	912828LS7	U.S. T Notes	4-Nov-09	31-Oct-14	5,000,000	2.305%
F92-37-P	912828KB5	U.S. T Notes	15-Jan-10	15-Jan-12	3,000,000	0.880%
F92-38-D	912828MN7	U.S. T Notes	18-Feb-10	15-Feb-13	3,000,000	1.432%
13087-D	912828KN9	U.S. T Notes	22-Apr-10	30-Apr-14	2,000,000	2.123%
13088-P	912828NS5	U.S. T Notes	23-Jul-10	30-Jun-12	3,000,000	0.548%
13089-P	912828LX6	U.S. T Notes	11-Feb-11	15-Nov-12	10,000,000	0.716%
13090-P	912828KN9	U.S. T Notes	18-Feb-11	30-Apr-14	3,000,000	1.403%
AGENCY SECURITIES						
F91-3	3134G2ZB1	FHLMC CALL	6-Sep-11	6-Sep-13	1,300,000	0.500%
16305	3133XWZE2	FHLB(NO CALLS)	12-Feb-10	12-Aug-13	15,000,000	1.760%
16308	3133XY3Q6	FHLB(NO CALLS)	14-Apr-10	13-Aug-14	15,000,000	2.420%
16309-P	31398AYM8	FNMA(NO CALLS)	22-Apr-10	10-Aug-12	15,000,000	1.750%
16317	313372JR6	FNMA	1-Feb-11	27-Jan-17	10,000,000	2.750%
16321	313372J21	FHLB	14-Feb-11	14-Nov-13	5,000,000	1.125%
16322-D	3134G15A8	FHLMC CALL	8-Mar-11	8-Sep-16	10,000,000	3.020%
16325	3136FRAF0	FNMA	23-Feb-11	23-Feb-17	10,000,000	3.000%
16330	313375R41	FHLB Step-up	29-Sep-11	29-Dec-17	10,000,000	1.000%
16331	3134G2T36	FHLMC Step-up	20-Oct-11	20-Oct-16	10,000,000	1.125%
16332	3134G2W57	FHLMC CALL	19-Oct-11	19-Apr-16	10,000,000	1.250%
16333	3134G23T7	FHLMC CALL	7-Nov-11	7-Nov-17	10,000,000	2.000%
MUNICIPAL SECURITIES						
14001-P	414004ZX2	HARRIS CNTY TEXAS	15-Oct-10	15-Aug-12	2,000,000	0.780%
14002-P	546589QZ8	LVILL & JEFF CTY KY	4-Mar-11	1-Mar-12	2,000,000	0.800%
14003-P	8821355D4	TEXAS A&M UNIV REVS	10-Mar-11	15-May-13	2,000,000	0.850%

PORTFOLIO VOLUME

\$ 212,963,226

(1) TexPool yields vary daily. The Average Monthly Rate as of November 30, 2011 was 0.1080%. The Average Monthly Rate as of August 31, 2011 was 0.0851%.
(2) TexSTAR yields vary daily. The Average Monthly Rate as of November 30, 2011 was 0.0973%. The Average Monthly Rate as of August 31, 2011 was 0.0940%.

Book Transaction Excludes Unrealized Gain and Loss

Invest. ID	Book Value 8/31/2011	Securities Purchased	Securities Matured / Sold	Securities Disc./(Prem.)	Book Value 11/30/2011
MONEY MARKET FUNDS / INVESTMENT POOLS					
73190	9,236,695	1,799,067	-	-	11,035,762
73190	10,947,617	78,930,073	(69,738,892)	-	20,138,798
1111	26,734,047	20,166,303	(38,822,139)	-	8,078,211
2003	1,343,448	28	(1,300,000)	-	43,476
2004	250,395	56	-	-	250,451
40-0	10,099,163	2,252	-	-	10,101,415
40-1	-	-	-	-	-
40-2	15,110	3	-	-	15,113
SUB-TOTAL	58,626,475	100,897,782	(109,861,031)	-	49,663,226
TREASURY SECURITIES					
F46-4-P	7,010,845	-	-	(877)	7,009,968
13083-P	5,010,418	-	-	(820)	5,009,598
F92-36-D	1,999,753	-	(2,000,000)	247	0
F92-37-P	3,002,727	-	-	(1,811)	3,000,916
F92-38-D	2,997,941	-	-	351	2,998,292
13087-D	1,987,374	-	-	1,181	1,988,555
13088-P	3,001,909	-	-	(571)	3,001,338
13089-P	10,078,944	-	-	(16,253)	10,062,691
13090-P	3,036,738	-	-	(3,436)	3,033,302
SUB-TOTAL	38,126,649	-	(2,000,000)	(21,989)	36,104,660
AGENCY SECURITIES					
F91-3	0	1,300,000	-	-	1,300,000
16305	15,000,000	-	-	-	15,000,000
16308	15,000,000	-	-	-	15,000,000
16309-P	15,065,041	-	-	(17,156)	15,047,885
16312-P	10,002,192	-	(10,000,000)	(2,192)	0
16313-P	10,100,791	-	(10,000,000)	(100,791)	0
16316	10,000,000	-	(10,000,000)	-	0
16317	10,000,000	-	-	-	10,000,000
16321	5,000,000	-	-	-	5,000,000
16322-D	9,989,963	-	-	497	9,990,460
16325	10,000,000	-	-	-	10,000,000
16327	4,000,000	-	(4,000,000)	-	0
16328	3,900,000	-	(3,900,000)	-	0
16329	10,000,000	-	(10,000,000)	-	0
16330	0	10,000,000	-	-	10,000,000
16331	0	10,000,000	-	-	10,000,000
16332	0	10,000,000	-	-	10,000,000
16333	0	10,000,000	-	-	10,000,000
SUB-TOTAL	128,057,987	41,300,000	(47,900,000)	(119,642)	121,338,345
MUNICIPAL SECURITIES					
14001-P	2,080,082	-	-	(20,821)	2,059,261
14002-P	2,011,716	-	-	(5,826)	2,005,890
14003-P	2,072,446	-	-	(10,582)	2,061,864
SUB-TOTAL	6,164,244	-	-	(37,229)	6,127,015
PORTFOLIO TOTAL	230,975,355	142,197,782	(159,761,031)	(178,860)	213,233,246

(1) TexPool yields vary daily. The Average Monthly Rate as of November 30, 2011 was 0.1080%. The Average Monthly Rate as of August 31, 2011 was 0.0851%.

(2) TexSTAR yields vary daily. The Average Monthly Rate as of November 30, 2011 was 0.0973%. The Average Monthly Rate as of August 31, 2011 was 0.0940%.

Market Transactions

Invest. ID	Market Value 8/31/2011	Securities Purchased	Securities Matured / Sold	Market Value Change	Market Value 11/30/2011
MONEY MARKET FUNDS / INVESTMENT POOLS					
73190	9,236,695	1,799,067	-	-	11,035,762
73190	10,947,617	78,930,073	(69,738,892)	-	20,138,798
1111	26,734,047	20,166,303	(38,822,139)	-	8,078,211
2003	1,343,448	28	(1,300,000)	-	43,476
2004	250,395	56	-	-	250,451
40-0	10,099,163	2,252	-	-	10,101,415
40-2	15,110	3	-	-	15,113
SUB-TOTAL	58,626,475	100,897,782	(109,861,031)	-	49,663,226
TREASURY SECURITIES					
F46-4-P	7,432,600	-	-	(41,020)	7,391,580
13083-P	5,313,300	-	-	(26,950)	5,286,350
F92-36-D	2,003,120	-	(2,000,000)	(3,120)	-
F92-37-P	3,011,250	-	-	(7,260)	3,003,990
F92-38-D	3,052,500	-	-	(9,360)	3,043,140
13087-D	2,085,000	-	-	(356,217)	1,728,783
13088-P	3,013,140	-	-	(3,870)	3,009,270
13089-P	10,150,000	-	-	(34,000)	10,116,000
13090-P	3,127,500	-	-	330,067	3,457,567
SUB-TOTAL	39,188,410	-	(2,000,000)	(151,730)	37,036,680
AGENCY SECURITIES					
F91-3	-	1,300,000	-	(2,041)	1,297,959
16305	15,403,200	-	-	(57,450)	15,345,750
16308	15,831,150	-	-	(107,100)	15,724,050
16309-P	15,212,400	-	-	(52,200)	15,160,200
16312-P	10,007,100	-	(10,000,000)	(7,100)	-
16313-P	10,107,900	-	(10,000,000)	(107,900)	-
16316	10,021,100	-	(10,000,000)	(21,100)	-
16317	10,090,400	-	-	(54,400)	10,036,000
16321	5,019,300	-	-	(10,750)	5,008,550
16322-D	10,127,400	-	-	(58,700)	10,068,700
16325	10,114,000	-	-	(59,300)	10,054,700
16327	4,010,840	-	(4,000,000)	(10,840)	-
16328	3,902,769	-	(3,900,000)	(2,769)	-
16329	10,012,000	-	(10,000,000)	(12,000)	-
16330	-	10,005,800	-	-	10,005,800
16331	-	9,957,900	-	-	9,957,900
16332	-	9,929,000	-	-	9,929,000
16333	-	10,029,800	-	-	10,029,800
SUB-TOTAL	129,859,559	41,222,500	(47,900,000)	(563,650)	122,618,409
MUNICIPAL SECURITIES					
14001-P	2,088,500	-	-	(25,480)	2,063,020
14002-P	2,013,960	-	-	(6,600)	2,007,360
14003-P	2,088,360	-	-	(16,780)	2,071,580
SUB-TOTAL	6,190,820	-	-	(48,860)	6,141,960
PORTFOLIO TOTAL	233,865,264	142,120,282	(159,761,031)	(764,240)	215,460,275

(1) TexPool yields vary daily. The Average Monthly Rate as of November 30, 2011 was 0.1080%. The Average Monthly Rate as of August 31, 2011 was 0.0851%.
(2) TexSTAR yields vary daily. The Average Monthly Rate as of November 30, 2011 was 0.0973%. The Average Monthly Rate as of August 31, 2011 was 0.0940%.

*Dallas County Community College District
Investment Portfolio Percentage Report
Activity for the 1st Quarter Ended November 30, 2011*

Type of Security	Portfolio Pct 8/31/2011	Market Value 8/31/2011	Portfolio Pct 11/30/2011	Market Value 11/30/2011
MONEY MKT FUNDS & INVESTMENT POOLS	25.07%	\$ 58,626,475	23.05%	\$ 49,663,226
TREASURY SECURITIES	16.76%	39,188,410	17.19%	37,036,680
AGENCY SECURITIES	55.52%	129,859,559	56.91%	122,618,409
MUNICIPAL SECURITIES	2.65%	6,190,820	2.85%	6,141,960
PORTFOLIO TOTAL	100.00%	\$233,865,264	100.00%	\$215,460,275

Portfolio Percent by Investment Type

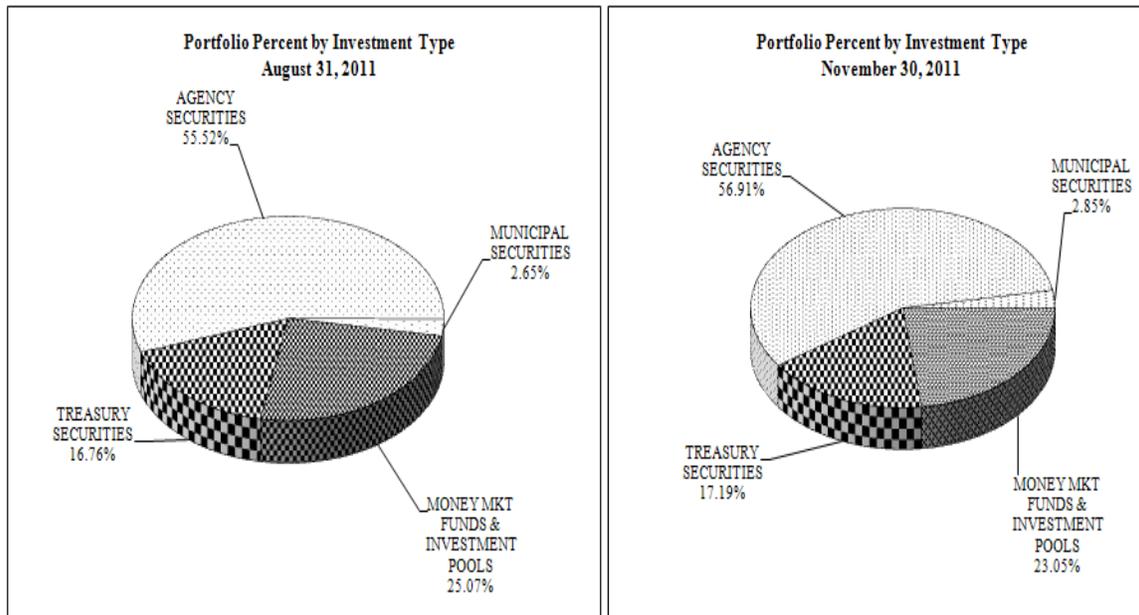


Figure 1 - Investment Portfolio Percentage Report

Dallas County Community College District
Investment Pool Report by Fund Type
Activity for the 1st Quarter Ended November 30, 2011

Fund Description	Portfolio Pct 8/31/2011	Market Value 8/31/2011	Portfolio Pct 11/30/2011	Market Value 11/30/2011
Unrestricted Fund	78.71%	\$ 184,069,814	79.35%	\$ 170,974,715
Auxiliary Fund	6.96%	\$ 16,281,230	6.91%	\$ 14,887,419
Plant Funds	12.13%	\$ 28,360,208	11.54%	\$ 24,858,172
Quasi - Endowment Fund	2.20%	\$ 5,154,012	2.20%	\$ 4,739,792
PORTFOLIO TOTAL	100.00%	\$ 233,865,264	100.00%	\$ 215,460,098

Portfolio Pool Allocation Percent by Fund Type

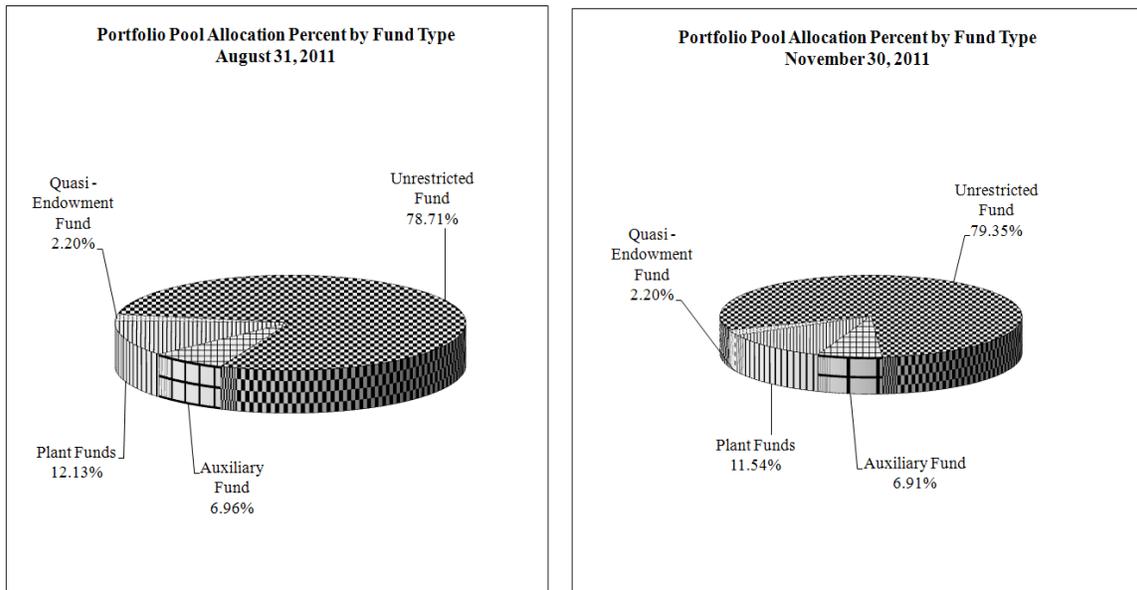


Figure 2 - Investment Portfolio Fund Report

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
Investment Portfolio Maturity Analysis
as of November 30, 2011 (Including Pools)

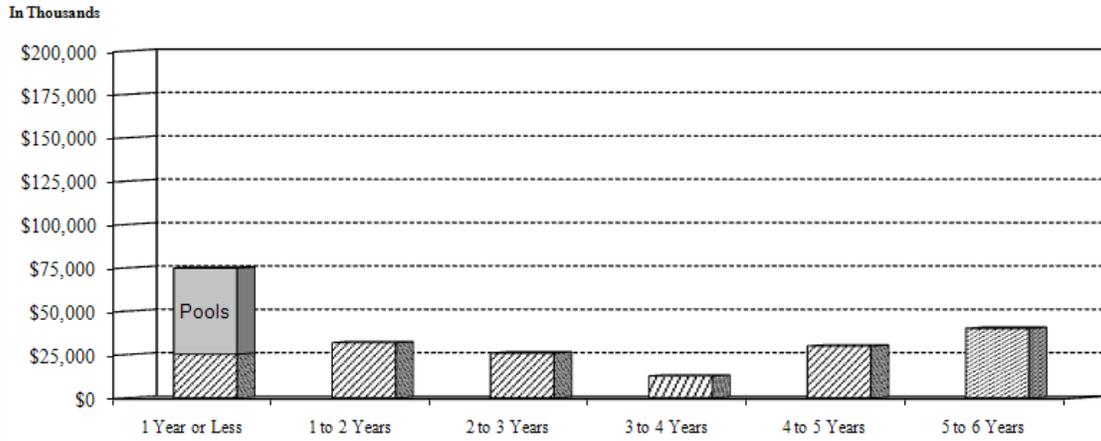


Figure 3 - Investment Portfolio Maturity Analysis

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
Securities Yield-to-Maturity Analysis by Year (Excluding Pools)

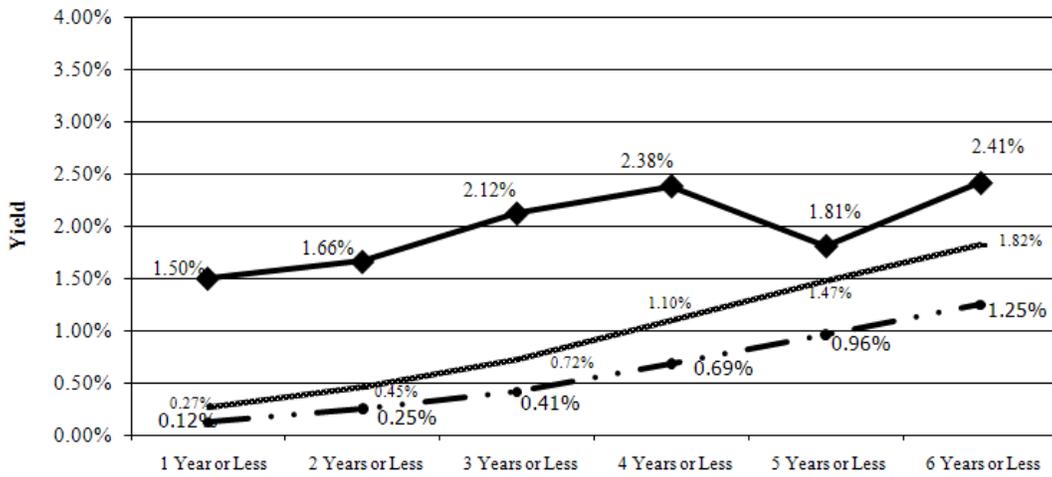


Figure 4 - Yield-to-Maturity Analysis by Year

DCCCD Yield at 11/30/11
 Treasury Yield at 11/30/11
 Treasury Yield at 11/30/10

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 required a "mark to market" for the value of investments 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. 23

Monthly Award and Change Order Summary

Listed below are the awards and change orders approved by the executive vice chancellor of business affairs in November 30, 2011.

AWARDS:

11909	WINDOW BLINDS AND SHADES – D-W	
	Buffalo Contracts (Items 1 & 2)	3-year estimate
	Sunburst Shutters Texas (Item 3)	\$30,000

Requests for quotes were sent to 39 companies, and 5 responses were received.

This award is for a price agreement for window blinds and shades as needed, throughout the District. Pricing is based on percentage off manufacturers' list price.

Item 3 – Although Buffalo Contract, Inc. offered the greatest discount on Levolor shades, the District's major expenditure has been for blinds rather than shades, therefore, it is recommended that both Levolor blinds and shades be awarded to the same vendor to simplify ordering. Award for Item 3 is recommended to Sunburst Shutters Texas.

5D37191	RENEWAL OF ANNUAL LICENSE AGREEMENT – BJP/ECC	
	Info USA Marketing, Inc.	\$26,852

This request renews licensing for the "Reference USA" web-based reference service used by the North Texas Small Business Development Centers (SBDC). The service is a vital marketing research tool used in consulting activities with SBDC clients across the North Texas SBDC network. The total annual cost to the SBDC remains less than 50% of the normal Reference USA subscription rate.

A copy of the vendor's sole source letter and a sole source justification form from the campus are attached to the recommendation.

5D97950	MARKERLESS MOTION CAPTURE SYSTEM - ECC	
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Organic Motion, Inc.

\$48,000

This award consists of the purchase of OpenStage (version 2.0), a turnkey, portable markerless motion capture studio system which enables computers to cognitively “see” people’s complex movements and generate highly accurate 3D tracking data in real-time. The system provides immediate scanning of subjects and simple props in a scan space that is expandable from 4x4ft up to 30x30ft, streaming data in real-time into the leading interfaces for animation, immersive virtual reality, human-computer interfaces and biomechanical analysis.

Although other motion capture systems are available, they require the use of tracking devices (markers) or fitted body suits. By using eight separate cameras, Organic Motion’s OpenStage system has eliminated the need for markers, therefore making it a truly “markerless” system. This feature reduces set-up times, calibration efforts, operating technician costs and the need for fitting/sanitizing body suits. In addition, it is the only commercially available markerless system which requires no backdrops, and employs both multiple characters and basic prop tracking, therefore allowing students to interact with each other and simple props. Included in the price is one year of technical support service.

8D99077

MANUFACTURING PRODUCTION/LOGISTICS
CURRICULUM - RLC

Manufacturing Skill Standards Council (MSSC)

\$30,000

This award is for the purchase of curriculum to be used in manufacturing production and logistics certification classes which help individuals increase their chances of success in a logistics career path. Course topics include safety, quality control, communications, teamwork, good workplace conduct and familiarity with computer systems that underpin supply chain operations. The curriculum, which includes modular courses, individual certification assessments, and credentials, is used by students in the following courses: Certified Production Technician (CPT), Certified Logistics Associate (CLA) and Certified Logistics Technician (CLT).

A copy of the vendor’s sole source letter and a sole source justification form from the campus are attached to the recommendation.

CHANGE ORDERS:

Blackbird Studio Architects – Bid #NA
Restroom Upgrades - EFC
Purchase Order No. B16308
Change Order No. 01

Change: Provide professional architectural and design services to refurbish restrooms.

Original Contract Amount	\$128,699.00
Change Order Limit/Contingency	.00
Prior Change Order Total Amounts	.00
Net Increase this Change Order	1,125.00
Revised Contract Amount	\$129,824.00

Board approved original award 12/01/2009. This is for EFC project #2, *Progress Report on Construction Projects*.

Randall Scott Architects – Bid #NA
Elevator at NLC - NLC
Purchase Order No. B14882
Change Order No. 03

Change: Additional fee for additional services associated with the CA phase to the renovation project.

Original Contract Amount	\$80,250.00
Change Order Limit/Contingency	.00
Prior Change Order Total Amounts	11,300.00
Net Increase this Change Order	8,887.50
Revised Contract Amount	\$100,437.50

Board approved original award 04/07/2009. This is for NLC project #1, *Progress Report on Construction Projects reported in October 4, 2011 board agenda*.

Environmental Lighting Service – Bid #11888

Exterior Lighting Improvements - RLC
Purchase Order No. B19079
Change Order No. 02

Change: Furnish and install 4 SEPA125 solar LED lighting systems, to include concrete bases, poles, LED light, solar array and 3 nights reserve battery, outside the south entrance of Sabine Hall. Also, furnish and install 1 SEPA255 solar LED lighting system, to include concrete base, pole, 2 LED lights (one facing north and the other facing south), solar array and 3 nights reserve battery, south of parking lot A near a “rough trail” that leads to Woodbend Lane.

Original Contract Amount	\$429,320.73
Change Order Limit/Contingency	64,398.00
Prior Change Order Total Amounts	.00
Net Increase this Change Order	41,144.41
Revised Contract Amount	\$470,465.14

Board approved original award 09/06/2011. This is for RLC project #5, *Progress Report on Construction Projects*.

INFORMATIVE REPORT NO. 24

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).” This report reflects the status as of November 30, 2011.

Comparison September 2011/2010 & October 2011/2010

Ethnicity/ Gender	September 11		September 10		October 11		October 10	
	Amount	%	Amount	%	Amount	%	Amount	%
American Indian/Alaskan Native	440	0.0	3,525	0.1	1,342	0.1	4,665	.2
Black/African-American	73,690	1.7	416,601	7.1	22,728	1.3	24,915	1.2
Asian Indian	439,843	10.3	199,940	3.4	15,000	0.9	258,915	12.3
Anglo-American, Female	645,628	15.1	1,202,989	20.3	148,812	8.8	311,628	14.8
Asian Pacific	0.00	0.0	753	0.0	54,277	3.2	353	0.0
Hispanic/Latino/Mex-American	36,705	0.9	733,242	12.4	157,234	9.3	198,253	9.4
Other Female	1,658	0.0	10,137	0.2	4,643	0.3	133,143	6.3
Total M/WBE	1,197,963	28.0	2,567,187	43.5	404,036	23.9	931,871	44.2
Not Classified	3,075,711	72.0	3,330,616	56.5	1,292,483	76.1	1,171,910	55.8
Subtotal for Discretionary Payments	4,273,674	100.0	5,897,803	100.0	1,696,519	100.0	2,103,782	100.0
Non-discretionary Payments	7,184,964		8,301,695		4,146,924		6,456,873	
Total Payments	11,458,638		14,199,498		5,843,443		8,560,655	

Comparison November 2011/2010 & December 2011/2010

Ethnicity/ Gender	November 11		November 10		December 11		December 10	
	Amount	%	Amount	%	Amount	%	Amount	%
American Indian/Alaskan Native	259	0.0	18,861	0.4			8,647	0.4
Black/African-American	130,018	5.6	470,032	10.1			225,707	10.3
Asian Indian	19,208	0.8	216,676	4.7			98,553	4.5
Anglo-American, Female	190,085	8.2	531,972	11.4			148,449	6.8
Asian Pacific	5,389	0.2	8,174	0.2			2,665	.1
Hispanic/Latino/Mex-American	79,226	3.4	585,142	12.6			483,937	22.1
Other Female	3,670	0.2	19,320	0.4			3,880	0.1
Total M/WBE	427,855	18.4	1,850,177	39.8			971,842	44.5
Not Classified	1,899,375	81.6	2,797,547	60.2			1,208,990	55.4
Subtotal for Discretionary Payments	2,327,230	100.0	4,647,724	100.0			2,180,833	100.0
Non-discretionary Payments	3,038,160		6,820,058				6,138,921	
Total Payments	5,365,390		11,467,782				8,319,755	

Payments to M/WBEs in Fiscal Years 2003/04 – 2010/11

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
American Indian/ Alaskan Native	3,849,775	300,869	976,953	1,098,580	293,244	304,324	174,963	68,700
Black/African- American	3,205,921	4,404,239	4,706,496	3,125,284	14,934,516	40,748,128	6,337,986	2,226,472
Asian Indian	148,477	468,352	1,112,483	3,170,023	3,494,574	12,392,237	6,947,151	2,182,683
Anglo-American, Female	1,237,126	5,569,275	4,684,336	3,902,023	4,893,713	14,952,024	13,742,587	4,357,927
Asian Pacific	286,589	995,558	25,793	26,035	656,552	1,099,847	1,184,614	51,686
Hispanic/Latino/ Mex-American	816,123	2,574,890	4,034,906	1,993,010	11,019,093	30,260,832	14,711,676	3,145,868
Other Female	11,092	33,805	712,096	695,800	940,788	1,545,232	1,989,424	304,974
HUB	N/A	1,363,959	N/A	N/A	N/A	N/A	N/A	N/A
Total paid to M/WBEs	9,555,103	15,710,947	16,253,063	14,010,755	36,232,480	101,302,624	45,088,401	12,338,310
% of all payments	14.33%	24.78%	22.27%	20.07%	21.69%	37.87%	30.10%	32.33%

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. 25

PROGRESS REPORT ON CONSTRUCTION PROJECTS

Status Report as of November 30, 2011

PROJECTS		DESIGN								CONSTRUCTION									
		Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%	Bidding	Board Approval	Construction Start	30%	65%	95%	100%	Final Completion Acceptance
	BHC																		
1	Police Communication system																		
2	Update/replace exterior signage																		
3	Reroute waterline																		
	CVC																		
1	Update fire sprinkler systems bldgs D, E, F, G																		
2	Investigate erosion @ East side bldg "A"																		
3	Cooling tower structural repair																		
4	Solar digital sign																		
5	Biological preserve (corrected Environmental Learning Center)																		
	DO																		
1	Dock lift (Hold)																		
	DSC																		
1	Refurbish cooling tower																		
	D-W																		
1	Feasibility study (IT environment upgrades) administrative cabling infrastructure (Hold)																		
2	D-W ADA assessment																		
	ECC																		
1	Welding exhaust system BJP																		
2	Replace & seal all ext. windows, Paramount																		
3	Replace roof bldg A & Penthouse																		
4	Installation 21 wind turbines																		
5	Elevator lobby remodel																		
6	Central plant upgrades																		
	EFC																		
1	Repair foam roof bldgs C,L,M,N,P																		
2	Refurbish restrooms																		
3	Wireless security system (corrected CCTV Hold)																		
4	Install wind turbine & geothermal																		
5	"F" bldg signage																		
6	Electronic sign @ Pleasant Grove																		
	MVC																		
1	Replace hall carpet, main campus																		
2	Campus way finding																		
	NLC																		
1	Replace roofs bldgs H & K																		
2	Repair/replace concrete steps, bldg A waterproof																		
3	Repair roofs, exterior stucco water leaks bldg R																		
4	Repair high priority water infiltration points campus wide																		

PROGRESS REPORT ON CONSTRUCTION PROJECTS
Status Report as of November 30, 2011

PROJECTS		DESIGN								CONSTRUCTION									
		Board Review	A & E Selection	Feasibility Study	Programming	Concept Review	Schematic Rev	30%	65%	95%	100%	Bidding	Board Approval	Construction Start	30%	65%	95%	100%	Final Completion Acceptance
5	Replace Performance Hall seating, 405seats																		
6	Repair tunnel soils @ bldg F & A300																		
7	Performance Hall upgrades																		
8	New & replace sidewalks (Hold)																		
9	Structural analysis all parking lots' lights (Hold)																		
10	North Campus improvements																		
11	Electrical distribution maintenance																		
12	Interior signage																		
13	Performance Hall upgrades theater stage rigging																		
	RLC																		
1	Repair sinkhole south end of lake																		
2	Magnetic locks on interior (Hold)																		
3	Relocate HVAC piping under lake:feasibility study																		
4	Repair parking lot A asphalt																		
5	Parking lot lights																		
	LCET																		
1	Replace damper & actuators, AHU 1 & 2 @ LCET																		

FACILITIES HOLD PROJECTS - PER CAMPUS REQUEST

1. Dock lift (DO)
2. Feasibility study (IT environment upgrades) administrative cabling infrastructure (DW)
3. Wireless security system (corrected CCTV)(EFC)
4. New & replace sidewalks (NLC)
5. Structural analysis all parking lots' lights (NLC)
6. Magnetic locks on interior (RLC)

FACILITIES COMPLETED/CANCELED PROJECTS
LAST REPORT TO APPEAR

1. Refurbish cooling tower (DSC)
2. Replace & seal all ext. windows, Paramount (ECC)
3. Replace hall carpet, main campus (MVC)

INFORMATIVE REPORT NO. 26

Report of M/WBE Participation of Maintenance and SARS Report on
Projects

The status of M/WBE Participation as of November 30, 2011 for Maintenance and SARS projects assigned to contracted construction program managers.

Maintenance and SARS Projects - as of November 30, 2011

Definitions:

Total Estimated Cost: The total estimated dollars assigned to this project.

Total Revised Dollars: The total dollars assigned to this project if the cost exceeds the total estimated cost.

Dollars Allocated: The dollars currently assigned for work.

Non-M/WBE Dollars: The amount of dollars currently awarded to non-M/WBEs.

Non-M/WBE Percentage: The percentage of dollars currently awarded to non-M/WBEs.

M/WBE Dollars: The amount of dollars currently awarded to M/WBEs.

M/WBE Percentage: The percentage of dollars currently awarded to M/WBEs.

Notes:

Rounding has been made to nearest dollar.

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
BHC - Maintenance Projects								
	Update/replace exterior signage	\$138,225						
	Architect			\$9,363	\$9,363	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$3,863	\$0	0%	\$3,863	100%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	BHC Maintenance Projects Sub-total	\$138,225	\$0	\$13,226	\$9,363	71%	\$3,863	29%
BHC SARS Projects								
	Police Communication System	\$1,214,286						
	Architect			\$109,710	\$109,710	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$19,200	\$19,200	100%	\$0	0%
	Re-route Waterline	\$7,600						
	Architect			\$7,600	\$7,600	100%	\$0	0%
	Construction			\$18,131	\$18,131	100%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	BHC SARS Projects Subtotal	\$1,221,886	\$0	\$154,641	\$154,641	100%	\$0	0%
	BHC Projects Total	\$1,360,111	\$0	\$167,867	\$164,004	98%	\$3,863	2%
Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
CVC Maintenance Projects								
	Update Sprinkler Systems - Bldgs D, E, F and G	\$1,144,503						
	Architect			\$77,522	\$77,522	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$31,982	\$0	0%	\$31,982	100%
	Misc. Consulting Services			\$13	\$13	100%	\$0	0%
	CVC Maintenance Projects Subtotal	\$1,144,503	\$0	\$109,517	\$77,535	71%	\$31,982	29%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
CVC SAR Projects								
	Cooling Tower Structural Repair	\$4,800						
	Architect			\$4,800	\$4,800	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Biological Preserve & Demonstration Garden (Enrironmental Learning Center)	\$15,435						
	Architect			\$15,435	\$15,435	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	CVC SAR Projects Subtotal	\$20,235	\$0	\$20,235	\$20,235	100%	\$0	0%
	CVC Projects Total	\$1,164,738	\$0	\$129,752	\$97,770	75%	\$31,982	25%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
EFC Maintenance Projects								
	Repair Foam Roofs on Bldg C, L, N, P	\$204,439	\$559,940					
	Architect			\$27,347	\$27,347	100%	\$0	0%
	Construction			\$469,883	\$0	0%	\$469,883	100%
	Construction Manager			\$15,936	\$15,936	100%	\$0	0%
	Misc. Consulting Services			\$1,930	\$1,930	100%	\$0	0%
	Refurbish five restrooms	\$154,812	\$378,783					
	Architect			\$11,611	\$11,611	100%	\$0	0%
	Construction			\$361,688	\$361,688	100%	\$0	0%
	Construction Manager			\$4,326	\$0	0%	\$4,326	100%
	Misc. Consulting Services			\$994	\$994	100%	\$0	0%
	EFC Maintenance Summary Subtotal	\$359,251	\$938,723	\$893,715	\$419,506	47%	\$474,209	53%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
EFC SARS Projects								
	Wireless Security System	\$3,370						
	Architect			\$3,370	\$3,370	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Install Wind Turbine and Geothermal	\$11,770						
	Architect			\$13,170	\$0	0%	\$13,170	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	"F" Building Signage	\$3,210						
	Architect			\$3,210	\$0	0%	\$3,210	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	EFC SARS Projects Subtotal	\$18,350	\$0	\$19,750	\$3,370	17%	\$16,380	83%
	EFC Projects Total	\$377,601	\$938,723	\$913,465	\$422,876	46%	\$490,589	54%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
ECC Maintenance Projects								
	Replace and Seal all Exterior windows at Paramount	\$277,169	\$341,294					
	Architect			\$18,774	\$18,774	100%	\$0	0%
	Construction			\$275,000	\$275,000	100%	\$0	0%
	Construction Manager			\$7,746	\$0	0%	\$7,746	100%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Replace Roof on Bldg A and penthouse	\$359,385	\$563,952					
	Architect			\$24,343	\$24,343	100%	\$0	0%
	Construction			\$480,133	\$480,133	100%	\$0	0%
	Construction Manager			\$10,043	\$10,043	100%	\$0	0%
	Misc. Consulting Services			\$4,652	\$4,652	100%	\$0	0%
	ECC Maintenance Projects Subtotal	\$636,554	\$905,246	\$820,691	\$812,945	99%	\$7,746	1%
ECC SARS Projects								
	Elevator Lobby Remodel (ECC226)	\$295,000						
	Architect/Engineer			\$20,223	\$20,223	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Welding Exhaust System	\$300,000						
	Architect/Engineer			\$11,380	\$11,380	100%	\$0	0%
	Construction			\$175,400	\$175,400	100%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$238	\$238	100%	\$0	0%
	Central Plant Upgrades							
	Architect/Engineer	\$39,204		\$39,204	\$39,204	100%	\$0	0%
	Construction			\$47,950	\$47,950	100%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	ECC SARS Project Subtotal	\$634,204	\$0	\$294,395	\$294,395	100%	\$0	0%
	ECC Projects Total	\$1,270,758	\$905,246	\$1,115,086	\$1,107,340	99%	\$7,746	1%
Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
MVC Maintenance Projects								
	Replace Hall Carpet, all levels, main campus, 158,000 square feet	\$652,422	\$742,161					
	Architect			\$44,192	\$44,192	100%	\$0	0%
	Construction			\$563,974	\$563,974	100%	\$0	0%
	Construction Manager			\$18,231	\$0	0%	\$18,231	100%
	Misc. Consulting Services			\$230	\$230	100%	\$0	0%
	MVC Maintenance Projects Subtotal	\$652,422	\$742,161	\$626,627	\$608,396	97%	\$18,231	3%
Note: MVC has no SAR Projects								

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
NLC Maintenance Projects								
	Repair Tunnel Soils @Bldg F & A300	\$702,386						
	Architect			\$52,609	\$0	0%	\$52,609	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$7,880	\$0	0%	\$7,880	100%
	Misc. Consulting Services			\$9,576	\$0	0%	\$9,576	100%
	Replace Roofs Bldgs H&K Waterproofing	\$333,438						
	Architect			\$22,283	\$0	0%	\$22,283	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$9,192	\$0	0%	\$9,192	100%
	Misc. Consulting Services			\$110	\$110	100%	\$0	0%
	Repair/Replace Concrete Stairs, Bldg. A, waterproofing	\$119,169						
	Architect			\$21,383	\$0	0%	\$21,383	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$3,286	\$0	0%	\$3,286	100%
	Misc. Consulting Services			\$110	\$110	100%	\$0	0%
	Repair Roofs, exterior stucco, water infiltration, Bldg. R	\$364,260						
	Architect			\$24,342	\$0	0%	\$24,342	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$10,043	\$0	0%	\$10,043	100%
	Misc. Consulting Services			\$110	\$110	100%	\$0	0%
	Repair high priority water infiltration points, campus-wide	\$119,169						
	Architect			\$14,719	\$0	0%	\$14,719	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$3,286	\$0	0%	\$3,286	100%
	Misc. Consulting Services			\$110	\$110	100%	\$0	0%
	Repair/re-upholster performance hall seating	\$217,422						
	Architect			\$14,726	\$14,726	100%	\$0	0%
	Construction			\$108,899	\$108,899	100%	\$0	0%
	Construction Manager			\$6,075	\$0	0%	\$6,075	100%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	NLC Maintenance Projects Subtotal	\$1,855,844	\$0	\$308,739	\$124,065	40%	\$184,674	60%
NLC SAR Projects								
	Performance Hall upgrades/Life Safety Analysis (NLC 339)	\$6,923	\$26,291					
	Architect			\$6,923	\$0	0%	\$6,923	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$19,367	\$19,367	100%	\$0	0%
	North Campus Improvements (NLC343)	\$24,400						
	Architect/Engineer			\$7,981	\$7,981	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Structural Analysis all Parking Lot Lights	\$20,725						
	Architect/Engineer			\$20,725	\$0	0%	\$20,725	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
NLC SAR Projects (con't)								
	New and replace sidewalks	\$164,295						
	Architect/Engineer			\$164,295	\$0	0%	\$164,295	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Electrical Distribution Maintenance	\$150,000						
	Architect			\$6,420	\$0	0%	\$6,420	100%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	NLC SAR Project Subtotal	\$366,343	\$26,291	\$225,711	\$27,348	12%	\$198,363	88%
	NLC Projects Total	\$2,222,187	\$26,291	\$534,450	\$151,413	28%	\$383,037	72%

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
RLC SAR Projects								
	Sink Hole at South End of Lake	\$2,004,286						
	Architect			\$207,671	\$207,671	100%	\$0	0%
	Construction			\$286,250	\$286,250	100%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Magnetic Locks on Interior	\$250,000						
	Architect			\$18,725	\$18,725	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Repair parking lot A	\$256,700	\$337,689					
	Architect			\$19,227	\$19,227	100%	\$0	0%
	Construction			\$318,462	\$318,462	100%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Relocation HVAC Piping Under Lake	\$10,000	\$1,310,000					
	Architect			\$107,502	\$107,502	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Parking Lot Lights	\$500,000						
	Architect			\$8,613	\$8,613	100%	\$0	0%
	Construction			\$470,465	\$470,465	100%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	RLC SAR Projects Subtotal	\$3,020,986	\$1,647,689	\$1,436,915	\$1,436,915	100%	\$0	0%

Note: RLC has no Maintenance Projects

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
LCET Maintenance Projects								
	Replace damper and actuators, AHU 1& AHU-2 at LCET	\$7,740	\$14,260					
	Architect			\$524	\$524	100%	\$0	0%
	Construction			\$12,670	\$12,670	100%	\$0	0%
	Construction Manager			\$216	\$0	0%	\$216	100%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	LCET Maintenance Projects Subtotal	\$7,740	\$14,260	\$13,410	\$13,194	98%	\$216	2%

Note: LCET has no SAR Projects

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
DSC Maintenance Projects								
	Refurbish cooling tower	\$44,232	\$59,019					
	Architect			\$2,996	\$2,996	100%	\$0	0%
	Construction			\$48,703	\$48,703	100%	\$0	0%
	Construction Manager			\$1,236	\$0	0%	\$1,236	100%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	District-Wide ADA Assessment	144,765						
	Architect			\$141,900	\$139,400	98%	\$2,500	2%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	Feasibility Study Administrative Cabling Infrastructure - D-W	\$5,062,857						
	Architect			\$99,008	\$99,008	100%	\$0	0%
	Construction			\$187,636	\$0	0%	\$187,636	100%
	Construction Manager			\$0	\$0	0%	\$0	0%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	DSC Maintenance Total	\$5,251,854	\$59,019	\$481,479	\$290,107	60%	\$191,372	40%

Note: DSC has no SAR Projects

Location	Project	Total Estimated Dollars	Total Revised Dollars	Dollars Allocated	Non-M/WBE Dollars	Non-M/WBE %	M/WBE Dollars	M/WBE %
DO Maintenance Projects								
	Dock Lift	\$11,058						
	Architect			\$7,437	\$7,437	100%	\$0	0%
	Construction			\$0	\$0	0%	\$0	0%
	Construction Manager			\$309	\$0	0%	\$309	100%
	Misc. Consulting Services			\$0	\$0	0%	\$0	0%
	DO Maintenance Total	\$11,058	\$0	\$7,746	\$7,437	96%	\$309	4%

Note: DO has no SAR Projects

Prepared by EVCBA Ed DesPlas
December 13, 2011

INFORMATIVE REPORT NO. 27

Facilities Management Project Report

The status of the work of facilities management on maintenance projects and staff assistance request (SARS) projects is reported for the period ending November 30, 2011.

Brookhaven College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc
1) Update/Replace Exterior Signage (D208)	9,363	0	3,863	0
Estimated Cost: \$138,225 Revised Cost: \$ Awarded Amount: \$13,226	Start Date: December 09 Projected Completion Date: March 12			
BHC Maintenance Summary	Total Estimated Cost: \$138,225	Total Revised Cost: \$0	Total Awarded Amount: \$13,226	

Brookhaven College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Police Communication System (BHC310)	109,710	0	0	19,200
Estimated Cost: \$1,214,286 Revised Cost: \$ Awarded Amount: \$128,910	Start Date: August 08 Projected Completion Date: August 12			
2) Re-route Waterline (BHC318)	7,600	18,131	0	0
Estimated Cost: \$7,600 Revised Cost: \$ Awarded Amount: \$25,731	Start Date: September: June 10 Projected Completion Date: December 11			
BHC SAR Summary	Total Estimated Cost: \$1,221,886	Total Revised Cost: \$0	Total Awarded Amount: \$154,641	

Cedar Valley College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Update Fire Sprinkler Systems, Buildings D,E,F and G (D207) Estimated Cost: \$1,144,503 Revised Cost: \$ Awarded Amount: \$109,517	77,522	0	31,982	13
Start Date: December 09 Projected Completion Date: TBD*				
CVC Maintenance Summary	Total Estimated Cost: \$1,144,503	Total Revised Cost: \$0	Total Awarded Amount: \$109,517	

*TBD- To Be Determined

Cedar Valley College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Cooling Tower Structural Repair (CVC212) Estimated Cost: \$4,800 Revised Cost: \$ Awarded Amount: \$4,800	4,800	0	0	0
Start Date: June 11 Projected Completion Date: December 11				
2) Biological Preserve and Demonstration Garden (CVC214) Estimated Cost: \$15,435 Revised Cost: \$ Awarded Amount: \$15,435	15,435	0	0	0
Start Date: September 11 Projected Completion Date: March 12				
CVC SAR Summary	Total Estimated Cost: \$20,235	Total Revised Cost: \$0	Total Awarded Amount: \$20,235	

Eastfield College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Repair Foam Roofs: Bldgs C, L, N, P (D198) Estimated Cost: \$204,439 Revised Cost: \$559,940 Awarded Amount: \$515,096	27,347	469,883	15,936	1,930
	Start Date: February 09 Projected Completion Date: January 12			
2) Refurbish Restrooms, C3RW2, F2RM1, F2RW1, L3RM1, L3RW1 (D208) Estimated Cost: \$154,812 Revised Cost: \$378,783 Awarded Amount: \$378,619	11,611	361,688	4,326	994
	Start Date: December 09 Projected Completion Date: January 12			
EFC Maintenance Summary	Total Estimated Cost: \$359,251	Total Revised Cost: \$0	Total Awarded Amount: \$893,715	

Eastfield College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Wireless Security System (EFC301) Estimated Cost: \$3,370 Revised Cost: \$ Awarded Amount: \$3,370	3,370	0	0	0
Start Date: September 08 Projected Completion Date: Hold				
2) Install Wind Turbine and Geothermal (EFC303) Estimated Cost: \$11,770 Revised Cost: \$ Awarded Amount: \$13,170	13,170	0	0	0
Start Date: April 11 Projected Completion Date: December 11				
3) "F" Building Signage (EFC304) Estimated Cost: \$3,210 Revised Cost: \$ Awarded Amount: \$3,210	3,210	0	0	0
Start Date: August 11 Projected Completion Date: Hold				
EFC SAR Summary	Total Estimated Cost: \$18,350	Total Revised Cost: \$0	Total Awarded Amount: \$19,750	

El Centro College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Replace & Seal All Exterior Windows, Paramount (D208) Estimated Cost: \$277,169 Revised Cost: \$341,294 Awarded Amount: \$301,520	18,774	275,000	7,746	0
	Start Date: December 09 Projected Completion Date: September 11			
2) Replace Roof, Bldg A and Penthouse (D205) Estimated Cost: \$359,385 Revised Cost: \$563,952 Awarded Amount: \$519,171	24,343	480,133	10,043	4,652
	Start Date: December 09 Projected Completion Date: January 12			
ECC Maintenance Summary	Total Estimated Cost: \$636,554	Total Revised Cost: \$0	Total Awarded Amount: \$820,691	

El Centro College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Elevator Lobby Remodel (ECC226) Estimated Cost: \$295,000 Revised Cost: \$ Awarded Amount: \$20,223	20,223	0	0	0
Start Date: December 10 Projected Completion Date: TBD				
2) Welding Exhaust System (BJP60) Estimated Cost: \$300,000 Revised Cost: \$ Awarded Amount: \$187,018	11,380	175,400	0	238
Start Date: August 10 Projected Completion Date: January 12				
3) Central Plant Upgrades (ECC227) Estimated Cost: \$39,204 Revised Cost: \$ Awarded Amount: \$87,154	39,204	47,950	0	0
Start Date: May 11 Projected Completion Date: February 12				
ECC SAR Summary	Total Estimated Cost: \$634,204	Total Revised Cost: \$0	Total Awarded Amount: \$294,395	

Mountain View College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Replace Hall Carpet, All Levels, Main Campus, 158,000 SF (D208)	44,192	563,974	18,231	230
Estimated Cost: \$652,422 Revised Cost: \$742,161 Awarded Amount: \$626,627	Start Date: December 09 Projected Completion Date: October 11			
MVC Maintenance Summary	Total Estimated Cost: \$652,422	Total Revised Cost: \$0	Total Awarded Amount: \$626,627	

North Lake College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Repair Tunnel Soils @ Bldg F & A300 (D203) Estimated Cost: \$702,386 Revised Cost: \$ Awarded Amount: \$70,065	52,609	0	7,880	9,576
Start Date: December 09 Projected Completion Date: March 12				
2) Replace Roofs, Bldgs. H & K Waterproofing (D209) Estimated Cost: \$333,438 Revised Cost: \$ Awarded Amount: \$31,585	22,283	0	9,192	110
Start Date: December 09 Projected Completion Date: March 12				
3) Repair/Replace Concrete Stairs, Bldg. A, Waterproofing (D209) Estimated Cost: \$119,169 Revised Cost: \$ Awarded Amount: \$24,779	21,383	0	3,286	110
Start Date: December 09 Projected Completion Date: March 12				

North Lake College Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
4) Repair Roofs, Exterior Stucco, Water Infiltration, Bldg. R (D209) Estimated Cost: \$364,260 Revised Cost: \$ Awarded Amount: \$34,495	24,342	0	10,043	110
Start Date: December 09 Projected Completion Date: March 12				
5) Repair High Priority Water Infiltration Points, Campus Wide (D209) Estimated Cost: \$119,169 Revised Cost: \$ Awarded Amount: \$18,115	14,719	0	3,286	110
Start Date: December 09 Projected Completion Date: March 12				
8) Repair/ Re-Upholster Performance Hall Seating (D208) Estimated Cost: \$217,422 Revised Cost: \$ Awarded Amount: \$129,700	14,726	108,899	6,075	0
Start Date: December 09 Projected Completion Date: December 11				
NLC Maintenance Summary	Total Estimated Cost: \$1,855,844	Total Revised Cost: \$0	Total Awarded Amount: \$308,739	

North Lake College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Performance Hall Upgrades/Life Safety Analysis (NLC339) Estimated Cost: \$6,923 Revised Cost: \$26,291 Awarded Amount: \$26,290	6,923	0	0	19,367
	Start Date: May 10 Projected Completion Date: January 12			
2) North Campus Improvements (NLC343) Estimated Cost: \$24,400 Revised Cost: \$ Awarded Amount: \$7,981	7,981	0	0	0
	Start Date: November 10 Projected Completion Date: TBD			
3) Structural Analysis all Parking Lot Lights (NLC340) Estimated Cost: \$20,725 Revised Cost: \$ Awarded Amount: \$20,725	20,725	0	0	0
	Start Date: May 10 Projected Completion Date: Hold			

North Lake College SAR	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
4) New and Replace Sidewalks (NLC341)	164,295	0	0	0
Estimated Cost: \$164,295 Revised Cost: \$ Awarded Amount: \$164,295	Start Date: September: July 10 Projected Completion Date: Hold			
5) Electrical Distribution Maintenance (NLC344)	6,420	0	0	0
Estimated Cost: \$150,000 Revised Cost: \$ Awarded Amount: \$6,420	Start Date: September 11 Projected Completion Date: September 12			
NLC SAR Summary	Total Estimated Cost: \$366,343	Total Revised Cost: \$0	Total Awarded Amount: \$225,711	

Richland College SAR	Awarded \$			
	Architect/Engineer	Construction	Construction Manager	Misc.
1) Sink Hole at South End of Lake (RLC296) Estimated Cost: \$2,004,286 Revised Cost: \$ Awarded Amount: \$493,921	207,671	286,250	0	0
Start Date : October 08 Projected Completion Date: December 11				
2) Magnetic Locks on Interior (RLC303) Estimated Cost: \$250,000 Revised Cost: \$ Awarded Amount: \$18,725	18,725	0	0	0
Start Date: November 08 Projected Completion Date: Hold				
3) Repair Parking Lot A (Asphalt) (RLC308) Estimated Cost: \$256,700 Revised Cost: \$337,689 Awarded Amount: \$337,689	19,227	318,462	0	0
Start Date: December 09 Projected Completion Date: November 11				

Richland College SAR	Awarded \$			
	Architect/Engineer	Construction	Construction Manager	Misc.
4) Relocate HVAC Piping Under Lake (RLC314) Estimated Cost: \$10,000 Revised Cost: \$1,310,000 Awarded Amount: \$107,502	107,502	0	0	0
	Start Date: September 10 Projected Completion Date: September 12			
5) Parking Lot Lights (RLC313) Estimated Cost: \$500,000 Revised Cost: \$ Awarded Amount: \$479,078	8,613	470,465	0	0
	Start Date: August 10 Projected Completion Date: January 12			
RLC SAR Summary	Total Estimated Cost: \$3,020,986	Total Revised Cost: \$0	Total Awarded Amount: \$1,436,915	

Lecroy Center for Educational Tele-communications Maintenance	Awarded \$			
	Architect/Engineer	Construction	Construction Manager	Misc.
1) Replace Damper and Actuators, AHU 1 & AHU-2 @ LCET (D207) Estimated Cost: \$7,740 Revised Cost: \$14,260 Awarded Amount: \$13,410	524	12,670	216	0
Start Date: December 09 Projected Completion Date: January 12				
LCET Maintenance Summary	Total Estimated Cost: \$7,740	Total Revised Cost: \$0	Total Awarded Amount: \$13,410	

District Service Center Maintenance	Awarded \$			
	Architect/Engineer	Construction	Construction Manager	Misc.
1) Refurbish Cooling Tower (D207) Estimated Cost: \$44,232 Revised Cost: \$59,019 Awarded Amount: \$52,935	2,996	48,703	1,236	0
Start Date: December 09 Projected Completion Date: TBD				
2) District Wide ADA Assessment (D 212) Estimated Cost: \$144,765 Revised Cost: \$ Awarded Amount: \$141,900	141,900	0	0	0
Start Date: August 10 Projected Completion Date: December 12				
3) Feasibility Study Administrative Cabling Infrastructure District Wide (D192) Estimated Cost: \$5,062,857 Revised Cost: \$ Awarded Amount: \$286,644	99,008	187,636	0	0
Start Date: October 07 Projected Completion Date: Hold				
DSC Maintenance Summary	Total Estimated Cost: \$5,251,854	Total Revised Cost: \$0	Total Awarded Amount: \$481,479	

District Office Maintenance	Awarded \$			
	Architect/ Engineer	Construction	Construction Manager	Misc.
1) Dock Lift (D205)	7,437	0	309	0
Estimated Cost: \$11,058 Revised Cost: \$ Awarded Amount: \$7,746	Start Date: December 09 Projected Completion Date: Hold			
DO Maintenance Summary	Total Estimated Cost: \$11,058	Total Revised Cost: \$0	Total Awarded Amount: \$7,746	

INFORMATIVE REPORT NO. 28

Presentation of Contracts for Educational Services

The Chancellor presents the report of contracts for educational services entered into by the colleges in the past month.

Policy Reminders

Board policies pertinent to evaluating an educational contracts report include:

The Board must be sensitive to the hopes and ambitions of the community and be able to adapt readily to community needs. BAA (LOCAL), BOARD LEGAL STATUS – POWERS, DUTIES, RESPONSIBILITIES

In addition to goals enumerated in the Coordinating Board's plan for higher education, Closing the Gaps by 2015, the Board establishes these goals for the College District: ...

9. The College District will collaborate with private, public, and community partners to identify and respond to recruitment, training, and educational needs. BAA (LOCAL), BOARD LEGAL STATUS – POWERS, DUTIES, RESPONSIBILITIES, ESTABLISH GOALS

The Chancellor (or designee) is authorized to enter into contracts to provide educational services, provided the contract is less than \$250,000. In this policy, "educational services" means providing classroom instruction, testing, development of curriculum, counseling, and similar activities to business, industry, and other institutions. CF (LOCAL), DELEGATION OF CONTRACTUAL AUTHORITY

BROOKHAVEN COLLEGE - \$16,244

Ford	Automotive
GM	Automotive
YjUSA	Call Center Employee Training

CEDAR VALLEY COLLEGE - \$14,550

Methodist Hospital	English as a Second Language
Federal Correction Institute	Marketing, Business

EASTFIELD COLLEGE - \$1,000

MTC	Motorcycle Training
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EL CENTRO COLLEGE – \$3,619

Parkland Health & Hospital System Medical Coding

MOUNTAIN VIEW COLLEGE – \$ 0

NORTH LAKE COLLEGE - \$23,892

Aviall	Movement to Management
Aviall	Business Writing
Aviall	Business Writing
Lone Star College System	Stress Management
Lone Star College System	Working as a Team
Lone Star College System	Adapting to Change
Construction Education Foundation	Career Training
Dallas Joint Plumbers and Pipefitters	Career Training

RICHLAND COLLEGE – \$21,900

Chambrel at Club Hill	Emeritus
The Forum	Emeritus
Meadowstone	Emeritus
Monticello West	Emeritus
Presbyterian Village North	Emeritus (A)
Presbyterian Village North	Emeritus (B)
AT & T Services, Inc	Solid State I & II
Dallas County	Customer Care III
Dallas County	Customer Care IV
Dallas County	Business Productivity
Dallas County	Customer Care I
Dal-Tile	Leadership for Supv/Leads
Dal-Tile	Leadership for Managers
Marlow Industries	Excel III
Marlow Industries	GD&T (Grp A)
Marlow Industries	GD&T (Grp B)
Plastipak Packaging	CPR (Grp E)
Plastipak Packaging	CPR (Grp F)
Plastipak Packaging	CPR (Grp G)
Plastipak Packaging	CPR (Grp H)
Plastipak Packaging	SMED

Contracts for Educational Services Reported in 2011-12

	<u>BHC</u>	<u>CVC</u>	<u>EFC</u>	<u>ECC</u>	<u>MVC</u>	<u>NLC</u>	<u>RLC</u>	<u>Total</u>
September 2011	\$ 36,723	\$ 1,872	\$ 2,300	\$ 3,539	\$ 40,550	\$ 12,611	\$ 7,942	\$ 105,537
October 2011	\$ 26,026	\$ 13,994	\$ 0	\$ 14,226	\$ 2,625	\$ 27,738	\$ 4,785	\$ 89,394
November 2011	\$ 18,356	\$ 22,653	\$ 1,200	\$ 1,188	\$ 8,100	\$ 117,454	\$ 20,725	\$ 189,676
December 2011	\$ 16,244	\$ 14,550	\$ 1,000	\$ 3,619	\$ 0	\$ 23,892	\$ 21,900	\$ 81,205
January 2012	\$	\$	\$	\$	\$	\$	\$	\$
February 2012	\$	\$	\$	\$	\$	\$	\$	\$
March 2012	\$	\$	\$	\$	\$	\$	\$	\$
April 2012	\$	\$	\$	\$	\$	\$	\$	\$
May 2012	\$	\$	\$	\$	\$	\$	\$	\$
June 2012	\$	\$	\$	\$	\$	\$	\$	\$
July 2012	\$	\$	\$	\$	\$	\$	\$	\$
August 2012	\$	\$	\$	\$	\$	\$	\$	\$
Total To Date	\$ 97,349	\$ 53,069	\$ 4,500	\$ 22,572	\$ 51,275	\$ 181,695	\$ 55,352	\$ 465,812

Contracts for Educational Services Reported in Fiscal Years 2004-05 through 2010-11

<u>Campus</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
BHC	\$ 310,983	\$ 272,691	\$ 344,651	\$ 263,919	\$ 259,372	\$ 295,712	\$ 245,537
CVC	563,088	501,655	886,499	804,523	829,174	\$ 288,150	\$ 195,226
EFC	72,145	125,727	122,943	95,796	63,986	\$ 26,951	\$ 26,605
ECC	117,300	646,509	312,686	500,707	560,228	\$ 509,510	\$ 294,024
MVC	202,878	202,246	137,995	164,883	119,534	\$ 68,387	\$ 179,830
NLC	624,729	428,096	424,961	431,473	270,759	\$ 373,172	\$ 406,059
RLC	343,528	238,414	196,645	173,689	139,100	\$ 141,494	\$ 170,260
BPI	326,457	115,575 ¹	0	0	0	0	0
Total	\$2,561,108	\$2,530,913	\$2,426,380	\$2,434,990	\$2,242,153	\$1,703,376	\$1,517,541

¹The Bill J. Priest Institute for Economic Development ceased contract training in October 2005. The Institute subsequently became El Centro College-Bill Priest Campus.

INFORMATIVE REPORT NO. 29

Presentation of Impact of the Voluntary Retirement Incentive Program

At the October 2011 meeting, Board members requested an executive summary of the impact of the voluntary retirement incentive program that was approved in March 2011 and implemented in two phases. In the first phase, eligible employees were offered 80% of base annual salary to retire by August 31, 2011; in the second phase, eligible employees were offered 50% of base annual salary to retire by January 31, 2012. Eligibility was defined as 65 years of age with 10 years of service or meeting the “rule of 80” as of August 31, 2010. The table below presents a summary of the impact of the voluntary retirement incentive plan and the decisions that were made in its wake.

	<u>Administrator</u>	<u>Faculty</u>	<u>PSS</u>	<u>Total</u>	
Eligible for Voluntary Retirement Incentive program	152	317	208	677	
Participants	59	61	154	274	
% of Participation	38.8%	19.2%	74.0%	40.5%	
VRI-vacated Positions Removed from Organizational Charts	24	0	49	73	
Cost of Incentives, Phases 1 and 2				<u>\$11,786,345</u>	
	<u>FY 2011</u>	<u>FY 2012</u>	<u>FY 2013*</u>	<u>FY 2014</u>	<u>Total</u>
Cost Reductions Resulting from VRI:	\$83,268	\$6,106,542	\$5,496,561	\$5,476,507	\$17,162,878

*VRI Cost Substantially Recovered at end of FY 2013

INFORMATIVE REPORT NO. 30

Following Selected Students in Brookhaven's Art Department: A Companion Report to Agenda Item V.

Lauren MacKnight, former fine arts student at Brookhaven College, earned the Juror's Award (second place) at the League for Innovation National Student Art Competition. MacKnight was recognized for her piece "Pure Tone," which is described in the competition record as consisting of plaster, resin, monofilament line and sound.

Before the national competition, MacKnight took part in the DCCCD League for Innovation exhibition and competition at Mountain View College where only five of the 70 works in the exhibition were selected for the national competition. The national competition included 95 works from the 19 League for Innovations members and was judged by Wendy Wischer, artist and 2008 recipient of the South Florida Cultural Consortium's Visual and Media Artists Fellowship; Paco Barragn, an independent curator and an arts writer based in Madrid; and Jorge Gutierrez, museum manager and former director of the National Museum of Visual Arts in Venezuela.

Like many art students from Brookhaven College, Ms. MacKnight has transferred to a university for advanced training. She holds a B.F.A. and is enrolled in the graduate program at University of Texas – Austin. See below for students who transferred and/or completed graduate degrees in 2010-11.

Brookhaven Students Transferring into Baccalaureate Programs

Whitney Beasley, B.F.A. student at Kansas State University
Jose Canepa, B.F.A. student at University of Texas – Arlington
Amy Chavera, B.A. student at University of Texas – Dallas
Sheryl David, B.F.A. student at Texas Woman's University
Brian Hauser, B.F.A. student at Arizona State University
Ji-Won Han, B.F.S. student at School of the Art Institute of Chicago
Isaiah Santo Hernandez, B.F.A. student at Kansas City Art Institute
David Hurtado, B. Arch. Student at University of Texas – Arlington
Sofia Retta, B.A. student at Brandeis University
Emeterio Rojas, B. Arch. Student at University of Texas – Arlington
Dejah Sanchez, B.F.A. student at University of Hawaii

Brookhaven Students Entering Graduate Programs

Erick Figueroa, M.F.A. student at Texas Christian University

Erin Hinz, M.F.A. student at Notre Dame University
Marion Lefeld, M.F.A. student at Southern Methodist University
Lauren MacKnight, M.F. A. student at University of Texas – Austin
Alexander Orosco, M.F.A. student at Washington University in St. Louis
Rani Rautela, M.F.A. student at University of Dallas
Alliason Starr, M.F.A. student at University of Texas – Arlington

Brookhaven Alumni Who Completed Graduate Degrees in May 2011

Shafaq Ahmad,, M.F.A. from Texas Christian University
Arthur Fields, M.F.A. from Texas Woman’s University
Tony Garbarini, M.F.A. from Cranbrook
Colin Hatton, M.F. A. from Rhode Island School of Design
Erin Hinz, M.A. from Eastern Illinois University
Danielle Huey Kimsey , M.F.A. from University of Iowa
Bruce Monroe, M.F.A. from University of South Florida

Leadership for the Art Department at Brookhaven College are Rick Maxwell, Dean, and Lisa Ehrich, Department Chair.

Members of DCCCD’s Art Curriculum Committee are Co-Chairs Rosemary DesPlas (El Centro) and David Willburn (Eastfield), Chong Keun Chu (Brookhaven), Linda Ridgway (Cedar Valley), Christina Medina (Mountain View), Chris Fulmer (North Lake), and Tom Motley (Richland).